

Tonasket Parks and Recreation Board

Wednesday, July 21st, 2021 at 6:45 PM

ONLINE ONLY per Proclamation [20-28](#) from the Governor

Call to Order 6:49 PM Click on the following link to join: meet.google.com/qkt-tcia-qwe

Rick Massey, Jordan Weddle, Billie Attwood, Dave Stangland and Stacey Kester are present.

Consent Agenda

- [Minutes of previous meeting \(PDF Link\)](#)
- Dave moves to approve the minutes as corrected, Billie seconds the motion, motion passed unanimously. Jordan abstained due to not being present at the last meeting.

Agenda

Hearing from individuals or groups (public comment)

The Board welcomes all present to this meeting. Anyone wishing to speak on an issue will be invited to speak once for up to three minutes. We may or may not discuss your issue at this meeting, more likely we will place it on a future agenda. Though we are unlikely to take any action this evening, we are very interested in hearing your comments.

Finances

1. County Reports
 - a. [Revenue Summary](#)
 - i. Timber excise test
 - ii. The county has received 72% of taxes
 - b. [Expense Summary](#)
 - i. \$13,000 has been spent which is 13% of budget.
2. Invoices and reports from the City
 - a. [Revenue and Expense Report, Invoices from the City](#)
 - b. [May and June Payroll](#)
 - i. Note: fiscal revenue minus fiscal expenditures is -\$786.99, so the voucher to the city should be \$786.99 if all invoices look good. In other words, \$786.99 paid to the city brings the balance back to zero by taking into account the revenue received by the pool.
 - ii. Stacey Kester checked the figures and reviewed findings with the board.
 - iii. Stacey motions to pay \$786.99 to the city, the difference between fiscal revenue and expenditures, Billie seconded, motion carried.
 - iv. Billie has received a donation from the Pat Green Memorial to be donated to the pool via The Community Foundation. Dave has a few checks as well. Board members are inquiring about the process to get funds to the Community Foundation in support of The Tonasket Community Pool.
3. Tonasket Park and Rec
 - a. Pool Update (Dave, Billie, Jordan)
 - i. The leak that is known has been plugged. The gallons of water going into the pool per day has dropped from 6765 to 4530. This is a decrease of 2235 gallons per day. We estimate 1300-2600 gallons of the 4530 is due to evaporation and daily water usage. Dave has contacted WMS aquatics numerous times for scheduling pool repair. Unfortunately, Lyle at WMS aquatics hasn't been able to put us on the schedule for pool repairs despite several attempts to schedule. At

this time WMS aquatics has not taken responsibility for any repairs needed for the pool. The board is pushing to have the leak repaired and grout repair.

- b. [Added Water Analysis](#)
- c. [Letter from City Attorney.pdf](#)
 - i. The board wants to meet with the city and iron out the details of the pool repair.
- d. [Link to Interlocal Agreement](#)

Old Business

- 4. AED - Update: Purchased, need a plan for install when it arrives.
 - a. Jordan has sent an email to cardio partners because it has been purchased but we haven't received it.

New Business

- 5. Budget Materials for Fall
 - a. [Budget Letter](#)
 - b. [Revenue Sheet xls](#)
 - c. [Revenue Sheet pdf](#)
 - d. [Expenditure Sheet xls](#)
 - e. [Expenditure Sheet pdf](#)
 - f. Billie motions to have Rick and Jordon work with the city to come up with the annual budget, Stacey seconded, motion carried.
- 6. Purchasing a new pool cover
 - a. Old pool cover is disintegrating.
 - b. Billie wants to know if there are remaining funds from the pool committee.
 - c. Some conversation regarding purchasing pool supplies from other suppliers.
- 7. Trail Investigation Update.
 - a. Snow park has a maintenance list that can be worked on. Some work has already been completed.
- 8. Move to in person meetings?

| Type of Public Meeting | Required | Optional |
|------------------------|---|---|
| Virtual/Remote | Yes. Subject to conditions in Proclamation 20-28.14 , at p. 3, including that there be telephonic access, at minimum, and all attendees can “hear each other at the same time.” | No. |
| In-Person | No. | Yes. Subject to conditions in Proclamation 20-28.14 at pp. 3 and 4, including that any person who wishes to attend in person be able to do so, either in meeting room or overflow area. No capacity limits or physical distancing requirements. Masks required for unvaccinated attendees, however no verification requirement. |

In person meetings will be discussed with the possibility of an in person meeting in the fall.

7:45 pm - Executive Session Yes () No (X) (If yes, see the following page for checklist)

Adjourned at 8:57pm

Meetings are scheduled for 6:45pm on the 3rd Wednesday at the District Office of the Tonasket School District 2021 Schedule: Jan 21th, Feb 17th, Mar 17th, Apr 21th, May 5th, May 19th, Jun 16th, Jul 21th, Aug 18th, Sept 15th, Oct 20st, Nov 17th, Dec 15th

Executive Summary Checklist

(From [MRSC.org](#))

| | Requirement | X |
|------------------------|---|---|
| Meeting | An executive session can only be held as part of a regular or special meeting. | |
| Purpose | The presiding officer announces in open session the purpose of the executive session. | |
| End Time | The presiding officer announces in open session the time the executive session will end. | |
| Legal Counsel | Legal counsel is present during the executive session, if required. | |
| Confidentiality | At the start of the executive session, participants are reminded that discussions are confidential. | |
| Topics | Local governments can discuss the following topics set forth in RCW 42.30.110(1) in executive session: | |
| | • Matters affecting national security. RCW 42.30.110(1)(a)(i). | |
| | • Infrastructure and security of agency computer and telecommunications network. RCW 42.30.110(a)(ii). <i>See back of the page.</i> Note: Requires presence of legal counsel. | |
| | • Real estate sale, purchase, or lease if a likelihood that disclosure would increase the price. RCW 42.30.110(1)(b), (c). If agency is seller/lessor, only minimum price may be discussed & factors influencing price must be discussed in public session. <i>Columbia Riverkeeper v. Port of Vancouver.</i> | |
| | • Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price. RCW 42.30.110(1)(c). <i>See back of page.</i> Note: Final action selling or leasing public property must be taken in open session. | |
| | • Negotiations on the performance of a publicly bid contract. RCW 42.30.110(1)(d). | |

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|--------------------------|--|--|
| | <p><i>See back of the page.</i></p> <ul style="list-style-type: none"> • Complaints or charges brought against a public officer or employee. RCW 42.30.110(1)(f). Note: At accused's request, discussion must be in open session. • Qualifications of an applicant for public employment. RCW 42.30.110(1)(g). <i>See back of page</i> • Performance of a public employee. RCW 42.30.110(1)(g). See back of page. • Qualifications of an applicant/candidate for appointment to elective office. RCW 42.30.110(1)(h). <i>See back of page.</i> • Agency enforcement actions. RCW 42.30.110(1)(i). See back of page. Note: <i>Requires presence of legal counsel.</i> • Current or potential litigation. RCW 42.30.110(1)(i). See back of page. Note: <i>Requires presence of legal counsel.</i> • Legal risks of current or proposed action. RCW 42.30.110(1)(i). See back of page. Note: <i>Requires presence of legal counsel.</i> | |
| Extended End Time | If the executive session is not completed by the originally announced end time, the presiding officer announces the extended end time in open session before returning to executive session | |
| Resumption | Open session is not resumed until after the announced end time. | |

PRACTICE TIPS*

For Local Government Success



An executive session must begin after a regular or special meeting is convened and adjourn before the meeting ends. While an executive session will therefore always be a part of a regular or special meeting, it is possible to hold a special meeting for the sole purpose of holding an executive session.

To start, the chair must announce the executive session to those in attendance at the meeting, including: (1) the purpose of the executive session; and (2) the time when the executive session will end.

Announced Purpose and Topics of Discussion: The announced purpose of the executive session must be one of the statutorily-identified purposes for which an executive session may be held. The announcement must contain enough detail to identify the purpose as falling within the limits of the law.

It would not be sufficient, for example, for a meeting chair to declare simply that the governing body will now meet in executive session to discuss "personnel matters." Discussion of personnel matters, in general, is not an authorized purpose for holding an executive session; only certain specific issues relating to personnel may be addressed in executive session.

Attendance of legal counsel – Legal counsel must be present at an executive session, either in person or remotely via a device that allows two-way communication, to discuss enforcement actions, current or potential litigation, or the legal risks of current or proposed action. "Potential litigation" means litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; or the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity. Discussion of the "legal risks" of a current or proposed action can only occur in executive session if public discussion of those legal risks is likely to result in an adverse legal or financial consequence to the agency.

Notes for Specific Discussion Topics

- **Security of computer and telecommunications network** – Governing body may be briefed in executive session about agency cybersecurity issues or data breaches. If a data breach occurs, the agency must comply with breach notification requirements.
- **Contract Performance** – Review of contract performance of publicly bid contracts may only be discussed in executive session when public knowledge of such consideration would likely cause increased costs.
- **Qualifications of an applicant for public employment or review of performance of a public employee** – If the governing body elects to take final action regarding hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action must be taken in open session.
- **Qualifications of candidate for appointment to elective office** – Candidate interviews and final action appointing a candidate to elective office must be in an open public meeting.
- **Collective bargaining sessions** – Collective bargaining sessions with employee organizations are not subject to OPMA requirements and may occur in closed session without following OPMA procedures. This exemption applies to contract negotiations, grievance meetings, and discussions about the interpretation or application of a labor agreement or to that portion of a meeting when the governing body is planning or adopting its strategy during the course of any collective bargaining, professional negotiations, grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings in progress.

Length of Session: If the governing body concludes the executive session before the time stated, it should not reconvene in open session until the time stated. Otherwise, public may, in effect, be excluded from that part of the open meeting that occurs between the close of the executive session and the time when the chair announced the executive session would conclude. If the executive session is not over at the stated time, it may be extended only if the chair announces to the public at the meeting place that it will be extended to a stated time.

Attendance: Attendance at an executive session need not be limited to the members of the governing body. Persons other than elected members may attend the executive session at the invitation of the governing body. Those invited should have some relationship to the matter being addressed in the executive session, or they should be in attendance to otherwise provide assistance to the governing body. Note that if the stated purpose for the executive session is to discuss litigation or potential litigation with the governing body's attorney, the presence of persons at the session who are not governing body members or agency staff may waive the attorney-client privilege.

Minutes: Minutes are not required to be taken at an executive session. If minutes or notes are taken during an executive session, they may be subject to the disclosure requirements of the Public Records Act.

*DISCLAIMER: These practice tips are meant to provide summary information on executive sessions; these tips are not intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.