

Tonasket Parks and Recreation Board

Wednesday, Sep 18th, 2024 at 6:45 PM

In the District Office of the Tonasket School District,
and ONLINE via Google Meet: meet.google.com/qkt-tcia-qwe
or phone: +1 470-241-5086 PIN: 848 422 354#

Call to order 6:49 PM

Attending: Concetta, Jordon, Dave, Rick

Consent Agenda

- [Minutes of previous meeting](#)

Concetta moves we approve the minutes, 2nd by Dave, Passed Unanimously

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 Budget Reports

- [Revenue](#)
- [Expense](#)

2. [OK Treasurer Report](#)

3. [US Bank Statement](#)

4. Invoices and reports from the City

- [Cash Sheet](#) and [Revenue and Expense Report, Invoices from the City](#)

i.	Pool Payroll	\$ 28,044.14
ii.	Ziply	\$ 67.62
iii.	PUD	\$ 958.67
iv.	Tonasket Water Fund	\$ 183.72
v.	Tonasket Sewer Fund	\$ 182.01
vi.	Tonasket Current Expense Fund	\$ 36.57
vii.	Coleman Oil	\$ 74.27
viii.	Ogborn	\$ 258.25
ix.	Excise Tax	\$ 147.81
x.	Refund	\$ - 430.95

Total Expenses \$ 29,522.11

Total Revenue \$ 178.50

Sept Amount For Voucher \$ 29,343.61

Aug Amount For Voucher \$ 17,889.15

Total Amount For Voucher \$ 47,232.76

- The City made a correction on the payroll and issued a refund for \$430.95.

- Jordon and Concetta spoke with Joel about pulling expense and revenue reports on the first of the month vs the 2nd Tuesday. The city pulls all city reports on the first day of each month. This would be easier for both parties, the city and P&R BOD.

- c. Concetta moves that we make a voucher for 47,232.76 for both August and September, 2nd by Rick, discussion about paying bills in a timely manner as the PUD was not paid for the month of August, we did not accrue a late fee but just a reminder to be mindful of late fees and timely payments, passed unanimously.

Old Business

5. Pool maintenance update

(information from last agenda)

- a. Some preliminary numbers for reworking the wall tops (Same as last meeting)
- i. [Quote for wall toppers](#) \$ 3,380.40
 - ii. Quote for hand grip replacement
 - 1. [Instructions](#)
 - 2. [Estimate/Quote](#) \$ 21,496.15
 - 3. [Edge Treatment](#)
 - iii. Paint Estimate (16 Kits @ 197.77 each plus tax) . . \$ 3,415.92
- Total \$ 28,292.47
Plus 10% \$ 31,121.72

Joel and Jordon met to discuss repairs. Joel determined that the trough was not damaged just the paint was compromised. There's two options, one is just to repair the paint including the toppers and the other solution is to replace the trough with a stainless steel replacement trough, however this is limited with the flexibility of steel, if he can flex it 4 or 6 inches into the trough. He has spoken with multiple vendors about how to fabricate the trough. He is not going to get any work done this autumn, but he is confident that he can do the requested work in the spring. This includes the deco seal, trough repair and other listed items as discussed with Jordon. Jordon will follow up with Joel after this meeting to touch in and see what the progress is, Jordon would like to have the grates removed and show Joel the issues. Joel should know the full scope of the work we are expecting to have completed. Dave would like to show Jordon where the largest issues are. They plan to meet soon.

Dave reports that we used 4k gallons a day, the same as last year.

Dave reports that a study done states that water consumption is: pool 25%, Filter backwash 25% showers 35% and toilets and sinks 15%.

6. Purchasing a new pool cover

- a. Pool Cover Dimensions - 42' x 75' and 20' x 49'
- b. [Pool Drawing](#), [Quote for Pool cover](#), [Quote 2 for Pool Cover](#)
- c. Dave reported the pool lost 4000gal/day to evaporation, showers, sinks, etc... for 67 days. A pool cover should be a priority in order to see the difference in water loss. There is an estimated loss of 600 gal lost in evaporation. The pool cover will also save in loss in heat and chemicals in water.

New Business

7. Budget Season - Our Final budget is due to the County by Oct 31st, 2024!

- a. *Documents from prior meeting*
- i. [2025 JD Budget Call Letter.pdf](#)
 - ii. [Revenue Worksheet](#)
 - iii. [Expense Worksheet](#)

- iv. [Annual Budget Agreement for 2024](#)
- b. [Annual Budget Agreement Draft for 2025](#)

The listed budget for 2024 for the pool supplies is lower than actual expenses. Daren Johnson bought an excess of pool supplies to supply next summer, this is anticipated, and next year that number will reflect the opposite spending.

The 2024 year reflects that the pool wages were 9,147.35 over what was budgeted, BOD discussed how to keep the annual budget at 135,500.00 instead of making an increase.

Dave moves that we approve the annual draft budget, Jordon will sign and submit this draft budget to the city, 2nd by Rick, passed unanimously.

- 8. Trail Investigation Update
 - a. Snow park trails need work.
 - b. Oct 6th Trail day at the SnoPark at 130

7:45 pm - Executive Session Yes () No (X) (If yes, Follow the Executive Summary Checklist)

Adjourn 8:35 pm

Meetings are scheduled for 6:45pm on the 3rd Wednesday of each month.

Location: The District Office of the Tonasket School District

2024 Schedule: Jan 17, Feb 14, Mar 20, Apr 17, May 15, Jun 19,
Jul 17, Aug 21, Sep 18, Oct 16, Nov 20, Dec 18

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). <i>See back of the page.</i>	
	• 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). <i>See back of page.</i>	
	• 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). <i>See back of page.</i> Note: Requires presence of legal counsel.	
	• Current or potential litigation. RCW 42.30.110(1)(i). <i>See back of page.</i> Note: Requires presence of legal counsel.	
	• Legal risks of current or proposed action. RCW 42.30.110(1)(i). <i>See back of page.</i> Note: Requires presence of legal counsel.	
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.

December 2018