

SOUTH BEACH PARKS & RECREATION
Gray's Harbor & Pacific Counties, WA
Meeting Location: Westport Library
Regular Monthly Meeting: March 14, 2024

Governing Body Members Present: A. Susan Abernethy, Kelly Redford, Michael Reichenberger
Governing Body Members Absent: 2 vacant positions
Quorum Met: Yes
Visitors/Public: Carolyn Barker

Meeting called to order at 13:05 PM; by A. Susan Abernethy

1. Prior Minutes Approval:

Motion _____; Second _____; (In Favor _____; Opposed _____; Abstained _____)

Result: Approved / Rejected

2. Public Comment

a. none

3. Financial Activity

a. Commissioner Redford presented the Financial Report for the 1st Quarter

b. Voucher/Payment Approval: Vouchers approved and signed by all commissioners to be mailed to the county for processing.

Discussed that we need to be more specific in coding. Review BARS manual; link at the bottom of the minutes.

See attached report

Voucher(s)/Warrant(s)

Totals

Numbers: _____ through _____ \$ _____ (to be adopted in April 2024 based on audit)

Electronic Payment(s) – N/A in Q1

Dates: _____ through _____ \$ _____

Motion _____; Second _____; (In Favor _____; Opposed _____; Abstained _____)

Result: Approved

4. Operational Reports/Updates

a. Audit Updates provided by Susan. There was discussion on the need to put our processes in writing and ensure the agreement is finalized between Cranberry Heritage and SPBR.

b. Reviewed need for COI annual statements and voting procedures with those conflicts

5. New Business

a. There was a request by the Auditors office for an immediate change in procedure and all payments for rentals be made to SBPR and not a separate payment to Cranberry Heritage. There was discussion on the procedural changes and how Cranberry heritage would be reimbursed for staff time to process rentals.

b. Numbered Receipt log needs to be adopted

c. Auditor also highlighted a training to be completed by the Commissioners.

Washington State: Office of the Attorney General, Open Government Training:

- <https://www.atg.wa.gov/opengovernmenttraining.aspx> and <https://mrsc.org/explore-topics/parks>

6. Old Business

a. Discussion on the agreement and operational changes that need to be addressed between SBPR and Cranberry Heritage. This is priority for the April meeting.

b. Review of prior audit findings and any resolution to date.

7. Resolutions: none

a. Resolution # _____ regarding: _____
Motion _____; Second _____; (In Favor _____; Opposed _____; Abstained _____)
Result: Approved / Rejected

8. No further business, move to adjourn:

Motion ASA; Second KR; (In Favor 3; Opposed 0; Abstained 0)

Result: Approved

Meeting adjourned at 14:24 PM;

Next Meeting Scheduled for: April 18th 13:00, at the Westport Library

Additional Resources

MRSC, OPMA/PRA Tips and Checklist:

<http://mrsc.org/Home/Explore-Topics/Legal/Open-Government/OPMA-and-PRA-Practice-Tips-and-Checklists.aspx>

MRSC, Parliamentary Procedure: A Brief Guide to Robert’s Rules of Order:

<https://mrsc.org/explore-topics/governance/meetings/parliamentary-procedure>

BARS Manual 3.8.5, Voucher Certification and Approval:

https://www.sao.wa.gov/bars_cash/accounting/expenditures/voucher-certification-and-approval/

State law

Chapter 36.69 RCW – PARK AND RECREATION

DISTRICTS: <https://app.leg.wa.gov/rcw/default.aspx?cite=36.69&full=true>

These are the state laws specific to your entity type, addressing authority, Board requirements/composition (e.g., monthly meetings), budget, taxing, etc.