

**Mason County Parks and Trails
Advisory Board Meeting
March 7, 2019
The Salmon Center
600 NE Roessel Rd.
Belfair, WA 98528
6:00 p.m.**

CALL TO ORDER AND ATTENDANCE

- **Meeting Called to Order at 6:03 PM** The Parks and Trails Advisory Board Meeting by Mary Miller, Chairperson
- **Present:** Andrew Kinney, Mendy Harlow, Jeanne Robinson, Mary Miller, Mike DiMatteo and Ross McDowell.
- **Guests:** None present
- **Approval of Minutes:** There was a motion to correct spelling of Andrew Kinney and Mike DiMatteo's names on the January 24, 2019 minutes by Andrew Kinney and seconded by Mendy Harlow. Motion carried and the minutes were approved as amended unanimously.
- **Agenda:** A motion was made to accept the March agenda by Mendy Harlow and seconded by Jeanne Robinson. Motion carried and the agenda was approved unanimously.
- **Public Comment:** (Up to 5 minutes available per person for citizens to address the Parks and Trails Advisory Board.)

Ross McDowell read verbatim an e-mail he and Frank Pinter received from Ken Van Buskirk dated 03/05/2019 requesting his comments to be made at this meeting.

Ross please share these comments with the advisory board.

It is my understanding that the advisory board is considering having meetings allowing a member to phone in. This is not an open and transparent process and should not be normal procedure and only be allowed in certain circumstances. I also am opposed to having meetings at the Salmon Center as I don't feel this is an allowed use under their special use permit.

As I am not allowed on salmon center property please provide me with a draft copy of the meeting minutes when available.

thank you

Ken VanBuskirk

Mendy Harlow, Executive Director of the Salmon Center, indicated that a public meeting is allowed under her special use permit for the Salmon Center.

▪ **Business Items:**

○ **By-Laws:**

Mary Miller started off requesting that the Parks & Trails Advisory Board (PTAB) discuss adding a “call in participation” to the by-laws. She requested that Ross McDowell read the current by-laws regarding meeting attendance into the record.

The Parks and Recreation Department Board Chapter 2.49 Section 2 Board Operations and by-laws subsection Quorum – Voting:

A majority of the entire membership constitutes a quorum for the conduct of regular business (attendance of four members).

Voting is by “ayes” and “nays” except where the members may require a ballot or roll call vote.

Members shall disqualify themselves from voting on any matter which may involve a conflict with their business interests; and may abstain from voting for good and sufficient reasons which shall be announced to the meeting upon call of any member.

At any meeting where there is less than a quorum, the members present shall have authority to establish a date for an adjourned meeting. By-laws may be amended by vote of two-thirds of the membership (five members).

Mary Miller requested that the board suggest some wording that would allow members of the PTAB to call in and participate in the meeting. Ross McDowell reminded the board that if we use a call in participation option it would have to be in compliance with the Open Public Meeting Act by spelling out in the by-laws how many members could call in and that any people attending the meeting (public and members) can hear everyone and that the member on the phone can hear everyone. Ross also added that there should be a limit on the amount of times a member calls in to participate in regular or special meetings.

In the discussion it was suggested that we use the same limitations on call in participation as there is in the by-laws for PTAB members to be in good standing which is, three consecutive meetings or not to exceed 50% or more of the regular meetings in a calendar year. Also discussed was the limitation of members who could use the call in participation per meeting. In the discussion it was brought up that to keep a quorum for the meeting is important but they wanted to limit it to 2 members or 1/3 of the present PTAB per meeting.

A motion was made by Jeanne Robinson and seconded by Mike DiMatteo to request to add in the Chapter 2.49, Section 2 Board Operations and By-Laws, Subsection Quorum – Voting the following language:

A member may use the “call in participation” for a regular or special meeting and be counted toward the quorum for the meeting. A maximum of two members can utilize the “call in participation” per regular or special meeting with 2 members must be physically present to make a quorum. Members are limited to using the “call in participation” to three consecutive meetings or not to exceed 50% or more of the regular or special meetings in a calendar year.

Motion carried and the request to change the by-laws was approved unanimously. Ross McDowell was asked to present this recommendation to the Mason County Board of County Commissioners for their approval and code change.

Ross McDowell presented some housekeeping issues in the by-laws reference the term “Director of Parks and Recreation”. Request to change the title to Manager of Parks and Trails. Motion was made by Mendy Harlow and seconded by Andrew Kinney to recommend the change to the Board of County Commissioners. Motion was carried and approved unanimously.

○ **Update Membership:**

Ross McDowell reported that he sent out requests letters by e-mail and US Postal service on January 25, 2019 to PTAB members Tina Post and Leanna Krotzer requesting their decision to remain on the Parks and Trails Advisory Board and attend regular meetings. Ross asked that they respond to him via e-mail of their decision by February 11, 2019. As of this meeting March 7, 2019 Ross has not received any correspondence from either member. Copies of the letters were available for the PTAB to examine.

A motion was made by Andrew Kinney and seconded by Jeanne Robinson to recommend to the Mason County Board of County Commissioners that Tina Post and Leanna Krotzer be removed from the PTAB and request the two positions be opened for appointment by the Board of County Commissioners. Motion was carried and approved unanimously.

○ **Grant Information**

Mendy Harlow indicated that the Land and Water Conservation Grant was not open yet for pre-applications and would be possibly late this year.

Andrew Kinney stated that the Natural Resources Conservation Service (NRCS) has a grant and that he would follow up on it and get information for the board.

Ross McDowell updated the PTAB on the RCO grant for Hood Canal School football field and some of the concerns that have risen from the drain field location on school property.

▪ **Correspondence/Good of the Order:**

- Ross McDowell gave an update on the Sandhill Park septic system, summer help and Park Host position. Septic system is waiting on the weather for the electrician to complete the wiring. The summer help will be Nick Duby again this year. The Park Host, Clayton Casto, has signed a two year agreement to remain as Park Host for Sandhill Park.

- March 30, 2019 will be the first PTAB Mason County park tour starting at 8:00 AM meeting at MCRA. Member Mike DiMatteo will not be available for the tour.

▪ **Meeting Adjourned:**

Motion made to Adjourn by Mendy Harlow. Meeting was adjourned at 6:54 PM.

▪ **Next Meeting:**

The next scheduled Parks Advisory Board Meeting will be Thursday, April 25th 2019 at 5:15 PM at MCRA Office.