

Approved 2-13-13

Jefferson County Parks & Recreation District No. 2 Regular Board Meeting January 16, 2013

Present: Commissioners Bud Schindler, Jackie Booth, Sue Bettinger, Nicole Black

Absent: Commissioner Doug Hixson

6:00 pm.

Commissioner Schindler called the meeting to order and made opening remarks welcoming a gathering of approximately 50 people, introduced the four present Commissioners, and announced that Commissioner Hixson had an excused absence. Commissioner Schindler stated that Commissioner Hixson is the Chair of the Brinnon Chamber of Commerce and manages Cove RV. Commissioner Schindler described the formation of the Brinnon Parks & Recreation District No. 2 (the "District") and the role of the five elected Commissioners (the "Commission") in operating the District. Commissioner Schindler also described the importance of the Brinnon Subarea Plan and how it applies to the operation of the District. He stated the importance of it being updated and that the District should be responsible for this effort.

6:05 pm

Commissioner Schindler proceeded to the scheduling of monthly and annual meetings. After receiving public comments, Commissioner Schindler moved that the Commission hold its monthly meetings on the second Wednesday of every month except June and its Annual Meetings on the second Wednesday of June. The meeting time would start at 6:30 pm and the place would be at the Community Center. The motion was seconded and unanimously approved. Commissioner Schindler volunteered to check with the Community Center Personnel to be sure the meeting space was available.

6:10 pm

Commissioner Schindler then proceeded to the election of officers. Commissioner Booth moved to nominate Commissioner Black for Chair. The motion was seconded and unanimously approved. Commissioner Bettinger moved to nominate Commissioner Schindler for Vice Chair. The motion was seconded and unanimously approved. Commissioner Schindler moved to nominate Commissioner Bettinger for Treasurer. The motion was seconded and unanimously approved. Commissioner Schindler moved to nominate Commissioner Hixson for Secretary. The motion was seconded and unanimously approved.

6:15 pm

Commissioner Black introduced the first agenda item as the need to approve a budget. Commissioner Schindler distributed hard copies of a document which he previously drafted to this effect (the "Draft Budget"). Commissioner Schindler stated the following:

The Draft Budget is highly similar to its template, which is a budget filed by the Coyle District on November 29, 2012.

A budget was due to be submitted to Jefferson County on November 30, 2012.

Jack Westerman, Jefferson County Assessor, had previously informed Commissioner Schindler that the District needed to submit a budget as soon as possible in order to comply with Jefferson County audit procedures, even though the District currently has no financial data.

The Draft Budget's numbers and categories function as place holders until the District obtains financial data and completes initial organization.

Approved 2-13-13

The Draft Budget, if approved, could be changed at any time and does not bind the District to its terms.

The District currently holds approximately \$50 left over from the election fund and no other assets.

The District currently has no expenses.

The Coyle District budget includes Stipend Positions, and it is necessary to include Stipend Positions in the Draft Budget so that the District could, to follow the Coyle District's example, paying the secretary and treasurer \$50 each for each meeting that they participate in should the need arise.

The Draft Budget should include Stipend Positions, because the District will be required by the State of Washington to have Stipend Positions in order to qualify for certain grants.

The Draft Budget should include a category for insurance, because it will become necessary in the future to purchase insurance.

The District's fiscal year begins on January 1.

The District currently has no plans or abilities to spend or raise money.

Jefferson County's demands for a placeholder budget call for approving the Draft Budget at this meeting and modifying it at a later date.

Commissioner Black stated the following:

The current proportion of the budget allocated for Stipend Positions is too high and needs to be capped.

All Draft Budget categories need to be capped in order to avoid unbalanced appropriation of funds acquired in the future.

The Draft Budget should include a category for Operating Expenses.

The Draft Budget should accurately state the Commission's current assets.

The Draft Budget does not allocate enough money to Events and Marketing.

Public Comments made during the discussion on the Draft Budget included the following:

The Draft Budget should state the District's current assets instead of stating total revenues of \$5000 with \$2000 cash on hand.

The Draft Budget should contain two categories: Operating Expenses and Projected Revenue, because these categories accurately reflect the current extent of the District's financial activity.

The Draft Budget should account for transfer of the District's pre-formation funds of approximately \$250 to the District's current assets, thus enabling those funds to be used.

The Draft Budget should not state that the District has \$2000 cash on hand, because the District has approximately \$250 cash on hand.

The Draft Budget should include a category for fund raising expenses and projected revenue.

The Commission could use crowdsourcing web sites like kickstarter.com to publicize the District, solicit contributions, and inform seasonal residents and tourists about the District's activities.

The Draft Budget should not include insurance, because no information yet exists about the District's insurance needs.

The Draft Budget should include insurance, because it will become necessary to purchase insurance.

The Draft Budget should not include a category for Consultants and Vendors, because there is currently no such ascertainable need.

The Draft Budget should include Stipend Positions, because the Coyle District uses Stipend Positions to help its commission conduct its business.

Approved 2-13-13

The Draft Budget should include Stipend Positions, because it allows the District to hire staff should the need arise.

The Draft Budget should not include Stipend Positions, because there are currently no plans to hire staff.

The Draft Budget should not include Stipend Positions, because all work should be done on a volunteer basis.

The Draft Budget should not include Stipend Positions, because all work done before revenue generation should be done on a volunteer basis.

The Draft Budget should not include Stipend Positions, because the District could hire staff under Operating Expenses, should the Draft Budget include that category.

The Draft Budget should not include Stipend Positions, because there are no plans to seek any status which would require the District to have Stipend Positions.

The Draft Budget should not be approved, because the District currently does not have enough financial data to draft a meaningful budget.

The Draft Budget should be approved, because it allows the District to spend money upon generation of revenue.

The Draft Budget should be approved, because Jefferson County needs a budget on file in order to project the District's activities over the next fiscal year.

The District could wait to submit a budget to Jefferson County until enough data has been accumulated to enable the drafting of a meaningful budget.

6:40 pm

Commissioner Black concluded the discussion by asking the gathering for a show of hands on Draft Budget approval. The gathering showed an approximate majority approval of the Draft Budget. Commissioner Black moved to approve the Draft Budget. The motion was seconded and unanimously approved.

6:45 pm

Commissioner Black introduced an open discussion on the role of the District and asked for public contribution. Public comments included the following:

The District should seek support from seasonal residents of the area, as those persons would likely support District activities.

The District should inquire into ways to work with the Dosewallips State Park.

The District could function as an important local employer.

The District could model some aspects of its governance on the Brinnon School District and the Coyle District.

The District could tailor its governance to its unique needs upon a review of similar organizations in the area.

The District should develop a website and structure it such that donations can be requested and processed.

The District should consider having a P. O. Box and Telephone Number.

The District should function as small government instead of big government and remain cautious upon expansion of its role and financial status.

The District should work to reinvest local tax dollars back into Brinnon.

The District should seek year-long revenue generation.

7:05 pm

Commissioner Black asked the gathering for volunteers to aid the Commission. Alan Ostenson volunteered to aid the Commission as a liaison to Senior Organization and to help commissioner Schindler with drafting the District Bylaws. Nathan Pritchett volunteered to aid the Commission

Approved 2-13-13

in developing the District Bylaws and as a document editor. The Commission made closing remarks thanking those who donated money, time, and support to the District's successful pre-election phases.

7:10 pm Commissioner Black moved to adjourn the meeting. The motion was seconded and unanimously approved.