

Brinnon Parks & Recreation District
PO Box 643 Brinnon, WA. 98320
Phone: 360-796-7002 www.brinnonparksandrec.org

April 8, 2020

6:30pm

Regular Meeting Agenda & Joint Meeting with Emerald Towns Alliance

Zoom Video Meeting:

<https://us04web.zoom.us/j/388290384?pwd=Wmh2YmVYKzBJRmNBRHFCZU5Bb216dz09>

Meeting ID: 388 290 384

Password: 464009

If you would like a link sent to you contact bgraham@brinnonparksandrec.org

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Public Comment (Limit 3 minutes)
- V. Approval of Minutes
 - a. March 11, 2020
- VI. Consent Agenda
 - a. Treasurer Report
- VII. Unfinished Business
 - a. ShrimpFest 2020
 - i. ShrimpFest 2020 discussion with Emerald Towns Alliance
 1. How or whether to proceed - timing to make a decision
 2. Shrimp processing cancel for 2020? Budget impact?
 3. Permits - timing
 - a. Event
 - b. Vendors (including VFW)
 4. Insurance - timing
 5. Other issues
 - ii. LTAC Update and consideration of agreement (Graham)
 - b. Update on Point Whitney Access Redevelopment Project (Boat Ramp)
 - c. Labor and Industries Update (Coleman)

d. Programs

- i. Knitting Circle (Graham) Second Sunday of Monday 1:00pm - 3:00pm @ Brinnon Community Center (On hold)
- ii. Hiking Program (Graham) Thursday, May 7, 2020 6:00pm - 8:00pm @ Brinnon Community Center (Reschedule?)
- iii. Mushrooming Program - Thursday, September 10, 2020 6:00pm - 8pm @ Brinnon Community Center (Graham)
- iv. Hunting Program (Beck)
- v. Fishing Program (Beck)
- vi. Summer Computer Class Brinnon Community Center (Graham)
- vii. Art & Wine

e. Discussion of Procurement Policy and Cash Receipting Policy

f. Brinnon Parks and Rec Recreation Website Needs to Convert to New "Sites" Platform

VIII. New Business

a. Annual Reporting

- i. Employee Compensation (Completed by Graham 3/20)
- ii. JLARC Public Records Data Collection (Barnet due April or September)
- iii. Annual Filing Tax Return (Coleman due June)
- iv. Annual State Audit (Beck due May)

IX. Public Comments (Limit 3 minutes)

X. Comments from the Commissions/Items for next Agenda

XI. Adjournment

Next meeting on: ShrimpFest Meeting - _____, 2020
General Meeting - May 13, 2020

Brinnon Parks & Recreation District
PO Box 643 Brinnon, WA. 98320
Phone: 360-796-7002 www.brinnonparksandrec.org

March 11, 2020

6:30pm

Regular Meeting Minutes

Brinnon School Library, 46 Schoolhouse Rd Brinnon, WA

- I. Call to Order at 6:31
- II. Roll Call: Commissioners Graham, Coleman, Beck and Barnet ETA board members Wes and Ruth Dunham and Bill and Candy Anstiss and Bill Barnet
- III. Approval of Agenda: moved the Unfinished Business and Shrimpfest report so it would be next on the agenda.
- IV. Public Comment (Limit 3 minutes)None
- V. Approval of Minutes: Coleman moved and Beck seconded to approve the minutes as presented. Passed unanimously.
 - a. January 22, 2020 (special meeting)
 - b. February 12, 2020
 - c. February 26, 2020 (special meeting)
- VI. Consent Agenda
 - a. Treasurer Report \$9732 plus carry-over. Will move to 2020 folder
- VII. Unfinished Business
 - a. ShrimpFest 2020
 - i. LTAC Update and consideration of agreement (Graham)The grant has not be sent so we are still waiting
 - ii. General Updates (All)ETA Board invited to discuss the influence of the covid 19 virus on our plans for Shrimpfest.
 1. Advertising/Marketing (Coleman)Decided to stop marketing flyers and posters but will make a decision on April 1st. Be sure to take a poster to the sponsors.
 2. Sponsorships (Beck) Has dropped off paperwork from PT to Port Hadlock. Bill Barnet will follow-up
 3. Logistics (Graham)Have moved things around. Shrimp Sales Booth back by the Kid Zone. We may borrow a tent from Pleasant Harbor as we need a site for tables.
 4. Parking (Beck)Too early
 5. Shrimp Processing (Coleman)No date yet
 6. ShrimpFest Booth (Barnet)Tee and sweatshirts plus 3 dozen necklaces have been ordered .
 7. Ticket Booth (Graham)Lisa Montgomery community lead.
 8. Vendors (Graham) A new vendor applied in today. Food: have 8 need 13 Specialty: have 21 target 50

9. Entertainment (Graham) All scheduled and entered on the website. AAA including Shrimpfest on their 2020 activities calendar.

10. Volunteers (Barnet) We have 197 volunteers.

iii. Approve the 2020 ShrimpFest Budget Review: Belinda totaled roughly \$6500+\$3200 for marketing (about \$10,000). Will discuss again in 2 weeks, meanwhile don't spend.

iv. Discussion on additional insurance coverage revenue: The budget is \$1000 and they are putting together a package for ShrimpFest. If we cancel we do not pay.

b. Update on Point Whitney Access Redevelopment Project (Boat Ramp): The parking lot has been regraded and bathrooms are being remodeled. The environmental display is also being refurbished. Because of wind and placement they are not sure if the boat ramp will be redone.

c. Labor and Industries Update (Coleman): The business license has been issued and L&I is being mailed.

d. Programs

i. Knitting Circle (Graham) Second Sunday monthly, 1:00pm - 3:00pm @ Brinnon Community Center

ii. Hiking Program (Graham) Thursday, May 8, 2020 6:00pm - 8:00pm @ Brinnon Community Center: Flyers are being made.

iii. Mushrooming Program - Thursday, September 10, 2020 6:00pm - 8pm @ Brinnon Community Center (Graham)

iv. Hunting Program (Beck): Will happen in September

v. Fishing Program (Beck): May be part of 2021 program.

vi. Summer Computer Class Brinnon Community Center (Graham) Will market.

vii. Art & Wine: Carole Danielson will be lead artist.

e. Discussion of Procurement Policy and Cash Receipting Policy: Belinda will make a bubble chart to help us track our expenditures.

f. Brinnon Parks and Rec Recreation Website Needs to Convert to New "Sites" Platform: John Nurenburg will help when they return to Brinnon.

VIII. New Business

a. None

IX. Public Comments (Limit 3 minutes)

X. Comments from the Commissions/Items for next Agenda: Go to PTO meeting and see if there is a need for a \$500 donation,

XI. Adjournment: 8:01

Next meeting on: ShrimpFest Meeting - April 1, 2020
General Meeting - April 8, 2020

For attachments: <http://www.brinnonparksandrec.org/resource-center>