

*Meeting Minutes of:*  
Special Meeting of Lopez Rec District

Date: January 9th, 4 pm  
Location: Lopez Island Library, Public Meeting Room

Remote access link: <https://usfca.zoom.us/j/84083833630>

*Kit Ledbetter, Lynn Slaughter and Brady Smith attended in person. Chom Graecen and Jenny Poole attended by zoom.*

**Agenda:**

**Call to Order:** (Note roll call of attendees)

**New Business:**

1. Approve Agenda

*Kit moved to approve **Agenda**. Lynn seconded. Approved unanimously.*

2. Elect Officers (Roll Call Vote for Each Position):
  - Elect Chair

*Kit nominated Jenny Poole for **Chair** and seconded by Lynn. Roll call vote; all voted yes.*

- Elect Vice Chair

*Kit nominated Brady Smith as **Vice Chair**. Jenny seconded. At Roll Call all voted yes.*

- Elect Secretary

*Jenny moved to nominate Lynn as **Secretary**. Brady seconded. Roll call vote and all vote yes for Lynn.*

- Elect Treasurer

*Kit nominated Chom as **Treasurer**. Lynn and Jenny seconded. Roll call and all voted yes for Chom as Treasurer.*

3. Adopt Meeting Procedures/Rules: Roberts Rules of Order

*Brady moved to adopt Robert's Rules. Lynn seconded. Approved unanimously.*

4. Appoint [Public Records Officer](#)

*Jenny moved to nominate Chom and Lynn seconded. Appointed unanimously.*

5. Establish and adopt Regular Meeting Schedule: Set the date, time, and location for future regular board meetings.

*Jenny moved to establish the regularly scheduled monthly meeting on the First Thursdays of the month at 4 PM at the Lopez Library meeting room. Kit seconded. Library not available on that date in February and June and will revise for those months as necessary. Approved unanimously.*

6. Identify Next Special Meeting: Time, date, location

*Jenny moved to schedule a next a **special meeting** on Thursday, January 15, 4-6 PM at the library room. Kit seconded. Discussion followed. Next meeting to discuss the need for addressing a levy and funding options. Unanimously approved.*

7. Appoint budget subcommittee

*Jenny moved to appoint a **budget subcommittee** and Lynn seconded. Discussion ensued. Chom and Jenny volunteered to serve. An amendment moved by Jenny to appoint Commissioners Chom and Jenny to serve. Lynn seconded. Unanimously approved.*

8. DRAFT: Resolution to create [interlocal agreement](#) with LISD to fund school sports, contingent upon successful passage of levy funding.

*Discussion of a **Resolution of creating an Interlocal Agreement** between Lopez Rec District and LISD school district. Discussion only.*

9. DRAFT: Public Comment Policy, per [RCW 42.30.240](#).

*Discussion of drafted policy.*

### **Commission Discussion**

10. Discuss: Review [Commissioner Duties](#):

Commissioners—Duties.

The park and recreation district board of commissioners shall:

- (1) Elect its officers including a chair, vice chair, secretary, and such other officers as it may determine it requires;

- (2) Hold regular public meetings at least monthly;
- (3) Adopt policies governing transaction of board business, keeping of records, resolutions, transactions, findings and determinations, which shall be of public record;
- (4) Initiate, direct and administer district park and recreation activities, and select and employ such properly qualified employees as it may deem necessary.

*Brady read those duties into the public record.*

11. Discuss: Create Lopez Rec Email

*Commissioners discussed creating Lopez Rec email as follows: [firstname.lopezrec@gmail.com](mailto:firstname.lopezrec@gmail.com)*

12. Discuss: Direct all commissioners to complete [OPMA and PRA training](#) within 90 days.

***Complete OPA and OPM training within 90 days, as legally required. MSRC offers training. Commissioners directed to let Chom as the Public Records Officer know when training has been completed.***

13. Discuss: Next Meeting Agenda Items

***Discussed Agenda for special meeting on January 15<sup>th</sup>.***

*Discussed **By-Laws**, agenda for next special meeting, public comment policy, report from the budget subcommittee and legal representation.*

## **Adjournment**

*Lynn moved and Chom seconded to adjourn. Unanimous **adjournment** at 5:20 PM*

