

**Park Advisory Board
Meeting Minutes
February 8, 2024
Meeting called to order 5:34 PM**



1. ATTENDANCE:

- A. Park Board Members Present: Board Member, Gregory Webb
Board Member, Michelle Musgrave
Board Member, Don Mitchell
Board Member, Lori Wood
- B. Park Board Members Absent: Board Member, Jacob Powers
- C. Staff Present: J.C. Kennedy, Parks & Recreation Director

2. Agenda Approval: A Motion to approve the Agenda was made by Mrs. Musgrave. Second by Mrs. Wood. Agenda Approved.

3. January 11, 2024 Minutes: Motion to approve the minutes was made by Mr. Mitchell. Second by Mr. Webb. Minutes approved.

4. January 2024 Revenue Report: Mr. Kennedy presented the January Revenue Report for the Recreation Center. General Fund Subsidy YTD in 2024 is \$24,436.48 less than it was in 2018 before AHRC Opened.

AHRC Revenue Year to Date 2024	\$162,090.53
AHRC Expenditures Year to Date 2024	\$133,548.90
Estimated Benefits Added / AWC Accident Payment Deducted	\$164,908.03
AHRC Subsidy Year to Date 2024	\$2,817.50
AHRC Cost Recovery % Year to Date 2024	98.29%

5. Association of Washington Cities Member Standards Training for Boards & Commissions: Mr. Kennedy provided an overview of training requirements of the Association of Washington Cities (AWC), the City's insurance and risk pool insurance provider. AWC's Risk Management Service Agency (RMSA) outlines the requirements for all elected officials, board or commissions and all employees. The entire council, board, or commission and appointed records officers shall receive training on open public meetings, public records requests, and records retention and take a refresher training every three (3) years.

- ✓ Overview of Open Government in Washington State
- ✓ Open Public Records & Open Public Meetings, Prepared by the Washington State Attorney General's Office
- ✓ Basics of Managing Records, Washington Secretary of State – Washington State Archives

Mr. Kennedy shared two Power Point Training Presentations to meet the requirements above and had the Board members sign certificates indicating that they had completed the training.

6. **Park Advisory Board Resolution 2024-01:** Mr. Kennedy explained that he had a meeting with the planning department to discuss updates to the development code that they are completing. Planning Director Mrs. Trautman suggested a modification to AHMC Chapter 16.09 to bring it in alignment with the process for how other city fees are updated on an annual basis through the adoption of the Fee Resolution by the City Council. The proposed Resolution is a recommendation by the Park Board to do this.

NOW THEREFORE, BE IT RESOLVED BY THE PARK ADVISORY BOARD THAT IT HEREBY RECOMMENDS TO THE CITY COUNCIL OF THE CITY OF AIRWAY HEIGHTS, WASHINGTON, AS FOLLOWS;

The Park Advisory Board of the City of Airway Heights does hereby recommend that the City Council of the City of Airway Heights approve amendments to Chapter 16.09 Park Impact Mitigation Fees Section 16.09.080 Calculation of Impact Fee to have fees set by the City Council of the City of Airway Heights by adoption of the annual administrative fee Resolution and provide for other matters properly relating thereto.

A motion to approve the Resolution was made by Mr. Mitchell. Second by Mrs. Wood. Resolution approved.

7. **Adjourn:** A motion to adjourn the meeting was made by Mr. Webb. Second by Mrs. Musgrave. **Meeting adjourned at 6:38 pm.**