

**SPECIAL MEETING
NOTICE AND AGENDA**

SUMNER LIBRARY CAPITAL FACILITY AREA BOARD

**October 1, 2025
10:00 AM**

**County-City Building
930 Tacoma Ave S
Tahoma Conference Room, 10th Floor
Tacoma WA 98402-2176**

Remote Participation is provided by calling in to (253) 215-8782 using Webinar ID: 965 9277 5751, or using the zoom link for this meeting: <https://piercecountywa.zoom.us/j/96592775751>

1. Call to Order
2. Roll Call
3. Approval of October 10, 2024, Minutes [**ACTION**]
4. Approval of Warrants [**ACTION**]
5. Sumner Library Project Update – Gretchen Caserotti
6. Financial Dashboard – Mary Stimson
7. Excess Levy Certificate
8. Designation of Public Records Officer [**ACTION**]
9. Approval of 2026 Slate of Officers [**ACTION**]
10. Adjournment

**Sumner Library Capital Facility Area
Special Board Meeting Minutes
October 10, 2024**

Call to Order

The Special Meeting of the Sumner Library Capital Facility Area Governing Body (the “Board”) was called to order by Councilmember Herrera at 10:06 a.m. The meeting was held at the County-City Building’s Council Chambers, with the option of virtual attendance.

Roll Call

Board members present: Councilmember Paul Herrera, Councilmember Jani Hitchen, Councilmember Dave Morrell.

In attendance:

Susan Long, Chief Legal Counsel, Pierce County Council

Dan Gottlieb and Christi Jacobsen, Bond Counsel, Hillis Clark Martin & Peterson P.S.

Dave Trageser, Managing Director, D.A. Davidson & Co.

Pierce County Library System (the “Library”): Executive Director Gretchen Caserotti, Business and Compliance Director Clifford Jo, and Executive Office Administration Manager Petra McBride.

Approval of the September 11, 2024, Minutes

The minutes were approved without objection.

Adoption of Resolution #2024-02 providing for the issuance and sale of the Sumner Library Capital Facility Area Unlimited Tax General Obligation Bonds, 2024 in an original aggregate principal amount not to exceed \$15,000,000, as authorized by chapter 27.15 RCW and as approved by the voters at a special election held in the SLCFA on August 1, 2023, to finance the acquisition, construction, furnishing and equipping of a new library in the City of Sumner, including incidental costs and costs related to the sale and issuance of the bonds; and providing for the date, form, registration, maturity, terms and covenants of such bonds.

Mr. Trageser provided an update on the bond process. He recommended delaying the bond pricing to no later than March 31, 2025, to allow for the release of the Library’s audit report, ensuring better market interest rates. The bond marketing will proceed after the rating agency reviews the audit report.

Questions arose regarding the timeline, rating expectations, and bond issuance details. It was clarified that the bonds are expected to carry an investment-grade rating of AA, with a projected interest rate of approximately 4%. The 30-day delay will not impact the overall project timeline, which still anticipates construction starting in mid-2025.

Questions arose on the cost of construction. Director Jo noted the total project cost would be approximately \$23 million. The Library will cover the difference through a variety of other sources, including from pledges from the Department of Commerce and the Library’s Foundation. Executive Director Caserotti noted the bond funding would be used for the construction. The Library has been

**Sumner Library Capital Facility Area
Special Board Meeting Minutes
October 10, 2024**

paying cash for design costs and has budgeted for the pre-construction work to keep the project on track in anticipation of the additional funding from the bond sale.

Mr. Gottlieb provided a revised copy of the resolution, noting the change in Section 13(h), which reflects a closing date of no later than March 31, 2025.

He noted the original aggregate principal amount, which was authorized by the voters, will not exceed \$15 million. One or more interest rates may be fixed for the bonds, none of which will exceed 6%. The true interest cost for the bonds will not exceed 5.5%. The discount will not exceed 2% and the premium will not exceed 40% of the purchase price of the bonds. The bonds can be subject to optional redemption commencing no later than 10 and a half years following the date of issue. They might have mandatory redemption term bonds. The final maturity won't be later than December 1, 2045, and the date of issue won't be later than March 31st of next year.

He then recapped several of the other covenants of the bonds stated in the resolution, noting the Library will act as administrators to assist the SLCFA in remaining compliant with tax laws relating to the bonds.

Amendment 1

Resolution #2024-02, Section 13(h), is amended to read: "The Date of Issue of the Bonds shall not be later than March 31st, 2025; and"

Councilmember Morrell moved to adopt Resolution #2024-02, as amended. Councilmember Hitchen seconded the motion. Motion carried.

Adjournment

The meeting was adjourned at 10:25 a.m.

Councilmember Paul Herrera, Chair

Date

Councilmember Jani Hitchen, Secretary

Date

Sumner LCFA
April 2025 - August 2025
Warrant Listing/Vouchers

	<u>Date(s)</u>	<u>Amount</u>
694-01 LCFA Construction Fund Accounts Payable Warrants	4/9/2025-8/27/2025	\$ 1,264,125.33
Total:		\$ 1,264,125.33

As of 8.31.2025

Fund	Payee	Payment	Payment	Accounting	Void Date	Transaction	Payment	Reconciliation
694-01 LCFA Construction Fund	Johnston Architects LLC	Complete	4/9/2025	4/9/2025		1790322	87,595.48	Reconciled
694-01 LCFA Construction Fund	Johnston Architects LLC	Complete	4/9/2025	4/9/2025		1790321	240,105.35	Reconciled
694-01 LCFA Construction Fund	GORDON THOMAS HONEYWELL	Complete	4/9/2025	4/9/2025		1790320	3,685.00	Reconciled
694-01 LCFA Construction Fund	FEHR & PEERS	Complete	4/9/2025	4/9/2025		1790319	1,200.00	Reconciled
694-01 LCFA Construction Fund	Johnston Architects LLC	Complete	4/23/2025	4/23/2025		1792685	197,221.25	Reconciled
694-01 LCFA Construction Fund	GORDON THOMAS HONEYWELL	Complete	5/7/2025	5/7/2025		1793786	1,575.00	Reconciled
694-01 LCFA Construction Fund	NV5, INC.	Complete	5/21/2025	5/21/2025		1795878	4,957.00	Reconciled
694-01 LCFA Construction Fund	NV5, INC.	Complete	5/21/2025	5/21/2025		1795877	993.50	Reconciled
694-01 LCFA Construction Fund	Johnston Architects LLC	Complete	5/28/2025	5/28/2025		1796955	151,878.60	Reconciled
694-01 LCFA Construction Fund	FEHR & PEERS	Complete	6/4/2025	6/4/2025		1797607	3,167.50	Reconciled
694-01 LCFA Construction Fund	FEHR & PEERS	Complete	6/4/2025	6/4/2025		1797606	4,125.00	Reconciled
694-01 LCFA Construction Fund	NV5, INC.	Complete	6/4/2025	6/4/2025		1797608	117.50	Reconciled
694-01 LCFA Construction Fund	Johnston Architects LLC	Complete	6/25/2025	6/25/2025		1801180	160,246.59	Reconciled
694-01 LCFA Construction Fund	FEHR & PEERS	Complete	6/25/2025	6/25/2025		1801179	2,631.25	Reconciled
694-01 LCFA Construction Fund	CITY OF SUMNER	Complete	7/2/2025	7/2/2025		1801579	74,958.75	Reconciled
694-01 LCFA Construction Fund	FEHR & PEERS	Complete	7/2/2025	7/2/2025		1801580	8,250.00	Reconciled
694-01 LCFA Construction Fund	NV5, INC.	Complete	7/2/2025	7/2/2025		1801581	8,608.68	Reconciled
694-01 LCFA Construction Fund	Johnston Architects LLC	Complete	7/9/2025	7/9/2025		1802753	185,213.82	Reconciled
694-01 LCFA Construction Fund	NV5, INC.	Complete	7/16/2025	7/16/2025		1803381	5,075.00	Reconciled
694-01 LCFA Construction Fund	NV5, INC.	Complete	7/16/2025	7/16/2025		1803380	603.50	Reconciled
694-01 LCFA Construction Fund	GREEN BUSINESS CERTIFICATION INC	Complete	7/16/2025	7/16/2025		1803379	3,075.00	Reconciled
694-01 LCFA Construction Fund	GREEN BUSINESS CERTIFICATION INC	Complete	7/16/2025	7/16/2025		1803378	1,025.00	Reconciled
694-01 LCFA Construction Fund	Sazan Group Inc	Canceled	7/30/2025		7/24/2025		578.00	Unreconciled
694-01 LCFA Construction Fund	SAZAN GROUP INC	Complete	7/30/2025	7/30/2025		1805073	578.00	Reconciled
694-01 LCFA Construction Fund	Johnston Architects LLC	Complete	8/13/2025	8/13/2025		1806651	112,117.31	Reconciled
694-01 LCFA Construction Fund	NV5, INC.	Complete	8/13/2025	8/13/2025		1806652	2,239.25	Reconciled
694-01 LCFA Construction Fund	SAZAN GROUP INC	Complete	8/27/2025	8/27/2025		1808670	2,304.00	Reconciled

TOTAL WARRANTS **1,264,125.33**

MEMO

Date: September 12, 2025

To: Sumner Library Capital Facilities Area Board of Directors

From: Gretchen Caserotti, Executive Director, Pierce County Library System

Subject: Sumner Library Project Update

Sumner Library Capital Facility Area (SLCFA) Governance

The 2024 “No Activity” annual report has been filed with the State Auditor’s Office (SAO). The County continues to serve as treasurer and financial recordkeepers for the SLCFA. All financial transactions, including check issuance via input from the Library staff, are managed directly through their offices. Their role also includes supporting the audit process and ensuring compliance with reporting requirements.

New Sumner Library Design

The design phase of the new library facility has been completed. Johnston Architects led the process, bringing extensive experience in library design and facilitating meaningful engagement with both the community and staff. Feedback from stakeholders has been overwhelmingly positive.

Design features include:

- A dedicated Sensory Room to support neurodiverse patrons.
- A generous allocation of space for teens and youth.
- A commitment to sustainability, with plans to achieve LEED Silver certification.

Cost estimating was conducted throughout each stage of the design process. Several factors contributed to increased costs and delays in the project timeline:

- Unknown soil conditions, including methane gas emissions, required significant design adjustments.
- Modifications to the pre-load design and driveway relocation impacted the site plan.
- Additional city requirements resulted in contract change orders.

Despite these challenges, the budget remains firm. Pierce County Library System (PCLS) has committed to covering a portion of the additional costs.

Library Construction

Pre-load activities are underway, and a groundbreaking event has been scheduled for October 2, 2025 at 1:00 p.m. Due to soil conditions, materials must remain on-site for an undetermined period. Engineers have developed a phased approach to expedite the process as much as possible.

Johnston Architects is finalizing the construction documents. Once complete, the next steps include submitting for permits, issuing a Request for Bids to select a construction firm and continuing internal

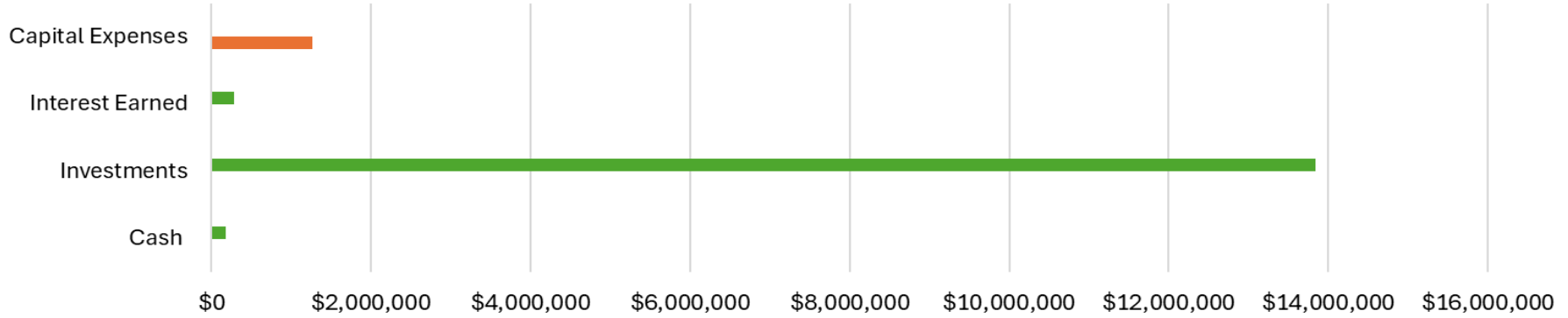
work on furniture planning, donor recognition and LEED Silver certification documentation. This work will be conducted through the winter.

Following the issuance of the RFB and selection of a contractor, PCLS will finalize the construction timeline and associated costs. Building construction is currently anticipated to begin in 2026 and public communications will resume alongside the project construction.



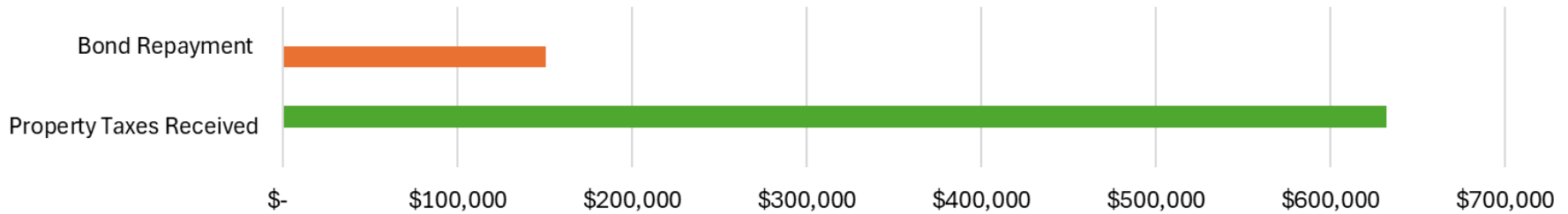
Sumner LCFA Financial Dashboard - As of 8/31/2025

694-01 Sumner LCFA Capital Fund



	Cash	Investments	Interest Earned	Capital Expenses
■ Revenues	\$186,453	\$13,840,226	\$290,226	
■ Expenses				\$1,263,547

694-02 Sumner LCFA Bond Fund



	Property Taxes Received	Bond Repayment
■ Revenues	\$632,122	
■ Expenses		\$150,923

MEMO

Date: September 17, 2025

To: Sumner Library Capital Facilities Area Board of Directors

From: Gretchen Caserotti, Executive Director, Pierce County Library System
Mary Stimson, Finance Director, Pierce County Library System

Subject: Sumner LCFA Preliminary Assessed Values and Levy Amount for Excess Levy

Attached are the preliminary assessed values issued by Pierce County Assessor-Treasurer's Office ("the Assessor") and the bond calculation from D.A. Davidson & Co., our bond consultants. These documents are required for bond repayments for the Sumner Library Capital Facility Area (the "SLCFA").

For the excess levy calculation, the assessed value in 2025 for 2026 property tax collections was recorded at \$5,746,662,489. D.A. Davidson calculated the 2026 excess levy to be \$1,121,750. This amount ensures adequate cash in the debt service fund to (1) repay the SLCFA's debt bond obligations and (2) meet the annual debt service fund requirements to avoid a shortfall when the two bond repayments are made in June and December. Because the debt service fund will earn some interest between collection in April and October, cash flow will be adequate.

The Assessor's process for approving the excess levy requires doing this simultaneously with Pierce County Library System's (the "Library") filing of the preliminary certificate by the end of November. At this time, no action is necessary, as the certificate will not need to be submitted until after the Library's Board of Trustee's November meeting, when the Library's preliminary levy certificate is approved and the excess levy amount is included as a separate line item.



Pierce County

Marty Campbell, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

September 10, 2025

OFFICIAL NOTIFICATION TO: PIERCE COUNTY RURAL LIBRARY-

Pierce Values

RE: 2025 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	149,152,168,396
Highest lawful regular levy amount since 1985	47,109,984.06
Additional revenue from current year's NC&I	634,901.38
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	131,779.86
<i>Additional revenue from administrative refunds not allowed if limited by statutory rate limit</i>	
Court Ordered Refunds (must be levied)	0.00
Additional revenue from increase in state-assessed property	0.00
Total Allowable Levy (as controlled by the limit calculation)	47,882,792.68
This year's certified levy amount (including refunds)	0.00

FOR EXCESS LEVY

Taxable Value	147,373,113,851
Timber Assessed Value	
Total Taxable Excess Value	147,373,113,851
Capital Facility Area Value	5,746,662,489
Capital Facility Area Administrative Refunds	3,142.92
New Construction and Improvement Value	

*If you need assistance or have any questions regarding this information, please contact Kim Alflen
253.798.7114 kim.alflen@piercecountywa.gov*

Sumner LCFA

Projected Debt Service Fund Cash Flow (Existing debt service)

\$ in 1,000s

Calculation Factors									
2025 Collection:	95.00%	Interest Earned at:		A.V. Increases per year:		Dollars	Assessed	Bond Levy	
2026 Collection:	95.00%					Levied	Value	Rate	
2027-2029 Collection:	97.00%								
Fall Collection:	45.00%	2025	2.50%	2024	N/A	2025	\$1,162	5,589,240	0.21
Spring Collection:	55.00%	2026	1.50%	2025	N/A	2026	\$1,122	5,645,133	0.20
		2027	1.50%	2026	1.00%	2027	\$1,120	5,701,584	0.20
		2028	1.50%	2027	1.00%	2028	\$1,121	5,758,600	0.19
		2029	1.50%	2028	1.00%	2029	\$1,122	5,816,186	0.19
Uncollected 2025 Property Tax Levy	\$532	2030	1.50%	2029	1.00%	2030	\$1,121	5,874,348	0.19

Period Beginning	Beginning Balance	Federal Reimb.	Interfund Loan	Levy Collection	Interest Earnings	Current Bonds	Future Bonds	Future Bonds	Ending Balance	Period Ending	1/12 Prior Year's Annual D/S Requirements
8/1/25	477				0.99				478	8/31	
9/1/25	478				1.00				479	9/30	
10/1/25	479			101	1.00				582	10/31	
11/1/25	582			354	1.21				937	11/30	
12/1/25	937	-		25	1.95	(564)			400	12/31/25	60
1/1/26	400				0.50				401	1/31	
2/1/26	401				0.50				401	2/28	
3/1/26	401				0.50				402	3/31	
4/1/26	402			96	0.50				498	4/30	
5/1/26	498			336	0.62				834	5/31	
6/1/26	834	-		48	1.04	(338)			545	6/30	
7/1/26	545				0.68				546	7/31	
8/1/26	546				0.68				546	8/31	
9/1/26	546				0.68				547	9/30	
10/1/26	547			117	0.68				665	10/31	
11/1/26	665			410	0.83				1,076	11/30	
12/1/26	1,076	-		59	1.35	(783)			353	12/31/26	93
1/1/27	353				0.44				353	1/31	
2/1/27	353				0.44				353	2/28	
3/1/27	353				0.44				354	3/31	
4/1/27	354			98	0.44				452	4/30	
5/1/27	452			342	0.57				795	5/31	
6/1/27	795	-		49	0.99	(327)			517	6/30	
7/1/27	517				0.65				518	7/31	
8/1/27	518				0.65				519	8/31	
9/1/27	519				0.65				519	9/30	
10/1/27	519			119	0.65				639	10/31	
11/1/27	639			418	0.80				1,058	11/30	
12/1/27	1,058	-		60	1.32	(792)			327	12/31/27	93
1/1/28	327				0.41				327	1/31	
2/1/28	327				0.41				328	2/28	
3/1/28	328				0.41				328	3/31	
4/1/28	328			98	0.41				427	4/30	
5/1/28	427			343	0.53				770	5/31	
6/1/28	770	-		49	0.96	(316)			504	6/30	
7/1/28	504				0.63				505	7/31	
8/1/28	505				0.63				505	8/31	
9/1/28	505				0.63				506	9/30	
10/1/28	506			120	0.63				626	10/31	
11/1/28	626			419	0.78				1,046	11/30	
12/1/28	1,046	-		60	1.31	(806)			301	12/31/28	93
1/1/29	301				0.38				302	1/31	
2/1/29	302				0.38				302	2/28	
3/1/29	302				0.38				302	3/31	
4/1/29	302			98	0.38				401	4/30	
5/1/29	401			343	0.50				744	5/31	
6/1/29	744	-		49	0.93	(303)			490	6/30	
7/1/29	490				0.61				491	7/31	
8/1/29	491				0.61				492	8/31	
9/1/29	492				0.61				492	9/30	
10/1/29	492			120	0.62				613	10/31	
11/1/29	613			419	0.77				1,032	11/30	
12/1/29	1,032	-		60	1.29	(818)			275	12/31/29	93
1/1/30	275				0.34				275	1/31	
2/1/30	275				0.34				276	2/28	
3/1/30	276				0.34				276	3/31	
4/1/30	276			98	0.35				374	4/30	
5/1/30	374			343	0.47				717	5/31	
6/1/30	717	-		49	0.90	(291)			477	6/30	
7/1/30	477				0.60				477	7/31	
8/1/30	477				0.60				478	8/31	
9/1/30	478				0.60				478	9/30	
10/1/30	478			120	0.60				599	10/31	
11/1/30	599			419	0.75				1,018	11/30	
12/1/30	1,018	-		60	1.27	(831)			249	12/31/30	93

MEMO

Date: September 23, 2025

To: Chair Paul Herrera, and Members of the Board of Directors

From: Gretchen Caserotti, Executive Director

Subject: Public Records Officer for the Sumner Library Capital Facilities Area taxing district (the “SLCFA”)

As a public entity operating under the laws of Washington State, the SLCFA must comply with chapter 42.56 RCW, commonly known as the Public Records Act. As part of the documents establishing the SLCFA’s formation in 2024, Pierce County Rural Library District (the “Library”) performs the administrative custodian for the SLCFA, including the care and handling of all its records throughout the life of the SLCFA and as required by storage and retention guidelines set by the Washington State Archives.

The Library has an established public records policy and has designated Petra McBride, the Library’s Manager of Executive Office Administration, as the Public Records Officer. The duties of the role conform to the requirements of the Public Records Act, to which the Library has an established process and system for processing public records requests.

As such, the Library recommends that Petra McBride also serve as the Public Records Officer for the SLCFA. A simple motion is required:

Action: Move to designate Petra McBride as the SLCFA’s Public Record Officer.

MEMO

Date: September 8, 2025

To: Sumner Library Capital Facilities Area Board of Directors

From: Gretchen Caserotti, Executive Director, Pierce County Library System

Subject: Election of Officers

In accordance with Article III, Section 3.05 of the adopted the attached Bylaws of the Sumner Library Capital Facility Area, which were adopted on March 14, 2024, the Board is required to elect a Chair and a Secretary annually for one-year terms. These officers serve until the earlier of the completion of their term or the election of their successors. The Treasurer position is held ex officio by the Director of the Pierce County Finance Department and does not require election.

**BYLAWS
OF
SUMNER LIBRARY CAPITAL FACILITY AREA**

ARTICLE I. ORGANIZATION AND POWERS

Section 1.01 Description of Organization. The Sumner Library Capital Facility Area (the "SLCFA") is a quasi-municipal corporation and independent taxing authority within the meaning of Article VII, section 1 of the state Constitution and a taxing district within the meaning of Article VII, section 2 of the state Constitution, established under the provisions of chapter 27.15 RCW (the "Act") for the purposes described therein.

Section 1.02 General Powers. The SLCFA may exercise all such powers and do all such lawful acts and things as are authorized by the Act and other applicable law, and these Bylaws.

Section 1.03 Principal Office. The principal office of the SLCFA shall be located at 3005 112th Street E, Tacoma, Washington 98446-2115.

ARTICLE II. GOVERNING BODY

Management and control of the SLCFA shall be vested in its governing body (the "Board"); however, the SLCFA is not authorized by law to raise revenue for the operation of libraries and intends to contract, as permitted by law, with the Pierce County Rural Library District for the operation of the library capital facility that the SLCFA has been empowered to acquire, construct, furnish and equip. The Board shall consist of three members (the "Boardmembers"), each of whom shall be a member of the Pierce County Council (the "Council"), appointed annually by resolution of the Council. Unless such a Boardmember dies, resigns, or is removed from office, he or she shall remain in such position until the earlier of the completion of his or her term of office as a member of the Council or the appointment of his or her successor as a Boardmember.

ARTICLE III. OFFICERS

Section 3.01 Number and Qualifications. The officers of the SLCFA shall be the Chair, the Secretary and the Treasurer. The Chair and the Secretary shall be selected by the Board. The Treasurer shall be the Director of the Finance Department of Pierce County (the "County Finance Director"), serving *ex officio*. Other officers may be elected or appointed by the Board, such officers to hold office for such periods, have such authority and perform such duties as are provided in the Act or other applicable law, or these Bylaws. Any two or more offices may be held by the same person, except the offices of Chair and Secretary.

Section 3.02 Chair. The Chair shall preside over meetings of the Board, shall sign all bonds issued by the SLCFA, and shall have such other authority and perform such other duties in the management of the affairs and property of the SLCFA as are provided in the Act or other applicable law, or these Bylaws. The Chair shall have the right to vote on all matters before the Board, just as any other Boardmember.

Section 3.03 Secretary. The Secretary shall keep or cause to be kept the minutes of meetings of the Board and any committees of the Board; shall give or cause to be given notices in accordance with the provisions of these Bylaws or as required by applicable law; shall be the custodian of all records; shall sign, with the Chair, all bonds issued by the SLCFA; and shall have such other authority and perform such other duties incident to the office of Secretary as are provided in the Act or other applicable law, or these Bylaws.

Section 3.04 Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds of the SLCFA; shall deposit all such moneys in the name of the SLCFA in the Pierce County Assessor-Treasurer's main bank; and shall have such other authority and perform such other duties incident to the office of Treasurer as are provided in the Act or other applicable law.

Section 3.05 Election and Term of Office. The Chair and Secretary of the SLCFA shall be elected each year by the Board for a one-year term. Unless such an officer dies, resigns, or is removed from office, he or she shall hold office until the earlier of the completion of such officer's term or until his or her successor is elected.

The Treasurer of the SLCFA shall serve a term that is coincident with his or her term of office as the County Finance Director.

Section 3.06 Resignation. Any officer may resign at any time by delivering written notice to the Chair at the principal office of the SLCFA. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 3.07 Vacancies. A vacancy in any office shall be filled by the Board. One who is appointed to fill a vacancy in any office shall initially serve for the unexpired portion of the term of office.

ARTICLE IV. EMPLOYEES AND CONTRACTS

Section 4.01 Employees. The Board may authorize the SLCFA to hire such employees, with such duties and responsibilities, as the Board deems necessary to accomplish the purposes of the SLCFA, as may be prescribed by the Board.

Section 4.02 Contracts. The Board may authorize the SLCFA to enter into such contracts with appropriate public and private entities as the Board deems necessary to accomplish the purposes of the SLCFA.

ARTICLE V. MEETINGS

Section 5.01 Special Meetings. All meetings of the Board shall be special meetings within the meaning of chapter 42.30 RCW.

Section 5.02 Notice of Meetings. Notice stating the place, day and hour of each special meeting of the Board, and the purpose or purposes for which the meeting is called shall be given in accordance with the requirements of chapter 42.30 RCW.

Section 5.03 Quorum. A majority of the Boardmembers shall constitute a quorum at any Board meeting.

Section 5.04 Meetings by Telephone. Boardmembers may participate in a Board meeting by means of a conference telephone or similar video, electronic or internet communications equipment whereby all persons participating in the meeting can hear each other at the same time, all in the manner and to the extent permitted pursuant to applicable law. Participation by such means shall constitute presence in person at a meeting.

Section 5.05 Manner of Acting. The Board may act by motion except when authorizing the issuance of bonds, in which case the Board shall act by resolution. The affirmative vote of a majority of the entire Board shall be necessary for the adoption or approval of any resolution or matter voted upon by the Board, unless a greater proportion is required by applicable law or these Bylaws.

ARTICLE VI. ADMINISTRATIVE PROVISIONS

Section 6.01 Books and Records. The SLCFA shall keep at its principal office copies of its current Bylaws, minutes of the proceedings of its Board, any minutes which may be maintained by committees of the SLCFA, and such other records as may be necessary or advisable. The SLCFA shall keep correct and adequate records of its accounts and finances at its principal office.

Section 6.02 Minutes of Meetings. Minutes shall be kept of the proceedings of the Board.

Section 6.03 Rules of Procedure. The rules of procedure at meetings of the Board and committees of the Board shall be rules contained in *Robert's Rules of Order Newly Revised 12th Edition*, so far as applicable and when not inconsistent with the Act or other applicable law, or these Bylaws.

ARTICLE VII. AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Board by a majority vote.

The foregoing Bylaws were adopted by motion of the Board regularly passed at an open public special meeting held on March 14, 2024.


Secretary