

**MINUTES OF THE REGULAR BOARD MEETING**  
**Manson Parks & Recreation District**  
**April 8, 2010**

**Attending:** Pat Hautenne, Shannon Byquist-Freels, Lyle Bland, Len England, Wai Petersen, Diana Ellsworth and members of the public

**Meeting called to order:** 6:00 p.m. by Mrs. Byquist-Freels

**Flag Salute**

**Agenda deletions and additions:** Addition of signing of Resolution 2010-03.

**Minutes of the March 11, 2010:** Mr. England motioned to approve the March 11, 2010 minutes. Seconded by Mr. Hautenne, unanimously approved.

**Financial review:** Board members reviewed the account worksheets. The 101 Parks account year to date expenditures are \$29,515, and revenue \$16,360. The 109 Wapato Lake Campground account year to date expenditures are \$5,695.52, and revenue \$6,541.79. The 103 Recreation account year to date expenditures are \$988.50, and revenue \$0 at this time. The investment account has a balance of \$72,540.06 that may be used for grants. The estimated cost for the Willow Point Erosion project is \$192,000. The Board reviewed the April voucher #V4-2010 for \$6,936.71. Mr. Bland motioned to approve voucher. Seconded by Mr. England, unanimously approved.

**Public Comment:** Jeanette Collins asked that the attachments to the minutes be added to the Parks web site. She asked what was to be done in the marina this year regarding summer staffing. Mr. Petersen replied that he would be on call. Mr. Hautenne explained that there had been some additional interest in the concession stand at Singleton and that if the Manson School or affiliated groups were interested there would be no charge for doing so. Mr. Serafini attended representing the Community Council. Additional elevator repairs are needed, as the elevator is currently not dependable.

**Manson Bay Marina commercial agreements:** At this time, Mrs. Byquist-Freels stepped down as the Board Chair at 6:26 p.m. and turned the meeting over to Mr. Hautenne for this portion of the meeting so as not to be in conflict of interest. There was a lengthy discussion regarding the marina contracts for commercial businesses. Some of the issues discussed were:

- 1) Traditionally, businesses are currently paying a 10% fee of gross profits for business done in the marina, plus standard slip rental fees. It was suggested by the State Auditor that their books be reviewed in assuring accuracy between agreements with the Parks. Shoreline would like to pay a flat fee instead.
- 2) Contract length, annual contract was currently offered. Shoreline would like to extend the length of the contract to 5 years.
- 3) Rental fee was added for Shoreline's shack at the stored at Manson Bay.
- 4) Discussion of day -use dock usage.

**New Agreement:**

- 1) Shoreline will pay \$6,000/year, which includes the rental of space for Shoreline's shack.
- 2) Shoreline will receive a five-year contract for building. Jet skis slip rental will be assessed annually due to RCO approval. The first three years will be at the \$6,000/year contract price. The fourth and fifth years will be upon review to which rates will be renegotiated.
- 3) Boat moorage on the day use docks for Memorial Day weekend for customer pick up/drop off, shall not take up the entire dock.
- 4) Added to contract was all commercial businesses and employees operating in the marina must abide by Park District rules and standards.
- 5) Shoreline's building must be painted and the roof repaired.

Mr. Bland motioned to approve the Shoreline's contract with changes. Seconded by Mr. England, unanimously approved.

Sharkey's Boat Rental contract will also be changed to reflect an annual charge rather than a percentage and will be based on his previous boat rental history. Mr. Bland motioned to change Sharkey's Boat Rental to an annual fee. Seconded by Mr. England, unanimously approved.

Mrs. Byquist-Freels then returned to the Chair position at 7:29 p.m.

### **Old Business**

**ALEA Grant:** Mr. Vetter from Eco Planning has completed the report for the work needed at Willow Point Park. The Parks will start the permitting process for Willow as well as the Old Swimming Hole. Mr. England asked if the Parks has the money for both projects. Mr. Petersen stated that there are no available numbers for repair at the Old Swimming Hole at this time. The estimated cost for the erosion repair at Willow Point Park is \$150,000-\$160,000 and approximately \$30,000 for Eco Planning, totaling \$190,000.

Mr. Hautenne stated that he thinks the construction cost should be lower due to the donation of materials. Mr. Russell of Manson has donated rock from his property for the project and this would lower some of the costs. Mr. Hautenne also stated that the plans for the Old Swimming Hole area need to be revised to include better lake access. Mr. Petersen will verify to see if the "Letter of Intent" for the Old Swim hole was applied for.

**Third reading of the Bylaw change:** Mrs. Byquist-Freels performed the third reading of the Bylaw change.

### **VIII. BYLAW CHANGES**

Additions, deletions, corrections, or changes may be made to the Bylaws by the Board, if after three consecutive readings at three Regular Board meetings; they are passed by a majority of the Board.

Mr. Len England motioned to approve the third reading of the Bylaw change. Seconded by Mr. Bland and unanimously approved.

### **XIV. MEETINGS SCHEDULE**

The Board shall hold regular meetings at least monthly. These will usually be held on the second Thursday of each month. Meetings will begin at 6:00 and the Manson Parks and Recreation District Board of Directors will comply with all provisions of the Washington State Open Meetings Law.

Mr. Len England motioned to approve the third reading of the Bylaw change. Seconded by Mr. Hautenne and unanimously approved.

**Individual park reports:** The repairs on the boat ramp by Wapato Lake Campground have been completed. Mr. Hautenne arranged the donations from Tunnel Hill Gravel for gravel used on this project and Jim Harding from Lakeshore Excavation to complete the work.

**Singleton Field Maintenance Building Addition:** There will be a work party on Saturday starting at 8:30 a.m.

**Old Mill Boat Launch:** There was a discussion about the possibility of adding a buoyed swim area to the picnic area at the Old Mill Boat Launch. The launch needs additional signage as well as paint in the restrooms.

**Singleton Field:** Mrs. Byquist-Freels explained that there is a plan to move some of the fields at Singleton for better use of space. This will have to be done at a time of the year when the field is not as busy.

Mr. Starkweather asked about a missing swim buoy from the Willow Point area.

**AAU:** Practices are now ongoing for the Parks AAU t-ball and baseball teams. There are no girl softball teams this year but the Manson school is offering softball as an afters program this spring.

**Speed Table:** Mr. Hautenne will check to see if any of the local residents in the area around Singleton Field would be willing to donate towards the installation of speed tables along Hyacinth. Police have been asked to increase their patrols in the area.

#### **Director's report**

**Garbage:** Mrs. Smith is spearheading this project but the expected cost would be \$150.00 per month needed from the local commerce as reimbursement.

A work party was held to work on some of the baseball fields at Singleton. Mr. Petersen has met with painters to look at work that will be needed in the parks to get a time and materials cost. He would like the parks maintenance crew to do a majority of the painting in order to save associated costs.

**Signs:** Are currently being ordered.

Reeds marine has been called to review some repair work at the marina.

The admin staff are currently working out some of the wrinkles with the new reservation system.

The new maintenance shop area will need electrical outlets after a permit is obtained. Mr. Petersen will be continuing his work on the revised Policy Handbook for the Parks.

The school district has not set a price for the property the Bumgarner building sets on.

There will be a Board Workshop held on April 15<sup>th</sup> at 5:30 p.m. given by Mr. McKenna.

**Office hours:** There was some discussion of the office hours and what would be needed for this year.

#### **New Business**

**Comprehensive Plan:** Updating the Park's Comprehensive Plan is in the works.

**Managers 90 - day review clarification:** Mr. England asked for some clarification on how the manager's 90-day review will be conducted. He asked if there is a specific evaluation in place that would be the source of review to be done. The review will be conducted some time after April 28<sup>th</sup>.

**Signing of Resolution 2010-03:** This resolution removes former Business Manager Fred Sharp from all bank accounts at Wells Fargo and adds Mrs. Ellsworth and Mr. Petersen to associated accounts. Mr. Bland motioned to approve this change. Seconded by Mr. Hautenne and unanimously approved.

Meeting adjourned 8:37 p.m.