

**Minutes of the Special Board Meeting  
Manson Parks & Recreation District  
February 24, 2011 4:00pm**

**Attending:** Len England, Lorrie Cochran, Matt Carpenter, Randy Reed, Rob Campbell, Wai Petersen, Alyson Powers, Nat Bender & Hayli Thompson (The Mirror)

Meeting called to order at 4:02 by Len England

**Flag Salute**

**Executive Session to Discuss Employee Personnel (Stated Time 45 minutes)**

At 4:03 pm the Board Members went into Executive Session. At 4:30 pm Wai Petersen was asked to join the Board in Executive Session. At 4:48 pm the Board and Mr. Petersen returned and the meeting was resumed.

**Election of Board Chair and Vice Chair**

Ms. Cochran motioned that Len England be elected as Board Chair. Mr. Campbell seconded. No additional nominations were made. Motion Carried 5-0.

Ms. Cochran motioned that Rob Campbell be elected as Board Vice Chair. Mr. Carpenter seconded. No other nominations were made. Motion Carried 5-0

**Agenda Deletions or Additions:**

Mr. Petersen added the review and approval of Resolutions 2011-1 and 2011-2. Items added to agenda.

**Public Comment:**

No public comment

**Review and Approval of Resolutions**

Mr. Petersen presented Resolutions 2011-1 to cancel an uncleared County Warrant from 8/31/2007 payable to Manson Bay Market in the amount of \$5.40 and Resolution 2011-2 to remove Ms. Byquist-Freels and Ms. Smith from all Wells Fargo Accounts. Both resolutions were approved and signed by all Board Members.

**Approval of Minutes:**

**Minutes of the January 13, 2011** Meeting were reviewed. Mr. Campbell moved to accept the minutes as written. Ms. Cochran seconded. Motion Carried 5-0

**Minutes of the January 20, 2011** Special Meeting were reviewed. Mr. Campbell moved to accept the minutes as written. Ms. Cochran seconded. Motion Carried 5-0

**Minutes of the February 10, 2011** Meeting were reviewed. Mr. Campbell moved to accept the minutes as written. Ms. Cochran seconded. Motion Carried 5-0

**Minutes of the February 18, 2011** Special Meeting were reviewed. One correction was made to the spelling of Mr. Mounsey's name. Mr. Campbell moved to accept the minutes as corrected. Ms. Cochran seconded. Motion Carried 5-0

## **Financial Review**

Mr. Petersen explained the County Reports as well as the Spreadsheet overview of the financial reports provided for all Board Members and asked what format and amount of information this new board would prefer to review at meetings. Ms. Cochran stated that she would prefer to review the summary of all accounts. Details should be provided if something is out of the ordinary. Mr. Petersen explained the differences between the 102, 101 and 109 Accounts.

## **Old Business**

**Bumgarner Building** – Mr. Petersen reviewed the fact that the land currently housing the Bumgarner Building is for sale by the School District. Many different options were discussed including moving the building to another Parks property, attempting to sell the building to the future land buyer or selling the building to a third party. Mr. Petersen has been working with local Realtors to get an idea of the potential value of the building. We currently have received inquiries from 2-3 interested parties. For groups currently meeting in the building, those meetings can be moved to Pedoi St Meeting room or the one of the local schools. Mr. Petersen also talked with Irma Keeney about how the family feels about selling the building named for a family member. The family would like a building or park (where seniors and children could "play" together) renamed after Ray Bumgarner if possible. Mr. Bumgarner's dream was to have a museum to display all the historical information he had collected. There are also many other community members with historical information that could be available if there were some place specific to display it so all can enjoy. It was also discussed the Parks could initiate an annual event in honor of Ray Bumgarner. It was determined the most prudent course of action may be to sell the building to an interested buyer. Mr. Petersen will contact the Auditor's office to confirm the protocol for disposing of a fixed asset and continue to collect data on the value of the building so the Board can review any offer that may come in and be prepared to act. This will be tabled until next meeting.

**Ventek Kiosk** – Mr. Petersen filled the Board in on the current process for receiving money at the Launch and the comments of the State Auditor regarding handling of money. He then reviewed the Ventek Machine and how that process would change if this Kiosk were added at the Launch. Chelan Parks experienced approx 20% increase in revenue when they began using this system. This would also satisfy the Auditor's concerns. The Machine is approx \$14,000.00 and is in the 2011 budget. There would be additional costs to install power, fiber optics as well as monthly maintenance fees. The kiosk is anticipated to replace the need for 1-2 Launch Attendants. It is a good opportunity to streamline this process. Ms. Cochran moved to proceed with the purchase of the Ventek System and approve up to \$3000 for additional costs involved in getting Power and other needed utilities to the site as well as any other installation costs needed. Mr. Campbell seconded the motion. Mr. Reed asked a few questions about the issues of Power installation. Motion was carried 5-0

**Job Description Adoption** - An updated job description for a Maintenance Position was presented. It has been in the Parks Policy Manual but is currently out of date. Mr. Petersen indicated he planned to

hire a second Maintenance Crew member to ensure that Parks are crisp and clean for public use. Ms. Cochran asked that an item #7 be added [7. Additional duties as assigned] After some discussion, it was also changed that this position would report to [The Parks Director] Salary range was discussed. Ms. Cochran made a motion to accept the job description as amended. Mr. Carpenter seconded. Motion Carried 5-0

**Manager's Contract** - The Board met with Mr. Petersen during executive session and offered a contract with a few changes to the current draft. Mr. Petersen reviewed the changes during executive session and feels confident he will accept this contract as amended. Mr. Petersen will notify all Board Members of his decision on the morning of Friday 2/25/11. The Board initialed all changes to the draft and the contract is ready to sign by all parties.

**Parks Report** - This item was tabled in the interest of time until next meeting.

### **Director's Report**

**Recent 2012 Levy Failure** – Mr. Petersen talked with the County Elections Dept to get costs for the failed levy as well as estimated costs to run the levy again. The future possible dates to rerun the Levy in 2011 are [April 26] [May 17] [August 16 – Primary] and [November 8 – General Election]. The Board determined the Levy will need to be run again, however April is much too soon. The next time the levy is presented new signs will be needed. Ms. Cochran indicated that she felt the Board should wait to show the community the progress this new Board will make and demonstrate support for the community. Mr. England indicated he thought planning to run the Levy on Aug 16 or Nov 8<sup>th</sup> may be best. It would allow more time to be better prepared. The Board agreed and tabled this topic for a future meeting.

### **New Business**

**Cabin Rental Rate at WLC** – Mr. Petersen explained that we plan to add a Cabin for rent at WLC in 2011. Uncle Tim's has cabins available at \$69.00 per night, but those cabins have more amenities than we plan to offer. The WLC Cabin will be small and rustic offering power and an AC Unit. Mr. Petersen is considering \$45 or \$50 per night. We currently have one customer booked in this cabin at \$45 per night. Mr. England indicated that the State Parks have Yurts they offer in the \$39.00 per night range that are very rustic. Rates were discussed. Mr. Carpenter moved that we charge \$45 per night in 2011 and review pricing after we see how 2011 goes. Mr. Reed seconded. Motion Carried 5-0

**2011 Budget and Recommendations** - Mr. Petersen briefly reviewed the 2011 Approved Budget and presented his plans to adjust spending to reduce costs even further. The Board was pleased with the initiative to be fiscally responsible and save as much money as possible. They were happy that Mr. Petersen was making every effort to end 2011 under budget and thanked him for his commitment.

**March Board Meeting** – Mr. England indicated the next regular Board Meeting will be on March 10, 2011. The scheduled time to meet is currently 6:00pm. Does the Board want to leave that as the time to meet or do they want to look at changing the time to 4:00pm? Ms. Cochran indicated that we need to ensure that meetings are accessible by interested members of the public. It was discussed that many public agencies hold meetings in our county as early as Noon. The Board determined that the March meeting would be held at 4:00. The Board will revisit this time issue for future meetings as needed.

Meeting adjourned at 5:48 p.m.