

**MINUTES OF THE REGULAR BOARD MEETING
MANSON PARKS & RECREATION DISTRICT
JANUARY 12, 2010**

Attending: Mr. Tobey, Mr. Vaughn, Mr. Bland, Mr. Hautenne, Ms. Byquist-Freels, Mr. Petersen and Mrs. Ellsworth and members of the public on the sign-in sheet available through the District office.

Meeting called to order at: 6:03 by Mr. Tobey

Agenda Deletions and Additions: Mr. Hautenne requested that the Pledge of Allegiance be added to all future meetings.

Minutes of the December 16, 2009 Regular meeting: Mr. Vaughn motioned to approve the December 16, 2009 minutes seconded by Mr. Hautenne and the motion passed unanimously.

Mr. Hautenne motioned to record the meeting minutes in the future. Ms. Byquist –Freels, seconded the motion and the motion was unanimously passed.

Financial Review: Mr. Petersen gave the board the financial information for the parks. Ms. Byquist-Freels pointed out that the reserve funds were not listed. Mr. Tobey explained that the investment fund is normally contained with the investment fund. Ms. Byquist-Freels explained she was unable to understand the carryover, was it \$12,000 or \$41,000. Mr. Tobey explained that \$12,000 had been the estimated carryover.

Voucher: Mr. Petersen went over the January voucher. Lake Chelan Reclamation bill is high because of the number of different sites, each site has a base rate that must be paid. Mr. Petersen explained that the Verizon bill includes the office bill, the overall bill was higher because it will be the last bill before the switch to Local Tel. Mary Murphy's bill for grant writing was only \$11.15 because she donated \$380.00 of her time to the parks.

The Board reviewed the monthly voucher of \$4,176.53 Mr. Bland motioned to approve the voucher. Ms. Byquist-Freels seconded and the motion was passed unanimously.

Public Comment: Ms. Ward asked if the policy for the Marina is a draft and does the public get to have input. Mr. Tobey explained that the Marina policy would be discussed later in the meeting. Ms. Collins offered her services without payment as a facilitator; she has experience in the past.

Election of Officers: Mr. Tobey opened the floor for nominations. Mr. Vaughn nominated Mr. Tobey as Chairman and Ms. Byquist-Freels as Vice Chairman, no seconds. Mr. Hautenne nominated Ms. Byquist-Freels as Chairman, seconded by Mr. Bland. Mr. Bland, Mr. Hautenne and Ms. Byquist-Freels for Ms. Byquist-Freels as Chairman, opposed Mr. Vaughn and Mr. Tobey

Mr. Tobey then opened the floor for Vice-Chair nominations Mr. Bland nominated Mr. Hautenne as Vice Chair seconded by Ms. Byquist-Freels. All in favor, passed unanimously. Mr. Tobey then turned the floor over to Ms. Shannon Byquist-Freels.

Old Business

Marina Policy Discussion: Mr. Bland turned explained that the Marina policy is currently only in draft form.

Length of stay: The Marina must honor the Transient Moorage agreement with the RCO, which limits a stay of fourteen days with a requirement to leave the Marina for 24 hours as required in the RCO agreement.

Leasehold tax: The agreement also requires those boats that stay in the Marina during the off-season for more than thirty days to pay the 12.84% leasehold tax.

Reservation: Mr. Bland recommends at least two days payment with the balance being due upon arrival. The Manson Parks is now able to take most credit cards for payment as well as checks. Vessel registration numbers should also be taken at the time of reservation.

Cancellation: Ten days prior to arrival for cancellation, all other cancellations are subject to the loss of the \$5.00 reservation fee and a assessment of a \$10.00 cancellation fee.

Payment: Currently payment is due prior to arrival for high season moorage, monthly and seasonal for off-season moorage depending on length of stay. Mr. Bland feels it is reasonable to expect payment one month in advance for long-term moorage, with a 3% fee assessed for late payments.

Lock Up Fee: Possibility of adding a lock –up or impound fee for boats that are not paying. Mr. Tobey asked if the lock-up fees would include boats that have over stayed their fourteen-day stay, Mr. Bland stated that it is a possibility. There is also currently a \$100 fine assessed to boats that overnight on the day use docks

Alcohol: Alcohol consumption would be prohibited on the Manson Bay Marina property, but would be allowable as long as Marina patrons remained on their own vessel.

Insurance: The new policy will include a standard Hold Harmless agreement paragraph for longer-term marina patrons to sign. Longer-term marina stays will be required to carry insurance of \$300, 000 with the Manson Parks & Recreation District listed.

Ms. Byquist-Freels asked if the agreement would meet RCO requirements. Mr. Bland felt as long as the Marina patrons came in for fourteen days and then took their boats out for one day before returning that this should satisfy the RCO agreement with the Parks. Mr. Tobey clarified that the boat would need to remain out twenty-four hours.

Mr. Sharkey asked if why April 16? Mr. Armbruster explained that the high season date is the third Friday in April is when the Transient Moorage requirement would need to be enforced.

Mr. Petersen told the Board that there have already been questions in the office from Marina patrons about whether or not they could make longer-term moorage arrangements by changing the name on the reservation every fourteen days. Mr. Tobey felt this might not be in keeping with the RCO agreement the Manson Parks District made with the RCO upon receiving the grant for the Marina.

Mr. Bland felt that vessel numbers should be used to track reservations and keep that from happening. Mr. Bland explained that he had contacted Karl Jacobs from the RCO to speak with him in regards to the transient moorage issue. Mr. Bland asked Mr. Jacobs if a Marina patron came in for multiple fourteen-day stays with the twenty-four hours out of the Marina before returning was in keeping with the RCO agreement with the parks. Mr. Jacobs felt that this would be questionable, as the RCO felt that the most important thing about Transient moorage is that the patrons are in for fourteen days and then they leave. Mr. Tobey asked if there should be a limited number of slips where the multiple stays are allowed then, and leave a percentage of slips open. There were further discussions regarding the length of stays for holidays and special privileges for local residents.

Rates: Current rates are \$13.00 for non-power and \$15.00 for power slips. This is significantly less than Chelan in the high- season. But Manson parks low- season rate is higher. The rate structure will need to be looked at and Mr. Bland feels it is reasonable to charge less to local residents and higher fees to non- locals. . Mr. Sharkey explained that in the past there were approximately ten slips that were long-term moorage and six that are for commercial use in the Marina.

Mr. Bland would like more past information on the Marina, to complete the Marina policy. Mr. Armbruster volunteered his time to help with past information concerning this matter. Mr. Bland asked the Board how they feel about a local rate. Mr. Hautenne agreed it was a good idea for those within the Manson voting District. Ms. Ward was upset that the old Board had voted in a higher rate increase. Mr. Tobey explained that the park Marina is the only marina on the lake that can offer deep- water moorage in the off -season and that there had been no rate increase in years for off-season moorage. The parks will at wait list all Marina customers that are interested in moorage longer than fourteen days until the Marina policy is completed. There was also additional discussion over mooring on the breakwater and DNR rules.

Willow Point Park: Mr. Vaughn stated there was nothing new at Willow Point Park.

Old Mill: Mr. Tobey reported that there has been a request from a member of the public to have a path plowed around the outside of the Old Mill Parks for those who would use the parking area as a walking path, the path will be plowed as well as the down lake ramp and the parking area. Mr. Petersen reported that he is currently receiving bids for the plowing.

Wapato Lake Campground: Mr. Hautenne has looked at the boat ramp adjacent to the Wapato Lake Campground to assess the repairs needed; he feels the ramp is not as bad as first thought. Mr. Hautenne believes the blocks that make up the boat ramp can be pulled out and placed again to repair the ramp, he will work with Mr. Petersen to have the needed repairs completed.

Old Swim Hole: Mr. Hautenne explained the Old Swim Hole area would need to be further repaired via a grant, in the mean time; there are some temporary steps that can be taken.

Singleton Park: Ms. Byquist-Freels explained that Mr. Collier has made a detailed drawing of Singleton Park and has drawn a new plan for changes that could be made at Singleton Park.

Ms. Byquist –Freels would like the Parks to consider forming a Citizens Advisory Group to help with different projects. Mr. Bland motioned to put together a Citizens Advisory Group for the Manson Parks and Recreation District, seconded by Mr. Hautenne.

Mr. Tobey requested that the Board approach different community groups in town be included.

Ms. Collins offered to help with this project and recommended that a core group of eight to ten people be appointed as a core group. These people would each be tasked with different assignments and so as not to be bogged down with too much input as so that the group can work more efficiently.

Ms Byquist-Freels asked that Mr. Hautenne explain the work he has done on the speed tables for the roadway around Singleton Park.

Ms. Byquist-Freels reminded the Board there was still a motion on the floor, the board voted unanimously to create a Citizens Advisory Group.

Mr. Hautenne explained that after some research he feels that a speed table and the addition of added signage on Hyacinth would help with the speeding issue around Singleton Park and should improve safety. He went onto explain the merits of speed tables, such as slowing down traffic without creating a problem in the winter for snowplows.

Directors Report: Mr. Petersen informed the Board that the State Audit is still ongoing the Audit is expected to be complete by mid-month. When the Audit is complete there will be an exit meeting held with the Auditor to report the findings.

E-Mail: There is a new e-mail system, Board members will be included, each Board member will have their own e-mail addresses through the Parks District.

Policy Handbook: Mr. Petersen is currently in the process of updating the Parks Policy Handbook.

Campground Reservation System: The campground reservation system is up and running.

Mr. Petersen has been granted a leave of absence request for March 15-March 20 to attend a management class.

Ms. Collins asked the Board if there is a policy on tele commuting. Mr. Tobey stated there was nothing in the handbook to prohibit this. Mr. Tobey explained that Mr. Sharp was tele commuting while in Arizona. Ms. Collins stated that she felt it was highly inappropriate. Mr. Tobey explained that tele commuting was a standard practice across business and he felt there was nothing unusual about it.

New Business

Park Signage: Mr. Hautenne explained that he had talked to Kevin Amsden the Shop teacher at Manson High School about the possibility of creating a template for wooded parks signs, Mr. Amsden agreed this was something his students could do. These signs would be produced at the in the school shop students. Mr. Hautenne likes the idea of wood signs as he feels they are more parks friendly. Mr. Tobey explained that there is a list of all signs in the parks and that are many signs that are standard and can be purchased for a reasonable price. Mr. Tobey suggested the Board look at the inventory of signs the park has. Mr. Hautenne would you like to see wood signs not metal. Mr. Bland commented that he likes the wood but is concerned that upkeep could be an issue and asked if the students would upgrade the signs. Mr. Armbruster explained that maintenance is a problem with wood signs, as well as vandalism because of the ability to carve into the wood. Mr. Tobey was also concerned that wood looks good at first and then starts to look very bad later.

By Laws

Ms. Byquist –Freels would like to rescind the 2009-01 Resolution. Ms Byquist –Freels then read the 2009-01 Resolution.

A Resolution of the Board of Commissioners of the Manson Parks and Recreation District delegating to the Board Chairperson the authority to supervise and discipline the district manager, repealing all district policies that may be in conflict with this resolution, and setting an effective date.

Ms. Byquist-Freels stated that she felt all Board members should be equal. Mr. Lyle Bland motioned that the Board rescind the 2009-01 Resolution; Mr. Hautenne seconded the motion.

Mr. Tobey explained that the 2009-01 resolution was to clarify the line of authority over the director so that he was not receiving multiple and conflicting directions.

Ms Byquist-Freels , motion on the floor to rescind 2009-01 all in favor, Mr. Hautenne, Mr. Bland and Ms. Byquist-Freels, opposed Mr. Tobey and Mr. Vaughn. Motioned passed.

Public Comment:

Ms. Byquist-Freels explained that she would be working in close contact with Mr. Petersen and giving him direction. Mr. Sharkey t thought this would make things more confusing he asked

wouldn't you be doing the same thing. Mr. Armbruster stated that this was never an issue for twenty-five years. Mr. Bland explained that the way he sees it any member has the right to request and information from the director but anything else needs to go through the chair. Mr. Armbruster commented that the school board is not set up so only the Board Chairperson can fire the Superintendent and the Reclamation is not set up so that only the Chair can fire the director. Only this Board was set up that way and it is wrong.

By Laws

Ms. Byquist-Freels would also like to rescind the 2009-02 Resolution. Ms Byquist-Freels then read the 2009-02 Resolution.

A Resolution of the Board of Commissioners of the Manson Parks and Recreation District amending certain bylaw provisions related to amending the bylaws and the legal counsel, and setting an effective date.

Ms. Byquist-Freels does not have any problem with the ability to contract with an attorney so there is no change needed in that portion of the resolution. What Ms. Byquist-Freels would like to clarify is the portion concerning the way the changes to the bylaws are made. Currently the 2009-02 resolution reads.

Whereas, the District Board meets monthly and in order to transact business, including revising bylaw provisions which is generally regulated procedural work of the Board, those revisions should be made when the Board so chooses, rather than after multiple readings that are not required by law.

Ms Byquist –Freels would like to amend a portion of the Resolution 2009-02 of the Bylaw change. The portion concerning the ability to hire an attorney will remain the same. Ms. Byquist-Freels then read the portion she would like amended.

The Board at any Open Meeting of the Board may make additions, deletions, corrections, or changes to the Bylaws if after they are read at three consecutive meetings they are passed by a majority of the Board.

Ms. Byquist-Freels explained they are not rescinding the 2009-02 Resolution but amending the portion of the Bylaw change concerning the number of readings required. Mr. Tobey stated that he felt that the new Board members were not respecting any of the old Boards past decisions. Mr. Tobey stated that the old Board did not always agree with all past decisions and they were not so disrespectful as to go in and make changes to old decisions.

Ms. Collins commented from the audience that she had looked into past advice given by Mr. Zimmerman who was the parks attorney during the previous Bylaw changes. Ms. Collins stated that Mr. Zimmerman is also the Attorney for the City of Deer Park and that the City of Deer Park has in their own Bylaws a requirement that the changes to the Bylaws to be made in three consecutive meetings. Why then would Mr. Zimmerman interpret the parks Bylaw change differently and why is his recommendations not consistent. Ms. Collins pointed out that the three consecutive readings for a Bylaw change is set up so that at the first meeting is to present the change, the second reading is to take comment and the third reading is to take action. Mr. Hautenne stated that if you look at past Bylaw changes there are three dates listed.

Bylaws

Ms. Byquist-Freels the next change concerns the Board meeting date and time. There was some discussion concerning the date and time that would least conflict with Board members schedules as well as dates and times that would not conflict with other local community meetings. The current Bylaw reads as follows.

The Board shall hold regular public meetings at least monthly. These will usually be held on the second Tuesday of each month. Meetings will begin at 5:30 p.m. The Manson Park and Recreation District Board of Directors will comply with all provisions of the Washington State open meetings Law.

The meeting date will change to the second Thursday of the month and the time will change to 6:00 p.m. the change will be read two more times at consecutive meetings and voted on after the last reading.

Audit Update

An update was given in the Directors report.

Employee Salary/Benefits

Insurance: Mr. Hautenne explained that he had begun looking at different health insurance plans. Mr. Tobey explained that currently only two employees are offered insurance. Those employees have their own insurance plans and the Parks pays 50% of their insurance up to \$300 a month. Mr. Hautenne explained that the plan he was looking into was for major medical. Mr. Bland recommended that other full time employees be included.

Mr. Hautenne explained that he has been looking into the previous year's expenditures for the office. In 2007, the office Administrative costs for the year were \$14,992 at that time Rhonda Vaglio worked 15 hours a week and Diana Ellsworth worked 10 hours from Memorial day to Labor day this helped hold the office costs down. Then in 2008 the office Administrative Assistant wages rose to \$27,000 and in 2009 the costs were \$25,416 .The newly added position of Business Manager has added to the increased costs. Mr. Hautenne would like to eliminate the position of Business Manager, as this would save the parks \$13,230 yearly.

Mr. Tobey disagreed and felt that many improvements been made by adding this position; he also felt the Board is micro managing the office. Mr. Tobey explained that Mr. Sharp's position of Business Manager is a part time position and it was never intended to be a full time.

Mr. Vaughn felt that it would be unfair to Mr. Petersen to eliminate the Business Manager position at this time.

Mr. Tobey cannot see eliminating the position; Mr. Sharp has streamlined the office. He stated he felt this should be the Directors decision, he feels it is not right when Mr. Petersen is so new to his position for him to lose a valuable employee.

Mr. Vaughn agreed that is unfair to Mr. Petersen and unfair to Mr. Sharp and the decision is premature.

Mr. Sharkey a member of the audience stated that this is the first year the office has been open all week. He stated you cannot run a Marina or parks without the door being open.

Mr. Hautenne stated that there is a large difference in wages, there may be a need for another receptionist at a later date.

Mr. Bland asked what the Business Manager is paid; Mr. Tobey replied \$20.00 an hour.

Mr. Petersen also felt this decision was premature. He does not agree with eliminating the employee right now, why not discuss this again in the future.

Mr. Tobey how are you going to fill in for the knowledge this employee has. Mr. Wardstrom questioned whether a virtual employee is of any help. Mr. Tobey explained that Mr. Sharp does not need to be face to face to complete his duties.

Ms. Collins stated after Rhonda Vaglio retired and Renee Perri was let go in December the Board then went on to hire the Business Manager without any input from the past manager. One of the reasons that were stated for the position was inadequacies of the former manager in computer knowledge. Ms. Collins asked now that Mr. Petersen is here and is more than capable to handle the duties why the Business Manager is needed. You still have the same body of work that is being done by the secretary that has also done some of the same body of work by the secretary and the secretary has done some of the same body of work as the Business Manager.

Mr. Petersen stated he felt it was dangerous to have only one person operating the office, he feels it is unwise to fire an employee without the knowledge being transferred over.

Ms. Ward agrees to some extent that it is unwise to fire someone without filtering the information that person may have over to someone else.

Mr. Nat Bender stated from the audience that he was a little lost its obvious that this guy (Mr. Petersen) is brand new and is going to need some help. Mr. Bender stated he felt it was obvious you three, Mr. Hautenne, Mr. Bland and Ms. Byquist-Freels knew what you were going to do ahead of time and those two, Mr. Tobey and Mr. Vaughn did not have any idea what was coming. Mr. Bender also stated that the Board asked for Mr. Petersen's opinion and Mr. Petersen gave his opinion why not listen to him.

Ms. Byquist-Freels there is a motion on the floor to eliminate the Business Manager Position. Mr. Bland, Mr. Hautenne and Ms. Byquist-Freels for eliminating the position. Opposed Mr. Tobey and Mr. Vaughn. Motion carried.

Mr. Tobey asked what the Board was going to do about the campground hosts he felt this needs to be decided, the hosts need a confirmation for the year. Mr. Hautenne is in favor of hiring the campground hosts again. Ms. Byquist-Freels asked if Mr. Tobey was proposing that the Board look for someone else. Mr. Tobey explained that there were some concerns. Mr. Hautenne stated that you are not going to keep everyone happy all of the time. You are getting a partnership with the Arndt's. Mr. Hautenne is in favor of giving them their job back next year. Mr. Tobey explained that an evaluation was done and some things were not favorable, if you are looking for a more family friendly campground then you may need to change the hosts. The position provides a salary a place to live as well as additional income the hosts receive by the selling of ice and wood.

Mr. Tobey explained that there was a meeting with Mr. Rau present with the campground hosts; they were not offered a continuance at that time. He felt that there have been ongoing issues for two or three years and the park might want to consider looking for someone else. Mr. Hautenne felt that complaints could just be the nature of the job.

Mr. Petersen also wanted to address the elimination of the Business Managers position. He asked for clarification on what his role versus the Board's role is. He stated that he would like to be crystal clear on this issue, as he felt the hiring and firing capabilities of employees should be the director's job not the Board's and especially without consulting him. Mr. Vaughn explained that he felt what the Board was doing to Mr. Petersen was dirty and he was very upset. Mr. Hautenne explained that the Board hired the Business Manager positioned so it is a different situation. Mr. Petersen stated that he wished there had been some communication with him on this matter and was disappointed that there was not he felt that as the director he should have been in the loop. Mr. Vaughn stated he felt that the new board members came in with their own agenda and that it was not professional to not consult Mr. Petersen.

Audio versions of the January 12, 2010 minutes are available upon request.

Meeting adjourned at 8:59 p.m.

The next regular Board meeting February 11, 2010 at 6:00 p.m. at 142 Pedoi Street

Respectfully submitted, Diana Ellsworth