

MINUTES OF THE REGULAR MEETING

MANSON PARKS & RECREATION DISTRICT JANUARY 20TH, 2009

ATTENDING: Dave Gellatly, Ken Rau, Steve Vaughn, Tom Tobey (phone), Lanny Armbruster, Diana Ellsworth, Dana Starkweather, Danny Lockhart, Jeanette Collins, Erasmo De Jesus, Shannon Byquist-Freels, Hal Killian, Kathy Nyborg, Shelly Ward

Meeting called to order at 5:33 BY Ken Rau

Minutes of the December meeting: Dave Gellatly moved to approve the December 16 th minutes as submitted. Steve Vaughn seconded the motion. Motion approved.

Applicants for the New Board position:

Hal Killian was introduced as a candidate for the new Board position. Hal told the Board and the community members present of his long time family ties to the Manson area. Hal then went on to list his numerous club and community involvements along with his employment history. Dave asked Hal, what attracted him to apply for the position? Hal stated that he uses the local parks, and is involved with the Manson community and he sees the Manson parks as the heart of the community. He would like to be a part of the decision making process for the Parks and would like to see the parks head in a community oriented direction.

Shelly Ward was then introduced as a candidate for the new Board position. Shelly Ward was also raised in the Manson area and has family ties to the area. Shelly is also a local business owner. As a business owner Shelly would like to use her expertise to help, the Manson Parks stay viable in these tough economic times. Dave asked Shelly, what attracted you to apply for the position? Shelly stated that she would like to use her marketing experience to help the parks grow in a healthy way. Shelly feels Manson Parks is a vital part of the Manson community. Tom asked Shelly what is to keep her position on the Board from being a conflict of interest with her personnel interests. Shelly stated her integrity.

Kathy Nyborg was also introduced as a candidate for the new Board position. Kathy told the Board and community present that after a visit four years ago she fell in love with the area. She then moved to Manson three years ago, and made it her home. Kathy has experience in business and finance and was the owner of the Village Market in Manson for two and a half years. Steve asked Kathy if she has been to the five parks in the Manson parks district. Kathy stated that she had not been to all of them because her time was limited as a business owner. But that she would have more time now to visit the parks.

The Board went into Executive session at 5:45 and returned at 5:53.

Seat new director:

Dave Gellatly made a motion to approve Hal Killian as the new board member. Steve Vaughn seconded the motion. Motion approved.

Ken then asked Hal Killian to sign and read the oath of office as the new Board director for position number one. Hal then read the oath of office and signed it.

Dave thanked the candidates for their interest and expressed that he was happy to see more community interest than in past years.

Vote New Chairperson:

Steve Vaughn nominated Dave Gellatly as the 2009 chairman of the Manson Parks Board of Directors. Tom Tobey seconded the motion. Motion unanimously approved.

Ken then turned the meeting over to Dave as the new chairman of the Board.

Vote New Vice-Chairperson:

Ken Rau nominated Tom Tobey as the 2009 Vice-Chairman of the Manson Parks Board of Directors. Steve Vaughn seconded the motion. Motion unanimously approved.

FINANCIAL

Review charts and Balance Sheets. Lanny gave the Board a brief financial report on the Parks finances. For 2008, the parks had an overrun of \$24,895.21 due to the expense of the Wapato Lake Campground electrical work. Manson parks took in \$337,572 in revenue at a percentage of 106% and had \$362,468 in expenditures at a percentage of 114% for 2008. Manson Parks has \$83,799 in reserve.

VOUCHER: Ken Rau made a motion to approve the voucher. Steve Vaughn seconded. Motion approved. Tom Tobey abstained.

PAYROLL SIGNATURE: The payroll signature approval was then signed. Tom Tobey gave Dave Gellatly permission to sign on his behalf.

PUBLIC COMMENT

Shelly Ward asked if there were new ideas to help make changes within the parks to generate more income in light of the current economy. She felt the Board should be more open minded on this matter.

Ken explained that the Manson Business Association had held a community meeting to discuss this for the community as a whole.

Hal Killian stated that there would be another meeting with the MBA inviting the head of different local entities to help the various groups work together. This second meeting is by invitation only and the MBA will present their findings. Lanny stated that he did not think the Parks had been invited as of yet. Tom asked if the Parks would be represented, Ken stated he had been invited and that he would be attending.

Shelly also told the Board that there is a new deep-water marina going in across the lake near the Lady of the Lake dock and this will pull Manson's business away.

Hal told the Board that through his association with the MBA he knows that the MBA is working on creating a downtown corridor. The MBA would like to work on Manson's overall image to the public and that the Manson Parks is high on MBA's list as part of that downtown corridor.

OLD BUSINESS

Willow Point Vision

Lanny and Steve met with Tom Vetter and he suggested the first step in the future Willow Point project would be to get a survey. Lanny also sought Mary Murphy's advice on this matter. Lanny has also contacted three surveying companies and received bids. Ken stated that the Board needs a list of goals before going any further. Dave felt that no spending should be done on a survey until after the research has been done. Mary has agreed to send a priority list of what should be completed first. Mary suggested that the Parks hire a Project Manager as well as a Grant Writer to facilitate this process. The Parks would also have the project manager go and make the presentation for the Alea grant. Dave suggested that a special meeting be held to determine the particulars of the Willow Point project, such as the Boards choice for project manager and a grant writer. Lanny stated that not a lot could be done until we decide on these things. Tom asked if Steve would help with the Willow Point project, as he is familiar with the park. Steve reminded the Board that he would still like them to keep the Old Mill Camping in mind. Tom reminded Steve that the two items are different as Willow would involve the Alea grant and Old Mill would be a PUD matter and would take longer to complete.

Shannon Byquist-Freels requested to speak. She reminded the Board that Lanny had applied for grants in the past and was very capable of handling the process. She stated that in the past Lanny and one Board member handled the process himself or herself with the use of a Grant Writer. Ken stated that Lanny was not capable of doing the drawings.

Shannon reminded the Board that they already have a qualified person in Lanny.

Dave agreed that the Parks needed to find their own information before beginning. Jeanette Collins told the Board that the best thing to do is look at what the Alea Grants priorities for the year are. As every year, the Alea grant has different items that they are supporting and these change in priority from year to year. Last year's focus was handicap access. Jeanette stated then the parks should work their grant request around these items. Jeanette then volunteered her time to help develop a priority list for the grant as she has done for the parks in the past.

PUD LEASE

Dave discussed the need to make a few additional changes to the PUD lease agreement. There is some concern because the current lease agreement is missing a paragraph that had been in the former agreement and is no longer in the new agreement. The missing paragraph had given the Manson Parks the ability to ask the PUD to make corrections for one year to any project that they built. There is also a paragraph in the new PUD lease agreement that Dave and the Board feel uncomfortable with. In this paragraph, it says that the PUD has the right to make the parks district restore the parks to the original state before changes and improvements had been made even if the PUD had previously approved the change. Dave reminded the Board that this paragraph could potentially put a future Board and the parks in a very bad position if this paragraph was ever utilized. Tom agreed with Dave that these items must be addressed.

OLD SWIMMING HOLE

Lanny explained that drawings for the requested improvements at the Old Swimming Hole would need to be sent to the PUD prior to applying for any grants. Dave explained that he had met with Ann Congdon and the PUD does not have the money in this year's budget for the improvement. But, if the project could wait one year, the PUD would hopefully be able to update the old swimming hole. The PUD is willing to provide "in kind support". Ken reminded everyone that the park is currently an eyesore and has safety issues and the community wants to see it be cleaned up and useable again. Tom recommended that the parks clean it up by, adding a load of gravel, and building wooden stairs for this year. But that the project needs to be done correctly and also to keep in mind that the parking will need to be fixed as well. Lanny and Ken agreed that small repairs might work for one year. Dave recommended that Lanny talk

to Ray Heit and get the PUD recommendations for what can be done for the year until changes that are more permanent can be made. Tom asked Lanny to send the PUD drawings and he asked that this project be put on the PUD's priority list. Also, the Board asked Lanny to make sure he is using the right contact, as this issue is time sensitive.

PARK RAILINGS

Lanny told the Board that the railings might be able to go in the PUD 2010 budget but not before. Per Ken's request, Lanny met with John Gordon to get an estimate for cutting the railings and welding them back in place. This is being considered so that parks employees could strip and paint the railings off site in an effort to save money. Lanny has also contacted Oxarc to come and give an estimate. Ken thinks the parks should cut and welding the railings. Tom asked if the railings could be sleeved instead of welded. Ken wondered if PUD permission is needed. Lanny told the Board that Ray Heit would be coming to look at the railings. Jeanette Collins asked if the PUD could send painters. Ken wants a commitment from the PUD to place the project on their list. Lanny told Ken that the Manson Parks has sent the PUD a list of projects that need to be done. Hal, could the parks just paint them again. Lanny, the railings are already chipped badly so that the chips would show through the paint. Dave wants the project to be done correctly.

MARINA LIGHTS

The cost of the three security lights is \$2,200 just for the lights. Bob Serafini will also get the estimate for the price of pulling wire if needed. Tom asked if the parks could get the lights cheaper through the PUD.

WAPATO LAKE ELECTRICAL BID

The park does not have enough money to finish the project for the price that McCandlish is asking. Ken feels their bid for the rest of the work at WLC to be done was too much. So, the parks will put the remaining portion of the project up for bid. The bid is for the remaining eight electrical pedestals. The parks hopes to keep the costs to \$16,000 and have it completed by April 1st. The bids will be for individual prices. Ken would like to look into having the parks employees dig the ditches. The bid opening is pushed back until February 17th 2009.

NEW BUSINESS

OLD MILL TREES

Lanny provided the Board with an estimate of \$7133.40 from Wildfire Safe LLC for the pruning of the trees at the Old Mill boat launch and picnic area. The estimate is from a licensed and bonded arborist for the pruning of 67 trees. The Board felt the estimate might be high. Tom

asked Lanny to get another estimate. Jeanette Collins asked the Board if the PUD had tree trimmers. She thought the parks should see if they could use the PUD trimmers and pay their wages to save money. Lanny told the Board that he thinks PUD has sub contractors for tree trimming. Tom reminded the Board that it is Manson Parks responsibility to do our own maintenance.

WILLOW POINT TREES

The main problem is a large leaning tree. After talking to Bill Shimek, the tree is defiantly a safety risk. Dave asked Lanny to have Kyle Walter from Wildfire Safe LLC look at Steve Vaughn's list of trees. Lanny will contact Wildfire Safe LLC with an estimate for removing the leaning tree.

SECURITY CAMERA- MARINA

Dave asked Lanny for the status on the Marina security camera. Lanny told Dave that the PUD has the camera but they have not sent anyone out yet. Lanny told the Board that he believes both the Manson Parks and the PUD will be able to monitor the camera. Dave would like to know if the Parks could record it in the office. Dave also asked Lanny whom he is talking to about the camera and what is the timeline for completing this project. The Board questioned whether Lanny had the right PUD contacts.

NEW BUSINESS

REQUEST MANAGERS PLAN TO IMPROVE REVENUE FOR MANSON PARKS

The Board asked Lanny to complete and present a plan to improve the parks revenue. The Board also asked what could be done to decrease the vacancy rates for the WLC. Shelly Ward stated that the current WLC brochure is very negative. She also thinks that the parks need to change the way they market the WLC and that the use of positive marketing could help. It was also brought up that the boat ramp at WLC must be fixed. Ken stated that the campground hosts did a great job this year.

REQUEST MANAGERS PLAN TO REDUCE EXPENDITURES

The Board asked the Lanny to complete and present a plan to reduce parks expenditures.

NEW STAFF POSITION

Dave recommended that the Administrative Assistant title be changed to Business Manger. The new applicant should possess knowledge of QuickBooks, Excel and be able to maintain the parks web site. The Board hopes to have found and hired for the new position by March 1st 2009.

Tom asked if there was a wage decided on. Dave stated that the wage would depend on the skills of the candidates the park receives. The ad has already been written and the closing date is February 16th.

Tom Tobey moved to approve the new position and Steve Vaughn seconded. Motion approved.

Lanny asked the Board if the Board was doing the hiring for the position. Dave stated yes, the Board would be doing the hiring for the position. Jeanette Collins asked the Board members who the new person would reports to. Dave replied the Board and the manager. Shelly Ward recommended that the Board list a price range.

Tom asked if the board was going to discuss the employee vacation policies. Dave stated that the Board would meet to discuss the particulars later.

The meeting was adjourned at 7:32 p.m. The next meeting February 17th 2009.

Respectfully submitted by,

Diana Ellsworth, Activities Coordinator