

**Minutes of the Regular Board
Manson Parks and Recreation District
November 11, 2010**

Attending: Shannon Byquist-Freels, Pat Hautenne, Lyle Bland, Len England, Cindy Smith, Wai Petersen, Diana Ellsworth, guest list attached

Call to order: Chairperson Shannon Byquist-Freels called the meeting to order at 6:00 p.m.

Flag Salute

Agenda Deletions and Additions: Viki Downey will speak in the public comment portion of the meeting.

Public Comment

Manson Parks Head Lifeguard Viki Downey gave her end of summer report. The lifeguards performed seventeen rescues this year including step-offs where toddlers stepped off the steps and three ambulance calls at Manson Bay Park this year.

The swim class numbers were down this year, which was attributed to the cold weather in June. Viki will be handing out promotional power band bracelets at school in the spring to try to gain interest in swim lessons prior to school letting out to get a better turn out. Viki would like to be able to offer free swim lessons to the community. One idea for providing this service is to hold a park-to-park swim. Viki went on to explain about an annual swim held each year called the Long Bridge swim. She would like to see the Park do something similar to raise money for free swim lesson, she explained that she knows it would take a lot of work but she is sure she can get the support and sponsors needed for the event. Vicki will also be participating in the World Largest Swim Lessons once again in the spring.

Ms. Collins suggested the public be asked to sponsor kids to learn to swim. The Board agreed to support Viki Downey in her efforts to provide free-swimming lessons. Mrs. Byquist-Freels thanked Viki Downey for her additional time she donates to the community.

Minutes of the October 14, 2010 meeting: Mr. England approved the minutes of the October 14, 2010 meeting seconded by Mr. Bland, motion carried. (5-0)

Minutes of the October 28, 2010 meeting: Mr. England approved the minutes of the October 28, 2010 meeting seconded by Mrs. Smith, motion carried. (5-0)

Minutes of the November 1, 2010 meeting: Mr. England approved the minutes of the November 1, 2010 meeting seconded by Mr. Bland, motion carried. (5-0)

Financial Review: The Board reviewed account worksheets provided by Mr. Petersen. Total Parks revenue for the 101 account is \$307,229.58 and expenditures are \$257,675.74. Revenue for the Wapato Lake Campground 109 account is \$58,970.14 and expenditures are \$38,071.00. The revenue for the Recreation 103 account is \$5,941.35 and expenditures are \$11,382.16. Real estate taxes received so far are at seventy-four percent with an additional \$22,000 expected income from taxes. Approximately \$6,000 was received from WA State Parks and additional funds are expected.

Mr. Hautenne voted to approve Voucher V 11-2010 for \$19,154.33 seconded by Mr. England, motion carried. (5-0)

Old Business

Bumgarner Building: Discussion continued on what is to be done with the former parks office also known as the Bumgarner building. Some of the options are:

- Moving the Bumgarner building to the Old Mill boat launch and placing it on the cement pad as the spot already has electric and water. The parks will check with the PUD to see if this would be allowed.
- Disposing of the building, Chelan Parks has expressed an interest in the building.
- Mr. Hautenne would like to see about splitting the property the building currently sits on, which could make the property, value approximately \$170,000 if the School District was willing to do this. He felt the Parks had already made an investment of \$60,000 in the building.

Mr. Bland asked for a report on the building usage so that the board may make a more informed decision. Mrs. Smith and Mr. England felt that if these meetings could be held in the Parks office meeting room instead of the Bumgarner building then it might be better to dispose of the building so the Parks would only be paying to maintain one building.

Activities Coordinator Position: Mr. Petersen explained that Mrs. Ellsworth resigned from the position in the summer and he would like to add to the position when it is advertised to include additional program duties as well. This person would oversee both the AAU sports as well as the additional programs. Mr. Petersen went over some of the programs he would like to see added to the Parks programs, such as additional classes and camps for children. There was some concern from Board members that with the new lower property assessments the Parks will be losing some of its funding and the budget could be tight next year. The Board will continue discussing the AAU position after the budget discussion.

2011 Budget forecast and review: Mrs. Smith explained that the Parks would be able to make the switch to Wells Fargo for their credit card processing. This change will save the Parks a lot of money, as the rate they are currently paying another company is much higher. The Parks will need to purchase an additional piece of equipment called IC Verify for a cost of \$495.00 to make everything compatible.

Mr. Petersen explained the forecast for 2011 to the Board members. The trees, roof and septic repairs for Wapato Lake Campground will be completed out of the remaining 2010 maintenance budget. Another budget concern is that the employer as well as member rates for Department of Retirement will be raising 3.39 percent next year.

Some of the other items to be adjusted and items to be considered in the draft 2011 budget are:

- Capital Outlay will add the Vintec parking machine, additional tools, and a handicap ramp to be added to Manson Bay Park as well as new buoys for Manson Bay.
- The uniform budget will be lowered.
- Mr. Petersen has suggested combining the 101, 103 and 109 accounts next year. QuickBooks has been added this year, and is helping with the tracking of expenditures on a per park basis as well

as various reports that are needed. This could take the place of the multiple Parks accounts and roll everything into either just a 101 account or just 101 and 109 account.

- Mr. Petersen explained that the raise in the Professional Services budget was due to the addition of a Parks attorney. As well as the possibility of the Parks receiving the ALEA, grant. If the ALEA grant is received, the Parks will need to pay Mr. Vetter an additional \$22,000 in fees. There is also an additional \$7,200 needed for surveyor fees to perform the requested surveys of Willow Point Park and the Old Swim Hole.
- The expected surplus this year has not been added into next year's budget.

Erosion: There was some discussion concerning the erosion problems at various parks such as the Old Swim Hole and Willow Point Park. Mrs. Byquist-Freels reminded everyone that something is going to have to be done about the erosion. There were concerns that the permits alone would be \$5,000 to \$7,000. The Parks will continue to look at options for tackling this problem.

Employee wages and benefits will still need to be added into the 2011 budget. Mr. Petersen will make additional adjustments to the 2011 budget as requested. Mrs. Smith stated that she feels that they are on the right track.

Individual Park reports

Old Mill: Mr. England the boats that had been parking at Old Mill are gone and Erasmo is raking leaves. The Parks needs to find a better way to tackle all the leaves. Mrs. Byquist-Freels asked Mr. Bender to explain his plan for a walking trail at Old Mill. Mr. Bender told the board about some of the highlights of having a walking trail at Old Mill including the possible inclusion of exercise stations. He explained that former board member Tom Tobey had plans and additional information for the possible project. The trail will be added to the Parks Comp Plan.

Directors Report: Mr. Petersen asked if the board would like him to bid the snow plowing out, yes. The Lake Chelan Chamber will be holding an event called Tracks. They would like to have a fireworks show in Manson Bay at the end of the event. The board members agreed that as long as the proper paperwork is taken care of prior.

Field flooding was discussed, Brewster had used a large aerator to punch holes in their fields and then filled them up with sand to alleviate some of the flooding, it was suggested that this might help at Singleton.

New Business

Levy Certification: Mr. Petersen asked the board what percent they would like to take this year. The board does not want to raise the levy amount the one percent that they are allowed, instead they will keep the levy rate at its current rate of twenty-three cents per thousand. Work on the next levy will need to begin for the 2012 levy. The Parks will need to choose a date to run the levy and this will determine the cost of running a levy to the Parks. A forty-five day notice will need to be given as well as a committee to work on this project. Mr. Hautenne motioned to hold the millage rate on the Manson Parks & Recreation Levy to a twenty-three cents per thousand Mr. Bland seconded, motion carried. (5-0)

The Board signed a Resolution No. 2010-04.

AAU Coordinator Position: There was additional discussion over whether the position was still needed or not or if the office staff could handle it. Mrs. Ellsworth explained that contact with coaches and parents usually occur in the evenings as most people are working at the time when the office is open. She also went on to explain that practices and games also occur in the evenings and on weekends. Mrs. Byquist-Freels suggested Mr. Petersen could make these visits in the evenings and the office staff could take an hour off in the day and then work in the evenings to complete the calls to the parents.

Mr. Bland moved to hire for the position of Activities Coordinator seconded by Mr. England, notion carried. (3-2) Mrs. Byquist-Freels and Mr. Hautenne opposing.

Executive session for one hour to review District employees, no action will be taken: Into executive session at 9:00 p.m. The Board reconvened from executive session at 10:40 p.m. No Action taken.

Meeting adjourned at 10:40 p.m.