

MINUTES OF THE REGULAR BOARD MEETING
Updated: September 25, 2009
MANSON PARKS & RECREATION DISTRICT JULY 14TH, 2009

ATTENDING: Dave Gellatly, Tom Tobey, Steve Vaughn, Hal Killian, Ken Rau, Fred Sharp

Guest List attached, see Attachment A.

Meeting called to order at: 5:33 p.m. by Mr. Gellatly

Minutes of the June meeting: Mr. Rau requested a change to the minutes on page 2, "Old Swim Hole" replace "obtain" with "submit", which was done. Mr. Tobey then moved to approve minutes of the June 16th, 2009 meeting. Mr. Rau seconded, and the motion passed unanimously.

Public Comment:

Mr. Les Bowen requested copies of the March 24th special meeting minutes. The Board instructed the staff to make them available to Mr. Bowen.

Mr. Brook Smith asked if any action was being taken about the drift wood in the marina. Mr. Gellatly responded the Board is aware of the issue and is looking at ways to deal with it.

Mr. Lanny Armbruster discussed a \$12,000 bank deposit issue that was raised at the June 16th meeting. Mr. Rau indicated he had different documents at the time, but that the issue was now resolved.

There was a concern expressed about the swim rail paint "chipping" from the recent painting. Mr. Rau indicated if it is a problem, we will contact the paint contractor to fix as appropriate.

There was a concern expressed about the list on the breakwater float. Mr. Rau stated that the board was aware of the problem. It poses a tripping hazard. Reed Marine is in the process of providing a quote for the necessary repairs that will require the addition of flotation foam under the lower side. Mr. Gellatly stated that the repairs would be in the area of \$6,000.

Board members were asked if their phone numbers could be posted on the web site. All Board members except Mr. Vaughn agreed to have their phone numbers posted. Mr. Vaughn preferred that persons wishing to contact him go thru the Park Office at 687-9635.

Sally Coleman addressed the Board regarding concerns about the marina and provided a handout to Board members.

Jeanette Collins asked the Board to clarify why a document had not been provided as requested. An error in the oath of office for Hal Killian was mentioned and the Board indicated they would correct this with the County Elections Department.

Renee Elia asked the Board what addresses were being used to conduct official District business.

Willow Point Update:

Mr. Vaughn presented the draft Willow Point Park Improvement Project plan, see Attachment B. The next step is to ask Mary Murphy to develop a timeline for the project. Further reviews will be held.

North Central Washington Community Foundation (NCWCF) Grant:

Mr. Killian reported there will be a meeting on August 10th at 9:30 am in the Park Conference Room to meet with the NCWCF Board and staff to discuss the grant application for expansion of the swimming program.

Financial Review:

Mr. Rau presented the monthly Balance Sheet as of July 14th with total revenues at \$181,355 and total expenditures at \$208,742. Reserve funds were reported at: Manson Park fund, \$1,000; Investment fund, \$60,789; Wapato Lake Fund, \$1,000; Mandatory Reserve, \$50,000 and the Working Reserve fund of \$12,789. The July voucher of \$32,032.21 was reviewed and Mr. Rau asked for clarification on the IRS bill for \$210.87. Mr. Gellatly stated this was a late fee and penalty fee due the IRS for errors in fund deposits for taxes due. This will be corrected by the staff. Mr. Tobey made a motion to approve, Mr. Rau seconded and the motion passed unanimously.

Old Swimming Hole:

Mr. Rau presented a copy of the June 2009 Lake Chelan Reclamation District(LCRD) signed Minutes, that included statements from the District that Manson Parks along with the Chelan County PUD could continue managing the old swim hole area in agreement with the lease agreement between (LCRD) and Chelan County (PUD). Staff was directed to file this document in its proper place.

Audit Report:

Mr. Rau conducted an audit of one employee time sheet for 2008 through current 2009. Many mistakes were made. There were, in some cases, lack of the Manager's signature approving the time sheet(s). For 2008 it appears that we owe the employee \$22.50. For 2009 it appears that we overpaid that employee \$314.47. Staff was directed to look into these issues and correct this problem.

New Employee:

Mr. Gellatly indicated Mr. Bill Sharkey has been hired as a part time Marina attendant at \$12/hr.

PTAC Request:

Ms. Jama England from the Parent Teachers Association Council (PTAC) at Manson Elementary made a presentation and request to the Board to re-open the concession stands at Singleton Park during ball games to support fund raising efforts for their organization. After some discussion, Mr. Tobey made a motion to allow PTAC to reinstate the concession stands at Singleton Park and set up a focal point and meeting with MS. England to work thru the details. Mr. Killian seconded and the motion passed unanimously.

Email & Internet Policy:

Mr. Gellatly presented a Policy for Internet access and Email for the District, see Attachment C. He indicated the policy was taken from the Chelan County handbook with one addition. After some discussions, Mr. Tobey made a motion to approve the policy as written, Mr. Killian seconded, and the motion passed unanimously.

Parks Director Job Description:

Mr. Tobey reviewed the new job description for the Parks Director position, see Attachment D. After some discussion and a minor change, Mr. Tobey made a motion to approve the job description as amended, Mr. Rau seconded, and the motion passed unanimously.

Banking Resolution 2009-03

Mr. Gellatly presented Resolution 2009-03, see Attachment E, regarding establishment of authorized signers for bank accounts and other financial transactions. After some discussion, Mr. Killian made a motion to approve the Resolution as written, Mr. Vaughn seconded, and the motion passed unanimously.

The regular meeting adjourned at 6:40 p.m. The next regular meeting is August 11th, 2009 at 5:30 pm in the Park Conference Room.

Respectfully Submitted,

Fred Sharp, Business Manager

Attachments

Attachment A: Guest List

Attachment B: Willow Point Park Draft Improvement Project

Attachment C: Internet Access and Email Policy

Attachment D: Manson Parks Director Job Description

Attachment E: Resolution 2009-03 regarding bank accounts and other financial transactions.

**MANSON PARKS & RECREATION
REGULAR BOARD MEETING
July 14th, 2009**

GUESTS PLEASE SIGN IN

Name

Virginia Beresford
Mary Plutzman
Wesley Fredrick
Scott J. Meyer
Rudars
Walter Peebles
Karen Jaggard
Anna Garcia
Tom O. Collier
Wini Block
Sandy Donke
Betty Pettit
Rhonda Vogel
Brooks Smith
Erin Stamborg
Bill SHARKE
Diana Ellsworth
Sally Coleman

Name

Honorino D.J. Ramirez
Jama England
Nancy Miller
ALICE TRACIE
Lynette Stone
Allen V Stone
Mike Steele
Allen Steele
Karen Blind
Damen & Regie Perri
Kesenna Vittoria

MASTER PLAN FOR THE WILLOW POINT PARK IMPROVEMENT PROJECT

DRAFT

Willow Point Park is a lush, peaceful, family day-use park with 500 feet of waterfront on Lake Chelan with large shade trees and grass for picnicking. Along with the five picnic tables, there are two barbeques, three park benches to enjoy the beautiful lake view, and a large piece of playground equipment for the children.

It is one of the two parks that provide access to swimming in Lake Chelan in the five park system managed by Manson Parks and Recreation District. This 1.85 acre park, located 3 miles uplake from Manson's town center, is in Chelan County and attracts approximately 200 visitors per day during the peak summer season.

This plan will address the three major issues that plague this park - erosion of the shoreline, parking, and the restroom accommodations.

SHORELINE EROSION

Background: The shoreline erosion is the most serious issue because park property is being lost due to earth sliding into Lake Chelan. The erosion problem has been escalating for several years as recorded in a 2005 Manson Park correspondence, when it was noted that the erosion was more serious than in the previous several years. Cement steps accessing the lake were declared dangerous in 2006 and subsequently removed. In a 2006 Park Board survey to prioritize 46

items throughout the park system, the Commissioners cast the largest quantity of votes for “Repair Bank Erosion” at Willow Point. Numerous state and local agencies have been notified of this unsatisfactory situation and an application requesting assistance was submitted in 2007 to the North Central Washington Economic Development District (NCWEDD).

Today, access to the lake generally requires climbing over or sliding down some large rocks. Lake access is limited and even frightening to many, especially to the young and elderly.

Corrective Action Plan: An innovative plan needs to address the bank stabilization and include elements that will expand access to the lake while enhancing the esthetics of the park.

First and foremost, an environmentally friendly method to halt the erosion and satisfy Federal and State regulations is required. The nature of this construction will be permanent to resolve this shoreline stabilization issue forever.

Several fingers will be constructed extending from the current shore. These fingers would dampen the wave erosion energy, create future sand bars for water activities, and allow the public access on these miniature peninsulas. At least one of these fingers would allow people with physical disabilities, access to view the lake at the water’s edge. Safety barriers/railings and non-skid surfaces will enhance the public’s safety on these fingers. These fingers will include some interesting provisions and features to accommodate an environment and habitat conducive for fish and waterfowl.

Concrete steps accessing the swim area(s) will be installed complete with railings for accessibility assistance. Again, waterfowl considerations will be included, as many geese visit the park in the off-season for an extended period.

The entire shoreline will become a promenade to display the beauty of Lake Chelan while being safe and user friendly to every person. This shoreline improvement project will capture the essence and exceed people's expectations for a natural park.

PARKING

Background: The parking, already inadequate because it did not accommodate the quantity of vehicles for park visitors during the summer season, was decreased by Chelan County in 2006 to preserve the 20 foot fire lane requirement. This compounded the growing problem for this popular park. Complaints from the neighbors increased due to blocked drive-ways and concerns about the potential inaccessibility of emergency vehicles.

The Park provides 16 parking spots (5 parallel and 11 angled). In a survey conducted on August 15th, 2008, the 16 authorized parking spots were full and an additional 13 vehicles were parked illegally (some were parked in the "No Parking – Tow Away Zone"). This is a conservative quantity as there were vehicles parked further up the street which were not counted and could have been park visitors.

Corrective Action Plan: Ecology blocks will be installed on the steep bank adjacent to the current parking and gravel/fill dirt will be dumped to raise the level to the street level elevation to enlarge the existing parking area. This gravel/fill dirt will be donated ("in kind" resources) by local contractors and will commence as soon as possible, thus prior to grant approval. Next, the asphalt

parking area will be enlarged and has the potential of increasing the quantity of parking spots to Twenty-seven, yielding a 69% increase.

Manson Parks District will propose a turn-around area on Willow Point Road to the Chelan County officials, and discuss additional issues such as some Willow Point Park “right of way” parking in the residential area.

An overall parking improvement plan including an enhanced traffic flow, will be beneficial to the park and to the residents in the neighborhood.

RESTROOMS

Background: There are no permanent restrooms available at Willow Point Park. Two plastic porta-potties are rented each season. They detract from the park’s aesthetic and inherent beauty and can even spoil the serene Willow Point Park experience. They are too small for diaper changing, retain heat, and become very unpleasant by the afternoon. In the survey mentioned above, every person surveyed complained about the odor of the porta-potties. These primitive facilities do not even provide the basic accommodations required for families including hand washing prior to the family picnic.

Corrective Action Plan: Restrooms would be installed below and at the foot of the new parking area. New construction or pre-manufactured restrooms will include a septic pump to direct the waste up to the sewer system located under Willow Point Road. The woman’s restroom will include two stalls with toilets and a wash basin. The men’s restroom will contain a urinal, a toilet stall, and a wash basin. There will be provisions for the physically challenged and diaper changing equipment in both restrooms. The architecture design and exterior of these facilities will blend with the park’s environment.

PARK ADDITIONS AND FEATURES

- 1) A vehicle access road to accommodate the physically challenged and park maintenance vehicles will descend from the north-east corner of the Park's parking area to the restrooms. There will be a handicap parking spot and temporary parking only near the restrooms.
- 2) Several switchbacks for the physically challenged will egress the restroom facility and wind through the trees in the northern section of the park eventually descending down to one of the fingers for a water edge lake view. This path will be packed gravel for wheel chair access while minimizing the esthetic impact. This and the above item will support the objective of the American Disabilities Act (ADA).
- 3) An information display board and kiosk will be located at one of the switchback points describing early Native American life on the shores of Lake Chelan. An archaeological study conducted by the Center for Northwest Anthropology of Washington State University revealed that "a possible prehistoric house pit depression was found on the park property." This display would provide some interesting educational facts for park visitors and allow the Manson Parks District to pay tribute to the early dwellers and the current Native American descendents.

FUNDING

Funding for the above Willow Point Park Project will be secured in the form of grants from state and local government agencies, from funds from the Manson Park District, the private sector, and from the local Native American tribes. Manson Parks will also solicit "in kind" resources to offset costs as support from the community is paramount.

Steven P. Vaughn

July 14th, 2009

Attachment C

MANSON PARKS AND RECREATION DISTRICT

POLICY FOR INTERNET ACCESS AND EMAIL

It is the policy of the Manson Parks Board ("Board") to encourage effective, efficient, and responsible use of all Parks equipment for completion of Parks Business. This includes use of the Internet and e-mail for employees to provide information to residents, businesses, travelers, and other governmental agencies; to promote the exchange of information and to facilitate research; and to support and enhance learning by sharing information resources.

All Internet and e-mail data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Manson Parks and, as such, is subject to disclosure. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

Email may be used for dissemination of information to and from employees and Board members. No actions or contemplated actions of the Board may be contained in email communications.

USE AND RESTRICTIONS:

Access to the Internet - Internet access is primarily limited to official business purposes only, and employees are expected to communicate in a professional manner that will reflect positively on them and the District. Occasional or incidental personal use is permitted as long as that use adheres to acceptable use guidelines, does not create an additional financial burden, and does not conflict with the performance of regular duties. The following are considered to be **unacceptable** activities:

- Placing unlawful information on the system
- Using abusive or otherwise objectionable language in messages
- Sending messages that are likely to result in loss of recipient's work
- Sending "chain letters", "junk mail", or "unauthorized broadcast" messages in e-mail
- Using network resources for personal profit or commercial activity
- Using network resources for political purposes
- Violating copyright laws
- Attempting deliberately to disrupt or degrade system performance
- Downloading, viewing, storing, or printing files, messages, or images that are profane, obscene, or that use language that tends to offend or degrade others. Such materials fall under the definition and jurisdiction of anti-harassment regulations
- Attempting to "break into" a computer or network where you do not have authorized access
- Refusing to cooperate with a reasonable security check or resource inventory
- Sending, publishing, or otherwise disclosing confidential material
- Abuse of the Internet access or e-mail provided by the District in violation of law or District policies may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

This policy is adopted at a meeting of the Manson Parks and Recreation District Board on July 14, 2009.

Board member signatures: *Signatures on file in Park Office*

Manson Parks Job Description

Position: Manson Parks Director

Education: College degree preferred

Hours: Full time, salaried; seasonal variation

Proposed Salary: \$36,000

Skills/ Experience Required: Excellent communication skills; ability to work with people, civic groups and government agencies; computer proficiency; parks and community planning; experience leading discussion groups and working with community organizations; experience working closely with an oversight Board; experience managing people and business organizations; record of significant accomplishment in completing assigned tasks.

Reporting to: Manson Parks Board

Duties: Manage all aspects of the Manson Parks system. Carry out Park objectives, operations and plans on schedule and within budget. Supervise performance of park staff and conduct regular performance reviews with full authority to conduct park business efficiently. Establish and maintain good relationships with all appropriate federal, state, county and municipal agencies on behalf of the Manson Parks & Recreation District. Represent the District in public meetings which might impact Park plans or operations. Respond to public inquiries, investigate and resolve complaints brought to the attention of the District. Supervise the District recreation and athletics programs. Supervise the maintenance and upgrades to Park facilities. Assure that all work is performed in accordance with sound safety practices and procedures. Help plan and conduct regular, monthly meetings with the Manson Parks Board. Provide regular reporting to and interface with Board members to help improve the District and conduct normal business.

Attachment E

MANSON PARKS AND RECREATION DISTRICT

RESOLUTION 2009-03

It is hereby resolved that the individuals holding the following titles shall be authorized as signers for bank accounts and other financial transactions:

1. Board Chairman
2. Board Vice-Chairman
3. Parks District Director
4. Parks District Business Manager

It is also hereby resolved that the District payroll is authorized and signed by the Board Chairman, or in his absence, the Vice-Chairman.

Action for approval taken at the regular meeting of the Manson Parks District Board on July 14, 2009.

David Gellatly, Chairman

Attest: Tom Tobey, Vice-Chairman

Signed original in Park office.