

# Annual Report



**2023**

*In Parks We Play*

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**MANSON PARK & RECREATION  
DISTRICT'S  
MISSION STATEMENT**

**“To provide an exceptional outdoor experience for everyone”.**

# **BOARD OF DIRECTORS**

<b>Robert Campbell</b>	<b>Chairman (Commissioner #5 until December)</b>
<b>Susie Fox</b>	<b>Commissioner #5 (December)</b>
<b>Kurt Sixel</b>	<b>Commissioner #3 (Chairman December)</b>
<b>Randy Reed</b>	<b>Commissioner #4</b>
<b>Aniceto Guzman</b>	<b>Commissioner #1</b>
<b>David Sneesby</b>	<b>Commissioner #2</b>

## **KEY STAFF**

<b>Robin Pittman</b>	<b>Parks Director, AAU Coordinator</b>
<b>Kayla Gosvener</b>	<b>Administrative Assistant</b>
<b>Erasmus De Jesus</b>	<b>Maintenance Foreman</b>
<b>Jesse Watson</b>	<b>Campground Manager-Host</b>
<b>Viki Downey</b>	<b>Aquatic Supervisor</b>

## 2023 GOALS & OBJECTIVES

**Manson Park and Recreation District's mission is to provide an exceptional outdoor experience for everyone. The Board of Commissioners have identified 6 goals, with objectives to support each.**

**1) Operate, maintain, and improve parks that serve the people of Manson and its visitors.** • Develop existing park property. • Collaborate with other local entities. • Provide benches, table, or other seating for park visitors. • Create designated entry points for non-motorized watersports.

**2) Provide diverse recreation, socialization and program opportunities for the community and its visitors.** • Promote park facilities and programs to community groups, individuals and visitors whenever possible. • Create additional programs to enhance the user experience.

**3) Expand parks and facilities.** • Promote acquisition of park property as the Manson area grows. • Construct and maintain dock and marina facilities. • Maintain current water access points and seek additional water access. • Enhance viewing access by way of trails and viewpoints. • Add bike and pedestrian trails where feasible.

**4) Maintain high maintenance standards for all parks and facilities.** • Ensure that enough manpower and resources are available for park maintenance. • Provide staff with tools and equipment necessary to efficiently perform duties. • Provide staff training to ensure quality work performance including, but not limited to, high standards of excellence, efficiency, safety, and positive image. • Encourage volunteerism to help maintain parks and create a sense of ownership. • Set schedules appropriately to ensure efficient use of time and resources.

**5) Maintain a solid financial base for the District.** • Submit and support O & M levies and special levies/bonds. • Charge user fees for programs, facility use, and services as appropriate. • Acquire quality goods and services for the best price possible. • Increase reserve account for greater grant potential. • Monitor and adhere to annual budget.

**6) Develop financial opportunities for future park facilities and programs.** • Identify and seek grants for expansion and development projects. • Develop and promote a gifting or memorial program. • Collaborate with various entities to encourage donations and sponsorships. • Create a public relations program.

# PARKS AT A GLANCE

## *MANSON BAY PARK*



**Enjoy a picnic at the park or swim in Manson's protected bay. The park is located within walking distance of the downtown area shops and restaurants. Manson Bay's swim area is the only facility on Lake Chelan with lifeguards on duty during the summer months.**

### **Manson Bay Swim Area Amenities:**

- Pier with ladders for water access
- Designated swim area with lifeguards
- Red Cross accredited Lifeguards (seasonal)
- Restrooms & benches
- Shaded grassy area
- Three (3) Day Use docks for boaters
- Free swim lessons

*Hundreds of students received free swim lessons in 2023!*

*With generous support from the Chelan County PUD, the park's domestic water system was updated to allow for year-round restroom usage.*

# PARKS AT A GLANCE

## *OLD SWIM HOLE*



**The Old Swim Hole is a dog-friendly swim park. The fenced perimeter makes this a great place for you and your pooch to enjoy a day at the lake.**

### **Old Swim Hole Amenities:**

- Grassy area
- Dog-friendly off-leash park
- Water faucet
- Doggie clean-up station with bags & garbage can
- Outhouse
- Water access from seawall (no beach during summer months)

*The planning and permitting portion of the park revitalization project neared completion this year. In the summer of 2024, geotechnical work will begin, and by the end of 2025, the park will feature a new seawall and provide improved access for both pedestrians and vehicles.*

# PARKS AT A GLANCE

## *MANSON BAY MARINA*



**Our 32-slip marina offers basic slips as well as slips with water and electricity. Walk from your boat to downtown Manson’s restaurants, shops, and Manson Bay Park.**

### **Marina Amenities:**

- Slips available with water and electricity
- October to mid-April, limited winter moorage is available at a discounted rate
- Restroom and shower facilities available nearby (at Park office)
- Public pump out station available April through October

*Manson Bay Marina’s occupancy remained steady during the summer months. The High Season (4/16/23-10/1/23) saw the greatest occupancy, with only a few brave souls mooring throughout the winter months.*

*Grette Associates (Wenatchee, WA) was the consultant for the Breakwater Replacement planning project. The project was funded by the Washington State Recreation and Conservation Office via the Boating Facilities Program. With completion of the planning phase, the Park District is ready to apply for another RCO grant for construction of the new breakwater.*

# PARKS AT A GLANCE

## *OLD MILL PARK*



**This 20-acre park is known as one of the best launch facilities on Lake Chelan. Its Day Use park is a great place to relax and have a lake-side picnic. This User Fee facility also allows visitors to park their vehicles and/or trailers for up to 7 consecutive days while they venture up-lake.**

### **Old Mill Boat Launch Amenities:**

- 4-lane boat launch with new docks provided the Chelan County PUD
- 123 boat and trailer parking stalls and overflow parking area
- Fish cleaning station
- Public restrooms
- Grassy area with plenty of shade trees
- Picnic tables and barbecues
- Day use dock with a public sewer pump-out station (no cost to boaters; available April-October)
- Automated pay station for easy payment
- Year-round use, plowed in the winter

*Usage at this facility dropped by approximately 20% this season, as was the trend throughout the entire Lake Chelan Valley.*

*The park's failing irrigation system was slated for replacement in 2021 by the Chelan County PUD (property owners). This unfortunately did not happen, and has been rescheduled with an expected start date of spring of 2024.*

*Erosion, a growing problem at the waterfront, will be addressed by the PUD in the coming years. Replacement of the T-dock is also in the works.*

# PARKS AT A GLANCE

## *WAPATO LAKE CAMPGROUND*



**Wapato Lake Campground is a small, family friendly campground located on the shores of Wapato Lake. This campground offers 22 RV sites with electrical and water hookups, 1 group site, and 13 tent sites.**

### **Campground Amenities:**

- On-site host
- 30 amp and 50 amp RV sites with water hookups
- Picnic tables & swimming area
- Restrooms with pay showers
- Adjoining public boat launch with parking, dock, and gazebo
- Campfire pits

*The campground opened as scheduled on April 15th. Tent site occupancy was at capacity during the summer months. RV site occupancy remained high and waned as the colder months set in. The group site, a camper favorite, was full every weekend and most weekdays. After a successful camping season, the campground closed on October 1st.*

# PARKS AT A GLANCE

## *WILLOW POINT PARK*



**Willow Point Park is a 2-acre hillside park on the north shore of Lake Chelan. Visitors can enjoy the beauty of Lake Chelan while splashing in its waters or enjoying a picnic lake-side.**

### **Willow Point Park Amenities:**

- Designated swim area
- Playground
- Picnic tables and barbeques
- Large grass area
- Mature shade trees
- Men's & women's restroom, each with one toilet, sink, bench, and baby changing station.

*In their 8th year of existence, the restroom sewer system failed yet again in the peak of summer. Much to the dismay of district staff, park visitors, and neighboring property owners, portable toilets were yet again brought in to handle the demand. District staff continued to work toward a solution.*

*Shoreline erosion is a continuing challenge and will need to be addressed as soon as resources to do so are available.*

# PARKS AT A GLANCE

## *SINGLETON PARK*



**Singleton Park is located just one mile east of downtown Manson. With its ball fields, playground, and outdoor basketball/racquetball court, this park is designed for the recreation enthusiast! This park typically gets plenty of use from Spring through Fall.**

### **Singleton Park Amenities:**

- Softball, baseball and t-ball fields
- Soccer field
- Basketball/racquetball court
- Large open grassy areas
- Playground equipment
- Restrooms
- Large gazebo (for reservations, contact the Park office)
- Ample parking

*Singleton Park's ball fields experienced high demand during the baseball and soccer seasons. The playground continued to bring families to the park in every type of weather, no matter the day! Lake Chelan Rotary selected the Musical Playground project as their 2023 Centennial project. They donated \$10,000 to pay for new musical features which they also helped to install within the borders of the existing Singleton Park Playground.*

*Manson Parks again partnered with Lake Chelan FC to offer a youth soccer program, and the season went off without a hitch. LCFC handled registration, scheduling, and coaches; Manson Parks provided the equipment, coordinated team photos, and maintained field space. Feedback from families and coaches was extremely positive.*

# PARKS AT A GLANCE

## *Leffler Field*



**Leffler Field is a 4.97-acre park in downtown Manson. It is owned jointly by Manson Parks and the Manson School District. It currently has no developed amenities and serves as a blank slate for parking or public events.**

### **Leffler Park Amenities:**

- Undeveloped flat acreage

*Leffler Field was used for several community events this year. It served as a staging area for the Apple Blossom Festival and the arrival of Santa Claus. It was also the site of the Pirate Fest Carnival, parking area for the Annual Trunk-N-Treat, and utilized by Hydrofest organizers and racers for camping and staging.*

*The Washington State Department of Ecology awarded the District a grant through the IPG (“Integrated Planning Grant”) program. Aspect Consulting (Wenatchee, Wa) was selected as the project consultant, and they finished the planning work as anticipated. This puts the District in a wonderful position to seek funding for soil remediation in the very near future.*

*Our district was awarded a grant through the RCO for acquisition of the Manson School District’s portion of the property. Soil remediation must occur before any funds will be released by RCO.* 13

# **PROGRAMS AND EVENTS**

**AAU youth baseball**

**Lake Chelan FC/Manson Parks youth soccer**

**AAU basketball**

**Swim Lessons**

**Annual Egg Hunt**

**Introduction to Pickleball lessons**

**Zumba**

**Line Dancing**

# 2023 FINANCIALS

## Manson Park & Recreation District

Financial Review through December 2023  
(As of 01/02/2024)

	2023 BUDGET	2023 REVENUE	2023 EXPENDITURES
<b>GRAND DISTRICT TOTAL REVENUE:</b>			
Manson Parks 101	\$793,300.00	\$574,078.87	
WLC 109	\$102,050.00	\$121,182.73	
<b>TOTAL:</b>	\$895,350.00	\$695,261.60	
<b>GRAND DISTRICT TOTAL EXPENDITURE:</b>			
Manson Parks 101	\$793,300.00		\$716,319.48
WLC 109	\$102,050.00		\$88,716.14
<b>TOTAL:</b>	\$895,350.00		\$805,035.62
<b>GRAND DIFFERENCE:</b>	\$0.00		-\$109,774.02
<b>RESERVE ACCOUNT STATUS</b>	\$364,635.16		
<b>Parks 101 Cash Status</b>	\$0.00		
<b>WLC 109 Cash Status</b>	\$1,562.02		

**FINANCIAL NOTE FOR MEMBER'S 2023 ANNUAL REPORT**

The following is a financial note to incorporate in your 2023 annual report. See SAO guidance at [https://sao.wa.gov/bars\\_gaap/reporting/notes-to-financial-statements/note-x-risk-management-for-participating-member-of-pool/](https://sao.wa.gov/bars_gaap/reporting/notes-to-financial-statements/note-x-risk-management-for-participating-member-of-pool/).

**Note X – Risk Management (for participating member of pool)**

Manson Park & Recreation District is a member of the Enduris Washington (Pool). Chapter 48.62 RCW provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and contract for risk management, claims, and administrative services. The Pool was formed on July 10, 1987 pursuant to the provisions of Chapter 48.62 RCW, Chapter 200-100 WAC, and Chapter 39.34 RCW when two counties and two cities in the State of Washington joined together by signing an interlocal governmental agreement to fund their self-insured losses and jointly purchase insurance and administrative services. For the Pool’s fiscal year ending August 31, 2023, there were 518 Enduris members representing a broad array of special purpose districts throughout the state.

The Enduris program provides various forms of joint self-insurance and reinsurance coverage for its members: Liability coverage, which includes General Liability, Automobile Liability, Public Officials’ Errors and Omissions liability, Terrorism liability and Employment Practices liability; Property coverage, which includes Building and Contents, Mobile Equipment, Boiler and Machinery, and Business Interruption/Extra Expense; Automobile Physical Damage coverage; Cyber coverage; Crime blanket coverage; Named Position coverage; and an Identity Fraud reimbursement policy. Pollution and Cyber coverage are provided on a claims-made coverage form. Crime coverage is provided on a discovery form. All other coverage is provided on an occurrence coverage form.

Members are responsible for a coverage deductible or co-pay on each covered loss. Each policy year members receive a Memorandum of Coverage (MOC) outlining the specific coverage, limits, and deductibles/co-pays that apply to them. In certain cases, the Pool may allow members to elect to participate in the programs at limits, coverage, deductibles, and co-pays that are specific to their needs. Enduris is responsible for payment of all covered losses above the member retention, up to the Pool self-insured retention (SIR). Enduris acquires excess/reinsurance from unrelated insurance companies to cover losses above the Pool’s SIR up to the coverage maximum limit of liability. The tables below reflect the Pool’s SIR, reinsurance limits, and member deductibles/co-pays by coverage type.

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays <sup>(1)</sup>
<b>Liability:</b>				
General Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Automobile Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Public Officials Errors and Omissions Liability	Each Wrongful Act Member Aggregate	\$1 million	\$20 million \$20 million	\$1,000 - \$100,000
Terrorism Liability <sup>(2)</sup>	Per Occurrence Pool Aggregate	\$500,000 \$1 million	None	\$1,000 - \$100,000
Employment Practices Liability	Per Occurrence Member Aggregate	\$1 million	\$20 million \$20 million	20% Copay <sup>(3)</sup>

- (1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible
- (2) Terrorism liability is fully funded by the Pool i.e. no excess/reinsurance is procured.
- (3) Members pay a 20% co-pay of costs. By meeting established guidelines, the co-pay may be waived.

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays <sup>(1)</sup>
<b>Property <sup>(2):</sup></b>				
Buildings and Contents	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Mobile Equipment	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Boiler and Machinery <sup>(3)</sup>	Per Occurrence	Varies	\$100 million	Varies
Business Interruption (BI)/ Extra Expense(EE) <sup>(4)</sup>	Per Occurrence	\$250,000	\$100 million (BI)/ \$50 million (EE)	\$1,000 - \$250,000
<b>Sublimit <sup>(5):</sup></b>				
Flood	Per Occurrence	\$250,000	\$50 million (shared by Pool members)	\$1,000 - \$250,000
Earthquake	Per Occurrence	5% of indemnity, subject to a \$250,000 minimum	\$10 million (shared by Pool members)	\$1,000 - \$250,000
Terrorism Primary	Per Occurrence Pool Aggregate	\$250,000	\$100 million per occurrence \$200 million aggregate	\$1,000 - \$250,000
Terrorism Excess	Per Occurrence APIP Per Occurrence APIP Aggregate	\$500,000	\$600 million/ Pool aggregate \$1.1 billion/ per occurrence APIP program \$1.4 billion/ APIP program aggregate	\$0
<b>Automobile Physical Damage <sup>(6)</sup></b>	Per Occurrence	\$25,000; \$100,000 for Emergency Vehicles; \$250,000 for Emergency Vehicles valued >\$750,000	\$1 billion	\$250 - \$1,000
<b>Crime Blanket <sup>(7)</sup></b>	Per Occurrence	\$50,000	\$1 million	\$1,000
<b>Named Position <sup>(8)</sup></b>	Per Occurrence	\$50,000	\$1 million	\$1,000
<b>Cyber <sup>(9)</sup></b>	Each Claim APIP Aggregate	\$100,000	\$2 million \$40 million	20% Copay
<b>Identity Fraud Expense Reimbursement <sup>(10)</sup></b>	Member Aggregate	\$0	\$25,000	\$0

- (1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible.
- (2) Property coverage for each member is based on a detailed property schedule. Scheduled items are covered to the extent of the cost of repair or replacement according to the excess/reinsurance policy terms. Under the Alliant Property Insurance Program (APIP) Reinsurance carriers cover insured losses over \$250,000 to the limit of \$1 billion except for certain types of sub-limited property losses such as flood, earthquake, and terrorism.
- (3) Boiler and Machinery self-insured retention for the Pool varies depending on motor horsepower.
- (4) Business Interruption/ Extra expense coverage is based on scheduled revenue-generating locations/operations. A limited number of members are scheduled, and the rest are limited to \$500,000 of coverage with a \$2.5 million Pool maximum for undeclared exposure. The waiting period (deductible) is typically 24 hours but there are exceptions specific to the type of exposure covered.
- (5) This sub-limit list is simplified and is not all-inclusive. In addition, sub-limits are often shared or aggregated by all pool members and, in a few cases, are shared by all APIP members. Deductibles often vary by coverage sub-limit.
- (6) Auto Physical Damage coverage includes comprehensive, named perils and collision. Coverage for each member is based on a detailed vehicle schedule.
- (7) Crime Blanket coverage (also referred to as "Employee Dishonesty Coverage with Faithful Performance" of \$2,500 is provided to each member. Members may elect to "buy up" the level of coverage from \$5,000 to \$2 million.
- (8) Named Position coverage is optional. Members may elect to schedule various employees, directors, and commissioners, with individual limits of between \$5,000 and \$1 million.
- (9) Cyber coverage is included under the Pool's Property program. Members are subject to a 20% co-pay per loss and the Pool's SIR is tiered between \$50,000 and \$100,000 depending on the insured/member's property TIV with an 8-hour waiting period. By meeting established guidelines, the co-pay may be waived. The reinsurance maximum limit of liability is \$2 million, with various declared sub-limits.
- (10) Enduris purchases Identity Fraud Expense Reimbursement coverage. Member claims do not have a deductible. There is a \$25,000 limit per member.

Members make an annual contribution to fund the Pool. Since Enduris is a cooperative program, there is joint liability among the participating members. There were no claim settlements above the insurance coverage in any of the last three policy years.

Upon joining the Pool, members are contractually obligated to remain in the Pool for a minimum of one year. They must give notice 60 days before renewal to terminate participation. The Interlocal Governmental Agreement (formerly known as the Master Agreement) is automatically renewed each year unless provisions for withdrawal or termination are applied. Even after termination, a member is still responsible for contributing to Enduris for any unresolved, unreported, and in-process claims for the period they were a signatory to the Interlocal Governmental Agreement.

Its member participants fully fund Enduris. Members file claims with the Pool, which determines coverage and administers the claims.

The Pool is governed by a Board of Directors comprising seven board members. The Pool's members elect the Board, and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for overseeing the business affairs of Enduris and providing policy direction to the Pool's Executive Director.

# 2023 PRIORITIES

## **Wapato Lake Campground**

- Improve camper satisfaction
- Continue high-quality restroom and facility maintenance
- Level and replace gravel in 2-4 sites prior to season-opening
- Repair sloughing area near RV15
- Add saplings to eventually replace aging Chinese elms

## **Willow Point Park**

- Repair stairs leading to water
- Restroom sewage system repairs

## **Manson Bay Park**

- Continue high standards for restroom maintenance
- Work with PUD to replace irrigation system and repair restroom plumbing.

## **Old Mill Park**

- Continue high standards for restroom, fish cleaning station, and facility maintenance
- Continue to improve customer relations
- Memorial or park feature utilizing Nat Bender's donation
- Work with PUD to replace irrigation system, repair restroom plumbing, and address erosion.

## **Singleton Park**

- Improve restroom maintenance
- Paint shop doors
- Improve litter clean-up

## **Leffler Field**

- Continue frequency of mowing
- Continue to treat noxious weeds

# 2023 PRIORITIES (cont'd)

## **Manson Bay Marina**

- Continue marina guest satisfaction
- Enhance communication for improved guest compliance
- Replace pile caps as needed
- Repair damaged bull rails

## **Old Swim Hole**

- Continue to make progress on redevelopment project

## **AAU**

- Improve communication with families and coaches
- Continue maintenance and tracking of equipment

## **Maintenance**

- Maintain level of efficiency achieved in 2023
- Continue to promote safety

## **Office**

- Improve communication with public
- Offer more documents in both Spanish and English
- Transfer the campground reservation system to Hercules, the new online booking system

# *Thank you!*



*We are incredibly thankful for the support of our wonderful community. It is a pleasure to provide spaces where community members and visitors can be active and enjoy the beauty of our Valley. Thank you to our Board of Directors, staff, volunteers, residents, and visitors, for their continued support and partnership.*