

Greenbelt, Trails & Trees Committee

Thursday, Feb. 10, 2022

Minutes

Present: Teresa P., Sue K., Dennis M., Dorothy P., Pat P., Dan B., Tam I.,

Old Biz:

1. Utility Boxes update – Tam

Tam has connected w/Lynn at PUD3, she is looking into what might be possible due to the nature of the type of utility boxes.

2. Frank Foundation – Pat

Contact info for Cranberry Lake: Cranberry Lake Forest Education & Research Center (cranberrylakefoundation.org). They used to meet monthly at the Kamilchie Fire Station.

Pat gave brief 101 of FF & CL.

Currently no public allowed to walk the 'Forest'.

Pat to check for more info on correct point of contact to see about occasional organized walks for LL members only.

3. Community Bulletin Boards update – Tam

Tam checked w/Roger & shared concerns regarding current design/placements. Currently no plans to change style or placements.

Community Bulletin boards presentation & member usage rules still TBA.

4. Fish Docents - ? Better fit with L/D? – Dennis to liaison w/Lake-Dam to partner

Fish Ladder = best site; Anglia Beach is close for people to hang at.

Possible Docent ideas: LL Members, Squaxin member(s), Salmon Center...

Cranberry Creek = hit & miss as does Old Lyme Park = hit & miss for fish viewing.

Maybe educational signage at FL, CC, and OLP?

5. Pilot Trail update – Leslie

Watch for email update after 2/19/22

6. Entryways Plant list update – Leslie

Watch for email update

New Biz:

7. Litter issue – Sue

Sue sent Tam an email wondering if our group could lead litter clean-up crews. She connected w/Public Works, received an application PDF, etc. on how to set up an Adopt-A-Road program.

We, as LL would need to get agreement/permission to commit to a minimum of 2-years of clean-up service.

Sue emailed info to Tam & Tam shared with the committee via email on 2/11.

Is our committee the best fit? How might this be a good volunteer activity for LL Membership as a whole? Tam to check with Board, Teresa to check with Magpies, tie in pick up days with community celebration days, MLK Day of Service, Earth Day,

8. Spring prep - how best to support maintenance/review greenbelts for any tree issues?

How do we plan/manage/handle potential tree concerns...or do we??

Keep updated from CAM.

Committee members to maintain awareness.

Need to create a consistent approach/guidelines & w/w Architecture/Compliance as needed?

Set up a time for committee to do some investigatory Walks ...

Committee encouraged to go grab a plot-map from Christy – in addition Pat emailed color-coded version & Tam emailed to committee on 2/11.

Work on knowing & understanding the various Greenbelt designations; well-sites, utility sites, parks, open-space, etc....



Tamra Ingwaldson <tingwaldson23@gmail.com>

Fwd: Question Received from the Mason County Website -

Sue Klemp [REDACTED]

Thu, Feb 10, 2022 at 6:49 PM

To: Tamra Ingwaldson <[REDACTED]>

Here's the info from the County, Tam.

Begin forwarded message:

From: Sue Klemp <[REDACTED]>
Date: February 7, 2022 at 5:29:29 PM PST
To: Amy Braakman <AmyB@masoncountywa.gov>
Subject: Re: Question Received from the Mason County Website -

Thank you, Amy! I appreciate your quick response.

Sue
(she/her)*Repent? I can't start repenting at my time of life. I'd never get any work done. Anyway, I ain't sorry for most of it. --- Nanny Ogg (Carpe Jugulum, Terry Pratchett)*On Feb 7, 2022, at 3:06 PM, Amy Braakman <AmyB@masoncountywa.gov> wrote:

Hi Sue,
We do have an Adopt-A-Road Program for litter pick-up along County Roads.
The attached information packet explains how the program works, the responsibilities expected of your organization, and those of Mason County.
If your organization would like to participate in the Adopt-A-Road Program, please complete pages 5 through 9 and return to:

Mason County Public Works
Attn: Tim Rhoades
[100 W Public Works Drive](#)
[Shelton, WA 98584](#)

Upon receipt of your application, Tim will contact you and discuss the logistics, procedures, and work site safety involved in our Adopt-A-Road program.
If you have any further questions, feel free to give Tim Rhoades a call at 360-427-9670, Ext. 631.

Kind regards,
Amy Braakman
Administrative Assistant
Mason County Public Works
[100 W Public Works Drive](#)
[Shelton, WA 98584](#)
(360) 427-9670 x 450
Fax: (360) 427-7783

-----Original Message-----

From: Sue Klemp <[REDACTED]>
Sent: Monday, February 07, 2022 2:17 PM
To: Amy Braakman <AmyB@masoncountywa.gov>
Subject: Question Received from the Mason County Website -

From: Sue Klemp

Dept Sent To: Public Works - Road Department

Message: I'm a resident of Lake Limerick. When I brought up the idea of doing some litter clean up, the chair of our Greenbelt Committee responded this way:

"I've been thinking about litter & if that would be us as a possible lead to partner with MC Public Works. My Kiwanis Club buddies up with the NM Chamber to do the stretch from McDonald's to Hwy-106 in Belfair. It is coordinated with WSDOT for liability insurance coverage, bags, vests, etc. Wondering if MC Public Works would be a point of contact as our roads are County roads? "

She asked me to get in touch with you at Public Works to see if partnering in a way similar to that she outlined with WSDOT (liability insurance coverage, vests and bags, etc.) is possible. So here I am.

Can I get your thoughts on this?

Thanks,
Sue Klemp



Adopt A Road information pack.pdf

1208K

**MASON COUNTY PUBLIC WORKS
ROAD DEPARTMENT**

**ADOPT-A-ROAD
LITTER CONTROL PROGRAM**

MASON COUNTY PUBLIC WORKS ROAD DEPARTMENT

ADOPT-A-ROAD PROGRAM

I. Introduction

A. Purpose

To provide guidance for administration of the Adopt-A-Road Litter Control Program (Adopt-A-Road Program) on County right-of-way.

B. Definitions

Adopt-A-Road Program: A County wide litter control program whereby volunteer organizations (i.e. organizations which volunteer) may contribute to a cleaner environment and a more attractive state by adopting sections of a County road and removing litter along those sections.

Adopt-A-Road Sign: A sign on County right-of-way referring to the Department's Adopt-A-Road Program and identifying the volunteer organization responsible for litter removal.

Adopt-A-Road Agreement: A contract agreement between Mason County and a volunteer organization participating in the Adopt-A-Road Program that delineates the responsibilities of both parties.

Volunteer Organization: Any organization empowered by law to enter into contractual agreements which allows volunteers to participate in the Adopt-A-Road Program.

II. Policy

- A. Mason County Public Works Department shall work in partnership with citizen volunteers to reduce roadside litter and to build civic pride in a litter-free County road system in Mason County.

III. Responsibilities

A. Program Coordinator

1. Establish and maintain standard procedures to provide uniform implementation of the County Adopt-A-Road Program.
2. Provide, maintain, and update a standardized application form, registration form, and contractual agreement form for implementation of the Adopt-A-Road Program.
3. Approve all material, information packets, signs, logos, and any other items or materials used to implement and promote the County-wide Adopt-A-Road Program.
4. Maintain a master record of all Adopt-A-Road agreements executed by the County.
5. Assign volunteer organizations a section of County road from which to remove litter.
6. Contact each participating volunteer organization once a year to express appreciation of their participation and inquire if they plan to renew at the end of the current agreement period. Sections of County roads assigned to volunteer organizations should be monitored periodically to ensure that the degree of litter control is in compliance with the Adopt-A-Road Agreement.
7. Maintain records of any injuries and accidents that may occur during participation in the program.

B. Maintenance Manager

1. Administer and support the operations of the County Adopt-A-Road Program.
2. Have erected and maintain through the Traffic Engineer, Adopt-A-Road Signs with the name and/or acronym of the volunteer organizations at the assigned areas.
3. Furnish trash bags and make available safety equipment, as described in Part B Paragraph 7 of the Adopt-a-road Agreement, to the volunteer organization.

4. Provide safety information and training aids to the volunteer organizations for use in their in-house training of their participants.

C. Volunteer Organization

1. Provide a designated Volunteer Organization representative.
2. Provide training for all participants using safety information and training aids provided by the Program Coordinator.
3. Furnish "Volunteer Litter Crew Ahead" advanced warning signs and standards, hard hats, and vests for **all participants** and any other appropriate materials and equipment deemed necessary.

IV. Rules

Any organization which volunteers may be authorized in the Adopt-A-Road Program by removing litter within an assigned section of County road in accordance with the terms prescribed on an Adopt-A-Road Agreement, subject to the following rules:

A. A volunteer organization shall **not** be eligible whose name:

1. Endorses or opposes a particular candidate for public office.
2. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation.
3. Includes reference to a political party.

B. Volunteer organizations that have not complied to a previous Adopt-A-Road Agreement shall **not** be eligible for a period of three years following the termination date of the previous Agreement.

C. Volunteer organizations shall be assigned road sections on a "safety and first-come-first-served" basis. Generally the sections should be a minimum of two miles long if an organization volunteers to be responsible for both sides of the road, and four miles if for one side. Volunteers organizations should be encouraged to adopt road sections contiguous with other sections of road adopted by other organizations. Neighborhood areas with several sections of road with a minimum total of two miles may be assigned.

- D. Volunteer Organizations shall be assigned a road section for a minimum of two years. Adopt-A-Road Agreements will terminate on January 31 of every even numbered year unless canceled by either party. Agreements can be terminated by either party upon 30 days notice. Agreements executed with less than one year to the next even number year will be extended for more than two years. Volunteer organizations assigned sections of road shall have first right of renewal for that section.
- E. Each volunteer organization participating in the Adopt-A-Road Program shall have a designated representative.
- F. All participants shall be at least 15 years of age. All participants shall sign the Adopt-A-Road registration form.
- G. Written parental consent shall be submitted to Mason County Public Works for all minor (under the age of 18) prior to participating in the Adopt-A-Road Program.
- H. During litter removal, there shall be at least one adult supervisor present from the organization for every eight minors.

V. Appendices

- 1. Adopt-A-Road Application
- 2. Adopt-A-Road Agreement
- 3. Adopt-A-Road Registration Form
- 4. Adopt-A-Road Sign Specifications
- 5. Adopt-A-Road Traffic Control Plan
- 6. Adopt-A-Road Medical Aid Coverage Record

Date Application Received
To be filled in by County

ADOPT-A-ROAD APPLICATION

Name of Volunteer Organization

Mailing Address, City, State, ZIP Code

List the sections of road you are interested in cleaning in order of preference:

1.

Road Name	Vicinity
2.

Road Name	Vicinity
3.

Road Name	Vicinity

Sections of County road are assigned on a safety and first-come, first-serve basis. If the sections your group have identified above are not available the Mason County Public Works Department will suggest other alternatives.

Volunteer Organization Representatives:

Signature: Representative #1

Name of Representative (Print or Type)

Mailing Address, City, State, Zip Code

Day phone number

Evening phone number

Signature: Representative #2

Name of Representative (Print or Type)

Day phone number

Evening phone number

Return this application to:

Adopt-A-Road Coordinator
Mason County Public Works
100 W Public Works Drive
Shelton, WA 98584

**ADOPT-A-ROAD
AGREEMENT**

This agreement is made and entered into this day and between Mason County, a municipal subdivision of the State of Washington herein known as the "County" and

_____ ; a volunteer organization
herein known as the "Grantee".

Whereas, the County has the authority to establish a County-wide Adopt-A-Road Litter Control Program (Adopt-A-Road Program) pursuant to RCW 47.40; and

Whereas the Grantee wishes to contribute toward the effort to reduce roadside litter by volunteering to assist in picking up litter on the section of road specified herein;

Now, therefore, the County does hereby authorize the Grantee to participate in the Adopt-A-Road Program by picking litter within the assigned section of County road designated below, in accordance with the following terms and conditions:

A. The Grantee does hereby agree:

1. To conduct clean up activities in a safe manner and under any conditions as may be required by the County for the safety of the participants. Safety of participants is the number one priority of the program, and the volunteer organization agrees to take full responsibility for the safety of each of its participants.
2. To assign a leader to each cleanup crew, and that crew leader shall have a copy of this agreement with him/her during the cleanup activity.
3. To pick up litter no less than four times per year. Additional clean ups should be done as necessary to maintain a neat appearance. Recommended interval for cleanup is once every three months.
4. To furnish and require all participants wear a hard hat and safety vest during cleanup activities.
5. To allow no more the ten people to participate in the cleanup activity at one time over a one-mile section.
6. To have no more than two vehicles per one-mile section of assigned road parked on the County road shoulder within the assigned area during a cleanup activity. (A minimum number of vehicles shall be used to transport the participants to the assigned area.) All parking of vehicles shall be in compliance with State law.
7. To require that all participants shall be 15 years of age or older. The Grantee shall furnish supervision by one more adults for every eight (8) minors (between ages of 15 to 18 years of age) participating in the cleanup activity.

8. To conduct a yearly safety training session for volunteers utilizing materials and training aids provided by the County prior to participating in a roadside cleanup.
9. Provide supplies and materials from Mason County Building I during regular business hours at the address shown on page 4 of this agreement.
10. To place filled trash bags at the County road shoulder for pickup and disposal by the County and notify the County at the time of cleanup to coordinate the pickup time and locations.
11. To notify the County immediately in the event of any emergency on County road right-of-way. Participants who find anything that is hazardous or suspected to be hazardous shall not touch, but take appropriate precautions flag it and leave it for disposal by the proper authorities. Participants shall also not pick up syringes, hypodermic needles, or exceptionally large, heavy or unyielding objects. These kinds of materials should be flagged and the County notified as soon as possible to arrange for proper disposal.
12. Cleanups shall not be scheduled during a legal holiday, during the afternoon on the day before a legal holiday, or during holiday weekends.
13. To provide the County a roster (Medical Aid Coverage Record) of individual participants in the cleanup within seven(7) calendar days following the cleanup activity.
14. To report any injuries, incurred by participants during cleanup activities, to the County, within two (2) working days of the injury. Notification shall include:
 - o Name of injured person
 - o Nature of injury
 - o Date and time of injury
 - o How the injury occurred
15. Furnish to the County an "Adopt-A-Road Registration Form" for each of the participants taking part in litter pickup activities.
16. It is recommended that the Grantee have a first aid kit available at the cleanup site, and at least one person with a valid First Aid Card be present during cleanup activities.

B. The County does hereby agree to:

1. To designate a program administrator to act as a contact person for this agreement.
2. To furnish and install a maximum of two (2) Adopt-A-Road signs with the Grantee name and/or acronym displayed within the assigned area.
3. Furnish the Grantee with trash bags.
4. Remove the filled trash bags from County road shoulder upon notification by Grantee.

5. Assist the Grantee, in cleaning up litter if necessary (i.e., when large, heavy, or hazardous items are found).
6. Provide safety materials and training aids to the Grantee's representative for use by the Grantee in training participants.
7. To furnish a portable "Volunteer Litter Crew Ahead" advanced warning sign and stand, and make available hard hats, safety vests for all participants, and other equipment as deemed necessary (a deposit may be necessary).

C. General Conditions:

1. Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the Grantee. Profits from the sale of recyclable items shall belong to the Grantee.
2. The County may suspend this agreement temporarily because of future construction that will take place within the limits of the assigned area. Once these have been completed, the Grantee will be notified and the agreement restored.
3. The terms of this agreement shall commence on the date of execution indicated below, and shall end on the date of termination unless terminated by the County, or the Grantee on 30 days notice. Upon termination of this agreement the Adopt-A-Road sign shall be removed and remain the property of the Department.

D. <u>ASSIGNED ROAD SECTION:</u>	Office Use Only
Road Name _____	
From _____ to _____	
Side of roadway: North South East West (Circle assigned side/s)	
Date of Execution: _____ Date of Termination: <u>January 31,</u> _____	

Name of Volunteer Organization

Mailing Address, City, State, ZIP Code

Signature: Representative #1

Name of Representative (Print or Type)

Mailing Address, City, State, Zip Code of Representative #1

Day phone number

Evening phone number

Signature: Representative #2

Name of Representative (Print or Type)

Mailing Address, City, State, Zip Code of Representative #2

Day phone number

Evening phone number

Chairman of the Board, Mason County

Return To:
Mason County Public Works
100 W Public Works Drive
Shelton, WA 98584

ADOPT-A-ROAD
REGISTRATION FORM

Name of Participant (Print or Type)	Date of Birth	Social Security Number	
Address	City	ZIP	Phone Number
Person to notify in case of emergency			Relationship
Address	City	ZIP	Phone Number

WARNING! - PLEASE READ CAREFULLY

Participants in the Mason County Public Works Adopt-A-Road Litter Control Program are advised that working adjacent to a County road is a **VERY DANGEROUS ACTIVITY**, with risks of serious injury or even death. Each participant is further advised that the risk of harm is present even if all safety precautions are followed.

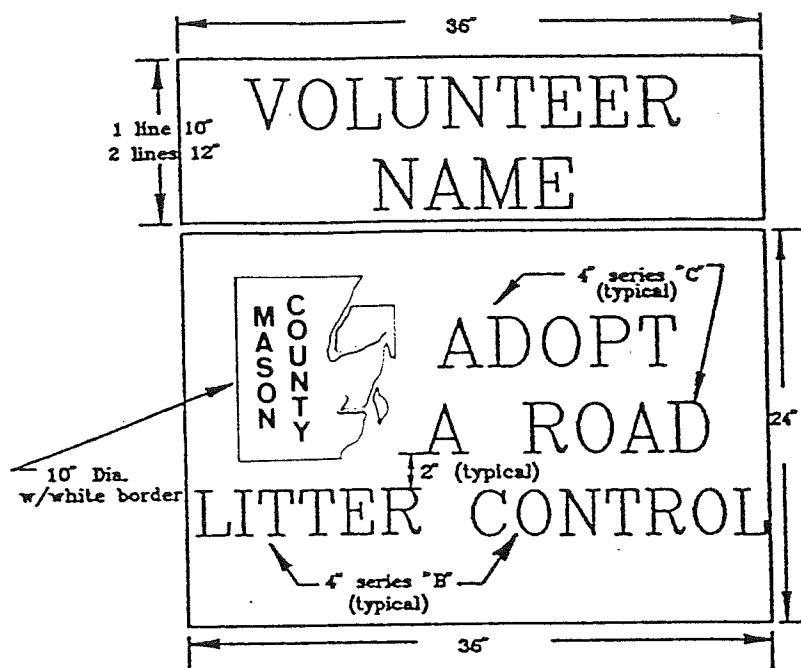
Each participant shall exercise due care in performing litter pickup activities. Participants must receive safety training provided by the Grantee Organization utilizing materials and training aids furnished by the County prior to participating in any cleanup activities. Participants shall wear a hard hat and vest furnished by the Organization and appropriate protective clothing during cleanup activities.

By signature below, I acknowledge that I have read this form completely, and I understand the responsibilities, the hazards, and the privileges of participation in the Adopt-A-Road Program. My participation in this program is voluntary, and I agree to accept the risks connected with this activity, and further agree on damages, including injury or death resulting from participation in this program.

Signature of Participant
Signature of Parent or Guardian if Participant is under 18 years of age

APPENDIX 4

ADOPT-A-ROAD SIGN SPECIFICATIONS



* Both signs - white letters on blue background with 1/2" border

SPECIFICATIONS:

1. Signs shall be reflectorized, and have white letters on blue background with a 1/2 inch border.
2. Letters shall be 4 inch Series C, logo shall be 21 inches x 32 inches.
3. The volunteer organization name shall not be displayed more predominantly than the remainder of the sign message. No trademarks or business logos may be displayed.
4. Volunteer organization identification sign shall be one line unless two lines are required for complete group name.
5. Signs shall be placed at the beginning of the assigned Adopt-A-Road section, on the right shoulder.
6. If the volunteer organization is responsible for both sides of the assigned Adopt-A-Road section, one set of signs shall be placed for each direction of traffic.
7. If the volunteer organization is responsible for a neighborhood area with several assigned Adopt-A-Road sections, a maximum of two sets of signs shall be placed in a predominate location entering the assigned neighborhood area.

APPENDIX 5

Traffic Control Plan ADOPT-A-ROAD

SIGN PLACEMENT		
Posted Speed Limit (MPH)	X = Feet	
45	450'	
40	360'	
35	280'	
30	220'	
25-20	170'	

Edge of shoulder

Edge of traffic lane

Center line

Direction of
Traffic

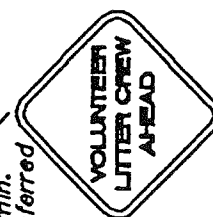
Edge of traffic lane

Edge of shoulder

Advanced
Warning Sign

Approx.
3 ft.

36" min.
48" preferred



Advanced warning sign
shall be black letters
on orange background

Assigned Litter
Pick Up Area

Advanced warning sign should be
no further than 1/2 mile from
nearest ADOPT-A-ROAD worker

**ADOPT-A-ROAD
PARTICIPANT ROSTER/
MEDICAL AID COVERAGE RECORD**

Name of Organization					
Name of Group Leader					
Date	Name <i>Please Print</i>	Social Security	Hours Worked		
			From	To	Total
Number of Bags Collected		Other items found and staked (tires, heavy objects, etc.)		<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	

