

Greenbelt & Trails Committee
Thursday, Aug. 11, 2022 Minutes
Crow's Nest (no hybrid)

Members:

Dan Barnett (A)
 Dennis Muretta (A-Excused)
 Dean Dyson (P)
 Dorothy Powter (A-Excused)
 Mary Ann Wagner (A)
 Pat Paradise (A)
 Sandra Ohara Nelson (P)
 Stacy Stoney (A)
 Sue Klemp (P)
 Teresa Percy (A)
 Tamra Ingwaldson (P)

Guests: Jeff Carp

Ongoing Biz:**1. Fish Docents Update - Sue**

- Still not able to connect with Scott, who now has additional work responsibilities. Will reach out to original contact regarding possible contacts to help ensure any educational info is inclusive.

2. Pilot Trail update – Dean

- Way to Tipperary Beaver Dam Trail – about 5 people participated & were excited about how to promote this as an alternative walking space. Dean then pointed out various locations within LLCC on the map and the team had an energetic conversation about various possibilities. Dean will check his calendar & send out an invitation to drive around LLCC to point out the various areas discussed from the map, and possibilities for Divisions 4 & 5 as well.

3. Litter issue – Tam

- Tam miss-understood her assignment, after discussion, the team decided on a hybrid option. Motion to apply for Adopt-A-Road w/MC for Mason Lake Rd. between the two Saint Andrew's Drive entrances, and then we will piggy-back off of that to encourage residents to adopt the areas on their "blocks" as part of building community pride. We also felt, that would make it easier for families to volunteer together on the side-streets within LLCC, with only those 16+ helping along Mason Lake Rd. M/Dean, 2nd/Sue, Passed.

New Biz:**4. No Actions/Discussion****Spring prep - how best to support maintenance/review status greenbelts/community areas (non-parks)?**

- 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 ...

- Greenbelt spaces along Mason Lake Road, lots of branches (large & small) & other “debris” down, several large ant hills – is this a staff maintenance task or volunteer crew coordination?

5. 2022-2023 Chair

- Tam will continue as chair through September, plan was to help get this ball rolling. Would like to be able to hand off Chair duties effective October 2022.
- Dean agreed to pick-up Chair duties pending appointment by Board President, committee voted to note their support of Dean being appointed.

Motion to the Board:

Approve submittal of Adopt-A-Road application to Mason County Public Works for LLCC volunteers to be responsible for litter pick-up along Mason Lake Rd. between the Saint Andrew’s Drive entrances (one by Fire Station, and the last one as you’re heading towards Belfair) for a minimum of a 2-year commitment of quarterly events – weather permitting. The Adopt-A-Road program will provide volunteers with safety vests, pop-up signs, gripper picker-uppers, and trash bags. Motion includes creating an alternate litter pick-up event where we will encourage residents who are not comfortable doing so along Mason Lake Rd., to do so around their “block”.
M/Dean, 2nd/Sue, Passed.



MASON COUNTY
MISSION

The mission of Mason County Government is to provide essential & mandated services which will preserve & benefit the health, safety, & welfare of the general public in a professional and courteous manner through the effective and equitable management of available public resources.

Mason County recognizes that its employees & volunteers are the foundation upon which these services are provided.

MASON COUNTY DEPARTMENT OF PUBLIC WORKS

100 W PUBLIC WORKS DRIVE
SHELTON, WASHINGTON 98584

Phone (360) 427-9670 x450
Fax (360) 427-7783

July 19, 2022

Tamara Ingwaldson
71 E Cromarty Court
Shelton, WA 98584

Dear Ms. Ingwaldson,

Thank you for your inquiry about Mason County's Adopt-A-Road Program.

The enclosed agreement 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 98485

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.

Sincerely,

Amy Braakman
Administrative Assistant

**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**

Lake Limerick Community Club

Name of Volunteer Organization

790 E. Saint Andrews Dr., Shelton 98584

Mailing Address, City, State, ZIP Code

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

1. Roads w/in LCC
Road Name _____ Vicinity _____
2. Mason Lake Rd
Road Name _____ Vicinity From DJ's store & FD down to last st. Andrews entrance heading to Belfair.
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: oops

Tamra Ingvaldson

Tamra Ingvaldson
Name of Representative (Print or Type)

Signature: Representative #1

P.O. Box 2395 Belfair 98528

Mailing Address, City, State, Zip Code

360 265 1719

Day phone number

Evening phone number

Roger Milliman (CoAM)

Name of Representative (Print or Type)

Signature: Representative #2

360-426-3581

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

Lake Limerick Community Club ; 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. ASSIGNED ROAD SECTION:	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> _____

Lake Limerick Community Club
Name of Volunteer Organization

790 E. Saint Andrews Dr., Shelton 98584
Mailing Address, City, State, ZIP Code

Bryndal Ingwaldson
Signature: Representative #1

Tamra A. Ingwaldson
Name of Representative (Print or Type)

Res/ 71 E. Cromarty Ct. Shelton 98584
Mailing Address, City, State, Zip Code of Representative #1

360-265-1719
Day phone number

Same
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 of Guardian if Participant is under 18 years of age

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

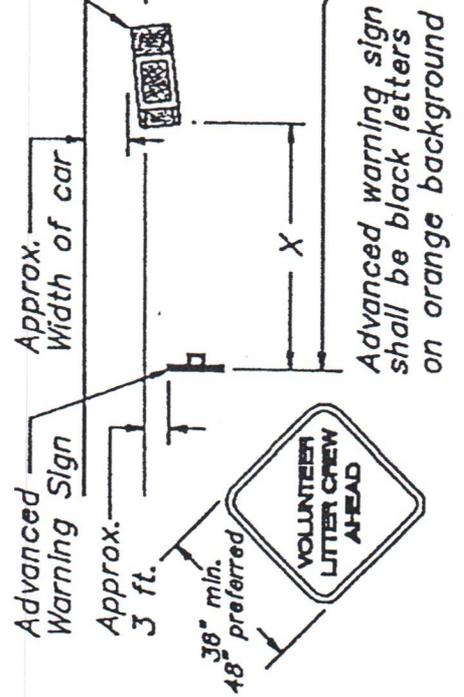
Edge of traffic lane

Center line

Direction of Traffic
Buffer vehicle with flashing warning light

Edge of traffic lane

Edge of shoulder



**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.)		_____ _____ _____	