



*Matthew L. Tyler, Manager
Parks and Recreation Division
623 Sheridan St.
Port Townsend, WA 98368
Desk: 360.385.9129
Fax: 360.385.9234
Email: mt Tyler@countyrec.com*

Memorandum of Understanding

To: Adopt a Park Group
From: Matthew L. Tyler
Re: Understanding regarding the Adoption of (INSERT PARK NAME) County Park
Date: September 21st, 2009

While this document is necessary as part of our formal understanding, It is my hope that it enhances, rather than diminishes your work, as I know it is a labor of love.

1. The Friends of (INSERT PARK NAME) County Park seek to adopt (INSERT PARK NAME) County Park, and Jefferson County seeks for the Friends of (INSERT PARK NAME) County Park to adopt (INSERT PARK NAME) County Park.
2. Definitions:
 - a. *adopt*, to assume responsibility for the day to day maintenance and monitoring of the specified facility.
 - b. *Park*, (INSERT PARK NAME) County Park.
 - c. *Friends*, the Friends of (INSERT PARK NAME) County Park.
 - d. *County*, Jefferson County, Public Works Department, Division of Parks and Recreation, Manager, 623 Sheridan St., Port Townsend, WA 98368. Phone: (360) 385-9129.

3. The term of the adoption is 24 months, beginning January 1st 2010 and ending January 1st, 2012.
4. Administrative duties:
 - a. Ensure that each volunteer completes the volunteer registration form, risk release and liability waiver, and safety training prior to beginning work.
 - b. Document volunteer work and report to the Manager of Jefferson County Parks and Recreation on or before the 10th of each month.
 - c. Report near misses, incidents, and accidents that occur during volunteer work to the County immediately.
5. Monitoring Duties:
 - a. In an emergency, contact 911.
 - b. Inspect the park buildings, trails, equipment, restrooms, roads, and sidewalks weekly at a minimum. Immediately report any unsafe conditions to County.
 - c. Report suspicious or inappropriate behavior to 911.
6. Maintenance duties:
 - a. Pick up trash bags, toilet paper, and Dogg Pott bags from the Jefferson County Roads Maintenance shop as needed.
 - b. Provide your own hand tools, power tools, cleaning supplies, and other equipment as needed.
 - c. Keep the Park clean and free of trash and debris.
 - d. Empty the trash can and dispose of garbage properly.
 - e. Clean the inside of the vault toilets and keep them stocked with toilet paper.
 - f. Mow the grass areas as needed.
 - g. Install a Parks and Recreation Tidal Energy Turbine.
 - h. Empty ashes from the fireplace, fire ring, and Bar-B-Que Grill as needed.
 - i. Keep the Park free of noxious weeds.
 - j. Post reservations and monitor events at the Park.

- k. Contact the County when the vault toilets require emptying. County will pay for emptying the vault toilets.

7. Insurance:

- a. Registered volunteers doing work that is approved in this memorandum of understanding are covered by Jefferson County liability insurance, and Washington State Department of Labor and Industries Workers Compensation Insurance.
- b. Unregistered volunteers, or volunteers doing work that is not approved in this memorandum of understanding, are not covered by Jefferson County liability insurance or Washington State Department of Labor and Industries Workers Compensation Insurance.

8. Safety and Risk Management:

- a. As part of the registration process, all volunteers must be briefed in the dangers of the work they are undertaking and must read, understand, and sign a risk release liability waiver and registration form.
- b. As part of the registration process, all volunteers must be trained in proper safety protocol for the work they are doing including site safety, work practice safety, vehicle safety, working in the presence of power tools, the use of hand tools, bending and lifting safety, and emergency response.
- c. All volunteers must be trained in general power tool use, and use of the specific power tool they are going to use, prior to using it.
- d. All hand and power tools must be properly maintained and in good working order. Hand or power tools must not be modified. Safety equipment must be in place on hand or power tools.
- e. Appropriate clothing and safety protection equipment must be worn when operating tools.
- f. Adopt a Park Volunteers may not use chainsaws unless they complete a chainsaw safety course from a certified provider.
- g. All mowers must be of the closed, mulching type that minimize thrown debris.
- h. Proper clearance to property, people and animals must be maintained when mowing or weed eating.

9. The Park must remain an open County Park. Adopt a Park volunteers may not close the park to public access except as needed for safety reasons during projects.

10. Modifications:

- a. No modifications to the park, large or small, are allowed without the written approval of the County. The following list provides examples of the kinds of modifications that require written approval in advance.
 - i. Installation, or removal of landscape plants or grass (Pruning and mowing is ok).
 - ii. Installation or removal of temporary or permanent signs.
 - iii. Installation or removal of artwork or park equipment.
 - iv. Construction or modification of trails, picnic areas, or any park amenity.
 - v. Installation, modification to, or removal of any building, shed, or historical item.
 - vi. Installation, modification, or removal of any fencing.