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**AGENDA**  
**OMAK CITY COUNCIL MEETING**  
**Monday, October 16, 2023 – 7:00 PM**

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**A. CALL TO ORDER**

**B. PRESENTATION OF THE FLAG**

1. Girl Scout Troop 4812 – Adrian Smith

**C. CITIZEN COMMENTS**

**D. CORRESPONDENCE AND MAYOR'S REPORT**

**E. CONSENT AGENDA**

1. Approval of Minutes from October 2, 2023
2. Approval of 2023 Claims and September '23 Manual Checks

**F. NEW BUSINESS**

1. Res. 78-2023 – Approve Interlocal Agreement with WSDOT
2. Res. 79-2023 – Approve Agreement for Winter Camp Host



**G. OTHER BUSINESS**

1. Council Committee Reports
2. Staff Reports



**Action by City Council**

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Our Council Meetings are conducted in person in addition to Zoom Meetings. Meeting information is located on our website at [omakcity.com](http://omakcity.com). If you need support or accommodations, contact the City Clerk in advance by phone at 509-826-1170 or by e-mail [clerk@omakcity.com](mailto:clerk@omakcity.com) for assistance.

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# MEMORANDUM

To: Cindy Gagné, Mayor

From: Wayne Beetchenow, Public Works Director

Date: October 16, 2023

Subject: **Resolution No. 78-2023** Approving Interlocal Agreement with the  
Washington State Department of Transportation

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The Attached Resolution No. 78-2023, a Resolution of the City Council of the City of Omak, Washington Approving and Interlocal Agreement Between the City of Omak and Wahington State Department of Transportation, is forwarded for your consideration.

This resolution is a interlocal Agreement that will allow WSDOT to install a ADSB data receiving system at the Omak Airport. In the agreement we supply the location, power and internet to the equipment. At the airport, we have a dedicated room that is currently being used for all FAA and WSDOT equipment. This is a Pro Bono agreement as the City will benefit from this installation.

We are requesting approval of this resolution.

**RESOLUTION NO. 78-2023**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OMAK,  
WASHINGTON, APPROVING AN INTERLOCAL AGREEMENT BETWEEN  
THE CITY OF OMAK AND Washington State Department of Transportation**

**WHEREAS**, the Revised Code of Washington, RCW 39.34 authorizes units of government within the State to enter into cooperative agreements for the provision of goods and services to each other; and

**WHEREAS**, the Washington State Department of Transportation would like to install an Automatic Dependent System Broadcast (ADSB) data receiving system; and

**WHEREAS**, the City of Omak owns and operates the Omak Municipal Airport; and

**WHEREAS**, the Washington State Department of Transportation will install and maintain the system at its own expense

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Omak that the Interlocal Agreement between the City of Omak and the Washington State Department of Transportation, a copy of which is attached hereto as Exhibit "A", for the installation of the ADSB system. The Mayor is authorized and directed to execute the same on behalf of the City, and the City Clerk is authorized to attest her signature.

**INTRODUCED AND PASSED** by the City Council of the City of Omak this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

\_\_\_\_\_  
Connie Thomas, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney

**INTERAGENCY AGREEMENT  
BETWEEN  
Washington State Department of Transportation (GCB 3909)  
AND  
City of Omak Washington, Omak Airport**

This Agreement is between the Washington State Department of Transportation, hereinafter, "WSDOT" and the Omak Airport, which is a department of the City of Omak, hereinafter the "City", individually referred to as the "Party" and collectively referred to as the "Parties", and is issued pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW.

**1. PURPOSE**

1.1 The purpose of this Agreement is to establish roles and responsibilities for the installation and maintenance of an Automatic Dependent System Broadcast (ADSB) data receiving system and associated infrastructure, communications, and electronic equipment as described in the attached, Exhibit A, Scope of Work.

**2. STATEMENT OF WORK**

2.1 WSDOT shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for, or incidental to, the performance of work set forth in the attached Exhibit A, Scope of Work.

2.2 WSDOT at its sole cost and expense shall maintain the features constructed as set forth in this Agreement. Maintenance of all features included in this Agreement shall hereinafter be referred to as "Work."

2.3 WSDOT shall not perform any Work required under this Agreement in such a manner as to unreasonably conflict with, impede or disrupt in any way Omak Airport operation, construction, or maintenance, or interfere with or endanger the safety of the traveling public or pedestrians.

2.4 The City will provide electrical power, a hardwired connection to the internet using a router or switch, and a dry temperature-controlled space for the receiver equipment.

2.5 Upon completion of all Work, WSDOT shall immediately remove all rubbish and debris created as a result of performing the Work, leaving the facility in a neat, presentable, and safe condition to the City's satisfaction.

2.6 WSDOT agrees to maintain, at its sole expense and discretion, its Work under this Agreement in a manner satisfactory to WSDOT.

**3. MAINTENANCE OR REPAIR**

3.1 Should WSDOT determine that any Work that is responsibility of WSDOT needs repair or replacement, WSDOT will notify the City in writing, with email being acceptable, and request to schedule a time to perform maintenance on the system.

3.2 If the City has determined that the system is in need of repair or alteration due to damage or changes in the facility configuration, the City will notify WSDOT in writing, with email being acceptable, and request to schedule a time to perform maintenance on the system.

3.3 The City shall be responsible for the actual direct and related indirect costs of providing electrical power and internet connectivity and repair or restoration of those services to its facility.

This includes the repair of these systems.

**4. PERIOD OF PERFORMANCE**

4.1 Subject to its other provisions, the period of performance of this Agreement shall commence on \_\_\_\_\_, 2023, and be terminated in accordance with Section 21.

4.2 WSDOT shall notify the City when equipment installed needs to be removed from City of Omak property before 30 calendar days of such removal.

**5. COMPENSATION**

5.1 The ADSB receiver system serves the mutual interests of WSDOT and the City and is being installed on a Pro Bono basis. The costs to install and operate the system are borne by each party as outlined in the Statement of Work and no compensation is expected between one party to another.

**6. AMENDMENT**

6.1 This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**7. ASSIGNMENT**

7.1 The Work to be provided under this Agreement, and any claim arising under this Agreement, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

**8. ASSURANCES**

8.1 The Parties agree that all activity pursuant to this Agreement shall be in accordance with all applicable federal, state and local laws, rules, and regulations as they currently exist or as amended.

**9. RIGHT OF ENTRY**

9.1 Each Party hereby grants to the other Party a right of entry upon the real property for which the Party holds fee title as may be necessary to perform the Work required under this Agreement.

**10. CONTRACT MANAGEMENT**

10.1 The contract manager for each of the Parties will be responsible for and may be the contact person for all communications and billings regarding the performance of this Agreement.

<b>Contract Manager for PNSN:</b>	<b>Contract Manager for WSDOT:</b>
<i>Wayne Beetchenow</i> <i>Airport Manager or their designee</i> Phone: 509-826-1170 E-Mail:	<i>Thomas Peterson</i> <i>Aviation Emergency Services Program</i> <i>Manager or their designee</i> Phone: 360-705-7442 E-Mail: peterth@wsdot.wa.gov

**11. DISPUTES**

11.1 The Parties shall work collaboratively to resolve disputes and issues arising out of, or related to, this Agreement. Disagreements shall be resolved promptly and at the lowest level of

hierarchy. To this end, following the dispute resolution process shown below shall be a prerequisite to the filing of litigation concerning any dispute between the Parties:

- a. The representative designated in this Agreement shall use their best efforts to resolve disputes and issues arising out of or related to this Agreement. The representatives shall communicate regularly to discuss the status of the tasks to be performed hereunder and to resolve any disputes or issues related to the successful performance of this Agreement. The representatives shall cooperate in providing staff support to facilitate the performance of this Agreement and the resolution of any disputes or issues arising during the term of this Agreement.
- b. A Party's representative shall notify the other Party in writing of any dispute or issue that the representative believes may require formal resolution under subsection (d) of this section. The representatives shall meet within five (5) working days of receiving the written notice and attempt to resolve the dispute.
- c. In the event the representatives cannot resolve the dispute or issue, the City and WSDOT, or their respective designees, shall meet and engage in good faith negotiations to resolve the dispute.

In the event the City and WSDOT's Agreement Representatives, or their respective designees, cannot resolve the dispute or issue, the City and WSDOT shall each appoint a member to a Dispute Board.

- d. These two members shall then select a third member not affiliated with either Party. The three-member board shall conduct a dispute resolution hearing that shall be informal and unrecorded. All expenses for the third member of the Dispute Board shall be shared equally by both Parties; however, each Party shall be responsible for its own costs and fees.

## **12. GOVERNING LAW AND VENUE**

12.1 This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought under this Agreement shall be in Superior Court for Thurston County.

## **13. INDEPENDENT CAPACITY**

13.1 The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

## **14. MAINTENANCE OF RECORDS**

14.1 The Parties to this Agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review, or audit by personnel of both Parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of Agreement. The Office of the State Auditor, federal auditors, and any persons duly authorized by the Parties shall have full access and the right to examine any of these materials during this period.

14.2 If any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**15. ORDER OF PRECEDENCE**

15.1 In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes, and local laws, rules and regulations.
- b. Statement of Work.
- c. Exhibits and Appendices.
- e. Any other provisions of the Agreement, including materials incorporated by reference.

**16. RESPONSIBILITIES OF THE PARTIES**

16.1 Each party to this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act, or omission of any person, agency, firm, or corporation not a party to this Agreement.

**17. INDEMNIFICATION**

17.1 Each Party to this Agreement will protect, defend, indemnify, and save harmless the other Party, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and property), arising out of, or in any way resulting from, each Party's negligent acts or omissions with respect to the provisions of this Agreement. Neither Party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and property) is caused by the sole negligence of the other Party. Where such claims, suits, or actions result from the concurrent negligence of the Parties, their agents, officials or employees, and/or involve those actions covered by RCW 4.24.115, the indemnity provisions provided herein will be valid and enforceable only to the extent of the negligence of the indemnifying Party, its agents, officials or employees.

17.2 The Parties agree that their obligations under this section extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of their officers, officials, employees, or agents. For this purpose only, the Parties, by mutual negotiation, hereby waive, with respect to each other only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.

17.3 This indemnification and waiver will survive the termination of this Agreement.

**18. SEVERABILITY**

18.1 If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement.

**19. SITE SECURITY**

19.1 While on City's premises, WSDOT agents, employees, or Subcontractors shall comply with the City's generally applicable security policies and regulations.

**20. SUBCONTRACTING**

20.1 "Subcontractor" means one not in the employment of a party to this Agreement, who is performing all or part of those services under this Agreement under a separate contract with a

party to this Agreement. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

20.2 No subcontractors will be utilized in the performance of work by WSDOT.

**21. TERMINATION FOR CONVENIENCE**

21.1 Either party may terminate this Agreement upon 30 calendar days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**22. WAIVER**

22.1 A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

**23. ALL WRITINGS CONTAINED HEREIN**

23.1 This Agreement contains all the terms and conditions agreed upon by the Parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

*IN WITNESS WHEREOF*, the parties have executed this Agreement.

<b>City of Omak Omak Airport</b>	<b>Washington State Department of Transportation</b>
By:	By:
Printed:	Printed:
Title:	Title:
Date:	Date:
<b>Approved as to Form City of Omak Omak Airport</b>	<b>Approved as to Form Washington State Department of Transportation</b>
By:	By:
Printed:	Printed:
Title:	Title:
Date:	Date:

**Exhibit A, Scope of Work**



## **INTRODUCTION**

The Washington State Department of Transportation (WSDOT) is responsible by law for the conduct and management of all aerial search and rescue within the state. This includes search and rescue efforts involving missing aircraft and crew members/passengers. This is carried out directly by WSDOT and with the assistance of many partners that provide resources to search for and rescue persons who end up in a remote or hostile environment after being forced down in an aircraft (RCW 47.68.380).

A tool available for conducting this work is a new system mandated by the Federal Aviation Administration (FAA) called Automatic Dependent Surveillance – Broadcast (ADSB). Under this rule, all civil aircraft that operate in most classed or controlled airspace are required to have equipment on their aircraft that continuously broadcasts 19 pieces of data about the aircraft's position in space every second while in flight and taxing. This information is available to other aircraft equipped with "ADSB In" systems and to the public through specialized websites. One aspect that helps populate the public websites with this data is the deployment of ADSB receivers by individuals and organizations to provide coverage in areas where the FAA system has gaps in reception.

WSDOT desires to install ADSB receivers in key locations around the state to provide coverage in collecting aircraft flight data to assist in locating lost, missing, or overdue aircraft. More precise information about an aircraft's path and possible last location can greatly aid WSDOT in locating the aircraft and deploying critical care resources and transportation to a medical facility. This strategy is mainly focused on using WSDOT facilities but there is also an advantage in using other structures that are located in areas that would provide valuable coverage.

This agreement enables improved ADSB monitoring coverage and enhances the safety of the flying public in Washington State by allowing WSDOT to use other facilities. This Scope of Work exhibit gives a general description of the types of work and equipment that WSDOT may deploy on non-WSDOT owned property.

Work described in this exhibit pertains to the installation, and ongoing maintenance, of ADSB receiving equipment and/or associated infrastructure, communications, and electronic equipment. The work, infrastructure, and equipment described in this exhibit is not comprehensive but is intended to generally represent activities facilitating the collection and transmission of aircraft ADSB flight data to a host server.

## **INSTALLATION WORK**

Conduit assembly and emplacement; enclosure assembly and emplacement; wall mounting; tower climbing and mounting; cable management; framework assembly; power system assembly, emplacement, and connection; communications equipment assembly, emplacement, and connection; and other installation work intended to facilitate the collection and transmission of aircraft ADSB flight data to a host server.

## **MAINTENANCE WORK**

Site visits; IT troubleshooting; electrical troubleshooting; equipment repair and replacement; infrastructure repair and replacement; and other maintenance activities intended to facilitate the collection and transmission of aircraft ADSB flight data to a host server.

## **INFRASTRUCTURE**

Equipment enclosures; antenna mounting frameworks and equipment; communications/networking racks; trenches, holes, and conduits for equipment, enclosure, and framework emplacement; trenches, holes, conduits, cables, and cable management for power & communications purposes; and other infrastructure intended to support the collection, storage, and transmission of ground motion data.

#### **COMMUNICATIONS EQUIPMENT**

Radio receivers, antennas, routers, modems, switches, computers, and other communications equipment intended to support the collection and transmission of aircraft ADSB flight data to a host server.

#### **ELECTRONIC EQUIPMENT**

Power systems; inverters and controllers; batteries; grounding equipment; outlets; wires, cords, and cables; and other power, grounding, and electronic equipment intended to support the collection and transmission of aircraft ADSB flight data to a host server.

## ADSB Receiver and typical antenna installation



Front



Back



Top



Antenna on mast

# MEMORANDUM

To: Omak City Council  
Cindy Gagné, Mayor

From: Wayne Beetchenow  
Public Works Director

Date: October 16, 2023

Subject: **Resolution No. 79-2023** Approving an Agreement for Winter Camp Host

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The attached Resolution No. 79-2023, A Resolution of the City of Omak Approving a Professional Services Agreement for a Camp Host at the Carl Precht RV Park, is forwarded for your consideration.

The Public Works Department has the need for a camp host to aid at the Carl Precht Memorial RV Park to help patrons with reservations as well as providing local information about the area.

I support this Resolution and recommend its approval.

**RESOLUTION NO. 79-2023**

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING A  
PROFESSIONAL SERVICES AGREEMENT FOR CAMP HOST AT CARL  
PRECHT MEMORIAL RV PARK**

**WHEREAS**, Professional Services are needed to assist Public Works Department in the operation and administration of the Carl Precht Memorial RV park; and

**WHEREAS**, sufficient City resources are not available to provide such services; and

**WHEAREAS**, specific service needs are identified in the Camp Host Professional Service Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Omak does hereby approve the Camp Host Professional Service Agreement, attached hereto as exhibit "A", between the City of Omak and Rachel Willis, effective November 1, 2023, through March 31, 2024. The Mayor is hereby authorized to execute the Agreement.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2023.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Connie Thomas, City Clerk

\_\_\_\_\_  
Michael D. Howe, City Attorney

**CAMP HOST**  
**PROFESSIONAL SERVICES AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the **City of Omak**, Washington, a municipal corporation, hereinafter referred to as the “**City**”, and \_\_\_\_\_, hereinafter referred to as the “**Service Provider**”.

**RECITALS**

**Whereas**, the City desires to have certain services and/or tasks performed as set forth in the “job Description” attached hereto; and

**Whereas**, sufficient City resources are not available to provide such services; and

**Whereas**, the Service Provider represents that the Service Provider is qualified and possesses sufficient skills and the necessary capabilities to perform the services and/or tasks set forth.

Now, therefore, in consideration of the terms, conditions, covenants, and performance contained herein,

**The parties hereto agree as follows:**

1. **Scope of Services.** The Service Provider shall perform such services and accomplish such tasks as are identified and designated in the “Job Description” attached hereto as Exhibit “A” and incorporated herein as though fully set forth.
2. **Term.** The services as Campground Host shall begin on **November 1, 2023** and shall run through **March 31, 2024**.
3. **Compensation.** Payment for services shall be as set forth in the paragraph entitled “Benefits” in Exhibit “A”.
4. **Independent Contractor Relationship.**
  - 4.1 In the performance of the services herein contemplated the Service Provider is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of the City and shall be subject to the City’s general rights of inspection and review to secure the satisfactory completion thereof.
  - 4.2 The City is interested primarily in the results to be achieved. The implementation of services will lie solely with the discretion of the Service Provider. The Service Provider shall not be deemed to be an employee.

**5. Hold Harmless Indemnification.**

5.1 Service Provider shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of, or resulting from the acts, errors, or omissions of the Service Provider in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

5.2 No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

6. **Compliance With Laws.** The Service Provider, in the performance of this Agreement, shall comply with all applicable federal, state, or local laws and ordinances.

7. **Changes.** Either party may request changes to the scope of service to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

8. **Extension and/or Termination.**

8.1 This Agreement may be extended by mutual written consent of both parties. Service Provider has no authority to and will not engage in compromise settlement arrangements without written authorization from Client.

8.2 Termination of Convenience. The City may terminate this Agreement, in whole or in part, at any time by giving seven (7) days written notice to the Service Provider.

8.3 Termination for Cause. If the Service Provider fails to perform in the manner called for in this Agreement, or if the Service Provider fails to comply with any other provisions of this Agreement and fails to correct such noncompliance within five (5) days written notice thereof, the City may terminate this Agreement for cause. Termination shall be affected by servicing a notice of termination on the Service Provider setting forth the manner in which the Service Provider is in default.

9. **Attorney Fees and Costs.** If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in such action or proceeding.

10. **Jurisdiction and Venue.**

10.1 This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

11. Entire Agreement. The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understanding not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

**IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

CITY:

City of Omak, a municipal corporation:

By \_\_\_\_\_  
Cindy Gagné, Mayor

Attest: \_\_\_\_\_  
Connie Thomas, City Clerk

**SERVICE PROVIDER:**

By \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_



**Carl Precht Memorial RV Park  
Omak, WA USA**

## **Camp Host 2023-2024 Winter Season**

**Duties:** Camp Host

Campground Host: Duties will include but are not limited to the following:

- Serve as liaison between park users, park staff and City Hall.
- Greet and assist visitors, answer questions, and explain regulations which apply to them. May assist campers in locating a campsite, be familiar with local points of interest and the location of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.
- Will perform light maintenance work around the campground such as litter pickup, sweeping and provide information to park staff on potential problems, and share information to campers as needed.
- May assist in campground public relations, educational activities, and special events/activities.
- Clean campsites by performing minor maintenance tasks such as raking the campsite pad, washing tables, picking up litter, reporting any damage to your supervisor.
- Host shall not attempt to discipline or apprehend any park violators. Host will report all disturbances to park staff. Law enforcement will be done by city and tribal police only.
- Will inform campers of rules and regulations when asked, but are not to participate in any high-risk activity.
- Host must set an example by being a model camper practicing good housekeeping at all times in and around their assigned site and by observing all rules and regulations.
- Be observant for activities within the campground requiring immediate attention - ranging from a tree needing to be trimmed to a problem camper. Notify the park manager as these problems arise.

Other minor tasks that will be asked of a Campground Host:

- \* Sweep cobwebs from buildings
- \* Keep track of occupied or vacant campsites
- \* Direct campers to vacant sites
- \* Remind campers to register
- \* Assist campers with camper reservation process
- \* Keep a written report of complaints and criticism of park facilities, report situations that could affect the health and safety of visitors, and report any maintenance items which need immediate attention. Maintain written records and provide monthly reports.

Working Conditions:

Work is mostly outside in hot, cold, wet, humid, or windy conditions. Must reside in campground.

Benefits:

The use of a campsite and all utilities at no charge for the duration of the term of service.  
Starting November 1, 2023, through March 31, 2024