

**Vashon-Maury Island Park and Recreation  
District**

**Commissioner Policy Manual**

**Created June, 2000  
Revised February, 2006**

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## INTRODUCTION

This policy and procedures manual has been prepared to provide information and guidance for operation of the Vashon-Maury Island Park and Recreation District ("Vashon Park District", "VPD") and replaces all previous Board Policy Documents. Included in the manual are sections on Board organization and operations, district organizational structure, park facility operations, fiscal management, and user policy.

Policies within the manual were adopted by the Board of Commissioners in June, 2000, revised in February, 2006, and represent the foundation upon which all regular operational and administrative decisions are based.

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## **MISSION STATEMENT**

The mission of the Vashon Park District is to equitably provide and maintain parks and recreational resources; facilitate healthy lifestyle, activity, and community programs; and preserve the island's natural and built environment through sustainable stewardship, creative community partnership, and fiscal responsibility.

## **VISION STATEMENT**

The Vashon Park District vision is to achieve the highest level of Park and Recreation accreditation as a symbol of our commitment to excellence.

## **VALUES**

### **Total Community Commitment**

We will continually learn the needs and expectations of those we serve – our community -- and strive to exceed them.

### **Commitment to Excellence**

We recognize that being good is simply not good enough. We will strive to exceed expectations in maintaining and preserving all of our parks and facilities to the highest quality standards of safety, function, and beauty.

### **Character**

We will serve our community with honesty, integrity, and transparency. We believe that maintaining public trust is paramount.

### **Professional Development**

The provision of superior service to the community requires the attraction and continuous development of dedicated, highly motivated, and competent staff.

### **Sustainability**

Our organizational practices will consistently demonstrate our commitment to environmental and fiscal sustainability.

### **Team**

We learn from our successes and from our mistakes – through our experience and from one another. We know we are more effective as a whole than any one of us alone. We are welcoming and foster inclusion. We want every community member to know that we are glad they are here and participating.





### **1000 Statutory Authority for District**

The Vashon Park District was created under and exists by authority of Chapter 36.69 of the Revised Code of Washington, a copy of which is inserted herein by reference as Appendix "A." Other statutes affecting the Park District are referenced in RCW Chapter 36.69, but many miscellaneous statutory provisions affecting the District are not specifically limited to or referenced to park and recreation districts.

### **2000 Election of Commissioners**

The five Commissioners of the Vashon Park District shall be elected in accordance with RWC 36.69.090. Candidates shall run for specific commissioner positions.

### **2010 Commissioners Term of Office**

All Commissioners shall be elected for four years, except elections to fill unexpired terms as set forth in Section 2130. The terms of office of all Commissioners shall begin on the first Monday in January following their respective elections.

### **2020 Qualifications for Commissioners**

Commissioners shall be:

Residence of Vashon- Maury Island

Legally registered voters

Commissioners shall not have a record or conviction of a felony.

Employees of the Vashon Park District are precluded from serving on the Board of Commissioners.

### **2030 Vacancies**

Causes of vacancy. Every elective office shall become vacant on the happening of any of the following events.

(1). The death of the incumbent

(2). Resignation of incumbent. A vacancy caused by resignation shall be deemed to occur upon the effective date of the resignation.

(3). Removal of the incumbent:

a. The incumbent ceasing to be a legally registered voter of the district from which he or she shall have been elected.

b. His or her conviction of a felony, or any offense involving a violation of his or her official oath

c. The decision of a competent tribunal declaring void his or her election.

Follow section 42.12.070 Filling nonpartisan vacancies.

Vacancies on the Board of Commissioners shall be filled by a majority vote of the remaining Commissioners. The person selected to fill a vacancy shall serve until the next general election when Commissioners are normally elected, at which time the qualified voters of the District will elect a Commissioner to serve the remainder of the unexpired term. If there shall be such a number of vacancies that there are not in office a majority of the full number of Commissioners fixed by law, the King County Council shall within fifteen days of such vacancies make appointments to fill the vacancies on an interim basis until the next general election.

**2040 Public Disclosure Law**

Each Commissioner or Candidate must comply with the provisions of the Public Disclosure Law (Initiative 276).

Copies of this law and appropriate forms may be obtained from the Public Disclosure Commission, 403 Evergreen Plaza, Olympia, WA 98504.

**2050 Reimbursement**

Commissioners of the Vashon-Maury Island Park and Recreation District shall receive no compensation for their services, but shall receive necessary expenses when engaged on District business.

Vashon Park District will reimburse commissioners for actual out of pocket costs for the care of one or more family members while the commissioner attends a Vashon Park District meeting up to a \$35.00 maximum per meeting. These funds will come from the District's administrative category of the budget.

Requests for reimbursement must be submitted in writing to the Executive Director.

**2060 Power of the District**

Park and recreation districts shall have such powers as are necessary to carry out the purpose for which they are created, including, but not being limited to, the power: (1) To acquire and hold real and personal property; (2) to dispose of real and personal property only by unanimous vote of the district commissioners; (3) to make contracts; (4) to sue and be sued; (5) to borrow money to the extent and in the manner authorized by chapter 36.69; (6) to grant concessions; (7) to make or establish charges, fees, rates, rentals and the like for the use of facilities ( including recreational facilities) or for participation; (8) to make and enforce rules and regulations governing the use of property, facilities or equipment and the conduct of persons thereon; (9) to contract with any municipal corporation, governmental or private agencies for the conduct of park and recreation programs;

(10) to operate jointly with other governmental units any facilities or property including participation in the acquisition; (11) to hold in trust or manage public property useful to the accomplishment of their objectives; (12) to establish cumulative reserve funds in the manner and for the purposes prescribed by law for cities( see RCW35.21.070); (13) to acquire, construct, reconstruct, maintain, repair, add to and operate recreational facilities; and, (14) to make improvements or to acquire property by the local improvement method in the manner prescribed by RCW 36.69 PROVIDED, That such improvement or acquisition is within the scope of the purposes granted to such park and recreation district.

### **2070 Statutory Duties of the Board of Commissioners**

The Board shall:

Elect its officers including a Chair, Vice Chair, Treasurer, Secretary, and other such officers as it may determine it requires.

Hold regular meetings at least monthly.

Adopt policies governing transaction of board business, keeping of records, resolutions, transactions, findings and determinations, which shall be of public record;

Initiate, direct and administer District Park and Recreation activities, and select and employ such properly qualified employees as it may deem necessary.

Compile annually a budget in accordance with RCW 36.69.160. and follow 36.69.170 .

The budget may include an amount to accumulate a reserve for a stated capital purpose.

In compiling the budget, all available funds and anticipated income shall be taken into consideration, including contributions or contractual payments from school districts, cities or towns, county or any other governmental unit; gifts and donations; special tax levy; assessments; fees and charges; proceeds of bond issues; cumulative reserves.

Expenditures shall be made solely in accordance with the budget and should revenues accrue at a rate below the anticipated amounts, the board of park and recreation commissioners shall reduce expenditures accordingly: PROVIDED , That the board may, by unanimous vote, authorize such expenditures, or authorize expenditures in excess of those budgeted, if sufficient revenue to pay such expenditures is derived by the levy of the district or if provided by other governmental agencies specifically for such purposes.

### **2071 Specific Responsibilities of the Board**

1. Develop and amend from time to time a comprehensive plan and capital improvement program.
2. Make policies for the planning, development and use of the districts park and recreation facilities.
3. The Board should develop a Long Range Plan with input from the public and may adopt a mission statement to cover the activities of the Park district. The Board may produce an annual work plan to cover those projects they wish to accomplish each year.
4. Make policies regarding the districts recreation programs.

5. Hold public meetings for the purpose of reviewing park and recreation programs and objectives with citizen groups and the public at large.
6. Develop public interest in the activities of the Vashon Park District and solicit participation from community groups, the general public, and public agencies.
7. Each Commissioner may assume responsibility for one or more parks and act as a liaison with the Stewardship groups.
8. The Board shall set the annual calendar in January of each year.
9. The Board shall select the agenda format, timetable, and method of transmission in January.

### **2080 Election of Officers**

The Board of Commissioners (“Board”), at its first public meeting following the beginning of each year, shall elect from among its number, a Chair, Vice Chair, Treasurer, and Secretary whose terms of office shall run for one year beginning when elected, and until the election of a successor. Vacancies in an office arising from any cause may be filled at any regular or special meeting of the Board. The King County Office of Finance is the statutory Treasurer of the District. The Board may elect a treasurer for its Board whose authority shall not conflict with the County Office of Finance.

### **2090 Duties of Officers**

#### **Chair:**

The chair shall preside at all public meetings of the Board of Commissioners and shall sign all resolutions, contracts, and other instruments on behalf of the Board as authorized by the Board. The presiding officer strives for fair play among the members and provides guidance in parliamentary procedure and the conduction of the meeting. The chair will assure the annual work plan is followed and individual board members complete their assignments. The Chair is responsible for the agenda. In addition, the Chair shall have such powers and discharge such duties as may be assigned to him or her from time to time by the Board of Commissioners.

#### **Vice Chair:**

The Vice Chair shall, during the absence or disability of the Chair, exercise all the functions of the Chair.

#### **Treasurer:**

The Treasurer shall assure that bills received by the District are paid promptly. Vouchers should be prepared, signed and sent to the King County Office of Finance for processing in a timely fashion. The Treasurer is responsible for monitoring the budget, loans, grants and all expenses of the District. The Treasurer shall work with the Executive Director in preparing and educating the board and public in preparation for the annual budget.

**Secretary:**

The Secretary shall attest all resolutions, minutes, expenditures and authorize the issuance of notices for all meetings of the Board of Commissioners. The Secretary shall be responsible for the minutes of all the meetings, shall oversee the creation and retention of a record of all resolutions adopted by the Board, and shall supervise the safe keeping of the seal and the minute books, and shall otherwise perform such further duties as are incidental to the office as are properly required by the Board.

**2100 Committees**

The Board may establish standing and advisory committees for the purpose of assisting the Commission in carrying out its responsibilities as well as in effort to obtain the broadest possible community involvement and representation.

**2110 Standing Committees**

The Board may appoint by resolution such standing committees for such purposes and with such authority as it shall determine. Standing committees of the Board shall be made up of the members of the Board whose function would be to act as a sub-committee of the Board and to report back to the Board for final action. Such a committee shall have long-term responsibilities as set forth by the Board. (Examples of a standing committee would be Budget, Planning or Personnel.)

**2120 Advisory Committees**

**Stewardship Groups:**

A stewardship group (“Stewards”) is formed for the purpose of advising and assisting the Vashon Park District’s Board in the use, development, maintenance, operation, and oversight of each of Vashon Park District’s parks. All final decisions concerning any of these areas rest with the Board. VPD will endeavor to advise the Stewards of any changes being made to the park. However, VPD will not be restricted from accomplishing any changes it deems necessary.

In addition, the Board may appoint by resolution such advisory committees as it shall determine. An advisory committee shall be made up primarily of non-commission members to study, monitor, develop or maintain a specific function which the Commission sets forth in delegating its responsibility to such a committee. Such responsibilities shall be set forth by resolution and with the understanding that overall responsibility of such a committee continues to reside with the Board of Commissioners. One or more member(s) of the Board shall be appointed as the permanent representatives to such an advisory committee.

## **2200 Board of Commissioner's Meetings**

All regular and special meetings of the Board of Commissioners shall be open to the public and news media, and public notice of meetings provided, as required by the Open Public Meetings Law. See RCW 42.30.

All meetings will be held at the Park District Offices, 17130 Vashon Highway SW, Vashon, WA.

## **2210 Attendance**

As individuals responsible to the citizens that elected them, Commissioners are expected to attend meetings of the Board.

If a member is unable to attend a scheduled Board meeting, he or she should advise the Chairperson or the Secretary at least a day ahead of time. Members who miss six or more regular meetings should consider resigning from the Board, and the Chairperson should discuss with them their ability to meet Board commitments.

## **2220 Regular Meetings**

The Board shall hold at least one open, publicized meeting per month.

## **2230 Special Meetings**

Special meetings may be called by the Chair as the need arises or on petition of a majority of the Commissioners. See RCW section 42.30.080

## **2240 Executive Sessions**

Executive sessions which are consistent with the Open Public Meetings Law, closed to the public and news media, may be held for all purposes allowed by the Open Public Meetings Law. See RCW 42.30.110

## **2250 Agenda**

The agenda will be prepared by the Board Chair person.

Agenda for the regular meetings shall contain but not be limited to:

- Call to order
- Review of agenda
- Approval of minutes
- Financial report
- Business
- Reports from Director/ Commissioners/ Committees
- Agenda items for next meeting
- Adjourn

All regular and special meetings shall be conducted from a written agenda. If a Board member has or knows of an item for the agenda, the Chairperson should be notified during the week prior to the meeting. During the week prior to a meeting, Chairperson will direct the Executive Director to send out to each Board member the agenda for the meeting. Reports, recommendations and supplementary information will be sent out in advance with the agenda whenever possible, otherwise they will be provided prior to the start of the meeting. It is preferred that written details accompany ALL presentations and these should be available to the public attending the meetings. Motions can be brought before the Board at any meeting but no vote will be taken until the following regular meeting date.

Emergency matters may be placed on the agenda by any Board member, waiving requirement of advance notice.

### **2260 Quorum**

All meetings require at least three Commissioners present throughout the meeting to constitute a quorum for the purpose of conducting business. Meetings with less than a quorum may continue for the purpose of hearing reports or disseminating information only.

### **2270 Rules of Order**

Meetings shall be conducted informally following an agenda as outlined in section 2250. Procedural questions or conflicts may be resolved by using: Ray E Keeseey's Modern Parliamentary Procedure. Board decisions shall be determined by voice or show of hands. The Chair may vote, unless wishing to abstain, as any member may do.

### **2280 Minutes and Records of Minutes**

The Board Secretary shall be responsible for the accuracy of the recording of the proceedings of all regular and special meetings. Confidential minutes or notes of executive sessions shall be prepared at the discretion of the Chair.

Copies of the previous meeting's minutes shall be distributed to the Commissioners within 10 days of the last meeting. Copies will be available to the public at the Park offices and at the reference desk at the public Library.

All resolutions shall be initialed by each board member that is present at the meeting according to their vote. A record of this will be kept at the Park Districts office.

### **2300 Levies, Bonds and Warrants**

The commissioners shall follow RCW 36.69.140 and 36.69.145 regarding the leveling of levies, bonds and interest bearing warrants.

## **2400 Relationships of the Board**

The very nature of the Vashon Island Park and Recreation District, as an elected Board of Commissioners for a municipal corporation, necessitates that there be a variety of relationships established among itself, its staff, related community organizations and agencies, special interest groups and the taxpaying citizens of the Island. The following gives some specific guidelines as to how to ensure that these relationships can best be developed and maintained.

The Board has the legal authority to delegate day to day administration of the District to its employees, while retaining responsibility for the actions of such employees performed within the scope of their authority.

The Board shall reserve itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the Park District. They shall be recorded in writing.

The formulation and adoption of written policies shall constitute a basic method by which the Board shall exercise its leadership in the operation of the Park District. The development of such policies is recognized as being a primary function of the Board. These Policies and Procedures should be reviewed every two years by the Board and Ex. Director, and any changes, corrections, additions or deletions should be approved by the board. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the Park District.

## **2410 Relation of Individual Commissioners to the Whole Board**

Individually, Commissioners have no legal authority except as they contribute to any action by the entire Board or a legal quorum thereof, which consists of three members. Recognizing that individual Board members are usually contacted by citizens, users or patrons of the Park District who want and expect immediate action, such problems or suggestions should be brought to the Executive Director who will bring it before the Board, when appropriate.

Similarly, Commissioners will not represent the Board in local or other meetings, letters or articles in the newspaper, etc., without the Board approval.

## **2420 Relationship with the Director**

The Board hires the Director of the Park and Recreation District, and he/she serves at the pleasure of the Board. The Director is regarded by the Commission as the professional on all matters pertaining to organization, administration and the program of the District. He/she directs and supervises the staff in implementing Board policy and the ongoing



operation of the park District. Commissioners are encouraged to meet with the Director to discuss programs, facilities, plans, etc., at any time, not just at the time of formal Commission meetings.

The Executive Director shall have an annual review with a written evaluation supplied by the Board.

#### **2430 Relationship with Park District Staff**

The Board relates to the staff through the Park District Director. Individual Board members have no authority to direct or interfere with the work of any park employee. There are provisions in the Personnel Policies which provide for individual appeals of personnel actions to the Board. Staff representatives will be given an opportunity to make presentations to the Board, on behalf of a majority of the staff, by contacting the Board Chair at least in the week prior to a Commission meeting and asking to be placed in the agenda.

Any issues pertaining to the staff should be directed to the Executive Director or the Chair of the Board.

#### **2440 General Relationships**

It shall be the policy of this Board to maintain an open, cooperative, working relationship with those special interest groups which utilize the Park and Recreation District's facilities. It is further the policy of the Board that the Park District should avoid developing or maintaining sports, senior-citizen, adult-education, art or cultural programs which might be duplicative of any other interest on the Island, but will attempt to support others in their programming by providing appropriate facilities for these community activities. Where there are voids in community programs in the above areas, the Park District will attempt to develop such programs after sufficient interest has been expressed by the community

#### **2450 Relationship With Other Agencies**

It shall be the policy of the Park District Board to work cooperatively with other public agencies to the mutual benefit of the Park District, the other agency and foremost the citizens of Vashon Island.

#### **2500 District Policy**

All policies of the Park District shall be assembled in the Vashon Park Policy Manual, maintained in the District office by the Board Secretary. All District policies shall be adopted by resolution.

