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Statutory Authority for Vashon Park District

Policy #: 1000	
Date Approved:	Revision Date:

The Vashon-Maury Island Park and Recreation District was created under and exists as a municipal corporation by authority of Chapter 36.69 of the Revised Code of Washington (RCW). The district exists for the purpose of providing leisure time activities and recreational facilities of a non-profit nature as a public service to the residents of Vashon-Maury Island.

By the terms of RCW 36.69 "recreational facilities" means parks, playgrounds, gymnasiums, swimming pools, field houses, bathing beaches, stadiums, golf courses, automobile racetracks and drag strips, coliseums for the display of spectator sports, public campgrounds, boat ramps and launching sites, public hunting and fishing areas, arboretums, bicycle and bridle paths, senior citizen centers, community centers, and other recreational facilities.

Strategic Master Plan

Policy#: 1100	
Date Approved:	Revision Date:

The Vashon Park Board of Commissioners will ensure that the Vashon Park District develops a Strategic Master Plan as described below. The Strategic Master Plan is a blueprint for action that guides the Vashon Parks District in the decisions that it makes over the next three to five years. The creation of the plan is a systematic process through which board members and staff agree on and build commitment to the priorities that are essential to fulfilling the mission of VPD. This Strategic Master Plan will be reviewed and, if necessary, updated every year.

This Strategic Master Plan will include:

1. Mission Statement - Why does the Vashon Parks District exist, what does it do, and who benefits from its actions?
2. Values Statement - What are the principals and beliefs that guide the behavior and decisions of the Vashon Parks District?
3. Vision Statement - What do we want the Vashon Parks District to look like in three to five years?
4. Analysis of Current State - Information gathered from external and internal sources about factors that will affect our ability to fulfill our mission.
5. Strategic Priorities - The broad strategies or priority areas that Vashon Parks will focus on over the next three to five years to address critical issues and to close the gap between the current state and the future vision
6. Operational Plans - Detailed implementation plans which delineate specific short-term, concrete goals, actions, results, accountabilities and dates for accomplishing the goals of the strategic plan

The current state analysis will include but not be limited to:

1. A thorough analysis of the current environment in which the Vashon Park District is operating (state of the economy, general

political environment, levy funds projection)

2. Analysis of current resources, facilities, programs, staffing and administrative systems
3. Comprehensive, professional citizen surveys taken before the first plan is written and before each review and updating of the plan
4. An analysis of safety and liability concerns
5. An analysis of state and local laws that will impact the district

Election and Terms of Office for Commissioners (RCW 36.69.090)

Policy #: 2000	
Date Approved:	Revision date:

A park and recreation district shall be governed by a board of five commissioners. Except for the initial commissioners, all commissioners shall be elected to staggered four-year terms of office and shall serve until their successors are elected and qualified and assume office in accordance with RCW 29A.60.280. Candidates shall run for specific commissioner positions. Elections for park and recreation district commissioners shall be held biennially in conjunction with the general election in each odd-numbered year. Elections shall be held in accordance with the provisions of Title 29A RCW dealing with general elections, except that there shall be no primary to nominate candidates. All persons filing and qualifying shall appear on the general election ballot and the person receiving the largest number of votes for each position shall be elected. The terms of office of all Commissioners shall begin on the first Monday in January following their respective elections.

Filling Vacancies on Board (RCW 42. 12.070)

Policy#: 2030	
Date Approved:	Revision Date:

A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote, a town, or a city other than a first-class city or a charter code city, shall be filled as follows unless the provisions of law relating to the special district, town, or city provide otherwise:

- (1) Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position.
- (2) Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.
- (3) If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person or persons to the governing body until the governing body has two members.
- (4) If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.
- (5) If county legislative authority of the county fails to appoint a qualified person within one hundred eighty days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the city, town, or special district may petition the governor to appoint a qualified person to fill the vacancy. The governor may appoint a qualified person to fill the

vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.

- (6) As provided in chapter 29A.24 RCW, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

Conflict of Interest

Policy#: 2045	
Date Approved:	Revision Date:

The following statement of policy applies to each member of the board and to all persons employed by the Vashon Park District, regardless of position. Board Commissioners and staff serve the public interest and thus have a clear obligation to this concept. All decisions of the board and employees of the Park District are to be made solely on the basis of a desire to promote the best interests of the organization and the public good.

Individuals inevitably are involved in the affairs of other institutions and organizations. Effective boards will include individuals who have relationships and affiliations that may raise questions about perceived conflicts of interest. Although many such potential conflicts are and will be deemed inconsequential, every individual Board Commissioner and Executive Director have the responsibility to ensure the entire board is made aware of situations that involve personal, familial, or business relationships that could create a real or perceived conflict of interest. Thus, the board requires each commissioner and Executive Director annually (a) to be familiar with the terms of this policy; (b) to disclose to the board chair any possible personal, familial, or business relationships that reasonably might give rise to a conflict involving the Park District; and (c) to acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy. This policy does not prohibit the hiring of employees that may be related to Park Board Commissioners or members of the Park District Staff. But all such hires should have the approval of the majority of the Park Board Commissioners.

In the event any financial transaction involving the Park District also involves:

- (a) board commissioners, the director or employee or a member of their extended family, or
- (b) an organization with which any board commissioner, director or employee has any material financial interest, the board commissioner, director or employee having the affiliation or interest, at the first knowledge of the transaction, shall disclose fully the precise nature of the interest or involvement.

A board commissioner, director, or employee is deemed to be affiliated with any organization that may be potentially related to the financial operation of Park District

- (a) of which he or she, or a member of his or her family, is a director, officer, trustee, partner, employee, or agent; or
- (b) in which he or she or members of his or her family receive direct financial benefit from sales or services; or
- (c) in which he or she or members of his or her extended family have a 35 percent or greater interest.

A board commissioner or director who has declared or has been found to have a conflict-of-interest in any proposed transaction or other matter shall refrain from participating in consideration of the proposed transaction or other matter, unless for special reasons the Board of Commissioners requests information or interpretation from the person or persons involved. In the case of the executive director, he or she shall not vote on the matter in question and shall not be present at the time of the vote. With respect to restraint on participation by staff, the board chair shall take such action as is necessary to assure that the transaction is completed in the best interests of Park District without the substantive involvement of the person who has the possible conflict-of-interest.

Any board member who is uncertain about possible conflict-of-interest in any matter may request the board to determine whether a possible conflict exists; the board shall resolve the question by majority vote. If required, the question of potential conflict might be referred to counsel for an opinion prior to the board vote.

See RCW code 42.23 for conflict of interest policies regarding contracts.

Commissioners - Compensation & Expenses (RCW 36.69.110)

Policy #: 2050	
Date Approved:	Revision Date:

The park and recreation commissioners shall receive no compensation for their services but shall receive necessary expenses in attending meetings of the board or when otherwise engaged on district business. These funds will come from the District's administrative category of the budget. Requests for Commissioner expenses must be approved in advance by the Board and reimbursement requests must be submitted in writing to the Executive Director.

Power of the District (RCW 36.69.130)

Policy #: 2060	
Date Approved:	Revision Date:

Park and recreation districts shall have such power 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 (RCW 35.21.070); (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 the local improvement method in the manner prescribed by RCW 36.69 PROVIDED, that each improvement or acquisition is within the scope of the purposes granted to each park and recreation district.

Commissioner Duties and Qualifications (RCW 36.69.120)

Policy #: 2070	
Date Approved:	Revision Date:

The park and recreation district board of commissioners shall:

- (1) Elect its officers including a chair, vice chair, secretary, and such other officers as it may determine it requires;
- (2) Hold regular public meetings at least monthly;
- (3) Adopt policies governing transaction of board business, keeping of records, resolutions, transactions, findings and determinations, which shall be of public record;
- (4) Initiate, direct and administer district park and recreation activities, and select and employ such properly qualified employees as it may deem necessary.
- (5) The Board shall maintain and amend the Strategic Plan annually in accordance with Policy #1100.
- (6) Each Commissioner will assume responsibility for one or more parks and act as a liaison with the applicable Stewardship group(s).
- (7) The Board will develop public interest in the activities of the Vashon Park District and solicit participation from community groups, the general public, and public agencies.
- (8) Commissioners shall be:
 - Residents of Vashon-Maury Island
 - Legally registered voters
 - Not previously convicted of a felony
- (9) Employees of the Vashon Park District are precluded from serving on the Board of Commissioners.

Board of Park Commissioners Authority

Policy #: 2072	
Approval Date:	Date Revised:

Recognizing the need to establish and delineate the responsibilities of the Board and its appointed Executive Director and his/her staff, the Board acknowledges that:

1. The Executive Director will be solely responsible to the Board for the administration of the Vashon Park District. Except for the purpose of seeking clarification of information provided by a staff member or for inquiry of a general nature, the Board and its members will deal with the administrative officers and employees under the jurisdiction of the Executive Director solely through the Executive Director in order to provide for efficient and effective administration of Vashon Park District. Neither the Board nor any member of the Board will give orders to the Executive Director's subordinates or otherwise interfere with the managerial functions through such means as directing or requesting the interviewing, appointment, or removal of any of the Executive Director's subordinates, the making of particular purchases from or contracts with any specific individual or organization, or the granting or denying of any benefit or opportunity not made available to the general public.
2. The Executive Director will supervise and be responsible for the administrative and managerial affairs of Vashon Park District. He/she will give general direction regarding personnel matters and will be ultimately responsible for the proper execution of policies and directions set by the Board and for the enforcement of local, state, and federal laws and regulations impacting Vashon Park District. The Executive Director will keep the Board informed of the conditions and needs of Vashon Park District and will make reports and recommendations including the modification or deletion of existing policies or the adoption of new policies regarding personnel as the Executive Director may deem desirable or as may be requested by the Board.

3. Should an existing policy be determined to be in conflict with newly enacted laws or regulations, including interpretations of law or regulation by a court, the executive director will have the authority to suspend enforcement of the policy until the Board has had the opportunity to either modify or repeal the policy. The Executive Director will promptly notify the Board of any actions the Executive Director has taken to suspend a policy pursuant to this section.

Election of Board Officers (RCW 36.69.150)

Policy #: 2080	
Approval date:	Revision Date:

The Board of Commissioners, at its first public meeting following the beginning of each year, shall elect from among its members, 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.

Duties of Officers (RCW 36.69.120)

Policy #: 2090	
Approval date:	Revision Date:

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 members and provides guidance in parliamentary procedure and the conduct 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 the public in preparation for the annual budget.

Secretary:

The Secretary will 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.

Board Committees

Policy #: 2091	
Approval date:	Revision Date:

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

The Board may appoint by resolution such standing committees for each purposes and with such authority as it shall determine. Standing committees of the Board shall be made up of such 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 standing committees would be Finance, Planning and Community Relations).

Board Self Assessment

Policy #: 2092	
Approval date:	Revision Date:

The Vashon Park District Board Commissioners will annually assess the performance of the Board in terms of whether it met it's goals and objectives for the year. This assessment will be held in January of every year.

Board of Commissioner Meetings

Policy #: 2200	
Approval date:	Revision Date:

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.

Attendance

Policy #: 2210	
Approval date:	Revision Date:

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.

Regular Meetings

Policy #: 2220	
Approval date:	Revision Date:

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

Special Meetings

Policy #: 2230	
Approval date:	Revision Date:

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

Executive Sessions

Policy #: 2240	
Approval date:	Revision Date:

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

Agenda

Policy #: 2250	
Approval date:	Revision Date:

The agenda will be prepared by the Board Chair person.

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

- 1) Call to order
- 2) Review of agenda
- 3) Approval of minutes
- 4) Financial report
- 5) Business
- 6) Reports from Director/ Commissioners/ Committees
- 7) Agenda items for next meeting
- 8) 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 must be provided prior to the start of the meeting. Written details should 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.

Quorum

Policy #: 2260	
Approval date:	Revision Date:

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.

Rules of Order

Policy #: 2270	
Approval date:	Revision Date:

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.

Minutes and Records of Minutes

Policy #: 2280	
Approval date:	Revision Date:

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.

Relationships of the Board

Policy #: 2400	
Approval date:	Revision Date:

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 duties and responsibilities.

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.

Relationship of Individual Commissioners to the Whole Board

Policy #: 2410	
Approval date:	Revision Date:

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 speak for the Board in local or other meetings, letters or articles in the newspaper, etc., without the Board approval.

Relationship with the Director

Policy #: 2420	
Approval date:	Revision Date:

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. However, individual Commissioners are not authorized to direct the Executive Director's in tasks without board approval.

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

Relationship with the Park District Staff

Policy #: 2430	
Approval date:	Revision Date:

The Board relates to the staff through the Executive 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.

General Relationships

Policy #: 2440	
Approval date:	Revision Date:

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.

Relationship with Other Agencies

Policy #: 2450	
Approval date:	Revision Date:

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 agencies and foremost, the citizens of Vashon Island.

District Policies

Policy #: 2500	
Approval date:	Revision Date:

All policies of the District shall be assembled in the Vashon Park District Policy Manual, maintained in the District office by the Board Secretary and/or the Executive Director. All District policies may be reviewed and modified as needed but no later than every 4 years to reflect changes in District processes and procedures; changes in employee processes and need; changes in community and/or user needs; and changes in guiding RCWs and law. All District policies shall be adopted by resolution.

Maintenance Standards

Policy #: 2600	
Date Approved:	Revision Date:

Each property and facility owned/managed by the Vashon Park District will have an appearance/maintenance/repair/replacement standard level assigned to it. Assignment of these levels to individual properties or facilities will be proposed by VPD staff and approved by the board. All assignments will be consistent with the board-approved long-range strategic plan.

Each of the standard levels is described below in general terms. When a level is assigned to a specific property/facility, additional descriptive language will be added so that the unique features of that property/facility are covered. Final language will be approved by the Executive Director after consultation with the commissioner who has responsibility for that property or facility.

Regardless of the level assigned, all property and facilities will be maintained to a level that minimizes safety and liability issues. In level three facilities that may amount to erecting signs and barriers indicating that the facility is closed to the public. In others, certain areas within the facility may be marked as off limits. In all facilities at any level, safety and liability come first.

Level one properties will receive maximum maintenance and repair. These facilities are among the most used in the district, have adequate parking and safe citizen access, rank high among citizens as shown in VPD customer survey.

Level two properties will receive medium maintenance and repair. They are second-tier parks in the eyes of island citizens as per the results of VPD customer surveys, have some but not an abundance of parking available, and are not as readily-accessible as level one facilities.

Level three properties will not be maintained nor repaired, other than to overcome emergency situations, until funds are available to improve them to a condition consistent with the requirements above for level one or two facilities. These facilities may be marked and barricaded to indicate that they are close.

The designation of levels will be reexamined at least every 4 years, or based on

need.

Capital Improvement Proposal Submittal Policy

Policy #: 2700	
Date Approved:	Revision Date:

Proposals to be placed before the board for approval shall be submitted in writing to the Chairperson at least one full week prior to the regularly scheduled park board meeting at which the proposal sponsor plans to make his/her presentation to the board. The full week will be required to allow board members the Chairperson and the Executive Director adequate time to review the proposal and its supporting information prior to its formal presentation. At the time of submittal of the proposal to the Chairperson the sponsor shall request that the presentation be placed on the meeting agenda. The Chairperson shall forward the proposal and the request for placement on the agenda to the Executive Director.

All proposals shall be accompanied by the following supporting information (as appropriate to the size of the project) when it is presented to the Chairperson. Proposals without appropriate supporting information will not be presented to the board. In an emergency this requirement may be waived.

1. Background, including historical information and an explanation of the need for the action requested in the proposal
2. Capital costs associated with implementation of the proposal
3. Proposed source of funding to handle the capital costs associated with implementation of the proposal
4. Costs/expenses (positive or negative) that will be caused by implementation of the proposal
5. Proposed source of funding to handle the increased operating costs caused by implementation of the proposal (if applicable)
6. Revenue impacts (positive or negative) caused by implementation of the proposal
7. Proposed source of funds to replace lost revenue (if

applicable)

8. Payback analysis or net present value analysis in cases of proposals with associated capital costs
9. Efficiencies or inefficiencies that will be caused by implementation
10. Likely user group reaction to the implementation
11. Likely citizen reaction to the implementation
12. Others as appropriate

Applicability: All proposals submitted to the board for approval whether submitted by board members, parks staff or by Vashon citizens or citizen groups.

Board Authorization for Debt (RCW 36.69.350)

Policy#: 2710	
Date approved:	Revision date:

The board of parks and recreation commissioners is hereby authorized for the purpose of carrying out the lawful powers granted to park and recreation districts by the laws of the state to contract indebtedness and to issue revenue bonds evidencing such indebtedness in conformity with this chapter.

Expenditures (RW 36.69.170)

Policy #: 2720	
Approval date:	Date Revised:

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.

Levies, Bonds and Warrants

Policy#: 2730	
Approval Date:	Date Revised:

The commissioners shall follow RCW 36.69.140 and 36.69.145 regarding the leveling of levies, bonds and warrants as follows:

(1) Per RCW 36.69.140, the Vashon Park District shall have the power to levy excess levies upon the property included within the district, in the manner prescribed by Article VII, section 2, of the Constitution and by RCW 84.52.052 for operating funds, capital outlay funds, and cumulative reserve funds. Per RCW 36.69.145, the Vashon Park District may impose regular property tax levies in an amount equal to sixty cents or less per thousand dollars of assessed value of property in the district in each year for six consecutive years. It may impose the levies when specifically authorized to do so by a majority of at least three-fifths of the voters of the district approving a proposition authorizing the levies. This proposition may be submitted at a special election or at the regular election of the district. If the number of voters voting in the levy election is less than forty percent of the number of voters voting in the last general election, then the number of "yes" votes required for the proposition to pass must equal at least three fifths of forty percent of the number of voters voting in the last general election. If the number of voters voting in the levy election is more than forty percent of the voters voting in the last general election, then the number of "yes" votes required for the proposition to pass must equal at least three fifths of the voters voting in the levy election.

A proposition authorizing the tax levies may not be submitted by a park and recreation district more than twice in twelve-month period. Ballot propositions must conform with RCW 29A.36.210. In the event a park and recreation district is levying property taxes, which in combination with property taxes levied by other taxing districts subject to the one percent limitation provided for in Article 7, section 2, of our state Constitution result in taxes in excess of the limitation provided for in RCW 84.52.043(2), the park and recreation district property tax levy must be reduced or eliminated as provided in RCW 84.52.010.

(2) the Vashon Park District may issue general obligation bonds

for capital purposes only, not to exceed an amount, together with any outstanding nonvoter approved general obligation indebtedness, equal to three-eighths of one percent of the value of the taxable property within such district, as the term "value of the taxable property" is defined in RCW 39.36.015. The district may additionally issue general obligation bonds, together with outstanding voter approved and nonvoter approved general obligation indebtedness, equal to one and one-fourth percent of the value of the taxable property within the district, as the term "value of the taxable property" is defined in RCW 39.36.015, when such bonds are approved by three-fifths of the voters of the district at a general or special election called for that purpose, and may provide for the retirement thereof by levies in excess of dollar rate limitations in accordance with the provisions of RCW 84.52.056. When authorized by the voters of the district, the district may issue interest bearing warrants payable out of and to the extent of excess levies authorized in the year in which the excess levy was approved. These elections shall be held as provided in RCW 39.36.050. Such bonds and warrants shall be issued and sold in accordance with chapter 39.46 RCW.

Acquisition of Real Property

Policy #: 2740	
Approval date:	Date Revised:

RCW 36.69.130 provides for the power of the District to acquire and hold real and personal property.

From time to time, the Vashon/Maury Island Park and Recreation District (Vashon Park District) is involved in the acquisition of real property for public use. It is desirable that Vashon Park District commissioners, VPD staff, citizens of Vashon and owners of real property which may be under consideration be fully informed of the policies of the Board of Park Commissioners of the Vashon Park District relative to real property acquisition. The following statements of policy are in effect with regard to real property acquisition for park and recreation purposes.

Every reasonable effort shall be made to acquire the real property by negotiation. Property to be acquired should come from the capital priority list or have some other justification.

Appraisals shall be completed before initiation of negotiations, and the owner or his representative will be given an opportunity to accompany the appraiser during his inspection.

Just compensation will be determined before negotiation and property will be acquired for not less than that amount, which shall not be less than the fair market value. Any decrease or increase in the fair market value, prior to the valuation, caused by pending public improvements shall be ignored. Owner will be provided with a written statement of, and a summary of the basis for, the amount of just compensation. Damages and/or benefits to remaining property will be separately stated.

An owner will not be required to surrender possession before payment of an amount at least equal to the approved appraisal.

Construction shall be scheduled so that, to the greatest extent practicable, no one shall be required to move without at least 90 days written notice.

Disposal of Real Property

Policy #: 2750	
Date Approved:	Revision Date:

Real property held by the Vashon Park District may be considered for trade, sale, conveyance or other disposition. It is in the best interest of the Vashon Park District to have guidelines to be considered for the disposal of real property by staff and Board of Park Commissioners when considering the disposal of real property.

Real property may be considered for disposition upon the occurrence of any or a combination of the following events:

A. Property for which any department or agency or United States or the State of Washington, a county, a municipality or any subdivision thereof, a public, private or charitable entity, or an individual expresses a desire in writing to trade to Vashon Park District for property of comparable or greater value.

B. Property for which any department or agency or United States or the State of Washington, a county, a municipality or any subdivision thereof, a public, private or charitable entity, or an individual expresses a desire in writing to purchase from Vashon Park District for money, services or other valuable consideration; or

C. Property that may be traded, sold or conveyed when the Board reasonably believes such trade, sale or conveyance is in the best interest of the Vashon Park District and best serves the needs of the citizens served by Vashon Park District and when such trade, sale or conveyance is consistent with the mission statement of the Vashon Park District as those documents currently exist or as they may be amended in the future.

Surplus. In the event Vashon Park District chooses to consider disposal of its property, the Park District should consider the following:

A. Vashon Park District should strive to maximize the unique attributes of Vashon's location in the Pacific Northwest and seek to meet the changing needs of the community with respect to sites for a variety of recreation and open space area.

B. Factors which may assist Vashon Park District in determining real estate held by themselves to be surplus for park purposes shall include but are not limited to the following:

1. Disposal of the subject property does not create a park deficit area as such area is defined in the Strategic Plan;

2. The subject property does not offer potential to compliment the unique ecological or geographical features indigenous to the area;
3. The property fails to take advantage of the nature beauty of the area
4. he subject property is unrelated to historical or cultural resources;
5. The subject property does not offer potential for mixed or multiple use as a park, recreation area or open space;
6. By reason of a change in zoning laws, land uses, or environmental conditions the subject property no longer serves the public in the manner for which it was intended.

The Vashon Park District should also obtain a title search or the disposition property and, if applicable, the acquisition property.

Vashon Park District should obtain an appraisal of the disposition property and, if applicable, the acquisition Property. The appraisal may be performed either by Vashon Park District personnel qualified to make such appraisals or by an independent commercial property appraiser. All the information obtained pursuant to the above paragraphs shall be provided to the Board of Park Commissioners (Board) for review and approval.

The District must receive compensation for its property and that normally means fair market value. Fair market value can be prescribed by an appraisal performed either by VPD personnel qualified to make such appraisals, independent property appraiser or realtor, or the by the property being put out to bid or auction. Compensation does not have to be in cash (preferred by auditors however), but compensatory value must be documented with a viable rationale for why the District is receiving as much as it is giving.

General Financial Management

Policy #: 2760	
Approval Date:	Date Revised:

The Vashon Maury Island Park and Recreation District (Vashon Park District) is accountable to its citizens for its use of public dollars. The establishment and maintenance of wise financial policies enables Vashon Park District officials to protect public interest and ensure public trust. The Board of Park Commissioners is charged with establishing the policy direction for The Vashon Park District under Washington State law. Sound business practice and good government dictates that the Board establishes policies regarding the fiscal activities of the Vashon Park District in accordance with applicable local, state, and federal laws and regulations. The Board of Commissioners will establish financial management policies that will accomplish the following. These policies will:

1. Guide those management policy decisions that can have significant fiscal impact.
2. Set forth operating principles to minimize the cost of government and to minimize financial risk.
3. Employ balanced and fair revenue policies to provide adequate funding for desired programs.
4. Maintain appropriate financial capacity for bonded indebtedness for present and future needs.
5. Promote sound financial management by providing accurate and timely information on the Vashon Park District's financial condition.
6. Protect the Vashon Park District's credit rating and provide for adequate resources to meet the provisions of its debt obligations.
7. Ensure the authorized and legal use of financial resources through an effective system of internal controls.
8. Promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.
9. Set forth operating principals that minimize the effect of local and regional economic downturns, that enable smooth adjustments to changes in service requirements; and to respond to other changes and challenges as they affect the district and the community.

Specifically, the Board of Commissioners shall:

1. Ensure that the Vashon Park District will develop and periodically update a financial forecast that estimates general fund resources and uses for the three years beyond the current year. This forecast will provide the Vashon Park District's decision makers with an indication of the long-term fiscal impact of current policies and budget decisions.
2. Ensure that the Vashon Parks District will develop and adopt a 12-month balanced budget. The balanced budget means budgeted expenditures will not exceed new revenues for the budget period. Levy funds that are included in new revenues will be limited to the average of the previous three-year levy receipts (i.e. 2013 - \$993,000, 2014 - \$1,050,00 and 2015 - \$1,124,000 = \$1,055,000 average), but never greater than the current levy amount. The Vashon Park District will request public input to the budget process. Adequate reserves, as defined in Sections 3 and 3.a. below, will be included. The budget may be adjusted or amended during the year in order to address unanticipated needs or emergencies.
3. The establishment of adequate reserves is of paramount importance in managing the Park District's limited resources. In that regard, the Park District will maintain three reserve accounts: 1) an operating reserve which represents unbudgeted revenue funds in the annual budget; 2) a permanent reserve that will be maintained so as to avoid any need to borrow funds to operate the park district, to address decreases in operating funds and pay for significant, extraordinary operating expenses. This will be a separate line item in the budget. and 3) a capital reserve that will be maintained to pay for the replacement of significant Park District assets (i.e. Ober Park playground equipment, VES field replacement, etc.). This is a separate line item in the budget.
 - a. When this policy was originally approved, no funds existed in either the permanent reserve or capital reserve. In order to fund these reserves, no less than \$25,000 will be budget for each reserve during each future budget cycle. In addition, all excess budget funds

will be divided 75% - 25% between the permanent reserve and capital reserve, until each reserve is fully funded. Excess budget funds shall be defined as operating reserves not used during the current budget year and excess levy funds. An adequate permanent reserve shall be defined as the difference between the decrease in levy receipts from the maximum amount received to minimum amount received during the previous 10-year period (i.e. 2010 - \$1,307,000, 2013 \$993,000 = \$314,000), but never less than an amount needed to eliminate any need to borrow funds for operating expenses. An adequate capital reserve will be determined by the Park District Board based upon recommendations from the Executive Director.

4. Ensure that capital improvement planning takes into full consideration that levy funds are provided to the district with the public's general understanding that these funds are for operating existing facilities and providing programs to the community. Funding for capital projects and improvements should, when possible, be provided from non-levy sources.
5. Ensure that the Vashon Park District will develop and constantly seek to improve cash management systems which ensure the accurate and timely accounting, investment, and security of all cash assets.
6. The district will seek to avoid dependence on federal or state grants to support ongoing services. VPD will develop a comprehensive schedule of fees and charges and shall consider cost recovery needs for each facility and program.
7. Ensure that, for accounting and financial reporting, the District will follow generally accepted accounting principles (GAAP) for local governmental entities as set forth by the Governmental Accounting Standards Board (GASB). VPD will also follow budgeting, accounting and reporting requirements of the Washington State Auditor's Office.
8. Ensure that no debt is issued without board approval. Prior to issuance of debt the board will ensure that there is adequate

revenue to make principal and interest payments. All debt will be repaid in accordance with the terms of the debt instrument.

Capital Improvement Planning

Policy #: 2770	
Approval Date:	Date Revised:

The Vashon/Maury Island Park and Recreation District (Vashon Park District) is accountable to its citizens for its use of public dollars. The limited financial resources of the district must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs.

This Capital Improvement Planning Policy guides the development of planning and budgeting documents, establishes when approval from the Board of Park Commissioners is required, and delegates authority to the Executive Director to develop procedures to implement policy directives of the Board.

This policy acknowledges that reinvestment in existing capital assets is a necessity and that proper planning and budgeting results in allocation of resources to preserve existing infrastructure as well as address future maintenance and operational needs of new facilities. Budget consideration must be given to the varying life cycles of assets and therefore must include major repair and replacement of capital assets.

The Board of Commissioners will establish capital improvement planning policies that will accomplish the following. These policies will:

1. Ensure that the Vashon Park District develops and maintains a Three-to- Five-Year Capital Improvement Plan that flows from the Strategic Master Plan. The CIP defines the capital projects needed to advance the goals and strategies of the adopted Strategic Master Plan.
2. Ensure that the Vashon Park District adopts a Capital Budget that reflects the first year of capital projects from the CIP. The Capital Budget may include capital projects that will be started and completed within the period of the Capital Budget, and may also include phases of a capital project that may extend beyond the period of the Capital Budget.
3. Ensure that the Vashon Park District develops a maintenance and replacement program that includes actions necessary for VPD to maintain its physical assets at a level adequate to protect its capital investment and maintain the current useful lives of the assets.

Risk Management

Policy #: 2780	
Date Approved:	Revision Date:

Risk refers to the probability of an event and potential consequences to an organization associated with that event's occurrence. Risks do not necessarily exist in isolation from other risks and so a broader view is necessary than just focusing on one risk. The Park District's insurance company shall give an opinion on major risks, when appropriate.

A risk is defined as Major when the combination of an event's probability and the potential consequences is likely to:

- Impair the achievement of the Vashon Park District's strategic goal or objective;
- Result in substantial financial costs either in excess of the Park District's ability to pay or in an amount that may jeopardize the Park District's core mission;
- Result in safety and/or liability issues that could result in major injury or death;
- Create significant damage to the Park District's reputation; or,
- Require intervention by an external body.

A simple risk assessment methodology will be followed when a risk is defined as Major. Where appropriate, a risk plan with a critical path will be formulated to help mitigate the risk.

Contracts with Community Services

Policy#: 2800	
Date Approved:	Revision Date:

Without regard to competitive bidding laws for public works, a county, city, town, school district, metropolitan park district, park and recreation district, port district, or park and recreation service area may contract with a chamber of commerce, a service organization, a community, youth, or athletic association, or other similar association located and providing service in the immediate neighborhood, for drawing design plans, making improvements to a park, school playground, public square, or port habitat site, installing equipment or artworks, or providing maintenance services for a facility or facilities as a community or neighborhood project, or environmental stewardship project, and may reimburse the contracting association its expense. The contracting association may use volunteers in the project and provide the volunteers with clothing or tools; meals or refreshments; accident/injury insurance coverage; and reimbursement of their expenses. The consideration to be received by the public entity through the value of the improvements, artworks, equipment, or maintenance shall have a value at least equal to three times that of the payment to the contracting association. All payments made by a public entity under the authority of this section for all such contracts in any one year shall not exceed twenty-five thousand dollars or two dollars per resident within the boundaries of the public entity, whichever is greater.

Citizen Advisory Council

Policy#: 2810	
Date Approved:	Revision Date:

The purpose of the Citizen Advisory Council Policy is to establish criteria and guidelines to provide quality programs and services to all its customers and residents by utilizing the input and expertise of a broad base of community members for guidance in the development of its programs and services.

It is deemed in the best interest of the Vashon Park District and its programs for the Board of Park Commissioners to adopt common guidelines and by-laws for its Citizen Advisory Council. Only that group formally appointed by the Board of Park Commissioners is to be named Citizen Advisory Council. The Citizen Advisory Council is a quasi-governmental entity whose membership is appointed for the purpose of aiding the Board of Park Commissioners by reviewing and recommending policy and program decisions that influence broader areas of mission-led interest instead of specific facilities or services.

The Citizen Advisory Council is charged with:

1. Identifying research data needed for effective decision-making related to advancing the organization's mission.
2. Aiding the Board of Park Commissioners in evaluating and recommending public opinion opportunities in order to engage the broadest and most representative voices in park district decision-making.
3. Investigating issues or projects of importance to the Board of Park Commissioners.
4. Evaluating programs and services provided by the Vashon Park District.
5. Advocating for support, involvement or funding as a representative of the agency in the community.
6. Contributing to the park district's program planning efforts.

The council will consist of no fewer than seven members and no more than thirteen members. Effort will be made to assure a diverse representation from the

community. Advisory council members serve without compensation. The advisory council will review applications and interview prospective members and forward recommendations to the Board for review and appointment.

Gifts to Vashon Park District

Policy #: 2820	
Date Approved:	Revision Date:

It is the policy of the Vashon Park District to seek, encourage, and facilitate public and private gifts, donations, bequests, and contributions (collectively referred to as gifts) that enhance, beautify, improve, supplement, support, or otherwise benefit the District's park and recreation system consistent with the District's strategic plan, park master plan and program plans. This policy does not cover sponsorships or other similar agreements such as partnerships, joint ventures, cooperative agreements, etc. However, the District reserves the right to refuse any gift, at its sole discretion, including gifts of cash and/or other property, for any or no stated reason.

The District shall accept gifts when given with the full understanding that they become the property of the District, and are subject to the laws, policies and procedures that govern the District and its operations. The District, at its sole discretion, may dispose of such property if, or when, it becomes unfit for service or when the District determines the property is surplus to its needs. The District may solicit and accept gifts of cash from private individuals, for-profit corporations, not-for-profit organizations, and public entities, which are given with no contingencies. The District may accept gifts of cash or properties which are restricted by the donor for use for a particular purpose only after the District determines it can honor the donor's desires if the donation is accepted.