

# Vashon Park District Stewardship Guidelines

## Preamble

A Stewardship Group (“Stewards”) is formed for the purpose of advising and assisting the Vashon Park District in the use, development, maintenance, operation, and oversight of each of Vashon Park District’s (“VPD”) 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 (within the guidelines below). However, VPD will not be restricted from accomplishing any changes it deems necessary.

### 1. Purpose:

The purpose of these Guidelines is to clarify the areas of interest of the Stewards and the Vashon Park District as it relates to the stewardship in a VPD park. These Guidelines describe responsibilities in maintaining the facilities, utilities, infrastructure, landscape and other features for the Park. It also addresses the relationship between the Stewards and VPD in planning for and documenting activity at the Park.

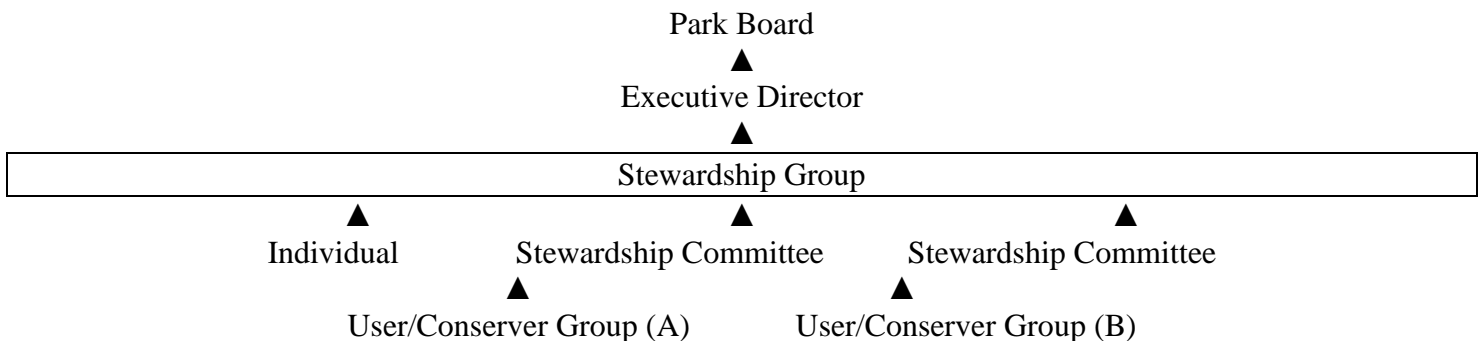
### 2. Membership:

Any interested person may participate in the Stewardship Group. Meetings and activities of the Stewardship Group will be open to all people who have expressed an interest in attending. The Stewardship Group will conduct their activities consistent with applicable rules against discrimination.

### 3. How to Become a Park Steward:

To become a Steward, it is only necessary to attend one of the scheduled Stewardship Group meetings (see paragraph 5). Additionally, you may contact the listed Stewards for your park.

### 4. Stewardship Organizational Chart



User/Conserver Groups who wish to participate as stewards should appoint a “Stewardship Committee”. Members of these committees will meet together (as described in paragraph 5 below) along with other interested individuals. This Stewardship Group will report to the VPD Executive Director. Communication (concerning stewardship) between the Executive Director and the individual User/conserver Groups shall be conducted through this Stewardship Group.

### 5. Meetings:

All Stewardship Groups shall conduct advertised, open public meetings. Minutes from all meetings must be recorded and filed with the VPD. Stewardship meetings shall be conducted within the requirements of the group’s by-laws.

6. Communication:

VPD shall provide the following information to the Stewards: Master Plan for the park, annual park maintenance budget for the park, maintenance standards for the park, copy of current Park rules, and notice of planned changes to the Park.

VPD shall make available to Stewards: All VPD minutes, VPD operating budget, monthly meeting agendas, funding schedule, and schedule of activities for the park (these items may be made available via the VPD website).

Stewards shall provide VPD with the following information: Name, address, and phone number of at least one contact person (maintained current at all times), ~~copy of all meeting minutes~~, copy of plans for proposed changes to park, and recommendations for any changes to the park or activities within the park.

7. Planning:

Master Plan. If a Master Plan exists for the park, the Stewards will work toward completing the elements of the plan. If there is no Master Plan, close coordination between the Executive Director and the Stewardship Group is imperative to insure uniformity until such time that a Master Plan can be completed. Participation of the Stewardship Group in the completion of the Master Plan is highly recommended.

As an advisory group to the Vashon Park District, the Stewards can make recommendations to the Board on projects and improvements to parks. The Stewards will participate in long-range planning as needed to advise the Board of the community's intent for each park.

8. Park Improvements:

Any proposal for improvement or expansion of the grounds or facilities must be submitted in writing at a regular Park District meeting. Proposals will be reviewed by the Executive Director, Lodging Manager, and/or Maintenance Department for input before consideration by the Board. Discussion of projects can be expected at the next scheduled meeting of the Board after submittal. All permanent park improvements become the property of VPD unless separate agreements are reached. The VPD shall endeavor to communicate with Stewards prior to changes or activities within the park.

9. Park Maintenance:

Maintenance is defined as keeping the existing facilities in safe and working condition and restoration of facilities with similar materials when required. Expansion of facilities or creation of new uses is not considered to be maintenance and requires prior VPD approval. The VPD is responsible for maintenance of grounds, buildings, utilities and infrastructure. VPD will provide ongoing utility services as appropriate. The maintenance schedule will be coordinated with the scheduling of major events. The Stewards may provide maintenance of the building and grounds with the prior approval of the VPD. Maintenance activities provided by the Stewards must be documented with VPD. On occasion, Stewards may request funds and/or assistance for special maintenance efforts.

Maintenance Standards: Stewards may assist VPD in the development of individual standards for their park. In any case, these standards, when compiled, will be provided to the Stewards as a guide as to how and when maintenance will be accomplished.

Special Maintenance Project: Any special maintenance project must be approved by the VPD before it is begun. A written proposal for a special maintenance project to be done by the Stewards should include the nature of the maintenance project, timeline for the work, funds requested if any, participation by VPD staff if needed, and the contact person from the Stewards.

Best Management Practices: In maintenance activities, best management practices will be identified and followed to protect the park environs and to encourage stewardship of the site. Stewards will be expected to follow approved practices to ensure the safety and protection of the public and the park.

10. Park Rules:

A collaborative process is used for the development of rules for the use of the park, both for general and special uses. Before the posting of rules, VPD will provide an opportunity for input from the Stewards. The Stewards may request the addition or deletion of rules on a case by case basis. VPD will update signs as needed, within reason.

11. Funding/Budgeting:

Funding requests for park improvements must be submitted in accordance with the annual funding calendar as approved each year by VPD.

12. Fundraising:

Fundraising and grant applications must follow the stipulations of the Fundraising/Grant Applications By Outside Parties or VPD Staff policy. Requests to use VPD name/logo or Park name/logo for fundraising shall be made in writing to VPD prior to any fundraising efforts.

Specific Projects: Funds raised by a Stewardship group for a specific VPD-approved project must be spent only on the project for which funds are raised. Accounting reports for these funds shall be shared with VPD.