

## CHAPTER I INTRODUCTION

### 1.00 INTRODUCTION

According to the Revised Code of Washington (RCW) 36.69.010, park and recreation districts are authorized to be formed as municipal corporations for the purpose of providing leisure time activities and facilities and recreational facilities, of a nonprofit nature as a public service to the residents of the geographical areas included within their boundaries.

The term "recreational facilities" means parks, playgrounds, gymnasiums, swimming pools, field houses, bathing beaches, stadiums, golf courses, automobile race tracks 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.

South Whidbey Parks and Recreation District was created in November of 1983 by the voters of the district.

### 1.01 PURPOSE

This Policy Manual is intended to describe existing policies as they apply to the administration and operation of the District. The Board of Commissioners has reviewed and approved this Policy Manual and may in the future review and revise the policies contained herein as it deems appropriate.

### 1.02 STATUTORY AUTHORITY

A District is purely a creation of the legislature and has no inherent powers, but only such powers as have been granted to it by the legislature or as are necessarily implied to give effect to the powers specifically granted.

The District is governed by numerous statutes of the State of Washington. However, the principal statutory authority is RCW 36.69, which is a codification of the general law relating to Districts in Washington. References to and excerpts from RCW 36.69 and other related laws are contained in this Policy Manual.

### 1.03 LEGAL AUTHORITY OF THE POLICY MANUAL

**1.03.1 Legal Authority.** In particular, the legal authority of the District is derived from chapter 36.69 of the Revised Code of Washington and otherwise through applicable statutory provisions. The power to create this policy manual is specifically referred to in chapter 36.69.130 "Park and Recreation districts shall have such powers as are necessary to carry out the purpose for which they are created, including but not limited to, the power... to make and enforce rules and regulations governing the use of property, facilities or equipment and the conduct of persons thereon;"

**1.03.2 State Law.** The district is governed by applicable Washington state law, as well as applicable federal law, as exists currently and as hereafter amended, and the Policy Manual is intended to comply with all applicable state and federal laws.

## **1.04 DEFINITIONS**

**1.04.1 Definitions.** For the purpose of this Policy Manual, the following terms shall have the definitions given herein:

- A. "District" is the South Whidbey Parks and Recreation District, Island County, Washington.
- B. "Board" is the Board of Commissioners of the South Whidbey Parks and Recreation District.
- C. "Director" is the Director of the South Whidbey Parks and Recreation District.
- D. "Code" is the "Chapter 36.69 RCW" as exists currently and hereafter amended.
- E. "Policy" is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Board. A policy must be formulated and approved by the Board and shall be recorded in the Policy and Procedure Manual.
- F. "Administrative Procedures" is any plan or course of action formulated and implemented by the District staff to facilitate the day-to-day District operations within the respective policy guidelines.

**1.04.2 References.** For the purpose of this Policy Manual, words in the masculine gender shall include the feminine gender and words in the singular number shall include the plural number and vice-versa, and words in the present tense shall include the future tense.

## **1.05 REVISIONS**

The Board may periodically review the policies contained in this Policy Manual and revise or amend them from time to time as it deems appropriate at a regular meeting of the Board by a majority of the members present, except with respect to actions for which a vote greater than a simple majority is required by this Policy Manual or legal requirements more generally.

## **1.06 SEPARABILITY**

If any policy or part thereof contained in this Policy Manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies or parts thereof.

## **1.07 Policies and Rules**

**1.07.1 District Policy.** All policies of the District may be assembled in a Master file maintained in the District office by the Board Secretary. All District policies shall be adopted by resolution.

**1.07.2 Administrative Rules.** Administrative rules and operating procedures for the day to day operations of the District may be issued by the Director.

## **1.08 ADDITIONAL MANUALS AND GUIDELINES**

Due to the specialized topic and the need for detailed procedures, the District has developed the following policy manuals, which have been incorporated into this document and may be acquired separately from the District's administrative office:

- SWPRD Employee Handbook

## CHAPTER II BOARD AND ADMINISTRATION

### 2.00 ORGANIZATION AND OPERATION OF THE BOARD OF COMMISSIONERS

**2.00.1 Government.** South Whidbey Parks & Recreation District shall be governed by a board of five commissioners.

**2.00.2 Term of Office.** The five Commissioners shall be elected in accordance with RCW [36.69.090](#), as well as Title [29A](#) RCW. All Commissioners shall be elected for a term of four years, except elections to fill unexpired terms as set forth in RCW 42.12.030. The term of office of all Commissioners shall begin on the first business day in January following their respective elections.

**2.00.3 Qualification.** Candidates for district commissioners must have the qualifications set forth in Title [29A](#) RCW. Employees of South Whidbey Parks & Recreation District are precluded from serving on the Board of Commissioners.

**2.00.4 Vacancies in Office.** All vacancies on the Board of Commissioners will be filled according to RCW 36.69.100 and Chapter 42.12 RCW.

**2.00.5 New Commissioner Orientation.** The Director may prepare and present to all newly elected commissioners a Commissioner Orientation to include information on the specific duties, and responsibilities of commissioners, resources for commissioners, and information on the district operation. As a part of the orientation, a packet of information should be given to each newly elected commissioner to include items such as a commissioner guide, organizational charts, budgets, recent brochures and any other appropriate items.

**2.00.6 Compensation/Reimbursement.** Commissioners of South Whidbey Parks and Recreation District may not receive compensation for their services to the District, but they may be reimbursed for necessary expenses while attending meetings of the Board or when otherwise engaged on District business as indicated in RCW 36.69.110.

### 2.01 ETHICS AND CONDUCT

**2.01.1 Public Disclosure Law.** Each Commissioner or Candidate must comply with the provisions of chapter 42.17A with regards to campaign disclosure and contribution.

**2.01.2 Legal Authority.** The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.

**2.01.3 Representation.** Board members represent all of the residents of the District and should avoid representing other agencies. It is permissible for Commissioners to be involved with other organizations, and public agencies, however any commissioner so involved should not in any way, contact the district on that agency's behalf nor contact that agency on the district's behalf. In addition, to avoid the perception of preferential treatment any commissioner so involved should recuse themselves from any district decisions, or votes that would affect said organization or public agency.

**2.01.4 Board Decisions.** Board members should make nonpartisan decisions regarding District policies and operations based upon reports, facts and study.

**2.01.5 Conflict of Interest.** As a municipal Entity, the district is subject to section 42.23 RCW which covers the area of conflict of interest for municipal officers and their assistants or deputies. No member of the Board may vote on a matter in which he/she has direct personal or financial interest that is not common to other members of the organization. Immediately upon becoming aware that such a conflict might exist, the member must disclose the existence of the potential conflict to the Board and withdraw from further deliberations of the issue. Any such disclosure and withdrawal shall be fully documented in the minutes.

Certain conflicts of interest identified under RCW [42.23.030](#) and RCW [42.23.070](#) are prohibited, meaning that a commissioner is not allowed to have certain financial and contract interests with the district while they serve as a commissioner.

**2.01.6 Relationships of the Board.** The very nature of South Whidbey Parks 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 Director and professional staff, related community organizations and agencies, special interest groups and the taxpaying citizens of the District. The following gives some specific guidelines as to how to ensure that these relationships can best be developed and maintained.

**2.01.6A Relationship with the Director.** The Director is responsible for the day to day administration of the District and supervision of its employees.

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 District. The development of such policies is recognized as being a primary function of 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 District.

**2.01.6B Relation of Individual Commissioners to the Whole Board.** Individually, Commissioners have no legal authority except 1) as they contribute to any action by the entire Board or a legal quorum thereof, which consists of three members 2) in their duties as officers elected by the board or 3) as a board designated representative to other outside groups or entities. Recognizing that individual Board members are usually contacted by parents, users or patrons of the District, who want and expect immediate action, such problems or suggestions should be brought before the entire Board or to the attention of the Director of the District.

**2.01.6C General Relationships.** It shall be the policy of this Board to maintain an open, cooperative, working relationship with those interest groups which utilize the Parks and Recreation Districts lands and facilities.

**2.01.6D Relationships with other Agencies.** It shall be the policy of the District Board to work cooperatively with other public agencies to the mutual benefit of the District, the other agency and foremost the citizens of Whidbey Island.

**2.01.7 Communication.** The very nature of South Whidbey Parks and Recreation District necessitates communication from the Director to the Board and the Board to the Director between regularly scheduled board meetings. The most efficient method of communication for a board such as this is via email. In addition, it is vital that the public have access to their elected officials for comments, questions and concerns.

In order to facilitate the flow of information necessary between the Director and the Commissioners as well as offering a contact point for the commissioners for the community, each commissioner will be assigned a specific Park District email address that can be linked to a personal email address of their choice. This Park District email address will be posted on the Park District website as a public form of contact for each of the commissioners. Each Commissioner shall strive to check the Park District email either directly or through the link to their personal email at least once every 24 hours.

Each commissioner shall strive to respond within one business day of receipt to any and all emails, calls, texts or other communication from the Director, other district staff, or the public regarding the district even if just to acknowledge receipt or inform a member of the public that they are referring the matter to the Director for response. The Director will, if appropriate to the format and/or content of the communication, copy all commissioners on any responses made on the request of a specific commissioner.

(Section 2.01.7 Communication approved via Resolution 2014-07 on May 21, 2014)

## **2.02 PRIMARY FUNCTIONS OF THE BOARD**

Although the Board is empowered to make all decisions affecting the operations of the District, it should normally exercise its power by establishing policy and reviewing the implementation of policy by its officers and employees. In addition, the Board may perform the following specific functions:

**2.02.1 Elect Officers.** Elect its officers including a Chairperson, Vice-chairperson, Secretary, and such other officers as it may determine it requires in accordance with RCW 36.69.160.

**2.02.2 Meetings.** Hold Regular meetings at least monthly in accordance with RCW 36.69.160.

**2.02.3 Policies.** Adopt policies governing transaction of Board business, keeping of records, resolutions, transaction, findings and determinations, which shall be of public record in accordance with RCW 36.69.160.

**2.02.4 Hire a Director.** Employ a Director as its chief administrative officer in accordance with RCW 36.69.160.

**2.02.5 Budget.** Compile annually a budget in accordance with RCW 36.69.160.

**2.02.6 Development.** Develop a well-rounded and broadly-based park system which recognizes the diverse needs and interests of the community it serves.

Approved by the SWPRD Board of Commissioners by Resolution 2013-07 on August 21<sup>st</sup>, 2013

**2.02.7 Participation in District Programs and Activities.** Board members are encouraged to participate in District programs and utilize District facilities. As any discount on programming fees could be construed as a form of compensation, commissioners cannot receive any reduced rates on any fees that they would not normally receive based on their status as a regular citizen.

(Section 2.02.7 Revised via Resolution 2014-03 on February 19, 2014)

## **2.03 OFFICERS OF THE BOARD**

In accordance with RCW 36.69.120, the Board of Commissioners, at its first public meeting following the beginning of each year, shall elect from among its number, a Chairperson, Vice-Chairperson 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 Treasurer of Island County is the statutory Treasurer of the District. The Board may elect a Treasurer for its Board whose authority shall not conflict with the County Treasurer.

**203.1 Chairperson.** The Chairperson 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 Chairperson may also appoint Committees and shall perform all such other duties as are incident to the office or are properly required by the Board.

**2.03.2 Vice-Chairperson.** The Vice-Chairperson shall, during the absence or disability of the Chairperson, exercise all functions of the Chairperson. In addition, the Vice-Chairperson shall have such powers and discharge such duties as may be assigned to him/her from time to time by the Board of Commissioners.

**2.03.3 Treasurer.** The Treasurer shall be responsible for the review and, by signature, approval of monthly vouchers prepared and compiled by District Office Manager. The Treasurer shall prepare a report of the District financial activities to be presented at the monthly Board meetings. The Treasurer shall also share the responsibility of the Auditing Officer with the District Director.

**2.03.4 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 also be responsible for the minutes of all meetings, shall make and retain a record of all motions and resolutions adopted by the Board, and shall supervise the safekeeping of the minute books, and shall otherwise perform such further duties as are incidental to the office as are properly required by the Board. Although the Secretary is ultimately responsible, many of these duties may be delegated to members of the District staff.

## **2.04 APPOINTED PERSONNEL**

**2.04.1 Director.** The Director will strive to be subject to and act in accordance with the policies, rules and regulations, and directions of the Board at all times.

The Director is the chief administrative official of the District and may be responsible for the administration of the District and its programs: the maintenance, construction and repair of the Park system and the employment of such other employees as are required for same.

Approved by the SWPRD Board of Commissioners by Resolution 2013-07 on August 21<sup>st</sup>, 2013

The Director may develop a succession procedure delineating the chain of command when the Director or any other member of the Administrative Staff is incapacitated, out of town, ill or unable to perform his/her duties.

The Director may recommend to the Board such rules, regulations and operating policy for the District as is deemed necessary and appropriate for the proper operation and use of the park system by the public, and the management and programming thereof, not inconsistent with applicable laws and ordinances. If these rules, regulations and statements of operating policy are approved and adopted by the Board, then the Director will strive to promulgate and enforce them.

The Director may issue permits and grant permission in accordance with applicable ordinances, policies, rules and regulations of the District. He/she will strive to attend all meetings of the Board and report on his/her actions and the operation and activities of the District since the previous Board meeting.

The Director should be a nonvoting member of all Board committees.

The Director is encouraged to reside within the boundaries of the District.

The Director should:

- A. Fully and constantly keep the Board members informed of the important aspects of the day-to-day operation of the District in a straightforward manner.
- B. Prepare all information, which is necessary for the Board to become fully informed. The Director should set forth a clear statement of the situation or problem, provide unbiased information on various alternatives and the financial impact of same, if necessary. This information should be accompanied by a recommendation. The Director should be prepared to justify the recommendation and discuss the rationale attendant to it.
- C. Respect the judgment and ideas of each Board member realizing that the Board and its Commissioners are the democratic representatives of the community.
- D. Enter into the day-to-day operations of the District with the spirit that administrative decision-making must be exercised within the policies that have been agreed upon by the Board. The Board should recognize that countless situations will arise which are not explicitly covered by adopted policies and which, therefore, require an administrative decision.
- E. Strive to respond within one business day of receipt to any and all emails, calls, texts or other communication from the Commissioners, other district staff, or the public regarding the district even if just to acknowledge receipt and state that he/she will look into the matter and reply within a certain timeframe. The Director will, if appropriate to the format and/or content of the communication, copy all commissioners on any responses made on the request of a specific commissioner.

(Section 2.04.1 E Approved via resolution 2014-07 on May 21, 2014)

Approved by the SWPRD Board of Commissioners by Resolution 2013-07 on August 21<sup>st</sup>, 2013

**2.04.2 Attorney.** The Attorney may advise the Board concerning all legal matters and may be responsible for the prosecution and defense of all litigation in which the District is interested. The Attorney may draft ordinances, resolutions and other instruments as may be required by the Board.

**2.04.3 Additional Duties of Appointed Officers.** In addition to the duties herein above specified, each officer will strive to perform other duties as may be required of him by the Board by law.

## **2.05 BOARD COMMITTEES**

From time to time, the Board may establish standing and advisory committees for the purpose of assisting the Commission in carrying out its responsibilities as well as in an effort to obtain the broadest possible community involvement and representation. Any of the board's committees that are empowered to act on behalf of the board are subject to chapter [42.30](#) RCW, the Open Public Meetings Act.

**2.05.1 Standing Committees.** The Board of Commissioners 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.

**2.05.2 Advisory Committees.** The Board may appoint by resolution such advisory committees as it shall determine. An advisory committee shall be made up 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 member of the Board shall be appointed as the permanent representative to such an advisory committee. Advisory committees are advisory only and are not delegated any of the board's legal authority. These committees are established to merely collect information and provide input in a purely advisory role to the board.

**2.05.3 Committee Responsibility.** The established committees of the Board shall advise the Board on matters of policy concerning their responsibility areas and shall have such further duties as shall from time to time be assigned to them by the Board and/or Chairperson.

## **2.06 MEETINGS**

**2.06.1 Annual Meeting.** The annual meeting of the Board shall be the first regular meeting subsequent January 1<sup>st</sup>. This shall be the organizational meeting of the Board where new Commissioners are generally inaugurated. The officers shall be elected; and the standing committees of the Board shall be established. Other business may be transacted at this meeting.

**2.06.2 Regular Meetings.** Regular meetings of the Board shall be held on the third Wednesday of each month. This meeting shall be a business meeting at which Commissioners may take official actions. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. All Regular Meetings of the board shall be held in accordance with RCW42.30.070.

Approved by the SWPRD Board of Commissioners by Resolution 2013-07 on August 21<sup>st</sup>, 2013



**2.06.3 Special Meetings.** Special meetings may be called by the Chairperson or by a majority of the Commissioners. Notice must be provided to each local newspaper of general circulation at least 24 hours in advance of the meeting. Such notice must specify the location, time and business to be transacted. All such meetings will be held in accordance with RCW 42.30.080.

**2.06.4 Place of Meeting.** The meetings of the Board shall be held at the Parks District Headquarters 5475 Maxwellton Rd., Langley WA. 98260, unless otherwise provided by the Board.

**2.06.5 Open Meetings.** All Regular and Special meetings of the Board of Commissioners shall be open to the public and media in accordance with chapter [42.30](#) RCW, the Open Public Meetings Act.

**2.06.6 Executive Sessions.** All executive sessions conducted by the Board of Commissioners shall comply with all of the requirements of RCW [42.30.110](#), including with respect to the required duties of the presiding officer set forth in RCW [42.30.110](#)(2). These required duties include, for example, that the presiding officer publicly announce the purpose of the executive session and the time when the executive session will be concluded.

**2.06.7 Schedule and Notice.** The schedule and public notice of all regular, rescheduled or reconvened Board meetings for each calendar year shall be made available in accordance with chapter 42.30 RCW the Open Meetings Act

**2.06.8 Quorum.** All meetings require at least three Commissioners present throughout the meeting to constitute a quorum. If a quorum is not in attendance the members of board present may still meet, but it will not be a board meeting and no official action may be taken.

**2.06.9 Attendance/Punctuality.** As an elected official representing the community of South Whidbey, attendance at all Regular Board meetings is critical. In the event that a Board Member is unable to attend a scheduled meeting, it is their responsibility to notify the Board Chair as early as possible.

**2.06.10 Agenda/Order of Business.** All regular and special meetings shall be conducted from a written agenda. The agenda will be prepared by the Director of Parks and Recreation in consultation with the Board Chairperson. Additional materials will be assembled which further supports the agenda, including, previous meeting minutes, pending resolutions, voucher summary, proposals, etc. In the case of a Regular meeting, Board members will be provided with these materials at least 48 hours in advance of the scheduled meeting. Each Commissioner is expected to study these materials in advance of the meeting so that meetings may proceed as expeditiously as possible. Emergency matters may be placed on the agenda by the Board Chairperson, waiving requirements of advance notice.

Items of business at the Regular meeting shall appear on the agenda. The order of business shall be as follows:

- A. Call to order
- B. Establishment of Quorum
- C. Public Comment
- ~~C~~.D. Approval of Minutes

~~D.A. Public Comment~~

- E. ~~Financial Treasurer's~~ Report
- F. Voucher Approval
- G. ~~District Staff~~ Report
- H. Unfinished Business
- I. New Business
- J. Adjournment

**2.06.11 Requests Submitted by Residents.** All requests which are directed toward the District's areas of responsibility shall be brought to the attention of the Board at the earliest opportunity. The request shall be placed on the Agenda of a regular or special meeting and be discussed by the Board. The individual(s) responsible for the request shall be notified at the earliest possible date that the Board has received the request, as well as any action which has been decided upon.

**2.06.12 Public Comment.** During any board meeting public comment will be limited to the Public Comment agenda item with a time limit of 5 minutes per individual commenting. No individual will be allowed to give their time to another individual for the purposes of extending their comment period. Extensions of any time for any individual's public comment would apply to all commenters and must be approved by a majority of the Board of Commissioners.

The allowance of Public Comment during any other agenda item requires a vote of the full board to suspend Robert's Revised Rules of Order to allow the public comment. The Commissioner requesting this shall make a motion to suspend Robert's Rules of Order to allow a specific person's public comment on an agenda item including a particular time limit for the public comment. If no limit is specified, the limit defaults to 5 minutes per individual as stated prior.

**2.06.132 Discussion.** The Chairperson shall limit discussion to matters pending before the Board and may suggest time limitations on discussion. In order to promote efficiency and equal opportunity in the discussion, the process should be to allow each board member an opportunity to speak on a topic once, followed by any follow up points /discussion between Commissioners and Staff after all Commissioners have had the opportunity to speak.

**2.06.143 Voting.** Board decisions shall be determined by voice or written vote. The Chairperson may vote, unless wishing to abstain, as any member may do.

**2.06.154 Rules of Order.** Meetings shall follow the standard Robert's Revised Rules of Order, amended by Board bylaws.

**2.06.165 Official Minutes.** In accordance with RCW 42.32.030, the Board Secretary shall be responsible for accurately recording the proceedings of all Regular and Special meetings. Confidential minutes or notes of Executive sessions may be prepared at the discretion of the Chairperson. The Board Secretary shall maintain in the Park Office, available for public inspection, a master file of all approved minutes and supporting documents.

## 2.07 Organization Chart

