

# **Agency Centennial Accord Plan**

## **Washington State Parks & Recreation Commission**

### **I. *Agency Overview/Programs***

#### **AGENCY MISSION**

The Washington State Parks and Recreation Commission acquires, operates, enhances, and protects a diverse system of recreational, cultural, historical, and natural sites.

The Commission fosters outdoor recreation and education statewide to provide enjoyment and enrichment for all and to impart a valued legacy to future generations.

#### **AGENCY CORE RESPONSIBILITIES**

Washington State Parks and Recreation Commission, seven-member, volunteer citizen Commission appointed by the Governor, oversees a states agency that is part of the Governor's Executive Cabinet. The agency consists over 625 employees (including about 250 Ranger), who administer a system of 120 state parks. The agency adheres to the following Core Responsibilities:

- Conserve Washington's seashore
- Preserve the state's history
- Hold the state's natural wonders
- Provide work and conservation ethics for youth
- Provide boating safety
- Offer winter recreation
- Guarantee land and water trails across the state
- State Parks Centennial

#### **AGENCY CENTENNIAL 2013 VISION**

"In 2013, Washington's state parks will be premier destinations of uncommon quality, including state and regionally significant natural, cultural, historical and recreational resources that are outstanding for public experience, health, enjoyment and learning."

#### **SERVICE CENTERS**

##### **DIRECTORATE**

The agency's office of the Director includes the Director, the Deputy Director, the agency's Office of Public Affairs (media relations and internal communications), the Budget Office, the agency's Policy, Governmental Affairs, and Performance Measurement section, State Parks' Congressional/Tribal Liaison and Executive Support staff.

### **DEPUTY DIRECTOR / REGIONAL OFFICES**

The Deputy Director, together with the four Regional Managers (Southwest, Puget Sound, Northwest, and Eastern), is responsible for overall park management. The operational responsibilities include ranger supervision, visitor protection & law enforcement, park and trail maintenance, group camping services (environmental learning centers), public programs and services, marketing, interpretive services; historical, cultural, and natural resource stewardship, shellfish and tidelands management, boating facilities, salmon recovery, constituent services, volunteer program services, agency business enterprises and park concessions, the agency's equipment and signage shops, and the system's marine crew and arbor crews.

**NOTE:** The four Regional Offices, because of their day-to-day activity in interpretive services, historical, cultural, and natural resource stewardship, shellfish and tidelands management, boating facilities, salmon recovery, SEPA, and Section 106 regulatory requirements, are the agency's principal operational contacts with Tribes. All agency-related policy and fiscal issues go through the Tribal Liaison.

### **ASSISTANT DEPUTY DIRECTOR**

Responsible for development and implementation strategies that enhance public safety in all parks, develop rules and regulations that affected visitor behavior, policies for rangers, law enforcement equipment (includes pistols, batons, OC spray, radios, and body armor), homeland security, ranger hiring and training, and maintain law enforcement records; risk management (involving self-insurance, tort claims, lawsuits and self-assessments) and SEPA/NEPA. Oversee the agency's management responsibilities for Risk Management, primarily which includes employees' safety and accident investigations, hazardous chemicals, critical incident stress management, ergonomic assessments, facility inspections, employee safety training, L&I claims, return-to-work and various other employee safety activities.

### **BUSINESS DEVELOPMENT SERVICE CENTER**

Responsible for implementation and training for the Information Center, Pass Programs and Commercial Use Permits. Responsible for boating, winter recreation (snowmobile trail maintenance and cross-country ski trails), and the state parks central reservation system (CRS) for overnight stays in campgrounds, cabins wall tents or yurts; concessions and contracts services, statewide trails, fee development, diversity camping, information management, marketing; and all fiscal efforts, including payroll, purchasing, and accounting.

### **HUMAN RESOURCES SERVICE CENTER**

Responsible for implementation and training on Statewide personnel policies/procedures (benefits, classification, compensation, corrective action, disciplinary actions (Loudermills, Mediation, Arbitration); development, implementation and coordination of the Regions' Volunteer Program, Adopt-A-Park Program, group volunteer activities/policies, volunteer recruitment, exchange program, Maintenance Apprenticeship Program, internal personnel investigations, Washington Conservation Corps (WCC)

Program, Labor Relations, and the development of internal human resources policies and procedures.

### **PARKS DEVELOPMENT SERVICE CENTER**

Responsible for land acquisition, park planning and development, permitting, engineering, park capital construction, environmental protection, park properties assessment, biennial capital budget preparation, and the agency's 10-year capital facilities plan. The Parks Development Service Center planning, design and construction teams are located in each region. Service Center also serves as lead to the Commission's Land Acquisition Sub-Committee; Executive manager for Fort Worden State Parks' operational activities.

### **STEWARDSHIP SERVICE CENTER**

Responsible for policy development as it relates to natural, cultural, and historic resource protection, NAGPRA (federal requirements, staff training, surveys, inventories, negotiations with tribes, and repatriation), permitting; promote the Interpretive Committee, Cultural Resources working group, Environmental and Stewardship summits; manages the agency's arboriculture/horticulture (Arbor Crew/timber sales), Volunteer Stewardship Program, and provide technical support for planning, capital budget requests and planning Classification And Management Plan (CAMP) efforts.

## ***II. Funding Distribution/External***

State Parks does not administer funds available to tribes.

However, the agency does offer park benefits through a number of volunteer opportunities. The agency's Volunteer Program (360-902-8582) coordinates Park Host and Park Volunteer ("Friends of the Park") activities that qualify volunteers for park passes and camping discounts. Likewise, the agency's Information Center unit (360-902-8844) coordinates and provides off-season citizen and disabled veterans' passes which waive some fees and, depending on the season, discount camping fees.

In addition to volunteer opportunities, State Parks offers economic development opportunities both through its Enterprise Coordinator, for park concessions, and through the bidding procedures for park development (Parks Development Service Center's maintenance and capital facilities construction projects). The Enterprise Coordination/Concessions Office can be contacted at (360) 586-6607; bidding and construction projects are managed by the Parks Development Service Center (360) 902-0936.

## ***III. Definitions***

**Vehicle Parking Fee – The vehicle parking fee was abolished by the Legislature in 2007. There is no charge to visit state parks.**

### **Passes –**

- Disabled Veterans Lifetime Pass - provides free camping for qualified veterans (for further information call (360) 902-8844 or 902-8500)
- Disability Pass - Offers people with certain disabilities a 50 percent reduction in camping fees.
- Senior Citizen Limited Income Pass – Offers a 50 percent reduction in camping fees for senior citizen with \$30,000 maximum annual income.

NOTE: Passes are issued only to Washington State Residents who meet the pass program's requirements and enroll through State Parks' Office (see "Agency Contacts" section below).

**PRSA – Parks Renewal and Stewardship Account** – The budget account set up in 1995 for park-generated revenue that funds a percentage of park system operations. Currently PRSA, whose revenue is generated from a great variety of fees—such as camping and boat launching--represents about 1/3 of the State Parks' budget (the other 2/3 is General Fund tax dollars). Each biennium, the Legislature authorizes a specific amount of money out of this PRSA account, for expenditure during a specific time period ("spending authority").

**Stewardship** – The requirements (and costs) associated with holding and protecting property to maintain the functions for which the property was acquired. "Stewardship" includes, but is not limited to, costs associated with statutorily required in-lieu property taxes, weed and pest control, fire protection, fence maintenance, cultural and archaeological site protection, basic research related to maintenance of natural area preserves and natural resource conservation areas, basic resource and environmental protection, and applicable legal requirements (RCW 79A.20.010) *Public Recreational Land*.

**Cultural Resource Training** – This training, sponsored by State Parks and open to all state agencies and tribes, occurs twice a year in or near the Columbia River Gorge. The training covers the state's historical and cultural resources and their protection. Since the training's inception in 1996, tribal members have served both as instructors and as participants.

**Law Enforcement Authority** – RCW 79A.05.160 (*state park commission powers*) authorizes the agency to commission employees and to vest them "...with police powers to enforce the laws of the state." Park Rangers, as part of their commissioning, receive 700-plus hours of training in firearms, visitor safety, and interpretation.

Park Rangers enforce all the laws of the state. State Parks agency policy, in its Law Enforcement Manual, confines commissioned employee actions to "...state parks and near vicinity unless otherwise requested by other public law enforcement organizations."

#### ***IV. Consultation Process-Procedures***

##### **A. POLICY DEVELOPMENT**

###### **1. Commission**

The seven-member, citizen-volunteer Washington State Parks and Recreation Commission holds seven meetings per year across the state. Board agendas are published on the agency's website and in the state *Register* at least 24-hours in advance of every meeting; Commissioners entertain public comments, undertake formal "expedited and requested actions," receive reports, and, when necessary, conduct Executive Sessions.

In case of rule changes (WAC), the Commission follows the state's formal rule-making process and calendar as outlined in RCW 34.05 (Administrative Procedure Act). This formal process includes publishing the intended rule change, proposed language, a schedule of formal public hearings, and final adoption.

###### **2. Legislation**

For each session's legislative agenda, the Commission and its staff follow the Office of Financial Management's schedule and instructions for annual Agency Request Legislation. This generally means soliciting proposals from agency staff in June and distributing drafts for review by agency stakeholders, *including tribes*, prior to the Commission's approval in August submittal to OFM and the Governor by September. Approved agency request legislation is introduced each January.

###### **3. Leadership Team**

The Directorate's Leadership Team, composed of senior management reporting to the Director, the Deputy Director, two employees from the field, one Regional Manager from the field and a citizen volunteer, also serves the agency as a policy-making body. Leadership team members, in touch with field operations, program advisory groups, and external constituencies, propose, debate and recommend policy to the Commission. The group meets once a month in Olympia.

##### **B. INTERNAL PROGRAM DEVELOPMENT**

1. Each Service Center and corresponding program, guided by the agency's Centennial 2013 Plan (and each program unit's Balanced Scorecards) and advised in most cases by advisory groups, develops and

coordinates its own programs. The agency's Deputy Director serves as the overall authority for these day-to-day operations.

2. A comprehensive list of agency programs, contacts and publications may be found at [www.parks.wa.gov](http://www.parks.wa.gov) or obtained by calling State Parks' Information Desk: (360) 902-8844 or 902-8500.

### **C. AGENCY FUNDING DISTRIBUTION**

Distribution of State Parks funds is done internally using the state's expenditure Allotment Process, as outlined by the Office of Financial Management, for spending money and sizing the agency's staffing (FTEs). Funding limits are dictated by the State Legislature through budget appropriations and spending authority provisions in annual budgets (Supplemental or Biennial). As stated above, there is no State Parks fund available to tribes or other outside entities.

## ***V. Dispute Resolution Process***

### **A. GENERAL**

In disputes between a Tribe (s) and State Parks, such disputes will be referred to the Director or Deputy Director, who may endeavor to resolve the dispute themselves or may call upon the services of in-house or outside facilitators, mediators or arbiters as may be appropriate.

### **B. WHEN USED**

1. The process is for use on a case-by-case basis in the event of a dispute or disagreement between parties regarding the interpretation of obligations within contracts or Memoranda of Understanding (MOU) negotiated by a Tribe and the Washington State Parks and Recreation Commission.

2. When a dispute or disagreement arises regarding the administration of a contract between the Commission and a tribe(s), any dispute resolution process cited within the contractual agreement shall govern the handling of the matter. It should be noted that dispute processes may differ based upon the agreement or contract in question.

## **AGENCY CONTACTS – Washington State Parks and Recreation**

### **INFORMATION CENTER**

(360) 902-8844 or 902-8500

### **DIRECTORATE**

Rex Derr, Director, Washington State Parks & Recreation Commission  
(360) 902-8501

Judy Johnson, Deputy Director

(360) 902-8502

Fred Romero, Director of Policy, Intergovernmental Relations & Performance Measures

(360) 902-8504

Ilene Frisch, Budget Director

(360) 902-8521

Virginia Painter, Administrator of Public Affairs Office

(360) 902-8562

Pauli Larson, Executive Secretary

(360) 902-8505

### **POLICY DEVELOPMENT/ LEADERSHIP TEAM**

Rex Derr, Director

(360) 902-8501

Judy Johnson, Deputy Director

(360) 902-8502

Barbara Herman, Assistant Deputy Director

(360) 902-8507

Rita Cooper, Service Center Assistant Director, Business Development

(360) 586-6606

Larry Fairleigh, Service Center Assistant Director, Parks Development

(360) 902-8642

Virginia Painter, Administrator of Public Affairs Office

(360) 902-8562

Fred Romero, Director of Policy, Governmental Affairs & Performance Measures

(360) 902-8504

Melanie Ford (Cama Beach), Field Executive

(360) 387-7542

Dan Ledgerwood (Marine Crew), Construction & Maintenance Project Specialist

(360) 675-4242

Dennis Felton (Sun Lakes State Park) Park Ranger

(509) 623-85583

Arlene Huiga, (REI), Citizen Member

(425) 882-1158

### **REGIONAL OFFICES**

Southwest Region (Olympia – Paul Malmberg, Region Manager)

(360) 956-4802

Northwest Region (Burlington – Terry Doran, Region Manager)

(360) 755-9231

Eastern Region (Wenatchee – Jim Harris, Region Manager)

(509) 662-0420

Puget Sound Region (Auburn– Don Hoch, Region Manager)

(253) 931-3907

**PROGRAM IMPLEMENTATION**

Judy Johnson, Deputy Director

(360) 902-8502

State Parks Archaeologist – Dan Meatte

(360) 902-8637

Stewardship Natural Resources Service Center – Ted Smith, Manger

(360) 902-8639

Natural Resource Stewardship (tribal natural resources contracts) Rob Fimbel

(360) 902-8592

Interpretive Program (artifacts, NAGPRA) – Steve Wang

(360) 902-8611

Historical Preservation – Vacant

Planning & Research (park & land acquisition planning) - Bill Koss

(360) 902-8629

Lands Program (real estate land purchases) – Steve Hahn

(360) 902-8683

**DISTRIBUTION OF FUNDS**

Ilene Frisch, Budget Director

(360) 902-8521

**TRIBAL LIAISON**

Fred Romero, Director of Policy and Intergovernmental Relations

(360) 902-8504

**ASSISTANT ATTORNEY GENERAL**

Jim Schwartz (natural resources/general)

(360) 586-4034

Joe Shorin III (tribal issues)

(360) 753-2496

(10/06)