

## Parks and Lake Committee Description and Authorization

**Purpose:** The Parks and Lake Committee is established to assist the Fairfax County Park Authority (FCPA) in overseeing and maintaining the FCPA grounds and trails in the Kings Park West (KPW) subdivision. The primary responsibility for park maintenance lies with FCPA which covers approval of volunteer projects and volunteer liability insurance with groups chartered as a Park Volunteer Team (PVT). The Committee works with The Friends of Royal Lake (FORL), which is chartered as a PVT. The Committee:

- Creates a sense of community, encourages participation in an active community life and enriches neighbors lives,
- Collaborates with the board if changes to the committee scope are needed,
- Works with the board to develop annual budgets and communicates emergent additional funding needs during the year,
- Encourages residents to join the KPWCA,
- Collaborates with the Fairfax County Park Authority who has the primary responsibility for park maintenance and acts as KPWCA's primary conduit to FCPA FORL PVT for maintenance of the park land for recreational use by KPW residents and those of other surrounding communities.

**Scope:** The committee chairperson must be a member in good standing. The grounds designated for Parks and Lake activities are the designated parks (Lakeside, Royal Lake, Kings Park West Park, Rabbit Branch, and Crooked Creek) and the other lands within KPW that are park land through which trails and streams pass. It does not include the lands owned by the Kings Park West Community Association.

The Parks and Lake Committee is encouraged to organize work parties to clean and maintain areas listed in the scope statement. Cleaning activities include removal of natural debris, manmade debris and invasive species. The Committee must ensure FCPA is aware of and approves such activities. Prior to embarking on new activities or activities beyond the current level of activity, the Committee must seek prior approval from KPWCA Inc. board and FCPA. The Committee is encouraged to coordinate with the Robinson Service Learning Liaison, Girl Scout leaders and Boy Scout leaders and sign off on volunteer service hour documents. The Committee coordinates a spring and fall clean-up. The Chairperson should ensure advertisements or articles are published in The Herald so that event notices are delivered prior to the scheduled clean up event; event notifications should also be posted on relevant social media sites. The Parks and Lake Committee also coordinates with the Message Board Team to communicate event dates. Emergency cleanup events following storms can occur as necessary. The Committee is encouraged to be vigilant in monitoring and reporting issues and concerns with the dam and spillway and other environment concerns that may arise.

**Authorization:** The Parks and Lake Committee is authorized to pursue the activities as outlined. The Parks and Lake chairperson is authorized to buy the following items and services up to the approved budget in order to accomplish Committee tasks. Additional donations arising from the membership drive will be available after receipt. The Committee will coordinate with the KPWCA Treasurer to determine budget and donation balances. The Committee can use funds to buy the following items and services:

- Items:
  - Gravel, stone dust, mulch and other trail foundation materials
  - Building products for trail and sign construction and repair
  - Tools for maintaining trails, repairing physical property and collecting and disposing of debris
  - Materials necessary to create signs that publicize related activities

- Awards for volunteers
- Awards and refreshments for volunteers
- Services:
  - Trash disposal fees
  - Delivery fees
  - Services to build or maintain physical property

Materials for park maintenance can also be requested from FCPA at no charge to the KPWCA. In some instances, FCPA may provide labor and heavy equipment upon request.

Receipts for reimbursement should be submitted for payment to the KPWCA Treasurer within 60 days following the event. Temporary requests to change or go beyond the scope of this authorization must be coordinated with KPWCA Board. Permanent changes must be approved in writing and signed by the president, KPWCA Inc.

Signed,

A handwritten signature in cursive script that reads "Janmarie Robinson".

President, KPWCA Inc.

Date: 2/18/20