



PARK ADVISORY COMMITTEE

ADOPTED 3/28/2016
REVISED 8/27/2019
POLICY # WG-2016-5

PURPOSE

The Port of Longview Board of Commissioners (“Commission”) will establish a Willow Grove Park Advisory Committee (“Park Advisory Committee”) to discuss and make written recommendations to the Commission on matters referred to the Park Advisory Committee by the Commission. The Park Advisory Committee shall not be a decision-making body. The Commission shall retain decision-making authority on all matters concerning Willow Grove Park and matters referred to the Park Advisory Committee for evaluation.

COMMITTEE COMPOSITION & TERMS OF SERVICE

The Park Advisory Committee will be comprised of members of the public who will be selected by the Commission through an application and interview process. In selecting members of the public to serve on the Port’s Park Advisory Committee the Commission will endeavor to ensure a membership composition that best represents the various constituent perspectives across the Port’s three districts and the community at large. Park Advisory Committee members may serve on the Committee for a maximum of two consecutive two-year terms. At the Port’s discretion, a Committee Member may serve an additional term, provided a Committee Member applicant is not selected. Should the Park Advisory Committee not have all of its positions filled with Committee Members, the Committee shall still be able to conduct Committee business.

When a Park Advisory Committee position is available, the Port will call for applicants through local media for a minimum of 30 days. Applications will be available at the Port office or through the Port’s website. All applicants will be forwarded to Commissioners for their consideration and selection.

The Park Advisory Committee will be staffed by the Park Superintendent who will organize and facilitate the Park Advisory Committee meetings, coordinate meeting agenda formation, and prepare and submit to the Commissioner the Park Advisory Committee’s written recommendations. Participation on the Port’s Park Advisory Committee is a non-paid volunteer position.

The Park Advisory Committee shall be comprised of three (3) members. Each Port Commissioner shall select one Committee member from the Port Commissioner’s District residency to represent the interests of the Port District.

POSSIBLE TOPICS FOR COMMITTEE CONSIDERATION

The Commission may request that the Park Advisory Committee consider and make a recommendation on issues including but not limited to:

1. Prioritizing of capital improvements,
2. Prioritizing of on-going maintenance,
3. Large event permit applications,
4. Policy recommendations,
5. Policy development,
6. Public/private partnership opportunities,
7. Park plan modifications,
8. Safety concerns, and
9. Other.

MEETINGS & MEETING AGENDA

The Park Advisory Committee will meet at a minimum on a quarterly basis during any calendar year, and on an as-needed basis. All meetings of the Park Advisory Committee will be held at the Port's main office, open to the public and subject to the Open Meetings Act. Park Advisory Committee draft meeting minutes will be forwarded to the Port Commissioners and the Park Advisory Committee within five (5) business days from the last held Park Advisory Committee Meeting. All documents produced or retained by the Park Advisory Committee shall be subject to the Public Records Act. The Park Superintendent will refer to and consult with the Commission on topics for submission to the Park Advisory Committee for consideration. A Park Advisory Committee meeting will be canceled if there are no matters identified by the Commission for committee consideration.

COMMISSION DECISION MAKING AUTHORITY

Recommendations made by the Park Advisory Committee will be submitted to the Commission in writing for consideration at a duly noticed meeting and presented by the Park Superintendent or designated Park Advisory Committee member for action by the Commission. The Commission will make the final determination on matters referred to the Park Advisory Committee.