

SKCAF
Property Management and Development (PMD) Committee
Responsibilities

Effective Date: January 10, 2007
Approved by SKCAF Board on: January 10, 2007
Applicability: Lake Wilderness Arboretum Grounds
Manager of Responsibility: Property Management and Development
(PMD) Chairperson

The Property Management and Development Committee is one of the standing committees for the South King County Arboretum Foundation (SKCAF) as provided for in its Revised By-Laws. The purpose of this committee is to protect, maintain, and enhance Lake Wilderness Arboretum physical assets including its facilities, equipment, landscaped areas, hardscape, and forested areas. PMD is responsible for planning and managing activities that will grow and maintain plants at an optimum level of health and appearance and will provide a safe, attractive environment to patrons of the Arboretum. PMD activities support the Foundation's "Vision 2010, A Strategic Plan for the Future." and its overall stewardship objectives which are to:

- *Preserve and display Northwest ecosystems and cultivated landscapes in an environment that acts as a wildlife sanctuary.*
- *Promote horticultural science and conservation, as well as provide opportunities for education and passive recreational experiences.*

Administrative Responsibilities

- Prepare and submit budget proposal for the year ahead to the Budget and Finance Committee for consideration.
- Manage and review procurement, reimbursement, other financial transactions and reports within the context of SKCAF's financial management process.
- Properly authorize charges against PMD-managed accounts.
- Hold quarterly committee meetings.
- Submit written report one week prior to board meetings.
- Maintain communication with other committees as necessary for cooperative efforts.

SKCAF Property Management and Development (PMD) Committee Responsibilities

- Assure insurance and indemnity protection for planned PMD activities at the Arboretum.
- Review costs incurred versus authorized budget to preclude overrunning authorized funds.

Management:

The PMD Committee chairperson will:

- Act as liaison to the city of Maple Valley as outlined in, but not limited to, the Joint Use Agreement.
- Plan and manage those tasks necessary to plant specimens in the arboretum, including the following sub-categories
 - Display specimens in the developed gardens and areas
 - Propagation stock within nursery
 - Forest species in undeveloped areas
- Coordinate and communicate with the Nursery to insure the availability of propagated or procured plants.
- Generate landscape management contracts for those tasks not suitable for volunteer labor.
- Coordinate and communicate with other committees to help achieve optimum efficiency in the utilization of procured materials and services as well as volunteer hours.
- Maintain a “Work Projects List” for internal use or use by the Volunteer Coordinator in the execution of maintenance or development projects.
- Plan, coordinate, and implement projects Forest Reserve projects within the context of a Forest Stewardship Plan.
- Manage the planning, development, and maintenance of trails and pathways through the Arboretum. This does not include the Lake Wilderness Trail which is the responsibility of the King County Parks Department.

Maintenance:

Maintenance of landscaped areas and most structures within the Arboretum is the responsibility of PMD. As directed by the Board, some selected areas and structures (such as the Nursery) may be maintained by other SKCAF groups or

SKCAF

Property Management and Development (PMD) Committee Responsibilities

committees. As required, PMD will coordinate their maintenance activities with these groups to insure optimum use of resources.

Maintenance activities are constrained by available budget and by the availability of volunteers. These constraints make it imperative that tasks be prioritized and planned accordingly so that the impact of budget or priority changes can be quickly communicated to the Board. Maintenance activities for which PMD is responsible for include, but are not limited to:

- Maintenance of all SKCAF equipment to a safe and usable standard.
- Maintenance of Arboretum buildings and structures to a safe and usable standard excluding buildings specifically assigned to other groups or committees.
- Maintain utilities and record details to include, as possible, the following:
 - Irrigation installations, operational schedule, and winterization attention
 - Electric utility installations, and minor service attention
 - Phone Service utility installations

Development:

The creation of new planted areas and new hardscapes is a continual process in our efforts to enhance the beauty of the Arboretum. Continued development also contributes to greater public use of the Arboretum for viewing pleasure as well as for educational purposes. Development activities include, but are not limited to:

- Development and refinement of the Arboretum's Master Use Plan.
- Planning, designing, and implementing new gardens, hardscapes, or other landscaped areas.
- Planning and execution of special projects that may include volunteer participation as well as contractor participation.
- Preparation of professional contracts and agreements to support development activities.

Committee Members

- The PMD Committee chairperson is appointed by the Board president and is responsible for managing those activities within the bailiwick of PMD.

SKCAF
Property Management and Development (PMD) Committee
Responsibilities

- The First Vice President shall be a member of this committee.
- Other members of the committee will be appointed by the PMD chairperson.

Communication

This section provides guidelines for communications outside of the PMD Committee.

- Communication with City of Maple Valley regarding PMD issues is conducted by the PMD Committee chairperson or his or her delegate.
- Communication with City of Maple Valley, for special event application for Arboretum facilities is conducted by the event coordinator who is responsible for coordinating with the PMD chairperson.
- Communication on publicity issues is conducted with the Membership and Publicity chairperson.
- Communication for work party and volunteer service is conducted with the Volunteer Coordinator.
- Communication relating to educational activities taking place on the property is conducted with the chairperson of Education and Conservation Committee.
- Communication relating to Plant Sale issues is conducted with the Nursery Manager and Plant Sale chairperson.
- Communication on budgetary issues is conducted with chairperson of Budget and Finance or the Treasurer per the SKCAF financial management process.