



CONSERVATION COMMISSION
MEETING PACKET

SEPTEMBER 2016

**PRELIMINARY BUSINESS MEETING AGENDA
 THURSDAY, SEPTEMBER 15, 2016**

Time	Tab	Item	Lead	Action/ Info
8:00 a.m.		Call to Order <ul style="list-style-type: none"> Additions and/or corrections to the agenda 	Chair Brown	
8:05 a.m. 10 min.		Introductions	All	
*****Public Comment will be allowed prior to each action item*****				
8:15 a.m. 5 min.	1	Consent Agenda <ul style="list-style-type: none"> Approval of the May 19, 2016 Business Meeting Minutes and August 23, 2016 Special Meeting Minutes 	Chair Brown	Action
8:20 a.m. 40 min.	2	Budget <ul style="list-style-type: none"> Financial Year End Review Budget Next Steps 2017-2019 Current Year Fire Funding 	Eleanor Dovey Mark Clark Mark Clark	Info Info Action
*****Public Comment will be allowed prior to each action item*****				
9:00 a.m. 75 min.	3	District Operations <ul style="list-style-type: none"> Mid-term Appointment Applications Election and Appointment Changes Whatcom CD Follow-up Regional Manager Report Center for Technical Development Update 	Mark Clark Bill Eller Mark Clark Shana Joy	Action Action Info Info Info
10:15 a.m.		BREAK (15 minutes)		
*****Public Comment will be allowed prior to each action item*****				
10:30 a.m.	4	Policy/Programs <ul style="list-style-type: none"> Voluntary Stewardship Program Update Firewise Report Fire Update Cosmo Update Dept. of Fish and Wildlife Activities 	Ron Shultz Shana Joy Mark Clark Mark Clark Cynthia Wilkerson	Info Info Info Info Info

12:00 pm **LUNCH PROVIDED: Please RSVP to the Conservation Commission**
45 min.

*******Public Comment will be allowed prior to each action item*******

12:45 p.m. **5 Commission Operations**

• Good Governance Update	Lynn Bahrych	Action
• Nominating Committee	Chair Brown	Info
• Approve 2017 Commission Meeting Locations	Ray Ledgerwood	Action
• Area Meetings Schedule	Mark Clark	Info
• WACD Annual Meeting Update	Mark Clark	Info
• Tri-State Meeting	Mark Clark	Info

2:30 p.m. **Adjourn**

Next Meeting: December 1, 2016

Location:
Semiahmoo Resort
Blaine, Washington

Please note that the times listed above are estimated and may vary. Every effort will be made, however, to adhere to the proposed timelines.

If you are a person with a disability and need special accommodations, please contact the Conservation Commission at 360.407.6200

TAB 1

DRAFT

Washington State Conservation Commission Regular Business Meeting
Westport, Washington
July 21, 2016

The Washington State Conservation Commission (Commission/SCC) met in regular session on July 21, 2016, in Westport, Washington. Chairman Brown called the meeting to order at 8:30 a.m.

COMMISSIONERS PRESENT

Lynn Brown, Chairman, Central Region
Jim Kropf, Vice-Chairman, WSU-Puyallup

Larry Cochran, Eastern Region
Daryl Williams, Member
Lynn Bahrych, Member
Perry Beale, Dept. of Agriculture
Michael Kuttel Jr., Dept. of Fish and Wildlife
Kelly Susewind, Dept. of Ecology (DOE)
Mark Craven, President, WA Association
of Conservation Districts (WACD)

COMMISSION STAFF PRESENT

Mark Clark, Executive Director
Ray Ledgerwood, District Operations Manager
Ron Shultz, Policy Director
Stu Trefry, Southwest Regional Manager
Brian Cochrane, Habitat Coordinator
Eleanor Dovey, Fiscal Manager
Sarah Groth, Fiscal Analyst
Jillian Fishburn, Fiscal Specialist
Laura Johnson, Communications Coordinator
Lori Gonzalez, Executive Assistant

PARTNERS AT THE TABLE REPRESENTED AT THIS MEETING

Lucy Edmondson, Environmental Protection Agency (EPA)
Roylene Rides at the Door, Natural Resource Conservation Service (NRCS)

GUESTS ATTENDED

Sarah Spaeth, Jefferson Land Trust (new SCC member), Monte Marti, Snohomish CD, Kacie Hillary, Snohomish CD, Steve Hallstrom, Brady Engvall, Brian Sheldon, Robin McPherson, Attorney General's Office, Bob Schroeter, WACD, and Kailey Tyson, Palouse CD.

Consent Agenda

Meeting minutes from the May 19, 2016 regular business meeting were presented as well as information requesting executive director and chair approval to attend the National Association of Conservation Districts Southwest and Pacific Region Meeting, September 14-16, 2016 and the National Association of Conservation Agencies Annual Meeting, September 25-29, 2016 in Branson, Missouri.

Motion by Commissioner Craven to adopt the consent agenda. Seconded by Commissioner Cochran. Motion passed. (SCC Meeting Doc. 01-16)

New Budget Staff

Eleanor Dovey, new Fiscal Manager at the SCC introduced herself and provided some background of her work in state government to the members and guests. Director Clark expressed his appreciation to Eleanor for coming in and taking a look at the agency risk assessment, learning the agency, and has already done a

number of improvement process changes. Eleanor also participated in the State Auditor's exit audit, which should be posted later today (July 21). Director Clark also introduced Jillian Fishburn, agency Fiscal Specialist.

Budget Update

Ms. Dovey provided an update on fiscal year end. As of 7/13/16, the agency is on track to fully expend the budget by end of July. The current budget approved by Commission members in May has not changed and is also on track. Eleanor shared the additional awards to districts for FY16.

SCC financial staff provided QuickBooks training to several conservation district financial staff. 23 districts with 26 individuals attended. SCC purchased new QuickBooks licenses to districts who were not currently using. Providing these tools will create peer to peer networking and cross communication among districts using the same system.

2017-2019 Budget Decision Packages

Ron Shultz, SCC policy director shared the current status and changes in the decision packages staff are working on with districts to be submitted to the Office of Financial Management in early September. In May 2016, the Commission directed staff to reduce the amount of packages being submitted. Mr. Shultz shared the listing of decision packages for the capital and operating budget. These are currently under development and are a continuation of ongoing Commission activities and district funding: 1. Irrigation Efficiencies 2. RCPP (capital) 3. CREP (capital) 4. Shellfish (capital) 5. Non-shellfish (capital) 6. Engineering (capital?) 7. Monitoring (capital – might include in different package) 8. VSP (operating) 9. CRM /Issues Facilitation (operating- might include in different package).

The following proposals were grouped and consolidated as follows: Natural Resource Disaster Preparedness and Recovery. Conservation Technical Assistance (formerly just livestock TA), Working Lands Viability, and Outreach and Education (K-12). The packages consolidated into the above are listed in the meeting packet.

Soil Health Committee Funding

Commissioner Bahrych provided background on the Soil Health Committee. The group has about a dozen members and is comprised of soil scientists and representatives from NRCS, WSU and conservation district staff. They have been meeting since 2015. A website has been created for citizens on soil health with resources and information. The link is <http://www.soilhealthwa.org>. The committee sent in proposals last fall to the USFWS to do pilot projects. \$10k for several projects were awarded which would address forest land, irrigated land, dry lands, pasture, orchard and vineyards. Commissioner Bahrych recently received the quarterly reports and all are doing well. The committee plans to make a presentation at the December meeting to report the results of these pilots and answer questions.

Also of note, Commissioner Bahrych highlighted the San Juan Islands CD as the lead on bio charred projects with four pilot farms. This is to work on demonstrating the benefits of biochar in drylands as well as irrigated agriculture. The University of Washington is doing the before and after measurements on these fields who are currently growing the same winter squash.

Motion by Commissioner Craven to award \$50K to the Soil Health Committee to continue to support the agreement with NRCS. Seconded by Commissioner Williams. Motion passed.

Whatcom Conservation District

Commission members discussed a recent situation that occurred at a July Board meeting of the Whatcom CD Board members and Ecology staff. It was reported ECY staff were not able to have a productive meeting with the board, due to negative remarks being said. Commission members discussed this in length and directed SCC staff to send the Chairman a letter reminding the board of their duties and the impact negative interactions such as this, ultimately affects and prevents getting good conservation on the ground. The Commission does not condone this behavior from conservation district board members. Robert Schroeter, WACD Executive Director plans to attend their next meeting in August. Commissioner Susewind, Ecology agency representative will also make plans to sit and talk with the board and hopes to cooperatively resolve the issue.

Motion by Commissioner Craven for the SCC to send a letter to Whatcom CD and for the SCC and WACD work together to identify cooperative next steps. Seconded by Commissioner Bahrych. Motion passed.

Mid-term Conservation District Supervisor Appointment Applications

Four mid-term appointed supervisor applications were received after the March 31st deadline for the full three (3) year term. Applications received after this date are considered mid-term appointments. Applications were sent to the appropriate WACD elected Commission members for their review and recommendation to the Board.

Motion by Commissioner Cochran to appoint Clayton Hutchens to the Columbia CD board of supervisors, Tina Matney to the Ferry CD board of supervisors, and Beau Blachly to the Pomeroy CD board of supervisors. Seconded by Commissioner Beale. Motion passed. (SCC Meeting Doc. 02-16)

Motion by Commissioner Brown to appoint Mark Whitmore to the Palouse CD board of supervisors. Seconded by Commissioner Williams. Motion passed. (SCC Meeting Doc. 02-16)

Amended Election and Appointment Procedure Manual

Motion by Commissioner Craven to send the amended Election and Appointment Manual, changes to the online forms, and adoption for a common date or week for elections out to the CDs for comment per the procedure on policies prior to final adoption in September. Seconded by Commissioner Cochran. Motion passed.

Good Governance

Ray Ledgerwood, SCC district operations manager presented to members the status of the 45 Conservation Districts Good Governance. Mr. Ledgerwood reported Commission staff have completed the fiscal year 2016 analysis of the 45 conservation districts Good Governance, with all 45 CDs at Tier 1 as of July 13, 2016. 16 districts are working with staff on improvements, and 29 districts met or exceeded all 25 Good Government elements.

Mr. Ledgerwood also reported he is working with a group of members to revise the Good Governance procedure. Elements for 2017 will include performance based elements. This came from a motion from a previous meeting. Districts will have the opportunity to provide comment and input prior to implementing this winter.

Motion by Commissioner Craven to receive the Good Governance report. Seconded by Commissioner Cochran. Motion passed. (SCC Meeting Doc. 03-16)

Commission Operations

Motion by Commissioner Bahrych to go into Executive Session to discuss personnel matters as allowed by RCW 42.30.110. Time of completion will be 4:40 and will begin at 4:10 pm. Seconded by Commissioner Craven. Motion passed.

Commissioners returned from executive session at 4:40 p.m. and made the following motion:

Motion by Commissioner Bahrych to set the Executive Director's salary to become effective July 1, 2016 at \$115K based on high quality of work recognized during his evaluation. Seconded by Commissioner Craven. Motion passed.

Remaining 2015 WACD Resolutions

Motion by Commissioner Williams to acknowledge and support the intent and the SCC will be working on the remaining WACD resolutions to report on progress at future meetings. Seconded by Commissioner Cochran. Motion passed. (Resolutions: 2015-11 Professional Engineering, 2015-12 District Building Capacity, 2015-20 Preparedness for Resource Assessments after a Natural Disaster, 2015-23 Increased Funding for Professional Engineer Grant, 2015-24 Cultural Resources Review Process Efficiencies) (SCC Doc. 04-16)

SCC Mission, Vision and Values Statement

During the May 2016 Strategic Planning session, members reviewed and discussed the current agency Mission, Vision and Values statements. During the session, members changed the wording on the statements to better fit the agency goals and culture. Members were presented the changes for approval so staff can use the updated version to assist in the development of the SCC 5 year Strategic plan, as well as in the development of the agency decision budget packages.

Motion by Commissioner Craven to approve the changes made to the SCC's Mission and Vision statement done at the May 19, 2016 meeting. Seconded by Commissioner Williams. (SCC Doc. 05-16)

Chair Brown adjourned the meeting at 4:50 p.m.

DRAFT

Washington State Conservation Commission
Special Meeting in Lacey, Washington
August 23, 2016

The Washington State Conservation Commission (Commission/SCC) met in special session on August 23, 2016, in Lacey, Washington. Chairman Brown called the meeting to order at 9:11 a.m.

COMMISSIONERS PRESENT

Lynn Brown, Chairman
Jim Kropf, Vice Chair
Dean Longrie, Member
Perry Beale, Member
Mark Craven, Member
Kelly Susewind, Member
Sarah Spaeth, Member
Todd Welker, Member

COMMISSION STAFF PARTICIPANTS

Mark Clark, Executive Director
Ron Shultz, Policy Director
Eleanor Dovey, Fiscal Manager
Laura Johnson, Communications
Sarah Groth, Fiscal Analyst
Jillian Fishburn, Fiscal Specialist
Jess Davenport, Regional Manager
Mike Baden, Regional ma

GUEST PARTICIPANTS VIA WEBINAR

Selena Corwin, Nancy Hoobler, George Boggs, Anna Lael, Elsa Bown, Carolyn Kelly, and Monte Marti

SCC Chair, Lynn Brown, and Executive Director, Mark Clark, provided overview of the meeting process. Referenced meeting materials are found on the Commission website:

- [proposed operating and capital budgets](#)
- [agency strategic plan areas and goals](#)

Operating Budget

Ron Shultz reviewed the Operating Budget Request table on page 5 of the Background Materials for the special meeting. OFM told agencies to work within carry-forward levels. SCC is requesting some additional funding.

Carry forward requests include general operating/implementation and VSP. Correction: \$1 million in Toxics account isn't included in the Operating Budget Request table, but it is also a carry forward item. VSP includes \$7.6 million in carry-forward, plus an additional \$1.75 million for a total VSP request of \$9.35 million.

New funding requests include the following decision packages: Additional VSP funding (\$1.75 million), Conservation Technical Assistance, Working Lands, Disaster Preparedness and Recovery, and Fire Recovery/Firewise.

Summary of each decision package:

VSP (p 7)

27 counties have opted into VSP. Most county contracts were completed in January of this year. At a \$7.6 million funding level, each VSP county would receive \$125K per year, which is not enough. SCC is

requesting to increase that to \$150K per county per year and increase funding for partner agency staff who need to review VSP plans.

Conservation Technical Assistance (p 8)

This represents a new approach for implementing incentive based programs. Conservation districts will be asked to identify natural resource concerns within a targeted geographic area (e.g. sub-basin) with the intent of implementing conservation work with landowners in a way that moves the resource dial. The approach includes three phases: identification of resource concerns, implementation of practices, and resource monitoring. SCC conducted a quick survey to assess CD interest level in each of the resource areas (see page 9).

Natural Disaster Preparedness and Recovery (p 10)

Package has three components:

1. Disaster response/recovery training for CD staff: When disasters occur, other conservation districts outside the disaster zone want to come in to help build capacity to respond. This occurred with fires in Okanogan and Kittitas, Lewis (Chehalis floods), and Snohomish (Oso). Part of this package includes funding for staff training so they understand how this works and have answers to question about the legal issues around districts sharing staff, such as risk of injury.
2. Disaster response and recovery funds and matching funds: Fund within SCC dedicated to accessing and leveraging federal disaster recovery funding to allow quicker response and flexibility.
3. Forest Health, Firewise, and defensible space: Assist DNR to address unhealthy forest health on private lands associated with the growing threat of wildfire. Intent is to proactively minimize the impact of future wildfires.

Working Lands Viability (p 12)

Addresses several issues we've identified through the Office of Farmland Preservation to address farmland loss. OFP staff worked with partners to identify four areas for which the SCC is requesting funding through this proposal: 1) Vets on the Farm, 2) Food Systems / Small Farms, 3) Farmland Preservation, and 4) Energy Conservation / Climate Adaptation and Resiliency. Reviewed each of the four areas and the associated fiscal summary provided in the meeting materials – see p 12-14.

Fire recovery / Firewise (p 15)

Request will allow for continuation of recovery work from Carlton Complex in 2014 and fires from 2015. Initial cost estimates of this work were variable because they were developed before all the damage and associated cost of recovery projects had been assessed. The restriction to implement work in this fiscal year put constraints on our ability to get funding out the door. There's an existing need continue this funding into the next biennium.

Existing Firewise funding has all been allocated. Proposal is for \$2 million that the SCC will allocate working with DNR.

Capital Budget Summary

Reviewed the 2017-19 Capital Budget Request table on page 17 of the Background Materials. Re-appropriation refers to funding that wasn't spent in current biennia that needs to be spent in the next biennia. In some cases, (e.g. nonshellfish) majority of dollars have been allocated, but the projects still need to be implemented. These numbers will be changing as we get closer to the end of this fiscal year.

Summary of each package:

CREP (p 19)

Under CREP, there are a number of topics and increases from our current funding level, explained by Brian Cochrane, habitat and monitoring coordinator at the SCC. Proposal is to align funding so that every CD has funding for at least one FTE per 100 CREP projects. SCC will assign funding increases so that districts with 1-10 CREP projects have .5 FTE, districts with 10-20 projects have .75 FTE, and districts with 20-30+ projects have 1 FTE. Changes to CREP allocation are made with intent to grow the program at a faster pace. There's more demand for projects requiring more staff capacity. On the cost-share side, in Results WA, the SCC is tasked with meeting a growth rate for CREP projects that we haven't yet been able to meet. The funding request includes three pilot programs to help the SCC meet the Results WA measure. These are related to matching incentives with commodity values, modeling the Oregon CREP, and apply CREP on a reach-specific scale and bump incentives within that area. Roughly \$300k / biennia for each of these pilot initiatives.

Natural Resource Investments – Shellfish (p 21)

SCC just did another round of funding allocation, and we expect to allocate all remaining funds by the end of this year. Requesting increase from \$4 million to \$6 million for the biennium.

Natural Resource Investments – Nonshellfish (22)

Requesting increase from \$4 million to \$8 million for the biennium. There's an opportunity to change the proviso. Currently says it's for water quality. The SCC is proposing a change that would allow grants for natural resource enhancement projects that improve water quality, water quantity, salmon habitat, air quality, endangered species, forest health, soil health, and other important natural resource issues.

RCPP Federal Match (p 23)

SCC received \$5 million for RCPP projects that were approved by USDA last year. This year in January two additional projects were approved—Whatcom and Spokane. Spokane needs state match. SCC tried to get state match in supplemental budget, but no funding was available. SCC inserted Spokane into current language for \$5 million. Increased request to \$9.6 million reflects new and additional RCPP funding needs. There will also be re-appropriations. There are RCPP proposals advancing forward, and new proposals as we enter into the third cycle for RCPP. New, approved projects won't be announced until January of next year, so SCC has to assume additional funds will be needed for state match.

Farmland Preservation (p 26)

For re-appropriation of agricultural easement funds. Requesting additional funds for farmland preservation easement account. There's interest in easements in Snohomish and other areas—this is a placeholder for those projects.

Engineering (p 27)

Funding request to increase funding level from \$75k per cluster per year to \$100K per cluster per year.

Strategic Plan Areas and Goals

Director Mark Clark gave in introduction of the draft SCC 2016-21 Strategic Plan. This represents a summary of work that Commissioners did at the May Commission Meeting in Goldendale. Agency needed to condense the plan into something that could be included with the SCC decision packet. Staff sent the summary strategic plan out to Commissioners for comment. The summary will also be included on our website with a link to detailed information from the strategic planning session.

Shultz explained that when the SCC submits a decision package, the agency has to identify its relationship to our strategic plan, Governor's Results WA items — specifically our lead measures, including CREP, Shellfish, and Working Lands, and measures we support, such as WDFW work related to increasing sage grouse populations — and the Puget Sound Partnership Action Agenda. Within the action agenda there are near term actions (NTAs). Our agency and Puget Sound districts have NTAs listed. As a state agency, the SCC is required to link our request to the action agenda.

Discussion:

Brian Cochrane: The CREP numbers on the CREP summary (p 19) are incorrect. Refer to the number in the Capital Budget table (p 17) for correct numbers.

Prioritization and Approval of SCC Operating Budget

Review of staff recommended prioritization of Operating Budget (p 5)

Draft order as proposed in meeting materials:

1. Conservation Technical Assistance (CTA)
2. VSP
3. Disaster Preparedness and Recovery (DPR)
4. Working Lands (WL)
5. Fire Recovery / Firewise (FR)

Call for Commissioner comment on prioritization:

Commissioners discussed options on how the prioritization should look like:

Draft revision:

1. CTA
2. Working Lands
3. Natural Disaster Preparedness and Recovery
4. VSP
5. Fire Recovery / Firewise

Revised list:

1. CTA
2. Working Lands
3. VSP
4. Natural Disaster Preparedness and Recovery
5. Fire Recovery / Firewise

Agreed to this prioritization order.

Public comment on Operating Budget: No comments

Motion by Commissioner Longrie to approve the SCC Operating Budget and modified prioritization as reflected in the meeting packet (SCC S.M. Doc. 01-16). Seconded by Craven. Motion passes.

Prioritization and approval of SCC Capital Budget

Call for Commission comments on capital budget numbers:

Commissioners were OK with all, except for the Engineering. Commissioner Longrie expressed funding support for this has been lacking for so long. Not been effective in convincing legislature of our need for this increase. A lot of our grants require engineering, and the grants don't allow for engineering costs. It's critical statewide to be able to get work on the ground in a timely matter. Drawbacks have been substantial because we haven't been able to support the engineers that we want to maintain as members of our organizations. They develop skills and then we lose them, our investment, and credibility with our partners. This is a statewide technical need that needs to be filled and requests each cluster be increased by \$50k.

- New number for Engineering request would be \$2.25 million.

Commissioner Susewind: For Engineering, amount should be 9x 1 FTE per cluster – may be a little higher than \$125K.

- Ron putting footnote next to Engineering to research Commissioner Susewind's suggestion.

Call for Commissioner comment on draft staff recommended priorities for Capital Budget

As proposed in meeting materials:

1. Shellfish / Nonshellfish
2. CREP Riparian Contract
3. CREP Riparian Cost Share
4. Engineering
5. Federal match RCPP
6. Farmland Preservation

Priority revision:

1. Shellfish / Nonshellfish
2. CREP Contract / Engineering
3. CREP Cost Share
4. RCPP
5. Fire

Public Comment: George Boggs, Whatcom CD: Commissioner Longrie is right on the mark. We can't afford a full time engineer, but have the work to justify it.

Motion by Longrie to approve the SCC Capital Budget as modified in the meeting packet and prioritization as modified (SCC S.M. Doc. 02-16). Seconded by Welker. Motion passes.

2016-21 Strategic plan summary

Motion by Kropf to approve the agency strategic plan and goals as reflected in the meeting packet (SCC S.M. Doc. 03-16). Seconded by Beale. Motion passed.

Chair Brown adjourned meeting at 11:23 a.m.

2017-19 Operating Budget Request

	<u>2015-17 Actual</u>	<u>Carry-Forward</u>	<u>WSCC Request</u>	<u>WSCC Priority</u>
Fiscal Year 2015	6,778,000			
Fiscal Year 2016	6,848,000			
Fiscal Year 2017		6,810,000		
Fiscal Year 2018		6,797,000		
Sub-Total	13,626,000	13,607,000		
State Toxics	1,000,000	1,000,000		
VSP	7,600,000	7,600,000	9,350,000*	3
Food Policy Forum	50,000			
Wildfire Recovery	6,800,000			
Firewise	1,000,000			
Conservation Technical Assistance			5,030,000	1
Working Lands			1,648,000	2
Disaster Preparedness and Recovery			630,000	4
Fire Recovery/Firewise			6,460,000	5
TOTAL	30,076,000	32,226,000	15,518,000**	

* = NOTE: The request VSP figure of \$9,350,000 includes the \$7,600,000 carry-forward figure. The request on top of carry-forward is \$1,750,000

** = NOTE: This figure does not include the \$7.6 million VSP, but does include the \$1,750,000.

2017-19 Capital Budget Request

	<u>2015-17 Actual</u>	<u>WSSC Request</u>	<u>WSSC Priority</u>
CREP Riparian Cost Share	2,600,000	3,500,000	3
CREP Riparian Cost Share – Reappropriation	800,000	500,000	
CREP Riparian Contract	2,231,000	4,007,400	2
CREP Riparian Contract - Reappropriation	500,000	400,000	
CREP PIP Loan	0	50,000	
CREP PIP Loan – Reappropriation	150,000	100,000	
Natural Resource Investments- shellfish	4,000,000	6,000,000	1
NR Investments – Shellfish reappropriation		xx	
Natural Resource Investments- non-shellfish	4,000,000	8,000,000	1
NR Investments Reappropriation	2,250,000	xx	
Match for Federal RCPP	5,000,000	9,646,200	4
Match for Federal RCPP – Reappropriation		4,051,630	
Irrigation Efficiencies (via Ecology)	4,000,000	5,000,000	
Lust Family Farm Preservation	1,619,000		
SCC Ranchland Preservation Projects	7,573,000		
Farmland Preservation – Reappropriation		xx	
Farmland Preservation – New Project		\$4,000,000	5
R&D Grant – Deep Furrow Drill	350,000		
Dairy Nutrient Demonstration Low Interest Loans	5,000,000		
Dairy Nutrient Loan Reappropriation		5,000,000	
Engineering		2,250,000*	2
Totals:		New: 37,453,600	
		New Over 2015-17: 5,080,000	

* = Commission requested funding for each engineering region should be equal to 1 FTE. SCC will determine the standard FTE amount. This figure could change.



FOUNDATION FOR OUR WORK:

Our Mission

To conserve natural resources on all lands in Washington State, in collaboration with conservation districts and other partners.

Our Vision

Our state shall have healthy soils, water, air, and ecosystems, and sustainable human interaction with these resources, including viable agriculture and forestry. The State Conservation Commission and conservation districts are recognized as trusted partners who incite voluntary stewardship and accomplish natural resource goals.

Our Values:



SUSTAINABILITY We envision a future with healthy, diverse landscapes—including viable working lands—voluntarily supported by informed resource stewards.



RELATIONSHIPS We foster strong partnerships with a diversity of stakeholders and maintain open communication and transparency to create trust.



KNOWLEDGE We value local knowledge, diverse cultures and ideas. We strive to offer voluntary, collaborative solutions that reflect state, local, and community priorities.



ACCOUNTABILITY We employ clear policies procedures, and performance measures that ensure effective, efficient use of public resources.



RESPECT We exhibit personal and institutional integrity for agency members and staff, conservation districts, and our partners.

STRATEGIC AREAS AND GOALS:

Commission Operations

With leadership from an engaged board, we hire and empower talented staff, support strategic decision-making, and employ clear procedures.

- Develop a clear, effective process for capturing feedback and evaluating our work.
- Create and follow a strategy that helps us demonstrate trust internally and with partners.
- Empower our leaders and staff with the appropriate skills and capacity to perform their work.

Resource Conditions

We demonstrate that voluntary conservation programs and services lead to natural resource improvements.

- Develop and employ a transparent process that helps us prioritize funding needs based on highest return.
- Develop and implement a natural resources conditions data plan.
- Explore creating an agency science program.

Resource Issue Facilitation

We're uniquely positioned to coordinate local, state, federal, and tribal entities to identify and resolve natural resource issues.

- Provide resources and training to conservation district personnel and supervisors that improves skills in conflict resolution, mediation, and collaborative negotiation.
- Increase awareness of our leadership in coordinating multi-agency discussions.

Public Outreach and Marketing

A diversity of citizens, stakeholders, and leaders recognize our agency and districts for their achievements and collaborative approach.

- Develop a marketing plan / strategy and explore effective communication outlets.
- Support the Communications, Partnership Building, and Outreach Committee.
- Engage landowners and partners in support for natural resource funding.
- Support district outreach and education efforts.

Sustainable Funding

Our agency and districts have secure funding that allows us to retain talented staff and confidently launch long-term, strategic work plans.

- Promote our story and accomplishments to partners and decision makers.
- Develop partnerships and build support among a diversity of partners.
- Document how we leverage funding and work with partners to promote each other's services.

District Operations

We enhance conservation districts' ability to deliver quality technical, financial, and educational services that meet local and natural resource needs.

- Use Good Governance rules to ensure money is spent wisely.
- Develop process to assess funding allocation to build district capacity, define roles and expectations for staff and supervisors, define process for dealing with detrimental behavior.

Statewide Program Delivery

Our programs meet local and state resource priorities. With districts, we maximize community-based models to deliver effective solutions.

- Promote the community-based nature of our work and effectiveness of voluntary approach.
- Demonstrate program effectiveness by providing solid, meaningful data.
- Continue effectiveness monitoring; evaluate and report the impacts of our programs.

Policy Leadership

We lead in the development and implementation of policies related to natural resource conservation and viable land use.

- Get district input the natural resource policy areas where they want our leadership.
- Support districts' engagement with county-level resource planning and implementation.
- Acquire necessary capacity to engage in key policy discussions.

Partnering

We are a "go-to" partner that unites natural resources and agricultural stakeholders and implements collaborative, effective conservation solutions.

- Define, respect, and support our agency role and the roles of our partners.
- Maintain relationships and foster new partnerships.
- Provide a clear picture to our partners of the role of voluntary conservation programs.

Technical Capacity

Conservation districts have premier technical capability and capacity to create and implement conservation systems and programs.

- Support and fund the Center for Technical Development; identify training needs; provide expertise and certification.
- Engage landowners and partners in support for natural resource funding.
- Urge districts to pool resources and expertise.
- Co-host trainings with our partners.

TAB 2

State Conservation Commission Agency Summary

(Including Commissioners' Expenses)

Fiscal Year Ended June 30, 2016

<u>Category</u>	<u>Allotment</u>	<u>Expenditures</u>	<u>Variance</u>
Total Salaries and Expenses	2,032,258	2,046,543	(14,285)
Professional Service Contracts	161,000	101,040	59,960
WACD	65,000	53,581	11,419
SPSCC (financial data base development & support)	0	31,374	(31,374)
Washington State Bar Association (Specialty Crop)	0	16,085	(16,085)
Grants, Benefits & Client Services	4,883,754	5,875,933	(992,179)
Implementation Grant	3,858,754	4,096,790	(238,036)
Engineering Grant	675,000	674,289	711
TSP Grant	350,000	96,089	253,911
Interagency Reimbursements**(details below)**	(313,012)	(1,260,261)	947,249
Sum:	6,764,000	6,763,256	744

Interagency Reimbursements		Expenditure	Recovery
Specialty Crop	WA AGR	28,523	28,523
Irrigation Efficiencies	Ecology	589,076	589,076
Drought	Ecology	38,984	38,984
Hay	Ecology	499,914	499,914
Critter Pad	RCO	17,410	17,410
Flood	RCO	86,354	86,354
Total		1,260,261	1,260,261



Washington State Conservation Commission

September 8, 2016

TO: David Schumacher, Director
Office of Financial Management

FROM: Mark Clark, Executive Director
Washington State Conservation Commission

SUBJECT: 2017-19 SCC Operating and Capital Budget Submittal

Have you ever wondered why we continue to have environmental problems after we have committed millions of dollars for natural resource protection and improvement? How are we going to make the needed improvements with limited financial resources? And, how do we maintain a strong, vibrant farm economy while improving our natural environment?

The Washington State Conservation Commission (SCC) 2017-19 operating and capital budgets include new proposals to 1) improve environmental performance, 2) maximize financial resources through multi-agency coordination and strategic targeting of natural resource concerns, 3) monitor environmental effectiveness, and 4) engage our state's farmers and ranchers in solutions for a resilient farm economy.

The SCC works closely with the 45 conservation districts across the state to empower landowners with the knowledge, expertise, and capacity needed to implement best practices that protect and enhance Washington's natural resources. The SCC also coordinates this work with our local, state, federal, and tribal partners to maximize the effectiveness of limited resources to achieve measurable results. Today I am pleased to submit this 2017-19 operating and capital budget request as a proposal to advance our on-the-ground work with landowner cooperation and partner collaboration.

Our 2017-19 operating and capital budgets include proposals to improve program performance and increase measurable outcomes that benefit natural resources and landowners. We will meet Governor Inslee's Results Washington goals of increased best management practice (BMP) implementation through innovative, targeted implementation of practices that focus on measurable natural resource improvements while engaging landowners in long-term solutions.

New and innovative approach to natural resource protection and enhancement

In this continuing era of limited funding, we need a new approach to sustain and advance natural resource protection and enhancement. The Conservation Commission, through these budget requests, is proposing the following new and innovative approach:

- Target actions to address specific priority natural resource concerns in focused geographic locations.
- Establish measurable objectives for natural resource improvements in these focus areas.
- Engage landowner participation in natural resource protection and restoration programs so on-the-ground actions are maintained over time.
- Coordinate with local, state, national, and tribal agencies, as well as non-profit groups, to maximize limited resources toward a common environmental objective.
- Monitor and measure natural resource improvement, and adaptively manage based on the results.

The attached decision packages support this new approach and will advance the Governor's Results Washington objectives for BMP implementation, shellfish restoration, salmon habitat improvement, and a strong and economically viable agricultural sector.

Opportunities to maximize outcomes with limited resources

Several of our proposed decision packages use a targeted approach to address natural resource concerns. Existing environmental programs fund activities by scoring, ranking, and funding projects at the top of the list. There's little regard to location of funded projects in relation to each other, nor are resources focused in a specific area for resource results. In our proposals, we will target limited financial resources to environmental concerns in a focused geographic area to get measurable performance improvement.

These measurable improvements will be based on existing monitoring data and resource conditions. As on-the-ground projects are implemented, the impacts will be monitored and improvements measured. Existing programs at various environmental agencies do not use this approach. By monitoring resource condition improvements, we ensure that we are funding the right project, in the right place, and getting the right results.

Each of our proposals will use the local skills and expertise of our 45 conservation districts. District staff establish trusting relationships with local landowners and work with them to install on-the-ground best management practices in a way that works for the environment and the landowner. With this approach, we get the needed practice installed, and a landowner who is committed to the success of the practice and can stay in the business of farming.

We will maximize limited financial resources at all natural resource agencies at all levels through more focused coordination of various agency programs. Currently agencies implement programs in silos, often not in coordination with other agencies' programs. This approach is not only inefficient, it's also ineffective. Our proposals will engage other agencies at all levels of government, as well as tribes and non-profit organizations, to maximize financial resources.

Operating budget request

The SCC operating budget request includes innovative programs that implement this new approach to address natural resource concerns while maintaining the viability of agriculture.

Conservation Technical Assistance – This proposal is the cornerstone of our new approach to conservation implementation. It provides funding to conservation districts to develop proposals that address local natural resource priority needs, identify key parcels for action, monitor for results, and work collaboratively with other partners.

Working Lands – There are four parts to this proposal: 1) expand the successful Vets on the Farm program; 2) improve coordination of local food policy and small farm efforts; 3) develop local farmland preservation strategic plans for more efficient program implementation; and, 4) begin implementation of the nearly 600 on-farm energy efficiency plans already developed.

Voluntary Stewardship Program (VSP) – This requested enhancement ensures the successful completion of local VSP work plans and moves toward plan implementation. The VSP is a collaboration between counties and agricultural and environmental interests.

Disaster Preparedness and Recovery – When there's a natural disaster, local farmers and landowners are directly impacted. Currently there is no system for outreach to these individuals to help them in their time of need. This proposal will train conservation district staff on disaster response processes at various state and federal agencies so when a disaster occurs, these trained staff can go into the field to help the landowners.

Fire Recovery / Firewise – Recent devastating fires in eastern Washington continue to leave scars on the landscape that need restoration. This proposal will continue the post-fire recovery work. Funding will also support Firewise efforts. This program works with homeowners to remove vegetation to create safe zones and protect from future fires.

Capital budget request

Our 45 conservation districts are extremely efficient and effective at working with landowners to put conservation on the ground. Our 2017-19 capital budget requests enable districts to accelerate their success in order to meet new demands and challenges for progress on resource concerns such as salmon habitat restoration and shellfish growing area recovery, which are priorities for Governor Inslee.

Shellfish Restoration Projects and Natural Resource Investments – This proposal funds critical projects to protect shellfish resources through improved water quality. Funding will maintain the momentum of two biennia of on-the-ground work to reopen shellfish

beds. Funding will also support projects in other areas of the state, protecting air and water resources, improving water quality, enhancing endangered species habitat, and preserving economically viable farms.

CREP Project Implementation – Funding will support the accelerated implementation of the highly successful Conservation Reserve Enhancement Program (CREP). This program protects and enhances critical salmon habitat, a high priority for the Governor and Washington tribes.

Engineering – On-the-ground capital-funded projects must be engineered to strict standards. This professional review and approval takes time, and insufficient capacity delays project review and implementation. This funding request builds capacity to increase the number of projects approved, removing a potential choke-point for getting capital-funded projects completed.

Federal RCPP Match – The Regional Conservation Partnership Program (RCPP) is a federal Farm Bill program that combines four federal programs into one for more efficient program implementation. Project proponents must submit proposals for national approval. To date there are six RCPP projects in Washington, attracting over \$23 million in federal funds. This proposal will continue the required state match portion of the program.

Farmland Preservation Focus Area Project – This proposal applies the targeted focus area approach to farmland easements. A geographic area will be identified as a high priority for farmland preservation easement opportunities. Outreach to landowners will be conducted through a collaborative local approach. This will improve upon existing farmland preservation easement programs by being more effective with limited resources.

In building our 2017-19 operating and capital budgets, the Conservation Commission is taking the opportunity to create a new approach to implement conservation programs. A new approach that is more efficient and effective with limited resources. An approach that focuses on environmental performance and improvement. An approach that works with our Washington farms to achieve long-term success.

We hope that you will support these exciting proposals. If you or your staff have any questions, please feel free to contact Ron Shultz, SCC Policy Director at rshultz@scc.wa.gov, and Eleanor Dovey, SCC Fiscal Manager at edovey@scc.wa.gov.



2017-19 Capital Budget Request

	<u>2015-17 Actual</u>	<u>WSSC Request</u>	<u>WSSC Priority</u>
CREP Riparian Cost Share	2,600,000	3,500,000	3
CREP Riparian Cost Share – Reappropriation	800,000	500,000	
CREP Riparian Contract	2,231,000	4,007,000	2
CREP Riparian Contract - Reappropriation	500,000	400,000	
CREP PIP Loan	0	50,000	7
CREP PIP Loan – Reappropriation	150,000	100,000	
Natural Resource Investments- shellfish	4,000,000	6,000,000	1
NR Investments – Shellfish reappropriation		3,347,682	
Natural Resource Investments- non-shellfish	4,000,000	8,000,000	1
NR Investments Reappropriation	2,250,000	3,125,600	
Match for Federal RCPP	5,000,000	9,145,000	4
Match for Federal RCPP – Reappropriation		4,051,630	
Irrigation Efficiencies (via Ecology)	4,000,000	5,000,000	
Lust Family Farm Preservation	1,619,000		
SCC Ranchland Preservation Projects	7,573,000		
Farmland Preservation – Reappropriation		9,144,950	6
Farmland Preservation – New Project		4,000,000	5
R&D Grant – Deep Furrow Drill	350,000		
Dairy Nutrient Demonstration Low Interest Loans	5,000,000		
Dairy Nutrient Loan Reappropriation		5,000,000	8
Engineering		2,700,000	2
Totals:		WSSC Request: 37,402,000	
		New Over 2015-17: 19,521,000	



Washington State
Conservation Commission

2017-19 Operating Budget Request

	<u>2015-17 Actual</u>	<u>Carry-Forward</u>	<u>WSCC Request</u>	<u>WSCC Priority</u>
Fiscal Year 2015	6,778,000			
Fiscal Year 2016	6,848,000			
Fiscal Year 2017		6,810,000		
Fiscal Year 2018		6,797,000		
Sub-Total	13,626,000	13,607,000		
State Toxics	1,000,000	1,000,000		
VSP	7,600,000	7,600,000	9,350,000*	3
Food Policy Forum	50,000			
Wildfire Recovery	6,800,000			
Firewise	1,000,000			
Conservation Technical Assistance			5,030,000	1
Working Lands			1,648,000	2
Disaster Preparedness and Recovery			630,000	4
Fire Recovery/Firewise			6,460,000	5
TOTAL	30,076,000	22,207,000	15,518,000**	

* = NOTE: The request VSP figure of \$9,350,000 includes the \$7,600,000 carry-forward figure. The request on top of carry-forward is \$1,750,000

** = NOTE: This figure does not include the \$7.6 million VSP, but does include the \$1,750,000.



Washington State
Conservation Commission

September 15, 2016

TO: Mark Clark, Executive Director
Conservation Commission Members

FROM: Mike Baden, Regional Manager

SUBJECT: **Fire Recovery Funding Status Update**

Background/Summary:

Fire Recovery projects are currently being accepted from Conservation Districts. 74 fire recovery projects have been approved for funding to date. The total in cost-share funding allocated to projects at this point is \$1,186,254. These projects continue to consist primarily of fence replacements and plantings for erosion control. Projects submitted to date have all been from Stevens, Okanogan, Asotin, and Ferry Counties. We continue to consider how to address potential projects that may meet funding intent but don't necessarily "fit within the box" of normal cost-share projects. Some examples include multi-landowner irrigation projects, hazard tree removal, and noxious weeds. We continue to expect fire recovery projects to be submitted by Okanogan CD and possible others.

As of July 31st, all remaining funding has reverted to one pot from which all future projects will be funded.

As a reminder, projects can be submitted by CD's on an ongoing basis and will be compiled on the 1st and 3rd Thursday of each month. The project review committee will meet following each of these submittal deadlines to evaluate each project. The members of the committee are as follows:

- Commissioner Longrie
- Commissioner Beale
- Karla Heinitz
- Courtney Woods
- Mike Baden
- RM for project area

Cultural Resources will be addressed through the Cascadia Conservation district and coordinated by their staff archaeologists for efficiency and consistency in Cultural Resources review. They have already started initial consultations with DAHP and tribes for the affected areas. The Cascadia CD has entered into cooperative agreements with those districts where work may take place.

2016 Fires

As you are likely aware, there have been several fires during the past several months. Specifically, the cluster of fires that broke out over the weekend of July 19-21 prompted the governor to declare a State of Emergency for 20 counties in Eastern Washington. We have had several

requests of assistance from CD's that are actively engaging with landowners who have experienced losses and emerging natural resources concerns. There may be an opportunity to utilize some of our existing funding to meet priority needs based upon guidance from the Commission.

We continue to work with NRCS and FSA on the status of **federal funds**:

EWP

Projects in Okanogan County have gone out for bid and are under way. In addition, match was provided to Chelan County Natural Resources for an EWP exigency project in the amount of \$7,500 that has been completed. Match funding for 3 additional EWP projects has also been awarded to Chelan County totaling \$34,825. The Commission has a contract with Chelan County Natural Resources not to exceed \$150,000 for additional projects with Federal funding such as EWP but subsequent projects must be approved prior to formal award.

EQIP

NRCS has received \$2 million to fund fire recovery projects under EQIP for structural and forestry practices. \$1 million will be provided for private sign-ups and \$1 million for tribal sign ups. NRCS had approximately \$4 million in sign-ups by private landowners for structural and forestry practices and approximately \$34 million in tribal sign-ups. Preliminary awards have been made. CD's may be able to work with NRCS as the list of awards is finalized as there may be an opportunity to use state funding to cover some projects that were not funded by EQIP.

ECP

A task order has been signed with the Okanogan CD to conduct ECP post-installation inspections. The total state match requirement is roughly \$18,300 for approximately 1,000 miles of fencing. This amount is lower than originally estimated.

We will continue to monitor funds and shift funds as necessary as well as adjust the guidelines as necessary as more experience is gained and emerging needs become apparent.

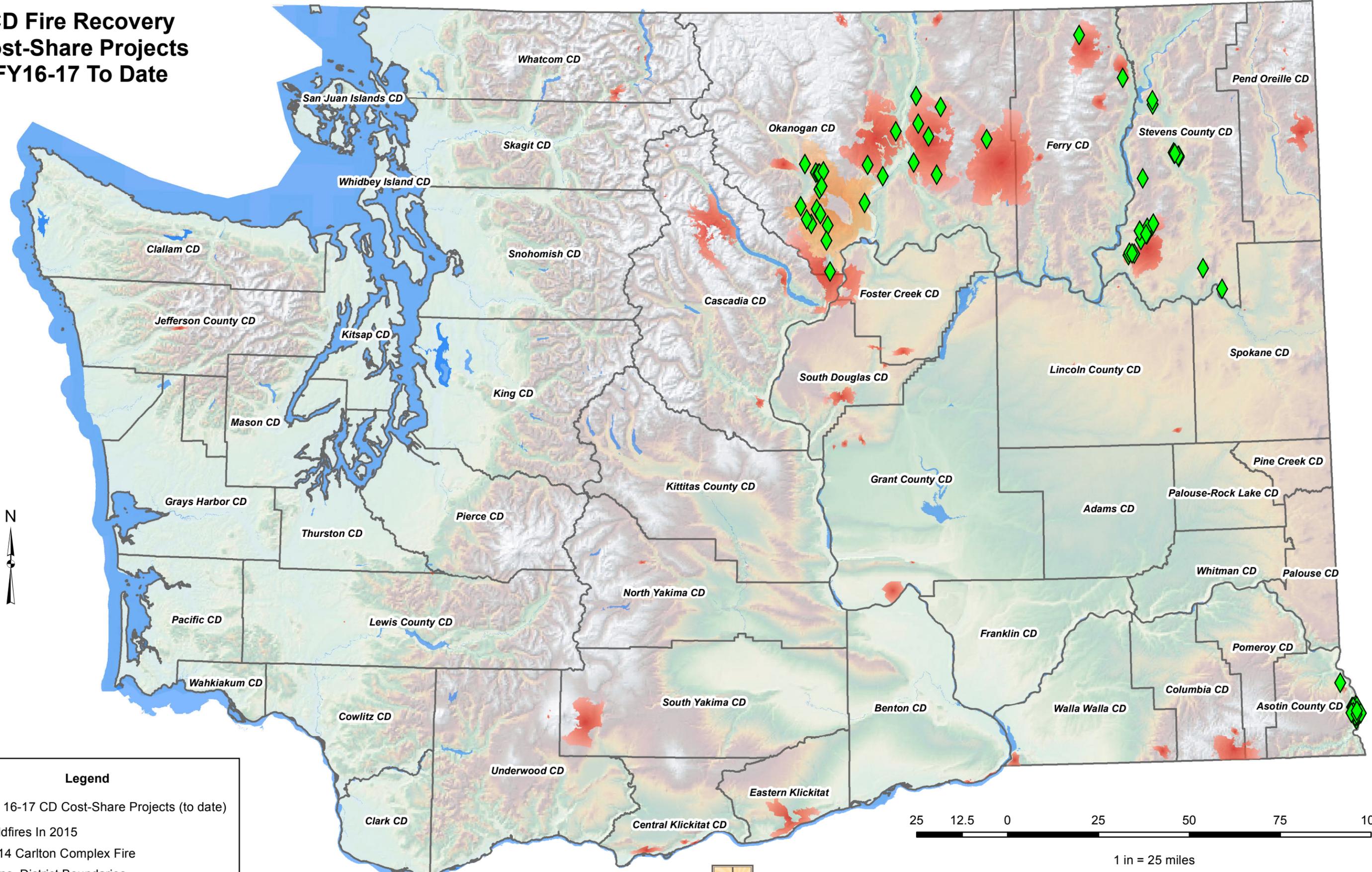
Action Requested:

Discussion and possible action regarding use of the current fire recovery allocation for funding activities related to the 2016 fires.

Staff contact:

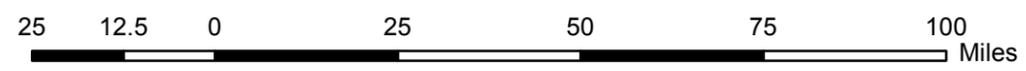
Mike Baden

CD Fire Recovery Cost-Share Projects FY16-17 To Date



Legend

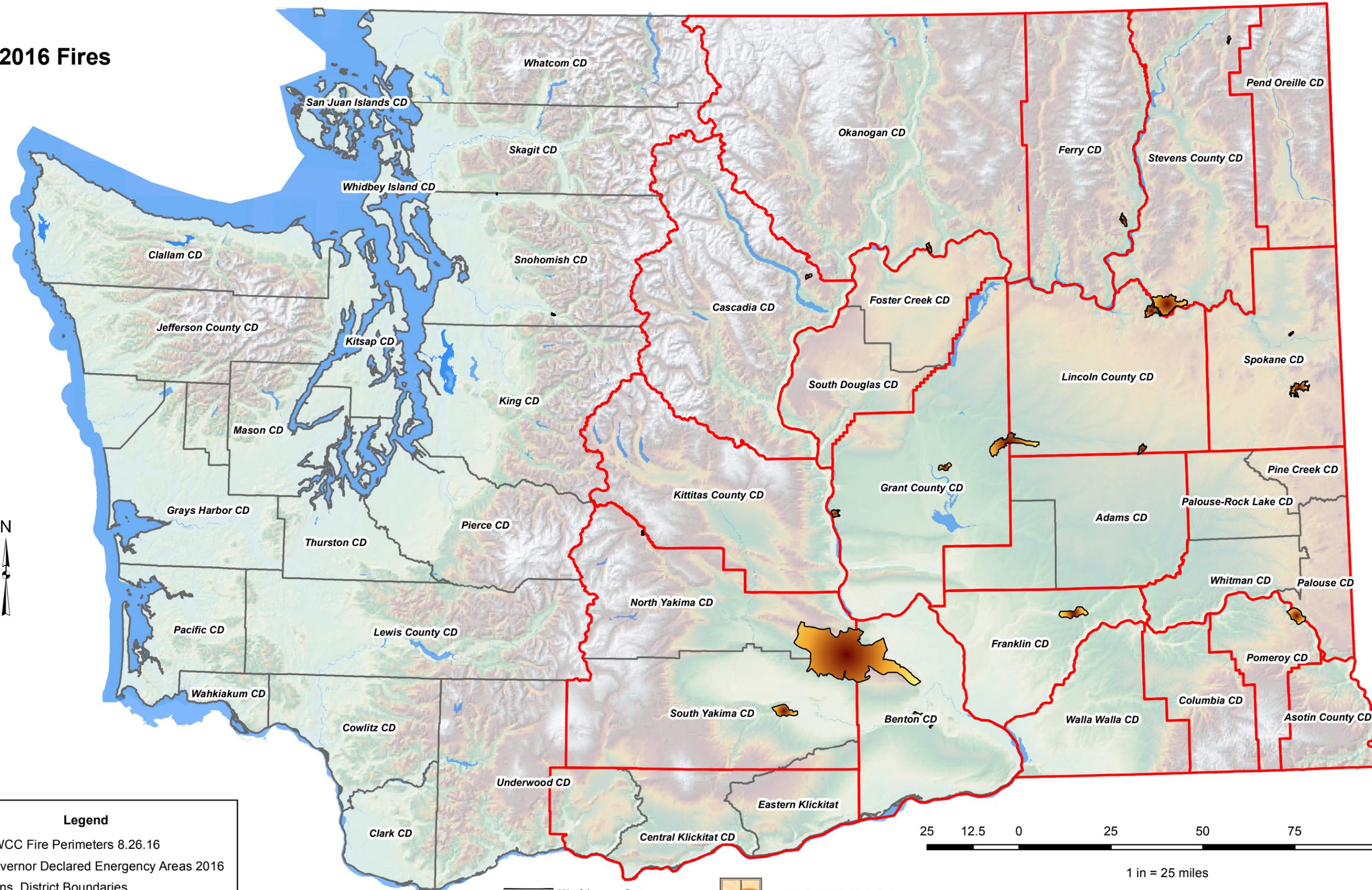
-  FY 16-17 CD Cost-Share Projects (to date)
-  Wildfires In 2015
-  2014 Carlton Complex Fire
-  Cons. District Boundaries
-  Hydro



1 in = 25 miles

Map created by: MB
 Coordinate System: State Plane Washington South
 Units: Feet, Datum: NAD 1983
 Wildfires in 2015 Data Source: <http://wacds.maps.arcgis.com/home/item.html?id=909b2547abda4ed4b8d049e68a735986>
 Carlton Complex 2014 Data Source: <https://fortrss.wa.gov/dnr/adminsa/DataWeb/dmmatrix.html>

2016 Fires



Legend

- NWCC Fire Perimeters 8.26.16
- Governor Declared Emergency Areas 2016
- Cons. District Boundaries
- Hydro



1 in = 25 miles

Map created by: MB
 Coordinate System: State Plane Washington South
 Units: Feet, Datum: NAD 1983
 NWCC Fire Perimeters Data Source: <http://wacds.maps.arcgis.com/home/item.html?id=4d9d79ad80ea4198a90f3a6ce2114548>

TAB 3



Washington State
Conservation Commission

September 15, 2016

To: Mark Clark, Executive Director
 Conservation Commission Members

FROM: Lori Gonzalez, Executive Assistant
 Bill Eller, Elections Officer

SUBJECT: Conservation District Mid-term Appointed Applications

Summary: The Conservation Commission received four Conservation District Appointed Supervisor Applications after the March 31, 2016 deadline. After the full term appointments were made in May, these are now considered ‘mid-term’ appointments, effective September 15, 2016 to May 16, 2019.

All applications were sent to Commissioner Dean Longrie, elected representative for the west region, Commissioner Lynn Brown, elected representative in the central region, and Commissioner Larry Cochran, elected representative in the east region, for vetting the applications received.

Applicant names were also submitted to the Department of Agriculture and Department of Ecology for further review. No concerns were reported.

A recommendation will be given by each regional member for your consideration at the regular business meeting on September 15, 2016 in Friday Harbor, Washington.

Below is a listing of the districts showing the incumbent and the names of the applicants.

Action requested: Appoint applicants as recommended and discussed to the appropriate conservation district board of supervisors. These will be mid-term appointments ending May 2019.

West Applications for Appointed Supervisor: Commissioner Dean Longrie

Conservation District	Applicant Name	Incumbent
King CD	1. Burr Mosby 2. Mark Sollitto	Jason Salvo

Central Application for Appointed Supervisor: Commissioner Lynn Brown

Conservation District	Applicant Name	Incumbent
South Douglas	1. Eileen Bone	David Linville

Eastern Application for Appointed Supervisor: Commissioner Larry Cochran

Conservation District	Applicant Name	Incumbent
Whitman	1. David Lange	Gary Luft



Washington State
Conservation Commission

September 15, 2016

TO: Mark Clark, Executive Director

FROM: Bill Eller, Election Officer

SUBJECT: Responses to the proposed edits and updates to the conservation district election and appointment manual, procedures, and electronic forms

Summary

Staff presented proposed changes to the election procedures, policies, and forms at the July Commission meeting. The Commissioners put forth the changes for comment and final adoption at the September Commission meeting. Comments have been received, adjustments made based on those comments, and a responsiveness document created. Final adoption of the proposed changes at the September meeting would allow them to be effective for the 2016-2017 election season.

Staff recommendation

Adopt the Election and Appointment Manual (EM) as revised, in its entirety, and adopt the consolidation of five on-line election forms into just two.

Action

Staff recommends adoption of the revised EM and electronic forms at this meeting so that they can be used for during the 2016-2017 election cycle.

Background

The Commission is authorized in Chapter 89.08.190 Revised Code of Washington to establish conservation district election procedures: "The Commission shall establish procedures for elections, canvass the returns and announce the official results thereof."

The Commission has adopted election rules in WAC Chapter 135-110, effective November 19, 2010. District elections are to be conducted annually, and must comply with election rules and procedures.

The election procedures exist to assist conservation districts and conservation district supervisors in the election, appointment, and replacement of supervisors in the State of Washington, and to assure fair treatment of all parties involved in such proceedings, and to provide guidance for compliance with WAC Chapter 135-110.

Summary of Proposed Changes

Election Date Survey: Currently, conservation district elections occur during the first quarter of the year (January - March). A district is free to choose any day or days during the months of January – March to hold their election.

The Commission proposed the adoption of a common date or week for district elections (sometime in the first quarter of the year (January-March)). If a date change is adopted by the Commission, it is not anticipated to take effect during the 2016-2017 election cycle.

No actual date change has been made, nor has any specific date or week been proposed yet, but the Commission sought input as to whether or not this should be adopted.

After a 45 day comment period, comments were received and analyzed by Commission staff and changes as appropriate were made to the EM and election forms.

Over 46 separate comments were received:

- A. Comments came from 16 CD's (Adams, Benton, Cascadia, Columbia, Cowlitz, Franklin, Lincoln County, Pacific, South Douglas, South Yakima, Spokane, Stevens County, Thurston, Walla Walla County, Whatcom, and Whitman).
- B. Comments were made by district managers, district staff, and one appointed supervisor.
- C. District managers made 18 comments.
- D. District staff made 29 comments.
- E. An appointed supervisor made one comment.
- F. On the question presented of *whether the Commission should adopt a common date or week for all district elections during the first quarter of the year?* Of the 16 CD's, there were:
 - Eight "Yes" votes (Cascadia, Columbia, Cowlitz, Lincoln County, Pacific, South Yakima, Thurston, Whitman).
 - Seven "No" votes (Adams, Benton, Franklin, South Douglas (same person voted twice), Spokane, Stevens County (three persons voted separately), Whatcom).
 - One *Indecisive* vote (Walla Walla County).

Please see the attached spreadsheet for the comments received and responses given.

Forms Change: Currently, there are 5 electronic election forms conservation districts are required to submit to the Commission during an election cycle:

EF1 – CD Election Information

EF2 – Candidate Verification

EF3 – Automatic Re-Election Checklist

EF4 – Due Notice Compliance

EF5 – Ballot Results Report

The proposed change is to retain [EF1](#) and combine EF2-5 into just one form – [EF2 – Election Report](#). All conservation districts would submit both [EF1](#) and [EF2](#) each election cycle. [EF1](#) is due before the election, on or before the candidate filing deadline established by each conservation district. [EF2](#) is due four weeks after the day set by the conservation district for the election (regardless of if the election is held).

There is no change to paper forms districts use for various election purposes. Those are:

PF-A – Candidate Information for Elected Supervisor Position

PF-B – Nominating Petition for Elected Supervisor Position

PF-C – Poll List

PF-D – Ballot Template

There is no change to the electronic appointment forms conservation districts use either to seek applicants to appointed positions or to verify the qualifications of persons the district appoints to serve out the remainder of an elected positions' term. Those are as follows:

AF1 – Conservation District Appointed Supervisor Application (same as old form)

AF2 – Mid-Term Elected Position Appointment Verification of Qualifications (same as old form, but re-titled)

Election and Appointment Manual changes: Staff proposed changes and amendments to the relevant sections of the EM to reflect the changes described above.

Further, to aid in the election process, a few additions to the EM were proposed:

1. New checklists for specific occurrences were added (converted from electronic forms):
 - a. How to automatically re-elect an incumbent,
 - b. Verifying a candidate's eligibility to serve and be pre-printed on a ballot, and
 - c. Documenting election results.
2. A new "master" election checklist with relevant links and references to the EM was created.
3. The policy related to mid-term vacancies in elected supervisor positions was updated and expanded to add a "best practice" of advertising vacancies to the public. To assist districts with that, a new policy (Appendix E - Sample Elected Board Positions – Mid-Term Appointments) was created.

The Election and Appointment Manual was revised based on the comments received.

This [link \(http://scc.wa.gov/wp-content/uploads/2016/09/Election-Appointment-Manual.final_track-changes-version.pdf\)](http://scc.wa.gov/wp-content/uploads/2016/09/Election-Appointment-Manual.final_track-changes-version.pdf) will take you to the "track changes" version of the EM so you can see each change made in detail.

This [link \(http://scc.wa.gov/wp-content/uploads/2016/09/Election-Appointment-Manual.final.pdf\)](http://scc.wa.gov/wp-content/uploads/2016/09/Election-Appointment-Manual.final.pdf) will take you to the final version of the EM, ready for adoption.

2016 - 2017 ELECTION AND APPOINTMENT CYCLE CHANGES - COMMENTS

Comment Number	Comment Date	District	Person Making Comment	Should the Commission adopt a common date or week for all district elections during the first quarter of the year?	Comment pertains to	Comment	Response
1	1-Aug	Adams	District Manager	No.	The common date or week	We coincide our election with our annual meeting to try and get more community involvement. Since we coordinate our annual meeting with various partners the odds of being able to continue to hold our election and meeting on the same day is highly unlikely if a specific date or week is adopted. If the window for elections needs to be narrowed perhaps the Districts could agree on a particular month in the first quarter.	Thank you for your comment.
2					Election On-line Forms	Consolidating forms would be great!	Thank you for your comment.
3	11-Aug	Benton	District Manager	No.	The common date or week	The Commission does not have the authority to force a common date or week. RCW 89.08.190 states: "...Each year after the creation of the first board of supervisors, the board shall by resolution and by giving due notice, set a date during the first quarter of each calendar year at which time it shall conduct an election...." We are not opposed to a common date but the RCW would need to be changed to give that authority to the Commission. The explanation above that states ..."Districts would no longer be able to choose their own date for election..." clearly violates the law. Just because the Commission has the responsibility to set procedure doesn't mean they can stomp on the board's responsibility to set the election date. A voluntary common election date or week would satisfy RCW 89.08.190.	Thank you for your comment. Under the current proposal, elections would be held during the first quarter of the year as required in RCW 89.08.190. The Commission proposes to adopt, pursuant to its authority in RCW 89.08.190 to establish procedures for elections, a procedure to set a common date or week for elections.
4	2-Sep	Cascadia	District Staff	Yes - a common date or week is acceptable.			Thank you for your comment.
5					The common date or week	A more narrow common election period may make it easier for the Commission to advertise and promote district elections on our behalf, perhaps elevating their significance in the public eye and quelling the accusations of "secrecy" from detractors. However, most districts choose a date and location that is manageable due to other factors - coordination with an event that will draw interested voters, availability of a free or inexpensive venue, or avoidance of conflicting events or likely weather disturbances. Selecting an acceptable common date may prove challenging.	Thank you for your comment.

Comment Number	Comment Date	District	Person Making Comment	Should the Commission adopt a common date or week for all district elections during the first quarter of the year?	Comment pertains to	Comment	Response
6					Election On-line Forms	I like the conditional boxes that appear depending on the makeup of the slate of candidates. It helps avoid confusion over what is needed.	Thank you for your comment.
7					Election Process Generally	The calendar and pre-planning the decision points and advertising will be much more important with a single reporting form. I'm not sure moving the Commission's notice to districts to an October 1 deadline is a good idea, given that the boards generally meet only once per month. It's awfully easy to miss a deadline in the last quarter of the year, when most of this has to happen if you have the election early in the year. Not such a big deal if the common date is February or March, I suppose.	Thank you for your comment.
8					Appointment Process Generally	Will EF-2 still be required if the appointment notice is not reported, but rather "promised," with the election notice information? If so, will the new form accommodate not filling in election-related required fields?	Thank you for your comment. A district will be able to submit EF2 even if the advertising for the appointment process is not yet finished by choosing the option "Not yet published, but will do so as described above" on the form. By choosing that option, the district is asserting that they will follow correct publication procedure.
9	1-Sep	Columbia	District Staff	Yes - a common week.			Thank you for your comment.
10	15-Aug	Cowlitz	District Staff	Yes - a common week.	The common date or week	Being the Elections Officer for 2 Districts (Cowlitz & Wahkiakum CDs) it would be physically impossible to hold 2 elections on the same date for both. Also, the later in the quarter the easier it will be to coordinate - we typically hold our annual community meetings in conjunction with our election(s). This process includes securing a location and keynote speaker, again this makes it impossible to hold on the same date.	Thank you for your comment. The Commission understands the logistical difficulties some districts face in administering multiple elections at the same time. Procedures would need to be adopted to handle multiple elections on the same day if that option is chosen.

Comment Number	Comment Date	District	Person Making Comment	Should the Commission adopt a common date or week for all district elections during the first quarter of the year?	Comment pertains to	Comment	Response
11	11-Aug	Franklin	District Manager	No.	The common date or week	The Commission does not have the authority to force a common date or week. RCW 89.08.190 states: "...Each year after the creation of the first board of supervisors, the board shall by resolution and by giving due notice, set a date during the first quarter of each calendar year at which time it shall conduct an election,..." We are not opposed to a common date but the RCW would need to be changed to give that authority to the Commission. The explanation above that states ..."Districts would no longer be able to choose their own date for election..." clearly violates the law. Just because the Commission has the responsibility to set procedure doesn't mean they can stomp on the board's responsibility to set the election date. A voluntary common election date or week would satisfy RCW 89.08.190.	Thank you for your comment. Under the current proposal, elections would be held during the first quarter of the year as required in RCW 89.08.190. The Commission proposes to adopt, pursuant to its authority in RCW 89.08.190 to establish procedures for elections, a procedure to set a common date or week for elections.
12	27-Jul	Lincoln County	District Staff	Yes - a common date or week is acceptable.	Election Process Generally	The Lincoln County Conservation District is in support of all proposed changes to the election process.	Thank you for your comment.
13	3-Aug	Pacific	District Manager	Yes - a common date.	The common date or week	I would like a common date that WSCC/WACD could advertise statewide. This would be a first step in changing how the state feels about our elected officials.	Thank you for your comment.
14	25-Jul	South Douglas	District Manager	No.	The common date or week	We have our election at our annual meeting each year. To specify a specific date or week in which to hold the election will decrease the amount of voter turnout. Please allow the districts to set their own date. We are locally driven and should be able to pick our own election date.	Thank you for your comment.
15	31-Aug	South Douglas	District Manager	No.	The common date or week	As a government entity lead locally, we should be able to pick the day. We do it at our annual meeting, which brings voters to the meeting. Setting a date that we have to use strips us of our local control and may result in even lower voter turnout.	Thank you for your comment.
16	11-Aug	South Yakima	District Manager	Yes - a common date or week is acceptable.	The common date or week	The board of supervisors would prefer a date or week in the month of March.	Thank you for your comment.

Comment Number	Comment Date	District	Person Making Comment	Should the Commission adopt a common date or week for all district elections during the first quarter of the year?	Comment pertains to	Comment	Response
17					Election On-line Forms	It would be great to decrease the amount of forms to fill out. Great idea!	Thank you for your comment.
18	25-Jul	Spokane	District Staff	No.	The common date or week	Other: common month rather than quarter range would be acceptable. Such as March. This would make reminders from the commission more timely and applicable to all districts regardless of their specific date.	Thank you for your comment.
19					Election On-line Forms	In the first multiple choice question, I would use question logic to determine the confirmation email sent to the recipient such that the email includes Checklist 2 for option A, checklist 1 for option B etc... rather than just the reference to it. I know you can do this with Wufoo, maybe formstack can too!	Thank you for your comment. All checklists are appendices in the Election Manual and can be found there. The checklists cannot, at this time, be seperated out from the Election Manual. The Commission will review the efficacy of your proposal during the next update of the Election Manual.
20					Election On-line Forms	In the opening statement, there is not (yet) a hyperlink to the manual.	Thank you for your comment. Link added.
21					Election On-line Forms	change "Are more candidate input fields still needed?" to "Was there another candidate?" or "Was there a second candidate?" Something less cryptic...	Thank you for your comment. The Commission will take this under advisement. Due to limitations with Formstack, making such a change requires considerable staff time as over 100 inputs would need to be changed on EF2.

Comment Number	Comment Date	District	Person Making Comment	Should the Commission adopt a common date or week for all district elections during the first quarter of the year?	Comment pertains to	Comment	Response
22					Election & Appointment Manual	<p>Checklist 1 has some errors.</p> <p>1st section: should be provide, not provided "... An individual who does not provided candidate information by the filing deadline..."</p> <p>2nd section: I think there should be declared, printed on the ballot candidates, and write in candidates. The concept of a declared, write-in candidate is too convoluted. I keep reading this sentence thinking there's an error, but I think it is technically correct, but based in a confusing system: "A candidate who submits a nominating petition after the filing deadline will be considered a declared candidate and their name will not appear on the official ballot."</p>	<p>Thank you for your comments. The change to "provide" has been made. The description of the candidate types is taken directly from WAC 135-110-350.</p>
23					Election & Appointment Manual	<p>Checklist 2, section 2 - should this reiterate the ability to post online and be compliant? "Has due notice of the election been duly published by the District? Has the date, time, place and manner of the election been published, at least twice, a week apart, the first time being at least one week before the candidate filing deadline and the second at least one day before the candidate filing deadline?"</p> <p>3B - item 1... what is the purpose of this? items 1- 6: aren't these all on form somewhere? Why is this all written out in long form in the check list. The check list should be a simple, quick reference.</p> <p>there is no mention of taking a photo of the "cancelled election due to auto re-elect of incumbent" signs on the front door. Is that a requirement?</p> <p>In the general checklist, explicitly say, "Adopt and Sign Election Resolution" along with "Set the parameters of your election at a Board meeting"</p> <p>I'm not sure what this means "Not post the names of candidates at the polls" ?</p> <p>change language to include using myvote.wa.gov rather than poll list for verification of voters on election day.</p>	<p>Thank you for your comments. In the checklists, the Commission strives to maintain a balance between brevity and the requirements of the WAC without generating undue confusion. WAC 135-110-370 requires, and past practical application has shown the efficacy of the details in Section 3B. Section 2 could be changed to reflect the on-line notice component, but that and the photograph documentation of the sign on the door (which is a best practice, not a requirement) is now covered by the certification process in EF2 - Election Report. The reference on the Master Checklist to not posting candidate names is explained on pg 24 of the Election Manual. The Commission will take under advisement the use of myvote.wa.gov as an alternative to poll lists.</p>

Comment Number	Comment Date	District	Person Making Comment	Should the Commission adopt a common date or week for all district elections during the first quarter of the year?	Comment pertains to	Comment	Response
24	26-Jul	Stevens County	Appointed Supervisor	No.	The common date or week	We hold our election/annual meeting in conjunction with the annual weed board meeting. We have a very high turnout of agricultural and forestry minded people. In an area of heavy winter, it serves our widespread community to have these two important agricultural informational meetings on the same day. We provide permit credit speakers for pesticide applicators and loggers. We feel we need to be able to continue this service for our community. We would not be able to do this if tied to one week or one day, and our turn out would be greatly reduced for elections if people had to come a second day into town.	Thank you for your comment.
25	3-Aug	Stevens County	District Staff	No.	The common date or week	Districts often coordinate with other agencies to hold this meeting jointly. They also may need to secure a meeting site to accommodate crowds. This would be much more difficult to do if we were limited to a particular week or date. We have had our meeting the third week of February for several years now and jointly hold this meeting with the local weed board. We would prefer to have freedom to choose the date ourselves.	Thank you for your comment.
26					Election On-line Forms	We would support consolidating the forms--anything to streamline the process is welcome.	Thank you for your comment.
27	17-Aug	Stevens County	District Manager	No.	The common date or week	a common week or day will disrupt many longstanding traditional elections held at annual meetings. This could increase costs and lower participation for districts that have to make changes.	Thank you for your comment.
28					The common date or week	A common date or week may work if there is significant funding long-term to make the changes or go to a ballot coinciding with other county elections such as schools, fire districts etc.	Thank you for your comment.
29					Election Process Generally	Current process seems to be working well for us, fear of making it more complicated or expensive is a major concern.	Thank you for your comment.
30					Election On-line Forms	do not see as issue but consolidation or simplifying is always good	Thank you for your comment.

Comment Number	Comment Date	District	Person Making Comment	Should the Commission adopt a common date or week for all district elections during the first quarter of the year?	Comment pertains to	Comment	Response
31	31-Aug	Thurston	District Manager	Yes - a common week.	The common date or week	We have had a fair amount of success with holding our election in conjunction with our plant sale, which is held the first Saturday in March. Therefore, would prefer that if a week is chosen, it be the first week of March.	Thank you for your comment.
32					Election On-line Forms	Appreciate the proposed consolidation of forms. This will help to eliminate confusion with numerous deadlines and reduce overall workload!	Thank you for your comment.
33					Appointment Process Generally	Given our recent experiences with appointments made by the WSCC, our staff encourages the WSCC to do more background checking of applicants prior to the appointment process...i.e. checking with board and staff of the affected district, reference checks, etc.	Thank you for your comment. The Commission will take this under advisement.
34					Election & Appointment Manual	I concur with all proposed changes in the manual.	Thank you for your comment.
35	24-Aug	Walla Walla County	District Staff		The common date or week	Moving to a common day or week may result in fewer ballots as we would likely no longer hold our election concurrently with the annual meeting. That said, if the decision is made to have a common day or week, the common week is better as it allows more flexibility.	Thank you for your comment.
36					Election & Appointment Manual	line 1771 requires applicants to submit forms electronically. Is there a reason applicants are not allowed the option of submitting in person?	Thank you for your comment. In order to achieve efficiencies (staff time, costs), the Commission requires applicants for appointed positions to submit their applications electronically. Applicants are encouraged to seek assistance at the District if they need assistance filling out the application electronically.

Comment Number	Comment Date	District	Person Making Comment	Should the Commission adopt a common date or week for all district elections during the first quarter of the year?	Comment pertains to	Comment	Response
37					Election Process Generally	In the process of filling a mid-term appointment, can candidates be asked to leave the open public meeting while other candidates are being interviewed?	Thank you for your comment. Under RCW 42.30.110(h), a governing body can go into executive session "to evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public."
38						Line 1548 and 1550 The example leaves out manner of election—isn't the notice supposed say we are determining the date, time, place, and manner of an election?	Thank you for your comment. There is no requirement in the notice of the intent to adopt an election resolution to specify the manner of election. However, in the adopted election resolution notice, manner must be included.
39						1788 I think it should be ask and receive, not asks and receives, though I could certainly be wrong. I did not do a slow check for errors like that but I did see that one.	Thank you for your comment. District are free to change the working of the sample policy for mid-term appointments to elected positions so long as the intent remains the same.
40						On checklist 2, number 5 is worded awkwardly. I recognize the problem of eliciting a Yes answer for a question that more naturally would be responded to in the negative. And it needs to be worded such that the first impulse is to answer yes, not no (unless the guy does plan to resign!). It could be reworded as follows:5. To the best of your knowledge, the incumbent plans to serve another term and has no intention of resigning before the last date of the election. (yes or no)	Thank you for your comment. The language used on #5 on the Checklist 2 Automatically Re-electing an Incumbent is taken directly from WAC 135-110-370.

Comment Number	Comment Date	District	Person Making Comment	Should the Commission adopt a common date or week for all district elections during the first quarter of the year?	Comment pertains to	Comment	Response
41						I'd rather keep the appointment of someone to fill a vacant seat simple. Is it safe to assume that the changes are being made after pressure from outside groups?	Thank you for your comment. We believe your comment pertains to the new sample policy for mid-term appointments to elected positions. After each election cycle, the Commission reviews its policies and procedures. This new policy was a result of that review process.
42	2-Sep	Whatcom	District Staff	No.	The common date or week	Having gone through more than one "controversial" election, it is helpful to have Commission staff present during the election day. It would be impossible to provide oversight by Commission staff at all 45 CD elections, if the elections were all held on the same date. Even if Commission staff could attend several elections in one day, it would greatly limit the time that the polls are open to have Commission staff there during polling hours for all Districts in their area.	Thank you for your comment. The Commission understands there would be logistical difficulties for Commission staff in observing 45 elections on the same day, or even during the same week. Procedures would need to be adopted to address these concerns.
43					Election & Appointment Manual	Page 45 - Replacement - "Districts should adopt a policy for mid-term replacement for elected supervisors. A sample policy is provided in Appendix E-Sample Elected Board Positions." The Commission directs District's on how to handle their elections through the Election & Appointment Procedures manual. Why wouldn't the Commission set a policy for vacancy replacement? Actually the Election & Appointment Procedures manual directs District's actions for replacement of elected supervisors later in the paragraph anyway. If we follow that why would an additional policy be required? The sample policy appears to be overly detailed. Why not just make the policy a part of the manual then the Districts would have to follow it as a matter of course, not requiring another separate policy for adoption? That would allow the Commission to make changes state-wide to that policy (as necessary) without needing all CD's to update their local policy.	Thank you for your comments. The Commission has provided some guidance in the Election Manual, Section H, on pgs 40-41, and in the sample policy in Appendix E. Districts are free to adopt the sample policy or create their own, provided it comports with the policies states in the Election Manual.

Comment Number	Comment Date	District	Person Making Comment	Should the Commission adopt a common date or week for all district elections during the first quarter of the year?	Comment pertains to	Comment	Response
44					Election & Appointment Manual	Page 63 section 4 office? Page 65, 66 & 67 Before Election Publish the notice... There is are some typos - "error! Reference source not found," should not be printed there. continued throughout the section.	Thank you for your comment. The errors referred to will not appear in the final version of the Eleciton Manual.
45					Election & Appointment Manual	Page 64 - Ballot Results Form - (and page 69 - After the Election) The Ballot form does not allow for counting of ballots by local Auditor's office. Due to recent concerns about counting done by the Conservation District polling officers, we had our local auditor's election office count the ballots and certify the count. This was deemed more "fair and impartial" by observers in our County. Ballots were kept secured and under the supervision of the election officer and a polling officer while being transported to the Auditor's office for opening and counting of ballots.	Thank you for your comment. The election supervisor is empowered to appoint polling officers under WAC 135-110-110. The Ballot form does not prohibit this.
46	17-Aug	Whitman	District Manager	Yes - a common week.			Thank you for your comment.



STATE OF WASHINGTON

CONSERVATION COMMISSION

PO Box 47721 • Olympia, Washington 98504-7721 • (360) 407-6200 • FAX (360) 407-6215

September 6, 2016

Larry Helm, Chairman
Whatcom Conservation District
675 Hannegan Road
Lynden, WA 98264

Re: Whatcom Conservation District (CD) Letter of August 17, 2016

Dear Chairman Helm:

Thank you for your letter of August 17th requesting assistance from the Commission on developing an agreement between the district and Ecology. I am glad to hear there is a desire to work together in a constructive way to the benefit of agricultural producers and landowners in your county. Issues do come up from time to time, even in the best of working relationships. Whatcom CD staff provide a wealth of expertise and technical experience to local landowners that is recognized both statewide and nationally. Ecology staff have a tough job of implementing their statutory authority for clean water under a regulatory framework. Working out a written agreement between the Whatcom CD and Ecology can only serve to provide a firmer footing for all staff to work upon.

At the Commission's July meeting, we heard of issues arising between Whatcom CD and Ecology. Of particular concern, was an unconstructive exchange with Ecology staff at the July 14 Board meeting, which Ecology attended specifically to address the working relationship between their agency and the CD. The Commission is always concerned when differences come up between CDs and our partner agencies. These differences sometimes have a way of spinning out beyond the borders of a district and impacting the broader CD community, preventing conservation to get done on the ground. We would welcome hearing your perspective about current issues in Whatcom County and invite you to participate in the upcoming Commission meeting in Friday Harbor on September 15th. If you are able to join us in Friday Harbor, please let us know as soon as possible so we may structure the agenda accordingly.

Again, we will be happy to provide assistance in any way we are able. We will also participate in the discussions as a signatory to the agreement. Please don't hesitate to contact your Regional Manager, Shana Joy, for assistance. She is also able to coordinate additional assistance or participation from others on our staff as well.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Clark".

Mark Clark,
Executive Director

cc: Whatcom CD Board Members
George Boggs, Whatcom CD Executive Director
Shana Joy, WSCC, Puget Sound Regional Manager
Doug Allen, Ecology Field Office Manager, Bellingham

September 2016 Commission Meeting District Operations Staff Report

(July 2016 to September 2016)

Conservation District Assistance Topics

1. 5-year planning & next steps
2. Agricultural Conservation Easements
3. appointed supervisor mid-term appointments
4. area awards & letters
5. Area meetings
6. audits, follow-up & exit conferences
7. board development
8. budget decision packages development
9. Commission meeting planning & tour
10. conflicts of interest
11. cost recovery for motor pool vehicles
12. cost share & webinar
13. CPDS entry
14. cultural resource & project review with tribes
15. Deep Furrow Drill prototypes
16. district budgeting
17. district operations
18. district policies/procedures including travel grants questions
19. ECP & task order
20. elected supervisor mid-term appointments
21. employment, assessments
22. engineering grants & services
23. filling board vacancies
24. fire recovery projects
25. Firewise projects
26. FLSA requirements
27. Good Governance
28. grants questions & addendums
29. hiring/recruitment,
30. implementation monitoring
31. interlocal agreements
32. JARPA & HPA requirements
33. landowner assistance with Ecology letters follow-up
34. landowner testimonials
35. meal policy

On Going Services

- District Operations Issues Resolved
- District Capacity Building Assistance
- CPDS & Project Development
- Sharing of Examples, Templates, Information
- Fire Recovery Assistance
- FireWise Project Assistance
- CRM Facilitation
- Cultural Resources Assistance
- Orientation & Open Government Training of new Supervisors & employees
- Good Governance District Assistance

36. motor pool vehicles
37. MOUs
38. new FLSA requirements
39. new Supervisor Orientation
40. non-shellfish funding
41. NW Engineering Cluster Committee support
42. open government training
43. open meetings
44. overtime for district employees
45. partnering and relationships with other agencies
46. personnel issues & policies
47. project interagency coordination
48. project identification and funding
49. project tours
50. public funds accountability
51. public records requests
52. rates and charges
53. RCPP projects
54. shellfish/non-shellfish project funding,
55. sponsorships
56. supervision of employees
57. supervisor election and appointment procedures
58. supervisor mid-term appointments
59. task order related questions
60. travel policy development
61. VSP & mapping
62. worked on area awards revisions
63. WSCC grant and cost-share webinar

See Listing on page 4 & 5 for summary listing of Regional Managers in-person assistance and follow-up with Conservation Districts

The Center for Technical Development (CTD)

Commission staff worked with the CTD LT on their July, August and September monthly meetings. There was good discussion on future training task orders with NRCS, improvement of the current database and Certification which went live September 1st. Members involved with the Riparian and Instream Considerations in Conservation Planning course met to finalize the agenda and logistics for the course. Mentor documentation forms from mentors for each student which are due September 16th.

Commission staff worked on finalizing logistics for the *Riparian and Instream Considerations in Conservation Planning* course Spokane session, September 19 – 23. Applications for the second session of this course continue to be processed as they are received. Acceptance letters have been sent to 9 CD employees for this course. NRCS has 5 employees enrolled. The first session of the Riparian and Instream Considerations in Conservation Planning course took place this reporting period in Olympia, WA with 19 students enrolled (6 NRCS students & 13 CD students).

At the CTD LT August Monthly Meeting held on August 3rd, Bill Eller presented information about VSP to the group. There was good discussion about the CTD's involvement with future training needs related to VSP for Districts and others. The CTD also will begin drafting task orders and working with NRCS on this process for future training needs.

Other course updates: The CNMP course will be wrapping up in August. Students will be submitting their final plans for review to Tracy Hanger with NRCS. The Basic Conservation Planning courses are well underway. Students have been assigned a mentor and are currently working with their mentor to develop their final plans. Final plans are due to Jenifer Coleson with NRCS in September. Final comments and revisions are due to Nichole Embertson from the Technical Review Committees for the Dairy, Farm Planner and Riparian Certifications.

CTD LT & WSCC LT met for an in-person quarterly meeting this reporting period. There was good discussion about deliverables accomplished during FY16, upcoming deliverables in FY17 and the development of FY18 & FY19 deliverables and budgets. Nichole Embertson and Jess submitted material for the July and September Commission packets for the CTD. The material included information about the deliverables accomplished during FY16, information about deliverables that will be accomplished during FY17, as well as remaining funds available to complete the deliverables. For more information contact [Jess Davenport](#).

Good Governance Work Group

The work group was formed for developing a revised Good Governance System that includes performance measures. Members include: Dean Longrie, Larry Cochran, Lynn Bahrych, Larry Davis, Anna Lael and the WSCC Regional Managers. The first meeting of the newly formed Good Governance Work Group was held in Ellensburg this reporting period with discussions of what the Good Governance system would look like when it was accomplishing what we want; ideas for process and policy, and a first look at elements for both meeting legal requirements (accountability) and performance measure (best practices). The group is suggesting an accreditation model be considered and a new that the new program be named "Conservation Accountability and Performance Program" (CAPP). Their work will continue next week with a net meeting in advance of the Commission September meeting. For more information contact [Ray Ledgerwood](#).

NRCS/WSCC Partnership Meeting

Commission staff participated in an NRCS/WSCC partnership meeting where we discussed task orders, current challenges such as fire recovery assistance to landowners, budget, EQIP and other Farm Bill programs, conservation planner certifications, VSP, and local work groups. For more information contact [Ray Ledgerwood](#).

Fire Recovery

Mike Baden continued work on fire recovery project activities including: answering fire recovery related questions, mapping fire recovery projects, compiling project applications, worked on ECP task order; worked on other ECP and EQIP related items; continued to keep tabs on federal funding status, monitoring active fires, view of Yale Road fire area, met with Spokane CD to discuss Fire recovery inventory.

Mike planned and facilitated the Fire Recovery Review Committee Meetings throughout the reporting period. The Fire Recovery Review Committee awarded 30 fire recovery projects in Okanogan, Ferry, Stevens and Asotin County CDs in their first meeting; then awarded \$407,945 in funding to CD's for 15 projects in the next meeting; and awarded EWP project match to Chelan County and five additional projects were awarded funding totaling \$147,816.

Mike also monitored currently active fires and developed preliminary guidance for districts impacted by 2016 fires. A data request has been sent out to the 20 districts with current emergency declarations. For more information contact [Mike Baden](#).

Firewise

Commission staff participated in a discussion with the Firewise committee of district staff regarding cost share and cultural resources for work under the Firewise funding. An FAQ document has been developed and will be shared by email with all funded Firewise districts as well as posted to our website. Shana responded to questions regarding cost share under the Firewise funding. For more information contact [Shana Joy](#).

WDA Dairy Nutrient Program Advisory Committee

The first work session of the WDA Dairy Nutrient Program Advisory Committee was held this week in Olympia with the group considering what topics they need to address, recommendations to improve the current program, gaps in the current program. Also included in the meeting was a briefing on the current WDA Dairy Nutrient Program including role of Commission, Conservation Districts, Ecology and other partners. The group came up with nearly 20 recommendations and/or gaps for consideration including expansion to all nutrient management. The next meeting of the group will be in October. For more information contact [Ray Ledgerwood](#).

District Operations Briefs

Stu Trefry coordinated with MRSC on updating guidelines for contracting and bidding for conservation districts that will be written into a District Operations Brief. Stu also worked on a nearly final Operations Brief on the new FLSA rules related to overtime and coordinated with WSCC staff to draft/compile and edit the August issue of Quick Notes. Stu also began the process of re-producing a portion of Orientation Module 3 to replace references of TPDW with CTD and participated in the WADE planning conference call. He also connected with Enduris to develop guidance for conservation districts on multiple issues including new employee overtime federal regulations, and connecting their online resources on our website. For more information contact [Stu Trefry](#).

WACD Annual Meeting Planning

Shana Joy participated in a conference call of the WACD Annual Meeting Planning Committee and sent a message to Bob Schroeter letting him know the Commission's needs for this upcoming event. For more information contact [Shana Joy](#).

Envirothon

Stu Trefry met with President of Envirothon and WACD Exec on Envirothon program recommendations and action items. For more information contact [Stu Trefry](#).

WRIA 34 RCPP

Ron Shultz, Mark Clark, Karla Heinitz, and Ray Ledgerwood worked with Palouse CD staff and Larry Cochran on WRIA 34 RCPP riparian buffer incentive concepts including state funding requirements and amendments to the RCPP funding pass through agreement. For more information contact [Ray Ledgerwood](#).

Chehalis Flood Project Funding

Stu Trefry represented the Commission at a meeting of the Chehalis Project Management Team to discuss 17-19 budget needs and the spending of current allocations and worked with Chehalis Basin districts to finalize addendum for Chehalis Basin Flood dollars. Stu Trefry coordinated with Mark Clark and Brian Cochran and met with Ecology Staff regarding the newly authorized Office of the Chehalis Basin. Stu with Brian, attended a meeting of stakeholders hear about the Chehalis Restorative Flood Protection Alternative being proposed by the Quinault Indian Nation and he continued to follow up with WDFW, Chehalis Flood Authority, and the Chehalis Basin conservation districts on spending project money. For more information contact [Stu Trefry](#).

RCPP

Stu Trefry coordinated a net meeting and face to face meeting of SW conservation districts to develop an RCPP proposal by September 19th. Ray Ledgerwood worked with the Palouse CD on a riparian buffer incentive program white paper under the WRIA 34 RCPP project. The proposal provides for three options to enroll buffers...Option 1 twice FSA rental rate for forest riparian buffers or 1.5 times rental rate for filter strips; Option 2 pay costs for preparing parcel to go into an easement; Option 3 market based difference between revenue from a working buffer and crop. For more information contact [Ray Ledgerwood](#).

Farmland Preservation

Stu Trefry participated in the RCO's Farmland Preservation Advisory Committee this week which heard two full days of project presentations. The proposals were then ranked for potential funding. For more information contact [Stu Trefry](#).

Budget Decision Packages

Regional managers listened in to the Special Commission Meeting this reporting period and continue to assist with editing and refining budget decision packages including Disaster Preparedness and Recovery decision package maps, CRM decision package, Farmland Decision Package, and engineering decision package. For more information contact [Ray Ledgerwood](#)

CPDS

Stu Trefry participated in a net meeting between Commission staff, Enkon, the "beta group" of district staff to discuss improvements to the CPDS system. For more information contact [Stu Trefry](#).

Task Orders

Regional Managers and financial staff met with NRCS Area Conservationists to review status of the task order work by conservation districts including issues to be resolved and potential task orders to be developed. The group also discussed an amendment to the 5 year agreement for more funding for a next round of task orders and language in the agreement regarding legislative appropriation that could limit amount of match funding from state. For more information contact [Ray Ledgerwood](#)

NW Engineering Cluster Commission staff participated in a meeting of the NW Engineering team this reporting period to assist the team with working through outstanding issues. Ray Ledgerwood facilitated the session and progress was made in team visioning, recommendations to address issues, and a path forward for communications and finalizing an engineering team agreement. Commission staff also facilitated a monthly conference call of the NW Engineering Cluster Committee this week. All 4 participating districts have signed an agreed upon engineering cluster agreement (Skagit, Whatcom, San Juan Islands, and Whidbey Island) and a budget for FY17 has also been reviewed and approved. Monthly teleconferences will continue with support from Commission staff. For more information contact [Shana Joy](#)

State Auditor

Shana Joy worked with RMs and the State Auditor's Office to answer audit-related questions. For more information contact [Shana Joy](#).

Washington Cattlemen

Ray Ledgerwood worked with Jack Field, Executive Director, Washington Cattlemen Association on a work session design for a strategic planning follow-up work session on August 16 for the WCA State Board. For more information contact [Ray Ledgerwood](#)

Washington Grown

Jess Davenport attended Washington Grown Segment for North Yakima with Laura Johnson, Mike Tobin and Jack Fields. For more information contact [Jess Davenport](#).

District Testimonials

Regional Managers completed a status report on district cooperator and partner organizations testimonials. WACD will be sending out a survey to each district regarding the work being done. For more information contact [Ray Ledgerwood](#)

Commission Meeting

Regional Managers contacted Commission Members with updates by area in preparation for the July and September Commission meetings. Bill Eller presented on District Supervisor election recommended procedure revisions. Ray Ledgerwood presented the FY2016 Good Governance status, and Center for Technical Development report. Shana Joy provided a written report on Firewise project funding and Mike Baden provided a written report on Fire Recovery Project activities. For more information contact [Ray Ledgerwood](#)

RM In-Person Meeting and Implementation Monitoring Training

Regional Managers held an in-person meeting including implementation monitoring training and project review with Pacific CD staff. The RMs completed Good Governance FY16 report, draft area awards summary, land owner and stakeholder testimony techniques, SAO audit scheduling, coordination on budget development questions, supervisor training, and assistance for the Center of Technical Development. For more information contact [Ray Ledgerwood](#)

Assisting Partner Agencies

Stu Trefry served on an interview panel for the selection of the new Ecology SW Region Watershed Unit Manager. For more information contact [Stu Trefry](#).

National Partnerships

Stu Trefry represented the Pacific Region on the NASCA Policy Committee which approved a revised policy originated by WSCC in 2009, on serving small acreage landowners. Stu also represented NASCA on a teleconference of the NACD Urban & Community Resource Policy Group. Stu Trefry with Shana Joy and Mike Brown, discussed and drafted revisions to a proposed policy on conservation assistant to small acreage landowners. Stu also followed-up with NACD staff on work of the NACD Urban & Community Resource Policy Group as well as the process for managing the newly approved Urban Agriculture grants. He also assisted RMs in preparing for the NASCA Field staff sharing session. Shana Joy, Stu Trefry, and Bobbi Lindemulder presented at the NASCA Webinar on Small Farms Conservation Programs in Washington State including Snohomish CD. Other presenters were from Vermont, Delaware, Colorado, Michigan and Alabama. The recorded webinar is available on the NASCA website. Also, Stu Trefry served on a committee that reviewed 63 applications for an NACD grant program for urban agriculture. For more information contact [Stu Trefry](#) or [Shana Joy](#).



WSSC Center for Technical Development (CTD)
September 2016 Commission Meeting

Job Classifications

A1. Develop statewide district staff job classification definitions and levels (ie. Specialist, Coordinator, Technician, Manager, etc.)

Work continues to be done to catalogue the various job classifications and titles used in CD's in Washington. To date, job descriptions for technical staff from 10 districts have been gathered.

Training

B1. Complete an annual training needs inventory (TNI) survey after WADE to help guide future training events. | Maintain Training calendar. Collect and promote (as appropriate) training events around WA.

The annual training needs inventory survey is completed. Data has been analyzed from the survey and training needs have been identified for #96 conservation district employees who completed the survey. This data will be used to identify which trainings will be developed and offered by the CTD. The CTD is also working cooperatively with NRCS to partner on appropriate training events to maximize opportunities for CD staff.

Training events are posted on a CTD maintained calendar which is referenced each month in the CTD GovDelivery newsletter. New and relevant training opportunities are continually added to keep the calendar up to date and publicized in the monthly CTD newsletter. Non-CTD sponsored events are collected and sent out as a "Special Non-CTD Training Announcement".

B2. Participate in NRCS Employee Development Committee (EDC) & NRCS TAC (tech advisory committee). | Coordinate with NRCS and organize some of the core training events such as Conservation Planner, Nutrient Management, CNMP and Pest Management.

CTD holds a regular seat and continues to work cooperatively with NRCS to develop and maintain a joint training calendar, the TNI which includes training requests by both NRCS and CD personnel, and facilitate joint delivery at training events. A meeting is scheduled in October to begin organization of training events by comparing training needs of CD and NRCS employees based of the TNI for each organization.

B3. Develop and conduct CD lead training events Explore employee training on how to work with landowners on individual basis and group basis to support VSP and CRM. | Provide training opportunities for continuing education unit (CEU) toward certification

requirements. | Coordinate with Washington Association of District Employees (WADE) conference to include training tracks specific to certifications (CEU for maintaining Dairy, Riparian, and Farm Planner certification) and District employee training needs gathered from the TNI.

CTD & NRCS core training event updates:

- **Comprehensive Nutrient Management Plan Development (CNMP) course** – To date, 2 out of 6 CD employees who attended the training have submitted their plans for review to Tracy Hanger, NRCS.
- **Basic Conservation Planning course** - Students will submit final plan to Jenifer Coleson from NRCS for review by September 7th (first session students = 15 CD employees) and September 16th (second session students = 19 CD employees).
- The first session of the **Riparian and Instream Considerations in Conservation Planning course** that was held in Olympia, WA was completed. There were 13 CD employees who attended this course.
- The second session of the **Riparian and Instream Considerations in Conservation Planning course** will be held September 19th – 23rd in Spokane, WA. Currently there are 9 CD employees signed up for this course.

Course title	Employees Attended	Employees completed course requirements	Notes
<i>Comprehensive Nutrient Management Plan Development (CNMP)</i>	6	TBD	Plans are currently being reviewed
Basic Conservation Planning	34	TBD	Plans are due 9/7 & 9/16 and will be reviewed by NRCS.
Riparian and Instream Considerations in Conservation Planning	22	13	No plan due. 1 st session complete, 2 nd session Sept 19 th - 23 rd

In 2015 & 2016 the CTD supported CD lead training events which included ArcGIS trainings and nutrient balance/management and feed and forage management trainings. Data from the TNI is being used to develop CD lead training events for 2017. These training events may include CRM, VSP, GIS, Plant ID, etc.

The CTD is working with the WADE leadership to develop training tracks at the WADE 2017 Conference specific to certifications which include Dairy, Riparian and Farm Planner. Also, data gathered from the TNI about district employee training needs will be utilized to assist with track content development at WADE. The first meeting has been scheduled in November to meet with WADE leadership to develop tracks for Planner Certification CEUs.

Certification

C1. Implement and manage current certification processes (Dairy, Riparian and Farm). This includes total program structure and support, planning, communication, and promotion of individual certification programs.

The CTD Certification Program is officially live as of September 1st. There are three certifications that are being offered: Dairy Planner, Farmer Planner and Riparian Planner. There are three levels for each of these certifications to support different levels of expertise in planning. The first round of applications are due December 31st 2016 and the second round are due June 30th 2017. Guidelines for each certification are available on the CTD website.

C2. Coordination of mentoring and continue education for certification program.

Based on work being done for the database, experts in various disciplines are being identified and catalogued as potential mentors for different certification disciplines. This program will be further developed as the Certification program grows. At this time, a mentor for each of the three planning certification disciplines (dairy, farm, and riparian) has been identified and enrolled as the program mentor.

C3. Develop new certification as needed. Identify leaders/coordinators for each certification and provide support for program development.

Currently there are three certifications being offered by the CTD. The Dairy Certification lead/coordinator is Nichole Embertson, the Farm Planner Certification lead/coordinator is Bobbi Lindemulder and the Riparian Certification lead/coordinator is Brian Cochrane.

New certifications may include LID, Forestry, Shoreline and Irrigation. Further development will be explored in 2017.

Planning Tools and Templates

D1. Develop and support comprehensive planning groups to outline planning programs and define the various types and levels of CD planning with landowners; create templates for each of the plan types with consistent formatting and content, list all assessment tools and resources for statewide planning.

Work continues on the Farm Planning Certification on state-wide templates. Most of the assessment tools and resources for statewide planning have been discussed, identified and reviewed. However, as new ones are identified or developed they will be updated and/or updated.

The dairy planning group is working on statewide coordination of the planning templates and elements of the DNMP. Planners from eastern and western WA have been designated and are participation on a statewide group to advise WSDA on the Dairy Nutrient Management Program elements. Additionally, they are working on framing the future integration of the DNMP and CAFO MPPP plans.

D2. ID/create planning fact sheets and information materials, priority emphasis: dairy, riparian, small farm, LID, shoreline, education and outreach, etc.

Work continues on fact sheets and information materials. There are some good tools already existing but not used widely yet state-wide. We are still gleaning information from other districts that can be added to the website.

D3. Maintain a clearing house for ensuring that technical employees have convenient access to necessary tools for conduction site assessments and evaluations. Add pages and content when needed.

The CTD website has preliminary content available for Farm Planners. Future content will be suggested and curated by the planning groups.

Communication and Outreach

E1. Enhance and maintain communications system including newsletter, emails, calendars, website and others. Continue and maintain CTD monthly newsletter (formatting, obtaining/writing articles, dissemination, updating, addressing feedback, etc.).

The CTD website (www.wactd.org) continues to serve as a source of good information to CD staff and is updated regularly.

The CTD monthly GovDelivery newsletter continues to gain new subscribers and is also located on the CTD website.

E2. Continue general communication promoting and outreach (i.e., phone contacts, presentations, meeting attendance, personal contact).

Ongoing and expanding.

Technical Expertise, Mentoring and Job Shadowing

F1. Coordinate CD job shadowing and mentoring opportunities with personnel experienced in their discipline (priority service to: conservation planning attendees, and new hires). Cost share for mentor to interact with mentee.

There were 26 mentors that were utilized for the core training course titled Basic Conservation Planning which included 34 students. Each student was able to have access to a mentor to assist with the development of their final plans which were submitted to NRCS staff for final review. The mentor documentation/evaluation form was completed. Each mentor and student/mentee complete and submit the document to the CTD after course completion.

Larry Brewer is the CTD Mentor Coordinator. He was a source of information and answered questions for mentors and students.

Mentor job description is almost finalized. This include duties, responsibilities and expectations. Feedback from mentors that assisted with the Basic Conservation Planning course will be incorporated into the document.

Mentor reimbursement form was created and distributed to mentors.

F2. Update and manage database and develop a list of experts by discipline for purposes of mentoring, peer-to-peer training, and for technical input on policy and programs.

187 of 214 CD "technical staff" – those whose job titles include technician, planner, specialist, and/or coordinator as well as district managers – from around the state were contacted to populate the CTD database. A list of contacts was generated using the WACD directory dated Dec. 2015. Improvements to database are planned for late 2016 to allow for more efficient queries of data, ease of data entry, and long term maintenance of database. A second round of personnel updates will take place in late 2016 through early 2017 to maintain accurate, current information.

F3. Coordinate with WSCC Policy Director and engagement of CD technical experts in federal, state, and local policies and programs related to conservation activities.

Experts are being identified as needed for engagement in policy and training.

Science, Research/Demonstration, and Effectiveness Monitoring

G1. Develop framework of the Research, Implementation, and Effectiveness Monitoring Program including: job description/qualifications, collaboration/partners, program activities, legal construct, support webpage, materials (QAPP, SOP, protocols, contacts, etc.)

General guidelines and protocols for research/demonstration have been outlined. The CTD is working with both the Puget Sound Caucus, as well as the WSCC to develop effectiveness monitoring protocols/projects and a comprehensive research program, respectively. The WSCC and CTD recognizes this as an important area in the near future and is devoting time to ensure CDs have the information and training they need.

G2. Discovery Farms – Development of DF program for WA State including branding, overall framework, field set up, standard operating procedures, research support, and data sharing protocols.

The Discovery Farms (DF) program is still under development, but has made great strides. Four sites are being established with one paired site underway for fall data collection, and three more in the early stages of development for data collection starting fall 2017. There has been statewide buy-in to the DF program from partners and CDs continue to be involved in the national DF program through regular communications and annual meetings.

Quality Assurance

H1. Revise and complete Quality Assurance Quality Control (QAQC) Plan for conservation planning.

This task is number one priority for 2016-17, beginning September 2016, and work is underway.

H2. Coordinate with WSCC to assist with implementation monitoring of practices when needed.

This task is somewhat dependent on Task H1, and additionally, there have been no requests from WSCC at this time.

H3. Work with WSCC to include in the good governance that CDs have an internal plan review process. Draft internal review guidelines and examples to support development of plan review. Develop guidelines and pilot plan quality documentation checks for Districts, with CTD to offer assistance to improve their plan reviews and/or content.

The materials to implement this task are H1 and H2 focus.

CTD Coordination

J1. Administration, budget, and financial support for workgroup tasks billing and reporting.

The web based time tracking system that has been put in place to effectively track CTD costs is working very well. Whatcom CD is administering the budget and reporting monthly to the CTD.

J2. Participation in CTD Leadership Team (LT) meetings and quarterly CTD LT and WSCC LT meetings.

The CTD continues to participate in monthly meetings. The CTD LT have met with the WSCC LT for a quarterly meeting in July. The next quarterly meeting is scheduled for November.

CTD Contact Information

For more information on the CTD activities, please contact:

CTD contact: Nichole Embertson
nembertson@whatcomcd.org

WSCC contact: Jess Davenport
jdavenport@scc.wa.gov

TAB 4



Washington State Conservation Commission

September 15, 2016

TO: Mark Clark, Executive Director
Conservation Commission Members

FROM: Shana Joy, Puget Sound Regional Manager and Policy Assistant

SUBJECT: Firewise supplemental funding

Summary: In the 2016 legislative session, the legislature appropriated one-time funding of \$1,000,000 to the Conservation Commission for conservation districts to implement Firewise. Commissioners approved funding guidelines for the allocation of the funds to conservation districts on May 10, 2016 and an updated was provided at the July 21 Commission meeting. Since that time, the following actions have occurred to distribute the remaining Firewise funds:

- 2 additional project proposals were received from conservation districts,
- The review committee composed of regional managers, financial staff, Commissioner Dean Longrie, and the DNR Firewise Coordinator reviewed the proposals,
- The committee acted to immediately award funds to 1 proposal and to request additional detail on the second proposal, a response is awaited from the conservation district on the outstanding proposal,
- To date \$970,185 in Firewise funding has been allocated to 21 conservation districts

Districts awarded funding: Asotin, Cascadia, Central Klickitat, Ferry, King, Kitsap, Kittitas, Lincoln, North Yakima, Okanogan, Pend Oreille, Pierce, San Juan Islands, Skagit, Spokane, South Douglas, Stevens, Underwood, Walla Walla, Whatcom, and Whidbey Island.

Regional managers will continue to collaborate with the DNR Firewise Coordinator and regional DNR staff to leverage resources and seek efficiencies wherever possible. Joint regional training opportunities are being explored on Firewise principles and home assessment procedures among other pertinent topics.

Staff Contact: Shana Joy, Puget Sound Regional Manager and Policy Assistant, sjoy@scc.wa.gov

TAB 5

September 15, 2016

TO: Mark Clark, Executive Director
Conservation Commission Members

FROM: Ray Ledgerwood, Regional Manager Coordinator

SUBJECT: **Good Governance Revision Update**

Background/Summary:

The WSCC Good Governance Work Group met in-person on August 31st in Ellensburg to begin work on a new Good Governance system that includes performance elements. Meeting notes are included in the September Commission Meeting Packet. The work group envisioned what a Good Governance system would look like when working well; considered the background and need; reviewed input from district and state leaders; the timeline for revision; revision to policy and procedures; and proposed elements for the new system including performance and accountability.

Recommending a name change to **Conservation Accountability and Performance Program (CAPP)** that would reflect both legal requirements (accountability) and performance best practices. Recommending three levels...Accreditation; In Compliance and Not in Compliance.

The group will meet again via net meeting on elements for the system.

Action Requested:

Discussion and possible support on concepts presented coupled with direction to the work group to complete the elements and descriptions then send to Commission members, staff and Conservation Districts for review and feedback.

Staff contact:

Ray Ledgerwood, rledgerwood@scc.wa.gov.

Session Objective: Development of the revised Good Governance system that includes performance based elements.

Opening Comments, Introductions, Agenda & Session Objective

Ray opening comments and review of group 'charge', session agenda, objective

Visioning Good Governance Working Well

Individuals shared notes on what the Good Governance system looks like when working well

- Meet the legalese required
- Needs to have a performance piece
- Would not take money away from districts needing help
- WACD convention recognition for districts meeting or exceeding
- Go to legislature for funding to reward performing district
- Reports would reflect the differences in district performances
- Build from where we are at now
- Important for the conservation community to take a moment to congratulate ourselves for 45 districts meeting the current threshold
- Tool for building capacity...not to punish
- Objective...as little subjectivity as possible
- Fair to all districts
- Districts all know what is expected...precisely what it is they are expected to do including Implementation of priority practices in their district & Community outreach and education component
- Actual implementation for practice implementation, outreach, and education is verified by RMs...listing or checklist
- Commission reviews and response with consequences...appropriate to results of verification
- Self-evaluation would be larger part of this including supervisors involvement...what do the districts think of how they are performing...could include a form of some kind turned into RM
- Rollout of this has to be thoughtful including comments by CD supervisors and employees...webinars and training for clarity including thoughts of this group (pilot)
- RMs must verify self-evaluations (see verification above)...would draw out difference of opinion on certain elements
- Clarity who has final say on ranking
- Self-evaluation should include annual plan of work and long range plan reviews
- Self-evaluations would include appropriate role of supervisors for accountability...without micromanaging
- Will allow for differences in approach as defined by the board of supervisors
- Will address challenge where you get into working with what supervisors and staff identify what are environmental priorities without resources to address
- Commission members need to know of district issues that arise
- Will introduce flexibility in system to reflect differences in district governance approach
- New system has to respect the locally led foundation of districts...such that the district compares itself to itself (baseline and improvements) and its potential and resource concerns
- Expectations and standards must be clear and transparent

Visioning Good Governance Working Well (continued)

- Performance measurements must be a means to illustrate and correct poor performance as well as stimulate and motivate districts to reach or exceed the highest bar
- Should be a program with minimal subjectivity in the elements
- Would have an explanation of the terms used to limit scope of subjectivity
- Commission would have a clear path forward of options to address deficient performance and reward outstanding performance
- Include ways to celebrate improvement and outstanding performance
- Could base system on “reward the best and motivate the rest”
- Nominees for awards and recognition would come from the system
- Really through Good Governance assure a minimum quantity of work if they are to receive funding from Commission
- Would raise the quality of accomplishment in our mission to protect resources
- Would continually raise the bar of performance...help
- Commission would look at districts that need help to give them ideas for how to be even more effective
- See Larry Davis notes for the group
- Recognize that the current model is a compliance model (checklist)...need to move to a performance based system
- Would reflect our business – relate to the true “north star” have a positive impact on healthy land, air and water conservation including community education about healthy land, air and water conservation
- This system must be meaningful and creditable
- Think about establishing a Conservation Peer Team to conduct site visits to verify the district is meeting the performance-based conservation accreditation standards
- Look at accreditation system such as ESD
- Consider incentives such as next project funded with accredited, yearend funding
- Don't diminish the opportunity to perform through incentives or penalties.

Notes:

- Do we need to rename the system?
- #1 on old form – activities implemented is huge

Timeline for Revision

Good Governance Revision Timeline																			
	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	
Complete FY16 Good Governance Process	Red	Red	Red																
Organize Good Governance Committee & Initial Meeting		Yellow	Yellow																
Drafting New Good Governance System				Blue	Blue														
Review of Revised Good Governance System by Conservation Districts						Green	Green												
Presentation at to WSCC Members					Purple		Purple												
Presentation at WACD Annual Meeting							Purple												
Approval of New Good Governance System									Red										
Introduction and use of New Good Governance System									Yellow	Yellow	Yellow	Yellow	Yellow	Yellow					
Webinars, FAQ, other introductory materials									Blue	Blue									
Good Governance Report to Commission														Green					
Evaluation of New System														Purple	Purple				
Revisions if Needed																	Red	Red	

Background & Need

See presentations

Input from Districts & Leaders

Reviewed recommendations for Good Governance revisions from conservation districts and leaders

Proposed Elements

See elements for revised Good Governance System working draft

Policy & Procedures

Accreditation – voluntarily meeting the high standard of accountability and performance...
 ...reviewed by district, peer team (w RM), nomination from peer team, verified by Commission for some period of time, reviewed annually...could have incentives

In Compliance – Meeting legal accountability (shalls) but not accredited by not meeting some of the performance best practices

Not in Compliance – not meeting legal accountability or performance...visit with Commission, opportunity for peer team assistance

Notes:

- Use current timeline for self-assessment, RM assistance, report to Commission
- Pilot test of system
- Do not diminish opportunities to perform because of policy
- A big deal for recognition of accreditation

Name: Conservation Accountability and Performance Program (CAPP)

Action Register

Action	Timeline	Person Responsible
Notes from today	tomorrow	Ray
Netmeeting of work group	9.9.16 – 9:00 am 11:00 am	Ray and group
Presentation to WSCC	9.15.16	Larry, Lynn – Ray PPT
Finalize the draft	September	Ray & Larry D
Out to districts and WSCC including area meetings	October	Member of team at each area meeting
Presentation to WSCC	November	
Approval by WSCC	January	

WASHINGTON STATE CONSERVATION COMMISSION

WSCC POLICY No. 05-02 COMM

**ELECTION OF COMMISSION CHAIRPERSON
AND VICE CHAIRPERSON**

*(This policy replaces the prior WSCC Policy Position for Conservation Commission Officers
reaffirmed on September 18, 1992)*

GENERAL TOPIC: **ELECTION OF COMMISSION CHAIRPERSON AND VICE
CHAIRPERSON**

APPROVED: By Commission at the September 2007 Commission Meeting DATE ISSUED: September 20, 2007

PURPOSE

The purpose is to establish policy and procedure on the election of the Commission chairperson per RCW 89.08.050 and vice chairperson.

RCW 89.08.050

...It shall have authority to delegate to its chairman, to one or more of its members, to one or more agents or employees such duties and powers as it deems proper...

...The commission shall organize annually and select a chairman from among its members, who shall serve for one year from the date of his selection...

POLICY

A nominating committee will be appointed annually for the purpose of recommending candidates for the office of chairperson and vice chairperson for action by the governing body at the December Commission Meeting.

The nominating committee may include members of the Commission Board and partnerships.

The term of office for the chairperson(s) and vice chairperson(s) shall be one year, with a maximum of two consecutive terms.

Only the three elected, two appointed, and ex-officio members representing Department of Natural Resources (DNR) and Washington State University (WSU) shall be eligible for the office of chairperson or vice chairperson. Ex-officio members

representing the Department of Ecology and the Department of Agriculture shall be ineligible to serve as chairperson or vice chairperson.¹

PROCEDURE

A nominating committee will be appointed annually by the chairperson at or before the September regular Commission meeting for the purpose of recommending candidates for the offices of chairperson and vice chairperson.

At the next regular meeting following the September meeting, the nominating committee shall present recommendations to the governing board and request action. While the recommendation of the nominating committee is not binding on the governing board, it will be carefully considered prior to board action.

The newly elected chairperson and vice chairperson will begin service at next regular or special meeting of the Conservation Commission.

¹ The ex-officio members representing DNR and WSU are eligible because they are non-regulatory agencies. The Washington Association of Conservation Districts is ineligible only because of the high capacity of their service to the Association.



Washington State Conservation Commission

September 15, 2016

TO: Conservation Commission Members
Mark Clark, Executive Director

FROM: Ray Ledgerwood, District Operations Manager

SUBJECT: Commission Meeting Locations for 2017

Summary: The Regional Managers, in consultation with other Commission staff, and the below mentioned conservation districts, have reviewed the Conservation Commission meeting location history. Five locations for 2017 have been identified for Commission consideration.

Action Requested: Staff is requesting that Commissioners approve the 2017 Conservation Commission meeting locations. This will allow adequate time for staff to work on logistics for each of those meetings.

Staff Contact: Ray Ledgerwood, District Operations Manager rlledgerwood@scc.wa.gov.
Lori Gonzalez, Executive Assistant lgonzalez@scc.wa.gov.

Description: The Regional Managers based upon the historical data as well as current issues facing districts, have selected the following locations for the 2017 Conservation Commission meetings.

2017 Proposed Schedule

Date	Hosting District	Location	Regional Manager
January 18 & 19, 2017	Snohomish	Everett	Shana Joy
March 15 & 16, 2017	Pierce	Puyallup	Shana Joy
May 16 -18, 2017	Adams	Ritzville	Mike Baden
July 19 & 20, 2017	Underwood	N. Bonneville	Jess Davenport
September 20 & 21, 2017	Ferry	Republic	Mike Baden
November 30, 2017	WACD Annual Meeting	TBD	

WACD Area Meetings Schedule October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 NW Area Meeting – Pierce CD host	12 SW Area Meeting – Thurston CD host	13	14	15
16	17	18 NC Area Meeting – South Douglas CD host	19 SC Area Meeting – C. Klickitat CD host	20	21	22
23	24	25 NE Area Meeting – Ferry CD host	26	27 SE Area Meeting – Palouse CD host	28	29
30	31					

Commissioners interested in attending, please contact Lori Gonzalez at lgonzalez@scc.wa.gov.

Tri-State Conservation Commission Meeting
 Hosted by Washington, participation by Oregon & Idaho
 October 5, 2016

Time/minutes	Topic of Discussion	Presented By
9:00 a.m.	Welcome and Introductions	Mark Clark, Executive Director, Washington State Conservation Commission / All
9:20 a.m.	Partnership Reports: <ul style="list-style-type: none"> ➤ Idaho highlights (45 min.) ➤ Oregon highlights (45 min.) 	Teri Murrison, Executive Director John Byers, Executive Director
10:50 a.m.	BREAK (10 minutes)	
11:00 a.m.	Washington Program Highlights: <ul style="list-style-type: none"> ➤ Voluntary Stewardship Program (15 min.) ➤ Vets on the Farm (15 min.) ➤ Shellfish Work Update (15 min.) ➤ Conservation Reserve Enhancement Program (CREP) (10 min.) 	
11:55 p.m.	Lunch (45 minutes)	
12:40 p.m.	Washington Program Highlights (continued): <ul style="list-style-type: none"> ➤ Regional Conservation Partnership Program (RCP) (20 min.) ➤ Budget Status (20 min.) 	
1:20 p.m.	Tri-State Discussion Items: <ul style="list-style-type: none"> ➤ Fire recovery, lessons learned (30 min.) ➤ Sage Grouse (30 min.) ➤ Farm Bill planning (40 min.) ➤ RCP (30 min.) 	All
3:30 p.m.	BREAK (15 minutes)	
3:45 p.m.	Tri-State Discussion Items: <ul style="list-style-type: none"> ➤ Cannabis (30 min.) ➤ Coordinated Resource Management (CRM) (30 min.) <ul style="list-style-type: none"> ○ Review of old resolution ○ Current work of CRM 	All
4:45 p.m.	Adjourn	

List of Events for October 5 & 6, 2016

October 5, 2016:

9:00 a.m. Tri-State Commission Meeting

6:00 p.m. Dinner with the CRM Executive Committee

October 6, 2016:

7:30 a.m. CRM Tour

Note: Tri-State members are welcomed to join the CRM Committee for the Executive Committee Meeting and dinner at 6:00 p.m. Cost of the dinner will be at the state government per diem of \$23 per person. Please make sure to register for the dinner at this link here: <https://www.formstack.com/forms/?2418308-5w8z5tM1mS>.

Note: October 6 Tour- registration for the tour is required to ensure your seat on the bus. The cost of the tour is \$40/per person, which includes a boxed lunch. Please register by September 10th. After September 10th, cost of tour will go up to \$50/per person. Registration form attached.

To ensure we have the proper amount of materials and meal counts for the meeting, dinner, and tour, please register here: <https://www.formstack.com/forms/?2418308-5w8z5tM1mS>.

July 21, 2016 Commission Meeting Motions

Back up documentation for motions followed by (SCC Meeting Doc. 0X-16) are found in the next few pages.

Consent Agenda

Motion by Commissioner Craven to adopt the consent agenda. Seconded by Commissioner Cochran. Motion passed. **(SCC Meeting Doc. 01-16)**

District Operations

Motion by Commissioner Cochran to appoint Clayton Hutchens to the Columbia CD board of supervisors, Tina Matney to the Ferry CD board of supervisors, and Beau Blachly to the Pomeroy CD board of supervisors. Seconded by Commissioner Beale. Motion passed. **(SCC Meeting Doc. 02-16)**

Motion by Commissioner Craven to receive the Good Governance report. Seconded by Commissioner Cochran. Motion passed. **(SCC Meeting Doc. 03-16)**

Commission Operations

Motion by Commissioner Williams to acknowledge and support the intent and the SCC will be working on the remaining WACD resolutions to report on progress at future meetings. Seconded by Commissioner Cochran. Motion passed. (Resolutions: 2015-11 Professional Engineering, 2015-12 District Building Capacity, 2015-20 Preparedness for Resource Assessments after a Natural Disaster, 2015-23 Increased Funding for Professional Engineer Grant, 2015-24 Cultural Resources Review Process Efficiencies) (SCC Meeting Doc. 04-16)

Motion by Commissioner Craven to approve the changes made to the SCC's Mission and Vision statement done at the May 19, 2016 meeting. Seconded by Commissioner Williams. **(SCC Meeting Doc. 05-16)**



July 21, 2016

TO: Conservation Commission Members

FROM: Mark Clark, Executive Director

SUBJECT: Attendance at the National Association of Conservation Districts SW and Pacific Region Meeting and the National Association of State Conservation Agencies Annual Meeting in September 2016

Summary:

The National Association of Conservation Districts is holding their regional meeting in Sacramento, California September 14-16, 2016.

The National Association of State Conservation Agencies Annual Meeting is scheduled for September 25-19, 2016 in Branson, MO.

Action Requested:

Seeking approval for Executive Director and WSCC Chair attendance.

Staff Contact:

Director Mark Clark at email: mclark@scc.wa.gov



July 21, 2016

To: Mark Clark, Executive Director
 Conservation Commission Members

FROM: Lori Gonzalez, Executive Assistant
 Bill Eller, Elections Officer

SUBJECT: Conservation District Mid-term Appointed Applications

Summary: The Conservation Commission received four Conservation District Appointed Supervisor Applications after the March 31, 2016 deadline. After the full term appointments were made in May, these are now considered ‘mid-term’ appointments, effective July 21, 2016 to May 17, 2019.

All applications were sent to Commissioner Larry Cochran, elected representative for the east region, and Commissioner Lynn Brown, elected representative in the central region to assist in vetting the Palouse Conservation District application received.

Applicant names were also submitted to the Department of Agriculture and Department of Ecology for further review. No concerns were reported.

A recommendation will be given by each regional member for your consideration at the regular business meeting on July 21, 2016 in Westport, Washington.

Below is a listing of the districts showing the incumbent and the names of the applicants.

Action requested: Appoint applicants as recommended and discussed to the appropriate conservation district board of supervisors. These will be mid-term appointments ending May 2019.

East Applications for Appointed Supervisor: Commissioner Larry Cochran

Conservation District	Applicant Name	Incumbent
Columbia	Clayton Hutchens	Clayton Hutchens
Ferry	Tina Matney	Elaine Preston
Pomeroy	Beau Blachly	Lee Blachly

East Application for Appointed Supervisor: Commissioner Lynn Brown

Conservation District	Applicant Name	Incumbent
Palouse	Mark Whitmore	Mark Whitmore

Good Governance

Report of Conservation District

Good Governance Status

July 2016



Washington State
Conservation
Commission

For more information contact:
Ray Ledgerwood
Regional Manager Coordinator
ray.ledgerwood@scc.wa.gov or
208.301.4728

Summary:

WSCC Staff have completed the FY16 analysis of Conservation District Good Governance status and have found 45 districts in Tier 1 status as of July 13, 2016. The Good Governance activities have set a foundation for working with districts on opportunities for district operations improvement and assistance by WSCC staff. The Good Governance System will be revised for FY17 to include performance based elements.

Status:

As of July 13, 2016;

- **Forty-five Conservation Districts** recommended for **Tier 1** Status with sixteen Conservation Districts completing work on some Good Governance element with Commission staff. Twenty-nine Conservation Districts have met or exceeded the threshold on the twenty-five elements of the current Good Governance evaluation.
- **No Conservation Districts** recommended for Tier 2, Tier 3, or Tier 4 Status

Background:

In early January 2016, the Good Governance analysis form and policy were emailed to each conservation district manager with a request for each district board and staff to do a "self-evaluation" of status. The intention of this district self-analysis was to identify any areas needing improvement with enough time to correct before the May status was determined.

WSCC staff March 21, 2016 met to do an "early" analysis of Conservation District Good Governance status. The intention of this step was to determine if any districts were in a Tier 4 status with time to correct before the analysis in May. Another analysis of Conservation District Good Governance status was conducted on May 9, 2016, June 12, 2016 and July 12, 2016 by WSCC staff and determined 45 districts in Tier 1 status. On July 13, 2016, Regional Managers met to finalize the report of Good Governance status with the result being this report at the July 2016 Commission meeting.

The Commission at its March 2106 meeting passed a motion to revise the Good Governance System to include performance based elements.

Districts Meeting or Exceeding Good Governance Elements:

Twenty-nine Conservation Districts met or exceeded good governance elements including:

Asotin County	Jefferson County	South Yakima
Benton	Kitsap	Stevens
Cascadia	Kittitas	Underwood
Central Klickitat	Lewis	Wahkiakum
Clallam	Lincoln	Walla Walla
Clark	Okanogan	Whidbey Island
Cowlitz	Palouse Rock Lake	Whitman
Eastern Klickitat	Pierce	
Ferry	Pine Creek	
Franklin	San Juan	
Grant County	Snohomish	

“Yes” or Good Performance	Green Count	Yellow Count	Red Count
Consider Improvement			
“No” or Substandard Performance			
Overall	29	16	
Category 1 Performance Components			
Conservation On the Ground Performance			
1) The funded conservation activities in the district’s previous year’s Annual Work Plan address the resource concerns identified by the board of supervisors; the district has been in regular consultation with the state and local agencies of record for those resource concerns, and those activities have been implemented.	45		
2) Implementation goals (intermediate outcomes) on WSCC funded work for the last state fiscal year were all met.	44	1	
3) Supervisors and staff are leveraging financial and other resources with other districts to achieve efficiencies	45		
Financial Performance			
4) Financial reporting and vouchering to the WSCC is on time, complete, accurate, and complies with WSCC financial policies and procedures.	42	4	
5) WSCC allocated funding is utilized in a timely manner - and/or - WSCC has been notified by March 31 st that funding allocations for that fiscal year cannot be utilized.	45	0	
Supervisor Election and Appointment			
6) The election and appointment of district supervisors complies with WSCC rules and procedures.	40	5	
Audit Resolution – If Any			
7) Has addressed or is in the process of addressing any identified, resolvable State Auditor issues.	42	3	
Category 2 Performance Components			
District Operations and Capacity			
8) Board of Supervisors actively governs the district by demonstrating leadership in conservation stewardship as well as instilling an ethic and culture of constant improvement.	44	1	
9) Each district board holds board meetings attended by a quorum of supervisors who:	45		
i) Has chosen a supervisor to be Chair	45		
ii) Has performed its due diligence to ensure all supervisor seats are filled; and	45		
iii) Has no more than one board meeting cancelled due to lack of a quorum	45		
10) Has a physical location that meets requirements for public offices with regular weekday office hours for public access, information, and services.	45		

11) Regular board meetings are held in accordance with state law (“regular” means monthly unless it can be shown that a different schedule better meets the needs of the public.)	45		
12) There is a board-approved delegation of district managerial responsibilities to a district manager, administrator, executive director, coordinator as a primary point of contact.	44	1	
13) Supervisors & staff participate in annual training (WACD, WADE, WSCC, Enduris, NRCS, etc.).	45		
14) District has the technical capacity to implement and maintain conservation on the ground with reliable and consistent quality	41	4	
Working Within the Constraints of the Law			
15) The conservation district has used the Schedule 22 Internal Assessment to perform an internal audit as required by RCW 89.08.210 for the most recently completed fiscal year.	45		
16) The conservation district has, if needed, begun the process to address any identified opportunities for improvement uncovered by the Schedule 22 Internal Assessment.	45		
17) The conservation district has, if needed, used Enduris, WSCC, MRSC, and/or an attorney for legal questions.	45		
Long Range and Annual Work Plan			
18) Annual Work Plan:	45		
i) Is submitted on time and in the current WSCC template	43	2	
ii) Addresses highest priority resource concerns identified by the board of supervisors with data provided by the district as well as the agencies of record for those resource concerns	45		
iii) Contains achievable and measurable activities, reasonable completion target dates, staffing/task assignments, and a supporting budget	45		
iv) Has priorities compatible with the district submission to WACD budget request	45		
19) Long Range Plan	45		
i) Is on the current WSCC template, annually reviewed and on file with WSCC	45		
ii) Addresses highest priority resource concerns identified by the board with data provided by the district as well as the agencies of record for those resource concerns	44	1	
iii) Has been updated within the past 5 years	44	1	
Public Outreach, Involvement, and Education			
20) Regular communication to the public (such as: newsletters, current and updated website, social or other media, and educational programs or workshops) within the current fiscal year has occurred.	45		
21) All regular and special board meetings as well as other public events are properly publicized, conducted, and contain an official opportunity on the agenda for public comment.	45		
22) Input is sought from stakeholders (which include at least one public meeting) before annual work plan and long range plan are approved by the board. (Note – the public meeting could be either an identified portion of a regular board meeting or a separate public hearing held for that purpose)	45		
23) The annual report of accomplishments was submitted on time, in the prescribed format to the WSCC, and utilized for public/stakeholder education	45		

24) Demonstrated ability to work with all local public, private, and nonprofit partners (as well as entities represented and partnering with the Commission) to identify and target areas for natural resource conservation and improvement.	45		
i) County government			
ii) Cities and towns			
iii) NRCS			
iv) Ecology			
v) WSDA			
vi) WDFW			
vii) DNR			
viii) RCO			
ix) Local Tribal governments			
x) Local watershed groups or other nonprofit partners			
xi) Enduris			
xii) WACD			
xiii) NACD (dues not paid)			
25) The conservation district develops its goals and measures its accomplishments based on data that is self-generated as well as cooperatively received from partner agencies.	44	1	

Opportunities for Improvement:

16 Districts are completing work with Commission staff on one or more of the Good Governance Elements

District	Good Governance Element & Notes
Adams (1 element)	#14 Technical Capacity – District has one technical staff and has been primarily relying on other districts for project work funding spent outside of their district
Columbia (1 element)	#6 Apointment procedure issue that did not effect the outcome of the appointment
Foster Creek (1 elements)	#7 In the process of addressing State Auditor issues (letter)
Grays Harbor (1 element)	#18 Submitted Annual Plan late
King (2 elements)	#4 District staff working to correct vouchering issues #6 Election procedure issue that did not effect the outcome of the election, to be addressed in upcoming election
Mason (1 element)	#6 Election procedure issue that did not effect the outcome of the election, to be addressed in upcoming election
North Yakima (1 element)	#7 In the process of addressing State Auditor issues (letter & findings)
Pacific (1 element)	#18 Submitted Annual Plan late
Palouse (1 element)	#6 Apointment procedure issue that did not effect the outcome of the appointment
Pend Oreille (5 elements)	District has successfully addressed 9 of the 14 elements needing addressed from FY15 Good Governance and continues to build capacity.
Pine Creek (2 elements)	#4 Financial staff working with district staff on vouchering issues including not vouchering monthly #7 In the process of addressing State Auditor issues (letter & findings)
Pomeroy (3 elements)	#4 Financial staff working with district staff on vouchering issues #6 Apointment procedure issue that did not effect the outcome of the appointment #14 Does the District have the technical capacity to implement and maintain conservation on the ground with reliable and consistent quality...one technical employee
South Douglas (1 elements)	#14 Does the District have the technical capacity to implement and maintain conservation on the ground with reliable and consistent quality...one technical employee
Spokane (1 element)	#4 Financial staff working with district staff on vouchering issues including not vouchering monthly
Thurston (1 element)	#19 Long Range Plan still under development
Whatcom (1 element)	#19 Long Range Plan still under development



July 21, 2016

TO: Commission Members

FROM: Mark Clark
Executive Director

SUBJECT: Remaining 2015 Washington Association of Conservation District Resolutions

Background Summary:

Below are the remaining 2015 Washington Association of Conservation District Resolutions that needs to be reviewed and discussed for possible action. Followed by this memo are the full descriptions of each resolution listed below for reference.

Resolution #	Title	Comments from Director Clark
2015-11	Professional Engineering Program Funding	<i>Does not specifically say Commission, asks WACD to work with partners? It will come up again in budget development. See also 23</i>
2015-12	District Building Capacity Needs	<i>The resolution says districts shall bring their needs to WACD Board prior to budget development. CC role would be in decision on budget inclusion.</i>
2015-20	Preparedness for Resource Assessments after a Natural Disaster	<i>Much of this is underway or in discussion. Recommend support</i>
2015-23	Increased Funding for Professional Engineer Grant	<i>Will come up in budget development and again in budget allocation. Recommend support</i>
2015-24	Cultural Resources Review Process Efficiencies	<i>Many actions underway. Recommend support</i>

Conservation Commission
Mission, Vision, Values Summary
May 15, 2015

Mission Statement

To conserve natural resources on **all** lands in **Washington State**, in collaboration with conservation districts and other partners.

Vision

Washington State shall have healthy soils, water, air, and ecosystems, with sustainable human interaction with these resources **including maintaining long term sustainability of agriculture and forestry**.

The Conservation Commission is recognized as the independent and trusted agency that implements stewardship in the state of Washington through support of and partnership with conservation districts and through partnership with other agencies and organizations.

Conservation districts are recognized as the leaders and implementers of actions in local areas to accomplish natural resource conservation goals.

Values

- The Conservation Commission values all Washington lands, private, public **and tribal**; the state's natural resources, and the people who own and use them. We demonstrate this by valuing:

- Healthy, diverse landscapes that reflect sustainable economic use of natural resources;
- Voluntary application of conservation systems on working lands that reflect state, local, and community priorities;
- Partnerships in resource management that involve **communities**; local, state, federal and tribal agencies, **groups**, and organizations;
- **Bringing people together for conservation and wise use of natural resources**
- The highest standards of ethics and personal and institutional integrity for Conservation Commission members and staff, and the conservation districts supervisors and staff;
- Accountability for the effective and efficient use of public funds;
- Policies and governance procedures that assure the effective and efficient use of public resources;
- Open communications and transparency of operations that create trust;
- Diverse cultures and ideas; and,
- Education for current and future generations.
- Locally led conservation



Washington State
Conservation Commission

WSSCC Special Meeting

Lacey, Washington - August 23, 2016

Agenda Item:

Discussion of budget status and action on the 2017-19 proposed operating and capital budgets for submittal to OFM.

Meeting Motion:

Motion by Commissioner Longrie to approve the SCC Operating Budget and modified prioritization as reflected in the meeting packet (SCC S.M. Doc. 01-16). Seconded by Craven. Motion passes.

2017-19 Operating Budget Request

	<u>2015-17 Actual</u>	<u>Carry-Forward</u>	<u>WSCC Request</u>	<u>WSCC Priority</u>
Fiscal Year 2015	6,778,000			
Fiscal Year 2016	6,848,000			
Fiscal Year 2017		6,810,000		
Fiscal Year 2018		6,797,000		
Sub-Total	13,626,000	13,607,000		
State Toxics	1,000,000	1,000,000		
VSP	7,600,000	7,600,000	9,350,000*	3
Food Policy Forum	50,000			
Wildfire Recovery	6,800,000			
Firewise	1,000,000			
Conservation Technical Assistance			5,030,000	1
Working Lands			1,648,000	2
Disaster Preparedness and Recovery			630,000	4
Fire Recovery/Firewise			6,460,000	5
TOTAL	30,076,000	32,226,000	15,518,000**	

* = NOTE: The request VSP figure of \$9,350,000 includes the \$7,600,000 carry-forward figure. The request on top of carry-forward is \$1,750,000

** = NOTE: This figure does not include the \$7.6 million VSP, but does include the \$1,750,000.



Washington State Conservation Commission

WSCC Special Meeting

Lacey, Washington - August 23, 2016

Agenda Item:

Discussion of budget status and action on the 2017-19 proposed operating and capital budgets for submittal to OFM.

Meeting Motion:

Motion by Longrie to approve the SCC Capital Budget as modified in the meeting packet and prioritization as modified (SCC S.M. Doc. 02-16). Seconded by Welker. Motion passes.

2017-19 Capital Budget Request

	<u>2015-17 Actual</u>	<u>WSSC Request</u>	<u>WSSC Priority</u>
CREP Riparian Cost Share	2,600,000	3,500,000	3
CREP Riparian Cost Share – Reappropriation	800,000	500,000	
CREP Riparian Contract	2,231,000	4,007,400	2
CREP Riparian Contract - Reappropriation	500,000	400,000	
CREP PIP Loan	0	50,000	
CREP PIP Loan – Reappropriation	150,000	100,000	
Natural Resource Investments- shellfish	4,000,000	6,000,000	1
NR Investments – Shellfish reappropriation		xx	
Natural Resource Investments- non-shellfish	4,000,000	8,000,000	1
NR Investments Reappropriation	2,250,000	xx	
Match for Federal RCPP	5,000,000	9,646,200	4
Match for Federal RCPP – Reappropriation		4,051,630	
Irrigation Efficiencies (via Ecology)	4,000,000	5,000,000	
Lust Family Farm Preservation	1,619,000		
SCC Ranchland Preservation Projects	7,573,000		
Farmland Preservation – Reappropriation		xx	
Farmland Preservation – New Project		\$4,000,000	5
R&D Grant – Deep Furrow Drill	350,000		
Dairy Nutrient Demonstration Low Interest Loans	5,000,000		
Dairy Nutrient Loan Reappropriation		5,000,000	
Engineering		2,250,000*	2
Totals:		New: 37,453,600	
		New Over 2015-17: 5,080,000	

* = Commission requested funding for each engineering region should be equal to 1 FTE. SCC will determine the standard FTE amount. This figure could change.