



**CONSERVATION COMMISSION**  
**MEETING PACKET**

**DECEMBER 2016**

**PRELIMINARY BUSINESS MEETING AGENDA  
THURSDAY, DECEMBER 1, 2016**

Time	Tab	Item	Lead	Action/ Info
9:30 a.m.		<b>Call to Order</b>		
		<ul style="list-style-type: none"> <li>Additions and/or corrections to the agenda</li> </ul>	Chair Brown	
9:35 a.m. 10 min.		<b>Introductions</b>	All	
<b>*****Public comment will be allowed prior to each action item*****</b>				
9:45 a.m. 5 min.	<b>1</b>	<b>Consent Agenda</b>		
		<ul style="list-style-type: none"> <li>September 15, 2016 Regular Business Meeting Minutes (<b>pgs. 7-9</b>)</li> </ul>	Chair Brown	<b>Action</b>
		<ul style="list-style-type: none"> <li>Approval of Executive Director/Chair Attendance to NACD Annual Meeting, Denver, CO January 28- February 1. (<b>pg. 11</b>)</li> </ul>	Mark Clark	<b>Action</b>
9:50 a.m. 25 min.		US Environmental Protection Agency (EPA)		
		<ul style="list-style-type: none"> <li>Lucy Edmondson, Director Washington Operations, EPA Region 10</li> <li>Nicholas Peak, Agriculture Advisor, EPA Region 10</li> </ul>		
10:10 a.m. 20 min		Farm Service Agency Update		
		<ul style="list-style-type: none"> <li>Rod Hamilton, FSA</li> </ul>		
10:35 a.m.		<b>BREAK (15 minutes)</b>		
10:50 a.m. 15 min.		Soil Health Update, Lynn Bahrych, Committee Co-Chair		
11:05 a.m.		Presentation by Department of Fish and Wildlife, Amy Windrope, Habitat Program.		
		<ul style="list-style-type: none"> <li>Priority Habitat Species</li> <li>Legislative Priorities</li> </ul>		
11:50 a.m. 10 min.	<b>2</b>	<b>Budget</b>		
		<ul style="list-style-type: none"> <li>Financial Update (<b>pg. 15</b>)</li> </ul>	Eleanor Dovey	<b>Info</b>
		<ul style="list-style-type: none"> <li>Fire Recovery Funds Update (<b>pgs. 17-23</b>)</li> </ul>	Mark Clark	<b>Info</b>
<b>12:00 pm</b> 45 min.		<b>LUNCH PROVIDED: Please RSVP to the Conservation Commission</b>		

**\*\*\*\*\*Public comment will be allowed prior to each action item\*\*\*\*\***

Time	Tab	Item	Lead	Action/ Info
12:45 p.m. 45 min.	3	<b>District Operations</b>		
		• Cascadia CD incorporating City of Wenatchee and Chelan <i>(pgs. 27-36)</i>	Ray Ledgerwood	<b>Action</b>
		• Conservation Accountability and Performance Program (CAPP) Update <i>(pgs. 37-51)</i>	Ray Ledgerwood	<b>Info</b>
		• Regional Manager Report <i>(pgs. 53-55)</i>	Shana Joy	<b>Info</b>
		• Center for Technical Development: packet info only <i>(pgs. 57-65)</i>		<b>Info</b>
1:30 p.m. 60 min.	4	<b>Policy/Programs</b>		
		• Legislative Update	Ron Shultz	<b>Info</b>
		• SCC Legislative Position Procedure	Ron Shultz	<b>Action</b>
		• Dairy		
		o Nutrient Advisory Committee	Perry Beale	<b>Info</b>
		o Dairy Low Interest Loan	Ron Shultz	<b>Info</b>
		• Best Management Practice (BMP) process for process	Ron Shultz	<b>Info</b>
		• Salmon Recovery Status	Ron Shultz	<b>Info</b>

\*\*\*\*\*Public comment will be allowed prior to each action item\*\*\*\*\*

2:30 p.m. 10 min.	5	<b>Commission Operations</b>		
		• Communications Update	Laura Johnson	<b>Info</b>
		• Chair and Vice-Chair Elections <i>(pgs. 71-72)</i>	Commissioners Suswind, Beale & Craven	<b>Action</b>

### Adjourn

**Next Meeting:** A conservation district tour and interaction dinner hosted by the Snohomish Conservation District will be held on January 18, 2017. The Conservation Commission will have their regular business meeting on Thursday, January 19, 2017.

**Location:**  
TBA

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  
Friday Harbor, Washington  
September 15, 2016

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The Washington State Conservation Commission (Commission/SCC) met in regular session on September 15, 2016, in Friday Harbor, Washington. Chairman Brown called the meeting to order at 8:06 a.m.

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**COMMISSIONERS PRESENT**

Lynn Brown, Chairman, Central Region  
Jim Kropf, Vice-Chairman, WSU-Puyallup  
Larry Cochran, Eastern Region  
Dean Longrie, Western Region  
Daryl Williams, Member  
Perry Beale, Dept. of Agriculture  
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  
Shana Joy, Puget Sound Regional Manager  
Eleanor Dovey, Fiscal Manager  
Sarah Groth, Fiscal Analyst  
Lori Gonzalez, Executive Assistant

**PARTNERS AT THE TABLE REPRESENTED AT THIS MEETING**

Roylene Rides at the Door, Natural Resource Conservation Service (NRCS)  
Cynthia Wilkerson, Department of Fish and Wildlife

**GUESTS ATTENDED**

Teresa Sygitowicz, Whatcom Conservation District (CD), Larry Helm, Whatcom CD, Dick Ryon, King CD, Cole, George Boggs, Whatcom CD, and Linda Lyshall, San Juan Islands CD.

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**Consent Agenda**

**Motion by Commissioner Longrie to approve both sets (July 21 and August 23, 2016) of meeting minutes presented to the Commission. Seconded by Commissioner Craven. Motion passed.**

**Public Comment**

Teresa Sygitowicz and Larry Helm, supervisors of the Whatcom Conservation District commented on the draft State Conservation Commission Meeting Minutes from July 21, 2016. Ms. Sygitowicz felt the minutes reflected poorly on the district and had made personal allegations from a recent meeting the district and Ecology had at a board meeting. After much discussion with the Commission members and the two district supervisors, the meeting minutes of concern were from the Department of Health. A staff person wrote a "trip report" on the interactions held at the meeting between Ecology and the CD.

Conservation Commission members reiterated they do not condone the type of behavior being described from the board meeting with our partners. The Whatcom Conservation District currently has good staff, good reputation with the community and its partners, and does not want to see those relationships tarnished.

**Budget**

Eleanor Dovey, SCC Fiscal Manager presented on fiscal year-end. Fiscal year ended on June 30, 2016. The SCC financial books are now closed. The handout given to commissioners (Attachment A) shows three major categories: Professional Service Contracts, Grants, Benefits and Client Services, and Interagency Reimbursements. Ms. Dovey

reported the SCC ended the year with \$744 and have recovered every single reimbursement from all of the interagency agreements.

Director Clark said there are discussions currently with NRCS on improvements regarding the work being done with the current Technical Service Provider agreements. The SCC currently puts 40% and NRCS 60% to put on the ground work done by districts.

### **New Budget**

The Special Meeting in August addressed the 2017-2019 budget submittal. Director Clark and Ron Shultz, provided a brief update on the submittal process to members. This year, the cover memo highlighted a theme: New and Innovative Approach. The memo emphasizes the SCC supports and recognizes that during a time of limited resources in the state, our goal is to work closely with CD's and coordinate with our partner agencies on how to effectively put conservation on the ground and address the natural resource concerns.

### **Current Year Fire Projects**

Commissioner Longrie and SCC staff, Mike Baden presented on their work with the committee. The committee became more specific on how they are writing the action items in the proposals. Some discussion on what is currently covered under the proviso. One item that has come up frequently is the "hazard tree". A hazard tree would be those close to structures or on the roads. If a fire occurred, it could do some major damage. The County PUD may not cover some of these instances because there is a limited number of feet the tree must be from the structure or the road.

The need to address some of the immediate needs for fire recovery was made by motion:

**Motion by Commissioner Longrie to use additional fire funding (\$1.2 million for current fire season) from the Commission to support fire activities that need to be addressed immediately before the winter season. Funding to also include the BAER Teams. Seconded by Commissioner Williams. Motion passed. Commissioner Beale abstained.**

### **Mid-term Conservation District Supervisor Appointments**

Applications for Conservation District Supervisor appointments were received and vetted by the WACD elected area commission representatives: Dean Longrie, West Region, Lynn Brown, Central Region, and Larry Cochran for the East Region. All applications received for appointment are also sent to the Departments of Ecology and Agriculture for comment. Recommendations were made by our members and the following motions were voted on:

**Motion by Commissioner Longrie to appoint Burr Mosby to the King Conservation District. Seconded by Commissioner Craven. Motion passed.**

**Motion by Commissioner Brown to appoint Eileen Bone to the South Douglas Conservation District. Seconded by Commissioner Longrie. Motion passed.**

**Motion by Commissioner Cochran to appoint David Lange to the Whitman Conservation District. Seconded by Commissioner Beale. Motion passed.**

### **Conservation Accountability and Performance Program (CAPP)**

Good Governance Work Group members, Larry Davis and Lynn Bahrych provided an update on the group's progress so far. The WSCC Good Governance Work Group met in-person in August. 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. Recommended three levels: Accreditation; In Compliance and Not in Compliance.

The work group will complete work on the performance best practice descriptions, then send to districts, SCC members and staff for review and comment. Presentations are planned at the area meetings and WACD Annual Meeting.

**Motion by Commissioner Craven to continue to support the workgroup in completing the elements and concept presented, and to send to the Commission members, staff and Conservation Districts for review and feedback. Seconded by Commissioner Williams. Motion passed.**

### **Election and Appointment Manual**

After reviewing all of the comments received since the July Commission meeting, the Commission adopted all of the clarifications to the Election and Appointment Manual and other elections and appointment materials proposed by staff. A number of suggested edits made by conservation district staff were incorporated into the final edited version of the Election Manual. A substantial portion of the Election Manual was revised and clarified. All new elections and appointment forms are linked on-line on the SCC's [election and appointment web page](#). The Commissioner's also tasked staff with researching whether an RCW change, WAC change or just an election manual change (or some combination of all) would be needed in order to make a change in election days for all conservation districts to one common week or one common day during January, February or March of each year. Commission staff will work on that and present the results to the Commissioner's at (most likely) the January or March Commission meeting.

**Motion by Commissioner Williams for Commission staff to examine a common election date/week for Conservation Districts. Seconded by Commissioner Welker. Motion passed.**

**Motion by Commissioner Craven to adopt the Election and Appointment Manual as revised, in its entirety, and adopt forms as recommended by staff. (pages 42-44 of meeting packet) Seconded by Commissioner Longrie. Motion passed.**

### **2017 Commission Meeting Locations**

Commission staff identified five locations for the 2017 Conservation Commission regular business meetings. The proposed locations are based off of history of CD's visited and hosted conservation tours. Below are the proposed dates and conservation district hosts brought forward for commissioner consideration:

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	

**Motion by Commissioner Longrie to approve the 2017 meeting locations as recommended by staff (page 78 of meeting packet). Seconded by Commissioner Cochran. Motion passed.**

Chair Brown adjourned the meeting at 2:00 p.m.



Washington State  
**Conservation Commission**

December 1, 2016

**TO:** Conservation Commission Members

**FROM:** Mark Clark, Executive Director

**SUBJECT:** Approval to attend the 2017 National Association of Conservation Districts (NACD) Annual Meeting

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**Summary/Action Request:** Seeking approval for the Executive Director and Chair to attend the National Association of Conservation Districts Annual Meeting (January 28 – February 1, 2017) in Denver, Colorado.

**Staff Contact:** Mark Clark, Executive Director [mclark@scc.wa.gov](mailto:mclark@scc.wa.gov) (360) 407-6201  
Lori Gonzalez, Assistant, [lgonzalez@scc.wa.gov](mailto:lgonzalez@scc.wa.gov) (360) 407-7417

**TAB 2**

**WSCC Operating Results Fiscal Year 2017**  
**As of September 30, 2016**

**Operating Budget**

<b>Total GF-S Budget Available to Spend FY 2017:</b>		<b>6,764,000</b>
Original FY 2017 Appropriation	6,778,000	
Less: Reserve for LEAN Efficiencies	(13,000)	
Less: OFM Central Agency Reduction	(1,000)	

**General Fund-State Expenditures (Fiscal Year Basis)**

SCC Administration (Salaries and Expenses)	441,158	
CD Administration:		1,236,455
<i>Implementation</i>	1,112,059	
<i>Engineering</i>	124,396	
NRCS Task Orders (State Match)		52,147
Other Grants:		163,219
<i>Critter Pads</i>	1,200	
<i>Lewis Flood</i>	70,224	
<i>Irrigation Efficiencies</i>	91,795	
<b>Total Outlays to Date</b>	<b>1,892,978</b>	
<b>Less: Anticipated Recoveries</b>		<b>(249,844)</b>
<i>RCCP Task Order</i>	(86,625)	
<i>Critter Pads</i>	(1,200)	
<i>Flood</i>	(70,224)	
<i>Irrigation Efficiencies</i>	(91,795)	
<b>Net Expended to Date</b>		<b>1,643,134</b>

<b>Remaining GF-S Budget Available October 2016-June 2017</b>	<b>5,120,866</b>
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The amount expended for the first quarter of fiscal year 2017 represents 24% of the total budget, indicating SCC operational spending is on track for the fiscal year.

December 1, 2016

**TO:** Mark Clark, Executive Director  
Conservation Commission Members

**FROM:** Mike Baden, Regional Manager

**SUBJECT:** **Fire Recovery Funding Status Update**

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**Background/Summary:**

We continue to receive project requests from districts for projects related to the 2014 Carlton Complex, 2015, and 2016 fires. To date we have allocated approx. \$3,861,000 in funding from the \$6.8 million original allocation. A table is attached with the overall funding allocation to date.

Included in the overall allocation are 113 cost share projects to date with CD's. CD's that have been awarded cost-share funding include: Okanogan, Stevens County, Asotin County, Ferry, E. Klickitat, Walla Walla, Pomeroy, and Lincoln County. More projects are expected from several CD's and we continue to communicate with CD's on a regular basis regarding project status and outlook. Several districts continue to work with landowners on needs that are sometimes "out of the box". The review committee continues to work with districts on options as these needs arise.

Funded projects are being implemented as cultural resources continue to be cleared. A good number of projects will be implemented in the spring.

**As a reminder:**

Projects can be submitted by CD's on an ongoing basis and will be compiled on the 1<sup>st</sup> and 3<sup>rd</sup> 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
- Eleanor Dovey
- Mike Baden
- Jess Davenport
- Ray Ledgerwood

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**

**Funding Allocation:**

The Commission set aside \$1.2 million to be allocated to the 2016 fires. Projects have been submitted to date from Lincoln, Walla Walla County, and Pomeroy CD's. Additional projects are expected from these three districts as well as other districts affected by the 2016 fires such as Spokane, S. Yakima and others. A table is attached with the funding allocated to CD's to date.

### Webinar:

A webinar was held on October 17<sup>th</sup> for the CD's that have a need and interest in funds to assist with losses from the 2016 fires. The focus was to familiarize district staff that are new to this funding with an overview of the funding guidelines and process as well as provide the opportunity to answer question. The meeting was attended by several CD's.

### BAER Team:

A smaller version of a BAER team has completed field work on the Yale Road fire in Spokane County. This fire occurred in the Hangman Creek Watershed which is a high priority watershed from a water quality standpoint. Members of the team included staff from the Spokane CD, Whatcom CD and National Weather Service. The final report is in the process of being completed and priority treatments identified. The district is also looking at additional funding opportunities from partners to address needs in this high priority watershed.

### **Federal Funding:**

#### EWP:

EWP projects with the Okanogan CD have been completed. Chelan County Natural Resources had also received EWP funds and those funds have expired at this time. We are in discussion with Joe Lange of NRCS in Wenatchee and the Cascadia Conservation District regarding potential EWP projects along the South Shore of Lake Chelan where landowners have experienced mud and debris flows due to the burned areas from the 2015 Chelan Complex fire. The District and NRCS are working on gathering information, initial estimates, and landowner interest from which NRCS will make a funding request and the Commission will look at the match need. The Commission would be the likely sponsor for these EWP projects in Chelan County.

There is not activity to report regarding EWP for any of the 2016 fires.

#### ECP:

Task order work on ECP fencing inspections on Okanogan County is underway.

We have had discussions with FSA regarding ECP availability for the 2016 fires. Although there is interest in several counties and a sign-up will be conducted, the prospects for funding do not look good and there are not a lot of \$ available in the national ECP account at this time. Any funding could be months to over a year in coming and FSA understands landowners may not be able to wait that long. There is a small chance some funding that has already been allocated may come back but it is likely that any of that funding will be taken by applications already submitted in other parts of the country –especially for the flooding. Funding will likely come at some point but there is no way to predict when that might be as congressional allocation is needed and would be until after the current funding allocation expires – again possibly over a year away before anything might show up. The review committee will look at projects in this light and move forward on funding projects where timing is important.

### **Action Requested:**

None at this time.

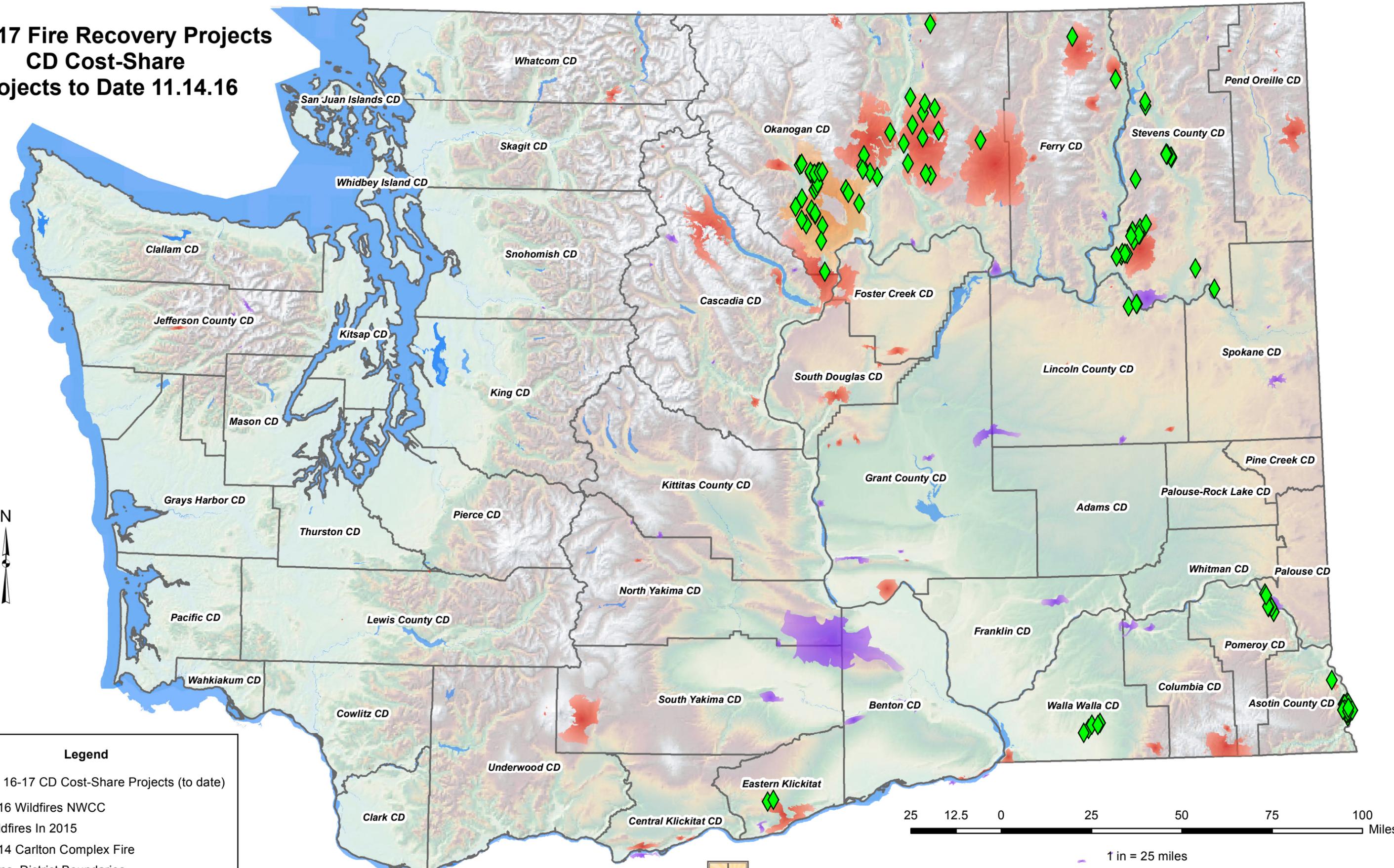
### **Staff contact:**

Mike Baden



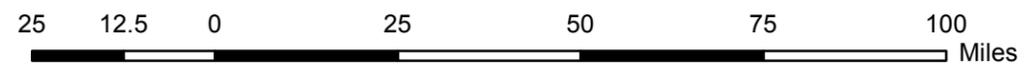


# 2016-17 Fire Recovery Projects CD Cost-Share Projects to Date 11.14.16



**Legend**

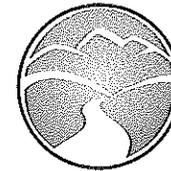
- ◆ FY 16-17 CD Cost-Share Projects (to date)
- 2016 Wildfires NWCC
- Wildfires In 2015
- 2014 Carlton Complex Fire
- Cons. District Boundaries
- Hydro



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=909b2547abd44ed4b8d049e68a735986>  
Carlton Complex 2014 Data Source: <https://fortress.wa.gov/dnr/adminsa/DataWeb/dmmatrix.html>  
2016 Wildfires data Source: <http://wacds.maps.arcgis.com/home/item.html?id=7b22968840c8430fba211ba774e13123>

**TAB 3**



CASCADIA  
CONSERVATION DISTRICT

October 28, 2016

RECEIVED

NOV 01 2016

WA Conservation Commission

Lori Gonzalez  
Washington State Conservation Commission  
PO Box 47721  
Olympia, WA 98504-7721

Dear Lori,

Enclosed are petitions from the cities of Chelan and Wenatchee requesting inclusion into the Cascadia Conservation District boundaries. Fees are attached to each of the petitions.

Please add these petitions to the next Conservation Commission regular meeting agenda for formal action.

If there are questions, please give me a call at 509-436-1601.

Thank you!

Sincerely,

Nada Wentz  
Office Assistant  
Cascadia Conservation District

**RESOLUTION NO. 2016-1324**

A RESOLUTION OF THE CITY OF CHELAN, CHELAN COUNTY, WASHINGTON, APPROVING THE CITY'S INCLUSION IN THE CASCADIA CONSERVATION DISTRICT PURSUANT TO STATE LAW AND AUTHORIZING THE MAYOR TO SIGN THE SAME.

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WHEREAS, various Federal and State government laws and regulations mandate local governmental action relative to protection and enhancement of natural resources; and

WHEREAS, the City of Chelan is required to plan and implement programs and projects in response to these Federal and State mandates, including the National Pollutant Discharge Elimination System (NPDES) and the Endangered Species Act (ESA); and

WHEREAS, outside funding for said programs and projects is often insufficient to meet the needs of local government, including local government needs from unfunded mandates of the State and Federal governments; and

WHEREAS, the Cascadia Conservation District, a locally-led agency of Washington State government offers assistance to local governments and private citizens in response to Federal and State mandates; and

WHEREAS, the City of Chelan has significant natural resources that are important for the quality of life of the area; and

WHEREAS, the City of Chelan wishes to take advantage of the Cascadia Conservation District programs such as water quality improvement, river bank clean ups and natural habitat restoration, urban flooding reduction, river bank stabilization, water quality monitoring, lake water quality improvement, rain garden and rain barrel program development, and community garden and local food access project development; and

WHEREAS, the Chelan County Council possesses the authority under Chapter 89.08 RCW to enhance the ability of the Cascadia Conservation District to assist local governments by enacting an annual Resource Conservation Fee or Rate or Charge as authorized by law within the Cascadia Conservation District's boundaries for a period of not greater than ten (10) years.

NOW THEREFORE, the City Council of the City of Chelan, Washington hereby resolves as follows:

Section 1. The City of Chelan (the "City" hereby requests to be included in and a part of the Cascadia Conservation District (the "District"). The Petition for inclusion in the District, attached hereto as Exhibit "A," shall be submitted to the Washington State Conservation Commission ("Commission"), as provided in RCW 89.08.010(4). The Commission is requested to approve the Petition. Upon approval by the District and the Commission, the District is authorized to file such documents as may be necessary to implement this authorization.

Section 2. No further action of the City shall be necessary following approval by the Commission. The Mayor is authorized to execute on behalf of the City any additional documents on behalf of the governing authority of the City necessary to carry out the authorizations and approvals of this Resolution.

**PASSED BY THE CITY COUNCIL OF THE CITY OF CHELAN**, at a regular meeting thereof, this 11<sup>th</sup> day of October, 2016.

CITY OF CHELAN, a Municipal  
Corporation

By:

  
\_\_\_\_\_  
Mike Cooney, Mayor

ATTEST:

By: Peri Gallucci  
Peri Gallucci, City Clerk

APPROVED:

By: Quentin D. Batjer  
Quentin D. Batjer, City Attorney

**EXHIBIT "A"**

Washington State Conservation Commission  
Olympia, Washington 98504

**PETITION FOR INCLUSION OF ADDITIONAL TERRITORY  
WITHIN THE  
CASCADIA CONSERVATION DISTRICT**

TO: The Washington State Conservation Commission

Pursuant to the Conservation Districts Law (Chapter 89.08 RCW) the undersigning government authorities of the City of Chelan and the Cascadia Conservation District, respectfully represent:

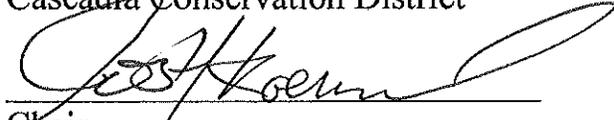
- First: That heretofore the Cascadia Conservation District was duly organized as a governmental subdivision of this state, and a public body corporate and politic.
- Second: That there is need, in the interest of the public health, safety, and welfare, for the inclusion of the territory hereinafter described within the said Cascadia Conservation District.
- Third: That the territory proposed for inclusion within the said district includes substantially the following:

Incorporated City of Chelan

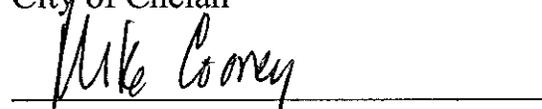
WHEREFORE, the governing authority of the City of Chelan, Washington, pursuant to Resolution No. 2016-XX approved at a regular meeting on October 11, 2016, respectfully requests that the State Conservation Commission duly define the boundaries of the additional territory; and that the State Conservation Commission determine that such additional territory be so included and made a part of the Cascadia Conservation District.

DATED this 13 day of October, 2016.

Cascadia Conservation District

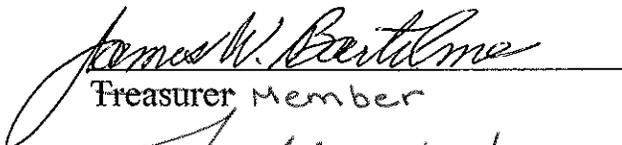
  
Chair

City of Chelan

  
Mike Cooney, Mayor

  
Vice Chair

  
Secretary Auditor

  
Treasurer Member

  
Member

## **RESOLUTION NO. 2016-52**

**A RESOLUTION,** approving of a petition for inclusion of additional territory within the Cascadia Conservation District and authorizing the Mayor to sign the same.

**WHEREAS,** by Petition dated September 19, 1996, the City of Wenatchee requested that it be included and made a part of the Chelan County Conservation District; and

**WHEREAS,** by Petition dated September 2001 the City of Wenatchee requested that the City of Wenatchee be excluded from the Chelan County Conservation District; and

**WHEREAS,** the City of Wenatchee now desires to be included in the Cascadia Conservation District pursuant to RCW 89.08.010(4).

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE** that the Petition for inclusion of additional territory within the Cascadia Conservation District in the form attached hereto as Exhibit "A" shall be and hereby is approved and the Mayor shall be and hereby is authorized to sign the same on behalf of the governing authority of the City of Wenatchee.

PASSED BY THE CITY COUNCIL OF THE CITY OF

WENATCHEE, at a regular hearing thereof, this 13<sup>th</sup> day of October, 2016.

CITY OF WENATCHEE, a Municipal  
Corporation

By:

  
FRANK KUNTZ, Mayor

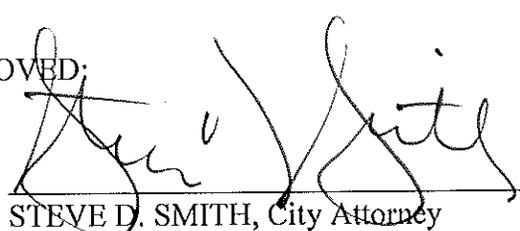
ATTEST:

By:

  
TAMMY STANGER, City Clerk

APPROVED:

By:

  
STEVE D. SMITH, City Attorney

**EXHIBIT "A"**

Washington State Conservation Commission  
Olympia, Washington 98504

PETITION FOR INCLUSION OF ADDITIONAL TERRITORY  
WITHIN THE  
CASCADIA CONSERVATION DISTRICT

TO: The Washington State Conservation Commission

Pursuant to the Conservation Districts Law (Chapter 89.08 RCW) the undersigning government authorities of the City of Wenatchee and the Cascadia Conservation District, respectfully represent:

- First: That heretofore the Cascadia Conservation District was duly organized as a governmental subdivision of this state, and a public body corporate and politic.
- Second: That there is need, in the interest of the public health, safety, and welfare, for the inclusion of the territory hereinafter described within the said Cascadia Conservation District.
- Third: That the territory proposed for inclusion within the said district includes substantially the following:

Incorporated City of Wenatchee

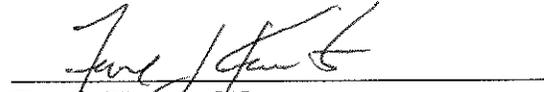
WHEREFORE, the governing authority of the City of Wenatchee, Washington, pursuant to Resolution No. 2016-52 approved at a regular meeting on October 13, 2016, respectfully requests that the State Conservation Commission duly define the boundaries of the additional territory; and that the State Conservation Commission determine that such additional territory be so included and made a part of the Cascadia Conservation District.

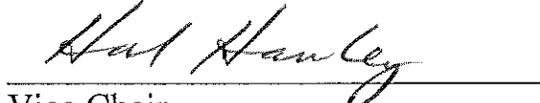
DATED this 13 day of October, 2016.

Cascadia Conservation District

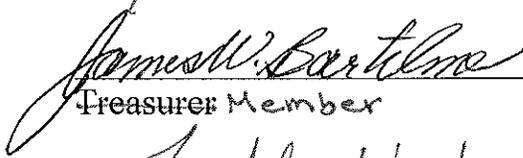
City of Wenatchee

  
Chair

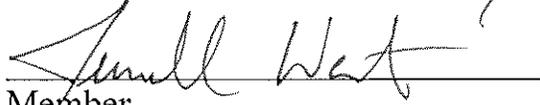
  
Frank Kuntz, Mayor

  
Vice Chair

  
~~Secretary~~ Auditor

  
Treasurer

  
Member

  
Member

December 1, 2016

**TO:** Mark Clark, Executive Director  
Conservation Commission Members

**FROM:** Ray Ledgerwood, Regional Manager Coordinator

**SUBJECT:** **Conservation Accountability and Performance Program Update**

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**Background/Summary:**

The WSCC Work Group has met once in-person and three net meetings to develop the draft concept of the new Conservation Accountability and Performance Program. The draft concept paper is included in the Commission packet that has been distributed to Conservation Districts with a web-based input form.

Conservation Accountability & Performance Program (CAPP) work group members are inviting Conservation District Supervisors, Employees, and Commission Member and Staff questions and input to the draft system under construction to replace the Good Governance Program.

The 15 Accountability Requirements are based in law (RCW) and administrative code (WAC) for conservation districts. Completing 100% of these items is a threshold for receiving state funding through the Conservation Commission. Expectation is that all districts easily meet these requirements.

The Commission Members directed that the new version of Good Governance have performance based elements. The 30 Performance Standards are items found in the most outstanding districts in our state and throughout the nation. A voluntary accreditation would be achieved if a district meets all 30 performance standards including a review by a peer group. Expectation would be that districts would want to develop an action plan for the performance standards. Only a few districts likely will be accredited by meeting all 30 performance measures.

**Action Requested:**

Information at this meeting.  
Action requested at January meeting

**Staff contact:**

Ray Ledgerwood

## Conservation Accountability and Performance Program (CAPP)

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### **Description:**

The Conservation Accountability and Performance Program (CAPP) is a voluntary accreditation program for Washington Conservation Districts meeting or exceeding both accountability requirements and performance standards. CAPP will be replacing the current Good Governance Process.

### **Authority:**

The Washington State Conservation Commission (WSCC) assists and guides local conservation districts in the implementation of natural resource conservation programs across the state. To accomplish this, the Commission has established guidelines and controls to govern the conservation districts' use of state funds, property, and services (RCW. 89.08.070 (15)).

### **In Compliance:**

Districts can be "In Compliance" by meeting legal accountability requirements only. Assistance and examples will be offered to all districts to improve accountability requirements if needed.

### **Not in Compliance**

A district not meeting all legal accountability requirements. May lead to an action plan required by the Commission, and opportunity for peer team assistance. Not in Compliance may affect funding eligibility and funding level by action of the Commission.

### **Voluntary Accreditation:**

Conservation districts qualify for accreditation for a four year period by meeting the high standards of accountability and performance. The accreditation process will begin with a self-evaluation by district supervisors with their employees, then a review and site visit by a peer team (w regional manager), then a recommendation for accreditation from the peer team, acted on by the Commission, and reviewed annually by WSCC staff with the district.

### **Incentives:**

The Commission at their discretion can determine incentives for voluntary accreditation along with the recognition of a district reaching accreditation.

### **Process Timeline:**

#### **January – March**

The CAPP checklist is sent to districts in January to be utilized in an optional self-evaluation early in the calendar year. The accountability section of checklist is required, and the performance section is voluntary. Districts encouraged to develop an action plan to follow-up on any deficiencies that have been identified.

### **April – June**

An interim report of CAPP status and districts seeking accreditation will be prepared by staff for the May Commission Meeting. Commission reviews district candidates for peer review team during this time frame. Regional managers continue work with districts on accountability and performance elements needing attention or improvement.

### **July**

Candidate districts for accreditation are nominated by review team for Commission consideration at July Commission meeting. Annual CAPP report prepared for the July Commission Meeting. Commission members review the report and takes action on recommendations from Commission staff including accreditation of districts that qualify. Commission may, at their discretion, reduce or withhold funding to a district not in-compliance with accountability requirements.

### **August – December:**

Commission regional manager, in consultation with applicable staff, will continue working with districts to implement a plan action to address deficiencies in accountability requirements.

### **Commission Assistance:**

The Commission will assist and guide local districts in carrying out programs for natural resource conservation by:

- (1) Administering transparent accountability requirements and performance standards;
- (2) Providing on-going feedback to improve district performance;
- (3) Enhancing public confidence in elected and appointed supervisors governance role as well as in effective and efficient delivery of conservation district programs and services;
- (4) Ensuring that assistance is available to help districts achieve annual and long-range goals in an effective, efficient, economic, and ethical manner;
- (5) Providing assistance for district oversight of responsible management and stewardship of public funds;
- (6) Center for Technical Development (CTD) assistance with building technical capacity;
- (7) Assisting districts to engage the public in identifying and measuring desired outcomes; and
- (8) Allocating resources to districts in accordance with demonstrated conservation needs, available funding, and past performance.

## Accountability Requirements

The following requirements for Conservation Districts are included in the Revised Code of Washington (RCW) or Washington Administrative Code (WAC) and represent legal requirements for districts to receive funding from the Commission

Required Element	Citation (link to RCW or WAC)	Yes	No
1. Annual report of accomplishments was submitted on time, in the prescribed format to the WSCC	<a href="#">RCW 89.08.070 (11)</a>		
2. District Annual Work Plan submitted on time & meeting RCW and Commission Requirements	<a href="#">RCW 89.08.220 (7)</a>		
3. District Long Range Plan submitted on time & meeting RCW and Commission Requirements	<a href="#">RCW 89.08.220 (7)</a>		
4. Upon request, District contracts and agreements have been submitted to the Commission	<a href="#">RCW 89.08.210</a>		
5. Supervisor Elections & Appointments are conducted according to RCW and WAC requirements	<a href="#">RCW 89.08.190</a> & <a href="#">89.08.200</a> <a href="#">WAC 135-110</a>		
6. All State Auditor identified issues have been resolved to the extent possible	<a href="#">RCW 89.08.070 (12)</a>		
7. Open Public Meetings Act is followed including executive sessions	<a href="#">RCW 42.30</a>		
8. State Public Records Act is followed	<a href="#">RCW 42.56</a>		
9. All Board Supervisors and Public Records Officers are current on the required Open Public Meetings and Public Records Act Training	<a href="#">Engrossed Senate Bill 5964</a>		
10. Annual reporting to State Auditor's Office completed correctly and on time	<a href="#">RCW 89.08.210</a>		
11. Keeping public informed of conservation district activities.	<a href="#">RCW 89.08.220 (13)</a>		
12. State Ethics laws for public officials are being followed	<a href="#">RCW 42.20</a> & <a href="#">42.23</a>		
13. District in compliance with terms of Commission/District Master Agreement	<a href="#">RCW 89.08.070 (5)</a>		
14. Complies with ADA requirements for district office facilities or makes accommodation for meeting ADA requirements.	42 U.S.C. 12101 et seq.		
15. Fulfilling responsibilities to other agencies, as set forth by statute or agreements	Example RCW 90.64, Dairy Nutrient Management Plan		

*Note: Suggesting final version have supplemental information sheet describing the accountability requirements*

## Performance Standards

These elements represent Performance Standards for Conservation Districts

	Performance Standard	Outstanding	Opportunity for Improvement	Action
1.	<b>Prioritizing Resource Concerns</b>	Proactively prioritizes which natural resource concerns to engage in based on resource data, importance at state and regional levels, political consideration, relevance, other groups working on the issue, magnitude of the issue, research conducted on issue, and appropriate role for the district.	Sometimes chooses natural resource concerns based on resource data, importance at state and regional levels.	
2.	<b>Services for Customers</b>	District builds services and programs based on the needs of customers for their conservation work along with the natural resource needs of the district. District supervisors and staff actively engage customers for input on services and programs needed.	Some effort to build services and programs based on the needs of cooperators for their conservation work along with the natural resource needs of the district. Some effort in engaging land owners for input on services and programs needed.	
3.	<b>Addressing Known Resource Concerns with Land Owners</b>	District supervisors and employees actively provide high priority contact and assistance to land owners with known resource issues or in geographic areas of significant resource concern.	Some effort to provide contact and assistance to land owners with known resource issues or in geographic areas of significant resource concern.	
4.	<b>Quantifies Impact</b>	District quantifies its impact on the local natural resources by maintaining quantifiable data on local impact and maintains quantifiable cumulative impacts of district programs/ work and reports cumulative impacts to funders and other partners.	Some quantified natural resource impact information collected and shared by district.	
5.	<b>Technical Capacity</b>	District has the technical capacity to provide timely and efficient planning and implementation assistance for land owners to maintain conservation on the ground with reliable and consistent quality # of certified technical employees, access to at least one conservation planner, participates in CTD data collection and certification programs.	District has some technical capacity to implement programs and assist with planning and application of practices.	
6.	<b>Research &amp; Technology Integrated</b>	District works with a variety of partners to integrate cutting edge research and science into program development, and implementation including connection with academic professionals and able to assist in advancing	Some integration of research and science into program development, and implementation.	

		scientific research on emerging issues.		
	<b>Performance Standard</b>	<b>Outstanding</b>	<b>Opportunity for Improvement</b>	<b>Action</b>
7.	<b>Public &amp; Stakeholders Input</b>	Input is sought from stakeholders in program development, including at least one public meeting, also public input is solicited before annual work plan and long range plan are approved by the board.	Some input sought from stakeholders or public in program and plan development.	
8.	<b>Annual Work Plan</b>	Annual Work Plan addresses the resource concerns identified by the board of supervisors; the district has been in regular consultation with the agencies of record for those resource concerns, and those activities have been implemented.	Annual Work Plan partially addresses resource concerns, some consultation with agencies of record.	
9.	<b>Leveraging Financial &amp; Other Resources</b>	Supervisors and staff are highly leveraging WSCC Implementation grants at 8:1 or more with other resources from other districts and partners.	Leveraging occurring at something less than 8:1.	
10.	<b>Financial Reporting &amp; Vouchering</b>	100% financial reporting and vouchering to the WSCC is on time, complete, accurate, and complies with WSCC financial policies and grants procedures.	Less than 100% financial reporting and vouchering to WSCC.	
11.	<b>Use of Allocated Funding</b>	District has utilized WSCC allocated funding in a timely manner or has notified the WSCC by March 31st that funding allocations for that fiscal year cannot be utilized, allowing for funding to be used by another district.	District does not utilize WSCC allocated funding in a timely manner, nor did the district notify the WSCC about not being able to utilize the funding.	
12.	<b>Funding &amp; Budgeting</b>	District has successfully established a funding base, and maintains operating reserve funds enabling it to provide long term, consistent conservation programs, cover liabilities, and financial commitments.	District has not yet attained an operating reserve equal to 6-months of operating expenses	
13.	<b>Board Governance &amp; Leadership</b>	Board of supervisors actively governs the district by demonstrating leadership in conservation stewardship as well as instilling an ethic and culture of constant improvement. Board has a written policy / procedure for associate supervisors. Board leads budget development, strategic planning & implementation.	Some issues noted in the board of supervisors' governance, leadership, succession planning, budget development or strategic planning.	

	Performance Standard	Outstanding	Opportunity for Improvement	Action
14.	<b>Supervisor Participation, Vacancy Filling, Quorum</b>	District board holds board meetings attended by at least a quorum of supervisors who have chosen a chair, ensures all supervisor positions are filled, and have no meeting cancelled without rescheduling due to lack of a quorum.	Some issue(s) related to supervisor participation, vacancy filling, quorums for meetings or other.	
15.	<b>Board Members Skills &amp; Development</b>	District board does a self-assessment of board and member's effectiveness, board member talents, knowledge and expertise; and actively seeks board and supervisor development activities.	Some or no board member assessment, recruitment or supervisor development activities.	
16.	<b>Effective Board Meetings</b>	Regularly held and effective board meetings with well thought out agenda, minutes, active participation by supervisors and public (if present). Regular meetings would not exceed 3 hours.	Some issue(s) surrounding board meetings effectiveness, conduct, minutes, participation by supervisors and public.	
17.	<b>District Physical Location</b>	Has a physical location that provides regular weekday office hours for public access, information, and services. Office hours are clearly posted at office location and on district website.	Some issue(s) related to the district physical location, office hours, public access for information and services.	
18.	<b>Delegated Authority</b>	Delegation of responsibilities (authority) to a district manager or equivalent are clear and written.	Delegation of responsibilities is informal and/or not clear or written.	
19.	<b>Training</b>	All Supervisors & staff have a training policy and plan and are actively participating in annual training (WACD, WADE, WSCC, Enduris, NRCS, etc.).	Some supervisors and staff have a training plan and participate in training.	
20.	<b>Legal Questions</b>	District always utilizes proper legal counsel for legal questions and/or needs (Enduris, WSCC, MRSC, and/or an attorney).	District occasionally or does not utilize Enduris, WSCC, MRSC, and/or an attorney for legal questions.	
21.	<b>District Operations Policies</b>	District has updated, district operations policies. When operations policy issues arise, the district utilizes needed expertise.	Some or no district operations policies, or policies that need reviewed and updated, not using needed expertise.	
22.	<b>Annual Report of Accomplishments</b>	Annual report of accomplishments includes outstanding examples of conservation work completed, compared to what the district has planned to do, or needs to do	Some examples of conservation work in annual report of accomplishment and relation to annual plan of work.	

	Performance Standard	Outstanding	Opportunity for Improvement	Action
23.	<b>Partnering with Public, Private, Tribal, and Nonprofit Partners</b>	Demonstrated ability to work and coordinate with potential partners to identify and target areas for natural resource conservation and improvement, projects, opportunities for sharing funding, and workforce resources	Some or no evidence of close working relations with potential partners	
24.	<b>Partnering with Other Conservation Districts</b>	Demonstrated ability to work and coordinate with other conservation districts to identify and target areas for natural resource conservation and improvement, projects, opportunities for sharing funding, and workforce resources.	Some or no evidence of close working relations with other conservation districts.	
25.	<b>Working Relationships with Elected Officials</b>	District supervisors and staff have regular contact, including meetings and tours, with elected officials & staff in cities, counties, state legislature, and Congress to provide information on conservation projects & services.	Some or no meetings and contact with elected officials and staff.	
26.	<b>Participation in WACD &amp; NACD</b>	District supervisors and staff actively participate in WACD and NACD events, committees, elected positions, and activities, as well as fund WACD and NACD.	District Supervisors and staff participate in some or no WACD and NACD events, committees, elected positions, activities & funding.	
27.	<b>Working Relationships with Conservation Commission Staff</b>	District supervisors and staff provide open and constructive feedback and input to the WSCC; and actively bring up and work to resolve any issues that arise in a timely manner.	Unresolved issue(s) exist between the WSCC and the CD, some or no district effort toward resolution.	
28.	<b>Public Outreach</b>	District has a public outreach plan including regularly publishing and distributing information regarding district activities, as demonstrated by: press releases, newsletters, social media presence, and distribution of information to partners, diverse stakeholders, and funders.	District has a plan and conducts some or no public outreach activities.	
29.	<b>Youth Education</b>	District has a youth education plan developed with school teachers and administrators, including classroom and field activities that meet educational requirements	District has a youth education plan and conducts some youth education activities.	
30.	<b>Internal Financial Controls</b>	District has excellent internal controls, policies and that it follows to safeguard public funds.	District has some internal controls, policies and procedures and may follow them most of the time. Gaps in policies or execution of the policies and procedures exists.	

## Appendix – Glossary of Terms

No glossary items for Performance Standards numbers: 10,14,17,19, 20, 22, 24-30.

	Performance Standard	Outstanding	Opportunity for Improvement
1,	<b>Prioritizing Resource Concerns</b>	<b>Proactively prioritizes</b> which natural resource concerns to engage in based on resource data, importance at state and regional levels, political consideration, relevance, other groups working on the issue, magnitude of the issue, research conducted on issue, and appropriate role for the district	<b>Sometimes chooses</b> natural resource concerns based on resource data, importance at state and regional levels

### MEANING IN CONTEXT

**Proactively prioritizes** - The district always anticipates future problems, needs or changes vis-à-vis natural resource concerns and identifies the order in which the resource concerns will be addressed.

**Sometimes chooses** - The district almost never identifies the order in which the resource concerns will be addressed.

	Performance Standard	Outstanding	Opportunity for Improvement
2.	<b>Services for Customers</b>	District builds services and programs based on the needs of customers for their conservation work along with the natural resource needs of the district. <b>District supervisors and staff actively engage</b> customers for input on services and programs needed	<b>Some effort</b> to build services and programs based on the needs of land owners for their conservation work along with the natural resource needs of the district. Some effort in engaging land owners for input on services and programs needed

### MEANING IN CONTEXT

**District supervisors and staff actively engage** - District supervisors and staff consistently interact with customers for input. (e.g., At least one customer interaction per week).

**Some effort** - District supervisors and staff occasionally make an effort to interact with customers for input. (e.g., At least two instances per month of interacting with customers for input).

	Performance Standard	Outstanding	Opportunity for Improvement
3.	<b>Addressing Known Resource Concerns with Land Owners</b>	District Supervisors and employees actively provide high priority <b>contact and assistance</b> to land owners with known resource issues or in geographic areas of <b>significant resource concern</b>	<b>Some effort</b> to provide contact and assistance to land owners with known resource issues or in geographic areas of significant resource concern

### MEANING IN CONTEXT

**District Supervisors and employees actively provide high priority contact and assistance** - District supervisors and staff, as a matter of utmost importance, try to interact with landowners with known resource issues at least once a week.

**Significant resource concern** - A natural resource issue that compels particular and timely attention.

**Some effort** - At least two instances per month of providing contact and assistance to landowners.

	Performance Standard	Outstanding	Opportunity for Improvement
4.	<b>Quantifies Impact</b>	District quantifies its impact on the local natural resources by maintaining quantifiable data on local <b>impact</b> and maintains quantifiable <b>cumulative impacts</b> of district programs/ work and reports cumulative impacts to funders and other partners.	<b>Some</b> quantified natural resource impact information collected and shared by district

**MEANING IN CONTEXT**

**Impact** - Effect(s), negative or positive, of district programs on local natural resources.

**cumulative impacts** - Year to year effect(s), positive or negative, of district programs on local natural resources.

**Some** - Incomplete quantifiable data on impacts and cumulative impacts.

	Performance Standard	Outstanding	Opportunity for Improvement
5.	<b>Technical Capacity</b>	District has the <b>technical capacity</b> to provide <b>timely and efficient planning and implementation assistance</b> for land owners to maintain conservation on the ground with <b>reliable and consistent quality # of certified technical employees</b> , access to at least one conservation planner, participates in CTD data collection and certification programs	District has <b>some technical capacity</b> to implement programs and assist with planning and application of practices

**MEANING IN CONTEXT**

**technical capacity** -the ability to apply special knowledge or to perform relating to planning and implementation assistance

**timely and efficient planning and implementation assistance** - Planning and implementation assistance that occurs at the most useful time without waste of time or energy

**some technical capacity** - limited or restricted ability to apply special knowledge or to perform relating to planning and implementation assistance

	Performance Standard	Outstanding	Opportunity for Improvement
6.	<b>Research &amp; Technology Integrated</b>	District works with a <b>variety of partners</b> to integrate cutting edge research and science into program development, and implementation including connection with academic professionals and able to assist in advancing scientific research on emerging issues	<b>Some integration</b> of research and science into program development, and implementation

**MEANING IN CONTEXT**

**Variety of partners** - Two or more individuals or organizations or institutions

**Some integration** - Limited use of research and science information (with or without direct partnering with individuals, organizations or institutions).

**No clear evidence** - No obvious documentation of using research and science information.

	Performance Standard	Outstanding	Opportunity for Improvement
7.	<b>Public Stakeholders Input</b>	<b>Input is sought</b> from <b>stakeholders</b> in program development, including at least one public meeting, also public input is solicited before annual work plan and long range plan are approved by the board.	<b>Some input sought</b> from stakeholders or public in program and plan development

**MEANING IN CONTEXT**

**Input is sought** - Advice and opinions from stakeholders are consistently sought by the district.

**Stakeholders** - Any individual or organization that is involved in or affected by a course of action or policy.  
**Some input sought** - Advice and opinions from stakeholders are occasionally sought by the district.

	Performance Standard	Outstanding	Opportunity for Improvement
8.	<b>Annual Work Plan</b>	Annual Work Plan addresses the resource concerns identified by the board of supervisors; the district has been in <b>regular consultation</b> with the agencies of record for those resource concerns, and those activities have been implemented.	Annual Work Plan <b>partially</b> addresses resource concerns, <b>some consultation</b> with agencies of record

**MEANING IN CONTEXT**  
**Regular consultation** - Discussions that occur on a recurring and scheduled basis.  
**Partially** - Not completely.  
**some consultation** - Discussion that occur on a non-recurring and unscheduled basis.

	Performance Standard	Outstanding	Opportunity for Improvement
9.	<b>Leveraging Financial &amp; Other Resources</b>	Supervisors and staff are highly <b>leveraging</b> WSCC Implementation grants at 8:1 <b>or more</b> with other resources from other districts and partners	Leveraging occurring at something less than 8:1.

**MEANING IN CONTEXT**  
**Leveraging** - Defined as financial resources from any source whether cash, in-kind, equipment, supplies, office space, or other match.

	Performance Standard	Outstanding	Opportunity for Improvement
10.	<b>Financial Reporting &amp; Vouchering</b>	100% financial reporting and vouchering to the WSCC is on time, complete, accurate, and complies with WSCC financial policies and grants procedures	Less than 100% financial reporting and vouchering to WSCC

	Performance Standard	Outstanding	Opportunity for Improvement
11.	<b>Use of Allocated Funding</b>	District has utilized WSCC allocated funding in a <b>timely</b> manner or has notified the WSCC by March 31st that funding allocations for that fiscal year cannot be utilized, allowing for funding to be used by another district	District does not utilize WSCC allocated funding in a timely manner, nor did the district notify the WSCC about not being able to utilize the funding

**MEANING IN CONTEXT**  
**Timely** -Use of the allocated funding occurs before the expenditure deadline.

	Performance Standard	Outstanding	Opportunity for Improvement
12.	<b>Funding &amp; Budgeting</b>	District has successfully established a <b>funding base</b> , and maintains <b>operating reserve funds</b> enabling it to provide <b>long term</b> , <b>consistent</b> conservation programs, cover liabilities, and financial commitments	District has not yet attained an operating reserve equal to 6-months of operating expenses

**MEANING IN CONTEXT**

**funding base** - Proven track record of attaining funding that is used without being depleted over a specified period of time or on an ongoing basis.

**operating reserve funds** - SAO recommends 6-month operating reserve funds at a minimum. On the other extreme, districts should not be sitting on a large reserve. (insert SAO link if available)

**long term** - extending over a period of at least six years

**Consistent** - Conservation programs that are implanted in the same way

	Performance Standard	Outstanding	Opportunity for Improvement
13.	<b>Board Governance &amp; Leadership</b>	Board of Supervisors <b>actively governs</b> the district by <b>demonstrating leadership</b> in conservation <b>stewardship</b> as well as <b>instilling an ethic and culture of constant improvement</b> . Board has a written policy / procedure for associate supervisors. Board <b>leads</b> budget development, strategic planning & implementation	<b>Some</b> issues noted in the board of supervisors governance, leadership, succession planning, budget development or strategic planning

**MEANING IN CONTEXT**

**actively governs** - The district board exerts influence over the development of district policies but does not engage in explicitly directing staff in the day-to-day administration of policies and operations.

**demonstrating leadership** - The district board continuously shows positive examples of leading the district in support of the community it serves

**Conservation stewardship** - the careful use of natural resources to prevent them from being lost or wasted

**instilling an ethic and culture of constant improvement** - To gradually build a belief and way of thinking by board members and staff that making policies and programs better is both better and can continually occur.

**Leads** - The board directs staff on a course or in a direction regarding budget development, strategic planning, and implementation.

**Some** - A number of issues pertaining to supervisor governance and leadership are not resolved or need additional attention.

	Performance Standard	Outstanding	Opportunity for Improvement
14.	<b>Supervisor Participation, Vacancy Filling, Quorum</b>	District board holds board meetings attended by at least a quorum of supervisors who have chosen a chair, ensures all supervisor positions are filled, and have no meeting cancelled without rescheduling due to lack of a quorum.	<b>Some</b> issue(s) related to supervisor participation, vacancy filling, quorums for meetings or other

	Performance Standard	Outstanding	Opportunity for Improvement
15.	<b>Board Members Skills &amp; Development</b>	District board does a self-assessment of board and member's effectiveness, board member talents, knowledge and expertise; and actively seeks board and supervisor development activities	<b>Some</b> or no board member assessment, recruitment or supervisor development activities

**MEANING IN CONTEXT**

**Some** - The district attends to some, but not all, of the listed issues on an annual basis.

	Performance Standard	Outstanding	Opportunity for Improvement
16.	<b>Effective Board Meetings</b>	Regularly held and <b>effective</b> board meetings with <b>well thought out</b> agenda, minutes, <b>active participation</b> by supervisors and public (if present). Regular meetings would not exceed 3 hours	<b>Some issue(s)</b> surrounding board meetings effectiveness, conduct, minutes, participation by supervisors and public

**MEANING IN CONTEXT**

**Effective** - Meetings are effective use of time for governing, planning, participation based on well thought out agenda and meeting management

**well thought out** - Board agendas are carefully formed and at least 80% aligned to the district's annual work plan.

**active participation** - All board members contribute to the discussion of issues and policies on the agenda. Opportunity is provided for public input (e.g., via email or letter, in person, via phone).

**Some issue(s)** - The district has identified two or more issues needing attention and resolution relating to board meetings.

	Performance Standard	Outstanding	Opportunity for Improvement
17.	<b>District Physical Location</b>	Has a physical location that provides regular weekday office hours for public access, information, and services. Office hours are clearly posted at office location and on district website.	Some issue(s) related to the district physical location, office hours, public access for information and services

	Performance Standard	Outstanding	Opportunity for Improvement
18.	<b>Delegated Authority</b>	Delegation of responsibilities (authority) to a district manager or equivalent are clear and written	Delegation of responsibilities is <b>informal</b> and/or not clear or written

**MEANING IN CONTEXT**

**informal** - The delegation of responsibilities is not written.

	Performance Standard	Outstanding	Opportunity for Improvement
19.	<b>Training</b>	All Supervisors & staff have a training policy and plan and are actively participating in annual training (WACD, WADE, WSCC, Enduris, NRCS, etc.).	Some supervisors and staff have a training plan and participate in training.

	Performance Standard	Outstanding	Opportunity for Improvement
20.	<b>Legal Questions</b>	District always utilizes proper legal counsel for legal questions and/or needs (Enduris, WSCC, MRSC, and/or an attorney)	District occasionally or does not utilize Enduris, WSCC, MRSC, and/or an attorney for legal questions

	Performance Standard	Outstanding	Opportunity for Improvement
21.	<b>District Operations Policies</b>	District has <b>updated</b> , district operations policies. When operations policy issues arise, the district utilizes needed expertise.	<b>Some</b> or no district operations policies, or policies that need reviewed and updated, not using needed expertise.

**MEANING IN CONTEXT**

**updated** - No more than three years since all district operations policies have been reviewed and, as needed, updated.

**Some** - 50% or more of all district operations policies have not been reviewed and, as needed, updated in the last three years.

	Performance Standard	Outstanding	Opportunity for Improvement
22.	Annual Report of Accomplishments	Annual report of accomplishments includes outstanding examples of conservation work completed, compared to what the district has planned to do, or needs to do	Some examples of conservation work in annual report of accomplishment and relation to annual plan of work

	Performance Standard	Outstanding	Opportunity for Improvement
23.	Partnering with Public, Private, Tribal, and Nonprofit Partners	Demonstrated ability to work and coordinate with potential partners to identify and target areas for natural resource conservation and improvement, projects, opportunities for sharing funding, and workforce resources	Some or no evidence of close working relations with potential partners

#### MEANING IN CONTEXT

**Demonstrated ability** - Written or other forms of documentation showing the district engaged in coming together with local public, private, tribal, and nonprofit partners to address natural resource concerns.

	Performance Standard	Outstanding	Opportunity for Improvement
24.	Partnering with Other Conservation Districts	Demonstrated ability to work and coordinate with other conservation districts to identify and target areas for natural resource conservation and improvement, projects, opportunities for sharing funding, and workforce resources	Some or no evidence of close working relations with other conservation districts

	Performance Standard	Outstanding	Opportunity for Improvement
25.	Working relationships with Elected Officials	District supervisors and staff have regular contact, including meetings and tours, with elected officials & staff in cities, counties, state legislature, and Congress to provide information on conservation projects & services	Some or no meetings and contact with elected officials and staff

	Performance Standard	Outstanding	Opportunity for Improvement
26.	Participation in WACD & NACD	District supervisors and staff actively participate in WACD and NACD events, committees, elected positions, and activities, as well as fund WACD and NACD	District Supervisors and staff participate in some or no WACD and NACD events, committees, elected positions, activities & funding

	Performance Standard	Outstanding	Opportunity for Improvement
27.	Open & Constructive Working Relationships with Conservation Commission Staff	District supervisors and staff provide open and constructive feedback and input to the WSCC; and actively bring up and work to resolve any issues that arise in a timely manner.	Unresolved issue(s) exist between the WSCC and the CD, some or no district effort toward resolution.

	Performance Standard	Outstanding	Opportunity for Improvement
28.	Public Outreach	District has a public outreach plan including regularly publishing and distributing information regarding district activities, as demonstrated by: press releases, newsletters, social media presence, and distribution of information to partners, diverse stakeholders, and funders.	District has a plan and conducts some or no public outreach activities

	Performance Standard	Outstanding	Opportunity for Improvement
29.	Youth Education	District has a youth education plan developed with school teachers and administrators, including classroom and field activities that meet educational requirements	District has a youth education plan and conducts some youth education activities

	<b>Performance Standard</b>	<b>Outstanding</b>	<b>Opportunity for Improvement</b>
30.	<b>Internal Financial Controls</b>	District has excellent internal controls, policies and that it follows to safeguard public funds.	District has some internal controls, policies and procedures and may follow them most of the time. Gaps in policies or execution of the policies and procedures exists.

# November 2016 Commission Meeting

## District Operations Staff Report (September 2016 to November 2016)

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### Conservation District Assistance Topics

1. Annual meetings
2. Appointed supervisor application
3. Area award letter nominations and write-ups
4. Area meeting logistics, planning, & support
5. Asset management
6. BAER team formation/need
7. BARS
8. Board development
9. Chehalis project funding
10. Communications, Partnership Building, & Outreach Committee
11. Conservation Accountability & Performance
12. Contractors
13. Cost share & grant questions
14. Cultural resource task orders
15. Cultural resources process questions
16. Dairy planning
17. District annexation of cities
18. District audits & related cost issues
19. District employee overtime
20. District operations
21. Election and Appointment questions
22. Fencing exemptions
23. Field tour
24. Financial training webinar
25. Fire Recovery projects & related questions
26. FireWise reporting
27. FMLA rule changes on exempt/non-exempt and overtime
28. Focused Area Planning examples
29. Grant vouchering questions
30. Implementation monitoring
31. Improved budget and financial reporting
32. Interlocal agreements
33. Interviews with media
34. Land owner and organization testimonials
35. Local Work Group Facilitation (NW)
36. Long Range Planning
37. MOA with Ecology
38. New Manager Orientation

### On Going Services

- Orientation & Open Government Training of new Supervisors & employees
- District Operations Issues Resolved
- Supervisor Election & Appointments
- District Capacity Building Assistance
- Sharing of Examples, Templates, Information
- Fire Recovery Assistance
- FireWise Project Assistance
- CRM Facilitation
- Cultural Resources Assistance
- CPDS & Project Development
- Conservation Accountability & Performance Program Assistance

39. New Supervisor orientation
40. Non-shellfish projects
41. Office space issues
42. Outreach to policy makers
43. Personnel issues
44. Planning
45. Policy on extension of probationary period
46. Project Funding
47. Public records
48. Quick notes development and distribution
49. Rates & charges
50. RCPP program activities & new proposals
51. Resolutions for Area Meetings
52. Schedule 22 duplication of CAPP questions
53. Shared web-based document repository
54. State motor pool vehicle procedures
55. State permitting by other agencies
56. Supervisor resignation & steps
57. USFS grant to work with non-industrial forest landowners
58. Vacant supervisor position
59. Voluntary Stewardship Program & mapping

## **Fire Recovery**

See Commission packet for more detail on Fire Recovery Program. Mike Baden continued to provide leadership to the fire recovery program including answering fire recovery related questions from the CD's; facilitating the Fire Recovery Committee Meetings; cultural resource survey questions; compiling submitted fire projects; planned and facilitated a webinar for districts responding to 2016 fires, ECP work with FSA. For more information contact [Mike Baden](#).

## **Coordinated Resource Management**

The CRM Executive Committee met in October in Winthrop and toured the fire recovery areas in Okanogan County. They were joined by the Tri-State Commission members and guests. The CRM Executive Committee members reaffirmed their support and continuation of the CRM activities. Ecology will provide the leadership in 2017 for both the task group and executive committee. A new CRM was formed in Central Klickitat CD for the Simcoe Property (WDFW, CKCD & EKCD) for property in easement. For more information contact [Ray Ledgerwood](#).

## **The Center for Technical Development (CTD)**

See Commission packet for more detail on Center for Technical Development activities. Jess Davenport provided staff support for CTD including: Newsletter development and distribution; website; promotional material; facilitation of CTD leaders monthly meetings; mentor documentation system; WACD and WSCC presentations; coordination of technical training needs with WADE conference structure including certification tracks; training CTD records retention & Dropbox conversion; 2<sup>nd</sup> Riparian and Instream Considerations in Conservation Planning Course was completed with 5 NRCS and 7 CD employees attending; coordinated with NRCS on tracking list of Basic Conservation Planning students and their plan completion and review; task order completion and development of a new task order. For more information contact [Jess Davenport](#).

## **Chehalis Flood Project Funding**

Stu Trefry represented the Commission at the Chehalis Basin State Team meeting as well as a meeting to discuss the finalization of the 2017-19 Chehalis Basin biennial budget. Stu organized a meeting between Chehalis Basin Flood Authority staff and the key staff of the Lewis County, Grays Harbor, and Thurston CDs to discuss current and potential projects, and followed up with Chehalis Flood Authority staff on issues addressed at their meetings with the 3 Chehalis basin CDs including comments to the Ecology Programmatic EIS document. For more information contact [Stu Trefry](#).

## **Firewise**

Shana Joy continues to provide staff leadership in the Firewise program efforts including development a reporting form to collect accomplishments from districts implementation of Firewise projects. For more information contact [Shana Joy](#).

## **Conservation Accountability and Performance Program (CAPP)**

See the Commission packet for more information on CAPP. The WSCC Work Group has met once in-person and three net meetings to develop the draft concept of the new Conservation Accountability and Performance Program. The draft concept paper is included in the Commission packet that has been distributed to Conservation Districts with a web-based input form.

Conservation Accountability & Performance Program (CAPP) work group members are inviting Conservation District Supervisors, Employees, and Commission Member and Staff questions and input to the draft system under construction to replace the Good Governance Program. For more information contact [Ray Ledgerwood](#).

## **Long Range Planning**

Stu Trefry is working with the Thurston, Grays Harbor, Whidbey Island and Pend Oreille CDs on development of their long range plans. For more information contact [Stu Trefry](#).

## **State Auditor**

Shana Joy is working with SAO on a message to the CDs about the changing format of audits for next year – 2017 – with respect to moving towards multi-year audits to adhere to SAO policy on auditing local governments. Shana is also working with the SAO staff and RMs on next year's audit schedule for districts. For more information contact [Shana Joy](#).

## **District Operations Briefs**

Stu Trefry finalized a District Operations Brief on the new rules related to the Fair Labor Standards Act rule changes related to overtime. The operations brief should be released next week For more information contact [Stu Trefry](#).

## **NRCS Tribal Advisory Committee**

Ray Ledgerwood facilitated a two-day strategic planning work session with the NRCS Tribal Advisory Committee. For more information contact [Ray Ledgerwood](#).

## **WDA Dairy Nutrient Program Advisory Committee**

Ray Ledgerwood facilitated two meetings of the WDA Dairy Nutrient Program Advisory Committee to develop recommendations for consideration by Director Sandison for gaps in the current Dairy Nutrient Management Program. For more information contact [Ray Ledgerwood](#).

## **Task Orders**

NRCS Area Conservationists, RMs and Financial Staff continued work on task order development, procedures, vouchering and reporting issues. For more information contact [Ray Ledgerwood](#)

## **Washington Cattlemen**

Ray Ledgerwood facilitated a work session for the WCA Executive Board to review and recommend revisions for by-laws that reflect input from their members. For more information contact [Ray Ledgerwood](#)

## **Partnerships**

Stu Trefry represented the Pacific region on monthly teleconferences of the NASCA Policy Committee and represented NASCA on the NACD Urban and Community Resource Policy Group. Stu also attended and helped coordinate the AgForestry Columbia River Seminar. For more information contact [Stu Trefry](#) or [Shana Joy](#).



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

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**Job Classifications**

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**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.

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**Training**

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**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, needed training events to maximize opportunities for CD staff. This included training required for Planner Certifications and proposed 2017 EQIP planning requirements.

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" and to date we have published six of these events.

**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 December to begin organization of training events by comparing training needs of CD and NRCS employees based on the TNI for each organization.

**B3. Develop and conduct Core training events and CD 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, 4 out of 6 CD employees who attended the training have submitted their plans for review to Tracy Hanger, NRCS. Of those, one left the district prior to submitting a plan, and the final plan is set to be submitted for review by the end of the year. Out of the 4 plans submitted, 2 have been approved, with the remaining plans returned for revisions.
- **Basic Conservation Planning course** – 34 plans were submitted by CD employees on time. Currently NRCS ARCS are conducting final reviews of plans. For the first time, CTD LT members were included in the review process of these plans. The CTD LT members that took part in this process were James Weatherford, Larry Brewer and Bobbi Lindemulder.
- **Riparian and Instream Considerations in Conservation Planning courses (session 1 & 2)** - Completed and Certificates have been sent to students.

**CORE TRAININGS**

<b>Course title</b>	<b>Employees Attended</b>	<b>Employees completed course requirements</b>
<i>Comprehensive Nutrient Management Plan Development (CNMP)</i>	<b>6</b>	<b>TBD</b>
<i>Basic Conservation Planning</i>	<b>34</b>	<b>TBD</b>
<i>Riparian and Instream Considerations in Conservation Planning</i>	Olympia – <b>13</b> Spokane - <b>7</b>	<b>20</b>

In 2015 & 2016 the CTD supported CD training events which included ArcGIS, Waste Calc, Feed and Forge Balance and Plan ID. Data from the TNI is being used to develop CD lead training events for 2017. Data gathered from the 2017 TNI shows these trainings as ranking the highest: Wetland Plant ID, Weed ID, Wetland Restoration, Riparian Area Restoration, Hydric Soils for Wetland Delineation, Climate Change and Climate Resilience, Project Management, Forest Health Assessment, Integrated Pest Management, GIS, Upland Habitat Restoration, Aquatic Habitat Restoration, and Soil Testing and Interpreting Results. Using this data and other sources the CTD will work to identify which trainings will be offered.

## CD TRAININGS

Training Title	Employees Attended & Completed
ArcGIS <i>King Conservation District</i>	14
ArcGIS <i>Okanogan Conservation District</i>	10
ArcGIS <i>Palouse Conservation District</i>	22
ArcGIS <i>Pierce Conservation District</i>	9
ArcGIS <i>Whatcom Conservation District</i>	6
<i>Waste Calc, Feed and Forage Balance workshop Olympia, WA</i>	9
<i>Waste Calc, Feed and Forage Balance workshop Renton, WA</i>	9
<i>Plant ID Oakville, WA</i>	7
<i>Total</i>	<b>86</b>

The CTD had their first meeting with WADE leadership in October to develop training tracks for the WADE 2017 Conference. These tracks will be specific to the Dairy Planner, Farm Planner and Riparian Planner certifications with content on planning templates, hot topics, upcoming new programs or tools, and will qualify as CEU's. A joint session with all the Certifications will also be provided to cover the most important NRCS planning tools all planners should be well versed on. Data gathered from the TNI about district employee training needs has been utilized to assist with track content development at WADE. Additionally, discussion on future training collaborations and support between WADE and the CTD was discussed and is moving forward.

### 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 1<sup>st</sup>. 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 31<sup>st</sup> 2016 and the second round are due June 30<sup>th</sup> 2017. Guidelines for each certification are available on the CTD website. To date, 34 individuals have asked for applications (some requested applications for more than one discipline): 9 Dairy Planner, 10 Farm Planner and 27 Riparian Planner.

## **C2. Coordination of mentoring and continuing 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**

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#### **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. Definitions for each type of planning type/document have been established and put into a matrix for a planner to select the appropriate plan for their needs. The site assessment check list is being updated for statewide use (separate west and east versions) and a new statewide template for Practice and Comprehensive Plans is under development. All planning tools are being cataloged and listed on the CTD website for easy access for all planners.

The dairy planning group is working on statewide coordination of the planning templates and elements of the DNMP. A meeting is being planned for this winter to review and update templates. Planners from eastern and western WA (Laurie Crow and Nichole Embertson, respectively) have been designated and are participating 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. Additional content is being curated by the planning groups for access by all.

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### **Communication and Outreach**

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**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](http://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.

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### **Technical Expertise, Mentoring and Job Shadowing**

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**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 submitted the document to the CTD after course completion.

Larry Brewer is the CTD Mentor Coordinator. He made contact with each mentor to ensure that students were progressing in their plan development. 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. This was very helpful in tracking mentor work and easily processing for reimbursement.

**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.

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**Science, Research/Demonstration, and Effectiveness Monitoring**

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**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 the 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 edge-of-field 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. Through this process, statewide QAPP and SOP's are being developed with guidelines on how to install and maintain EoF sites for any CD to follow. 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. NRCS plans to open up the NWQI EoF sign-ups to the entire State next year, and the DF program is prepared to support staff with webinars and guidelines to jump on the opportunity.

## Quality Assurance

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### **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 input was provided on the good governance update concerning a District's impact on conservation practices installed and a District's Technical Capacity.

## CTD Coordination

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### **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 December.

## CTD Contact Information

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For more information on the CTD activities, please contact:

CTD contact: Nichole Embertson  
[nembertson@whatcomcd.org](mailto:nembertson@whatcomcd.org)

WSCC contact: Jess Davenport  
[jdavenport@scc.wa.gov](mailto:jdavenport@scc.wa.gov)

**FY 2017 Proposed Deliverables and Budget - WSCC Center for Technical Development (CTD)**

Deliverables for FY 2017 (Rev 11/16/16)	FY16-17 Original Budget Grant Allocation	FY17 Budget as of July 1, 2016 (Reallocated)	FY17 Budget remaining as of November 1, 2016
<b>Job Classifications</b>			
Develop statewide district staff job classification definitions and levels (ie. Specialist, Coordinator, Technician, Manager, etc.)	\$5,000	\$1,000	\$1,000
<b>Training</b>			
Complete an annual training needs inventory survey after WADE to help guide future training events.   Maintain Training calendar. Collect and promote (as appropriate) training events from around WA.	\$ 2,000	\$ 500	\$ 500
Participate in NRCS (Emp Dev Com) & NRCS TAC (tech advisory committee).   Coordinate with NRCS and organize some of the core training events such as Conservation Planner, Nutrient Management, CNMP, Pest Management.	\$ 10,000	\$ 12,638	\$ 12,638
Develop and conduct CD lead training events (i.e., RUSLE2, SVAP, Soils, Effectiveness monitoring, etc.).   Explore employee training on how to work with landowners on individual basis and group basis to support VSP & CRM.   Provide training opportunities for continuing education toward certification requirements.   Coordinate with 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 survey.	\$ 20,000	\$ 35,720	\$ (16,270)
<b>Certification</b>			
Implement and manage current certification processes (Dairy, Riparian, Farm). This includes total program structure and support, planning, communication, and promotion of individual certification programs.	\$ 13,000	\$ 7,858	\$ 6,210
Coordination of mentoring and continue education for certification program.	\$ 2,000	\$ 3,877	\$ 3,877
Develop new certifications as needed. Identify leaders/coordinators for each certification and provide support for program development.	\$ 5,000	\$ 1,092	\$ 877
<b>Planning Tools and Templates</b>			
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.	\$12,000	\$6,420	(\$1,926)
ID / create planning fact sheets and informational materials. Priority emphasis: dairy, riparian, small farm, LID, shoreline, education and outreach, etc.	\$ 2,000	\$ 3,203	\$ 3,060
Maintain a clearing house for ensuring that technical employees have convenient access to necessary tools for conducting site assessments and evaluations. Add pages and content when needed.	\$ 3,000	\$ 2,000	\$ 1,856
<b>Communications and Outreach</b>			
Enhance and maintain communications system including newsletter, emails, calendars, website, and others. Continue and maintain TPDW monthly newsletter (formatting, obtaining/writing articles, dissemination, updating, addressing feedback, etc.).	\$ 10,000	\$ 3,825	\$ 3,610
Continue general communications promoting and outreach (i.e., phone contacts, presentations, meeting attendance, personal contact).	\$ 5,000	\$ 3,235	\$ 2,888

### Technical Expertise, Mentoring and Job Shadowing

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.	\$ 13,000	\$ 3,342	\$ (1,854)
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.	\$ 4,000	\$ 3,433	\$ 3,362
Coordinate with WSCC Policy Director on engagement of CD technical experts in federal, state and local policies and programs related to conservation activities.	\$ 5,000	\$ 1,000	\$ 1,000

### Science, Research/Demonstration, and Effectiveness Monitoring

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.).	\$ 13,000	\$ 10,791	\$ 10,791
Discovery Farms - Development of DF program for WA State including branding, framework, field set up format, standard operating procedures, research support, and data sharing protocols. Start-up funds for demonstration sites.	\$ 60,000	\$ 34,022	\$ 16,088

### Quality Assurance

Revise & complete Quality Assurance Quality Control (QAQC) Plan for Conservation Planning.	\$ 44,000	\$ 4,138	\$ 4,138
Coordinate with WSCC to assist with implementation monitoring of practices when needed.	\$ -	\$ 8,000	\$ 8,000
Work with WSCC to include in good governance that CDs have an internal plan review process. Draft some internal review guidelines and examples to support development of plan review. Develop guidelines and Pilot Plan quality documentation checks for Districts, and TPDW offer assistance to improve their plan reviews and/or content.	\$ -	\$ 8,000	\$ 8,000

### CTD Coordination

Executive Chair	\$ 10,000	\$ -	\$ -
Administration, budget, and financial support for workgroup tasks, billing, and reporting.	\$ 10,000	\$ 6,066	\$ 3,196
Participation in Leadership Team meetings	\$ -	\$ 14,202	\$ 11,555

<i>FY16-17 Budget</i>	<i>FY17 Budget Total*</i>	<i>Budget Remaining through 6/30/17</i>
<b>\$ 248,000</b>	<b>\$ 174,362</b>	<b>\$ 82,596</b>

*\*An additional \$75,180 was added in 2016 to support training through a TSP contract.*

# TAB 4

No materials in this tab. Verbal updates will be provided at meeting.

**TAB 5**

**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)*

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

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

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**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.<sup>1</sup>

## **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.

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<sup>1</sup> 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.

## 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>
<b>Total Salaries and Expenses</b>	<b>2,032,258</b>	<b>2,046,543</b>	<b>(14,285)</b>
<b>Professional Service Contracts</b>	<b>161,000</b>	<b>101,040</b>	<b>59,960</b>
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)
<b>Grants, Benefits &amp; Client Services</b>	<b>4,883,754</b>	<b>5,875,933</b>	<b>(992,179)</b>
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
<b>Interagency Reimbursements**(details below)**</b>	<b>(313,012)</b>	<b>(1,260,261)</b>	<b>947,249</b>
<b>Sum:</b>	<b>6,764,000</b>	<b>6,763,256</b>	<b>744</b>

<b>**Interagency Reimbursements**</b>		<b>Expenditure</b>	<b>Recovery</b>
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
<b>Total</b>		<b>1,260,261</b>	<b>1,260,261</b>