

## November 2017 VSP Newsletter

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This is the monthly installment of a Voluntary Stewardship Program (VSP) informational newsletter. Please sign up to receive the newsletter [here](#). Feedback is welcome - please direct it to [Bill Eller](#).

**VSP QUARTERLY REPORTS PAST DUE:** The Commission has received required quarterly VSP reports from Columbia, Kittitas, Grant, Grays Harbor, Lewis, Lincoln, Skagit, Spokane, Stevens, Walla Walla and Whitman counties - thank you!

The following counties have not yet submitted their quarterly report for the period of July 1, 2017 - September 30, 2017. Counties who have not submitted their quarterly report run the risk of their VSP contract with the Commission being terminated and losing the ability to be reimbursed for VSP expenses.

Those counties that have not submitted their report this quarter are: Adams, Asotin, Benton, Chelan, Cowlitz, Douglas, Ferry, Franklin, Garfield, Jefferson, Mason, Okanogan, Pacific, Pend Oreille, San Juan, Thurston, and Yakima.

If your county has not submitted their quarterly report, please do so **immediately** at this link:

<https://www.formstack.com/forms/?2221155-U3eHq4N8zh>

**REGIONAL VSP MEETINGS IN DECEMBER 2017:** The Conservation Commission will host two regional VSP meetings this December. Come learn about transitioning from planning to implementation in the VSP at one of the informational sessions.

Two dates and locations are being offered (Lacey and Spokane). The agenda for both meetings is the same, so you'll only need to attend one meeting. **Lunch will be provided only for those attendees who RSVP at this [link](#) on or before November 22, 2017.**

December 7, 2017 - Lacey, Washington

9:00 am to 3:00 pm  
Lacey Conference Center  
(Farm Bureau offices)  
975 Carpenter Rd NE #101  
Lacey, WA 98516

## [Map/Directions](#)

December 13, 2017 - Spokane, Washington

9:00 am to 3:00 pm  
Hotel RL by Red Lion  
Spokane at the Park  
303 W. North River Dr.  
Spokane, WA 99201

## [Map/Directions](#)

Lunch provided only for those who RSVP for these sessions no later than Friday, November 22. Please use this link to RSVP: <https://www.formstack.com/forms/?2184636-5okFnkNVUa>

If you have questions or are a person with a disability and need special accommodations, please contact the Conservation Commission at (360) 407-6200.

**STEVENS COUNTY SUBMITS VSP WORK PLAN TO COMMISSION:** Stevens County submitted their VSP work plan to the Commission on October 17, 2017. Work plans can be accessed from the Commission's VSP web page [here](#). The VSP Technical Panel is in the process of reviewing work plans for approval. For Technical Panel meeting details, please see the Technical Panel web page [here](#).

**SAN JUAN COUNTY SUBMITS VSP WORK PLAN TO COMMISSION:** San Juan County submitted their VSP work plan to the Commission on October 31, 2017. The public is invited to comment on any VSP work plan submitted to the VSP Technical Panel within 14 days of submittal. The public has until November 14, 2017 to comment on the plan. The public can use this public comment [form](#) to capture any comments made. The work plan can be accessed from the Commission's VSP web page [here](#). Work plans can be accessed from the Commission's VSP web page [here](#). The VSP Technical Panel is in the process of reviewing work plans for approval. For Technical Panel meeting details, please see the Technical Panel web page [here](#).

**DEADLINES TO SUBMIT VSP WORK PLANS:** The VSP statute sets out a number of important deadlines. One of those deadlines is when the VSP work plan must be approved by the Commission. The following list applies to each county that has yet to submit their work plan to the VSP Technical Panel. Please take note of your county deadline and contact [Bill Eller](#) to talk about details of submitting work plans to the Technical Panel. The failure to meet these deadlines could result in the county "failing out" of VSP as per [RCW 36.70A.735](#).

**Kittitas** must have an approved work plan by November 17, 2018. Therefore, it must submit its work plan to the Technical Panel no later than May 17, 2018.

**Mason** must have an approved work plan by November 24, 2018. Therefore, it must submit its work plan to the Technical Panel no later than May 24, 2018.

**Garfield** must have an approved work plan by November 30, 2018. Therefore, it must submit its work plan to the Technical Panel no later than May 30, 2018.

**Asotin** must have an approved work plan by December 14, 2018. Therefore, it must submit its work plan to the Technical Panel no later than June 14, 2018.

**Cowlitz** must have an approved work plan by December 22, 2018. Therefore, it must submit its work plan to the Technical Panel no later than June 22, 2018.

**Okanogan** must have an approved work plan by December 28, 2018. Therefore, it must submit its work plan to the Technical Panel no later than June 28, 2018.

**Benton** must have an approved work plan by January 12, 2019. Therefore, it must submit its work plan to the Technical Panel no later than July 12, 2018.

**Columbia** must have an approved work plan by January 20, 2019. Therefore, it must submit its work plan to the Technical Panel no later than July 20, 2018.

**Douglas** must have an approved work plan by January 22, 2019. Therefore, it must submit its work plan to the Technical Panel no later than July 22, 2018.

**Pend Oreille** must have an approved work plan by February 2, 2019. Therefore, it must submit its work plan to the Technical Panel no later than August 2, 2018.

**Franklin** must have an approved work plan by February 24, 2019. Therefore, it must submit its work plan to the Technical Panel no later than August 24, 2018.

**Ferry** must have an approved work plan by March 14, 2019. Therefore, it must submit its work plan to the Technical Panel no later than September 14, 2018.

**Grays Harbor** must have an approved work plan by March 21, 2019. Therefore, it must submit its work plan to the Technical Panel no later than September 21, 2018.

**Lincoln** must have an approved work plan by March 21, 2019. Therefore, it must submit its work plan to the Technical Panel no later than September 21, 2018.

**Lewis** must have an approved work plan by April 18, 2019. Therefore, it must submit its work plan to the Technical Panel no later than October 18, 2018.

**Spokane** must have an approved work plan by April 22, 2019. Therefore, it must submit its work plan to the Technical Panel no later than October 22, 2018.

**Adams** must have an approved work plan by May 23, 2019. Therefore, it must submit its work plan to the Technical Panel no later than November 23, 2018.

**SUBMITTAL OF VSP WORK PLANS TO THE COMMISSION:** The Commission has set up a schedule for the formal submittal of VSP work plans. Two plans can be reviewing in any given month. Plans must be formally submitted no later than the first of the month in which the review meeting is set for that plan. Counties wishing to formally submit work plans must

contact [Bill Eller](#) at the Commission before submitting their work plans so that the plan can be assigned a meeting. [Bill Eller](#) can be reached at 509-385-7512 or by email at [beller@scc.wa.gov](mailto:beller@scc.wa.gov).

*Action by Work Group on Work Plan:* remember, the action the VSP work group needs to take in sending the work plan to the Commission is that the work group should move to submit the work plan to the Commission and VSP Technical Panel, not “approve” the work plan.

*Technical Panel Review Process:* The Technical Panel typically has at least two meetings during the review process. The first meeting is the first time the Technical Panel has an opportunity to discuss the work plan amongst themselves as they can only talk about the plans amongst themselves during an open public meeting. They also make oral comments on the work plan during that initial meeting. A representative from the submitting work group is asked to attend and make a brief presentation (30 minutes) on the work plan goals and benchmarks. After that initial meeting, the Technical Panel members work to craft written agency comments that are compiled by the Commission and supplied back to the work group that submitted the plan. Then, at the next Technical Panel meeting on the work plan, the Technical Panel considers the work plan in light of the written comments the members made. Sometimes more than two meetings are needed to complete the review process.

VSP BILLING: Billing, reimbursement and vouchering procedures for VSP expenses have been updated. All requests for payment should be emailed to [sccgrants@scc.wa.gov](mailto:sccgrants@scc.wa.gov). Also, there is a specific A-19 form that needs to be sent in for VSP reimbursements, it can be found on our website at this link: <http://scc.wa.gov/vsp-counties-workgroups/>. For other details of the changes, please see the updated Billing FAQ [here](#) on the [VSP County and work group web page](#). If you have any questions, please contact [Karla Heintz](#) at the Commission.

MILEAGE FOR VSP WORK GROUP VOLUNTEERS WHO ATTEND VSP TECHNICAL PANEL FORMAL WORK PLAN REVIEW MEETINGS AS THE DESIGNATED REPRESENTATIVE OF THE COUNTY WORK GROUP: VSP funds can be used to reimburse certain persons for travel related expenses in certain circumstances. Those persons and circumstances are set out below:

- County staff: VSP county staff are employees of the county and the county can request reimbursement for employee time. The county can only reimburse for county staff employees (i.e. salaries & benefits, or travel if they have to attend a meeting related to VSP, etc.). Reimbursement is only available for VSP-related expenses.
- Consultants under subcontract with the county for the VSP: The County can assign or delegate a lead entity as an agent of the county in its county agreement under VSP with the Conservation Commission. Third party reimbursement can only occur with a facilitator or consultant who the county has contracted with for facilitation of workgroup meetings, or an entity designated as an agent for the county as the lead entity (for example if the county has contracted with a conservation district to be the lead entity). These are all through a separate sub-contract between the entity and the county. Reimbursement is only available for VSP-related expenses.
- Volunteer members of a VSP county work group attending VSP Technical Panel formal work plan review meetings as the designated representative of the county work group:

During VSP Technical Panel meetings where the Conservation Commission has invited a VSP work group representative to present on work plans submitted to the VSP Technical Panel for formal review, a volunteer member of a VSP county work group so designated as representing the VSP work group can be reimbursed for mileage expenses only. Remember, each Technical Panel meeting is held as a webinar, and work group members are welcome to attend in that manner.

Please note: Travel expenses will only be reimbursed to the extent that they comply with State Administrative and Accounting Manual (SAAM) travel rules: <http://www.ofm.wa.gov/policy/10.10.htm>. The decision to authorize the expenditure of VSP funds for travel expenses is a decision to be made by the county and/or the county VSP work group. However, the amount of funding for VSP work group planning is finite. That means that use of funds to cover mileage might preclude the use of funds for other expenses associated with VSP plan development and completion. Reimbursement for mileage is limited to unpaid volunteer members of the work group. Funds used to reimburse for travel expenses shall not exceed the current biennial allocation for each county. Counties and county work groups must determine if they want to use their fiscal year VSP funding allocation to pay for travel expenses. All materials related to reimbursements for travel should be provided to the county staff person responsible for VSP financial obligations.

For more details, please see the [FAQ on billing](#).

**UPCOMING MEETINGS OF THE VSP TECHNICAL PANEL:** The VSP Technical Panel continues to update its meeting schedule. The most complete and up-to-date meeting schedule can always be found on the Technical Panel web page [here](#). All meetings will be held at the Farm Bureau building, 975 Carpenter Rd NE #101, Lacey, WA 98516, unless otherwise noted. Each meeting is also available by webinar. To register for the webinar, please use the links below:

**Friday, November 17, 2017, 9:00 am - 3:00 pm - [Agenda](#).** To register for this webinar, use this link:

<https://attendee.gotowebinar.com/register/1120032197427752449>

**Friday, December 8, 2017, 8:00 am - 3:00 pm - Agenda TBD.** To register for this webinar, use this link:

<https://attendee.gotowebinar.com/register/7936390763523426819>

**Friday, December 15, 2017, 8:00 am - 3:00 pm - Agenda TBD.** To register for this webinar, use this link:

<https://attendee.gotowebinar.com/register/1230273632647930115>

**STATEWIDE ADVISORY COMMITTEE MEETING:** The VSP Statewide Advisory Committee will meet in conjunction with the VSP Technical Panel on Friday, November 17, 2017, from 9 am - 3 pm. The meeting [agenda](#) can be found on the Statewide Advisory Committee's web page [here](#). The meeting will be held at the Farm Bureau building, 975 Carpenter Rd NE #101, Lacey, WA 98516. The meeting will also be held simultaneously as a webinar. The link to the

webinar registration is [here](#):

<https://attendee.gotowebinar.com/register/1120032197427752449>

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