

**Recreation and Conservation Funding Board Summarized Meeting Agenda & Actions
April 16, 2014**

Agenda Items without Formal Action

Item	Follow-up Actions
2. Director's Report	In response to the public comment given by Doug Levy and Paul Simmons staff will prepare a presentation for the July board meeting on the Youth Athletic Facilities (YAF) program. Staff will also consider the option of asking for YAF money from the Legislature and report back to the board.
3. Liability of the Board or Board Members for Action Taken on Policy or Grants	No follow up action requested.
4. Washington Wildlife and Recreation Program Administration Costs	More work to be done and this will come back to the board in July.
8. Briefing on Upcoming Conversions <ul style="list-style-type: none"> • WDFW Methow Watershed Phase 2 (Project #00-1429A) • City of Mountlake Terrace Jack Long Park (Projects #68-096A, 69-099D) 	These conversions will come back to the board for decisions when all details are ready for action.
9. Highlights of Several High Profile Conversions <ul style="list-style-type: none"> • Mercer Slough • SR 520 	The Mercer Slough conversion will come back to the board for decision when all details are ready for action
10. Boating Plan Update	No follow up action requested.
11. Trails Website Update	No follow up action requested.
12. Demonstration of the Compliance Workbench	No follow up action requested.
13. Status Update on Electronic Billing	No follow up action requested.

Agenda Items with Formal Action

Item	Formal Action	Board Request for Follow-up
1. Consent Calendar <ul style="list-style-type: none"> A. Board Meeting Minutes B. Time Extension Requests <ul style="list-style-type: none"> • WDFW, Project 08-1512A, Lynch Cove Estuary • WDFW, Project 08-1610R, Pogue Mountain Pre-Commercial Thin 	APPROVED Board Meeting Minutes – January 9, 2014 APPROVED Time Extension Requests	No follow up action requested.

C. Definitions for Maintenance and Development Projects in the Recreational Trails Program	APPROVED Resolution <u>2014-08</u>	
5. Technical Correction to the Planning Grant Evaluation Criteria in the Nonhighway and Off-road Vehicle Activities Program	APPROVED Resolution <u>2014-09</u>	No follow up action requested.
6. Washington Administrative Code Public Hearing <ul style="list-style-type: none"> • Staff Briefing • Public Hearing • Board Discussion and Decision 	APPROVED Resolution <u>2014-10</u>	No follow up action requested.
7. Compliance Policies for Firearms and Archery Range Recreation Grants	APPROVED Resolution <u>2014-11</u>	No follow up action requested.

Recreation and Conservation Funding Board Summary Minutes

Date: April 16, 2014

Place: Olympia, WA

Recreation and Conservation Funding Board Members Present:

Harriet Spanel	Chair	Jed Herman	Designee, Department of Natural Resources
Betsy Bloomfield	Yakima	Don Hoch	Director, State Parks
Mike Deller	Mukilteo	Joe Stohr	Designee, Department of Fish and Wildlife
Pete Mayer	Renton		
Ted Willhite	Twisp		

It is intended that this summary be used with the meeting materials provided in advance of the meeting. A recording is retained by RCO as the formal record of meeting. The recording was temporarily disabled for 20 minutes.

Call to Order

Chair Spanel called the meeting to order at 9:04 a.m. Staff called roll, and a quorum was determined. Updates to the minutes were discussed, including the residency of members Deller and Mayer.

Opening and Management Reports

Item 1: Consent Calendar

The board reviewed Resolution #2014-08, Consent Calendar. This resolution included time extensions for Washington Department of Fish and Wildlife (WDFW) and a correction to the definitions of Maintenance and Development projects in the Recreational Trails Program.

Resolution 2014-08

Moved by: Pete Mayer

Seconded by: Ted Willhite

Resolution: APPROVED

Item 2: Director's Report

Agency Updates: Director Cottingham introduced new staff at the Recreation and Conservation Office (RCO), including new administrative support staff Ameer Bahr and Justine Sharp. Kiko Freeman was hired as an accountant and will join RCO's fiscal team in early May. Director Cottingham also announced that Sarah Gage has taken a new job with the Governor's Salmon Recovery Office. Jen Masterson will transition to manage projects and a new board liaison will be hired. RCO is also in the process of hiring an additional IT support person so the Puget Sound Partnership will have on-site IT support in Tacoma.

Director Cottingham updated the board on the Results WA presentation delivered to the Governor earlier this week. A panel of Family Forest Fish Passage Program stakeholders highlighted the program's customer focus.

Grant Round Preparation: Director Cottingham informed the board that the RCO staff spent a great deal of time preparing for the launch of the grant cycle in mid-February. They have updated the agency's 22 manuals, website, and numerous forms. In addition, staff sent out a news release recruiting grant evaluators and completed an extensive outreach plan for getting the word out about the opening of the grant round.

Policy Update: Nona Snell, Policy Director, reported that the Legislature adjourned in mid-March. Ms. Snell briefed the board on the objectives and funding of the Blue Ribbon Task Force on Parks and Outdoor Recreation, staffed by RCO. The task force is required to write a plan and recommendations on how to increase outdoor recreation and promote jobs and businesses associated with outdoor recreation. RCO added two temporary staff to help with the task force. A draft plan and recommendations are due September 1, with the final plan and recommendations due September 19.

Member Mayer asked a question about whether the mission of the task force includes efforts to secure a stable funding source. Ms. Snell responded in the affirmative. Director Cottingham also communicated that several contractors were hired to help with public engagement for the task force. Member Hoch commented the first task force meeting went well and was televised on TVW.

Ms. Snell summarized a proviso in the operating budget that directs RCO to contract for an economic study of public lands. With the proviso included \$100,000 from three agencies: Washington Department of Fish and Wildlife (WDFW), State Parks, Department of Natural Resources (DNR). Ms. Bloomfield asked if data is available from the State Comprehensive Outdoor Recreation Plan (SCORP) for the economic study. Ms. Snell responded in the affirmative.

Ms. Snell also updated the board on other passed legislation that affects RCO. Items discussed included bills related to culvert removals, invasive species, board member training requirements, and posting public meeting agendas to agency websites.

Updates on the boating app and the public lands inventory were also provided; demonstrations for both will be shown at the July board meeting.

Grant Management Report: Marguerite Austin, RCO Section Manager, reported that there are currently 192 grant applications in RCO's database; 136 are for the Washington Wildlife and Recreation Program. RCO staff is sending out another reminder on April 18 to ensure all applicants submit their applications on time. Director Cottingham asked Ms. Austin to summarize the amount of return funds that have rolled over to other projects. Ms. Austin advised that a couple big projects, e.g., WDFW's Okanogan Similkameen project, were not moving forward so funds were rolled over to eligible alternates; awards were also made to alternate farmland projects. RCO staff will be asking the director to approve another alternate DNR project.

Member Mayer brought up a Supreme Court case related to transportation corridors used for recreation trails and stated he would forward the legal documents to staff.

Member Willhite asked Ms. Austin to compare the number of grant applications between this and past grant cycles. Ms. Austin confirmed that the number of grant applications varies from year to year; however, once the cycle is complete we will have approximately the same number of projects as the last grant round. Ms. Austin believes that the limiting factor in grant applications has to do with staffing and funding availability at sponsoring state agencies.

Presentation of Recently Completed Projects

Kim Sellers, RCO grant manager provided a slide presentation for Oakland Bay County Park Trails (09-1396), recently completed project.

Marine Shoreline Protection: Marguerite Austin, RCO Section Manager, gave a presentation on the Marine Shoreline Protection Program (MSPP), a new grant program running through RCO in partnership with the Department of Natural Resources (DNR) and the Washington Department of Fish and Wildlife (WDFW). MSPP's primary goal is protecting high-priority marine shoreline habitat from the impacts of development, especially feeder bluffs and drift cells. The agencies have asked that RCO staff use board approved acquisition policies for the program.

MSPP is supported by \$1.2 million from the U.S. Environmental Protection Agency, made available through the Puget Sound Marine Nearshore Grant Program (also a program managed in partnership with DNR and WDFW). The grant maximum is \$600,000, with applications due June 2 and awards to be announced in September 2014. Eligible applicants include state and local agencies, Native American tribes, and nonprofit conservation organizations. Funds may be used for fee simple acquisition or the purchase of perpetual easements. The projects must be completed by August 2016.

Chair Spanel asked if the feeder bluff is included in the shoreline protection acquisition for Island County's Barnum Point project. Ms. Austin responded in the affirmative.

Member Mayer asked how this program affects current priorities. Ms. Austin responded that the Puget Sound Partnership, WDFW and DNR will identify the priorities. Director Cottingham clarified that MSPP is a partnership that highlights the strengths of the participating agencies. RCO staff will provide administrative support for the program; DNR and WDFW will put together an evaluation team and will oversee the scoring and ranking of projects.

Oakland Bay County Park Trails: Kim Sellers, grant manager, provided an overview of the Oakland Bay County Park Trails Development in Mason County which was funded in 2010. RCO provided two grants: one from the Salmon Recovery Funding Board and another from the Recreation and Conservation Funding Board. Member Willhite inquired who owns the title to the surrounding shorelines and upland northeast. Neil Winters, Assistant General, introduced himself and informed the board that he believes Taylor Shellfish owns the title to the shorelines. Member Willhite asked if of all the uplands is public land. Ms. Sellers advised part of it is private land.

Member Deller asked if there have been any community celebrations. Ms. Austin reported they had a work day in celebration of the opening. Member Mayer made an inquiry regarding forest maintenance, large parcel acquisition for forest health, invasive species and urban world acres, asking how much we know about the forest health. Ms. Sellers advised the site has been logged in the past; there are big pockets of first growth trees including some remnant trees that are 7 feet in diameter.

General Public Comment

Note: This item was presented out of order due to meeting participant availability.

Doug Levy, State lobbyist, was joined by Paul Simmons, legislative co-chair, for public comment. Mr. Levy requested the board consider submitting a request packet for the Governor's Office and the Office of Financial Management (OFM) for additional funding for the Youth Athletic Facilities (YAF) program.

Scott Robinson, Deputy Director, summarized that it is the board's decision whether or not to request applicants to submit letters of intent for YAF projects in advance of receiving funding from the legislature. He expressed concern that it may not be possible to complete this in time for the July board meeting, but RCO could come up with a revised process for later this summer/fall.

Member Herman asked staff to provide an update on the current political landscape for such funding requests. Director Cottingham stated that \$3 million was awarded to projects similar to YAF last year. She highlighted Mr. Levy is successful in ensuring the program is well-known, and included deferred maintenance (not every-day maintenance) to fund parks that do not score well in RCO's other grant programs. Member Mayer noted that in the SCORP document sport field issues were discussed at length, and this is the second highest activity in the state. Member Mayer feels that many good projects are not funded and that all-weather options should be prioritized. Member Deller asked if the Washington Wildlife Recreation Program (WWRP) has looked into whether there are private funding dollars, in the spirit of Paul Allen's original funding of YAF. Ms. Austin responded that it was suggested to use the \$2.5 million to get other sports to contribute funds.

Mr. Levy responded that efforts are underway to attract federal dollars, but the available funds do not meet the current needs. Member Deller stated that service clubs that have been inundated with requests in reducing health costs across the county may be willing to participate. Member Willhite agreed that the health care and law enforcement communities are also stakeholders in this process. This is a good time to remember who we are trying to get involved and put a face on people who use the fields and outreach on the health care side, law enforcement, schools and education. Director Cottingham summarized that RCO has put YAF into the budget the last several years, but it hasn't been funded. The concept will be considered and discussed by staff and RCO will brief the board in July.

Briefings

Item 3: Liability of the Board or Board Members for Action Taken on Policy or Grants

Nona Snell, Policy Director, introduced Assistant Attorney General Brian Faller, and summarized the board members' and RCO's liability related to the Firearm and Archery Range Recreation (FARR) Program, other programs, and the general liability of the board. Ms. Snell explained the potential liability of Recreation and Conservation Funding Board and Salmon Recovery Funding Board members and RCO officers, employees, and volunteers.

Chair Spanel asked whether the disclaimer language written to address the liability question that Mr. Faller suggested in a memo will be added to contracts. Ms. Snell responded in the affirmative.

Member Mayer asked whether the board needs to provide additional clarity related to the scope of compliance checks, or if there is potential confusion about whether compliance relates to safety issues.

Director Cottingham confirmed that the staff is aware that they are responsible for compliance related to the grant contract only.

Member Deller thanked Mr. Faller for his review and asked a question about the messaging staff uses with applicants and sponsors. Leslie Connelly, Policy Specialist, responded that there is internal staff training on this issue.

Item 4: Washington Wildlife and Recreation Program Administration Costs

Nona Snell, Policy Director, provided a summary of the WWRP administration fee allowance, presented challenges, and options for addressing those challenges. Ms. Snell described the history of program funding and several options for the board's consideration that may provide more sufficient and stable funding.

Member Herman asked if administering a grant program requires a standard percentage of total funds. Ms. Snell responded that staff is still working to calculate that number, and explained that there are many factors that make the percentage difficult to determine.

Ms. Snell suggested that possible next steps include outreach to major stakeholders and possible statutory changes. Options to change the administration allowance include matching the federal allowance, increasing the rate to five percent, or increasing the administration allowance based on variable appropriation amounts. Member Stohr commented that some of the options presented seem to create larger "roller coasters," and staff may want request stakeholder feedback on a smaller list of options.

Member Willhite asked if there is a metric that non-governmental organizations (NGOs) use for administrative overhead. Ms. Snell responded that she will look into administrative rates used by NGOs. Additionally, Member Willhite felt that the options should summarize both the benefits of the program to the state along with the administrative costs to better frame this conversation.

Member Mayer asked about RCO's total funding and discretionary dollars. Mark Jarasitis, Chief Financial Officer, responded that funds are aligned to specific programs or purpose; RCO does not receive discretionary dollars. Member Mayer asked a question about full-time employees (FTEs). Director Cottingham responded that RCO may employ up to 49 full-time staff at this time.

Member Bloomfield stated that the backlog may not be an effective argument to base an administrative allowance change on because it creates an argument that funding the program creates costs in the future.

Member Mayer asked if the fund source matters, and if the FTE allowance is tied to a funding source. Director Cottingham responded that salmon projects may require additional administrative fees because of selection process and the smaller size of those projects, but funding is associated with the board that receives it.

Member Mayer asked if taking a risk-based approach to compliance inspections is possible. Myra Barker, Compliance Specialist, responded that RCO negotiates compliance activities with the National Park Service and uses a combination of available tools, e.g., desk reviews with field reviews.

Member Deller responded that base operating costs of the WWRP program should be considered and asked that staff present them at the next meeting.

Break 11:03 – 11:15 a.m.

State Agency Partner Reports

Note: This item was presented out of order due to meeting participant availability.

Department of Natural Resources: Member Herman reported that a Trails Act for DNR-managed land was signed by the Governor. The act provides general policy direction and liability protection for state volunteers. Member Herman noted that DNR sent over 100 people to help with recovery efforts for the Oso mudslide. A Senator asked DNR if there are ways we can further develop recreation in that area for the future; Member Herman thinks this is something to consider.

State Parks: Member Don Hoch reported that the Washington State Parks and Recreation Commission has two new commissioners. The next Commission meeting is at Sun Mountain Lodge. State Parks is looking into marketing and will show several 15 and 30 minute commercials during television season finales. Parks will also partner with Subway restaurants for a discount offered at 400 Subways. Additionally, Subway will produce a commercial with Subway spokesman Jared and State Park rangers. The State Park Web site is now available in 75 different languages.

Washington Department of Fish and Wildlife: Member Joe Stohr reported that there are several counties where acquisitions have become controversial. WDFW has been working with Asotin County and the public in the area to discuss these acquisitions. WDFW is conducting an economic review of the impacts of acquisitions in Okanogan County, currently complete and undergoing internal review; it will be available for public review shortly. The county is conducting a separate report as well. Member Stohr spoke about Pittman-Robertson dollars which come from federal taxes on hunting firearms and ammunition. WDFW currently receives about 8 to 10 million dollars per year. Since President Obama took office, the amount of money received has gone up and it is expected that WDFW will receive 14 million next year which the department will put towards the operations and maintenance of land acquisitions. WDFW is working with DNR on the Teanaway Management Plan which will guide operations on 50,000 acres recently set aside. The 20 member Teanaway advisory committee held their second meeting, and WDFW is optimistic that the group will meet their established deadline.

Lastly, WDFW has 4 sections of leased lands near Wenatchee and is currently working with locals and Senator Parlette to preserve these lands permanently through acquisition. Director Cottingham added these are WWRP projects.

Decisions

Item 6: Washington Administrative Code Public Hearing

Note: This item was presented intentionally out of turn.

Leslie Connelly, Policy Specialist, presented a staff recommendation for amendments to the administrative rules in Title 286 of the Washington Administrative Code (WAC). She outlined the required public review process for the adoption of amendments. The rules cover a number of subjects including general

authorities of the Recreation and Conservation Funding Board and RCO director, general grant assistance rules, and specific program rules.

The board opened a public hearing on proposed changes to Title 286 of the WAC. There was no public comment.

The public hearing was closed. Ms. Connelly noted that three written public comments were received. One suggested that a reference to the state trails plan be added under WAC 286-04-020 3.a.

Resolution 2014-10

Moved by: Ted Willhite

Seconded by: Mike Deller

Resolution: APPROVED

A friendly amendment to the substitute resolution to correct a spelling error was moved by Ted Willhite and seconded by Mike Deller.

Member Willhite commented that he believed a public comment made by Reed Waite was addressed. Member Herman suggested some punctuation changes to the WAC that may be helpful to the reader.

Item 5: Technical Correction to the Planning Grant Evaluation Criteria in the Nonhighway and Off-road Vehicle Activities Program (NOVA)

Leslie Connelly, Policy Specialist, reminded the board they adopted a sustainability criterion in the Nonhighway and Off-road Vehicles Activities (NOVA) program for acquisition, development, maintenance and operation applications at the January 2014 meeting. The adoption of the new criterion created a disparity in the total maximum points for planning grant applications. Ms. Connelly proposed a technical correction to increase the eligible points for planning grant applications, which would correct the disparity in the total maximum points.

Member Willhite asked whether feedback was solicited from stakeholder groups for this change. Ms. Connelly responded that the proposed change was included in an e-mail that went out with board materials. No comments were received.

Member Herman asked for clarification on why the planning category did not include the sustainability criterion. Ms. Connelly responded that the criterion developed did not fit well with planning type projects but, looking forward to 2016, the board may consider including a new sustainability criterion for planning applications. What is being suggested is a pragmatic fix for the upcoming grant round. Director Cottingham added it has been a timing issue, as the evaluation criteria must be in place by July 1 for the upcoming grant cycle. Member Deller asked how many applications this will impact. Ms. Connelly responded we don't know how many new applications will be submitted but there were eight planning applications for the last grant cycle in 2012.

The board requested public comment on the proposed technical correction to increase the eligible points for planning grant applications. There was no public comment.

Resolution 2014-09

Moved by: Pete Mayer

Seconded by: Ted Willhite
Resolution: APPROVED

Item 7: Compliance Policies for Firearms and Archery Range Recreation Grants

Leslie Connelly, Policy Specialist, presented a possible statement to clarify the board-adopted revisions to the Firearms and Archery Range Recreation (FARR) program made at the January and April 2014 (Item#6) board meeting. As the board adopted the proposed amendments to Chapter 286-30 WAC in Item 6, it allows the board to approve "other remedies" to resolve a conversion for a FARR acquisition project if it occurs ten or more years after the grant is accepted. Ms. Connelly recommended that the board adopt a policy statement that identifies potential remedies for these types of conversions.

Member Herman asked if the lack of a policy for conversions after ten years was an oversight or intentional. Ms. Connelly responded that there was no documentation to suggest the intent of initial policy makers when the law was passed.

Member Herman asked a question about possible contamination on the converted property and how that might impact the appraisal of land. Ms. Connelly advised they would need to identify and factor the contamination in the market value. Contamination may not diminish the value and it depends on the location as it may absorb the costs.

Member Mayer asked if this policy would apply to a partial conversion. Ms. Connelly responded in the affirmative: it applies to full or partial conversions. Member Mayer also asked about extenuating circumstances in regard to FARR grant access and the use of law enforcement that trumps or infringes the conversion. Director Cottingham identified a circumstance that triggered an infringement in the Cascades; RCO worked with King County to resolve the issue.

Member Willhite commented that he would prefer anticipating problems and providing sponsors advance notice and clarify the policy now.

Member Bloomfield asked a question about repayment as the final preferred remedy and how this would work if a nonprofit organization was dissolved. Ms. Connelly responded that, if an organization dissolved, their land would presumably go to another organization.

Resolution 2014-11
Moved by: Mike Deller
Seconded by: Ted Willhite
Resolution: APPROVED

Lunch 12:15 - 1:00 p.m.

Briefings

Item 8: Briefing on Upcoming Conversions

Methow Watershed Phase 2 (Project #00-1429A): Myra Barker, Compliance Specialist, provided a quick definition of conversion and the board's responsibilities in regard to the WDFW Methow Watershed

Phase 2 (Project #00-1429A). The board contributed nearly \$25 million in funding to this site. The conversion property of 60 acres is located within the Methow Wildlife Area. The conversion is requested by a private landowner to exchange properties (block up land) in order to move cattle more directly to other privately-owned property. The WDFW property, subject of the exchange, bisects the private landowner's property. Ms. Barker advised that staff will work with WDFW to finalize the conversation and prepare for the board's decision at the July meeting. The conversion would improve access for both WDFW and the private landowner.

Member Mayer asked if there is a marketed difference in grazing land property. Ms. Barker responded that they are waiting for the appraisal which would identify differences, if any. Member Stohr responded that he believes there is no difference in net grazing value. This conversion will provide value to the private landowner by ensuring a contiguous area and will no longer require his cattle to be moved across state land. Chair Spanel asked if the properties are fenced. Member Stohr stated he is not sure if the entire property is fenced.

City of Mountlake Terrace Jack Long Park (Projects #68-096A, 68-099D): Myra Barker, Compliance Specialist, presented the proposed conversion of 0.5 acres at Jack Long Park (Projects #68-096A, 68-099D). The conversion is due to the installation of private carrier cell phone equipment and a radio tower. Ms. Barker asked for board comments and questions so that they can prepare for a decision at the July meeting.

Member Deller asked if there was a fenced area before the cell tower was installed. Ms. Barker replied in the negative; however, the cell equipment still triggers a conversion. Member Mayer asked a question about the title ownership of the land and whether the city or the city utility owns the land. Ms. Barker replied she believes the property was owned the water district and was deeded to the city before the projects were funded. Member Mayer asked if the replacement property is currently owned by the city. Ms. Barker advised the replacement property is privately owned.

Item 9: Highlights of Several High Profile Conversions

Mercer Slough: Myra Barker, Compliance Specialist, shared that the City of Bellevue and State Parks will be asking the board to approve a conversion of 1.03 acres at Mercer Slough Nature Park. The conversion at the Mercer Slough Nature Park is due to the expansion of Sound Transit Light Rail system from downtown Seattle to Redmond. A segment of the 18-mile East Link project will impact two areas on the western boundary of the park, constituting the conversion.

Director Cottingham stated that RCO was consulted in the initial planning for the alignment of the light rail corridor. Member Mayer asked if consideration has been given to the existing lid that would stand alone or satisfy our requirement. Ms. Barker stated the Winter's House is just south of where the 6(f) boundary exists. Director Cottingham noted that even a lidded structure would create a conversion.

Member Willhite asked if there has been discussion with Friends of the Parks. Ms. Barker responded the light rail corridor in the Mercer Slough area has gone through public comment periods, starting in 2006. Camron Parker, City of Bellevue, and Elma Borbe, Sound Transit, introduced themselves and clarified that the lid was a part of the impact mitigation to the historic Winter's House through the Section 106 process. It is currently designed to reach the longest possible length without added cost for tunnel-like features (lights, etc.). Director Cottingham clarified that the board will make a recommendation to the

National Park Service (NPS) when they are ready to make a decision on this conversion, which is tentatively scheduled for the July meeting.

State Route 520: Leslie Connelly, RCO Policy Specialist and former Compliance Specialist, summarized the SR 520 conversion that will impact the Arboretum Waterfront Trail. RCO submitted the conversion package to the National Park Service (NPS) in October 2013. Approval is pending NPS review of the appraisals and completion of an agreement on cultural resources impacts. The Washington Department of Transportation is scheduled to begin construction of SR 520 in July 2014. NPS is holding onto the request until these two requirements are completed.

Ms. Connelly shared that NPS rejected RCO pre-submitted appraisals, so a new appraisal was commissioned by the City of Seattle. The appraisals are currently being reviewed and are expected to meet all requirements. Ms. Connelly added that the values of the appraisals are expected to be different now two years later. Director Cottingham stated this conversion is likely going to be the largest fiscally that RCO has done and NPS has seen nationally. Director Cottingham noted that conversions are one reason why a 3% administrative rate is inadequate to cover RCO costs. Member Deller asked who ordered the appraisals. Ms. Connelly replied the University of Washington submitted the first appraisal, and the City of Seattle will submit the second appraisal.

Member Mayer asked if one of the replacement properties involves the police department. Ms. Connelly stated that the police department is located in the building at the replacement property. Director Cottingham mentioned that removal and relocating of the police station is part of the agreement.

Item 10: Boating Plan Update

Sarah Gage, Policy and Special Projects Manager, provided background on the boating grant programs policy plan to the board. RCO recently updated other policy plans, notably the SCORP (Statewide Comprehensive Outdoor Recreation Plan) the Trails Plan, and the Nonhighway and Off-road Vehicle Access (NOVA) program plan. Ms. Gage proposed that the boating grant programs policy plan make use of the boating-related data from the SCORP and obtain additional input, which would include surveying and generating discussion among the boating population of Washington. RCO has an available budget of \$50,000 - \$70,000, which is returned funds from boating projects. The staff plans to contract out the work of boating needs assessment, analysis of demand, and analysis of issues. It is anticipated that the plan will take about 10 months to complete. The goal is to finish the plan so that priorities will be in place for developing grant evaluation criteria for the 2016 grant round.

Member Stohr asked if invasive species issues would be linked into this plan. Ms. Gage responded that she would like to see invasive species issues included at a later date.

Member Mayer asked about motorized and non-motorized boating. Ms. Gage responded that the plan covers all types of boating and that she believes some types of non-motorized boating, such as stand-up paddling, may have emerged in popularity since the last boating policy plan.

Item 11: Trails Website Update

Sarah Gage, Policy and Special Projects Manager, presented a summary on the Trails Web Site project, which the board approved November, 2013. She proposed criteria and a project work plan. RCO plans to develop a web page that is a clearing-house for trails information. Development of this project includes

discussion with internal stakeholders to develop two to five alternatives. Staff will then consult the trails advisory committee and members of organizations with trail Web sites or data projects. RCO plans to convene the internal work group and prepare a more detailed proposal for consideration at the next board meeting in July.

Member Willhite asked if RCO can or should sell advertising space on the Trails website that would allow commercial sponsors to buy space. Director Cottingham responded that RCO has some ability to accept donations and staff will look into this matter further. Member Hoch expressed that the domain of the website creates some constraints.

Member Willhite requested that the website include some blogging possibilities. Member Willhite also suggested that the website link to other data, such as snowpack information. Director Cottingham reminded the board that this website is intended to serve as a "hub" with links to other existing sites.

Member Mayer suggested that the board use a framework similar to that used for the Boating App, where RCO acts as a clearinghouse for the data, and other organizations or sponsors are responsible for marketing and management of the site.

Break 2:00 – 2:10 p.m.

Item 12: Demonstration of the Compliance Workbench

Scott Robinson, Deputy Director, and Myra Barker, Compliance Specialist, provided a summary of RCO's PRISM compliance workbench including long-term responsibilities. The purpose of the compliance workbench is to manage projects geographically, map all worksites and conduct and complete sections in the field. The tracking issues are anything related to compliance with the grant agreement, an example being conversions and allowable use and work type changes.

Member Deller asked when RCO would expect the information to be digitized for use in the compliance workbench, given the 7,000 files in boxes offsite. Ms. Barker shared that RCO is wrapping up work on a records checklist that identifies which project documents need to be scanned. Mr. Robinson stated RCO is starting with the oldest records and moving forward; organizing and converting archived historic papers will likely take much longer. On May 1, 2014 RCO is moving towards a paperless grant process, receiving primarily electronic files. Member Deller asked if there is consistency training for grant managers in place. Mr. Robinson stated RCO conducted a soft roll-out, and plans to use the workbench and map components initially and make improvements overtime; the future hope is to use this workbench with sponsors so they can assist with site inspections.

Director Cottingham stated that she is unsure how much of our database is populated with old records, anything essential is probably already in PRISM. Mr. Robinson stated RCO needs to figure out a way of scanning large maps. Director Cottingham stated the State Archives is running out of space, so RCO needs to keep these records for a long time in order to ensure long-term compliance. Member Willhite asked if all new grant application will be accepted electronically. Mr. Robinson responded in the affirmative.

Item 13: Status Update on Electronic Billing

Mark Jarasitis, Chief Financial Officer, gave an overview of the electronic billing (E-billing) process. The purpose is to allow sponsors to submit bills online, provide for greater transparency, and conduct billing verifications automatically. The next steps are to continue development, conduct two more testing phases in 2014, complete the tool by March 2015, and roll out for use and training by June 2015.

Chair Spanel noted that some areas of the state do not have sufficient or existing internet access. Mr. Jarasitis responded that the electronic application process seemed to suggest there is enough access for sponsors to use e-billing; RCO will monitor this concern.

Member Hoch asked with new technology, when inspections are completed does the e-billing have the capability of tracking labor time so you know how much time is spent on inspections. Director Cottingham noted that the state is moving towards a standardized financial system under the "One Washington" program; RCO will likely wait and see what direction that system goes.

Member Herman asked how does e-billing interface with big financial agencies. Mr. Jarasitis advised that the DNR representative on the design review group has been consulted. DNR uses Datamart and their IT staff are working to create some custom reports that will be uploaded to e-billing, so staff will not need to hand key in all of the information. Mr. Jarasitis clarified that RCO has nine different sponsors participating on the e-billing design review group which includes representatives from State Parks, DNR, and WDFW.

Member Mayer asked Mr. Jarasitis to summarize some examples of how RCO was using e-billing to streamline their processes. Mr. Jarasitis described how volunteer hours will be summarized more easily. Additionally, separate forms for each type of project are now combined into one.

Closing Remarks

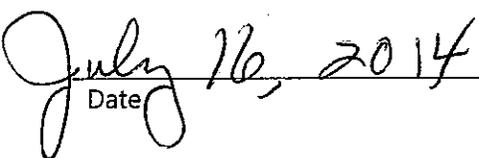
Director Cottingham noted that the next board meeting will be held in Vancouver, Washington on July 16-17, 2014.

The meeting was adjourned at 3:01 p.m. by Chairwoman Spanel.

Approved by:



Harriet Spanel, Chair



Date

Recreation and Conservation Funding Board
Resolution #2014-08
April 2014 Consent Calendar

BE IT RESOLVED, that the following April 2014 Consent Calendar items are approved:

- A. Approve Board Meeting Minutes – January 9, 2014
- B. Approve Time Extension Requests:
 - Washington Department of Fish and Wildlife, Project #08-1512A, Lynch Cove Estuary
 - Washington Department of Fish and Wildlife, Project #08-1610R, Pogue Mountain Pre-Commercial Thin
- C. Definition for Maintenance and Development Projects in the Recreational Trails Program

Resolution moved by: Pete Mayer

Resolution seconded by: Ted Willhite

Adopted/Defeated/Deferred (underline one)

Date: April 16, 2014

**Recreation and Conservation Funding Board
Resolution #2014-09
Changes to the NOVA Program Criteria for 2014**

WHEREAS, pursuant to state law, the Recreation and Conservation Funding Board (board) administers and approves policies that govern the Nonhighway and Off-road Vehicle Activities (NOVA) program and sets evaluation criteria for grant applications; and

WHEREAS, the board adopted the State Comprehensive Outdoor Recreation Plan in June 2013 and adopted the Washington State Trails Plan and NOVA Plan at its January 2014 meeting;

WHEREAS, in response to recommendations and action items in the above referenced plans, at its January 2014 meeting per Resolution #2014-06, the board added an evaluation criterion measuring project sustainability to the NOVA program evaluation criteria for acquisition, development, and maintenance and operation applications which increased the total possible points for those types of projects; and

WHEREAS, there were no changes made to the evaluation criteria for planning grant applications and planning grant applications were not afforded the additional points possible when the other evaluation criteria were changed; and

WHEREAS, it was not the intent of the board and staff to place planning grant applications at a disadvantage in the total possible points eligible in scoring the evaluation criteria;

NOW, THEREFORE BE IT RESOLVED, that the board does hereby adopt changes in the evaluation criteria as described in option two of the staff memo; and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes in the appropriate policy manuals with language that reflects the revised evaluation criteria; and

BE IT FURTHER RESOLVED that these policies shall be effective for 2014 NOVA grant cycle.

Resolution moved by: Pete Mayer

Resolution seconded by: Ted Willhite

Adopted/Defeated/Deferred (underline one)

Date: April 16, 2014

**Recreation and Conservation Funding Board
Resolution #2014-10
2014 Administrative Rule Changes Phase I**

WHEREAS, pursuant to state law, the Recreation and Conservation Funding Board (board) adopts administrative rules that govern its grant programs and sets procedures for the Recreation and Conservation Office (RCO); and

WHEREAS, the name of the agency was changed in Section 39, Chapter 241, Laws of 2007, from the Interagency Committee for Outdoor Recreation to the Recreation and Conservation Funding Board and the Recreation and Conservation Office; and

WHEREAS, the board's policies and RCO's procedures regarding grant assistance have changed and need to be updated in the administrative rules; and

WHEREAS, various state and federal law references have changed and need to be updated and the planning eligibility in the Boating Facilities Program conflicts with other administrative rule language; and

WHEREAS, the board desires to revise the long-term compliance requirements for projects funded through the Firearms and Archery Range Recreation program; and

WHEREAS, RCO filed a Preproposal Statement of Inquiry with the Office of the Code Reviser on December 17, 2013 and it was published in issue #14-01-093 of the Washington State Register; and

WHEREAS, RCO filed a Proposed Rule-making with the Office of the Code Reviser on February 28, 2014 and it was published in issue #14-06-063 of the Washington State Register and also provided the proposed rule-making to the Joint Administrative Rules Review Committee; and

WHEREAS, RCO posted notice of the proposed rule-making on its Web site, sent an email notification to interested persons, and accepted public comments from March 21 to April 16, 2014; and

WHEREAS, the board conducted a public hearing on the proposed rule-making on April 16, 2014 and considered all written and verbal comments submitted;

NOW, THEREFORE BE IT RESOLVED, that the board does hereby adopt the proposed rule-making as filed with the Office of the Code Reviser on February 28, 2014 and published in issue #14-06-063 of the Washington State Register; and

BE IT FURTHER RESOLVED that the board directs RCO staff to file a final notice of rule adoption with the Office of Code Reviser with an effective date of 31 days after it is filed.

Resolution moved by: Ted Willhite

Resolution seconded by: Mike Deller

Adopted/Defeated/Deferred (underline one)

Date: April 16, 2014

**Recreation and Conservation Funding Board
Resolution #2014-11
Conversion Policies for the FARR Program**

WHEREAS, pursuant to state law, the Recreation and Conservation Funding Board (board) administers and approves policies that govern the Firearms and Archery Range Recreation (FARR) program and sets long-term compliance policies for funded projects; and

WHEREAS, the board adopted amendments to chapter 286-30 of Washington Administrative Code at the April 2014 meeting per resolution #2014-10, which includes changes to the long-term compliance policies for funded projects in the FARR program;

WHEREAS, pursuant to the amendments to chapter 286-30 of Washington Administrative Code, the board wishes to provide an additional policy statement for conversions of use that may occur ten or more years after a project sponsor accepts a grant for an acquisition project; and

WHEREAS, this additional policy statement will provide clarity to FARR applicants on the long-term compliance obligations for an acquisition project;

NOW, THEREFORE BE IT RESOLVED, that the board does hereby adopt an additional policy statement for long-term compliance to assure no net loss of firearms and archery range recreation opportunities provided by the FARR program as described in option two of the staff memo; and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes in the appropriate policy manuals with language that reflects the new policy; and

BE IT FURTHER RESOLVED that these policies shall be effective for 2014 FARR grant cycle.

Resolution moved by: Mike Deller

Resolution seconded by: Ted Willhite

Adopted/Defeated/Deferred (underline one)

Date: April 16, 2014