



# July 13 - 14, 2016

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Item 1: Consent Agenda – [Resolution 2016-22](#)

- Sinlahekin Ecosystem Restoration, Ph 2 (#10-1629)

Item 2: Director's Report

Item 3: State Agency Partner Reports

Item 4: Boating Infrastructure Grants Project Overview

Item 5: Operating and Capital Budget Requests for 2017-2019

5A. Operating Budget and Capital Budget Request  
Based on Revenue Projections

5B. Washington Wildlife & Recreation Program –  
[Resolution 2016-23](#)



# July 13 - 14, 2016

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Item 5C. Youth Athletic Facilities – Resolution 2016-24

5D: Aquatic Lands Enhancement Acct – Resolution 2016-25

Item 6: Youth Athletic Facilities Project Match Waiver Request

6A. Chief Tonasket Park Ball Field Complex Renovation  
(RCO Project #16-2033) – Resolution 2016-26

6B. Twisp Sports Complex Renovation Project, Ph 1  
(RCO Project #16-2023) – Resolution 2016-27

Item 7: Washington Wildlife & Recreation Program Policy  
Direction

7A: Funding allocation in the Local Parks & State Parks

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# July 13 - 14, 2016

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- Item 7B: Funding Allocation in the Urban Wildlife Habitat
  - 7C: Forest Land Preservation – Policies & Evaluation
  
  - Item 8: Policy Decisions
    - 8A. Nonhighway & Off-road Vehicle Activities Changes  
Resolution 2016-28
    - 8B. Changes to Project Type Definition – NOVA/RTP  
Resolution 2016-29
  
  - Item 9: Follow-up on Policy Issues
    - 9A. Project Area Special Committee Update
    - 9B. Review of Firearms Range & Course Safety Guidance and Qualifications
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# July 13 - 14, 2016

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Item 10: Public Hearing for Amendments to Chapters 286-04 & 286-13 of the Washington Administrative Code - [Resolution 2016-30](#)



WASHINGTON STATE  
Recreation and  
Conservation Office

# Director's Report

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Kaleen Cottingham, Director  
Recreation and Conservation Office

Agenda Item 2  
July 13, 2016

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- Time for ribbon cuttings
    - 4-0 Ranch
    - Edmonds Pier
    - Ferry County Rail Trail
    - Kennewick boat launch
    - Lyre River
    - Duckabush Estuary
    - Henry Jackson Park
    - John Day Plaza
  - New Staff (Ben, Justin, Leon, Sean, Tammy)
  - Audits complete
  - Lands Group – Forecast Complete / OFM cost data
  - Budget Development
  - 2017 Meeting Calendar Planning
-

# Director's Midterm Performance Evaluation



- By **September 15, 2016:** Director provides self assessment to the chair.
- By **October 14, 2016:** Chair reviews, provides additional comments as necessary, and shares with all board members.
- **October 26-27, 2016:** Board meets with the director in executive session.
- By **December 15, 2016:** Chair drafts evaluation and shares with the Governor's Office.



# 2017 Board Retreat

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- Thinking about the 2017-19 Biennial Work Plan
- Policies to focus on.....the board's perspective
- Board performance measures at a glance
- Washington Department of Fish and Wildlife: Conflict resolution and transformation models (suggested at April 2016 meeting)
- SCORP
  - Update from staff.
  - How to promptly implement priorities?
- New WWRP Forestland Preservation Program
- Applicant and volunteer survey results from RCFB grant cycle (WWRP, ALEA, YAF)
- Entering an application in PRISM
  - Is it complex?

# Boating Infrastructure Grant Projects



Item 4  
Presented by: Marguerite Austin  
July 2016

# Program Goals

- Provide transient boating facilities for recreational boats 26 feet and larger.
- Provide information and enhance boater education.





# Federal Grant Program

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Four percent of the amount in Sport Fish Restoration and Boating Trust Fund (shared with Clean Vessel Act grants).

Includes revenue from:

- Excise taxes on sport fishing equipment, electric motors, and sonar
- Import duties on fishing tackle, yachts, and pleasure craft
- Portion of gasoline tax attributable to motorboats and small engines
- Interest earned on Trust Fund



# About the Program

- Eligible Applicants
  - Local agencies
  - Native American tribes
  - Nonprofit organizations
  - Private facility operators
  - State agencies
  
- Grant Limits
  - Tier 1: \$192,086
  - Tier 2: \$1,440,645
  
- Written Evaluations
  - Tier 1: State competition
  - Tier 2: National competition



Applicants may request up to 75 percent in grant funds; with a 25 percent minimum match.



# About the Program

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## Maintenance Activities

- Eligible as stand-alone Tier 1 projects
- May be included in a Tier 1 development project if the work is related to the development or renovation activities in the project.
- Are allowed in a Tier 2 development project only if they are directly related to the development or renovation activities of the project and do not exceed 50 percent of the total project costs.

## Evaluation Criteria

- New federal criteria
- Adopted federal criteria for Tier 1 and added a design question

## Compliance Period

- "Useful life period for the entire project based on the longest useful life period identified for one or more capital improvement(s) within the BIG funded project."



# 2016 BIG Projects



# BIG Tier 1 Applications

Federal fiscal year 2017 and 2018

- Biennial request for proposals
- Four pre-applications requesting \$599,680
- Applications due: July 15, 2016
- Boating Programs Advisory Committee will evaluate projects
- Board delegated selection authority to the Director



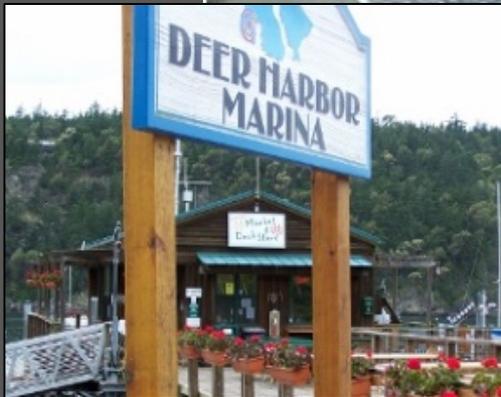
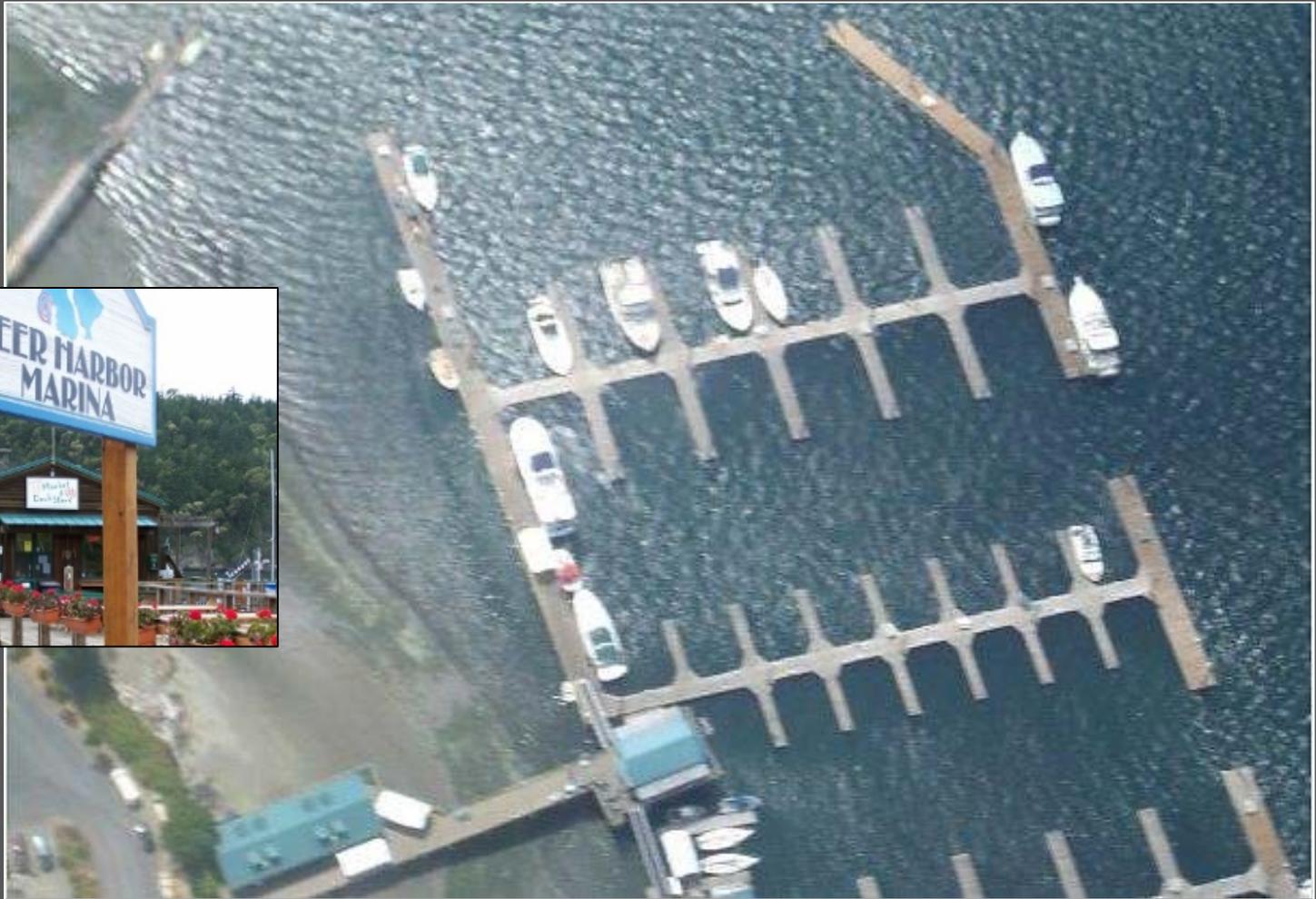
# Harbor Center Showers, Laundry, and Restroom Upgrades



Port of Bellingham



# Deer Harbor Marina Slip Expansion





# Port of Friday Harbor Activity Float



# Columbia Point Marina Dock Replacement



*Richland Parks and Recreation Department*

July 13, 2016

# BIG Tier 2 Applications

Federal fiscal year 2017

- Annual request for proposals
- Five pre-applications requesting \$4.7 million
- Applications due: July 15, 2016
- Boating Programs Advisory Committee reviews projects
- Applications to U.S. Fish and Wildlife Service by September 8, 2016



*Port Angeles, Transient Moorage Float Replacement*



# Fisherman's Harbor Dock Walk



Port of Everett

Number: 16-1655

Type: Development

Grant \$1,438,200

Match \$2,205,184

Total \$3,643,384

# Port of Friday Harbor Guest Moorage Renovation



Port of Friday Harbor

Number: 16-1593

Type: Development

Grant        \$625,556

Match        \$208,519

Total        \$834,075

# Chambers Creek Regional Park Pier and Transient Moorage



Pierce County Parks

Number: 16-2046

Type: Development

Grant \$1,438,200

Match \$2,530,897

Total \$3,696,097



# Port Angeles Fuel Dock



Port of Port Angeles

Number: 16-2069

Type: Development

Grant       \$525,937

Match       \$749,063

Total       \$1,275,000



# Point Hudson Jetty Replacement



Port of Port Townsend

Number: 16-1815

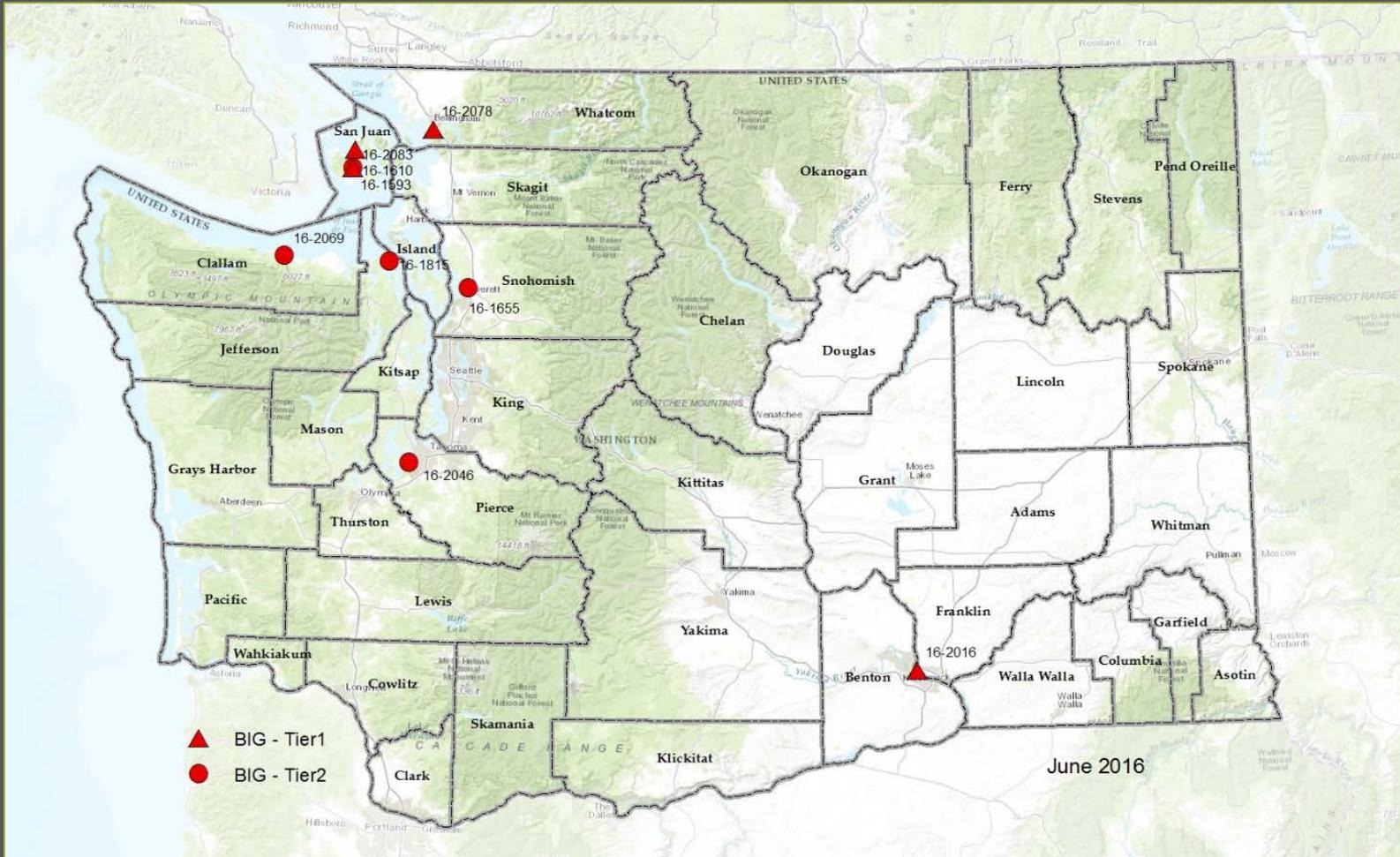
Type: Development

Grant \$680,521

Match \$541,679

Total \$1,222,200

# Location Map for BIG Projects





# Questions or Comments?





# Operating and Budget Requests for the 2017-19 Biennium

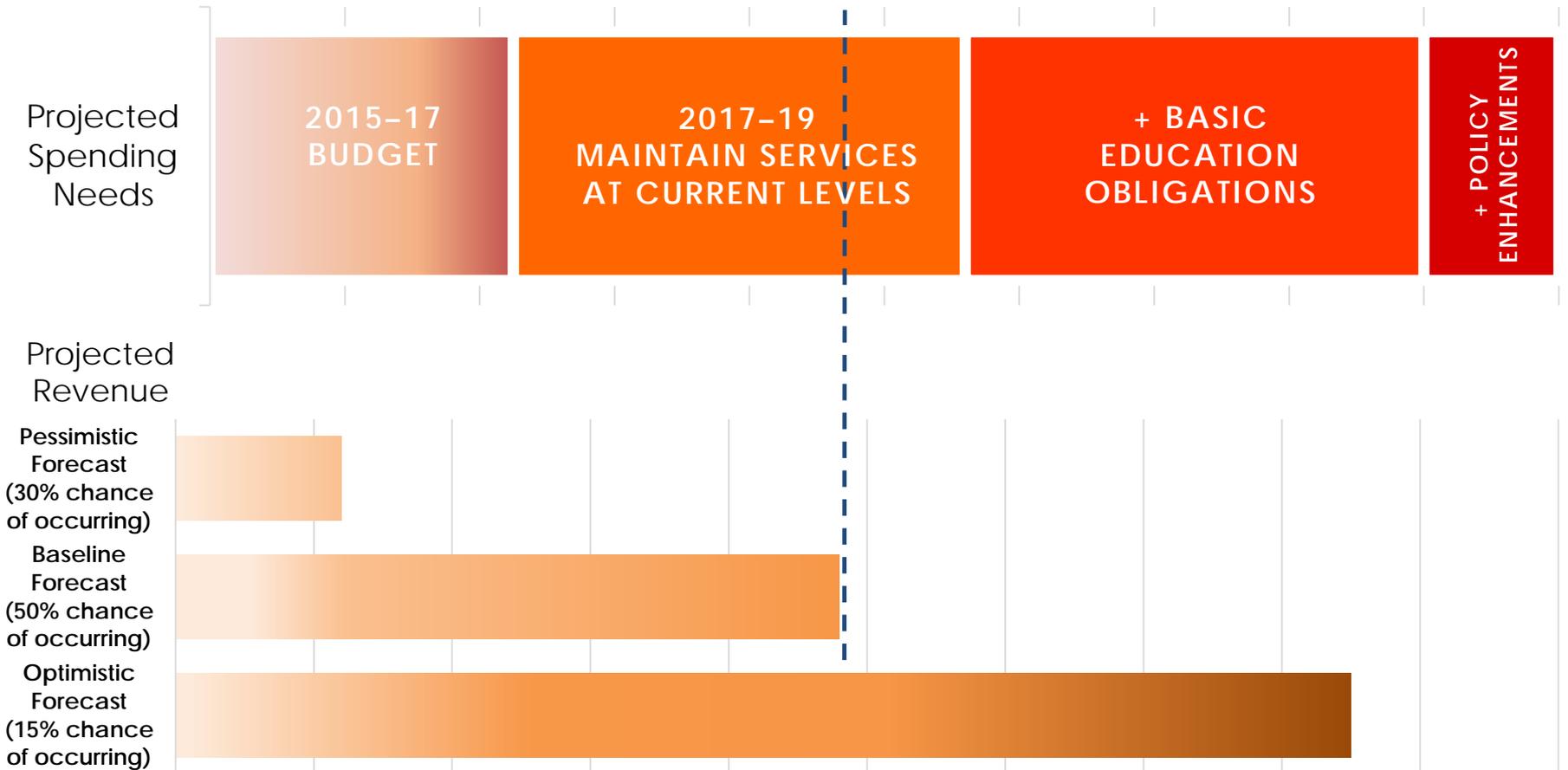
Wendy Brown, Policy Director

Agenda Item 5

July 13, 2016

ROFB

# Our budget needs, obligations and revenue projections





# Capital Budget

- Bond Funds
- Dedicated Funds

Program	Revenue Source
Aquatic Lands Enhancement Account	Revenue from DNR managed aquatic lands, including sale of geoduck harvests (a portion)
Boating Facilities Program	Motor vehicle fuel tax attributed to boating
Firearm and Archery Range Recreation (FARR)	Concealed weapons permits (a portion)
Nonhighway Off-Road Vehicle Activities (NOVA)	Motor vehicle fuel tax attributed to off highway usage and off-road vehicle permits
Youth Athletic Facilities (YAF) Program	Stadium revenue in excess of debt service (enough revenue has not been collected to contribute to the YAF, which has caused the Legislature to use bond funds)

- Federal Funds



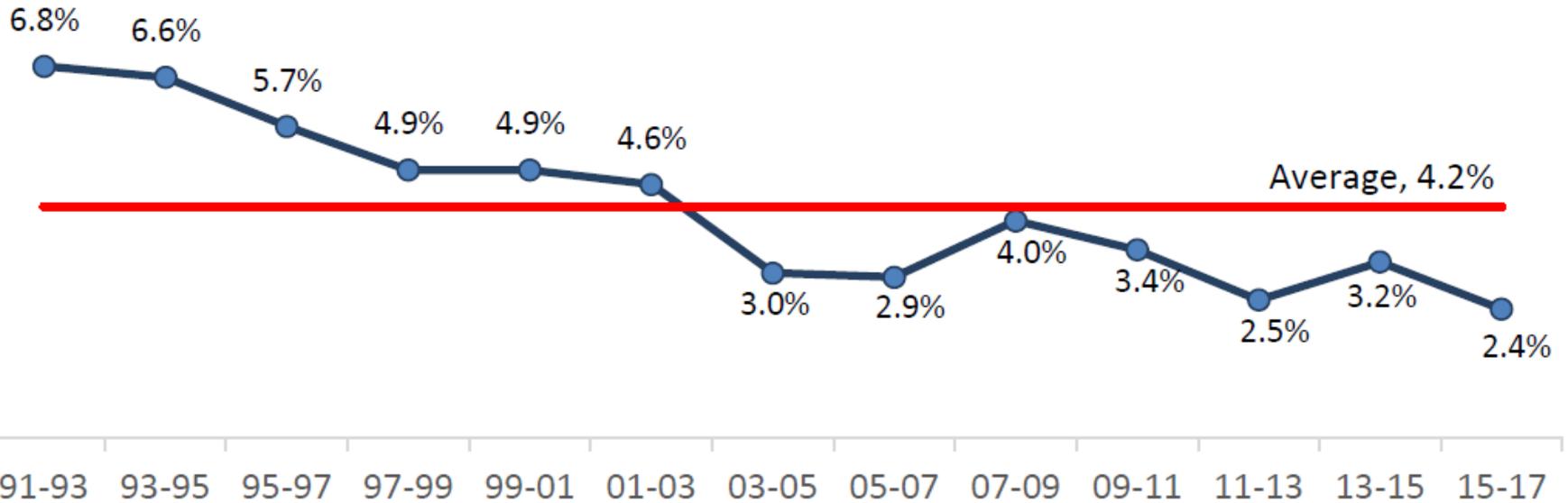
# WWRP

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- New statutory formula, SSB 6227 (2016)
- Metrics to consider:
  - Percent of Bond Capacity
  - Per Capita Spending
  - Applications Received and Funded
  - WWRC Advocacy Recommendation



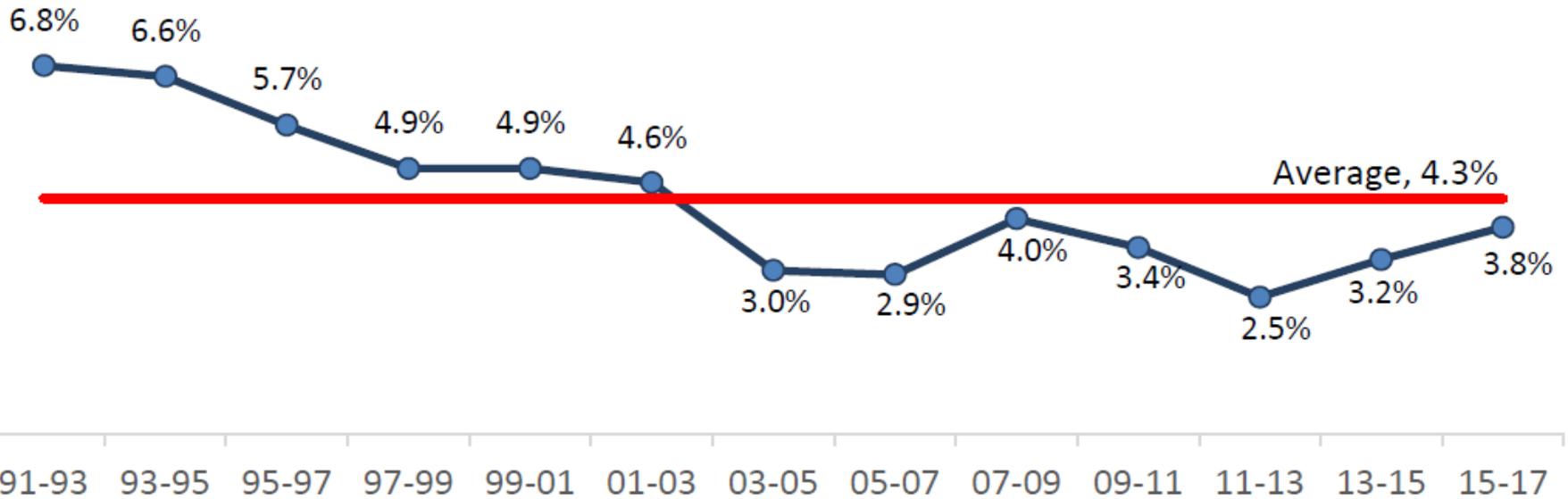
# Percent of Bond Capacity



Request = \$101 M



# Percent of Bond Capacity (+RRG)



Request = \$103 M



# Per Capita

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## Population Growth

**2016 2018**

**2026**

**2036**

**\$88M (\$91M)**

**\$95M (\$98M)**

**\$103M (\$107M)**



# Applications Received & Funded

Biennium	Total Applications (\$)	WWRP Appropriation	Percent of Applications (\$) Funded
----- Dollars in Millions -----			
99-01	\$78.9	\$48	59%
01-03	\$62.6	\$45	70%
03-05	\$116.7	\$45	37%
05-07	\$85.1	\$50	57%
07-09	\$141.5	\$100	69%
09-11	\$212.4	\$70	32%
11-13	\$162.6	\$42	25%
13-15	\$127.5	\$65	49%
15-17	\$152.0	\$55.0 (*\$89)	36% (*59%)
17-19	\$162.8		

Average percent funded = 50% (52%)

Request = \$81M (\$84M)



# Other Considerations

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- To fund at least 50% of applications in all categories, request would be \$145M
- WWRC Board recommendation is \$120M



# WWRP administrative rate

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- Changed 79A.15.030 in 2015: *actual administration costs averaged over the previous five biennia as a percentage of the new appropriation or the amount specified in the appropriation, if any.*
- Old rate (before 2015) = 3 percent
- Current WWRP rate = 4.3 percent
- Proposed 2017-19 WWRP rate = 4.1 percent



# Summary – WWRP budget request options

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- Bond Capacity - \$101 to \$103 million
- Per Capita - \$88 to \$107 million
- Funding 50 (52) percent of applications = \$81 to \$84 million
- Funding at least 50 percent of applications in all categories = \$145 million
- Advocacy Recommendation = \$120 million



# Youth Athletic Facilities Grants

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2015-17 applications (46) = \$9.1 million

2017-19 applications (22) = \$4.6 million

- Option 1. Fund 50 percent of applications = \$2.3 million request
- Option 2. Fund 100 percent of applications = \$4.6 million request
- Option 3. Fund 100 percent of applications and run a supplemental grant round in 2018 = budget request over \$4.6 million



# Aquatic Lands Enhancement Account

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- 2015-17 Request: \$6.6 million  
2015-17 Appropriation: \$5.269 million
- 2017-19 Proposed Request: \$6.6 million capital and \$200,000 operating



WASHINGTON STATE  
Recreation and Conservation  
Funding Board

# Youth Athletic Facilities Project Match Waiver Requests

Item 6

Presented by Marguerite Austin

July 2016

ROTEB

# Youth Athletic Facilities (YAF)

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The program priority is to enhance facilities that serve people through the age of 18 who participate in sports and athletics.



# Okanogan County



# Background

## Tonasket Junior Baseball Association

- Nonprofit organization
- Two athletic fields and associated amenities
- Grant request: \$250,000
- Fundraising underway





# Background



## Town of Twisp

- Local government
- Two athletic fields and associated amenities
- Grant request: \$250,000
- Applied for a WWRP Local Parks category grant as match



# Match Waiver Policy

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“Recognizing that providing at least an equal matching share can be a challenge for some communities, **the match requirement is waived for YAF facilities in a federal disaster area** as declared per the Stafford Act that is in active disaster status when the grant application is due to RCO and the disaster directly affected the area where the YAF facility is proposed. Projects located in a federal disaster area but not located in an area directly affected by the disaster are not eligible for a match waiver.”

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# Match Waiver Policy

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When RCO reviews the grant application, it will determine whether a project is located within one of the designated federal disaster areas and **whether the disaster directly affected the area where the project is located**. If a disaster is declared after the grant application due date, the applicant at any time during the implementation of the project may request the board waive the matching share retroactively."

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# Match Waiver Policy examples

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- EXAMPLE: The YAF facility is located in the designated county and **wildfire directly affected the area where the YAF facility is proposed**. This project is eligible for a match waiver.
- EXAMPLE: The YAF facility is located in the designated county **but the wildfire did not directly affect the area where the YAF facility is proposed**. This project is not eligible for a match waiver.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq. Federal disaster areas include major disasters, emergency disasters, and fire management assistance.

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# Match Waiver Consideration

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1. Whether the YAF facility is located in a federal disaster area
2. Whether the area is in an active disaster status, and
3. Whether the disaster directly affected the **area** where the facility is proposed.





# Local Contribution

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“Applicants must provide a minimum of 10 percent of the total cost of a project in the form of a local contribution, not from a state or federal source.”

For example, if a total project cost is \$500,000, the applicant must provide \$50,000 in matching share from a local source such as local government appropriation, cash, grants, or in-kind donations.”

Recreation and Conservation Funding Board Resolution 2005-24

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# Staff Recommendation



## Resolution 2016-26

- Match waiver for the Chief Tonasket Park Ball Field Complex Renovation RCO #16-2033

## Resolution 2016-27

- Match waiver for the Twisp Sports Complex Renovation Phase 1 RCO #16-2023 RCO #16-2084



# WWRP Funding Allocations in the Local Parks and State Parks Categories

Adam Cole

Natural Resource Policy Specialist

Agenda Item 7A

July 13, 2016

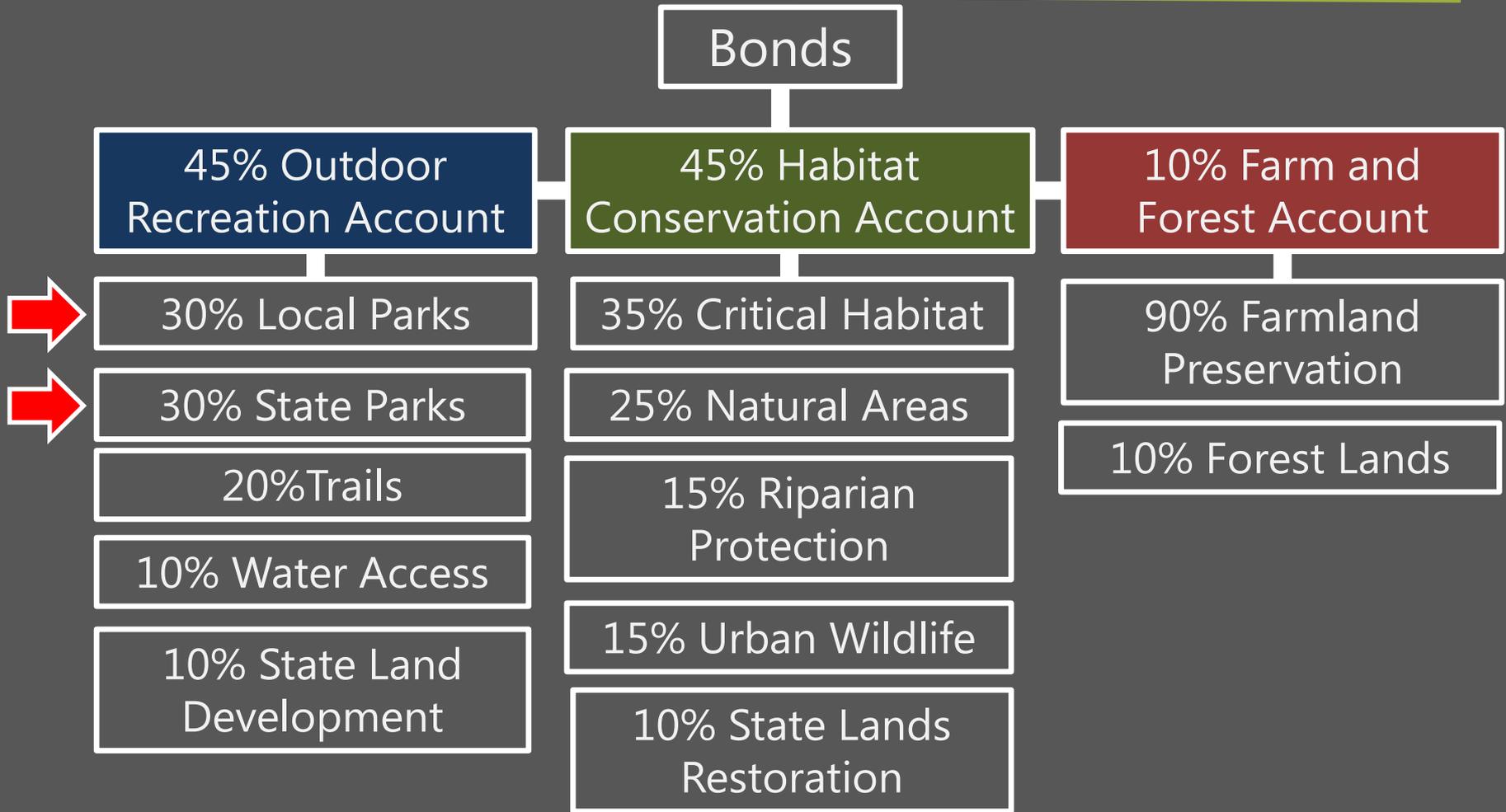
ROFFB

# Summary

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- Request for Direction
- WWRP – Local Parks and State Parks Categories
- Summary of Need
- Review Funding Framework Examples
- Next Steps

# WWRP Allocation



# WWRP – Local Parks Category

- Cities, Town, Counties, Districts, Tribes.
- Acquisition, Development, or Combination
- \$500k, \$1million
- 50% Match Required
  - 10% Local
  - Match Waiver Policy (2018)
- Advisory Committee
  - 5 local agency staff
  - 3 citizens.



#12-1466, Clark County, Chinook Park Acquisition

# WWRP – State Parks Category

- Only for Washington State Parks and Recreation Commission Projects.
- Acquisition, Development, or Combination (no renovation)
- No minimum or maximum grant request
- No required match
- Advisory Committee
  - 6 State Parks staff,
  - 3 local agency staff
  - 3 citizens.



Cape Disappointment Seaview Dunes 10-1306

# WWRP Review Dec 1, 2015

## New Funding Allocations...

### Local Parks

No less than 40%

Up to 50% - "pressing need",  
"highly meritorious"

Acquisition funds exist

### State Parks

Inholdings, Resolve Issues

State Parks - Maintain 50%

Accepted 40%

Recommendation



Washington Wildlife and Recreation  
Program Review

A Report to the Washington State Legislature

# WWRP Legislation

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- Prior to 2016 (RCW 79A.15.050(1)(a)(b))
    - “(a) Not less than thirty percent to the state parks and recreation commission for the acquisition and development of state parks, with **at least fifty percent of the money for acquisition** costs;
    - (b) Not less than thirty percent for the acquisition, development, and renovation of local parks, with **at least fifty percent of this money for acquisition** costs;
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# WWRP Legislation

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- Substitute Senate Bill 6227

“(a) Not less than thirty percent to the state parks and recreation commission for the acquisition and development of state parks, with **at least forty percent but no more than fifty percent of the money for acquisition** costs;

(b) Not less than thirty percent for the acquisition, development, and renovation of local parks, with **at least forty percent but no more than fifty percent of this money for acquisition** costs;”

# Why Now?

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- Statutory change effective now
  - Applications already submitted (May 2, 2016)
  - Evaluations August 2016
  - Requirement: RCFB submits approved ranked list of WWRP projects to Legislature by November 1<sup>st</sup>. (RCW 79A.15.070(7))
  - Staff respond to Legislature throughout session.
  - October RCFB Meeting
-

Framework	Description
<b>“Strict 40/60”</b>	Fund acquisition projects at the minimum 40% and fund development projects at 60%.
<b>“Modified 40/60”</b>	<ul style="list-style-type: none"> <li>• Fund acquisition projects at the minimum 40% and fund development projects at 60%</li> <li>• Fully fund partially funded acquisitions. (ex: 41% acquisition and 59% development).</li> </ul>
<b>“Aim For 50/50”</b>	<ul style="list-style-type: none"> <li>• Fund acquisition projects up to 50% but fund no partial acquisitions. (ex: 47% for acquisitions and 53% development)</li> <li>• Fund acquisition projects in excess of 40% (up to 50%) but stop when a development project would be “jumped over.”</li> </ul>
<b>“Preference”</b> <b>(Only allowed in the Local Parks Category, 2018)</b>	<p><u>Prioritize Match Waiver Projects:</u> Fund acquisitions at 40%. Fund additional acquisitions (up to 50%) if these projects have received a match waiver (not a reduction) because the project serves an “underserved population” or the sponsor represents a “community in need.” (but do not “jumping over” a development project).</p> <p>Other Preferences.... (Readiness, Threat?)</p>
<b>“Weighted”</b>	<p>Attempt to mirror the weight of acquisition projects within the project list.</p> <ul style="list-style-type: none"> <li>• If 50% or more of projects (by number or by dollar amount), 50/50 split.</li> <li>• If acquisition projects are less than 40%, 40/60 split</li> <li>• Between 40% and 50% of the project list, the split would be the actual %.</li> </ul>

# Next Steps

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1. Today: Preferred Framework(s)?
2. Public Comment
3. Present funding framework policy for decision in October.
  - Same time RCFB will approve ranked list



#10-1082 City of Wenatchee, Saddle Rock Acquisition



# Funding Allocation in the WWRP Urban Wildlife Habitat Category

Leslie Connelly, Policy Specialist

Agenda Item 7B  
July 13, 2016

ROFFB



# Summary

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- Overview
- Reason to change the allocation policy
- Analysis of past grants
- Three options for consideration
- Request for direction

## 14-1098 West Rocky Prairie, WDFW



*Lands that provide habitat important to wildlife in proximity to a metropolitan area.*

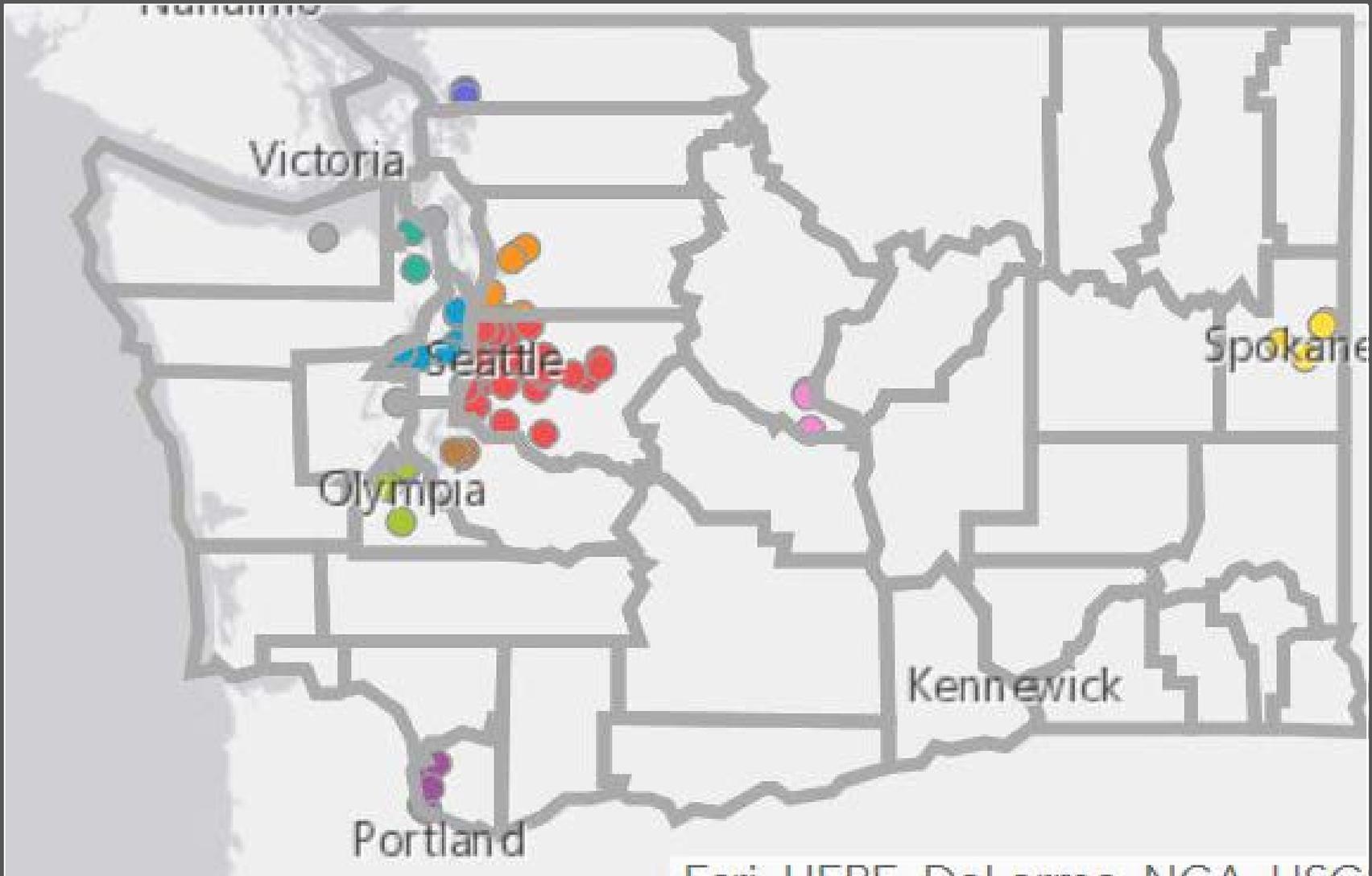


# Board Policy on Eligible Projects

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1. In or within 5 miles of an adopted Urban Growth Area of a community in a county that has a population density of at least 250 people per square mile,  
  
or
2. Within the corporate limits of a community with a population of at least 5,000 or within 5 miles of such a community (or its adopted urban growth area boundary).

# WWRP Urban Wildlife Habitat Projects Since 1989





# Story Map

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<http://arcg.is/29C2bHi>

45%

### Habitat Conservation Account



45%

### Outdoor Recreation Account



10%

### Farm and Forest Account



#### Categories

35% Critical Habitat

25% Natural Areas

15% Riparian Protection

10%\* State Lands Restoration and Enhancement

15% Urban Wildlife Habitat

\*or \$3 million, whichever is less

30% Local Parks  
*40%-50% must be acquisition*

10%\* State Lands Development and Renovation

30% State Parks

20% Trails

10% Water Access  
*75% must be acquisition*

\*or \$3 million, whichever is less

90% Farmland Preservation Category

10% Forestland Preservation Category



# State Law on Eligible Sponsors

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- Local agencies
- State agencies
- Native American tribes
- Nonprofit nature conservancies (new in 2016)



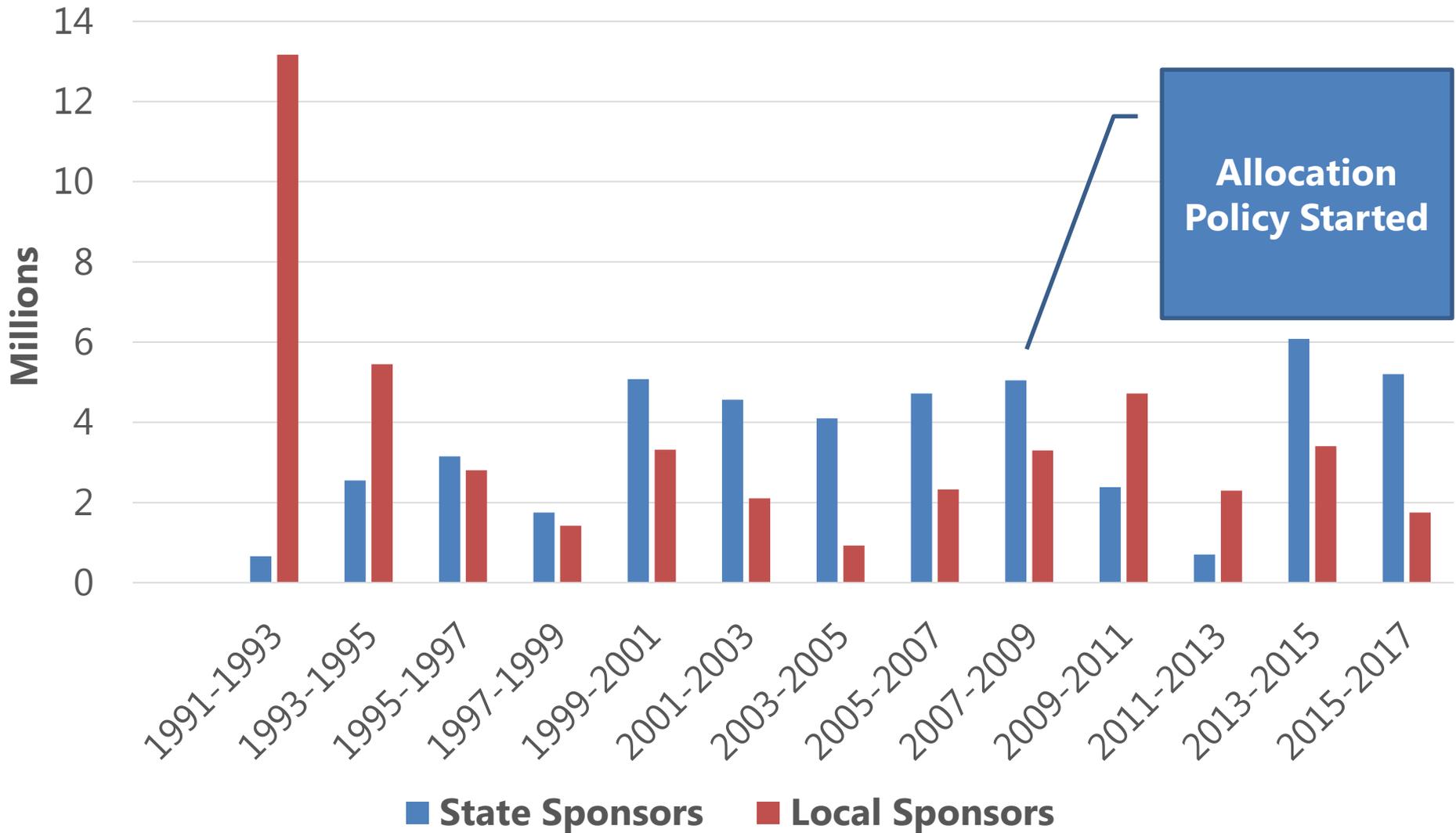
# Board Policy on Funding Allocation

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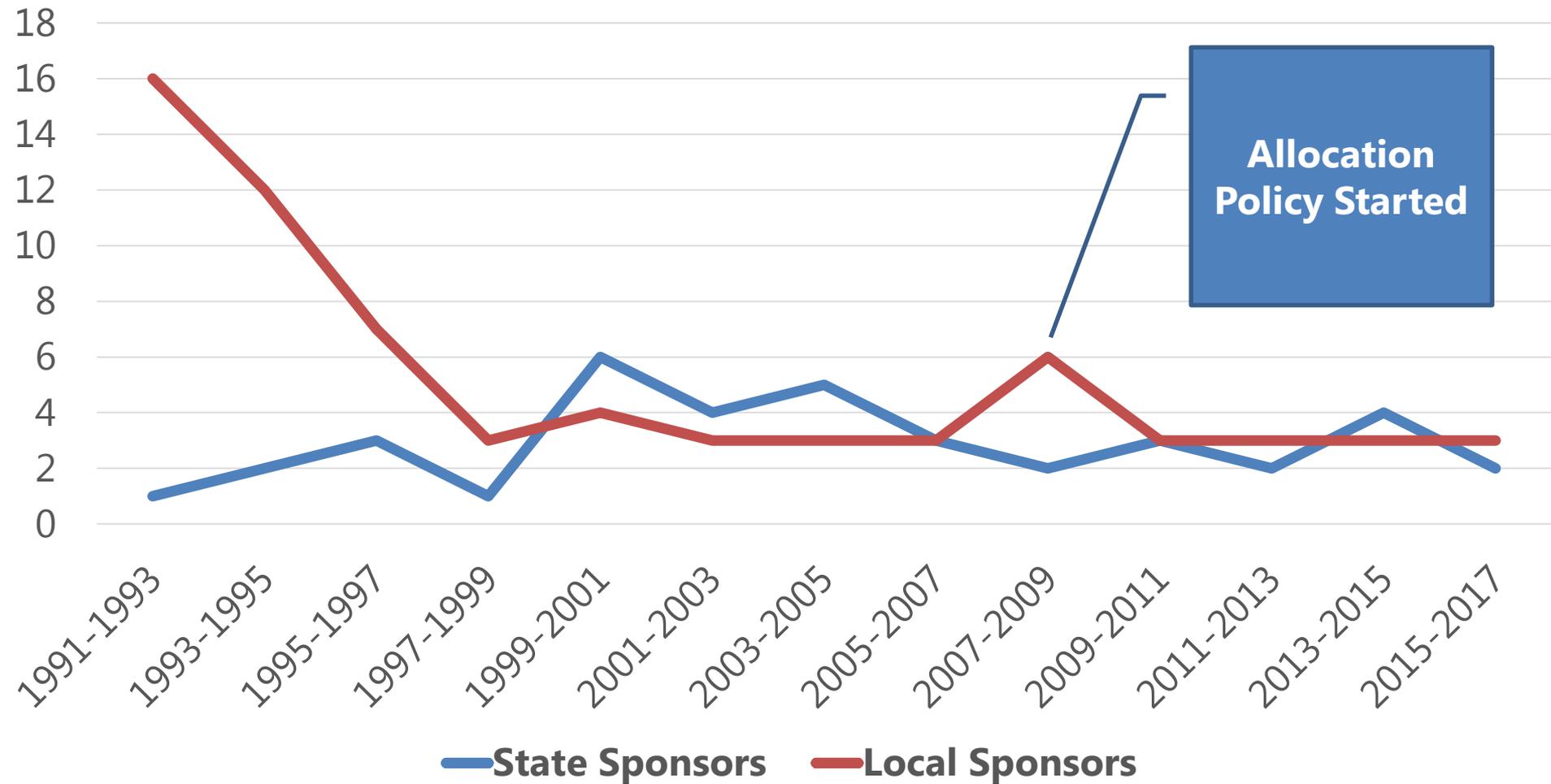
- 40% local agencies and Native American tribes
- 40% state agencies
- 20% fully fund partially projects.....

Nonprofits  
eligible applicants  
in 2016

# Funding Amounts by Type of Sponsor



# Number of Projects by Type of Sponsor





# Options for Consideration

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1. Competitive allocation
2. 40/40/20 percent allocation
3. 30/30/30/10 percent allocation



# Option 1 - Competitive

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- No funding allocation
- Apply grant funds to the ranked list



# Option 1 - Competitive

Effect of the Change	Pros	Cons
Funding would no longer be allocated based on the type of project sponsor.	Awards grant funds based on competitive scoring results.	Sponsors not guaranteed a portion of the funds.



# Option 2 – 40/40/20

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- 40% local agencies, Native American tribes, and nonprofit nature conservancies
- 40% state agencies
- 20% fully fund partially projects.....



# Option 2 – 40/40/20

Effect of the Change	Pros	Cons
Non-profit organizations added to the funding allocation with local agencies and Native American tribes.	Incorporates non-profits into the framework of the existing policy.	Funding allocation shared between local agencies, non-profit organizations, and Native American tribes.



# Option 3 – 30/30/30/10

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- 30% local agencies and Native American tribes
- 30% non-profit organizations
- 30% state agencies
- 10% fully fund partially funded projects.....



# Option 3 – 30/30/30/10

## Effect of the Change

## Pros

## Cons

Funding allocation split equally at 30% and 10% to complete funding of partially funded projects.

Guarantees a portion of funds to specific types of sponsors.

Does not award grant funds on an overall competitive basis.

# Board Discussion

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Request for  
direction -  
preferred  
option for  
public  
comment

## 14-1276 Bass and Beaver Lake, King County



# Next Steps

- Public comment in August
- Board decision in October

14-1130 Sage Hills, City of Wenatchee





# WWRP Forestland Category

Leslie Connelly, Policy Specialist

Agenda Item 7C  
July 13, 2016

ROFFB



# Summary

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- Background
- Advisory committee
- Draft policies and evaluation criteria
- Request for direction to prepare for public comment
- Public participation plan
- Timeline and next steps

45%

### Habitat Conservation Account



45%

### Outdoor Recreation Account



10%

### Farm and Forest Account



#### Categories

- 35% Critical Habitat
- 25% Natural Areas
- 15% Riparian Protection
- 10%\* State Lands Restoration and Enhancement
- 15% Urban Wildlife Habitat
- \*or \$3 million, whichever is less

- 30% Local Parks  
*40%-50% must be acquisition*
- 10%\* State Lands Development and Renovation
- 30% State Parks
- 20% Trails
- 10% Water Access  
*75% must be acquisition*
- \*or \$3 million, whichever is less

- 90% Farmland Preservation Category
- 10% Forestland Preservation Category



# WWRP Forestland Category

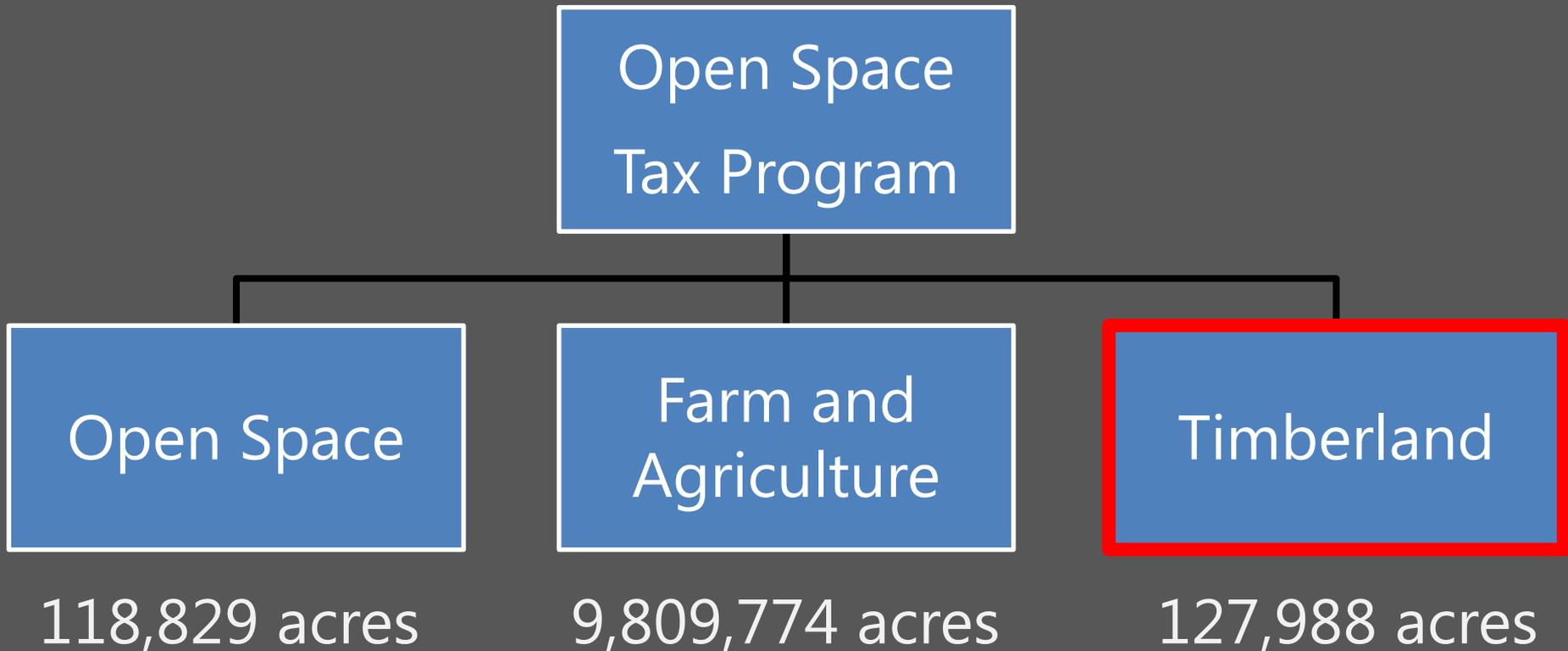
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- Maintain forest lands for the opportunity for forest management
- Eligible applicants
  - Cities and counties – one-to-one match
  - Nonprofit nature conservancies - one-to-one match
  - Washington State Conservation Commission
- Eligible projects
  - Less than fee acquisition
  - Restoration in combination with acquisition
- Evaluation criteria



# Open Space Tax Program

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# Timberland Definition

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"Timberland" means any parcel of land that is **five or more acres** or multiple parcels that are contiguous and are devoted to the production of timber for commercial purposes, and the land is not a residential or commercial homesite. It also includes incidental uses that are necessary for the harvesting of timber, and the land must be used for the production of timber products, or sale of the timber products, in conjunction with land producing these products.

**5 or more acres  
devoted to  
commercial timber  
production**



# Advisory Committee – Attachment B

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- First meeting July 29<sup>th</sup>
- Identified open space classification issue
- Provided feedback on big picture concepts:
  - Forest management and harvest practices
  - Easement terms
  - Forest planning requirements
  - Small or large properties
  - Experience of applicants



# Draft Policies – Attachment C

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- Grant limits
- Qualified nonprofit nature conservancy organizations
- Legal opinion for first time applicants
- Eligible forests
- Eligible projects types
- Baseline inventory
- Forestland stewardship plans
- Permitted uses within the conservation easement
- Prohibited uses within the conservation easement
- Administrative rule exceptions
- Evaluation process



# Grant Limits

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- No minimum grant amount
- Maximum grant request = \$250,000



# Qualified Nonprofits

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- Registered with the State of Washington
- 3 years of experience
- Preservation of working forestlands is a priority
- Proven ability to manage conservation easements



# Legal Opinion for First Time Applicants

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- Receive and expend public funds
- Contract with the government
- Meet any statutory definitions
- Acquire and manage interests in real property
- Steward structures or facilities
- Undertake planning activities
- Commit the applicant to application



# Eligible Forests

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- Provide documentation property meets "Timberland" definition
- Due with application



# Eligible Acquisition Projects

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- Minimum 50 year duration for easement or lease
- Include all development rights
- Multiple parcels (similar to farmland policy)
- Ineligible projects



# Eligible Restoration Projects

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- Restoration must occur within the area acquired
- Must fix fish passage barriers
- Ineligible projects



# Other Eligible Costs

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- Baseline inventory required
- Forest stewardship plan optional



# Easement Permitted Uses

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- Forest management in accordance with an approved forest stewardship plan
- Non-commercial and public recreational uses
- Limited building rights for forest management purposes and ranching facilities
- Ranching and farming activities
- Limited use of agricultural chemicals
- Fire defense



# Easement Prohibited Uses

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- Subdivision of the property to smaller parcels
- Construction of new buildings, structures or improvements
- Surface or subsurface mineral extraction
- Topographic modifications
- Waste disposal
- Hazardous materials disposal
- Industrial, commercial and residential activities
- Game farming or game farm animals
- Commercial feed lots
- Signs and billboards
- New or expanded utility rights-of-way
- Alteration of water courses
- Mining and excavation



# Administrative Rule Exceptions

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- WAC 286-13-110 Income, use of income.
- WAC 286-13-120 Permanent project signs.
- WAC 286-27-040 Does the program have planning eligibility requirements?



# Evaluation Process

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- Advisory committee scores applications
- In-person presentation
- Generate ranked list
- Board approves ranked list
- Office submits to Governor and Legislature



# Draft Evaluation Criteria – Attachment D

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# Criteria in State Law

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- Community support for the project
- A recommendation as part of a watershed or habitat plan
- The likelihood of conversion of the site
- Consistency with local or regional plans
- Multiple benefits of the project (wait until 2018)
- Project attributes
  - Clean air and water
  - Storm water management
  - Wildlife habitat
  - Potential for carbon sequestration



# Draft Evaluation Criteria – Attachment D

Scored By	Number	Evaluation Criteria	Maximum Score	Percent of Total
Advisory Committee	1	Viability of the Site	10	25%
Advisory Committee	2	Threat of the Land	10	25%
Advisory Committee	3	Building Envelope	4	10%
Advisory Committee	4	Forestland Stewardship	8	20%
Advisory Committee	5	Benefits to the Community	8	20%
RCO Staff	6	Easement Duration	0	0%
		Total Points	40	100%



# Public Participation

---

- Advisory Committee
- Stakeholders
- Public Comment Period
- October Board Meeting



# Timeline – Policy Development

Date/Timeframe	Task
<b>Late July 2016</b>	Advisory Committee Meeting and Stakeholder Outreach
<b>August 2016</b>	Public Comment
<b>September 2016</b>	Advisory Committee Meeting and Stakeholder Outreach
<b>October 26-27, 2016</b>	Recreation and Conservation Funding Board Meeting - Adopt Policies and Evaluation Criteria - Update on Conservation Easement Template



# Timeline – Grant Cycle

Date/Timeframe	Task
<b>January 2017</b>	Applications Materials Ready
<b>Winter/Spring 2017</b>	Recreation and Conservation Funding Board Meeting Board approves Conservation Easement Template
<b>February – May 2017</b>	Grant Applications Accepted
<b>June 2017</b>	Technical Review
<b>August 2017</b>	Evaluations
<b>Fall 2017</b>	Ranked List Approved by Recreation and Conservation Funding Board
<b>November 1, 2017</b>	Ranked List Provided to Governor and Legislature
<b>After Legislature Approves Ranked List</b>	Funding Awarded by Recreation and Conservation Funding Board



# Board Discussion

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Request for direction on draft materials for public comment



# Nonhighway and Off-road Vehicle Activities Policy Changes

Adam Cole

Natural Resource Policy Specialist

Agenda Item 8A

July 13, 2016

ROFFB

# Summary

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- Request for Decision
- Nonhighway and Off-Road Vehicles Activities Program (NOVA)
- Review Policy Proposals
- Review Public Comment
- Staff Recommendations
- Next Steps



DNR, Reiter Motorcycle and ATV Trail Construction, 12-1274

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# Request for Decision

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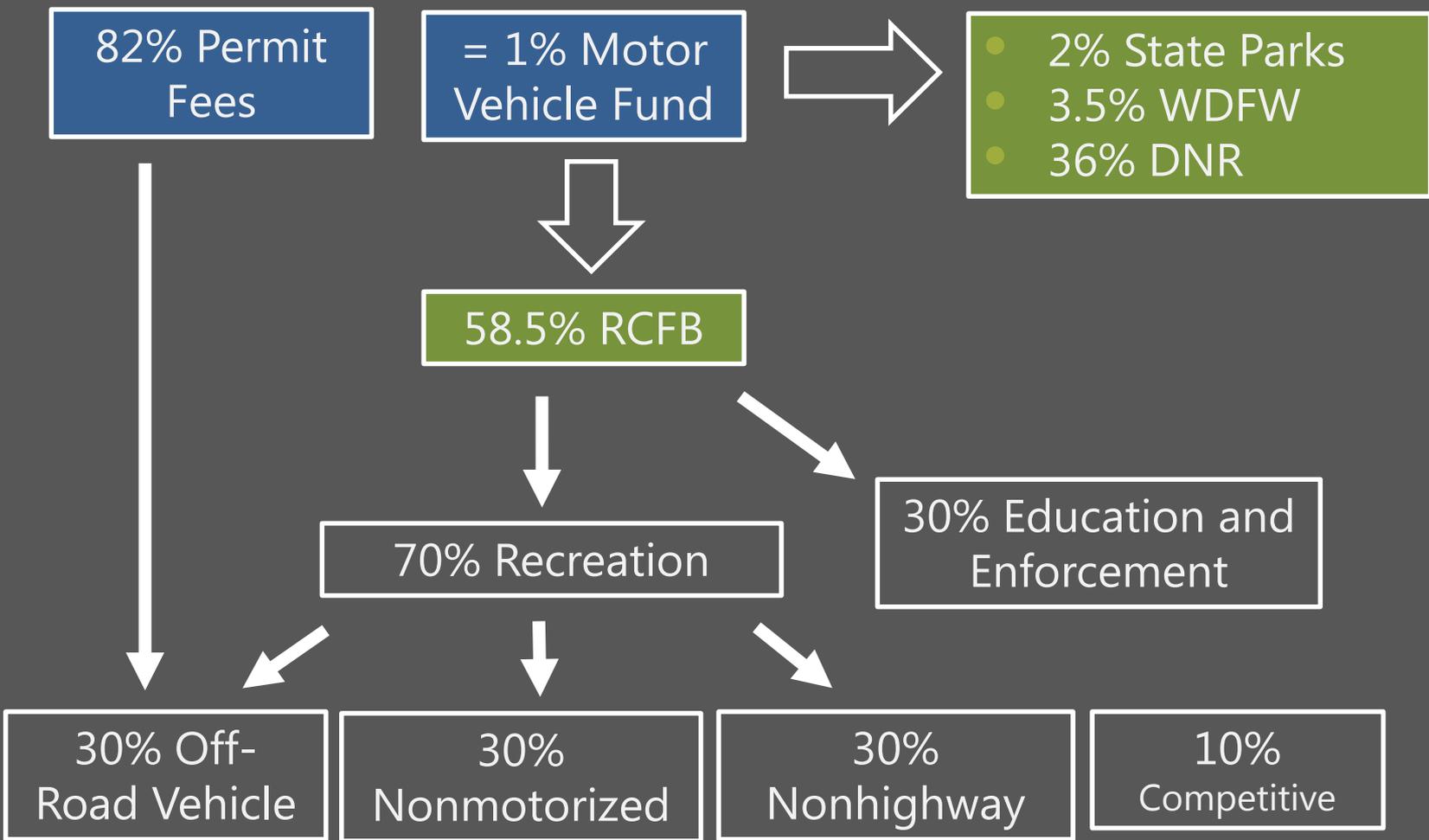
1. Grant Limits in NHR and NM Categories
    - Raise Maintenance and Operations \$100,000 to \$150,000
    - Development, Planning, Acquisition \$100,000 to \$200,000
    - Remove annual \$50,000 maintenance spending
  2. Eliminate NOVA Advisory Committee Project Technical Review Process
    - RCO Grant Managers review applications
  3. Eligibility of Non-Profit Off-Road Vehicle Organizations
    - Create detailed eligibility criteria
    - Define statutory verbiage: “publicly-owned lands”
    - Detail Control and Tenure Requirements
-

# NOVA Program

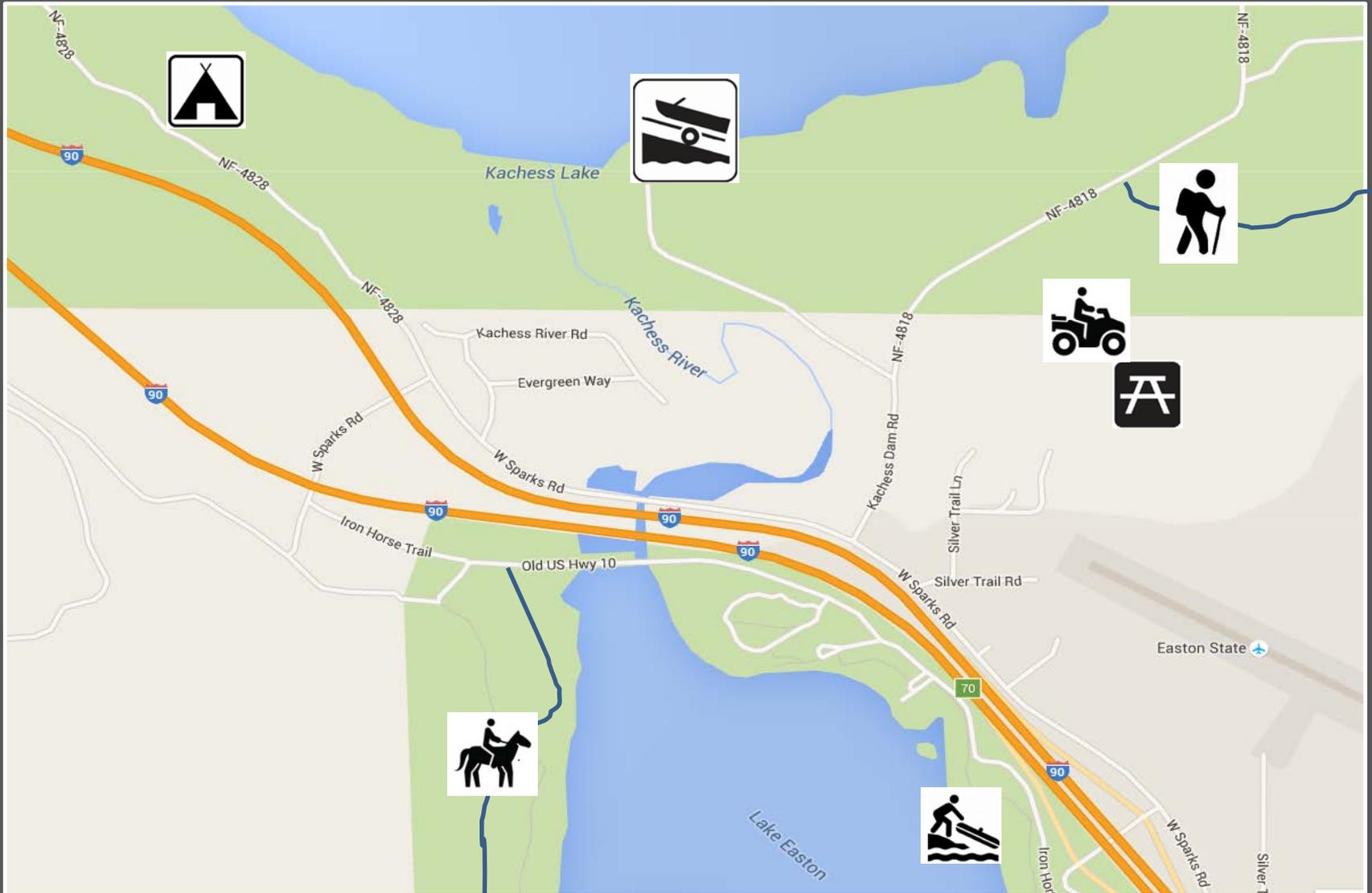
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- Backcountry Recreation
  - Supports Off-Road Vehicle Recreation (anywhere)
  - Supports motorized and Nonmotorized recreation accessed by a "nonhighway road."
  - Planning, Acquisition, Development, Maintenance and Operations, Education and Enforcement
  - Local agencies, Tribes, State, Federal, and Nonprofit Off-Road Vehicle Groups
-

# NOVA Account



# NOVA Program



# NOVA Projects



USFW Pomeroy Ranger District Campgrounds and Trailhead M&O, 14-2154

# NOVA Projects



USFW Middle Fork Trail Flood Repairs 2015, 14-2154

# 1. Grant Limits

## Proposed (April)

Category	Maintenance and Operation	Land Acquisition, Development, Planning, and Combination
Nonhighway Road	\$200,000 per project	\$200,000 per project
Nonmotorized	\$200,000 per project	\$200,000 per project
Off-road Vehicle	\$200,000 per project	No limit
No annual limit		

## Updated Recommendation

Category	Maintenance and Operation	Land Acquisition, Development, Planning, and Combination
Nonhighway Road	\$150,000 per project	\$200,000 per project
Nonmotorized	\$150,000 per project	\$200,000 per project
Off-road Vehicle	\$200,000 per project*	No limit*
*Does not represent a change in policy (existing limit)		

# 2. Technical Review

Options	Effect
1. No Change.	No change.
2. Committee review only new, inexperienced, previously unsuccessful applicants, or upon request.	Reduces burden on committee members, focuses time on fewer applications and those most in need.
3. No committee review of Maintenance and Operations projects, only Development, Planning, E&E or Combination projects.	Focuses time on the project types most unique and complex.
4. Assign small team of committee members to review portion of all projects - based on category (ORV, NHR, NM) or other criteria (ex: "user group").	Committee members review a smaller number of applications.
5. No committee review, only RCO Grant Manager review.	No technical review; applications are only reviewed for eligibility, completeness, and clarity.

### 3. Nonprofit Off-Road Vehicle Organizations

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*“...Funds distributed under this section to nonprofit off-road vehicle organizations may be spent only on projects or activities that benefit off-road vehicle recreation on **publicly owned lands or lands once publicly owned that came into private ownership in a federally approved land exchange completed between January 1, 1998, and January 1, 2005.**”*

RCW 46.09.530

# 3. Eligible Nonprofit Sponsors

---

1. Establish Detailed Nonprofit Eligibility Criteria
2. Further Define "Publicly Owned Lands"
3. Establish Control and Tenure Requirements

Only eligible in the Off-Road Vehicle Category

---

# Establish Detailed Eligibility Criteria

---

- Must be able to contract with the State of Washington.
  - Registered with the State of Washington as a non-profit per RCW 24.03.
  - Demonstrate at least 3 years of actively managing projects relevant to the types of projects eligible for NOVA funding.
  - Does not discriminate on the basis of age, disability, gender, sexual orientation, income, race, religion.
-

# Define “Publicly Owned Lands”

---

## “Publicly Owned Lands”

...lands which are owned, leased, or otherwise controlled and managed by a federal, state, or local government through statute or other legal authority, fee simple ownership, easement, lease, or interagency agreement; or memorandum of agreement or similarly formal document.

# Control and Tenure



Project and Ownership Type	Recommended
1. Planning and Development Projects on <u>Publicly Owned</u> Property.	<ol style="list-style-type: none"><li>1. Secure control and tenure of the project site as described in <a href="#">Manual #4</a>, for the period required by Development projects, or</li><li>2. Co-sponsor the grant along with a NOVA eligible land owner."</li></ol>
2. Planning and Development Projects on <u>Privately Owned</u> Property.	<p>Must secure control and tenure of the project site as outlined in <a href="#">Manual #4</a> for the period required for development projects;</p> <p>Demonstrate through easement, lease, or other legally binding agreement that the public will have access to the completed project for the required term.</p> <p>Planning projects: Project area does not have to be available to the public until the actual planned project (development) has been completed."</p>

# Control and Tenure



Project and Ownership Type	Recommended
3. Maintenance and Operations, and Education and Enforcement Projects on <u>Publicly Owned</u> Property	<p>Must execute an RCO Landowner Agreement Form; or comparable agreement, as approved by RCO.</p> <p>Tenure must meet or exceed the period of performance and on-going obligations identified in the RCO Project Agreement.</p>
4. Maintenance and Operations, and Education and Enforcement Projects on <u>Privately Owned</u> Property	<ol style="list-style-type: none"><li>1. Satisfy the control and tenure requirements in <a href="#">Manual #4</a>; or</li><li>2. Provide a lease, easement, or other legally binding agreement for the project property that allows the proposed project and public access;</li></ol> <ul style="list-style-type: none"><li>• Tenure must meet or exceed the period of performance and on-going obligations identified in the RCO Project Agreement."</li></ul>

# Summary: Staff Recommendations

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## 1. Grant Limits

- M&O raise from \$100,000 to \$150,000
- Planning, Acquisition, Development raised from \$100,000 to \$200,000
- Remove annual \$50,000 maintenance spending

## 2. Eliminate NOVA Advisory Committee Project Technical Review

- RCO Grant Managers review applications

## 3. Nonprofit Sponsor Eligibility

- Create eligibility criteria
  - Define “publicly-owned lands”
  - Control and Tenure Requirements
-

# Next Steps - Timeline

---

- If Decision...Effective for 2016 Grant Applications and beyond...
- Staff update NOVA and other policy manuals
- Applications Due November 1, 2016

# Questions & Discussion



WDFW, Cowlitz River ADA Access (Fishing Platforms), 12-1142



# Changes to Project Type Definitions for NOVA and Recreational Trails Program

Adam Cole  
Natural Resource Policy Specialist

Agenda Item 8B

July 13, 2016

ROFFB

# Summary

---

- Nonhighway and Off-road Vehicle Activities (NOVA) and Recreational Trails (RTP) Programs
  - Briefing (Formerly Request for Decision)
  - Background
  - Review Policy Proposals
  - Public Comments Received
  - Next Steps
-

# Recreation Trails Program (RTP)

---

- Develop and maintain recreational trails for motorized and nonmotorized uses.
  - Trails that provide backcountry experience
  - Reduce backlogged trail maintenance
- State, Federal, Local, Tribes, Nonprofits
- Development, Maintenance, Education
- Match Required 20% (10% local, 5% Federal)

# RTP (Continued)

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- Must be associated with an existing recreational trail.
    - Water and Snowmobile trails
    - Short, new linking trails
    - Capital equipment in maintenance projects
  - NEPA, Omni-Circular
  - 40-30-30
  - State Trails Plan
  - Accessibility
-

# Nonhighway and Off-Road Vehicle Activities (NOVA)

---



- Off-Road Vehicle projects, and those off a Nonhighway Road
  - Acquisition, Development, Planning, Maintenance and Operations, Education and Enforcement
  - State, Federal, Local, Tribes, Off-Road Vehicle Nonprofits
  - No Match Required (but evaluated)
-

# Briefing

## Why do project type definitions matter?



# Background

---

## 2013

### RTP

- “Development” included only capital construction of trails and related facilities.
- “Maintenance” included only routine maintenance cleaning, painting, minor repairs, and trail clearing.

### NOVA

- No definitions, just examples.
-

# Background

---

2014

- Updated definitions
- Alignment with operations of sponsors



#12-1830 Multi-Use  
Trail Maintenance,  
OKWNF Wenatchee  
River RD.

# Current Definitions

---

## Maintenance (*"and Operations"* – NOVA)

- Any work within general footprint (or corridor) of existing trail or facility.
- Extensive rehabilitation and repair.
- Large and costly capital improvements

## Development

- A brand new trail or facility
-

# Issues

---

- Compliance on Capital Items
- Inconsistency with Washington Administrative Code (WAC) and other standard terms
- Architecture, Engineering, and Permit Costs
- Environmental, Cultural Resource, and ADA Review

# Public Comments

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- Public Commenters
- RTP and NOVA Advisory Committees
- US Forest Service

11-1321 Tiger Mountain  
Footbridge Development, WA  
Department of Natural  
Resources



# Next Steps - Timeline

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Need Exists -update terms, tools and procedures

## Recommendation:

- Maintain Status Quo
    - Applications due November 2016
    - Coordinate with sponsors and others
    - Identify Compliance Responsibilities
  - Continue to work with stakeholders
  - Coordinate w/Project Area Definitions Group
  - Decision for 2018 Grant Cycle
-

# Questions & Discussion



14-1775 Southeast  
Region – Snowmobile  
Sno-Parks and Trails,  
WA State Parks

# Proposed Definitions

## Proposed NOVA Maintenance and Operations Project Type Definition

2014 Board Adopted Policy Statement	Proposed Policy Statement
<p>Maintenance and operation of existing trails may be interpreted broadly to include any kind of trailside, trailhead or trail maintenance, operation, restoration, rehabilitation, or relocation.</p> <p>“Rehabilitation” means extensive repair needed to bring a facility up to standards suitable for public use.</p> <p>“Operation” means non-capital costs such as cleaning restrooms, garbage service, septic service, etc.</p>	<p><u>Maintenance</u> activities are those that occur periodically or cyclically to ensure a facility meets its useful life expectancy, and keeps it in an efficient operating condition. Maintenance may include minor re-routes or repair or relocation needed to keep a facility or amenity at a useable standard.</p> <p><u>Operations</u> means routine servicing activities such as those that may occur on a daily or weekly basis to keep a facility open and useable such as collecting fees, sewage pumpout, janitorial work, restocking, grass trimming, or leaf blowing.</p>

# Proposed



## Proposed NOVA Development Project Type Definition

### 2014 Board Adopted Policy Statement

Development of trailside and trailhead facilities, new trails, and trail linkages for recreational trails. Trailside and trailhead facilities should have a direct relationship with a recreational trail; a highway rest area or visitor center is not an appropriate use of funds.

### Proposed Policy Statement

Construction of new, or rehabilitation or replacement in place of existing recreational trails, re-routes, trailside facilities, and trailheads. “Rehabilitation” means extensive renovation and repair needed to bring a facility up to standards suitable for public use. Rehabilitation is intended to add to the value of a facility or trail, or prolong its intended useful service life.

Development projects may also include minor amounts of maintenance work that directly related to or supports the trail or facility being developed or rehabilitated but the predominant or primary work activity in a project must be development.

# Proposed



## Proposed RTP Maintenance Project Type Definition

### 2014 Board Adopted Policy Statement

Maintenance and restoration of existing trails may be interpreted broadly to include any kind of trail maintenance, restoration, rehabilitation, or relocation. "Rehabilitation" means extensive repair needed to bring a facility up to standards suitable for public use.

### Proposed Policy Statement

Maintenance activities are those that occur periodically or cyclically to ensure a facility meets its useful life expectancy, and keeps it in an efficient operating condition. Maintenance may include minor repair, re-routes, or relocation needed to keep a facility or amenity at a useable standard. Maintenance activities do not include operational activities to keep a facility open and useable such as collecting fees, sewage pumpout, janitorial work, restocking activities.

# Proposed



## Proposed RTP Development Project Type Definition

### 2014 Board Adopted Policy Statement

Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails, may be interpreted broadly to include development or rehabilitation (not routine maintenance) of any trailside and trailhead facility. Trailside and trailhead facilities should have a direct relationship with a recreational trail; a highway rest area or visitor center is not an appropriate use of funds.

“Rehabilitation” means extensive repair needed to bring a facility up to standards suitable for public use.

### Proposed Policy Statement

Construction of new or rehabilitation or replacement of existing recreational trails, trailside facilities, re-routes, and trailheads. “Rehabilitation” means extensive renovation and repair needed to bring a facility up to standards suitable for public use. Rehabilitation is intended to add to the value of a facility or trail, or prolong its intended useful service life.

Development projects may also include minor amounts of maintenance work that directly relates to or supports the trail or facility being developed or rehabilitated but the predominant or primary work activity in a project must be development.

# WAC 286-04-010

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## Definitions.

- (7) "**Development project**" means a project that results in the construction of or work resulting in new elements including, but not limited to, structures, facilities and materials to enhance outdoor recreation resources.
  - (11) "**Maintenance project**" means a project that maintains existing areas and facilities through repairs and upkeep for the benefit of outdoor recreationists.
  - (12) "**Maintenance and operation project**" means a project that maintains existing areas and facilities through repairs, upkeep, and routine servicing for the benefit of outdoor recreationists.
  - (20) "**Renovation project**" means a project that improves an existing site or structure in order to increase its service life or functions
  - (21) "**Restoration project**" means a project that brings a site back to its historic function as part of a natural ecosystem or improving the ecological functionality of the site.
-

# Federal

---

## **Omni-Circular 2 CFR Part 200.452 “Maintenance and repair costs.” §200.452**

Maintenance and repair costs.

Costs incurred for utilities, insurance, security, necessary maintenance, janitorial services, repair, or upkeep of buildings and equipment (including Federal property unless otherwise provided for) which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable. Costs incurred for improvements which add to the permanent value of the buildings and equipment or appreciably prolong their intended life must be treated as capital expenditures (see §200.439 Equipment and other capital expenditures). These costs are only allowable to the extent not paid through rental or other agreements.

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# Follow-Up on Policy Issues: Firearms Range and Course Safety Guidance

Adam Cole  
Natural Resource Policy Specialist

Agenda Item 17

July 13, 2016

ROFFB

# Summary

- Background
- Review Safety Policy
- Next Steps



#11-1053 Tri-Cities  
Shooting Association

# Background

---

## April 2016 Public Comments

- Sufficiency of
    - Policy and Procedure
    - “Qualified Professional”
    - Guidance Requirements
  - What has happened since 2014 (policy adoption)?
  - Status of NRA Source Book, other range guidance...
  - Supply of “Qualified Professionals”
-

# Background

---

## 2014

Board adopts Firearms and Archery Range and Course Safety Policy for FARR. (#2014-05)

- “We achieve a high level of accountability in managing the resources and responsibilities entrusted to us.” (RCFB Strategic Plan Goal 2)

## 2016

Updated and applied to all RCFB programs where ranges are eligible. (#2016-21)

## Now

1<sup>st</sup> completed range under new policy

---

# Currently

---

Applies to all RCFB funded projects:

- Acquire, Develop, Renovate a Range (Shooting Activity).
- Address noise and/or safety issues.

Says:

- Achieve Containment
- Use Standard Guidance
- Evaluation by qualified person...“project conforms to policy...”
  - “Documentation” Required, Costs Eligible



WALTER PETER  
RIFLE RANGE

April 28, 2016



April 28, 2016



April 28, 2016



April 28, 2016



SHOOTERS  
EAR AND EYE  
PROTECTION  
REQUIRED

ALL SHOOTERS MUST READ AND UNDERSTAND THE RANGE RULES AND REGULATIONS. THESE RULES ARE POSTED AT THE RANGE OFFICE AND AT EACH RANGE. FAILURE TO FOLLOW THESE RULES WILL RESULT IN EJECTION FROM THE RANGE AND POSSIBLE PROSECUTION.

SHOOTERS  
ONLY  
BEYOND THIS POINT  
PLEASE WEAR  
YOUR SEATBELT

♿  
PARKING

April 28, 2016



April 28, 2016



April 28, 2016



NO BROADHEADS

THREE COUNTS  
INFORMATION

PLEASE READ  
THESE RULES  
AND REGULATIONS  
BEFORE ENTERING  
THE TRAPLINE

WILSON TRAPLINE

WILSON TRAPLINE  
WILSON TRAPLINE  
WILSON TRAPLINE

DATE	TRAP	STATUS
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TRAPLINE  
WILSON TRAPLINE  
WILSON TRAPLINE

# Review



- What has happened since 2014 policy adoption?

## ORDINANCE NO. 515 -2014

### AN ORDINANCE AMENDING KITSAP COUNTY CODE CONCERNING SHOOTING RANGES

**WHEREAS**, Kitsap County has experienced a substantial increase in population density in areas proximate to its existing shooting ranges and the County has an interest in ensuring the compatibility of shooting ranges with their surroundings and in minimizing potential safety hazards created by the operation of shooting ranges; and

**WHEREAS**, shooting ranges benefit Kitsap County by providing its residents the opportunity to learn firearm safety, to practice shooting and to participate in amateur recreational firearm sports in a safe, controlled setting; and

**WHEREAS**, the Washington Constitution, Article XI, Section 11, confers upon county legislative authorities the police power to adopt regulations necessary to protect the health, safety and well-being of its residents; and

**WHEREAS**, RCW 36.32.120(7) provides that the county legislative authorities shall make and enforce, by appropriate resolutions or ordinances, all such police and sanitary regulations as are not in conflict with state law; and

**WHEREAS**, RCW 9.41.290 provides that the State of Washington fully occupies and preempts the entire field of firearms regulations within its boundaries and counties may only enact ordinances as expressly authorized by RCW 9.41.300; and RCW 9.41.300(2) provides that a county may also, by ordinance, restrict the discharge of firearms in any portion of its jurisdiction where there is a reasonable likelihood that humans, domestic animals, or property will be jeopardized so long as such ordinance shall not abridge the right of the individual guaranteed by Article I, section 24 of the state Constitution to bear arms in defense of self or others; and

**WHEREAS**, the Kitsap County Board of Commissioners (Board) finds that the requirement of an operating permit for the establishment and operation of all shooting ranges provides assurance of the safe conduct of recreational and educational shooting activities in Kitsap County.

#### **BE IT ORDAINED:**

**Section 1.** Kitsap County Code, Chapter 10.24, last amended by Ordinance 500-2013 is hereby repealed in its entirety.

# Kitsap County Ordinance

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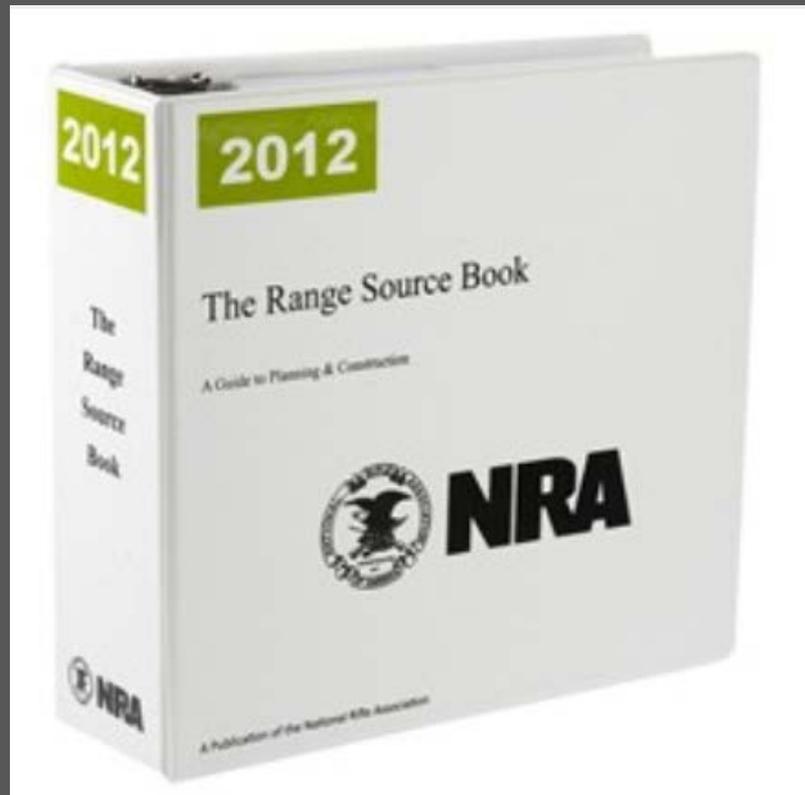
(a) Each shooting range within a shooting facility shall be designed, constructed, operated and maintained to contain bullets, shot or other discharged projectiles within the facility property. A shooting facility shall use the NRA Range Source Book, or other engineered specifications that meet or exceed the standards established by the Source Book, as a minimum to develop and implement institutional and facility controls for the safe operation, improvement and construction of shooting ranges. Facilities should engineer and construct facilities to reduce sound impacts on neighboring communities to the maximum extent feasible.

(c) Designs and safety procedures shall be evaluated by an NRA Range Technical Team Advisor (RTTA) or by a professional engineer with experience in shooting facilities or other qualified professional consultant with experience and expertise in the evaluation and design of shooting ranges. Qualified professional consultants must demonstrate their education, experience and expertise by identifying their certifications from nationally recognized shooting organizations that provide such certifications, the number and location of shooting facilities they have designed or evaluated and contact information for those facilities. Their home facility will not count towards this qualification.

# Review

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- Status of NRA Source Book



## NRA Range Technical Team Advisor

- Trained Volunteer
- Works at the request of the NRA Range Services
- Conducts range visits and evaluations
- Creates and submits a Range Report
- Range evaluations are requested from NRA by the owner or manager of the facility
- Report is an evaluation of the shooting facility design, operations and maintenance
- Cost \$300 for non-affiliated & \$250 for affiliated NRA Clubs or Business Alliance members

# Review

- Other range guidance...

## RANGE DESIGN CRITERIA



U.S. DEPARTMENT OF ENERGY  
Office of Health, Safety and Security

 **DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR FORCE CIVIL ENGINEER SUPPORT AGENCY

19 APR 2011

FROM: HQ AFCESA/CEO  
139 Barnes Drive, Suite 1  
Tyndall AFB, FL 32403-5319

SUBJECT: Engineering Technical Letter (ETL) 11-18: Small Arms Range Design and Construction

1. Purpose.

1.1. This ETL provides criteria for the design and construction of Air Force small arms ranges and applies to both new construction and major renovations. Additionally, this ETL should be used as a guide for any ranges purchased as equipment items. The intent of this ETL is to provide the minimum design criteria necessary for achieving a safe range design. This ETL assumes users have a formal engineering education and background or access to local engineering expertise. This ETL does not establish the number of firing points, target distance, type of range. A planning team composed of major command (MAJCOM) installation-level combat arms (CA), civil engineering (CE), bioenvironmental engineer (BEE) and safety (SE) personnel will jointly establish the number of firing points, the target distance, and the type of range based on mission requirements, and available real estate.

1.2. This ETL is directive in accordance with Air Force instruction (AFI) *Designing and Constructing Military Construction Projects*, and AFI *Combat Arms Program*, and must be used by the range designer when designing a new range or renovating an existing range. The range designer has the responsibility to ensure the minimum criteria presented in this ETL are met. It is the designer's responsibility to adapt the intent of the ETL criteria to ensure the range is operationally safe. This ETL is not a specification or a prescriptive document and is not intended to replace professional judgment by a competent professional engineer, after coordination with the end-user or installation C. Additionally, nothing in this ETL should preclude consideration and use of new technologies and commercially available products if these can be proven to provide a safe and satisfactory range design.

Department of the Army  
Pamphlet 385-63

Safety

## Range Safety



NSSF is the trade association for America's firearms industry.  
Our mission: To promote, protect and preserve hunting and the shooting sports.

Safety Shooting Hunting Research Government Events News Members

### Digital Library

Design Criteria for Shooting Ranges

By Clark Vargas, P.E., President  
C. Vargas and Associates

*(This article is reprinted from the Third National Shooting Range Symposium, 1996 with permission from International Association of Fish and Wildlife Agencies, Wildlife Management Institute and U.S. Fish and Wildlife Service.)*

I'm a competitive shooter. At one time I shot more than 50,000 rounds a year in practice and competition. I'm also a civil engineer and a small-arms shooting range designer by avocation. I get to do what I love for a living. I'm lucky.

I will be presenting guidelines on how to design ranges, but more importantly the reasons for design considerations.

#### Safety considerations

There is only one overriding design criterion paramount to the design of shooting ranges and that is safety. There is an adage known by experienced range designers and range operators: A completely safe range cannot be designed. A safe range results if, and only if, it is safely operated and if the participating shooters are controlled by the rules and safety policies.

AVAILABLE ONLINE AT:  
<http://www.hss.energy.gov>

INITIATED BY:  
Office of Health, Safety and Security

# Review



- Credentials and Supply of "Qualified Professionals"

Home Clients Compliance Contact

Shooting Range Planning and Design

Home

Kramer One, Inc. is a respected architecture firm specializing in providing top quality professional services for shooting ranges. These services include:

- full service architecture
- land planning
- site evaluation
- cost estimation
- safety and health evaluation
- OSHA regulatory compliance assistance
- lead inspection and risk assessment
- range equipment evaluation
- expert testimony

Kramer One, Inc has provided professional services for shooting ranges in twenty-eight states. Clients include:

- law enforcement academies
- police departments
- security agencies
- parks and recreation departments
- commercial shooting ranges
- shooting clubs

Serving the shooting range community since 1990

Copyright (C) 2014 Kramer One, Inc

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SERVICES FOR ALL YOUR RANGE NEEDS

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OUR WORK

CONTACT

CLIENT LOGIN

**Small Arms Indoor or Outdoor Firing Ranges -About TRS Range Services**

TRS Range Services, LLC (TRS) is a specialty construction company that designs and builds small arms firing ranges for federal, state and local law enforcement agencies. Among other services, we offer a recycled bullet containment product that minimizes that amount of lead introduced to the environment. We install ballistic safety ceilings, baffling, sound walls and training buildings (Live Fire Shoot House). Our services also include range evaluations and litigation support, environmental best management planning, lead removal/recycling. We are certified by the Small Business Administration as an "Disadvantaged, Minority-owned Small Business." This offers easier contracting opportunities for government agencies interested in using our services.

# Next Steps?

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## 1) Amend Policy:

- Not One Guidance
- Professional's judgment and experience.
  - Formal Education/Training
  - Experience
  - Licensed by State Board
  - Insured for Range Services

# Next Steps

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- 2) Hire a consultant to evaluate the safety policy and RCO's operations related to firearms and archery projects.
  
- 3) Consider hiring a professional to evaluate firearms and archery projects for compliance with the safety policy.
  - Require Planning Project
  
- 4) Allow the 2014 projects affected by the policy to be completed and see what issues, if any, arise as the most important to address.

# Board Discussion



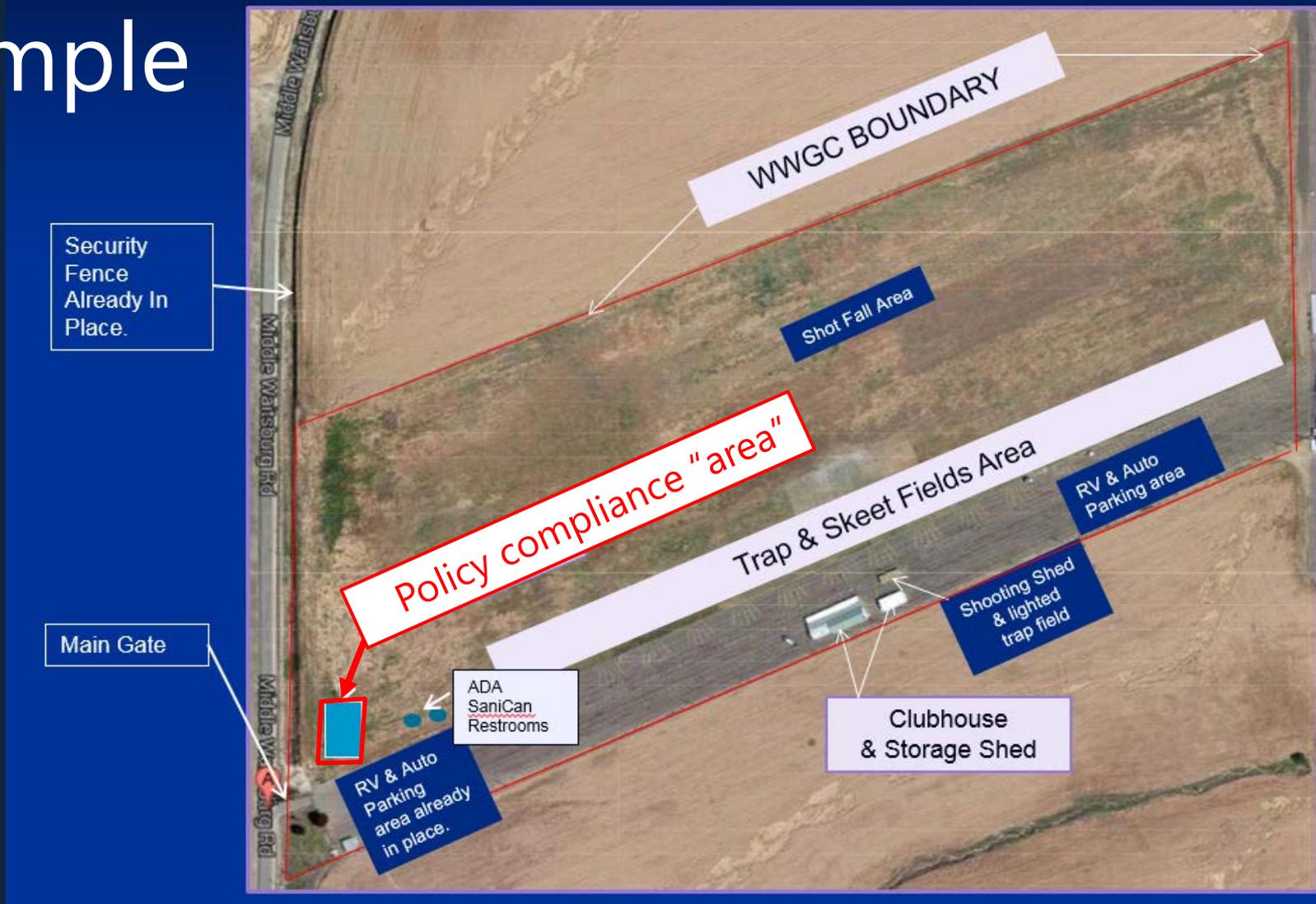
Seattle Skeet and Trap, Sporting Clays Improvements, 09-1555

The RCO does not certify ranges or courses as being safe. However, RCO does require range and course facilities funded by the Recreation and Conservation Funding Board to be acquired, planned, designed, operated, and maintained to contain bullets, shot, arrows, or other projectiles within the facility property and to minimize noise impacts to adjacent and nearby properties. Therefore, all funded projects that directly benefit shooting activities or noise and safety abatement projects must be constructed to contain all projectiles. Depending upon the type of facility, the design must meet guidance published by the National Rifle Association (NRA), National Field Archery Association (NFAA), and the Archery Trade Association (ATA).

For projects using guidance from the Archery Trade Association: 1) projects must be acquired, planned, designed, operated, and maintained to ensure projectiles do not leave the range property the sponsor has demonstrated its control and tenure over; and 2) all safety buffer zones must be on property the sponsor has demonstrated its control and tenure over.

To determine whether a project meets RCO policy, projects that directly benefit shooting activities and noise and safety abatement projects must be evaluated by a certified advisor from one of the associations identified above or a professional engineer or other qualified professional consultant with experience and expertise in the evaluation and design of ranges and courses. Project sponsors must provide documentation of the project's evaluation by one of the above reviewers before receiving reimbursement from RCO. Costs associated with meeting this requirement are eligible administration expenses in the grant.

# Example #1



The above complex has many amenities. The FARR funded scope of work adds a new "No Blue Sky" pistol range, shown here in light blue. Therefore, only this firing range (the red outline), not all other firing ranges, would need to conform to the policy.

# Example #2

**Policy compliance "area" (Roughly, your evaluator can define this area for you.)**



This facility has many skeet and trap fields and an existing sporting clay course. The FARR funded scope of work extends an existing sporting clay course in the area outlined in yellow. Therefore, the entire course (old and new) and its related shot fall area need to conform to the policy.

# Example #3



The above facility has a 100, 50, and 25 yard range all served by a single covered firing line. The FARR funded scope of work adds sound abatement material and structures in and around the entire firing line. Therefore, the firing line and all firing ranges in this complex need to conform to the policy (red outline)

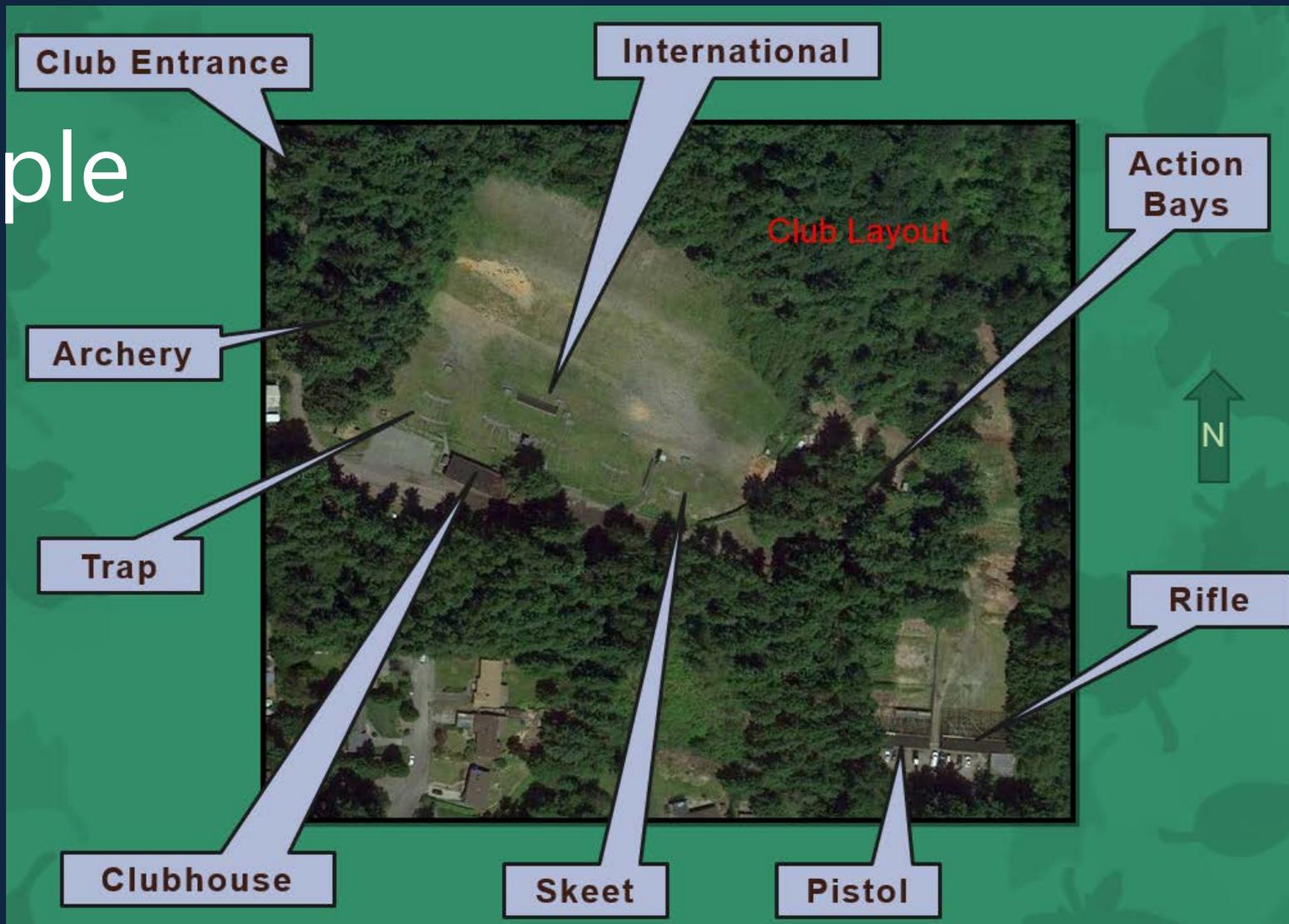
# Example #4



**Policy Applies To This Area.**

Similarly, the above facility has a 100, 50, and 25 yard range all served by a single covered firing line. The FARR funded scope of work in this example replaces the berm for the 100 yard firing range. Because the other ranges are not physically separated from the 100 yard firing range, all firing ranges in this complex must conform to the policy (red outline)

# Example #5



The above complex has many amenities and ranges. The FARR funded scope of work puts a new roof on the clubhouse. As no firing range is being acquired, developed, renovated, or altered, the policy does not apply to this project.

Does this policy apply  
to an entire complex (multiple  
ranges)?

Maybe...the policy applies to  
the firing range that is directly  
effected by the FARR funded  
project.

# An Example:



**If** your complex hosts:

- one Archery walking course,
- a 25 yard pistol range,
- a 100 yard rifle range, and
- trap fields, and
- **all these ranges are physically separated.**

**Project:** only the 100 yard range is receiving FARR funding...to cover the firing line for example.

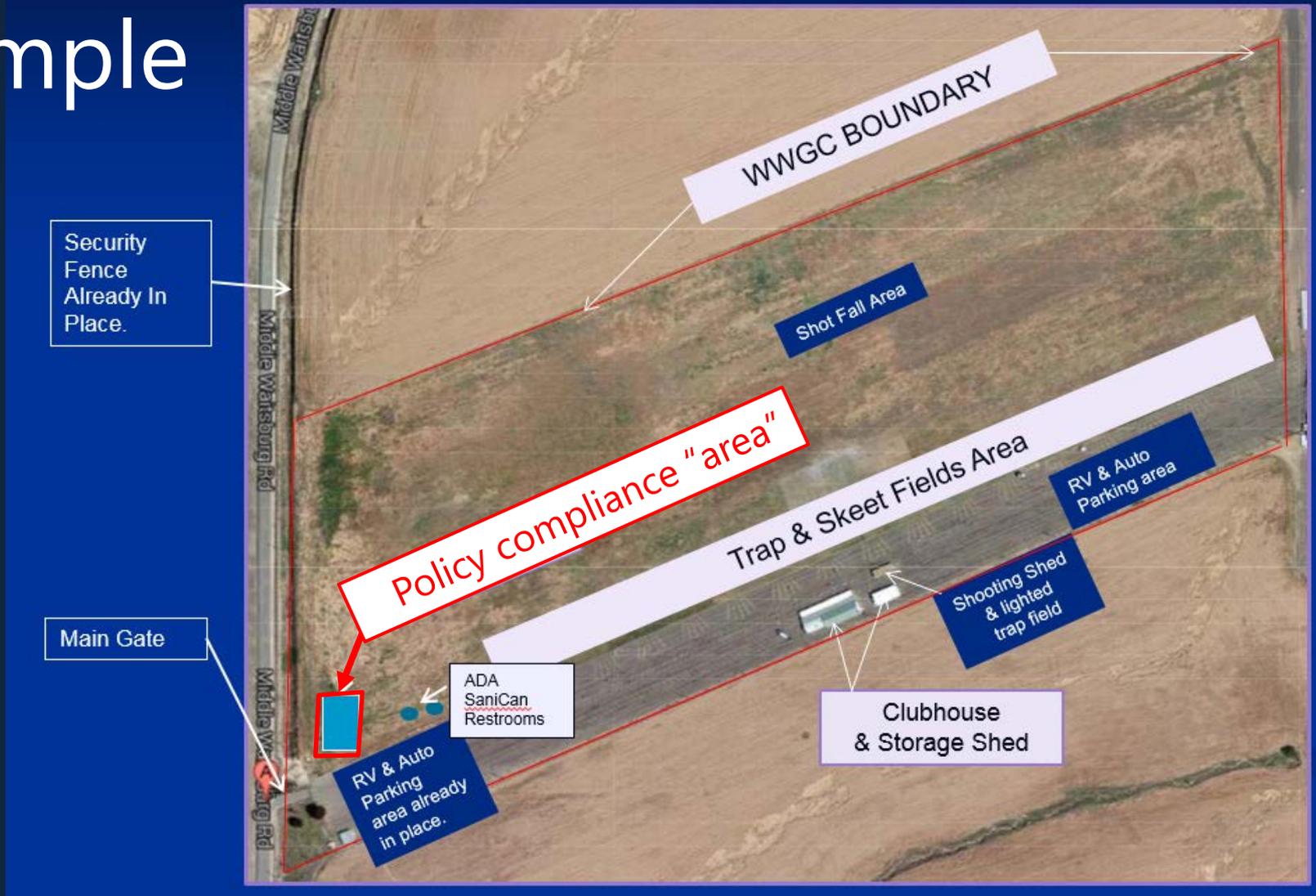
**Then** the policy only applies to the 100 yard range.

## **Similarly**

If you are replacing trap machines on 10 of 20 fields, the policy only applies to the 10 trap fields, not all 20.

# Illustrated Examples...

# Example #1



The above complex has many amenities. The FARR funded scope of work adds a new "No Blue Sky" pistol range, shown here in light blue. Therefore, only this firing range (the red outline), not all other firing ranges, would need to conform to the policy.

# Example #2

**Policy compliance "area" (Roughly, your evaluator can define this area for you.)**



This facility has many skeet and trap fields and an existing sporting clay course. The FARR funded scope of work extends an existing sporting clay course in the area outlined in yellow. Therefore, the entire course (old and new) and its related shot fall area need to conform to the policy.

# Example #3



The above facility has a 100, 50, and 25 yard range all served by a single covered firing line. The FARR funded scope of work adds sound abatement material and structures in and around the entire firing line. Therefore, the firing line and all firing ranges in this complex need to conform to the policy (red outline)

# Example #4



**Policy Applies To This Area.**

Similarly, the above facility has a 100, 50, and 25 yard range all served by a single covered firing line. The FARR funded scope of work in this example replaces the berm for the 100 yard firing range. Because the other ranges are not physically separated from the 100 yard firing range, all firing ranges in this complex must conform to the policy (red outline)

What if the FARR funds do not acquire, develop, renovate, or alter a firing range?



# For Example:

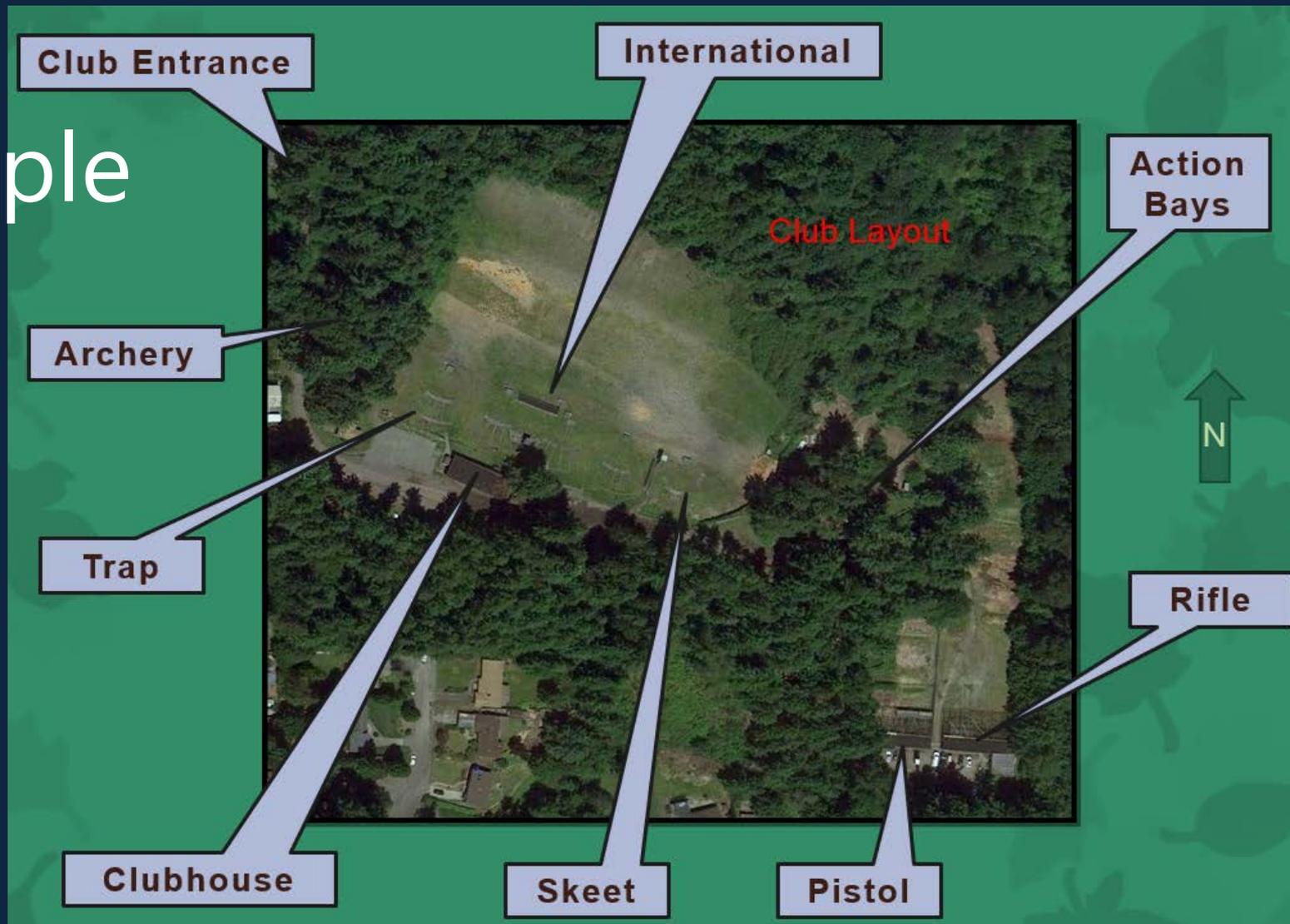
**If** the project renovates a clubhouse and adds a paved parking lot...

**And** there is no alteration made to a firing range...

**Then** the **policy does not apply**.

The policy only applies to projects that directly acquire, develop, renovate, or alter, firing range.

# Example #5



The above complex has many amenities and ranges. The FARR funded scope of work puts a new roof on the clubhouse. As no firing range is being acquired, developed, renovated, or altered, the policy does not apply to this project.

# More about acquisition projects...



The policy applies to most acquisition projects.

# For Example:

- **If** property is being acquired to add firing positions, or to expand a shot fall zone, **then the policy applies** because the project alters a firing range.
- **Similarly,** if the project will acquire property to reduce the noise impacts to nearby properties **the policy applies.**
- **If,** however, the acquisition of land is for parking only, or for an area to create a new access road or build a clubhouse, **then the policy does not apply**

You may use someone from  
the NRA, NFAA or the ATA  
to be your Evaluator...

...if not, who is considered a  
qualified professional to act  
as an **Evaluator**?

An **Evaluator** is:

1. A licensed **professional engineer** or other qualified **consultant**

who has

2. Demonstrable **experience** and **expertise** in the assessment and design of firing ranges and courses.

# What should my **Evaluator** do?

1. Review your **project design** and produce a report.
2. If **acquiring land**, review your projects' planned acquisition and concept plan for the property and produce a report.
3. Review your **completed project** and produce a report.

The evaluator's report(s) must state that your project conforms with the policy (or not).

---

# Policy Checklist\*:

1.  Contact your grants manager to see if the policy applies to your project. **If yes, continue through the steps below:**
2.  Contract with an Evaluator to assess your project design/plan.
3.  Sign and submit an RCO Appendix C Self-Certification: Project Design form (and attach the Evaluator's report).
4.  Obtain a Notice To Proceed from your Grant Manager, then begin the project.
5.  Complete your project.
6.  Contract with an Evaluator (hopefully the same one that evaluated your project design) to inspect your completed project.
7.  Sign and submit an RCO Appendix D Self-Certification: Completed Project form (and attached the Evaluator's report).

*\*See steps 1-7 in the following slides for more details.*

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# The Details

# Step #1

## Contact your RCO grant manager



Work with your RCO Grant Manager to see if your project must comply with the Range and Course Safety Policy. Is the project acquiring, developing, renovating, or altering a firing range? Is your project addressing a noise or safety issue?

**No** No further action required.

**Yes** Proceed to Step #2 (contract with an Evaluator).

## Step #2

# Contract with an Evaluator

- ❑ Provide your Grant Manager with the name and qualifications of the Evaluator to ensure you have the right type of professional.
- ❑ The Evaluator needs to assess your project design (or acquisition plan and concept plan) and safety plan to ensure they conform to the policy.
- ❑ The Evaluator must provide you with a *Project Design Evaluation Report*. See *Appendix C Self Certification: Project Design* form for report requirements.

## Step #3

# Self-Certify the project design

- ❑ Review the Evaluator's *Project Design Evaluation Report*.
- ❑ Fill out and sign *Appendix C Self Certification: Project Design* form.
- ❑ Attach the signed *Appendix C* and the Evaluator's *Project Design Evaluation Report* to PRISM.
- ❑ Let your RCO grant manager know you have completed this step.

## Step #4

# Has RCO issued a **Notice to Proceed**?

- ❑ Once your Grant Manager has reviewed your self-certification and Evaluator's report, they will contact you.
- ❑ **If** the report and self certification demonstrate that your project design conforms to the policy, **and** you have met all other RCO grant requirements to date, RCO has authority to issue a **Notice to Proceed**.
- ❑ You may start your project (construction, acquisition, renovation) **and** begin requesting reimbursements **only after** you've received a **Notice to Proceed** from RCO.

## Step #5

# Complete your project.

- Ensure the project is progressing consistent with the design you had evaluated and which you certified with RCO. Stay in touch with your design Evaluator as needed.
- Follow all FARR grant requirements and conditions of your Project Agreement to include the milestones.
- Send RCO Progress Reports as noted in your milestones and as otherwise instructed.

## Step #6

# Contract with an Evaluator to inspect the completed project.

- ❑ If different from the Evaluator you used to review your design (or acquisition plan and concept plan), provide your Grant Manager with the name and qualifications of the Evaluator to ensure you have the right type of professional.
- ❑ The Evaluator needs to inspect your completed project, **and the entire associated firing range**, to see if it conforms to the policy.
- ❑ The Evaluator must provide you with a *Completed Project Evaluation Report*. See *Appendix D Self Certification: Completed Project* form for report requirements.

## Step #7

# Self-Certify the completed project.

- Review the Evaluator's *Completed Project Evaluation Report*.
- Fill out and sign *Appendix D, Self Certification: Completed Project* form.
- Attach the signed *Appendix D* and the Evaluator's *Completed Project Evaluation Report* to PRISM.
- Let your RCO grant manager know you have completed this step.

# Congratulations!

After RCO has reviewed your *Appendix D: Self Certification Completed Project* form, and reviewed the Evaluator's *Completed Project Evaluation Report*, RCO will conduct a final inspection of the grant funded project to ensure it conforms to your Project Agreement.





# WAC Public Hearing

Leslie Connelly, Policy Specialist

Agenda Item 10  
July 13, 2016

ROFFB



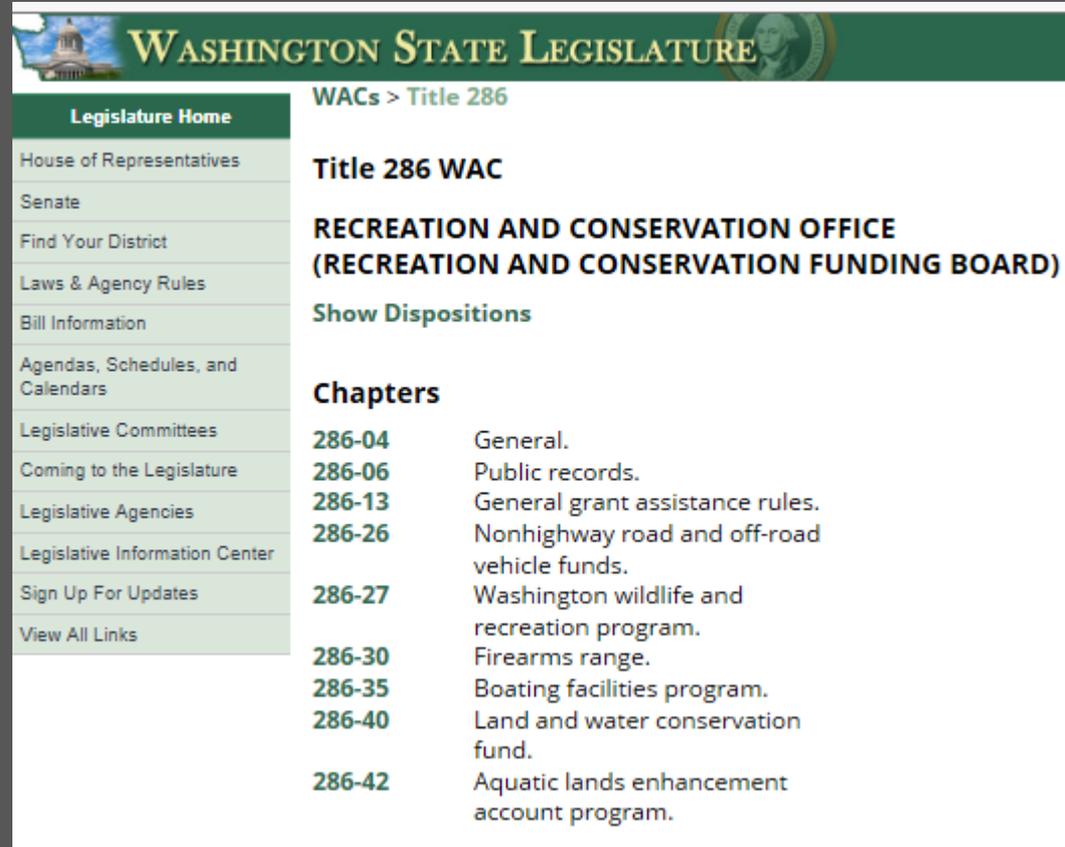
# Summary

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- Background information
- Public input
- Review of proposed amendments
- Options for consideration
- Public hearing
  - Written and oral testimony
- Board action

# Background Title 286

- Washington Administrative Code (WAC) are the administrative rules adopted by the board
- Govern how the board awards and administers grants
- Defines certain RCO procedures for administration



**WASHINGTON STATE LEGISLATURE**

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**WACs > Title 286**

**Title 286 WAC**

**RECREATION AND CONSERVATION OFFICE  
(RECREATION AND CONSERVATION FUNDING BOARD)**

**Show Dispositions**

**Chapters**

<b>286-04</b>	General.
<b>286-06</b>	Public records.
<b>286-13</b>	General grant assistance rules.
<b>286-26</b>	Nonhighway road and off-road vehicle funds.
<b>286-27</b>	Washington wildlife and recreation program.
<b>286-30</b>	Firearms range.
<b>286-35</b>	Boating facilities program.
<b>286-40</b>	Land and water conservation fund.
<b>286-42</b>	Aquatic lands enhancement account program.

# Board Authority



<b>RCW</b>	<b>Act or Program</b>
34.05.220	Administrative Procedures Act
42.56.040	Public Records Act
46.09.530	Nonhighway and Off-road Vehicle Activities
79A.15.060 79A.15.070 79A.15.120 79A.15.130	Washington Wildlife and Recreation Program
79A.15.210	Firearms and Archery Range Recreation



# Title 286 Recreation and Conservation Funding Board

Chapter	Title
286-04	General
286-06	Public Records
286-13	General Grant Assistance Rules
286-26	Nonhighway and Off-road Vehicles Fund
286-27	Washington Wildlife and Recreation Program
286-30	Firearms Range
286-35	Boating Facilities Program
286-40	Land and Water Conservation Fund
286-42	Aquatic Lands Enhancement Account

General Rules for Board and RCO

Program Specific Rules



# Formal Public Process

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- Overview at February 2016 meeting
- Preproposal statement published April 20
- Proposed rule-making published June 15
- E-mail and Web site notice June 17
- Public Hearing July 13



# Reasons to Amend

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- Expand authorities
- Formalize grant evaluation
- Formalize deadlines
- Enact grant procedures
- Enact eligible costs



# Amendments

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- Apply rules to non-board grant programs
- Include technical review
- Clarify the evaluation process
- Clarify who makes final decisions
- Director to determine application deadlines
- Modify the deadline for an applicant's plan
- Deadlines for reimbursements and final project
- Clarify eligible grant costs



# Chapter 286-04 General



# WAC 286-04-065 Project evaluations

---

- Section repealed



# Chapter 286-13

## General Grant Assistance



# 286-13-010 What is the purpose of this chapter?

---

- Title changed to "Scope of Chapter."
- Director authorized to apply the rules in Chapter 286-13 to projects not approved by the board.
- Minor edits.



# 286-13-020 Application requirements

---

- Title changed to "Application requirements and the evaluation process."
- Adds content from WAC 286-04-065 Project evaluations.
- Adds content from WAC 286-13-030 Application review.
- Adds technical review process as an optional.
- Roles of the advisory committee, RCO, director and board clarified.



# 286-13-030 Application review

---

- Section repealed



## 286-13-040 What are the grant program deadlines and how can the deadlines be waived?

---

- Title changed to "Grant program deadlines."
- Application deadline changed to the director's authority.
- Planning deadline changed to allow to the end of the month.
- Deadlines added for reimbursements and final project deliverables.
- Deadlines extended, not waived.
- Minor edits.



# 286-13-050 Funding decision

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- Title changed to "Final decision."
- Scope expanded to include all board decisions, not just funding decisions.
- Minor edits.



## 286-13-080 What rules govern expenses incurred before execution of a project agreement?

---

- Section repealed



## 286-13-085 Retroactive, preagreement, and increased costs.

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- Adds content from WAC 286-13-080.
- Text changed to clarify when the office can disburse funds.
- Preagreement costs allowed as exceptions to costs before the period of performance.
- Cost increases allowed within the appropriation authorized by the Legislature.
- Director granted authority to approve a cost increase based on board policy.
- Minor edits.



# 286-13-100 Nonconformance and repayments

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- Project agreement added as a source to identify conflicts with any project cost.



# Options for Adopting Rules

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1. Adopt as written
2. Amend the proposal
  - Substantial changes require additional public process
3. Postpone adoption
  - Can adopt within 180 days
4. Withdraw



# Public Hearing Procedures

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- Open public hearing
- Receive comments
- Close public hearing
- Consider written comments
- Move resolution
- Deliberate comments
- Consider options for adopting rules
- Call for a vote



# Public Hearing

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## Proposed Rule-making #16-12-084

### Chapter 286-04 General and Chapter 286-13 General Grant Assistance



# Written Comments

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Three individuals

- Overall support
- Suggested changes
  - WAC 286-13-040 Grant Program Deadlines
- Concern for cost overruns
  - WAC 286-13-085(5)(b) Retroactive, Preagreement, and Cost Increase's



# Response to Comments

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WAC 286-13-040(1) – Replace “Excepted” with “The only exceptions” at the beginning of the third sentence.



# Change to WAC 286-13-040(1)

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Applications must be submitted at least four calendar months before the meeting of the board at which the applicant's project is first considered. Applications must be completed in final form and on file with the office by the deadline established by the director. ~~Excepted~~ **The only exception** are applications for programs where the director specifically establishes another deadline to accomplish new or revised statutory direction, board direction, or to meet a federal grant application deadline.

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# Other Suggested Edits

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- WAC 286-13-020 Application Requirements and the Evaluation Process
  - Renumbering of subsections – duplicate (2)
- WAC 286-13-040(2) Grant Program Deadlines
  - Withdraw proposed amendment



# Change to WAC 286-13-020(2)

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(2) Plans required for participation in board grant programs must be complete and on file with the office at least three calendar months before the meeting of the board at which the applicant's project is first considered. On the director's acceptance of the plan, the applicant shall be granted eligibility to submit applications for a period of up to six years from the last day of the month when the applicant adopted the plan.



# Board Action

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- Staff recommend making the suggested changes to Attachment A
- Adopt Revised Resolution 2016-30 with Attachment A, as amended



# Next Steps

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- Distribute final Concise Explanatory Statement
- File final rule making
- Effective 31 days after filing