WASHINGTON STATE
Recreation and Conservation Funding Board

Proposed Agenda
Recreation and Conservation Funding Board Regular Meeting

March 21, 2012
Room 172, Natural Resources Building, Olympia, WA 98501

Time: Opening sessions will begin as shown; all other times are approximate.

Order of Presentation:
In general, each agenda item will include a presentation, followed by board discussion and then public comment. The board makes decisions following the public comment portion of the agenda item.

Public Comment:
- Comments about topics not on the agenda are taken during General Public Comment.
- Comment about agenda topics will be taken with each topic.

If you wish to comment at a meeting, please fill out a comment card and provide it to staff. The chair will call you to the front at the appropriate time. You also may submit written comments to the Board by mailing them to the RCO, attn: Rebecca Connolly, Board Liaison or at rebecca.connolly@rco.wa.gov.

Special Accommodations:
If you need special accommodations, please notify us by March 14, 2012 at 360/902-3013 or TDD 360/902-1996.

WEDNESDAY, MARCH 21

OPENING AND MANAGEMENT REPORTS

9:00 a.m. **Call to Order** *Board Chair*
- Roll Call and Determination of Quorum
- Introduce New Board Member Ted Willhite
- Review Agenda – March 21, 2012

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1. Consent Calendar ***(Decision)*** *Board Chair*
a. Approve board meeting minutes – November 2011
b. Recognize volunteers
c. Approve change to August meeting date
d. Approve time extension requests
   - State Parks, Deception Pass Hoypus Day Use Area, #06-2073D
e. Recognize Service of Retired Deputy Director Rachael Langen

Resolution # 2012-01

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2. Management Reports ***(Briefings and Written Reports)***
a. Director's report *Kaleen Cottingham*
b. Fiscal report
c. Policy report *Steve McLellan*
d. Grant management report *Scott Robinson &*
   - Update on 2012 grant application cycle *Marguerite Austin*
   - Projects of note *Grants Staff*
e. Performance report *(written only)* *Rebecca Connolly*

9:45 a.m.	**3.**	**2012 Legislative Session & Preparation for 2013 Legislative Session** ***(Briefing)*** • 2012 session assignments, budget changes, other outcomes • 2013 request legislation • 2013-15 funding levels for grant programs	*Steve McLellan*
10:15 a.m.	**4.**	**State Parks Transformation Strategy**	*Don Hoch* *Larry Fairleigh*
10:45 a.m.		**Other State Agency Partner Reports** • Department of Fish and Wildlife • Department of Natural Resources	
11:00 a.m.		**General Public Comment** For issues not identified as agenda items. Please limit comments to 3 minutes.	*Chair*
11:05 a.m.		**BREAK**	

BOARD BUSINESS: DECISIONS

11:20 a.m.	**5.**	**Youth Athletic Facilities: Use of Returned Funds** *Resolution #2012-02*	*Marguerite Austin*

BOARD BUSINESS: BRIEFINGS & DISCUSSION

11:30 a.m.	**6.**	**Board Input Regarding Planning Efforts**	
		a. State Comprehensive Outdoor Recreation Plan (SCORP)	*Dominga Soliz*
		b. Nonhighway Off-Road Vehicle Activities (NOVA) Plan	*Marguerite Austin*
		c. Update of Agency and Board Communication Plan	*Susan Zemek*
Noon		**LUNCH**	
1:00 p.m.	**7.**	**Current Policy and Practice for Declaring Facilities Obsolete** • Briefing regarding current policy • Examples of project issues	*Jim Anest* *Karl Jacobs*
		Recognize Service of Retiring RCO Staff: Jim Anest	*Scott Robinson*
2:00 p.m.	**8.**	**Subcommittee Proposals for Policies Related to Allowable Uses** • Process Overview: Subcommittee Process and Plan for Public Review • Subcommittee Proposal: Livestock Grazing • Subcommittee Proposal: Tree Removal • Subcommittee Proposal: Telecommunications Facilities • Subcommittee Proposal: Clarification of "Conveyance of Property Interests" in conversion policy *Public comment will be taken on each proposal following staff presentation.* *Breaks will be taken at the chair's discretion through the afternoon.*	*Dominga Soliz*
4:15 p.m.		**Adjourn**	

Recreation and Conservation Funding Board
Resolution #2012-01
March 2012 Consent Calendar

BE IT RESOLVED, that the following March 2012 Consent Calendar items are approved:

a. Board Meeting Minutes –November 2011

b. Service Recognition for Volunteers

c. Change to August 23, 2012 meeting date to September 4, 2012

d. Time Extension Request

- State Parks, Deception Pass Hoypus Day Use Area, #06-2073D

e. Service Recognition for Retired Deputy Director Rachael Langen

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Recreation and Conservation Funding Board Summarized Meeting Agenda and Actions, November 14-15, 2011

Agenda Items without Formal Action

Item	Board Request for Follow-up
Item 2: Management Report	Share a list of debt commission members and any updates that may be available.
Item 3: Puget Sound Partnership Update and Priorities	No follow up action requested
Item 4: Board Meeting Practices	No follow up action requested

Agenda Items with Formal Action

Item	Formal Action	Board Request for Follow-up
Item 1: Consent Calendar	Approved Resolution 2011-23 a. Approval of Board Meeting Minutes – September 2011 b. Time Extension Requests • RCO #07-1455, Bainbridge Island Sportsmen's Club, BISC Public Archery Range • RCO #07-1236, Bainbridge Island Sportsmen's Club, BISC Pistol Range Upgrade • RCO #07-1213, Cowlitz Game and Anglers, Cowlitz County Shooting Range Phase 1 • RCO #06-1911, WA State Department of Natural Resources, Klickitat Canyon Restoration	None
Item 5: Land and Water Conservation Fund Grants:	Approved Resolution 2011-24 Approved funding and ranked list of projects	
Item 6: Schedule for 2012	Approved Resolution 2011-25 Establishes the board's 2012 meeting schedule.	Reconfirm or change August date in March
Item 7: Written Evaluation Process	Approved Revised Resolution 2011-26 For the grant cycle in 2012 only, authorizes a written evaluation in the WWRP Urban Wildlife category and replaces the project review meetings for the Critical Habitat, Riparian Protection, and Urban Wildlife categories with staff review.	
Item 8. Changes to the Evaluation Criteria for State Lands Restoration Category	Approved Resolution 2011-27 Adopts revised evaluation criteria	
Item 9: Changes to the Evaluation Criteria for Combination Projects	Approved Resolution 2011-28 Adopts revised scoring for combination projects	
Item 10: Recommendations of the Habitat and Recreation Lands Coordinating Group	Approved Revised Resolution 2011-29 Approves the draft recommendations of the Habitat and Recreation Lands Coordinating Group and acknowledges the work of the group.	
Item 11: Recreational Trails Program Grants	Approved Resolution 2011-30 Approved funding and ranked list of projects	
Item 12: Conversion Request: Cheasty Greenspace, City of Seattle, RCO #91-246	Approved Resolution 2011-31 Approves conversion and replacement property for project 91-246.	
Item 13: Recognition of Board Member's Service: Steven Drew	Approved Resolution 2011-32 Recognizes the service of board member Steven Drew.	

Recreation and Conservation Funding Board Summary Minutes

Date: November 14, 2011 Place: Tacoma, WA

Recreation and Conservation Funding Board Members Present:

Bill Chapman, Chair	Mercer Island	**Stephen Saunders**	Designee, Department of Natural Resources
Betsy Bloomfield	Yakima	**Larry Fairleigh**	Designee, State Parks
Steven Drew	Olympia	**Jennifer Quan**	Designee, Department of Fish and Wildlife
Pete Mayer	Vancouver		
Harriet Spanel	Bellingham		

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.

Opening and Management Reports

Chair Bill Chapman called the meeting to order at 11:05 a.m. Staff called roll, and a quorum was determined.

Member Mayer moved to approve the agenda. Member Brittell seconded. The agenda was approved as presented.

County Executive Pat McCarthy welcomed the board to Pierce County and thanked the members for the board's contributions to their parks programs. She noted several projects and the effect it has had on the quality of life in the county.

Consent Calendar

The Recreation and Conservation Funding Board (board) reviewed Resolution #2011-23, Consent Calendar. The consent calendar included the following:

c. Approval of Board Meeting Minutes – September 2011
d. Time Extension Requests
    - RCO #07-1455, Bainbridge Island Sportsmen's Club, BISC Public Archery Range
    - RCO #07-1236, Bainbridge Island Sportsmen's Club, BISC Pistol Range Upgrade
    - RCO #07-1213, Cowlitz Game and Anglers, Cowlitz County Shooting Range Phase 1
    - RCO #06-1911, WA State Department of Natural Resources, Klickitat Canyon Restoration

Resolution 2011-23 moved by: Drew and seconded by: Mayer
Resolution APPROVED

Item 2: Management Report

Director's Report: Director Cottingham noted that she would be going to Washington, DC to discuss salmon funding and the Land and Water Conservation Fund (LWCF) with the Congressional

delegation. In BIG Tier 1, the RCO's grant to update the boating data has been approved for funding. It will include the ability to access data via a handheld device.

Director Cottingham told the board that the RCO has been sued in federal court with regard to the Kah Tai decision.

Policy and Legislative Update: Steve McLellan updated the board on the status of a proposal with National Park Service to change a portion of the LWCF stateside program into a national competitive grant program under the America's Great Outdoors Initiative. This is subject to the appropriation exceeding $200 million; the House most recently appropriated $0. We, and other states, have commented that the program should not begin until a higher amount is appropriated and that the state apportionment should not go away.

McLellan also provided updates on the memo. Special session will be focused on the budget and bills necessary to implement it. He noted that the next revenue forecast would come out on Thursday, but likely would not trigger a major rewrite of the capital budget. He also reported that the debt limit commission had put out a list of 5 or 6 proposals that they will look at in November. The big focus is the calculation of the debt limit. The effect would be lower funds over time, and elimination of the "peaks and valleys" in funding. Chair Chapman asked McLellan to share a list of members and any updates that may be available.

Dominga Soliz provided brief update of the allowable uses subcommittee as described in the staff memo. She noted that they need to select an additional member for the subcommittee since Member Drew is leaving the board at the end of December. Chair Chapman suggested that Member Spanel would be a good choice so that the subcommittee includes a member that is not a grant recipient. She will consider the request and let the board know of her decision.

Grant management report: Marguerite Austin, Recreation Section Manager discussed the two projects that would be visited on the tour.

General Public Comment

There was no public comment.

State Agency Partner Reports

State Parks: Member Fairleigh discussed the effect of budget reductions on State Parks. The agency was organized based on general fund support, so the change to an enterprise system is requiring significant changes internally and externally. They are writing a transformation strategy as an addendum to the Centennial Plan. They also are working on the public's view of service delivery from State Parks; they are no longer supported by taxes, so the expectations and their business model need to change. They are not trying to close parks; they may need to cut back on service, but need to keep them open to keep the Discover Pass viable.

Department of Fish and Wildlife: Member Quan noted that the Discover Pass has produced about 20 percent of the amount needed for the fiscal year and that revenue collection is behind expectations. A recent survey and stakeholder meetings have shown that most people didn't know that they needed a pass. At least half of the sales are day use passes sold at the parks; they think this is an indicator of lack of knowledge. They expect an upturn in April as people prepare for the boating season and summer. They are working on a business plan and ways to "tweak" the pass legislation and address transferability. She also noted that they have seen an increase in the amount of Payment in Lieu of Taxes (PILT) funds being paid to counties.

Department of Natural Resources: Member Saunders noted that they are preparing some legislation including recreational immunity and charging for events on DNR trust lands. They redirected state general fund dollars to the Natural Heritage Program, which had received no specific funding. They have provided minimal funding to keep it intact for a year, so it can look at options for sustainable funding. They did the same for the special lands acquisition group, and elected not to fill a vacancy in that group. They are staffing up in the recreation program, but most of the positions are project positions.

Item3: PSP Update and Priorities

Martha Kongsgaard, Chair of the Puget Sound Partnership (PSP) Leadership Council, gave the board an update about their work and priorities. She noted that the PSP and board share common values, staff, economic struggles, and mission. Kongsgaard noted the difficulties in garnering public support because the problems in the sound are not obvious.

The roadmap for their work is the action agenda, which they are currently updating. This version will include clear targets and better measures to track progress toward Puget Sound restoration, all linked to the six goals in the legislation.

Member Drew noted that he hopes to see more coordination between the RCO and PSP regarding ways that grant program criteria and evaluation can support restoration of Puget Sound.

Item 4: Board Meeting Practices

Chair Chapman explained the reasons behind the change – moving to TVW, it is good practice to review the board rules regularly. He wants to have more time for discussion on the agenda by either having a longer agenda or shorter staff presentations. The reason for the meeting is to make decisions, not to share information; however he does not want to lose the quality of staff presentations.

Director Cottingham noted that staff is working to better estimate the time on the agenda and will shorten the length of staff presentations. Presentations will assume that members have read the memos, and will not repeat the information. Deputy Director Rachael Langen provided more detail about best practices for TVW.

The board discussed the way that the agenda is set and how board members can comment on the time and topics. Members expressed a preference for fewer topics, and careful consideration of when potentially contentious issues would be placed on the agenda. Director Cottingham reminded the board that staff now briefs the board at one meeting and asks for decisions at the next one; members stated that they like this approach. Members noted that it is important to come prepared and ready to discuss topics, and that dialogue among members is useful.

Item 5: Land and Water Conservation Fund Grants: Approve List and Funding Authority

Recreation Section Manager Marguerite Austin presented the LWCF ranked list and information about the program, as described in the staff memo. She concluded her presentation by detailing the two top ranked projects on the list and asking the board to approve the list for submission to the National Park Service.

Director Cottingham noted that the agency hopes to get about $750,000 if it stays consistent with previous years. Austin noted that we will take applications in 2012 for funding in 2013 and 2014

Resolution 2011-24 moved by: Spanel and seconded by: Fairleigh
Resolution APPROVED

Item 6: Schedule for 2012

The board discussed options for meeting dates and locations in 2012. The board asked staff to reconfirm or change the August date at the March meeting.

Resolution 2011-25 moved by: Fairleigh and seconded by: Saunders
Resolution APPROVED

Board departed for a tour of Kandle Park and Tacoma Nature Center at 2 p.m. Curtis Hancock, Project Manager for the Tacoma Metropolitan Park District conducted the tour of the park sites. He provided information about the history of the sites, past grants, current facility development and management activities. Board members and staff expressed their appreciation to Curtis for tour and successful completion of the projects

The board recessed for the day at 5 p.m.

Recreation and Conservation Funding Board Summary Minutes

Date: November 15, 2011 Place: Room 172, Natural Resources Building, Olympia, WA

Recreation and Conservation Funding Board Members Present:

Bill Chapman, Chair	Mercer Island	**Stephen Saunders**	Designee, Department of Natural Resources
Betsy Bloomfield	Yakima	**Larry Fairleigh**	Designee, State Parks
Steven Drew	Olympia	**Jennifer Quan**	Designee, Department of Fish and Wildlife
Pete Mayer	Vancouver		
Harriet Spanel	Bellingham		

It is intended that this summary be used with the notebook provided in advance of the meeting.
A recording is retained by RCO as the formal record of meeting.

Call to Order

Meeting called to order by Harriet Spanel at 9:15 a.m. with a temporary delegation of authority by Chair Chapman. Mr. Drew arrived at 9:20 a.m. and Mr. Chapman arrived at 9:25.

Board Business: Decisions

Item 7: Written Evaluation Process in WWRP Critical Habitat, Riparian Protection, and Urban Wildlife

Scott Robinson presented the proposal as described in the staff memo. Staff is recommending that the written evaluation process be adopted for the 2012 grant round; there would be an assessment of the process before it is used in future grants rounds. Robinson reviewed the advantages and disadvantages of the proposal, noting that public comment was mixed. The policy would be revisited in 2013.

Board members expressed concern about the proposal, and suggested that staff limit the changes to either (1) omitting project review only or (2) limiting the written evaluation in only one or two categories. They also asked staff about using technology to support the evaluation and exchange of ideas. Members' primary concern about the written process is the lack of interaction and question/answer periods. However, some members thought that the written evaluation could allow the evaluators to focus on the projects rather than the presentation skills of a sponsor. Board members acknowledged the need for balance between efficiency and an open grant process. To achieve this, members discussed the option of testing the written evaluation approach in only one category, omitting the project review in all three categories, and using a staff for project review rather than a separate volunteer review team.

Member Fairleigh moved the resolution with an amendment to eliminate the in-person project review for all three programs, but continue the in-person evaluation. Bloomfield seconded.

Revised Resolution 2011-26 moved by: Fairleigh and seconded by: Bloomfield

Member Drew moved to amend the motion such that the written process would be used in the Critical Habitat Category. Seconded by Saunders.

Board members decided to vote on which category to test: Urban Wildlife received four votes. Members Drew and Saunders changed the category in their motion to Urban Wildlife.

Motion carried.

Chair Chapman moved to amend the resolution to add the word "only" to clarify that the changes apply to only the 2012 grant cycle and to also amend the resolution to clarify that staff would conduct project review. Seconded by Member Drew. Motion carried.

Resolution APPROVED

Item 8: Changes to the Evaluation Criteria for the WWRP State Lands Restoration Category

The Chair confirmed that members had reviewed the memo, and asked if there were any questions or comments. There were none.

Resolution 2011-27 moved by: Drew and seconded by: Bloomfield
Resolution APPROVED

Item 9: Changes to the Evaluation Criteria for Combination Projects

Marguerite Austin presented the proposal and public comment as described in the staff memo. There were no questions or comments from the board.

Resolution 2011-28 moved by: Saunders and seconded by: Mayer
Resolution APPROVED

Item 10: Draft Recommendations of the Habitat and Recreation Lands Coordinating Group to the Legislature

Dominga Soliz presented the recommendations of the Lands Group as described in the staff memo. In response to a question from the chair, Dominga clarified that the Lands Group preference to continue would be in the report to the legislature, but the formal recommendation would be a set of options with no stated preference.

Director Cottingham reminded the board that they have discussed legislation to move the sunset date with the Governor's Office, and that they were advised not to submit request legislation. The RCO did not submit request legislation, and cannot advocate for an extension.

The board discussed various options for demonstrating that they support the work and continuation of the Lands Group. Chair Chapman proposed revising the resolution to include a "Whereas" statement that applauds the work that the group has done, recognizes the value of the dialogue, and states that the board hopes that the Legislature will support continuation of at least the core functions. Staff revised the resolution accordingly.

Revised Resolution 2011-29 moved by: Spanel and seconded by: Saunders
Resolution APPROVED

Item 11: Recreational Trails Program (RTP) Grants: Approve List and Funding Authority

Marguerite Austin presented the criteria for RTP along with the top projects in the general and education categories, as described in the staff memo. She clarified that the RCO already has received about $800,000 for this fiscal year. The second half of the funds, if received, would be used for alternate projects on the list.

Public Comment

John Smithstead, commented on the RTP process. His club is over 40 years old and has about 300 people. Their project received only partial funding, and he appreciates that. The process was overwhelming at first, but the staff and application workshop were very helpful and made it easier.

Resolution 2011-30 moved by: Mayer and seconded by: Fairleigh
Resolution APPROVED

Item 12: Conversion Request: Cheasty Greenspace, City of Seattle, RCO #91-246

Leslie Ryan-Connelly presented this request for a conversion from the city of Seattle, as described in the staff memo. The presentation provided additional photographic and location detail. In response to a question from Member Bloomfield, Leslie confirmed that the city is using a property owned in fee simple to replace a converted easement.

Member Drew asked what options staff had in this situation; he would have preferred that staff be able to negotiate for both on-site and off-site compensation. Leslie responded that for an acquisition project, replacement property was typically the best option for resolving a conversion.

Member Mayer asked if subsurface conversions were typical; Leslie responded that it happens, particularly with utilities. Mayer suggested that it would be a good topic for the allowable uses subcommittee. Chair Chapman noted that a significant question is whether the sponsor seriously considered alternatives to putting utilities through park property.

Resolution 2011-31 moved by: Spanel and seconded by: Quan
Resolution APPROVED

Item 13: Recognition of Board Member's Service: Steven Drew

Chair Chapman and board members thanked Member Drew for his service and read the service resolution. Member Drew stated it had been an honor to serve, and that he was confident that the good work of the board would continue.

Resolution 2011-32 moved by: Mayer and seconded by: Quan
Resolution APPROVED

Chair Chapman adjourned the public portion of the meeting at 11:45 to convene in executive session for the purpose of conducting the performance review of the RCO director. He noted that the executive session would conclude at or before 2 p.m.

Approved by:

Bill Chapman, Chair

Date

Recreation and Conservation Funding Board
Resolution #2011-23
November 2011 Consent Agenda

BE IT RESOLVED, that the following November 2011 Consent Agenda items are approved:

a. Approval of Board Meeting Minutes – September 2011

b. Time Extension Requests

- RCO #07-1455, Bainbridge Island Sportsmen's Club, BISC Public Archery Range
- RCO #07-1236, Bainbridge Island Sportsmen's Club, BISC Pistol Range Upgrade
- RCO #07-1213, Cowlitz Game and Anglers, Cowlitz County Shooting Range Phase 1
- RCO #06-1911, WA State Department of Natural Resources, Klickitat Canyon Restoration

Resolution moved by: Drew

Resolution seconded by: Mayer

Adopted/Defeated/Deferred (underline one)

Date: November 14, 2011

Recreation and Conservation Funding Board
Resolution #2011-24
Land and Water Conservation Fund
Funding for Federal Fiscal Year 2012 Projects

WHEREAS, for federal fiscal year 2012, twelve Land and Water Conservation Fund (LWCF) program projects are eligible for funding; and

WHEREAS, these LWCF projects were evaluated using the Open Project Selection Process approved and adopted by the National Park Service and Recreation and Conservation Funding Board (board); and

WHEREAS, these evaluations occurred in an open public meeting, thereby supporting the board's strategy to ensure that its work is conducted with integrity and in a fair and open manner; and

WHEREAS, all twelve LWCF program projects meet program requirements as stipulated in Manual 15: *Land and Water Conservation Fund*, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

WHEREAS, the State of Washington may receive a federal apportionment for the Land and Water Conservation Fund Program for federal fiscal year 2012; and

WHEREAS, the projects acquire and/or develop public outdoor recreation areas and facilities, thereby supporting the board's strategy to provide partners with funding to enhance recreation opportunities statewide;

NOW, THEREFORE BE IT RESOLVED, that the board hereby approves the ranked list and funding of projects depicted in *Table 1 -- LWCF Program Ranked List of Projects, Federal Fiscal Year 2012*; and

BE IT FURTHER RESOLVED, that the board authorizes the director to submit application materials to the National Park Service and execute project agreements and amendments necessary to facilitate prompt project implementation of federal fiscal year 2012 funds upon notification of the federal apportionment for this program.

Resolution moved by: Spanel

Resolution seconded by: Fairleigh

Adopted/Defeated/Deferred (underline one)

Date: November 14, 2011

Recreation and Conservation Funding Board
Resolution # 2011-25
2012 Recreation and Conservation Funding Board Meeting Schedule

WHEREAS, the Recreation and Conservation Funding Board (board) is established by statute and conducts regular meetings, pursuant to RCW 42.30.075, according to a schedule it adopts in an open public meeting; and

WHEREAS, RCW 42.30.075 directs state agencies to file with the code reviser a schedule of the time and place of such meetings on or before January of each year for publication in the Washington state register; and

WHEREAS, having open public meetings is essential to achieving the board's goals to use broad public participation and feedback and to achieve a high level of accountability by using a process that is open to the public; and

WHEREAS, having open public meetings also is essential to the Board's ability to conduct its business so that it achieves its mission and goals as documented in statute and/or its strategic plan;

NOW, THEREFORE BE IT RESOLVED, the following schedule for 2012 regular meetings of the Recreation and Conservation Funding Board is hereby adopted; and,

Date	Location
March 21-22	Olympia
June 27-28	Port Angeles
August 23	Conference Call
October 17-18	Olympia

BE IT FURTHER RESOLVED, the board directs staff to publish notice in the State Register accordingly.

Resolution moved by: Fairleigh

Resolution seconded by: Saunders

Adopted/Defeated/Deferred (underline one)

Date: November 14, 2011

Recreation and Conservation Funding Board
Revised Resolution #2010-26
Approving Changes to the Evaluation and Review Process in Washington Wildlife and Recreation Program Categories: Critical Habitat, Riparian Protection, and Urban Wildlife

WHEREAS, in-person Recreation and Conservation Funding Board (board) project reviews and evaluations in the Washington Wildlife and Recreation Program (WWRP) Critical Habitat and Urban Wildlife categories and Riparian Protection Account require considerable time and resources from volunteer evaluators, project applicants, and staff; and

WHEREAS, the Recreation and Conservation Office (RCO) wanted to find a way to reduce this commitment without diminishing the high quality of the evaluations; and

WHEREAS, a less time and resource intensive system, based on written evaluations, rather than in-person presentations, is now successfully used in several board program categories including others in the WWRP Habitat Conservation Account; and

WHEREAS, evaluators would discuss project rankings and make final recommendations at the post-evaluation meetings; and

WHEREAS, adopting this revision would continue to ensure that the board funds the best projects as determined by a fair evaluation process, while also promoting the board's goals to be accountable for and efficient with its resources; and

WHEREAS, using written evaluations in other grant programs has shown that the process supports the board's goal to conduct its work in an open manner;

NOW, THEREFORE BE IT RESOLVED, that the board does hereby adopt the written evaluation process for the Wildlife and Recreation Program (WWRP) Urban Wildlife category; and

NOW, THEREFORE BE IT RESOLVED, that the board hereby retains the in-person evaluation process for the Wildlife and Recreation Program (WWRP) Critical Habitat category and Riparian Protection Account; and

BE IT FURTHER RESOLVED, that the project review will be conducted by staff for the Wildlife and Recreation Program (WWRP) Critical Habitat and Urban Wildlife categories and Riparian Protection Account; and

BE IT FURTHER RESOLVED, that the board directs RCO staff to implement these revisions only for the 2012 grant cycle; and

BE IT FURTHER RESOLVED, that the board directs RCO staff to assess the effectiveness of the changes following and make a recommendation for future grant cycles in 2013.

Resolution moved by: Fairleigh

Resolution seconded by: Bloomfield

Adopted/Defeated/Deferred (underline one)

Date: November 15, 2011

Recreation and Conservation Funding Board
Resolution #2010-27
Approving Changes to the Evaluation Process in the Washington Wildlife and Recreation Program State Lands Restoration Category

WHEREAS, the volunteer panelists who have reviewed and evaluated grant applications in the Washington Wildlife and Recreation Program (WWRP) State Lands Restoration category asked that the Recreation and Conservation Funding Board (board) revise the evaluation criteria for the category; and

WHEREAS, the intent of the revisions was to add criteria regarding project design, highlight and explain the important benefits of a project, present the responses in a more logical order, and broaden the evaluators' scoring range to more clearly express their evaluation of the project; and

WHEREAS, this intent is supportive of the board's goals to ensure that the board funds the best projects as determined by a fair evaluation process, while also promoting the board's goals to be accountable for and efficient with its resources; and

WHEREAS, Recreation and Conservation Office (RCO) staff drafted changes to the evaluation instrument following the recommendations of the evaluation panel; and

WHEREAS, the RCO published the proposed changes for public comment, thereby supporting the board's goal to ensure programs are managed in a fair and open manner; and

WHEREAS, public comment supported the changes to the evaluation instrument; and

NOW, THEREFORE BE IT RESOLVED, that the board does hereby adopt the revised evaluation criteria for the Washington Wildlife and Recreation Program (WWRP) State Lands Restoration category as presented in Attachment A to the board memo presented November 2011; and

BE IT FURTHER RESOLVED, that the board directs RCO staff to implement this revision beginning with the 2012 grant cycle.

Resolution moved by: Drew

Resolution seconded by: Bloomfield

Adopted/Defeated/Deferred (underline one)

Date: November 15, 2011

Recreation and Conservation Funding Board
Resolution #2011-28
Approving Changes to the Evaluation Criteria for Combination Projects in Certain Grant Programs or Categories

WHEREAS, all projects funded by the Recreation and Conservation Funding Board (board) must include a project "type" that represents the overall activity of the project; and

WHEREAS, the project type selected by the applicant determines the criteria that will be used to evaluate the project; and

WHEREAS, a "combination" project will include two of three types – acquisition and either development, or planning – but current scoring practices in the Boating Facilities Program, Firearms and Archery Range Recreation Program, and Washington Wildlife and Recreation Program State Parks, Trails and Water Access categories require applicants with combination projects to select only one type for scoring consideration; and

WHEREAS, the current approach may not allow combination projects to compete as well, and may not give evaluators the complete picture for scoring; and

WHEREAS, the proposed revisions to the scoring criteria remedy the situation by removing the requirement that sponsors choose one type, by changing the multipliers for combination projects, and by ensuring equitable scoring with single project types; and

WHEREAS, this scoring approach has worked well in other board-funded grant programs; and

WHEREAS, adopting this revision would continue to ensure that the board funds the best projects as determined by a fair evaluation process, while also promoting the board's goals to be accountable for and efficient with its resources; and

WHEREAS, public comment was supportive of this change;

NOW, THEREFORE BE IT RESOLVED, that the board does hereby adopt revised evaluation criteria multiplier changes for the Boating Facilities Program, Firearms and Archery Range Recreation Program, and Washington Wildlife and Recreation Program State Parks, Trails and Water Access categories, as shown in Attachments B through F to the November 2011 memo; and

BE IT FURTHER RESOLVED, that the board directs RCO staff to implement this revision beginning with the 2012 grant cycle.

Resolution moved by: Saunders

Resolution seconded by: Mayer

Adopted/Defeated/Deferred (underline one)

Date: November 15, 2011

Recreation and Conservation Funding Board
Revised Resolution #2010-29
Approving Draft Recommendations of the Habitat and Recreation Lands Coordinating Group to the Legislature

WHEREAS, the Recreation and Conservation Funding Board (board) is directed by statute to make a formal recommendation by January 1, 2012 to the appropriate committees of the Legislature as to whether the existence of the Habitat and Recreation Lands Coordinating Group (lands group) should be continued beyond July 31, 2012, and if so, whether any modifications to its enabling statute should be pursued; and

WHEREAS, the board is required by statute to involve the lands group when developing its recommendations to the Legislature; and

WHEREAS, the lands group has developed proposed recommendations for submitting to the Legislature; and

WHEREAS, approving the lands group recommendations would ensure the board's statutory obligation is met by formalizing the lands group's proposed recommendations to the Legislature; and

WHEREAS, approving the lands group recommendations will result in the board providing the Legislature with two options for continuing the visibility and coordination functions of the lands group and one option for eliminating the lands group; and

WHEREAS, consideration of these recommendations supports the board's objective to provide leadership that helps its partners strategically invest in the protection, restoration, and development of habitat and recreation opportunities through policy development, coordination, and advocacy; and
WHEREAS, the board recognizes and appreciates the value and role of the group in fostering improved communication, visibility, and coordination among state agencies and others interested in state habitat and recreation land acquisitions;

NOW, THEREFORE BE IT RESOLVED, that the board does hereby approve the lands group recommendations for the Legislature regarding whether the lands group should continue past its sunset date of July 31, 2012 and joins the lands group in hoping the Legislature will choose to keep the group intact and, at minimum, support the continuation of core functions; and

BE IT FURTHER RESOLVED, that the board directs RCO staff to submit the lands group recommendations to the appropriate Legislative committee(s) by January 1, 2012.

Resolution moved by: Spanel

Resolution seconded by: Saunders

Adopted/Defeated/Deferred (underline one)

Date: November 15, 2011

Recreation and Conservation Funding Board
Resolution #2011-30
Approving Funding for Federal Fiscal Year 2012 Recreational Trails Program Projects

WHEREAS, the Recreation and Conservation Office (RCO) staff provided publications, website updates, public workshops, and other outreach opportunities to notify interested parties about Recreational Trails Program (RTP) funding; and

WHEREAS, for federal fiscal year 2012, 62 projects were submitted for RTP funding; and

WHEREAS, these project applications were evaluated by the RTP advisory committee using the Recreation and Conservation Funding Board (board) approved and adopted evaluation criteria; and

WHEREAS, the advisory committee and board have discussed and reviewed these evaluations in open public meetings, thereby supporting the board's strategy to ensure that its work is conducted with integrity and in a fair and open manner; and

WHEREAS, all 62 RTP program projects meet federal and state program criteria, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

WHEREAS, the United States Congress has appropriated $802,465 in federal fiscal year 2012 funds for this program; and

WHEREAS, if funded, the projects will provide for maintaining recreational trails, developing trailhead facilities, and operating environmental education and trail safety programs, thereby supporting the board's strategy to provide partners with funding to enhance recreation opportunities statewide;

NOW, THEREFORE BE IT RESOLVED, that the board approves the ranked list and funding as shown in Table 1*, Evaluation Ranked List and Funding Recommendations, RTP, State Fiscal Year 2012*; and

BE IT FURTHER RESOLVED that the Director is authorized to proceed with execution of project agreements, pending federal approval; and

BE IT FURTHER RESOLVED that the ranked list of alternate projects remains eligible for funding until the next grant cycle.

Resolution moved by: Mayer

Resolution seconded by: Fairleigh

Adopted/Defeated/Deferred (underline one)

Date: November 15, 2011

Recreation and Conservation Funding Board
Resolution 2011-31
Approving Conversion for Cheasty Greenspace in Seattle (RCO #91-246)

WHEREAS, the city of Seattle (city) used a grant from the Washington Wildlife and Recreation Program (WWRP) to protect urban habitat in the Cheasty Greenbelt, now known as the Cheasty Greenspace; and

WHEREAS, the city proposes conversion of one of the properties acquired under the grant to facilitate construction of the Sound Transit Central Link Light Rail Tunnel at Beacon Hill; and

WHEREAS, as a result of this proposed conversion, the property no longer satisfies the conditions of the RCO grant; and

WHEREAS, the city is asking for Recreation and Conservation Funding Board (board) approval to replace the property proposed for conversion with property purchased under a waiver of retroactivity in 2010; and

WHEREAS, the proposed replacement property is in reasonable proximity to the conversion site, has an appraised value that is greater than the conversion site, is eligible in the funding program, and will provide opportunities that closely match those displaced by the conversion; and

WHEREAS, the replacement property supports the city's documented plans that call for acquiring privately owned property within existing green spaces for preservation purposes as well as its goal for open space, thereby supporting the board's goals to provide funding for projects that protect, restore, and develop habitat opportunities; and

WHEREAS, the sponsor sought public comment on the conversion and discussed it during open public meetings, thereby supporting the board's strategy to regularly seek public feedback in policy and funding decisions;

NOW, THEREFORE BE IT RESOLVED, Recreation and Conservation Funding Board approves the conversion request and the proposed replacement site for RCO Project #91-246 Cheasty Greenspace as presented to the board on November 15, 2011 and set forth in the board memo prepared for that meeting.

Resolution moved by: Spanel

Resolution seconded by: Quan

Adopted/Defeated/Deferred (underline one)

Date: November 15, 2011

Recreation and Conservation Funding Board
Resolution 2011-32
A Resolution to Recognize the Service of Steven Drew To the Residents of Washington State and the Recreation and Conservation Funding Board

WHEREAS, from March 2006 through December 2011, Steven Drew served the residents of the state of Washington as a member of the Recreation and Conservation Funding Board; and

WHEREAS, Mr. Drew's service assisted the State of Washington in protecting some of its most important wildlife habitat and farmland, and in providing opportunities for recreational pursuits statewide; and

WHEREAS, during his term, the board approved 1,121 grants, creating a state investment of nearly $345 million in Washington's great outdoors; and

WHEREAS, Mr. Drew helped lead efforts to ensure that projects sustained our environment and that state investments were protected: and

WHEREAS, Mr. Drew's extensive and practical knowledge of trails helped guide board decisions and improve our investments in this popular and valuable public resource; and

WHEREAS, Mr. Drew provided the board with valuable insight, leadership, and excellent advice that assisted in the development of exemplary policies and decisions for funding projects that promoted increased opportunities for outdoor recreation and conservation of the state's most important landscapes; and

WHEREAS, Mr. Drew's term on the board expires on December 31, 2011; and

WHEREAS, members of the board wish to recognize his support, leadership, and service, and to wish him well in future endeavors;

NOW, THEREFORE BE IT RESOLVED, that on behalf of the residents of Washington and in recognition of Mr. Drew's dedication and excellence in performing his responsibilities and duties as a member, the board and its staff extend their sincere appreciation and compliments on a job well done, and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent with a letter of appreciation to Mr. Drew.

Resolution moved by: Mayer

Resolution seconded by: Quan

Adopted/Defeated/Deferred (underline one)

Date: November 15, 2011

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **1B**

Meeting Date: March 2012

Title: Service Recognition of Volunteers

Prepared By: Lorinda Anderson

Approved by the Director: Kaleen Cottingham

Summary

This action will recognize the years of service by agency and citizen volunteers on the advisory committees that the Recreation and Conservation Office uses to assist in its grant programs.

Board Action Requested

This item will be a:

- ☒ Request for Decision
- ☐ Request for Direction
- ☐ Briefing

Resolution #: 2012-01 (CONSENT)

Purpose of Resolution: Recognize the service of volunteers.

Background

The Recreation and Conservation Office relies on volunteers to help administer its grant programs. Volunteers provide a strategic balance and perspective on program issues. Their activities, experience, and knowledge help shape program policies that guide us in reviewing and evaluating projects and administering grants.

The following individuals have completed their terms of service or have otherwise bid farewell after providing valuable analysis and excellent program advice. Outdoor recreationists in Washington will enjoy the results of their hard work and vision for years to come. Staff applauds their exceptional service and recommends approval of the attached resolutions via Resolution 2012-01 (consent).

Aquatic Lands Enhancement Account Advisory Committee

Name	Position	Years
Tom Ernsberger	State Agency (State Parks)	3
Jeanne Koenings	State Agency (Ecology)	2

Boating Programs Advisory Committee

Name	Position	Years
William Cumming	Citizen (Friday Harbor)	3
Michal Rechner	State Agency (Natural Resources)	3

Attachments

A. Individual Service Resolutions

WASHINGTON STATE
Recreation and Conservation Funding Board

A Resolution to Recognize the Service of

Tom Ernsberger

To the Residents of Washington State and the Recreation and Conservation Funding Board

WHEREAS , from 2008 through 2012, Tom Ernsberger served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Aquatic Lands Enhancement Account (ALEA) Advisory Committee; and

WHEREAS, the result of this service was the provision of valuable analysis and excellent advice that assisted in the development of exemplary program policies, program planning, and the evaluation of local and state agency ALEA projects for funding;

WHEREAS, members of the Recreation and Conservation Funding Board wish to recognize this support and service,

NOW, THEREFORE BE IT RESOLVED, that in recognition of Mr. Ernsberger's dedication and excellence in performing these services, the board and its staff extend their sincere appreciation and compliments on a job well done, and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent along with a letter of appreciation to Mr. Ernsberger.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on March 21, 2012

Bill Chapman, Chair

WASHINGTON STATE
Recreation and Conservation Funding Board

A Resolution to Recognize the Service of

Jeanne Koenings

To the Residents of Washington State and the Recreation and Conservation Funding Board

WHEREAS , from 2010 through 2012, Jeanne Koenings served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Aquatic Lands Enhancement Account (ALEA) Advisory Committee; and

WHEREAS, the result of this service was the provision of valuable analysis and excellent advice that assisted in the development of exemplary program policies, program planning, and the evaluation of local and state agency ALEA projects for funding;

WHEREAS, members of the Recreation and Conservation Funding Board wish to recognize this support and service,

NOW, THEREFORE BE IT RESOLVED, that in recognition of Ms. Koenings' dedication and excellence in performing these services, the board and its staff extend their sincere appreciation and compliments on a job well done, and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent along with a letter of appreciation to Ms. Koenings.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on March 21, 2012

Bill Chapman, Chair

WASHINGTON STATE
Recreation and Conservation Funding Board

A Resolution to Recognize the Service of

William Cumming

To the Residents of Washington State and the Recreation and Conservation Funding Board

WHEREAS , from 2008 through 2011, William Cumming served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Boating Programs (BP) Advisory Committee; and

WHEREAS, the result of this service was the provision of valuable analysis and excellent advice that assisted in the development of exemplary program policies, program planning, and the evaluation of local and state agency and nonprofit organization Boating Facilities Program and Boating Infrastructure Grant projects for funding;

WHEREAS, members of the Recreation and Conservation Funding Board wish to recognize this support and service,

NOW, THEREFORE BE IT RESOLVED, that in recognition of Mr. Cumming's dedication and excellence in performing these services, the board and its staff extend their sincere appreciation and compliments on a job well done, and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent along with a letter of appreciation to Mr. Cumming.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on March 21, 2012

Bill Chapman, Chair

WASHINGTON STATE
Recreation and Conservation Funding Board

A Resolution to Recognize the Service of

Michal Rechner

To the Residents of Washington State and the Recreation and Conservation Funding Board

WHEREAS , from 2009 through 2012, Michal Rechner served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Boating Programs (BP) Advisory Committee; and

WHEREAS, the result of this service was the provision of valuable analysis and excellent advice that assisted in the development of exemplary program policies, program planning, and the evaluation of local and state agency and nonprofit organization Boating Facilities Program and Boating Infrastructure Grant projects for funding;

WHEREAS, members of the Recreation and Conservation Funding Board wish to recognize this support and service,

NOW, THEREFORE BE IT RESOLVED, that in recognition of Mr. Rechner's dedication and excellence in performing these services, the board and its staff extend their sincere appreciation and compliments on a job well done, and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent along with a letter of appreciation to Mr. Rechner.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on March 21, 2012

Bill Chapman, Chair

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **1C**

Meeting Date: March 2012

Title: Change to August 2012 Meeting Date

Prepared By: Rebecca Connolly, Board Liaison

Approved by the Director: Kaleen Cottingham

Summary

This is a request for the Recreation and Conservation Funding Board (board) to change the August meeting date from August 23, 2012 to September 4, 2012.

Board Action Requested

This item will be a:

- ☒ Request for Decision
- ☐ Request for Direction
- ☐ Briefing

Resolution: 2012-01 (CONSENT)

Purpose of Resolution: Change board meeting date from August 23 to September 4.

Background

In November 2011, the Recreation and Conservation Funding Board (board) approved its meeting schedule for 2012. The schedule included a conference call on August 23, 2012. Board members asked staff to consider moving that meeting until after Labor Day.

Staff reviewed the options for a later meeting date. As planned, the August meeting agenda would be limited to board decisions about budget requests for the 2013-15 biennium. Staff expects that budget requests will be due to the Office of Financial Management in early September 2012, so the latest possible date for the meeting is September 4.

Staff surveyed the board members and found that all board members are available for a conference call on September 4 in the early afternoon.

Strategic Plan Link

Approving a schedule and locations for open public meetings supports the board's goal to ensure to achieve a high level of accountability in managing its resources and responsibilities through a process that is efficient, fair, and open to the public.

Staff Recommendation

Staff recommends that the board change its meeting date from August 23 to September 4, 2012. All board members are available from 1:30 p.m. until 2:30 p.m.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **1D**

Meeting Date: March 2012

Title: Project Time Extension

Prepared By: Recreation and Conservation Section Grant Managers

Approved by the Director: Kaleen Cottingham

Summary

This is a request for the Recreation and Conservation Funding Board (board) to consider the proposed project time extension shown in Attachment A.

Board Action Requested

This item will be a:

- ☒ Request for Decision
- ☐ Request for Direction
- ☐ Briefing

Resolution #: 2012-01 (CONSENT)

Purpose of Resolution: Approve time extension request

Background

Manual #7, *Funded Projects*, outlines the board's adopted policy for progress on active funded projects. See Section 2, Grant Time Limits and Extensions.

The RCO received a request for a time extension for the project listed in Attachment A. This document summarizes the circumstances for the requested extension and the expected date of project completion. Board action is required because the project sponsor is requesting an extension to continue the agreement beyond the four-year period authorized in board policy.

General considerations for approving time extension requests include:

- Receipt of a written request for the time extension;
- Reimbursements requested and approved;
- Date the board granted funding approval;
- Conditions surrounding the delay;
- Sponsor's reasons or justification for requesting the extension;
- Likelihood of sponsor completing the project within the extended period;
- Original dates for project completion;
- Sponsor's progress on this and other funded projects;
- Revised milestones or timeline submitted for completion of the project; and
- The effect the extension will have on reappropriation request levels for RCO.

Strategic Plan Link

Consideration of these requests supports the board's goal of helping its partners protect, restore, and develop habitat and recreation opportunities that benefit people, fish and wildlife, and ecosystems.

Summary of Public Comment

The RCO received no public comment on the request.

Staff Recommendation

Staff recommends approval of the time extension request for the project listed in Attachment A.

Attachments

A. Time Extension Request for Board Approval

Attachment A: Time Extension Request for Board Approval

Project number	Project sponsor	Project name	Grant program	Grant funds remaining	Current end date	Extension request	Circumstances or reasons for delay
06-2073D	State Parks	Deception Pass Hoypus Day Use Area	WWRP – State Parks	$684,775 (84%)	3/31/2012	5/31/2012	State Parks is using this grant to improve the Hoypus Day Use Area by constructing a new restroom and picnic shelter. Staffing issues at State Parks and extreme weather conditions resulted in project delays. The contractor resumed work as soon as conditions allowed, but has requested a short extension. The picnic shelter floor has been poured and finished, the restroom footings have been poured, and the plumbing has been roughed in. Parks is requesting a two month extension to allow the contractor to complete the project, work through any final punch list items, and close-out the project.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **1E**

Meeting Date: March 2012

Title: Service Recognition for Retired Deputy Director Rachael Langen

Prepared By: Rebecca Connolly, Board Liaison

Approved by the Director: Kaleen Cottingham

Summary

This is a request for the Recreation and Conservation Funding Board (board) to recognize the service of Retired Deputy Director Rachael Langen.

Board Action Requested

This item will be a:

- ☒ Request for Decision
- ☐ Request for Direction
- ☐ Briefing

Resolution #: 2012-01 (CONSENT)

Purpose of Resolution: Recognize the service of Retired Deputy Director Rachael Langen.

Background

Deputy Director Rachael Langen retired from state service in February 2012. During her 32-year career, Rachael served the citizens of the state of Washington through her work at the Department of Social and Health Services, Department of Early Learning, and the Recreation and Conservation Office (RCO). At RCO, she helped to institute new systems of strategic planning and performance accountability that helped the agency reduce reappropriations while still maintaining customer satisfaction.

This resolution recognizes the service of Ms. Langen to RCO.

Attachments

A. Individual Service Resolution

WASHINGTON STATE
Recreation and Conservation Funding Board

A Resolution to Recognize the Service of

Rachael Langen

To the Residents of Washington State and the Recreation and Conservation Funding Board

WHEREAS, from January 2007 through February 2012, Rachael Langen served the residents of the state of Washington and the Recreation and Conservation Funding Board through her leadership as deputy director of the Recreation and Conservation Office; and

WHEREAS, her commitment to service and accountability ushered in a new system of performance management and strategic planning that helped the Recreation and Conservation Office meet its goals and implement its mission to work with others to protect and improve the best of Washington's natural and outdoor recreational resources; and

WHEREAS, during her tenure, Ms. Langen used independent analyses to reorganize the agency, identify process improvements, and increase organizational efficiency in ways that improved customer service, reduced costs, and streamlined grant management; and

WHEREAS, Ms. Langen worked tirelessly to represent the interests of the Recreation and Conservation Office and its boards within state government, and managed coordination efforts such as developing a consortium with the Puget Sound Partnership and merging the Governor's Salmon Recovery Office into the agency; and

WHEREAS, members of the Recreation and Conservation Funding Board wish to recognize her support and service,

NOW, THEREFORE BE IT RESOLVED, that in recognition of Ms. Langen's dedication and excellence in performing these services, the board and its staff extend their sincere appreciation and compliments on a job well done, and

BE IT FURTHER RESOLVED, that a copy of this resolution and a letter of appreciation be sent to Ms. Langen.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on March 21, 2012

Bill Chapman Chair	Harriet Spanel Citizen Member	Pete Mayer Citizen Member	Betsy Bloomfield Citizen Member
Ted Willhite Citizen Member	Don Hoch Washington State Parks	Steven Saunders Department of Natural Resources	Dave Brittell Department of Fish and Wildlife

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **2A**

Meeting Date: March 2012

Title: Management Reports: Director's Report

Approved by the Director: Kaleen Cottingham

Summary

This memo is the director's report on key agency activities. To minimize duplication, some items that might normally be included in the director's report have been deleted here and included in other memos throughout the notebook (such as the policy director's report, and the grant manager's report).

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

Supporting and Implementing Grant Management

Recreation and Conservation Section staff have had their collective nose to the grindstone, focusing on closing projects, issuing agreements for recently approved Recreational Trails Program grants, and fielding questions from applicants about project proposals in the grant round launched on February 1. More information is in Item #2D.

Operations Manual Completed

I am happy to report that the *Operations Manual* is complete. Thanks to Marc Duboiski, Darrell Jennings, Tara Galuska, and Kammie Bunes for getting it started, and Leslie Ryan-Connelly for filling in the gaps and bringing it all together. The manual documents general operating procedures for RCO grants staff and provides basic instructions, work processes, resources, and tools for grants managers.

Manuals Updated

Staff has been announcing the start of the grant cycle by distributing a news release as well as asking our partner organization to post pre-written articles about the upcoming grant rounds on their Web sites and in their constituent newsletters. Staff also has been editing grant

manuals, Web pages, and grant fact sheets so grant applicants have up-to-date information when they are considering what grant is for them. Nine manuals have been edited and posted on the Web, with six more to go. Staff also updated many Web pages to accommodate changes in schedules, policies, and procedures.

RCO to Collect "Economic Benefits" Information from Applicants

The policy staff, working closely with Scott Chapman, developed an "economic benefits" question for grant applicants in PRISM in response to legislative interest in how recreation and conservation projects benefit the broader economy. The results from this question could be helpful should the Legislature or the RCFB want to incorporate such information into our evaluation questions for future grant rounds.

Outreach Activities

Developing Panel for WRPA Leadership Institute

RCO has been putting the finishing touches on a panel that I will moderate at the Washington Recreation and Parks Association (WRPA) annual leadership institute in May. The panel will provide a range of outside perspectives on new partnerships, new opportunities, and new approaches that parks leaders may use to adapt to changing times. Confirmed panelists are former King County Executive Ron Sims, Trust for Public Lands Washington Director Mike Deller, and REI Vice President Matt Hyde.

Public Events and Speeches

- **Agriculture and Forestry:** I joined my fellow natural resource agency directors to talk about our roles and responsibilities to the Washington Ag-Forestry leadership class.
- **Washington Boating Alliance Conference:** I spoke at this conference on Feb. 1, along with Attorney General Rob McKenna. I discussed the various grant programs that benefit boaters and highlighted the boating projects approved last year.
- **Bellingham City Club on Growth Management**: Harriet Spanel asked me to moderate a panel at the Bellingham City Club on growth management. My role was to describe the history of the adoption of the state's growth management act. An interesting discussion in a community that has been having difficulties reaching a common vision for the future of their community.
- **Capitol Land Trust:** I was invited to speak at the Capitol Land Trust's annual breakfast about our successful partnership in conserving lands in the south sound.
- **Washington Recreation and Park Association Funding Summit:** In late January, I was the lunch speaker at WRPA's funding summit, which focused on funding challenges and the value of building relationships and coalitions to strengthen those who work to protect and sustain park and recreation services. I gave updates to the group on the new changes to our grant programs and invited them to attend our grants workshop.

- **Washington Wildlife and Recreation Coalition:** I gave a short update to the WWRC board on the activities of RCO related to the WWRP program. In particular, I spoke about the various policy issues being presented to the board in March and described the status of funds appropriated.
- **Washington Association of Land Trusts (WALT)**: I attended a quarterly meeting of WALT and spoke with them about the upcoming grant round, the status of our budget, policy issues to be presented to the board, new board members, SCORP update, the extension of the Habitat and Recreation Lands Coordinating Group, and our efforts to recruit grant evaluators.
- **Two Washington D.C. Trips**: In November, I spent several days in Washington D.C. meeting with our congressional delegation and federal agency staff. My goal was primarily to thank congressional delegation members for their unfailing support for the federal Pacific Coastal Salmon Recovery Fund, which provides more than half the funding for salmon recovery grants. I met with the director of the National Oceanic and Atmospheric Administration's National Marine Fisheries Service, as well as Congressman Norm Dicks, Congressman Jay Inslee, and staff for Congresswoman Cathy McMorris-Rodgers, Congressman Doc Hastings, and Senators Patty Murray and Maria Cantwell.
- Then in early March, I was invited to the **White House Conference on Conservation**. Presentations were made by President Obama, Secretary of Interior, Secretary of Agriculture, head of the Army Corps of Engineers, Director of the EPA, and the Director of the President's Council on Environmental Quality. This was an opportunity for them to highlight priorities of the President's Great Outdoors Initiative.
- **Recreational Boaters Association of Washington:** I was asked to give a presentation at the annual meeting of the recreational boaters association. I explained a little about our grant programs that provide funding for boating projects and then walked them through a slide show of the most recently funded boating projects.
- **Central Puget Sound Regional Open Space Strategy:** I've been asked to serve on the executive committee for a new effort aimed at creating a shared open space strategy for Central Puget Sound. The effort is aimed at improving regional planning for open space, working both from the grassroots and from governmental approaches. The first meeting will be in January. The unifying goal of the strategy is to nurture a sense of regional community based on the abundant and awe-inspiring resources of the region.

Helping Our Partners Celebrate

RCO staff attended an open house hosted by Forterra to celebrate the organization's recent accomplishments on the Olympic peninsula. RCO was acknowledged for its funding of a conservation easement on Pope Resources property in Kitsap and Mason Counties that protects land along the headwaters of Union River and Bear Creek. Pope Resources will continue to manage the land for timber harvest but with larger buffers along the water than are protected under Forest Practices regulations. The conservation easement was funded by the Salmon Recovery Funding Board and a donation by the landowner.

RCO Management Activity

The management team met in November to assess the workload for 2012 and begin looking at how to allocate common resources (information technology staff, human resource staff, administrative staff, policy staff, communications staff, and grant section staff) to priority projects in a way that doesn't overwhelm these shared resources. We reviewed priorities identified by our boards and as set forth in our work plan. Each manager shared their assessments of their ability to do this work and whether they see this as a high or low priority item given the full scope of their responsibilities. The team will continue these discussions at the regular Operations Team meetings in December.

Policy Team Developing Priorities Document

The policy team is working with the section managers on a new "policy priorities" document. Our goal is to have a "living" document that we can refer to frequently as a way to ensure the agency's highest priorities are being advanced, allowing new work to come on the table, and being more clear about areas where we do not have the time or resources to proceed for now.

RCO Requests Higher Indirect Rate

RCO is requesting from the Department of Interior's National Business Center the ability to collect a higher indirect rate of 4.6 percent of all pass through costs in all programs. Not all programs will be charged 4.6 percent, some higher some lower based on restrictions in law and other agreements; this is the rate on average for the entire agency. The indirect rate will not affect grant applicants and would apply in fiscal year 2013 for all administrative functions. The new percentage will help RCO recover closer to the full cost of administering grants.

RCO Begins LEAN effort

RCO began efforts to implement the "Lean" process, as directed by a new Governor's executive order. "Lean" is a term that comes from efforts by Toyota (and to some extent earlier efforts in the U.S. auto industry) to improve their manufacturing processes. What it means to RCO is that we continually improve our processes to make them more efficient or more usable by our customers. We have identified three areas where we intend to use "Lean" principles: 1) the process for reviewing and posting materials to the Web, 2) the development of our electronic billing system, and 3) the process for revising our policy manuals.

Grant Management across State Agencies

In October, the State Auditor's Office released an audit report on state grants and recommended that the Office of Financial Management (OFM) develop a clear definition of state grants and provide guidance on grant management to help ensure consistency across state agencies. In response to these recommendations, OFM has initiated research into best practices in grant management. Additionally, they have created a work group to formulate guidance, develop tools, and identify resources for grant management. Some of the topics to be

addressed include risk assessment, monitoring, documentation, and overhead allocation. Mark Jarasitis will be our designee to this group.

Employee News

Rachael Langen, RCO's Deputy Director, retired at the end of February. She has taken a post-retirement position as the Deputy Director of the local Habitat for Humanities Office.

Jim Anest will be retiring as the RCO compliance specialist at the end of March. **Leslie Ryan-Connelly** has been selected to replace him and will have some overlap to make sure that all the compliance efforts transition smoothly.

Tauren Ibarra has been selected to fill a vacant fiscal analyst position. He replaces **Amie Weeks** who was hired by the Department of Social and Health Services. Tauren will transition from the administrative role for the salmon section to the fiscal office in mid-March.

Technology

New Management Oversight Approach for IT Projects

At the November management retreat, managers identified the need to better coordinate multiple, converging IT projects to ensure that projects flowed smoothly and staff had the time and resources they needed to be successful. In January and February, we developed a plan to review the scope, schedule, and budget of all IT projects and resolve any issues together. On March 6, we will hold our first IT Projects Steering Committee meeting to review current and upcoming projects, including: PRISM online application wizard, compliance, e-billing, Habitat Work Schedule data mart, boating maps, GIS, and infrastructure projects.

Update on Sister Boards

Salmon Recovery Funding Board (SRFB)

Late last year, the SRFB and RCO received the Coastal America Partnership Award for our contributions to the restoration of the Nisqually Delta. This award comes from President's Council on Environmental Quality and is one of the highest recognitions given for work to protect our coastal environments.

The SRFB met December 8 for its funding meeting and awarded nearly $30 million in salmon recovery grants to 136 projects across most of the state. The board also delegated authority for covering any legislatively mandated general fund cuts (up to 5 percent) with returned federal funds, approved its 2012 meeting schedule, adopted administrative changes to the manual guiding salmon recovery grants, and revised the contract amendment authority matrix (to delegate more authority to the director). Board members ended the day with a report on the

accomplishments of the forest practices monitoring (and adaptive management) funded by several grants from federal salmon funds. This was also the SRFB's first meeting broadcast via.

The SRFB will next meet in April to award Puget Sound Acquisition and Restoration grants, hear recommendations for using the remaining 2011 federal funds dedicated for monitoring, discuss policy direction for 2012, and hear reports on large woody materials issues and Puget Sound Partnership activities.

Washington Invasive Species Council

The Invasive Species Council met December 1st and heard updates on federal ballast water legislation, status of the incorporation of invasive species considerations in the guidelines for the State Environmental Policy Act (SEPA), 2011 weed listings, the Department of Transportation's Weed Mapper Web site, and the newly-discovered Asian clam invasion in Lake Whatcom. The council also identified opportunities for additional regional partnerships (similar to the 'Don't Move Firewood' outreach campaign) and began development of its 2012 work plan. On board for 2012 will be to: 1) prioritize outreach to new partners and audiences on the council's invasive species prevention protocols, reporting hotline, and completed projects, and 2) work with our federal members to bring invasive species considerations into their internal review process for the National Environmental Policy Act (NEPA).

Council staff presented at the Sunnyside-Roza Irrigation Districts annual meeting, focusing on particular invasive species to be looking for, how to report them to the council, and how to use the council's prevention protocols to minimize the unintentional spread of invasive species.

Staff participated in the National Invasive Species Awareness Week meeting, Feb 27–March 2, in Washington D.C.

Governor's Salmon Recovery Office (GSRO)

At its December meeting, the SRFB directed staff to explore ways to address potential federal and state budget shortfalls. We will ask board members to review a large list of ideas and tell us which ones they'd like us to further explore and analyze.

GSRO staff also is meeting with the regional recovery organizations and several agencies to (1) gather and synthesize feedback about which data to report and how to report it, (2) define work plans, (3) develop Web templates, and (4) create work teams, all in preparation for the 2012 *State of the Salmon in Watersheds* report.

Habitat and Recreation Lands Coordinating Group

The lands group finalized the first *Biennial State Land Acquisition Performance Monitoring* report to show whether state agencies achieved their initial acquisition project objectives. The report is online at www.rco.wa.gov/documents/hrlcg/2011StateLandAcquisitionMonitoringReport.pdf.

The lands group is planning the Fourth Annual State Land Acquisition Coordinating Forum on March 13. The annual forum is an opportunity for people to learn what land state agencies plan to purchase in the next two years. The agencies will show maps and other information about planned projects and explain why the projects would be important state investments.

A bill to extend the Habitat and Recreation Lands Coordinating Group passed the Legislature and is awaiting action by the Governor.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **2B**

Meeting Date: March 2012

Title: Management Report: Fiscal Report

Prepared By: Mark Jarasitis, Chief Financial Officer

Approved by the Director: Kaleen Cottingham

Summary

Periodic update of agency and program budgets, revenues, and expenditures

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

Recreation and Conservation Funding Board Fiscal Report

The attached financial reports reflect Recreation and Conservation Funding Board (board) activities as of February 22, 2012.

- Attachment A reflects the budget status of board activities by program.
- Attachment B reflects the budget status of the entire agency by board.
- Attachment C reflects the revenue collections.
- Attachment D is a Washington Wildlife Recreation Program (WWRP) summary. Since the beginning of this program, $573 million of funds appropriated in the WWRP program have been expended.

Attachments

A. Recreation and Conservation Funding Board - Activities by Program

B. Recreation and Conservation Office – Entire Agency Summary by Board

C. Recreation and Conservation Funding Board – Revenue Report

D. Recreation and Conservation Funding Board – Washington Wildlife and Recreation Program Summary

Recreation and Conservation Funding Board - Activities by Program

For the Period of July 1, 2011 - June 30, 2013, actuals through 1/31/2012, fm 07
Percentage of biennium reported: 29.2%

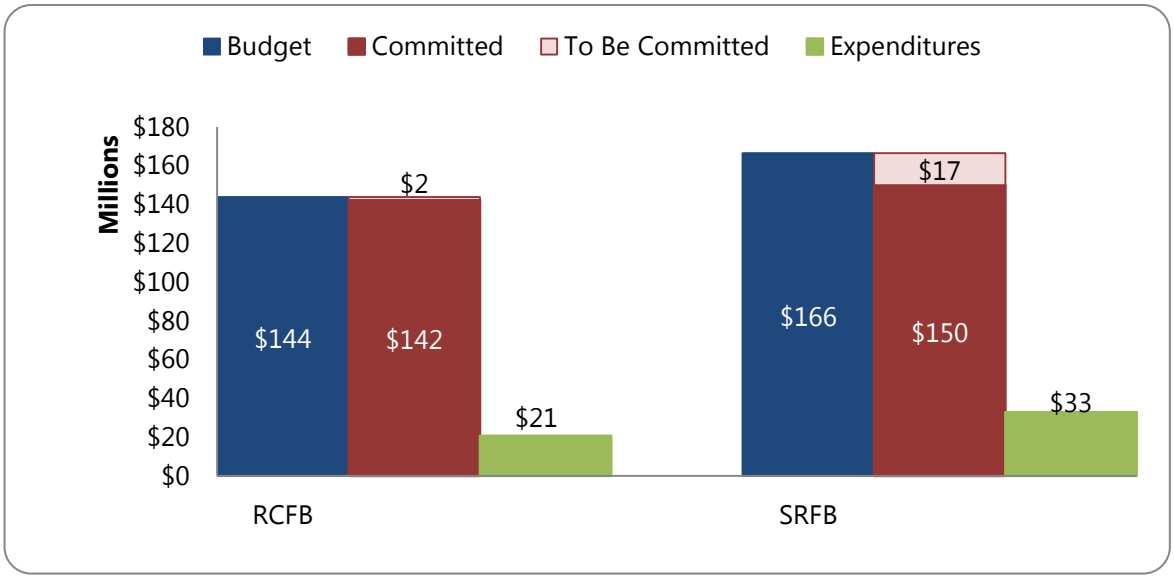
	BUDGET	COMMITTED		TO BE COMMITTED		EXPENDITURES	
	new & reapp. 2011-13	Dollars	% of budget	Dollars	% of budget	Dollars	% of committed
Grant Programs							
WA Wildlife & Rec. Program (WWRP)							
WWRP Reappropriations	$57,695,035	$56,758,702	98%	$936,333	1.6%	$8,644,607	15.2%
WWRP New 11-13 Funds	40,740,000	40,740,000	100%	0	0.0%	1,893,669	4.6%
Boating Facilities Program (BFP)							
BFP Reappropriations	1,229,967	1,225,227	100%	4,740	0.4%	810,888	66.2%
BFP New 11-13 Funds	8,000,000	7,962,657	100%	37,343	0.5%	552,466	6.9%
Nonhighway & Off-Road Vehicle (NOVA)							
NOVA Reappropriations	3,343,066	3,223,400	96%	119,666	3.6%	477,713	14.8%
NOVA New 11-13 Funds	6,461,782	6,461,782	100%	0	0.0%	73,516	1.1%
Land & Water Conserv. Fund (LWCF)							
LWCF Reappropriations	2,549,134	2,549,134	100%	0	0%	1,763,085	69.2%
LWCF New 11-13 Funds	0	0	0%	0	0%	0	0.0%
Aquatic Lands Enhan. Account (ALEA)							
ALEA Reappropriations	3,431,186	3,344,173	97%	87,013	2.5%	737,565	22.1%
ALEA New 11-13 Funds	6,806,000	6,806,000	100%	0	0.0%	1,169,538	17.2%
Recreational Trails Program (RTP)							
RTP Reappropriations	3,016,922	3,016,922	100%	0	0.0%	1,132,612	37.5%
RTP New 11-13 Funds	802,465	802,465	100%	0	0.0%	0	0.0%
Youth Athletic Facilities (YAF)							
YAF Reappropriations	686,973	574,013	84%	112,959	16.4%	98,293	17.1%
Firearms & Archery Range Rec (FARR)							
FARR Reappropriations	616,194	284,204	46%	331,990	54%	60,354	21.2%
FARR New 11-13 Funds	365,000	365,000	100%	0	0%	113,915	31.2%
Boating Infrastructure Grants (BIG)							
BIG Reappropriations	1,447,532	1,447,532	100%	0	0%	1,266,394	87.5%
BIG New 11-13 Funds	200,000	200,000	100%	0	0%	0	0.0%
Sub Total Grant Programs	137,391,255	135,761,211	99%	1,630,044	1%	18,794,615	13.8%
Administration							
General Operating Funds	6,455,280	6,455,280	100%	0	0%	1,799,627	27.9%
Grant and Administration Total	**143,846,535**	**142,216,491**	**99%**	**1,630,044**	**1%**	**20,594,242**	**14.5%**

Note: The budget column shows the state appropriations and any received federal awards.

Recreation and Conservation Office – Entire Agency Summary by Board

2011-13 Budget Status Report, Capital and Operating the Agency
For the Period of July 1, 2011 - June 30, 2013, actuals through 1/31/2012, fm 07
Percentage of biennium reported: 29.2%

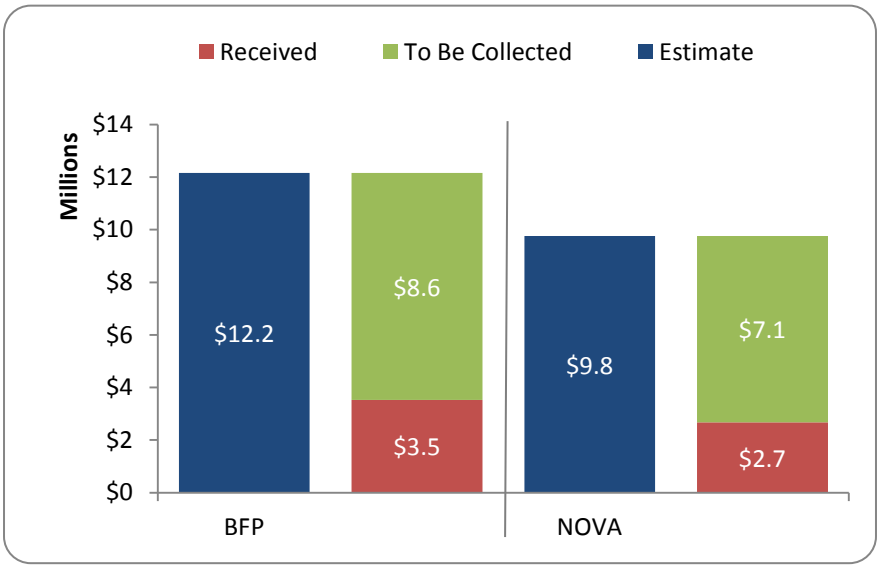
	BUDGET			COMMITTED		TO BE COMMITTED		EXPENDITURES	
	New	Reapp.	new and reapp. 2011-13	Dollars	*% of budget*	Dollars	*% of budget*	Dollars	*% of committed*
Board/Program									
RCFB	$68,719,540	$75,126,995	$143,846,535	$142,216,491	*98.9%*	$1,630,044	*1.1%*	$20,594,242	*14%*
SRFB	$60,917,194	$105,508,039	$166,425,233	$149,889,453	*90.1%*	$16,535,780	*9.9%*	$32,880,555	*22%*
Invasive Species Council	$216,000	**$0**	$216,000	$216,000	*100%*	$0	*0.0%*	$30,509	*14%*
Total	**$129,852,734**	**$180,635,034**	**$310,487,768**	**$292,321,944**	***94%***	**$18,165,824**	***5.85%***	**$53,505,306**	***18%***

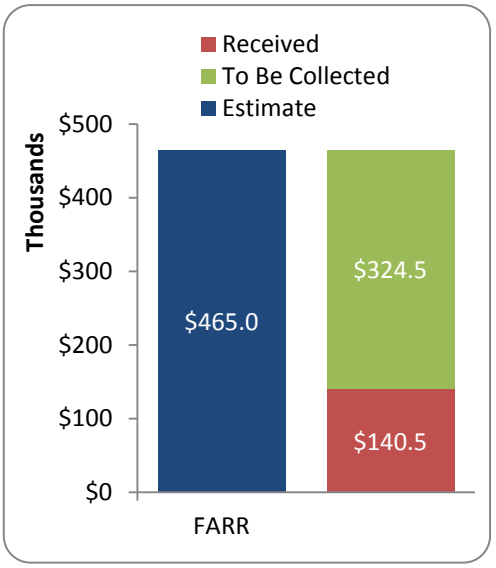


Recreation and Conservation Funding Board – Revenue Report

For the Period of July 1, 2011 - June 30, 2013, actuals through 1/31/2012, fm 07
Percentage of biennium reported: 29.2%

Revenue	Bienial Forecast Estimate	Collections Actual	Collections % of Estimate
Boating Facilities Program (BFP)	$12,157,100	$3,526,592	29%
Nonhighway, Off-Road Vehicle Program (NOVA)	9,756,014	2,678,469	27%
Firearms and Archery Range Rec Program (FARR)	465,000	140,523	30%
Total	**22,232,428**	**2,873,060**	**13%**





Revenue Notes:

Boating Facilities Program (BFP) revenue is from the unrefunded marine gasoline taxes.

Nonhighway, Off-Road Vehicle Program (NOVA) revenue is from the motor vehicle gasoline tax paid by users of ORVs and nonhighway roads and from the amount paid for by ORV use permits.

Firearms and Archery Range Rec Program (FARR) revenue is from $3 each concealed pistol license fee.

This reflects the most recent revenue forecast of February 2012. The next forecast is due in June 2012.

RCFB – Washington Wildlife and Recreation Program Summary

1990 through February 23, 2012

History of Biennial Appropriations

Biennium	Appropriation
89-91 Biennium	$53,000,000
91-93 Biennium	61,150,000
93-95 Biennium	65,000,000
95-97 Biennium*	43,760,000
97-99 Biennium	45,000,000
99-01 Biennium	48,000,000
01-03 Biennium	45,000,000
03-05 Biennium	45,000,000
05-07 Biennium **	48,500,000
07-09 Biennium ***	95,491,955
09-11 Biennium ****	67,344,750
11-13 Biennium *****	40,740,000
Grand Total	**$657,986,705**

Notes to History of Biennial Appropriations:

* Original appropriation was $45 million.

** Entire appropriation was $50 million. 3% ($1,500,000) went to admin.

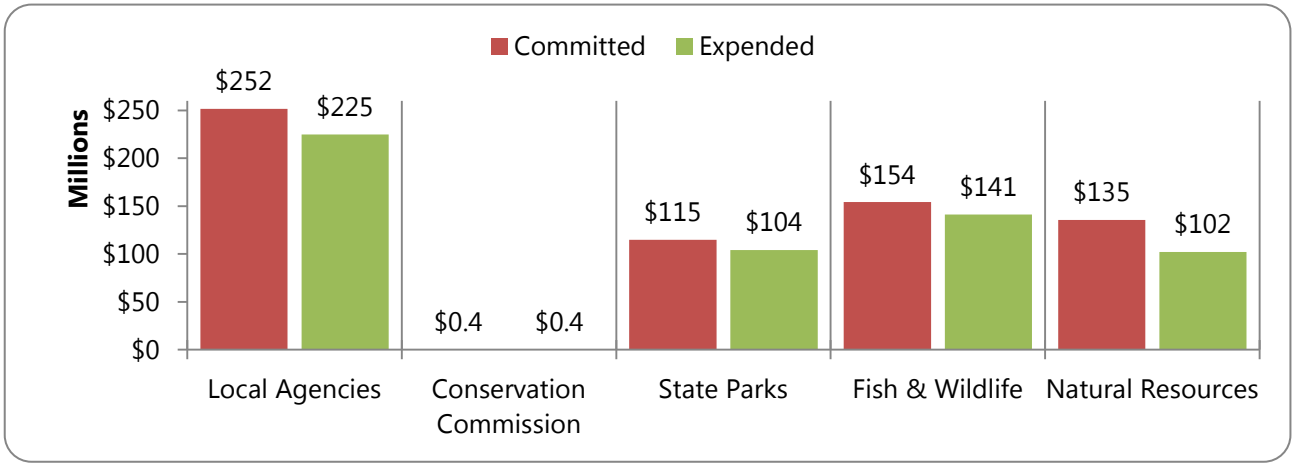
*** Entire appropriation was $100 million. 3% ($3,000,000) went to admin. Removed $981,000 with FY 10 supplemental, removed $527,045 with FY 2011 supplemental.

**** Entire appropriation was $70 million. 3% ($2,100,000) went to admin. Removed $555,250 with FY 2011 supplemental.

***** Entire appropriation was $42 million. 3% or $1,260,000 went to admin.

History of Committed and Expenditures, Since 1990

Agency	Committed	Expenditures	% Expended
Local Agencies	$251,636,659	$224,768,869	89%
Conservation Commission	$383,178	$383,178	100%
State Parks	$114,726,189	$104,179,912	91%
Fish & Wildlife	$154,107,161	$141,101,128	92%
Natural Resources	$135,462,173	$101,980,402	75%
Riparian Habitat Admin	$185,046	$185,046	100%
Land Inventory	$549,965	$549,965	100%
Sub Total Committed	**$657,050,371**	**$573,148,501**	**87%**



WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **2C**

Meeting Date: March 2012

Title: Management Report: Policy Report

Prepared By: Steve McLellan, Policy Director and Legislative Liaison

Approved by the Director: Kaleen Cottingham

Topic Summary

Periodic update of work being done by agency policy section

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

Included in this report

Habitat and Recreation Lands Coordinating Group
Puget Sound Action Agenda
Boating Infrastructure Grant Project

Habitat and Recreation Lands Coordinating Group

The Habitat and Recreation Lands Coordinating Group (lands group) will host the Fourth Annual State Land Acquisition Coordinating Forum on March 13. The annual forum is an opportunity for stakeholders, legislators, and the public to learn about state habitat and recreation land acquisition plans. At this year's forum, state agencies will present acquisition projects for which they hope to receive funding in 2013. The agencies will present maps and other information about planned projects and explain why the projects would be important state investments. The date for this year's forum was chosen to allow greater participation by legislators and legislative staff.

In June, the lands group will publish the second Biennial State Land Acquisition Forecast report on its web site. The report gives information about acquisition projects the state agencies have submitted grant requests to fund in 2013. In the past, the report has been useful to legislators and planners around the state because it shows about projects planned in their areas. As noted in the legislative report, legislation to extend the Lands Group to mid-2017 was approved by the legislature. As of the date of this memo it is awaiting action by the Governor.

Puget Sound Action Agenda

The Recreation and Conservation Office (RCO) submitted formal comments on the draft Puget Sound Action Agenda in February. The Action Agenda is intended to explain what makes a healthy Puget Sound, describe the current state of Puget Sound, prioritize cleanup and improvement efforts, and highlight opportunities for federal, state, local, tribal, and private resources to invest and coordinate. RCO provided the following general comments:

- The Action Agenda should be shorter and simpler to allow greater accessibility.
- The Action Agenda should defer to the National Oceanic and Atmospheric Administration (NOAA) plan for Puget Sound Chinook salmon recovery.
- Puget Sound Partnership staff should coordinate with RCO staff to set clear expectations about what data RCO will be providing to the Partnership.
- The Action Agenda should clarify the purposes of the RCO grant programs. The draft Action Agenda implies that the grant programs are designed to directly support Puget Sound recovery strategies, such as floodplain protection and restoration, when they actually have broader or different primary objectives.
- Invasive species and salmon recovery should remain top priorities for restoring the health of Puget Sound.

PSP is also prioritizing the strategies and it is likely that the priorities will shape future funding requests for Puget Sound related projects. The prioritization process is expected to be completed by mid-March. The Action Agenda will be reviewed by the Puget Sound Leadership Council and Governor's Office in early April. Final approval by the Leadership Council is expected at the end of April.

Boating Infrastructure Grant Project

The Boating Infrastructure Grant (BIG) program provides funds to develop and renovate boating facilities that target recreational boats 26 feet and larger. Funds also may be used to provide information and to enhance boater education.

RCO submitted a grant request to the U.S. Fish and Wildlife Service (USFWS) to use uncommitted federal fiscal year 2011 and 2012 Tier 1[1] funds to collect information and build a database with information about sites, facilities, and services that support recreational motor boats 26 feet and larger[2]. USFWS approved $200,000 to complete the project by September 2013. The project scope includes updating information on boating facilities and publishing it on a web site. In addition, an application for mobile devices (an "app") will be developed to provide easy access to the information while users are on the water.

Policy staff is leading the effort in close coordination with agency information technology staff. Current work includes developing a work plan for the project.

[1] There are two tiers of grants. Use of Tier 2 grant funds is discussed in memo 2D.

[2] This approach was discussed with the board in June and September 2011. There were no Tier 1 applicants in the 2011 cycle, and the sole 2010 applicant withdrew the project.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **2D**

Meeting Date: March 2012

Title: Management Report: Grant Management Report

Prepared By: Scott Robinson and Marguerite Austin, Section Managers

Approved by the Director: Kaleen Cottingham

Summary

Periodic update of work being done by the agency's Conservation and Grant Services Section and the Recreation Grants Section.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

Included in this Report

- 2012 Grant Cycle Updates
- Boating Infrastructure Grant Project Receives Federal Grant
- Using Returned Funds for Alternates and Partially-Funded Projects
- Project Administration
- Projects of Note

2012 Grant Cycle

Application Workshop

On January 31, more than 325 people joined staff via the Web for the Recreation and Conservation Office (RCO) virtual application workshop. This Webinar provided a high-level look at RCO grant programs and changes to RCO policies and procedures. Part two of the workshop is a series of presentations posted on our Web site that outline specific information about the grant programs available this year. The presentations are available at http://www.rco.wa.gov/doc_pages/app_materials.shtml#other.

This first-ever webinar was envisioned as a way to deliver our grant workshop in a manner that minimized staff and sponsor travel and expense. The response we have received from participants has been overwhelmingly positive. It is estimated that RCO alone saved more than $25,000 on staff time and employee travel as compared to the workshops conducted in 2010.

Implementing Efficiencies in 2012 Grant Cycle

Staff will implement several changes this year to create efficiencies in the grant processes. These changes include using written review and evaluation processes for some programs, creating standing advisory committees for new programs, revising the application timeline, modifying PRISM (RCO's grant management database) to ensure applicants submit complete applications, and creating new online tools for applicants.

One significant change requires applicants to establish planning eligibility no later than March 1, 2012. Establishing early planning eligibility allows staff to focus its attention on eligible applicants only. More than 150 applicants currently meet the planning eligibility requirement. The director has approved eight extensions, giving organizations additional time to meet RCO planning requirements.

PRISM opened on February 1; by the end of February, about 100 applications had been started. Staff also has been reviewing proposals from sponsors that have not yet begun their application.

Major Volunteer Recruitment Effort Underway

Staff recently put out a press release and are using word of mouth, phone calls, email and the RCO Web site to enlist 70 volunteers to serve during this year's grant cycle. Volunteers are essential for reviewing and scoring project proposals. RCO is seeking volunteers who have backgrounds in trails, parks, water access, farming, and habitat conservation. All interested individuals are encouraged to visit our web site and fill out an application.

Boating Infrastructure Grant Project Receives Federal Grant

In August 2011, the RCO submitted one project – Narrows Marina Transient Moorage (RCO# 11-1390D) – to the U.S. Fish and Wildlife Service (USFWS) for consideration in the Boating Infrastructure Grant (BIG) program, Tier 2[1]. The program provides grants to develop and renovate boating facilities for vessels over 26 feet.

In October, USFWS regional staff visited the project site, stated that the project looked good, and requested some revisions to the application. The sponsor complied, and the USFWS regional staff submitted the application to the Washington, D.C. office for evaluation. In early December, the RCO was told that the project was not eligible and the application had been rejected. The applicant asked the RCO to appeal the decision, so the Director asked the USFWS to reconsider.

[1] There are two tiers of grants. Use of Tier 1 grant funds is discussed in memo 2C.

We recently learned the Narrows Marina Transient Moorage project will receive a grant of $695,598 through the BIG program. The project will construct 28 guest slips and 790 lineal feet of guest side tie, and will extend the existing fuel system and four floats to connect with the new transient moorage structure. Work also will include a new floating walkway and removal of creosote timber piles. Staff intends to put the project under agreement once we receive the official federal award.

Using Returned Funds for Alternates and Partially-Funded Projects

The director has recently awarded five new grants for alternate projects on grant program lists. The funds are from projects that did not use the full amount of their grant awards.

Project Number	Project Name	Sponsor	Grant Request	Funds Approved	Category
10-1062A	Sunset Bluff Natural Area Acquisition	Mason County	$709,450	$709,450	ALEA
11-1075P	Wenberg Dock/Buoy Installation and Launch Upgrade	Snohomish County	$456,786	$141,000	BFP Local
11-1137P	28th St Landing Renovations	Port of Grays Harbor	$500,400	$112,500	BFP Local
10-1471A	Dyer Haystacks & Two Steppe NAPs 2010	Department of Natural Resources	$792,330	$460,194	WWRP Natural Areas
10-1384D[2]	Lake Sammamish Boardwalk	State Parks and Recreation Commission	$351,052	$351,052	WWRP State Parks

Also, as unused funds have become available from other projects, the director has approved additional funding for partially funded projects. This table shows the projects' original grant awards and the total grant funds now approved.

Project Number	Project Name	Sponsor	Grant Request	Original Grant Funding	Current Total Grant Funding	WWRP Category
08-1502A	Okanogan Similkameen Phase 2	Fish and Wildlife	$4,600,000	$2,836,000	$3,264,897	Critical Habitat
10-1275A	Ellis Barnes Livestock Co.	Okanogan Valley Land Council	$849,200	$90,143	$849,200	Farmland Preservation

[2] Projects 10-1384D and 08-1771D have been combined with project 10-1383D. The funding and scope of work now encompasses all three projects at the site.

Project Number	Project Name	Sponsor	Grant Request	Original Grant Funding	Current Total Grant Funding	WWRP Category
10-1187A	Rose Village Neighborhood Park Acquisition	Vancouver-Clark Parks and Recreation	$292,300	$158,273	$292,300	Local Parks
10-1244A	Nisqually State Park Acquisitions	State Parks and Recreation	$900,000	$587,732	$862,659	State Parks
08-1771D[2]	Lake Sammamish State Park - Sunset Beach Renovation 1	State Parks and Recreation	$998,382	$629,028	$998,382	Water Access

Project Administration

This table summarizes the outdoor recreation and habitat conservation projects currently being administered by staff:

- Active projects are under agreement.
- Staff is working with sponsors to place the "Board Funded" and "Director Approved" projects under agreement.

In addition, staff has several hundred funded projects that they monitor for long-term compliance.

Program	Active Projects	Board Funded Projects	Director Approved Projects	Total Funded Projects
Aquatic Lands Enhancement Account (ALEA)	18	1	1	**20**
Boating Facilities Program (BFP)	27	0	1	**28**
Boating Infrastructure Grant Program (BIG)	2	0	0	**2**
Firearms and Archery Range Recreation (FARR)	12	1	0	**13**
Land and Water Conservation Fund (LWCF)	8	0	1	**9**
Recreational Trails Program (RTP)	58	0	17	**75**
Nonhighway and Off-Road Vehicle Activities (NOVA)	97	1	0	**98**
Washington Wildlife and Recreation Program (WWRP)	149	0	2	**151**
Youth Athletic Facilities (YAF)	6	0	0	**6**
Total	**377**	**3**	**22**	**402**

Since the November board meeting, staff has closed 67 active project agreements. This significant number of closures reflects the tenacity of our sponsors to complete funded projects and the exceptional work of our dedicated grant managers. Closing completed projects before a new grants cycle begins helps us balance the workload and results in a number of efficiencies.

Projects of Note

Staff from the Recreation and Conservation Sections will present information about the following two projects at the March board meeting.

Multiple Projects: Mukilteo Lighthouse Park

Sponsor:	City of Mukilteo
Location:	Lighthouse Park on Puget Sound in Mukilteo
Grant Sources:	• Aquatic Lands Enhancement Account (ALEA), #06-1879D • Boating Facilities Program (BFP) – Local, #11-1127D • Washington Wildlife and Recreation Program (WWRP) Local Parks, #06-1879D • Washington Wildlife and Recreation Program (WWRP) Local Parks, #08-1209D
Funding:	Total grant funding: $1,434,978 ALEA : $ 500,000 BFP: $ 175,000 WWRP (2 grants): $ 759,978
Description:	The Recreation and Conservation Funding Board awarded four grants to the City of Mukilteo for a four-phase redevelopment of the 13-acre Mukilteo Lighthouse Park. ALEA and WWRP grants were used to restore the shore lands to a natural condition by stabilizing sandy soils and enriching habitat. These funds also helped create a waterfront promenade for public access. The city added open landscaped areas, sheltered picnic facilities, a children's play area, interpretive displays and viewpoints, pathways, and parking. Mukilteo also expanded the recreational and civic function of the park, by integrating the historic lighthouse complex with the rest of the park, making the park entrance more inviting, and improving pedestrian access to and in the park. The improvements included: entry arbors and picket fencing that defines the bounds of the lighthouse station; a plaza cul-de-sac in front of the lighthouse; shoreline and drought tolerant plantings; a picnic shelter/band shell and restrooms with storage; safe, accessible walkways; and interpretive signs that speak to the site's rich natural and human history. The city used the Boating Facilities Program grant to replace seven floats at the failed southern floating dock and to repave and stripe the existing parking lot, subsequently gaining 16 parking stalls and one ADA vehicle-trailer stall. In 2010, the city sold about 3,500 boat launch permits, which indicates the popularity of this site for boaters. More than a million people visit this park each year. The city's contribution to the four projects total more than $2.2 million.

Project #08-1710: North Wind's Weir Intertidal Restoration #1

Sponsor:	King County
Location:	Duwamish River, City of Tukwila
Grant Source:	Aquatic Lands Enhancement Account (ALEA)
Funding:	$104,622
Description:	The King County Water & Land Resources Division used this grant to help finish construction of 2 acres of off-channel, shallow water habitat in the Duwamish River, essential for salmon recovery. Crews excavated the site, restored habitat, and installed trail and interpretive signs depicting salmon habitat and river restoration. The site now provides a natural area in a heavily industrialized river corridor. The site links, via a footbridge over the river, to Cecil B. Moses Park and the Green River Trail. This project augments salmon funded work that occurred in the area. The county's contribution to the project is nearly $650,000.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **2E**

Meeting Date: March 2012

Title: Management Report: RCO Performance Measures Update

Prepared By: Rebecca Connolly, Accountability Manager

Approved by the Director: Kaleen Cottingham

Summary

Highlights of agency performance related to the projects and activities funded by the Recreation and Conservation Funding Board (board).

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

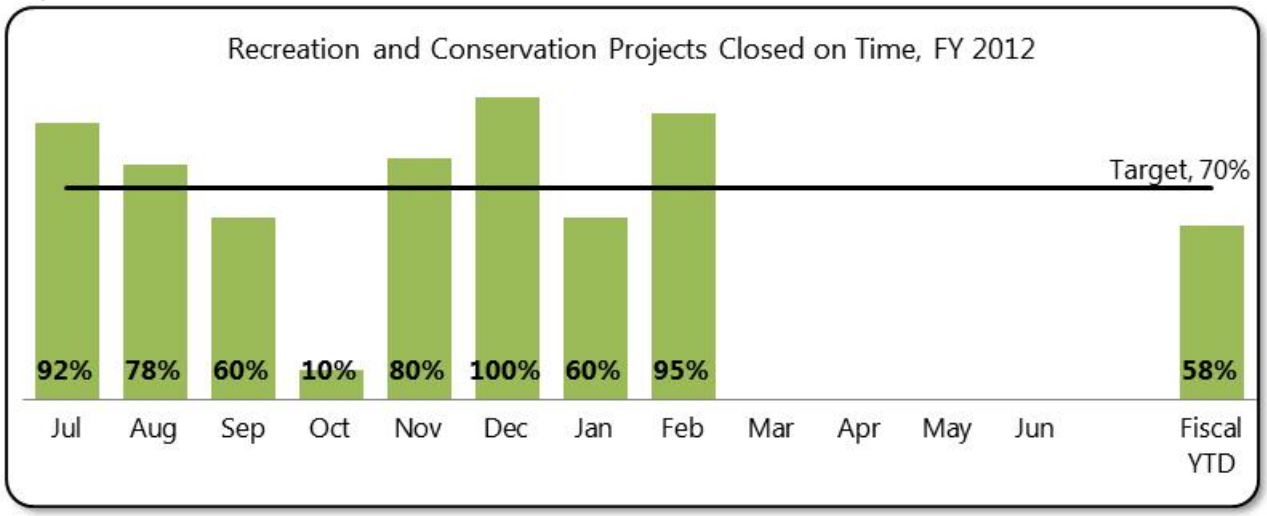
Grant Management Measures

All data are for recreation and conservation grants only.

Measure	Target	FY 2012 Performance *Through Mar. 1*	Indicator
1. Percent of recreation/conservation projects closed on time	70%	58%	●
2. Percent of project agreements issued within 120 days after the board funding date	75%	92%	●
3. Percent of projects under agreement within 180 days after the board funding date	95%	91%	●
4. Fiscal month expenditures, recreation/conservation target	14%	12%	●
5. Bills paid within 30 days: recreation/conservation projects	100%	64%	●

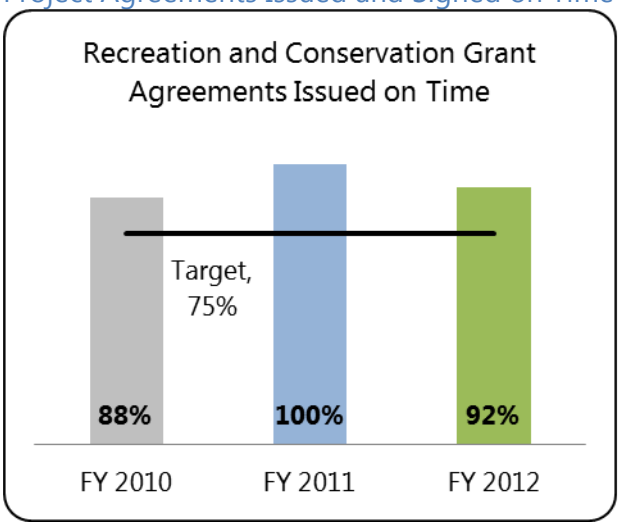
Notes and Analysis

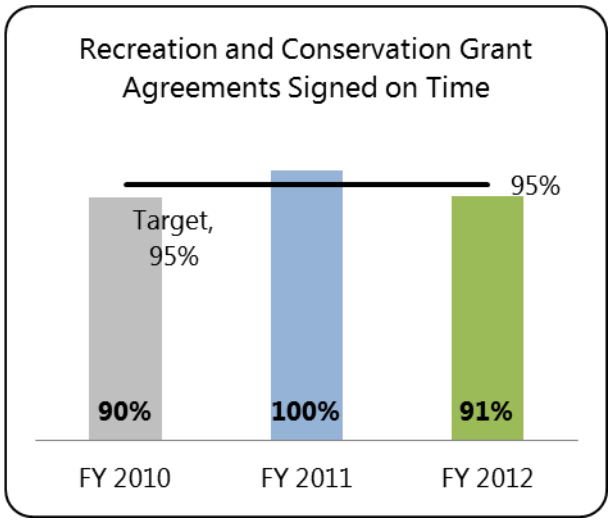
Projects Closed On Time



Strong performance in five months was offset by weak performance the other three months. A key factor is that many contracts are written to reflect the state fiscal year, so they are due for closure in September or October. In 2011, this coincided with the need to put recently-approved projects under contract. Of the 37 projects not closed on time in October, 28 have closed; most closed before the end of 2011.

Project Agreements Issued and Signed on Time



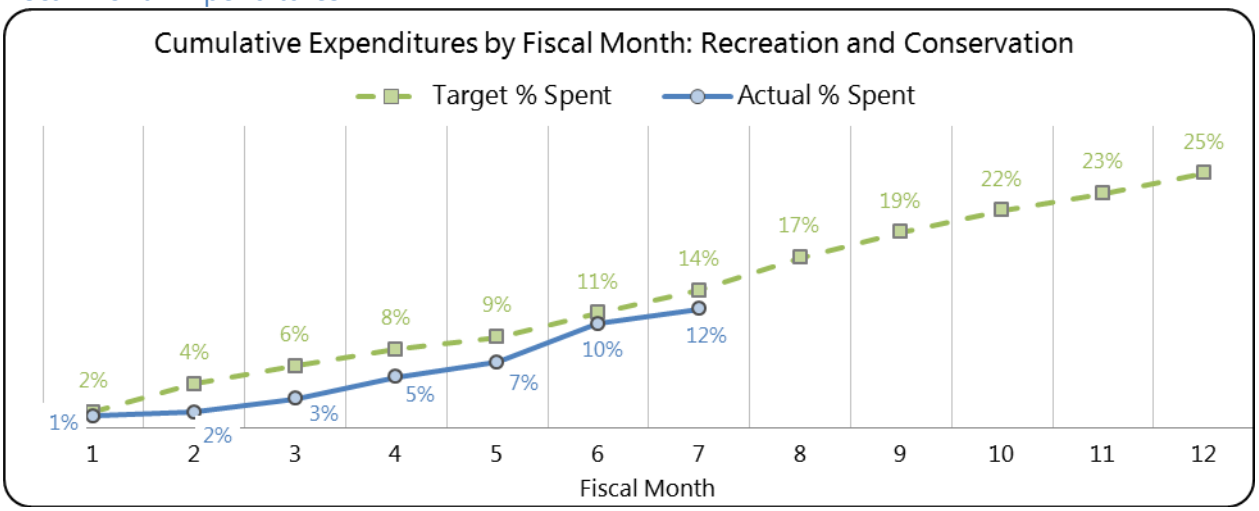


Staff members make a strong effort to place grants under agreement. The measure for fiscal year 2012 reflects grants approved for funding in May, June, and December[1]. The RCO could not

[1] The May and December grants were director-approved RTP grants. The board had previously approved the list of projects pending federal grant funding.

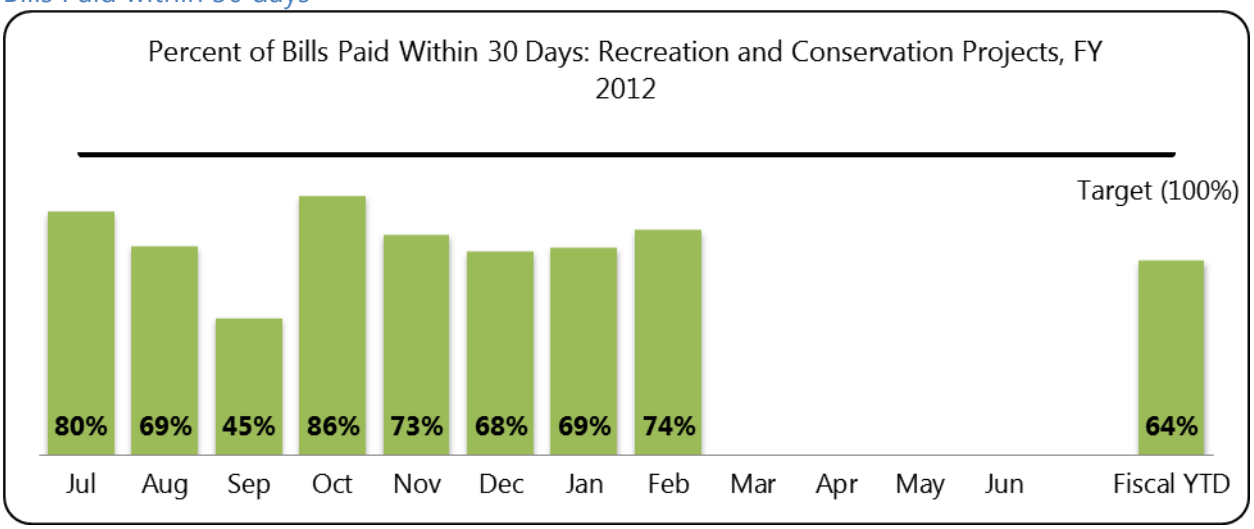
issue agreements for many of the December-approved grants until mid-February because we were waiting for federal agencies to complete their required tribal consultation (section 106).

Fiscal Month Expenditures



The agency has set a stretch target of expending 60% of its allotments in this biennium; the previous target was only 50%. Expenditures for recreation and conservation grants are lagging slightly behind the target as of fiscal month 7, but are still within an acceptable range.

Bills Paid within 30 days



Paying bills on time continues to be a challenge. Between July 1 and March 1, there were 428 invoices due for recreation and conservation projects; of those, 279 were paid on time and 122 were paid late. Only 27 are outstanding, generally due to a lack of documentation from the sponsor or other issues. The average number of days to pay a bill is 26.

Time Extensions

The board's adopted policy for progress on active funded projects requires staff to report all requests for time extensions and subsequent staff actions to the board.

Time Extension Requests – Director Approved

Since the beginning of the biennium, the RCO has received some requests to extend projects. Staff reviewed each request to ensure compliance with established policies. The following table shows information about the time extensions granted by quarter, as of March 1, 2012.

Quarter	Extensions Approved	Number of Repeat Extensions	Average Days Extended	Number Closed to Date
Q1	15	8	275	2
Q2	19	9	199	0
Q3	7	2	213	0

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **3**

Meeting Date: March 2012

Title: 2012 Legislative Session and Preparation for 2013 Legislative Session

Prepared By: Steve McLellan, Policy Director

Approved by the Director: Kaleen Cottingham

Summary

This is a briefing on the results of the 2012 legislative session and the decisions that the board will need to make for the 2013 legislative session. These decisions include agency request legislation and budget requests.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

Background

The 2012 regular legislative session began on January 9 and is scheduled to end on March 9. Staff will provide an update to the Recreation and Conservation Funding Board (board) on key activities at the board meeting on March 21.

Supplemental Operating and Capital Budgets

As of this writing, the final status of the supplemental operating and capital budgets remains in flux. Staff will provide updated information at the meeting.

Operating Budget: General Fund

The House and Senate operating budget proposals for the Recreation and Conservation Office (RCO) are similar with regard to general fund cuts.

- The House version cuts $193,000 from the general fund (about 10 percent). Most of the cut comes from salmon lead entities, with the notation that the agency may backfill those cuts with federal funds.

- The Senate version cuts $180,000 (9 percent), but does not allow cuts to the lead entities unless they are backfilled with other funds (e.g., federal funds).

These are relatively minor differences and likely to be easily bridged in conference committee.

Operating Budget: Proposal to Move Funds from the Recreation Resources Account

The Senate budget moves $4.6 million from the Recreation Resources Account (boating funds) to the Department of Fish and Wildlife to replace general funds for marine law enforcement. If this is a one-time transfer of funds, it would reduce the 2013-15 Boating Facilities Program grant round by half.

Although the budget was not passed on a bipartisan basis, this provision (along with the remainder of the Natural Resources budget) remained in place, in part because it was agreed to by both parties as part of bipartisan budget negotiations. The Senate budget leaves a much lower ending fund balance than either the House or the Governor's proposal, so it may be difficult to restore this fund swap. However, the House version does not contain the sweep, and the Office of Financial Management (OFM) is concerned about this and other fund swaps in the Senate budget.

Other Budget Action

The Senate budget provides State Parks with about $4 million from the Aquatic Lands Enhancement Account (ALEA) to help meet budget shortfalls. A number of programs and proposals are looking to ALEA funding, so it is not certain whether the State Parks portion will remain in the final budget. All of the ALEA funding proposals are targeted at short-term excess fund balance and are not expected to affect future grant funding. Both chambers also are expected to pass legislation making some changes in the Discover Pass (such as allowing limited transferability of the pass) designed to increase sales.

In the capital budget, the Family Forest Fish Passage Program (administered by RCO) is included in both the House and Senate proposals for $10 million of increased funding. The funding mechanisms in both plans (informally known as the "jobs packages") are different, but both rely on bonds, which require a 60 percent vote to pass. As of this writing, there is no agreement about whether a jobs package will proceed.

Lands Group Legislation and Confirmation of Board Appointments

Both chambers have passed legislation extending the Habitat and Recreation Lands Coordinating Group through mid-2017. The vote was 45-3 in the Senate and 95-3 in the House. The bill is now awaiting action by the Governor. The bill requires that agencies participate within existing resources, but allows RCO to prioritize activities to reduce costs. A copy of the final bill report is attached.

The Senate confirmed the appointments of all the Recreation and Conservation Funding Board members (Harriet Spanel, Betsy Bloomfield, Pete Mayer, and Ted Willhite in 2012, and Bill Chapman in 2011).

Preparations for the 2013 Legislative Session

2013 Request Legislation

Guidance for 2013 request legislation has not yet been provided by OFM and is not expected until after the session and bill review periods end.

2013-15 funding levels for grant programs

The RCO will receive initial budget guidance from OFM in June and expects that we will need to submit our 2013-15 biennial budget requests in early September.

The board will meet later this year to approve its budget request. As shown in the table below, some of the agency requests will be based on fund revenue projections, some will be based on expected federal funds, and others are requests for general funds or bond funds.

		Prior Appropriations	
	Source	**09-11**	**11-13**
STATE PROGRAMS			
Programs for which the board requests a funding level			
Washington Wildlife & Recreation Program (WWRP)	Bonds	$70,000,000	$42,000,000
Boating Activities Program	GFS (Operating)	0	0
Youth Athletic Facilities Program (YAF)	Donation/Interest, Bonds	0	0
Programs for which budget is based on revenue projections			
Aquatic Lands Enhancement Program (ALEA)	Sales/Bonds	$ 5,025,000	$6,806,000
Boating Facilities Program (BFP)	Tax/Fees	0*	8,000,000
Firearms and Archery Range Recreation Program (FARR)	Tax/Fees	495,000	365,000
Nonhighway, Off-Road Vehicle Program (NOVA)	Tax/Fees	0*	5,500,000
Subtotal, State Programs		***$75,520,000***	***$62,671,000***
FEDERAL PROGRAMS *(spending authority is sought based on potential federal appropriation)*			
Boating Infrastructure Grant Program (BIG)	Federal	1,000,000	2,100,000
Land & Water Conservation Fund Program (LWCF)	Federal	4,000,000	4,000,000
Recreational Trail Program (RTP)	Federal	4,000,000	4,000,000
Subtotal, Federal Programs		***9,000,000***	***10,100,000***
RCFB Grant Program Totals		**84,520,000**	**$72,771,00**

* The legislature reprogrammed these funds to State Parks in 09-11.

Attachments

A. Final Bill Report – SB 6385 (Habitat and Recreation Lands Coordinating Group)

FINAL BILL REPORT
SB 6385

Synopsis as Enacted

Brief Description: Extending the tenure of the habitat and recreation lands coordinating group.

Sponsors: Senators Parlette, Fraser, Morton, Ranker and Shin.

Senate Committee on Energy, Natural Resources & Marine Waters
House Committee on Agriculture & Natural Resources

Background: The Recreation and Conservation Office (RCO) Generally. The RCO administers a number of grant and policy programs relating to natural resource conservation and outdoor recreation. These programs include the Recreation and Conservation Funding Board (RCFB); the Salmon Recovery Funding Board; the Governor's Salmon Recovery Office; the Invasive Species Council; as well as the Habitat and Recreational Land Coordinating Group. The Director of RCO is appointed by and serves at the pleasure of the Governor. However, the Governor must select the director from among nominations submitted by the RCFB.

The Role of the Habitat and Recreation Lands Coordinating Group (Lands Group). In 2007 the Legislature established the Lands Group consisting of:

- the Interagency Committee for Outdoor Recreation, which administratively houses and Lands Group and has since become the RCO;
- the State Parks and Recreation Commission;
- the Department of Natural Resources;
- the Department of Fish and Wildlife; and
- representatives of appropriate stakeholder groups invited to participate by the Director of RCO.

The statutory duties of the Lands Group include:

- reviewing agency land acquisition and disposal plans to help ensure statewide coordination;
- producing a forecast of land acquisition and disposal plans;
- convening an annual forum for agencies to coordinate near term acquisition and disposal plans;
- developing recommendations for geographic information systems mapping and acquisition and disposal recordkeeping; and
- developing an approach for monitoring the success of acquisitions.

The Lands Group is set to expire July 31, 2012.

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not a part of the legislation nor does it constitute a statement of legislative intent.

Summary: The bill extends the Lands Group through July 31, 2017. In addition, the bill:

- directs the Lands Group to prioritize specified activities if it does not have the resources to fulfill all of its statutory duties;
- directs the Lands Group, prior January 1, 2017, to make recommendations on whether it should be continued beyond July 31, 2017;
- modifies statute to recognize the name change of the Interagency Committee for Outdoor Recreation to the RCO; and
- directs natural resources land management agencies to participate in the Lands Group within existing resources.

Votes on Final Passage:

Senate	45	3
House	95	3

Effective: 90 Days.

Item 4 will be a presentation by State Parks.

There are no advance materials.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **5**

Meeting Date: March 2012

Title: Youth Athletic Facilities: Use of Returned Funds

Prepared By: Marguerite Austin, Section Manager

Approved by the Director: Kaleen Cottingham

Summary

About $100,000 remains in the Youth Athletic Facilities (YAF) grant program, and there are no YAF projects awaiting funding. Staff is proposing that the funds be awarded to eligible alternate Washington Wildlife and Recreation Program (WWRP) Local Parks category projects that also meet YAF criteria.

Board Action Requested

This item will be a:

- ☒ Request for Decision
- ☐ Request for Direction
- ☐ Briefing

Resolution: 2012-02

Purpose of Resolution: Authorize the director to award funds to eligible WWRP Local Parks category project alternates.

Program Policies

Established by the Legislature in 1998, the primary goal of the Youth Athletic Facilities (YAF) program is to provide athletic facilities to meet the needs of youth who participate in sports and athletics. The program is guided by policies outlined in board *Manual #17, Youth Athletic Facilities: 2007-2008 Policies and Project Selection.* Funds support projects that provide outdoor athletic facilities that serve youth and communities.

Fund History

Washington voters approved the YAF program as part of Referendum 48, which provided funding for the Seattle Seahawk's stadium. A team affiliate contributed $10 million in private funding as startup money for the program. After several grant rounds, the initial funding was exhausted. The 2005-2007 State Capital Budget included a $2.5 million appropriation to the Youth Athletic Facilities Account subject to the RCO securing private matching funds.

RCO was unsuccessful in finding donors for the program. The Legislature removed the RCO matching share requirement in the 2007-2009 state capital budget and reappropriated funds for only two categories in the program: "New" and "Improving." The 2008 supplemental capital budget gave the board authority to move unused funds from one category to another.

RCO solicited grant applications, and in March 2008, the board awarded $2.5 million in grants to the entire list of "Improving" category projects and to 10 of the 25 projects in the "New" category.

As projects were completed, staff moved unused funds and available interest income to eight eligible alternate projects. Several alternates were funded with other grants or community funds, while others are no longer viable because of changing community priorities or because the applicant does not have required matching funds. Staff has now exhausted the list of eligible YAF alternates.

The Youth Athletic Facilities Account currently has a balance of $112,960 in unobligated funds. The board needs to either solicit new applications for a small grant round or award the funds to eligible projects that are currently alternates for funding in other programs.

Details of Proposal

Staff is asking the board to delegate authority to the director to use available Youth Athletic Facilities funds for alternate projects in the Washington Wildlife and Recreation Program (WWRP) Local Parks category. To be funded, projects would need to meet the eligibility criteria for a YAF grant, demonstrate readiness to proceed, and certify matching resources.

Assessment of the Proposal

The Cost of a Small Grant Round Could Exceed the Benefits

Due to the small amount of YAF funds available, staff believes that the costs to RCO and to sponsors exceed the benefits of conducting a grant round for such a small amount. Running a small grant round would involve soliciting the applications, securing volunteer evaluators, conducting in-person evaluations, and establishing a new ranked list for board approval. Applicants would need to identify and scope projects, complete the application, and prepare

and attend evaluations. Ultimately, the likelihood of funding for an applicant is low; based on the past lists, it appears likely that funding would be available for only one project.

YAF and WWRP Local Parks have Similar Criteria for Eligibility, Match, and Access

The WWRP Local Parks category is the only grant program in which projects may meet the eligibility criteria for YAF fund consideration. The following table compares some of the key policies of the two programs.

	YAF	WWRP Local Parks
Eligible Applicants	Cities, counties, and qualified nonprofit organizations	Cities/towns, counties, park, port, and school districts, Native American Tribes, and other special districts
Eligible Project Types	Acquisition, development, and renovation of existing facilities	Acquisition, development, and renovation of existing facilities
Typical Project Elements	Athletic fields, sport courts, swimming pools, skate parks	Athletic fields, sport courts, swimming pools, skate parks, playgrounds, picnic sites, trails, open play areas
Match Requirements	50 percent matching share	50 percent matching share
Public Access	Sites and facilities must be open to public; however, the primary focus is meeting the needs of youth.	Sites and facilities must be open to public

Project Availability and Selection

There are 44 unfunded alternate projects in the Local Parks category for fiscal year 2012[1]. Several of these projects include facilities that are eligible in the YAF program.

If the board approves this proposal, staff would identify the next eligible alternate on the board-approved WWRP Local Parks list. In addition to meeting the eligibility criteria for the Youth Athletic Facilities Program, a successful project applicant would need to certify matching resources, have adequate control and tenure documents, and provide milestones that clearly demonstrate readiness to proceed. Preference would be given to projects that can expend YAF funds before the end of the biennium. Staff will assess each project in order by rank. If staff is unable to find an eligible project on the 2012 list, we would consider alternates from the board-approved WWRP Local Parks category project list for fiscal year 2010.

[1] This list was approved by the board in June 2011.

Advantages of the Proposal

- Reduces costs for potential applicants and RCO by eliminating an additional grant round.
- Allows the RCO to obligate YAF funds quickly, and potentially reduces reappropriations if the project can be completed before the end of the biennium.
- Alternate projects have been reviewed and evaluated against board-adopted criteria.
- Alternate projects were approved for funding in an open public meeting, pending availability of funds.
- The evaluation criteria for Local Parks and YAF are similarly aligned, including need, community support, partnership, and population proximity.

Disadvantages of the Proposal

- It limits the opportunity for applicants to submit new project proposals.
- Although nonprofit organizations are eligible in YAF, they would not have projects considered for funding in this approach because they are not eligible applicants for the Local Parks category.

Strategic Plan Link

Consideration of grant awards supports the board's strategy to provide funding to protect, preserve, restore, and enhance recreation opportunities statewide. The grant process supports the board's goals to (a) achieve a high level of accountability in managing the resources and responsibilities entrusted to it, and (b) deliver successful projects by using broad public participation and feedback, monitoring, assessment, and adaptive management. The criteria for selecting projects support strategic investments in the protection, restoration, and development of recreation opportunities.

Staff Recommendation

Staff recommends that the board authorize the director to allocate the remaining YAF funds to eligible projects on the WWRP Local Parks category lists.

Next Steps

If approved, staff will identify the next eligible project and work with the sponsor to place the project under agreement.

Attachment

Resolution 2012-02

Recreation and Conservation Funding Board
Resolution # 2012-02
Approving the Use of Youth Athletic Facility Grant Funds for Eligible Washington Wildlife and Recreation Program Local Parks Category Projects

WHEREAS, the Legislature established the Youth Athletic Facilities program to provide athletic facilities to meet the needs of youth who participate in sports and athletics; and

WHEREAS, the program currently has an unobligated balance of about $100,000 but no projects eligible for funding; and

WHEREAS, conducting a grant round to award this unobligated balance would be costly and time consuming for the state and for project applicants; and

WHEREAS, the Washington Wildlife and Recreation Program Local Parks category has several alternate projects that have been reviewed by volunteer evaluators and the board in open public meetings; and

WHEREAS, many of the WWRP Local Parks alternate projects include facilities that would be eligible for funding in the Youth Athletic Facilities program; and

WHEREAS, the WWRP Local Parks category and YAF program have substantially similar criteria for project and sponsor eligibility, as well as project ranking criteria; and

WHEREAS, consideration of this proposal supports the board's strategy to provide funding to protect, preserve, restore, and enhance recreation opportunities statewide;

NOW THEREFORE BE IT RESOLVED, that the Recreation and Conservation Funding Board authorizes the director of the Recreation and Conservation Office to fund eligible WWRP Local Parks alternate projects from the fiscal year 2012 and 2010 board-approved ranked lists with moneys available from the YAF program.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **6A**

Meeting Date: March 2012

Title: State Comprehensive Outdoor Recreation Plan (SCORP)

Prepared By: DomingaSoliz, Policy Specialist

Approved by the Director: Kaleen Cottingham

Summary

This memo explains the plan for developing the State Comprehensive Outdoor Recreation Plan (SCORP) and requests comments from the Recreation and Conservation Funding Board (board) on the general direction of the plan.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☒ Request for Direction
- ☒ Briefing

Background

The National Park Service (NPS) provides federal Land and Water Conservation Fund (LWCF) grant-in-aid assistance to the states. To be eligible for the funds, each state must submit a State Comprehensive Outdoor Recreation Plan (SCORP), and update that plan at least every 5 years. The next Washington State SCORP is due by June 30, 2013.

The Recreation and Conservation Office (RCO) has contracted with Responsive Management to produce the next SCORP document. Responsive Management was selected through an open-competitive bidding process that useda volunteer panel of outdoor recreation experts from around the state to evaluate proposals. The firm is based in Virginia and is nationally recognized for its workin natural resource and outdoor recreation issues. Responsive Management has conducted SCORP planning studies in several states and has worked on large-scale strategic planning initiatives for many states.

Proposed Plan Development

Overview of Plan Development

The contract requires Responsive Managementto produce a SCORP document thatprovides informationaboutrecreation that is uniquely important to Washington State and meets federal SCORP requirements.NPS requires an implementation plan that is of sufficient detail to develop criteria for evaluating LWCF projects. The scope of work includes the following components; discussion of how the contractor will fulfill the scope of work is in the next section.

- **Public Participation:**Includemeaningful public participation in developing the SCORP by consulting with affected stakeholders and the general public statewide.
- **Key Issues:** Assess current issues in outdoor recreation in Washington State, including an analysis of:
  - How park and recreation sites and facilities can be provided in a manner that contributes to sustainability
  - The economic contribution of outdoor recreation in the state.
- **Demand:**Assess the actual participation in outdoor recreation and latent demand (activities with potential for popularity or rapid growth).
- **Supply:** Assess the availability of land and facilities for outdoor recreation use, including a plan for how geographic information systems (GIS) might be used to assess supply in the future.
- **Need:** Apply the level of service tool statewide to define and measure the effectiveness of the state's investment in outdoor recreation.
- **Wetlands:**Identify and prioritize wetland types based on their desirability and suitability for public outdoor recreation. Develop recommendations for grant projects and conversions involving wetlands.

A team of RCO staff – including policy, grant management, IT, and communications – will review and critique draft sections of the document. Staff will brief the board and collect board feedback throughout the plan's development. In early 2013, Responsive Management will submit a draft document for review by RCO and NPS and will provide presentations to RCO and the board.

Contractor Approach to Fulfilling the Scope of Work

Public Participation

In the past, RCO held general public meetingsfor input on SCORP. Attendance was typically very low. For this revision,RCO will instead use a SCORP Advisory Group composed of about 17 members from the following standing committees:

- Land and Water Conservation Fund Advisory Committee
- Boating Programs Advisory Committee
- Firearms and Archery Range Recreation (FARR) Advisory Committee
- NOVA Program Advisory Committee
- Aquatic Lands Enhancement Account (ALEA) Advisory Committee

Responsive Management will engage the SCORP Advisory Group throughout the development of the plan. Advisory group members will attend three meetings, review draft sections of the document, and possibly participate in internet discussions. The meetings and internet discussions will be open to the public. The first advisory group meeting will be on March 26, 2012. The meeting will be open to the public.

Key Issues

The SCORP will address key issues of specific importance to Washington State that help "set the stage" for strategic investments of LWCF funds over the next five years. These issues include (1) the current and future economic contribution of outdoor recreation to the state and (2) how to provide sustainable parks and recreation sites and facilities.

Responsive Management will address the key issues by engaging the SCORP Advisory Group and the public, gathering data via surveys of recreation participants and providers, and researching existing studies and literature.

Demand

The contractor will conduct astatewide survey of residents, visitors, and tourists to measure actual participation in outdoor recreation. To support accurate trend analysis, the survey will use the same 15 categories and 147 subcategories of recreational activities used in the 2006 survey, although new subcategories may be added. The survey also will use the same geographic regions used in the 2006 survey.

The survey will use random dialing (including cell phones) to obtain 3,000 completed surveys statewide (300 per region) from residents 18 years and over.In addition, the contractor will obtain 800 to 1000 completed surveys from a random sample of visitors and tourists. This sampling methodology ensures a 95 percent confidence level.

In addition to actual participation, the survey will address other issues including public satisfaction with recreation opportunities, latent demand, accessand barriers to recreation opportunities, and economic expenditures on outdoor recreation.It will provide demographic data about the participants, including gender, age, income level, and race/ethnicity as well as data about the geographic region, seasons, and months of participation.

Responsive Management is developing the survey with input from the RCO staff team. The survey will be conducted from March to September 2012.

Supply

Supply is a measure of the availability of land and facilities for outdoor recreation use. In the past, RCO used the results of the 1999 Public Lands Inventory Project, which inventoried land ownership,as the primary indicator of supply. NPS and others have askedfor a different method that uses GIS technology. While it is beyond the scope of the available project funds to do an actual assessment of supply using GIS, Responsive Management will design a plan for RCO to use GIS in the future to assess supply.

For the current assessment of supply, the contractor will conduct a Web-based survey of outdoor recreation providers to obtain current supply data, and also is considering several approaches including combining the Public Land Inventory data with some GIS data. The Web-based survey of providers will be conducted from March to October 2012.

Need

Responsive Management will apply RCO's level of service tool statewide to local and state park and recreation providers to asses outdoor recreation need.

The state currently has little data with which to measure the effectiveness of its investments in park and recreation sites and facilities. Traditional supply-demand models have been inadequate in the outdoor recreation context. In the last SCORP, RCO proposed using a level of service (LOS) tool that uses multiple indicators of need to capture the complex nature of determining and providing access and recreation opportunities. Since then, the LOS was tested statewide and changedbased on input from recreation providers and the public. The tool is in RCO Manual 2 (Planning) and is recommended as a planning tool for grant recipients. The tool provides one method for state agencies and another for local agencies. It provides three sets of guidelines to acknowledge the needs of agencies with differing capacities and to address the complexities of identifying and quantifying needs.

Responsive Management will survey outdoor recreation providers and enter the data into the LOScriteria fields. Options the contractor is considering for identifying the recreation providers to survey include 1) using the set of communities used in testing the tool and extrapolating data, 2) selecting a new sample of communities, or 3)using data from all incorporated communities in the state.

Level of service data will be gathered from March to December 2012.

Wetlands

NPS is particularly interested in enhancing the wetlands component of the next SCORP. The wetlands component will address whether and how sites with wetlands should be prioritized for Land and Water Conservation Fund grants. Responsive Management will identify and prioritize wetland types based on their desirability and suitability for public outdoor recreation, consistent with the Emergency Wetlands Act and guidance by the Washington State Department of Ecology. Responsive Management will develop recommendations for grant projects and conversions involving wetlands by addressing questions such as:

- Should projects that acquire wetlands and/or develop wetland associated recreation amenities be prioritized for funding? If so, what kinds of amenities and what kinds of wetlands should be considered?
- Does the ecological value of the wetlands in question matter?
- Should projects receive lower scores for impacts to wetlands?
- Should RCO develop criteria for prioritizing wetlands on conversion replacement properties?

Research on wetlands and coordination with other agencies will occur from February to May 2012. Wetlands data will also be collected as part of the Web-based provider survey and the general public demand survey.

Final Document and Presentations

Staff will keep the board apprised of the plan's development and collect board feedback throughout the development process. A complete draft document will be submitted to RCO in January 2013 for review by RCO and NPS. Responsive Management will present the final SCORP to RCO and the board in spring 2013.

Request for Board Comment

Staff is asking the board to provide comment on the general direction of the plan development.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **6B**

Meeting Date: March 2012

Title: Nonhighway Off-Road Vehicle Activity (NOVA) Plan

Prepared By: Marguerite Austin, Recreation Section Manager

Approved by the Director: Kaleen Cottingham

Summary

This memo explains the process for updating the Nonhighway Off-Road Vehicle Activity (NOVA) Plan, and the input needed from the Recreation and Conservation Funding Board (board).

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☒ Request for Direction
- ☒ Briefing

Background

The Nonhighway and Off-road Vehicle Activities (NOVA) program provides funding to local, state, and federal agencies for motorized and non-motorized outdoor recreation sites and facilities. Grants may be used for planning, capital improvements, maintenance, operation, land acquisition, education, and law enforcement. Funding comes from off-road vehicle permits and part of the state gas tax paid by users of off-road vehicles and nonhighway roads (roads not supported by state fuel taxes).

The NOVA program is governed by RCW 46.09. In part, this law[1] requires the board to maintain a statewide plan, which must be updated at least once every third biennium. The NOVA Plan examines the issues and needs related primarily to backcountry trail recreation. It is used by the

[1] RCW 46.09.250

Recreation and Conservation Office (RCO), the NOVA Advisory Committee, agencies that receive NOVA funds, recreationists, and others interested in the NOVA grant program.

The specific goals documented in the NOVA Plan are to:

- Assess issues related to the NOVA Program;
- Provide policy guidance on the use of NOVA funds; and
- Make recommendations about future program direction.

Current Plan Updated in 2005 and Extended in 2011

The NOVA plan was last updated in 2005, following passage of Substitute House Bill 2489. This legislation revised definitions, incorporated environmental review language, defined advisory committee membership and duties, changed the fund distribution, added the education and enforcement category; and established funding categories (e.g., nonhighway road category).The board incorporated those changes into the *NOVA Plan 2005-2011,* as well as grant program polices and evaluation criteria.

The plan is available on the RCO web site at: www.rco.wa.gov/documents/rcfb/nova/NOVA_Plan.pdf.

The plan was due to be updated in 2011. However, in June 2011, the board extended the plan through 2012, in part for the following reasons:

- The current plan was fundamentally relevant;
- Staff reductions at RCO posed difficulties for completing the plan in 2011; and
- NOVA stakeholders agreed with the extension.

To comply with the statutory requirement to update the plan, staff is preparing to update the plan before the 2014 grant round.

Proposed Plan Development

Staff proposes working with NOVA Advisory Committee members to determine an approach for updating the plan. In the past, the advisory committee members have played an integral role in identifying and addressing emerging issues. In this revision, staff plans to work with the committee to scope what needs to be added or revised, such as administrative and program policies, and current board priorities. Depending on the scope of issues recommended by the advisory committee, staff will develop a cost efficient approach for completing the update.

RCO staff anticipates that we will contract out the work associated with updating the NOVA plan. Staff estimates costs for the needs assessment, public participation, analysis of demand,

and work on any identified key issues may cost as much as $100,000. We will use unspent NOVA funds from completed projects to cover the cost.

Staff is developing a timeline for the planning process. Our goal is to submit the plan for board review and adoption in 2013.

Request for Board Comment

Staff is asking the board to comment on the general direction proposed for updating the NOVA plan.

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **6C**

Meeting Date: March 2012

Title: Update of Agency and Board Communication Plan

Prepared By: Susan Zemek, Communications Manager

Approved by the Director: Kaleen Cottingham

Summary

The Recreation and Conservation Office (RCO) has a plan that guides the communications work of staff and board members. Staff has developed a process for updating the 7-year-old plan, and is seeking input from the Recreation and Conservation Funding Board (board).

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☒ Request for Direction
- ☒ Briefing

Background

In 2004, the Recreation and Conservation Office (RCO) hired its first communications director, who conducted a communications audit and drafted the agency's first communications plan. The audit included interviews with every staff member and key stakeholders, and reviews of agency publications, Web site usage statistics, and media coverage. The resulting plan had four objectives:

- Increase awareness and build support of outdoor recreation, conservation, and salmon recovery by the general public and key stakeholders;
- Position the agency as a leader in providing information on outdoor recreation and salmon recovery;
- Strengthen the identity of the agency; and
- Increase the ability of staff to be good communicators of the agency's mission and values.

In the years that followed, RCO has updated its Web site and seen usage steadily increase. It has increased the number of media releases distributed to build awareness of the agency. RCO has attended many trade shows and booked its leaders in speaking engagements to position the agency as a leader in outdoor recreation. The agency also has rewritten its manuals to be simpler to understand, making RCO better at communicating its mission and values.

In a 2010 survey, customers ranked RCO's communication efforts favorably. Nearly all (96 percent) found RCO's e-mails and letters easy to understand, 82 percent found the manuals easy to understand, and 87 percent reported that RCO's communication was just right in terms of frequency.

Since the first plan was written, the agency has nearly doubled in size, technology has changed, and the role of the communications director has shifted to absorb duties of retiring staff. Now is the time to update RCO's communications plan.

Strategic Plan Link

The communications plan is a key element in the board's strategic plan, supporting Goal 3, which states, "We deliver successful projects by using broad public participation and feedback, monitoring, assessment, and adaptive management."

Specifically, the communications plan contributes to three of the four strategies under Goal 3's sole objective of broadening public support and the applicant pool for grant programs.

The communications plan will map out a route for expanding the board's support by developing key partnerships (Strategy 3.A.1.), increasing the public's understanding of project benefits (Strategy 3.A.2.), advocating for the protection of habitat and recreation through multiple venues (Strategy 3.A.4.), and expanding the reach of grant programs by broadening applicant pool for grants (Strategy 3.A.5.)

Proposed Plan Development

Research (February-April)

- Conduct interviews (staff, customers, review customer survey) to gauge the perception of our communications – what are we doing well, where do we need to improve.
- Hold discussions with all boards about elements they would like to see in the updated plan.
- Review social media used by other agencies to determine the value, the cost, and the techniques used.
- Assess interviews, web statistics, and media coverage to learn how well current methods are working for RCO.

Write Plan (May-June)

- Plan review with director, staff, and boards (boards in June and September)

Finalize Plan (September)

The final plan will contain:

- Goals of what we want to accomplish.
- How we will use our external and internal resources to accomplish goals.
- Outreach tasks specific to each board and agency leadership.
- Analysis of ideas raised, such as electronic newsletters and social media.
- Detailed task list with deadlines, deliverables, and performance measurements.

Request for Board Comment

To help ensure the communications plan has all the elements needed and addresses major concerns of the board, staff will ask the board for feedback on the following questions at the March meeting.

1. Are there key messages board members want to ensure the agency is delivering?
2. What should the role of board members be in public outreach? How much do board members want to do? Do board members want to give speeches, attend trade shows, and participate in groundbreakings and ribbon cutting ceremonies?
3. Do board members want to continue with Big Check presentations?
4. What communications activities should be increased or decreased?
5. What are the top one to three new communications activities board members would like the agency to accomplish?

WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **7**

Meeting Date: March 2012

Title: Current Policy and Practice for Declaring Facilities Obsolete

Prepared By: Jim Anest, Compliance Specialist
Karl Jacobs, Outdoor Grants Manager

Approved by the Director: Kaleen Cottingham

Summary

Many structures and facilities funded by the Recreation and Conservation Funding Board (board) in the past have reached or are approaching the end of their reasonably expected service life. This briefing provides an overview of the board's obsolescence policy and an example of how staff is implementing that policy.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☐ Request for Direction
- ☒ Briefing

Background

This board expects grantees to operate funded structures and facilities for their reasonably expected or agreed upon useful life. However, community priorities evolve, as do best practices for design, construction, materials, and operation. Therefore, even well-designed and maintained grant funded structures and facilities may eventually become obsolete.

Policy Overview

In 2007, this board adopted a new compliance policy[1], which included updated guidance on obsolescence. Obsolescence is considered to be a change that is beyond the control of the sponsor and does not require remediation (i.e., these circumstances are not considered to be a compliance or conversion problem). The obsolescence policy establishes standards and procedures to determine how to integrate the reality of structures coming to the end of their useful service life with the sponsor's ongoing responsibilities.

Obsolescence Policy Limited to Structures and Facilities[2]

The obsolescence policy applies only to "built structures and facilities" funded by the board[3]. Obsolescence is defined as a circumstance in which at least one of the following conditions is met:

Condition	Examples
A structure or facility has become outmoded due to change in generally accepted professional design and construction practices that now renders the structure or facility out-of-date.	Grant-funded playground equipment was constructed of wood some decades ago. The equipment has significantly deteriorated. Professionals in the field now agree that advancements in plastic and powder coating would mean that new playground equipment would be safer and more durable.
Significant and documented changes in participation in prevailing outdoor recreation participation in the sponsor's jurisdiction over a period of not less than 5 years.	Reliable study indicates that although the community once played a significant amount of tennis, the courts are now rarely used. Instead, the citizens have demonstrated a great demand for a skate park.
A structure reaches the end of its anticipated or agreed upon service life[4].	A boat launch on the Columbia River, with a demonstrated record of sound maintenance, has been buffeted by the current and weather so that it is no longer reasonably justifiable to maintain or repair.
If a structure or facility is built for habitat purposes, the habitat changes beyond the control of the sponsor. [5]	A barb or weir is built in a river. A subsequent dam management decision raises river levels such that the barb or weir is no longer viable.

[1] Manual 7, Section 3
[2] Disposal of capital equipment is handled under separate policies.
[3] The obsolescence policy also applies to structures and facilities built with funds from the Salmon Recovery Funding Board.
[4] If not defined in advance, the standard for service life would typically be that in the judgment of professional facilities managers, reasonable maintenance and repair would no longer be cost- effective to keep the facility in operation.

Processing Requests for Determinations of Obsolescence

Requests that a structure or facility be declared obsolete will ordinarily be decided by the RCO grants manager and the section manager. If the decision is not clear, they may ask the director and/or the board for input or a decision. Documentation establishing the basis for the decision is included in the grant file. Attachment A includes an example of such a request from the city of Tonasket.

Obsolescence Policy Does Not Change Long-Term Responsibilities

If RCO staff determines that a structure or facility meets the definition for obsolescence, it will be amended out of the project agreement without a requirement of remediation. This action, however, does not relieve the sponsor from other contractual obligations. Most grants include a requirement that the project site or area continue to be used for outdoor recreation or habitat conservation in perpetuity[6]. The sponsor would need to provide another recreational use for the site. For example, if grant-funded tennis courts reached the end of their useful life, the sponsor could choose not to replace them, but would need to use the land, where the courts had been, for another recreational use in perpetuity.

Assessment

Obsolescence is a necessary tool for long-term grant management. We believe that it provides sufficient guidance and limits to protect the state's recreation and habitat investments, while also ensuring that facilities meet local needs.

As the grant portfolio ages, RCO staff expects that obsolescence issues will create a growing workload for staff in the near future.

Attachments

A. Request for Determination of Obsolescence – Swimming Pool – City of Tonasket

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[5] The "change in habitat" exception was in place before 2007, and is rarely used because habitat grants rarely build structures or facilities. When they do, it is understood that dynamic natural systems may eventually change or destroy them.

[6] One exception is in the Firearms and Archery Range Recreation (FARR) program.

Attachment A: Request for Determination of Obsolescence, Swimming Pool, City of Tonasket

Summary

In September 2011, the City of Tonasket requested that RCO make a determination that the City's swimming pool is obsolete. The city provided evidence that the pool has reached the end of its anticipated or agreed upon service life. RCO staff is recommending the Director approve the City's request.

Background

The city pool is located at History Park, a small day use park on the Okanogan River. The facility was initially constructed in the 1940s. There are two separate pools (lap and wading) and a bathhouse. The main lap pool has a heating and filtration system, but the wading pool does not.

The facility was renovated in the early 1990s with an RCO grant (RCO #90-051D). The grant provided $85,300 of bond money, which the city matched with $85,300. The project funded the following upgrades to the existing pool and bathhouse:

- Expansion of dressing area
- Pool area (decking) expansion
- Pool tank renovation
- Pool heating system replaced
- Reconstruction of fence
- Addition of restroom to bathhouse with exterior access
- Landscaping

Feasibility Study Conducted in 2010 to Assess Repairs Needed

The City of Tonasket hired a consultant in 2010 to perform an existing facility analysis and new facility feasibility study of the existing aquatics facility (pool and bathhouse). This study provides an assessment of the facility and recommendations for the repairs necessary to bring the facility into (1) legal and safe working condition and (2) compliance with the conditions of the 1990 RCO grant. The report found:

> "…health and safety features are not per current industry standard or code, the facility structure and mechanical systems are deteriorated/deteriorating, and the facility is exclusive of persons with disabilities."

Minimum necessary corrective actions to bring the facility into compliance with current laws and regulations regarding accessibility and wastewater would cost about $47,250. Minimum necessary corrective actions to maintain proper operation and to bring the facility into

compliance with current code and RCO grant requirements would cost about $565,000. A comprehensive effort to correct all deficiencies will cost over $1 million.

In recent years, the facility has been operating with a net annual loss of almost $30,000.

Request for Obsolescence & Future Plans

Given the existing conditions and lack of resources, the city stated that it cannot keep the pool open for public use. Rather than investing in repairs to a very old aquatics facility, the city proposed to close the pool in 2012 and use the savings to build a matching fund that could be used to seek grants through RCO and other sources. As outlined in their Park and Recreation Plan update, the city's goal is to complete a major renovation or total replacement of the existing pool. Their planning process included several opportunities for public involvement in 2010 and 2011, including open city council meetings, workshops and a survey.

The city asked the RCO to:

1) Declare the facility obsolete so that it can close the pool, and
2) Allow a temporary closure for a few years until enough funds are available for renovation or replacement.

Policy Analysis

The following includes excerpts from "Manual 7, Funded Projects, Section 3 – Compliance," followed by staff analysis.

> 2a. Policy on Recreation Structures and Facilities
>
> RCFB-SRFB recognizes a difference between projects that acquire interest in real property (land) and projects that fund structures or facilities. Compliance with project agreements involving structures or facilities for outdoor recreation will be tied to a reasonable agreed-upon service life for the structure or facility, with the further provision that the development of the structure or facility constitutes the sponsor's agreement to provide outdoor recreation opportunity on the development site in perpetuity.

This policy requires that the footprint of the developed recreation site remain in use for outdoor recreation in perpetuity, even if the funded structure or facility does not. This is fairly straightforward with a facility/structure such as a playground, where obsolete structural elements could be removed and the site easily converted to other outdoor recreational uses, such as picnicking.

This is somewhat complicated in the case of a pool where the site cannot be easily converted to other outdoor recreational uses. In this case, it is even more complicated since the city is hoping to renovate or replace the facility in the future, thus requiring closure and no public use for some period of time.

3. Definitions

Conversion: A project status that results when use or function of recreation or habitat land or facilities paid for by RCFB-SRFB changes to uses or functions other than those for which assistance was originally approved.

Closure of the pool without a plan to provide other outdoor recreation opportunities on the site would trigger a conversion.

Obsolescence: RCFB-SRFB limits the application of "obsolescence" to built structures and facilities. "Obsolescence" is when one or more of the following applies:

- ....
- A structure reaches the end of its anticipated or agreed upon service life.
- .....

While there was no "agreed upon service life" at the time the City received the grant, it has been 20 years since the board-funded upgrades, and the pool facility itself is over 60 years old. The industry standard for average estimated useful life is 20 years for a swimming pool[7].

Staff Conclusion

The RCO staff Compliance Team met on November 7, 2011 to discuss this proposal. The staff team agreed that the aquatic facility is clearly obsolete pursuant to our agency policies.

What is not addressed in current policy is the temporary closure of the site until the city can secure enough funds to renovate or replace the facility. Given the City's commitment to this facility as demonstrated by their long-term operation of the pool, recent feasibility analysis, and inclusion in their current Park and Recreation Plan update, staff is comfortable allowing some period of time for the site to be closed to public use.

Staff recommended that the Director do the following:

- Concur that the City of Tonasket's aquatic facility is obsolete.
- Remind the city that site/property must remain in outdoor recreation use in perpetuity.
- Allow closure of the site for up to five (5) years for the city to secure funds for and complete a major renovation or replacement.
- Ask for periodic status updates from the city, at least once every two (2) years.

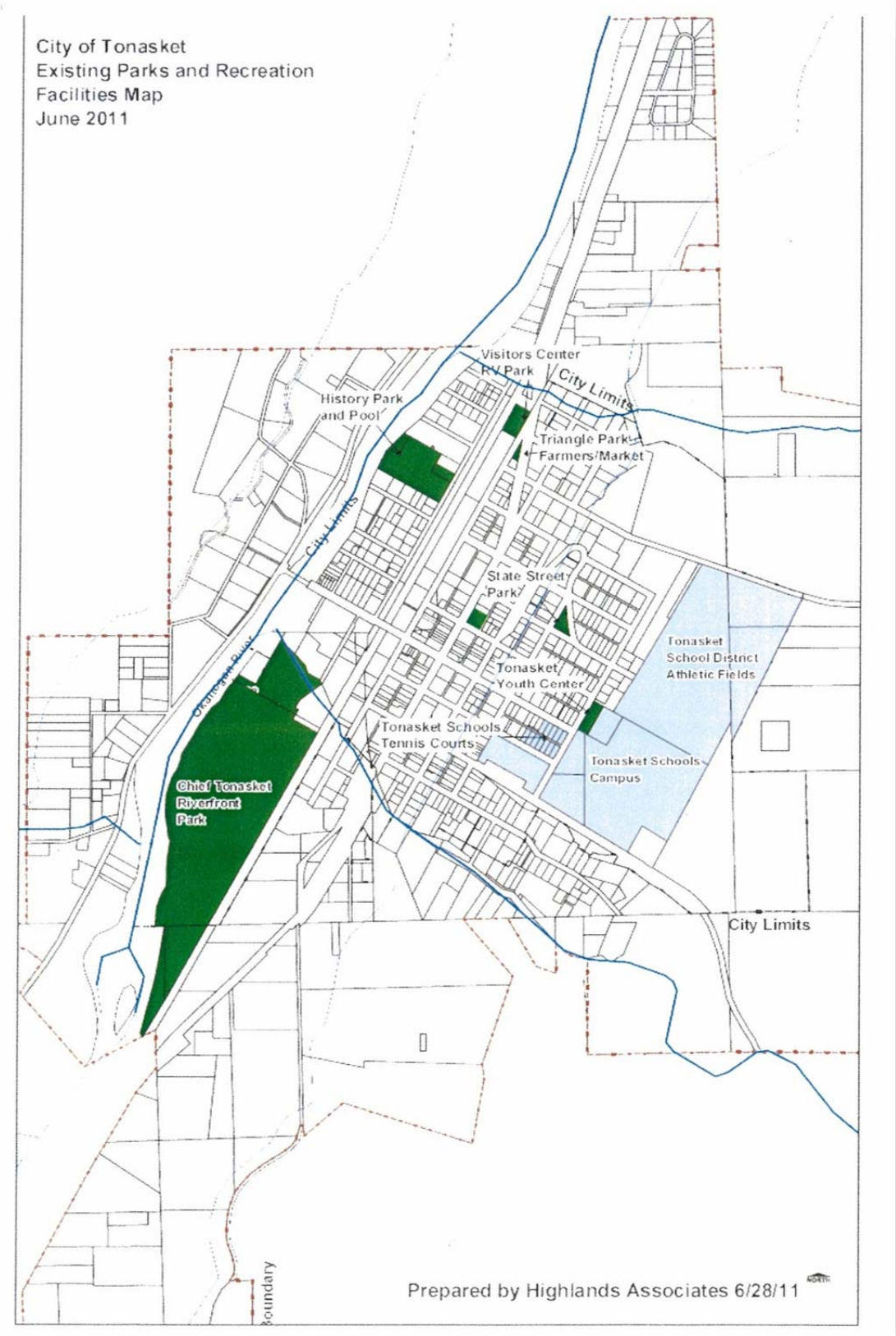
In the event the city is not making significant progress towards having a new pool open for public use or the site is not opened for other public outdoor recreational use within the 5-year time frame, RCO will consider the city to be out of compliance with their grant agreement and will go forward to address the situation with the conversion policies in place at that time.

[7] Governmental Accounting Focus, Government Finance Officers Association

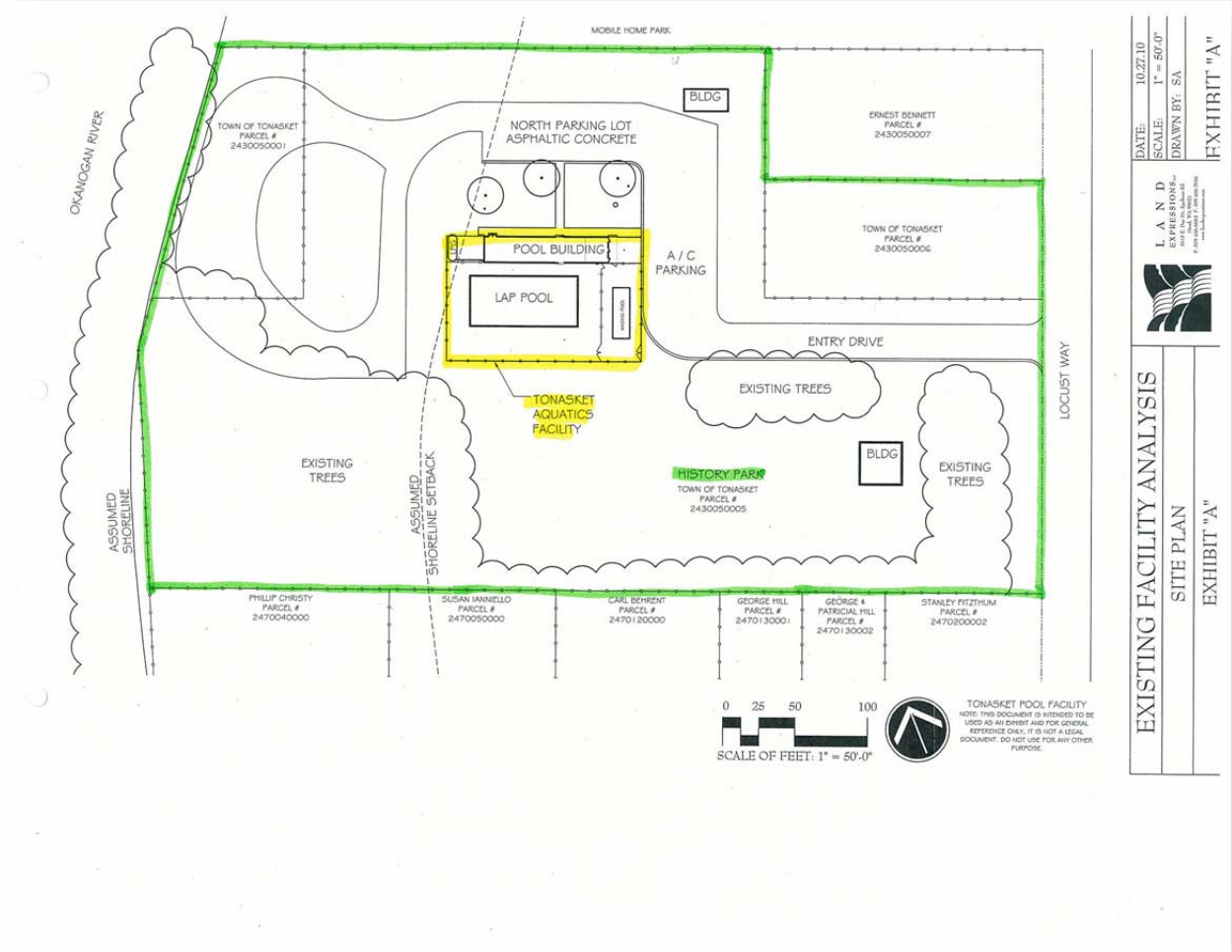
Maps and Photos

City of Tonasket – Location and Vicinity Map

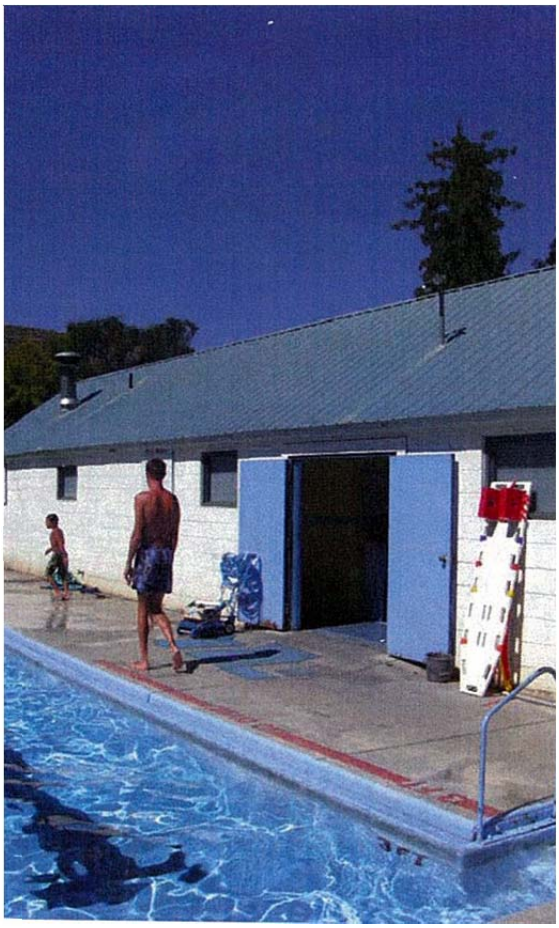
City of Tonasket – Park Map

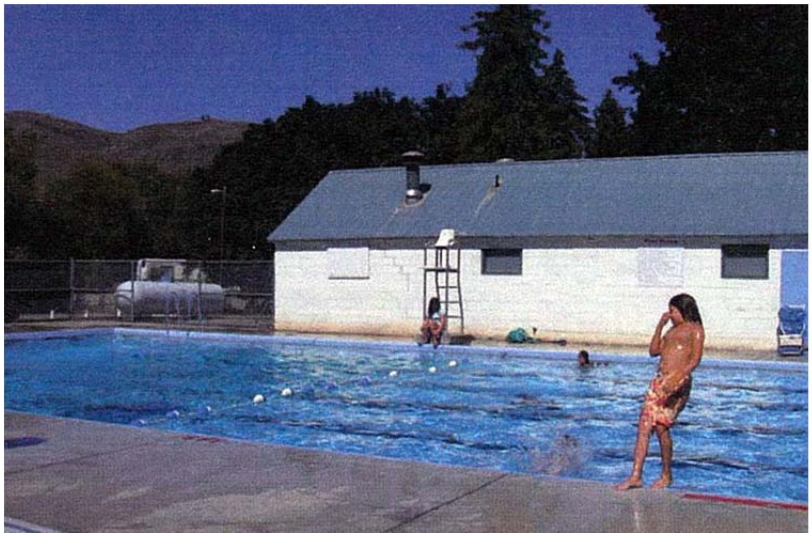


City of Tonasket – History Park and Pool – Existing Site Plan

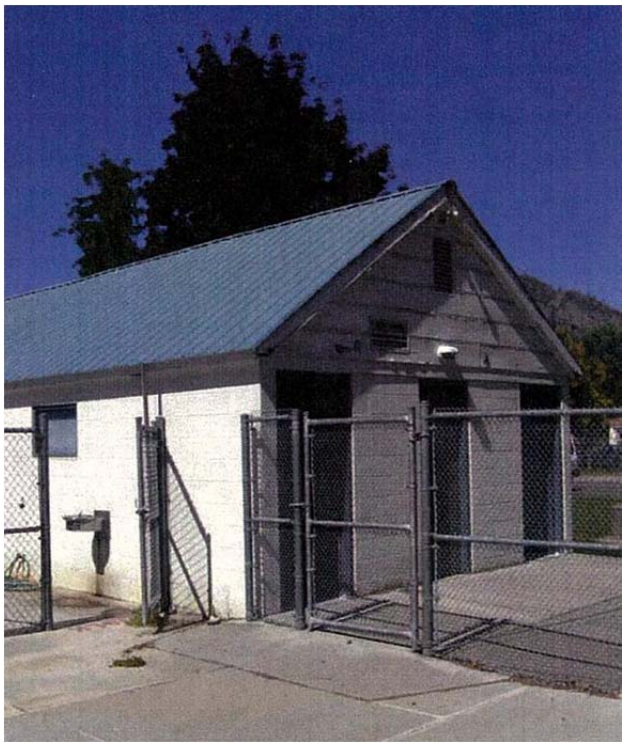


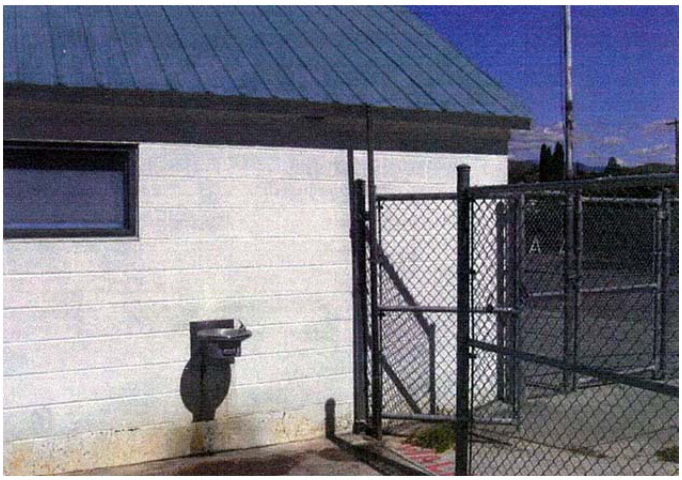
City of Tonasket – Pool – Existing (2010) Conditions

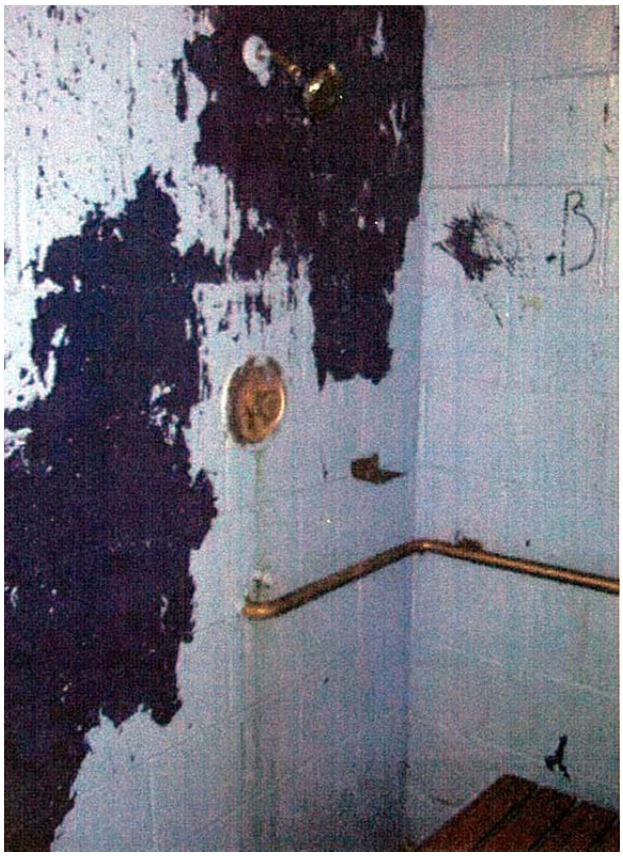


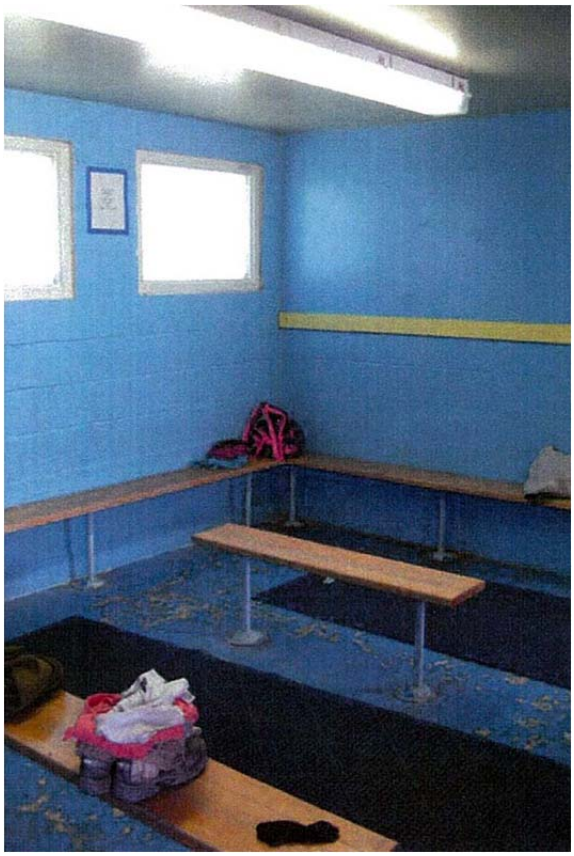


City of Tonasket – Bathhouse – Existing (2010) Conditions

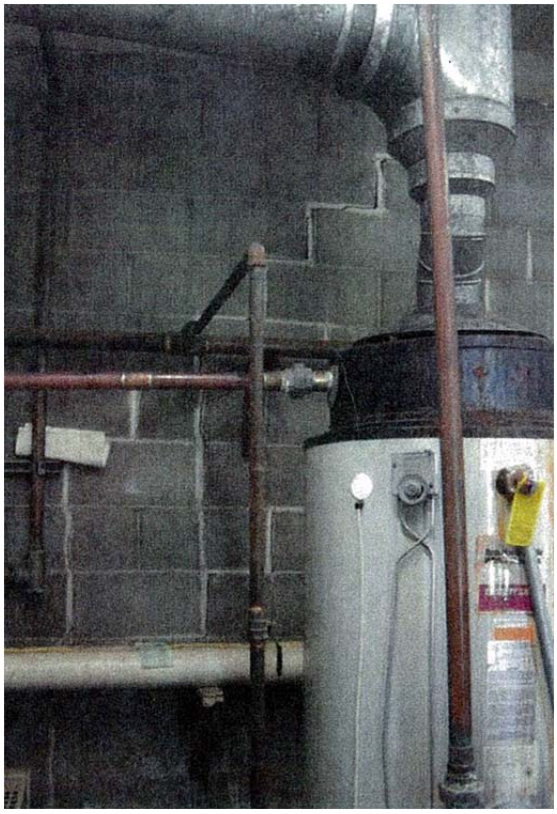


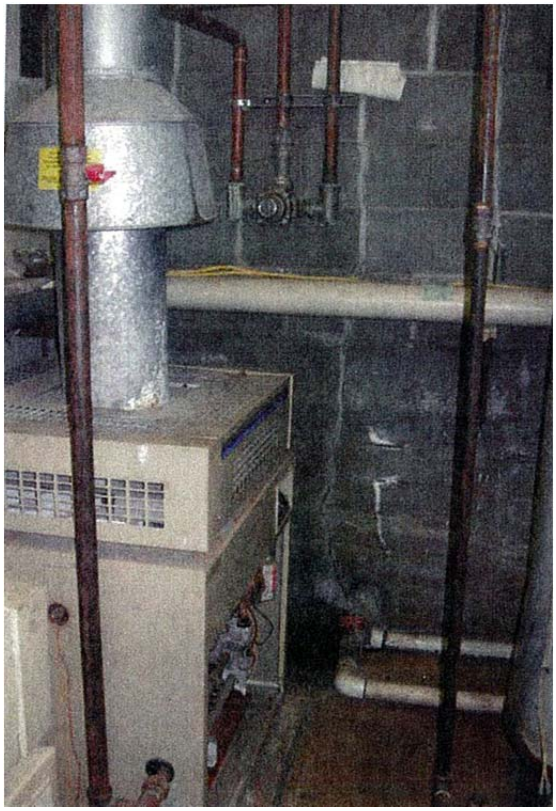






City of Tonasket – Pool – Heating and Mechanical – Existing (2010) Conditions





WASHINGTON STATE
Recreation and Conservation Funding Board

Recreation and Conservation Funding Board Briefing Memo

Item **8**

Meeting Date: March 2012

Title: Allowable Uses Subcommittee Process and Plan for Public Review

Prepared By: Dominga Soliz, Policy Specialist

Approved by the Director: Kaleen Cottingham

Summary

This memo summarizes board subcommittee proposals on the allowable uses "grey areas" framework and programmatic policies on livestock grazing, telecommunications facilities, tree removal, and clarification on when conveyance of a property interest is a conversion.

Board Action Requested

This item will be a:

- ☐ Request for Decision
- ☒ Request for Direction
- ☒ Briefing

Note: The subcommittee is asking for board discussion and feedback before submitting the policies for public review.

Background

The Recreation and Conservation Funding Board (board) discussed the concept of "allowable uses" at several meetings in 2011. The issue stems from sponsor requests to use a project site in a way that was not expressly approved in the project agreement. Some requests can be quickly

approved or denied while others fall into a grey area, thereby creating a need for the allowable uses policy.[1]

Subcommittee Work to Date

In September 2011, the board created a subcommittee to recommend an allowable uses policy for board-funded land and facilities. The subcommittee initially included Members Dave Brittell, Pete Mayer, and Steven Drew. Member Drew was replaced by Harriet Spanel when his term expired in December.

The committee met several times between October and January. They developed programmatic policy proposals for four commonly-requested uses and reviewed the framework that would apply to requests for uses that are not clearly governed by other policies. Their work resulted in the recommendation described below.

Subcommittee Policy Recommendation for Review

The proposals for the framework and the programmatic policies are in Attachment A.

As proposed, the allowable uses policy establishes:

1. Programmatic policies that clarify whether certain uses are allowed or would result in conversions. Uses that are allowable would not need to go through the framework review process.

   AND

2. A framework and review process with mandatory criteria to determine whether other uses would be allowed.

The subcommittee assumed that the policies would be applied retroactively to past projects since the proposals would not change current policy or impose an additional burden on grant recipients.

Programmatic policy proposals

The subcommittee drafted narrow programmatic policies for the uses shown below to clarify when such uses would be allowed and when they would be considered conversions. Two of the programmatic policy proposals (livestock grazing and telecommunications facilities) would apply to only one grant category initially, but could be applied more broadly in the future.

The proposals would expressly allow certain non-habitat conservation or outdoor recreation activities on grant funded project sites under certain circumstances. The proposals would require the grant recipient to manage the activities in a way that protects the habitat conservation or outdoor recreation resource that was funded by the grant. Existing policy requires that income

[1] Additional discussion is in memos Item 4 from September 2011 and Item 11 from June 2011.

generated be used only to offset (a) matching funds, (b) project cost, (c) operation and maintenance of the project or another project in the grant recipient's system, or (d) capital expenses for a similar acquisition or development.

Livestock Grazing

The subcommittee proposes that livestock grazing be allowed under certain circumstances in the Washington Wildlife and Recreation Program (WWRP) Critical Habitat category.

Lands purchased with WWRP Critical Habitat grants are sometimes used for grazing at the time of purchase. The policy proposal would allow grazing to continue indefinitely after purchase as long as it does not diminish the purposes of the grant and the grazing is managed according to approved ecosystem standards. Grazing that was not already occurring at the time of purchase would be allowed under the same circumstances as long as the grazing is considered during the funding process (i.e., in the project agreement or during evaluation).

Telecommunications facilities

The subcommittee proposes that telecommunications facilities be allowed under certain circumstances in the WWRP Local Parks category.

The permitting or leasing of park space for telecommunications facilities, such as antennae for cellular technology, can provide financial benefits to a local park without reducing the recreational experiences or opportunities the park provides. The policy proposal would allow equipment cabinets and telecommunications facilities that are attached to structures (i.e., not stand-alone facilities), as long as (1) they do not diminish the purposes of the grant and (2) the siting, construction, modification, and servicing are managed to protect recreational experiences and opportunities. The policy requires that the sponsor remove facilities and equipment cabinets that are no longer in use.

Tree removal

The subcommittee proposes that tree removal be allowed under certain circumstances in all grant programs and categories.

Tree removal is a land management tool that is sometimes necessary to protect public safety and to help conserve species and habitat. The policy proposal would allow tree removal that does not diminish the purposes of the grant if it is done to protect public safety, or to protect or enhance species or habitat, and as long as it is managed in accordance with the Washington Forest Practices Act and Forest Practices Rules. Tree removal that is considered during the funding process (i.e., in the project agreement or during evaluation) also would be allowed.

Clarification of when a conveyance of a property interest is a conversion

The subcommittee proposes a footnote to current policies that would clarify when conveyance of a property interest is a conversion.

The current policies say that a conversion occurs when "property interests are conveyed for non-public outdoor recreation, habitat conservation, or salmon recovery uses" and when "property

interests are conveyed to a third party not otherwise eligible to receive grants in the program from which funding was derived."

The policy proposal would define "convey" as the transfer of title to the property or an encumbrance on the title. It would expressly allow utility permits and concessions that are approved by RCO, and it would require leases to be approved unless they are expressly allowed by grant program policy.

"Grey areas" framework

Subcommittee members initially had expressed concern that existing policies do not provide clear answers about whether certain uses would be allowed or considered to be conversions. As a result, it was unclear which uses would be considered through the framework review process and how often it might be invoked.

After developing the proposed programmatic policies, subcommittee members expressed confidence in the framework as proposed by staff in September 2011 because the programmatic policies would clarify which uses would not need to be reviewed under the framework. For this reason, the subcommittee will recommend that the framework and the programmatic policies be adopted simultaneously.

The framework would apply to all project types and could be used at any stage of the grant – from application to post-completion compliance.

Next Steps

The subcommittee plans to ask staff to submit the framework and programmatic policies for public review following board discussion in March. The subcommittee will report to the board in June about the public response to the proposals. The subcommittee will make necessary revisions and submit the proposals for board decision in October.

Attachments

A. Subcommittee Policy Recommendation

Attachment A – Proposed Policies

Allowable Uses Framework

RCO grants are intended to support Washington State's habitat, outdoor recreation, and salmon habitat resources. Uses of project sites must have no overall impairment to the habitat conservation, outdoor recreation, or salmon habitat resource funded by RCO.

To be in compliance with the grant, uses of grant-assisted project sites must be either:

A. Identified in the project agreement and/or allowed by RCO policy; OR

B. Approved by RCO or the funding board.

For the use to be approved by RCO or the funding board (Option B, above):

- The use must be consistent with the essential purposes of the grant (i.e., consistent with the grant agreement and grant program);
- All practical alternatives to the use, including the option of no action, must have been considered and rejected on a sound basis; AND
- The use must achieve its intended purpose with no impairment or minimum impairment (i.e., least possible impact) to the habitat, outdoor recreation, or salmon habitat resource;
    - If a use impairs the type of resource the grant is designed to protect (habitat, outdoor recreation, or salmon habitat), it must also provide at least equivalent benefits to that type of resource so there is no overall impairment.

An approved use of a project site must continue in the way it was approved in order to remain in compliance with the grant.

Livestock Grazing (for inclusion in Manual 10b, WWRP Critical Habitat)

Livestock grazing is allowed on funded project sites provided that the grazing does not diminish the essential purposes of the grant and:

- Grazing is included in the project agreement and project evaluation materials, or
- Grazing is a continuing use of the project area.

Livestock grazing must be managed in accordance with HB1309 Ecosystem Standards for State-owned Agricultural and Grazing Lands.[i] Leases or permits issued by the grant recipient for livestock grazing are allowed in this grant category.[ii]

Telecommunications facilities (for inclusion in Manual 10a, WWRP Local Parks)

Telecommunications facilities[iii] and equipment cabinets are allowed on funded project sites provided that their placement, construction, modification, or servicing does not diminish the essential purposes of the grant and all of the following criteria are satisfied:

- The antenna[iv] is attached to an existing building or structure, such as a utility pole, sign, or rooftop. Such a building or structure may be replaced.
- The footprint of the equipment cabinet is the minimum necessary.
- The facility and equipment cabinet are placed, constructed, and modified to have the least impairments, including cumulative impairments, to outdoor recreation opportunities. Concealed or camouflaged facilities and equipment cabinets are preferred.
- Servicing does not interfere with the recreational use of the project area.
- The building or structure to which the facility is attached is not damaged by the facility.
- Facilities and equipment cabinets no longer in use or determined to be obsolete are removed within 12 months of the cessation of use.

Leases or permits issued by the grant recipient for telecommunications facilities are allowed in this grant category.[ii]

Tree Removal (for inclusion in Manual 7, Funded Projects)

Tree removal is allowed on funded projects provided it does not diminish the essential purposes of the grant and:

- Tree removal is included in the project agreement and project evaluation materials, or
- Trees are removed to prevent imminent threat to public safety or are removed in accordance with a plan to protect or enhance forest health or the health of species targeted by the grant.[ii]

Tree removal must be managed in compliance with the Washington Forest Practices Act (RCW 76.09) and Forest Practices Rules (Title 222 WAC).

Clarification of "conveyance" (for inclusion in Manual 7, Funded Projects)

Footnote added to the following existing policies.

A conversion would be determined when one or more of the following takes place, whether affecting an entire site or any portion of a site funded by RCFB-SRFB:

Property interests are conveyed[v] for non-public outdoor recreation, habitat conservation, or salmon recovery uses.

Property interests are conveyed[v] to a third party not otherwise eligible to receive grants in the program from which funding was derived.

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[i]RCWs 79.13.610 and 79.13.620.

[ii]Income generated must comply with the RCO policy on income and income use (see Manual 7, Funded Projects).

[iii]A telecommunications facility is the aggregate of equipment, such as radios, telephones, teletypewriters, facsimile equipment, data equipment, cables, and switches, used for providing telecommunications services. Federal Standard 1037C, Glossary of Telecommunications Terms, 1996.

[iv]An antenna is any structure or device used to collect or radiate electromagnetic waves. Federal Standard 1037C, Glossary of Telecommunications Terms, 1996.

[v]Convey means the permanent or temporary transfer of legal title to the property or the granting of an encumbrance that affects or limits the title of the property, such as a mortgage, easement, lien, or restriction. Utility permits and concessions approved by RCO are allowed. Leases not expressly allowed by policy require RCO approval.