

**To:** Victor Moore, Director  
Office of Financial Management

**From:** Kaleen Cottingham, Director  
Recreation and Conservation Office

**Subject:** Annual Report -- Habitat and Recreation Lands Coordinating Group

**Date:** December 9, 2008

**Cc:** John Mankowski, Governor's Executive Policy Advisor

This memorandum is submitted on behalf of the Habitat and Recreation Lands Coordinating Group to satisfy the reporting requirement in subsection (2) of RCW 75A.25.260 (attachment A).

In 2007, the Legislature passed Substitute Senate Bill 5236 creating the Habitat and Recreation Lands Coordinating Group (lands group)<sup>1</sup>. The Legislature formed the lands group in response to a 2005 report<sup>2</sup> that identified potential improvements to interagency coordination around the acquisition and disposal of habitat and recreation lands. The lands group is charged with coordinating state lands acquisition and disposal, focusing on improved communication, documentation, reporting, transparency, and planning.

Since September 2007, the lands group has focused primarily on developing an action plan, organizational development, and preliminary evaluation of agency acquisition plans and policies. The Recreation and Conservation Office (RCO) provides the staff support for the lands group. With staff changes in June, 2008 the Recreation and Conservation Office dedicated more staff support to the lands group. As a result, the lands group has become more organized and increased its momentum towards completing the group's statutory requirements. Today, the group has developed a diverse and balanced membership and has initiated work on the action plan.

The authorizing statute requires the lands group to include representatives of the state's natural resource land management agencies. The statute also authorizes the Director of the Recreation and Conservation Office to appoint additional stakeholder representatives to the group. Working with the lands group, we have built a strong

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<sup>1</sup> RCW 75A.25.260

<sup>2</sup> *Toward a Coordination Strategy for Habitat and Recreation Land Acquisitions in Washington State; Final Report, 2005, Recreation and Conservation Office* <http://www.rco.wa.gov/documents/rcfb/6242/LandsFinal.pdf>

membership representing state agencies, local governments, private landowners and conservation organizations (attachment B). Each of the members is dedicated to a collaborative approach to improving state land acquisition and disposal.

The lands group has developed an action plan (attachment C) and created workgroups to assist in implementing the plan. Each workgroup initially met in the fall of 2008, and designed the tasks, timelines and assignments needed to complete each action item. In October 2008, each of the workgroups' plans were brought to the lands group for critique and approval. The action plan is essentially complete and plan implementation is underway. The action plan will evolve and be updated regularly. It will be used as a tool to track the group's progress.

Each workgroup is focused on a different aspect of the plan. Workgroup 1 is focused on the coordination of land acquisitions. They are finalizing a review of agency transaction plans and policies and designing a biennial forecast of state land acquisitions and disposals. They are also planning and hosting an annual forum to coordinate near-term acquisitions and developing an inventory of potential land transfers. Workgroup 2 is focused on recordkeeping and documentation. They are developing recommendations for a centralized and standardized acquisition/disposal electronic recordkeeping system. This system recommendation will include graphic information systems (GIS) as a tool to organize and present this data. Workgroup 3 is developing an approach to measure the success of acquisitions. Workgroup 4 is exploring options to improve the coordination of transactions by modifying the planning eligibility requirements of the Washington Wildlife and Recreation Program (WWRP). Workgroup 5 is analyzing options for the centralized coordination of federally-funded state land transactions.

The workgroups will be doing the bulk of the work, and the quarterly lands group meetings will serve as a forum for workgroup updates, the exchange of strategic advice between workgroups, and for big-picture state lands coordination efforts. Each workgroup has begun to implement the tasks necessary to complete their assigned action items on time. The workgroups have established the following specific objectives for the next 12 months:

#### *Workgroup 1 – Acquisition coordination*

Workgroup 1 will:

- Complete its review of agency transaction plans and policies and document ways to ensure statewide coordination of habitat and recreation land acquisitions and disposals.
- Develop a plan for producing and publishing the first biennial forecast of habitat and recreation land acquisitions/disposals.
- Design, convene and facilitate the first state lands coordinating forum.
- Design, convene and facilitate a work session for lands group members to establish a common understanding of the landscape and conservation planning initiatives and tools available to influence the coordination of strategic state land

acquisitions. Examples of the initiatives include the Puget Sound Action Agenda, Natural Heritage Plan, and the Biodiversity Conservation Strategy.

### *Workgroup 2 – Records and documentation*

Workgroup 2 will:

- Identify how property acquisition and disposal processes and procedures are currently documented by DNR, WDFW, and Parks. Identify data sensitivity and appropriate levels of access by end users. Evaluate existing technologies and applications for record keeping, schedules/timelines, handoffs, reporting, etc.
- Evaluate and document the DNR, WDFW, and Parks existing parcel and land records systems to determine their compatibility as a shared system.
- Develop a design for a data management system that can meet the requirements of the lands group, state natural resource agencies and other stakeholders. This may include processing data from multiple agencies into many types of easily accessible and understandable reports, maps, charts and graphs

### *Workgroup 3 – Evaluation*

- Develop recommendations for a monitoring and reporting system to measure the success of state land acquisitions and disposals.
- Evaluate whether Habitat Conservation Plans (required by the federal Endangered Species Act) can be used as a tool for better coordination of land acquisition strategies that comply with the Endangered Species Act and management of state natural resource lands.

### *Workgroup 4 – WA Wildlife and Recreation Program review*

- Evaluate the current planning processes of the WDFW, DNR, and Parks to meet the eligibility requirements for funds from the WWRP.
- Explore options to coordinate agency planning processes and timing. Analyze the WWRP planning policies for improvement of service to inter-agency land acquisition coordination.

### *Workgroup 5 – Federal Funding*

- Identify common federal funding sources for state land acquisitions. Evaluate each source for possible coordination of acquisitions.
- Begin work on options for coordinating acquisitions made with federal funds and analyze the pros and cons of these options.

### *Workgroup 6 – Reporting*

- Workgroup 6 will document the work of the lands group and its workgroups, and any work sessions and forums hosted by these entities. This will be compiled

into a report that will be delivered to the Office of Financial Management (OFM) by December, 2009.

Lands group members have expressed an interest in expanding their work beyond those action items required by statute. For example, some group members have suggested they should identify ways to increase coordination with local governments, and other members have suggested exploring ways that coordination and planning could contribute to more strategic investments in habitat and recreation resources. The members have agreed that these and other ideas are worthy of the group's attention, but only after the group has made significant progress toward completing their statutory requirements. In the future, the group may identify and prioritize additional action items that are consistent with and complementary to the lands group's statutory mandate.

The lands group meets at least quarterly; it has had five meetings since September, 2007<sup>3</sup>. The group's 2009 meetings are scheduled and comply with the Open Public Meetings Act<sup>4</sup>. A website has been designed to share lands group information and provide regular updates for the general public, agencies, and group members. The website includes information about the groups meetings, agendas, action plan, reports and recommendations<sup>5</sup>. The group adopted a charter that clarifies the roles, responsibilities, expectations, and governance of its members (attachment D).

The first annual forum to coordinate state lands acquisitions is being developed by one of the workgroups. They are evaluating the most strategic timing for hosting the forum in 2009. The date and location for this forum will be announced through the website.

During the 2007 legislative session, the RCO and the WDFW agreed that they could support and participate in the lands group with existing agency resources. To participate in the lands group, the State Parks and Recreation Commission identified an \$18,820 biennial fiscal impact and the DNR identified a \$68,000 biennial fiscal impact<sup>6</sup>.

In 2007, the Legislature made equal appropriations to the State Parks and Recreation Commission, the WDFW, and the DNR to participate in the lands group: "\$42,000 of the general fund--state appropriation for fiscal year 2008 and \$42,000 of the general fund--state appropriation for fiscal year 2009 are provided solely for implementation of Substitute Senate Bill No. 5236 (public lands management)<sup>7</sup>."

In the 2008 supplemental budget appropriations bill, the Legislature modified these appropriations to reflect the fiscal note: State Parks' appropriation was reduced to \$9,000 for each fiscal year 2008 and 2009; the Department of Fish and Wildlife's appropriation was reduced to \$0.00 for the biennium; and the Department of Natural

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<sup>3</sup> Meeting summaries are archived online at [http://www.rco.wa.gov/rco/h&rlcg/group\\_archives.htm](http://www.rco.wa.gov/rco/h&rlcg/group_archives.htm)

<sup>4</sup> According to RCO assistant attorney general, the lands group is subject to RCW 42.30.

<sup>5</sup> <http://www.rco.wa.gov/rco/h&rlcg/default.htm>

<sup>6</sup> Multiple Agency Fiscal Note for SSB 5236;

<https://fortress.wa.gov/ofm/fnspublic/legsearch.asp?BillNumber=5236&SessionNumber=60>

<sup>7</sup> 2007 SSB 1128 Sections: 303(12); 307(19); and 308(14) respectively.

Resources' appropriation was reduced to \$34,000 for each fiscal year<sup>8</sup>.

The funded agencies are tracking their own expenditures of those appropriations. However, the RCO can report that since September 2007, each of the agencies has dedicated ample staff resources to help ensure the successful launch and ramp-up of the lands group. The level of staff participation seems to be proportionate to the appropriations made by the Legislature.

The lands group expires July 31, 2012. As evidenced by the action plan and its clearly stated tasks, assignments, and timelines, the lands group is on track to complete all of the assigned tasks on time (or early). The lands group's work will culminate in a final report and recommendations delivered to the Legislature no later than January, 2012.

Within a year, the RCO will submit a second annual report to the OFM. In the meantime, the lands group's progress may be tracked online. For further information please contact Heath Packard, Policy and Planning Specialist at the Recreation and Conservation Office: [Heath.Packard@rco.wa.gov](mailto:Heath.Packard@rco.wa.gov) or 360-725-3937.

Thank you for your time and consideration.

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<sup>8</sup> 2008 ESHB 2687 Sections: 303(12); 307(19); and 308(14) respectively

## Attachment A

### RCW 79A.25.260

#### **Habitat and recreation lands coordinating group — Members — Progress reports — Duties.** (Expires July 31, 2012)

(1) The habitat and recreation lands coordinating group is established. The habitat and recreation lands coordinating group must include representatives from the \*committee, the state parks and recreation commission, the department of natural resources, and the Washington state department of fish and wildlife. The members of the habitat and recreation lands coordinating group must have subject matter expertise with the issues presented in this section. Representatives from appropriate stakeholder organizations and local government must also be considered for participation on the habitat and recreation lands coordinating group, but may only be appointed or invited by the director.

(2) To ensure timely completion of the duties assigned to the habitat and recreation lands coordinating group, the director shall submit yearly progress reports to the office of financial management.

(3) The habitat and recreation lands coordinating group must:

(a) Review agency land acquisition and disposal plans and policies to help ensure statewide coordination of habitat and recreation land acquisitions and disposals;

(b) Produce an interagency, statewide biennial forecast of habitat and recreation land acquisitions [acquisition] and disposal plans;

(c) Establish procedures for publishing the biennial forecast of acquisition and disposal plans on web sites or other centralized, easily accessible formats;

(d) Develop and convene an annual forum for agencies to coordinate their near-term acquisition and disposal plans;

(e) Develop a recommended method for interagency geographic information system-based documentation of habitat and recreation lands in cooperation with other state agencies using geographic information systems;

(f) Develop recommendations for standardization of acquisition and disposal recordkeeping, including identifying a preferred process for centralizing acquisition data;

(g) Develop an approach for monitoring the success of acquisitions;

(h) Identify and commence a dialogue with key state and federal partners to develop an inventory of potential public lands for transfer into habitat and recreation land

management status;

(i) Review existing and proposed habitat conservation plans on a regular basis to foster statewide coordination and save costs.

(4) The group shall revisit the \*committee's and Washington wildlife and recreation program's planning requirements to determine whether coordination of state agency habitat and recreation land acquisition and disposal could be improved by modifying those requirements.

(5) The group must develop options for centralizing coordination of habitat and recreation land acquisition made with funds from federal grants. The advantages and drawbacks of the following options, at a minimum, must be developed:

(a) Requiring that agencies provide early communication on the status of federal grant applications to the \*committee, the office of financial management, or directly to the Legislature;

(b) Establishing a centralized pass-through agency for federal funds, where individual agencies would be the primary applicants.

(6) This section expires July 31, 2012. Prior to January 1, 2012, the \*committee shall make a formal recommendation to the appropriate committees of the Legislature as to whether the existence of the habitat and recreation lands coordinating group should be continued beyond July 31, 2012, and if so, whether any modifications to its enabling statute should be pursued. The \*committee shall involve all participants in the habitat and recreation lands coordinating group when developing the recommendations.

[2007 c 247 § 1]

**Notes:**

**\*Reviser's note:** Chapter 241, Laws of 2007 amended RCW [79A.25.010](#), changing the definition of "committee" to "board."

**Attachment B****Habitat and Recreation Lands Coordinating Group Members**  
December, 2008 update

<b>Affiliation / Organization</b>	<b>Members/Alternates</b>
WA State Legislature	Senator Linda Parlette (R-12) Alternate: Erika Keech
Recreation and Conservation Office	Heath Packard Jim Fox Kammie Bunes
Washington Department of Natural Resources	Pene Speaks Alternate: Clay Sprague
State Parks and Recreation Commission	Steve Hahn Alternate: Shannon Stevens
Washington Department of Fish and Wildlife	Elizabeth Rodrick
Washington Biodiversity Council	Sarah Gage
WA St. Conservation Commission	Ron Shultz
WA St. Department of Ecology	Jeanne Koenings Alternate: Kathy Taylor
WA St. Dept. of Transportation	Ken Risenhoover
County Governments / Okanogan County	Commissioner Andrew Lampe
City Government Park Planners / Washington Recreation and Parks Association	Leslie Betlach  Alternate: Shelley Marelli
Western Washington Agricultural Association	Mike Rundlett
Pacific Coast Joint Ventures / Ducks Unlimited	Joe LaTourrette
The Nature Conservancy / WWRC	Bill Robinson
Green Diamond Resources	Eric Beach

# **Habitat and Recreation Lands Coordinating Group Action Plan December, 2008 Update**

**Action Plan Purpose:** organize the tasks to be accomplished by the Habitat and Recreation Lands Coordinating Group (lands group), as required by Substitute Senate Bill 5236 (SSB 5236).

## **Action Items**

1. Review agency transaction plans and policies to help ensure statewide coordination of habitat and recreation land acquisitions and disposals.
2. Produce a statewide biennial forecast of habitat and recreation land acquisitions and disposals.
3. Establish procedures for publishing the biennial forecast in accessible formats.
4. Hold annual forums to coordinate near-term acquisition and disposal plans.
5. Recommend method of interagency GIS-based documentation of habitat and recreation lands in cooperation with other state agency GIS systems.
6. Recommend standards for acquisition and disposal recordkeeping, including a preferred process for centralizing acquisition data.
7. Develop an approach to monitor the success of acquisitions.
8. Work with key state and federal partners to develop an inventory of potential public land transfers to habitat or recreation land management status.
9. Review existing and proposed HCPs on a regular basis to foster statewide coordination and cost efficiencies.
10. Determine if coordination of transactions can be improved by modifying WWRP planning requirements.
11. Develop options for centralizing coordination of federally funded habitat and recreation transactions.
12. Submit yearly progress report to Office of Financial management.
13. Make formal recommendation to the Legislature as to whether the existence of the Habitat and Recreation Lands Coordination Group should be continued beyond July 31, 2012, and if so, whether any modifications to its enabling statute should be pursued.

**Workgroups** were established by the lands group on July 16, 2008 to tackle one or more of the 13 Action Items. The workgroups are charged with self organizing (a lead was determined for each group); fleshing out a work plan complete with goals (outcomes), tasks, deliverables (outputs) and deadlines; and reporting quarterly to lands group on progress.

<b>Work Grp. #</b>	<b>Workgroup Name</b>	<b>Action Items</b>	<b>Membership</b>	
1	Acquisition Coordination	1, 2, 3, 4, 8	Lead: Pene Speaks Elizabeth Rodrick Bill Robinson Mike Rundlett	Clay Sprague Steve Hahn Leslie Betlach Heath Packard
2	Records and Documentation	5, 6	Lead: Steve Hahn Marc McCalmon (WDFW) Kathy Taylor (Ecology) Heath Packard	Joe LaTourette Janice Miller (DNR) Scott Chapman (RCO) Deborah Purce NOAA/DOE
3	Evaluation	7, 9	Lead: Bill Robinson Sara Gage Elizabeth Rodrick Rebecca Connolly (RCO)	Leslie Betlach Mike Rundlett Pene Speaks Heath Packard
4	WA Wildlife and Rec. Program Review	10	Lead: Heath Packard Bill Robinson John Gamon (DNR) Darrell Jennings (RCO)	Dave Brittell (WDFW) Ron Shultz Kammie Bunes Senator Parlette (as needed)
5	Federal Funding	11	Lead: Joe LaTourrette Ron Shultz Jeanne Koenings (Ecology) Heath Packard	Elizabeth Rodrick Craig Calhoon (DNR) Lisa Belefont (TNC)
6	Reporting Workgroup*	12, 13	Lead: Heath Packard Jim Fox Steve Hahn	Pene Speaks Elizabeth Rodrick

\* – Proposed by RCO staff, not discussed in detail by RHLCG on 7/16/08

**Work Plan for  
Acquisition Coordination Workgroup 1**

<b>Action Item 1</b>	Review agency transaction plans and policies to help ensure statewide coordination of habitat and recreation land acquisitions and disposals.			
<b>Outcome</b>	Increased statewide coordination of habitat and recreation land acquisitions and disposals.			
<b>Outputs</b>	<p>3-5 page report that identifies opportunities for agencies to coordinate land acquisition and disposal. Report includes:</p> <ul style="list-style-type: none"> <li>• summary of agencies' land acquisition/disposal plans and policies</li> <li>• identification of opportunities for coordination</li> <li>• agency commitments to next steps to implement opportunities with current resources</li> <li>• justification for additional resources needed to implement remaining opportunities</li> <li>• opportunities for coordinating acquisitions/disposals between state and local governments</li> </ul>			
	<b>Task</b>	<b>Who</b>	<b>When / Deadline</b>	<b>Status</b>
	Presentation by SP	Shannon Stevens	April 2008	Done
	Presentation by DNR	Clay Sprague and Pene Speaks	April 2008	Done
	Presentation by WDFW	Elizabeth Rodrick	April 2008	Done
	Submit draft work plan to Heath Packard for circulation to lands group	Pene	Oct. 10, '08	Done
	Present work plan and progress report to lands group	Pene	Oct. 28, '08	Prepared
	At recreation elements to WDFW table and summary table	Elizabeth Rodrick	Oct. 28, '08	Task 1 done Task 2 underway
	Review written summary of agency transaction plans/policies - Develop questions re: what information is missing, what needs to be clarified	SP, DNR, DFW & WG1	Meeting scheduled for October 28,	2008, WG1 review agency summaries before 10/28 meeting (if group members need copies

			please contact Heath)
Identify areas of overlap of land acquisition/management objectives - Identify priorities of each agency (entity) - What opportunities are there for meeting multiple objectives? - How should agencies share information about priority setting?	WG1	10/28	
Identify and summarize opportunities for coordination	WG1	10/28	
Revise written summary of agency transaction plans/policies: - add information as necessary - refine and summarize information for attaching to annual report	Pene/Heath and appropriate agency staff	By January meeting	
Determine what tools are in place to align acquisition strategies with efforts to sustain rural character and agricultural land preservation (e.g. part of the annual coordination forum? Part of the biennial forecasting?)	WG 1	Spring '09	
Evaluate existing agency capacity to seize opportunities today	WG1	Spring '09	
Evaluate capacity needs to take advantage of opportunities in the future	WG1	Spring '09	
Draft Report for lands group review		July '09	
Final Report		Sept. '09	

**Other considerations:**

9/12/08

Preferred meeting format – face-to-face, three hours minimum to get work accomplished

Use electronic info sharing

Note: focus on Action items 1 & 2 first as priority

Prioritize those for the work plan.

Pene will schedule another meeting for the group.

Once Elizabeth has done her updates, Heath will resend the rolled-up version of agencies' acquisition/disposal processes.

Remind folks of homework

- o Consider sustaining of rural character and agricultural land preservation when coordinating land transactions
- o Consider how to share long-term proposed boundaries, not just current ownership, long-term vs. short-term coordination

- Explore ways to interface with local governments under this action item—recommend ways to at least notify local governments about disposals as well as acquisitions for their local area. Are there other coordination opportunities? Include this in the report?

<b>Work Plan for Acquisition Coordination Workgroup 1</b>			
<b>Action Item 2</b>	Produce a statewide biennial forecast of habitat and recreation land acquisitions and disposals.		
<b>Outcome</b>	Increased planning and transparency of projected acquisitions and disposals to aid budgeting and planning processes		
<b>Outputs</b>	Compile forecast based on state’s biennial budget (WWRP, Trust Land Transfer (TLT), direct appropriations, etc), with additional fund sources taken into account (federal grants, SP land acquisition account, agency disposal proceeds, potential donations, exchanges, WSDOT’s acquisitions for mitigation , etc).		
<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
Submit draft work plan to Heath Packard for circulation to lands group	Pene	Oct. 10, ‘08	Done
Present work plan and progress report to lands group	Pene	Oct. 28, ‘08	Prepared
Identify the appropriate information to be included in a forecast <ul style="list-style-type: none"> <li>- Define forecast parameters – projects that have received funding already? Projects for which funds will be sought? Projects with longer range funding objectives</li> <li>- Define the appropriate time frame for the forecast</li> <li>- Identify what information should be included – site based? Natural feature/species based?</li> <li>- Determine how it ties to imminent acquisition activities</li> </ul>	WG1	Spring ‘09	
Identify the information data sources necessary to develop the forecast <ul style="list-style-type: none"> <li>- acquisition needs by site or species habitat?</li> </ul>	WG1	TBD	Coordinate with information management work group
Consider when the best time might be to roll out forecast (see note below) or determine best time of year to roll-out forecast	WG1	TBD	
Compile timeline of budget/grant events to use for scheduling, include federal grants too	Clay and Pene	January meeting	
Compile first forecast	WG1	Jan., ‘09?	Is there any way to

		or Sept., 2010?	generate a quick and dirty forecast for this coming biennia/legislative session? Defer for this session unless work regarding definition of "forecast" is completed
Bring what we know so far for forecast – Proposed grant funded projects 2009-11 TLT list 2009-11	St Pk, WDFW, DNR	January meeting?	

**Other considerations:**

- Consider aligning the biennial acquisition/disposal forecast with state budget building processes.
  - OFM collect state government funding proposals (decision packages) in August and September to inform the development of the Governor’s proposed budget. WWRP project list is evaluated, prioritized and adopted by the Rec. & Consv. Funding Board on a similar timeframe.
- Consider whether forecast should also present ‘needs’ in addition to expectations. The former would be based on plans, threats, priorities, demand for grants etc., while the latter would be necessarily filtered by fiscal/political reality. For example, the need demonstrated by WWRP applications in 2008 exceeds expected funding by almost 3:1.
- Is there any way to generate a quick and dirty forecast for this coming biennia/legislative session?
  - We could use the WWRP list as a starting point and then enhance it with other information from programs like TLT, SRFB acquisitions, etc.

<b>Work Plan for Acquisition Coordination Workgroup 1</b>			
<b>Action Item 3</b>	Establish procedures for publishing the biennial forecast in accessible formats.		
<b>Outcome</b>	Accessible biennial forecast		
<b>Outputs</b>	Written procedure for publishing transactions plans, being mindful of confidentiality issues. Published first forecast.		
Task	Who	When	Status Update
Submit draft work plan to Heath Packard for	Pene	Oct. 10, '08	Done

circulation to lands group			
Present work plan and progress report to lands group	Pene	Oct. 28, '08	Prepared
Consider using a map-based format for publishing			This work will depend on Action Item 2 and information management work group
Look at ways of coordinating geo-referenced info			This work will depend on Action Item 2 and information management work group

**Other considerations**

- Establish consistent formats for similar audiences but recognize the needs for different formats for different audiences
  - What OFM wants to see might not be ‘accessible’ to general public
  - Each agency should synchronize its own formats for these different audiences
- Consider how to share long-term proposed boundaries, not just current ownership, long-term vs. short-term coordination
- Consider boundary sharing
- TNC will share land acquisition data
- Try to include
  - local land trust ownership
  - Conservation easements
  - Local government ownerships?
  - SRFB acquisition data?
- Commenspace Data/GIS layer lives at TNC now and could be a useful tool for this project

<b>Work Plan for Acquisition Coordination Workgroup 1</b>			
<b>Action Item 4</b>	Hold annual forums to coordinate near-term acquisition and disposal plans.		
<b>Outcome</b>	Strategic and coordinated approach to state lands acquisition that involves federal agencies, local agencies or others who may play a key role.		
<b>Outputs</b>	Annual forums to coordinate transaction plans for the coming year		
Task	Who	When	Status Update
Submit draft work plan to Heath Packard for circulation to lands group	Pene	Oct. 10, '08	Done

Present work plan and progress report to lands group	Pene	Oct. 28, '08	Prepared
Select date for first annual forum in 2009	WG1	10/28 meeting	
Initiate 2009 planning forum	WG1	10/28	
Schedule annual forums - consider having two formats alternating years - alternate between where we want to be active/where we are active - consider scope of forums – local/land trust interests? Could this include regional aspect?	RCO/WG1	10/28	Need to consider best time based on grant funding cycles, agency planning cycles, etc.
Determine who should attend forums	WG1	Next meeting	Consider what information can be shared to begin with understanding potential sensitivities of land acquisition/disposal negotiations.
Develop agenda	WG1		
Secure location	TBD		
Secure facilitator	TBD		

### Other considerations

- Include review of completed transactions
- Conservation Registry should be on the agenda? Or previewed by lands group prior to forum
- include review of completed transactions, this may relate more to monitoring success, action item #7.
- Coordinate information from different forums like
  - Ruckelshaus Policy Consensus Center
  - Conservation Easement programs
  - Biodiversity council
  - What else?
- Consider inviting/including
  - Puget Sound Partnership
  - SRFB / Lead Entities
  - WSDOT
  - Invasive species council
  - WA Land Trust Alliance

**Work Plan for  
Acquisition Coordination Workgroup 1**

<b>Action Item 8</b>	Work with key state and federal partners to develop an inventory of potential public land transfers to habitat or recreation land management status.			
<b>Outcome</b>	Increased likelihood of strategic priority land transfers between state and federal agencies			
<b>Outputs</b>	<ul style="list-style-type: none"> <li>○ Inventory of potential public land transfers to habitat or recreation land management status</li> <li>○ Included in biennial land acquisition/disposal forecast</li> </ul>			
	<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
	Submit draft work plan to Heath Packard for circulation to lands group	Pene	Oct. 2009	
	Present work plan and progress report to lands group	Pene	Oct. 2009	
	Compile SP, DNR, DFW wish list of properties to acquire from federal agencies. Review for opportunities to bundle and potentially exchange for state lands the feds would like to own.			Could be independent of other tasks and could proceed immediately.
	Work with DNR land managers to identify parcels for potential transfers in the Trust Land Transfer program.			

**Other considerations**

- WG1 is prioritizing Action Items 1 and 2 most immediately, AI 4 next and 3 and 8 last. Updates on tasks and timelines will be provided at later dates.
- Add integrations of non-government organization (land trusts) where possible.
- Item 8 may be seen as a tool, rather than a driver.

**Work Plan for  
Records & Documentation Workgroup 2**

<b>Action Item 5</b>	Recommend method of interagency GIS-based documentation of habitat and recreation lands in cooperation with other state agency GIS systems.		
<b>Outcome</b>	Opportunities to use GIS technology to better coordinate, track analyze and monitor state lands acquisitions and disposals.		
<b>Outputs</b>	Technical recommendations for GIS-based documentation of state lands in cooperation with other state agencies. Recommendations for agencies, OFM and legislature to fund implementation of technical recommendations.		
	<b>Task</b>	<b>Who</b>	<b>When</b>
	Submit draft work plan to Heath Packard for circulation to lands group	Steve	Oct. 10, '08
	Present work plan and progress report to lands group	Steve	Oct. 28, '08
	Organize a meeting of the 4 natural resource agencies GIS "tech" staff to: <ul style="list-style-type: none"> <li>• Inventory and document each agencies' data layers as they currently exist</li> <li>• Recommend standards that the lands group should consider associated with the GIS specifications, levels of detail, quality of data for the to-be developed shared GIS system</li> </ul>		Oct. 28, '08
	Present items discussed in # 1 above to the lands group at their next regular meeting.		Oct. 28, '08
	Invite all workgroups and agencies to identify their "GIS documentation needs".		Oct. 28, '08
	Provide lands group comments/direction back to the sub-committee.		Nov. 30, '08
	Answer these questions for project scope: <ol style="list-style-type: none"> <li>1. What is the need or problem statement for this project?</li> <li>2. What are the intended audiences for output?</li> <li>3. What type of accessibility is needed for each audience?</li> <li>4. At what resolution should this tool use?</li> </ol>		Jan., '09
	At the next sub-committee meeting: <ul style="list-style-type: none"> <li>• Begin to develop/adopt standards and data layers.</li> <li>• Decide if we need for a visioning / brainstorming workshop with important players</li> <li>• Decide if we need a survey of workgroups, agencies and other stakeholders to answer the questions 1-4 above.</li> </ul>		Jan., '09
	Develop a menu of options and phases to meet agency / workgroup needs: <ol style="list-style-type: none"> <li>1. Document needs/product</li> </ol>		Jan., '10

requirements/specs 2. Build it 3. Accessibility 4. Maintenance			
Identify which options, if any, can be accomplished with existing resources.		Apr., '10	
Implement options with existing resources.		Apr., '11	
Draft and submit report to lands group / legislature for legislature with menu of options (recommendations) and an evaluation of what the workgroup accomplished.		Jan., '12	

**Other considerations**

**SCOPE**

- Workgroup 2 will focus on state lands first. As resources permit, workgroup 2 should explore and address desires for local jurisdictions lands to be able to be integrated with this project.
- Review Conservation Registry and other tools / systems as models for use by state, local, private use.
- Group needs to interface with Workgroup 1's charge to deliver a biennial forecast in accessible means.
- WG should evaluate utility of DNR's existing Major Public Lands map that is published periodically.

<b>Work Plan for Records &amp; Documentation Workgroup 2</b>			
<b>Action Item 6</b>	Recommend standards for acquisition and disposal recordkeeping, including a preferred process for centralizing acquisition data.		
<b>Outcome</b>	Identified opportunities to coordinate acquisitions and disposals by using a common set of data-management protocols.		
<b>Outputs</b>	Recommended standards for keeping records of land acquisitions and disposals. The recommendations must be agreeable and achievable by all three primary agencies (SP, DNR and DFW) to increase likelihood of follow through and should be consistent with other state agency standards to the degree possible.		
Task	Who	When	Status Update
Submit draft work plan to Heath Packard for circulation to lands group	Steve	Jan. 9	
Present work plan and progress report to lands group	Steve	Jan. 21, '09	

Determine what data to track			
Review SP, DNR, DFW, GA, WSDOT (and other?), SRFB standards and processes. Look for similarities, best practices, etc.	RCO, SP, DNR, DFW		
Consider more than one standard based on audience (i.e. OFM, Public, etc.)			
Invite other workgroups to identify recordkeeping and “data management needs.”			

**Other considerations**

- o Format for OFM and public consumption must be different but should be consistent across agencies.
- o Need to coordinate/cross pollinate with WG 1.

**Approach**

There are several broad categories that need to be addressed though the work plan. These include:

1. Identify and document key stakeholders and their requirements
2. Document Land acquisition and disposal process and procedures, including prioritization and assessment
3. Parcel data capture methods and procedures
4. Data storage, backup and maintenance
5. Data access and security
6. Data distribution
7. Reporting requirements

**Requirements Analysis (Database and Applications)**

Requirements analysis is critical to the success of a data development project. This project will follow a structured and phased approach for requirements analysis, design specifications, implementation, testing (validation), integration and maintenance.

Identify key stakeholders and document the functional requirements for addressing interagency GIS-based documentation of habitat and recreation lands GIS database design, prioritization, assessment, maintenance and reporting needs. Identify, vet and document mandatory vs optional elements of all requirements among stakeholder group.

Evaluate and document the relationships and inter-dependencies of critical database elements (tables, fields, keys) across interagency corporate information systems.

Translate functional requirements into technical specification and design documents that set the framework (road map) for subsequent phases of the State Agency land ownership database development, and application development and implementation. These documents outline the stakeholders business requirements, stewardship roles, workflow, procedures, system limitations or constraints, etc. The requirements analysis will also identify opportunities and methods for automating the process of updating the database with cooperating agency data. The requirements analysis will also need to address system requirements, technology/data limitations, data storage requirements, and data access and maintenance requirements and limitations.

### ***Database Design***

Evaluate existing parcel based data models and identify required changes that should occur, as outlined through requirements analysis. Test, validate and implement a working physical data model through an iterative process, which involves stakeholder review. The design of the physical data model should be optimized for maximum flexibility to accommodate the future implementation and management of other information.

### **Parcel Data Migration and Integration**

Implement, automate and document procedures for integrating participating State Agency parcel data and land records into the system.

Develop and adopt a set of policies, procedures and protocols for updating and maintaining the composite layer including the need to develop automated applications, tools, or processes.

### **Evaluate Workflow Management System**

Workflow management systems are designed to improve the efficiency of any multi-user GIS based project. Advanced job tracking and workflow management tools help save time and money and enforce effective standards.

A workflow management system can define, organize, and standardize the individual tasks within a workflow. These systems should support allocating staffing resources, automate tasks, and track the status and progress of jobs from beginning to end. The system should automatically record a detailed history of job actions, tracks edits to individual features and associated metadata, and manages versions for simultaneous editing.

The HRLCG Records and Documentation Specification can be used to evaluate commercial off the shelf (COTS) and custom workflow management software.

NOTE: WG2 has another draft work plan schedule for the sequenced tasks necessary to complete this work that is still under development and has not been fully integrated into the tasks above.

**Work Plan for  
Evaluation Workgroup 3**

<b>Action Item 7</b>	Develop an approach to monitor the success of acquisitions.			
<b>Outcome</b>	Coordinated evaluation tool to determine efficacy of state lands acquisition strategies, plans and approaches.			
<b>Outputs</b>	Monitoring plan developed and implemented.			
	<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
	Submit draft work plan to Heath Packard for circulation to lands group	Bill	Oct. 10, '08	Done
	Present work plan and progress report to lands group	Bill	Oct. 28, '08	Prepared
	Briefings from the State Natural Resource agencies to describe current data systems tracking performance of acquisition/management objectives.		Jul. '09	
	ID what is currently available and what information can be made available.		July. '09	
	Determine what can be monitored and evaluated with existing resources		Oct. '09	
	Determine what should be monitored/evaluated if resources were not a limiting factor		Oct. '09	
	Evaluate whether we can incorporate existing user surveys (e.g. for local parks, RCO recreation plan, Wildlife area plans for advisory committees, WDFW and DNR access site surveys and reports to federal granting agencies) to give a quality dimension to the survey. This can give some look at the adequacy of public lands and what is needed or lacking.		Oct. '09	
	Evaluate how to make this monitoring approach consistent or complimentary with other strategies and monitoring approaches (e.g. biodiversity council, invasive species council, monitoring forum, Puget sound action agenda, climate action plan, etc.)		Oct. '09	
	Consider or recommend monitoring of success of management and whether the lands are being managed by the correct agencies		Oct. '09	
	Design monitoring protocol.		July '10	
	Apply protocol to appropriate monitoring frameworks/tools (e.g. performance measures, data-management systems—PRISM?)		Oct. '10	
	Implement as much of monitoring protocol as		Apr. '11	

current resources permits (apply retroactively to 2007-09 biennium transactions).			
Develop “Acquisition Success Monitoring” report for Legislature with monitoring report for 2007-2009 & 2009-2011 Biennium.		Jan. ‘12	

### Other considerations

Given emphasis on monitoring – should this group have other representatives on it?

### SCOPE:

- Develop a simple system to track land acquisitions.
- The system can be an element of the biennial forecasting system.
- Some of the questions for a tracking system could be based on these questions:
  - Was the Transaction completed?
  - What was the goal/purpose of the land transaction? This may include a maintenance objective, but we should avoid measures on long term management of land - that is a outside our scope.
  - Did the transaction meet the intended goal/purpose?
  - Did the transaction meet the RCO performance goals for WWRP?
- First develop the “content” of the monitoring approach, then evaluate and identify where the monitoring approach will/should reside (e.g. what tools will be used to track and report data from monitoring program?),
- Monitor land transactions beginning with the 2007-2009 biennium (the same biennium lands group was formed by legislature).

### MONITORING PROTOCOL CONTENT:

- How should we define success and determine what should be monitored?
  - What was actually acquired or disposed of vs. biennial forecasts?
  - Are plans are being implemented?
  - Is habitat improving?
  - Are species recovering?
  - Was transparency increased?
  - Were funds available?
  - Were habitat or recreation objectives met?
  - How do we do this for different land uses?
  - We can easily measure acres, but that is a limiting metric.
  - For recreation lands, it may be Level of Service; for habitat, the Biodiversity Strategy.
  - What are the units of measure?

### MONITORING SYSTEM/Framework

- This item could have a continuing management component.
- Could we identify and integrate performance measures for acquisition/disposal programs along with outcomes from action items herein.
- How can we apply the biodiversity scorecard to this task?
- What other tools are in place to assist us with this?

- Priorities of Government (POG),
- Government Management and Accountability Program (GMAP),
- Performance Measure Tracking (PMT)
- How does this question mesh with long-term planning?
- Coordinate with RCO/RCFB statutory requirement to develop outcome focused performance measures under:

**RCW 79A.15.065**

***Grants through habitat conservation account — Statement of environmental benefits — Development of outcome-focused performance measures***

*In providing grants through the habitat conservation account, the board shall require grant applicants to incorporate the environmental benefits of the project into their grant applications, and the board shall utilize the statement of environmental benefits in the grant application and review process. The board shall also develop appropriate outcome-focused performance measures to be used both for management and performance assessment of the grant program. To the extent possible, the board should coordinate its performance measure system with other natural resource-related agencies as defined in RCW 43.41.270. The board shall consult with affected interest groups in implementing this section.*

<b>Work Plan for Evaluation Workgroup 3</b>			
<b>Action Item 9</b>	Review existing and proposed HCPs on a regular basis to foster statewide coordination and cost efficiencies.		
<b>Outcome</b>	Statewide coordination and cost efficiencies.		
<b>Outputs</b>	Reviews of existing/proposed ESA Habitat Conservation Plans (HCPs) and an evaluation of how HCPs affect/influence land acquisitions.		
	<b>Task</b>	<b>Who</b>	<b>When</b>
	Submit draft work plan to Heath Packard for circulation to lands group	Bill	Oct. 10, '08
	Present work plan and progress report to lands group	Bill	Oct. 28, '08
	USFWS briefing for WG re: WA St. HCPs		Oct. '09
	WDFW HCP briefing		Oct. '09
	DNR HCP briefing		Oct. '09
	Evaluate how the agencies are using HCPs for ESA and whether there is a coordinated approach for the HCPs to complement each other. Determine if this coordination could lend itself to cost efficiencies.		July '10
	Develop report and recommendations to reflect		Jan. '11

analysis.			
Recommend to other workgroups integrate generic (non-ESA) habitat conservation plans into their tasks.		Oct. '08	Prepared

### Other considerations

#### SCOPE:

- WG 3 has decided to limit its review of HCPs to those related to the ESA.
- The scope will look at how ESA HCP can be used as a planning tool for conservation land acquisition or land management.
  - For example: how are WDFW and DNR are using HCP applications as part of a conservation strategy and how acquisition programs like sec 6, CECF and TLT fit into a broader state coordinated plan.
- There is a lack of clarity regarding the legislative intent behind this, and the question remains whether this is referring to Habitat Conservation Plans under the ESA or generic habitat conservation plans. WG 3 recommends prioritizing an analysis of ESA HCPs and recommend that other workgroups (e.g. WWRP Planning WG-4, Acquisitions WG-1) consider how generic habitat conservation plans are factored into acquisition planning.
- Clarify for legislators/public. Do ESA HCPs only mitigate for proposed and potential take of species or do they also result in increased conservation of species?

**Work Plan for  
WWRP Policy Review Workgroup 4**

<b>Action Item 10</b>	Determine if coordination of transactions can be improved by modifying WWRP planning requirements.			
<b>Outcome</b>	Improved coordination of transactions.			
<b>Outputs</b>	<ul style="list-style-type: none"> <li>○ Recommendations to RCFB to modify or retain existing planning requirements.</li> <li>○ RCFB action on planning requirements or affirmation that existing requirements are maximizing coordination.</li> </ul>			
	<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
	Submit draft work plan to Heath Packard for circulation to lands group	Heath	Oct. 10, '08	Done
	Present work plan and progress report to lands group	Heath	Oct. 28, '08	Prepared
	Identify State Parks representative to join workgroup.	Heath	Oct. 28, '08	Done – Bill Koss will participate.
	Evaluate agency “planning processes” through questionnaire (table) to be completed by each agency.	Heath w/ wrkgrp	July '09	
	Review and analyze RCFB planning policies (Manual 2) and other relevant policies and -identify requirements that support interagency land transaction coordination -identify opportunities/gaps to strengthen interagency land transaction coordination	RCO staff & WG4	July '09	
	RCO, WDFW, DNR, & SP brief workgroup on planning processes/policies. Workgroup develops straw dog “recommendations” for review by lands group.		July '09	2.5 hr mtg. will include: 20 min briefings, 10 min discussion and 30 min next steps...
	Lands group vets and prioritizes recommendations. Share analysis with lands group. lands group advises workgroup/RCO staff on development of recommended changes.		July 29, '09	
	Share analysis and lands group advice with Recreation and Conservation Funding Board (RCFB)*. Seek policy direction from RCFB on development of recommended changes.	RCO staff	Sept. '09	
	Develop recommended policy changes for review by lands group.	RCO staff & WG4	Oct. '09	

Share recommended policy changes with RCFB and seek direction to conduct stakeholder process on policy changes (or if necessary, processes to amend RCW/WACs)	RCO staff	Nov. '09	
Stakeholder / public comment process		June '10	
Final staff recommendation based on stakeholder feedback vetted with lands group		July '10	
Final staff recommendation and RCFB action on proposal		Sept '10	
Updates to manuals, policies and procedures		Jan '11	
Changes effective for 2012 WWRP grant cycle		Mar-Sep '11	

\*If the recommendations are for statutory changes instead of rule/policy changes, the rest of this work plan will be modified according to agency request legislation procedures.

### **Other considerations**

#### **INITIAL BRAINSTORM**

- Identify why WWRP farmland preservation category is exempt from planning eligibility requirement and if there are ways to improve this category with regards to existing/emerging plans.
- Incorporate requirement to involve other nat. res. Agencies in planning processes?
- Require coordinated development of plans on specific timeline (every 2 years? Every 6?)
- Share plan elements – require inter-agency commenting.
- Add each year for each project how this proposal is consistent with plans
- Add planning element that answers the question: How are you coordinating on long-term planning?
  
- Determine if requirements could be modified to incorporate regular review (Action items 2 & ?).
- Modify criteria to support change in planning requirements.
- If obstacles exist, propose modifications to facilitate coordination, considering any RCW or WAC constraints.
- If RCW changes are necessary, decide when best to report this to the legislature in order to modify timeline and have policy changes online by 2012 grant cycle.
- Consider whether WWRP proposals are consistent with long-term transaction plans.

**Work Plan for  
Federal Funding Workgroup 5**

<b>Action Item 11</b>	Develop two options for centralizing coordination of federally funded habitat and recreation transactions.			
<b>Outcome</b>	Increased coordination of federally funded transactions.			
<b>Outputs</b>	<ul style="list-style-type: none"> <li>○ Options with pros and cons for centralizing federal funding for habitat and recreation transactions</li> <li>○ Recommended option for consideration by affected agencies and legislature</li> </ul>			
	<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
	Submit draft work plan to Heath Packard for circulation to lands group	Joe/Heath	Oct. 10, '08	Done
	Present work plan and progress report to lands group	Joe / Heath	Oct. 28, '08	prepared
	Develop problem / need statement for action item.		Apr., '09	
	Evaluate for each federal acquisition fund <ul style="list-style-type: none"> <li>1. pros and cons for centralizing coordination</li> <li>2. process similarities, differences and challenges to coordinating programs (including program objectives, complexity, demand, willing seller, appraisal processes, federal audits)</li> <li>3. how information can be integrated into annual forum and biennial forecast</li> </ul>		Oct., '09	
	Formulate options for coordination and centralizing federal funding; craft recommendation for lands group consideration.		Jan., '10	
	Lands group approves/modifies recommendation		Jan., '10	
	Workgroup drafts final recommendations for legislative report.		July ' 10	

**Other considerations**

- The workgroup's work will inform the annual forum and may tie-in to the record keeping/transparency goals
- The product of this workgroup will be rolled into the final recommendations submitted to the Legislature in Nov. 2011.

**Work Plan for  
Reporting Workgroup 6**

<b>Action Item 12</b>	Submit yearly progress report to Office of Financial management.			
<b>Outcome</b>	Accountability of H&RLCG to ensure timely completion of the duties assigned by the legislature.			
<b>Outputs</b>	Annual progress reports.			
	<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Status Update</b>
	First draft	RCO staff	October 1, '08	Done
	Edited by "reporting workgroup" members	WG6	Oct. 17, '08	Done
	Reviewed by lands group members – suggestions regarding content (no word smithing)	lands group	Oct. 29, '08	
	Approved by RCO Director	RCO Dir.	Nov, '08	
	Submitted to OFM	RCO Staff	Dec. , '08	
	Repeat for 2009 with September 2009 deadline		Sept, '09	

**Other considerations:**

Working with RCO management and WG6 to get feedback/approval of new timeline/approach reflected above. Draft report outline follows. Design will be low-frills/low cost, black and white memo style report this year.

Draft Report Content

- I. Pre-lands group Background & History
  
- II. 2007-2008 lands group history
  - a. Meetings
  - b. Processes
  - c. Products (action plan, workgroups, website, charter)
  - d. Deliverables status
  - e. Plans ahead (next steps)
  
- III. Appendices
  - a. Membership
  - b. Charter
  - c. Action Plan

**Work Plan for  
Reporting Workgroup 6**

<b>Action Item 13</b>	Make formal recommendation to the Legislature as to whether the existence of the Habitat and Recreation Lands Coordination Group should be continued beyond July 31, 2012, and if so, whether any modifications to its enabling statute should be pursued.		
<b>Outcome</b>	Opportunities for Agencies, OFM and Legislature to consider what happens is H&RLCG ceases to exist and to take appropriate actions to consider reauthorizing group.		
<b>Outputs</b>	Formal report and recommendations to the legislature		
	<b>Task</b>	<b>Who</b>	<b>When</b>
	Submit draft work plan to Heath Packard for circulation to lands group		Jan. 2010
	Present work plan and progress report to lands group		Jan 2010

**Other Considerations**

- WG 6 will wrangle with this after
  - 2<sup>nd</sup> annual report is submitted in September 2009
  - First annual forum is held
  - This will inform thinking on report timeline and content

## Habitat and Recreation Lands Coordinating Group

DRAFT Calendar

June 30, 2008

Year	Month	Day	Event	Notes
<b>2008</b>	July	16	Quarterly Mtg.	
	October	28	Quarterly Mtg.	Tuesday, Oct. 28, 2008 8:30 – Noon NRB Room 175A
<b>2009</b>	January	21	Quarterly Mtg.	Capitol Campus, Natural Resource Bldg (NRB), Olympia Rm 175A
	April	29	Quarterly Mtg.	NRB - Rm 175A
	July	29	Quarterly Mtg.	NRB - Rm 175A
	October	28	Quarterly Mtg.	NRB - Rm 175A
	TBD	TBD	1 <sup>st</sup> Annual Forum	TBD
<b>2010</b>	January		Quarterly Mtg.	
	April		Quarterly Mtg.	
	July		Quarterly Mtg.	
	September		Biennial Forecast & Progress Report to OFM	
	October		Quarterly Mtg.	
	November		2 <sup>nd</sup> Annual Forum	
<b>2011</b>	January		Quarterly Mtg.	
	April		Quarterly Mtg.	
	July		Quarterly Mtg.	
	September		Biennial Forecast & Progress Report to OFM	
	October		Quarterly Mtg.	
	November		3 <sup>rd</sup> Annual Forum	
	November		Report due to Legislature re: formal recommendation on future of CG	

# HABITAT AND RECREATION LANDS COORDINATING GROUP CHARTER ADOPTED OCT. 28, 2008

## **Purpose and Duration**

The Habitat and Recreation Lands Coordinating Group (Lands Group) was created by the 2007 Legislature (79A.25.260 RCW -Attachment A). This was in response to the 2005 “Toward a Coordination Strategy for Habitat and Recreation land Acquisitions in Washington State; Final Report” by the Interagency Committee for Outdoor Recreation (now known as the Recreation and Conservation Office). The Lands Group and this statute expire July 31, 2012.

## **Mission Statement**

The Lands Group’s mission is to coordinate state habitat and recreation land acquisitions and disposals through improved communication, documentation, reporting, transparency, and planning.

## **Roles & Responsibilities**

Primary roles and responsibilities are outlined in subsections 3, 4, 5 and 6 of RCW 79A.25.260 (Attachment A). The Lands Group may engage in additional activities if it can demonstrate sufficient progress toward completing its primary responsibilities and if it can demonstrate adequate resources are available for such additional activities.

## **Membership**

1. Lands Group membership must include representatives from the Recreation and Conservation Office (RCO), State Parks and Recreation Commission (State Parks), Department of Natural Resources (DNR) and Washington State Department of Fish and Wildlife (WDFW). Membership may also include additional representatives from stakeholder organizations, and local, state or federal government agencies by express invitation and appointment by the RCO Director (79A.25.260 RCW). The Lands Group will, at a minimum, include members representing these interests:
  - a) State Legislature
  - b) Washington Department of Ecology
  - c) Conservation Commission
  - d) Biodiversity Council
  - e) County governments
  - f) City government park and recreation planner
  - g) Private agricultural landowner
  - h) Private timber landowner
  - i) Not-for-profit conservation organization
2. Representatives from the named agencies above will be designated by their agency’s director and will be confirmed by the RCO Director (Director) through official invitation.

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3. Official membership will be established by a member's acceptance of a written invitation or appointment letter from the Director.
4. While consistent and dedicated participation is expected of Lands Group members, alternates may be identified and established by the designated agency / entity representative through written notice to RCO staff (staff).

**Members Roles**

1. Lands Group members accept the responsibility to come to the meetings prepared for the discussions.
2. Members will make a special effort to listen carefully, ask pertinent questions and educate themselves and those they represent about the interests and needs presented. Members understand that issues will be addressed in a problem-solving and collaborative atmosphere.
3. Members are expected to attend regularly scheduled Lands Group meetings and shall notify staff of any expected absence. In this event, the member may send his/her designated alternate to attend the meeting in his/her place. The member may also submit written comments to staff for distribution to the other Lands Group members.
4. Members are expected to be pro-active in conveying issues raised by their agency or constituency to the attention of the Lands Group.
5. In the event that a member wishes to resign from the Lands Group, that member should notify the Director and Lands Group of his/her decision thirty days prior to the effective date of resignation. If the notice does not recommend a new agency/entity representative, the Director may request a new representative from the agency's/entity's director to replace the resigning member.
6. Each member will continually communicate the Lands Group's progress to the agency or entity that he/she represents and routinely seek their advice before making decisions.

**Action Plan**

An annual action plan will be developed, adopted and implemented by the Lands Group and those volunteers assisting Lands Group achieve its mission and responsibilities.

**Workgroups**

1. The Lands Group may form voluntary workgroups to complete statutory tasks and implement action plan.

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2. Workgroups will be established on an *ad hoc* basis and should include at least two official Lands Group members.

**Quorum**

A quorum must be present in order to conduct official business. The quorum of the Lands Group shall consist of at least 51 percent of designated members or their alternates. If a quorum is not present, the only final actions that may legally be taken are to fix a time of adjournment, adjourn, recess, or to take measures to obtain a quorum.

**Meetings, Agenda, Summaries and Reports**

1. All regular meetings of the Lands Group are open public meetings as defined in Chapter 42.30 RCW. The Lands Group shall meet at least quarterly in addition to one annual forum for agencies to coordinate their near-term acquisition and disposal plans. The Lands Group may schedule additional special meetings. When a quorum of members is gathered to discuss business of the Lands Group, in person or electronically, their discussions or actions must be consistent with the open public meeting laws, including notice to the public if required.
2. Lands Group members will avoid sending email correspondence or replying to email correspondence with copies being sent to all other members or to a quorum of members when the content or subject matter pertains to Lands Group actions. Such actions are deemed to be meetings and therefore would trigger open public meetings act requirements including public notice.
3. Staff will distribute documents to the Lands Group using an email “bcc” function to avoid members “replying all” and inadvertently initiating an electronic meeting that has not adhered to the open public meetings act.
4. Staff will solicit feedback on Land Group documents from members, who will reply only to staff. Staff will summarize and distribute those comments to the Lands Group for further consideration.
5. The tentative schedule of meetings, forums and reports follows:

	<b>Month</b>	<b>Day</b>	<b>Meeting</b>	<b>Location</b>
<b>2008</b>	October	28	Quarterly Mtg.	Office Bldg. 2, Rm. SLO3 Capital Campus
<b>2009</b>	January	21	Quarterly Mtg.	Capitol Campus, Natural Resource

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				Bldg, Olympia Rm 175A
	April	29	Quarterly Mtg.	TBD
	July	29	Quarterly Mtg.	TBD
	October	28	Quarterly Mtg.	TBD
	November?	TBD	1 <sup>st</sup> Annual Forum (work group 1 reconsidering best forum timing)	TBD
<b>2010</b>	January		Quarterly Mtg.	TBD
	April		Quarterly Mtg.	TBD
	July		Quarterly Mtg.	TBD
	September		Biennial Forecast & Progress Report to OFM	TBD
	October		Quarterly Mtg.	TBD
	November		2 <sup>nd</sup> Annual Forum	TBD
<b>2011</b>	January		Quarterly Mtg.	TBD
	April		Quarterly Mtg.	TBD
	July		Quarterly Mtg.	TBD
	September		Biennial Forecast & Progress Report to OFM	TBD
	October		Quarterly Mtg.	TBD
	November		3 <sup>rd</sup> Annual Forum	TBD
	November		Report due to Legislature re: formal recommendation on future of CG	TBD

6. Meetings of the Lands Group will be task-oriented. Staff will prepare draft agendas which reflect suggestions by Lands Group members. Draft agendas will be distributed to the Lands Group members for approval at least one week before a meeting. The agenda will describe the matter for discussion and be accompanied by information necessary to support informed discussion.
7. Following the conclusion of each meeting, staff will develop a summary of key decisions and agreements. Meeting summaries will be distributed to Lands Group members within one week of a meeting's conclusion.
8. Lands Group members are obligated to review the summaries for accuracy and to alert the staff or Lands Group if they find mistakes or omissions.

**Agreement and Recommendations**

1. The Lands Group's goal is to reach agreement on as many issues and recommendations as possible, and to take pro-active action as needed.

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CHARTER ADOPTED OCT. 28, 2008**

2. The Lands Group will strive to use consensus to reach decisions. Consensus is defined as unanimous agreement or a lack of opposition of all the parties at the table. Its use precludes the need for voting.
3. In the absence of consensus, Lands Group members will determine areas of agreement and disagreement, and meeting summaries or Lands Group reports will document these areas. Every effort will be made to state all points of view clearly, accurately and fairly. Meeting summaries and reports will present terms of where disagreements lie. In the absence of consensus, a vote may be taken and majority and minority reports shall be included in the record. When formal Lands Group action is necessary, such action shall proceed generally by Robert's Rules of Order.

**Interim Reports and Final Recommendations**

1. Lands Group members accept the responsibility of assisting staff in composing annual reports due to OFM in September, as per RCW 79A.25.260 subsection 2 (Attachment A).
2. Lands Group members accept the responsibility of assisting staff in development of a formal recommendation to the legislature as to whether the Lands Group should be continued beyond 2012, and if so, how the enabling statute should be modified, if at all.
3. Staff will prepare the final recommendation and each annual report and distribute these documents to all members for review, edits, and approval. After approval, each document will be submitted to the Governor and Legislature as provided in the legislation, and to other agreed-upon parties.

**Ethics**

The requirements of state ethics laws apply to all Lands Group members operating in their Lands Group role. (See RCW43.52 and the reference resources at the website for the Executive Ethics Board, <http://ethics.wa.gov/>.) The laws include prohibitions against conflicts of interest, acceptance of most gifts, and release of confidential information. The Lands Group and its members will strive to maintain full awareness and compliance with these requirements in the conduct of its work.

Approved by: \_\_\_\_\_

Kaleen Cottingham,  
Director, Recreation & Conservation Office

Date: \_\_\_\_\_

Adopted by: Habitat & Recreation Lands Coordinating Group

Date: Oct. 28, 2008

**HABITAT AND RECREATION LANDS COORDINATING GROUP  
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**Attachment A**

**RCW 79A.25.260**

**Habitat and recreation lands coordinating group — Members — Progress reports — Duties.  
(Expires July 31, 2012.)**

- (1) The habitat and recreation lands coordinating group is established. The habitat and recreation lands coordinating group must include representatives from the \*committee, the state parks and recreation commission, the department of natural resources, and the Washington state department of fish and wildlife. The members of the habitat and recreation lands coordinating group must have subject matter expertise with the issues presented in this section. Representatives from appropriate stakeholder organizations and local government must also be considered for participation on the habitat and recreation lands coordinating group, but may only be appointed or invited by the director.
  - (2) To ensure timely completion of the duties assigned to the habitat and recreation lands coordinating group, the director shall submit yearly progress reports to the office of financial management.
  - (3) The habitat and recreation lands coordinating group must:
    - (a) Review agency land acquisition and disposal plans and policies to help ensure statewide coordination of habitat and recreation land acquisitions and disposals;
    - (b) Produce an interagency, statewide biennial forecast of habitat and recreation land acquisitions [acquisition] and disposal plans;
    - (c) Establish procedures for publishing the biennial forecast of acquisition and disposal plans on web sites or other centralized, easily accessible formats;
    - (d) Develop and convene an annual forum for agencies to coordinate their near-term acquisition and disposal plans;
    - (e) Develop a recommended method for interagency geographic information system-based documentation of habitat and recreation lands in cooperation with other state agencies using geographic information systems;
    - (f) Develop recommendations for standardization of acquisition and disposal recordkeeping, including identifying a preferred process for centralizing acquisition data;
    - (g) Develop an approach for monitoring the success of acquisitions;
    - (h) Identify and commence a dialogue with key state and federal partners to develop

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an inventory of potential public lands for transfer into habitat and recreation land management status;

(i) Review existing and proposed habitat conservation plans on a regular basis to foster statewide coordination and save costs.

(4) The group shall revisit the \*committee's and Washington wildlife and recreation program's planning requirements to determine whether coordination of state agency habitat and recreation land acquisition and disposal could be improved by modifying those requirements.

(5) The group must develop options for centralizing coordination of habitat and recreation land acquisition made with funds from federal grants. The advantages and drawbacks of the following options, at a minimum, must be developed:

(a) Requiring that agencies provide early communication on the status of federal grant applications to the \*committee, the office of financial management, or directly to the legislature;

(b) Establishing a centralized pass-through agency for federal funds, where individual agencies would be the primary applicants.

(6) This section expires July 31, 2012. Prior to January 1, 2012, the \*committee shall make a formal recommendation to the appropriate committees of the legislature as to whether the existence of the habitat and recreation lands coordinating group should be continued beyond July 31, 2012, and if so, whether any modifications to its enabling statute should be pursued. The \*committee shall involve all participants in the habitat and recreation lands coordinating group when developing the recommendations.

[2007 c 247 § 1.]

**Notes:**

**\*Reviser's note:** Chapter 241, Laws of 2007 amended RCW [79A.25.010](#), changing the definition of "committee" to "board."