

January 9, 2014

Natural Resources Building, Room 172, 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.

Special Accommodations:

If you need special accommodations, please notify us at 360/902-3013 or TDD 360/902-1996.

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 emailing them to the RCO, attn: Cindy Gower, cindy.gower@rco.wa.gov.

Thursday, January 9

OPENING AND MANAGEMENT REPORTS

9:00 a.m.	CALL TO ORDER	<i>Chair</i>
	<ul style="list-style-type: none"> • Roll Call and Determination of Quorum • Introduce new board member • Review and Approval of Agenda 	
	1. Consent Calendar (Decision)	<i>Chair</i>
	<ul style="list-style-type: none"> A. Board Meeting Minutes – November 7, 2013 B. Time Extension Requests C. Advisory Committee Recognition 	
	<u>Resolution 2014-01</u>	
9:10 a.m.	2. Director's Report	
	<ul style="list-style-type: none"> • Agency updates regarding high-level issues and other matters related to agency business • Policy and legislative update • Farmland Preservation Program Review Update • Grant management report • Building security • Fiscal report • Performance report 	<i>Kaleen Cottingham</i> <i>Nona Snell</i> <i>Marguerite Austin</i> <i>Scott Robinson</i>
9:30 a.m.	Presentation of Recently Completed Projects	<i>RCO Staff</i>
9:45 a.m.	General Public Comment	<i>Chair</i>
	For issues not identified as agenda items. Please limit comments to 3 minutes.	

10:00 a.m. State Agency Partner Reports

- Department of Natural Resources
- State Parks
- Department of Fish and Wildlife

*Jed Herman
Don Hoch
Joe Stohr*

BOARD BUSINESS: DECISIONS

- 10:15 a.m. 3. Cost increase: Klickitat County law enforcement/public shooting range (Firearms and Archery Range Recreation Program)**
Resolution 2014-02

Marguerite Austin

-
- 10:30 a.m. 4. Approve Washington State Trails Plan**
Resolution 2014-03

Sarah Gage

-
- 10:45 a.m. 5. Approve Nonhighway and Off-Road Vehicle Activities Plan**
Resolution 2014-04

Sarah Gage

11:00 a.m. BREAK

-
- 11:15 a.m. 6. Approve Changes to the Firearms and Archery Range Recreation Program**
Resolution 2014-05

Leslie Connelly

-
- 11: 30p.m. 7. Approve Changes to the Grant Programs and Criteria for 2014**
Resolution 2014-06

Leslie Connelly

-
- 12:00 p.m. 8. Approve Changes to the Washington Wildlife and Recreation Program State Parks Category Evaluation Process and Criteria**
Resolution 2014-07

Marguerite Austin

12:15 LUNCH

BOARD BUSINESS: BRIEFINGS

- 1:15 p.m. 9. Washington Wildlife Recreation Coalition recommendations for changes to Washington Wildlife and Recreation Program**

Coalition Staff

-
- 1:45 p.m. 10. Policy Priorities for 2014**

Nona Snell

-
- 2:00 p.m. 11. Overview of Proposed WAC (Washington Administrative Code) Changes**

Leslie Connelly

2:30 p.m. BREAK

-
- 2:45 p.m. 12. Accessibility regulations on playgrounds**

Rory Calhoun

-
- 3:15 p.m. 13. Boating App demonstration and outreach and launch strategy**

*Sarah Gage
GeoEngineers*

4:00 p.m. ADJOURN

Recreation and Conservation Funding Board
Resolution #2014-01
January 2014 Consent Calendar

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

- A. Board Meeting Minutes – November 2013
- B. Time Extension Requests
 - Clallam County (08-1075) Spruce Railroad Trail Tunnel Restoration Project.
 - Department of Fish and Wildlife's (08-1502) Okanogan Similkameen Phase 2
- C. Advisory Committee Recognition

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Recreation and Conservation Funding Board Summarized Meeting Agenda and Actions
November 2013

Agenda Items without Formal Action

Item	Board Request for Follow-up
2. Director's Report	No follow up action requested
6. Review Draft Changes to the Firearms and Archery Range Recreation Program	Criteria will be presented for adoption in January 2014 following public comment.
7. Changes to the Land and Water Conservation Fund Criteria	No follow up requested.
8. Review of the Trails Plan	The final plan, reflecting board comments, will be presented for adoption in January 2014.
9. Review of the Nonhighway and Off-Road Vehicle Activities Plan	The final plan, reflecting board comments, will be presented for adoption in January 2014.
10. Review Draft Changes to the Grant Programs and Criteria for 2014	Criteria will be presented for adoption in January 2014 following public comment.
11. Review Draft Changes to the Washington Wildlife and Recreation Program State Parks Category Evaluation Process and Criteria	Criteria will be presented for adoption in January 2014 following public comment.

Item	Formal Action	Board Request for Follow-up
1. Consent Calendar	APPROVED Resolution 2013-22 APPROVED Board Meeting Minutes – September 11-12, 2013 APPROVED Time Extension Requests <ul style="list-style-type: none"> • Project #08-1180, Lacamas Prairie Natural Area 2008 • Project #08-1184, Trout Lake NAP 2008 • Project #08-1610, Pogue Mountain Pre-Commercial Thin • Project #08-1356, Dosewallips State Park Riparian Acquisition 	No follow up action requested
3. Conversion Request: Clark County, Salmon Creek, Projects 76-023 and 79-037	APPROVED Resolution 2013-23	No follow up action requested

Item (con't)	Formal Action	Board Request for Follow-up
4. Major Scope Change Request: Department of Fish and Wildlife, Mid-Columbia 2012, Project 12-1478	APPROVED Resolution 2013-24	No follow up action requested
5.Request to Waive Policy: Kitsap County, Kitsap Forest and Bay Project (Shoreline Access), Project 12-1143	APPROVED Board Resolution #2013-25 as amended allowing purchase of property and the deferral of a Hazardous Substances Certification until 2030.	No follow up action requested
12. Service Recognition: Bill Chapman		No follow up action requested

Recreation and Conservation Funding Board Summary Minutes

Date: November 7, 2013

Place: Olympia, WA

Recreation and Conservation Funding Board members present:

Bill Chapman	Mercer Island	Ted Willhite	Twisp
Betsy Bloomfield	Yakima	Jed Herman	Designee, Department of Natural Resources
Pete Mayer	Snohomish	Don Hoch	Director, State Parks
Harriet Spanel	Bellingham	Joe Stohr	Designee, Department of Fish and Wildlife

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.

Call to Order

Chair Chapman called the meeting to order at 9:00 a.m. Staff called roll, and a quorum was determined. Director Cottingham discussed staffing changes at the Recreation and Conservation Office (RCO). She also noted that members Mayer and Bloomfield had been reappointed, and that Member Spanel had been appointed as chair, effective January 2014.

The board recognized the service of Rebecca Connolly through resolution 2013-28, which was approved by signature of all board members.

Consent Calendar

The Recreation and Conservation Funding Board (board) reviewed Resolution #2013-22, Consent Calendar. Director Cottingham noted that the minutes had been revised to correct the spelling of a board member's name.

Resolution 2013-22 APPROVED

Item 2: Management Report

Director's Report: Director Cottingham noted her involvement in the National Association of State Outdoor Recreation Liaison Officers. NASORLO will be very active on reauthorization of the federal Land and Water Conservation Fund. She also noted that the board and staff have been working on revising the project recognition process, and discussed the Bravo Awards she has distributed. Director Cottingham reported that the Lands Group held its coordinating forum the previous week. She will be working with Okanogan County to determine if the Okanogan-Similkameen project should move forward. The RCO has launched some important IT projects, including electronic billing, the public land inventory, and an IT strategic plan. She briefly discussed the special legislative session, and the potential effects on the agency.

Policy Update: Nona Snell, policy director, reported that the board's Tier 1 policy priorities had been completed or were scheduled for completion by January. The Tier 2 priorities, including farmland policies and supporting the state parks transformation strategy, are either complete or are moving along as well, and the board will receive a briefing on the Farmland Preservation Program review in January.

She also provided an update on the agency's work to complete the public land inventory required by legislative budget proviso. Snell reported on the Lands Group meeting, which was held on October 30. The monitoring report will focus on acquisitions funded in 2009, and will include future costs. Member Willhite asked if the economic analysis would address ecosystem services; Snell responded that the analysis is part of JLARC's proviso. He suggested that the board request its inclusion. Director Cottingham noted that RCO staff had raised the economic value of ecosystem services in a recent steering committee meeting for the inventory. Member Mayer applauded staff work on the Lands Group and State Comprehensive Outdoor Recreation Plan (SCORP). Director Cottingham noted that the SCORP implementation plan was in the materials. Leslie Ryan-Connelly gave an update on the conversion related to the 520 bridge construction project, noting that work continues on the appraisals and cultural resources review.

Grant Management Report: Marguerite Austin provided a grant management update. She noted that the SCORP has been given verbal approval, and that the RCO is just waiting for the formal letter. Austin discussed efforts to close projects and provide additional funding to partially-funded projects. They are focused on the 2014 grant cycle. In response to a question from Chair Chapman, Austin described the various reasons that the list of alternate projects is unusually long. Bloomfield asked if there would be handouts from the SCORP that could be used to communicate the data. Nona Snell responded that there was an executive summary that would be forthcoming once the agency receives formal approval.

Presentation of Recently Completed Projects

Laura Moxham presented information about the following projects, which were recently completed:

- 10-1346, Covington Community Park, which is a development project sponsored by the city of Covington
- 10-1615, East Lake Sammamish Trail-Issaquah Link, which is a development project sponsored by King County DNR and Parks

Chair Chapman described the eventual linkage between the East Lake Sammamish Trail-Issaquah Link and the Mountains to Sound greenway. Member Mayer discussed the water trails that also connect.

General Public Comment

Tom Bugert, Washington Wildlife and Recreation Coalition, updated the board on the Coalition's stakeholder process regarding the Washington Wildlife and Recreation Program (WWRP). He thanked the RCO for their support and involvement. They will be extending the process for another year. The Coalition will be making policy recommendations to help identify and share the positive effects of the program. Member Mayer asked if there were any themes from the initial session. Bugert responded that notification to elected officials should increase in terms of information shared and individuals reached. Member Willhite asked if the Coalition had done any work on the economic benefits. Bugert responded that they had done that work, but more could be done. Director Cottingham asked the Coalition coordinate their recommendations with staff work to establish policy priorities.

State Agency Partner Reports

State Parks: Member Hoch noted that he had provided board with a copy October proviso report that they had submitted to legislators on their efforts to increase revenue and their fiscal health. He noted they are also working on a deferred maintenance proviso report, and they are also working with WDFW and DNR on a Discover Pass proviso. He provided a background on fiscal health, and gave an estimate on where State Parks stand on revenue against their estimates. He notified the board that there is going to be a signing program November 8, 2013 at 3pm at Fort Warden to sign their 50 year lease, with Fort Warden public development authority. This will be a lease for the authority to manage what State Parks call the campus portion (food service, lodging) of Fort Warden State Park.

Department of Natural Resources: Member Herman discussed the Teanaway Community Forest and bringing the community together to help form a management plan. He also discussed that he is the final process of recruiting to fill behind Mark Maureen the Department's former Recreation Manager. He noted that they are continuing to form plans with the community on large areas of recreational opportunities on DNR and WDFW lands. He provided a short report on the use of some WWRP money, in particular Dabob Bay. They have been able to make the WWRP money go twice as far in terms of acquisitions and purchasing lands for habitat with the help of the Navy contributing money.

Department of Fish and Wildlife (WDFW): Member Stohr reported that they are doing work to assess the economic impacts of acquisitions, what economics benefits or detriments do acquisitions bring to a county. They are trying to pay more attention to maintenance and operations costs for new acquisitions, determine if easements can be used more effectively, and work with OFM and DOR to address PILT concerns. WDFW also is trying to do a better job to convey the benefits of the agency's overall work.

Board Business: Decisions

Item 3. Conversion Request: Clark County, Salmon Creek, Projects 76-023 and 79-037

Myra Barker presented information as described in the staff memo and provided additional information about the total grant funding, history of the conversion, and the replacement property. The board had no questions.

Resolution 2013-23 moved by: Pete Mayer and seconded by: Harriet Spanel
Resolution APPROVED

Item 4. Major Scope Change Request: Department of Fish and Wildlife, Mid-Columbia 2012, Project 12-1478

Sarah Thirtyacre, Senior Grant Manager, shared an overview of the scope change request, as described in the memo. David Volsen and Dan Peterson, WDFW, provided additional details including maps showing the historical and current shrub steppe landscape, the geographic envelope that includes both properties, and other WDFW lands. Volsen explained the background for the scope change and the anticipated benefits of the acquisition, noting in particular the opportunity for habitat connectivity. Peterson noted that WDFW wanted to acquire the Grand Coulee Ranch for many years, and this was a good opportunity.

Chair Chapman noted that the presentation adequately addressed the qualities that the board seeks in projects, but the board is concerned about the integrity of the process. He suggested that the functional equivalency was a good basis for consideration of substitute property, versus proximity. Member Bloomfield asked if there were threats, such as wind power, in the area. Volsen responded that he did not have specific information about wind projects in that area; the threats are related to development on the site. Member Spanel expressed concern about the project "jumping the line." Volsen responded that it is very difficult to acquire property in north Douglas County, and asked for the board to give them the needed flexibility. Member Willhite asked if there would be options for additional acquisitions in the future; Volsen responded that it was DFW's intent. Member Herman asked where the funds would go if the scope change were not approved. Director Cottingham responded that it would be distributed to other projects in the Habitat Conservation Account. Chair Chapman stated that he believed that the public input from the county was key to making this process acceptable. Thirtyacre stated that the RCO is working through the Lands Group to make the use of geographic envelopes more transparent, while still providing the flexibility needed by the agencies.

Resolution 2013-24 moved by: Ted Willhite and seconded by: Betsy Bloomfield
Resolution APPROVED

Member Hoch was excused from the meeting at 10:45, and was absent for this vote.

Item 5. Request to Waive Policy: Kitsap County, Kitsap Forest and Bay Project (Shoreline Access), Project 12-1143

Adam Cole, Grant Manager, presented the information as described in the staff memo and provided additional detail about the activities currently allowed on the site, the habitat benefits, and the history of the site. He explained the outreach activities and cleanup plan for the site. Cole explained the applicable policies that make the property ineligible and four alternatives that staff evaluated for board action. Staff recommended that the board waive acquisition policy for whole project area and add a special condition to project agreement stating that the sponsor must satisfy the Hazardous Substances Certification requirement by 2030 or provide replacement property per RCO conversion requirements.

Member Herman asked why the board was being asked to make the decision at this time; that is, why would they not purchase the property after doing the cleanup? Eric Baker, from Kitsap County, explained that the funding is in place so they want to proceed as soon as possible. Member Bloomfield asked if the parties concurred with the special condition. Cole responded that the agreement was between the RCO and the county. Baker responded that the county was prepared to accept the condition. He noted that the county hopes that the condition applies to the tidelands, not the uplands. Baker noted that the upland portion of the property has had an ESA Level 1 performed on it and stated an ESA Level 2 was not needed. He stated that the environmental condition of the uplands is much different than the tidelands adding there is no cleanup plan for the uplands, only the tidelands. Member Mayer asked if the condition is enforceable; Director Cottingham responded that it would go in the contract. Mayer suggested that the board may want interim reports about progress; Chair Chapman responded that it was difficult to establish milestones because this was a natural process. Barry Rogowski, Ecology, noted that they would conduct five-year reviews following cleanup, and that information is publicly available.

Member Willhite stated that he was uncomfortable with the language saying that it waived policy and suggested that this was just an exception. Director Cottingham responded that she did not want to modify the policy, and that it was not an exception because it does not meet the criteria in policy.

Rogowski noted that all properties that are contaminated require clean up, but Ecology can address only a few at a time. This is a unique opportunity because they believe they can reach full recovery.

Chair Chapman suggested, during executive session and lunch, staff would update the resolution to reflect the reasons for the waiver and make the special conditions more explicit.

Member Mayer moved to table the discussion until after the executive session. Seconded by Member Herman. Motion approved.

Chair Chapman recessed for executive session from 12:00 until 12:45 p.m.

RCO staff revised the resolution per the board's direction.

**Revised Resolution 2013-25 moved by: Pete Mayer and seconded by: Ted Willhite
Resolution APPROVED**

Board Business: Briefings

Item 6. Review Draft Changes to the Firearms and Archery Range Recreation Program

Leslie Connelly, Policy Specialist, presented the information as described in the staff memo and asked for board comment.

In response to a question from Member Herman, Connelly listed the organizations eligible in the grant program. He questioned the ability of smaller or newer clubs to meet the public notice requirement. Marguerite Austin responded that it has been a long-standing requirement, and drew the distinction between public meetings and public hearings. Member Stohr asked how the change in maximum request would affect the number of projects funded. Connelly responded that the list was usually short enough that it would not be an issue. In response to additional questions from Member Stohr, she explained the makeup and role of the Advisory Committee. Austin noted that the makeup was originally established by statute; since the statute expired, staff has been working to redesign the committee to increase safety expertise. Member Willhite asked what was driving the changes, and whether the policy reflected the public comment received earlier this year. Connelly responded by highlighting key drivers. Chair Chapman stated that many of the changes resulted from previous board discussions and actions. Member Mayer asked if the "do not fund" recommendation would take place in technical review. Chair Chapman responded that the board has seen few of those recommendations from the categories that have the policy now. The board did not recommend any changes.

Board Business: Decisions

Item 7. Changes to the Land and Water Conservation Fund Criteria

Leslie Connelly noted that the board reviewed the criteria in September, and reported that staff had made no changes except to clarify some of the supporting text. The only public comment received was related to the makeup of the Advisory Committee, and staff responded to the individual.

Resolution 2013-26 moved by: Pete Mayer and seconded by: Jed Herman

Resolution APPROVED

Board Business: Briefings and Discussion

Item 8. Review of the Trails Plan

Sarah Gage reviewed the changes to the Trails Plan, including the recommendations for board actions. She also discussed the public comment, which was provided with the advance materials.

On Statewide Action #1, Chair Chapman suggested that the language be revised to include regional trails rather than federal, state, and local trails. Director Cottingham suggested that language be “includes a regional trails inventory” and then add “and information about trails.” Member Bloomfield suggested that it include the purpose for the recommendation. Members concurred.

The board discussed the requirements of RCW 79A.35, and the staff recommendation to explore the feasibility of designating a trail system. Member Willhite asked what the next steps would be. Director Cottingham responded that following adoption of the plan, staff would determine how to address it in the context of other policy proposals. She noted that State Parks staff did a presentation about the requirements, and Chair Chapman suggested that it be shared with the board.

Member Bloomfield asked about the comment from USFWS expressing concern about the use of the word “perceive” to characterize trails’ impacts on habitat. Gage reviewed the comment with the board, noting that the phrase in question was part of the survey instrument used by the consultant. She suggested that the response could be that the RCO and board acknowledge that the effects are not “perceived,” but that they are real and grounded in scientific information. The board concurred.

Glenn Glover, Evergreen Mountain Bike Alliance, see comment below.

Item 9. Review of the Nonhighway and Off-Road Vehicle Activities Plan

Sarah Gage reviewed the changes to the Nonhighway and Off-Road Vehicle Activities Plan, including the recommendations for board actions. She also discussed the public comment, which was provided with the advance materials. She noted that the response to the comments about the funding formula would be to note that it was established in statute. Chair Chapman suggested that staff also indicate that the board would not be recommending changes to the law. Member Willhite asked if the formula would be a useful addition to the plan. Chair Chapman responded that it was part of the grant funding presentations.

Item 10. Review Draft Changes to the Grant Programs and Criteria for 2014

Leslie Connelly, Policy Specialist, presented the information as described in the staff memo and asked for board comment. The board asked questions to clarify the proposal, but made no changes to the proposed criteria. They agreed that the staff proposal may be advanced for public comment.

Connelly then discussed the letter that was submitted by the Washington Trails Association (WTA), Back Country Horsemen, and Evergreen Mountain Bike Alliance that proposed additional changes to the trails category of the WWRP. She presented four options for addressing the proposal and explained the potential changes to the criteria.

Public Comment:

Karen Daubert, WTA, explained the background of the letter. She believes that the preference in the criteria for hard surface trails may be inconsistent with statute. WTA and its partners think that the water views are less important than other factors. They are focused on these criteria because funding sources are limited for trails, but they are vitally important for health and recreation. They would like the changes to take effect for the 2014 grant cycle.

Glenn Glover, Evergreen Mountain Bike Alliance, stated that the interpretation of the criteria is critical because the scoring is very close. He spoke to the water access criterion, and highlighted that very good trails would be unable to compete if they did not have access or views. They do not want to create a disadvantage for hard surface trails either, but want soft-surface trails to be competitive. He highlighted a project that ranked very low, and stated that it was due to the lack of water access or views. In response to a question from Chair Chapman, Daubert concurred that she believed the score was a function of that criterion.

Joan Fleming, Back Country Horsemen, stated that they are concerned about the focus on suburban and urban trails, rather than rural trails. Horseback riders contribute significant revenue to the state through the purchase of passes and equipment. Trails typically are focused on larger user groups. They want to protect the trails they have because there are few proposals for new trails. She also supports the proposal regarding soft-surface trails.

Tom Bugert, WWRC, noted that this has come up in the stakeholder process as well. They will review it over the next year, but have no position on it at this time.

Chair Chapman acknowledged that the criteria cannot anticipate everything, and appreciates that the letter suggests administrative changes. He suggested that the issue could be addressed by looking at the weighting provided to each criterion, rather than changing criteria. Member Willhite asked what staff work could be done. Director Cottingham reminded the board that there would need to be considerable work to prepare the criteria and do public outreach before the 2014 grant round, so the question for the board is whether to do this for the 2014 grant cycle or the 2016 cycle.

Leslie Connelly presented four options for the board consideration on how to respond to the request. The four options considered were 1) proceed with recommendations, 2) clarify eligibility of soft surface trails and how to score applications, 3) clarify accessibility requirements and when they apply to soft surface trails and supporting facilities, and 4) consider recommendations on conjunction with actions defined in the Statewide Trails Plan. Connelly reviewed the options for the board, noting that options 2 and 3 are administrative and could be done for 2014. Director Cottingham noted that the board decision

is whether to implement option 1, for 2014, or option 4, for 2016. Member Mayer suggested that they needed to tread carefully, given the timing constraints and the amount of work that would need to be done. Member Spanel noted that if staff believes that options 2 and 3 are possible and helpful, she can support that. She does not believe there is time to implement option 1. Member Herman suggested that even options 2 and 3 could change the balance too much. Chair Chapman suggested that staff could develop the clarifications and bring it to the board in January, the other proposals should be incorporated into the work plan for changes in 2016. The board members concurred. Staff responded that administrative clarifications will be wrapped into preparations for the 2014 grant cycle. Staff will bring changes to the program policies and criteria back to the board when it discusses other changes for the 2016 grant cycle.

**Item 11. Review Draft Changes to the Washington Wildlife and Recreation Program State Parks
Category Evaluation Process and Criteria**

Marguerite Austin, RCFB Section Manager, and Peter Herzog with State Parks presented the information as described in the staff memo and asked for board comment. These proposed changes will go out for public comment and come back to the board for decision in 2014.

Board Business: Decisions

Item 12. Service Recognition: Bill Chapman

Former member Steven Drew and several others recognized the service of Chair Chapman.

Resolution 2013-27 moved by: Don Hoch and seconded by: Ted Willhite
Resolution APPROVED

Meeting adjourned at 4:30 p.m.

Minutes Approved by:

Harriet Spanel, Chair

Date

Recreation and Conservation Funding Board
Resolution #2013-22
November 2013 Consent Calendar

BE IT RESOLVED, that the following November 2013 Consent Calendar items are approved:

A. Board Meeting Minutes – September 11-12, 2013

B. Time Extension Requests:

- Washington Department of Natural Resources, Project #08-1180, Lacamas Prairie Natural Area 2008
- Washington Department of Natural Resources, Project #08-1184, Trout Lake NAP 2008
- Washington Department of Fish and Wildlife, Project #08-1610, Pogue Mountain Pre-Commercial Thin
- Washington State Parks and Recreation Commission, Project #08-1356, Dosewallips State Park Riparian Acquisition

Resolution moved by:	<u>Approved without being moved</u>
Resolution seconded by:	<u>None</u>
Adopted	
Date:	<u>November 7, 2013</u>

Recreation and Conservation Funding Board
Resolution 2013-23
Approving Conversion for Salmon Creek Community/Regional Park
(RCO Projects #76-023 and 79-037)

WHEREAS, the Clark County (County) used state bond funds and a grant from the Land and Water Conservation Fund (LWCF) to acquire land and develop park facilities at Salmon Creek Community/Regional Park; and

WHEREAS, the county permitted conversion of a portion of the property through a land exchange and for the installation of a sewer pump station; and

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

WHEREAS, the county is asking for Recreation and Conservation Funding Board (board) approval to replace the converted property with property purchased under a waiver of retroactivity; and

WHEREAS, the proposed replacement property is in close proximity to the conversion site, has an appraised value that is greater than the conversion site, and has greater acreage than the conversion site; and

WHEREAS, the site will provide opportunities that closely match those displaced by the conversion and will expand the city's park system in an area that had been identified in its comprehensive plan as needing additional recreation opportunities, thereby supporting the board's goals to provide funding for projects that result in public outdoor recreation purposes; 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 Projects #76-023 and 79-037 as presented to the board in November 2013 and set forth in the board memo prepared for that meeting; and

AND BE IT FURTHER RESOLVED, that the board hereby authorizes the RCO director to give interim approval for the properties acquired with LWCF funds and forward the conversion to the National Park Service (NPS) for final approval.

<i>Resolution moved by:</i>	<u>Mayer</u>
<i>Resolution seconded by:</i>	<u>Spanel</u>
<i>Adopted</i>	
<i>Date:</i>	<u>November 7, 2013</u>

Recreation and Conservation Funding Board
Resolution #2013-24
Approving a Major Scope Change for Mid-Columbia 2012
(RCO #12-1478)

WHEREAS, the Recreation and Conservation Funding Board (board) approved a Washington and Wildlife Recreation Program (WWRP) Critical Habitat Category grant for the Washington State Department of Fish and Wildlife (WDFW) to acquire 3,045 acres for conservation purposes in Douglas County; and

WHEREAS, the acquisition is part of a WDFW's ongoing efforts to acquire land to support maintaining and recovering sharp-tailed grouse within Douglas, Okanogan and Lincoln Counties as outlined in the *Columbian Sharp-tailed Grouse Recovery Plan*; and

WHEREAS, the owner of the targeted property has decided not to sell it at this time; and

WHEREAS, WDFW has identified an alternate property within Douglas County that is available for purchase and provides equivalent high-quality sharp-tailed grouse habitat; and

WHEREAS, acquisition of the alternate property would prevent fragmentation of the migration route for a variety of shrub steppe obligate species; and

WHEREAS, the acquisition of the alternate property and has been identified in WDFW's long term strategic plan and has been approved through their Lands 20/20 process; and

WHEREAS, the replacement property meets the eligibility criteria for the WWRP Critical Habitat category; and

WHEREAS, adoption of this scope change supports the board's strategic goal to provide partners with funding to protect, preserve, restore, and enhance habitats;

NOW, THEREFORE, BE IT RESOLVED, that the Recreation and Conservation Funding Board approves the scope change request; and

BE IT FURTHER RESOLVED, that the director is authorized to execute the project agreement.

Resolution moved by:	<u>Willhite</u>
Resolution seconded by:	<u>Bloomfield</u>
Adopted	
Date:	<u>November 7, 2013</u>

Recreation and Conservation Funding Board

Resolution #2013-25

Allowing Purchase of Contaminated Properties for Kitsap Forest and Bay Project, Shoreline Access,
RCO #12-1143A

WHEREAS, the Recreation and Conservation Funding Board (board) approved a Washington Wildlife and Recreation Program (WWRP) Water Access category grant and an Aquatic Lands Enhancement Account (ALEA) grant for Kitsap County to acquire 535 acres for public access and conservation purposes; and

WHEREAS, environmental reports document contamination in the tideland portion of the project site that is part of the Port Gamble Bay and Mill Site, which is currently listed as a known contaminated site on Ecology's Hazardous Site List; and

WHEREAS, the tidelands are an integral part of the proposed acquisition and establish eligibility for funding through the WWRP Water Access category; and

WHEREAS, board policy restricts acquisition of property contaminated with hazardous substances; and

WHEREAS, Kitsap County wishes to pursue this property even though it cannot certify that the properties are clean; and

WHEREAS, the levels and type of pollution will not limit public use and enjoyment of the properties once the cleanup has occurred; and

WHEREAS, the Washington State Department of Ecology (Ecology) is coordinating a plan for cleanup and for monitoring the recovery efforts; and

WHEREAS, Ecology has determined that a responsible party is prepared to sign the Consent Decree and commits to cleaning up hazardous substances; and

WHEREAS, for this project only, Kitsap County is asking the board to waive the policies that (1) make the property ineligible and (2) require that it certify that the site is free of hazardous substances; and

WHEREAS, approving this request supports the board's strategic goal to provide funding to protect, preserve, restore, and enhance recreation and conservation opportunities statewide,

NOW THEREFORE BE IT RESOLVED, that the board waives the acquisition policy regarding contaminated properties and defers the hazardous substances certification policy until 2030 for the Kitsap Forest and Bay Project - Shoreline Access (RCO #12-1143A), and requires that the sponsor meet the following special conditions:

- A. By March 31, 2014, submit to RCO the Consent Decree that is signed by all appropriate parties, and
- B. Meet the terms of Section 10, Hazardous Substances of the Standard Terms and Conditions outlined in RCO's Project Agreement no later than December 31, 2030; and

BE IT FURTHER RESOLVED, that the director is authorized to execute the project agreement for implementation of the funded project with the protection of WWRP Water Access and ALEA funds in the form of the special condition referenced in this memorandum.

Resolution moved by: Mayer

Resolution seconded by: Willhite

Adopted

Date: November 7, 2013

Recreation and Conservation Funding Board
Resolution #2013-26

Adopting Evaluation Criteria in the Land and Water Conservation Fund Grant Program

WHEREAS, National Park Service (NPS) provides federal Land and Water Conservation Fund (LWCF) grant assistance to the states to preserve, develop, and ensure continuous public access to outdoor recreation resources; and

WHEREAS, as part of the process to maintain eligibility, Recreation and Conservation Office (RCO) staff proposed changes to the criteria used to evaluate applications to the program; and

WHEREAS, the changes proposed by staff are consistent with the State Comprehensive Outdoor Recreation Plan, which was adopted by the Recreation and Conservation Funding Board (board) in June 2013; and

WHEREAS, the board reviewed the proposed criteria changes in September 2013 at an open public meeting; 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 Land and Water Conservation Fund (LWCF) grant program as presented at the November 2013 board meeting; and

BE IT FURTHER RESOLVED, that the board directs RCO staff to implement this revision beginning with the 2014 grant cycle.

Resolution moved by:	<u>Mayer</u>
Resolution seconded by:	<u>Herman</u>
Adopted	
Date:	<u>November 7, 2013</u>



A Resolution to Recognize the Service of
Bill Chapman

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

WHEREAS, from November 2004 through December 2013, Bill Chapman served the residents of the state of Washington as a member and chairman of the Recreation and Conservation Funding Board; and

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

WHEREAS, Mr. Chapman's dedication to environmental and economic sustainability led the board to craft and adopt a sustainability policy, incorporate criteria into key grant programs, and conduct outreach and education efforts to help project sponsors use more sustainable practices and elements; and

WHEREAS, Mr. Chapman's leadership helped the board develop a program that recognize sites that embody the realization of a long-range vision or that have resulted in a lasting legacy; and

WHEREAS, Mr. Chapman's intellect, lawyerly debate skills, focus on strategically investing public funds, and belief in sharing successes inspired the board and helped it to ensure that its policies and practices create projects that improve the quality of life for current and future generations; and

WHEREAS, during Mr. Chapman's nine-year tenure, the board funded 1,502 grants, creating a state investment of \$454 million in Washington's great outdoors; and

WHEREAS, Mr. Chapman's current term expires on December 31, 2013 and members of the board wish to recognize his support, leadership, and service;

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

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on November 6, 2013

Resolution #2013-27 approved by signature of all members present.



A Resolution to Recognize the Service of

Rebecca Connolly

To the Residents of Washington State and the Recreation and Conservation Office

WHEREAS, from February 2008 through October 2013, Rebecca Connolly has provided excellent service to the various boards that make up the Recreation and Conservation Office; and

WHEREAS, Ms. Connolly is the wizard behind the curtain at RCO, setting up many foundational systems that ensure RCO is able to answer challenging legislative questions, track staff progress in meeting agency goals, and generally contribute to the agency's stellar reputation as a reliable, efficient, and professional organization; and

WHEREAS, because of Ms. Connolly's exceptional communication and organizational skills, all board meetings run smoothly, every board member understands the issues, all discussions are meaningful and productive, and all are done in a very transparent and open way; and

WHEREAS, Ms. Connolly led many efforts that made it easier for the board and staff to accomplish their work, including guiding the development of strategic plans, developing and managing the agency's performance measurement system, instituting more efficient methods for responding to public requests for information, and leading staff in finding efficiencies. Her legacy will live on for many years through these improvements; and

WHEREAS, Ms. Connolly's intellect and good humor made her a mentor and sounding board to staff, a valuable advisor to agency leadership, and an irreplaceable employee; and

WHEREAS, Ms. Connolly is leaving the agency to pursue other adventures and members of the board wish to recognize her support, leadership, and service;

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

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on November 6, 2013

Resolution #2013-28 approved by signature of all members present.

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014
Title: Time Extension Requests
Prepared By: Recreation and Conservation Section Grant Managers

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

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

Board Action Requested

This item will be a:

<input checked="" type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input type="checkbox"/>	Briefing

Resolution #: 2014-01

Purpose of Resolution: Approve the requested time extensions

Background

Manual #7, *Funded Projects*, outlines the board's adopted policy for progress on active funded projects. Key elements of this policy are that the sponsor must complete a funded project promptly and meet the project milestones outlined in the project agreement. The director has authority to extend an agreement for up to four years. Extensions beyond four years require board action.

The RCO received requests for a time extension for each of the projects listed in Attachment A. This document summarizes the circumstances for the requested extensions and the expected date of project completion. Board action is required because the project sponsors are requesting extensions to continue the agreements beyond four years.

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;
- Current status of activities within the grant;
- 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 comments on the requests.

Staff Recommendation

Staff recommends approval of the time extension requests for the projects listed in Attachment A.

Attachments

- A. Time Extension Requests for Board Approval

Clallam County Public Works' Time Extension Request for Board Approval

Project number and type	Project name	Grant program	Grant funds remaining	Current end date	Extension request	Reasons for Delay and Justification of Request
08-1075 Development	Spruce Railroad Trail Tunnel Restoration Project	WWRP, Trails	Total Remaining: \$326,454 33% of \$999,000 grant.	March 31, 2014	9 Months December 31, 2014	<p>In April 2013, the Board approved a six-month time extension for this project to allow the County time to complete construction of an additional mile of trail and trailheads that will allow barrier-free access to the trail.</p> <p>Clallam County recently completed the new ADA accessible trailhead projects. Olympic National Park staff and the County have approved a plan for the additional mile of trail; however, route analysis to avoid wetland impacts and protect historic resources ultimately delayed approval of the trail design and permits. With approvals in hand, Clallam County is now accepting bids to construct the additional mile of trail which will include two bridges, but anticipates construction will not be completed until the fall of 2014.</p> <p>Approval of this time extension will allow the County to construct one mile of trail, which completes this phase of the Spruce Railroad Grade Trail restoration in Olympic National Park.</p>

Department of Fish and Wildlife's Time Extension Request for Board Approval

Project number and type	Project name	Grant program	Grant funds remaining	Current end date	Extension request	Reasons for Delay and Justification of Request
08-1502A	Okanogan Similkameen Phase 2	WWRP Critical Habitat	\$100,538 (3%)	01/31/2013	3 Months 4/30/2014	<p>The Department of Fish and Wildlife (WDFW) successfully acquired over 3,000 acres of critical riparian, shrub-steppe, and dry forest wildlife habitat between Conconully and the Canadian border.</p> <p>Approval of this time extension will allow WDFW to complete post-closing work, including construction of XX miles of fencing necessary to protect their investment.</p>

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014
Title: Advisory Committee Recognition
Prepared By: Lorinda Anderson, Outdoor Resource Planner

APPROVED BY RCO 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 #: 2014-01

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 2014-01.

Aquatic Lands Enhancement Account Advisory Committee

Name	Position	Years
Clay Antieau	Habitat, (Seattle Public Utilities), Seattle	8
Rick Eichstaedt	Recreation, (Spokane River Keeper), Spokane	3
Michael Grilliot	State Agency, (Natural Resources), Olympia	2
Christine Hempleman	State Agency, (Ecology), Olympia	2

Boating Programs Advisory Committee

Name	Position	Years
Del Jacobs	Citizen, Port Ludlow	6
David G. Smith	Citizen, Moses Lake	8
Reed Waite	Citizen, Seattle	6

Land and Water Conservation Fund Advisory Committee

Name	Position	Years
Mike Kaputa	Local Agency, (Chelan County Parks and Natural Resources), Wenatchee	3
Michael O'Malley	State Agency, (Fish and Wildlife), Olympia	12

Nonhighway and Off-road Vehicle Activities Advisory Committee

Name	Position	Years
Mary O'Neil	Citizen, (Nonhighway road), Hoquiam	5
Don Scogings	Citizen, (Nonhighway road), Federal Way	2
Mark Mauren	State Agency, (Natural Resources), Olympia	5

Recreational Trails Program Advisory Committee

Name	Position	Years
Doug Conner	Citizen, (ORV-motorcycle), Pasco	8
Michael Crowley	Citizen, (Mountain bicycle), Woodinville	4
Gerry Hodge	Citizen, (Nonmotorized water), Olympia	8
Mike Jones	Citizen, Ferndale	4

WWRP Local Parks Advisory Committee

Name	Position	Years
Tom Boyer	Citizen, Olympia	2
Chuck Gibilisco	State Agency, (Fish and Wildlife), Quilcene	6

WWRP Farmland Preservation Advisory Committee

Name	Position	Years
Scott Nelson	Citizen, Olympia	6
Don Young	Citizen, Sunnyside	3

WWRP State Lands Development/Renovation Advisory Committee

Name	Position	Years
Margaret Fleek	Local Agency, (Planning Dept.), Burlington	4
Mark Mauren	State Agency (Natural Resources), Olympia	2
Brian Meyer	Local Agency (Parks Dept.), Woodinville	2
John Peterson	Citizen, Seattle	5
Fred Wert	Citizen, Winthrop	2

WWRP Trails Advisory Committee

Name	Position	Years
Mikael O'Malley	State Agency (Fish and Wildlife), Olympia	8

Attachments

- A. Individual Service Resolutions



A Resolution to Recognize the Service of

Clay Antieau

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

WHEREAS, from 2004 through 2012, Clay Antieau 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 Aquatic Lands Enhancement Account 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. Antieau'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. Antieau.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Rick Eichstaedt

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

WHEREAS, from 2010 through 2012, Rick Eichstaedt 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 Aquatic Lands Enhancement Account 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. Eichstaedt'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. Eichstaedt.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Michael Grilliot

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

WHEREAS, from 2012 through 2013, Michael Grilliot 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 Aquatic Lands Enhancement Account 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. Grilliot'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. Grilliot.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Christine Hempleman

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

WHEREAS, from 2012 through 2013, Christine Hempleman 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 Aquatic Lands Enhancement Account 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. Hempleman'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 Ms. Hempleman.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Del Jacobs

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

WHEREAS, from 2008 through 2013, Del Jacobs 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. Jacobs'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. Jacobs.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

David G. Smith

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

WHEREAS, from 2005 through 2012, David G. Smith 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. Smith'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. Smith.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Reed Waite

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

WHEREAS, from 2008 through 2013, Reed Waite 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. Waite'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. Waite.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Mike Kaputa

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

WHEREAS, from 2010 through 2012, Mike Kaputa served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Land and Water Conservation Fund (LWCF) 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 Land and Water Conservation Fund 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. Kaputa'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. Kaputa.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Michael O'Malley

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

WHEREAS, from 2002 through 2013, Mike O'Malley served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Land and Water Conservation Fund (LWCF) 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 Land and Water Conservation Fund projects for funding; and

WHEREAS, from 2006 through 2013, Mike O'Malley served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Washington Wildlife and Recreation Program Trails (WWRP-TR) 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 WWRP Trails 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. O'Malley'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. O'Malley.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Mary O'Neil

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

WHEREAS, from 2008 through 2012, Mary O'Neil served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Nonhighway and Off-road Vehicle Activities (NOVA) 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 federal, local, and state agency Nonhighway and Off-road Vehicle Activities 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. O'Neil'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 Ms. O'Neil.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Don Scogings

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

WHEREAS, from 2012 through 2013, Don Scogings served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Nonhighway and Off-road Vehicle Activities (NOVA) 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 federal, local, and state agency Nonhighway and Off-road Vehicle Activities 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. Scogings'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. Scogings.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Mark Mauren

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

WHEREAS, from 2009 through 2013, Mark Mauren served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Nonhighway and Off-road Vehicle Activities (NOVA) 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 federal, local, and state agency Nonhighway and Off-road Vehicle Activities projects for funding;

WHEREAS, from 2012 through 2013, Mark Mauren served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Washington Wildlife and Recreation Program State Lands Development and Renovation (WWRP-SLD) 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 state agency WWRP State Lands Development and Renovation 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. Mauren'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. Mauren.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Doug Conner

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

WHEREAS, from 2005 through 2012, Doug Conner served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Recreational Trails Program (RTP) 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 federal, local, and state agency and nonprofit organization Recreational Trails Program 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. Conner'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. Conner.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Michael Crowley

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

WHEREAS, from 2010 through 2013, Michael Crowley served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Recreational Trails Programs (RTP) 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 federal, local, and state agency and nonprofit organization Recreational Trails Program 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. Crowley'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. Crowley.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Gerry Hodge

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

WHEREAS, from 2006 through 2013, Gerry Hodge served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Recreational Trails Program (RTP) 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 federal, local, and state agency and nonprofit organization Recreational Trails Program 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. Hodge'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. Hodge.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Michael Jones

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

WHEREAS, from 2009 through 2012, Michael Jones served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Recreational Trails Program (RTP) 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 federal, local, and state agency and nonprofit organization Recreational Trails Program 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. Jones'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. Jones.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Tom Boyer

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

WHEREAS, from 2012 through 2013, Tom Boyer served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Washington Wildlife and Recreation Program Local Parks (WWRP-LP) 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 agency WWRP-Local Parks 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. Boyer'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. Boyer.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Chuck Gibilisco

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

WHEREAS, from 2008 through 2013, Chuck Gibilisco served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Washington Wildlife and Recreation Program Local Parks (WWRP-LP) 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 agency WWRP Local Parks 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. Gibilisco'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. Gibilisco.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Scott Nelson

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

WHEREAS, from 2008 through 2013, Scott Nelson served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Washington Wildlife and Recreation Program Farmland Preservation (WWRP-FP) 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 agency and nonprofit organization WWRP Farmland Preservation 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. Nelson'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. Nelson.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Don Young

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

WHEREAS, from 2010 through 2012, Don Young served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Washington Wildlife and Recreation Program Farmland Preservation (WWRP-FP) 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 agency and nonprofit organization WWRP Farmland Preservation 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. Young'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. Young.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Margaret Fleek

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

WHEREAS, from 2010 through 2013, Margaret Fleek served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Washington Wildlife and Recreation Program State Lands Development and Renovation (WWRP-SLD) 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 state agency WWRP State Lands Development and Renovation 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. Fleek'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 Ms. Fleek.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Brian Meyer

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

WHEREAS, from 2012 through 2013, Brian Meyer served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Washington Wildlife and Recreation Program State Lands Development and Renovation (WWRP-SLD) 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 state agency WWRP State Lands Development and Renovation 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. Meyer'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. Meyer.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

John Peterson

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

WHEREAS, from 2006 through 2008 and 2012 through 2013, John Peterson served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Washington Wildlife and Recreation Program State Lands Development and Renovation (WWRP-SLD) 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 state agency WWRP State Lands Development and Renovation 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. Peterson'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. Peterson.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair



A Resolution to Recognize the Service of

Fred Wert

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

WHEREAS, from 2012 through 2013, Fred Wert served the citizens of the state of Washington and the Recreation and Conservation Office by participating on the Washington Wildlife and Recreation Program State Lands Development and Renovation (WWRP-SLD) 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 state agency WWRP State Lands Development and Renovation 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. Wert'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. Wert.

Approved by the Recreation and Conservation Funding Board
in Olympia, Washington
on January 9, 2014

Harriet Spanel, Chair

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014
Title: Director's Report

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

This memo is the director's report on key agency activities.

Board Action Requested

This item will be a:

<input type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input checked="" type="checkbox"/>	Briefing

In this Report

- ▶ Agency updates
- ▶ Policy update
- ▶ Grant management
- ▶ Fiscal report

Agency Updates

Agency Operations

RCO's New Strategic Plan

During the past several months, RCO has been revising its strategic plan. Our current strategic plan was drafted in 2006 and since then RCO has seen many changes, including:

- Adding the Governor's Salmon Recovery Office in 2009.
- Losing three sections (Forum on Monitoring Salmon Recovery and Watershed Health, Biodiversity Council, and the conservation grants section).
- Reducing the total number of staff (from 60 to 50).
- Having a new Governor elected with new priorities.

When looking at updating our strategic plan, our ultimate goal was to simplify our direction, make it more reflective of our actual work, and create a work plan that focuses on larger efforts the agency is undertaking and not the daily tasks. The entire agency has seen the revisions and

had an opportunity to provide comments. Below is the result of our efforts. RCO will finalize outcomes and leading indicators for each of its six goals.

Vision: RCO is an exemplary grant management agency that provides leadership on vital natural resource, outdoor recreation and salmon recovery issues.

Mission: As a responsible steward of public funds, RCO works with others to protect and improve the best of Washington's natural and outdoor recreational resources, enhancing the quality of life for current and future generations.

Agency Values:

- We communicate openly and consistently.
- We recognize that collaboration and relationships with others make us successful.
- We use data to inform our decisions.
- We ensure that our workplace is a respectful and family-friendly place where employees learn and innovate.

Organizing Principles and Goals:

- Fair and Accountable Grant Management
 - Provide competitive grants efficiently and fairly so that partners can make strategic investments.
 - Ensure that grants are implemented and maintained efficiently and effectively.
- Leadership
 - Increase understanding about the importance of the state's investments in conservation, recreation, and salmon recovery.
 - Actively address emerging or critical issues in natural resources and outdoor recreation.
- Innovative Support Services
 - Meet business needs with strategic communication, policy, business, and technology services.
 - Ensure boards and councils can make informed and transparent decisions.

RCO Welcomes Two New Employees

Jen Masterson will join RCO on January 1, 2014 as the new policy and performance analyst. Jen currently works for Cardno Entrix, where she manages large environmental datasets to measure the impact of oil spills. She has extensive experience using data and identifying process improvements (performance measures and LEAN). She also has experience working with boards, and is a certified project manager.

Cindy Gower is the new administrative assistant for the Recreation and Conservation Grants Section and the Invasive Species Council. Cindy comes to us from the Department of Financial Institutions where she provided staff support for program managers and field examiners. As part of her responsibilities at RCO, Cindy will assist with administrative support for the Recreation and Conservation Funding Board.

Assessing Support for a Project in Okanogan County

I have been consulting with many individuals and groups, including the county commissioners, about the Okanogan-Similkameen Critical Habitat project. This project was approved by the board in 2012 and funded by the Legislature last session. However, the Legislature inserted a proviso that says RCO cannot spend any of the funding until we ascertain the level of support for the project and report back to the Legislature. I hope to complete my consultations and report back to the Legislature during the upcoming session. If the Legislature allows this project to continue, the Department of Fish and Wildlife intends to use the funds to acquire conservation easements on two working ranches. The matter is complicated by the position taken by the local and state Farm Bureau organizations in opposition to the use of any public funds for conservation easements on farm and ranch land.

Staff Attends Pierce County Trails Conference

On October 30, Karl Jacobs attended the Pierce County Trails Conference, hosted by the ForeverGreen Council. ForeverGreen's mission is to facilitate linking multi-use trails in Pierce County. The conference provides an opportunity for the county and cities to share updates about trail projects. Attendees included Pierce County, Metropolitan Park District of Tacoma, Mount Rainier National Park, Foothills Rails-to-Trails Coalition, Tacoma Wheelmen's Bicycle Club, and the cities of Tacoma, University Place, Puyallup, Sumner, Bonney Lake, and Buckley. RCO has provided grants to many of these jurisdictions for trail projects.

Staff Attends Meeting on Iron Horse State Park

On November 1, Karl Jacobs also attended a State Parks public meeting in Ellensburg about a proposed amendment to the state law relating to management of the former Milwaukee Road Corridor, now Iron Horse State Park (Revised Code of Washington 79A.05.320). State Parks is proposing to allow use of the trail corridor by State Parks' authorized concessions and power-driven mobility devices for people with disabilities, and for temporary agricultural use. About 50 people attended the meeting and strong opinions were voiced on both sides. Most of the concerns related to the agricultural use of the trail and the potential for conflict with recreational users. RCO provided funding for the initial acquisition of the corridor and several development projects.

Meetings with Partners

- **Washington Wildlife and Recreation Coalition Retreat** – I attended the board retreat for the Washington Wildlife and Recreation Coalition in November. This retreat was to discuss the strategic direction for the coalition, in particular whether its role should just

be focused on the Washington Wildlife and Recreation Program or whether it should be broader to include the Land and Water Conservation Fund and other issues. In the end, the board did discuss a slightly broader role that included a focus on Land and Water Conservation Fund and land stewardship.

- **Washington Trails Association Bravo Award** – I presented the Washington Trails Association with a Bravo Award for its top scoring project in the Recreational Trails Program. The award was presented at the Association's volunteer appreciation dinner, which meant a big, enthusiastic crowd of volunteer trail builders. The association's project was funding for a front country trail maintenance crew.
- **Washington Association of Land Trusts** – I attended this group's quarterly meeting and discussed several RCO issues – criteria changes for grant programs, changes expected in the salmon grants manual, the grant schedule, electronic billing, and our new staff members.

Update on Sister Boards

- **Salmon Recovery Funding Board (SRFB)** – At the two-day December meeting, the SRFB approved \$42 million in grants from state and federal funding sources for more than 120 salmon recovery projects. The SRFB had previously approved \$10.3 million in grant funding for 13 projects in September and October. In late November, the secretary of the Department of Transportation appointed a new designee to the board - Susan Cierebiej who works in resolving salmon barriers in the state transportation network.
- **Washington Invasive Species Council** – In September, the council and the Pacific Education Institute held an all-day workshop for science kit center managers and science directors from across the state to determine ways to stop the release of invasive species from science kits into nature. The day was a huge success, as new policies and practices on handling science kit specimens were created and are being implemented already. Some of the new practices include requiring all science kit specimens to be returned to kit centers alive or dead, finding some native substitutes, and preparing materials on proper disposal for teachers. There was great work accomplished to educate our educators about invasive species and their pathways of spread. A survey that followed the September workshop illustrated significant changes in thinking and actions on invasive species. In addition, council staff has been preparing for the year's end by writing the 2013 annual report and preparing for the last quarterly meeting of the year on December 5.
- **Habitat and Recreation Lands Coordinating Group** – The lands group is working on the 2014 State Land Acquisition Performance Monitoring Report that will summarize the progress of projects that received funding in the 2009-11 Budget. The report will be release by the end of the year.
- **Governor's Salmon Recovery Office (GSRO)** – Brian Abbott visited Washington's congressional delegation staffers in Washington D.C. with Jennifer Quan from the Department of Fish and Wildlife, Sam Ricketts from the Governor's Office, and Rich Innes,

who is helps Washington's agencies on issues related to salmon recovery. The trip was a chance to introduce Brian to staffers, thank them for their continued support of the Pacific Coastal Salmon Recovery Fund, which funds about half the salmon recovery grants, and let them know the funding is being put to good use. In other work, GSRO is recruiting for a consultant to develop a communications plan for regional salmon recovery communications. GSRO is interviewing firms and a decision is expected in early January. GSRO staff also completed the second phase of the Habitat Work Schedule/PRISM interface. This phase automatically sends reporting metrics back to the Habitat Work Schedule when the project is completed in PRISM. This will save time and money by eliminating the need to duplicate data entry.

Policy Update

Staff has completed the 2013 policy priorities, both tier one policy priorities, which are those that are required by law or previous board direction, and tier two priorities.

Farmland Preservation Program Phase I Summary

Assessing the Washington Wildlife Recreation Program Farmland Preservation Program and identifying changes that should be made to the program is a 2013 tier two policy priority. This work was planned in two phases.

Phase I, completed in 2013, assessed the program to learn whether it was meeting its goals, and identified priorities for possible changes to the program criteria. Phase II will be completed in 2014 and will consist of making recommended changes to the program, such as streamlining the criteria for sponsors and evaluators and improving alignment with program goals and with the Natural Resources Conservation Service criteria.

Staff hosted workshops on May 6 and October 22, 2013. Attendees included members of the Farmland Preservation Program Special Review Team and the Farmland Preservation Advisory Committee. The group examined the statute and the program policy manual and discussed the goals and priorities of the program. It discussed whether the projects funded by the board were meeting the program purpose, and whether the program policies and evaluation criteria need to be revised to better reflect the program purpose.

A key outcome from the first workshop was general agreement among participants that the Farmland Preservation Program should be more strategic and that the program review should identify the program strategies.

The general consensus of the second meeting was that the program supports the opportunity for agricultural activity as described in the statute. However, participants felt that they do not have enough information to assess the program overall. The group recommended RCO pursue conservation easement monitoring as a means to find out if all projects were still meeting the easement terms and program purpose.

The participants made suggestions to improve the Farmland Preservation Program application and project selection process; not the program itself. Suggestions for improving the process include allowing more time for grant application presentations, require written responses to questions, and allowing time for the advisory committee to discuss the projects.

Participants also made suggestions for other criteria changes related to perpetuity, environmental values criteria, other agricultural values (e.g., jobs), the lack of the “farmer element” and who or how the land will be used in the near future, zoning, community values, agricultural protection zones, infrastructure and long-term viability, agricultural census data in criteria, and statutory criteria requirements.

Staff will pursue criteria changes and process changes based on this stakeholder input.

Public Lands Inventory Update

RCO’s update of the public lands inventory and making it accessible via the Web is underway. Interagency agreements with the Department of Natural Resources, the Department of Fish and Wildlife, and State Parks and Recreation Commission to update information have been signed. Agreements with the University of Washington for the most recent land ownership data, which it collects from each county, is in the process, as is the agreement with GeoEngineers, the successful bidder, to create a centralized inventory of state, local, federal, and tribal lands that is Web-accessible and includes a Geographic Information Systems-based interactive map.

Mitigation Matching

The mitigation matching project, which will identify opportunities to optimize the amount of development project impacts being mitigated in salmon recovery projects, is under way. The Governor’s Salmon Recovery Office is working in partnership with the Department of Transportation to explore using our existing data systems to identify mitigation and salmon projects. A consultant has been hired to develop a scope of work to guide project implementation. The consultant is meeting with regulatory agencies, researching technology options, and drafting a scope of work to inform a request for proposals to implement this project by the end of the biennium.

Budget Update

In December, Congress agreed to and passed a 2-year budget plan that averts another government shutdown, replaces the sequester, and provides a level of certainty for the Land and Water Conservation Fund (LWCF) by including a reserve fund for the LWCF. The reserve fund is a placeholder that does not mean actual money for the program, but it sends a strong message that full funding of LWCF is a priority for Congress.

The budget agreement opens the way for Congress to consider appropriations bills for fiscal years 2014 and 2015. The lateness of the agreement by a House-Senate conference committee gives appropriators little time to draft full-year fiscal year 2014 appropriations bills, so they are

expected to simply extend the fiscal 2013 levels with an adjustment. For park and recreation programs the agreement likely means more money than in fiscal 2013 but less than in fiscal 2012.

Appropriators in early January are expected to either write a continuing resolution to cover spending throughout the year (a likely scenario), write individual spending bills for the entire year (not a likely scenario) or simply extend the interim bill for another month or so to provide time to write either a continuing resolution or appropriations bills.

As a reminder, LWCF state received the following amounts in separately passed fiscal year 2014 budgets: Senate draft, \$45 million; and House subcommittee zero. The program received \$45 million in fiscal 2013.

Governor Inslee's supplemental budgets were released in mid-December. The RCO received \$200,000 (\$100,000 from General Fund State and \$100,000 from General Fund Private/Local for private donations) to staff an Outdoor Recreation Task Force, which will be established by the Governor. The task force will, if included in the final budget, develop a sustainable funding strategy for State Parks and other state outdoor recreation lands to preserve state assets. The task force will also develop strategies to encourage higher participation in outdoor recreation and advance environmental education.

The Governor's supplemental capital budget includes \$2 million in general obligation bonds for the Boating Facilities Program. If this appropriation remains in the final budget adopted by the Legislature, RCO will fund projects that applied in 2012 (half to local and half to state projects). These funds partially backfill the \$3.3 million that was appropriated for other uses in 2012.

This is the first step in the 2014 supplemental budget process. The 2014 legislative session begins on January 13th and adjourns on March 13th.

Grant Management

2014 Grant Application Webinar

The Recreation and Conservation Office will hold an application workshop webinar on January 29 to introduce and provide information about the 2014 grants cycle for recreation, habitat conservation and farmland preservation projects. The workshop will include general information about the application process, grant programs, eligible projects, application due dates, and important procedural and policy changes for 2014.

RCO will accept applications for the following Recreation and Conservation Funding Board grant programs:

- Aquatic Lands Enhancement Account
- Boating Facilities Program
- Boating Infrastructure Grants

- Firearms and Archery Range Recreation
- Land and Water Conservation Fund
- Nonhighway and Off-road Vehicle Activities
- Recreational Trails
- Washington Wildlife and Recreation Program

Organizations considering submitting grant applications will learn more about using the new PRISM online application and will be directed to several other online resource tools designed to help them navigate through the grant process.

Annual Retreat

“Refresh and renew” was the theme for the 2013 Recreation and Conservation Section retreat, held November 20. Grant managers along with the accessibility and planning specialists focused attention on grant program policy needs and priorities for the upcoming grants cycle. During the retreat, Darrell Jennings and Sarah Thirtyacre received special awards for their outstanding efforts in helping with the recruitment and screening of the team’s new employees. With the addition of two new staff members time was set aside for team building and reassignment of territories for grant management. The new assignments are outlined in Attachment A.

State Route 520 conversion at Washington Park Arboretum

Staff worked with the National Park Service (NPS) and the project sponsors, City of Seattle and the University of Washington, and Washington Department of Transportation (WSDOT) to figure out a path forward to satisfy NPS’ appraisal requirements for the converted and replacement properties. Seattle is taking the lead on fulfilling the appraisal requirements. Meanwhile, RCO staff continues to negotiate elements of a memorandum of agreement regarding cultural resource impacts at the replacement property called the Bryant site. The WSDOT remains concerned that approval of the conversion by NPS will not occur in time to start State Route 520 construction in the spring of 2014. RCO will continue to work with all parties to help WSDOT meet its construction schedule.

Using Returned Funds for a Partially-Funded Project

As unused funds have become available from projects that did not use the full amount of their grant awards, the director has approved additional funding for two partially funded projects. Table 1 shows the project’s original grant award and the total grant funds now approved.

Table 1: Funds for Partially-Funded Projects

Project Number	Project Name	Sponsor	Program and Category	Grant Request	Previous Grant Funding	Current Total Grant Funding
12-1332D	Levee Street Boat Launch Renovation	City of Hoquiam	Boating Facilities Program , Local	\$525,000	\$300,318	\$386,943
12-1283P	Yacolt Burn Nonmotorized Trails	Department of Natural Resources	Nonhighway and Off-road Vehicle Activities, Nonmotorized	\$84,750	\$84,412	\$84,750

Project Administration

Table 2 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 “Director Approved” projects under agreement.¹

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

Table 2: Projects Currently Being Administered

Program	Active Projects	Director Approved Projects	Total Funded Projects
Aquatic Lands Enhancement Account (ALEA)	19	5	24
Boating Facilities Program (BFP)	21	1	22
Boating Infrastructure Grant Program (BIG)	2	0	2
Firearms and Archery Range Recreation (FARR)	10	3	13
Land and Water Conservation Fund (LWCF)	8	3	11
Recreational Trails Program (RTP)	59	4	63
Nonhighway and Off-Road Vehicle Activities (NOVA)	122	2	124
Washington Wildlife and Recreation Program (WWRP)*	131	41	172
Youth Athletic Facilities (YAF)	4	2	6
Total	376	61	437

¹ When the board approves ranked lists of projects, it also delegates authority to the director to approve contracts for eligible project alternates as funds become available. These are “Director Approved Projects.”

Fiscal Report

The following financial reports reflect Recreation and Conservation Funding Board activities as of November 30, 2013. Revenues are shown through October 31, 2013. You will see:

- The budget status of board activities by program.
- The budget status of the entire agency by board.
- Revenue collections. We are on track to meet our projections.
- A Washington Wildlife Recreation Program (WWRP) summary. Since the beginning of this program, \$721 million of funds in the WWRP program have been spent.

Recreation and Conservation Funding Board Activities by Program

For the Period of July 1, 2013-June 30, 2015, actuals through 11/30/2013 (12/02/13) Fiscal Month 5

Percentage of biennium reported: 20.8%

	BUDGET	COMMITTED		TO BE COMMITTED		EXPENDITURES	
	New and Re-appropriation 2013-2015	Dollars	% of Budget	Dollars	% of Budget	Dollars	% Expended of Committed
Grant Programs							
Washington Wildlife and Recreation Program (WWRP)							
WWRP Re-appropriations	\$43,402,789	\$37,875,963	87.3%	\$5,526,826	12.7%	\$863,483	2.3%
WWRP New 13-15 Funds	\$63,050,000	\$60,138,323	95.4%	\$2,911,677	4.6%	\$4,969	0.0%
Boating Facilities Program (BFP)							
BFP Re-appropriations	\$4,767,400	\$4,540,021	95.2%	\$227,379	4.8%	\$1,210,153	26.7%
BFP New 13-15 Funds	\$6,363,000	\$6,276,375	98.6%	\$86,625	1.4%	\$144	0.0%
Nonhighway and Off-Road Vehicle Activities (NOVA)							
NOVA Re-appropriations	\$3,951,813	\$3,843,898	97.3%	\$107,914	2.7%	\$323,230	8.4%
NOVA New 13-15 Funds	\$8,075,900	\$7,931,582	98.2%	\$144,318	1.8%	\$10,192	0.1%
Land and Water Conservation Fund (LWCF)							
LWCF Re-appropriations	\$1,024,757	\$1,024,757	100.0%	\$0	0.0%	\$229,620	22.4%
LWCF New 13-15 Funds	\$543,030	\$543,030	100.0%	\$0	0.0%	\$0	0.0%
Aquatic Lands Enhancement Account (ALEA)							
ALEA Re-appropriations	\$3,160,577	\$3,160,577	100.0%	\$0	0.0%	\$883,497	28.0%
ALEA New 13-15 Funds	\$6,000,000	\$5,697,600	95.0%	\$302,400	5.0%	\$0	0.0%
Recreational Trails Program (RTP)							
RTP Re-appropriations	\$1,522,218	\$1,522,218	100.0%	\$0	0.0%	\$339,450	22.3%
RTP New 13-15 Funds	\$1,677,316	\$1,677,316	100.0%	\$0	0.0%	\$11,455	0.7%
Youth Athletic Facilities (YAF)							
YAF Re-appropriations	\$333,775	\$131,659	39.4%	\$202,116	60.6%	\$53,136	40.4%
YAF New 13-15 Funds	\$3,480,444	\$2,109,360	60.6%	\$1,371,084	39.4%	\$67,365	0.0%
Firearms and Archery Range Recreation (FARR)							
FARR Re-appropriations	\$299,115	\$236,769	79.2%	\$62,346	20.8%	\$8,366	3.5%
FARR New 13-15 Funds	\$800,000	\$765,000	95.6%	\$35,000	4.4%	\$23,073	3.0%
Boating Infrastructure Grants (BIG)							
BIG Re-appropriations	\$373,225	\$373,225	100.0%	\$0	0.0%	\$85,744	23.0%
BIG New 13-15 Funds	\$0	\$0	100.0%	\$0	0.0%	\$0	0.0%

Administration							
General Operating Funds	\$6,121,924	\$6,121,924	100.0%	\$0	0.0%	\$957,056	15.6%
Grant and Administration Total	\$154,947,283	\$143,969,598	92.9%	\$10,977,686	7.1%	\$5,070,932	3.5%

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

2013-15 Capital and Operating Budget Status for the Recreation and Conservation Office

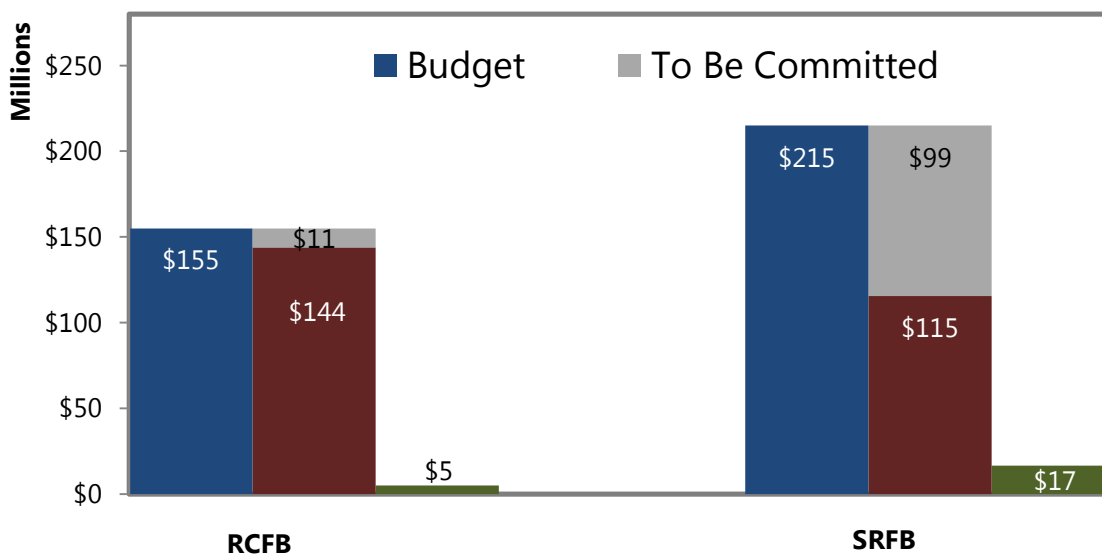
For the Period of July 1, 2013-June 30, 2015, actuals through 11/30/2013 (12/02/13) fiscal month 5

Percentage of biennium reported: 20.8%

	BUDGET		COMMITTED		TO BE COMMITTED		EXPENDITURES	
	New	Re-appropriation	New and Re-appropriation 2013-2015	% of Budget	Dollars	% of Budget	Dollars	% Expended of Committed

Board/Program

RCFB	\$92,830,965	\$62,116,318	\$154,947,283	\$143,969,598	92.9	\$10,977,686	7.1	\$5,070,932	3.5
SRFB	\$91,494,281	\$123,457,092	\$214,951,373	\$115,494,773	53.7	\$99,456,601	46.3	\$16,537,317	14.3
GSRO	\$885,380	\$0	\$885,380	\$885,380	100.0	\$0	0	\$48,005	5.4
Invasive Species Council	\$200,000	\$0	\$200,000	\$200,000	100.0	\$0	0	\$61,386	30.7
Total	\$185,410,626	\$185,573,410	\$370,984,036	\$260,549,751	70%	\$110,434,286	29.77%	\$21,717,640	8.34%

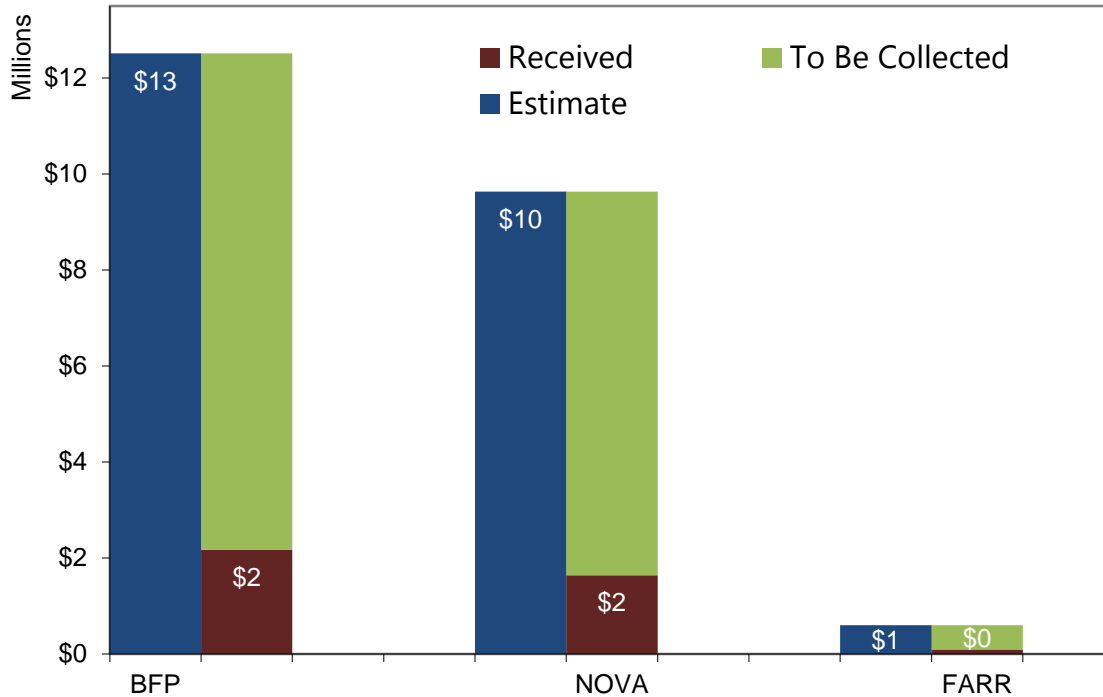


Recreation and Conservation Funding Board Revenue Report

For the Period of July 1, 2013-June 30, 2015, actuals through 10/31/2013 Fiscal Month 4

Percentage of biennium reported: 16.6%

Revenue	BIENNIAL FORECAST	COLLECTIONS	
	Estimate	Actual	% of Estimate
Boating Facilities Program (BFP)	\$12,513,100	\$2,170,751	17%
Nonhighway, Off-Road Vehicle Program (NOVA)	\$9,633,625	\$1,643,427	17%
Firearms and Archery Range Rec Program (FARR)	\$600,000	\$95,913	16%
Total	\$22,746,725	\$3,910,091	17%



Revenue Notes:

- Boating Facilities Program 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 off-road vehicles and non-highway roads and from the amount paid for by off-road vehicle use permits.
- Firearms and Archery Range Rec Program revenue is from \$3 each concealed pistol license fee.
- Youth Athletic Facilities revenue is from an initial \$10 million contribution by the Seattle Seahawks "team affiliate" in 1998. The new revenue is from the interest on the unexpended amount of the fund.
- This reflects the most recent revenue forecast of November 2013. The next forecast is due in March 2014.

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 ¹	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 ²	48,500,000
07-09 Biennium ³	95,491,955
09-11 Biennium ⁴	67,344,750
11-13 Biennium ⁵	40,740,000
13-15 Biennium ⁶	63,050,000
Grand Total	\$721,036,705

¹ Original appropriation was \$45 million.

² Entire appropriation was \$50 million; 3% or \$1,500,000, went to administration.

³ Entire appropriation was \$100 million; 3% or \$3,000,000 went to administration, removed \$981,000 with FY10 supplemental budget.

⁴ Entire appropriation was \$70 million; 3% or \$2,100,000 went to administration.

⁵ Entire appropriation was \$42 million; 3% or \$1,260,000 went to administration.

⁶ Entire appropriation was \$65 million; 3% or \$1,950,000 went to administration.

Washington Wildlife and Recreation Program Summary

History of Committed and Expenditures

Agency	Committed	Expenditures	% Expended
Local Agencies	\$276,652,859	\$243,305,951	88%
Conservation Commission	\$2,549,463	\$356,783	14%
State Parks and Recreation Commission	\$121,734,516	\$109,536,505	90%
Department of Fish and Wildlife	\$166,211,491	\$150,001,738	90%
Department of Natural Resources	\$144,714,861	\$111,362,774	77%
Riparian Habitat Administration	\$185,046	\$185,046	100%
Land Inventory	\$549,965	\$549,965	100%
Subtotal Committed	\$712,598,202	\$615,298,762	86%

Recreation and Conservation Grants Staff Assignments

Local Agencies, Nonprofit Organizations and Tribal Governments by County	Adams	Dan Haws	Lewis	Kim Sellers
	Asotin	Dan Haws	Lincoln	Kyle Guzlas
	Benton	Laura Moxham	Mason	Kim Sellers
	Chelan	Adam Cole	Okanogan	Adam Cole
	Clallam	Sarah Thirtyacre	Pacific	Laura Moxham
	Clark	Laura Moxham	Pend Oreille	Kyle Guzlas
	Columbia	Dan Haws	Pierce	Karl Jacobs
	Cowlitz	Laura Moxham	San Juan	Kyle Guzlas
	Douglas	Adam Cole	Skagit	Kyle Guzlas
	Ferry	Kyle Guzlas	Skamania	Laura Moxham
	Franklin	Laura Moxham	Snohomish	Kyle Guzlas
	Garfield	Dan Haws	Spokane	Kyle Guzlas
	Grant	Dan Haws	Stevens	Kyle Guzlas
	Grays Harbor	Laura Moxham	Thurston	Dan Haws
	Island	Kyle Guzlas	Wahkiakum	Laura Moxham
	Jefferson	Sarah Thirtyacre	Walla Walla	Dan Haws
	King	Adam Cole	Whatcom	Kyle Guzlas
	Kitsap	Karl Jacobs	Whitman	Dan Haws
	Kittitas	Dan Haws	Yakima	Laura Moxham
	Klickitat	Laura Moxham		
State Agencies	Department of Fish and Wildlife			
	Conservation Grants		Sarah Thirtyacre and Kim Sellers	
	Recreation Grants		Adam Cole	
	Department of Natural Resources			
	Conservation Grants		Kim Sellers and Laura Moxham	
	Recreation Grants		Dan Haws	
	State Parks			
	Conservation/Recreation Grants		Karl Jacobs	

National Forests	Colville National Forest	Kyle Guzlas
	Gifford Pinchot National Forest	Laura Moxham
	Mt Baker-Snoqualmie National Forest	
	Darrington Ranger District	Kyle Guzlas
	Mt Baker Ranger District	Kyle Guzlas
	Skykomish Ranger District	Kyle Guzlas
	Snoqualmie Ranger District	Karl Jacobs
	Olympic National Forest	Darrell Jennings
	Okanogan Wenatchee National Forest	
	Chelan Ranger District	Dan Haws
	Cle Elum Ranger District	Darrell Jennings
	Entiat Ranger District	Dan Haws
	Methow Valley Ranger District	Adam Cole
	Naches Ranger District	Laura Moxham
	Tonasket Ranger District	Adam Cole
	Wenatchee River Ranger District	Dan Haws
	Umatilla National Forest	Dan Haws
	Mount Rainier National Park	Karl Jacobs
	North Cascades National Park	Kyle Guzlas
	Olympic National Park	Darrell Jennings

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014

Title: Delegation of Authority to the Director for Approving a Cost Increase for the Klickitat County Law Enforcement/Public Shooting Range

Prepared By: Marguerite Austin, Section Manager

Summary

The Washington State Legislature approved a special appropriation for Klickitat County to use to construct a public shooting range. The amount awarded is not enough to build a viable facility. Additional funds are available in the Firearms and Archery Range Recreation Account. Klickitat County is putting together a scope of work and cost estimate, however, they will not complete that work before the January board meeting.

To expedite getting this project underway, staff is asking the board to delegate authority to the Director to approve a cost increase from the FARR Account.

Board Action Requested

This item will be a:

<input checked="" type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input type="checkbox"/>	Briefing

Resolution #: 2014-02

Background

When the Washington State Legislature approved the 2013-15 biennial budget in June, they included a line item appropriation of \$35,000 for Klickitat County. The funds are for construction of a new shooting range for law enforcement and members of the public.

Recreation and Conservation Office (RCO) staff contacted the County to discuss the new facility and the costs for making the proposed improvements. The County provided a copy of the master plan for the site, which shows facilities for several shooting sports, including pistol, shotgun, and rifle along with archery and support amenities like an access road, parking, and restrooms. After reviewing the master plan, it became clear that \$35,000 is not enough to build a viable facility and additional funds are needed. RCO staff has asked the County to provide a scope of work and a detailed cost estimate for the project. The County is preparing the information requested and plans to request a cost increase to build the first phase of the public shooting range.

Program Policies

The Firearms and Archery Range Recreation (FARR) Program provides funding to support facilities for handgun, muzzleloader, rifle, shotgun, and archery activities. Sponsors may use funds to acquire, develop, or renovate facilities, which must be open to the general public, with special emphasis on providing access for:

- Hunter and safety education classes
- Law enforcement personnel
- Members of the public with license to carry concealed pistol

The program, which receives funds for the sale of concealed pistol licenses, is guided by board adopted policies outlined in *Manual #11, Firearms and Archery Range Recreation Program*. Currently, there is \$62,346 in unused funds in the FARR account.

Analysis

Developing a shooting range is eligible for funding through the FARR program and board policy allows cost increases. The cost increase policy, which is outlined in *Manual #7, Funded Projects Policies*, states:

“The Director may approve cost increase requests that do not exceed 10 percent of the total project cost. The boards will consider approval of other amounts.”

As part of the first phase of development, the County plans to build a 100 yard rifle range and a 20 yard pistol range with 20 shooting stations and required safety berms and baffles to meet National Rifle Association requirements. They also will make improvements to the access road, develop a small parking area with accessible parking, and fence the entire site. The County plans to use fill material, available from another public works project, as part of the base for the berms. The goal is to complete the initial development and possibly apply for FARR grants for subsequent phases.

The County wants to move forward with the project, but will not be able to complete the preliminary design and cost estimate before the January board meeting. RCO staff has concerns about getting this project underway within the next few weeks to make sure the County has made substantial progress on the range before the end of the biennium. To address the issue, RCO staff has considered the following options:

- Option 1: Do nothing. The County would use the \$35,000 currently available to complete the design, permitting, and cultural resources work. This would not result in a viable usable facility.

- Option 2: Wait until the next Board meeting to request a cost increase. The board would have a scope of work and cost estimate for consideration before making a decision. This could delay implementation of the project.
- Option 3: Delegate authority to the Director to approve a cost increase. Upon receipt of the cost estimate and final scope of work, the Director could solicit advisory committee review, approve the increase, and issue the agreement in a timely manner. The sponsor would have assurance that they could accomplish the scope of work in the first phase, knowing they have the funds in hand.

Board Decision Requested

Given the uncertainty of the total amount of funds needed and the desire to expedite getting this project underway, RCO staff is asking the board to delegate authority to the director to approve a cost increase that does not exceed the maximum amount allowed in the FARR program, for the Klickitat County Public Shooting Range.

Strategic Plan Link

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

Next Steps

If the board approves this request, the RCO director would be authorized to approve a cost increase for the project following review of the grant proposal by the Firearms and Archery Range Recreation Advisory Committee.

Attachments

Resolution 2014-02

Recreation and Conservation Funding Board
Resolution 2014-02
Delegation of Authority to the Director to Approve a Cost Increase
for the Klickitat County Public Shooting Range

WHEREAS, the Washington State Legislature awarded \$35,000 to Klickitat County (County) for development of a shooting range; and

WHEREAS, the County needs additional funds to develop a viable public shooting facility; and

WHEREAS, funds are available in the Firearms and Archery Range Recreation Program Account; and

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

WHEREAS, the Firearms and Archery Range Recreation Advisory Committee will review the project to ensure consistency with the objectives of the Firearms and Archery Range Recreation Program; and

WHEREAS, this assessment by the committee promotes the board's objectives to conduct its work with integrity and in an open manner; and

WHEREAS, delegating authority to the director to approve a cost increase for the project and expedite implementation supports the board's goal to operate efficiently;

NOW, THEREFORE BE IT RESOLVED, that the director is authorized to approve a cost increase for the Klickitat County Shooting Range up to the maximum amount allowed for Firearms and Archery Range Recreation projects, subject to review by the FARR Advisory Committee.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014
Title: Approve the 2013–2018 Washington State Trails Plan
Prepared By: Sarah Gage, Policy and Special Projects Manager

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

The Recreation and Conservation Office (RCO) worked with a consultant to complete the 2013–2018 Washington State Trails Plan. This memo describes the changes to the plan since the draft was presented to the Recreation and Conservation Funding Board (board) in November, and the steps needed for approval.

Board Action Requested

This item will be a:

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

Resolution #: 2014-03

Background

State law¹ requires the Recreation and Conservation Office (RCO) to prepare a state trails plan as part of the Statewide Comprehensive Outdoor Recreation Plan (SCORP).

In January 2013, the Recreation and Conservation Funding Board (board) adopted a list of policy priorities for 2013 that included an update to the trails plan. RCO contracted with Responsive Management (consultant) to produce the 2013–2018 Washington State Trails Plan. Staff and the consultant briefed the board in September 2013.

Board members asked that the recommendations be revised, making them more specific and actionable for the board. Staff revised the statewide recommendations and incorporated an implementation program that is specific to the board.

Staff released the draft for public comment in October 2013, and reviewed both the draft and public comment with the board in November. Since then, staff has responded to all public

¹ RCW 79A.35.040

comments and prepared a final document for approval that incorporates feedback from the board.

Changes Made to the 2013–2018 Washington State Trails Plan Based on Board Comments

Statewide Recommendation #1 was revised as indicated below, and the purpose for this recommendation is included in the plan.

Develop a Web site that includes a trails inventory and provides links to other information about federal, state, and local trails was changed to:

Develop a Web site that includes a regional trails inventory and provides links to other information about trails.

Board Decision Requested

The board is being asked to approve the final 2013–2018 Washington State Trails Plan.

Analysis

Strategic Plan Link

Approving this plan meets the board objectives to 1) provide leadership to help our partners strategically invest in the protection, restoration, and development of habitat and recreation opportunities and 2) ensure that funded projects and programs are managed in conformance with existing legal authorities.

Public Comment Received

Public comment was received on the draft plan and discussed with the board in November 2013. Staff responded to all comments received.

Staff Recommendation

Staff recommends that the board approved the 2013–2018 Washington State Trails Plan as presented.

Next Steps

Following board approval, the 2013–2018 Washington State Trails Plan will be posted on the RCO Web site and linked to the State Comprehensive Outdoor Recreation Plan (SCORP), as indicated in April 2013 board memo #6.

Members of the public and the many stakeholders who helped develop the plan will be contacted to thank them for their participation and to give them a link to the plan.

Attachments

Resolution 2014-03: Approval of 2013–2018 Washington State Trails Plan.

A. The 2013–2018 Washington State Trails Plan

Recreation and Conservation Funding Board
Resolution 2014-03
Approval of the 2013–2018 Washington State Trails Plan

WHEREAS, Washington State law (RCW 79A.35.040) requires that the Recreation and Conservation Office (RCO) prepare a state trails plan and

WHEREAS, the National Park Service (NPS) provides federal Land and Water Conservation Fund (LWCF) grant-in-aid assistance to the states to preserve and develop outdoor recreation resources; and

WHEREAS, to be eligible for the LWCF funds, Washington State must submit a State Comprehensive Outdoor Recreation Plan (SCORP), and update that plan at least every five years; and

WHEREAS, the Washington State SCORP has been updated and approved by the NPS in 2013; and

WHEREAS, the Recreation and Conservation Office (RCO) has worked with a consultant to produce the 2013–2018 Washington State Trails Plan that assesses progress made since the previous (1991) plan, reviews current research on trail opportunities, identifies key issues and opportunities for meeting public demand for trails over the next five years, and aligns planning for trails with the overall goals of the SCORP; and

WHEREAS, the development of this 2013–2018 Washington State Trails Plan involved ample public participation including a scientifically and statistically valid survey of residents, an Internet blog through which residents reviewed documents and provided comments, and a public advisory committee; and

WHEREAS, approving this plan meets the Recreation and Conservation Funding Board (board) objectives to (1) provide leadership to help our partners strategically invest in the protection, restoration, and development of habitat and recreation opportunities and (2) ensure funded projects and programs are managed in conformance with existing legal authorities;

NOW, THEREFORE BE IT RESOLVED, that the board hereby approves the 2013–2018 Washington State Trails Plan as presented.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014

Title: Approve the 2013–2018 Washington State Nonhighway and Off-road Vehicle Activities (NOVA) Plan

Prepared By: Sarah Gage, Policy and Special Projects Manager

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

The Recreation and Conservation Office (RCO) worked with a consultant to complete the 2013–2018 Washington State Nonhighway and Off-road Vehicle Activities (NOVA) Plan. This memo describes the changes to the plan since the draft was presented to the Recreation and Conservation Funding Board (board) in November, and the steps needed for approval.

Board Action Requested

This item will be a:

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

Resolution #: 2014-04

Background

State law¹ requires the Recreation and Conservation Funding Board (board) to maintain and update a plan to guide distribution of Nonhighway and Off-road Vehicle Activities Program (NOVA) funds. The plan must be updated once every three biennia.

In January 2013, the board adopted a list of policy priorities for 2013 that included an update to the NOVA Plan. At the September 2013 meeting, Recreation and Conservation Office (RCO) staff presented the draft plan. Nine stakeholder priorities and six recommendations for board/RCO action resulted from the board presentation.

Staff released the draft plan for public comment in October 2013, and reviewed both the draft and public comment with the board in November. Since then, staff has responded to all public comments.

¹ RCW 46.09.370

The board did not request any changes to the 2013–2018 Nonhighway and Off-road Vehicle Activities (NOVA) Plan. The plan presented for approval is the same as the plan presented in November 2013.

Board Decision Requested

The board is being asked to approve the final 2013–2018 Nonhighway and Off-road Vehicle Activities (NOVA) Plan.

Analysis

Strategic Plan Link

Approving this plan meets the board objectives to 1) provide leadership to help our partners strategically invest in the protection, restoration, and development of habitat and recreation opportunities and 2) ensure that funded projects and programs are managed in conformance with existing legal authorities.

Public Comment Received

Public comment was received on the draft plan and discussed with the board in November 2013. Staff responded to all comments received.

Staff Recommendation

Staff recommends that the board approved the 2013–2018 Nonhighway and Off-road Vehicle Activities (NOVA) Plan as presented.

Next Steps

Following board approval, the 2013–2018 Nonhighway and Off-road Vehicle Activities (NOVA) Plan will be posted on the RCO Web site.

Members of the public and the many stakeholders who helped develop the plan will be contacted to thank them for their participation and to give them a link to the plan.

Attachments

Resolution 2014-04: Approval of 2013–2018 Nonhighway and Off-road Vehicle Activities (NOVA) Plan.

- A. The 2013–2018 Nonhighway and Off-road Vehicle Activities (NOVA) Plan

Recreation and Conservation Funding Board
Resolution 2014-04
Approval of the 2013–2018 Nonhighway and Off-road Vehicle Activities
(NOVA) Plan

WHEREAS, Washington State law (RCW 46.09.370) requires that the Recreation and Conservation Funding Board (board) maintain a statewide Nonhighway and Off-Road Vehicle Activities (NOVA) Plan; and

WHEREAS, the plan shall be updated at least once every third biennium and the previous plan was adopted in 2005; and

WHEREAS, the Recreation and Conservation Office (RCO) has worked with a consultant to produce the 2013–2018 Washington State Nonhighway and Off-Road Vehicle Activities (NOVA) Plan to assess policy issues identified in the 2005 NOVA Plan and identify emerging issues, to evaluate NOVA demand, and to develop priorities and recommendations for implementing the program; and

WHEREAS, the development of this Washington State Nonhighway and Off-Road Vehicle Activities (NOVA) Plan involved ample public participation including a scientifically and statistically valid survey of residents from the State Comprehensive Outdoor Recreation Plan (SCORP) related to NOVA recreation (39 activities from 13 activity categories), an Internet blog through which residents reviewed documents and provided comments, and a public advisory committee; and

WHEREAS, approving this plan meets the Recreation and Conservation Funding Board (board) objectives to (1) provide leadership to help our partners strategically invest in the protection, restoration, and development of habitat and recreation opportunities and (2) ensure funded projects and programs are managed in conformance with existing legal authorities;

NOW, THEREFORE BE IT RESOLVED, that the board hereby approves the Washington State Nonhighway and Off-Road Vehicle Activities (NOVA) Plan as presented.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014
Title: Policy Changes to the Firearms and Archery Range Recreation Program
Prepared By: Leslie Connelly, Policy Specialist

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

This memo presents final policy changes to the Firearms and Archery Range Recreation Program.

Board Action Requested

This item will be a:

<input checked="" type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input type="checkbox"/>	Briefing

Resolution #: 2014-05

Background

The Firearms Range and Archery Range Recreation (FARR) program provides grants to purchase and develop land, construct or improve shooting range facilities, purchase equipment, address safety or environmental needs, abate noise, and provide liability protection.

At the November 2014 meeting, Recreation and Conservation Office (RCO) staff proposed revisions to Recreation and Conservation Funding Board (board) policies for the FARR program beginning with the 2014 grant cycle. The proposed revisions were based on priorities in the *State Comprehensive Outdoor Recreation Plan (SCORP)* and staff recommendations. SCORP was approved by the board in June.

The board directed staff to make the proposed changes available for public review and comment. The public comment period was open from November 21 to December 11, 2014. Staff posted the changes on its Web site and distributed the public comment announcement to 3,200 individuals by e-mail. In addition, announcements were distributed by e-mail to all current program advisory committee members and the Washington Recreation and Park Association.

Summary of Comments Received

Attachment A includes all comments received and RCO staff's response to each comment. As the board is also addressing the "do not fund" policy in Item 7, staff has incorporated comments on the FARR program into Item 7 so the board can see all comments together when making its decision about whether to adopt this policy for FARR and other programs. Below is a summary of the comments received specifically related to the changes for the FARR program.

- Four individuals provided 13 specific comments.
- There was general support for the proposed changes.
- Two individuals provided specific recommendations for addressing sustainability and range and course safety for archery sports.
- One individual requested clarification of what satisfies the advertisement component of the public meeting requirement.
- One individual supported the acquisition project compliance change and two individuals expressed questions and concerns about it.

Acquisition Project Compliance

Currently, acquisition of fee simple, easements, and leases is eligible in the FARR program. The proposed change would require property acquired to remain in public outdoor recreation for the length or term of the rights acquired.

As stated above, one individual supported the change for acquisition project compliance and two individuals expressed questions and concerns about it. The concerns were generally based on the perpetual obligations related to fee simple acquisitions and, in particular, a potential in the future to change the use of the property and that capital assets typically depreciate over time.

Staff reviewed the questions and comments submitted on compliance for FARR acquisition projects and considered whether to change the proposal but do not feel revisions are warranted to proposal to require compliance for the term-length of the property rights acquired. A description of staff's analysis follows.

Change in Use

Board policy does allow for a change in use over time. As long as the property acquired remains available for public outdoor recreation, a change in use is allowed. If the property is no longer available for public outdoor recreation, then a conversion of use would occur and would need to be resolved by the project sponsor. If an applicant is concerned about perpetual obligations on the land they propose to acquire, RCO staff will encourage them to only apply for grant funding for a set term length for the property rights. For example, applicants could

submit a grant application for a 10, 20 or 50 year easement or lease rather than fee title rights in perpetuity.

Land as a Capital Asset

Property rights acquired are a capital asset owned by the project sponsor and partially paid for with state funds. Whether land values increase or decrease, any conversion of use in the future would be based upon the then current market value of the property as a capital asset whether it depreciated or appreciated in value.

Revisions Based Upon Public Comments Received

Based upon the public comments received, RCO staff recommends revisions to the draft proposals on the sustainability policy, range and course safety, and the public notice requirement as presented to the board in November. The revisions are summarized in Table 1 below. Staff also recommends the board approve the original proposals as presented in November about increasing the grant maximum and revising acquisition project compliance.

Table 1: Revisions Based Upon Public Comment

Policy Topic	Original Proposal	Proposed Revisions due to Public Comment	Reason to Include in Final Changes
#1: Implement the board's sustainability policy.	<ul style="list-style-type: none"> • Add a question to the project design criteria to address the sustainability policy. • Provide references for sustainability and best management practices at shooting ranges. 	<ul style="list-style-type: none"> • Provide additional references for sustainability and best management practices for archery ranges and field courses. • Incorporate sustainability references directly in the sustainability policy rather than in the evaluation criteria. 	<ul style="list-style-type: none"> • Addresses archery ranges specifically. • Makes the references a more direct resource when reviewing the sustainability policy.
#2: New range and course safety policy.	<ul style="list-style-type: none"> • Require projects be built to the safety guidelines recommended by the National Rifle Association or other qualified professional. • Require an independent review of the completed project to verify safety guidelines were met. • Make safety evaluation costs eligible for funding. • Include a question on 	<ul style="list-style-type: none"> • Provide additional references for range and course safety for archery sports. 	<ul style="list-style-type: none"> • Addresses archery ranges specifically.

Policy Topic	Original Proposal	Proposed Revisions due to Public Comment	Reason to Include in Final Changes
	range safety review in the health and safety evaluation criteria.		
#3: Increase the grant maximum request amount.	Increase the maximum to \$150,000.	No change.	Comments were supportive.
#4: Allow a Do Not Fund Recommendation	Provide an option for the advisory committee to recommend not funding a specific project. The board retains its authority to fund or not fund any project.	Addressed in Item 7 on the agenda.	Addressed in Item 7 on the agenda.
#5: Public Notice Requirement	In addition to the current policy, project sponsors would notify interested individuals who attended the public meeting about the final project design.	Provide clarification on what "advertised" means for the public meeting notice.	Documents RCO's interpretation of what constitutes an advertised public meeting.
#6: Acquisition Project Compliance	Initiate a WAC change to require acquisition projects to continue to be used for public outdoor recreation for the length or term of the rights acquired.	No change.	One comment in support. Other comments did not result in a change.

Final Changes

There are five changes proposed for final consideration which are summarized in the Table 2. The final policy statements for the board's consideration are presented in detail in Attachment B.

Table 2: Final Changes to the FARR Program

Policy Topic	Current Policy	Proposed Change(s)	Reason
#1: Implement the board's sustainability policy.	The board's sustainability policy is in the FARR manual, but not reflected in the criteria.	<ul style="list-style-type: none"> • Add a question to the project design criterion to address the sustainability policy. • Provide references in the policy for sustainability and best management practices at 	<ul style="list-style-type: none"> • Incorporates existing policy into the evaluation criteria. • Adds guidance documents to assist applicants and

Policy Topic	Current Policy	Proposed Change(s)	Reason
		shooting ranges.	evaluators.
#2: New range and course safety policy.	Range and course safety is a priority in the state law ¹ , but there is no current standard or guidance for range and course safety in the FARR program.	<ul style="list-style-type: none"> • Require projects be built to specific safety guidelines for firearms or archery sports. • Require an independent review of the completed project to verify safety guidelines were met. • Make safety evaluation costs eligible for funding. • Include a question on range safety review in the health and safety evaluation criteria. 	Requiring ranges and courses to meet industry standards lowers the risk of potential safety issues at the range or on adjacent properties.
#3: Increase the grant maximum request amount.	The current maximum is \$100,000.	Increase the maximum to \$150,000.	Concentrates funding to the highest ranked projects and acknowledges the higher cost of implementing projects that must comply with proposed additional safety and sustainability policies.
#4: Allow a Do Not Fund Recommendation	There is no policy currently in place.	Addressed in Item 7 on the agenda.	Addressed in Item 7 on the agenda.
#5: Public Notice Requirement	Applicants must conduct a public meeting for any acquisition or significant development project.	<ul style="list-style-type: none"> • In addition to the current policy, project sponsors must notify interested individuals who attended the public meeting about the final project design. • Provide clarification on what "advertised" means for the public meeting notice. 	<ul style="list-style-type: none"> • Provides an additional notification opportunity to parties interested in the design of the proposed facility. • Documents RCO's interpretation of what constitutes an advertised public meeting.
#6: Acquisition Project Compliance	Projects must be used for public outdoor recreation for ten years.	Initiate a WAC change to require acquisition projects to continue to be used for public outdoor recreation for the length or term	Perpetual ownership should come with perpetual obligations consistent with other

¹ RCW 79A.25.130

Policy Topic	Current Policy	Proposed Change(s)	Reason
		of the rights acquired.	RCO program policies.

Analysis

The proposed changes reflect the opportunity to make a number of policy improvements that support the board's goals to:

- Achieve a high level of accountability in managing the resources and responsibilities entrusted to the board, and
- Deliver successful projects by inviting competition and by using broad public participation and feedback, monitoring, assessment, and adaptive management.

More specifically, the proposed changes will:

- Implement the priority, in state law, to address safety improvements at shooting ranges,
- Implement the board's commitment to sustainability,
- Award more grant funds to the highest-ranked projects,
- Provide transparency to the public on funded projects, and
- Ensure funded fee simple acquisition projects remain dedicated to public outdoor recreation in perpetuity.

Next Steps

Pending board direction, RCO staff will incorporate the final policy statements in Attachment B into the grant program manuals beginning with the 2014 grant cycle.

Attachments

- A. Table of Public Comments Received
 - B. Final Policy Statements for Consideration
- Resolution 2014-05

Attachment A: Comments Received on Proposed Firearms and Archery Range Recreation (FARR) Program Changes

Comment Period: November 21 – December 11, 2013

Topic/Question	Commenter and Comment	RCO Staff Reply
Implement the board's sustainability policy	<ol style="list-style-type: none"> 1. Kathy Hernandez-Bell, Trustee, Seattle Skeet & Trap - Kudos to the RCO. The ranges that are responsibly managing their facilities should get first consideration for their projects. 2. Linda Parker, Archery representative, FARR Advisory Committee - The sustainability features and best practices references are specifically for firearms ranges. There may be some suitable standards also for archery ranges. For example, choice of target materials that are biodegradable over those which may leave messy foam or plastic shreds in the environment. The Archery Trade Association has published a very comprehensive guide on archery range design and safety which addresses both this and #2 below. Instead of attaching this LARGE file, here is the link: http://www.archerytrade.org/grow-archery/archery-park-guide. 	<ol style="list-style-type: none"> 1. Thank you. 2. The reference to the Archery Trade Association's guide will be added to the sustainability policy as guidance for archery ranges.
Range and course safety	<ol style="list-style-type: none"> 3. Kathy Hernandez-Bell, Trustee, Seattle Skeet & Trap - For a recent development project at Seattle Skeet & Trap (not an RCO grant project) we contacted the NRA for a range design review and received a letter from the NRA Office of the General Counsel stating, in brief, that the NRA defers to the professional services provided by a qualified engineer or architect. To quote from the letter... "The purpose of the NRA's Range Manual and its successor the NRA's Range Source Book is not, under any circumstances, to act as a substitute for the professional services of engineers and architects that are required to design and build a safe range. The application of specific design features set forth in these Manuals requires an assessment of the functional utility of any such features for the range subject to 	<ol style="list-style-type: none"> 3. Thank you for this example. RCO understands that the NRA would review range designs for safety purposes, but if it is not in a position to do so, the draft policy includes the use of a qualified engineer or other professional consultant.

Topic/Question	Commenter and Comment	RCO Staff Reply
Range and course safety (continued)	<p>evaluation by professional architects and engineers. ..." As a result of this letter, SST secured services from a qualified engineer to acquire stamped engineering plans that validated a safe range design. The NRA, however, did agree to review our safety rules, and we did secure their services for that work. Therefore, I suggest you modify the requirement for a safe range design assessment in this paragraph to a review conducted by a qualified engineer or architect.</p> <p>4. Kelly Loney, VP, Skookum Archers, Puyallup - Safety is very important at archery ranges too. The NRA does not govern the safety of archery ranges, this would be NFAA - the National Field Archery Association, so they should be listed with the NRA. The NFAA certifies various types of archery courses and ranges as meeting their safety tolerances which are published at http://www.fieldarchery.org/about/documents.cfm . Archery ranges must request inspection annually to be considered an NFAA compliant range.</p> <p>5. Linda Parker, Archery representative, FARR Advisory Committee - For archery-only projects or for archery ranges included in other projects, it would be appropriate to reference the safety requirements and inspection checklist of the National Field Archery Association or the Archery Trade Association. Each place where NRA is referenced in this paragraph, should be changed to say NRA / NFAA. For NFAA chartered ranges, the State NFAA Director or his / her designate will inspect the range for safety compliance.</p>	<p>4. Thank you for these examples of other safety standards for archery ranges and field courses. RCO will incorporate these guidelines into the proposed policy.</p> <p>5. Thank you for these other examples of safety standards for archery ranges and field courses. RCO will incorporate these guidelines into the proposed policy.</p>
Grant maximum amount	<p>6. Linda Parker, Archery representative, FARR Advisory Committee - I agree with increasing the grant limits so some major projects can be implemented in fewer phases or in a single phase.</p> <p>7. Kathy Hernandez-Bell, Trustee, Seattle Skeet & Trap - Would it be possible for me to discuss this with the appropriate RCO representative. I would like an opportunity to describe a project scenario where it might make sense not to limit the project to a single site.</p>	<p>6. Thank you.</p> <p>7. RCO staff responded to this request.</p>

Topic/Question	Commenter and Comment	RCO Staff Reply
Do not fund recommendation	Addressed in Item 7.	Addressed in Item 7.
Public notice requirement	<p>8. Linda Parker, Archery representative, FARR Advisory Committee – OK</p> <p>9. Kathy Hernandez-Bell, Trustee, Seattle Skeet & Trap - How is the public to be notified of the meeting? By newspaper ad? By a mailing to residents within a certain geographical area? By a "public notice board" that must be in place in a highly visible area for a certain amount of time?</p>	<p>8. Thank you.</p> <p>9. Current FARR policy requires a minimum 10 day notice to everyone who may reasonably be expected to have an interest in attending the meeting/hearing. Government applicants must hold a public hearing which would be advertised as required for an open public meeting. Non-profit organizations must hold an advertised, open public meeting. For a non-profit organizations' public meeting, RCO interprets "advertised" to mean a public meeting notice is placed in the local newspaper where the range is located. Your comment will be addressed by including RCO's interpretation of the policy in the FARR program manual.</p>
Acquisition project compliance	<p>10. Kathy Hernandez-Bell, Trustee, Seattle Skeet & Trap - Kudos to the RCO. I think this an important policy change that will better secure recreational resources, as well as establish long term stewardship expectations. Note: This time period</p>	<p>10. Thank you. Land acquired with RCO funding assistance is encumbered through a deed of right for</p>

Topic/Question	Commenter and Comment	RCO Staff Reply
Acquisition project compliance (continued)	can cover a lot of personnel or volunteer turnover within the applicant's organization. What will the requirements be on the applicant to ensure that future range managers/officers are clearly informed of their responsibilities to manage the property under the RCO expectations?	outdoor recreation purposes which is filed with the county auditor. In addition, RCO regularly inspects project sites to ensure long-term compliance with the deed of right.
	11. Linda Parker, Archery representative, FARR Advisory Committee - The current 10-year standard is not stringent enough, I'm not convinced that "in perpetuity" isn't too strong in some cases. Example of the property acquisition approved last year as a buffer for the mixed use (bicycle and archery) area in Mount Vernon. The property acquisition is small in comparison to the overall facility. Were the needs of the park to change 20 years or 50 years down time, could the property be converted for another reasonable use?	11. The proposal aligns the compliance period with the duration (or term length) of the property rights acquired. Applicants are free to submit acquisition project proposals for whatever term fits their situation. The funding board's conversion policy allows for a reasonable change in recreational use over time. However, if the property was no longer available for public recreation use of any kind, a conversion would occur and the project sponsor would be required to find replacement land with a similar market value of the property converted when it was converted.
	12. Don Morrison, City Administrator, City of Bonney Lake - Any policy or WAC requirement regarding a grantee must be limited to the value of the grant. For example, if a capital asset is obtained through a FARR grant, the value of that asset is depreciated over a number of years. It would be an unfair and unreasonable burden to require a facility that had fully depreciated a grant acquired	12. As a capital asset, land values can depreciate over time but they can also increase in value thereby creating a more valuable asset for the project sponsor. Whether

Topic/Question	Commenter and Comment	RCO Staff Reply
	asset to maintain that in perpetuity. There should also be an option to repay the FARR program the remaining value of the asset should the facility owner determine to cease defined public access. This is generally not an issue with governmental facilities, but could be a significant barrier for nonprofit fire and archery ranges. Acquisition projects should NOT be required to remain in public outdoor use beyond the depreciated value of the asset acquired with the grant.	land values increase or decrease, any compliance issue in the future would be based upon the then current market value of the property as a capital asset. State law allows for repayment of FARR grant funds should the facility use change within 10 years of the final grant reimbursement (RCW 79A.25.210).

Attachment B: Final Policy Statements for the FARR Program

#1 – Implement the Sustainability Policy

The board's sustainability policy is currently referenced in the FARR program manual. The sustainability policy is:

Sustainability

The Recreation and Conservation Funding Board encourages greater use of sustainable design, practices, and elements in grant-funded projects. To the board, "sustainability" means to help fund a recreation project that minimizes impact to the natural environment while maximizing the project's service life.

Sponsors are encouraged to incorporate sustainable design, practices, and elements into the scope of a project. Examples may include use of recycled materials; native plants in landscaping; pervious surfacing material for pathways, trails, and parking areas; energy efficient fixtures; onsite recycling stations; and composting.

Two changes are proposed to encourage implementation of the board's policy into FARR projects. The first change adds reference materials to the sustainability policy to address best management practices at shooting ranges. The proposed change to the sustainability policy for the FARR program is identified in the text box below:

Sources of information on sustainability related to shooting ranges are:

Best Management Practices for Lead at Outdoor Shooting Ranges published by the Environmental Protection Agency,

Environmental Management at Operating Outdoor Small Arms Firing Ranges published by the Interstate Technology and Regulatory Council, and

Archery Park Guide published by the Archery Trade Association

The second change requires applicants to address the sustainability policy in the evaluation criteria. A question is added to the current project design evaluation criterion. The proposed change is identified in the strikeout/underlined text below:

Evaluation Criteria #3 - Project Design (development and combination projects only).

Has this project been designed in a high quality manner?

Does the design agree with generally accepted practices? For example:

- Environment. How are aesthetic, accessibility, and environmental issues addressed? If applicable, how are lead recovery, soil, and water conditions addressed?

- Sustainability. How does the project design include sustainability features or shooting range best management practices?
- General. If this is a new facility project, is it designed for ease of maintenance and traffic flow, operation of several types of shooting experiences simultaneously, etc.? Are the site's size, location, and topography appropriate?
- Small works. The above considerations may not fully apply to projects composed of one or two small items, such as toilets, fencing, or lighting. In such cases, consider how the items may contribute to the entire facility's general design features.

#2 - Range and Course Safety

A new policy is proposed to increase accountability regarding range and course safety. The new policy adopts safety requirements for all projects that develop or improve shooting activities or address noise and safety issues. These types of projects would be required to meet the safety guidance developed by the National Rifle Association, National Field Archery Association, and Archery Trade Association depending upon the type of range facility proposed. Project sponsors must design and build projects to these guidelines and have the project inspected by a third party to verify the guidelines are met. In addition, applicants address this requirement when responding to the health and safety evaluation criterion. Two changes are proposed to implement this new policy. The first change adds a policy statement regarding range and course safety. The proposed new policy is as follows:

The RCO does not certify ranges or courses as being safe. However, RCO does require range and course facilities funded by the FARR program to be acquired, planned, designed, operated and maintained to contain bullets, shot, arrows or other projectiles within the facility property and to minimize noise impacts to adjacent and nearby properties. Therefore, all funded projects that directly benefit shooting activities or noise and safety abatement projects must be constructed to contain all projectiles. Depending upon the type of facility, the design must meet guidance published by the National Rifle Association (NRA)², National Field Archery Association (NFAA)³ and the Archery Trade Association (ATA)⁴.

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

² The current NRA guide is called The Range Source Book (2012).

³ The current NFAA guide is called the Archery and Bowhunter Range Guidelines.

⁴ The current ATA guide is the Archery Park Guide (2012).

The second change requires applicants to address the range and safety policy in the evaluation criteria. A question is added to the current health and safety evaluation criterion. The proposed change is identified in strikeout/underlined text below:

Evaluation Criteria #6 - Health and Safety. How much will this project improve the health and safety qualities of the range property? How does your project address the safety guidelines required in the FARR program?

Neither RCO nor its advisory committee will evaluate the degree to which a range is safe or not. Responses to this question are meant solely to suggest, for discussion purposes, the role of this specific project in improving the health and safety of the facility. That is, does the project add:

- Fencing for buffer or safety purposes?
- Projectile containment structures (walls, roofs, berms)?
- Sound limiting elements?
- Improved range firing line separations, the communication of cease-fire orders (especially to the visually and hearing impaired), or similar elements?
- Improved safety related health conditions, such as the provision of sanitary facilities or lead containment and abatement?
- Has the project design been reviewed by an independent range safety specialist?
Are costs associated with an independent range safety evaluation included in the application cost estimate?

#3 - Grant Limits

The grant limit is proposed to be increased from \$100,000 to \$150,000. This is in response to the increasing cost of projects and the new requirement to comply with the range safety policy and to concentrate funding to the highest ranked projects. .

The proposed change to the grant limit is identified below in strikeout/underlined text below.

While an applicant may submit more than one application, RCO's contribution to any single project will not exceed ~~\$100,000~~ \$150,000. Each project is limited to a single site.

#4 - Do Not Fund Recommendation

Addressed in Item 7.

#5 – Public Hearing and Meeting Requirements

Currently, all applicants that propose an acquisition project or significant development project are required to conduct a public meeting to inform the community of the proposed project. RCO requires applicants to hold at least one public hearing (government applicants) or an advertised, open public meeting (nonprofit organizations). RCO receives a copy of the public meeting announcement, agenda, list of attendees, and summary of the proceedings.

Two changes are proposed to improve the public meeting notifications to the local community. The first change clarifies what is considered as an “advertised” public meeting. The second change requires applicants that receive a FARR grant to provide a follow-up notice to those persons that attended the public meeting. The follow-up notice informs those interested persons that the project is moving forward and shares with them the final project design.

The proposed change is identified below in strikeout/underlined text below.

Public hearing and Meeting Requirements

The Recreation and Conservation Funding Board's role is to assist in funding grant proposals and not to act as a hearings board before which land use issues are argued. The board's intent is that all proposals, to the extent possible, have the support of the local community and be ready for implementation to ensure the maximum benefit is gained from the grants.

For this reason, the board's funding session should not be the first public meeting in which the interested parties have a chance to express views on a project. RCO requires applicants to hold at least one public hearing (governmental applicants) or an advertised, open public meeting (nonprofit organizations). For government applicants, the public hearing is advertised through the government's open public meeting process. For nonprofit organizations, the public meeting must be advertised in a local newspaper where the range facility is located.

Applicants must provide documentation to RCO that a hearing about the project was held. Specifically, applicants must conduct hearings or meetings if their projects will buy or develop a range facility where none currently exists or result in a substantial new external impact on the surrounding area.

Whenever possible, RCO encourages applicants to meet these requirements in as convenient a manner as possible. For example, applicants may combine the FARR public meeting with other meetings that may have been scheduled.

Applicants must provide a minimum of ten days notification to everyone who may reasonably be expected to have an interest in attending. After the hearing or meeting, applicants must provide RCO with a Public Hearing/Meeting Certification (Appendix A). This must be completed by FARR's technical completion deadline.

If an applicant's project is selected for funding, the applicant must provide a follow-up public notice to those persons that attended the public meeting to inform them of the project's final design. The follow-up public notice may be sent via regular postal mail or email. A copy of the follow-up public notice must be provided to RCO.

#6 – Compliance Period for Land Acquisition Projects

Currently, all completed FARR projects must remain in place as originally funded for ten years. This revision requires a property acquired to remain in public outdoor recreation for the length or term of the rights acquired. For example, fee simple acquisitions acquired in perpetuity must remain in public outdoor recreation use in perpetuity, or a 50-year easement must remain in public outdoor recreation for 50 years until the easement term ends. The change to the compliance period for acquisition projects aligns with other RCO programs. No change is proposed for the compliance period for development projects or lease acquisitions.

The proposed revision requires a change to Washington Administrative Code (WAC) 286-30-030 which requires a formal public hearing by the board. RCO will pursue this change in 2014. The proposed revisions would amend the WAC as follows:

WAC 286-30-030

Acquisition projects—Deed of right, conversions, leases and easements.

For acquisition projects, sponsors must execute an instrument or instruments that contain:

- 1) For fee, less-than-fee, and easement acquisition projects:
 - a) A legal description of the property acquired;
 - b) A conveyance to the state of Washington of the right to use the described real property ~~for at least ten years from the date of the committee's final reimbursement~~ for outdoor recreation purposes; and
 - c) A restriction on conversion of use of the land ~~for at least ten years from the date of the committee's final reimbursement~~, with the proviso that should use be discontinued or a noncommittee approved conversion occur, the sponsor shall pay back to the committee the entire grant amount. That is, without prior approval of the committee, a facility acquired with money granted by the committee shall not, ~~within ten years~~, be converted to a use other than that for which funds were originally approved. The committee shall only approve such a conversion under conditions which assure the substitution of other land of at least equal fair market value at the time of conversion, and of as nearly as feasible equivalent usefulness and location.
- 2) For lease acquisition projects, a binding agreement which contains a legal description of the property and rights acquired and which meets the following criteria. The interest:

- a) Must be for at least ten years from the date of the committee's final reimbursement unless precluded by state law;
- b) May not be revocable at will;
- c) Must have a value supported through standard appraisal techniques;
- d) Must be paid for in lump sum at initiation;
- e) May not be converted during the lease period, to a use other than that for which funds were originally approved, without prior approval of the committee.

Recreation and Conservation Funding Board
Resolution 2014-05
Approving Policy Changes to the Firearms and
Archery Range Recreation Program

WHEREAS, pursuant to state law (RCW 79A.25.210), the Recreation and Conservation Funding Board (board) administers and approves policies that govern the Firearms and Archery Range Recreation program; and

WHEREAS, the evaluation criteria and policies in the Firearms and Archery Range Recreation program were last updated in December 2002, and since then staff has identified clarifications, revisions and new issues that warrant an update to the criteria and policies; and

WHEREAS, the board reviewed draft changes in November 2013 at an open public meeting and instructed staff to release the draft changes for public review and comment; and

WHEREAS, based upon the public comment received, staff adjusted the evaluation criteria and policies as appropriate and recommends the board approve the changes as presented in Attachment B;

WHEREAS, the changes reflect the opportunity to make a number of policy improvements that support the board's goals to achieve a high level of accountability in managing the resources and responsibilities entrusted to the board, and deliver successful projects by inviting competition and by using broad public participation and feedback, monitoring, assessment, and adaptive management;

WHEREAS, the changes are consistent with state law, the board's administrative rules, and the State Comprehensive Outdoor Recreation Plan (SCORP); and

NOW, THEREFORE BE IT RESOLVED, that the board does hereby adopt the changes in the evaluation criteria and policy statements shown in Attachment B; and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes in the appropriate policy manual with language that reflect the policy intent; and

BE IT FURTHER RESOLVED that these policies shall be effective beginning with the 2014 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date:

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014
Title: Policy Changes to the Grant Programs and Criteria for 2014
Prepared By: Leslie Connelly, Policy Specialist

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

This memo presents final policy changes to the multiple Recreation and Conservation Funding grant programs.

Board Action Requested

This item will be a:

<input checked="" type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input type="checkbox"/>	Briefing

Resolution #: 2014-06

Background

At the November 2014 meeting, Recreation and Conservation Office (RCO) staff proposed revisions to Recreation and Conservation Funding Board (board) policies and evaluation criteria for multiple grant programs beginning with the 2014 grant cycle. The proposed revisions were based on priorities in the *State Comprehensive Outdoor Recreation Plan* (SCORP), draft *Washington State Trails Plan*, draft *Nonhighway and Off-road Vehicles Activities Plan*, and staff and stakeholder recommendations. SCORP was approved by the board in June. The Trails Plan and NOVA Plan are scheduled for final approval at this January 2014 meeting.

The board directed staff to make the proposed changes available for public review and comment. The public comment period was open from November 21 to December 11, 2014. Staff posted the changes on its Web site and distributed the public comment announcement to 3,200 individuals via e-mail. In addition, announcements were distributed by email to all current program advisory committee members, the Washington Association of Land Trusts, the Washington Recreation and Park Association, Washington Trails Association, and Washington Wildlife and Recreation Coalition.

Summary of Comments Received

Attachment A includes all comments received on the proposed changes and RCO staff's response to each comment. Below is a summary of the comments received on the proposed changes.

- Twenty individuals and organizations provided 40 specific comments.
- Nine comments supported the proposed changes overall.
- Sustainability criterion - Five of nine comments on the sustainability criterion were supportive of this change. Four of the nine comments expressed concern for the new criterion or requested further guidance for specific types of recreation projects.
- Reducing government cost criterion – One of three comments supported the change. Two comments expressed concern for documenting non-government contributions or requested further clarification about this change.
- Definitions for trail maintenance and development projects – Three of three comments supported this change.
- Do not fund recommendation – Five of eleven comments supported the change. Three comments opposed the change and suggested the board consider changes to the eligibility criteria should specific project concerns need to be screened out from the types of projects funded. Two comments expressed concerns for the process and how the change would be implemented. One comment suggested a specific reason to not fund a project.
- Matching share policy – Four of five comments supported the change. One comment requested an example of how a project would receive evaluation points when it provides another RCO grant as match.

Other Comments Received

Attachment B includes other comments received during the comment period that were outside the scope of the proposed changes released for public review. The board may consider whether to direct staff to evaluate these comments for possible changes in the future.

Revisions Based Upon Public Comments Received

Based upon the public comments received, RCO staff recommends two policy revisions to the draft proposal presented to the board in November.

1. Sustainability criteria recommended changes:

- a. Clarify the intent of factor “f” listed for acquisition projects to focus energy efficiency (i.e., saving fuel), not population proximity. This change is based upon a comment received in the state parks category changes. Staff recommends including this revision here for consistency with applying the question across programs.
 - b. Apply the same point range and multiplier as was adopted by the board in November for the Land and Water Conservation Fund program. The point range adopted is 0 to 5 with a multiplier of 2 for a total of ten points maximum for this criterion.
2. Reducing government costs criteria – Apply the same point range as was adopted by the board in November for the Land and Water Conservation Fund program. The point range adopted is 0 to 5 points and evaluators may add 1 point to the score, if an applicant demonstrates cost savings through donations and private grants.
3. Do not fund recommendation - Change the “do not fund” recommendation to provide more opportunity for an applicant to respond to significant concerns about an application that may lead to a do not fund recommendation by the evaluation team. First, RCO staff will provide the applicant with a written notification (typically by e-mail) that explains the significant concerns raised by the evaluation team. Then, the applicant may provide a written response to the concerns before the evaluation team meets to discuss a possible do not fund recommendation. RCO will provide the evaluation team with the applicant’s written response. In addition, the applicant may attend the evaluation team’s meeting to answer questions in person before a vote is taken.

Administrative Improvements

Commenters provided other suggestions on how RCO should implement or assist applicants with some of the proposed changes. If the board approves the final changes presented in this memo, staff will also implement the following administrative actions in response to the comments received.

1. Work with the Department of Natural Resources (DNR) and applicants to ensure habitat stewardship measures required by DNR are included in the grant application scope and cost estimate, if an applicant will need to conduct work on state owned aquatic lands.
2. Ensure sustainability measures presented in the application are implemented if a project is awarded funding. If changes are made to the sustainability elements of a project after it is funded, RCO will consider the scope changes in a similar way it considers other changes in scope for a project. Such changes require RCO director or board approval.

3. Provide technical assistance to applicant's when responding to the new or revised evaluation criteria. In particular, assist applicants with the sustainability and reducing government costs criteria.

Final Changes

There are five changes proposed for final consideration that are summarized in Table 2. The final policy statements for the board's consideration are presented in detail in Attachment C.

Table 2: Final Changes to the RCFB Grant Programs

Policy Topic	Current Policy	Proposed Change	Reason
<p>#1: Implement the board's sustainability policy into:</p> <ul style="list-style-type: none"> • Nonhighway Off-Road Vehicle Activities Program; • Recreational Trails Program; • Youth Athletic Facilities; and • All categories in the outdoor recreation account, except for state parks, of the Washington Wildlife and Recreation Program. 	The board's sustainability policy is in the manual, but not reflected in the criteria.	Add a question to the evaluation criteria to address the sustainability policy.	<p>Incorporates existing policy into the evaluation criteria.</p> <p>Supports findings in <i>Statewide Comprehensive Outdoor Recreation Plan</i>.</p> <p>Board intended to implement the policy in all relevant programs following pilot in select grant programs.</p>
<p>#2: Clarify how the evaluation question regarding reducing government costs:</p> <ul style="list-style-type: none"> • Non-government contribution question in Recreational Trails Program • Cost efficiencies question in the local parks, water access, and trails category of Washington Wildlife and Recreation Program. 	The evaluation criteria include a question on reducing government costs through non-governmental contributions and cost efficiencies.	Revise the question to clarify that non-governmental contributions and cost efficiencies are donations from private and non-profit organizations.	Clarify the question and provide better guidance on what is considered a contribution or donation. Aligns question with revisions adopted in the Land and Water Conservation Fund criteria.
#3: Revise the definitions for maintenance and development projects in Nonhighway Off-Road Vehicle Activities program and Recreational Trails Program.	Maintenance projects are defined as routine work on trails and trail facilities within an existing trail footprint. Development projects	Modify the project type definitions so that: Maintenance projects are defined as any work on existing trails. Development	Aligns trail project work to how projects are implemented on the ground and with the definitions from the Federal Highway

Policy Topic	Current Policy	Proposed Change	Reason
	are any trail renovation or new construction.	projects are defined as any new trail work.	Administration for RTP.
<p>#4: Allow advisory committees to make a “do not fund” recommendation in the following grant programs:</p> <ul style="list-style-type: none"> • Aquatic Lands Enhancement Account; • Boating Facilities Program; • Boating Infrastructure Grant; • Firearms and Archery Range Recreation; • Land and Water Conservation Fund; • Recreational Trails Program; and • Youth Athletic Facilities. 	There is no policy currently in place in these programs. Policy exists only in the Nonhighway Off-Road Vehicle Activities program.	Provide an option for the advisory committee to recommend not funding a specific project. Provide an opportunity for applicants to respond to concerns in advance of the do not fund recommendation. The board would retain its authority to fund or not fund any project.	Allows the advisory committee to raise concerns about projects that it does not believe should receive funding.
<p>#5: Clarify how the matching share policy relates to the matching share evaluation criteria in:</p> <ul style="list-style-type: none"> • Boating Facilities Program; • Firearms and Archery Range Recreation; • Nonhighway Off-Road Vehicle Activities; • Recreational Trails Program; • Youth Athletic Facilities; and • Riparian Protection Account of the Washington Wildlife and Recreation Program. 	The matching share policy allows applicants to match one board-funded grant with another. The evaluation criteria on matching shares awards points based on the applicant providing match above the required minimum.	Continue to allow one RCO grant to match another RCO grant, but do not count the RCO matching grant toward matching share points.	Matching share points should be awarded based upon the applicant’s resources, not other RCO grant resources. Applicant resources include any other grant or contribution that is not another RCO grant.

Analysis

The proposed changes reflect the opportunity to make a number of policy improvements that support the board’s goals to:

- Achieve a high level of accountability in managing the resources and responsibilities entrusted to the board, and

- Deliver successful projects by inviting competition and by using broad public participation and feedback, monitoring, assessment, and adaptive management.

More specifically, the proposed changes will:

- Implement the board's commitment to sustainability,
- Modify program funding policies to reflect current practices in the field,
- Align the definitions of trails with federal program policies,
- Simplify language to be more accessible to the general public and applicants, and
- Support projects that are also supported by other funding sources.

Next Steps

RCO staff will incorporate the final policy statements in Attachment C into the grant program manuals beginning with the 2014 grant cycle of the board approves the changes.

Attachments

- A. Public Comments Received on Proposed Changes
- B. Other Public Comments Received
- C. Final Policy Statements for Consideration
Resolution 2014-06

Attachment A:

Comments Received on Proposed RCFB Program Changes

Comment Period: November 21 – December 11, 2013

Topic/Question	Commenter and Comment	RCO Staff Reply
General support	<ol style="list-style-type: none"> 1. Dave Bryant, Senior Park Planner, City of Richland - I reviewed the proposed policy changes and support everything proposed. 2. Louise Caywood. NOVA Advisory Committee Member - I like the policy change proposals. 3. Durlyn Finnie , Citizen - The changes seem very reasonable to me, look forward to seeing how they change the application & review process. 4. Mark Levensky, Citizen - What good and difficult work you have done! I have some experience with the NOVA grant program. Your recommendations concerning this program seem fine to me. What is missing from your report, of course, are all the arguments for and against your recommendations, concerning the NOVA program and all the others. I trust that you have, all arguments considered, made good decisions. I wouldn't dream of 	<ol style="list-style-type: none"> 1. Thank you. 2. Thank you. 3. Thank you. 4. Thank you.

General support (continued)	<p>calling any of your recommendations concerning the NOVA program into question at this point. Thank you for all your hard work!</p> <p>5. Marilyn LaCelle, Citizen, LWCF Advisory Committee Member - The changes appear constructive and well thought out. Most will improve the application process and either clarify the application procedures and requirements, or improve policies to better the overall grant process.</p> <p>6. Rick Burk, Citizen - Overall the Staff and SCORP process which has resulted in some very good changes to all of the RCO administered programs. Thanks to you, the entire RCO Staff and the SCORP Team, for all of your hard work in pulling these much needed changes together.</p> <p>7. Anne Van Sweringen, Citizen, - Regarding RCO's proposition to change program policies and evaluation criteria used to award grants for outdoor recreation projects, I support the changes proposed to the evaluation process and evaluation criteria, and the creation of new evaluation criteria. I think the changes clarify the process well;</p> <p>8. Curtis Hancock, Program Administrator, Metro Parks Tacoma - All good stuff except one thing. (see additional</p>	<p>5. Thank you.</p> <p>6. Thank you.</p> <p>7. Thank you.</p> <p>8. Thank you.</p>
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General support (continued)	<p>comment under #1 sustainability)</p> <p>9. John Keates / Mason County Parks, Trails, and Facilities - Most of the policy recommendations look acceptable to me but I have some worries about incorporation of the sustainability policy. (see additional comment under #1 sustainability)</p>	<p>9. Thank you.</p>
#1 - Implement the board's sustainability policy	<p>10. Rick Burk, Citizen - Sustainability of new and stewardship of existing program resources has been a focal point of mine. Very pleased to see this requirement incorporated into the program plans.</p> <p>11. Lorena Landon, Citizen, Boating Programs Advisory Committee Member - It seems appropriate that the subject of "sustainability" be added as an evaluation criteria (question) for grant projects since sustainability is stated policy in the manual. It is wise that all projects be deemed sustainable, both economically and environmentally.</p> <p>12. Kindra Ramos, Advocacy Director, Washington Trails Association - WTA recognizes that sustainability is vital to outdoor recreation. It is important that this criteria be considered within the context of the individual project proposals. WTA's trail maintenance projects offer several positive attributes</p>	<p>10. Thank you.</p> <p>11. Thank you.</p> <p>12. Thank you. The evaluation criterion is "Will the project result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment?" The question is meant to be flexible in evaluating different types of outdoor recreation facilities within the context of the individual proposal. Applicants are encouraged to describe any and all sustainability benefits as appropriate. The criterion is proposed to be worth five points. Evaluators apply the scoring range of 0-5 to the question as a whole.</p>

<p>#1 - Implement the board's sustainability policy (continued)</p>	<p>that encourage sustainability, from keeping people on a path thus preserving the surrounding habitat to using our website to educate hikers about responsible outdoor practices. We appreciate that a successful proposal need not address each item on the evaluation list, however without being able to review the specific point range and scoring guidelines we would like to reiterate how important it is that the new evaluation criteria be looked at in context of the project as a whole. For example, a new playground may easily meet every requirement on the sustainable criteria list while a trail maintenance project may specifically address only half the list. But, we would argue that the trail project should receive full marks for sustainability as a well-built trail will hold up to long-term use better than well-worn footpaths. Additionally, the trail project preserves the surrounding natural habitat, and hikers using it will develop an appreciation of nature that is needed for people to want to protect it.</p> <p>13. Anne Van Sweringen, Citizen - The addition of the sustainability and stewardship criteria is greatly needed and will be very useful. Under New Evaluation Criteria, Sustainability and Environmental Stewardship, Acquisition: h. "Does this project protect wetlands...": My question:</p>	<p>The table that follows the question describes examples of sustainability that can help the applicant respond to the question and evaluators score the question. It is not meant to be an exhaustive list of possible sustainability benefits.</p> <p>13. Thank you. Wetlands are specifically called out in the sustainability criterion as they are an open space priority identified in the State Comprehensive Outdoor Recreation Plan which was recently adopted by the board in June 2013. While important, other critical areas are specifically supported in the habitat related grant programs which</p>
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<p>#1 - Implement the board's sustainability policy (continued)</p>	<p>Is there a need to add a similar question for (Growth Management Act): Critical Areas and associated buffers on-site that require protection and/or management?</p> <p>14. David Palazzi, Department of Natural Resources – DNR is encouraged by the commitment the RCO funding board has taken on sustainability. We look forward to working with RCO as we move forward in preserving the State's natural resources and ensuring projects awarded ALEA funds incorporate the habitat stewardship measures [DNR's best management practices for state owned aquatic lands] within their project design.</p> <p>15. Steve Davies, Citizen - The thing I see popping up the most are buzz words that have no true definition. Sustainability is one of those words that has no true defining base nor is it a positive move on the part to use it. It is something different to everyone. It is like using the fraise (someone's enjoyment of life). Truly it can mean anything.</p> <p>16. Curtis Hancock, Program Administrator, Metro Parks Tacoma - Under sustainability, by far most designs aren't far enough along to answer those questions – in fact it would have to be practically shovel ready to know. Most applicants would make promises that can't</p>	<p>protect a diverse range of habitat types.</p> <p>14. Thank you. Currently, RCO requires applicants to identify whether they need an aquatic agreement from DNR as part of the grant application. We look forward to working with DNR to ensure applicants meet DNR's habitat stewardship measures in their project design for all RCFB grant programs.</p> <p>15. RCO agrees sustainability is a malleable concept that can mean different things in different settings. The intent of the funding board's sustainability policy is to support recreation projects that minimize impact to the natural environment while maximizing the project's service life. Further guidance on what factors contribute to sustainability are listed in the evaluation criterion.</p> <p>16. Applicants will need to specifically address sustainability in the evaluation criterion and they will be held to the scope presented if the project is awarded funding. If a project significantly changes after it receives funding, including a change to the sustainability elements, RCO may consider it a major change in scope which would require review by the RCO director or funding board.</p>
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<p>#1 - Implement the board's sustainability policy (continued)</p>	<p>keep because they don't know better.</p> <p>17. James Horan, Citizen - I have served from time to time as a RTP grant application scorer and am wondering what guidance RCO will provide potential applicants and scorers for grooming winter recreation trails with respect to sustainability and environmental stewardship?</p> <p>18. John Keates / Mason County Parks, Trails, and Facilities - Most of the policy recommendations look acceptable to me but I have some worries about incorporation of the sustainability policy. I contacted some consultants I know to inquire how this would or could impact project costs. The experts I spoke with said that sustainability can be achieved, but at a cost. It's getting harder and harder to fund projects, even to come up with the matching money, yet alone the total project amount. Sustainability is important but being able to do projects is equally important. Here is what one consultant I work with wrote back in regard to sustainability: "I now what sustainability means, and _____ has the skills and knowledge to make any project as sustainable as the Client can afford. Therein lies the new metric and increased cost. All this is just fine as long as decisions recognize it and increase cost accordingly." Projects are expensive</p>	<p>17. In general, trail grooming and clearing projects should be able to respond to the stewardship evaluation criterion by focusing on how trail maintenance keeps users on the trail rather than damaging the surrounding natural resources. RCO staff will assist applicants of these types of projects to help them prepare for this new criterion.</p> <p>18. RCO recognizes that sustainability elements may be more expensive and we encourage applicants to incorporate those costs into the grant request. The intent of the policy is not to make projects too expensive to implement, but encourage sustainable development when it makes sense to do so.</p>
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#1 - Implement the board's sustainability policy (continued)	<p>enough now with prevailing wage costs, permitting, etc. The more we get into project mandates the tougher it will become for project sponsors. I hope you don't end up eliminating some of us smaller City's, County's, and agencies from being competitive in your grant process in an effort to promote sustainability. On paper it sounds fine and dandy, but in the real world it may just make some of our project applications less or uncompetitive.</p>	
#2 - Evaluation question on reducing government costs	<p>19. Lorena Landon, Citizen, Boating Programs Advisory Committee Member - A clarification regarding donations from private and non-profit organizations would help advisory committee members better evaluate the readiness and probable success of proposed projects. How these donations are applied and how they help move the project forward would contribute to the evaluation process.</p> <p>20. Kindra Ramos, Advocacy Director, Washington Trails Association - WTA appreciates RCO's emphasis on cost efficiencies but this commitment by non-profit organizations should not become a burden for donating organizations. WTA has a proven record of donating volunteer workers to trail maintenance projects. Our maintenance projects are extremely cost-effective at a rate of \$6.75 per volunteer</p>	<p>19. Thank you. The intent of the changes is to clarify what should be considered private and non-profit contributions.</p> <p>20. The intent of this change is to clarify what applicants and evaluators can consider as match that will reduce government costs. Additional documentation beyond current practices from those organizations providing the match will not be required. The change will require applicants to more clearly document the match being proposed in the application.</p>

#2 - Evaluation question on reducing government costs (continued)	<p>hour. WTA's cash and volunteer match increases the spending power of each grant funded dollar by five times. We are happy to provide a letter of commitment to a project. However, the level of specification in an agreement, in terms of number of volunteers, could be a challenge. As an organization that draws from an annual volunteer pool of 3,000 people, is it impossible to know when or where specific people will want to work. Therefore, the exact value of WTA's donation may be difficult to precisely determine. We hope a proven history of supporting maintenance projects will continue to be seen in the evaluation process as a significant commitment.</p> <p>21. Reed Waite, Boating Programs Advisory Committee member - Are these cost efficiencies solely for the project itself? An example - installation of a solar-powered composting toilet could be more expensive than a passive system but could be much more efficient and less costly once installed, thus reducing future maintenance and operations costs. Are these future ongoing efficiencies to be considered as part of scoring?</p>	<p>21. Yes, these cost efficiencies are related to the project directly. The example you provide would be a good example of a sustainable design benefit rather than reducing government costs through donations.</p>
#3 - Definitions for maintenance and development for NOVA and RTP	<p>22. Lorena Landon, Citizen, Boating Programs Advisory Committee Member - It seems appropriate that "maintenance" be defined in regards to existing trails, while</p>	<p>22. Thank you.</p>

	<p>the term "development" be used for new trail projects. The definitions of eligible trail projects as they are currently written overlap and are confusing. The proposed definitions for maintenance and development projects in NOVA and RTP would considerably help in the evaluation process.</p> <p>23. Kindra Ramos, Advocacy Director, Washington Trails Association - WTA applauds RCO's work to clarification of the definition of maintenance to reflect the reality of how projects are implemented on the ground. The proposed clarifications to the definition of maintenance projects, to include any type of trail maintenance or relocation of an existing trail, make it easier for trail maintenance projects to do the work required to make trails more sustainable. For example, re-routing an existing trail out of a drainage so that the trail will not need to be repaired from water damage every year would now be a legitimate maintenance project according to the new RCO definition. WTA appreciates RCO's efforts to keep the funding definitions true to how maintenance projects are implemented on the ground.</p> <p>24. Glenn Glover, Evergreen Mountain Bike Alliance - We would like to express our strong support for revision #3: "Modify</p>	<p>23. Thank you.</p> <p>24. Thank you.</p>
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#3 - Definitions for maintenance and development for NOVA and RTP (continued)	<p>the definitions for maintenance and development projects in NOVA and RTP." Our organization has been, and is currently, the recipient of RTP maintenance grants and we are proud to deliver thousands of hours of volunteer labor to public trails each year. The current policy prohibits minor relocation of trails, even when intended to reduce long-term maintenance or reopen a trail closed due to a point failure, as well as reconstruction of small structures such as puncheons, boardwalks, or footbridges. The proposed change will allow more effective use of grant funds and volunteer labor and reflects the reality that soft-surface trails are located in a changing environment. For that reason the maintenance involved in keeping trails open and minimizing their undesirable impacts often requires more than just brushing vegetation and bucking fallen trees.</p>	
#4 - Do not fund recommendation	<p>25. Kindra Ramos, Advocacy Director, Washington Trails Association - WTA appreciates the Do Not Fund Recommendation. This proposed policy is a good way of ensuring that the limited funding pool for RCO is not wasted on bad projects simply because the proposal can check all of the eligibility boxes. This recommendation gives the RCO advisory board an important mechanism to ensure</p>	<p>25. Thank you.</p>

<p>#4 - Do not fund recommendation (continued)</p>	<p>the quality of the projects that are funded.</p> <p>26. Paul Thorpe, 2nd Vice President, Recreational Boating Association of Washington - I think the committee's negative views on a grant application come through loud and clear in the evaluation. However, having the "Do not fund" may prove useful and certainly would not be detrimental.</p> <p>27. Linda Parker, Archery representative, FARR Advisory Committee - I agree that ability to recommend we do NOT fund a particular project may be useful. I have seen some proposals that were "not ready for action".</p> <p>28. Rick Burk, Citizen - Some projects may just not be ready. As long as the advisory committee is fully in consensus on the recommendation provided I believe it is a good tool which allows the advisory committee to raise concerns about projects that it does not believe should receive funding This is a recommendation I am happy to see now included in all programs.</p> <p>29. Lorena Landon, Citizen, Boating Programs Advisory Committee Member - Giving an advisory committee the option to recommend that a specific project not be funded may provide the Funding Board</p>	<p>26. Thank you.</p> <p>27. Thank you.</p> <p>28. Thank you.</p> <p>29. Thank you. Applicants should address significant concerns about a proposal during the technical review process if they wish to continue their applications in the current grant round. If that is not possible, RCO staff is available to assist</p>
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<p>#4 - Do not fund recommendation (continued)</p>	<p>with additional information to back up such a decision. Advisory committees in the past have raised concerns about projects which appeared not to be in the public's best interest or expenditure. Consideration should be given however for a review process and opportunity for the applicant to change the parameters of the project which could be submitted for a future grant year. As with all projects, any committee member with a "conflict of interest" should excuse themselves from voting and the Board appoint an alternate.</p> <p>30. Reed Waite, Boating Programs Advisory Committee member - The Advisory Committees offer advice to applicants via the Project Review prior to evaluation: "advisory committee members are expected to ... offer constructive comments to the applicant. This feedback allows the applicant to make changes that may improve the project proposal and presentation in advance of the final project evaluation" (page 11, A Reference Guide for Advisory Committee Members, May 2010). How is responding to questions different than additional testimony? It would seem that the applicant has had multiple opportunities to respond to concerns - applicants are coached by RCO staff, go through the Project Review, and are asked questions</p>	<p>applicants in addressing concerns for a new application in the future. Advisory committee charter's specifically address conflicts of interest and RCO works with members when such situations arise.</p> <p>30. You are correct that applicants have opportunities to address concerns from the advisory committee. First at technical review, then at final evaluation. However, RCO would like to provide applicants a final opportunity to respond to advisory committee concerns after the evaluation process but before the advisory committee decides whether to recommend to not fund an application. A "do not fund recommendation" will not change the application rank. The recommendation will go to the funding board which has the authority to remove a project from the ranked list based upon public testimony or the advisory committee's "do not fund recommendation."</p>
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<p>#4 - Do not fund recommendation (continued)</p>	<p>during the Project Evaluation. If the applicant has not made a reasoned argument for funding by the end of the process, don't put this back on staff or advisory committee but jump this up to board consideration. Does a "Do Not Fund recommendation" take a project out of ranking (no funding) or does it automatically place it at absolute bottom position (possible funding)?</p> <p>31. Ruth Anderson, Citizen, WWRP Local Parks Advisory Committee - If we had the "do not fund" recommendation, I could have used it on my own Vashon Park District! Trouble is, I had no knowledge of the problems within either the park district management or its board of commissioners. Therein lies the difficulty. It is a matter of..."if we had only known then what we know now." Who can make that call? Even the RCO project manager isn't aware of the difficulties caused by one or more ineffective members of a jurisdiction's decision-making board. How, then, can a project evaluator know when to make the "do not fund" call? I'm also concerned that a very persuasive person on the reviewing committee could unfairly jeopardize a project.</p> <p>32. Mike Ames, Jones Creek Trail Riders Association - I feel very strongly that the</p>	<p>31. The grant evaluation process is focused on the project proposal. RCO agrees it is impossible to have assurances on project implementation at the time an application is reviewed. A "do not fund recommendation" would need to be based upon the information known at the time during the evaluation.</p> <p>32. The proposal requires a majority of the evaluators to vote in</p>
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<p>#4 - Do not fund recommendation (continued)</p>	<p>process of the committee reaching such a conclusion should require at least a two-thirds majority of the committee to approve such a recommendation. I also feel that the applicant should have the opportunity to be informed in writing of the specifics of the committee's "significant concerns" and then have the opportunity to submit a statement in rebuttal of those concerns either in person or in writing before a final determination is made.</p> <p>33. Kathy Hernandez-Bell, Trustee, Seattle Skeet & Trap - If the grant request meets the RCO's eligibility requirements then this policy should not go into effect. The members of the advisory committee do not represent all sportspeople or the views of all the organizations that may qualify to submit a grant request. Sportspeople and sporting organizations in the state did not elect the advisory committee. If there are members of the advisory committee that believe the RCO's eligibility requirements should be changed or updated, then the process to change those requirements should be followed which, I would expect, includes a public review that is open to the rest of the state's sportspeople.</p>	<p>favor of a "do not fund" recommendation. There are typically 8 to 12 people on an evaluation team. RCO believes that a simple majority of the evaluation team is sufficient to forward a recommendation. The funding board retains to decision whether or not to award funding and will consider the merits of the recommendation including the voting results. RCO staff will provide a written notification (typically via e-mail) to any applicant that may be the subject of a "do not fund" recommendation. The applicant will also be able to provide a written response as well as attend the post-evaluation meeting to answer questions in person before a final decision is made by the evaluation team.</p> <p>33. There are times when a specific application may be eligible for funding but the advisory committee feels compelled to not fund it. The "do not fund recommendation" is meant to provide the advisory committee members with a vehicle for communicating their concerns. The funding board will continue to make final funding decisions.</p>
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<p>#4 - Do not fund recommendation (continued)</p>	<p>34. Georgia Coulter, Renton Fish & Game Club - Should you have a specific type of project you do not want to fund it should be disclosed with the grant process directions. People put in a lot of time and research to apply for these grants. It would be very disappointing for anyone that follows all the rules and meets all the requirements to be told there grant will not be funded due to a recommendation that I feel is judgmental. Maybe the advisory committee should be involved at the time the grant request are first started in Prism. Who elects the advisory committee? Are they all active in the shooting sport on a regular basis? Have they visited the clubs requesting funds? Do they understand the impact on each of the club requesting the funds for updates? What is the process to make this change? Is there a meeting to be held that the shooting public can attend?</p> <p>35. David Palazzi, Department of Natural Resources – We request a “do not fund” recommendation be made if a project is on state owned aquatic land and the habitat stewardship measures [DNR’s best management practices for aquatic leases] have not been included in the project design. It would be preferable if RCO could incorporate an item in the grant</p>	<p>34. See previous response. The advisory committee members are appointed by the RCO director. Members represent a diverse range of recreational users and experts in the field of shooting. Charters for each advisory committee are on RCO’s Website at http://www.rco.wa.gov/doc_pages/index.shtml. The funding board makes the final decisions on funding in a public meeting with an opportunity for public comment.</p> <p>35. Currently, RCO requires applicants to identify whether they need an aquatic lease from DNR as part of the grant application. Applicants should incorporate any DNR lease requirements into their project design at application time so the full scope of the project can be evaluated. Securing the DNR lease is required before RCO will issue a grant contract. RCO will consider adding specific administrative application questions regarding DNR lease requirements for the next grant cycle. Your suggestion to change the project design</p>
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	<p>application alerting project applicants proposing work on state owned aquatic lands to contact a DNR habitat stewardship specialist and incorporate all habitat stewardship measures recommendations within the project design. This would prevent the need to later make a "do not fund" recommendation if the project did not meet DNR's measures.</p>	<p>criterion will be shared with the board for further consideration.</p>
<p>#5 - Matching share policy</p>	<p>36. Mike Ames, Jones Creek Trail Riders Association - I agree whole-heartedly agree with the proposal to restrict the use of other RCO grants as counting toward the award of matching share points. JCTRA gets nearly 100% of our match from donated volunteer hours from the dedicated people who elect to spend some or their weekend days working out in all weather conditions to help keep the trails they ride functional and safe. Small clubs like ours are quite limited on which grants we can get and how many of them. Removing the ability to use other RCO grants to count as match (for the purpose of scoring) will go a long way to level the playing field. I would also like to see the number of possible points in this category reduced or reconfigured to the point where that single category does not have such a large effect in comparison to the rest of them. I feel that this scoring category as it currently stands effectively</p>	<p>36. Thank you. Changing the weight of the matching share criteria was not part of the public comment proposal. RCO staff will share your comment with the funding board for further consideration.</p>

<p>#5 - Matching share policy (continued)</p>	<p>eliminates smaller clubs and organizations from the grant process. I appreciate the desire to encourage applicants to supply more than the required amount of matching funds however those that simply cannot supply two or three times or more the required amount of matching funds should not be eliminated from the competitive application process based solely on that single category.</p> <p>37. Lorena Landon, Citizen, Boating Programs Advisory Committee Member - It would level the playing field and be fair to all applicants if matching share points were awarded based upon the applicant's resources and not other RCO grant resources. Applicant resources attest to local community support and the desire for a successful completion of the project.</p> <p>38. Paul Thorpe, 2nd Vice President, Recreational Boating Association of Washington - I can't recall an application the used funds from another RCO grant for their local match. However, if such were the case, it certainly should not be scored as part of the local match.</p> <p>39. Rick Burk, Citizen - Consistent and clear definitions are key to making the evaluation process for all programs work to their best potential. Costs, definitions and how "matches" of funds and hours are</p>	<p>37. Thank you.</p> <p>38. Thank you.</p> <p>39. Thank you.</p>
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#5 - Matching share policy (continued)	<p>tabulated have all been advisory committee issues of concern in the past. Thanks for updating these for clarity and consistency.</p> <p>40. Reed Waite, Boating Programs Advisory Committee member - An example would be very helpful for clarification, showing quantitative match dollars/qualitative additional matching share points in a theoretical project or two.</p>	<p>40. An example is an RTP application that also received funding from the NOVA program. The applicant may receive match criteria points for the NOVA grant funds as "non-governmental contribution" if the evaluators preserve the NOVA grant as such. This change is meant to clarify that RCO grants are not considered "non-governmental contributions" or a reduction in government costs.</p>
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Attachment B: Other Comments Received Outside the Scope of the Proposed Changes

Comment Period: November 21 – December 11, 2013

Topic/Question	Commenter and Comment
Application requirements	1. Don Morrison, City Administrator, City of Bonney Lake - As a general comment, the RCO programs have now become so bureaucratic and cumbersome that they are hardly worth pursuing. You should reconsider your application requirements and simplify them if you want to really do the program a service.
Evaluation process	2. Ron Craig, Citizen - The last experience I had with the RCO Boating program, was un-fair and I believe pre-determined who the winner and losers were going to be. The review team was dominated by agencies who had projects up for consideration, or were associated with them. That is simply a conflict of interest. The local representative was not responsive to my requests, and failed to visit the site, although she visited the other sites??? It was obvious to the most casual observer that the decision had already been made. Providing the review group more authority will just amplify the un-fair evaluations which I observed to be arbitrary. I was proud to report to all that would listen, that the Boat Program was fair, and helpful. I would not say that today. It needs an overhaul. The changes you are proposing for the Parks, and Boat grants change nothing. Both need to be up-dated to provide a fair unbiased evaluation of projects, proposed changes are feel-good changes. Small groups, Counties, and Cities are unfairly evaluated, because groups who have projects for evaluation are allowed to grade their own paper.
Population proximity criteria	<p>3. Dave Bryant, Senior Park Planner, City of Richland - I do still have one concern about the evaluation criteria that has to deal with population. The way it currently is still provides an unfair advantage to larger communities by automatically awarding communities like Seattle and Tacoma with more points than smaller communities have a chance to receive. I realize that these cities have an enormous population base, but they should receive additional point just for that case. For instance, in the local parks category Seattle and Richland may both be seeking funding assistance for a neighborhood park. Points for population base should be determined on the population of the service area only and not the entire city. This has always been number one concern about the entire scoring process.</p> <p>4. Ron Craig, Citizen - Small population areas are always at a disadvantage because of the population mandated points added. RCO will not get the</p>

Topic/Question	Commenter and Comment
Population proximity criteria (continued)	<p>top most cost effective projects until these unfair practices are discontinued.</p> <p>5. Lunell Haught, Citizen - Although remote trails may be less used than urban ones, just knowing they are there is like money in the bank. We don't have to spend it, and we feel more secure knowing it's there. The sense of well-being we have knowing we have outback, trails and somewhere to go is surely on a happiness priority.</p>
Maintain scores for previously submitted applications	<p>6. Bob Parlette, Citizen - I have been working on the Rocky Reach Trail Project for about 18 years. This project was fully funded back in the late 1990's. It did get in the money for in both ALEA category and WWPR trails category. It also received two DOT grants and a commitment of \$500,000 from Chelan PUD. Then some adjoining land owners sued to stop the project and thereby caused a 8 or 9 year delay in the project. In the meantime most of the grants were returned to the various accounts because of the delays. The litigation finally resulted in a 9-0 decision in favor of the county, WA State Parks, and Chelan PUD, all of whom had helped fund the project previously. When the project was finally ready it of course had to go back through the process. Little or no credit was given because it had previously scored high enough to be in the money. IT ALWAYS SEEMED TO ME THIS WAS A WASTE OF RESOURCES AND TIME. IT SHOULD BE THAT ONCE YOU ARE IN LINE, YOUR PLACE SHOULD BE HELD AND A PROJECT GIVEN CREDIT FOR ITS PREVIOUS SCORING AND RANKING. By not giving such credit, new projects in effect are given priority and this seems very unfair. The evaluation committees change and thinking of previous committees is ignored. Hope it is not too late to consider this in your changes.</p>
Trail priorities	<p>7. Lunell Haught, Citizen - There are countless legitimate ways to prioritize and it's sort of like 'which puppy do I leave at the shelter?' for me. While on the RCO grant evaluation committee I too wondered why the maintenance projects weren't simply included in the state budget. I have always been influenced by the volunteer maintenance participation as a way to judge potential support, but that needs a group such as WTA or a volunteer coordinator (state funded? And are we replacing bargaining unit work?) presumably there should be some consideration for that. In this economy I can make a case for a CCC type program in addition to subsidizing highway projects.</p> <p>Another concern I have with prioritizing by 'use' is from two personal experiences. I was the budget administrator when Title IX was implemented (my gawd, is she THAT old...yes) and at the time there was very little participation for girls and now you can't keep girls away. The culture changed based, in part, on attention (including funding). The</p>

Topic/Question	Commenter and Comment
Trail priorities (continued)	<p>other experience was when we first started asking the public for input on parks and we got a lot of soccer fields and swing set input. No one even thought of trails but now we know 'if you build them they will come.' So I'm reluctant to make a policy based on actual use as the only criteria. There has to be the 'inspired cool factor' because people invent recreational activities we haven't even considered.</p> <p>As to ADA and parking lots, I liked what some of the presenters said at the last Wa. State Trails Conference, which essentially was 'describe the condition and let the user decide if s/he can go'. I also find, at least in Spokane County, that we get trapped into a situation where we're trying to build a trail head and end up having to improve a road, build to 'city' standards and end up spending a fortune (given to a little hyperbole here) when in my opinion a gravel lot with biological/natural storm water treatment would do it – but we spend money on parking lots and not trails because of the requirements which make sense in some situations (urban) but not others.</p> <p>I think projects/activities should be prioritized based on values (we identified them to include sustainability, etc). I think we should be unapologetic that we can't do everything everywhere. I can't camp in the public library, even though it's my tax dollar that's supporting it.</p>
Trail signs	<p>8. Lunell Haight, Citizen - At another WTS conference one attendee reminded me that few signs were part of the outback experience – and I had to re-think my thoughts. I don't think we should be losing people outside, but I do think as long as we're going to put signs out they should be educational as well as directional. Here's what I mean. Explain how to 'read' a landscape – how to walk into a place that has few/no signs and consider sun angle, slope, drainage, a little orienteering, if you will. Look up from your smart phone and ask yourself 'what makes sense'? Say part of the experience is to make it different from downtown. And signs that explain multi-use: not just who yields to whom, but ideas that people can understand. "When you ride up to a horse the horse thinks you're a mountain lion and will rear, throw the rider and kick you and your bike" People frequently have NO idea how they impact other users. Not sure, but many independent spirited ones of us who do like to get out in nature are not diligent rule followers anyway, so helping users understand why may be useful. "Keep dog on leash" cries against everything independent about us. Something like: "Keep dog on leash to avoid damaging ground nesting birds and so you can find the poop when s/he goes and carry it out" may make more sense.</p>

Topic/Question	Commenter and Comment
Economic contributions of trails	<p>9. Lunell Haught, Citizen - yes, we do have data telling us companies prioritize and prize quality of life, settle here, create jobs here. There should be public funding of public land and I don't know for sure how to work this, but having had my own uber-small business for 16 years I can tell you I'm not unhappy some of these taxes are spent on parks! Particularly when there are so few low cost activities for people, I love that people can still go out and enjoy.</p> <p>The relationship between all the parks agencies/jurisdictions (Federal, state, county, municipal); Washington State Department of Transportation; and local transportation agencies is important so park/train investments can be coordinated. In Spokane County this is fairly well done, and it may be fairly well done elsewhere, but this coordinated effort certainly maximizes efficiency and opportunity.</p>

Attachment C:

Final Policy Statements for the RCFB Grant Programs

#1: Implement the Sustainability Policy

The board's sustainability policy is currently referenced in most grant program manuals. When the policy was adopted, sustainability considerations were incorporated into the project design evaluation question for development projects in the Land and Water Conservation Fund (LWCF) program, and the local parks and state parks categories of the Washington Wildlife and Recreation Program (WWRP). More recently, the board adopted an update to the *State Comprehensive Outdoor Recreation Plan* (SCORP) that elevated the importance of sustainability as it relates to outdoor recreation. In response, staff proposed revisions to the LWCF evaluation criteria, which include creating a separate evaluation question on sustainability and environmental stewardship that applies to acquisition and development projects. The board adopted this new evaluation question, along with other LWCF criteria changes at its November meeting. In addition, sustainability concerns were raised in the trails plan and NOVA plan.

This policy change incorporates the evaluation question adopted for the LWCF program into the criteria for the Nonhighway and Off-road Vehicles Activities (NOVA) program, Recreational Trails Program (RTP), Youth Athletic Facilities (YAF) program, and the state lands development, trails, and water access categories of WWRP. In addition, the new evaluation question replaces the current sustainability considerations in the local parks categories of WWRP.

The goal is to have a similar evaluation question on sustainability in the evaluation criteria used to score recreation projects.

Below is the sustainability evaluation question for NOVA, RTP, YAF, and the local parks, state lands development, trails and water access categories in WWRP. The question is worth five points with a multiplier of 2 for a total maximum of ten points.

Sustainability and Environmental Stewardship. Will the project result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment?

Factors to consider for acquisition and/or development and renovation projects are outlined in the table below.

Acquisition	Maintenance and Development
a. Does the acquisition and proposed development preserve the natural function of the site?	a. Does the proposed development protect natural resources onsite and integrate sustainable elements such as low impact

Acquisition	Maintenance and Development
b. How do the proposed uses protect, enhance or restore the ecosystem functions of the property?	development techniques, green infrastructure, or environmentally preferred building products?
c. Are there invasive species on site? If there are, what is your response plan?	b. Vegetation/Surfaces - Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
d. What is the strategy or plan for maintenance and stewardship of the site?	c. Education - Are you installing interpretive panels/signs that educate users about sustainability?
e. How do the natural characteristics of the site support future planned uses?	d. Materials - What sustainable materials are included in the project?
f. To provide for greater fuel economy, is the proposed acquisition located close to the intended users?	e. Energy - What energy efficient features are you adding?
g. What modes of transportation provide access to the site?	f. What modes of transportation provide access to the site?
h. Does this project protect wetlands or wetland functions? Describe the size, quality, and classification.	g. Water - Is the on-site storm water managed by rain gardens, porous paving, or other sustainable features? Does the design exceed permit requirements for storm water management?
i. How does the proposed acquisition help create connectivity? How many acres are already protected? How critical is this property to the overall plan?	h. If there are wetlands on site, describe the size, quality and classification and explain how the design and considers the wetland functions.
j. What other noteworthy characteristics demonstrate how the natural features of the site contribute to energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	i. What is the strategy or plan for long-term maintenance and stewardship of the site?
	j. What other developed features will contribute to increasing energy efficiencies, reducing maintenance, minimizing environmental impacts, or being more sustainable?

▲ Point Range: Evaluators award a maximum of 5 points that are later multiplied by 2.

#2: Clarify Non-government Contributions and Cost Efficiencies

In RTP and the local parks, trails and water access categories of WWRP, there is an evaluation question on reducing government costs through non-government donations and contributions. The question is called “non-government contributions” in RTP and “cost-efficiencies” in the WWRP categories. The current criteria are as follows:

RTP Evaluation Criteria #6 - Non-government contributions. Does this project reduce government costs through documented donations (labor, equipment, materials), signed cooperative agreements, or signed memoranda of understanding (including no cost easements and leases, interagency agreements, a maintenance and operations contract, donations, or similar cost saving arrangements)?

Because contributions sometimes “disappear” after project evaluation, it is very important that applicants provide RCO with documentation such as signed agreements or memoranda of understanding. The following considerations are provided to help applicants and evaluators understand some of the elements that help a project score well. A successful proposal need not address each bullet. Respondents should elaborate on all points clearly relevant to their project.

- The significance of the non-governmental contribution for this project
- The longevity of the commitment for this project.

▲ Point Range: 0-5 points.

0 points	No or weak evidence of non-government contributions provided for the current grant request.
1-2 points	Little to modest evidence of non-government contributions provided.
3-4 points	Signed documentation of significant, non-government contributions provided to RCO.
5 points	Signed documentation of exceptionally high, non-government contributions provided to RCO.

WWRP Local Parks, Water Access, and Trails Evaluation Criteria #8- Cost Efficiencies. (Acquisition/Development/Combination) ¹ The extent that this project demonstrates efficiencies and/or reduces government costs through documented use of:

¹ Assessment of Outdoor Recreation in Washington State 2002-2007, Chapter 5

- Volunteers.
- Donations.
- Signed cooperative agreements.
- Signed memoranda of understanding (such as no-cost easements/leases, maintenance/operation arrangements, or similar cost savings).

▲ Point Range

0 points No evidence presented.

1-2 points The benefit of any such agreement is marginal.

3 points Cooperative measures will result in moderate efficiencies and/or savings.

4-5 points Cooperative measures will result in substantial efficiencies and/or savings.

Evaluators award a maximum of 5 points that are later multiplied by 1.

The change to these criteria is to align them a similar criterion in the LWCF program. The LWCF criterion was recently revised and adopted by the board in November. The revised evaluation question will clarify what types of contributions should be considered as reducing government costs. The clarifications are intended to simplify terms used and provide better guidance to make it easier for applicants to answer and evaluators to score. Finally, the question is aligned to be the same regardless of the funding program.

The new evaluation question on reducing government costs is below. The evaluation question is proposed to be the same for RTP and local parks, water access, and trails categories in WWRP.

Cost efficiencies. To what extent does this project demonstrate efficiencies or a reduction in government costs through documented use of donations or other resources?

Donations – cash, real property, volunteer labor, equipment use, or materials

- What are the donations for this project?
- Who is making the donation?
- What is the value of the donation and how was the value determined?
- Is the donation in hand?

- If the donation is not in hand, do you have a letter of commitment from the donor that specifies what is being donated and when?
- Is the donation necessary for implementation of the project? Are donations included in the project proposal?

Private grants awarded by non-governmental organizations

- Is there a private grant that is being used as match for this project?
- Who awarded the grant?
- What is the grant amount?
- What is the purpose of the grant?
- When will grant funds be available?

Are there other efficiencies for this project that will result in cost savings?

- What is the cost efficiency?
- Who is providing it?
- What's the value?
- When was the commitment made and when does it expire?

▲ Point Range: Evaluators award 0-5 points.

▲ Evaluators may add 1 point to the score assigned above, if an applicant demonstrates cost savings through donations and private grants. Matching grants from governmental entities are not eligible for consideration under this factor.

#3: Modify the definitions for maintenance and development projects in NOVA and RTP.

In the RTP program, the board currently defines maintenance and development as follows:

Maintenance – Grants may be used to maintain recreational, trail-related facilities. Maintain means the regular upkeep (routine, annual maintenance) needed to avoid an impaired condition and keep a trail or trail facility open for use. Except for snow-based winter recreation trails, maintenance only may be performed on trails and trail facilities that are managed and in use. Activities designed to re-open a closed trail are not

maintenance. Applicants for routine annual maintenance projects may request a grant for two consecutive years.

Development, including renovation - RTP funds may be used to develop or renovate trails and trail-related facilities. Renovation means extensive repair to bring a facility up to standards suitable for public use. Renovation is undertaken after a facility has deteriorated to the point where its usefulness is impaired and no longer meets public health, safety, or other requirements.

Renovation includes activities intended to improve an existing site or structure to increase its service life or functions. It does not include maintenance activities.

In the NOVA program, there are no specific definitions for maintenance and operation and development. Instead, there is a list of the types of eligible projects. Development projects include construction of roads, trails, and support facilities. Maintenance and operation projects include routine maintenance for trails, facilities and sites such as cleaning, painting, minor repairs, and trail clearing.

In response to challenges with scoping maintenance and development projects in NOVA and RTP, managing scope of work during project implementation, and ensuring compliance with the National Environmental Policy Act, the definitions are modified to better reflect how trail projects are implemented in the field. In addition, the modifications align with the definitions from the Federal Highway Administration for RTP.

The definitions for maintenance and development projects in NOVA and RTP are changed as follows:

RTP, Manual 16, Eligible Project Types

Maintenance projects - Maintenance and restoration of existing trails may be interpreted broadly to include any kind of trail maintenance, restoration, rehabilitation, or relocation.

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

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

NOVA, Manual 14, Eligible Project Types

Maintenance and operation projects - Maintenance and operation of existing trails may be interpreted broadly to include any kind of trailside, trailhead or trail maintenance,

operation, restoration, rehabilitation, or relocation. "Rehabilitation" means extensive repair needed to bring a facility up to standards suitable for public use. "Operation" means non-capital costs such as cleaning restrooms, garbage service, septic service, etc.

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

#4: Do Not Fund Recommendation

The "do not fund recommendation" an avenue for the advisory committees to recommend that an application not receive grant funds even though it may meet all of the program eligibility requirements. This policy is similar to one already included in the Nonhighway and Off-road Vehicle Activities grant program. This new policy is proposed for following programs:

- Aquatic Lands Enhancement Account
- Boating Facilities Program
- Boating Infrastructure Grants
- Land and Water Conservation Fund
- Recreational Trails Program, and
- Youth Athletics Facilities.

The new policy allows the advisory committee to make a recommendation to the funding board to not fund a project based upon significant concerns. Applicants have an opportunity to respond to questions about their proposal prior to the advisory committee making their decision.

The new policy is as follows:

Occasionally during evaluations, the advisory committee may express significant concerns about a project, such that it would like to discuss a "do not fund" recommendation. If this occurs, the advisory committee may discuss their concerns at the post-evaluation meeting, which takes place after application scores are tabulated.

If a "do not fund recommendation" is scheduled to be considered, RCO will notify the applicant in writing, identify the significant concerns expressed by the evaluators, and invite the applicant to attend the post-evaluation meeting to respond to questions. The

applicant may also submit a written response to the evaluators' concerns. To ensure all projects are treated equally, no additional testimony from applicants or visitors is taken at the post-evaluation meeting. The advisory committee determines a "do not fund recommendation" by a simple majority vote of the committee members that participated in application evaluations.

RCO staff will forward to the board a summary of the "do not fund recommendation" and any committee member comments. The board will consider the advisory committee's recommendation at a regularly scheduled public meeting, before the ranked list is adopted (consideration may take place at the same meeting, but the do not fund recommendation will be discussed before the ranked list is adopted). The board retains discretion in awarding all grant funds.

#5: Matching Share Policy

Board policy currently allows for one board-funded grant to match another grant. The match policy is:

Recreation and Conservation Funding Board grant may be used as match, if:

- The grants are not from the same Recreation and Conservation Funding Board grant program,
- Only elements eligible in *both* grant programs are counted as the match,
- Each grant is evaluated independently and on its own merits, as if the match were coming from elsewhere, and
- The sponsor (except Native American tribes) provides at least 10 percent of the total project cost in the form of a non-state, non-federal contribution.

The following programs have an evaluation question that awards points based on the amount of match provided by the applicant that is above the minimum requirement:

- Firearms and Archery Range Recreation
- Boating Facilities Program
- Nonhighway and Off-road Vehicle Activities
- Recreational Trails Program
- Youth Athletics Facilities, and

- Riparian Protection Account in the Washington Wildlife and Recreation Program

The evaluation question is meant to provide incentives to applicants to provide additional match beyond the required minimum amount. The score is based on the percentage of additional match provided. For example, in the NOVA program, 5 additional points are awarded if more than 50 percent of the total project cost is provided as match, regardless of source. Currently, applicants receive matching share points regardless of the source of the match provided, including other RCO grants.

The proposed change adds a clarifying statement to the board's matching share policy that restricts the use of other RCO grants when awarding matching share points if such a question exists in the program's evaluation criteria.

The proposed statement is:

For evaluation scoring purposes, an RCO grant used as match will not count toward the award of matching share points.

Recreation and Conservation Funding Board
Resolution 2014-06
Approving Policy Changes to the Grant Programs and Criteria for 2014

WHEREAS, pursuant to state law (RCW 79A.25.210), the Recreation and Conservation Funding Board (board) administers and approves policies that govern the Firearms and Archery Range Recreation program; and

WHEREAS, the evaluation criteria and policies in the Firearms and Archery Range Recreation program were last updated in December 2002, and since then staff has identified clarifications, revisions and new issues that warrant an update to the criteria and policies; and

WHEREAS, the board reviewed draft changes in November 2013 at an open public meeting and instructed staff to release the draft changes for public review and comment; and

WHEREAS, based upon the public comment received, staff adjusted the evaluation criteria and policies as appropriate and recommends the board approve the changes as presented in Attachment B;

WHEREAS, the changes reflect the opportunity to make a number of policy improvements that support the board's goals to achieve a high level of accountability in managing the resources and responsibilities entrusted to the board, and deliver successful projects by inviting competition and by using broad public participation and feedback, monitoring, assessment, and adaptive management;

WHEREAS, the changes are consistent with state law, the board's administrative rules, and the State Comprehensive Outdoor Recreation Plan (SCORP); and

NOW, THEREFORE BE IT RESOLVED, that the board does hereby adopt the changes in the evaluation criteria and policy statements shown in Attachment B; and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes in the appropriate policy manual with language that reflect the policy intent; and

BE IT FURTHER RESOLVED that these policies shall be effective beginning with the 2014 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014

Title: Approve Changes to the Washington Wildlife and Recreation Program State Parks Category Evaluation Process and Criteria

Prepared By: Nona Snell, Policy Director
Marguerite Austin, Section Manager

Summary

The Recreation and Conservation Funding Board (board) reviewed draft changes to the Washington Wildlife and Recreation Program State Parks category evaluation process and criteria at its November meeting. In January, staff will review changes made as a result of public comment and ask the board to adopt the revised process and criteria.

Board Action Requested

This item will be a:

<input checked="" type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input type="checkbox"/>	Briefing

Resolution #: 2014-07

Background

The Washington Wildlife and Recreation Program (WWRP) provides grants for purchase of valuable recreation and habitat lands, preservation of farmland, and construction of recreation and public access sites for a growing population. The State Parks category in the WWRP Outdoor Recreation Account is open only for projects proposed by the State Parks and Recreation Commission (Commission). The Recreation and Conservation Funding Board (board) approves policies that govern WWRP.

The board approved the current evaluation process in November 2007. The process delegates evaluation and ranking of State Parks category projects to the Commission, who submits its list to the board for approval and project funding. The board modified the evaluation criteria in March 2008 to allow the Commission to place greater emphasis on priorities it establishes through its strategic planning processes. Delegating the evaluation and ranking to State Parks

was intended to eliminate the problem of having the Commission reorder a ranked list that was provided by a volunteer evaluation panel. Unfortunately, the process is not working as planned.

At the November 2013 board meeting, Recreation and Conservation Office staff proposed changes to the current process and evaluation criteria. The changes are designed to help maintain the integrity of the evaluation process and to improve its transparency in a way that supports the board's goals to:

- Achieve a high level of accountability in managing the resources and responsibilities entrusted to the board, and
- Deliver successful projects by inviting competition and by using broad public participation and feedback, monitoring, assessment, and adaptive management.

The board asked staff to make the proposed changes available for public review and comment. Staff posted the changes on its Web site and distributed the public comment announcement to more than 3,200 individuals, including current and former State Parks category evaluators.

Summary of Public Comments

RCO received three responses to the request for comment on this proposal. Respondents represent a citizen, a local agency, and a state agency. The comments, which focus on seven topics, are shown in Attachment A along with RCO staff's response.

In summary, the respondents did not express support or opposition to the proposal, but did express the following concern or suggested revisions.

- One individual expressed concern that the make-up of the evaluation team is dominated by Parks.
- One agency asked RCO to consider compliance with DNR's best management practices for aquatic lands as an eligibility threshold.
- Two individuals provided comments about the evaluation criteria and suggested revisions to the criteria or scoring for project significance, project design, expansion/phased project, and population proximity criteria.
- One individual expressed concern that the proposed changes would not make a difference; then went on to say the existing evaluation process is flawed and is unfair to local governments because applicant organizations also serve as evaluators.

Revisions to the Proposed Evaluation Process and Criteria Changes

After careful consideration of the public comments and further assessment of the proposal by State Parks, RCO staff recommends revisions to the draft proposal presented to the board in November. The proposed evaluation process is outlined in Attachment A. Table 1 provides a summary of the changes to the process, and Table 2 reflects proposed changes to the criteria.

Table 1: Summary of Proposed Evaluation Process Changes

Process	Original proposal	Proposed revision	Reason to include change in the final proposal
Step 1	The State Parks and Recreation Commission will approve the list of candidate projects at a Commission meeting before submitting their applications to RCO. This meeting is open to the public.	The State Parks staff will submit the list of candidate projects to the Commission. The Commission may add or remove projects before approving the list of applications. This meeting is open to the public.	Makes it clear that the Commission may add or remove projects before approving the list of proposed applications.
Step 5	<p>An evaluation team will be established that includes:</p> <ul style="list-style-type: none"> Up to six State Parks staff members, representing the following programs: capital development; partnerships and planning; stewardship; lands; operations; or business development. These staff members will be different than those who present the projects for evaluation. Up to six representatives appointed by RCO's Director, including citizens, staff from nonprofit organizations, or staff from other governmental entities. 	<p>An evaluation team will be established that includes:</p> <ul style="list-style-type: none"> State Parks staff members, representing the capital development; partnerships and planning; stewardship; real estate; operations; or business development programs. These staff members will be different than those who present the projects for evaluation. Representatives appointed by RCO's Director, including citizens, staff from nonprofit organizations, or staff from other governmental entities. At least one-half non-State Parks staff. 	<p>Removes references to the number of individuals who will serve as evaluators.</p> <p>Updates the reference to the lands program, which is actually called real estate.</p> <p>Makes it clear that at least half of the members will be non-State Park employees.</p>

Table 2: Summary of Proposed Evaluation Criteria Changes

Evaluation Criteria	Original proposal	Proposed revision	Reason to include change in the final proposal
Criteria 2 Project Significance Scoring	<p>Point Range</p> <p>0 points Does not directly support strategic goals</p> <p>1-2 points Moderately supports one or two strategic goals</p> <p>3-5 points Strongly supports at least one strategic goal or moderately supports three or more strategic goals</p>	<p>Point Range</p> <p>0 points Does not directly support strategic goals</p> <p>1-2 points Indirectly supports one or two strategic goals</p> <p>3-5 points Directly supports at least one strategic goal or indirectly supports three or more strategic goals</p>	<p>This change more accurately reflects the intent, removes some of the subjectivity, and provides better guidance for applicants and evaluators.</p>
Criteria 5 Sustainability and Environmental Stewardship Criteria	<p>f. Is the proposed acquisition located close to the intended users?</p>	<p>f. To provide for greater fuel economy, is the proposed acquisition located close to the intended users?</p>	<p>Helps clarify that the focus is on energy efficiency (i.e., saving fuel), not population proximity. Because state parks serve users statewide, it is important to clarify for evaluators that this specific factor may not be relevant for all State Parks category projects.</p>
Criteria 6 Expansion or Phased Project Criteria and Scoring	<p>c. Is this project a distinct stand-alone phase?</p>	<p>c. Is this project a distinct stand-alone phase?</p>	<p>Corrects the typographical error.</p>
	<p>Point Range</p> <p>0 points Not a phased project or is not a distinct stand-alone project</p>	<p>Point Range</p> <p>0 points Not a phased project or is not a distinct stand-alone project</p>	<p>The revision eliminates references to the amount of time between phases and instead makes it clear that the points awarded should</p>

	<p>1-2 points Previous phase completed more than 6 years ago</p> <p>3-4 points Previous phase completed less than 3 years ago, or project is a key starting point for a new multi-phase project</p> <p>5 points Project is a key phase in a statewide legacy project or it expands a popular or notable park or facility</p> <p>Evaluators award a maximum of 5 points that are later multiplied by 2.</p>	<p>1-5 points Project is a key phase in a statewide legacy project or it expands a popular or notable park or facility</p> <p>Evaluators award a maximum of 5 points that are later multiplied by 3.</p>	<p>be based not on the number of years between phases, but on how well the new phase fits in with existing infrastructure and whether it helps implement a key strategy for expanding important parks or park facilities.</p> <p>Increases the maximum points awarded to reflect Commission priorities.</p>
Criteria 8 Readiness to Proceed Criteria and Scoring	Are there any significant zoning or permitting issues?	<p>For acquisition projects, is there written documentation indicating a willing seller?</p> <p>Are there any significant zoning, permitting issues, or encumbrances?</p>	<p>Expands the criteria to include consideration of documentation that there is a willing seller.</p> <p>Also, adds consideration of any encumbrances that could impact readiness for acquisition projects.</p>
	Evaluators award a maximum of 5 points that are later multiplied by 1.	Evaluators award a maximum of 5 points that are later multiplied by 2.	Increases the maximum points awarded to reflect Commission priorities.
Total Points	Total Points - 68	Total Points - 78	Additional points for two criteria.

Analysis

The changes proposed for the evaluation process and evaluation criteria are designed to implement board-adopted priorities included in the State Comprehensive Outdoor Recreation Plan (SCORP) and priorities outlined in the State Parks and Recreation Commission's Transformation Strategy.

These changes will help maintain the integrity of the evaluation process and improve its transparency. More specifically, the proposed changes will:

- Give the Commission the opportunity to voice their opinion and take part in the project selection process.
- Expand the evaluation team members to include non-State Parks staff.
- Provide multiple opportunities for the public to comment on the proposed projects and reduce redundancy.
- Align the grant-funded projects with the State Parks Transformation Strategy.

Next Steps

If the board adopts the proposed process and evaluation criteria, RCO staff will update Manual 10a, Washington Wildlife and Recreation Program Outdoor Recreation Account and will notify applicants of the change, beginning with the 2014 grant round.

Attachments

- A. Public Comments on Proposed Changes to WWRP State Parks Category Evaluation Process and Criteria
- B. Proposed Evaluation Process
- C. Proposed WWRP State Parks Category Evaluation Criteria
Resolution 2014-07

Attachment A - Public Comments on Proposed Changes to Washington Wildlife and Recreation Program State Parks Category Evaluation Process and Criteria

Comment Period: November 21 – December 11, 2013

Topic/Question	Commenter and Comment	RCO Staff Reply
Evaluation committee members	Ron Craig, Citizen, South Bend – I believe that the review committee is dominated by the Parks employees, a non-profit, or a City, County has little chance to receive a fair and un-biased technical evaluation. There should be no one associated with the Parks having any part of the evaluation. This is just another conflict of interest.	The state parks category is open to State Parks only; non-profits, cities, and counties are not eligible. While State Parks staff will continue to serve on the evaluation team, the new make-up of the committee increases non-State Parks employee participation, which will minimize potential conflicts of interest, provide a more balanced, fair and unbiased perspective while increasing citizen participation in the project selection process.
Evaluation process	David Palazzi, Department of Natural Resources (DNR) – We would request in either the first and/or second steps of the proposed evaluation process that projects are identified which will fall onto a state owned aquatic land and that habitat stewardship measures [DNR's best management practices for aquatic land agreements] are considered when determining eligibility, completeness and consistency with board policies. This will allow projects to be funded that will also be approved by DNR.	RCO will include an application question to ask if the project is on state owned aquatic lands and whether the applicant has contacted DNR to discuss habitat stewardship measures for the proposed improvements. Also, under the proposed design criterion, evaluators are asked to consider, whether the design conforms to "...current permitting requirements, building codes, safety standards, best management practices, etc."
Project significance criterion	Joseph Calhoun, Planner, Yakima Valley Conference of Governments – The concept of deciding "Moderately Supports" or	RCO has updated the scoring criteria to incorporate this change.

	<p>"Strongly Supports" seems very arbitrary and subjective. The 0-point range states "Does not directly support strategic goals." Maybe the "Moderately Supports" and "Strongly Supports" should be changed to "Indirectly Supports" and "Directly Supports." I think this change would not only take subjectivity out of the evaluation process, but will also help project applicants in their narrative.</p>	
Project design criterion	<p>Joseph Calhoun, Planner, Yakima Valley Conference of Governments – "How does the project design make the best use of the site?" I think this question should have an additional statement regarding "...that provide for the public's needs" or something to that effect. The concept of best use of the site is largely subjective. Consider combining the best use question with the one further down which states "Does the design align with the described need?"</p>	<p>RCO recommends the Board keep the questions separate to help applicants and evaluators understand the intent of each criterion.</p>
Expansion/phased project criterion	<p>Joseph Calhoun, Planner, Yakima Valley Conference of Governments – Spelling error in c. ...stand-alone phase. There seems to be a lot of weight given to phased projects, especially with a point multiplier of 2. Why should fewer points be given if the previous phase was completed more than 6 years ago? I don't see what bearing the previous phase timeline should have on consideration of the new phase. The points should be distributed based upon how well</p>	<p>RCO has corrected the spelling error.</p> <p>We consulted with State Parks staff, and have adjusted the scoring criteria to remove reference to the number of years of the prior phases.</p>

	<p>the new phase fits in with the existing infrastructure, especially in these days of tight local budgets. Six years is not that much time. The important thing is the project, not the timeline. What if nothing has been constructed at the park for 20+ years and magically this chunk of land was acquired to expand the park?</p>	
<p>Population proximity criterion</p>	<p>Ron Craig, Citizen, South Bend – Also, small population areas are always at a disadvantage because of the population mandated points added. RCO will not get the top most cost effective projects until these unfair practices are discontinued.</p> <p>Joseph Calhoun, Planner, Yakima Valley Conference of Governments – These two point ranges are very biased against the east side of Washington State, as well as all rural areas which make up the majority of WA. Spokane County is the only county in Eastern WA that would receive points for having 250 or more people per square mile. According to OFM data, there are only 8 counties out of 39 which exceed 250 people per square mile. In addition, there are several cities in Eastern WA that have less than 5,000 people, but also have a vibrant state parks presence. I don't see any merit to the points gained here, and this would likely be perceived as favoritism shown to projects adjacent to the Puget Sound, to the detriment of the numerous state parks in Eastern WA.</p>	<p>RCW 79A.25.250 requires the funding board to place an emphasis on funding parks in or near urban areas. The board most recently revised the population proximity criterion in November 2007 for all categories of the Washington Wildlife and Recreation Program Outdoor Recreation Account, which includes the State Parks category. The Board reduced the possible points from 5 to 3 to minimize the impact of this criterion on projects outside of urban areas.</p>

General comment

Ron Craig, Citizen, South Bend - None of these changes would encourage me to submit new proposals, as they change nothing in your current flawed evaluation system. The changes you are proposing for the Parks, and Boat grants change nothing. Both need to be up-dated to provide a fair unbiased evaluation of projects, proposed changes are feel-good changes. Small groups, Counties, and Cities are unfairly evaluated, because groups who have projects for evaluation are allowed to grade their own paper.

Thank you for your comment. It will be shared with the Recreation and Conservation Funding Board.

Attachment B: Proposed Evaluation Process

RCO and State Parks staff proposes changing the process as follows to create more efficiency and transparency:

1. The State Parks staff will submit a list of candidate projects to the Commission at a regularly scheduled meeting. The Commission may add or withdraw projects before approving the list of grant applications for the State Parks category. This meeting is open to the public.
2. State Parks staff will submit grant applications to RCO by established timelines. RCO staff will review the project proposals to determine eligibility, completeness, and consistency with board policies.
3. State Parks will conduct a technical review of the proposed projects with the purpose of improving clarity, substance, and delivery of the presentation. Staff involved with this review may or may not serve as evaluators. RCO staff will moderate and serve as reviewers.
4. An evaluation team will be established that includes:
 - State Parks staff members, representing the capital development; partnerships and planning; stewardship; real estate; operations; or business development programs. These staff members will be different than those who present the projects for evaluation.
 - Representatives appointed by RCO's Director, including citizens, staff from nonprofit organizations, or staff from other governmental entities.
 - At least one-half non-State Parks staff.
5. State Parks staff will present the projects to the Commission, who will score the evaluation question that addresses how well the project supports the mission and vision of State Parks. The evaluation scores will remain confidential until after the Commission's scoring process. The meeting is open to the public and members of the public may provide written or oral comments.
6. State Parks staff will make in-person presentations to the evaluation team, which will score all projects using the proposed evaluation criteria included in Attachment C. RCO staff will moderate the evaluation meeting.
7. After evaluation, State Parks staff will share the preliminary ranked list with the Commission. The Commission will not have the ability to change the ranking but may withdraw projects.
8. RCO staff will present the preliminary ranked list to the Recreation and Conservation Funding Board for final approval and inclusion with the board's recommendation to the Governor and the Legislature.

Attachment C: Proposed Washington Wildlife and Recreation Program Evaluation Criteria for the State Parks Category

Manual 10a, Section 3

This project category is reserved for the Washington State Parks and Recreation Commission for acquisition and/or development of state parks.

State Parks Criteria Summary					
Score	#	Question	Project Type	Maximum Points Possible	Focus*
Evaluation Team	1	Public Need	Acquisition, Development, Combination	5	State
Evaluation Team	2	Project Significance	Acquisition, Development, Combination	15	Agency
Evaluation Team	3	Threat and Impact	Acquisition	10	State
			Combination	5	
Evaluation Team	4	Project Design	Development	10	Technical
			Combination	5	
Evaluation Team	5	Sustainability and Environmental Stewardship	All projects	10	SCORP
Evaluation Team	6	Expansion / phased Project	Acquisition, Development, Combination	15	State
Evaluation Team	7	Partnership or Match	Acquisition, Development, Combination	5	State
Evaluation Team	8	Readiness to Proceed	Acquisition, Development, Combination	10	Agency
State Parks Commission	9	Consistency with Mission and Vision	Acquisition, Development, Combination	5	Agency
RCO Staff	10	Proximity to Human Populations	Acquisition, Development, Combination	3	State
Total Points Possible = 78					

*Focus—Criteria orientation in accordance with the Statewide Comprehensive Outdoor Recreation Plan (SCORP) policy of developing evaluation systems based on three need factors

- State—those that meet general statewide needs (often called for in Revised Codes of Washington or SCORP)

- Agency—those that meet agency needs (usually an item of narrower purview, often called for in the State Parks and Recreation Commission’s plans)
- Technical—those that meet technical considerations (usually more objective decisions than those of policy).

Detailed Scoring Criteria: State Parks Category

Evaluation Team Scored

1. **Public Need.** Describe why this project should be built or this property acquired. Is it:
 - a. Cited in CAMP (Classification and Management Plan)?
 - b. Identified in a park master plan, or other approved planning document?
 - c. Included in the current State Parks 10-year capital plan?
 - d. Consistent with the State Parks Strategic Plan?
 - e. Identified and supported by the public or by park partners?

▲ Point Range

0 points	No CAMP or other plan, no or little public interest
1-2 points	Consistent with CAMP or other plan, some public support, property acquisition listed in CAMP but not essential
3-5 points	Consistent with CAMP or other plan, resolves a management problem, essential to a partnership or will increase park visitation, strong public support

Evaluators award a maximum of 5 points that are later multiplied by 1.

2. **Project Significance.** Describe how this project supports State Parks strategic goals. Does it:
 - a. Serve underserved visitors or communities?
 - b. Protect or restore natural or cultural resources?
 - c. Have a demonstrated ability to save money or increase park net revenue?
 - d. Provide recreational, cultural, or interpretive opportunities people want?
 - e. Promote meaningful opportunities for volunteers, friends, and partners?
 - f. Facilitate a meaningful partnership with other agencies, tribes, or non-profits?

▲ Point Range

0 points	Does not directly support strategic goals
1-2 points	Indirectly supports one or two strategic goals
3-5 points	Directly supports at least one strategic goal or indirectly supports three or more strategic goals

Evaluators award a maximum of 5 points that are later multiplied by 3.

3. **Threat and Impacts (acquisition and combination projects only).** Describe why it is important to acquire the property now. Consider:
- Is there an immediate threat to the property that will result in a loss in quality or availability of future public use?
 - Will the acquisition result in additional operating impacts, and if so, is there potential for those impacts to be offset by additional revenue?

▲ Point Range

0 points	No evidence of threat to the property, and/or the acquisition will result in unreasonable operating impacts
1-2 points	Minimal threat to the property, or the acquisition will result in moderate operating impacts
3-5 points	Imminent threat of the property losing quality or becoming unavailable for future public use, or a threat led to a land trust acquiring rights in the land at the request of State Parks, and operating impacts will be minimal or offset by additional revenue

Evaluators award a maximum of 5 points that are later multiplied by 2 for acquisition projects and 1 for combination projects.

4. **Project Design (development and combination projects only).** Is the project well designed?

Consider the following:

- Does this property support the type of development proposed? Describe the attributes: size, topography, soil conditions, natural amenities, location and access, utility service, wetlands, etc.
- How does the project design make the best use of the site?
- How well does the design provide equal access for all people, including those with disabilities? How does this project exceed current barrier-free requirements?
- Does the nature and condition of existing or planned land use in the surrounding area support the type of development proposed?
- How does the design conform to current permitting requirements, building codes, safety standards, best management practices, etc.? What, if any, are the mitigation requirements for this project?
- Does the design align with the described need?

- Are the access routes (paths, walkways, sidewalks) designed appropriately (width, surfacing) for the use and do they provide connectivity to all site elements?
- For trails, does the design provide adequate separation from roadways, surfacing, width, spatial relationships, grades, curves, switchbacks, road crossings, and trailhead locations?
- Is the cost estimate realistic?

▲ Point Range

0 points	Design is not appropriate for the site or the intended use
1-2 points	Design is moderately appropriate for the site and the intended use
3-4 points	Design is very appropriate for the site and the intended use, it addresses most elements of the question, and cost estimates are accurate and complete
5 points	Design addresses all elements of the question very well, and cost estimates are accurate and complete

Evaluators award a maximum of 5 points that are later multiplied by 2 for acquisition projects and 1 for combination projects.

5. **Sustainability and Environmental Stewardship.** Will the project result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment?

Factors to consider for acquisition and/or development projects are outlined in this table.

Acquisition	Development
a. Does the acquisition and proposed development preserve the natural function of the site?	a. Does the proposed development protect natural resources onsite and integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products?
b. How do the proposed uses protect, enhance or restore the ecosystem functions of the property?	
c. Are there invasive species on site? If there are, what is your response plan?	b. Vegetation/Surfaces - Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
d. What is the strategy or plan for maintenance and stewardship of	c. Education - Are you installing interpretive panels/signs that educate

the site?	users about sustainability?
e. How do the natural characteristics of the site support future planned uses?	d. Materials - What sustainable materials are included in the project?
f. To provide for greater fuel economy, is the proposed acquisition located close to the intended users?	e. Energy - What energy efficient features are you adding?
g. What modes of transportation provide access to the site?	f. What modes of transportation provide access to the site?
h. Does this project protect wetlands or wetland functions? Describe the size, quality and classification.	g. Water - Is the on-site storm water managed by rain gardens, porous paving, or other sustainable features? Does the design exceed permit requirements for storm water management?
i. How does the proposed acquisition help create connectivity? How many acres are already protected? How critical is this property to the overall plan?	h. If there are wetlands on site, describe the size, quality and classification and explain how the design considers the wetland functions.
j. What other noteworthy characteristics demonstrate how the natural features of the site contribute to energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	i. What is the strategy or plan for maintenance and stewardship of the site?
	j. What other developed features will contribute to increasing energy efficiencies, reducing maintenance, minimizing environmental impacts, or being more sustainable?

▲ Point Range: Evaluators award a maximum of 5 points that are later multiplied by 2.

6. **Expansion/Phased Project.** Describe whether this project supports past investments.

Consider:

- 7. Is the project part of a phased acquisition or development?
- 8. When did the previous phases start and end?
- 9. Is this project a distinct stand-alone phase?

▲ Point Range

0 points Not a phased project or is not a distinct stand-alone project

1-5 points Project is a key phase in a statewide legacy project or it expands a popular or notable park or facility

Evaluators award a maximum of 5 points that are later multiplied by 3.

10. **Partnerships or Match.** Describe how this project supports strategic partnerships or leverages matching funds. Consider:

- 11. Does the project help form strategic partnerships with other agencies, tribes, or non-profits? (A strategic partnership is one that is ultimately expected to offset expenses, leverage investments, or stimulate activity that directly or indirectly generates a financial return.)
- 12. Does the partnership facilitate a key State Parks goal or objective?
- 13. Does the project have a match of cash, grants, or in-kind services?

▲ Point Range

0 points No partners or match

1-2 points One partner or up to 10% match

3-4 points Two partners or 11-24% match

5 points Three or more partners or 25% or more match

Evaluators award a maximum of 5 points that are later multiplied by 1.

14. **Readiness to Proceed.** Describe the project's timeline. Consider:

- 15. For development projects, is it fully designed and permitted?
- 16. For acquisition projects, is there written documentation indicating a willing seller?
- 17. For acquisition projects, is there a written sales agreement with the property owner?
- 18. Are there any significant zoning, permitting issues, or encumbrances?
- 19. Has an economic impact analysis been completed for the project that identifies operational impacts and potential for revenue enhancement?

▲ Point Range

- | | |
|------------|---|
| 0 points | (Acquisition) No agreement with landowner, and fiscal impact will be substantial and require operational impact from the legislature.
(Development) Construction drawings less than 60 percent complete and fiscal impact will be substantial and require operational impact from the legislature. |
| 1-2 points | (Acquisition) Willing seller and/or economic impact analysis identifies minimal operating impacts.
(Development) Construction drawings over 60 percent complete, and/or economic impact analysis identifies minimal operating impacts. |
| 3-5 points | (Acquisition) Signed sales agreement, and/or economic impact analysis identifies potential revenue from the project.
(Development) All permits in hand and/or economic analysis identifies potential revenue from the project. |

Evaluators award a maximum of 5 points that are later multiplied by 2.

Scored by Washington State Parks and Recreation Commission—Applicants do not answer

20. **Consistency with Mission and Vision.** How well does this project support the State Parks mission and vision?

▲ Point Range

- | | |
|------------|--|
| 0 points | Does not support the State Parks mission or vision |
| 1-2 points | Moderately supports the State Parks mission and vision |
| 3-5 points | Strongly supports the State Parks mission and vision |

The State Parks Commission awards a maximum of 5 points that are later multiplied by 1.

Scored by RCO Staff—Applicants do not answer

21. **Proximity to Human Populations.** Where is this project located with respect to urban growth areas, cities and town, and county density?

This question is scored by RCO staff based on a map provided by the applicant. To receive a score, the map must show the project location and project boundary in relationship to a city's or town's urban growth boundary.

▲ Point Range

- A. The project is within the urban growth area boundary of a city or town with a population of 5,000 or more.
- Yes: 1.5 points
 - No: 0 points

AND

- B. The project is within a county with a population density of 250 or more people per square mile.

- Yes: 1.5 points
- No: 0 points

The result from A is added to the result from B. Projects in cities with a population of more than 5,000 *and* within high density counties receive points from both A and B.

RCO staff awards a maximum of 3 points multiplied by 1.

Recreation and Conservation Funding Board
Resolution #2014-07

Modifying the Evaluation Process and Criteria for the State Parks Category of the
Washington Wildlife and Recreation Program

WHEREAS, the Recreation and Conservation Funding Board (Board) approves policies that govern the Washington Wildlife and Recreation Program (WWRP); and

WHEREAS, the State Parks and Recreation Commission (Commission) wishes to modify the evaluation process and criteria for the State Parks category; and

WHEREAS, the modifications to the process are designed to help maintain the integrity of the evaluation process and to improve its transparency; and

WHEREAS, the changes to the proposed criteria are consistent with the State Comprehensive Outdoor Recreation Plan (SCORP) and priorities outlined in the Commission's Transformation Strategy; and

WHEREAS, the Board reviewed the proposed evaluation process and criteria changes in November 2013 at an open public meeting; and

WHEREAS, the proposed changes were published for public review and have been considered, thereby supporting the Board's goal to perform its work in an open manner;

NOW, THEREFORE BE IT RESOLVED, that the Board does hereby adopt the revised evaluation process and criteria for the Washington Wildlife and Recreation Program State Parks category as shown in Item 8, Attachments B and C of the January 2014 briefing materials; and

BE IT FURTHER RESOLVED that the board directs RCO staff to publish the changes in the appropriate policy manual and implement this revision beginning with the 2014 grant cycle.

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____



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EXECUTIVE DIRECTOR

Joanna Grist

December 12, 2013

Dear Ms. Cottingham and Members of the Board,

On behalf of the Washington Wildlife and Recreation Coalition and the more than 280 member organizations we represent, please find our enclosed recommendations for modifications to the WWRP grant program.

To date, the Coalition met with over 100 organizations, public officials, and applicants as part of our stakeholder process to learn how the Washington Wildlife and Recreation Program is meeting the needs of our communities.

The Coalition encourages the Recreation and Conservation Funding Board to adopt the following administrative changes to the WWRP in 2014 to improve communication and coordination of WWRP grants with elected officials and the public:

- **State Parks Project Evaluations**—Adopt the recommended proposal that is currently out for public comment that would change the evaluation process for State Parks projects so they are competitively evaluated by an independent panel of experts like other state agency categories.
- **Inspect Past WWRP Projects**—At least once every 10 years, inspect WWRP funded projects to assess if the grant's purpose is still being met.
- **Improve Transparency of Project Lists**—Simplify the local parks, trails, water access, urban wildlife and state parks categories to clearly identify acquisition and development evaluation and funding.
- **Continue streamlining and programmatic review of the farmland category**—Maintain the process established in 2013 for the review of the farmland category and implement recommendations to improve transparency and ensure funding of the most important farmland projects.

The Coalition also encourages the Board to incorporate the following item into your work plan for the following year:

- **Hiking Trails**—Explore changing the Trails Category criteria to favor more soft-surface hiking trails in preparation for the 2016 grant round.

As reference, the Coalition will be working on the following additional changes to the WWRP grant program. These changes do not require Funding Board action at this time but will help address stakeholder concerns and suggestions for the program:

- **Maintenance and operations**—The Coalition will support the Office of Financial Management in regards to the Budget and Accounting Act to ensure that all proposed WWRP projects include the projected operating and management costs for the project and clearly identified fund source(s).
- **Land Trusts**—The Coalition will explore allowing land trusts to apply in additional WWRP categories and will make a recommendation to the Funding Board in 2014.
- **Working Forests Threatened by Conversion**—The Coalition will explore the need for funding for conservation easements on working forests threatened by conversion and if the WWRP is the best avenue to meet that need.
- **Stewardship Concerns**—The Coalition will evaluate stewardship needs of state public lands.
- **Ensure consistent PILT payments**—The Coalition recommends that the legislature move PILT from WDFW's budget to the Treasury's budget to match the DNR PILT payment model to support stable and consistent funding.
- **Improve Public Notification**—The Coalition will explore a requirement that WWRP project sponsors review with all legislators and county commissioners any proposed projects in their district prior to grant submission (current notice is limited to county commissioners on habitat projects only).
- **Identify Operating Costs and Plans of WWRP projects**—The Coalition will support SB 5054 (Honeyford) that requires identification in the capital budget of associated operating costs to WWRP projects consistent with recommendation above regarding RCO application and the work of the interagency lands group.

Please don't hesitate to contact us with any questions or feedback.

Sincerely,



Joanna Grist
Executive Director

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014
Title: Policy Priorities for 2014
Prepared By: Nona Snell, Policy Director

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

Staff proposes a prioritized list of policy development for completion in 2014. Some of the policy is required by law or actions previously set in motion by the board, while other policy work on the list requires board discussion (time, scope and priority) at the January board meeting.

Board Action Requested

This item will be a:

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

Background

The Recreation and Conservation Office (RCO) routinely gathers feedback from staff and stakeholders about the policies used by the Recreation and Conservation Funding Board (RCFB) and the Salmon Recovery Funding Board (SRFB). The feedback has resulted in the list of policy development to be completed in 2014. The policy development is divided into three tiers: 1) required policy development, 2) policy development recommended to the board by staff, and 3) policy development that will be undertaken as time allows.

Analysis

The following tables show potential policy items related to conservation, recreation and salmon recovery for staff work in 2014. Each of these policy items raises important issues; however, because the work is required, the amount of time to address additional items is limited. For these reasons, staff proposes to continue the tiered approach used in 2013 for prioritizing policy work based on the amount of time needed to address each item and the policy item's potential for meeting priorities of the board, stakeholders, and staff.

- 1) **Tier One:** Items that staff must address in 2014. This is work required by law or previous board direction.
- 2) **Tier Two:** Items that staff recommends be completed in 2014. The recommendations are based on factors noted above.
- 3) **Tier Three:** Items that staff will address in 2014 or at a later date if Tier One or Tier Two items are completed and if time allows.

Request for Board Direction

Staff is requesting board direction on Tier Two items. Specifically, staff is asking the board to confirm that the policy items included in Tier Two are the priorities of the board, and if not, to provide advice regarding changing the policy priorities.

Tier One: Required by Law or Previous Board Direction

Issue	Brief Description
Update the Public Lands Inventory	<p>Required by 2013 legislation that directed the RCO to update the public lands inventory, a centralized inventory of lands in Washington owned by federal, state, and local governments, and by Native American tribes.</p> <p>The inventory must be in a web-accessible format, including a GIS-based interactive map. The inventory must include ownership, ownership type (fee simple or easements), location, acreage, principal use of these lands, and acquisition costs if acquired by state agencies over the last ten years, including acquisition funding sources.</p> <p>RCO must develop recommendations for standardization of information and submit a final report to the Legislature by July 1, 2014.</p>
Identify mitigation matching to optimize salmon habitat restoration	Required by 2013 legislation that directed RCO, in consultation with the Department of Transportation, to identify transportation mitigation projects that minimize permit delays and optimize salmon habitat restoration.
Determine whether to adopt policy on riparian buffers for salmon restoration projects and what the policy should include.	Required by Salmon Recovery Funding Board (SRFB) direction to work with stakeholders to evaluate whether a minimum riparian buffer policy should be adopted and how to draft such a policy based upon the best available science and to support Washington's voluntary approach to salmon recovery.

Change WWRP Farmland Preservation Program criteria based on the 2013 assessment	<p>Required by RCFB direction.</p> <p>In 2013, phase I of the Farmland Preservation Program review assessed the program to learn whether it is meeting its goals. Priorities were identified for possible changes.</p> <p>Phase II of the review will propose changes to the program, such as streamlining the criteria for sponsors and evaluators and improving alignment with program goals and with the Natural Resources Conservation Services (NRCS) criteria.</p>
Evaluate feasibility of developing a state trails system and how best to designate such trails	Required by the 2013-18 Washington State Trails Plan (RCO Action #5). The recommendation requires evaluation of whether to develop and designate a system of state recreation trails as referenced in RCW 79A.35.
Revise and update Washington Administrative Code	Revise the administrative rules pertinent to the Recreation and Conservation Office to reflect agency and board name changes, update state law references, reorganize for consistency, and align current application and agreement practices.
Implement 2014 Governor and legislative projects or initiatives	The Governor and Legislature often direct RCO to lead or work on new projects or initiatives. Although we do not know what those may be at this time, this item is a placeholder.

Tier Two: Staff Recommendations for Additional Policy Work to Complete in 2014

Issue	Brief Description
Monitor aquatic invasive species legislation, and implement as required	The Department of Fish and Wildlife is proposing legislation on aquatic invasive species that is supported by Invasive Species Council member agencies and stakeholders. The bill creates several new roles for the Council, such as approving new animal invasive species listings.
Address monitoring of salmon projects	Implement recommendations from the SRFB monitoring assessment recently completed by consultant.
Address acquisition of upland areas associated with salmon restoration projects	Determine the types of allowable uses on upland property acquired in conjunction with adjacent riparian land necessary for salmon recovery.

Review Washington Wildlife Recreation Program (WWRP) administration costs	Evaluate the cost of administering the WWRP grant program to determine whether the current statutory amount is sufficient given requirements for cultural resources review and compliance and to allow for stability in administering the program. Statute currently allows the RCO to use up to three percent of the funds appropriated for the administration of the WWRP programs.
Update policy plan for boating grant program	The previous boating grant program policy plan update was completed in 2009. The 2009 plan explores the broad context of recreational boating in Washington, presents results of general recreation and boating-specific surveys, and provides policies intended as a foundation for guiding grant funding. The information is instrumental in updating the Boating Facilities Program and the Boating Infrastructure Grant program.
Update Invasive Species Council Strategic Plan	Update the 2008 Invasive Species Council strategic plan.

Tier Three: Staff will Address if Tier One and Two are Completed and if Time Allows

Issue	Brief Description
Update RCFB criteria and policies as needed to reflect the updated plans and stakeholder input	The SCORP, Trails plan, and NOVA plan were updated in 2013. Staff will make recommendations to change programs and policies based on the plans and stakeholder input to the RCFB in time to apply any changes to the 2016 grant rounds. This work may be extensive and may begin by the end of 2014. This will move up to either tier one or two in 2015.
Update SRFB criteria and policies as needed to reflect the updated plans and stakeholder input	Changes to the criteria in Manual 18 for the 2015 salmon grants will be made to reflect input from the technical review panel, stakeholder, and sponsors.
Develop conversion acquisition policy	Define the acquisition policies required for conversions. The RCFB identified this as an issue in 2010, but policy has not yet been developed.
Develop compliance requirements for development projects	Develop guidance on compliance as it relates to development projects to provide direction on protecting the "project area".
Develop policy for acquisition of water rights	Develop requirements for water rights acquired with grant funds including how to determine market value, how to protect rights on behalf of the funding program, and whether such rights should be enrolled in the Washington Water Trust.
Develop policy on low value, small conversions	Develop streamlined requirements and an approval process for small conversion that are under a certain threshold (e.g., size and/or market value).

Next Steps

Staff will continue working on Tier One (required) items. Based on board direction, work will begin on Tier Two (recommendations) items and will brief the board on their development throughout 2014. Tier Three items will be addressed as time permits.

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014
Title: Overview of Proposed WAC Changes
Prepared By: Leslie Connelly, Policy Specialist

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

This memo presents an overview of potential changes to the Washington Administrative Code. If so directed by the board, Recreation and Conservation Office staff will initiate rule making changes per the Administrative Procedures Act.

Board Action Requested

This item will be a:

<input type="checkbox"/>	Request for Decision
<input checked="" type="checkbox"/>	Request for Direction
<input type="checkbox"/>	Briefing

Background

All non-critical rule-making for the Washington Administrative Code (WAC) was suspended from October 11, 2011 through December 31, 2012 by Governor's Executive Order 11-03. Since the order expired, agencies may file non-critical rule-making revisions with the Code Reviser's Office.

The Recreation and Conservation Funding Board's (board) and Recreation and Conservation Office's (RCO) rules are found in [Title 286 WAC](#). The WACs, also known as rules, cover a number of subjects including general authorities of the board and director, general grant assistance rules, and specific program rules for six of the board's funding programs:

- Aquatic Lands Enhancement Account
- Boating Facilities Program
- Firearm and Archery Range Recreation
- Land and Water Conservation Fund
- Nonhighway and Off-road Vehicles Activities
- Washington Wildlife and Recreation Program

The last time the board adopted or updated any rules was in January 2005.

In October 2011, RCO received a petition from Citizens for Sustainable Development requesting the board initiate rulemaking to address the name change from the Interagency Committee of Outdoor Recreation to the Recreation and Conservation Funding Board and Recreation and Conservation Office. At the time, RCO agreed with the need to conduct the rule making but determined that such action was not critical and needed to wait until the suspension mandated by the Governor's Executive Order 11-03 expired. The staff recommendations in this memo would address the petitioner's request regarding the name change, as well as making other necessary updates to the rules.

Potential WAC Revisions

Staff proposes the board revise [Title 286 WAC](#). The potential revisions would align the rules with state law and board adopted policies. Because the board has not revised the rules in nine years, staff recommends a thorough review of the rules to ensure all necessary changes reflect intended policy and administrative procedures.

As there may be substantial work in conducting this review, staff has proposed a two phased approach. The first phase (phase I) will consider changes that are necessary clean-up, such as changing the board's and agency's name and updating references throughout the title. The second phase (phase II) will consider all other changes such as reorganizing the chapter, reviewing definitions, and amending rules for grant agreements and long-term grant compliance.

Potential changes for phase I are identified in Table 1.

Table 1 – Phase I WAC Changes

Title/Chapter	Subject	Potential Revisions
Title 286	Name change	Change agency name and board name and distinguish authorities.
Title 286	Update references	Update federal and state law references.
Chapter 286-13	General grant assistance	<u>Section 040</u> Update deadline requirements related to applications, planning eligibility, project agreement, and matching share. Update the process for waiving deadline requirements.
		<u>Section 045</u> Update matching share requirements.
		<u>Section 085</u> Clarify the types of retroactive costs for all types of projects.

Chapter 286-30	Firearms and Archery Range Recreation	Remove 10 year limit for long-term compliance of land acquisition projects.
Chapter 286-35	Boating Facilities Program	Change the length of an eligible capital facilities plan from 5 to 6 years.

Schedule – Phase I

The schedule for revisions must fit within the deadlines established by the Code Reviser's Office for filings with the Washington State Register. The first filing requirement, called a pre-proposal statement of inquiry, was due to the Code Reviser's Office on December 18, 2013. Staff submitted the pre-proposal statement of inquiry and it will be published in the January 2, 2014 Washington State Register. This filing secures the appropriate timeline for the board should they decide to proceed with the staff recommendation. Filing the pre-proposal does not obligate the board to proceed.

If the board approves moving forward, the schedule for phase I is as follows:

Table 2 – Phase I Schedule

Date (2014)	Action
March 5	File notice of proposed rulemaking for phase I with the Code Reviser's Office
March 19	Notice of proposed rulemaking for phase I published in Washington State Register
April 16	Board meeting, public hearing, final adoption for phase I
May 19	Effective date for phase I

Schedule - Phase II

As previously stated, phase II will consider other changes such as reorganizing the chapter, reviewing definitions, and rules for grant agreements and long-term grant compliance. The schedule for phase II is below.

Table 3 – Phase II Schedule

Date (2014)	Action
July 16-17	Board meeting – briefing on the topics included in Phase II
July 23	File pre-proposal statement of inquiry for phase II
August 6	Notice of pre-proposal statement on inquiry for phase II published in Washington State Register

September 17	File notice of proposed rulemaking for phase II with the Code Reviser's Office
October 1	Notice of proposed rulemaking for phase II published in Washington State Register
October 29	Board meeting, public hearing, final adoption for phase II
December 1	Effective date for phase II

Public Involvement and Comment

The Administrative Procedures Act requires at least one public hearing be conducted by the board at a scheduled meeting prior to adopting revisions to the rules. The schedule above identifies the board's April (phase I) and October (phase II) board meetings for the formal public hearings. Interested persons may either attend the public hearings or submit formal written comments in advance. In addition to this formal opportunity, RCO staff will notify interested persons about the proposed revisions similar to the outreach it does for public comment opportunities on board policies. The revisions will also be posted on RCO's Website.

Next Steps

If approved by the board, RCO staff will draft rule revisions for phase I and implement the proposed schedule in time for the board's April meeting.

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014
Title: Accessibility Regulations on Playgrounds
Prepared By: Rory Calhoun, Outdoor Grants Manager

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

Staff will give a presentation outlining some of the most current accessibility regulations for playgrounds.

Board Action Requested

This item will be a:

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

Background

Accessibility regulations on playgrounds have evolved over the years. The recently completed State Comprehensive Outdoor Recreation Plan identified making recreation sites more accessible to users with disabilities as a focus area for the future. At the January 2014 Recreation and Conservation Funding Board Meeting, staff will give a presentation that explains some of these regulations and provides a look at a few recent playground projects.

Next Steps

Staff presentation at the January 2014 board meeting

Recreation and Conservation Funding Board Briefing Memo

Meeting Date: January 2014
Title: Boating App Demonstration and Outreach and Launch Strategy
Prepared By: Sarah Gage, Policy and Special Projects Manager

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Summary

The Recreation and Conservation Office (RCO) worked with a consultant to develop Washington Water Cruiser, a mobile app for Washington's boating community. This memo describes the background of the app, which will be demonstrated at the board meeting.

Board Action Requested

This item will be a:

<input type="checkbox"/>	Request for Decision
<input type="checkbox"/>	Request for Direction
<input checked="" type="checkbox"/>	Briefing

Background

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

In 2012, RCO submitted a grant request to the U.S. Fish and Wildlife Service (USFWS) to use uncommitted federal fiscal year 2011 and 2012 Tier 1¹ funds to collect information and build a database with information about sites, facilities, and services that support recreational motor boats 26 feet and larger².

USFWS approved \$200,000 for this project. The project scope included updating information on boating facilities and publishing it on a Web site. In addition, the project included development of an application for mobile devices (an "app") to provide easy access to the information while users are on the water.

¹ There are two tiers of grants. Projects compete on a national level for Tier 2 grant funds.

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.

Policy staff have led the effort in close coordination with agency information technology staff and with significant input from the Northwest Marine Trade Association (NMTA) and the Washington Boating Alliance (WBA). Staff also worked closely with state providers of boating facilities (e.g., the Department of Fish and Wildlife, Washington State Parks, and the Department of Natural Resources).

RCO hired a contractor, GeoEngineers, to update the statewide inventory of transient recreational boating facilities and to develop the Web-based and mobile applications. This was originally conceived as a “boots-on-the-ground” data verification inventory process, followed by building a database and application.

As the project developed, however, we learned that several other sources of data already exist for the information that boaters want to see. Such information—none of it owned by RCO—includes the location of marinas, anchorages, and amenities such as power hookup availability, pump-outs, laundry facilities, nearby restaurants, and points of interest. The agency was also concerned with how to keep the information up to date.

We determined that a more cost-effective and labor-efficient approach required the project to “pivot” and focus on integrating already existing data.

The mobile application, Washington Water Cruiser, integrates data from a private concern, ActiveCaptain, and from Washington State agencies. It enables boaters to edit site information and to provide reviews of facilities. This taps into the power of “crowd-sourcing” for sustaining the inventory and for providing better service to the boating community.

Washington Water Cruiser will be demonstrated for the board at the meeting and staff will discuss the launch and roll-out strategy for the app.

Recreation and Conservation Funding Board Summarized Meeting Agenda and Actions January 2014

Agenda Items without Formal Action

Item	Board Request for Follow-up
2. Director's Report	Director Cottingham will include an update on the Public Lands Inventory in her monthly report; this will also be included as an agenda item for the April meeting. Director Cottingham will also send the board a link to the Public Lands Inventory Status Report following the meeting. Betsy Bloomfield asked about requiring public access to farmland preservation projects. Staff will follow up.
9. Washington Wildlife Recreation coalition recommendations for changes to WWRP	No follow up action requested.
10. Policy Priorities for 2014	Staff will reword the policy priority related to the acquisition of water rights, as suggested. They will also prioritize the conversion acquisition policy at a high level within the third priority tier.
11. Overview of Proposed WAC changes	Staff will prepare for the WAC public hearing, with an emphasis on what would constitute a minor versus substantive change to the suggested language.
12. Accessibility Regulations on Playgrounds	No follow up action requested.
13. Boating App Demo, Outreach and Launch Strategy	No follow up action requested.

Agenda Items with Formal Action

Item	Formal Action	Board Request for Follow-up
1. Consent Calendar	APPROVED Board Meeting Minutes – November 7, 2013 APPROVED Time Extension Requests APPROVED Resolution 2014-01	No follow up action requested.
3. Cost Increase: Klickitat County law enforcement/public shooting range	APPROVED Resolution 2014-02	No follow up action requested.
4. Approve Washington State Trails Plan	APPROVED Resolution 2014-03	No follow up action requested.
5. Approve Nonhighway and Off-Road Vehicle Activities Plan	APPROVED Resolution 2014-04	No follow up action requested.
6. Approve changes to the Firearms and Archery Range Recreation program	APPROVED Resolution 2014-05	Staff will contact the Attorney General's office for guidance related to general board liability when funding firearm ranges. Limits of liability documentation will be provided to board members.
7. Approve Changes to the Grant programs	APPROVED Resolution 2014-06	Staff will further review memo 7 Attachment B, which includes public

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and Criteria for 2014		comments outside of the scope of the proposed changes.
8. Approve Changes to the Washington Wildlife and Recreation Program State Parks Category Evaluation Process and Criteria	APPROVED Resolution 2014-07	No follow up action requested.

Recreation and Conservation Funding Board Summarized Meeting Agenda and Actions January 2014

Recreation and Conservation Funding Board Summary Minutes

Date: January 9, 2013

Place: Olympia, WA

Recreation and Conservation Funding Board members present:

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

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

Call to Order

Chair Spanel called the meeting to order at 9:06 a.m. Staff called roll, and a quorum was determined. New member Mike Deller introduced himself, followed by the remainder of the Recreation and Conservation Funding Board (board). Recreation and Conservation Office (RCO) staff and citizen attendees introduced themselves as well.

Item 1: Consent Calendar

The board reviewed Resolution #2014-01, Consent Calendar. This resolution included time extensions for the Spruce Railroad Trail Tunnel Restoration Project and Okanogan Similkameen Phase 2 Project. Additionally, the board recognized all of the advisory committee members whose terms are over.

Resolution 2014-01 moved by: Betsy Bloomfield and seconded by: Pete Mayer
Resolution APPROVED

Item 2: Director's Report

Director's Report: Director Cottingham noted that the duplicate memos were removed from the board materials that were posted online. She introduced new staff at the RCO, including Cindy Gower, Jen Masterson, and Kyle Guzlas. The Director announced the redesign of the RCO logo to celebrate the agency's 50-year anniversary. She summarized a major update that was pushed out to the PRISM grant management system, including a new compliance workbench. The Director also updated the board on the Agency's revised strategic plan.

Policy Update: Nona Snell, Policy Director, reported that the legislative session is scheduled from January 13, 2014 through March 13, 2014. She and the Director have meetings scheduled with several legislators and have met with new legislative budget staff.

Ms. Snell reported that, in the Governor's supplemental budget, the RCO received \$200,000 to staff the Governor's Outdoor Recreation Task Force. The task force will, if included in the final budget, develop a

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sustainable funding strategy for State Parks and other state outdoor recreation lands and will develop strategies to encourage higher participation in outdoor recreation and advance environmental education.

The Governor's supplemental capital budget includes \$2 million in general obligation bonds for the Boating Facilities Program. If this appropriation remains in the final budget adopted by the Legislature, RCO will be able to fund projects that applied in 2012 (half to local and half to state projects). These funds partially backfill the \$3.3 million that was appropriated from this account for other uses in 2012.

In response to a question from Member Mayer, Ms. Snell shared that the Public Lands Inventory Status Report was submitted by the deadline of January 1, 2014 and posted to the RCO website. RCO finalized contracts with GeoEngineers and the University of Washington for work on the inventory. The board requested updates to the public lands inventory in Director Cottingham's monthly reports and as a topic for the next board meeting.

Ms. Snell reported that the Habitat and Recreation Lands Coordinating Group will release its 2013 monitoring report in a couple of weeks. This report includes the status of projects that received funding in 2009-2011.

Ms. Snell also summarized work on the Farmland Preservation Program, which was a 2013 Policy Priority. Phase I (in 2013) looked at the WWRP farmland preservation program: whether the projects that were funded actually met the goals of the program and what changes should be made to the program if goals were not met. Phase II (planned for 2014) will review the project selection criteria and identify potential changes. RCO met with both stakeholders and the farmland preservation program advisory committee a couple of times in 2013 to get their input. Stakeholders were generally satisfied with the projects funded through the program. In regard to the Phase I work completed in 2013, it was suggested improvements be made to the application and project selection process. These suggestions will be looked at in 2014 with changes planned for the 2016 grant cycle.

Member Bloomfield suggested that public access to farmland preservation program grant sites be evaluated as an added criterion. Staff will look into this concept over the next year.

Grant Management Report: Marguerite Austin, RCO Section Manager, responded to a question from Member Mayer related to the high number of director-approved projects. The board delegated authority to the Director to fund projects for the 2013-2015 biennium due to delays in legislative budgeting in 2013. Although RCO awarded 250 grants to date, there are 36 projects where contracts are not yet signed. Action on those contracts is expected shortly. Ms. Austin also reported that some territories have been reassigned to new grant managers. The application webinar is scheduled for January 29, 2014 to officially start the new grant application round.

Building Security: Scott Robinson, RCO Deputy Director, provided the emergency exit strategy and summarized security changes in the Natural Resources Building. These changes included tightening security in the Natural Resource Building with additional card readers, locking down four floors and constructing a hard wall in the RCO offices.

Fiscal Report: This report is available for review in the meeting materials; Director Cottingham is available to answer any related questions.

Performance Report: Director Cottingham noted that the performance report was not included in the meeting materials. With the addition of new staff, this report will undergo review and potential layout changes before the next board next meeting.

Presentation of Recently Completed Projects

Dan Haws and Kyle Guzlas, RCO grant managers, provided slide presentations for two recently completed projects:

- Newport City Spray Park (10-1236)
- Loop Trail Rehabilitation at Liberty Lake Park (10-1265)

Newport City Spray Park

Mr. Haws provided an overview of the Newport City Spray Park. Member Deller asked the population of Newport. Mr. Haws reported that it is a small town with around 2,100 people.

Member Willhite asked a question on the operating and maintenance costs of a spray park. Mr. Haws responded that the Newport City Spray Park uses around 35,000 gallons of non-recyclable water a day on hot days. As Newport is in a cold area, the spray park is only used seasonally. Water use estimates were noted during project application and design and possible alternatives were investigated and rejected. Member Willhite asked Mr. Haws about the public's use of the spray park compared to pools nearby. Mr. Haws reported that the closest public pool is an hour away and that the spray park has seen high public use.

Member Willhite asked if this kind of project would be approved under the board's current sustainability plan. Director Cottingham clarified that, although sustainability is encouraged, there is not a requirement for sustainability in grant applications.

In a board discussion of the merits of spray parks versus swimming pools, Member Mayer shared that spray parks do not require operational costs for lifeguards. He also said that the upkeep (such as winterizing) of recirculating spray park systems is more expensive than non-recycled spray park systems, in addition to higher installation costs.

Member Bloomfield asked if there were any new concessions related to the opening of this spray park. Mr. Haws shared that there were increased community events in the area during this past summer.

Loop Trail Rehabilitation at Liberty Lake Park

Mr. Guzlas provided an overview of a completed project at Liberty Lake Regional Park, one of the largest county parks in Washington State with more than seven miles of trails. It was acquired with RCO funding in 1966 with state bond and Land and Water Conservation Funding. This regional park provides a unique, non-motorized wilderness backcountry experience to over 600,000 regional residents.

This project consisted of 5 main components: a half mile trail re-route, wetland enhancement occurring on a closed section of trail, bedrock blasting in the upper switchbacks of the loop trail, new bridge construction over Liberty Creek, and sign and interpretive display design and construction. The project was conducted by Washington Trails Association and Backcountry Horsemen volunteers and county staff. Volunteer time for this project exceeded 1,000 hours.

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This project has improved the recreational opportunity for hikers, mountain bikers, and equestrian users alike. It has also improved the ecological function of Liberty Lake and its associated wetlands. Spokane County Parks and Recreation deserves great praise for another successful project. Total project cost was \$68,962 with approximately 54% funded by the board (\$36,860).

Member Willhite asked for clarification related to the limited number of counties who applied for trail program grants. Mr. Guzlas responded that not many counties qualify for the Recreational Trails Program, as this grant category supports projects that provide a backcountry experience. This means that the trail's physical setting, not its distance from a city or road, should be predominately natural. Very few counties have parks or land ownerships that are large enough to qualify for this grant category.

State Agency Partner Reports

State Parks: Member Don Hoch related that the Washington State Parks and Recreation Commission is meeting in Olympia in this month. He anticipates policy related to advertising, both printed materials and on the Web page. Member Hoch also shared that an updated State Parks Web page is pending. This is the third year in a row that State Parks is in a new legislative committee. Member Deller asked if the Deputy Director position will be filled. Member Hoch related that State Parks has no current plans to fill the position at this time.

Department of Natural Resources: Member Herman believes that we will see increased interest in both Discovery Pass revenue and the development of shooting areas in the upcoming legislative session. Director Cottingham asked a question related to the ALEA account and the status of the Chinese restriction of geoduck imports. Member Herman related that ALEA grant funding was based on a forecast of the volume and price of geoduck sales and the Chinese hold a significant portion of this market. DNR and the board will continue to closely monitor this situation.

Department of Fish and Wildlife (WDFW): Member Joe Stohr related that WDFW is getting ready to place their land acquisition proposals on their Web site. Partnership with the DNR on the Teanaway project is continuing strong; a public workshop is scheduled for this week.

Board Business: Decisions

Item 3. Cost Increase: Klickitat County Law Enforcement/Public Shooting Range (Firearms and Archery Range Recreation Program)

Marguerite Austin, RCFB Section Manager, presented the information described in the staff memo and provided additional information about the request to delegate authority to the Director to consider a cost increase for Klickitat County. The county wants to build a 100-yard rifle range, 20-yard pistol range, required safety berms and baffles, and associated parking. Future plans include construction of archery facilities, skeet and trap fields, and a law enforcement training area.

Chair Spanel asked if it was standard procedure for the Legislature to remove money from a board account. Ms. Austin responded that the Legislature has the authority to add and remove funds.

Member Deller asked if there was an estimated total cost for construction. Ms. Austin responded that Klickitat County is waiting to find out how much money they will have to work with before they finalize the scope of work with detailed cost estimates. According to Ms. Austin, currently the county can ask for

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up to \$100,000; however, staff will present a proposal (later on the agenda) that would raise the upper limit to \$150,000.

Member Mayer asked whether Phase I would include any features for law enforcement. Ms. Austin responded that, although there will be some unique features in future phases for law enforcement, law enforcement would also be able to use the shooting ranges completed as part of Phase I.

Member Willhite asked a question about the safety review process. He questioned whether delegation of authority to Director Cottingham would alter the safety review process. Ms. Austin clarified that delegation of authority would place this proposal before the FARR (Firearms and Archery Range Recreation) committee for further review.

Member Herman asked for clarification of what project funds could be used for. Ms. Austin responded that funds for this project can be used for design, permitting, and cultural resources. She further clarified that the cultural resources assessment for the berms is complete, but additional cultural resource assessments are necessary for the range and surrounding areas.

Resolution 2014-02 moved by: Mike Deller and seconded by: Don Hoch
Resolution APPROVED

Item 4. Approve Washington State Trails Plan

Sarah Gage, Policy and Special Projects Manager, shared an overview of the nature of the Trails plan and final changes to the plan.

Public Comment:

Steven Davies, member of the public, provided comment. Mr. Davies' concern was the meaning of "sustainability." He questioned the definition of this word, as it can be interpreted quite broadly and arbitrarily. Director Cottingham responded that this board has adopted an encouraging approach to sustainability which is neither prohibitive nor regulatory. Mr. Davies was concerned that sustainability would be used to assign points to projects based on sustainability.

Ted Jackson, member of the public representing the Sky Valley Recreation Group, asked that the interests of off-highway vehicle groups be included in future surveys, as there may be more interest and revenue from these groups in the future due to changes in licensing and access.

Member Mayer noted that recommendations are listed as state-wide priorities and asked the board if these recommendations align with member agency priorities. Members Herman and Stohr responded that the trails plan would likely be used as a backdrop for agency priorities. Member Hoch stated that he has appointed a new trails coordinator.

Resolution 2014-03 moved by: Ted Willhite and seconded by: Pete Mayer
Resolution APPROVED

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Board Business: Decisions

Item 5. Approve Nonhighway and Off-Road Vehicle Activities Plan

Sarah Gage, Policy and Special Projects Manager, presented the information as described in the staff memo and provided additional description of final changes to the NOVA (Nonhighway and Off-Road Vehicle Activities) plan. Ms. Gage asked for board comment and to adopt the plan.

Public Comment:

Ted Jackson, member of the public representing the Sky Valley Recreation Group, commended the board and staff for their work on the plan. Mr. Jackson suggested that the education and enforcement category be incorporated into budgets in a way that would protect funds from budget shortfalls. Director Cottingham noted that such a modification would require a change in statute.

Resolution 2014-04 moved by: Jed Herman and seconded by: Mike Deller
Resolution APPROVED

Item 6. Approve Changes to the Firearms and Archery Range Recreation Program

Leslie Connelly, Policy Specialist, presented the information as described in the staff memo and asked for board comment and to adopt the final changes to the FARR (Firearms and Archery Range Recreation) criteria.

Member Hoch requested clarification on the requirement for a "qualified professional" to design proposed shooting ranges, as described in the FARR criteria. Ms. Connelly responded that this issue was discussed at length during development of the draft proposal. Although the initial proposal was to use experts from the National Rifle Association (NRA), Ms. Connelly shared that public comment indicated NRA resources may have availability limitations. She further commented that the current language proposed for board adoption is the same as that being used by King County and other local jurisdictions. In response to a question from Member Mayer on who will deem a professional as "qualified," Ms. Connelly responded that the responsibility will be with the project sponsor to determine who is a qualified professional to aid in the design of FARR facilities. Selection of the qualified professional will also be reviewed during the grant process.

Member Deller asked if legal counsel has reviewed the potential for board liability if something goes wrong at a facility. Ms. Connelly responded that each facility is required to have liability insurance that lists the board members and the agency as additionally insured. Director Cottingham clarified that recently there was a review of liability for the Salmon Recovery Funding Board related to the funding of wood structures in streams. Member Deller requested to see the limits of liability.

Member Mayer asked if it was the intent of staff to use the language "public hearing" for government applicants instead of "public meeting" in the FARR requirements. Ms. Connelly responded in the affirmative.

Resolution 2014-05 moved by: Pete Mayer and seconded by: Ted Willhite
Resolution APPROVED

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Item 7. Approve Changes to the Grant Programs and Criteria for 2014

Leslie Connelly, Policy Specialist, presented the information as described in the staff memo and asked for board comment and to adopt the final changes to the criteria proposed for multiple grant programs.

Member Mayer recommended that general comments received as shown in Attachment B of the memo be considered by staff when they develop proposed changes in the future.

Resolution 2014-06 moved by: Mike Deller and seconded by: Ted Willhite
Resolution APPROVED

Item 8. Approve Changes to the Washington Wildlife and Recreation Program State Parks Category Evaluation Process and Criteria

Marguerite Austin, RCFB Section Manager, reviewed the changes to the WWRP state parks category evaluation process and criteria and asked board members to adopt the final proposal.

Public Comment:

Tom Bugert, Washington Wildlife and Recreation Coalition (WWRC), noted that WWRC received feedback on how grants are evaluated and ranked. Mr. Bugert felt this proposed process was an excellent way to improve transparency by evaluating all categories in a similar way.

Member Willhite commended RCO staff for a wonderful job closing the loop and finalizing the criteria. He asked for clarification regarding the criteria for documenting a willing seller and whether documentation will help transparency with local commissioners. Ms. Austin responded that she believes this process will be helpful in that State Parks will have additional information when meeting with county commissioners and evaluators will know when a project already has momentum behind it.

Resolution 2014-07 moved by: Pete Mayer and seconded by: Ted Willhite
Resolution APPROVED

Chair Spanel recessed for lunch from 12:20 until 1:04 p.m.

Board Business: Briefings

Item 10. Policy Priorities for 2014

(Please note this item was delivered out of order at the meeting due to participant availability.)

Nona Snell, Policy Director, presented the recommended policy priority list for 2014. The list was presented in three tiers. She related that priorities are not specific to one board or council; they are priorities for the RCO as a whole, including the RCFB and SRFB. Director Cottingham indicated that some Tier II priorities include activities to prepare for the 2016 grant round. The three tiers include tasks that are required by law or board direction, high priority work that is timely and that there is staff time to work on, and other items that will be worked on if time allows.

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Member Willhite commended Ms. Snell and asked if consideration and comments from the Legislature were taken into account when determining policy priorities. Ms. Snell responded that she considers legislators as a stakeholder in the process and that their comments were very much taken into consideration.

Member Mayer asked for more information on the stakeholders the Salmon Recovery Funding Board (SRFB) is working with to address riparian issues. Director Cottingham shared that the National Oceanographic and Atmospheric Administration (NOAA) and the SRFB are working closely together and that RCFB policies and interests are being considered in the decision-making process.

Member Bloomfield suggested that the "Washington Water Trust" wording should be altered to be more inclusive ("in trust" instead of "Washington Water Trust".)

Member Hoch suggested that the conversion acquisition policy should be prioritized at a higher level within the third tier.

Item 9. Washington Wildlife Recreation Coalition Recommendations for Changes to Washington Wildlife and Recreation Program

(Please note this item was delivered out of order at the meeting due to participant availability.)

Washington Wildlife and Recreation Coalition Treasurer Joe Mentor submitted some actions for the board to consider, both in policy and in administration, to improve the Washington Wildlife and Recreation Program (WWRP). Tom Bugert summarized these actions, which included state parks project evaluation changes, increased frequency of inspections for funded WWRP projects, improved transparency of the ranked project lists, and the continued review of the farmland grant category.

Member Deller asked a question about the capability of the RCFB to monitor projects and the options for enforcement. Director Cottingham noted that the RCO has an inspections program and grants out of compliance are sometimes subject to being considered a conversion.

Member Bloomfield suggested that WWRC train volunteers who could potentially help to inspect RCFB funded projects. Director Cottingham clarified that the new compliance workbench may assist in streamlining the inspection process, but that there might be some initial work that could be completed by volunteer groups in the future.

Director Cottingham noted that any future guidance on the inclusion of Land Trusts in more WWRP categories would require statutory change.

Member Mayer asked a question about whether elected officials are made aware of projects in their districts. Director Cottingham clarified that a proponent of a WWRP acquisition project must contact the local county commissioners or other local officials before submitting a grant application.

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Item 11. Overview of Proposed Washington Administrative Code Changes

Leslie Connelly, Policy Specialist, presented a two-phased strategy for updating the agency's Washington Administrative Code (WAC) rules over the course of the next year and explained the role of the board in this process.

Ms. Connelly advised the board that Phase 1 of WAC changes is scheduled for the next several months; it will be voted on at the April board meeting and will become effective 30 days after. Ms. Connelly noted that Phase 2 will kick off around the July meeting. The plan is to tee up topics and do filings with the Code Reviser's Office so that the April 29 board meeting would be the public meeting. Ms. Connelly confirmed that the RCO has filed a preliminary notice of intent to make changes to the WAC. The public hearing for Phase II would be held during the October 2014 board meeting.

Members Willhite and Bloomfield were excused from the meeting at 2:00 p.m.

Item 12. Accessibility Regulations on Playgrounds

Rory Calhoun, Outdoor Grants Manager, gave an overview of the new Americans with Disabilities (ADA) requirements for playgrounds and presented examples of board funded playground projects that are ADA compliant.

Director Cottingham stated that Mr. Calhoun is an incredible resource for RCO. Member Mayer stated he has worked with Mr. Calhoun on several projects and was aware of an entity's obligation to maintain guidelines and certify regular inspections for playgrounds.

Mr. Calhoun stated that some RCO staff have completed the playground safety course to increase their knowledge of playgrounds, but didn't actually take the test to become certified as playground inspectors. When RCO staff inspect projects for compliance with the grant agreement, they didn't want to be seen as certified playground inspectors.

Chair Spanel asked a question about the frequency of maintenance for playground surfacing. Mr. Calhoun advised the board that some surfaces are maintained daily, particularly if they have engineered wood fiber surfacing. Those with rubber surfaces generally are not in need of daily maintenance or inspections for wear and tear, except where high daily use is common. Mr. Calhoun stated that if a sponsor pays more money upfront for better accessible surfacing they won't have to maintain it as much or as often as is common with engineered wood products.

Item 13. Boating App Demonstration and Launch Strategy

Sarah Gage, Policy and Special Projects Manager, and Scot McQueen of GeoEngineers gave the board an overview of the Washington Water Cruiser, a mobile app under development to help boaters find boating facilities and amenities. The RCO received a grant from the US Fish and Wildlife Service Boating Infrastructure Grant (BIG) program to accomplish this work. The app will take advantage of crowdsourcing to keep the data relevant and updated. This app will be presented publically at the January Boat Show in Seattle, and it will be launched in time for the opening day of the boating season in May.

Member Hoch asked who will monitor and maintain this site into the future. Director Cottingham responded that RCO has cooperative agreements with data providers and does not pay for the data the app incorporates. Future funding may have to be discussed, but currently RCO is covering attendant costs with

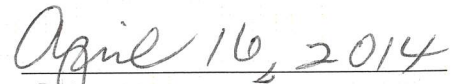
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the existing grant and with RCO's administrative funds from the Boating Facilities Program. Member Mayer asked if there is an opportunity to add water trails information to the app. Mr. McQueen advised that it would definitely be possible to include the Washington water trails in future. Director Cottingham added that RCO is currently working with the Department of Fish and Wildlife (WDFW) on a data sharing agreement to incorporate WDFW's boat ramp data into the app.

The meeting was adjourned at 3:03 p.m. by Chairwoman Spanel.

Approved by:


Harriet Spanel, Chair


Date