

Agenda

Recreation and Conservation Funding Board Regular Meeting

July 16-17, 2014

Cedar Room, Hilton Vancouver, 301 W 6th Street, Vancouver, WA 98660

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.

Wednesday, July 16

Lunch will be provided for board members beginning at 11:45 a.m. The agenda is based on a working lunch.

OPENING AND MANAGEMENT REPORTS

12:00 p.m.	CALL TO ORDER	<i>Chair</i>
	<ul style="list-style-type: none">• Roll Call and Determination of Quorum• Welcome to Vancouver• Review and Approval of Agenda	<i>Rep. Sharon Wylie</i>
12:10 p.m.	1. Consent Calendar (Decision)	<i>Chair</i>
	<ul style="list-style-type: none">A. Board Meeting Minutes – April 16, 2014B. Time Extension Requests<ul style="list-style-type: none">• DNR Trout Lake NAP 2008 (#08-1184)• WDFW Skagit Bay Riparian Enhancement (#08-1870)C. WDFW Methow Watershed Phase 2 Conversion (#00-1429A)D. Technical Correction of Resolution 2014-06E. Nona Snell Service Recognition	
	<u>Resolution 2014-12</u>	
12:15 p.m.	2. Director's Report	<i>Kaleen Cottingham</i>
	<ul style="list-style-type: none">• Agency Updates• Policy Update<ul style="list-style-type: none">– Governor's Outdoor Recreation Task Force• Grant Management Report<ul style="list-style-type: none">– Boating Infrastructure Grant Program• Fiscal Report (<i>written only</i>)• Performance Report (<i>written only</i>)	<i>Marguerite Austin</i>
12:40 p.m.	General Public Comment	<i>Chair</i>
	For issues not identified as agenda items. Please limit comments to 3 minutes.	

12:45 p.m.	State Agency Partner Reports <ul style="list-style-type: none"> • Department of Natural Resources • State Parks • Department of Fish and Wildlife 	<i>Jed Herman Don Hoch Joe Stohr</i>
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1:00 p.m.	3. Open Public Meetings Training (as required by new legislation)	<i>Jen Masterson</i>
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BOARD BUSINESS: REQUESTS FOR DIRECTION

1:30 p.m.	4. Washington Wildlife and Recreation Program Administrative Rate	<i>Leslie Connelly</i>
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2:00 p.m.	5. Youth Athletic Facilities Program <ul style="list-style-type: none"> • Request for Letters of Intent • Policy Options 	<i>Leslie Connelly</i>
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BOARD BUSINESS: BRIEFINGS

2:45 p.m.	6. Boating Infrastructure Grant Program <ul style="list-style-type: none"> • 2014 New Grant Applications 	<i>Marguerite Austin</i>
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3:15 p.m.	BREAK	
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3:30 p.m.	7. Budget Preview for 2015-2017	<i>Kaleen Cottingham</i>
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4:15 p.m.	8. Washington Administrative Code (WAC) Changes -- Phase II Overview	<i>Leslie Connelly</i>
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4:35 p.m.	9. Public Lands Inventory Demonstration and Overview of Report	<i>Jen Masterson</i>
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5:00 p.m.	10. Tour Preview	<i>Laura Moxham</i>
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5:15 p.m.	ADJOURN	
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Thursday, July 17

Project Tour

8:15 a.m.	Gather in Lobby of Hilton Vancouver	
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8:30 a.m.	Depart for Camas	
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9:00 a.m.	Lower Washougal River Greenway (map point B) <ul style="list-style-type: none"> • Lower Washougal River Greenway Acquisition; Land and Water Conservation (#05-1289) • Lower Washougal Restoration Phase I; Salmon Recovery Funding Board project (#04-1573) • Lower Washougal Restoration Phase II; Salmon Recovery Funding Board project (#06-2182) 	
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9:30 a.m.	Depart for Fallen Leaf Lake Park	
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9:45 a.m.	Fallen Leaf Lake (map point C) <ul style="list-style-type: none"> • Fallen Leaf Lake Park Acquisition; WWRP Local Parks (#08-1205) 	
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10:15 a.m. Depart for Lacamas Lake Boat Launch

10:30 a.m. Lacamas Lake Boat Launch (map point D)

- Lacamas Lake Boat Launch Phase 2 Development; Boating Facilities Program ([#12-1683](#))
 - Lacamas Lake Shoreline Acquisition; WWRP Riparian Protection ([#06-1895](#)) *[Project site is visible across the lake.]*
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11:15 a.m. Depart for Camp Currie

11:45 a.m. Camp Currie (map point E); Lunch

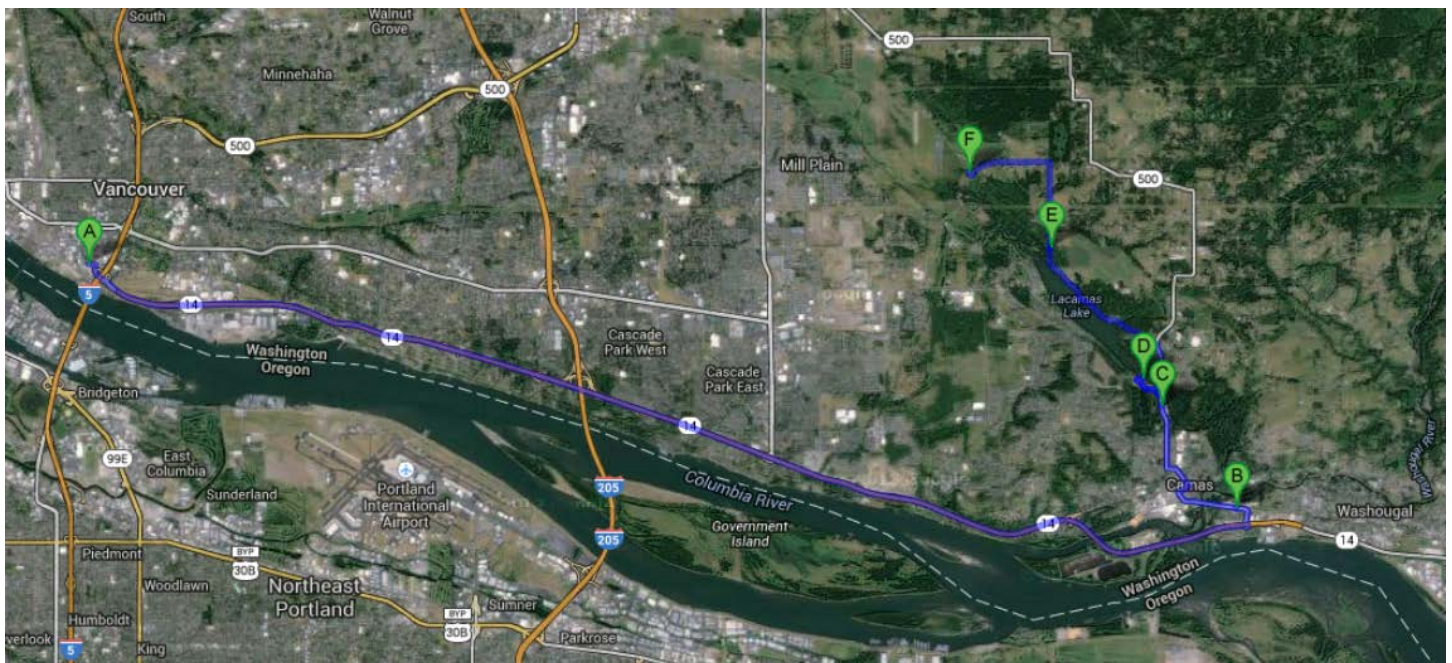
- Camp Currie Acquisition; WWRP-Local Parks ([#98-1289](#))
 - Camp Currie Phase 2 Acquisition; WWRP-Local Parks ([#00-1464](#))
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12:45 p.m. Depart for Lacamas Prairie

1:00 p.m. Lacamas Prairie Restoration (map point F)

- Lacamas Prairie Restoration; WWRP State Lands Restoration ([#12-1612](#))
 - Lacamas Prairie Natural Area 2008; WWRP Natural Areas ([#08-1180](#))
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2:00 p.m. End Tour and return to Hilton Vancouver to pick up vehicles



WASHINGTON WILDLIFE AND RECREATION COALITION



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Gov. Mike Lowry

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Marc Daily
Comm. Peter Goldmark
Senator Andy Hill
Don Hoch
Senator Christine Rolfes
Rep. Steve Tharinger
Rep. Hans Zeiger

EXECUTIVE DIRECTOR

Joanna Grist

June 20, 2014

Ms. Harriet Spanel
Recreation and Conservation Funding Board
1111 Washington Street SE
Olympia Washington 98501

Dear Chair Spanel and Members of the Board,

The Washington Wildlife & Recreation Coalition and the 280 member organizations we represent respectfully urge the Recreation and Conservation Funding Board to pass a recommendation in favor of funding the Washington Wildlife and Recreation Program (WWRP) for \$97 million for the 2015-17 biennium.

As you know, the Washington Wildlife & Recreation Program, the state's premier tool for habitat conservation and recreation opportunities, was created in 1989 to protect our natural heritage. With rapid population growth, that need persists today.

The Coalition took great care to balance the state's growing recreation and conservation needs with the budget challenges that our state faces. As in 2012, we used a metric based approach to determine WWRP need, measuring historical spending on WWRP per capita, historical funding of WWRP as a percentage of the capital construction budget, real estate prices as measured through the real estate excise tax and the construction cost index as provided by WSDOT.

These metrics suggest a need range between \$97 and \$106 million.

\$97 million represents the beginning of a response to the population explosion Washington State experiences while remaining cognizant of budget constraints. Pressures for outdoor recreation opportunities and public access to our state's outdoor legacy continue to grow, while some of our state's best places are lost or paved over.

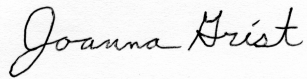
As a result, we see neighborhoods without safe, accessible parks, hunters and anglers losing access to the land their families have visited for generations, and the fragmentation of wildlife habitat.

We understand that the state faces significant budget challenges and that our state and local agency partners struggle to continue to provide high quality stewardship of public lands. In recognition of those challenges, we have launched a stewardship

agenda to help ensure that our public lands are the well-maintained, desired neighbors that they should be.

For these reasons, we respectfully request that the Board recommend funding the WWRP grant program at the \$97 million level so that this program will protect our quality of life, promote public access, and preserve our natural heritage for our kids and grandkids.

Respectfully,

A handwritten signature in black ink that reads "Joanna Grist". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Joanna Grist
Executive Director

Recreation and Conservation Funding Board
Resolution #2014-12
July 2014 Consent Calendar

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

- A. Approve Board Meeting Minutes – April 16, 2014
- B. Approve Time Extension Requests:
 - WDFW Skagit Bay Riparian Enhancement (#08-1870R)
 - DNR Trout Lake NAP 2008 (#08-1184A)
- C. WDFW Methow Watershed Phase 2 Conversion (#00-1429A)
- D. Technical Clarification of Resolution 2014-06
- E. Nona Snell Service Recognition

Resolution moved by: _____

Resolution seconded by: _____

Adopted/Defeated/Deferred (underline one)

Date: _____

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

Agenda Items without Formal Action

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

Agenda Items with Formal Action

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

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

Recreation and Conservation Funding Board Summary Minutes

Date: April 16, 2014

Place: Olympia, WA

Recreation and Conservation Funding Board Members Present:

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

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

Call to Order

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

Opening and Management Reports

Item 1: Consent Calendar

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

Resolution 2014-01

Moved by: Pete Mayer

Seconded by: Ted Willhite

Resolution: APPROVED

Item 2: Director's Report

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

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

Grant Round Preparation

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

Policy Update

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

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

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

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

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

Grant Management Report

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

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

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

Presentation of Recently Completed Projects

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

Marine Shoreline Protection

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

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

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

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

Oakland Bay County Park Trails

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

Member Deller asked if there have been any community celebrations. Ms. Austin reported they had a work day in celebration of the opening. Member Mayer made an inquiry regarding forest maintenance, large parcel acquisition for forest health, invasive species and urban world acres, asking how much we

know about the forest health. Ms. Sellers advised the site has been logged in the past; there are big pockets of first growth trees including some remnant trees that are 7 feet in diameter.

General Public Comment

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

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

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

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

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

Board Business: Briefings

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

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

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

Member Mayer asked whether the board needs to provide additional clarity related to the scope of compliance checks, or if there is potential confusion about whether compliance relates to safety issues. Director Cottingham confirmed that the staff is aware that they are responsible for compliance related to the grant contract only.

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

Item 4: Washington Wildlife and Recreation Program Administration Costs

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

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

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

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

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

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

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

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

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

Break 11:03 – 11:15

State Agency Partner Reports

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

Department of Natural Resources

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

State Parks

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

Washington Department of Fish and Wildlife

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

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

Board Business: Decisions

Item 6: Washington Administrative Code Public Hearing

Note: This item was presented intentionally out of turn.

Leslie Connelly, Policy Specialist, presented a staff recommendation for amendments to the administrative rules in Title 286 of the Washington Administrative Code (WAC). She outlined the required public review process for the adoption of amendments. The rules cover a number of subjects including general authorities of the Recreation and Conservation Funding Board and RCO director, general grant assistance rules, and specific program rules.

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

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

Resolution 2014-10

Moved by: Ted Willhite

Seconded by: Mike Deller

Resolution: APPROVED

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

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

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

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

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

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

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

Resolution 2014-09**Moved by:** Pete Mayer**Seconded by:** Ted Willhite**Resolution:** APPROVED**Item 7: Compliance Policies for Firearms and Archery Range Recreation Grants**

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

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

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

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

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

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

Resolution 2014-11**Moved by:** Mike Deller**Seconded by:** Ted Willhite**Resolution:** APPROVED**Chair Spanel recessed for lunch from 12:15 p.m. until 1:00 p.m.**

Board Business: Briefings

Item 8: Briefing on Upcoming Conversions

Methow Watershed Phase 2 (Project #00-1429A)

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

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

City of Mountlake Terrace Jack Long Park (Projects #68-096A, 69-099D)

Myra Barker, Compliance Specialist, presented the proposed conversion of 0.5 acres at Jack Long Park (Projects #68-096A, 69-099D). The conversion is due to the installation of private carrier cell phone equipment and a radio tower. Ms. Barker asked for board comments and questions so that they can prepare for a decision at the July meeting.

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

Item 9: Highlights of Several High Profile Conversions

Mercer Slough

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

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

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

State Route 520

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

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

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

Item 10: Boating Plan Update

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

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

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

Item 11: Trails Website Update

Sarah Gage, Policy and Special Projects Manager, presented a summary on the Trails Web Site project, which the board approved November, 2013. She proposed criteria and a project work plan. RCO plans to develop a web page that is a clearing-house for trails information. Development of this project includes discussion with internal stakeholders to develop two to five alternatives. Staff will then consult the trails advisory committee and members of organizations with trail Web sites or data projects. RCO plans to convene the internal work group and prepare a more detailed proposal for consideration at the next board meeting in July.

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

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

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

Break 2:00– 2:10

Item 12: Demonstration of the Compliance Workbench

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

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

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

Item 13: Status Update on Electronic Billing

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

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

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

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

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

Closing Remarks

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

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

Approved by:

Harriet Spanel, Chair

Date

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

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

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

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

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

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

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

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

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

Resolution moved by: Pete Mayer

Resolution seconded by: Ted Willhite

Adopted/Defeated/Deferred (underline one)

Date: April 16, 2014

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

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

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

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

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

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

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

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

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

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

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

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

Resolution moved by:

Ted Willhite

Resolution seconded by:

Mike Deller

Adopted/Defeated/Deferred (underline one)

Date:

April 16, 2014

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

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

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

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

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

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

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

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

Resolution moved by: Mike Deller

Resolution seconded by: Ted Willhite

Adopted/Defeated/Deferred (underline one)

Date: April 16, 2014

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

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

Summary

This is a request for the Recreation and Conservation Funding 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 #: 2014-12

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 a request 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.

Plan Link

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

Summary of Public Comment

The RCO received no public comment on the requests.

Staff Recommendation

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

Attachments

A. Time Extension Requests for Board Approval

Washington Department of Fish and Wildlife Time Extension Requests 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
08-1870 Restoration	Skagit Bay Riparian Enhancement	Washington Wildlife and Recreation Program State Lands Restoration Category	\$105,000 (42.6%)	7/31/2014	5 months (12/31/2014)	<p>This project received a time extension approved by the board in June 2013. Significant work was completed on this project towards the goal of removing invasive species and restoring native vegetation.</p> <p>Delays occurred due to a new neighbor who restricted access to Debay Slough. Priority dredge work at the Headquarters Unit precluded vegetation work this spring, and a fish window restricted the amount of time for vegetation work.</p> <p>Additional time would allow WDFW to complete work on all sites this fall. It is expected that access issues to Debay Slough will be resolved this summer. The dredge work at the Headquarters Unit will be wrapping up soon, and a vegetation plan has been updated allowing fall implementation.</p> <p>In addition, WDFW proposes returning \$40,000 from this project to RCO for reallocation to other projects.</p>

Washington Department of Natural Resources Time Extension Requests 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
08-1184 Acquisition	Trout Lake NAP 2008	Washington Wildlife and Recreation Program Natural Areas Category	\$369,535 (56%)	7/31/2014	5 months (12/31/2014)	<p>This project received a 6 month time extension from the Board in November of 2013. This extension was contingent on DNR entering into a signed Purchase and Sales Agreement (PSA) by December 31, 2013.</p> <p>DNR did meet this end of the year deadline. However, execution of the PSA was significantly delayed due to the formal process required to relocate a tenant formerly residing on the property.</p> <p>Closing on the property occurred on June 24, 2014, but additional time is needed to allow tenant time to relocate and for DNR to complete post-closing work on the property, such as demolition and weed control.</p>

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014
Title: Decision on Conversion Request:
WDFW, Methow Watershed Phase 2, Project #00-1429A
Prepared By: Myra Barker, Compliance Specialist

Summary

The Washington Department of Fish and Wildlife is asking the Recreation and Conservation Funding Board to approve a conversion of 60 acres located within the Methow Wildlife Area. The conversion is due to a land exchange with an adjacent property owner.

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

Overview of the Board's Role and Applicable Rules and Policies

The subject of this memo is a proposed conversion of property acquired with a grant from the Washington Wildlife and Recreation Program (WWRP), Critical Habitat Category. The sponsor is asking to convey property interests to a private landowner via a land exchange.

The Role of the Board

Due to changes in local needs over time, state laws and Recreation and Conservation Office (RCO) rules allow conversions of grant funded projects if the project sponsor provides for adequate substitution or replacement as listed below.

The role of the Recreation and Conservation Funding Board (board) is to evaluate the practical alternatives considered for the conversion and replacement (including avoidance), and to consider if the replacement property meets the requirements set in RCO administrative rules and policies. The board does not have the authority in statute to levy penalties or dictate the future use of the property being converted.

Applicable Policies and Rules

State law says that WWRP habitat land that was purchased with a board grant may not be converted to a use other than that originally approved without prior approval of the board. The board has adopted policy that defines when a conversion occurs for an acquisition project, the appropriate replacement measures, and the steps that sponsors must take to request approval.

For the Methow Watershed Phase 2 project, the proposed action is considered a conversion because property interests are being conveyed to a non-grant eligible private landowner for uses that are not related to habitat conservation.

Conversions in the Washington Wildlife and Recreation Program

In accordance with state law,¹ the board has adopted administrative rules for the WWRP to address a project sponsor's obligation to resolve a conversion for an acquisition project.² The applicable rules that apply to an acquisition project are as follows:

- All practical alternatives to the conversion have been evaluated and rejected, and
- The project sponsor will provide another interest in real property and/or facilities to serve as a replacement. The replacement must:
 - Be of equivalent or greater usefulness and location;
 - If an acquisition project, be interests in real property of at least equal market value and public benefit at the time of replacement;
 - Be administered by the same project sponsor or successor unless otherwise approved;
 - Satisfy needs identified in the most recent plans on file at RCO related to the project sponsor's eligibility; and
 - Be eligible in the WWRP account or category of the original project unless otherwise approved.

Board Policies for All Conversions

In addition, the board has adopted policy that requires the project sponsor supply the following for any conversion³:

- A list and discussion of all the alternatives for replacement or remediation of the conversion, including avoidance.
- Evidence that the public has been given a reasonable opportunity to participate in the identification, development, and evaluation of alternatives. The minimum requirement is publication of notice and a 30-day public comment period.

Background

The project in question is #00-1429A sponsored by the Washington Department of Fish and Wildlife (WDFW).

Project Name:	Methow Watershed Phase 2	WWRP Amount:	\$6,705,037
Project #:	00-1429A	Project Sponsor Match:	\$0
Grant Program:	Washington Wildlife and Recreation Program, Critical Habitat Category	Total Amount:	\$6,705,037
Original Purpose:	This project acquired 4,093 acres for wildlife habitat.		
		Board funded date:	December 2001

¹ RCW 79A.15.030(8)

² WAC 286-27-066; staff have omitted rules addressing development or restoration projects because they are inapplicable.

³ Manual 7, Section 2

WDFW acquired the subject property for wildlife habitat in Okanogan County (Attachment A). The conversion property is 60 acres and was part of a larger tract of 1,660 total acres acquired in June 2003 for \$2,096,000.

The Phase 2 project, overall, acquired 4,093 acres for wildlife habitat in the Methow Wildlife Area. The wildlife area provides habitat for songbirds, amphibians and reptiles, small mammals, nesting golden eagles, three species of forest grouse, and for mule deer winter range.

The Conversion

The conversion is requested by a private landowner to exchange properties in order to move cattle to other privately-owned property more directly. The subject property bisects the private landowner's property. The conversion would improve access for both WDFW and the private landowner.

Details of Proposed Replacement Property

Location

The proposed replacement property is 60 acres located adjacent to the conversion property (Attachment B).

Property Characteristics

The replacement property consists of two parcels. One parcel is a 20-acre rectangular-shaped and the second parcel is a 40-acre square-shaped property. Both are open range land.

Analysis

In summary, the board considers the following factors in addition to the scope of the original grant and the proposed substitution of land or facilities:

- All practical alternatives to the conversion have been evaluated and rejected on a sound basis.
- The fair market value of the converted property has been established and the proposed replacement property is of at least equal fair market value.
- Justification exists to show that the utility and location of the replacement property is at least reasonably equivalent.
- The public has opportunities for participation in the process.

Evaluation of Practical Alternatives

The alternative to conversion is to take no action and to refuse the private landowner's request. This was not considered feasible due to the locations of the respective conversion and replacement properties. The proposed replacement property was selected by WDFW based on the following factors:

- It is adjacent to the conversion property.
- It would provide habitat values that closely match those that are being displaced on the conversion property.
- The value of the replacement property exceeds the value of the conversion property.
- The size of the replacement property is equivalent to the conversion property.

- The replacement property is consistent with state and local plans.
- The replacement property will help improve management by consolidating blocks of WDFW lands.

Evaluation of Fair Market Value

The converted and replacement properties have been appraised for fee title interests with market value dates that meet board policies.

Table 1. Market Value Comparison

	Converted Property	Replacement Property	Difference
Acres	60 acres	60 acres	0
Market Value	\$352,000	\$354,000	+\$2,000
Value Date	March 21, 2014	March 21, 2014	

Evaluation of Reasonably Equivalent Location

As indicated by the map (Attachment B), the replacement property is adjacent to the conversion property.

Evaluation of Reasonably Equivalent Utility

WDFW has determined the replacement property will provide habitat values consistent with the conversion property.

Evaluation of Public Participation

The Washington Fish and Wildlife Commission approved the exchange at a public meeting held on June 13, 2014, in Olympia. There were no public comments received.

WDFW is conducting public participation efforts as part of the State Environmental Policy Act (SEPA). There is a 30-day public comment period for the SEPA process. WDFW plans to publish the notice the week of June 30. WDFW will review comments and work with project stakeholders, as applicable.

The public comment will focus on whether the replacement property meets the criteria for the conversion of the property acquired with grant funds.

Other Basic Requirements Met

Same Project Sponsor

The replacement property will be administered by the same project sponsor (WDFW).

Satisfy Needs in Adopted Plan

The replacement property satisfies the needs as described in WDFW's Habitat Conservation and Recreation Plan.

Eligible in the Funding Program

The parcel is privately-owned and meets eligibility requirements.

Recommendation

Staff is requesting that the board delegate approval of the conversion to the RCO Director following the public comment period. Should any controversy arise from the comments, further direction may be sought from the board.

Next Steps

Pending approval, RCO staff will execute necessary amendments to the project agreement.

Attachments

- A. Location Map of Subject Property
- B. Parcel Map of the Conversion and Replacement Properties

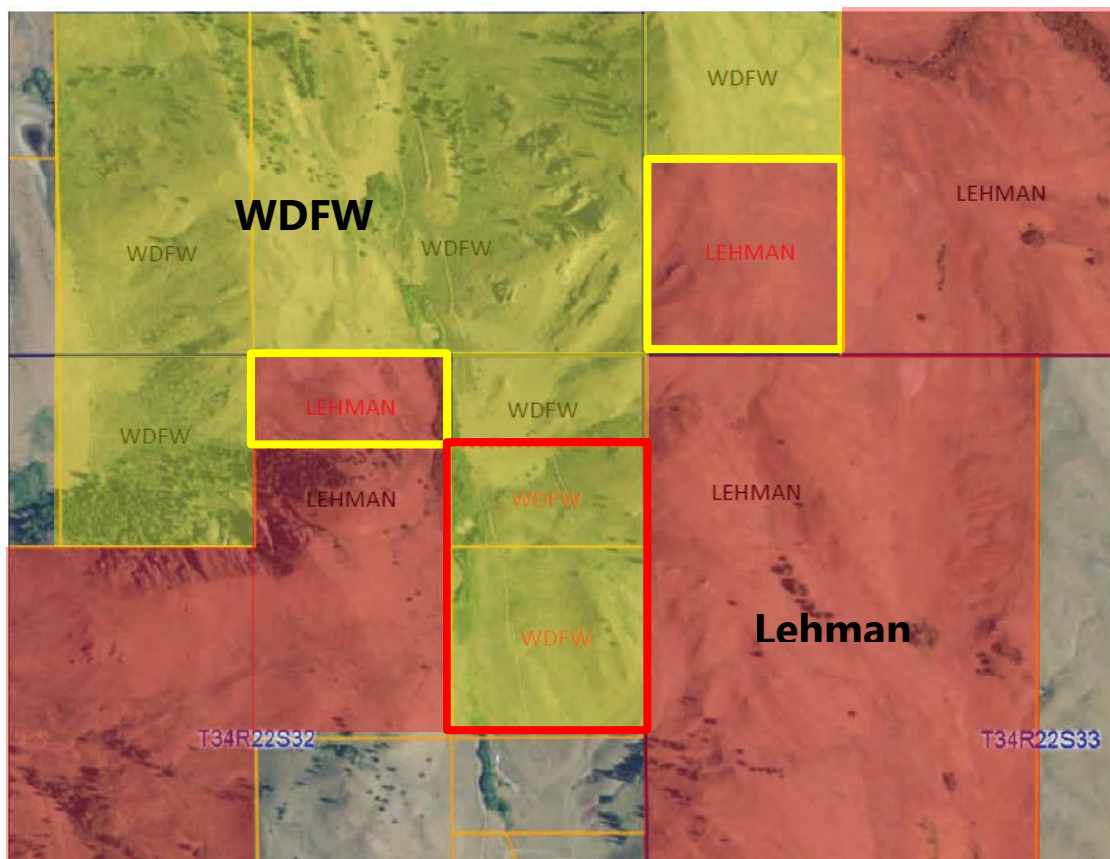
Location Map of Subject Property



Project Name: Methow Watershed Phase 2

Project #: 00-1429A

Parcel Map of the Conversion and Replacement Properties



Note: Current property ownership is shaded yellow (WDFW) and red (Lehman); with proposed conversion area outlined in red, replacement property outlined in yellow.

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014
Title: Technical Correction of Resolution 2014-06
Prepared By: Marguerite Austin, Recreation and Conservation Section Manager

Summary

This memo requests approval for technical corrections to Resolution 2014-06, Approving Policy Changes to the Grant Programs and Criteria for 2014. Staff uncovered several errors and is asking the board to adopt a revised resolution 2014-06. If approved, RCO staff will document these changes for the 2014 grant cycle.

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 #: 2014-12

Purpose of Resolution: Approve the revisions to Resolution 2014-06.

Background

At the January 2014 meeting, the Recreation and Conservation Funding Board (board) approved revisions to board policies and evaluation criteria for multiple grant programs. The policy changes were outlined in Item 7, *Policy Changes to the Grant Programs and Criteria for 2014*. Attachment C outlined the final policy statements for board adoption.

Unfortunately, staff has uncovered three items that need to be corrected in Resolution 2014-06. The corrections needed are as follows:

1. There are incomplete references to relevant state laws, grant programs, and plans; and other corrections that more accurately reflect the purpose and intent of the approved changes.
2. The resolution references changes included in Attachment B; however, the changes are actually shown in Attachment C, *Final Policy Statements for the Recreation and Conservation Funding Board Grant Programs*.
3. The memo clearly states that the board's Do Not Fund policy would apply to several programs including the Firearms and Archery Range Recreation (FARR) program. Unfortunately, FARR was inadvertently left off the list of programs associated with the Do Not Fund policy in Attachment C.

With a July 1 application deadline looming, staff updated and published the 2014 FARR policy manual with the Do Not Fund policy, pending board approval of a revised resolution.

Staff is asking the board to adopt the revised resolution 2014-06. For reference, staff has included a "track-changes" version of the proposed resolution as Attachment A. Attachment B is the corrected and revised Resolution 2014-06.

Analysis

The revised amendment accurately reflects 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.

Next Steps

RCO staff will document these changes for the 2014 grant cycle.

Attachments

- A. Resolution 2014-06, Original with Revisions Shown in "Track Changes" Mode
- B. Resolution 2014-06, Revised Version for Approval

Recreation and Conservation Funding Board
REVISIONS: 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~~ board's grant programs; and

WHEREAS, the board adopted the State Comprehensive Outdoor Recreation Plan in June 2013 and the Washington State Trails Plan and the Nonhighway and Off-road Vehicles Activities Plan in January 2014; and

WHEREAS, ~~the evaluation criteria and policies in the Firearms and Archery Range Recreation program were last updated in December 2002, and since then~~ in response to recommendations and action items in the board's plans, staff has identified clarifications, revisions, and ~~new~~ issues that warrant an update to the evaluation criteria and policies for several grant programs; 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~~C; and

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; and

WHEREAS, the changes are consistent with state law, the board's administrative rules, and the State Comprehensive Outdoor Recreation Plan (SCORP), Washington State Trails Plan, and the Nonhighway and Off-road Vehicle Activities Plan; and

NOW, THEREFORE BE IT RESOLVED, that the board does hereby adopt the changes in the evaluation criteria and policy statements for several grant programs as shown in Attachment BC, including the Do Not Fund policy for the Firearms and Archery Range Recreation Program; and

BE IT FURTHER RESOLVED that the board directs RCO staff to incorporate these changes into the appropriate policy manuals s with language that reflects s 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
REVISED: Resolution 2014-06
Approving Policy Changes to the Grant Programs and Criteria for 2014

WHEREAS, pursuant to state law, the Recreation and Conservation Funding Board (board) administers and approves policies that govern the board's grant programs; and

WHEREAS, the board adopted the State Comprehensive Outdoor Recreation Plan in June 2013, and the Washington State Trails Plan and the Nonhighway and Off-road Vehicles Activities Plan in January 2014; and

WHEREAS, in response to recommendations and action items in the board's plans, staff has identified clarifications, revisions, and issues that warrant an update to evaluation criteria and policies for several grant programs; 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 C; and

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; and

WHEREAS, the changes are consistent with state law, the board's administrative rules, and the State Comprehensive Outdoor Recreation Plan (SCORP), Washington State Trails Plan, and the Nonhighway and Off-road Vehicle Activities Plan; and

NOW, THEREFORE BE IT RESOLVED, that the board does hereby adopt the changes in the evaluation criteria and policy statements for several grant programs as shown in Attachment C, including the Do Not Fund policy for the Firearms and Archery Range Recreation Program; and

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



A Resolution to Recognize the Service of

Nona Snell

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

WHEREAS, from October 2012 through June 2014, Nona Snell has provided excellent service to the boards that make up the Recreation and Conservation Office; and

WHEREAS, Ms. Snell has made thorough and easily understood presentations to the boards, helping them work through complex budget and policy issues; and

WHEREAS, Ms. Snell has lead the Policy Team with skill, flexibility, Advil, and good humor as it tackled significant assignments, such as creation of a boating app, an invasive species app, a public lands inventory, an invasive species industry panel, a Governor's task force on recreation, and numerous staff reorganizations to accommodate shifting work; and

WHEREAS, Ms. Snell led the agency through two legislative sessions with adept communication and organizational talents that ensured RCO maintained its stellar reputation as a reliable, efficient, and professional organization; and

WHEREAS, Ms. Snell has set the gold standard for powering through physical feats, such as biking through the Pyrenees Mountains and running marathons all without eating meat, but not forgetting the healing powers of chocolate and coffee; and

WHEREAS, Ms. Snell's intellect, wise counsel, and good humor made her a valuable advisor to the boards and agency leadership, a strong mentor and sounding board for staff, and a truly valued co-worker; and

WHEREAS, Ms. Snell 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. Snell'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 Vancouver, Washington
on July 16-17, 2014

Betsy Bloomfield
Citizen Member

Mike Deller
Citizen Member

Pete Mayer
Citizen Member

Harriet Spanel
Citizen Member

Ted Willhite
Citizen Member

Don Hoch
Washington State Parks
and Recreation Commission

Jed Herman
Department of Natural Resources

Joe Stohr
Department of Fish and Wildlife

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014

Title: Director's Report

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
- ▶ Legislative and budget update
- ▶ Grant management report
- ▶ Fiscal report
- ▶ Performance report

Agency Updates

RCO Manager Wins Governor's Award

Governor Jay Inslee honored 20 state agency managers who have demonstrated outstanding leadership, including RCO's own Scott Robinson. Recipients of the 2014 [Governor's Award for Leadership in Management](#) were honored at a luncheon at the Executive Residence.

This year's honorees were recognized for a wide range of accomplishments, including work to streamline public services, boost government transparency and save millions of taxpayer dollars.

Scott received his award for driving the development of the agency's technology and performance management systems. He recognized that looking forward and positioning technology for the future are key to remaining open, transparent, accountable, and efficient.

Managing through budget cuts, Scott's positive attitude and open communication style ensured that employee morale and customer satisfaction stayed high, as shown in our employee surveys.



From left: Governor Jay Inslee with Scott Robinson and his wife Meridith, and me.

The Leadership in Management program was created in 1985 to recognize state government managers who demonstrate excellent performance. A selection committee composed of agency directors and members of Inslee's staff chose the winners based on demonstrated performance.

Governor's Outdoor Recreation Task Force

The Governor's Blue Ribbon Task Force on Parks and Outdoor Recreation launched an online town hall to gather ideas from the public about how to improve recreation. The Governor created the task force to develop recommendations for increasing outdoor recreation and promoting jobs and businesses associated with outdoor recreation. The Governor charged RCO with the job of not only serving on the task force, but providing staff support to the group. In May, the task force opened the [online town hall Web site](#), which has generated nearly 6,000 comments to date. The task force is facing a September deadline to submit a report and recommendations to the Governor.

Public Land Inventory

This project from the Legislature asked RCO to update the inventory of public lands and to make it accessible via the Web. Our state agency partners (Fish and Wildlife, Natural Resources, and State Parks) provided data to RCO's contractors at the University of Washington. RCO also is reviewing data with the tribes and the Bureau of Land Management. RCO will launch the Web site and issue a report on or before the legislative deadline of July 1.

Boating App Launched

Boaters who want to find out where to launch their boats or tie up for a weekend on the water can do so now through [Washington Water Cruiser](#), a new app launched by RCO. The app, for Apple and Android devices, is free. It maps all state-owned boat launches and moorage sites open to the public, along with amenities for boaters at each site. This app brings together information from three state agencies. It has information on boat launches, moorage slips and pump-out locations, in both eastern and western Washington, from the Washington Department of Fish and Wildlife, Washington State Parks and Recreation Commission and RCO. The map-based app was created by SmartMine, the technology development team at GeoEngineers, using a grant RCO received from the U.S. Fish and Wildlife Service. It provides aerial, street map and nautical chart views for boaters throughout the state.

50th Anniversary Plan Set

To commemorate RCO's 50th anniversary this year, the agency will be hosting two celebratory events: A summer picnic for staff and their families in July and a formal reception for RCO staff, partners, board members and former employees and board members. The formal reception is set for late afternoon on October 29 in the State Reception Room on the second floor of the Capitol Building. So please save the date to help us celebrate.

RCO and IT Strategy

RCO and the Puget Sound Partnership have an agreement for sharing information technology staff, resources, and support services. We hired a contractor to look at our systems, staffing, hardware, and other things and make recommendations to guide us in developing a strategic plan. With that first phase complete, we have hired a second contractor to develop the strategic plan, which will guide us for 3-5 years, and a work plan for the next biennium. The process and plans will be centered on:

- Our systems and applications such as PRISM, Habitat Work Schedule, mapping, *State of Salmon in Watersheds* report, and mobile apps.
- Our information and data.

- Web sites, project snapshot, project atlas, report card, project search, and land inventory
- Our hardware, support, storage, etc.

Our goal is to have the plan completed by the end of the year.

RCO Employees on the Move

- **Wendy Loosle** (pronounced looz-lee) joined RCO in June as the new board liaison and public records officer. Wendy comes to us from the Washington Department of Early Learning, where she served as professional development coordinator supporting policy and implementation of early education systems. In that role she managed contracts and planned and coordinated the work of many advisory committees, community forums, and a trainer approval board. She also was a key player in the development of an online database for early learning professionals, and helped develop a state records and archiving policy for the professional development system. She received a bachelor degree in Spanish from Oregon State University and currently is getting a master's degree in environmental studies from The Evergreen State College.
- **Eric Green** joined RCO on June 16. We hired Eric to provide full-time information technology support to the Puget Sound Partnership at the Center for Urban Waters in Tacoma. Eric graduated from the computer science program at the South Puget Sound Community College in 2012, and has passed national certifications in desktop and network technical support. He most recently worked for the Department of Licensing at its customer service call center, and with a private computer support company in Lacey. Eric enjoys outdoor recreation with his family, and he is excited to be supporting our Puget Sound recovery mission.
- **Sarah Gage** stepped into the full-time role of lead entity manager on May 1. Sarah is no stranger to lead entities or salmon recovery. She coordinated a very successful Salmon Recovery Conference in 2013 and was also the lead on updating the National Oceanic and Atmospheric Administration metrics for more than 1,200 salmon recovery projects. Sarah brings a wealth of knowledge, passion, enthusiasm, and science to the position.

Meetings with Partners

- **Washington Recreation and Parks Association:** Four staff attended the group's annual conference as a training opportunity and chance to talk with grant applicants.
- **Boating Stakeholder Meeting:** In April, we held our quarterly meeting with boating stakeholders. We discussed the 2014 legislative session and looked ahead to the 2015 session. Other topics included the Governor's Blue Ribbon Task Force on Parks and Outdoor Recreation, the Washington Water Cruiser app, the planned update to the Boating Programs Policy Plan, and recruiting members for the Boating Programs Advisory Committee. We have another meeting in July.
- **Washington Wildlife and Recreation Coalition and Washington Association of Land Trusts:** I attended the monthly board meeting of these two organizations and updated them on the various grant applications and the schedule for technical review and evaluations. I also brought them up-to-speed on the Salmon Recovery Funding Board's work on a riparian widths policy, our efforts to update our rules, the status of the public lands inventory and the recreation economic study, our electronic billing process, and the Governor's Blue Ribbon Task Force on Parks and Outdoor Recreation.
- **Capitol Land Trust:** I helped the Capitol Land Trust celebrate its Oakland Bay project. The land trust has used three grants from RCO to buy and restore 76 acres of a former golf course on Oakland Bay in Mason County.

Update on Sister Boards

Salmon Recovery Funding Board (SRFB)

A productive SRFB meeting was held June 4th in Olympia. Staff previewed the salmon-related budget proposal for 2015-2017 and adopted changes to SRFB rules found in the Washington Administrative Code. The board approved monitoring funding and the allocation of year two capacity funds for lead entities and regional organizations. The board also heard updates from our partners at the Washington Coast Sustainable Partnership and the Invasive Species Council.

Washington Invasive Species Council

Council staff rolled out the [invasive species reporting app](#), which allows people to take a photograph of an invasive species, collect geographic information and send a report directly to the council. It will be verified by experts and then posted on a statewide map contained in the app. Staff made a presentation to the SRFB in June to discuss the council and invasive species threats to salmon and is developing operating protocols for a newly-created industry advisory panel. Staff also participated in a Department of Fish and Wildlife-led field tour for Congresswoman Jamie Herrera-Buetler's staff to discuss fishery issues and invasive species threats in the Columbia River.

Policy Updates

In January, RCO staff presented to the board the following policy priorities, organized in three tiers. The tables below show policy items related to conservation, recreation, and salmon recovery for staff work in 2014. The "status" column has been added to address the progress of each priority.

- 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.

Staff also asked the board in January to confirm that the Tier Two policy items included are priorities of the board, and if not, to provide advice regarding changing the policy priorities. The board agreed that the Tier Two priorities should be pursued.

Because of the time required to work on new Tier One priorities and staff turnover, some Tier Two priorities will not be completed until 2015.

Tier One: Required by Law or Previous Board Direction

Issue	Brief Description	Status
Public Lands Inventory	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. The inventory must be in a web-accessible format, including a GIS-based interactive map. Recommendations for standardization of information are due by July 1, 2014.	Will be completed by July 1, 2014, as required.

Issue	Brief Description	Status
Mitigation matching for salmon habitat	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.	On target. The consultant and RCO are working with state agencies (DOT, WDFW, and Ecology) to complete the production of an executive summary that describes the policy framework for alternative mitigation.
Riparian buffers for salmon restoration projects policy	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.	Complete for now. The SRFB made a decision to postpone changes until the Department of Fish and Wildlife completes further research. However, the SRFB will collect riparian width information.
WWRP Farmland Preservation Program – Phase II	Phase II of the review will propose changes to the program based on the Phase I assessment, such as streamlining the criteria for sponsors and evaluators and improving alignment with program goals and with the Natural Resources Conservation Services (NRCS) criteria.	Complete in early 2015.
State trails system	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. Staff will evaluate feasibility of developing a state trails system and how best to designate such trails	Delayed until 2015.
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.	Phase I for RCO and SRFB is complete. Phase II to be completed by early 2015.
2014 Governor and legislative projects or initiatives	<p>The Governor's Blue Ribbon Task Force on Parks and Outdoor Recreation was added to the RCO's responsibilities. The final recommendations are due in mid-September.</p> <p>Economic Study of Outdoor Recreation. A 2014 proviso directs the RCO to contract with a consultant to provide a study that quantifies the economic contribution to the state economy from outdoor recreation. A report is due to the appropriate committees of the legislature by January 1, 2015.</p>	<p>The task force has met several times and will complete recommendations by mid-September, as required.</p> <p>The study is under contract and expected to be completed by January 1, 2015 as required.</p>
Trails clearinghouse Web site	In response to statewide recommendation #1 in the 2013-18 Washington State Trails Plan, develop a Web page dedicated to sharing information about trails throughout the state. <i>(This priority was inadvertently left off the January board memo.)</i>	Delayed until 2015.

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

Issue	Brief Description	Status
Aquatic invasive species legislation	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.	In progress. Legislation is under development.
Monitoring of salmon projects	Implement recommendations from the SRFB monitoring assessment recently completed by consultant.	On target.
Allowable uses on acquired 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.	Complete by December 2014.
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.	Currently before the board.
Boating plan	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.	Complete early 2015 in time to assist with boating grant program criteria.
Invasive Species Council Strategic Plan	Update the 2008 Invasive Species Council strategic plan.	Objectives and actions identified in December 2014, and plan complete in June 2015.

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

Issue	Brief Description	Status
RCFB criteria and policies	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.	Complete by early 2015,
SRFB criteria and policies	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.	Complete by December 2014,

Issue	Brief Description	Status
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.	Delayed until 2015.
Compliance requirements for development projects	Develop guidance on compliance as it relates to development projects to provide direction on protecting the "project area".	Delayed until 2015.
Acquisition of water rights policy	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.	Delayed until 2015.
Low value, small conversions policy	Develop streamlined requirements and an approval process for small conversion that are under a certain threshold (e.g., size and/or market value).	Complete in 2014.

Economic Study of Outdoor Recreation

A 2014 proviso in the 2014 supplemental operating budget directs the RCO to contract with a consultant to provide a study that quantifies the economic contribution to the state economy from the state's public lands and that quantifies the economic contribution from statewide outdoor recreation to the state's economy. A report is due to the appropriate committees of the legislature by January 1, 2015. The study is under contract with Earth Economics. Staff will periodically update the board with progress reports.

Legislative and Budget Update

See Item 7.

Grant Management Report

Recreation and Conservation Grant Applications

As of May 1st, applicants have submitted more than 270 recreation and conservation projects for four grant programs as shown in the following table. Overall, the number of grant applications is up 18 percent from 2012.

Grant Programs	Number of Projects	Grant Requests	Applicant Match	Total
Aquatic Lands Enhancement Account	28	\$11,441,984	\$23,935,335	\$35,377,319
Boating Infrastructure Grants	7	\$2,088,715	\$4,696,862	\$6,785,577
Land and Water Conservation Fund	22	\$7,726,176	\$31,805,201	\$39,531,377
Washington Wildlife and Recreation Program	216	\$154,445,354	\$113,737,654	\$268,183,008
Total	273	\$175,702,229	\$174,175,052	\$349,877,281

The board will be asked to approve ranked lists for the Aquatic Lands Enhancement Account (ALEA) and the Washington Wildlife and Recreation Program (WWRP) at the October 2014 meeting. The approved lists are due to the Governor's Office by November 1, 2014. The Governor will submit the list of projects to the Legislature as part of the proposed capital budget. Once the budget is approved, the board will award grants at the June 2015 meeting for ALEA, WWRP, and Land and Water Conservation Fund projects. The board delegated authority to me to approve Boating Infrastructure Grants.

July 1 is the application deadline for the Boating Facilities, Firearms and Archery Range Recreation, Nonhighway and Off-road Vehicle Activities, and Recreational Trails programs. There are currently 250 pre-applications for these four programs.

Project Review

RCO staff works with advisory committees to assist with their technical reviews. Technical review meetings¹ give applicants the opportunity to present their projects, receive feedback on the merits of the proposals, and receive suggestions about ways to refine the project scope, design, cost estimates, and graphics. All technical changes must be completed in July.

As part of RCO's streamlining efforts, applicants have the option of coming to Olympia to present their projects in person, or they may use a web-based system via a computer and telephone. Although the review process is optional, most applicants choose to participate and are revising their proposals based on comments and recommendations made during the review meetings.

Evaluations

Evaluations for grant applications submitted in May are [scheduled](#) for August and September. The board approved a written evaluation process for three WWRP categories: Natural Areas, State Lands Development and Renovation, and State Lands Restoration and Enhancement. Detailed presentation schedules for each in-person evaluation meeting will be available at least one week in advance. Although these meetings are open to the public, testimony is not taken. The board will hear public testimony regarding these projects at the October 2014 or June 2015 meeting.

Proposed Changes to the Boating Infrastructure Grant Program

The U.S. Fish & Wildlife Service (USFWS) is accepting public comment on the second proposed rule for the Boating Infrastructure Grant (BIG) Program, published in the [Federal Register](#) in April. Comments must be received or postmarked on or before July 24, 2014.

The major revisions proposed include:

- Defining eligible applicants
- Changes to the evaluation criteria for the national competition
- Specific application requirements
- New requirements to:
 - Have a vessel pumpout service available at all BIG facilities or within two miles
 - Define useful life of each constructed element with an obligation to maintain it
 - Record a Federal interest on the property where the BIG facility is located
 - Charge user fees based on prevailing rates

¹ RCO uses a written review process for WWRP Natural Areas, State Lands Restoration, and State Lands Development projects.

Overall the changes will strengthen USFWS oversight of the program and increase RCO's responsibilities for program administration. With these increased responsibilities, states can choose to use the state allocated funds of \$100,000 for program administration. Once the new program rules are adopted, RCO staff will brief the board on the changes and define any policy issues for the board's consideration.

RCO Adds a New Grant Program

RCO received three applications, by the June 1st deadline, for a new grant program: Marine Shoreline Protection. RCO is jointly managing this program with the Washington Departments of Fish and Wildlife and Natural Resources. RCO processes the applications and will manage the grants once awarded. The other agencies will evaluate the grant proposals and award the grants. This grant program aims to protect high-priority, Puget Sound marine shoreline from the impacts of development through land purchases and voluntary land preservation agreements. Preference will be given for projects that protect intact habitat in areas that are rapidly developing. The Marine Shoreline Protection Program is funded by the Environmental Protection Agency as part of the Puget Sound Marine and Nearshore Grant Program.

Land and Water Conservation Fund

Earlier this year the National Park Service announced plans for a national competitive grant program. An appropriation of \$3 million was added to the Land and Water Conservation Fund (LWCF) and each state has the opportunity to submit two projects for consideration. The pre-applications are due August 15. The program is targeting projects that will acquire or develop outdoor recreation sites in "densely settled territory," which means 50,000 or more people.

As part of our regular grant cycle, applicants submitted 22 grant proposals for the LWCF program. Several are within an urban area. The LWCF Advisory Committee will review and rank projects on August 27, however, applications for the national competition are due to the National Park Service before the scheduled evaluations. To meet the federal timeline, RCO's director will decide which of these projects to forward to the national competition based upon which ones are most closely aligned with the federal selection criteria. The National Park Service will review and select projects this fall and award grants by March 2015.

Washington State Trails Conference

The Washington State Trails Coalition will host the 10th Biennial State Trails Conference in October. The Whatcom Park and Recreation Foundation will co-host the conference. This year's theme is "On the Trails of Change". RCO will continue to provide support in the form of communication and staffing. RCO is also responsible for two general presentation sessions: 1) Rory Calhoun will present the newly implemented Americans with Disabilities Act (ADA) requirements for recreational trails; 2) Darrell Jennings and Leslie Connelly will present RCO's statewide recreational planning and coordination efforts (Statewide Comprehensive Outdoor Recreation Plan, State Trails Plan, and Nonhighway and Off-road Vehicle Activities Program Plan) and provide information about grant programs that support trails. Additional information can be found at <http://washingtonstatetrailscoalition.org>.

Master Agreement for U.S. Forest Service Projects

In place of the standard terms and conditions which are normally part of the agreements for funded projects, RCO has a master agreement used to facilitate administration of recreation grants made to the U.S. Forest Service. The master agreement currently in place was implemented in 2003 and amended in 2010. Staff is working with the Forest Service to update the existing agreement with current contract terms and conditions in advance of the next grant awards.

Staff Assists with Prioritization Department of Transportation Grants

In June, Darrell Jennings took part in prioritizing nearly 200 proposals submitted to the [Safe Routes to School](#) and [Pedestrian and Bicycle](#) programs, administered by the Washington State Department of Transportation. The Moving Ahead for Progress in the 21st Century Act (MAP-21), administered by the Federal Highway Administration, provides funding for these two programs, as well as RCO's Recreational Trails Program. In some cases, projects submitted to these programs are on right-of-way acquired with Recreation and Conservation Funding Board grants.

Statewide Trails Database Project

The Office of the Chief Information Officer (OCIO) has begun a LEAN project of interest to RCO. Led by the State GIS Coordinator, OCIO and the Department of Ecology are developing a database and map of recreation trails in Washington State. Once published, the data is intended to be publically shared for others to make maps, perform spatial analysis, and identify gaps. The project is currently unfunded; however, four part-time interns are getting some of the work done through online collaboration. The OCIO has expressed interest in applying for a Recreation and Conservation Funding Board grant to fund the data collection, mapping, and attributing the line trail data.

Wheeled All-terrain Vehicles

On May 13, Darrell Jennings and Jen Masterson participated in an interagency meeting with the Departments of Licensing, Natural Resources, and Fish and Wildlife, as well as State Parks and the U.S. Forest Service. The meeting was organized by Ted Jackson, the all-terrain vehicle representative on the Recreational Trail Program Advisory Committee. The goal was to bring together agencies who are working to educate the public on use of wheeled ATVs (WATV), authorized by the 2013 Legislature as licensed ATVs that may be operated on designated roads.

There is interest in having the RCO trails website serve as host for information about licensing, authorized riding areas, and other educational information on WATVs. The group also expressed interest in updating and publishing a new off-road vehicle guide for the motorized recreation community. These discussions are ongoing and RCO will consider these efforts in future work plans and prioritization. RCO recognizes that some of this work may be accomplished through the Statewide Trails Database project.

Using Returned Funds for Alternates and Partially-Funded Projects

I recently awarded two new WWRP grants for the alternate projects shown in Table A-1. The funds are from projects that did not use the full amount of their grant awards, and the appropriation of \$3.1 million originally set aside for the Department of Fish and Wildlife's Okanogan-Similkameen (12-1127A) project.

Table A-1. Funds for Unfunded Alternates

Project Number	Project Name	Sponsor	Program Category	Grant Request	Funds Approved
12-1426R	Smith Island Everett Estuarine Restoration	Snohomish County	Urban Wildlife Habitat	\$3,043,884	\$3,043,884
12-1177A	Lacamas Prairie Natural Area	Department of Natural Resources	Natural Areas	\$1,750,350	\$1,750,350

Also, as unused funds have become available from other projects, I have approved additional funding for two partially funded projects. Table A-2 shows original grant award and the total grant funds now approved for each project.

Table A-2. Funds for Partially Funded Alternate Projects

Project Number	Project Name	Sponsor	Program Category	Grant Request	Funds Approved	Unfunded Balance
12-1332D	Levee Street Boat Launch Renovation	City of Hoquiam	Boating Facilities Program	\$525,000	414,965	110,035
12-1553D	Stephen Johnson Farm	Skagit County	WWRP Farmland Preservation	\$121,200	\$121,200	- 0 -

Project Administration

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

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

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

Program	Active Projects	Board Funded Projects	Director Approved Projects	Total Funded Projects
Aquatic Lands Enhancement Account (ALEA)	15	0	0	15
Boating Facilities Program (BFP)	33	0	0	33
Boating Infrastructure Grant Program (BIG)	1	0	2	3
Firearms and Archery Range Recreation (FARR)	11	0	1	12
Land and Water Conservation Fund (LWCF)	6	0	3	9
Nonhighway and Off-Road Vehicle Activities (NOVA)	110	0	0	110
Recreational Trails Program (RTP)	61	0	5	66
Washington Wildlife and Recreation Program (WWRP)	152	0	7	159
Youth Athletic Facilities (YAF)	5	0	0	5
Total	394	0	18	412

Fiscal Report

The following financial reports reflect Recreation and Conservation Funding Board activities as of June 19, 2014. Revenues are shown through May 31, 2014. 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, \$624 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 6/19/2014 Fiscal Month 12 (partial).
Percentage of biennium reported: 47.9%.

	BUDGET	COMMITTED		TO BE COMMITTED		EXPENDITURES	
Grant Programs	New & Re-appropriation 2013-2015 (\$)	Dollars (\$)	% of Budget	Dollars (\$)	% of Budget	Dollars (\$)	% Expended of Committed
<u>Washington Wildlife and Recreation Program (WWRP)</u>							
WWRP Re-appropriations	43,402,789	40,080,591	92%	3,322,198	8%	4,006,717	10%
WWRP New 13-15 Funds	63,050,000	\$62,983,327	100%	\$66,673	0%	3,875,221	6%
<u>Boating Facilities Program (BFP)</u>							
BFP Re-appropriations	4,767,400	4,737,400	99%	30,000	1%	2,306,544	49%
BFP New 13-15 Funds	6,363,000	6,363,000	100%	0	0%	1,382,272	22%
<u>Nonhighway and Off-Road Vehicle Activities (NOVA)</u>							
NOVA Re-appropriations	3,912,066	3,771,418	96%	140,648	4%	1,765,228	47%
NOVA New 13-15 Funds	8,075,900	7,980,783	99%	95,117	1%	606,797	7.6%
<u>Land and Water Conservation Fund (LWCF)</u>							
LWCF Re-appropriations	1,061,757	1,061,757	100%	0	0%	598,759	56%
LWCF New 13-15 Funds	543,030	543,030	100%	0	0%	0	0%
<u>Aquatic Lands Enhancement Account (ALEA)</u>							
ALEA Re-appropriations	3,160,577	3,160,577	100%	0	0%	1,113,861	35%
ALEA New 13-15 Funds	6,000,000	6,000,000	100%	0	0%	1,152,283	19%
<u>Recreational Trails Program (RTP)</u>							
RTP Re-appropriations	1,599,840	1,599,839	100%	0	0%	982,961	61%
RTP New 13-15 Funds	3,544,094	3,522,793	99%	21,301	1%	302,967	9%
<u>Youth Athletic Facilities (YAF)</u>							
YAF Re-appropriations	395,675	193,559	49%	202,116	51%	153,145	79%
YAF New 13-15 Funds	3,480,444	3,480,444	100%	0	0%	697,862	20%
<u>Firearms and Archery Range Recreation (FARR)</u>							
FARR Re-appropriations	346,158	346,158	100%	0	0%	59,597	17%
FARR New 13-15 Funds	800,000	800,000	100%	0	0%	452,074	57%
<u>Boating Infrastructure Grants (BIG)</u>							
BIG Re-appropriations	488,841	488,841	100%	0	0%	114,679	23%
BIG New 13-15 Funds	0	0	100%	0	0%	0	0%
Sub Total Grant Programs	150,991,571	147,113,518	97%	3,878,053	3%	19,570,967	13%
<u>Administration</u>							
General Operating Funds	6,121,924	6,121,924	100%	0	0%	2,768,290	45%
Grant / Administration Total	157,113,495	153,235,442	98%	3,878,053	2%	22,339,257	15%

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 6/19/2014 Fiscal Month 12 (partial). Percentage of biennium reported: 47.9 percent.

Board/Program	New (\$)	Re-appropriation (\$)	BUDGET	COMMITTED		TO BE COMMITTED		EXPENDITURES	
			New and Re-appropriation 2013-2015 (\$)	Dollars (\$)	% of Budget	Dollars (\$)	% of Budget	Dollars (\$)	% of Committed
Recreation and Conservation Funding Board	\$94,697,743	\$62,415,752	157,113,495	\$153,235,442	97.5%	\$3,878,053	2.47%	\$22,339,257	15%
Salmon Recovery Funding Board	88,997,293	128,919,472	217,916,765	175,475,138	80.5%	42,441,628	19.48%	51,224,787	29%
Governor's Salmon Recovery Office	885,380	-	885,380	885,380	100%	0	0.00%	381,588	5%
Invasive Species Council	200,000	-	200,000	200,000	100%	0	0.00%	77,376	39%
Total	\$184,780,416	\$191,335,225	\$376,115,641	\$329,795,960	88%	\$46,319,681	12.32%	\$73,689,425	22%

Recreation and Conservation Funding Board Revenue Report

For the Period of July 1, 2013 - June 30, 2015, actuals through 5/31/2014 Fiscal Month 10. Percentage of biennium reported: 45.8 percent.

PROGRAM	BIENNIAL FORECAST	COLLECTIONS	
	Estimate	Actual	% of Estimate
Boating Facilities Program (BFP)	\$12,545,400	\$5,641,957	45%
Nonhighway, Off-Road Vehicle Program (NOVA)	9,583,631	4,287,450	45%
Firearms and Archery Range Rec Program (FARR)	550,000	281,481	51%
Total	22,679,031	10,210,888	45%

Revenue Notes:

- Boating Facilities Program (BFP) revenue is from unrefunded marine gasoline taxes.
- Nonhighway Off-Road Vehicle Activities Program (NOVA) revenue is from the motor vehicle gasoline tax paid by users of ORVs and nonhighway roads and from the amount paid for by ORV use permits.
- Firearms and Archery Range Rec Program (FARR) revenue is from \$3 each concealed pistol license fee.
- Youth Athletic Facilities (YAF) 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 February 2014. The next forecast is due in June 2014. The update was not posted when this report was completed.

Washington Wildlife Recreation Program (WWRP) Biennial Appropriations Summary

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.

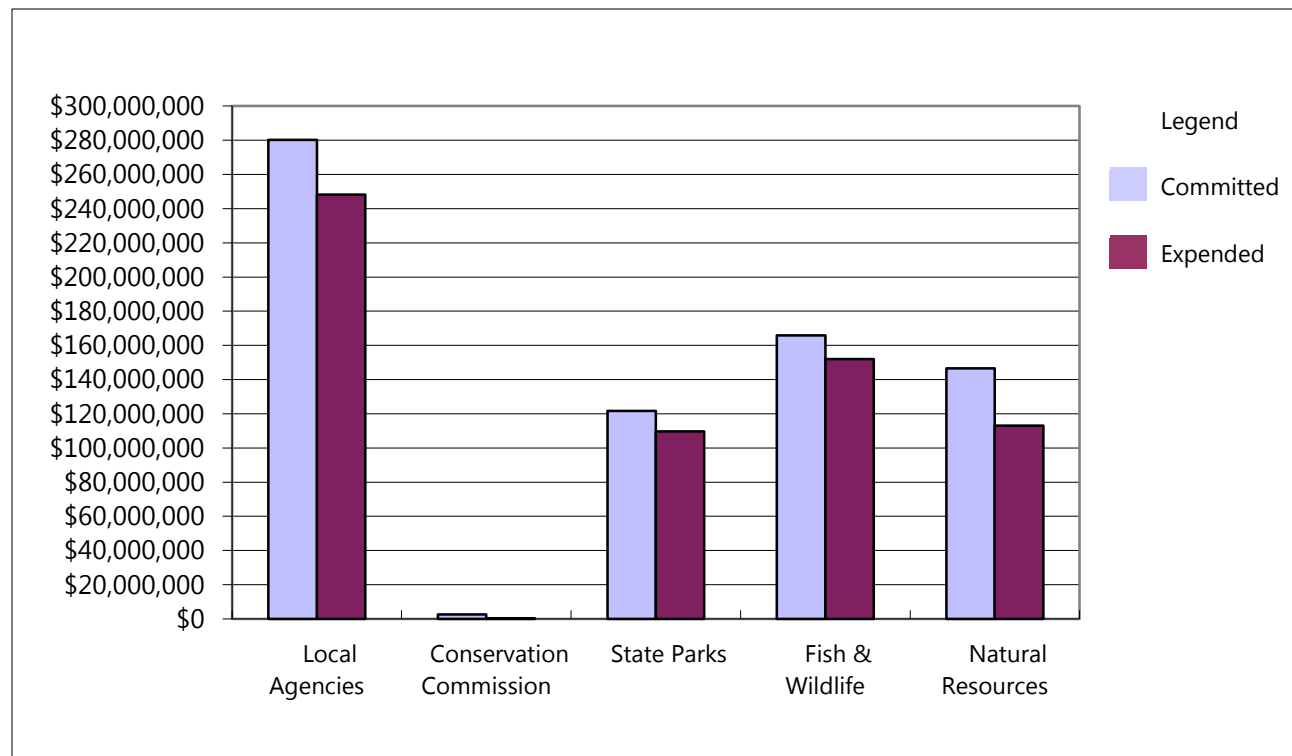
⁵ Entire appropriation was \$42 million; 3% or \$1,260,000 went to administration.

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

WWRP Expenditure Rate, by Agency or Organization








Agency	Committed (\$)	Expenditures (\$)	Percent Expended
Local Agencies	280,209,208	248,194,718	89%
Conservation Commission	2,549,463	356,783	14%
State Parks and Recreation Commission	121,734,516	109,609,895	90%
Department of Fish and Wildlife	165,796,440	151,913,927	92%
Department of Natural Resources	146,623,196	112,972,425	77%
Riparian Habitat Administration	185,046	185,046	100%
Land Inventory	549,965	549,965	100%
Subtotal Committed	717,647,834	623,782,758	87%

History of Committed and Expended Funds for WWRP Program



Performance Report

The following performance data are current as of June 16, 2014.

Recreation and Conservation Funding Board Performance Measures				
Measure	Target	Fiscal YTD		Notes
Percent of Projects Issued Agreement within 120 Days of Board Funding	85-95%	90%		For projects where an agreement has been issued, staff took an average of 61 days.
Percent of Projects Under Agreement within 180 Days of Board Funding	95%	86%		A total of 249 projects were scheduled to be under agreement so far this fiscal year. Of these, 214 were completed on time.
Percent of Progress Reports Responded to On Time	65-75%	90%		A total of 360 progress reports have been due so far this fiscal year. Of these, 324 were responded to in 15 days or less.
Percent of Bills Paid within 30 days	100%	78%		This fiscal year to date, 630 bills have come due. A total of 492 were paid on time. It took an average of 19 days to pay a bill.
Percent of Projects Closed on Time	60-70%	58%		Eighty-nine of 154 projects closed on time.
Number of Projects in Project Backlog	0	29		Staff continues to work with sponsors to get the proper documentation to close backlog projects.
Number of Post-Completion Inspections Done	No target set	150	N/A	
Percent of Project Sponsors Submitting Annual Bill	100%	82%		The remaining sponsors have until June 30 to submit a bill.

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014
Title: Open Public Meetings and Record Retention Briefing
Prepared By: Jen Masterson, Data and Special Projects Manager

Summary

This memo provides information on the Open Government Trainings Act, which requires basic open government training for local and statewide officials. In compliance with this Act, members of the Recreation and Conservation Funding Board will be trained about requirements for open public meetings during its July 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

According to the state Attorney General's Office, Washington has some of the strongest open government laws in the nation. These laws, called "sunshine laws," reflect the desire of Washington citizens to be informed about their government and to hold government officials accountable for their decisions. A transparent and accountable government fosters public trust and confidence in government.

In March 2014, the Governor signed into law the Open Government Trainings Act ([Engrossed Senate Bill 5964](#)). The Act makes open government education a recognized obligation of public service. It is designed as a risk management requirement for public agencies, to improve trust in government, and to help prevent costly lawsuits. The Act requires basic open government training for local and statewide officials and records officers.

After July 1, 2014, members of a governing body of a public agency must receive open public meetings training no later than 90 days after they take their oath of office or assume their duties. They also must receive refresher training at intervals of no more than four years, as long as they are members of a governing body.

Members of the Recreation and Conservation Funding Board (board) are required to participate in training on open public meetings requirements. During the July meeting, staff will show the board a training video produced by the Attorney General's Office. This will fulfill the training requirement of all board members in attendance through July 2018. Board member participation in the training will be formally documented in the meeting's audio recording and minutes.

Although the board is not explicitly required by the Open Government Trainings Act to participate in public records training, staff will also summarize pertinent records requirements from the Public Records Act at the July meeting.

A "Question and Answer" document published by the Attorney General's Office on the Open Government Trainings Act is included as Attachment A.

Attachments

A. Attorney General of Washington Q&A, 2014 Open Government Trainings Act



Bob Ferguson
ATTORNEY GENERAL OF WASHINGTON

2014 Open Government Trainings Act

The Open Government Trainings Act, Chap. 66, 2014 Laws ([Engrossed Senate Bill 5964](#)) was enacted by the 2014 Washington State Legislature, effective July 1, 2014. Here is a guide.

1. Why did the Legislature enact this new law?

Answer: The bill was introduced at the request of the Attorney General, with bipartisan support. A 2012 Auditor's Office report noted more than 250 "open government-related issues" among local governments. These included issues concerning the Open Public Meetings Act (OPMA) at RCW [42.30](#). In addition, in recent years the courts have imposed some significant monetary penalties against state and local public agencies due to their non-compliance with the Public Records Act (PRA) at RCW [42.56](#). Most violations are not malicious or intentional; they are often the result of insufficient training and knowledge. The comments to the Attorney General's Office advisory Model Rules on the PRA, and case law, have recognized that PRA training for records officers is a best practice. See, for example, [WAC 44-14-00005](#).

The Legislature passed ESB 5964 in March 2014 and the Governor signed it on March 27, 2014. The Act is designed to foster open government by making open government education a recognized obligation of public service. The Act is also designed to reduce liability by educating agency officials and staff on the laws that govern them, in order to achieve greater compliance with those laws. Thus, the Act is a risk management requirement for public agencies. The Act provides for open public meetings and records trainings. In sum, the Act is intended to improve trust in government and at the same time help prevent costly lawsuits to government agencies. *[Section 1]*

2. What is the Act called?



Answer: The Open Government Trainings Act. *[Section 6]*

3. When is the Act effective?



Answer: July 1, 2014. *[Section 7]*

4. What is a quick summary of the Act's requirements?



Answer: The Act requires basic open government training for local and statewide officials and records officers. Training covers two subjects: public records and records retention ("records training"), and open public meetings. *[Sections 1-4]* Whether you are

required to take trainings on one or both subjects depends on what governmental position you fill.

5. **What is the Attorney General's Office role?**



Answer: The Attorney General's Office may provide information, technical assistance, and training. [Section 5] See also RCW [42.56.570](#) and RCW [42.30.210](#). The office maintains and provides a public [web page](#) with training videos as well as training resources.

The office is also providing other assistance such as this Q & A guidance. The Assistant Attorney General for Open Government (ombudsman) is also available as a resource. See Q & A Nos. 13 and 22.

6. **Who is subject to the Act's training requirements?**



Answer:



► **Members of governing bodies.**

Members of a governing body of a public agency subject to the OPMA must receive **open public meetings training** (OPMA training concerning RCW [42.30](#)). "Public agency" and "governing body" are defined in the OPMA. RCW [42.30.020](#).

They include members of city councils, boards of county commissioners, school boards, fire district boards, state boards and commissions, and other public agency boards, councils and commissions subject to the OPMA. Effective July 1, 2014, those members must receive OPMA training no later than 90 days after they take their oath of office or assume their duties. They can take the training before they are sworn in or assume their duties of office. They must also receive "refresher" training at intervals of no more than four years, so long as they are a member of a governing body. [Section 2]

Note: If a member of a "governing body" is also an elected local or statewide official, he or she must receive both open public meetings and records trainings (see next bullet).

* * *



► **Elected local and statewide officials.**

Every local elected official, and every statewide elected official, must receive **records training** (PRA training concerning RCW [42.56](#), plus records retention training concerning RCW [40.14](#)).

Effective July 1, 2014, they must receive this training no later than 90 days after they take their oath of office or assume their duties. They can take the training before they are sworn in or assume their duties of office. They must also receive "refresher" training at intervals of no more than four years. [Section 3]

Note: If an elected local or statewide official is also a member of a “governing body,” the official must receive both open public meetings and records trainings.

* * *

► **Records officers.**



Public records officers for state and local agencies, and state agency records (retention) officers designated under RCW [40.14.040](#), must receive **records training** (**PRA training concerning RCW [42.56](#) and records retention training concerning RCW [40.14](#)**). Effective July 1, 2014, they must receive this training no later than 90 days after they assume their duties. They must also receive “refresher” training at intervals of no more than four years. [Section 4]

Note: While Section 4(2) of the bill refers to “public records officers” in the training schedule, the act’s training requirements were intended to apply to both public records officers under the PRA and to state agency records officers designated under RCW 40.14.

* * *

► **Others.**



Other public agency officials and employees who are not listed in the Act are not required to receive training. However, this Act sets only minimum training. Agencies may wish to provide or arrange for additional or more frequent training, or training for additional staff.

Training is essential because even one unintentional mistake can amount to a violation of the PRA or OPMA. PRA training reduces risks of lawsuits. As the State Supreme Court has explained, “An agency’s compliance with the Public Records Act is only as reliable as the weakest link in the chain. If an agency employee along the line fails to comply, the agency’s response will be incomplete, if not illegal.” *Progressive Animal Welfare Society v. University of Washington*, 125 Wn.2d 243 (1995). And the Supreme Court has held that PRA training can reduce PRA penalties. *Yousoufian v. Office of Ron Sims*, 168 Wn.2d 244 (2010).

As a consequence, an agency may want persons who are not listed in the Act to receive training. How much training each employee receives may depend on his or her role. For example, an agency may want all employees to be trained on the basics of records management, search requirements, how to identify a request for records, and what is a public record. An agency could include basic records training in all its new employee orientations, covering both PRA and records retention.

Other employees may benefit from additional training. For example, public records officers may have other designated staff to assist them in responding to records requests. Thus, records training would be useful for those staff. And, that records training for those who regularly assist public records officers may be more detailed or frequent than, say, that provided to a board member.

Or, while a local government agency is not required to formally designate a records retention officer under RCW 40.14.040, as a practical matter, the agency may have staff who is key in maintaining records using the local government records schedules. Therefore, those local government agencies may want to provide or arrange for those staff to receive training on RCW 40.14.

Or, a board may have a staff member or clerk who posts meeting notices and agendas, and maintains minutes, so that person may likely benefit from training on the open public meetings requirements under the OPMA.

And, regular refresher training may be appropriate for any of these employees, depending upon the person's governmental position and developments in the law.

In sum, while training is not required for governmental positions not listed in the Act, the Attorney General's Office encourages agencies to consider that persons in other positions are subject to or working with these laws, and would likely benefit from receiving training, if feasible. Training on the laws is a best practice, even if not specifically required by the Act. Education helps support transparency in government and reduces risk to agencies.



7. Who is not subject to the Act's training requirements?

Answer: As noted in Q & A No. 6, public agency employees and officials not listed in the Act are not required to receive training. The courts and the State Legislature are also not required to receive training (unless the person also holds another governmental position where training is required, for example, serving on a governing body subject to the OPMA). Even so, the Act does not restrict them from receiving or participating in open government training.

Others not subject to the Act include board members, officials or employees of purely private organizations. Examples are nonprofit boards, homeowners associations, or other private entities that are not a public agency or the functional equivalent of a public agency.

8. What if I am in my elected position (an incumbent) on July 1, 2014, and I am not up for re-election in 2014? How does the training schedule work for me? What if I already received training in 2014?



Answer: Even if not specifically required by the Act, we recommend that incumbents in office on July 1, 2014 receive training for each of the required sections of law during 2014, if they have not already received such training. If they have already received training in 2014 for the required sections of law, we suggest they document it. (See Q & A No. 17). Then, calendar refresher trainings at intervals of no later than four years (as long as you are a member of the governing body or public agency). We suggest this approach for several reasons.

- First, the training will help establish a **“culture of compliance”** with open government laws in the agency if officials and others subject to the Act demonstrate they have recently received or are quickly willing to receive the training.
- Second, it will help set a similar **“base year”** for scheduling four-year refresher trainings if several officials in a public agency are required to receive that training.
- Third, it is a **good idea** for an elected official to receiving training in 2014, even if the training covers some of the same topics previously reviewed during an earlier year’s orientation or training. Given the public interest in these laws, it is good to keep them in the forefront of the official’s or employee’s base knowledge. And, there may be new developments in the statutes or court decisions that were not covered in a prior training.
- Finally, the **sooner training is received and documented, the sooner that information will be available** to a court or others if needed. Since 2010, the State Supreme Court has said it will consider PRA training in assessing penalties for public records violations specified in the PRA. (See more discussion under Q & A No. 20 discussing non-compliance with the Act.)

9. **What if I am in my elected position (an incumbent) on July 1, 2014, and I am seeking re-election in 2014? How does the training schedule work for me?**



Answer: Incumbents who are re-elected in November 2014 must receive training no later than 90 days after they take their new oath of office or otherwise assume their duties. However, they can take the training sooner. Therefore, they could either take the training some time by the end of 2014 (perhaps with other officials and staff receiving training in 2014), or they could wait to take the training within 90 days after they take their oath of office or otherwise assume their duties of office if re-elected in November.

Then, refresher training must be taken no later than every four years (as long as you are a member of the governing body or public agency). .

10. **What if I am in my position as an incumbent public records officer or records officer on July 1, 2014? How does the training schedule work for me?**



Answer: If you were in your position prior to July 1, 2014, and you have already received training in 2014, we recommend you document it. However, if you did not receive any records training in 2014, we recommend you receive training this year, given the reasons and approach stated in Q & A No. 8, and document that training. (See Q & A No. 17). Then, 2014 becomes your “base year” from which you schedule the refresher

trainings that are required no more than four years later (as long as you are in the records officer position).

If you are appointed on or after July 1, 2014, you will need to receive training no later than 90 days after assuming your duties, and then receive refresher trainings no more than four years later.

You can receive more frequent trainings, too, if feasible. More frequent trainings are not restricted in the Act.

11. What must the training include?

Answer:



- **Open public meetings training** should cover the basics of the OPMA. [Section 2]

The Act does not provide further details. However, for example, the training could cover the purpose of the act, requirements for regular and special meetings, public notice, executive sessions, and penalties. The training may also include the requirement to maintain minutes and have them open for public inspection, as described in another law at RCW [42.32.030](#).

The Attorney General's Office online OPMA video and OPMA Power Point cover the basics of the OPMA and satisfy this requirement.



- **Records training – PRA.**

Training on the Public Records Act should cover the basics of the PRA at RCW 42.56. Training must be consistent with the Attorney General's Office [Model Rules](#). [Sections 3, 4] The Act does not provide further details.

However, for example, the training could cover the purpose of the PRA, what is a "public record," basic public records procedures, how an agency responds to requests, searches, what an agency must do before withholding information in a record from the public, and penalties. The training might also cover an agency's particular PRA procedures set out in its rules or policies.

The Attorney General's Office online PRA video and PRA Power Point cover the basics of the PRA and satisfy this requirement.



Records training – records retention.

Record retention training should cover the basics of RCW 40.14. [Sections 3, 4]

The Act does not provide further details. However, for example, the training could cover basic retention requirements, what is a records retention schedule, and a brief description of what schedule(s) apply to the agency. For board members, it may

also specifically cover how to manage emails and other electronic records. For a records officer, the training may be much more detailed, addressing more specifically the agency's records retention schedules and categories of records.

The Washington State Archives records retention training covers the basics of records retention and satisfies this requirement.



- **The four-year “refresher” training** should cover the basic requirements in effect at the time of the training. It is a good idea to cover any recent developments in the law since the last training. Under the Act, the refresher trainings must occur at intervals of no more than four years.

There may be options an agency wants to consider for giving refresher training. For example, it may be useful to have a refresher training once a year such as at a board meeting or staff workshop. In that way, officials and employees subject to these laws can receive ongoing refreshers as well as updates on the laws, without needing to individually calendar the four-year cycle.



12. Who will provide the training?

Answer: That choice is up to each agency official and employee, depending on the agency's needs and resources. The Attorney General's Office has provided a [web page](#) with training information. That web page includes resources for PRA and OPMA training. Examples include Power Point presentations, videos, manuals, and links to other training resources. The web page also provides links to the Washington State Archives online training materials and other information describing records retention requirements. Other training options are available as well. See Q & A No. 13.

13. What are the training options for an official or employee?

Answer: There are many options to receive training. To illustrate, an official or employee could take training in any of the following ways:



- **In-House Training at the Agency.**
 - In-house training provided by the agency's legal counsel, assigned Assistant Attorney General, or agency staff familiar with the requirements of the law.
 - Training through videos or Power Points at a board meeting or staff meeting or workshop, perhaps with someone available to answer follow-up questions.
 - Training as part of the orientation for new members and new staff.



- **Internet or Remote-Technology Based Training.** [Sections 2, 3, 4]
 - Online or internet-based training, webinar training, or training via Skype.
 - The training resources provided on the Attorney General's Office training web page includes videos and links to training materials. The Attorney General's Office OPMA and PRA videos and two Power Point presentations linked there satisfy the OPMA and PRA training requirements. The State Archives records retention training linked there satisfies the records retention training requirements.



- **Training from Public Agencies or Public Agency Associations.**
 - Training offered by or at other public agencies or associations.
 - For example, training may be provided by a school board association, a fire district association, a public records officer association, and similar entities.
 - The Attorney General's Office is also examining whether its training videos can be made available online on the State of Washington Department of Enterprise Services "Learning Management System" website for state employees.



- **Outside Training.**
 - Training from an outside private trainer.
 - For example, a resource for local governments is the [Municipal Research and Services Center](#).
 - The Washington State Bar Association may also provide Continuing Legal Education (CLE) programs, particularly on the PRA and OPMA. These may be useful for persons who are attorneys who must receive training under the Act and who are also required by the WSBA to obtain CLE credits.



- **Washington State Archives - Records Retention Training.**
 - The Washington State Archives provides guidance and support to state and local government agencies in public records management by offering education and training opportunities.
 - Information about the State Archives training for state agencies and local agencies is available [online](#).
 - Another option is to ask the State Archives staff to provide records retention training or to guide the agency to other useful records retention training resources. An agency can contact the State Archives by email at recordsmanagement@sos.wa.gov or by telephone at (360) 586-4901.



- **Attorney General's Office In-Person Training.** [Section 5]
 - Ask the Assistant Attorney General for Open Government to provide PRA or OPMA training.
 - *Note:* There may be minimum audience size, travel and other factors to consider.

- **Other Training.**

- Consider other training options that cover the open public meetings and records training requirements.

The Act was designed to be flexible so an agency official or employee could select a training option that best fits his/her needs, governmental position, and agency resources.

14. What does it mean when the Act says that the PRA training must be consistent with the Attorney General's Office PRA Model Rules?

Answer: The Attorney General has, in [chapter 44-14 WAC](#), adopted "Model Rules" on PRA compliance to provide information to agencies and to requestors about "best practices" for complying with the PRA. While the PRA Model Rules are advisory (RCW 42.56.570), they are also noted as a training tool in the Act. [Sections 3, 4]. We believe they are used and referenced by many agencies today. As such, they are a good training foundation from which an agency can conduct or design PRA training. The Model Rules are also available on the office's Open Government Training [web page](#).

The Attorney General's Office PRA training video available on our web page is consistent with the Model Rules.

15. Does the Act require the Attorney General's Office to approve or certify training?



Answer: No.

16. Are there a minimum number of hours required for training?



Answer: No.

However, basic training for the OPMA and PRA should probably last no less than 15 – 20 minutes each, and basic records retention training should probably last 10-15 minutes. More detailed and longer training may be appropriate for some positions. For example, records officers may want to receive more detailed training on the PRA and records retention schedules, and/or receive training more often than once every four years.

17. Should an official or employee document the training? If so, how?



Answer: The Act does not require training to be documented. Even so, we recommend officials and employees subject to the Act document this training, and we recommend that their agencies assist them. An agency will want to have training information available to a court or to others if needed. (See Q & A No. 20 regarding possible consequences of non-compliance.)

The Act also contains no requirements describing how to document training. Every agency may be different in how it maintains its employees' or officials' training records. Or, if the training is conducted at a board meeting, the minutes can reflect that the training was provided and who attended. The minutes would also qualify as documentation.

The AGO has prepared sample documentation forms (a sample certificate and a sample training roster) which are available on the open government training [web page](#). Other forms or methods of documenting training are fine as well.

If an incumbent official or staff member has already received training during 2014, we recommend the official or staff member, or agency, document that training, too, if they have not already done so.

18. Is an official, employee or agency required under the Act to report completed trainings or provide training documentation or data to the Attorney General's Office?

Answer: No.

19. What is the training cost to the official, employee or agency?



Answer: The cost depends on what trainings the officials or employees take. They may incur travel costs on behalf of their agency, but if they take online training, the "cost" is primarily only their time. There is no cost to take the online trainings available on the Attorney General's Office website; they are free. There is no cost to take the State Archives online trainings on records retention; they are also free.

Many agencies that currently arrange for training on these open government laws, or other topics, already either use their own staff to conduct the trainings (such as their attorneys) or seek out other trainings from other organizations/associations. Thus, those are the types of costs currently taken into account by agencies.

20. What is the penalty for an official's or employee's non-compliance with the Act?

Answer: The Act does not provide any new penalties for an official or staff member not receiving required training. The Act does not provide any new penalties for an agency

not providing training. The Act does not create a new cause of action in court regarding training under the OPMA, PRA, or records retention laws. Remember, the Act is intended to reduce liability, not create new lawsuits. [See, e.g., Section 1]

However, under current case law, a court can consider whether agency staff received training when it is determining whether to assess a penalty for violations of other sections of the PRA (as specified in the PRA). That is, under current case law, evidence of training can mitigate an agency's exposure to penalties; absence of training can aggravate penalties.

21. What is the bottom line?

Answer: In sum, training is required by the new Act effective July 1, 2014. And, under current law and guidance, training is also in the agency's and the public's best interests. That is, it is already a best practice for officials and other employees who work with those open government laws to receive training, so they can better comply. The new Act simply takes that best practice one step further, by requiring training for many officials and records officers.

22. Who can we contact for more information?



Answer: You may contact the Attorney General's Office:

Nancy Krier
Assistant Attorney General for Open Government
(360) 586-7842
Nancyk1@atg.wa.gov

Attorney General's Office Open Government Training Page:
<http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

* * *

Information about State Archives records management and retention training
for state and local agencies is available at:

<http://www.sos.wa.gov/archives/RecordsManagement/>

Agencies can contact the State Archives by email at recordsmanagement@sos.wa.gov
or by telephone at (360) 586-4901.

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014
Title: Washington Wildlife and Recreation Program Administrative Rate
Prepared By: Nona Snell, Policy Director and Leslie Connelly, Policy Specialist

Summary

This memo follows up with board member questions related to the briefing in April about the Washington Wildlife and Recreation Program (WWRP) administration rate. Information is provided to address the question of how much it costs to administer the WWRP program, and to compare this with generally accepted administration costs for nonprofit organizations. The memo also reviews options for increasing the WWRP administration rate to cover program administration costs.

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

Washington Wildlife and Recreation Program

The Washington State Legislature established the Washington Wildlife and Recreation Program (WWRP) in 1990¹. The program was established to acquire the most significant recreation and habitat lands before they are lost to other uses and to develop recreation areas for a growing population. The program also preserves farmland and restores and develops state lands.

Administrative Allowance

When the WWRP program was established, the use of appropriated monies to pay for staff, overhead expenses, or for state, regional, or local agency² operation and maintenance of awarded grant projects was prohibited. In 2005, the law was amended³ to allow up to three percent of the funds appropriated for WWRP to be used by the Recreation and Conservation Office (RCO) for administration of the program.

Since 2005 several administrative requirements and public expectations have added to RCO's management of all grant programs. Examples include: consultation on cultural resources; increased expectations for electronic accessibility of project information; increased requests for disclosure of public information; increased requirements for fiscal accountability and review; increased accountability for grant compliance; and increased efforts to streamline grant processes with technology.

¹ Section 7, Chapter 14, Laws of 1990 1st Ex. Sess.

² Local agency is defined as a city, county, town, federally recognized Indian tribe, special purpose district, port district, or other political subdivision. RCW 79A.15.010(5)

³ RCW 79A.15.030(7)

RCO currently has eight grant managers that manage nine grant programs on behalf of the board, many of which have sub-grant categories. In addition, RCO has fiscal staff, information technology staff, managers, policy staff, and administrative staff who support the board's grant programs. While the RCO is a very efficient and effective agency, some of the new requirements have stressed our ability to maintain the board's strategic plan goal to achieve a high level of accountability in managing the resources and responsibilities entrusted to us.⁴ As a result, administrative requirements discussed above have suffered in the process.

The current allowance of three percent of WWRP appropriations for RCO's administrative functions is inadequate for two reasons: 1) the varied administration amount is an unstable amount of funding to maintain consistent operations; and 2) there is little or no funding left over to respond to new requirements and public expectations. This affects RCO's ability to effectively manage the WWRP program during the grant award cycle and over the long-term.

Increasing the WWRP administration rate will lead to improvements in the following five areas. These changes are designed to increase the quality and efficiency of RCO services provided to project sponsors and the public:

- Meet the board's policy on project implementation;
- Monitor older projects for compliance with contractual requirements;
- Meet legal requirements for cultural resources that may be found on project sites;
- Maintain data systems necessary to provide current information on funded projects, enhance the tools to electronically manage grants, and provide more information to the public and elected officials; and
- Meet agency fiscal monitoring requirements.

RCO Administration Costs

As presented at the April board meeting, bringing more stability to the staffing process is a high RCO priority. Rounding out the ups and downs (i.e. more stable funding) for administration would help to avoid the ramping up during times of large appropriations and laying off during times of lower appropriations. More constant staffing levels allow staff to better balance managing active grants and new applications with the compliance work necessary on older grants. On-going program management is required regardless of whether appropriations are high or low.

Overall Costs to Administer Board Grant Programs

The administration of the board's and other RCO grant programs includes a variety of activities and associated costs for grant and program administration as listed below.

Costs Associated with Grant and Program Administration

- Develop grant program policies for approval by the board;
- Communicate with potential applicants and provide technical assistance to prepare for grant application cycles;

⁴ Recreation and Conservation Funding Board Strategic Plan (2012)

- Prepare grant manuals, electronic applications, and other materials necessary to carry out the competitive grant application process;
- Review grant applications for completeness and eligibility;
- Manage and support volunteer advisory committees who evaluate and rank applications;
- Manage and support the board in their role to set policy and approve projects for funding;
- Conduct application evaluations in open public meetings;
- Prepare funding lists and presentations for board approval and submit approved lists to the Governor and Legislature;
- Provide data and information related to WWRP throughout the legislative process and to media outlets;
- Collect and review documents for project grant awards;
- Prepare contracts for each project;
- Address amendments or other project or contract changes;
- Maintain and update data systems (e.g., PRISM, GIS) to collect applicant and project information;
- Provide cultural resources technical assistance and coordinate compliance with legal and executive order requirements;
- Monitor project progress, pay invoices, and conduct audits and inspections;
- Monitor projects for compliance with long-term statutory and contractual requirements;
- Provide public access to and disclosure of grant records; and
- Pay for staff salaries and benefits and the materials necessary to carry out the above tasks.

Overall, RCO's total administration cost varies each biennium. During the period from the 2003-2005 to 2011-2013 biennia, the average RCO administration cost for all of the agency's programs and activities was \$7.9 million. The range was \$5.4 to \$9.4 million. See Table 1 for details of RCO's administration costs over the last five biennia.

Table 1: RCO's Total Administration Cost

Biennium	03-05	05-07	07-09	09-11	11-13	Average
Dollars in Millions	\$5.4	\$6.9	\$8.7	\$9.4	\$8.9	\$7.9

Cost to Administer WWRP

At the April meeting, board members asked what the cost of administering the WWRP program is and to compare that cost with how much private non-profit organizations use to administer their grant programs.

The administrative activities described above and their associated costs span across all of the work of RCO and are not unique to WWRP. In order to determine the portion of administration costs related to WWRP only, staff compared the WWRP appropriations to RCO's total capital appropriations and then applied that percentage to the total administration costs to determine the WWRP administration costs. The calculation looks like this:

	A		B		C
	RCO total administration cost (See Table 1)	X	WWRP appropriation / RCO total capital appropriation (See Table 2)	=	WWRP administration cost
Average of Past Five Biennia	\$7.9 million		33.4%		\$2.6 million

Staff calculated the data for columns A, B, and C for the past five biennia to develop an average over the previous ten fiscal years. See tables 1 and 2 for the calculations to determine the averages for columns A and B, respectively.

Based on this analysis, the average percent of WWRP appropriations compared to RCO's total appropriations is 33.4 percent (column B). The range was 24 to 42 percent over the last five biennia. Applying this WWRP percentage to RCO's total average administration cost (column A) results in an average WWRP administration cost of \$2.6 million each biennium (column C). See table 3 for the calculations to determine the averages for column C.

Table 2: WWRP Appropriations Compared to RCO's Total Appropriations

Biennium	03-05	05-07	07-09	09-11	11-13	Average
----- Dollars in Millions -----						
WWRP Appropriation Only	\$45.0	\$50.0	\$100.0	\$70.0	\$42.0	\$61.4
Total RCO Capital Appropriations	\$133.4	\$153.7	\$240.0	\$198.9	\$175.5	\$180.3
WWRP Appropriation as a Percent of Total RCO Capital Appropriations	33.7%	32.5%	41.7%	35.2%	23.9%	33.4%

Table 3: Average WWRP Administration Cost

Biennium	03-05	05-07	07-09	09-11	11-13	Average
----- Dollars in Millions -----						
RCO's Total Administration Cost	\$5.4	\$6.9	\$8.7	\$9.4	\$8.9	\$7.9
WWRP Appropriation as a Percent of Total RCO Capital Appropriations	33.7%	32.5%	41.7%	35.2%	23.9%	33.4%
WWRP Administration Cost as a Percent of RCO Total Administration Cost	\$1.8	\$2.2	\$3.6	\$3.3	\$2.1	\$2.6

The last step in the analysis was to compare the average biennium WWRP administration cost of \$2.6 million to the total RCO total administration cost to develop an average WWRP administration rate. The result is an average WWRP administration rate of 4.3 percent. The range was 3.6 to 5.1 percent over the previous five biennia. See table 4 for the calculations to determine the average WWRP administration rate.

Table 4: Average WWRP Administration Rate

Biennium	03-05	05-07	07-09	09-11	11-13	Average
----- Dollars in Millions -----						
WWRP Administration Cost as a Percent of RCO Total Administration Cost	\$1.8	\$2.2	\$3.6	\$3.3	\$2.1	\$2.6
WWRP Appropriation	\$45.0	\$50.0	\$100.0	\$70.0	\$42.0	\$61.4
WWRP Administration Rate	4.1%	4.5%	3.6%	4.7%	5.1%	4.3%

Calculating one program's administration cost is difficult because of the following variables:

- The WWRP funding level has ranged from \$42 million to \$100 million over the previous five biennia,
- The number of WWRP applications received has ranged from 115 to 266 over the previous five biennia,
- The number of all of the projects monitored for compliance each year has ranged from 4 to 30 over the previous five biennia,
- Whether data system improvements were completed or deferred for a later time, and
- The level of fiscal monitoring required by program funding source.

Calculating the cost of the WWRP administration rate assumes that all programs, including federally funded programs, require the same level of administration.

RCO's Federal Indirect Rate

Every year RCO negotiates an indirect rate for its administration of federal grant programs. The negotiations are based on the actual allowed cost of administering all programs, including all of the elements listed on page 2. RCO's 2013 federal indirect rate is 4.12 percent.

Nonprofit Organization Administration Costs

According to The Foundation Center⁵, there is no single accepted standard percentage of administration applied by nonprofit organizations. Nonprofits spend varying amounts of their budget on administration costs, depending on the scope and structure of their operations.

Options for Increasing the Administration Rate

There were six options for the WWRP administration rate presented to the board at the April meeting. For this memo, staff developed two additional options for the board to consider. All of the options are presented based on WWRP appropriation amounts in \$15 million increments.

⁵ The Foundation Center: <http://foundationcenter.org/>, June 17, 2014

Options Presented at April Meeting

Option 1: Maintain the WWRP administration rate at three percent.

WWRP Appropriations	\$40,000,000	\$55,000,000	\$70,000,000	\$85,000,000	\$100,000,000
	0		0	0	
3% Amount for Administration	\$1,200,000	\$1,650,000	\$2,100,000	\$2,550,000	\$3,000,000

Option 2: Increase the administration rate to reflect the federal indirect rate (currently 4.12 percent).

WWRP Appropriations	\$40,000,000	\$55,000,000	\$70,000,000	\$85,000,000	\$100,000,000
	0		0	0	
4.12% on Total Amount	\$1,648,000	\$2,266,000	\$2,884,000	\$3,502,000	\$4,120,000

Option 3: Increase the administration rate to 5 percent, depending on administrative need (to be justified to OFM).

WWRP Appropriations	\$40,000,000	\$55,000,000	\$70,000,000	\$85,000,000	\$100,000,000
5% on Total Amount	\$2,000,000	\$2,750,000	\$3,500,000	\$4,250,000	\$5,000,000

Option 4: Maintain a 3 percent administration rate on the first \$40 million appropriation for stability and increase to five percent on appropriation amounts above the \$40 million base.

WWRP Appropriations	\$40,000,000	\$55,000,000	\$70,000,000	\$85,000,000	\$100,000,000
	0		0	0	
3% on First \$40 Million	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
5% on above \$40 Million	\$0	\$750,000	\$1,500,000	\$2,250,000	\$3,000,000
Total Blended Administration	\$1,200,000	\$1,950,000	\$2,700,000	\$3,450,000	\$4,200,000

Option 5: Increase the administration rate to 5 percent on the first \$40 million appropriation and maintain 3 percent on appropriation amounts above the \$40 million base.

WWRP Appropriations	\$40,000,000	\$55,000,000	\$70,000,000	\$85,000,000	\$100,000,000
	0		0	0	
5% on First \$40 Million	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
3% on above \$40 Million	\$0	\$450,000	\$900,000	\$1,350,000	\$1,800,000
Total Blended Administration	\$2,000,000	\$2,450,000	\$2,900,000	\$3,350,000	\$3,800,000

Option 6: Increase the administration rate to 5 percent up to \$50 million appropriation only with no administration allowance on appropriation amounts above \$50 million.

WWRP Appropriations	\$40,000,000	\$55,000,000	\$70,000,000	\$85,000,000	\$100,000,000
	0		0	0	
5% on First \$50 Million	\$2,000,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000

New Options for July Meeting

Option 7: Increase the administration rate based on the actual average cost of administering the WWRP program over the previous five biennia. The current rate is 4.3%.

WWRP Appropriations	\$40,000,000	\$55,000,000	\$70,000,000	\$85,000,000	\$100,000,000
4.3% on total amount	\$1,720,000	\$2,365,000	\$3,010,000	\$3,655,000	\$4,300,000

Option 8: Increase the rate to 5 percent up to \$54 million and reduce the rate in 0.5 percent increments for each additional \$15 million.

WWRP Appropriation		Incremental Administration Rate	Total Blended Administration Amount	
--- Dollars in Millions ---			--- Dollars in Millions ---	
From	To	%	From	To
\$0	\$54,000,000	5.0%	\$0	\$2,700,000
\$55,000,000	\$69,000,000	4.5%	\$2,745,000	\$3,375,000
\$70,000,000	\$84,000,000	4.0%	\$3,415,000	\$3,975,000
\$85,000,000	\$99,000,000	3.5%	\$4,010,000	\$4,500,000
\$100,000,000	and above	3.0%	\$4,530,000	and above

WWRP Appropriations	\$40,000,000	\$55,000,000	\$70,000,000	\$85,000,000	\$100,000,000
	0		0	0	
Total Blended Administration	\$2,000,000	\$2,745,000	\$3,415,000	\$4,010,000	\$4,530,000

Stakeholder Response

The Washington Wildlife and Recreation Coalition's State Policy Committee discussed the proposal to change the WWRP administration rate. The Coalition is supportive of RCO exploring increases to the administrative rates of the Washington Wildlife and Recreation Program. The Coalition encouraged the board and agency to pursue discussions with legislators and staff to determine the most strategic timing and approach for such a proposal. Their letter is Attachment A.

Discussion and Next Steps

Staff recommends the board pursue a statutory change to the WWRP administration rate and direct staff to work with the Governor's office and stakeholders on options 6 and 7.

Option 6, which increases the administration rate on the first \$50 million appropriation only with no administration rate above the \$50 million appropriate level stabilizes the administration rate over time and allows enough funding to complete the administrative tasks associated with the WWRP program. This option will also be explainable to the Governor's Office and the Legislature.

Option 7, which increases the administration rate to 4.28% based on the actual average cost of administering the WWRP program over the previous ten fiscal years, reflects the actual cost of administering the WWRP program. For convenience, staff recommends rounding the rate to 4.5% instead of the actual 4.3%. The additional 0.2% would allow RCO to do some of the administrative work that currently is not accomplished during times of low appropriation levels such as compliance, fiscal monitoring, data projects, etc.

All agency requests for statutory changes must be approved by the Governor's Office. We expect the due date for statutory changes will be at the end of August.

If the request for a statutory change is approved by the Governor's Office, RCO staff will meet with legislators and legislative staff to educate them on the need for the change and associated costs.

The regular legislative session adjourns in mid-April. If this proposal is passed, the change would take effect with the 2015-17 WWRP appropriation.

Attachments

A. Washington Wildlife and Recreation Coalition Letter

WASHINGTON WILDLIFE AND RECREATION COALITION



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Gov. Mike Lowry

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Rep. Hans Zeiger

EXECUTIVE DIRECTOR

Joanna Grist

June 20, 2014

Ms. Harriet Spanel
Recreation and Conservation Funding Board
1111 Washington Street SE
Olympia Washington 98501

Dear Chair Spanel and Members of the Board,

The Washington Wildlife and Recreation Coalition is supportive of RCO exploring increases to the administrative rates of the Washington Wildlife and Recreation Program. We encourage the board and agency to pursue discussions with legislators and staff to determine the most strategic timing and approach for such a proposal.

The Washington Wildlife and Recreation Program is successful, in great part, due to the nationally recognized, competitive evaluation process that ensures the integrity of the program and credibility with the public, elected officials and project applicants.

We applaud the Recreation and Conservation Office staff, under your and Director Cottingham's leadership, for administering this program efficiently and transparently to meet the state's most urgent recreation and conservation needs. The WWRP program is a model for building trust with the public.

We believe that it is critically important to invest in the administration of the program to a level that allows the program's integrity to be maintained. We hope that with increased and stable funds, the RCO will continue to prioritize monitoring past funded WWRP projects, outreach to underserved communities and competitive evaluations by independent experts.

We look forward to discussing with you further details of a specific proposal and timing after RCO staff has solicited input from key policymakers.

Respectfully,

Joanna Grist
Executive Director

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014
Title: Youth Athletic Facilities Program
Prepared By: Leslie Connelly, Policy Specialist

Summary

This memo summarizes staff recommendations to request capital budget funding for a youth and community athletic fields grant program for the 2015-17 biennium.

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

At the April meeting, the board directed staff to develop recommendations for a youth and community athletic facilities grant program, similar to the Youth Athletic Facilities (YAF) program previously funded with the stadium and exhibition center bond issue¹ created in 1997.

YAF Program 2000-2012

The YAF program was funded through the youth athletic facilities account² which received funds from excess revenue in the stadium and exhibition center account. The board awarded \$13,691,331 to 209 projects from fiscal years 2000 to 2012. Project sponsors contributed \$30,061,500 in match (68%) for a total investment of \$44,439,871.

Expenditures in the YAF account were distributed according to state law which required grants to be awarded as follows:

- Eligible project sponsors were cities, counties, and qualified nonprofit organizations;
- Funds were used to acquire, develop, equip, maintain, and improve community outdoor athletic facilities;
- Funds were divided equally between:
 - New development of community outdoor athletic facilities,
 - Improvement of existing community outdoor athletic facilities, and
 - Maintenance of existing community outdoor athletic facilities³;

¹ Referendum 48, Chapter 43.99N RCW

² RCW 43.99N.060(4)

³ In 2007, grants for maintaining facilities were not available.

- Eligibility criteria were established by the board⁴;
- Grants were awarded on a competitive basis;
- Funds were awarded proportional to the population of the city or county where the facility was located⁵; and
- RCO retained one and one-half percent of the moneys for administrative purposes.

In addition to the state law requirements, the board adopted policies and evaluation criteria for the YAF program⁶. The primary focus of the program was to fund the athletic facility needs of people through the age of 18 who participate in sports and athletics. An athletic facility was defined as a “facility dedicated to the purposes of sports and athletics.”

Funding compatible multi-generational use of facilities, including amateur adult use, was strongly encouraged. To achieve this, applicants were encouraged to propose facilities sized for adults but which would primarily serve youth. The board defined the three funding categories as follows:

- “New” athletic facility – the acquisition or development of land or structures to provide an athletic facility or facilities not previously available for youth or community athletic purposes.
- “Improving” athletic facility – work done to add playing capacity to an existing athletic facility by:
 - Changing the use from one type to another
 - Extending the time of use or season of use, or
 - Expanding the physical size to accommodate new or extended types, seasons, or hours of use.
- “Maintaining” athletic facility – work to continue or retain the originally designed and built facility to an accepted standard of safe use.

Applicants were required to provide a one-to-one match to the grant amount requested. If additional match was provided, it was recognized with additional points in the evaluation criteria. The previous minimum and maximum grant requests are identified in Table 1.

Table 1. YAF Program Minimum and Maximum Grant Amounts in 2007

Category	Minimum Grant	Maximum Grant
New a new athletic facility	\$25,000	\$150,000
Improve an existing athletic facility	\$15,000	\$75,000
Maintain an existing athletic facility	\$5,000	\$25,000

The board established two policies to prioritize YAF funding. First, a preference for athletic fields was established and such fields were awarded three additional points in the evaluation criteria. Second, elements necessary for athletic play (e.g., “in bounds” element such as goals, nets, mounds, fences, etc.) were a priority and support elements (e.g., scoreboards, bleachers, restrooms, etc.) were only eligible if part of a larger project that included “in bounds” elements. The most recent evaluation criteria (2007) are found in Attachment A.

⁴ RCW 79A.25.820(2).

⁵ Proportionality was applied in the context of community need in the evaluation criteria. This requirement did not apply in 2007.

⁶ Youth Athletic Facilities: 2007-08 Policies & Project Selection (November 2007)

YAF Program 2014

In fiscal year 2014, the legislature appropriated \$3,630,000 for four youth recreation grants through the state building construction account. These four projects were specifically identified in the capital budget and received \$3,480,444 in funds after RCO retained \$149,556 for administration. RCO administered the projects similar to the policies in the YAF program. The projects are currently underway. Project sponsors are contributing \$4,256,856 in match (55%) for a total investment of \$7,737,300.

Options for Consideration

The board has two basic options to consider when requesting funds for youth and community athletic facilities. The first option is to request funds for appropriation in the youth athletic facilities account and administer the program per the state law requirements. The second option is to request funds for appropriation in general obligation bonds, similar to the state building construction account funds allocated in fiscal year 2014. With either option, the board could update and revise program policies in preparation for a new grant cycle. A third option could be to propose legislative changes to the YAF statute, along with a budget request.

Option 1 – Youth Athletic Facilities Account

Requesting funds for appropriation in the youth athletic facilities account would require the program to be administered according to state law requirements such as the types of eligible applicants, the funding distribution between categories, and the types of eligible project. The board would have the responsibility to develop policies regarding grant amounts, program preferences, and evaluation criteria. An advantage to the approach is that the youth athletic facilities account is an established account with known policy priorities. A disadvantage to this approach is that development of new athletic facilities is also eligible for funding in the Washington Wildlife and Recreation Program local parks category and the Land and Water Conservation Fund.

Option 2 – General Obligation Bonds

Requesting funds from general obligation bonds would provide more flexibility for the board to define the intent and purpose of the program. An advantage of this approach is that the board could make strategic decisions about funding priorities and target the program to address the gap in the types of projects funded through the Washington Wildlife and Recreation Program local parks category. For example, improving existing athletic facilities is eligible for funding in these other programs, but they typically do not score as well as other projects.

Staff Recommendations

RCO staff recommends the board pursue option two and create a targeted program to address funding gaps for youth and community athletic facilities. This program could be called the "Youth and Community Athletic Facilities" (YCAF) program. The YCAF program could be guided by the intent of the youth athletic facilities account, but be limited in scope to address unmet needs across the state. Staff recommends the board focus on improving existing facilities because these types of facilities do not compete well in existing grant programs and represent a focus area of importance to the Governor's Outdoor Recreation Task Force. Staff recommends the board request \$3.6 million to fund the YCAF program with three percent allocated to RCO program administration.

Improving existing facilities would have a similar scope to the definitions previously used in the YAF program which include changing the use of a facility from one type to another, extending the time of use or season of use of a facility, or expanding the physical size of a facility. The primary focus of the YCAF program would remain similar to The YAF program facilities serve kids and young adults through the age of 18, and the YCAF program would have a similar focus and also encourage compatible use of the facilities by adults.

Staff recommends the maximum grant award would be \$250,000 with a one-to-one match from the project sponsor. Eligible project sponsors would be cities, counties, park districts, non-profit organizations, park districts, and Tribes.

Letters of Intent

Along with any option the board chooses, staff recommends that the board solicit letters of intent from prospective applicants who would like to apply for a grant should funding be appropriated in the 2015-17 capital budget. Staff would issue the solicitation notice immediately after the July board meeting. Letters of intent would be accepted from mid-July to early August in 2014. Applicants would be required to submit a letter of intent in order to be considered for future funding. Entities that did not submit a letter of intent could not apply for funds if money was appropriated. However, there would be no obligation to apply if an entity submitted a letter of intent.

During the winter of 2015, RCO staff would draft revised evaluation criteria for board consideration in anticipation of an upcoming application cycle. The criteria would be adopted at the board's spring meeting in 2015.

If funding was appropriate in the 2015-17 budget, applicants that submitted a letter of intent would be invited to submit a complete application in the summer of 2015. Applications would be evaluated by an existing grants evaluation committee such as the Washington Wildlife and Recreation Program local parks advisory committee. A final ranked list would be presented to the board in the fall of 2015 and projects would be able to start immediately upon signing a grant contract.

Request for Direction

Staff request direction from the board as how to pursue a funding request and letter of intent solicitation for the 2015-17 biennium.

Strategic Plan Link

Requesting appropriations for a youth athletic and community facility program fits within the board's mission to provide leadership and funding to help our partners protect and enhance Washington's natural and recreational resources for current and future generations. It also meets the board's strategy 1.B.5. to provide funding to protect, preserve, restore, and enhance recreation opportunities statewide.

Attachments

A. Youth Athletic Facilities Evaluation Criteria (2007)

Youth Athletic Facilities Evaluation Criteria (2007)

Applicants provide written responses to team-scored evaluation questions 1- 6 if submitting a grant application for:

- ▶ "New Facilities"
- ▶ "Improving or Renovating Existing Facilities" or
- ▶ "Maintaining Existing Facilities." (NOT available in 2007)

Table 1. Summary of Questions and Scores for NEW Facilities, IMPROVING Existing Facilities, and MAINTAINING Existing Facilities

Scored by	#	Title	Max. Points	Multiplier	Total
Team	1	Need	5	3	15
Team	2	Community priorities	5	3	15
Team	3	Availability	5	1	5
Team	4	Facility management	5	1	5
Team	5	Readiness to proceed	5	1	5
Team	6	Partnerships	5	2	10
RCO Staff	7	Preference for outdoor fields	3	1	3
RCO Staff	8	Multi-generation use	1	1	1
RCO Staff	9	Matching shares	2	1	2
RCO Staff	10	Proximity to people	1	1	1
RCO Staff	11	GMA Preference	0	1	0
Total possible points = 62					

KEY: RCO Staff = Question scored by RCO staff
 Team = Question scored by the evaluation team
 Title = Question title
 Max = Maximum points given by evaluators
 Multiplier = Multiplier or weight of each question

TEAM SCORED QUESTIONS

The following questions, 1-6, are scored by evaluators. Written responses are required.

1. **Need.** What is the community's need for new or improved athletic facilities?

Consider the number and condition of existing athletic facilities, the number of leagues, teams, or players in the community; whether the community has gone through a public process to reveal deficient numbers or quality of available facilities; and whether significant unserved or under-served user groups are identified.

Your discussion of need must include *measurable (quantifiable)* evidence. At a minimum, please include the following information in your answer.

- Type of facility to be funded
- Service area, either in square miles or in a radius by miles
- The population of the service area, youth and adult (estimated or actual)
- Number and type of similar facilities inside the service area
- Number of leagues, teams, and players served in the service area
- Number of leagues, teams, and players that are expected to use the new or improved facility

In general, proposals from communities with fewer facilities and higher demand will score higher than proposals from communities with more facilities and lower demand. Applicants shall define "community."

- a. No need is demonstrated (0 points)
- b. Modest need is demonstrated (1-2 points)
- c. Strong need is demonstrated (3-4 points)
- d. Unusually high or urgent need is demonstrated (5 points)

Evaluators will give a maximum score of 5 that is later multiplied by 3.

2. **Community Priorities.** What evidence is available to support the project as a community priority? How well does the community support this project?

The applicant must demonstrate how the proposed project satisfies community athletic facility needs and provides for a priority community athletic facility. Evidence includes but is not limited to letters of support; voter approved initiatives/bond issues/referenda; ordinance or resolution adoption; media coverage; public involvement in a comprehensive planning process that includes this project; a capital improvement program that includes the project; a local park or comprehensive plan that includes the project by name or by type.

If you submit letters of support or other documents, remember to attach one copy to your application in PRISM. If the support documentation is extensive, highlight the pertinent page(s) and provide to RCO staff. Applicants shall define "community."

- a. No evidence presented that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility..... (0 points)
- b. Little or modest evidence that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility..... (1-2 points)
- c. Adequate or strong evidence that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility..... (3-4 points)
- d. There is overwhelming evidence that the proposed project satisfies the community athletic facility needs or provides for a priority community athletic facility (5 points)

Evaluators will give a maximum score of 5 that is later multiplied by 3.

3. **Availability.** On project completion, what is the anticipated availability of the facility during a calendar year?

Consider seasons of use, types of use, hours of use, restrictions (if any) on access. Describe the use policy for the facility, that is: what sports, leagues, teams, and players have access and under what conditions. Also, please fill in the matrix below. In the left column, write the name of the team, league, school, or organization that will use the facility, and then check the boxes to indicate which month(s) apply.

▼ NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<i>Example: Recreation League baseball</i>						X	X	X				

- a. Availability is restricted to "special interest" team or league..... (0 points)
- b. Availability is limited to 1 or 2 seasons and daylight hours..... (1-2 points)
- c. Available for 3 or more seasons (3 points)
- d. Available for 3 or more seasons and extended hours (4 points)
- e. Available year around and includes evening use (5 points)

Evaluators will give a maximum of 5 points.

4. **Facility Management.** Does the applicant have a plan for the long-term maintenance and operation of the facility?

Describe how the facility will be kept in usable condition and made available over time. Can you demonstrate how it will ensure that the land or facility will be available for the originally intended athletic uses (type of sport or sports, age of participants) throughout the project's intended life? Describe your organization's structure and indicate how long your organization has been involved in youth or community athletics. Do you have a written management plan for the facility? If yes, please attach a copy.

- a. Evidence is lacking, no plan presented (0 points)
- b. Weak evidence, poor plan (1 point)
- c. Evidence and/or plan is adequate (2 points)
- d. Good evidence, plan is well done (3-4 points)
- e. Solid evidence, outstanding plan..... (5 points)

Evaluators will give a maximum score of 5.

5. **Readiness to Proceed.** How soon after the grant is approved will the project begin?

Provide evidence that the applicant can move swiftly towards project completion by documenting availability of 50% match; architectural and engineering work completed; appraisal and review completed; permits secured; needed labor pool, paid or volunteer, is available. In addition to your answer, please estimate your project timeline in the matrix below.

Acquisition: Major Activity	Estimated date of completion
Initiate land owner contact	
Determine value (appraisal, estimate, etc)	
Escrow	
Closing	
Final billing to grant (if awarded)	

OR

Development	Estimated date of completion
Planning (A&E) documents	
Secure permits	
Issue bids	
Begin construction	
50% completion	
90% completion	
Complete project	
Final billing to grant (if awarded)	

- a. Significant barriers exist before the project can proceed (0 points)
- b. A number of barriers exist but steps are underway to eliminate the barriers *in the next 12 months* (1-2 points)
- c. Few barriers exist and are readily removed (3-4 points)
- d. The project is ready to move forward immediately..... (5 points)

Evaluators will give a maximum score of 5.

6. **Partnerships.** Does the applicant have partners that bring **measurable value** to the proposed project? Does the applicant have partnership arrangements? If so, what value does the partnership bring to the project?

Measurable value must include money, land, labor, materials, services or other necessary support. Letters of endorsement, by themselves, are not evidence of measurable value unless they include a statement of, or reference to, the value that the endorsing person or organization is bringing to the project.

- a. None (0 points)
- b. The applicant has a partner but there are few additional resources or little additional value as a result..... (1 point)
- c. Partnership offers some value toward completion of the project..... (2-3 points)
- d. Partnership results in significant value for the project..... (4 points)
- e. The partnership will result in outstanding value for the project (5 points)

Evaluators will give a maximum score of 5 that is later multiplied by 2.

STAFF-SCORED OBJECTIVE QUESTIONS

RCO staff scores the following questions (7-11) based on objective information applicants have already submitted. No further response to these questions is needed.

7. **Preference for Outdoor Fields.**

Does the project involve an outdoor athletic field?

- a. No outdoor field involved (0 points)
- b. One or more outdoor fields are involved..... (3 point)

8. **Preference for Multi-Generation Use.**

Is the proposed facility sized for adult use and either usable by or adaptable to youth use?

- a. No (0 points)
- b. Yes (1 point)

9. **Matching Shares.**

Is the applicant providing a matching share greater than 50 percent?

- a. No (0 points)

- b. Yes 51 to 75 percent (1 point)
- c. Yes more than 75 percent..... (2 points)

10. Proximity to People.

State law requires RCFB to give funding preference to projects located in populated areas. Populated areas are defined (RCW 43.51.380) as a town or city with a population of 5,000 or more, or a county with a population density of 250 or more people per square mile. Is the project located in an area meeting this definition?

- a. No (0 points)
- b. Yes (1 point)

11. GMA Preference.

Has the applicant made progress toward meeting the requirements of the growth management act (GMA)? RCW 43.17.250 (GMA-preference required.)

State law requires that:

- (1) Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant* has adopted a comprehensive plan and development regulations as required by RCW 36.70A.040 ("state law").
- (2) When reviewing such requests, the state agency shall accord additional preference to applicant* that have adopted the comprehensive plan and development regulations. An applicant* is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:
 - a. Adopts or has adopted within the time periods specified in state law;
 - b. Adopts or has adopted by the time it requests a grant or loan; or
 - c. Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than six months out of compliance with the time periods has not demonstrated substantial progress.
- (3) A request from applicant* planning under state law shall be accorded no additional preference based on subsection (2) over a request from an applicant* not planning under this state law.

This question is scored by RCO staff based on information obtained from the state Department of Community, Trade, and Economic Development, GMA Division. To qualify for the current grant cycle, the GMA comprehensive plan and development regulations must be completed by RCO's Technical

Completion Deadline.

- The applicant does *not* meet the requirements of RCW 43.17.250(minus 1 point)
 - The applicant *meets* the requirements of RCW 43.17.250 (0 points)
 - The applicant is a nonprofit organization (0 points)

RCO staff subtracts a maximum of 1 point; there is no multiplier.

* City and county applicants only. This segment of the question does not apply to nonprofit organizations.

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014
Title: Boating Infrastructure Grant Program
Prepared By: Marguerite Austin, Recreation and Conservation Section Manager

Summary

This memo presents the applications that have been submitted for federal Boating Infrastructure Grant (BIG) program funding in 2014. The July meeting provides an opportunity for review of the applications in an open public meeting of the Recreation and Conservation Funding Board.

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 U.S. Fish and Wildlife Service (USFWS) recently announced the availability of funds for the Boating Infrastructure Grant (BIG) program. The Recreation and Conservation Funding Board (board) has delegated authority for project selection to the Recreation and Conservation Office (RCO) director. Before project selection, board policy requires presentation of the BIG projects at a board meeting to give members of the public an opportunity to comment on the proposed projects. At the board meeting in July, staff will present the grant applications submitted for funding and fulfill the open public meeting requirement.

Boating Infrastructure Grant Program Policies

The U.S. Congress created the BIG Program under the Sportfishing and Boating Safety Act of 1998. The program is managed by the -USFWS and provides funds for developing and renovating boating facilities for recreational boats 26 feet and larger. Sponsors may also use funds to provide directional information and enhance boater education. Facilities eligible for funding include transient moorage docks, breakwaters, and buoys.

The -USFWS has established two "tiers" of grants.

- Tier 1 is for projects that request \$100,000 or less. Each year the state of Washington may submit an unlimited number of projects requesting funds on behalf of the state or eligible sub-sponsors. However, the total may not exceed \$100,000. Tier 1 applications are not guaranteed, but have a high probability of funding approval.

- Tier 2 is for projects that request between \$100,001 and \$1.5 million. States may submit applications for any number of Tier 2 grants on behalf of itself or an eligible sub-sponsor. These projects are submitted for national competition with no assurances of success.

Rules governing Washington's program are found in Manual #12, *Boating Infrastructure Grant Program*.

Eligible Applicants:	Local governments, state agencies, port districts, tribal governments, and private marinas and nonprofit organizations with facilities open to the general public
Eligible Projects:	Development, renovation, education, and information
Match Requirements:	Grant recipients must provide at least 25% matching funds in either cash or in-kind contributions.
Funding Limits	Tier 1: The minimum fund request is \$5,000 with a maximum request of \$95,000. ¹ Tier 2: The minimum fund request is \$100,001 with a maximum request of \$1,455,000. ²
Public Access:	Required for a minimum of 20 years
Other Program Characteristics:	<ul style="list-style-type: none"> • Projects must be located on navigable waters. • Transient moorage is limited to 10 days. • Key priorities in the evaluative process include partnerships, percent of sponsor match, innovation, and access to sites of national, regional, or local significance.

Approval of BIG Projects

The board has delegated the following authority to the RCO director for the BIG program:

- The director may approve funding for Tier 1 projects. If there is only one application, the director considers the recommendation of the Boating Programs Advisory Committee (committee) before making a decision to fund the project. If there are multiple applications the committee evaluates and ranks the projects. The director's approval is based upon the ranking. Board policy also allows the committee to make a "do not fund" recommendation.
- The director may submit Tier 2 projects to the USFWS for the national competition, following review by the committee of each project and presentation of the applications at a regular meeting of the board.

Federal Fiscal Year 2015 Grant Cycle

In May, RCO received seven BIG applications for funding consideration during this grant cycle. There are five Tier 1 and two Tier 2 requests. The proposals are described in Attachment A.

¹ The board's adopted policy is to set aside \$5,000 for program administration.

² The USFWS adopted a \$1.5 million grant limit. \$45,000 is set aside for program administration.

BIG Tier 1 and 2 Technical Review

The Boating Programs Advisory Committee is comprised of representatives from state and local agencies and citizens with expertise in boating access facilities. It is their responsibility to review all project proposals. The technical review occurred in June, and applicants have until the end of July to update their proposals and submit changes.

BIG Tier 1 and 2 Project Evaluation

In August, the committee will evaluate the five Tier 1 projects. The director will approve Tier 1 funding based on the ranked list and recommendations of the committee.

After considering the recommendations of the committee and review of the projects at the board meeting, the director will submit the two Tier 2 project applications to the USFWS in September for the national competition.

Program Funding

The state capital budget includes authorization to expend any federal funds that we receive for Tier 1 and 2 projects. Washington State typically receives \$100,000 each year for BIG Tier 1 projects. The USFWS anticipates awarding approximately \$9.5 million for BIG Tier 2 projects.

Strategic Plan Link

Consideration of grant awards supports the board's strategy to provide funding to protect, preserve, restore, and enhance recreation opportunities statewide. The grant process supports the board's goal to achieve a high level of accountability in managing the resources and responsibilities entrusted to it. The criteria for selecting projects support strategic investments in the protection, restoration, and development of recreation opportunities.

Next Steps

The director will submit the federal fiscal year Tier 2 2015 projects to the USFWS for fund consideration following public comment and final review by the committee.

Attachments

- A. Boating Infrastructure Grant Program Project Proposals for Federal Fiscal Year 2015
- B. Map of Project Locations

Boating Infrastructure Grant Program Project Proposals for Federal Fiscal Year 2015

Number	Project Name	Grant Applicant	Program Category	Grant Request	Applicant Match	Total
14-1304D	Port Angeles Boat Haven Laundry Facility	Port of Port Angeles	Tier 1	\$50,400	\$45,600	\$96,000
14-1324D	Port of Poulsbo-Guest Marina-Facility Upgrades	Port of Poulsbo	Tier 1	\$56,980	\$20,020	\$77,000
14-1421D	Crow Butte Large Boat Slip Addition	Port of Benton	Tier 1	\$95,000	\$683,318	\$778,318
14-1523D	Tokeland Marina Transient Float Expansion Phase 2	Port of Willapa Harbor	Tier 1	\$90,315	\$30,105	\$120,420
14-1539D	Seaport Landing Visiting Vessel Moorage	Grays Harbor Historical Seaport Authority	Tier 1	\$95,000	\$665,650	\$760,650
Subtotal			5	\$387,695	\$1,444,693	\$1,832,388
14-1588D	Point Hudson Jetty Replacement	Port of Port Townsend	Tier 2	\$1,455,000	\$2,089,875	\$3,544,875
14-1615D	Port Angeles Transient Moorage Float Replacement	City of Port Angeles	Tier 2	\$245,250	\$81,750	\$327,000
Subtotal			2	\$1,700,250	\$2,171,625	\$3,871,875
Total			7	\$2,087,945	\$3,616,318	\$5,704,263

Tier 1 Proposals

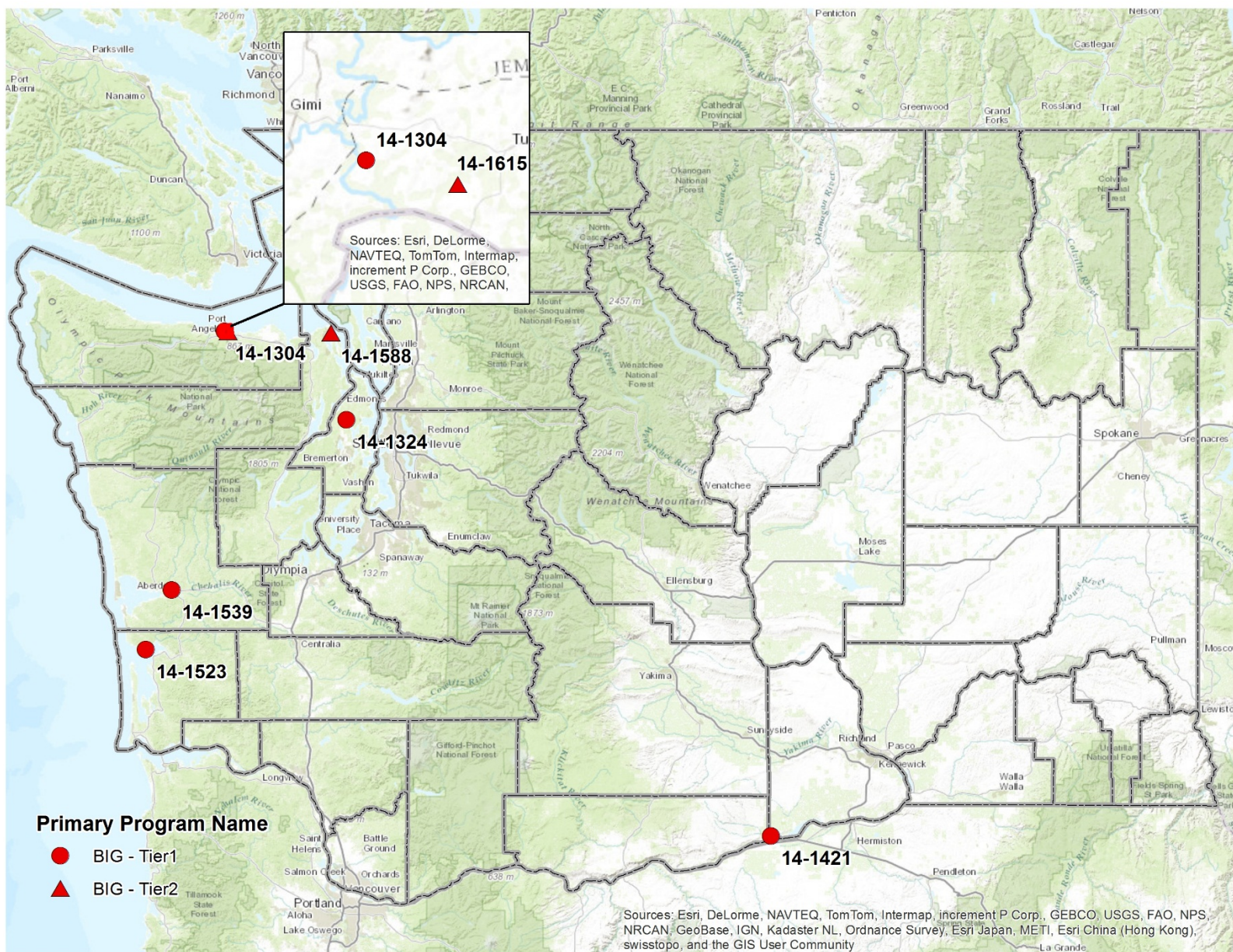
Number	Name	Sponsor	Grant Request	Match	Total Cost
14-1304 Development	Port Angeles Boat Haven Laundry Facility	Port of Port Angeles	\$50,400	\$45,600	\$96,000
<p>Description: The Port Angeles Boat Haven provides recreational boaters guest moorage and access to the nearby San Juan Islands and fishing opportunities in the Strait of Juan de Fuca. Each year the marina sees approximately 900 guest moorage calls, which equates to 2,000 boater days. The marina has guest moorage slips that range from 24 to 50 feet. Support amenities include restrooms, showers, and internet access.</p> <p>This development project includes the construction of a laundry facility. Recreational boaters will have direct access to this facility and utilize it during their stay at the guest moorage float.</p>					
14-1324 Development	Port of Poulsbo Guest Marina Facility Upgrades	Port of Poulsbo	\$56,980	\$20,020	\$77,000
<p>Description: The Poulsbo Marina is located at the north end of Liberty Bay in Kitsap County. It is part of downtown Poulsbo, also known as "Little Norway," and is considered by many to be a premier boating destination. The marina provides boating access to Puget Sound and has 130 slips available for guest moorage with an average patronage of nearly 6,000 boat nights per year. The facility accommodates vessels up to 80 feet in length. Support amenities include a bathhouse and a laundry room.</p> <p>The Port of Poulsbo's wants to use grant funds to make utility and safety improvements. The project includes replacing weather-worn 30 amp power pedestals for each slip, replacing the potable water system for Pier E, and installing rescue ladders at each moorage bay. These improvements will significantly increase the overall safety of the guest moorage facility.</p>					
14-1421 Development	Crow Butte Large Boat Slip Addition	Port of Benton	\$95,000	\$683,318	\$778,318
<p>Description: Crow Butte Park is located on an island in the Columbia River at the south end of Benton County. This area of the river is also known as Lake Umatilla and offers premier boating and fishing. The U.S. Fish and Wildlife Service manages most of the island as part of the Umatilla National Wildlife Refuge. The Port of Benton manages 275 acres on the northwest side of the island. The Port's park has campgrounds, swim areas, picnic sites, boat launches, a fish cleaning station, and a protected boat basin.</p> <p>The proposed project will add four 20' x 40' boat slips to the Crow Butte Park Marina Boat Basin. Plans also include adding a new access path and gangway, resurfacing the existing access routes, providing running water, lighting, and recycling bins.</p>					

Number	Name	Sponsor	Grant Request	Match	Total Cost
14-1523					
Development	Tokeland Marina Transient Float Expansion Phase 2	Port of Willapa Harbor	\$90,315	\$30,105	\$120,420
<p>Description: The Port of Willapa Harbor owns and operates the Tokeland Marina located on the north end of Willapa Bay in Pacific County. The Tokeland Marina serves both recreational and small commercial fishing boats with access to both the bay and the Pacific Ocean beyond. The marina is a very popular salmon fishing destination. The Port has undertaken a long overdue multi-phased redevelopment of the marina. The first phase included a floating transient dock/breakwater, a public restroom, picnic area, and parking.</p> <p>The Port is requesting grant funds for phase 2 improvements, which will include a new transient moorage float, access improvements, a pump-out station, and shoreline erosion protection. The BIG funds will contribute 15 percent of the total project cost. This is the prorated share for recreational boats over 26 feet in length.</p>					
14-1539					
Development	Seaport Landing Visiting Vessel Moorage	Grays Harbor Historical Seaport Authority	\$95,000	\$463,468	\$558,468
<p>Description: Grays Harbor Historical Seaport Authority will use this grant to develop 400 linear feet of guest moorage at Seaport Landing in Grays Harbor County. The project also includes a pump out station, new pilings, and utilities. With the recent acquisition of a 24-acre abandoned sawmill the Seaport Authority is proceeding with development of a maritime focused destination attraction in Aberdeen.</p> <p>The master plan for Seaport Landing includes a two-lane boat launch, parking, staging area, boat-trailer wash-down area, port-a-potty dump station, restrooms and showers, fish cleaning station, garbage/recycling area, and picnic sites. Centrally located between the Grays Harbor National Wildlife Refuge and the Chehalis Basin Surge Plain Natural Area Preserve this project will create a new public access site and will provide a much needed boost to the local economy. The Seaport Authority plans to submit a Boating Facilities Program grant for development of the boat launch and upland support amenities.</p>					

Tier 2 Proposals

Number	Name	Sponsor	Grant Request	Match	Total Cost
14-1588 Development	Point Hudson Jetty Replacement	Port of Port Townsend	\$1,455,000	\$2,089,875	\$3,544,875
<p>Description: The Port of Port Townsend will use this grant to replace the existing north and south jetties that protect the entrance to the Point Hudson Marina on Puget Sound. The marina provides 66 moorage slips for recreational boaters and can accommodate vessels up to 70 feet in length. A recent engineer's assessment of both the north and south jetties concluded that they are severely compromised and that their failure could jeopardize use of this historic marina facility. By replacing this critical breakwater structure, the Port will ensure the long-term protection of the marina from the damaging wind and wave action of Port Townsend Bay.</p> <p>The marina is located adjacent to the Northwest Maritime Center, home of the first and largest wooden boat festival in North America. This educational center is a resource for wooden boat enthusiasts worldwide and attracts hundreds of recreational boaters each year.</p>					
14-1615 Development	Port Angeles Transient Moorage Float Replacement	City of Port Angeles	\$245,250	\$81,750	\$327,000
<p>Description: Port Angeles plans to replace the six moorage floats at the Port Angeles City Pier. Last year, the twenty year old floats were decommissioned due to severe rot and safety concerns. Installing new floats will allow the city to reopen the facility and provide nearly 400 linear feet of moorage for recreational boaters.</p> <p>City Pier, located in the heart of downtown Port Angeles, provides convenient access to restrooms, supplies, and fuel. Nearby services include showers, a pump-out, and a boat yard with haul-out facilities including a travel lift. Port Angeles is an important destination for boaters and provides a gateway to the Pacific Coast.</p>					

State Map for Federal Fiscal Year 2015 Boating Infrastructure Grant Projects



Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014
Title: 2015-17 Budget Requests Preview
Prepared By: Nona Snell, Policy Director

Summary

The Recreation and Conservation Office (RCO) must submit operating and capital budget requests for the 2015-17 biennium to the Office of Financial Management by early September. This memo provides background on the requests to assist the board with providing direction and the final budget requests at the August meeting.

Board Action Requested

This item will be a:

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

Operating Budget

RCO receives administrative funds from a variety of sources in both the operating and capital budgets. The agency uses a portion of dedicated funds from the Recreation Resources Account, the NOVA Program Account, and the Firearms Range Account. The agency also charges a percentage for administration from programs where it is allowed by statute or interagency agreement such as the Washington Wildlife and Recreation Program, Youth Athletic Facilities Program, Family Forest Fish Passage Program and Salmon Federal funding. Finally some programs are charged the agency's federally approved indirect rate; these include the Puget Sound Acquisition and Restoration Program, the Puget Sound Estuary and Salmon Restoration Program, the Recreational Trail Program, the Land and Water Conservation Fund and Boating Improvement Grants. RCO combines these funds to pay for the support functions of the agency. These functions include grant management, board support, policy work, communications, information technology and fiscal management.

Although the economic outlook for the 2015-17 biennium has stabilized, the operating budget outlook continues to be challenging. The current 2013-15 budget was balanced with a number of one-time solutions such as transfers from capital budget accounts, suspending teacher cost-of-living adjustments (COLAs), savings related to the Affordable Care Act, and additional tax collections. After maintaining current programs, making mandatory payments for pension and debt obligations, increasing health care costs, and mandatory education costs, the operating budget revenues are expected to be between \$1 billion and \$3 billion short of expenses.

The Office of Financial Management (OFM) is requiring agencies to reduce Near-General Fund budgets by 15 percent below the current level. This applies to the state operating budget programs not protected by the state constitutional provisions or by federal law (only one-third of the operating budget is not required by the state constitution or federal law). RCO must prioritize its budget reductions and must

submit budget requests building off of this lower budget base. OFM has directed agencies to “severely limit requests for new or expanded programs or for new policy initiatives.”

The Near-General Fund reduction will have little to no direct impact on the Recreation and Conservation Funding Board programs, as all such funds received by RCO go to salmon recovery purposes (including a share of the cost of the director and policy director.)

Capital Budget

Bond Funding Capacity

The capital budget bond capacity is expected to remain essentially the same as the current biennium (approximately \$2 billion) because it is based on stabilized revenue and interest costs. Some additional capacity is available because a 2014 supplemental capital budget was not adopted. However, pressures from K-12 educational needs (class size and all-day kindergarten) and the operating budget deficit may decrease the amount of bonds available for regularly funded programs such as the RCO’s Washington Wildlife and Recreation Program (WWRP) and salmon grant programs. More details about the WWRP and Youth Athletic Facilities (YAF) programs are below.

Dedicated Funds

Many of RCO’s programs depend on dedicated funds that are collected for and dedicated to certain purposes. The budget requests for these programs are based on the amount of expected collections for the 2015-17 biennium. These recreation and conservation programs are found in Table 1 below.

Table 1. Dedicated Fund Sources for RCO Programs

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

Federal Funds

The following RCO programs receive federal funds. The budget requests for these programs are based on the amount of expected federal appropriations for the state 2015-17 biennium. These recreation and conservation programs are found in Table 2 below.

Table 2. Federal Fund Sources for RCO Programs

Program	Revenue Source
Boating Infrastructure Grant (BIG) Program	U.S. Fish and Wildlife Service/Department of Interior
Land and Water Conservation Fund	National Park Service/Department of Interior
Recreational Trails Program	Federal transportation funds dedicated to trails

Budget Requests

In August, the board will decide on the amount of 2015-17 funds to include in RCO's budget request for all of the recreation and conservation programs. The Salmon Recovery Funding Board will make the same determination on funds for salmon recovery. Several other RCO-managed grant programs will have funding requests proposed by partner organizations (Department of Natural Resources, Puget Sound Partnership, and Washington Department Fish and Wildlife).

Washington Wildlife and Recreation Program

The WWRP is funded in the capital budget with general obligation bonds. This memo provides background on the statutory funding formula and explores information on which the board can determine a budget request for the program. This memo provides some optional ways to look at an appropriate WWRP funding request: 1) based the request on the percent of total bonds appropriated for WWRP in the past, 2) based the request on a per capita foundation; and 3) based on the percent of applications received that were funded.

Background – WWRP Funding Formula

Table 3 includes the statutory¹ funding formula for the WWRP program. Depending on the appropriation amount, different amounts are allocated to the WWRP categories.

Table 3. Washington Wildlife and Recreation Program Statutory Funding Formula

Account	Under \$40M	\$40 - \$50M	Over \$50M
----- Dollars in Millions -----			
Habitat Conservation	50%	\$20M plus 10% of amount over \$40M	\$21M plus 30% of amount over \$50M
Outdoor Recreation	50%	\$20M plus 10% of amount over \$40M	\$21M plus 30% of amount over \$50M
Riparian Protection	0%	40% of amount over \$40M	\$4M plus 30% of amount over \$50M
Farmland Preservation	0%	40% of amount over \$40M	\$4M plus 10% of amount over \$50M

¹ RCW 89A.15.030

Table 4 provides examples of the dollar amounts for the categories based on different appropriation levels.

Table 4. WWRP Statutory Funding Formula with Funding Level Examples

WWRP Accounts	Funding Levels						
	----- Dollars in Millions -----						
	\$40M	\$50M	\$60M	\$70M	\$80M	\$90M	\$100M
Habitat Conservation Account							
<i>Critical Habitat</i>	\$8.7	\$9.2	\$10.5	\$11.8	\$13.1	\$14.4	\$15.7
<i>Natural Area</i>	\$5.8	\$6.1	\$7.0	\$7.9	\$8.7	\$9.6	\$10.5
<i>State Lands Restoration</i>	\$1.0	\$1.0	\$1.2	\$1.3	\$1.5	\$1.6	\$1.7
<i>Urban Wildlife</i>	\$3.9	\$4.1	\$4.7	\$5.2	\$5.8	\$6.4	\$7.0
Subtotal	\$19.4	\$20.4	\$23.3	\$26.2	\$29.1	\$32.0	\$34.9
Outdoor Recreation Account							
<i>Local Parks</i>	\$5.8	\$6.1	\$7.0	\$7.9	\$8.7	\$9.6	\$10.5
<i>State Lands Development</i>	\$1.0	\$1.0	\$1.2	\$1.3	\$1.5	\$1.6	\$1.7
<i>State Parks</i>	\$5.8	\$6.1	\$7.0	\$7.9	\$8.7	\$9.6	\$10.5
<i>Trails</i>	\$3.9	\$4.1	\$4.7	\$5.2	\$5.8	\$6.4	\$7.0
<i>Water Access</i>	\$2.9	\$3.1	\$3.5	\$3.9	\$4.4	\$4.8	\$5.2
Subtotal	\$19.4	\$20.4	\$23.3	\$26.2	\$29.1	\$32.0	\$34.9
Riparian Protection Account	\$0.0	\$3.9	\$4.9	\$5.8	\$6.8	\$7.8	\$8.7
Farmlands Preservation Account	\$0.0	\$3.9	\$6.8	\$9.7	\$12.6	\$15.5	\$18.4
Administration (3%)	\$1.2	\$1.5	\$1.8	\$2.1	\$2.4	\$2.7	\$3.0

For background purposes, Table 5 shows the amount of bonds requested and the amount actually appropriated by biennia. On average, the program receives 67 percent of the amount requested by RCO.

Table 5: WWRP Requests, Appropriations, and Percent Difference

Biennium	WWRP Request	WWRP Appropriation	Difference
---- Dollars in Millions ----			
95-97*	\$90	\$45	50%
97-99	\$113	\$45	40%
99-01	\$70	\$48	69%
01-03	\$90	\$45	50%
03-05	\$55	\$45	82%
05-07	\$50	\$50	100%
07-09	\$100	\$100	100%
09-11	\$100	\$70	70%
11-13	\$100	\$42	42%
13-15	\$90	\$65	72%

* NOTE: Budget request information is only available starting with the 1995-97 biennium.

Figure 1 shows the value of past appropriations based on nominal 2014 dollars. The purpose of this analysis is to demonstrate that the \$61 million appropriation in 1991 is worth \$103 million in today's dollars. The average appropriation based on 2014 dollars is \$73 million.

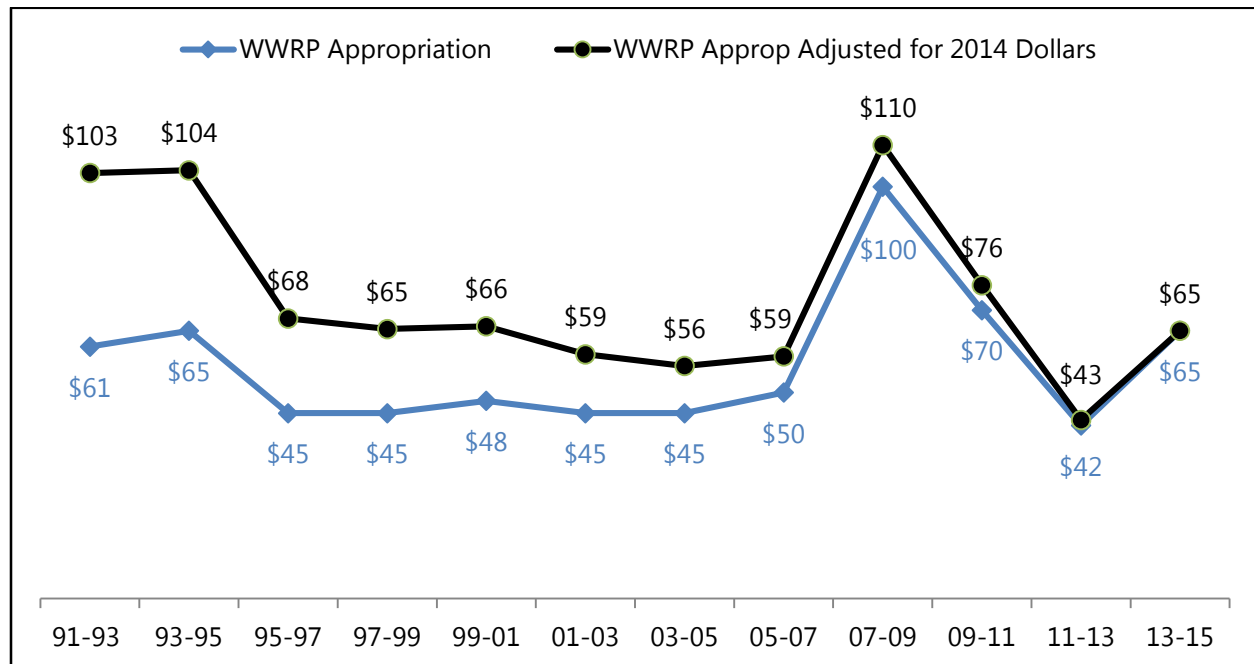


Figure 1. WWRP Appropriation by Biennium, Adjusted for 2014 Dollars. Amounts in millions (RCO, 2014).

Option 1: Percent of Bond Capacity

To determine the amount of bonds we should request for WWRP, there are a few possible options. One way is to base the request on the past percent of WWRP appropriation of the total amount of bonds available (bond capacity) in the past.

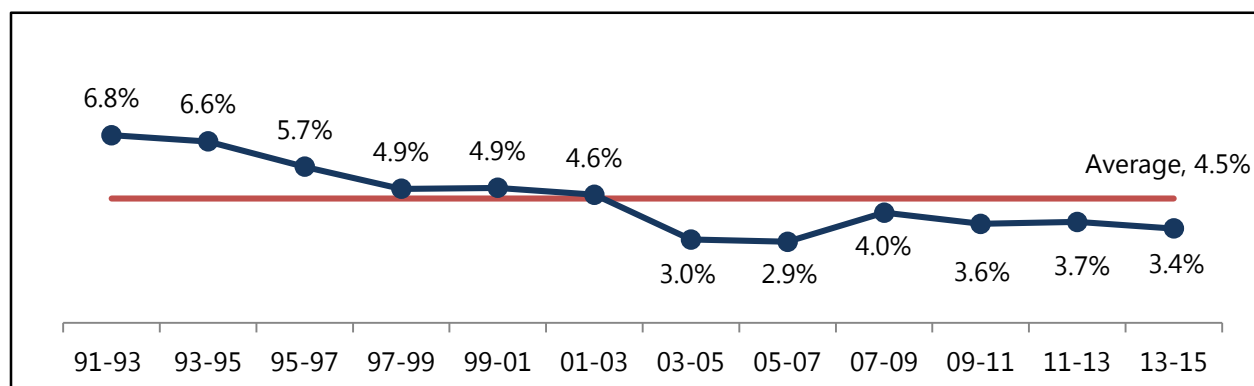


Figure 2. WWRP as a Percent of Bond Capacity, Listed by Biennium (RCO, 2014).

The average percentage of WWRP appropriations of the total bond capacity since the 1991-93 biennium is 4.5%. The amount of bond capacity available for the 2015-17 biennium is expected to be \$2 billion.² If the average percentage of WWRP funds to total bond capacity is used to determine the budget request, the board would request would be \$90 million.

² Based on the June 17, 2014 Economic and Revenue Forecast Council's revenue forecast.

Option 2: Per Capita

Another way to view the budget request amount for WWRP is the amount appropriated per capita. Since 1992, the average per capita appropriation (adjusted for inflation³) for WWRP is \$11.80.

Washington's population continues to increase. In fact, annual estimates prepared by the Office of Financial Management show the state's population increased by 85,800 between 2013 and 2014. This 1.25 percent gain — up from 0.95 percent in 2013 — and marks the largest one-year increase since 2008. A reflection of the population increase is housing growth, which in 2014 increased by 32 percent over the previous year. The state added 31,000 housing units, compared to a 23,500-unit increase in 2013.⁴

The population growth is putting additional pressure on the use of and need for additional recreation and conservation space.

Table 6: WWRP appropriations per capita, adjusted for 2014 dollars.

Biennium	WWRP Appropriation	State Population	WWRP per Capita
----- Dollars in Millions -----			
91-93	\$100	5.14	\$19.51
93-95	\$101	5.36	\$18.81
95-97	\$66	5.57	\$11.85
97-99	\$64	5.75	\$11.05
99-01	\$64	5.89	\$10.88
01-03	\$58	6.06	\$9.50
03-05	\$55	6.21	\$8.83
05-07	\$57	6.42	\$8.89
07-09	\$107	6.61	\$16.17
09-11	\$74	6.72	\$10.98
11-13	\$42	6.82	\$6.16
13-15	\$65	7.11	\$9.15

The estimated population for 2015-17 is 7,105,670. If the WWRP budget request is based on the average per capital since 1991 of \$11.80, the request amount would be \$84 million.

Option 3: Applications Received and Funded

Table 7 displays the amount needed to fund all applications received each biennia since 1999 and the actual WWRP appropriation. Historically, the appropriation has met an average of 50% of the funding requested.

³ The Bureau of Labor Statistics Consumer Price Index calculator was used to adjust to 2014 nominal dollars. The calculator uses the average Consumer Price Index for a given calendar year. The data represents changes in prices of all goods and services purchased for consumption by urban households.

⁴ <http://www.ofm.wa.gov/pop/april1/>

Table 7. Percentage of Applications Funded Through Appropriation

Biennium	Total Applications (\$)	WWRP Appropriation	Percent of Applications (\$) Funded
----- Dollars in Millions -----			
99-01	\$78.9	\$48.0	59%
01-03	\$62.6	\$45.0	70%
03-05	\$116.7	\$45.0	37%
05-07	\$85.1	\$50.0	57%
07-09	\$141.5	\$100.0	69%
09-11	\$212.4	\$70.0	32%
11-13	\$162.6	\$42.0	25%
13-15	\$127.5	\$65.00	49%

The amount needed in 2015-17 to fund 50% of the applications received in 2014, which is \$152 million, is \$75.5 million.

Youth Athletic Facilities (YAF) Program

The Youth Athletic Facility (YAF) program was created as part of the Stadium and Exhibition Center bond issue approved by voters as Referendum 48 in 1997. Referendum 48 required the professional football team affiliate to deposit at least \$10 million into the YAF account. The referendum also required that any moneys in the Stadium and Exhibition Center Account not required for payment of bond principal and interest or for reserves must be transferred to YAF. Bond principal and interest payments for the stadium and exhibition center project are scheduled to end in 2021, and no transfers to YAF have yet occurred.

However, pent up demand for facilities and interest exists among local park stakeholders to support a budget request from bond funds. Stakeholders estimate that between \$5 and \$10 million in demand exists. Based on the budget demands on the capital budget bond funds, staff recommends requesting \$3.6 million in bond funds for Youth Athletic Facilities, which is based on the amount appropriated for the 2013-15 biennia for four specific projects. (See Item 5 regarding the youth facilities letters of intent.)

Next Steps

In August, the board will decide on the amount of 2015-17 funds to request for all of the recreation and conservation the programs. Budget requests are due to the Office of Financial Management by September 11, 2014.

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014

Title: Washington Administrative Code (WAC) Changes - Phase II Overview

Prepared By: Leslie Connelly, Policy Specialist

Summary

This memo presents an overview of a second phase of proposed changes to Title 286 of the Washington Administrative Code (WAC). If so directed by the board, the 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

Administrative rules are regulations of executive branch agencies issued by authority of state statutes. The Recreation and Conservation Office's (RCO) administrative rules are found in [Title 286 of the Washington Administrative Code](#) (WAC). The rules cover a number of subjects including general authorities of the Recreation and Conservation Funding Board (board) and RCO director, general grant assistance rules, and specific program rules. The rules are organized into the following chapters:

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

Chapters 286-04, 286-06, and 286-13 WAC are broad in scope and apply to the agency's operations and the board's grant programs. The remaining chapters are specific to certain grant programs. Note there are no specific administrative rules for Boating Infrastructure Grants, the Recreational Trails Program, and Youth Athletic Facilities.

Phase I Complete

In April 2014, the board approved non-substantive changes to the administrative rules which changed the name of the board and agency and updated references throughout the title. This first phase also included substantive changes that clarified some of the grant assistance rules and deadlines in preparation for the 2014 grant cycle. This rule-making became effective May 19, 2014.

Phase II WAC Revisions

Staff proposes the board conduct a second phase of revisions to [Title 286 WAC](#). Phase II will consider non-substantive changes to reorganize chapters and reformat all sections to the question and answer format. Phase II would also include substantive changes to update definitions and amend rules for project agreements and long-term grant compliance (except for the Firearms and Archery Range Recreation (FARR) program because FARR compliance was addressed in phase I). Table 1 describes the specific changes proposed for phase II.

Table 1. Phase II WAC Changes

WAC	Subject	Summary of Proposed Changes
286-04-010	Definitions	<ul style="list-style-type: none">Update definitions with state law and the project agreement.Add new definitions, as appropriate (e.g., restoration projects).
286-04-030	Goals	<ul style="list-style-type: none">Update board and agency goals.
286-04-080	Federal overlay	<ul style="list-style-type: none">Clarify the interaction of federal program requirements and board policy.
286-04-090	History of fund sources	<ul style="list-style-type: none">Repeal this section or add new account since 2005 (WWRP Riparian, WWRP Farmland).
286-06-045	SRFB public records	<ul style="list-style-type: none">Repeal section and move to Salmon Recovery Funding Board rules in Title 420.
286-06-080	Request for public records	<ul style="list-style-type: none">Update methods the public can request public records.
New section Chapter 286-13	Compliance	<ul style="list-style-type: none">Create new section and move long-term compliance rules from the program chapters.Organize compliance by project type (replaces conversion requirements by program).Address long-term compliance rules for maintenance and operation grants and equipment purchases.Address when long-term compliance rules are not required (e.g., education and enforcement projects).Address the length of the compliance period for development and restoration projects located on property owned by the project sponsor and on property not owned by the project sponsor.Define the compliance "project area".Address which programs and projects administered by the board or office are subject to the compliance rules.

WAC	Subject	Summary of Proposed Changes
New section Chapter 286-13	Planning	<ul style="list-style-type: none"> Create new planning section and move planning requirements in the other program chapters together.
286-13-045	Matching resources	<ul style="list-style-type: none"> Move matching share requirements from the program chapters to this section. Adjust matching requirements when one RCO grant is used to match another RCO grant.
286-13-060	Project agreement	<ul style="list-style-type: none"> Update project agreement requirements to reflect current policy and procedure. Repeal parts that are better represented in the contract itself.
286-13-085	Retroactive and increased costs	<ul style="list-style-type: none"> Add restoration projects to the types of projects eligible for retroactive and increased costs.
286-13-090	Federal assistance	<ul style="list-style-type: none"> Repeal section or be more specific about how to use statewide planning to maximize federal funding.
286-13-110	Income, use of income	<ul style="list-style-type: none"> Repeal parts that are better represented in the contract itself.
Chapter 286-40	LWCF	<ul style="list-style-type: none"> Repeal chapter and address in the federal overlay WAC 286-04-080.
Chapter 286-42	ALEA	<ul style="list-style-type: none"> Add reference to what rules, if any, apply to projects before April 1, 2004. Repeal long-term compliance. Compliance to be organized by project type in a new section in Chapter 286-13 WAC. Repeal match requirements. Matching shares to be addressed in WAC 286-13-045.
Chapter 286-35	BFP	<ul style="list-style-type: none"> Repeal long-term compliance. Compliance to be organized by project type in a new section in Chapter 286-13 WAC. Repeal match requirements. Matching shares to be addressed in WAC 286-13-045.
Chapter 286-26	NOVA	<ul style="list-style-type: none"> Repeal long-term compliance. Compliance to be organized by project type in a new section in Chapter 286-13 WAC. Repeal match requirements. Matching shares to be addressed in WAC 286-13-045. Repeal unnecessary definitions.
Chapter 286-27	WWRP	<ul style="list-style-type: none"> Repeal long-term compliance. Compliance to be organized by project type in a new section in Chapter 286-13 WAC. Repeal match requirements. Matching shares to be addressed in WAC 286-13-045.
Chapter 286-30	FARR	<ul style="list-style-type: none"> Repeal match requirements. Matching shares to be addressed in WAC 286-13-045.
197-11-875	SEPA	<ul style="list-style-type: none"> Change agency name.

Schedule – Phase II

The schedule for revisions must fit within the deadlines established by the Code Reviser's Office for filings with the Washington State Register. If the board approves moving forward, the schedule for phase II is described in table 2.

Table 2. Phase II Schedule

Date (2014)	Action
July 16	Board meeting – briefing on the topics included in phase II
July 23	File pre-proposal statement of inquiry for phase II (CR-101)
August 6	Notice of pre-proposal statement on inquiry for phase II published in Washington State Register
September 17	File notice of proposed rule-making for phase II (CR-102)
October 1	Notice of proposed rule-making for phase II published in Washington State Register
October 29-30	Board meeting, public hearing, final adoption for phase II
October 31	File notice of permanent rule-making for phase II (CR-103)
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 October board meeting for the formal public hearing. Interested persons may either attend the public hearing 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 II and implement the proposed schedule in time for the board's October meeting.

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014
Title: Public Lands Inventory Overview and Demonstration
Prepared By: Jen Masterson, Data and Special Projects Manager

Summary

This memo summarizes the Public Lands Inventory, a project assigned to the Recreation and Conservation Office by a 2013-2015 Capital Budget proviso. The Web-based inventory makes visible the distribution, costs, and principal uses of recreation and natural resource lands. It is a tool for Washington citizens to gain knowledge of the lands owned by federal, state, and local governments that belong to the public. Staff will provide a demonstration of the inventory at the board's July 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 Recreation and Conservation Office (RCO) was required by the 2013–15 Capital Budget proviso (Section 3174, [ESSB 5035](#)) to provide a centralized inventory of lands in Washington owned by federal, state, and local governments, and by Native American tribes. This project is called the Public Lands Inventory, and it will be the first Web and GIS-based inventory of public lands for the state of Washington.

RCO developed a project plan and organized two advisory groups to assist in the completion of the inventory: 1) a steering committee chaired by RCO provided executive guidance; 2) a technical advisory committee chaired by RCO and staffed by information technology and data management personnel from the state agencies that provided data for the project. State agency partners included the Department of Natural Resources, Department of Fish and Wildlife, and the State Parks and Recreation Commission. Joint Legislative Audit and Review Committee staff provided input to the steering committee regarding how the RCO inventory could support its separate study of public habitat and recreation lands. RCO contracted with GeoEngineers to develop the Web-accessible tool. The University of Washington was contracted to provide federal and local data and to normalize (combine and standardize) the data.

In keeping with past public land inventories completed by RCO, the inventory is focused on publicly-owned natural resource and park lands. It integrates data that currently exists in the 2012 Washington State Parcel Database, created and maintained by the University of Washington's School of Environmental and Forest Sciences, with updated information from state agency partners.

The Public Lands Inventory makes visible the distribution, costs, and principal uses of recreation and natural resource lands. The inventory is intended to help Washingtonians better understand government investments in recreation and natural resource lands owned and managed by federal, state, and local governments. The Public Lands Inventory also enables information-sharing and collaboration between state agencies.

The Public Lands Inventory is due to the Legislature on July 1. Staff will present the inventory at the July board meeting.

Recreation and Conservation Funding Board Briefing Memo

APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM

Meeting Date: July 2014
Title: Tour Preview
Prepared By: Laura Moxham, Outdoor Grants Manager

Summary

This memo notes the projects that the board will tour on July 17, 2014. More information about each site will be provided in the staff presentation at the board meeting and on the tour.

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

Tour Overview

The Recreation and Conservation Funding Board (board), staff, and interested parties will convene in the lobby of the Hilton Vancouver at 8:15 a.m. for a scheduled tour of sites. Beginning at 8:30 a.m. and ending at 2:00 p.m., the tour will consist of five board-funded sites including parks, natural area/restoration sites, and motorized boating facilities.

Lower Washougal River Greenway ([05-1289](#))

The City of Camas received a \$226,758 Land and Water Conservation Fund grant for this project. The grant helped acquire 7-acres of land for inclusion in the Lower Washougal River Greenway. The greenway provides a variety of opportunities for hiking, picnicking, fishing, kayaking/canoeing, and other light-impact recreation.

The Salmon Recovery Funding Board has funded two restoration projects in the area. The Lower Columbia River Fisheries Enhancement Group addressed in-stream channel configuration and re-contoured the side slopes of a 10-acre gravel mining site for use by juvenile salmonids as off-channel rearing habitat ([04-1573](#)), and subsequently created in-stream complexity and re-vegetated the perimeter of the off-channel ponds and wetlands ([06-2182](#)).

Fallen Leaf Lake Park ([08-1205](#))

The City of Camas received two grants totaling \$1,500,000 to acquire 55 acres of shoreline, forest, and wetlands on the 20-acre Fallen Leaf Lake. Funds were from the Washington Wildlife and Recreation Program (WWRP), Local Parks Category, and the Land and Water Conservation Fund. Fallen Leaf Lake is part of an interconnected system of three lakes, known as the Lacamas Corridor, which also includes Round and Lacamas Lakes. The City of Camas and other partners have already helped preserve over 800

acres within the Lacamas Corridor. The project provides opportunities for hiking, picnicking, wildlife viewing, fishing, swimming, and other light-impact activities.

Lacamas Lake Boat Launch ([97-1145](#), [12-1683](#))

The City of Camas used two Boating Facilities Program grants totaling \$787,118 to develop the Lacamas Lake Boat Launch. The City originally developed a two-lane launch with a barrier-free floating dock and parking ([97-1145](#)). With increased usage of the park, the city expanded the boat launch by widening the launch from 24 feet to 32 feet, creating two, 16-foot wide launch lanes with a boarding float. Other improvements included paved walkways, signage, and additional parking ([12-1683](#)). Lacamas Lake is a 315-acre lake and provides a range of recreation opportunities for motorized boaters.

Lacamas Lake Shoreline ([06-1895](#))

From the boat launch site looking across the lake, you can see Clark County's 67.5-acre acquisition of shoreline, riparian, and wetland habitat on Lacamas Lake. Clark County received a \$391,695 grant from the WWRP, Riparian Protection Account. The property includes slightly more than 1 mile of shoreline and is part of the Lacamas Corridor. The property is home to deer, beaver, osprey, bald eagles, great blue herons, wood ducks, Canada geese, and Neotropical migrant birds.

Camp Currie ([98-1289](#), [00-1464](#))

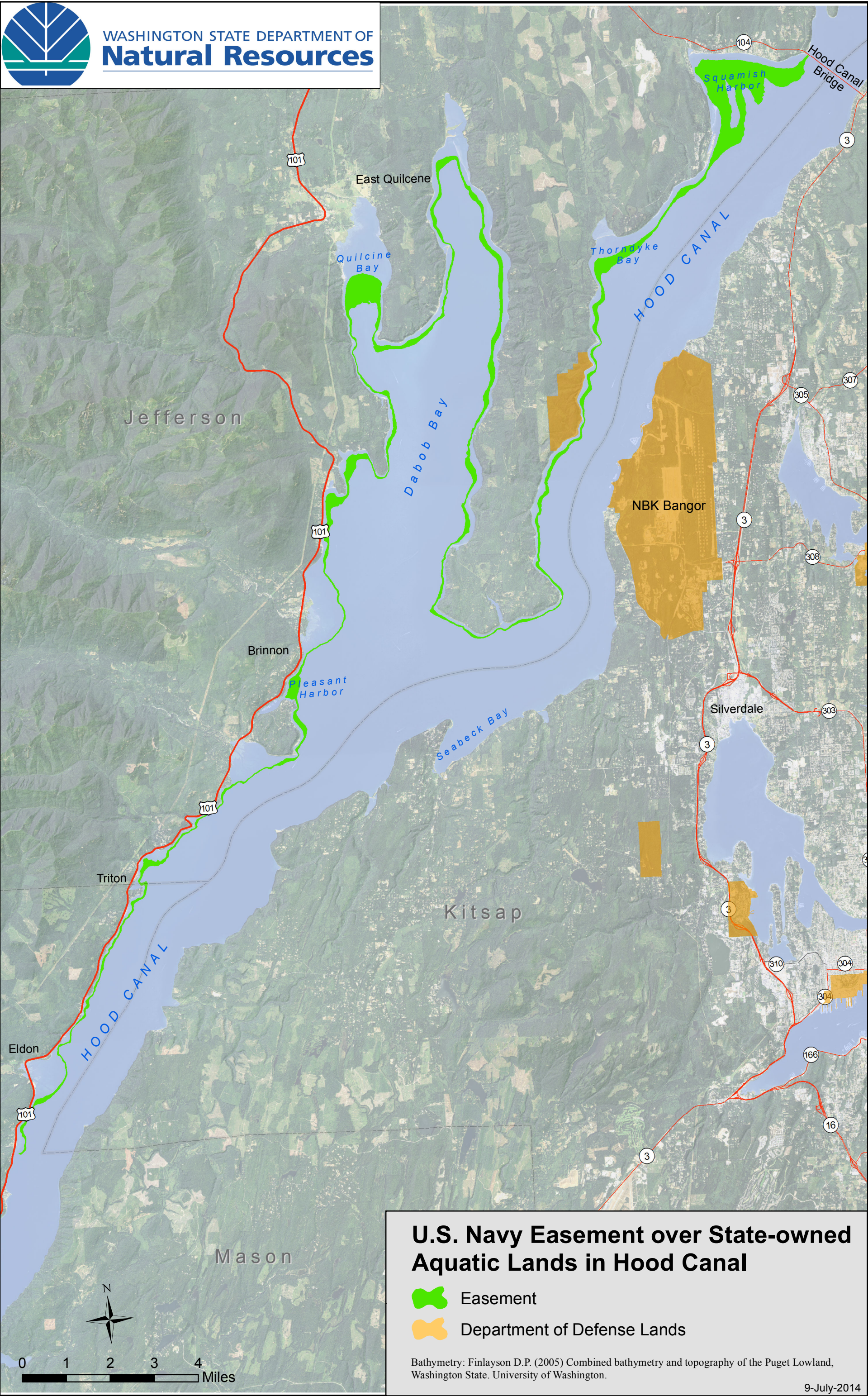
Clark County received two WWRP, Local Parks Category grants totaling \$1,000,000 to acquire the 174-acre Camp Currie Regional Park, located on Lacamas Lake and Lacamas Creek. Camp Currie provides the only active day-use and overnight group camping facility in Clark County. The property provides regional opportunities for fishing, hiking, canoeing, kayaking, picnicking, open play, and other family-oriented activities.

Lacamas Prairie ([08-1180](#), [12-1612](#))



The Washington State Department of Natural Resources (DNR) received a WWRP, Natural Areas Category grant totaling \$2,390,000 to acquire 225-acres of Willamette Valley wet prairie ([08-1180](#)). The site contains Bradshaw's Lomatium, a federally-listed endangered plant species, and provides habitat for five state-listed sensitive plant species, and the rare slender-billed white breasted nuthatch. In an effort to restore 148 acres of wet prairie and Oregon white oak-ash-snowberry forest, DNR received a \$135,000 grant from the WWRP, State Land Restoration Category ([12-1612](#)). During our visit, we will have an opportunity to walk into the prairie.

Map and Driving Directions

A map is included on the agenda; driving directions will be provided at the meeting. The times shown on the agenda are approximate.



U.S. Navy Easement over State-owned Aquatic Lands in Hood Canal

-  Easement
-  Department of Defense Lands

Bathymetry: Finlayson D.P. (2005) Combined bathymetry and topography of the Puget Lowland, Washington State. University of Washington.

RECREATION AND CONSERVATION FUNDING BOARD SUMMARIZED MEETING AGENDA & ACTIONS July 16-17, 2014

Agenda Items without Formal Action

Item	Board Request for Follow-up
2. Director's Report	No follow up action requested.
3. Open Public Meetings Training	No follow up action requested.
4. Washington Wildlife and Recreation Program Administration Rate	The majority of the board supported bringing forward the recommended staff options (6 and 7), with 7 being a preferred option and a possible shift in option 6 to move from 50M to 60M.
5. Youth Athletic Facilities Program	Staff will present options for the board to review and ask for direction at the August meeting.
6. Boating Infrastructure Grant Program	No follow up action requested.
7. Budget Preview for 2015-17	Staff will present options for the board to review and approve at the August meeting.
8. Washington Administrative Code (WAC) Changes – Phase II Overview	Staff will prepare draft rulemaking for the October meeting when the public hearing will take place.
9. Public Lands Inventory Demonstration and Overview of Report	No follow up action requested.
10. Tour Preview	No follow up action requested.

Agenda Items with Formal Action

Item	Formal Action	Board Request for Follow-up
1. Consent Calendar		
A. Approve Board Meeting Minutes – April 16, 2014	APPROVED Resolution <u>2014-12</u>	No follow up action requested.
B. Approve Time Extension Requests: <ul style="list-style-type: none"> • WDFW Skagit Bay Riparian Enhancement (#08-1870R) • DNR Trout Lake NAP 2008 (#08-1184A) 		
C. WDFW Methow Watershed Phase 2 Conversion (#00-1429A)		
D. Technical Correction of Resolution 2014-06		
E. Nona Snell Service Recognition		

RECREATION AND CONSERVATION FUNDING BOARD SUMMARY MINUTES

Date: July 16, 2014

Place: Vancouver, WA

Recreation and Conservation Funding Board Members Present:

Harriet Spanel	Chair, Bellingham	Jed Herman	Designee, Department of Natural Resources
Betsy Bloomfield	Yakima	Peter Herzog	Designee, State Parks
Mike Deller	Mukilteo		
Pete Mayer	Renton		
Ted Willhite	Twisp		

It is intended that this summary be used with the materials provided in advance of the meeting. The Recreation and Conservation Office (RCO) retains a recording as the formal record of the Recreation and Conservation Funding Board (board) meeting.

Call to Order

Chair Spanel called the meeting to order at 12:11 p.m. Staff called roll, and a quorum was determined. Peter Herzog attended as the designee from State Parks on behalf of Member Don Hoch. Member Stohr was not present.

Representative Sharon Wylie welcomed the board to Vancouver. The agenda was reviewed and approved by the board, with the addition of a short discussion regarding the process of the RCO Director's annual evaluation.

Item 1: Consent Calendar

The board reviewed Resolution #2014-12, Consent Calendar. This resolution included time extensions for DNR Trout Lake NAP 2008 (08-1184) Project and WDFW Skagit Bay Riparian Enhancement (08-1870) Project, as well as a request for the Methow Watershed Phase 2 (00-1429) Conversion. Additionally, the board reviewed a Technical Correction of Resolution 2014-06 and recognized the service of Nona Snell.

Resolution 2014-12

Moved by: Peter Mayer

Seconded by: Mike Deller

Resolution: APPROVED

The board discussed the evaluation process for the RCO Director. Chair Spanel proposed a slight change to the process so that it should occur on a biennial basis. During odd-numbered years the evaluation process would be conducted to the fullest extent, and in even-numbered years a shorter evaluation would be conducted the Director themselves and presented to the board for discussion. The timeframe for even-numbered years would allow for the appointment of a subcommittee by the board chair, after which the director would write a self-assessment. During the final quarterly meeting, the board would review the self-assessment in an executive session (this year it occurs in late October).

Additionally, Chair Spanel reminded the board and audience that there is always an opportunity for input from stakeholders, the general public, and staff to provide comment on the evaluation and process.

Item 2: Director's Report

Agency Updates: Director Cottingham provided updates regarding staff changes, Nona Snell transferred to the Office of Financial Management to be the new Capital Budget Director. Wendy Brown has been recently hired to replace Nona; Wendy is currently the Executive Coordinator for the Invasive Species Council. Wendy Loosle joined RCO in June as the new board liaison and public records officer. Wendy comes to us from the Washington Department of Early Learning.

Governor's Outdoor Recreation Task Force: During 2014, the Task Force travelled to Spokane, Wenatchee, Seattle and Olympia for regional meetings. In August the group will hold a final meeting in Sequim to finalize their report and recommendations. The deadline to submit the final report and recommendations to the Governor is September 1, 2014. Director Cottingham stated the report will cover issues such as loss of access to private timber lands, forest service lands and other recreational lands, equitability and fairness of the shift from user fees to general funds, and the lack of marketing for outdoor recreation. Once the report is finalized and published, a copy will be sent to the board.

Public Land Inventory: Jen Masterson will provide a walkthrough of the recently launched Public Lands Inventory website during the meeting. Director Cottingham thanked RCO's contractors, the University of Washington and GeoEngineers, and RCO's state agency partners - Department of Fish and Wildlife, Department of Natural Resources, State Parks and Recreation - for contributing data and supporting the website's development.

Boating Application: The map-based app was created by GeoEngineers using a grant RCO received from the U.S. Fish and Wildlife Service. RCO has received positive media attention and participation rates. Director Cottingham indicated that discussions are needed in order to determine how maintenance of the boating application will be handled.

50th Anniversary Plan Set: To commemorate RCO's 50th anniversary this year, a formal reception for RCO staff, partners, board members and former employees will be held on October 29 in the State Reception Room on the second floor of the Capitol Building.

Policy Update: Director Cottingham provided an update on RCO's priority projects. The Public Land Inventory and the Boating Application have both been launched. Readjustments were made to defer Priority 2 projects (i.e. the upcoming trail plan website) until new staff is in place.

Grant Management Report: Marguerite Austin, RCO Section Manager, reported that this year's grant round is in process and evaluations will begin in August. A second round of proposals resulted in 250 applications for the Nonhighway and Off-Road Vehicle Activities Program (NOVA), the Recreational Trails Program (RTP), the Boating Facilities Program (BFP), and the Firearm and Archery Range Recreation (FARR) program.

Due to the large number of grant applications submitted for the NOVA program, with 40 applications from the Department of Natural Resources alone, the technical review process was modified to prioritize the order for reviewing 120 projects. The advisory committee has been asked to review the planning and development applications before moving on to the education and enforcement or maintenance projects. Most of the projects in the last two groups have been through the review and evaluation process numerous times.

RCO received three applications for the National Land and Water Conservation Fund Outdoor Recreation Legacy Partnership Program. States may submit no more than two projects for the national completion. Because of the tight schedule for reviewing projects, the Director will select two and forward to the National Park Service for consideration.

New criteria and updated rules are in the works for the Boating Infrastructure Grant program, which are detailed in the board memo and highlighted in Ms. Austin's presentation later in the day.

General Public Comment

There were no public comments submitted or shared at the meeting.

State Agency Partner Reports

Washington Department of Natural Resources (DNR): Member Herman gave a brief update for DNR, including a recent project concerning a Navy easement located on the Kitsap Peninsula with 70 miles of aquatic shoreline reserve. He explained that the project demonstrates partnership in land acquisition for restoration.

Member Herman also shared information about two burn bans currently in effect in eastern Washington and further reported that DNR is working on their budget request to the Legislature, with more to report in the fall.

DNR is also contemplating a policy decision regarding recreational immunity, whereby landowners will have the discretion to increase access in return for funds and taking on the "duty of care." DNR previously proposed charging a user fee to enhance the recreational opportunity, but the fear of liability is a concern to private landowners. The public immunity policy would help alleviate these concerns.

Washington State Parks: Member Herzog announced the opening of a new state park on June 16, 2014 on the Kukutali Preserve. This represents a unique partnership between the Washington State Parks and Recreation Commission and the Swinomish Indian Tribal Community (SITC), where each are committed to co-development and management of the park. More information can be found at: <http://www.parks.wa.gov/CivicAlerts.aspx?AID=52>.

Member Herzog stated that State Park has entered into a memorandum of understanding with the Nisqually Tribe regarding the management of the Nisqually State Park. This shared management program will provide a park interpretation program and support the cultural history of the Nisqually Tribe at the park site.

Member Herzog further reported that State Parks is preparing their budget request for the Legislature, with larger than normal requests to ensure that the awareness is built around the need to keep the parks system running at optimal levels.

Member Herzog shared that the Discover Pass project has generated 6 to 8 percent above budget projections, and a 1 percent increase is anticipated in subsequent years. A redesign of the Discover Pass is slated to begin in January 2015, moving away from the current yellow paper pass that hangs from a car's rearview mirror.

Member Herzog stated State Parks is in a new WWRP cycle using the evaluation criteria and process adopted for that category. In September the State Parks Commission will be asked to what degree each of these projects benefits the State Parks Commission and vision. That decision will be incorporated into the scoring and ranking of projects. A final list will come to the board for approval.

Washington Department of Fish and Wildlife (WDFW): Member Stohr was absent and no update was provided.

Item 3: Open Public Meetings Training

Jen Masterson, Data and Special Projects Manager, provided required open public meeting training which included a 16-minute video produced by the Attorney General's Office. All board members present for the meeting participated, and Wendy Loosle followed up with members Mayer and Stohr to make training available.

Ms. Masterson informed the board of their general obligations regarding public records and public disclosure requests. Ms. Loosle is RCO's new public disclosure agency contact and is available to answer questions in the future.

Board Business: Requests for Direction

Item 4: Washington Wildlife and Recreation Program Administration Rate

Leslie Connelly, Policy Specialist, provided a summary of the WWRP administration rate, presented challenges, and options for addressing those challenges. Ms. Connelly described the history of program funding and several options for the board's consideration that may provide more sufficient and stable funding.

Options were presented at the April meeting which Ms. Connelly followed up on, as well as two new options for the board to consider. Details of how much administration costs, how much RCO spends on administration, and on each option may be found in the board memo. RCO staff proposed that the board adopt options 6 or 7.

Administrative costs include everything needed to run an agency, e.g., staff (management, technology, fiscal, etc.), goods and services, travel, building rental, board costs, etc. The board discussed potential ways to shift funds from other programs, however state and federal funding rules provide guidance and limits to how RCO may allocate funds from those sources. Director Cottingham would like guidance from the board and approval to bring their preferred options to the Legislature.

Public Comment: Chair Spanel invited public comment on this agenda item.

Tom Bugert, Outreach Director of the Washington Wildlife and Recreation Coalition (WWRC), shared that their board had a discussion concerning the WWRP administrative rate, and they are interested in exploring these options (as presented in the memo). They believe continuing to operate and hold to the integrity of the program is critical. The WWRP board would like to see conversations happen early with the Legislature (i.e. prior to next session) to provide additional guidance to RCO. The board is concerned about timing, especially since RCO is going for a large budget request. Mr. Bugert stated that the board asks that WWRC concern is conveyed in these conversations, and to use this information to determine the best time to bring this request forward. WWRC will be supportive of all paths and would recommend bringing forth multiple options.

Chair Spanel asked Director Cottingham what direction is being requested from the board today. Director Cottingham advised RCO has received a couple good options, certainly moving the bench mark on Option 6 from \$50 million to \$60 million would be good, if the board is comfortable with Director Cottingham pursuing conversations with legislators and staff to see what the temperature is, would be another option. Director Cottingham continued by advising some conversations can happen now, however; some key players in the Legislature are likely to change in the next legislative session. Getting permission to introduce legislation from the Governor's office, having those conversations now and making a decision by December will determine if RCO goes forward if submitted by the deadline.

The board members each shared their preferred options, with the majority selecting Option 7. The remaining were supporting of Director Cottingham moving forward with both staff recommendations (options 6 and 7) to begin conversations and planning with the Legislature and the Governor's office. Should the two latter entities require another option, RCO may bring back the discussion to the board in October.

Break 2:45 – 3:00 p.m.

Item 5: Youth Athletic Facilities Program (YAF)

Leslie Connelly, Policy Specialist, presented an overview of the YAF program. Ms. Connelly shared the history of the YAF program and various funding shifts since its inception. Support and funding has been inconsistent and varied in definition across biennia. Ms. Connelly presented two options for a budget request to support the YAF program in the 2015-2017 biennium.

Option 1: work within the framework of the YAF Account (RCW 43.99N.060) and ask for a capital budget appropriation of funds into that account. The board would be able to revise the grant program policies and update the criteria within the requirements of the YAF Account.

Option 2: request general bond funds, limit the scope of the program to improving facilities and maintaining facilities, and not allowing new facility development.

The second option is more targeted and specific, but more appropriately meets the current gap in funding for these types of projects. Option two is recommended due to its targeted approach.

Ms. Connelly reported there is a need to fund the maintenance and improvement of existing facilities, per the comments received during the Outdoor Recreation Task Force meetings and as discussed in the State Comprehensive Outdoor Recreation Plan. YAF improving projects are eligible for WWRP local parks funds; however, they do not score well and 50 percent of the funds are required to go to acquisition efforts. Maintenance projects are not eligible in WWRP at all. RCO's current list of WWRP local parks applicants has revealed 71 applications received, 61 of which are for development projects and 14 of the 71 fit the criteria of improving an existing facility.

RCO staff recommended that the board pursue option two and request \$3.6 million of general obligation bonds for a targeted program that addresses funding gaps for youth and community athletic facilities (as outlined in the board memo). Staff also recommended the board consider increasing the grant amount (current maximum is \$75,000) and expanding the type of eligible applicants. Staff requested direction from the board on whether to pursue the capital budget request and a letter of intent solicitation for the 2015-17 biennium.

Public Comment:

Doug Levy shared that he had come before the board three months ago at the last meeting with the same request to see a competitive athletic facilities funding program reinstated. He believed that the value added for the YAF program is its competitive nature, and looking at the history of the program, it's evident that it's been highly beneficial. One key consideration is the state's interest in youth athletic facility investment to promote healthy youth/adults. Mr. Levy highlighted the economic benefits of reinvigorating the YAF program, adding that this opportunity needs to be expanded to other potential applicants, such as park districts, one of the biggest contributors to youth athletics. Mr. Levy stated they will be approaching cities and counties, and many are willing to go forward to the Legislature to support the YAF program.

Director Cottingham stated that RCO is prepared to launch a letter of intent process now, regardless of which funding option is pursued by the board. The board could make a funding request decision in August after the letter of intent solicitation process is done and more is known about the demand for this program.

Board Business: Briefings

Item 6: Boating Infrastructure Grant Program

Marguerite Austin, Recreation and Conservation Section Manager presented the applications that have been submitted for federal Boating Infrastructure Grant (BIG) program funding in 2014.

Ms. Austin outlined the key differences between BIG and the Boating Facilities Program. She also described the BIG Tier 1 and 2 applications received and the process for evaluation and ranking (full details are included in the board memo for each application). The next step will be for Director Cottingham to approve the Tier 1 projects and submit the Tier 1 and 2 projects to the USFWS for federal fiscal year 2015 fund consideration, following public comment and final review by the Boating Programs Advisory Committee.

The board discussed details covering the projects, including the process for replacement versus new infrastructure, and the process for ensuring proper permitting during the implementation phase.

Item 7: Budget Preview for 2015-17

Director Cottingham provided a brief presentation covering the background of the capital budget and potential shortfalls in order to assist the board with providing direction on RCO's final budget requests. RCO must submit operating and capital budget requests for the 2015-17 biennium to the Office of Financial Management in early September.

Public Comment:

Tom Bugert, Outreach Director, Washington Wildlife and Recreation Coalition (WWRC) distributed a briefing memo put together for the Governor's staff and others about the \$97 million request. The WWRC board took a similar approach two years ago, looking at a variety of factors to create an estimated range of funding needs, currently established at \$97 – \$106 million. In light of the budget situation and RCO's presentation, the WWRC felt that 97 million is an appropriate request amount. The board has voted in support of a request, which gets transmitted to the Governor's office as part of the budget making process at RCFB August conference call.

Mr. Bugert advised the WWRC Board supports the \$97 million as well as WDFW, State Parks and the Conservation Commission and would appreciate the RCFB board in supporting the \$97 million also.

The board discussed the background of the request and potential influencing factors at the Legislature and other categories that may be affected. Director Cottingham stated that RCO staff will prepare the necessary metrics that support the request, and staff will bring this decision before the board in August.

Item 8: Washington Administrative Code (WAC) Changes – Phase II Overview

Leslie Connelly presented an overview of the second phase of proposed changes to Title 286 of the Washington Administrative Code (WAC). If agreed to by the board, RCO staff will draft rule revisions for phase II and implement the proposed schedule in time for the board's October meeting. The board is required to conduct one public hearing when considering amendments to the WAC, which will occur at the board meeting in October. Interested persons can attend the public hearing or submit formal written comments in advance.

Break: 4:35 – 4:50

Item 9: Public Lands Inventory Demonstration and Overview of Report

Jen Masterson demonstrated the new the Public Lands Inventory website which makes visible the distribution, costs, and principal uses of recreation and natural resource lands. The inventory is intended to help Washingtonians better understand government investments in recreation and natural resource lands owned and managed by federal, state, and local governments.

As the board meeting was in Vancouver, Ms. Masterson demonstrated the website using Clark County as a focus, selecting funded sites that the board would tour the next day. She guided the board through the available data layers and filters that the public can use to view Washington's public lands. Since the initial soft release, some improvements and troubleshooting needs have been identified and are in the queue to be addressed.

The Public Lands Inventory website can be accessed at: <http://publiclands.smartmine.com>.

Item 10: Tour Preview

Laura Moxham, Outdoor Grants Manager, provided an overview of the funded sites that the board will tour the next day. The tour will consist of visits to five board-funded sites including parks, a natural area, restoration sites, and a motorized boating access site as listed below:

Lower Washougal River Greenway (05-1289)
Fallen Leaf Lake Park (08-1205)
Lacamas Lake Boat Launch (97-1145, 12-1683)
Camp Currie (98-1289, 00-1464)
Lacamas Prairie Natural Area Preserve (08-1180, 12-1612)

Closing Remarks

Director Cottingham noted that the next board meeting will be held in Olympia, Washington on October 29 and 30, 2014.

The meeting was adjourned at 5:30 p.m. by Chairwoman Chair Spanel.

RECREATION AND CONSERVATION FUNDING BOARD SUMMARY MINUTES

Date: July 17, 2014

Place: Vancouver, WA

Recreation and Conservation Funding Board Members Present:


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

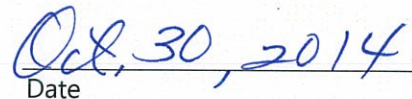
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Tour

The board began the tour of projects at 8:30 a.m. and proceeded as indicated on the agenda. The tour concluded at 2:00 p.m.

Approved by:


Harriet Chair Spanel, Chair


Date

Recreation and Conservation Funding Board
Resolution #2014-12
July 2014 Consent Calendar

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

- A. Approve Board Meeting Minutes – April 16, 2014
- B. Approve Time Extension Requests:
 - WDFW Skagit Bay Riparian Enhancement (#08-1870R)
 - DNR Trout Lake NAP 2008 (#08-1184A)
- C. WDFW Methow Watershed Phase 2 Conversion (#00-1429A)
- D. Technical Clarification of Resolution 2014-06
- E. Nona Snell Service Recognition

Resolution moved by: Peter Mayer

Resolution seconded by: Mike Deller

Adopted/Defeated/Deferred (underline one)

Date: July 16, 2014

November 18, 2014

Bill Bjerke
Clark County

Dear Bill:

I apologize for the delay in sending this note. I would like to express appreciation for your involvement in the Recreation and Conservation Funding Board meeting in Camas on July 17. We appreciated hearing about your regional stories and the important work occurring in the area.

We did have the opportunity to see some of the projects accomplished and in development on our tour. It is overwhelming to think of the impact on the people and resources of Okanogan County. We were glad to invest our time and funds in your beautiful valley.

We look forward to continuing our work to support the salmon recovery in the upper Columbia River area and maintaining a collaborative relationship with the community.

Sincerely,

Kaleen Cottingham
Director