

September 11-12, 2013

Wenatchee Coast Hotel, 201 North Wenatchee Avenue, Wenatchee, WA 98801

**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 mailing them to the RCO, attn: Rebecca Connolly, Board Liaison or at [rebecca.connolly@rco.wa.gov](mailto:rebecca.connolly@rco.wa.gov).

## Wednesday, September 11

Lunch will be provided for board members beginning at 11:30 a.m. Agenda is based on a working lunch.

### OPENING AND MANAGEMENT REPORTS

Noon	<b>CALL TO ORDER</b> <ul style="list-style-type: none"><li>• Roll Call and Determination of Quorum</li><li>• Review and Approval of Agenda</li><li>• Welcome from Local Officials</li></ul>	Chair
	<b>1. Consent Calendar (Decision)</b> <ul style="list-style-type: none"><li>A. Approve Board Meeting Minutes – June 25, 2013</li><li>B. Approve Time Extension<ul style="list-style-type: none"><li>• Malaga Colockum Community Council, Malaga Community Park, Project #07-1974AD</li></ul></li><li>C. Approve 2014 Meeting Schedule</li></ul> <u>Resolution #2013-19</u>	Chair
	<b>General Public Comment</b> <p>For issues not identified as agenda items. Please limit comments to 3 minutes.</p>	Chair

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**12:15 p.m. 2. Director's Report**

- Agency updates regarding high-level issues and other matters related to agency business *Kaleen Cottingham*
- Policy and legislative update *Nona Snell*
  - Addressing new legislative assignments in 2013-15
  - Status of plan development and approval
  - Status of Tier 1 and Tier 2 policy priorities
    - Farmland program review
  - Update on Lands Group activities
- Grant management report *Marguerite Austin*
  - Overview of funding for 2013-15 biennium, including returned funds
  - Status of 520 conversion approved in June
- Fiscal report (*written report only, staff available to answer questions*)

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**12:35 p.m. 3. Agency Performance Highlights: 2011-13 Biennium**

- Strategic plan for 2013-15 biennium *Scott Robinson*
- Performance update *Rebecca Connolly*

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**1:00 p.m. State Agency Partner Reports**

- Department of Fish and Wildlife *Dave Brittell*
- Department of Natural Resources *Jed Herman*
- State Parks *Don Hoch*

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**BOARD BUSINESS: BRIEFINGS**

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**1:15 p.m. BREAK**

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**1:30 p.m. 4. Update on Guidance Related to Stormwater Management and Related Facilities on Board-Funded Sites** *Leslie Ryan-Connelly*

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**1:45 p.m. 5. Review of the Nonhighway and Off-Road Vehicle Activities Plan** *Sarah Gage*

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**2:15 p.m. 6. Review of the Trails Plan** *Sarah Gage*

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**2:45 p.m. BREAK**

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**3:00 p.m. 7. Review Draft Changes to the Land and Water Conservation Fund Criteria** *Marguerite Austin*

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**BOARD BUSINESS: DECISIONS**

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**3:30 p.m. 8. Assessment of Evaluation Process for WWRP Habitat Conservation Account Categories** *Marguerite Austin*

Resolution #2013-20

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**BOARD BUSINESS: BRIEFINGS**

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**4:00 p.m. 9. Overview of Project Tour Planned for Thursday, September 12** *Myra Barker*

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**4:30 p.m. RECESS FOR THE DAY**

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## Thursday, September 12

### PROJECT TOUR

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<b>8:45 a.m.</b>	<b>Gather in Lobby of Coast Wenatchee Hotel</b>
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<b>9:00 a.m.</b>	<b>Walk to first site along Apple Capital Recreation Loop</b>
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<b>9:15 a.m.</b>	<b>Wenatchee Day Use Moorage (map point B)</b>
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- Sponsored by city of Wenatchee
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<b>9:40 a.m.</b>	<b>Walk back to hotel and depart for second site</b>
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<b>10:00 a.m.</b>	<b>Arrive at Wenatchee Rotary Park (map point C)</b>
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- Sponsored by city of Wenatchee
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<b>10:20 a.m.</b>	<b>Depart</b>
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<b>10:45 a.m.</b>	<b>Arrive at Wenatchee Foothills Trail, Horse Lake Trailhead, Wenatchee (map point D)</b>
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- Discussion with City and Chelan-Douglas Land Trust about partnership on the Foothills Trail
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<b>11:45 a.m.</b>	<b>Depart for next site</b>
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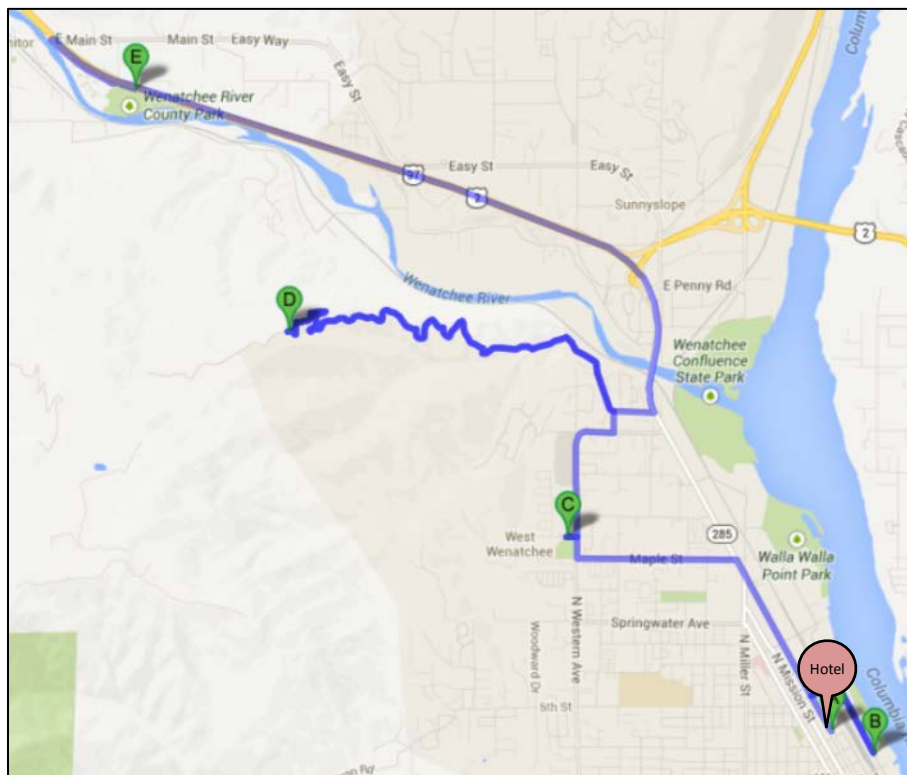
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<b>12:15 p.m.</b>	<b>Arrive at Wenatchee River County Park, Monitor (map point E)</b>
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- Lunch on site
  - Discussion with Chelan County about the conversion associated with farmworker housing
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<b>1:30 p.m.</b>	<b>End tour</b>
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Recreation and Conservation Funding Board  
Resolution #2013-19  
September 2013 Consent Calendar

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

- A. Approve Board Meeting Minutes – June 25, 2013
- B. Approve Time Extension
  - Malaga Colockum Community Council, Malaga Community Park, Project #07-1974AD
- C. Approve 2014 Meeting Schedule

Resolution moved by: \_\_\_\_\_

Resolution seconded by: \_\_\_\_\_

Adopted/Defeated/Deferred (underline one)

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

# Recreation and Conservation Funding Board Summarized Meeting Agenda and Actions, June 2013

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## Agenda Items without Formal Action

Item	Board Request for Follow-up
Item 2: Director's Report	No follow-up requested
Item 3: Legislative and Budget Update	No follow-up requested
Item 4: Briefing on Conversion Request: City of Auburn, Brannan Park	Staff to work with the city to prepare conversion for decision by the board in November; decision will be a separate memo, and not on consent calendar. The city will be asked to clarify how fishing access would change, provide more detail about future plans for replacement property, and address board concerns about how the wet characteristics of the park could affect future plans.
Item 14: Submitting Boating Infrastructure Grant projects to US Fish and Wildlife Service	Staff to submit projects to the National Park Service for funding consideration. Follow up to the board will be in the standard management report.
Item 15: Process for FY 2013 Director Evaluation	Interested board members to contact the chair about subcommittee participation.

## Agenda Items with Formal Action

Item	Formal Action	Board Request for Follow-up
Item 1: Consent Calendar	<a href="#">Approved Resolution 2013-04</a> A. Meeting Minutes – April 2013 B. Time Extensions: #08-1157C, #08-1180A, #08-1184A, #08-1186A, #08-1512A, #08-1505A, #08-1502A, #08-1524R, #08-1870R, #08-1340D, #08-1356A C. Conversion for RCO #74-606A and #75-657A	No follow-up requested
Item 5: Conversion, Projects Associated with Construction of 520 Bridge	<a href="#">Approved Substitute Resolution 2013-05</a> <ul style="list-style-type: none"> <li>Approved conversion, subject to a signed agreement between the sponsors and Washington State Department of Transportation.</li> </ul>	If agreement is not reached, conversion will return to the board. Staff to provide update in September.
Item 6: Proposal for Recognizing Legacy Projects	<a href="#">Approved Resolution 2013-06</a> <ul style="list-style-type: none"> <li>Approved Proposal for Recognizing Legacy Projects</li> </ul>	No follow-up requested
Item 7: Firearms and Archery Range Recreation Program	<a href="#">Approved Resolution 2013-07</a> <ul style="list-style-type: none"> <li>Approved Table 1 for the 2013-15 biennium and delegated authority to the director to award grants, pending fund availability.</li> </ul>	The director will send updates to the board regarding approved lists and budget news.
Item 8: Washington Wildlife and Recreation Program	<a href="#">Approved Resolution 2013-08</a> <ul style="list-style-type: none"> <li>Approved Table 1 for each category for the 2013-15 biennium and delegated authority to the director to award grants, pending fund availability.</li> </ul>	

Item	Formal Action	Board Request for Follow-up
Item 9: Aquatic Lands Enhancement Account	<a href="#">Approved Resolution 2013-09</a> <ul style="list-style-type: none"> <li>Approved Table 1 for the 2013-15 biennium and delegated authority to the director to award grants, pending fund availability.</li> </ul>	
Item 10: Land and Water Conservation Fund	<a href="#">Approved Resolution 2013-10</a> <ul style="list-style-type: none"> <li>Approved Table 1 for the 2013-15 biennium and authorizes the director to submit projects to the National Park Service and award grants.</li> </ul>	
Item 11: Boating Facilities Program	<a href="#">Approved Resolution 2013-11</a> <a href="#">Approved Resolution 2013-12</a> <ul style="list-style-type: none"> <li>Approved Table 1 for each category for the 2013-15 biennium and delegated authority to the director to award grants, pending fund availability.</li> </ul>	
Item 12: Nonhighway and Off-road Vehicle Activities Program	<a href="#">Approved Resolution 2013-13</a> <a href="#">Approved Resolution 2013-14</a> <a href="#">Approved Resolution 2013-15</a> <a href="#">Approved Resolution 2013-16</a> <ul style="list-style-type: none"> <li>Approved Table 1 for each category for the 2013-15 biennium and delegated authority to the director to award grants, pending fund availability.</li> </ul>	
Item 13: Recreational Trails Program	<a href="#">Approved Resolution 2013-017</a> <ul style="list-style-type: none"> <li>Approved Table 1 for the 2013-15 biennium and delegated authority to the director to award grants, pending fund availability.</li> </ul>	
Item 16: Approve State Comprehensive Outdoor Recreation Plan (SCORP)	<a href="#">Approved Resolution 2013-018</a> <ul style="list-style-type: none"> <li>Approved State Comprehensive Outdoor Recreation Plan (SCORP)</li> </ul>	Staff to submit plan to Governor and NPS for approval.

## Recreation and Conservation Funding Board Summary Minutes

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Date: June 25, 2013

Place: Natural Resources Building, Room 172, Olympia, WA, 98501

### Recreation and Conservation Funding Board members present:

<b>Betsy Bloomfield</b>	Yakima	<b>Jed Herman</b>	Designee, Department of Natural Resources
<b>Pete Mayer</b>	Snohomish	<b>Larry Fairleigh</b>	Designee, State Parks
<b>Harriet Spanel</b>	Bellingham	<b>Dave Brittell</b>	Designee, Department of Fish and Wildlife
<b>Ted Willhite</b>	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.**

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### Call to Order

Acting Chair Harriet Spanel called the meeting to order at 9:00 a.m. Staff called roll, and a quorum was determined.

Director Cottingham noted that there was late correspondence and that it was posted to the online materials. A list of late correspondence was provided to members as reference.

### Consent Calendar

The Recreation and Conservation Funding Board (board) reviewed Resolution #2013-04, Consent Calendar.

**Resolution 2013-04 moved by: Dave Brittell**  
**Resolution APPROVED**

**and seconded by: Jed Herman**

### Item 2: Management Report

**Director's Report:** Director Cottingham noted that all RCO employees had received temporary layoff notices the day before, and that contracts had been issued suspension notices. The RCO is revising its strategic plan to align with the Governor's new planning approach. She has been very active in working on the Results Washington goal regarding the environment. She has been active in sharing information about the RCO with partners, stakeholders, and the Legislature.

**Policy Update:** Policy Director Nona Snell reviewed the status of policy work as describe in the staff memo. She noted that SCORP approval, which is before the board today, is a Tier One policy priority. She reported that the trails Town Hall is underway and getting good participation; results will be used for the Trails Plan and NOVA plan updates. Snell also reviewed progress on Tier Two priorities.

Member Mayer asked where things stand with the culvert issue. Director Cottingham noted that the culvert decision was appealed. Agencies will be looking closely to see how the budget funds the work required for implementation. The natural resources agencies are on track to meet the timeline if they receive funding in



the 2013-15 biennium. He also asked that the SCORP discussion address how the agency and board would operationalize the plan.

**Grant Management Report:** Scott Robinson, Deputy Director, noted that the planning process has started for the 2014 grant round. Staff members are working with applicants to certify their match for projects in the current grant cycle. Grant managers are focusing on inspections this year; this will be the focus of closed projects of note.

**Closed Projects of Note:** Rory Calhoun presented two projects: Green Acres Park in Spokane Valley and Endicott Little League Fields in Endicott that were completed in the past. He noted that they try to inspect projects at least every five years. He showed photos to demonstrate the work done at the park and the current state of each project. The Green Acres Park is still used as a park, with many features that benefit the community. He noted that the Endicott project was still in great condition, and that it shows small town pride in the projects. Director Cottingham reminded the board that even though funds may be used only for acquisition, board policy requires development within five years; that is another component of inspections.

Member Willhite asked about the economic advantages and use of spray parks compared to pools. Calhoun responded that the spray pads seem to be more popular for park managers, and anecdotally he has heard that they are easier to maintain.

### General Public Comment

*Larry Otos, Director of Mount Vernon Parks and Recreation*, noted that spray parks are among the best community values for the money spent. They are more of a drop-in site than pools. The cost is lower, and since it is operated on a touch-pad system, uses less water. They are very popular with families. He thanked Harriet and Peter for attending their groundbreaking. As a member of the Washington Wildlife and Recreation Coalition (WWRC), he noted that the integrity of the process is key to the Washington Wildlife and Recreation Program (WWRP) success; they want to work on educating stakeholders about that. He noted ways that they are trying to address concerns about acquisitions.

*Karen Daubert, Director of the Washington Trails Association (WTA)*, thanked the board and staff for their work, especially Sarah Thirtyacre and Laura Moxham. She noted that it is critical to maintain the integrity of the process. Daubert referenced the materials about the Legacy projects, and saluted the board's effort to recognize outstanding projects. She advised that they keep the process simple, noting that WTA had avoided other recognition programs because they were too complex. She also serves on the board of WWRC, and stated that they will be looking at which categories are more competitive than others. They believe it can be difficult for non-paved trails to compete.

Member Mayer suggested that WTA look for opportunities to collaborate with organizations like Washington Recreation and Parks Association to support trails together. Member Willhite asked her to clarify her comment about the Legacy projects; she clarified that the volunteer recognition process she cited as complicated was not through the RCO.

### Item 3. Legislative and Budget Update

Nona Snell noted that there was little that was different since April. The Legislature is now in a second special session. She noted that the RCO needs both an operating and capital budget to operate. The

House passed a reappropriation-only budget, which would mean that existing projects can continue through the new biennium. The agency has sent notices to staff and project sponsors about funding realities, the potential for layoffs, and the potential for projects to be ended. Director Cottingham noted that the RCO also does not know if there will be additional legislative assignments for the agency as the budget progresses. They would be done through provisos. She expects them to address land acquisitions, the public lands inventory, and working lands.

Member Herman asked if the Senate revised list prevails, whether the board would need to take action. Director Cottingham responded that they have to follow the LEAP list, so the ranked list would be modified accordingly. Member Mayer asked if they anticipate that the Legislature would tinker with the list. Director Cottingham responded that she anticipates two projects would come off the list – one sponsored by Yakima and one sponsored by DNR.

### State Agency Partner Reports

**Department of Fish and Wildlife (WDFW):** Member Brittell reported that DFW has been active in acquisitions; they are gearing up to participate in the WWRC focus groups. They also are preparing to address legislative questions about acquisitions. They have had a number of discussions about PILT. Discover Pass funds are helping with operations and maintenance. DFW also distributed layoff notices on Monday. He introduced Clay Sprague as the new lands manager.

**Department of Natural Resources:** Member Herman reported that DNR has sent layoff notices as well, although some staff members would not be subject to layoff. One of the difficulties they face is that some of the firefighting staff have regular duties and work on call. They have made good strides in rebuilding the Reiter Recreation Area. They have had good support from many recreation partners during this session. He noted that their program to remove derelict vessels is very successful; he reviewed the effect of HB 1245, which passed during the regular Legislative session. Discover Pass funds are up by about 12 percent over last year.

**State Parks:** Member Fairleigh noted they have been working on the potential closures as well. If there is a state shutdown, all state parks will be closed. They have held off on notifying people about the potential for reservations to be cancelled. The shutdown would have dramatic revenue implications for State Parks because of the activities scheduled in the parks. Negotiations at Fort Worden are progressing; they need to have more discussions with RCO about encumbrances. There is potential that State Parks will be back into operating Lion's Ferry in eastern Washington, depending on budget. The commission is looking at State Parks evaluation criteria for WWRP.

### Board Business: Briefings & Discussion

#### Item 4. Briefing on Conversion Request: City of Auburn, Brannan Park

Leslie Ryan-Connelly, RCO Compliance Specialist, presented the information as described in the staff memo. She reminded the board about its roles and responsibilities with regard to conversions, noting that the board makes a recommendation to NPS for this project because it was funded through the Land and Water Conservation Fund. Ryan-Connelly reviewed the details of the conversion proposal, shared photos of the

conversion and replacement properties, discussed the timeline, and asked the board if they had any questions that need to be answered when the conversion is considered later in the year.

Member Spanel asked if the fishing access would be lost after the conversion. Ryan-Connelly responded that it would not be lost, but would be moved to another location. Member Mayer asked that the city clarify how fishing access would change.

Member Fairleigh asked why the replacement property was an odd shape, and asked if that would be the park boundary. Ryan-Connelly responded that it was constricted by existing power lines and neighborhoods, and the boundary shown would be the park.

Member Mayer asked what was behind the city's decision in 2011 to remove the property from stormwater management. Ryan-Connelly responded that the district did not need it for that purpose, so it was considered surplus property that could be put to other uses. Mayer then asked if the utility district needed to be reimbursed; Ryan-Connelly responded that it would be, and explained how it would happen.

Member Brittell asked how the public would be able to access the new park. Ryan-Connelly responded that it would be through the neighborhood or a road. Since the city owns the property, they can grant it to themselves and create legal access.

Member Willhite asked what would happen to the existing natural biota (e.g., fallen trees) after the conversion. Ryan-Connelly responded that the levy setback would have biological features such as log jams to encourage the natural environment to replenish itself.

Member Willhite also asked if the replacement property would be an open park or a natural area. Ryan-Connelly replied that it was characterized as open space, but she would ask the city for more detail on their plan. Member Willhite stated that he would like to know the city's plans for the replacement property over the next decade. Member Mayer asked that the city address future restrictions on the replacement property, based on its wet characteristics. For example, could there be trails or active recreation at the park?

Member Spanel asked what would happen to the houses along the river, and whether they would be affected by the levy setback as well. Ryan-Connelly responded that setback started at Brannan Park and went north to Kent. It does not go further south because of the density of residential housing; the hope is that this setback will address concerns for those homes.

Member Bloomfield suggested that the converted property seemed to be active floodplain, and to her, that meant replacement property was a more functional piece of property. To her, it was a good replacement. There were other good opportunities for recreation activity along the river.

Member Mayer asked if the conversion was contingent on the board making a decision before the flood control district could proceed with the levee project. Ryan-Connelly responded that in this case, there was nothing to keep the district from securing an easement from the city and doing the work without the board approving the conversion in advance. The city, however, wants to secure board and National Park Service approval first.

Director Cottingham asked the board if this should come back as an item for discussion before the decision, or a consent agenda item. Mayer and Willhite responded that they would prefer that this be an item with board discussion. Other board members did not express strong opinions.

## **Board Business: Decisions**

### **Item 5. Conversion Request: Projects Associated with Construction of 520 Bridge**

Leslie Ryan-Connelly, RCO Compliance Specialist, presented the information as described in the staff memo. Director Cottingham noted that staff was proposing a substitute resolution because the agreement between the University of Washington (UW), Seattle, and the Department of Transportation had not yet been signed. The substitute resolution allows the board to agree in concept, but delays submission to the National Park Service (NPS) until the agreement is signed. If the agreement is not signed, then the conversion would come back to the board.

Ryan-Connelly reminded the board about its roles and responsibilities with regard to conversions. Ryan-Connelly reviewed the details of the conversion proposal, shared photos of the conversion and replacement properties, discussed the timeline, and the agreement between the parties. She noted that the remaining issues that need to be resolved are related to mitigation for historic preservation and cleanup of the contamination at the replacement property. With regard to the historic preservation, the parties have agreed to the terms in concept; NPS makes the final decision. The contamination agreement would require the board to waive its policy prohibiting the use contaminated property. The agreement would require the sponsors to clean up the property, which fits with NPS rules that allow sponsors to use contaminated property as long as it is cleaned. She also noted that the sponsors are proposing a five-year timeline to complete the park development at the replacement property; this too would need to be approved by NPS.

Member Herman asked what mitigation for an historic site would be. Ryan-Connelly responded that it would be a survey of historic properties on the UW campus as a planning tool for the university to avoid removal of structures in the future. There also would be a small reconstruction of a building within the Arboretum.

Member Mayer asked if there is some legally binding obligation with regard to the cleanup of the contamination. Ryan-Connelly responded that as the grant funders, we do not have that kind of tool. Director Cottingham responded that it would be a secondary conversion if the sponsors failed to clean-up the property and develop the park.

Member Willhite asked who would pay for the contamination. Director Cottingham responded that it would be the Department of Transportation and sponsors, and that it was part of the agreement. David Graves, Seattle Parks and Recreation, responded that they have a good idea of what the contamination is in some parts of the site, and that they are negotiating the costs. Member Willhite asked whether they will make some effort to make the site similar in nature to the site being lost. Graves responded that they would focus on passive recreation.

Member Fairleigh asked if they were satisfied that the remaining park would remain functional, and that the partial take did not have a broader impact. Ryan-Connelly responded that maintaining the park was a key part of determining the conversion area, including viewsheds and the recreational experience. She believes the waterfront trail will be similar, with an improved experience under 520. The biggest loss will be to

parking. Fairleigh asked if the funding for the cleanup would be part of the deal; Ryan-Connelly responded that it would be.

**Substitute Resolution 2013-05 moved by: Pete Mayer      and seconded by: Ted Willhite**  
**Resolution APPROVED**

### **Item 6. Approve Proposal for Recognizing Legacy Projects**

Marguerite Austin reviewed the proposal as described in the staff memo, highlighting in particular the selection process, selection criteria, award types, recognition ceremonies, and next steps. Staff contacted a number of stakeholder organizations for their impressions of the proposal. The feedback was primarily positive. There were some concerns about the process including only staff, as compared to the evaluation processes that rely on external evaluators. There were some suggestions that external parties work with staff in the selection process.

Member Spanel asked for clarification of the timing. Austin responded that staff would make its recommendations during the odd-numbered years. The board could then make decisions annually about awards; it would be one per category in each year.

Member Mayer asked if she received any suggestions about how to simplify the process. Austin responded that they had not, but, they would keep this in mind as they develop the process. For example, rather than having the project sponsors do a lot paperwork, staff would consider interviews to gather the information.

#### Public Comment

*Brit Kramer, Washington Recreation and Parks Association*, encouraged the board to recognize projects in a way that raises the profile of the programs and celebrate the successes. Her organization has done an award program for 50 years; it has grown and changed over time. She encouraged the board to allow park managers to be part of the process, while still keeping it simple. Kramer also suggested the board be clear about how this is different from the awards done by the Washington Wildlife and Recreation Coalition.

**Resolution 2013-06 moved by: Ted Willhite      and seconded by: Jed Herman**  
**Resolution APPROVED**

### **Board Business: Grant Awards**

#### **Item 7. Firearms and Archery Range Recreation Program, Review and Approve Grants for the 2013-15 Biennium**

Adam Cole presented the information as written in the staff memo, and highlighted information about the applications, applicants, and projects in the 2012 grant round. He concluded by presenting the top two projects in the program: Kettle Falls Gun Club Development and the Bainbridge Island Sportsmen's Club Rifle Range Safety Enhancement.

### Public Comment

Director Cottingham noted that there were several letters submitted to the board, and that they were available on the web site with the other board materials.

*Linda Lubovich, Bainbridge Island*, spoke about environmental and safety concerns as a neighbor of the Bainbridge Island Sportsmen's Club. She stated that she represents other neighbors who oppose the reopening of the range. She cited an incident in 2004 in which a stray bullet left the club and hit a residential area to the north, behind a school. There are two schools near the club. She stated that the improvements made to the range following that incident did not solve the problem and the range was closed in 2009. Neighbors also are concerned about lead contamination of surrounding properties, especially for the people who use wells.

*Christa Little, Bainbridge Island*, stated that firearms projects are not like average park projects and require more technical review. She stated that the review and evaluation process used by the advisory committee did not include sufficient technical review. The island is very small, only 2.5 miles long, and is a highly populated area. They did not address the safety issues, and the containment zone is outside the club's property. Her property is only 30 to 40 feet from the target placement at the rifle range. She is concerned that raising the earthen berm is not part of the project. Muffler boxes are not proven safety equipment. They have asked the club to do an enclosed range facility instead of the proposed range. She referred to board policy requiring the facility to be on property owned by the club; she was given a survey showing that the berm is not on club property, making it ineligible. At minimum, she stated that there should be a thorough technical review before funds are distributed. She provided a map of the property and other documents for the meeting record.

*Steve Korn, Bainbridge Island Sportsmen's Club*, stated they have designed the facility so that surface danger zones are within the walls of each range. When the rifle range is upgraded, the surface danger zone will be within the property line. The shot that landed on a neighbor's property was done as a test under worst case scenarios, with the county present. Adjustments were made, and the county approved the trap range.

*Alan Kaspar, Bainbridge Island Sportsmen's Club*, stated that the range had not been compelled to close its pistol range after a bullet left it in 2002; they did it voluntarily. They rebuilt the pistol range in question so that it is now safe, and have established policies to support safety. The rifle range is fully contained within their property. They voluntarily closed the rifle range until they could bring it to NRA sourcebook standards. They used US Army Corps of Engineer standards for the muffler boxes and for sound management. Design review is part of their plan, to be completed before construction. The range is in compliance with the Kitsap Health Department for lead reclamation; another review will be done in August. They also are in compliance with Department of Ecology standards. He stated that some neighbors do not oppose the club and project, and cited their community relationships.

### Board Discussion

Member Fairleigh noted that the board is not a regulator, and asked to what degree the project would go through a regulatory process or technical review that would involve a public process. Cole responded that there was no state or federal authority that approves the design of gun ranges. That responsibility is up to local governments. For Bainbridge Island, that means the codes such as the building codes, zoning codes, and one that addressed discharge of firearms and ranges. The club would need to get the appropriate permits from the city. Cole noted that he had discussed this with the city, and learned that the scope of

the grading and movement of the shed would determine what kind of permit they would need. The opportunity for public comment would depend on the type of permit.

Member Spanel asked if there were contingencies that could be placed on the funds. Cole responded that there could be special conditions placed on the contract. The standard agreement requires the project sponsor to meet applicable laws and secure permits. It would be up to the city to approve the design; if the city did not approve the design, there would be no funds. Director Cottingham asked if there had ever been special conditions placed that require technical review. Marguerite Austin responded that they had not done this. The Firearms and Archery Range Recreation (FARR) program Advisory Committee included a member of the National Rifle Association (NRA) who provided advice on design issues and whether projects met NRA guidelines. Although he no longer serves as the NRA technical advisor, the project sponsor responded to recommendations from that advisor and others before evaluation. Austin continued that RCO staff can add special conditions, but she is unsure what they would be.

Member Bloomfield asked if any of the testimony from either side represented new information that would have affected the scoring. Austin responded that the evaluators would have looked at the information, but she is not sure if it would have affected the outcome.

Member Herman clarified that the process was consistent with the others, in that funding would not be provided until permits were secured. Austin confirmed that, and noted that some projects are unable to secure permits or cannot proceed as designed, so they are closed and do not receive funding, except for initial costs incurred in good faith.

Member Mayer asked if staff was confident that the local process would include review of the safety issues raised and if the design was within the purview of the board. Cole responded that it is a local issue, and that the permits required locally may not account for baffle systems and berms. The work is subject to the authority of the local development director.

Member Willhite asked if it is typical for projects to come forward prior to full design plans. Director Cottingham responded that grants are typically made in advance of design. Member Willhite clarified that the project may or may not proceed, depending on the outcome of the design and permit process. Director Cottingham confirmed that the contract requires sponsors to comply with all laws before they can be reimbursed.

Member Bloomfield noted that this discussion led her to conclude that there are no new material facts that likely would have affected scoring because it is a local issue.

Member Fairleigh said that it is important for the board to maintain its process, which is respected for its thoroughness and integrity. The director has signed off that the project has met the requirements of the program to date. He did not think the board should act as a local regulatory authority; there needs to be a clear line between the purview of the local authorities and the board.

**Resolution 2013-07 moved by: Jed Herman**  
**Resolution APPROVED**

**and seconded by: Ted Willhite**

#### **Item 8. Washington Wildlife and Recreation Program, Approve Grants for the 2013-15 Biennium**

Scott Robinson presented the information as written in the staff memo, reminding the board how funds are allocated. He noted sponsors did not certify match for four projects, and withdrew two other projects. Board members had no questions or comments.

**Resolution 2013-08 moved by: Dave Brittell**  
**Resolution APPROVED**

**and seconded by: Ted Willhite**

#### **Item 9. Aquatic Lands Enhancement Account, Approve Grants for the 2013-15 Biennium**

Scott Robinson presented the information as written in the staff memo, highlighting program goals and the applications received. He noted that sponsors did not certify match for six projects. Board members had no questions or comments.

**Resolution 2013-09 moved by: Jed Herman**  
**Resolution APPROVED**

**and seconded by: Betsy Bloomfield**

#### **Item 10. Land and Water Conservation Fund, Review and Approve Grants for the 2013-15 Biennium**

Sarah Thirtyacre presented the information as written in the staff memo, and highlighted information about the applications, applicants, and projects in the 2012 grant round. She concluded by presenting the top project in the program, the Point Defiance Missing Link. Board members had no questions or comments.

**Resolution 2013-10 moved by: Betsy Bloomfield**  
**Resolution APPROVED**

**and seconded by: Pete Mayer**

#### **Item 11. Boating Facilities Program, Review and Approve Grants for the 2013-15 Biennium**

Karl Jacobs presented the information as written in the staff memo. He shared a program overview and then highlighted information about the applications, applicants, and projects in each category during the 2012 grant round. He concluded by presenting the top project in each category.

Director Cottingham noted that the Boating Facilities Program lists are part of the budget appropriations still under consideration by the Legislature. The board lost \$3.3 million in funding for this program in the last biennium.

#### Public Comment

*Marla Kent, Port of Edmonds*, noted that they have the third-ranked project on the local agencies list. They appreciate that the board funded the original project 20 years ago; this money will help replace the cranes. She urged the board to approve the list of projects.



**Resolution 2013-11 moved by: Larry Fairleigh**  
**Resolution APPROVED**

**and seconded by: Dave Brittell**

**Resolution 2013-12 moved by: Ted Willhite**  
**Resolution APPROVED**

**and seconded by: Jed Herman**

### **Item 12. Nonhighway and Off-road Vehicle Activities Program, Review and Approve Grants for the 2013-15 Biennium**

Dan Haws presented the information as written in the staff memo, beginning with an overview of the program and funding formula. He then gave an overview of each category, including information about the applications, applicants, and projects in the 2012 grant round. He concluded each category with a presentation of the top project in that category. Board members had no questions or comments.

**Resolution 2013-13 moved by: Ted Willhite**  
**Resolution APPROVED**

**and seconded by: Jed Herman**

**Resolution 2013-14 moved by: Larry Fairleigh**  
**Resolution APPROVED**

**and seconded by: Pete Mayer**

**Resolution 2013-15 moved by: Ted Willhite**  
**Resolution APPROVED**

**and seconded by: Betsy Bloomfield**

**Resolution 2013-16 moved by: Pete Mayer**  
**Resolution APPROVED**

**and seconded by: Larry Fairleigh**

### **Item 13. Recreational Trails Program, Review and Approve Grants for the 2013-15 Biennium**

Laura Moxham presented the information as written in the staff memo, beginning with a program overview that included the five classes of use. She then reviewed the two categories – General and Education – including information about the applications, applicants, and projects in the 2012 grant round. She also presented the top project in each category. Board members had no questions or comments.

**Resolution 2013-17 moved by: Larry Fairleigh**  
**Resolution APPROVED**

**and seconded by: Ted Willhite**

### **Item 14. Submitting Boating Infrastructure Grant projects to US Fish and Wildlife Service**

Darrell Jennings presented the information as written in the staff memo. Board members had no questions or comments.

*Larry Fairleigh left for a meeting in Spokane after this presentation.*

## **Board Business: Decisions**

### **Item 15. Process for FY 2013 Director Evaluation**

Acting Chair Spanel reviewed the staff memo and noted that the process was changing because the RCO had lost its Human Resources director. Members need to contact Chair Chapman if they are interested in participating in the evaluation.

### **Item 16. Approve State Comprehensive Outdoor Recreation Plan (SCORP)**

Rebecca Connolly presented the information as written in the staff memo, noting that Mike Fraidenburg and Mark Duda from Responsive Management were present to answer questions. Connolly noted that Member Willhite had requested that information about ecosystem services be included in the final report, and that the draft submitted with board materials did not include that section. A draft section was distributed to the board on June 24, and made available at the meeting for the public. If approved by the board, the section on ecosystem services would be included in the report with the discussion of other benefits of outdoor recreation. The board members concurred that it was a good addition.

Member Mayer asked how the findings of the plan would be operationalized and how it links to the strategic plan. Director Cottingham responded that the plan's primary value is for the Land and Water Conservation Fund (LWCF) program. Connolly noted that many of the plan's recommendations already were incorporated in the board's strategic plan and existing staff work. The next step in operationalizing would be to determine implications for the LWCF program criteria in the 2014 grant round.

**Resolution 2013-18, with the addition of ecosystem values to the SCORP,**  
**moved by: Ted Willhite and seconded by: Jed Herman**  
**Resolution APPROVED**

Director Cottingham said that she would send updates to the board regarding approved lists and budget. She reminded board members that the September meeting would be in Wenatchee.

Meeting adjourned at 4:15 p.m.

Approved by:

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Bill Chapman, Chair

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Date

Recreation and Conservation Funding Board  
Revised Resolution 2013-04  
June 2013 Consent Calendar

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

- A. Approve Board Meeting Minutes – April 4-5, 2013
- B. Approve Time Extension Requests:
- Washington Department of Natural Resources, Project #08-1157C, Chehalis River Surge Plain NAP Riparian 2008
  - Washington Department of Natural Resources, Project #08-1180A, Lacamas Prairie Natural Area 2008
  - Washington Department of Natural Resources, Project #08-1184A, Trout Lake NAP 2008
  - Washington Department of Natural Resources, Project #08-1186A, Washougal Oaks NAP/NRCA 2008
  - Washington Department of Fish and Wildlife, Project #08-1512A, Lynch Cove Estuary
  - Washington Department of Fish and Wildlife, Project #08-1505A, Methow Watershed Phase 6
  - Washington Department of Fish and Wildlife, Project #08-1502A, Okanogan-Similikameen Phase 2
  - Washington Department of Fish and Wildlife, Project #08-1524R, Sinlahekin Ecosystem Restoration Phase 1
  - Washington Department of Fish and Wildlife, Project #08-1870R, Skagit Bay Riparian Enhancement
  - Vashon Park District, Project #08-1340D, Vashon Athletic Fields Improvements Phase 2 and 3
  - Washington State Parks, Project #08-1356A, Dosewallips State Park Riparian Acquisition
- C. Revise Conversion Approved in Resolution #95-10 due to DFW/DNR Land Exchange, Wenas Wildlife Area, RCO #74-606A and #75-657A

Resolution moved by:	<u>Brittell</u>
Resolution seconded by:	<u>Herman</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

Recreation and Conservation Funding Board  
SUBSTITUTE Resolution 2013-05  
Approving Conversion for Washington  
Park Arboretum, RCO #66-037D and #85-9036D

**WHEREAS**, the city of Seattle and the University of Washington used grants from the Land and Water Conservation Fund (LWCF) and the Aquatic Lands Enhancement Account (ALEA) to construct outdoor recreation facilities along the Arboretum Waterfront Trail at the Washington Park Arboretum; and

**WHEREAS**, the city and university propose conversion of portions of the property developed under the grant to facilitate construction of the Washington State Department of Transportation's State Route 520 project; and

**WHEREAS**, as a result of this proposed conversion, the property no longer satisfies the conditions of the RCO grants, including federal requirements under the Land and Water Conservation Fund Act; and

**WHEREAS**, the city and university are asking for Recreation and Conservation Funding Board (board) approval to replace the property proposed for conversion with property currently owned by the university but not managed for public outdoor recreation; and

**WHEREAS**, the proposed replacement property, known as the Bryant Site, is in a reasonable location that will help satisfy current recreation needs in the university districts, has an appraised value that is greater than the conversion site, is eligible in the funding programs, and will provide outdoor recreation opportunities that are reasonably equivalent to those displaced by the conversion; and

**WHEREAS**, the replacement property will be developed into a park within 5 years of conversion approval by the National Park Service that serves neighborhood and community park needs, and

**WHEREAS**, the Arboretum Waterfront Trail will retain its function after the State Route 520 project is complete, thereby supporting the board's goals to provide funding for projects that protect, restore, and develop recreation opportunities; and

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

**WHEREAS**, the city of Seattle, the University of Washington, and the Washington State Department of Transportation ("the parties") are finalizing an agreement to memorialize their commitments including site cleanup and park development; and

**WHEREAS**, the director has met with some of the parties and has agreed to allow them more time to finalize their agreement and requests delegation of authority from the board;

**NOW, THEREFORE BE IT RESOLVED**, that in order to implement the sponsors' plan to remove the structures, cleanup the contamination, and construct the new park at the replacement property over a five year period, the board waives its policy regarding the eligibility of contaminated property for the replacement site as described in Manual 3: *Acquiring Land* (March 2010),

Recreation and Conservation Funding Board  
SUBSTITUTE Resolution 2013-05  
Approving Conversion for Washington  
Park Arboretum, RCO #66-037D and #85-9036D

**AND BE IT FURTHER RESOLVED,** Recreation and Conservation Funding Board approves the elements of the conversion request and the proposed replacement site for Arboretum Waterfront Trail, RCO #85-9036D as presented to the board on June 25, 2013 and set forth in the board memo prepared for that meeting and delegates authority to the director to finalize the request once an agreement is reached between the parties,

**AND BE IT FURTHER RESOLVED,** that the board hereby authorizes the RCO director to recommend the conversion request and the proposed replacement site for the Arboretum Waterfront Trail, RCO #66-037D, to the National Park Service (NPS) for final approval once an agreement is finalized between the parties.

Resolution moved by:	<u>Mayer</u>
Resolution seconded by:	<u>Willhite</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

Recreation and Conservation Funding Board  
Resolution #2013-06  
Approving Recognition Proposal for Projects Considered  
to be Legacy or Visionary

**WHEREAS**, the mission of the Recreation and Conservation Funding Board (board) is to provide leadership and funding to help our partners protect and enhance Washington's natural and recreational resources for current and future generations; and

**WHEREAS**, the board wants to recognize sites that embody the realization of a long-range vision or that have resulted in a lasting legacy for a community, region, or the state; and

**WHEREAS**, providing such recognition would acknowledge the efforts of the public to preserve and protect Washington's natural and outdoor recreational resources; and

**WHEREAS**, the awards would recognize the significance of strategically investing public funds to make a difference to the social, health, and economic vitality of a community, region or the state; and

**WHEREAS**, the board believes that sharing the successes of its funding programs will inspire others to create sites and projects to better their communities; and

**WHEREAS**, the board has considered the proposal in three open public meetings and sought comment from key stakeholder groups, thereby supporting its goal to achieve a high level of accountability in managing the resources and responsibilities entrusted to it; and

**WHEREAS**, implementing a recognition program advances the board's objective to broaden public support and applicant pool for its grant programs;

**NOW THEREFORE BE IT RESOLVED** that the board hereby adopts the recognition proposal as presented in Attachment A.

Resolution moved by:	<u>Willhite</u>
Resolution seconded by:	<u>Herman</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

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## Recreation and Conservation Funding Board Outstanding Project Recognition

The Recreation and Conservation Funding Board (board) award program honors grant recipients that demonstrate excellence in planning for, protecting, and making available the best of the Washington's public outdoor recreation and conservation areas.

### Purpose

Award recipients are recognized for their work at a project site that embodies the realization of a long-range vision that has resulted in a lasting legacy for a community, region, or the state<sup>1</sup>. The award recognizes completed board-funded sites that exemplify the best of the state's public outdoor recreation areas and conservation resources.

### Two Award Categories

1. **Visionary: Preparing for a vibrant future.** This award would be given to projects completed within the last five to ten years.
2. **Lasting Legacy: Influencing lives for generations.** This award would be given to projects completed more than ten years ago. Such sites are generally well-loved by those they serve, and often are recognized throughout the community, region, or state. They function as intended.

### Selection Process

The board will select recipients once during each biennium, but may schedule award ceremonies annually at the discretion of the director and board chair.

### Nomination Process

Once per biennium, staff will contact key stakeholder organizations to ask that they nominate projects they would recommend that staff review. RCO also could include nomination information on its Web site. RCO staff will also keep the award categories in mind as they conduct compliance inspections around the state.

### Staff Review

Staff will conduct its research, interviews, and consultation process during the odd-numbered year when the RCO is not accepting grant applications in most programs.

The award program is open only to recipients of board grants. The focus would be on completed projects, but awards could be given to phased projects. Staff will give consideration to each sponsor's management of active and completed projects.

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<sup>1</sup> A site must include at least one project that was funded by the Recreation and Conservation Funding Board, but could also include areas not funded by the board.

For **visionary projects**, staff would review the list of eligible projects and consider which projects best reflect an organization's historic commitment to a proposal, strategic planning efforts and long-range visioning, and implementation of that vision.

Staff would then consider other factors that would make the project worthy of recognition, such as:

- Meeting program priorities in an exceptional way;
- Providing public access to unique natural resources or outstanding views or vistas;
- Protecting a significant or high-priority habitat type, wildlife species, or farmland;
- Providing opportunities for education about site features or resources;
- Incorporating innovative or unique design features (e.g., exceptional universal access, sustainable elements, reduced maintenance/stewardship costs, or adaptive reuse of features); and
- Demonstrating outstanding, sustained partnerships and community support to achieve the long-range vision.

For **legacy projects**, staff would begin by reviewing projects by decade, beginning in 1964. The initial round may include the 1970s as well as the 1960s<sup>2</sup>. To be considered a legacy project, sites would need to be viable and meeting the long-range vision established for the site.

In addition to the factors outlined for **visionary projects**, staff would then consider other factors such as:

- Upgraded, redeveloped, maintained, or modernized as needed to meet current needs;
- Quality of the habitat or other site features after years of public use.
- Ability to meet current public priorities for recreation and conservation.
- Influence or leverage for expanding the recreation or conservation estate.
- Meeting state plan priorities.

### **Director Recommendation**

Staff would present its analysis to the director, who would recommend projects to be recognized to the board.

### **Board Selection**

The board would make the final award decisions, selecting up to two projects in each theme (visionary and/or legacy) from the list presented by the director based on their best professional judgment.

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<sup>2</sup> Staff will use their professional judgment to place phased projects in the correct decade based on the work done in each project or phase.



## **Award Ceremonies and Public Recognition**

### **Award Ceremonies**

A board member and/or the director will present an award to the recipient at the project site or other meaningful location or event (e.g., city/council chambers, organization annual meeting, etc.). This award will be designed for indoor display.

A similar award will be provided for display at the project site. Where feasible, staff will encourage sponsors to use available technology to allow visitors to access information about the site, the project, board funding/support, and the award.

### **Public Recognition**

RCO staff will work with award recipients to place photos or other digital representations (e.g., a short video) of each project on the RCO Web site, creating a virtual "Hall of Fame."

The RCO also will publicize the award through the Web site and press materials. Staff will work with recipients to publicize and share details about the award-winning project with the media and other interested parties. Recipients will be expected to acknowledge the board funding in their press materials.

This award process will be incorporated into the RCO Communications Plan

Recreation and Conservation Funding Board  
Resolution #2013-07  
Firearms and Archery Range Recreation  
Final Approval for 2013-15 Ranked List of Projects

**WHEREAS**, for the 2013-2015 biennium, thirteen Firearms and Archery Range Recreation (FARR) program projects are eligible for funding; and

**WHEREAS**, these FARR projects were evaluated using criteria approved by the Recreation and Conservation Funding Board (board); and

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

**WHEREAS**, all projects have been determined to meet program requirements as stipulated in statute, administrative rule, and policy, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

**WHEREAS**, the Legislature has not yet enacted a 2013-15 budget, so funding is not available and the appropriation amount is unknown for the program for the 2013-15 biennium; and

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

**NOW, THEREFORE BE IT RESOLVED**, that the board hereby approves the ranked list for the projects depicted in Table 1 – Firearms and Archery Range Recreation Ranked List of Projects, 2013-15; and

**BE IT FURTHER RESOLVED**, that the board delegates authority to the director to award funds to the projects based on the ranked list in Table 1, contingent on appropriated funds for the program in the 2013-15 biennial budget; and

**BE IT FURTHER RESOLVED**, that the board authorizes the director to execute project agreements necessary to facilitate prompt project implementation.

Resolution moved by:	<u>Herman</u>
Resolution seconded by:	<u>Willhite</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

Recreation and Conservation Funding Board  
Resolution #2013-08  
Washington Wildlife and Recreation Program  
Delegation of Authority to Director to Award Funding

**WHEREAS**, RCW 79A.15.030 (7) authorizes RCO to use up to three percent (3%) of the WWRP appropriation for administration of the program;

**NOW THEREFORE BE IT RESOLVED**, contingent on funds being appropriated for the program in the 2013-15 biennial budget, that three percent (3%) of the WWRP appropriation be subtracted from the appropriation, to be used for administration of the program, and the remaining funds be distributed to the eleven WWRP categories according to statutory requirements and board policy; and

**BE IT FURTHER RESOLVED**, that the Recreation and Conservation Funding Board delegates authority to the director to award funds to the projects based on the ranked lists in Table 1 – Washington Wildlife and Recreation Program Ranked Lists of Projects, 2013-15 pursuant to existing board policy and rules, and subject to any changes made by the Legislature; and

**BE IT FURTHER RESOLVED**, that the Recreation and Conservation Funding Board authorizes RCO's Director to execute agreements necessary to facilitate prompt project implementation.

Resolution moved by:	<u>Brittell</u>
Resolution seconded by:	<u>Willhite</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

Recreation and Conservation Funding Board  
Resolution #2013-09  
Aquatic Lands Enhancement Account  
Delegation of Authority to Director to Award Funding

**WHEREAS**, for the 2013-2015 biennium, twenty-seven Aquatic Lands Enhancement Account (ALEA) program projects are eligible for funding; and

**WHEREAS**, these ALEA projects were evaluated using criteria approved by the Recreation and Conservation Funding Board (board); and

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

**WHEREAS**, all twenty-seven ALEA program projects meet program requirements as stipulated in Manual 21: Aquatic Lands Enhancement Account Grant Program; and

**WHEREAS**, the projects enhance, improve, or protect aquatic lands and provide public access to such lands and associated waters, thereby supporting the board's strategies to provide partners with funding for both conservation and recreation opportunities statewide; and

**WHEREAS**, the Recreation and Conservation Funding Board approved the ranked list of projects reflected in Table 1 – Aquatic Lands Enhancement Account Ranked List of Projects, 2013-15 at their October 2012 meeting; and

**WHEREAS**, the Legislature has not yet enacted a 2013-15 capital budget, so funding for the 2013-15 biennium is unknown;

**NOW THEREFORE BE IT RESOLVED**, that the Recreation and Conservation Funding Board delegates authority to the director to award funds to the projects based on the ranked lists in Table 1 – Aquatic Lands Enhancement Account Ranked List of Projects, 2013-15 pursuant to existing board policy and rules, and subject to any changes made by the Legislature, if funds are appropriated for the program in the 2013-15 biennial budget; and

**BE IT FURTHER RESOLVED**, that the Recreation and Conservation Funding Board authorizes RCO's Director to execute agreements necessary to facilitate prompt project implementation.

Resolution moved by:	<u>Herman</u>
Resolution seconded by:	<u>Bloomfield</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

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Recreation and Conservation Funding Board  
Resolution #2013-10  
Land and Water Conservation Fund  
Final Approval for 2013-15 Ranked List of Projects

**WHEREAS**, for the 2013-2015 biennium, twelve Land and Water Conservation Fund (LWCF) program projects are eligible for funding; and

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

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

**WHEREAS**, all projects have been determined to meet program requirements as stipulated in statute, administrative rule, and policy, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

**WHEREAS**, the State of Washington may receive a federal apportionment for the Land and Water Conservation Fund Program for federal fiscal years 2013 and 2014; and

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

**NOW, THEREFORE BE IT RESOLVED**, that the board hereby approves the ranked list of projects depicted in Table 1 - Land and Water Conservation Fund Program Ranked List of Projects, 2013-15; and

**BE IT FURTHER RESOLVED**, that the board authorizes the director to award grants, submit application materials to the National Park Service and execute project agreements and amendments necessary to facilitate prompt project implementation of federal fiscal year 2013 and 2014 funds upon notification of the federal apportionment for this program, subject to authorization in the state budget.

Resolution moved by:	<u>Bloomfield</u>
Resolution seconded by:	<u>Mayer</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

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Recreation and Conservation Funding Board  
Resolution #2013-11  
Boating Facilities Program – State Category  
Final Approval for 2013-15 Ranked List of Projects

**WHEREAS**, nine state agency Boating Facilities Program (BFP) projects are eligible for funding; and

**WHEREAS**, these BFP projects were evaluated using the Recreation and Conservation Funding Board (board) approved and adopted evaluation criteria; and

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

**WHEREAS**, all nine BFP program projects meet program requirements as stipulated in Manual 9: Boating Facilities Program: Policies and Project Selection, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

**WHEREAS**, the Legislature has not yet enacted a 2013-15 budget, so funding is not available and the appropriation amount is unknown for the program for the 2013-15 biennium; and

**WHEREAS**, the projects provide for planning, development, and renovation of motorized boating access areas and facilities, thereby supporting the board's strategy to provide partners with funding to enhance recreation opportunities statewide;

**NOW, THEREFORE BE IT RESOLVED**, that the board hereby approves the ranked list for the projects depicted in Table 1 – Boating Facilities Program, State, Ranked List of Projects, 2013-15; and

**BE IT FURTHER RESOLVED**, that the board delegates authority to the director to award funds to the projects based on the ranked list in Table 1, contingent on appropriated funds for the program in the 2013-15 biennial budget; and

**BE IT FURTHER RESOLVED**, that the board authorizes the director to execute project agreements necessary to facilitate prompt project implementation.

Resolution moved by:	<u>Fairleigh</u>
Resolution seconded by:	<u>Brittell</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

Recreation and Conservation Funding Board  
Resolution #2013-12  
Boating Facilities Program – Local Category  
Final Approval for 2013-15 Ranked List of Projects

**WHEREAS**, twenty-one local agency Boating Facilities Program (BFP) projects are eligible for funding; and

**WHEREAS**, these BFP projects were evaluated using the Recreation and Conservation Funding Board (Board) approved and adopted evaluation criteria; and

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

**WHEREAS**, all of the projects meet program requirements as stipulated in Manual 9: Boating Facilities Program: Policies and Project Selection, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

**WHEREAS**, the Legislature has not yet enacted a 2013-15 budget, so funding is not available and the appropriation amount is unknown for the program for the 2013-15 biennium; and

**WHEREAS**, the projects provide for planning, development, and renovation of motorized boating access areas and facilities, thereby supporting the board's strategy to provide partners with funding to enhance recreation opportunities statewide;

**NOW, THEREFORE BE IT RESOLVED**, that the board hereby approves the ranked list for the projects depicted in Table 1 – Boating Facilities Program, Local, Ranked List of Projects, 2013-15; and

**BE IT FURTHER RESOLVED**, that the board delegates authority to the director to award funds to the projects based on the ranked list in Table 1, contingent on appropriated funds for the program in the 2013-15 biennial budget; and

**BE IT FURTHER RESOLVED**, that the board authorizes the director to execute project agreements necessary to facilitate prompt project implementation.

Resolution moved by:	<u>Willhite</u>
Resolution seconded by:	<u>Herman</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

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Recreation and Conservation Funding Board  
Resolution #2013-13  
NOVA Program Education and Enforcement Category  
Final Approval for 2013-15 Ranked List of Projects

**WHEREAS**, for the 2013-2015 biennium, eighteen Nonhighway and Off-road Vehicle Activities (NOVA) Education and Enforcement category projects are eligible for funding; and

**WHEREAS**, these Education and Enforcement category projects were evaluated using criteria approved by the Recreation and Conservation Funding Board (board); and

**WHEREAS**, these evaluations occurred through a written evaluation process approved by the board, supporting the board's strategy to deliver successful projects by using broad public participation; and

**WHEREAS**, all projects have been determined to meet program requirements as stipulated in statute, administrative rule, and policy, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

**WHEREAS**, the Legislature has not yet enacted a 2013-15 budget, so funding is not available and the appropriation amount is unknown for the program for the 2013-15 biennium; and

**WHEREAS**, the projects focus on protecting user needs and minimizing environmental impacts and conflict between user groups, thereby supporting the board's strategy to provide partners with funding to enhance recreation opportunities statewide;

**NOW, THEREFORE BE IT RESOLVED**, that the board hereby approves the ranked list for the projects depicted in Table 1 – Nonhighway and Off-road Vehicle Activities, Ranked List of Education and Enforcement Projects, 2013-15; and

**BE IT FURTHER RESOLVED**, that the board delegates authority to the director to award funds to the projects based on the ranked list in Table 1, contingent on appropriated funds for the program in the 2013-15 biennial budget; and

**BE IT FURTHER RESOLVED**, that the board authorizes the director to execute project agreements necessary to facilitate prompt project implementation.

Resolution moved by:	<u>Willhite</u>
Resolution seconded by:	<u>Herman</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

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Recreation and Conservation Funding Board  
Resolution #2013-14  
NOVA Program Nonhighway Road Category  
Final Approval for 2013-15 Ranked List of Projects

**WHEREAS**, for the 2013-2015 biennium, thirteen Nonhighway and Off-road Vehicle Activities (NOVA) Nonhighway Road category projects are eligible for funding; and

**WHEREAS**, these Nonhighway Road category projects were evaluated using criteria approved by the Recreation and Conservation Funding Board (board); and

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

**WHEREAS**, all projects have been determined to meet program requirements as stipulated in statute, administrative rule, and policy, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

**WHEREAS**, the Legislature has not yet enacted a 2013-15 budget, so funding is not available and the appropriation amount is unknown for the program for the 2013-15 biennium; and

**WHEREAS**, the projects provide opportunities for recreationists that enjoy activities such as nonmotorized boating, camping, driving for pleasure, sightseeing, wildlife viewing, fishing, gathering, hunting, and picnicking, thereby supporting the board's strategy to provide partners with funding to enhance recreation opportunities statewide;

**NOW, THEREFORE BE IT RESOLVED**, that the board hereby approves the ranked list for the projects depicted in Table 1 –Nonhighway and Off-road Vehicle Activities, Ranked List of Nonhighway Road Projects, 2013-15; and

**BE IT FURTHER RESOLVED**, that the board delegates authority to the director to award funds to the projects based on the ranked list in Table 1, contingent on appropriated funds for the program in the 2013-15 biennial budget; and

**BE IT FURTHER RESOLVED**, that the board authorizes the director to execute project agreements necessary to facilitate prompt project implementation.

Resolution moved by:	<u>Fairleigh</u>
Resolution seconded by:	<u>Mayer</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

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Recreation and Conservation Funding Board  
Resolution #2013-15  
NOVA Program Nonmotorized Category  
Final Approval for 2013-15 Ranked List of Projects

**WHEREAS**, for the 2013-2015 biennium, twenty-nine Nonhighway and Off-road Vehicle Activities (NOVA) Nonmotorized category projects are eligible for funding; and

**WHEREAS**, these Nonmotorized category projects were evaluated using criteria approved by the Recreation and Conservation Funding Board (board); and

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

**WHEREAS**, all projects have been determined to meet program requirements as stipulated in statute, administrative rule, and policy, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

**WHEREAS**, the Legislature has not yet enacted a 2013-15 budget, so funding is not available and the appropriation amount is unknown for the program for the 2013-15 biennium; and

**WHEREAS**, the projects provide opportunities for recreationists who enjoy nonmotorized trail activities such as horseback riding, hiking, mountain biking and cross-country skiing, thereby supporting the board's strategy to provide partners with funding to enhance recreation opportunities statewide;

**NOW, THEREFORE BE IT RESOLVED**, that the board hereby approves the ranked list for the projects depicted in Table 1 – Nonhighway and Off-road Vehicle Activities, Ranked List of Nonmotorized Projects, 2013-15; and

**BE IT FURTHER RESOLVED**, that the board delegates authority to the director to award funds to the projects based on the ranked list in Table 1, contingent on appropriated funds for the program in the 2013-15 biennial budget; and

**BE IT FURTHER RESOLVED**, that the board authorizes the director to execute project agreements necessary to facilitate prompt project implementation.

Resolution moved by:	<u>Willhite</u>
Resolution seconded by:	<u>Bloomfield</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

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Recreation and Conservation Funding Board  
Resolution #2013-16  
NOVA Program Off-road Vehicle Category  
Final Approval for 2013-15 Ranked List of Projects

**WHEREAS**, for the 2013-2015 biennium, thirty-two Nonhighway and Off-road Vehicle Activities (NOVA) Off-road Vehicle category projects are eligible for funding; and

**WHEREAS**, these Off-road Vehicle category projects were evaluated using criteria approved by the Recreation and Conservation Funding Board (board); and

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

**WHEREAS**, all projects have been determined to meet program requirements as stipulated in statute, administrative rule, and policy, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

**WHEREAS**, the Legislature has not yet enacted a 2013-15 budget, so funding is not available and the appropriation amount is unknown for the program for the 2013-15 biennium; and

**WHEREAS**, the projects provide opportunities for recreationists who enjoy motorized off-road activities, including motorcycling and riding all-terrain and four-wheel drive vehicles on trails and in competition sport parks; thereby supporting the board's strategy to provide partners with funding to enhance recreation opportunities statewide;

**NOW, THEREFORE BE IT RESOLVED**, that the board hereby approves the ranked list for the projects depicted in Table 1 – Nonhighway and Off-road Vehicle Activities Ranked List of Off-Road Vehicle Projects, 2013-15; and

**BE IT FURTHER RESOLVED**, that the board delegates authority to the director to award funds to the projects based on the ranked list in Table 1, contingent on appropriated funds for the program in the 2013-15 biennial budget; and

**BE IT FURTHER RESOLVED**, that the board authorizes the director to execute project agreements necessary to facilitate prompt project implementation.

Resolution moved by:	<u>Mayer</u>
Resolution seconded by:	<u>Fairleigh</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

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Recreation and Conservation Funding Board  
Resolution #2013-17  
Recreational Trails Program  
Final Approval for 2013-15 Ranked List of Projects

**WHEREAS**, for the 2013-15 biennium, seventy-seven Recreational Trails Program (RTP) projects are eligible for funding; and

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

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

**WHEREAS**, all projects have been determined to meet federal and state program requirements as stipulated in published guidelines, administrative rule, and policy, thus supporting the board's strategy to fund the best projects as determined by the evaluation process; and

**WHEREAS**, the United States Congress has appropriated \$1,867,407 in federal fiscal year 2013 funds for this program; and

**WHEREAS**, the State of Washington may receive a federal apportionment for the Recreational Trails Program for federal fiscal year 2014; and

**WHEREAS**, five percent of the apportionment may be used for projects in the education category; and

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

**NOW, THEREFORE BE IT RESOLVED**, that the board allocates five percent of the apportionment for education category projects; and

**BE IT FURTHER RESOLVED** that the board approves the ranked list of projects depicted in Table 1 – Recreational Trails Program Ranked List of Projects, 2013-15, General Category and Table 1 – Recreational Trails Program Ranked List of Projects, 2013-15, Education Category; and

**BE IT FURTHER RESOLVED** that the board authorizes the director to award grants and execute project agreements and amendments necessary to facilitate prompt project implementation of federal fiscal year 2013 and 2014 funds pending federal approval, subject to authorization in the state budget; and

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

Resolution moved by:	<u>Fairleigh</u>
Resolution seconded by:	<u>Willhite</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

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Recreation and Conservation Funding Board  
Resolution 2013-18  
Approval of the 2013 State Comprehensive Outdoor Recreation Plan

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

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

**WHEREAS**, the Washington State SCORP must be updated and approved by the NPS in 2013; and

**WHEREAS**, the Recreation and Conservation Office (RCO) has worked with a consultant to produce an updated SCORP document that assesses current outdoor recreation facilities and opportunities, projects future needs for and challenges to the delivery of recreational opportunities, and addresses key issues of importance to recreation planning and funding; and

**WHEREAS**, the development of this SCORP document involved ample public participation including a scientifically and statistically valid survey of residents, an internet blog through which thousands of residents reviewed documents and provided comments, and a public advisory committee; and

**WHEREAS**, the document meets the criteria set forth by the NPS for state comprehensive outdoor recreation plans; and

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

**NOW, THEREFORE BE IT RESOLVED**, that the board hereby approves the 2013 Washington State Comprehensive Outdoor Recreation Plan (SCORP) as presented; and

**BE IT FURTHER RESOLVED**, that the director is authorized to submit the SCORP to the Governor and NPS for subsequent certification and approval.

Resolution moved by:	<u>Willhite</u>
Resolution seconded by:	<u>Herman</u>
Resolution action:	<u>Adopted</u>
Date:	<u>June 25, 2013</u>

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## Recreation and Conservation Funding Board Briefing Memo

**Meeting Date:** September 2013  
**Title:** Approve Time Extension Request  
**Prepared By:** Recreation and Conservation Section Grant Managers

**APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM**

### Summary

This is a request for the Recreation and Conservation Funding Board (board) to consider the proposed project time extension 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 #: 2013-19

Purpose of Resolution: Approve the requested time extension

### 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 the project listed in Attachment A. This document summarizes the circumstances for the requested extension and the expected date of project completion. Board action is required because the project sponsor is requesting an extension to continue the agreement beyond four years.

General considerations for approving time extension requests include:

- Receipt of a written request for the time extension;
- Reimbursements requested and approved;
- Date the board granted funding approval;
- Conditions surrounding the delay;

- Sponsor's reasons or justification for requesting the extension;
- Likelihood of sponsor completing the project within the extended period;
- Original dates for project completion;
- Current status of activities within the grant;
- Sponsor's progress on this and other funded projects;
- Revised milestones or timeline submitted for completion of the project; and
- The effect the extension will have on reappropriation request levels for RCO.

### **Strategic Plan Link**

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

### **Summary of Public Comment**

The RCO received no public comment on the request.

### **Staff Recommendation**

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

### **Attachments**

- A. Time Extension Request for Board Approval

## Malaga Colockum Community Council Time Extension Request for Board Approval

<b>Project number and type</b>	<b>Project name</b>	<b>Grant program</b>	<b>Grant funds remaining</b>	<b>Current end date</b>	<b>Extension request</b>	<b>Reasons for Delay and Justification of Request</b>
07-1974 Combination	Malaga Community Park	Youth Athletic Facilities	Total remaining: \$49,437  64% of original \$138,964 grant.	November 1, 2013	November 30, 2014	<p>The Malaga Colockum Community Council received a grant to acquire one acre and develop a soccer/baseball field, restrooms, and parking for the community's only park.</p> <p>Unanticipated permit requirements for a turn lane off the highway into the property and relocation of the PUD power pole have delayed progress. Initial site preparation work was slowed due to the large boulders within the project area. To date, the turn lane, entrance, parking area, restroom area, and multipurpose field have been graded. The turn lane has been graveled, stormwater retention pond and utility lines have been installed. The council is finalizing plans on the relocation of the power pole.</p> <p>The council expects to pave the turn lane and parking area and hydroseed the field this fall. Work will resume in 2014 to finish paving, and install the irrigation system and landscaping, and construct the restroom.</p>



## Recreation and Conservation Funding Board Briefing Memo

**Meeting Date:** September 2013  
**Title:** Board Meeting Schedule for 2014  
**Prepared By:** Rebecca Connolly, Board Liaison

**APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM**

### Summary

This is a request for the board to adopt its regular meeting schedule for 2013.

### 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 #: 2012-19 (CONSENT)

Purpose of Resolution: Adopt a regular meeting schedule for 2014

### Background

The Open Public Meetings Act requires state agencies to identify the time and place they will hold their regular meetings and to publish their schedule in the Washington State Register. The agency must notify the code reviser of that schedule before January of each year.

Board members have indicated availability on the dates suggested by staff.

### Details of Proposal

Staff proposes the following dates and locations for 2014.

Date	Location
January 9	Olympia
April 16-17	Olympia
July 16-17	Vancouver
August 26	Conference Call
October 29-30	Olympia

## **Assessment of the Proposal**

### **Meeting Dates**

The Recreation and Conservation Funding Board (board) meets three to six times per year. Staff believes that the board can accomplish its work with four in-person meetings in 2013, plus one conference call to discuss proposed budgets for the 2015-17 biennium.

### **Locations**

Staff considered projects that could be of interest to board members, as well as the locations of previous meetings, to determine meeting sites in 2014.

Staff recommends Vancouver for its travel meeting. The city, along with other communities and areas in Clark County, will give the board an opportunity to see both recreation and conservation projects. The area offers a mix of old and new project sites, which can offer insight into the practical implications of board policies for protecting and providing access to our state's natural and outdoor recreational resources. The board last visited Vancouver in 2006.

### **Strategic Plan Link**

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

## **Summary of Public Comment**

The RCO received no public comment on this topic.

## **Staff Recommendation**

Recreation and Conservation Office (RCO) staff recommends that the board adopt the proposed meeting schedule and locations.

## Recreation and Conservation Funding Board Briefing Memo

**Meeting Date:** September 2013

**Title:** Director's Report

**APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM**

### Summary

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

### Board Action Requested

This item will be a:

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

### In this Report

- ▶ Agency updates
- ▶ Policy, budget, and legislative update
- ▶ Grant management
- ▶ Fiscal report

## Agency Updates

### Agency Operations

#### IT Priorities for Coming Year

After much discussion and some good work by staff we have approved a list of information technology (IT) priorities for the coming two years. The list includes:

- Finishing the already started compliance workbench, which will be help with compliance efforts and inspections.
- Building an online billing feature in PRISM that will speed up and automate the billing process for sponsors.
- Fixing several small PRISM issues.
- Scoping and building a new mapping tool to be used for cultural resources review.
- Scoping and building a mechanism by which grants managers may enter application review comments on each page of the project application.
- Beginning to take a long-term strategic look at our IT systems.

We also were given two other IT tasks with funding in budget provisos that we will be working on over the next two years: Updating the public lands inventory and working on a mitigation matching project in consultation with the Department of Transportation.

### RCO Staff on the Move

After we took a look at our final budget, we were able to make some staffing decisions. First, we were able to give four employees permanent positions. We decided not to fill three vacant positions and will move forward with a leaner structure than we had at the beginning of the past biennium. Because one of those vacancies was the human resources manager, RCO will use the Department of Enterprise Services for recruitment, employee relations, and other personnel duties. We have asked Leslie Frank to be our liaison to DES on personnel matters.

We selected Brian Abbott as the new executive coordinator for the Governor's Salmon Recovery Office. Brian comes from within RCO where he has led our salmon recovery grants section for the past 5 years. With Brian taking on these new responsibilities, we are currently recruiting for a new manager for the salmon section.

We selected Leslie Ryan-Connelly as our new policy specialist, who will work with RCO staff, our boards, advisory committees, contractors, and interest groups to update policies, conduct policy research, and manage special projects. Leslie has been serving as our compliance specialist and her movement into the policy section will cause us to begin recruiting to replace her.

### Helping Agencies with Big Capital Projects

RCO has been asked by its sister agencies to help manage funding for some large capital projects. Once the Legislature approved the capital budget, RCO began working with other agencies to identify projects currently under RCO contract (or on our project lists) that also were funded in the other agencies' capital budget. RCO worked out an agreement with the Department of Ecology to manage \$1.6 million for five projects in the Yakima River basin. RCO is also discussing managing a portion of Ecology's \$33 million dedicated to floodplain projects in the Puget Sound region. A significant portion of these projects have been developed, designed, or are underway through funding from the Salmon Recovery Funding Board. Finally, RCO has reached out to the Office of Financial Management and offered assistance to manage some projects eligible under the habitat component of the Chehalis basin flood funding.

### Meetings with Partners

**Washington Wildlife and Recreation Coalition Round Tables:** The Washington Wildlife and Recreation Coalition is holding three round tables (recreation, habitat, and farmland) to discuss concerns that have been raised about the Washington Wildlife and Recreation Program and potential changes to the law governing that grant program. The roundtables will be hosted by the coalition. Several RCO staff will be available in each meeting to answer any technical questions about the law, eligibility, formulas or criteria. If there are suggestions for changes to our policies, criteria, or processes, the Coalition will send those to us. Any suggestions for changes to the law will be discussed by the Coalition's board of directors for a decision on whether to seek statutory changes to the program.

Laura Moxham, Rory Calhoun, and I met with **Vashon Park District** officials in July to get a better understanding of the progress with their lagging ball field projects. The officials expressed gratitude and appreciation for our visit and explained the current status of both projects and the future vision for the fields.

I helped the **Richland Parks and Recreation Department** open its new ball fields at Claybell Park in August. The City used three grants to buy land and then develop 9 acres with sports fields.

## **Update on Sister Boards**

### **Salmon Recovery Funding Board (SRFB)**

There has been a slow evolution on the membership of the SRFB. Earlier this year, Bud Hover left the board to become the new director of the state Agriculture Department. The Governor appointed David Troutt as the new board chair and Nancy Biery as a new citizen member. The Commissioner of Public Lands appointed Megan Duffy to the board; the Director of Ecology appointed Rob Duff to replace Melissa Gildersleeve; and the Director of Fish and Wildlife appointed Jennifer Quan to replace Sara Laborde. And most recently, the Governor appointed Bob Bugert from the Chelan-Douglas Land Trust to be a new citizen member, replacing Harry Barber on September 1.

The SRFB met by telephone on August 22. The board discussed state and federal funding for this biennium, and allocated funds for projects, lead entities, and regional organizations for the remainder of fiscal year 2014. The board also awarded some early action funding for some Puget Sound Acquisition and Restoration projects.

### **Washington Invasive Species Council**

Following the council meeting on June 20, staff has been preparing a letter to the Northwest Power and Conservation Council on recommendations to the Fish and Wildlife Program. The recommendations relate to increased funding for enhanced inspection and decontamination efforts in the region, stronger measures to prevent the inadvertent spread of invasive species resulting from habitat research and restoration activities, maintaining the council's leadership role and the coordination function of the Pacific States Marine Fisheries Commission that have both proven so effective, and careful consideration of invasive species used for biological fuel production.

Other council work includes creating a Facebook page to educate a new audience on invasive species, helping the Department of Fish and Wildlife prepare for a series of stakeholder meetings on its proposed 2014 invasive species legislation, attending the Pacific Northwest Economic Region meeting in Alaska on invasive species, working with state agencies to develop a position statement on Japanese eelgrass, and working on gaining federal support for the prevention and eradication of the quagga mussel. Staff also met with the Northwest Waterways Association in Portland. We continue to look for ways to partner with other organizations that have a vested interest in invasive species prevention and control.

## Habitat and Recreation Lands Coordinating Group

The lands group held a meeting in July to discuss the Fifth Annual State Land Acquisition Coordinating Forum and the second *State Land Acquisition Performance Monitoring Report*. The group agreed that the forum and the monitoring report should reflect proposed legislation related to land acquisitions and the general environment of the Legislature related to land acquisitions. The forum, scheduled for October 30, and report will include more cost information than has been included in the past.

## Policy, Budget, and Legislative Update

### Policy Update

In January, Recreation and Conservation Funding Board members approved three tiers of policy priorities. The following is an update on items in Tiers 1 and 2.

**Table 1: Tier One, Required by Law or Previous Board Direction – Progress**

Issue	Progress to Date
<b>Finalize the update to the State Comprehensive Outdoor Recreation Plan (SCORP)</b>	The SCORP was submitted to the National Park Service on July 2, 2013. The National Park Service started the review in early August. RCO staff is working on the implementation steps for the plan.
<b>Update the criteria and policies for Land and Water Conservation Fund (LWCF) to reflect the updated SCORP</b>	This work has begun. Please see Item 7.
<b>Update state trails plan</b>	Work continues on the draft trails plan. The consultant is assessing information from surveys, stakeholder outreach, and independent research.
<b>Update criteria and policies to reflect the updated trails plan</b>	Staff has started its initial review. In depth work will take place following the September meeting.
<b>Update Nonhighway and Off-Road Vehicle Activities (NOVA) plan</b>	Work continues on the draft plan. The consultant is assessing information from surveys, stakeholder outreach, and independent research.
<b>Update criteria and policies as needed to reflect updated NOVA plan</b>	Staff has started its initial review. In depth work will take place following the September meeting.
<b>Align program policies for the Boating Infrastructure Grant (BIG) program with changes adopted at the federal level</b>	Federal changes have not yet been adopted.

**Table 2: Tier Two: Policy Work to Complete in 2013 – Progress**

Issue	Progress
<b>Assess the Farmland Preservation Program and identify changes that should be made to the program</b>	A meeting to continue to assess whether the program is meeting the goals will be scheduled for October.
<b>Create a policy about stormwater ponds on grant funded sites.</b>	Please see Item 4.
<b>Support the State Parks transformation strategies</b>	<p>The State Parks and Recreation Commission has taken initial steps toward the two pilot projects at Lake Sammamish and Fort Worden State Parks. Since May, the Commission has initiated the following proposals:</p> <ol style="list-style-type: none"> <li>1. In partnership with the City of Issaquah, a request for concept plans for uses at Lake Sammamish State Park was announced July 11 with final concept proposals due by September 7. The solicitation is for conceptual proposals to develop recreational facilities and amenities included in, or compatible with, the Lake Sammamish State Park Plan adopted in 2007. RCO provided input into the solicitation including information on grant obligations and long-term compliance responsibilities.</li> <li>2. The Commission approved a 50-year lease agreement with the Fort Worden Life Long Learning Center Public Development Authority (PDA) to manage 90 acres of the 434-acre park. RCO staff is reviewing the lease to determine whether there are grant compliance issues to address. In addition to RCO's review, the lease will also need review and approval by the National Park Service (NPS). The Commission's approval of the lease is conditioned upon obtaining RCO and NPS approval, as needed, prior to any lease offer to the PDA.</li> </ol>

## Budget Update

The following table summarizes the final capital budget for the RCO and its boards for 2013-15.

**Table 3: Capital Budget, 2013-15**

Account	Budget Notes	
Aquatic Lands Enhancement Account	\$6,000,000	
Boating Facilities Program	\$6,363,000	
Boating Infrastructure Grant	\$2,200,000	
Firearms and Archery Range Recreation	\$800,000	
Land and Water Conservation Fund	\$4,000,000	
Nonhighway and Off-Road Vehicle Activities	\$8,500,000	
Public Lands Inventory	\$200,000	<p>This new assignment for RCO included the following tasks:</p> <ul style="list-style-type: none"> <li>• Update a centralized inventory of lands owned by federal, state, and local governments, and Native American tribes.</li> <li>• Put on the Internet, a GIS-based interactive map that lets users find information about specific areas.</li> <li>• Standardize data for summarized information, including who owns the land, ownership type (fee simple or easements), location, acreage, principal use of the land, and acquisition costs if acquired by state agencies over the last ten years, including acquisition funding sources.</li> <li>• Develop recommendations for standardization information and keeping it updated.</li> </ul>
Recreation Trails Program	\$5,000,000	
Washington Wildlife and Recreation Program	\$65,000,000	<p>The Legislature followed the statutory formula for WWRP, but removed three projects from the list: Rattlesnake (critical habitat category), Central Washington Regional Soccer (local parks category), and Lake Tahuya Access (state lands development category). The funds for the Okanogan Similkameen project (critical habitat category) are delayed until further evaluation of the level of local support for the project, including consultation with the Okanogan County commissioners.</p>
Youth Athletic Facilities	\$3,630,000	<p>Grants awarded to:</p> <ul style="list-style-type: none"> <li>• Bellingham Sports Fields, \$1.5 million</li> <li>• Northshore Athletic Fields, \$750,000</li> <li>• Woodway High School Playfields, \$680,000</li> <li>• Redmond Ridge Athletic Fields, \$700,000</li> </ul>



Account	Budget Notes	
<b>Salmon</b>		
Estuary and Salmon Restoration Program	\$10,000,000	
Puget Sound Acquisition and Restoration	\$70,000,000	
Salmon Recovery Funding Board	\$60,000,000	Federal funding
	\$15,000,000	State funding
Family Forest Fish Passage Program	\$2,000,000	
<b>Grand Total</b>	<b>\$258,693,000</b>	

### Operating Budget

Here are some other notes about our operating budget:

- Invasive Species funding was shifted to a more stable account, the Aquatic Lands Enhancement Account
- Salmon Recovery Funding Board received \$100,000 from state salmon funding for its operations.
- RCO must, in consultation with the Department of Transportation and using only existing state licensed technologies, identify transportation mitigation projects that minimize permit delays and optimize salmon habitat restoration.
- Include in PRISM an inventory of Department of Fish and Wildlife agricultural land holdings, which are department-owned lands that support agricultural activities, including raising nonnative crops for sale or use by wildlife, or grazing of domestic animals.

### Federal Budget Information

Congress has not yet passed a 2014 spending bill, although each chamber has floated its own version of a budget. If a bill does not pass, which seems highly likely given today's gridlock, another continuing resolution may be necessary to keep government operating. In the individual budgets that have been floated, both the Senate and House have proposed changes to programs administered by RCO.

- **Pacific Coast Salmon Recovery Fund:** The Senate Interior Appropriations bill includes \$65 million in fiscal year 2014 for the Pacific Coast Salmon Recovery Fund. This would be a status quo budget, and is \$15 million above President Obama's proposed 2014 budget and a \$30 million above the proposed House budget. The proposed Senate bill also includes \$61.4 million for the National Marine Fisheries Service Protected Species funding account. This is an increase of \$2 million above the President's proposed budget. The proposed Senate budget also includes \$30 million for Puget Sound cleanup and recovery efforts.
- **Land and Water Conservation Fund (LWCF):** Although the proposed House bill zeros out funding for LWCF, several congressional members have spoken out in favor of the program.

The proposed Senate budget has LWCF at \$270 million for fiscal year 2014, which is \$416 million less than the President's proposed budget. Five members of Congress introduced legislation to designate a minimum of 40 percent of the annual LWCF appropriations go to the State Assistance Program, which is the part of the LWCF that RCO administers. This does not require Congress to spend more money, but would allocate it differently. The LWCF Act is also up for reauthorization in 2014. I have been part of the national effort to maintain this important conservation and recreation funding source. In September, I will be joining the other state administrators to finalize our reauthorization strategy. We are working closely with the National Recreation and Parks Association and the National Governor's Association on the portion of the LWCF dedicated to outdoor recreation. We are trying to work with others who advocate more on behalf of the federal side of the program.

- The **Recreation Trails Program** (RTP) also ran into some difficulty in Congress recently. Although the congressional authorization is good for one more year, Senator Rand Paul sponsored an amendment to use the Transportation Alternatives Funding, which includes RTP, for bridge repair work.

## Legislative Update

The following is a summary of bills that passed the Legislature and impact RCO:

**Table 4: Summary of bills**

Bill	Summary
House Bill 1194	Eliminates civil liability for property damage resulting from habitat projects for a landowner whose land is used for such habitat projects, as long as the landowner has received notice from the project sponsor that certain conditions have been met.
House Bill 1632	Requires wheeled, all-terrain vehicles operated in the state to display a metal tag on the rear of the vehicle. The tag must be replaced every seven years at a cost of \$2, which will be deposited into the Nonhighway and Off-Road Vehicle Activities account. This is expected to increase the amount deposited into the NOVA account by more than \$1 million in 2013-15. The additional amount is not included in this budget, but could be requested in next year's supplemental budget.
Senate Bill 5399	Prohibits state agencies, commissions, and governing boards from penalizing jurisdictions during the period of remand following a finding of noncompliance by the Growth Management Hearing Board and the pendency of an appeal before the board or subsequent judicial appeals. Our grants have a connection to the Growth Management Act compliance statute.
Senate Bill 5702	Requires anyone who transports a watercraft into the state on a road to have documentation that the watercraft is free of aquatic invasive species.

## Grant Management

### Overview of Funding for 2013-15 Biennium, Including Returned Funds

At its June meeting, the board approved ranked lists for its grant programs and delegated authority to the director to award funding to the lists of approved projects, contingent on approval of a 2013-15 state capital budget and approval of federal funding authority for the federal programs. The director has now awarded 229 grants for recreation and conservation projects.<sup>1</sup> Staff members are busy writing and issuing agreements to more than 90 organizations. As of August 26, staff members have issued 107 grant agreements. Of the agreements sent out, 41 have been fully executed and the projects are underway.

### Recreational Trails Program Grants

The Federal Highway Administration authorized funding of more than \$1.8 million in federal fiscal year 2013 funds for Recreational Trails Program (RTP) projects. As a result, on August 15, the director approved grant awards for 25 projects. When federal fiscal year 2014 funds are approved, grant funds will go to alternates on the board-approved ranked list.

### State Route 520 conversion at the Washington Park Arboretum

The City of Seattle, University of Washington, and Department of Transportation reached agreement on the conversion and replacement requirements related to the expansion of State Route 520 through the Washington Park Arboretum. The final piece to complete is an agreement on the cultural resources impacts at the replacement property (Bryant Site). The board delegated authority to me to submit the proposed conversion to the National Park Service once the three parties finalized their agreement. We expect to submit the materials to the National Park Service in September.

### Successful Applicant Workshop

In August, Recreation and Conservation Office (RCO) staff conducted a Successful Applicant Workshop. Sponsors representing more than 70 organizations that received grants for the 2013-15 biennium participated. RCO offers this workshop to share tips on how to manage a grant-funded project, submit progress reports, design barrier-free facilities, and close out a project. RCO also discussed the long-term compliance responsibilities. This year RCO staff used an online option that allowed applicants to connect from their homes or offices. RCO also has developed a series of online videos about grant reimbursement. Applicants can view the videos at their convenience to learn how to submit billing requests and receive payment for eligible project activities.

### Using Returned Funds for Alternates and Partially-Funded Projects

The director has recently awarded new grants for 11 alternate projects (Attachment A). The funds are from projects that did not use the full amount of their grant awards.

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<sup>1</sup> A project that receives funds from more than one board-funded grant will be consolidated into a single project that includes all fund sources.

Also, as unused funds have become available from other projects, the director has approved additional funding for the 17 partially-funded projects. Table 6 shows the projects' original grant awards and the total grant funds now approved.

### Project Administration

Table 5 summarizes the outdoor recreation and habitat conservation projects currently being administered by staff:

- Active projects are under agreement.
- Staff is working with sponsors to place the "Director Approved" projects under agreement.<sup>2</sup>

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

**Table 5: Projects Currently Being Administered**

Program	Active Projects	Director Approved Projects	Total Funded Projects
Aquatic Lands Enhancement Account (ALEA)	12	11	<b>23</b>
Boating Facilities Program (BFP)	25	17	<b>42</b>
Boating Infrastructure Grant Program (BIG)	3	0	<b>3</b>
Firearms and Archery Range Recreation (FARR)	4	11	<b>15</b>
Land and Water Conservation Fund (LWCF)	9	0	<b>9</b>
Recreational Trails Program (RTP)	58	26	<b>84</b>
Nonhighway and Off-Road Vehicle Activities (NOVA)	108	40	<b>148</b>
Washington Wildlife and Recreation Program (WWRP)	89	84	<b>173</b>
Youth Athletic Facilities (YAF)	2	0	<b>2</b>
<b>Total</b>	<b>310</b>	<b>189</b>	<b>499</b>

<sup>2</sup> When the board approves ranked lists of projects, it also delegates authority to the director to approve contracts for eligible project alternates as funds become available. These are "Director Approved Projects." In addition, projects on the ranked lists approved by the board in June 2013 were placed in "Director Approved" status once funds became available.

## **Fiscal Report**

The attached financial reports reflect Recreation and Conservation Funding Board (board) activities as of August 15, 2013. Revenues are shown through July 31, 2013.

- Attachment B reflects the budget status of board activities by program.
- Attachment C reflects the budget status of the entire agency by board.
- Attachment D reflects the revenue collections. We are on track to meet our projections.
- Attachment E is a Washington Wildlife Recreation Program (WWRP) summary. Since the beginning of this program, \$613.8 million of funds appropriated in the WWRP program have been expended.

## **Attachments**

- A. Funds for Alternate Projects
- B. Funds for Partially-Funded Projects
- C. Fiscal Report: Budget status by program
- D. Fiscal Report: Budget status by board
- E. Fiscal Report: Revenue collections
- F. Fiscal Report: Washington Wildlife Recreation Program (WWRP) summary

## Funds for Alternate Projects

Project Number	Project Name	Sponsor	Program – Category	Grant Request	Funds Approved
12-1748D	Wenatchee Gun Club Clay Target Machine Replacement	Wenatchee Gun Club	Firearms and Archery Range Recreation	\$19,200	\$19,200
12-1781D	New Clubhouse and Skeet Machines	Lynden Shotgun Club	Firearms and Archery Range Recreation	\$82,000	\$82,000
12-1025M	Salmon Ridge Trail System Maintenance	Nooksack Nordic Ski Club	Recreational Trails Program, General Category	\$16,000	\$16,000
12-1718M	Maintaining Trails in Jeopardy	Backcountry Horsemen of Washington	Recreational Trails Program, General Category	\$150,000	\$32,634
12-1015M	Groom and Maintain Methow Valley Trails	Methow Valley Snowmobile Association	Recreational Trails Program, General Category	\$32,000	\$7,891
12-1494A	Todd Johnson Farm	Skagit County	WWRP, Farmland Protection Account	\$53,550	\$53,550
12-1572A	Funk Property	Whatcom County	WWRP, Farmland Protection Account	\$77,500	\$77,500
12-1217A	Hays Farmland	Okanogan Land Trust	WWRP, Farmland Protection Account	\$177,900	\$177,900
12-1224A	Robinette Ranch Conservation Easement	PCC Farmland Trust	WWRP, Farmland Protection Account	\$92,500	\$92,500
12-1225A	Sturgeon Farm Conservation Easement	PCC Farmland Trust	WWRP, Farmland Protection Account	\$480,000	\$387,971
12-1336D	Tennant Lake Wetland Boardwalk Renovation	Department of Fish and Wildlife	WWRP, State Lands Development and Renovation Projects Category	\$325,000	\$175,268
12-1564D	Ferry County Rail Trail Phase 2	Ferry County	WWRP, Trails Category	\$35,000	\$35,000

## Funds for Partially-Funded Projects

Project Number	Project Name	Sponsor	Program and Category	Grant Request	Previous Grant Funding	Current Total Grant Funding
12-1299C	WTIP-Westend Park	City of Port Angeles	Aquatic Lands Enhancement Account	\$468,900	302,984	\$373,282
12-1332D	Levee Street Boat Launch Renovation	City of Hoquiam	Boating Facilities Program	\$525,000	\$232,575	\$300,318
12-1090D	Skeet and Trap Machines	Seattle Skeet and Trap Club	Firearms and Archery Range Recreation	\$54,701	\$7,455	\$547,01
12-1820D	Straddleline ORV Park Arena and 4x4 Area Improvement	Grays Harbor County	Nonhighway and Off-road Vehicle Activities, Off-road Vehicle (ORV) Projects	\$276,160	\$35,792	\$153,292
12-1474M	South Cascades Snowmobile Sno-Parks and Trails	State Parks	Recreational Trails Program, General Category	\$148,183	\$139,799	\$148,183
12-1187E	Minimum Impact Recreation	Backcountry Horsemen of Washington	Recreational Trails Program, Education Category	\$20,000	\$1,967	\$9,322
12-1778E	Wenatchee River Ranger District Snow Ranger	U.S. Forest Service	Recreational Trails Program, Education Category	\$20,000	\$6,557	\$17,955
12-1270D	Pinnacle Peak Trailhead Development	King County	WWRP, Local Parks Category	\$188,000	\$89,193	\$140,938
12-1383D	Mason County Recreation Area Infield Renovation	Mason County	WWRP, Local Parks Category	\$285,000	\$135,214	\$213,656
12-1121D	Woodard Bay Natural Resources Conservation Area Access Development	Department of Natural Resources	WWRP, State Lands Development and Renovation Projects Category	\$325,000	\$317,750	\$325,000
12-1420D	Beacon Rock Day Use Picnic Shelter	State Parks	WWRP, State Parks Projects Category	\$229,800	\$56,600	\$107,621
12-1240D	Spokane River Centennial Trail Northwest Extension	State Parks	WWRP, Trails Category	\$664,900	\$582,000	\$664,900

Project Number	Project Name	Sponsor	Program and Category	Grant Request	Previous Grant Funding	Current Total Grant Funding
12-1131A	Big Horn-Yakima Access	Department of Fish and Wildlife	WWRP, Water Access Category	\$1,625,000	\$1,357,922	\$1,499,602
12-1137A	Rock Creek	Department of Fish and Wildlife	WWRP, Critical Habitat Category	\$1,000,000	\$980,750	\$986,959
12-1606R	Methow Forest Restoration Project Phase 1	Department of Fish and Wildlife	WWRP, State Lands Restoration and Enhancement Projects Category	\$500,000	\$309,750	\$319,532
12-1422A	Kitsap Forest and Bay Project- Grovers Creek	Kitsap County	WWRP, Riparian Protection Account	\$1,000,000	\$166,358	\$997,031
12-1495A	Stephen Johnson Farm	Skagit County	WWRP, Farmland Protection Account	\$121,200	\$4,135	\$121,200



**Recreation and Conservation Funding Board - Activities by Program**

For the Period of July 1, 2013 - June 30, 2015, actuals through 7/31/2013 (08/13/13) fm01

Percentage of biennium reported: 4.2%

	<b>BUDGET</b>	<b>COMMITTED</b>		<b>TO BE COMMITTED</b>		<b>EXPENDITURES</b>	
	<b>new &amp; reapp. 2013-15</b>	<b>Dollars</b>	<b>% of budget</b>	<b>Dollars</b>	<b>% of budget</b>	<b>Dollars</b>	<b>% of committed</b>
<b>Grant Programs</b>							
<b>WA Wildlife &amp; Rec. Program (WWRP)</b>							
WWRP Reappropriations	\$44,765,197	\$35,533,498	79.4%	\$8,325,213	18.6%	\$0	0.0%
WWRP New 13-15 Funds	63,050,000	59,950,000	95.1%	3,100,001	4.9%	0	0.0%
<b>Boating Facilities Program (BFP)</b>							
BFP Reappropriations	4,500,598	4,432,854	98.5%	67,744	1.5%	297,340	6.6%
BFP New 13-15 Funds	6,363,000	6,363,000	100.0%	0	0.0%	0	0.0%
<b>Nonhighway &amp; Off-Road Vehicle (NOVA)</b>							
NOVA Reappropriations	4,680,218	4,617,146	98.7%	63,071	1.3%	113,926	2.4%
NOVA New 13-15 Funds	8,500,000	8,500,000	100.0%	0	0.0%	0	0.0%
<b>Land &amp; Water Conserv. Fund (LWCF)</b>							
LWCF Reappropriations	774,757	774,757	100.0%	0	0.0%	148,955	19.2%
LWCF New 13-15 Funds	0	0		0		0	
<b>Aquatic Lands Enhan. Account (ALEA)</b>							
ALEA Reappropriations	4,780,524	4,709,955	98.5%	70,299	1.5%	492,317	10.3%
ALEA New 13-15 Funds	6,000,000	6,000,000	100.0%	0	0.0%	0	0.0%
<b>Recreational Trails Program (RTP)</b>							
RTP Reappropriations	1,427,874	1,427,874	100.0%	0	0.0%	54,199	3.8%
RTP New 13-15 Funds	0	0		0		0	
<b>Youth Athletic Facilities (YAF)</b>							
YAF Reappropriations	187,059	187,059	100.0%	21,112	11.3%	47,023	25.1%
YAF New Funds	3,480,444	0	0.0%	3,480,444	100.0%	0	0.0%
<b>Firearms &amp; Archery Range Rec (FARR)</b>							
FARR Reappropriations	454,159	217,999	48.0%	236,160	52.0%	5,000	1.1%
FARR New 13-15 Funds	800,000	800,000	100.0%	0	0.0%	0	0.0%
<b>Boating Infrastructure Grants (BIG)</b>							
BIG Reappropriations	357,225	357,225	100.0%	0	0.0%	3,101	0.9%
BIG New 13-15 Funds	0	0		0		0	
<b>Sub Total Grant Programs</b>	<b>150,121,055</b>	<b>133,871,367</b>	<b>89.2%</b>	<b>15,364,044</b>	<b>10.2%</b>	<b>1,161,861</b>	<b>0.8%</b>
<b>Administration</b>							
General Operating Funds	5,972,600	5,972,600	100.0%	0	0.0%	217,035	3.6%
<b>Grant and Administration Total</b>	<b>156,093,655</b>	<b>139,843,967</b>	<b>89.6%</b>	<b>15,364,044</b>	<b>9.8%</b>	<b>1,378,896</b>	<b>0.9%</b>

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

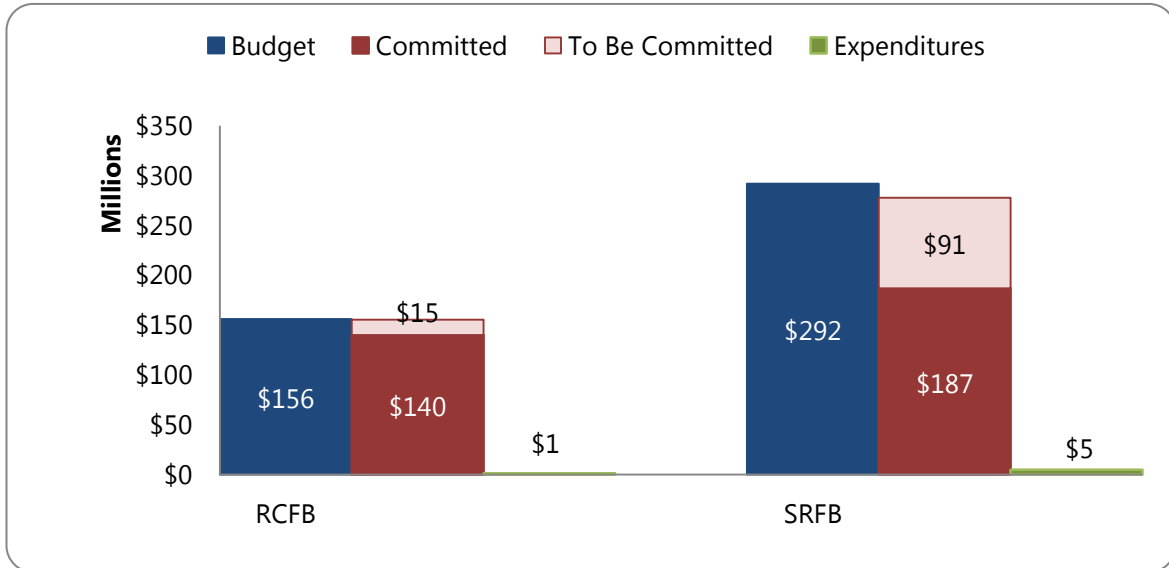
## Recreation and Conservation Office – Entire Agency Summary by Board

2013-15 Budget Status Report, Capital + Operating the Agency

For the Period of July 1, 2013 - June 30, 2015, actuals through 7/31/2013 (08/13/13) fm01

Percentage of biennium reported: 4.2%

	BUDGET			COMMITTED		TO BE COMMITTED		EXPENDITURES	
	New	Reapp.	new and reapp. 2013-15	Dollars	% of budget	Dollars	% of budget	Dollars	% of committed
<b>Board/Program</b>									
RCFB	\$94,166,044	\$61,927,341	\$156,093,385	\$139,843,968	89.6%	\$15,364,043	9.8%	\$1,378,896	1%
SRFB	\$92,986,000	\$198,936,255	\$291,922,255	\$186,849,001	64.0%	\$90,691,255	31.1%	\$4,751,802	3%
Invasive Species Council	\$885,380		\$885,380	\$885,380	100.0%	\$0	0.0%	\$23,085	3%
Salmon Recovery Office	\$200,000		\$200,000	\$200,000	100.0%	\$0	0.0%	\$7,395	4%
<b>Total</b>	<b>\$188,237,424</b>	<b>\$260,863,596</b>	<b>\$449,101,020</b>	<b>\$327,778,349</b>	<b>73.0%</b>	<b>\$106,055,298</b>	<b>23.6%</b>	<b>\$6,161,178</b>	<b>2%</b>

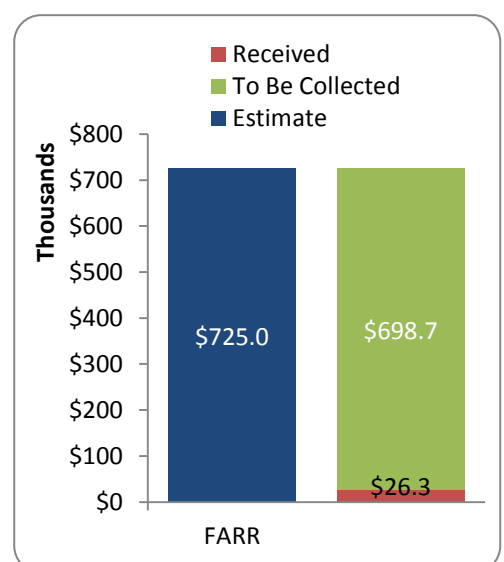
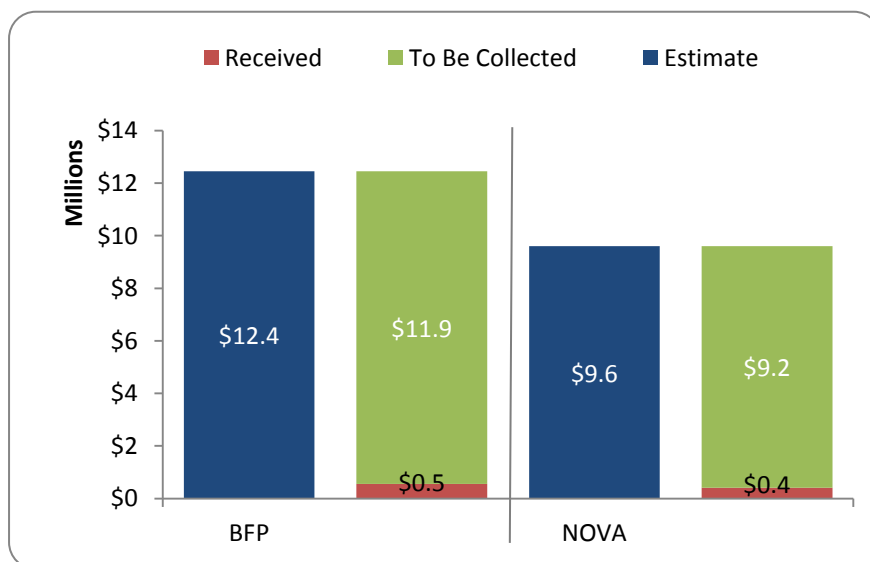


## Recreation and Conservation Funding Board – Revenue Report

For the Period of July 1, 2013 - June 30, 2015, actuals through 7/31/2013 (08/15/13) fm01

Percentage of biennium reported: 4.2%

Revenue	Bienial Forecast	Collections	
	Estimate	Actual	% of Estimate
Boating Facilities Program (BFP)	\$12,447,352	\$549,480	4.4%
Nonhighway, Off-Road Vehicle Program (NOVA)	9,605,125	409,963	4.3%
Firearms and Archery Range Rec Program (FARR)	725,000	26,346	3.6%
<b>Total</b>	<b>22,777,477</b>	<b>985,789</b>	<b>4.3%</b>



### Revenue Notes:

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

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

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

This reflects the most recent revenue forecast of June 2013. The next forecast is due in September 2013.

## RCFB – Washington Wildlife and Recreation Program Summary

1990 through August 13, 2013

### History of Biennial Appropriations

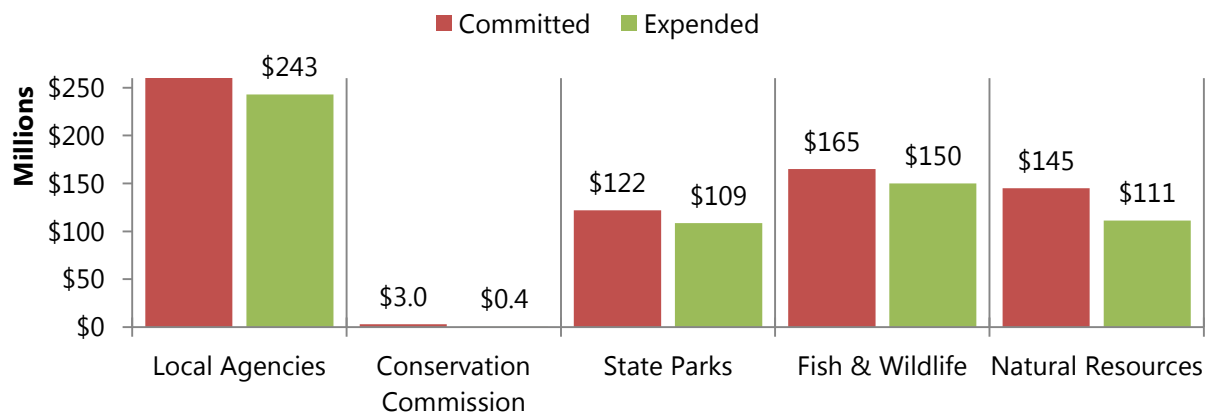
Biennium	Appropriation
89-91 Biennium	\$53,000,000
91-93 Biennium	61,150,000
93-95 Biennium	65,000,000
95-97 Biennium <sup>1</sup>	43,760,000
97-99 Biennium	45,000,000
99-01 Biennium	48,000,000
01-03 Biennium	45,000,000
03-05 Biennium	45,000,000
05-07 Biennium <sup>2</sup>	48,500,000
07-09 Biennium <sup>3</sup>	95,491,955
09-11 Biennium <sup>4</sup>	67,344,750
11-13 Biennium <sup>5</sup>	40,740,000
13-15 Biennium <sup>6</sup>	63,050,000
<b>Grand Total</b>	<b>\$721,036,705</b>

#### Notes to History of Biennial Appropriations:

1. Original appropriation was \$45 million.
2. Entire appropriation was \$50 million.  
3% (\$1,500,000) went to admin.
3. Entire appropriation was \$100 million.  
3% (\$3,000,000) went to admin. Removed \$981,000 with FY 10 supplemental, removed \$527,045 with FY 2011 supplemental.
4. Entire appropriation was \$70 million.  
3% (\$2,100,000) went to admin. Removed \$555,250 with FY 2011 supplemental.
5. Entire appropriation was \$42 million.  
3% (\$1,260,000) went to admin.
6. Entire appropriation was \$65 million. 3% (1,950,000) went to admin.

### History of Committed and Expenditures, Since 1990

Agency	Committed	Expenditures	% Expended
Local Agencies	\$273,948,974	\$242,744,436	89%
Conservation Commission	\$3,018,308	\$356,786	12%
State Parks	\$121,956,304	\$108,694,524	89%
Fish & Wildlife	\$164,989,178	\$149,950,368	91%
Natural Resources	\$144,963,716	\$111,319,481	77%
Riparian Habitat Admin	\$185,046	\$185,046	100%
Land Inventory	\$549,965	\$549,965	100%
<b>Sub Total Committed</b>	<b>\$709,611,491</b>	<b>\$613,800,606</b>	<b>86%</b>



## Recreation and Conservation Funding Board Briefing Memo

**Meeting Date:** September 2013  
**Title:** Agency Performance Highlights: 2011-13 Biennium  
**Prepared By:** Rebecca Connolly, Accountability Manager

**APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM**

### Summary

This memo reviews performance highlights of the 2011-13 biennium.

### 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

## Strategic plan for 2013-15 biennium

RCO staff continues to make progress on revising the agency strategic plan so that it is simpler and more reflective of the work now done by staff. We intend to share a revised framework at the September board meeting.

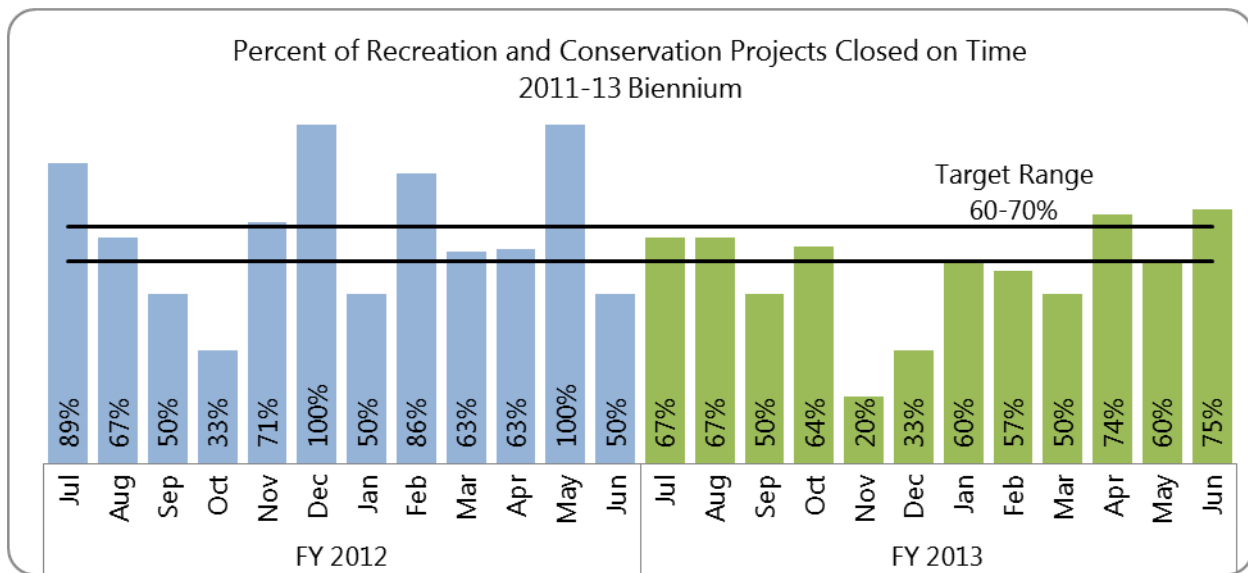
## Performance Report

Data are for recreation and conservation grants only, as of July 1, 2013.

**Table 4: Performance Data**

Measure	Target	FY 2013	2011-13 Biennium	Indicator
1. Percent of recreation/conservation projects closed on time	60-70%	61%	59%	●
2. Percent of project agreements issued within 120 days after the board funding date	85-95%	97%	91%	●
3. Percent of projects under agreement within 180 days after the board funding date	95%	97%	92%	●
4. Fiscal month expenditures, recreation/conservation target ( <i>target 60% expenditure for 40% reappropriation</i> )	61% As of FM 24	50% As of FM 24		●
5. Bills paid within 30 days: recreation/conservation projects	100%	68%	66%	●

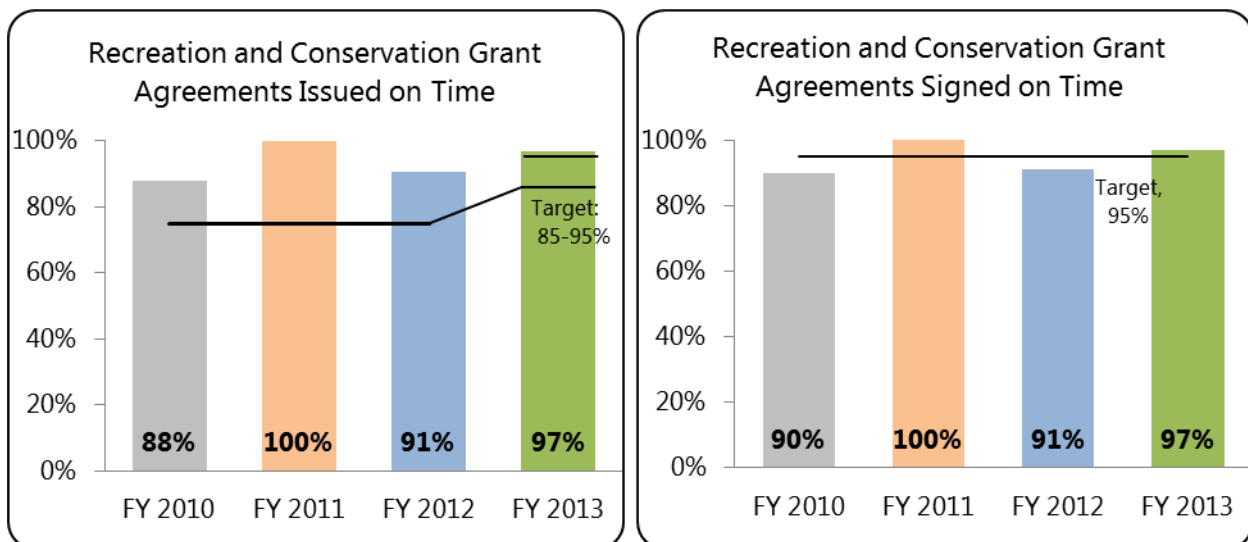
## Projects Closed On Time



The data reflect 275 projects due to close in this biennium. Of these, 163 projects (59%) closed on time, which is calculated as within 120 days of the contract end date. As of August 15, 2013, 101 projects had closed late and only 11 remain active. About half of those that closed late were closed within 180 days of the contract end date.

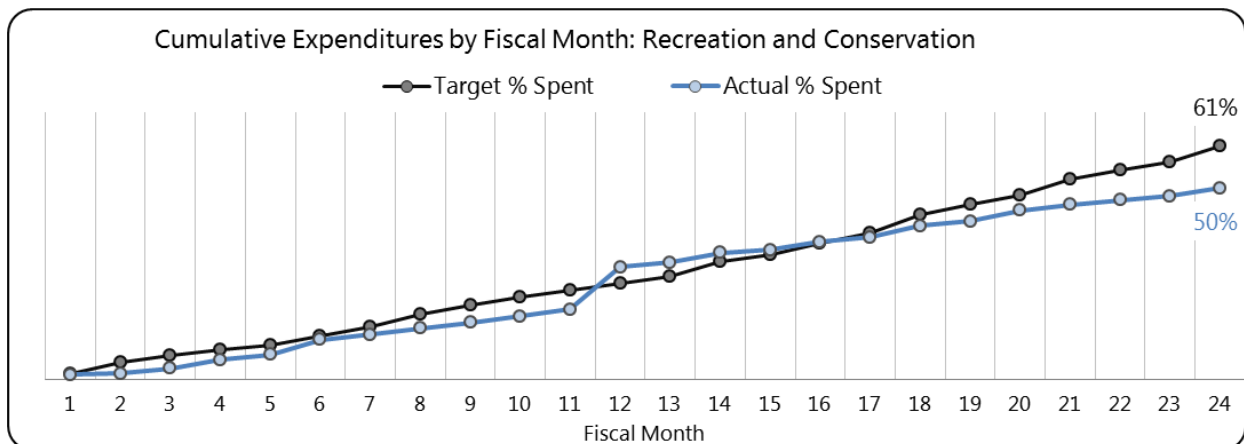
Typically, project closure is delayed as staff and sponsors address documentation or other issues to ensure proper record-keeping. Workload for staff and sponsors also plays a significant role in the ability to close projects.

## Project Agreements Issued and Signed on Time



The measure for fiscal year 2013 reflects Recreational Trails Program grants that were approved by the director in May and September following federal funding authorization. The board approved these projects in November 2011.

## Fiscal Month Expenditures and Reappropriation Rate

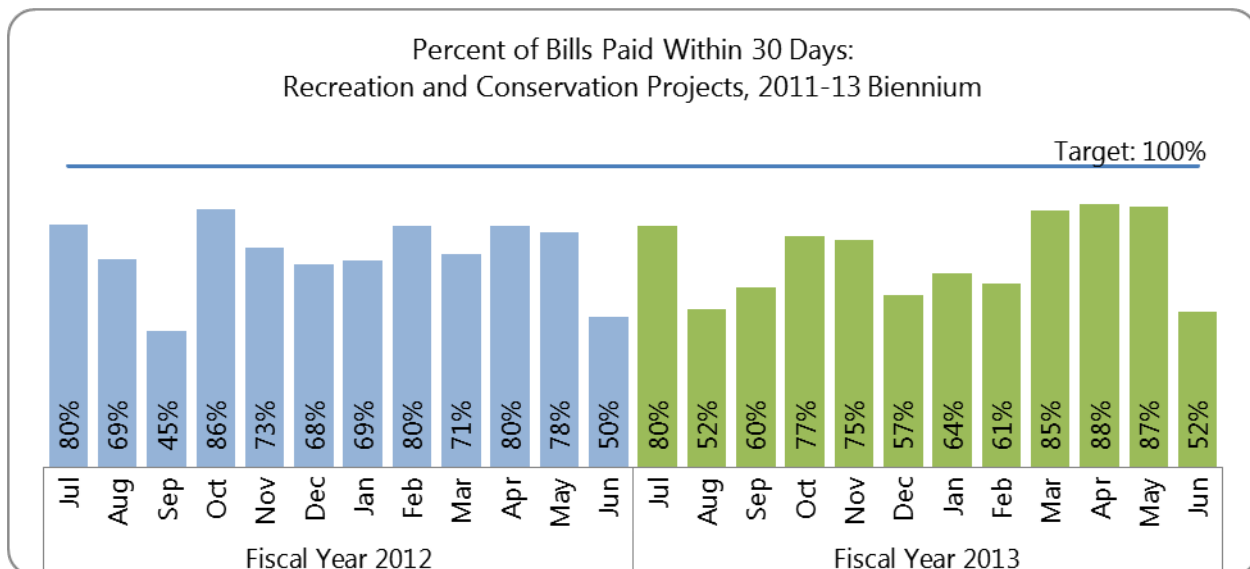


The agency set a stretch target of expending 60 percent of its allotments in this biennium; the target in previous biennia was only 50 percent.

Expenditures for recreation and conservation grants lagged behind the target as of fiscal month 24. Expenditures for other types of grants and contracts also lagged behind their targets at the end of fiscal month 24. The RCO is still reconciling expenditures with other state agencies.

As of mid-August, the agency is closer to a reappropriation rate below 50 percent. The expenditure rate is tracking closely to the pattern from the 2009-11 biennium, in which we ultimately had a 48 percent reappropriation.

## Bills Paid within 30 days



In the 2011-13 biennium, the RCO received 1,325 invoices for recreation and conservation projects. Of those, 883 were paid on time and 416 were paid late. Nineteen are outstanding. The average number of days to pay a bill is 26 the median is 13.

The most important thing to note is that while the target is to pay 100 percent of properly completed bills on time, RCO systems are currently unable to distinguish between a bill that is properly completed from one that needs the sponsor to provide more information before it can be paid.

### Delays in Paying Bills during the 2011-13 Biennium

RCO data show that the initial invoice processing is happening on time. That is, when nearly all bills are logged into PRISM within five days of receipt. The problem appears to take place in the part of the process where expenditures are verified and documentation is reviewed.

There were 416 bills that were not paid on time in this biennium. Half were paid within 60 days of the billing date, and 85 percent were paid within 120 days of the billing date. The projects that took the greatest amount of time did so because of significant problems with documentation or other project issues. For example, the longest billing delay in the biennium was 715 days. This was due to the sponsor's failure to provide the permits and other final documentation.

Of the bills that received a delayed payment, nearly two-thirds were submitted by four sponsors: the Department of Natural Resources, the Department of Fish and Wildlife, State Parks, and the US Forest Service. Many times, the delays were due to the volume of bills submitted at one time, RCO and sponsor staffing, project issues, or issues with state billing practices (e.g., accruals).

	Number of bills paid late	Percent of Total Late Bills	Average Days to Pay
<b>Department of Natural Resources</b>	103	25%	76
<b>Department of Fish and Wildlife</b>	100	24%	96
<b>State Parks</b>	28	7%	130
<b>US Forest Service</b>	31	7%	68

Eighty-nine sponsors submitted the remaining bills that were paid late. Most had only one to three bills that were paid late. Those who had multiple bills for which we delayed payments typically had a project with problems that needed to be resolved before the RCO would reimburse for expenses.

### Time Extensions

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

**Director Approved Time Extension Requests:** Since the beginning of the biennium, the RCO has received some requests to extend projects. Staff reviewed each request to ensure compliance with established policies. The following table shows information about the time extensions granted by quarter, as of July 1, 2013.



**Table 6: Director Approved Time Extensions**

<b>Fiscal Quarter</b>	<b>Extensions Approved</b>	<b>Number of Repeat Extensions</b>	<b>Average Days Extended</b>	<b>Number Closed to Date</b>
<b>Q1</b>	15	9	275	8
<b>Q2</b>	21	11	183	12
<b>Q3</b>	15	7	199	6
<b>Q4</b>	9	5	159	1
<b>Q5</b>	12	6	218	2
<b>Q6</b>	30	13	184	0
<b>Q7</b>	27	8	133	1
<b>Q8</b>	32	20	188	0

## Recreation and Conservation Funding Board Briefing Memo

**Meeting Date:** September 2013  
**Title:** Stormwater Management and Related Facilities on Board-Funded Sites  
**Prepared By:** Leslie Ryan-Connelly, Compliance Specialist

**APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM**

### Summary

This memo explains the staff approach to fulfilling the board's direction to provide additional guidance to sponsors regarding off-site stormwater retention on board-funded sites.

### 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

At the April meeting of the Recreation and Conservation Funding Board (board), members discussed whether to provide additional guidance to sponsors regarding off-site stormwater retention on board-funded sites. Members instructed staff that while they did not want a comprehensive program change (e.g., as done for grazing or telecommunications) under the allowable uses policy, they did want to provide more thorough guidance for sponsors. Board members asked that there should be a net benefit to the recreation or conservation aspect of the project in exchange for using some portion of the site for stormwater management.

### Application of the Allowable Uses Policy

Since the allowable uses policy was approved in October 2012, Recreation and Conservation Office (RCO) staff has approved the three uses listed in the following table.

Project Sponsor	Park Name	Grant Number	Funding Program	Allowable Use Approved
City of Redmond	Dudley Carter Park	66-605	Referendum 11 for outdoor recreational facilities	Art installation – replication of a native haida house
Clark County	Salmon Creek Greenway	90-060	General bonds for outdoor recreational areas and facilities	Stormwater wetlands

Project Sponsor	Park Name	Grant Number	Funding Program	Allowable Use Approved
City of Lacey	Woodland Creek Park	92-070	WWRP Local Parks	Underground water reclamation vaults

## Analysis

The RCO Compliance Team reviewed and revised the allowable uses guidelines to provide additional criteria for review of off-site stormwater retention and other proposed uses. The RCO Compliance team includes grant managers in both grant management sections. The revised procedures were then reviewed by the Deputy Director.

Because of the different types of stormwater and other related facilities, both above ground and underground, the Compliance Team revised the guidelines broadly. The team felt it was most useful to provide guidelines that could be applied to any allowable uses requests rather limiting the new guidelines to just stormwater facilities. The team felt it could cause a problem later if some of the new guidelines were focused only for stormwater facilities when the new guidelines could be useful in other situations. For example, if a project sponsor requested a new underground water supply facility, the team wanted to be able to use the same guidelines that would apply to an underground stormwater vault. Therefore, the revised guidelines are beneficial when reviewing any allowable use request including man-made ponds, wetlands, storage vaults, and tanks regardless of the reason for the facility.

The revisions fit within the current allowable uses policy. Overall, the revised guidelines provide more specific review by considering the following:

- Whether the proposed use conflicts with the project agreement or funding program.
- Whether the board-funded project area may be affected.
- What types of effects to the project area would be allowed.

## Revised Guidelines

The revised allowable uses guidelines would include the following additional considerations. They will help staff evaluate whether a proposed stormwater facility or other allowable use would conflict with the board-funded project and affect the intended use of the project.

- How will the use affect the funded project area?
- Is the use compatible with the objectives of the project agreement?
- Will the use be secondary to the uses in the project agreement?
- Will the use displace any recreation or conservation uses in the project agreement?
- Does the use fit within the natural features and hydrology of the site?
- How long will the use occur? If the use is for a specified time period, will the project area return to its former state afterwards?

- Will the proposed use limit the future use of the project area?
- Does the use negatively change the recreational experience or intrinsic values of the site?
- What design alternatives at the RCO funded project site were considered for the proposed use?

### **Net Benefit versus Equivalent Benefits**

If the stormwater facility or other proposed use is expected to have a negative impact on the board-funded site, the policy requires the sponsor demonstrate at least equivalent benefits to the board-funded project.

This differs from the board's request for net benefit because the existing allowable uses policy is framed to require "at least equivalent benefits." It does not expressly require net gain in benefits. Providing for net gain would have required a significant change in the policy, which staff believed was counter to the overarching board direction to simply provide guidance to sponsors.

### **Minor and Major Impacts**

Staff revised the guidelines to define minor and major impacts. Minor impacts may be allowed as long as they do not significantly damage or diminish the grant resources or the intended use of the project such as dedication to outdoor recreation, farmland, or habitat conservation. Major impacts would not be allowed.

If there is a minor impact, the policy requires that the use must provide at least equivalent benefits so there is no overall impairment to the board-funded project. The guidance now includes examples of equivalent benefits and requires the benefits be achieved within the project area. Some examples of equivalent benefits are:

- Implementing sustainability practices on site.
- Providing site improvements in addition to the proposed use that further the goals of the project or funding program.
- Siting or redesigning the use to avoid or minimize impacts to the project agreement or funding program such as landscaping, vegetation screening, or designing the use to fit within the charter of the project area.

### **Next Steps**

Pending further direction from the board, RCO staff will use the revised allowable uses guidelines to review future allowable use requests. There are no requests pending with which to test the new guidelines. Staff will continue to keep the board informed of how the allowable uses policy and guidelines are working.

## Attachments

A. Allowable Uses Policy

## Attachment A

### Allowable Uses Policy

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

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

- A. Identified in the project agreement; OR
- B. Allowed by RCO policy; OR
- C. Approved by RCO or the funding board.

For the use to be approved by RCO or the funding board (Option C, above) it must meet all of the following criteria:

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

An approved use of a project site must continue in the way it was approved to remain in compliance with the grant. This policy does not modify other RCO policies, such as cultural resource policies.

Income generated on the project site must be managed in accordance with RCO policies on Income and Income Use. (*Manual 7, Funded Projects*).

*Adopted October 18, 2012.*

## Recreation and Conservation Funding Board Briefing Memo

**Meeting Date:** September 2013  
**Title:** Status of the Nonhighway and Off-road Vehicle Activities Program Plan  
**Prepared By:** Sarah Gage, Management Analyst

**APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM**

### Summary

The Recreation and Conservation Office (RCO) has been working with a consultant to complete the Nonhighway and Off-road Vehicle Activities Program (NOVA) Plan. This memo provides an update on the progress, some initial findings, and an overview of the next steps.

### 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

State law<sup>1</sup> requires the Recreation and Conservation Funding Board (board) to maintain and update a plan to guide distribution of Nonhighway and Off-road Vehicle Activities Program (NOVA) funds. The plan must be updated once every three biennia.

The NOVA Plan was last updated in October 2005 and is available on the Recreation and Conservation Office (RCO) Web site at [www.rco.wa.gov/documents/rcfb/nova/NOVA\\_Plan.pdf](http://www.rco.wa.gov/documents/rcfb/nova/NOVA_Plan.pdf). In June 2011, the board extended the 2005-2011 plan through December 2012 due to lack of program funding and staff, with the general agreement that the existing plan was fundamentally relevant.<sup>2</sup>

The NOVA Program provides funding to develop and manage nonhighway road, nonmotorized, and off-road vehicle (ORV) recreational activities, and education and enforcement programs. NOVA funding comes from ORV permits and a portion of the state gasoline tax paid by users of ORVs and nonhighway roads (roads not supported by state fuel taxes).

### Plan Development in 2013

In January 2013, the board adopted a list of policy priorities for 2013 that included an update to the NOVA Plan. RCO staff used a competitive selection process to select Responsive

<sup>1</sup> RCW 46.09.250

<sup>2</sup> Resolution 2011-06

Management (contractor) for the work. Over the past eight months, staff and the contractor have worked with the NOVA advisory committee and the public to develop a plan that assesses and identifies current policy and program implementation issues.

## **Progress Report**

As described in the sections below, the consultant has completed the data collection activities required in the scope of work. They also have analyzed the data and summarizing their findings. They have begun drafting a report, which they are reviewing with RCO staff before it is released for public comment and board review.

## **Study Approach**

The data and research collected for the NOVA Plan update included:

- An outreach blog Web site, "Trails Town Hall," to collect comments from the general public;
- A NOVA Advisory Group discussion Web site;
- A survey of the NOVA Advisory Group; and
- Sections of the State Comprehensive Outdoor Recreation Plan (SCORP) related to NOVA recreation (39 activities from 13 categories).

The Web sites were active between May and August. The survey was conducted with the NOVA Advisory Group in July and August 2013. SCORP data was collected in 2012 through a large-scale telephone survey of Washington residents; the data was further analyzed for information specifically related to NOVA recreation.

## **Structure**

The plan will include an executive summary, five chapters that reflect the data and findings required in the scope of work (assessment of current and emerging issues; supply and demand; policies; needs), and a sixth chapter that compiles priorities and recommendations. Appendices will include the demographic and regional characteristics of NOVA recreationists; the NOVA Advisory Group survey; and Chapter 46.09, Revised Code of Washington.

## **Findings**

Nearly all state residents participate in some form of NOVA-related recreation, which means that they participate in one or more of the following:

- Nonhighway road recreation, which includes activities such as hunting, fishing, camping, sightseeing, wildlife viewing, picnicking, driving for pleasure, kayaking/canoeing, and gathering berries, firewood, mushrooms, and other natural products. (94 percent of residents)



- Nonmotorized recreation, which includes activities such as walking, hiking, backpacking, climbing, cross-country skiing, snowshoeing, mountain biking, horseback riding, and pack animal activities. (86 percent of residents)
- ORV recreation, which includes activities such as riding an all-terrain vehicle, motorcycling, or driving a four-wheel drive vehicle or dune buggy on nonhighway roads or off road. (16 percent of residents)

**Table 1: NOVA Activities with the Highest Participation Rates**

SCORP Activity Category	NOVA Activities within this category	Percent of Residents Participating
<b>Walking, hiking, climbing, or mountaineering</b>	Hiking mountain or forest trails	36%
	Walking without a pet in a park or trail setting	35%
	Walking with a pet on leash in a park	25%
	Hiking rural trails	19%
<b>Nature activities</b>	Wildlife viewing /photographing	59%
	Fishing or shellfishing	34%
	Gathering/collecting things in a nature setting	27%
<b>Water-related activities</b>	Canoeing, kayaking, rowing, or using other manual craft	11%
<b>Sightseeing</b>	Sightseeing at a scenic area	59%
<b>Bicycle riding</b>	Biking in rural trails	11%
	Biking in mountain or forest trails	8%
<b>Snow and ice activities</b>	Snowshoeing	7%
	Cross country skiing	5%
<b>Off-roading for recreation</b>		15%
<b>Horseback riding</b>	Horseback riding on rural trails	2%
	Horseback riding on mountain or forest trails	3%

In the survey of the NOVA Advisory Committee, members were asked to score the importance of policies on a ten point scale. They rated the following policies as most important (i.e., higher than eight points)

- Require applicants for operation and maintenance projects to state their project's goals and objectives in the application. (score: 9.2)
- Encourage reconstruction projects that correct environmental problems, retain trail difficulty and user experiences, and minimize user displacement. (score: 8.9)
- NOVA funding shall augment, not replace, other sources of funding. (score: 8.8)

- The NOVA Advisory Committee shall include representatives from user groups and agencies affected by NOVA funding. (score: 8.8)
- Education and enforcement funding shall encourage responsible behavior through positive management. (score: 8.6)
- Encourage designation of a primary management objective on facilities receiving NOVA funds. (score: 8.6)
- Encourage sponsors to contribute matching value. (score: 8.4)
- Encourage projects that employ contact with recreationists in the field. (score: 8.2)
- Encourage projects designed to minimize the need for maintenance. (score: 8.2)
- Encourage non-government contributions. (score: 8.1)

In the same survey, eight of the nine respondents selected “Maintenance and operation” as the top priority for funding in the 2013-18 plan. Comments received through the Trails Town Hall forum indicated agreement that maintenance of existing NOVA-related recreational opportunities is vital.

### **Initial Recommendations**

Based on analysis of the NOVA Advisory Committee survey results, the Advisory Committee discussion Web site, and the Trails Town Hall public forum, the contractor likely will make the following recommendations in the plan:

1. Protect the NOVA fund
2. Make maintenance a funding priority for NOVA
3. Address road closures that limit access
4. Minimize user conflicts
5. Encourage designs that minimize future maintenance
6. Ensure that NOVA funds augment, but do not replace, other funding
7. Do not use NOVA funds to subsidize private ORV sports parks
8. Encourage trail reconstruction that corrects environmental problems
9. Ensure that the NOVA Advisory Committee represents all user groups

### **Next Steps**

At the September board meeting, staff and the contractor will be prepared to answer questions about the general findings and recommendations. The draft plan will be distributed for board and public comment in late September.

At the November meeting, the contractor will present draft changes to the plan based on board feedback, public comment, and suggestions from RCO. The board will be asked to approve the plan at its meeting in January 2014.

**Effect on grant program processes and criteria**

Staff will bring any recommended changes to grant program processes, policies, or criteria to the board in November 2013 and will request final board approval of such changes in January 2014.

## Recreation and Conservation Funding Board Briefing Memo

**Meeting Date:** September 2013  
**Title:** Update Regarding the Draft Washington State Trails Plan  
**Prepared By:** Sarah Gage, Management Analyst

**APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM**

### Summary

The Recreation and Conservation Office (RCO) has been working with a consultant to complete the State Trails Plan. This memo provides an update on the progress, some initial findings, and an overview of the next steps including data analysis and creation of the final report.

### 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

State law<sup>1</sup> requires the Recreation and Conservation Office (RCO) to prepare a state trails plan as part of the Statewide Comprehensive Outdoor Recreation Planning (SCORP).

The 1991 Washington State Trails Plan can be found on the RCO Web site at [www.rco.wa.gov/documents/rec\\_trends/Wa\\_Trails\\_Plan-1991.pdf](http://www.rco.wa.gov/documents/rec_trends/Wa_Trails_Plan-1991.pdf). The trails plan is used to inform policies and criteria for programs including the Recreational Trail Program and the Trails category in the Washington Wildlife and Recreation Program.

Following board discussion in January 2013, RCO refined its approach for developing a state trails plan before the 2014 grant cycle. The trails plan will include two components:

1. The trails plan document, which will be developed by the SCORP contractors (Responsive Management) as an appendix to the SCORP.
2. The trails plan Web page will be developed by RCO staff with the help of regional trails managers. It is our intent to include maps, details on the interconnectivity (or gaps) of regional trails, and other information about both the management and use of regional trails.

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<sup>1</sup> RCW 79A.35.040

The document is the subject of this memo. The board will be briefed on the Web page at its November meeting.

### **Plan Development in 2013**

In January 2013, the Recreation and Conservation Funding Board (board) adopted a list of policy priorities for 2013 that included an update to the trails plan, to be included as an appendix to the SCORP document.

RCO staff amended the SCORP contract with Responsive Management (contractor) for the work. The scope of work for the 2013 Washington State Trails Plan specifies that the plan will:

1. Use data collected from surveys of trail users and providers to analyze issues related to supply and demand.
2. Analyze key issues including:
  - Challenges to and opportunities for establishing and maintaining regional connecting trails and a state trail network
  - Access to trails
  - Urban trails
  - Water trails
  - Capacity
  - Economics and funding
  - Maintenance
  - Multiple-use management, and
  - Other issues.
3. Assess statewide trail needs relative to the key issues and identify emerging issues. Further, it will analyze how each key issue contributes to the recreational opportunities, mobility, and health of Washington State residents.
4. Identify strategies for meeting trail needs for the next five years, and identify how the plan will help establish funding priorities for trail projects.

### **Progress Report**

As described in the sections below, the consultant has completed the data collection activities required in the scope of work. They also have analyzed the data and summarized their findings. They have begun drafting a report, which they are reviewing with RCO staff before it is released for public comment and board review.

## Study Approach

The study methodology ensured public participation, evaluated supply and demand, identified key issues, and assessed public priorities and needs. The research activities and data collected for the Trails Plan included:

- Formation of a 40-member Trails Advisory Committee. This group consisted of people from existing RCO standing committees and from local jurisdictions.
- The contractor used a discussion Web site for the Trails Advisory Committee to facilitate input during this planning process.
- The contractor developed two Web-based surveys of the Trails Advisory Committee. The first survey was in May 2013, and the second was in the summer of 2013.
- An outreach blog Web site, "Trails Town Hall," to collect comments from the general public. Seven rounds of public comment took place from mid-May to mid-August. During this time 160 people participated in the discussions.
- Analysis of the telephone survey of Washington residents conducted for the 2013 SCORP for information relevant to trails.
- Analysis of sections of the SCORP related to trails recreation, including additional examination of the web-based surveys of outdoor recreation providers and parsing the large-scale telephone survey of state residents for quantitative data related specifically to trails supply and demand.
- Assessment of existing studies and literature.

The contractor used the results of the research and the public engagement process to assess public priorities and needs for trails in Washington.

## Key Findings

There is a great deal of demand for trail opportunities in Washington. Many (72 percent) Washington State residents participate in activities taking place on or involving trails.

- The top-ranked trail activities include hiking, walking, and bicycle riding.
- The top groups among all Washington State residents that participate in trail-related outdoor recreational activities include sightseers, people younger than 46 years old, and people who observe or photograph wildlife or nature.
- Urbanization, increases in minority populations, and an aging population will need to be considered more in trails planning as Washington's population grows.
- Currently, 79% of suburban residents and 71% of large city and urban residents use trails. As urbanization and development increase, it can be expected that the demand among these groups will also increase.

- While 49% of residents 65 years old and older are currently trail users, as the population ages, land managers and recreation providers can expect the number of older residents participating in trail-related activities to grow as well.
- The study also found that trails provide many benefits, including:
  - Diverse outdoor recreation opportunities
  - Health and fitness uses
  - Resource and open space preservation
  - Corridors for people and wildlife
  - Environmental, educational, and economic value
- Recreation providers rated surfaced and unsurfaced trails as the most important trail opportunities in their communities<sup>2</sup>. Trails with specific purposes, such as trails appropriate for bicycles, designated bridle trails, designated snow and ice trails, and designated motorized trails, received lower rankings.
- Findings suggest that the supply of recreational trails is not completely meeting public demand. Further investigation likely is needed to determine where additional resources and funding should be focused.
- Economics and funding emerged as the top overall issue of importance for the Trails Advisory Committee.
- A survey of the Trails Advisory Committee also found the following results:

Areas in which the most progress has been made	Areas in which the least progress has been made
<ul style="list-style-type: none"> <li>• Long distance trails / network (local projects that emphasize interconnections with other local projects).</li> <li>• Improved mechanisms to promote volunteerism.</li> </ul>	<ul style="list-style-type: none"> <li>• Providing new or substitute multiple-use trails</li> <li>• Providing on-the-ground management presence during peak use times such as weekends</li> <li>• Publicizing existing opportunities on less crowded trails</li> </ul>

## Initial Recommendations

Based on the research and findings, the contractor will include the following recommendations, as refined by the board, in the draft report.

- Develop a clearinghouse that includes a trails inventory and information regarding federal, state, and local trails.
- Improve data gathering among land managers to better understand trail use, users, and modes.

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<sup>2</sup> SCORP provider survey

- Support stakeholder efforts to find increased and/or sustainable revenue sources.
- Support the development of a Trails Leadership Council.
- Encourage and support programs and initiatives focused on user conflict management.
- Address trail maintenance by encouraging low-maintenance designs and, where appropriate, providing focused grant funding<sup>3</sup>.

## Next Steps

At the September board meeting, staff and the contractor will be prepared to answer questions about the general findings. The draft plan will be distributed for board and public comment in late September.

The plan will include an executive summary, four chapters that reflect the data and findings related to trail benefits, supply and demand, progress, and issues, and a fifth chapter that outlines priority problems and recommendations. Appendices will include the demographics of trail users, reports covering the online Trails Advisory Committee and Town Hall meetings, and the verbatim comments from the Town Hall online forum.

At the November meeting, the contractor will present draft changes to the plan based on board feedback, public comment, and suggestions from RCO. The board will be asked to approve the plan at its meeting in January 2014.

## Effect on grant program processes and criteria

Staff will bring any recommended changes to grant program processes, policies, or criteria to the board in November 2013 and will request final board approval of such changes in January 2014.

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<sup>3</sup> The Washington Wildlife and Recreation Program Trails Category does not include maintenance as an eligible activity, while other programs, such as the Recreational Trails Program and Nonhighway and Off-road Vehicle Activities Program do fund maintenance activities.



## Recreation and Conservation Funding Board Briefing Memo

**Meeting Date:** September 2013  
**Title:** Draft Changes to the Land and Water Conservation Fund Evaluation Criteria  
**Prepared By:** Marguerite Austin, Section Manager

**APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM**

### Summary

This memo presents the draft changes to the Land and Water Conservation Fund program evaluation criteria.

### 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 National Park Service (NPS) provides federal Land and Water Conservation Fund (LWCF) grant assistance to the states to preserve, develop, and assure continuous public access to outdoor recreation resources. The state of Washington, through the Recreation and Conservation Office, has received more than \$70 million for 560 projects since the program began in 1965.

To be eligible for the funds, each state must submit a State Comprehensive Outdoor Recreation Plan (SCORP) and update that plan at least every five years. The Recreation and Conservation Funding Board (board) approved a revised SCORP in June 2013; the document is now under review by the NPS.

The next step for RCO is to operationalize the SCORP by updating the program's evaluation criteria to reflect the findings and recommendations of the plan. Washington's new plan has four priorities that were specifically identified for the LWCF program.

1. Consider the implications of changing demographics when making recreation decisions.
2. Continue to offer diverse outdoor recreation activities and opportunities.
3. Maximize sustainability and environmental stewardship.
4. Increase and improve access for recreationists with disabilities in Washington.

Staff has drafted revisions to the existing evaluation criteria to include the new plan priorities.

## Structure of the Evaluation Instrument

The evaluation instrument includes the evaluation criteria or question, a scoring range, and assigns a maximum point value. In addition, each criterion includes additional questions, narrative or examples to help clarify the intent and to help applicants understand how to address each criterion.

During evaluation, applicants answer the “team scored” criteria through a presentation. Each member of the LWCF advisory committee assigns a score for each criterion, as a way to measure how well the project meets or achieves the board’s stated priorities. RCO staff uses the resulting ranked list to make its funding recommendation to the board.

The board approved the last evaluation instrument in March 2009 and modified the Applicant Compliance criterion in 2011.

## Proposed Changes

Staff proposes the following changes to the existing evaluation instrument (Attachment A). The proposed evaluation instrument is included as Attachment B.

1. Eliminate the first criterion, Consistency with SCORP.
  - a. The new SCORP priorities are integrated throughout the evaluation criteria. Having this criterion meant that applicants would address the SCORP priorities multiple times, and may have received points more than once for the same response.
2. Update the criterion, Need, as follows:
  - a. Add a question asking applicants to address the implications of changing demographics, which is one of the SCORP priorities.
  - b. Specify that applicants should include quantifiable data.
  - c. Move the question of underserved populations to the new diversity of recreation criterion.
3. Add a new criterion, Need Satisfaction and Diversity of Recreation.
  - a. Ask applicants to address how well the project meets the needs identified.
  - b. Ask applicants how the project contributes to the overall diversity of outdoor recreation and opportunities provided, which is a SCORP priority.
4. Update the Immediacy of Threat and Viability criterion.
  - a. Change the name to be consistent with the name used in other grant programs.
  - b. Organize the “factors to consider” into two groups, threat and viability.
5. Update the Project Design criterion as follows:
  - a. Add a question asking applicants how they intend to place more emphasis on providing access for people with disabilities, which is another SCORP priority.

- b. Move the questions related to sustainability to a new Sustainability and Environmental Stewardship criterion.
6. Add a new criterion, Sustainability and Environmental Stewardship.
  - a. The new criterion is consistent with the sustainability policy and criterion previously adopted by the board.
  - b. The concept of sustainability has been broadened to apply to acquisition as well as development projects (it previously applied only to development). This captures the dual nature of sustainability discussed in the SCORP.
7. Redesign the Readiness criterion.
  - a. Provide guidance to applicants and evaluators on how to address the criteria for an acquisition or development project.
8. Add a new criterion, Community Support.
  - a. Ask applicants to describe the outreach to let the community know about the project.
  - b. Ask applicants to address project support.
9. Modify the Cost Efficiencies criterion.
  - a. Remove references to agreements that are unrelated to implementation of the project.
  - b. Include a bonus point for demonstration of cost savings through government efficiencies.

In addition, staff proposes across-the-board edits so that the criteria and questions are clearer to applicants and evaluators. Also, staff reordered the criteria to create a more logical flow. With the addition of several new criteria, the total points possible are increased from 63 to 74 points.

## Analysis

The proposed criteria implement the board-adopted priorities for the LWCF program. There are a few key factors for board consideration:

- The new tool places greater point emphasis on sustainability by separating it from the design criterion and making it applicable to all projects. Sustainability is more broadly defined to capture sustainable design and environmental stewardship.
- The new tool also places greater point emphasis on projects that meet the need and contribute to the diversity of recreation within a service area. The intent is to ensure that the LWCF program is meeting the needs of otherwise underserved recreation populations. The intent is not to promote multi-use sites per se, but a broad range of recreational assets to meet the needs identified for that service area.
- The two other priorities noted above (e.g., demographics, design for access) are added to existing criteria. This does not lessen the importance of these priorities. It simply elevates them within the context of existing criteria that considers need and project design.

- In other grant programs, the board has included a criterion that addresses community support for a project. The criterion proposed for this instrument is the one adopted for the Aquatic Lands Enhancement Account program.

The new tool places greater emphasis on alignment with SCORP. Sixty-one percent of the total points possible are associated with meeting state plan priorities.

## **Next Steps**

Staff will present the draft criteria to the board at the September meeting, and will request comments from board members at that time. Staff is currently soliciting comments from the LWCF advisory committee and will give the board an update at the upcoming meeting. Following the meeting, staff will incorporate any changes requested by the board and publish the proposed criteria for public comment. Staff has asked the National Park Service for their review during this public comment period. Final criteria will be presented to the board for adoption at the November 2013 meeting. If the board adopts the criteria, they will be shared with the National Park Service and will be published for use in the 2014 grant round.

## **Attachments**

- A. Current LWCF Criteria
- B. Proposed LWCF Criteria

## Current LWCF Evaluation Criteria

*Manual 15, Section 3*

### Grant Evaluation

Grant applications are evaluated by the Land and Water Conservation Fund Advisory Committee against criteria called the "Priority Rating Analysis," which were developed by RCO and the National Park Service. The criteria are presented as questions, and are used to score and rank project proposals.

The advisory committee scores the first series of questions. These questions have some subjective elements that the committee scores using best judgment guided by actual recreational use and professional experience. RCO staff scores the criteria that rely on more objective data.

Priority Rating Analysis					
Score by	#	Criteria	Score (Multiplier)	Maximum Points	Priority in
Advisory Committee	1	Consistency with SCORP	0-5 points (x3)	15	SCORP
Advisory Committee	2	Need	0-5 points (x3)	15	SCORP
Advisory Committee	3	Project design	Development 0-5 points (x2) Combination 0-5 (x1)	10 Or 5	LWCF
Advisory Committee	4	Urgency and viability	Acquisition 0-5 (x2) Combination 0-5 (x1)	10 Or 5	LWCF
Advisory Committee	5	Federal grant program priorities	0-5 points (x 2)	10	LWCF
Advisory Committee	6	Readiness	0-5	5	LWCF
Advisory Committee	7	Cost-efficiencies	0-5	5	LWCF
RCO Staff	8	Population proximity	0-3	3	State law
RCO Staff	9	Applicant compliance	-2 to 0	0	National Park Service policy
				<b>Total Points Possible = 63</b>	

## Priority Rating Analysis

### Advisory Committee Scored

- 1. Consistency with the state comprehensive outdoor recreation plan (SCORP).** To what extent does the project address one or more LWCF priorities identified in SCORP?

The most recent SCORP document is *Defining and Measuring Success: The Role of State Government in Outdoor Recreation* (RCO, 2008). SCORP identifies three priorities for LWCF grant support:

- A. Projects supporting individual active participation. "Active" means those forms of recreation that rely predominantly on human muscles, and includes walking, sports of all kinds, bicycling, and other activities that help people achieve currently accepted recommendations for physical activity levels.
  - B. Projects that provide continued improvement of existing sites and facilities previously funded with LWCF grants. Note: Evaluators should consider the actual proposed improvement, especially the extent to which the proposal will enhance or expand these sites or facilities, not the previously funded project or project elements.
  - C. The provision of active connections between communities and recreation sites and facilities. "Active connections" means shared-use trails and paths, greenways, and other facilities and features that encourage walking, jogging, running, and bicycling for more than recreation. The emphasis is on dedicated, grade-separated facilities.
- How well does the proposed project address any combination of these priorities? Projects addressing more than one priority may not necessarily score higher than a project addressing one priority in an outstanding manner.
- ▲ Point Range: Evaluators award 0-5 points, which are later multiplied by 3.

- 2. Need.** What is the need for the project? Consider the goal of the project and how it relates to the service area:

- Inventory of existing sites and facilities
- Populations or activities that are not served or underserved
- Amount of use of existing sites
- Potential use of proposed sites
- How the project meets identified need
- Whether the project is named by location or type as a priority in an adopted plan such as a community's comprehensive plan, a state agency capital improvement plan, a park or open space plan

### Examples

- A proposal to develop a new sport fields to address an identified shortage could receive a high score. A proposal for a sports field without plans or relevant studies supporting the need would receive a lower score.
- A proposal for renovating the last intact Civilian Conservation Corps structure in a remote park site could receive a high score. A proposal to renovate a picnic shelter could also receive a high score if the use is high.
- A proposal for building a community trail in a location or service area with few existing trails could receive a high score. A proposal to develop a trail in a location or service area where many other opportunities exist would receive a lower score. Note: the applicant defines "community."

▲ Point Range: Evaluators award 0-5 points, which are later multiplied by 3.

- 3. Project Design (development and combination projects only).** Is the project well designed? Will the project result in a quality recreational opportunity while protecting the integrity of the environment?

Some design elements that may be considered include accuracy of cost estimate, aesthetics, maintenance requirements, materials, phasing, risk management, recreational experience, spatial relationships, universal accessibility, and user friendly design, and the integration of sustainable elements.

Examples of included sustainable categories and elements:

Sustainable Category/Element	Example
Plants/Landscapes/Surfaces	Native shrubs
Education	Interpretive panels including sustainability
Materials	Recycled decking
Energy	High-efficiency lighting
Water	Onsite storm water managed by rain gardens, porous paving
Other Sustainable Elements	Noteworthy element(s) determined by the sponsor to make the project require less energy, less maintenance, cause fewer environmental impacts, or otherwise be more sustainable

- Does the proposed design protect natural resources on site or integrate sustainable elements or low impact development techniques, green infrastructure, or environmentally preferred building products?

- What percentage of the design is completed to date? Is the design in the conceptual phase or has a master plan been developed? Has the master plan been adopted by governing body?
- Does the project demonstrate good design criteria; does it make the best use of the site?
- Does the design provide equal access for all people, including those with disabilities?
- Does the proposed design protect natural resources onsite? For example, does the project include low impact development techniques, green infrastructure, or environmentally preferred building products?
- Is the site design visually integrated into the landscape features?
- How well does the design appear to accommodate the projected use?
- Suitability of the site. What is the nature and condition of existing surrounding land use, as well as future concerns such as shoreline designation, zoning, comprehensive or project-specific planning?
- How likely are the proposed public use facilities given the required regulatory and proprietary approvals, funding, etc.?
- Design complements the described need.
- Ease of maintenance.
- Realistic cost estimates provided.
- For a trail project, does the design provide adequate surfacing, width, spatial relationships, grades, curves, switchbacks, road crossings, and trail head locations?

▲ Point Range: Evaluators award a maximum of 5 points, which are later multiplied by 2 for development projects and 1 for combination projects.

0 points      Poor design evidence presented.

1-2 points    Design adequately addresses some of the above considerations.

3 points      Design adequately addresses most or all the above considerations.

4 points      Design addresses the considerations in an outstanding manner.

5 points      Design addresses the considerations in an outstanding manner, including sustainability. Maximum points provided only if applicant addresses all the components of the question.



**4. Urgency and Viability (Acquisition and combination projects answer this question.)**

- Why purchase this particular property at this time? How viable are the anticipated future uses and benefits of the site?
- If LWCF funding is not made available, will high priority outdoor recreation property be lost?
- What are the alternatives to acquiring the property?
- Is there an immediate threat or will the property be available for acquisition or development at a later time?
- What is the likelihood that the property will be converted to a non-recreational use if the property is not acquired now?
- Is there a threat to the public availability of the resources at the site?
- Will the site be available immediately for public use or will the site require some improvement to make it available for public use? If improvements are necessary, what is the timeframe for implementing future site improvements?
- Describe land management practices in the area that may affect the viability of the site?
- Who will maintain the site and what resources are necessary and available for maintenance for the site?
- Suitability of the site. What is the nature and condition of existing surrounding land use, as well as potential future concerns such as shoreline designation, zoning, comprehensive or project-specific planning?

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

0 points. Little evidence presented.

1-2 points Adequate evidence to address some of the above considerations.

3 points Adequate evidence to addresses most or all the above considerations.

4-5 points Thorough and convincing evidence.

**5. Federal grant program goals.** How well does the proposed project meet Department of the Interior and National Park Service goals for grant programs?

The National Park Service is a bureau within the Department of Interior. Both the National Park Service and the Department of Interior develop annual goals for their programs. Applicants and evaluators will be provided with the most recent set of federal goals. Evaluators will be asked to determine the extent to which a proposed project addresses those goals.

For example: if the National Park Service has a goal to encourage projects that meet the needs of underserved communities, expand the public recreation estate, or strengthen the health and vitality of the American people, applicants should demonstrate how their projects address the goal locally, regionally, or statewide.

Projects providing opportunities that help meet one or more federal goals should receive higher scores than those projects that do not help meet any of the goals.

▲ Point Range: Evaluators award 0-5 points, which are later multiplied by 2.

- |            |  |
|------------|--|
| 0 points   | No federal goals are met.  |
| 1-2 points | The project meets only one goal and the contribution to the goals is marginal or moderate. |
| 3 points   | The project helps meet more than one goal and the contribution to the goals is moderate.   |
| 4-5 points | The project helps meet one or more goals and the contribution is exemplary or substantial. |

**6. Readiness.** Is the project ready to proceed? National Park Service rules encourage proposals where the applicant is ready to start work as soon as a project agreement is signed.

- **Start-Finish:** Are matching resources available? When will work on the project begin? When will work be completed or the facility open to use? How long will it take before the project is complete?
- **Preliminary Work:** Are all elements ready: Permits, environmental clearances, historic or cultural resources, engineering, signed agreements, equipment, labor force, etc.? Have any appeals been resolved? Explain.
- **Acquisitions:** Has the landowner been contacted? Is the owner willing to sell? Does the applicant hold an option on the property? Describe. Are required appraisals and reviews completed? Describe. Will the land acquired be immediately available for use? Explain.

▲ Point Range: Evaluators award 0-5 points.

- |            |   |
|------------|---|
| 0 points   | Very large barriers exist that likely will delay the project a year or more.                  |
| 1-2 points | Substantial or significant barriers exist that likely will be removed in the next 12 months.  |
| 3-4 points | Minimal, ordinary barriers exist that likely will be removed by the time a grant is approved. |
| 5 points   | No barriers exist and the project is ready to move forward immediately.                       |

**7. Cost efficiencies.** The extent that this project demonstrates efficiencies or reduces government costs through documented use of:

- Volunteers
- Donations
- Innovative or sustainable design or construction resulting in long-term cost savings. Examples are use of solar energy, integration of wetlands as "green infrastructure," or new materials or construction techniques with outstanding potential for long service life.
- Signed cooperative agreements
- Signed memoranda of understanding, such as no-cost easements or leases, or similar cost savings.

▲ Point Range: Evaluators award 0-5 points.

0 points      No evidence presented.

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

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

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

Scored by RCO Staff – Applicants Do Not Answer

**8. Population Proximity.** Is the project in a populated area?

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

▲ Point Range: RCO staff awards a maximum of 3 points.

A. The project is in the urban growth area boundary of a city or town with a population of 5,000 or more.

Yes:    1.5 points

No:     0 points

AND

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

Yes:    1.5 points

No:     0 points

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

**9. Applicant compliance.** Is the sponsor in compliance with its RCO grant agreements?

When scoring this question, staff will consider the applicant's record in all RCO-managed grant programs.

▲ Point Range: -2 to 0

- |           |   |
|-----------|---|
| 0 points  | Sponsor has no known compliance issues and no unapproved conversions.   |
| -1 point  | Sponsor has one or more known compliance issues <i>including at least one unapproved conversion</i> , but actively is working to correct the issues.  |
| -2 points | Sponsor has one or more known compliance issues <i>including at least one unapproved conversion</i> , but is not working actively to correct the issues; or the sponsor has been identified as a high-risk sponsor. |

## Proposed LWCF Evaluation Criteria

### *Manual 15, Section 3*

The State Comprehensive Outdoor Recreation Plan (SCORP) establishes priorities for funding outdoor recreation in Washington State. This evaluation instrument incorporates SCORP priorities identified specifically for the Land and Water Conservation Fund program that preserves and develops public outdoor recreation lands for the benefit of all citizens. This priority rating system is part of the LWCF Open Project Selection Process.

LWCF Evaluation Criteria Summary					
Scored by	#	Title	Project Type Questions	Maximum Points	Priority
Advisory Committee	1	Need	All projects	15	SCORP
Advisory Committee	2	Need satisfaction and diversity of recreation	All projects	10	SCORP
Advisory Committee	3	Immediacy of threat and viability	Acquisition	10	Board
			Combination	5	
Advisory Committee	4	Project design	Development	10	SCORP
			Combination	5	
Advisory Committee	5	Sustainability and environmental stewardship	All projects	10	SCORP
Advisory Committee	6	Federal grant program goals	All projects	10	National Park Service
Advisory Committee	7	Readiness	All projects	5	Board
Advisory Committee	8	Community support	All projects	5	Board
Advisory Committee	9	Cost efficiencies	All projects	6	Board
RCO Staff	10	Population proximity	All projects	3	State law
RCO Staff	11	Applicant compliance	All projects	0	National Park Service
Total Points Possible				74	

## Evaluation Criteria

### Scored by the Advisory Committee

- 1. Need.** Considering the availability of existing outdoor recreation facilities within the service area, what is the need for new or improved facilities?

Describe your service area, the need for the project and how it relates to the service area, with quantifiable data that supports the following:

- Inventory of existing sites and facilities within the service area
- Amount of use of existing sites and their condition
- Populations or user groups in your service area that have unmet needs
- Changing demographics
- Whether the project is named by location or type as a priority in an adopted plan such as a community's comprehensive plan (level of service), a state agency capital improvement plan, a park or open space plan

▲ Point Range: Evaluators award 0-5 points, which are later multiplied by 3.

- 2. Need Satisfaction and Diversity of Recreation.** To what extent does this project fill the need described in question 1 and provide or contribute to the diversity of outdoor recreation assets within the service area?

Consider the following:

- What will this site provide, in terms of areas, or facilities that are missing from your inventory of assets?
- How will this site serve populations that are not served or are underserved?
- How does this site support activities that are not served or are underserved?
- How does this project help you provide a range of recreational opportunities for a variety of recreational interests?
- How does this project meet the need?

▲ Point Range: 0-5. Evaluators award a maximum of 5 points that are later multiplied by 2.

**3. Immediacy of Threat and Viability (acquisition and combination projects only).**

Why purchase this particular property at this time? How viable are the anticipated future uses and benefits of the site?

Consider the following:

*Threat*

- What is the immediate threat or will the property be available for acquisition at a later time?
- What is the significance of the threat? Is it imminent?
- Why was this property selected over other properties considered?
- Is this a high priority outdoor recreation property that will be lost if funding is not made available?
- What proactive steps have you taken to preserve the opportunity for securing this property until funds become available? Why?

*Viability*

- How does existing or planned land use in the surrounding area affect the viability of the site and the proposed outdoor recreation use?
- How many acres will be added to the outdoor recreation inventory? Is this a new site or expansion of an existing area?
- How suitable is the site for the intended use? Describe the attributes: size, topography, soil conditions, natural amenities, location, utility service, wetlands, legal access, etc.
- Will the site be available immediately for public use or will the site require some improvement to make it available for public use? If improvements are necessary, what is the timeframe for implementing future site improvements?
- Who will maintain the site and what resources are necessary and available for maintenance of the site?

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

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

Consider the following:

- Does this property support the type of development proposed? Describe the attributes: size, topography, soil conditions, natural amenities, location and access, utility service, wetlands, etc.
- How does the project design make the best use of the site?
- How well does the design provide equal access for all people, including those with disabilities? How does this project exceed current barrier-free requirements?
- Does the nature and condition of existing or planned land use in the surrounding area support the type of development proposed?
- How does the design conform to current permitting requirements, building codes, safety standards, best management practices, etc.? What, if any, are the mitigation requirements for this project?
- Does the design align with the described need?
- Are the access routes (paths, walkways, sidewalks) designed appropriately (width, surfacing) for the use and do they provide connectivity to all site elements?
- For trails, does the design provide adequate separation from roadways, surfacing, width, spatial relationships, grades, curves, switchbacks, road crossings, and trailhead locations?
- Is the cost estimate realistic?

▲ Point Range: Evaluators award a maximum of 5 points, which are later multiplied by 2 for development projects and 1 for combination projects.



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

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

Acquisition	Development
a. Does the acquisition and proposed development preserve the natural function of the site?	a. Does the proposed development protect natural resources onsite and integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products?
b. How do the proposed uses protect, enhance or restore the ecosystem functions of the property?	
c. Are there invasive species on site? If there are, what is your response plan?	b. Vegetation/Surfaces - Are you replacing invasive plant species with native vegetation? Are you using pervious surfaces for any of the proposed facilities?
d. What is the strategy or plan for maintenance and stewardship of the site?	c. Education - Are you installing interpretive panels/signs that educate users about sustainability?
e. How do the natural characteristics of the site support future planned uses?	d. Materials - What sustainable materials are included in the project?
f. Is the proposed acquisition located close to the intended users?	e. Energy - What energy efficient features are you adding?
g. What modes of transportation provide access to the site?	f. What modes of transportation provide access to the site?
h. Does this project protect wetlands or wetland functions? Describe the size, quality and classification.	g. Water - Is the on-site storm water managed by rain gardens, porous paving, or other sustainable features? Does the design exceed permit requirements for storm water management?

i. How does the proposed acquisition help create connectivity? How many acres are already protected? How critical is this property to the overall plan?	h. If there are wetlands on site, describe the size, quality and classification and explain how the design considers the wetland functions.
j. What other noteworthy characteristics demonstrate how the natural features of the site contribute to energy efficiency, less maintenance, fewer environmental impacts, or sustainability?	i. What is the strategy or plan for maintenance and stewardship of the site?
	j. What other developed features will contribute to increasing energy efficiencies, reducing maintenance, minimizing environmental impacts, or being more sustainable?

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

**6. Federal grant program goals.** How well does the proposed project meet Department of the Interior and National Park Service goals for grant programs?

The National Park Service is a bureau within the Department of Interior. Both the National Park Service and the Department of Interior develop annual goals for their programs. Applicants and evaluators will be provided with the most recent set of federal goals. Evaluators will be asked to determine the extent to which a proposed project addresses those goals.

For example: if the National Park Service has goals to encourage projects that meet the needs of underserved communities, expand the public recreation estate, or strengthen the health and vitality of the American people, applicants should demonstrate how their projects address these goals locally, regionally, or statewide.

Projects providing opportunities that help meet one or more federal goals should receive higher scores than those projects that do not help meet any of the goals.

▲ Point Range: Evaluators award 0-5 points, which are later multiplied by 2.

**7. Readiness.** Is the proposed project ready to proceed?

National Park Service rules and board policy give preference to proposals where the applicant is ready to start work as soon as a project agreement is signed.

Consider the following:

- Is there a project implementation plan in place?
- What is the proposed timeline for acquisition and/or development?
- Is there known opposition that might delay implementation of the project?

*Development projects*

- Is the design in the conceptual phase or has a master plan been developed?
- Has the master plan been adopted by the governing body?
- What percentage of the design is completed to date?
- What permits are in hand for this project? What permits or clearances are still needed?
- Are the bid documents ready?

*Acquisition projects*

- Was the property purchased under a waiver of retroactivity?
- Is there an option or a first-right of refusal to purchase the property?
- Are required appraisals and reviews completed?
- Is there a willing seller?
- How far along are you in securing the property?

▲ Point Range: Evaluators award 0-5 points.

**8. Community support.** To what extent has the community been provided with an adequate opportunity to become informed about the project and provide input? What is the level of community support for the project?

Examples of community involvement may include public meetings, articles in local papers, newsletters, media coverage, and involvement in a local planning process that includes the specific project.

Examples of community support may include voter approved initiatives, bond issues, or referenda; endorsements or other support from advisory boards and user or "friends" groups; letters of support or petitions; or editorials.

▲ Evaluators score 0-5 points for all projects.

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

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

- What are the donations for this project?
- Who is making the donation?
- What is the value of the donation and how was the value determined?
- Is the donation in hand?
- If the donation is not in hand, do you have a letter of commitment from the donor that specifies what is being donated and when?
- Is the donation necessary for implementation of the project? Are donations included in the project proposal?

Private grants awarded by non-governmental organizations

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

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

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

▲ Point Range: Evaluators award 0-5 points.

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

Scored by RCO Staff – Applicants Do Not Answer

**10. Population Proximity.** Is the project in a populated area?

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

▲ Point Range: RCO staff awards a maximum of 3 points.

C. The project is in the urban growth area boundary of a city or town with a population of 5,000 or more.

Yes: 1.5 points

No: 0 points

AND

D. The project is in a county with a population density of 250 or more people per square mile.

Yes: 1.5 points

No: 0 points

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

**11. Applicant compliance.** Is the sponsor in compliance with its RCO grant agreements?

When scoring this question, staff will consider the applicant's record in all RCO-managed grant programs.

▲ Point Range: -2 to 0

0 points Sponsor has no known compliance issues and no unapproved conversions.

-1 point Sponsor has one or more known compliance issues *including at least one unapproved conversion*, but actively is working to correct the issues.

-2 points Sponsor has one or more known compliance issues *including at least one unapproved conversion*, but is not working actively to correct the issues; or the sponsor has been identified as a high-risk sponsor.

## Recreation and Conservation Funding Board Briefing Memo

**Meeting Date:** September 2013  
**Title:** Assessment of Evaluation Process for WWRP Habitat Conservation Account Categories  
**Prepared By:** Marguerite Austin, Section Manager

**APPROVED BY RCO DEPUTY DIRECTOR SCOTT ROBINSON FOR KALEEN COTTINGHAM**

### Summary

This memo presents a proposal to allow volunteer reviewers to conduct the technical review of projects for the Washington Wildlife and Recreation Program Habitat (WWRP) Conservation and Riparian Protection Accounts, and use an in-person evaluation process for the Urban Wildlife Habitat category.

### Board Action Requested

This item will be a:

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

Resolution: 2013-20

Purpose of Resolution: Approve the evaluation process for the Urban Wildlife Habitat category, and approve the review process for the Habitat Conservation Account and Riparian Protection Account projects.

### Background

In 2011 staff submitted a proposal to the Recreation and Conservation Funding Board recommending changes to the review and evaluation process for the Washington Wildlife and Recreation Program (WWRP) Critical Habitat and Urban Wildlife Habitat categories and the Riparian Protection Account. These changes proposed to:

1. Eliminate project review meetings, and
2. Replace the in-person evaluation process (scored by volunteers in Olympia) with a written evaluation process (scored by volunteer evaluators at their home or office).

These changes were recommended to the board in an effort to reduce the staff time and resources committed to project review and evaluation, while maintaining the effectiveness of the

process. The original board memos related to these recommendations may be found in the [September](#) and [November](#) 2011 meeting materials.

After reviewing the public comments and discussing the options at the meetings, the board adopted a written evaluation process for the WWRP Urban Wildlife Habitat category only and assigned the task of project review to RCO staff for the Critical Habitat and Urban Wildlife Habitat categories, and the Riparian Protection Account.

The board made these changes for the 2012 grant round only, noting that before the 2014 grant cycle, staff should provide a report and a recommendation on whether to continue with this approach or to revert to the previously-used approaches.

## Board Decision Requested

The board is being asked to:

- Revert to the use of volunteer reviews for the Critical Habitat and Urban Wildlife Habitat categories, and the Riparian Protection Account, and
- Revert to in-person evaluations for WWRP Urban Wildlife Habitat category.

## Analysis

### Technical Review

Staff's review of the Critical Habitat, Urban Wildlife Habitat, and Riparian Protection projects worked fairly well. Applicants gave high marks to the review process in the RCO survey. Staff, however, felt the technical review added to an already demanding workload, and were concerned that they would miss important points that needed correction or clarification before evaluation.

### Written Evaluations in the Urban Wildlife Habitat Category

#### Applicant Review: Survey Results

Only five applicants to the Urban Wildlife Habitat category responded to the RCO applicant satisfaction survey following the 2012 grant cycle. Together, they represented two cities, one nonprofit, and one park district (one respondent did not identify the organization). Overall, they were satisfied.

Answer Options	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Evaluation Process	0	1	1	0	3

One respondent did not believe that the change to a written process was clearly communicated by RCO, but was still very satisfied with the evaluation process. Another stated that they preferred the in-person process, and reported feeling neutral about the written process. The respondent who was dissatisfied commented that the problem was with criteria that favored urban settings and did not account for tourism, which results in seasonal population spikes.

### **Evaluator Review: Survey Results**

Seven evaluators for the Urban Wildlife Habitat category responded to the RCO survey following the 2012 grant cycle. Five of the seven were satisfied with the process, but two were dissatisfied and stated that they strongly preferred having an in-person meeting. Two others were satisfied, but suggested that there be a conference call among evaluators to share impressions and benefit from shared expertise before final scores are due.

### **Conclusion**

Although the written evaluation process worked, there were concerns from both staff and evaluators. In particular, evaluators who had experience with both written and in-person processes spoke of the benefits of dialog among evaluators with different expertise and how that interaction helped them score projects. For example, evaluators assess the public use of the site. At times, there can be inconsistencies in the applicant's response about proposed uses of the site and how they plan to manage that use while still protecting the quality of the natural resources. Evaluators believe that the opportunity for open discussion about protection and use would help with their scoring and would clarify future uses of a site.

## **Strategic Plan Link**

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

## **Staff Recommendation**

### **Technical Review**

The project review of the Critical Habitat, Urban Wildlife Habitat, and Riparian Protection projects done by staff was satisfactory. Nevertheless, staff recommends using volunteer committees to review these categories.

### **In-Person Evaluations in the Urban Wildlife Habitat Category**

Based on the concerns of staff and evaluators, staff recommends reverting to in-person evaluations for the Urban Wildlife Habitat category.



## **Next Steps**

If this proposal is approved, staff will update Manual 10b, Washington Wildlife and Recreation Program Habitat Conservation Account and Riparian Protection Account, for the 2014 grant cycle. In addition, RCO will notify potential applicants and the public of the change. A follow-up survey would be done in 2014 to determine the effectiveness of the process.

## **Attachments**

Resolution 2013-20

# Recreation and Conservation Funding Board

## Resolution #2013-20

### Approving Changes to the Evaluation and Review Process in Washington Wildlife and Recreation Program Categories: Critical Habitat, Riparian Protection, State Lands Restoration and Urban Wildlife Habitat Categories

**WHEREAS**, the Recreation and Conservation Funding Board (board) project reviews and evaluations in the Washington Wildlife and Recreation Program (WWRP) Critical Habitat, State Lands Restoration and Enhancement, Urban Wildlife Habitat and Riparian Protection categories are performed effectively with a combined effort from volunteer evaluators and staff; and

**WHEREAS**, a system based on a combination of written and in-person processes is used in several board program categories including others in the WWRP Habitat Conservation Account; and

**WHEREAS**, applicants, evaluators, and Recreation and Conservation Office (RCO) staff assessed processes used in 2012, and

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

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

**NOW, THEREFORE BE IT RESOLVED**, that the board does hereby adopt the in-person evaluation process for the Washington Wildlife and Recreation Program (WWRP) Urban Wildlife Habitat category; and

**BE IT FURTHER RESOLVED**, that volunteers will conduct the in-person technical review meeting for applications to the Washington Wildlife and Recreation Program (WWRP) Habitat Conservation and Riparian Protection Accounts; and

**BE IT FURTHER RESOLVED** that the board directs RCO staff to implement these revisions beginning with the 2014 grant cycle.

Resolution moved by: \_\_\_\_\_

Resolution seconded by: \_\_\_\_\_

Adopted/Defeated/Deferred (underline one)

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

## Recreation and Conservation Funding Board Briefing Memo

**Meeting Date:** September 2013  
**Title:** Project Tour Overview  
**Prepared By:** Myra Barker, Outdoor Grant Manager

**APPROVED BY RCO DIRECTOR KALEEN COTTINGHAM**

### Summary

This memo notes the projects that the board will tour on September 12, 2013. 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 tour will begin at 8:45 a.m. and end at 1:30 p.m. The Recreation and Conservation Funding Board (board), staff, and interested parties will visit four board-funded sites including parks, trails, and boat moorage facilities.

#### Wenatchee Day Use Moorage ([05-1216](#))

The city of Wenatchee received a \$473,800 Boating Facilities Program grant for this project. The grant helped construct 240 linear feet of day use moorage, accessed by a fixed pier gangway in downtown Wenatchee. The project provided access to urban amenities within walking distance, and water side access to 21 miles of river.

#### Wenatchee Rotary Park ([04-1269](#))

The city of Wenatchee received a \$198,500 Washington Wildlife and Recreation Program, Local Parks category grant for this project. The grant helped expand the park, adding a picnic shelter, playground, an interactive water feature, amphitheater, and a basketball court

#### Wenatchee Foothills Trail, Horse Lake Trailhead ([06-1595](#))

The city of Wenatchee received a \$172,043 Washington Wildlife and Recreation Program, Trails category grant for this project. The grant helped to build two trailheads and a 4.1-mile trail connecting them. The city received a grant in 2007 to acquire nearly 170 acres through a land

donation and develop four miles of trail and two trailheads, one at Day Drive and one at Horse Lake. The tour will visit the Horse Lake Trailhead.

The board has funded two related projects in the area. The city has completed the purchase of the 325-acre Saddle Rock property ([10-1082](#)) with assistance from a WWRP Local Parks grant. That project helps provide trails, wildlife viewing, and environmental education along the trail. The city also has a newly-funded WWRP Local Park project to acquire 37 acres at Lower Castle Rock to provide open space and trail linkages at the southern end of the trail ([12-1044](#)).

Total funding for the Foothills Trails projects to date is \$735,711.

### **Wenatchee River County Park ([68-112](#), [69-208](#), [70-001](#), [71-003](#))**

Chelan County received four grants totaling \$261,804 for these projects. Funds were received from bonds and the Land and Water Conservation Fund program.

These grants helped develop the camping facilities at the park. Project 68-112 placed a federal 6(f) boundary on portions of the park.

While at the park, the board and Chelan County officials will have the opportunity to discuss a conversion of part of the property. In 2001, the Department of Commerce contracted with Chelan County to locate seasonal farmworker housing in Wenatchee River Park. The camp is administered by Chelan County and is located in a portion of the campground. It provides 380 beds during cherry season and 200 beds during pear and apple season. The camp also provides sanitary, kitchen, and laundry facilities. It is open from June 1 through November 1 each year.

### **Map and Driving Directions**

A map is included on the agenda; driving directions will be provided at the meeting. Part of the road to the Horse Lake Trailhead is gravel.

The times shown on the agenda are approximate.

## Recreation and Conservation Funding Board Summarized Meeting Agenda and Actions, September 2013

### Agenda Items without Formal Action

Item	Board Request for Follow-up
Item 2. Director's Report	Staff sent a reminder about 2014 dates to board members following the meeting.  Staff will report back about the transportation mitigation study as it progresses.
Item 3. Agency Performance Highlights: 2011-13 Biennium	Staff sent the Results Washington materials to board members following the meeting.
Item 4. Update on Guidance Related to Stormwater Management and Related Facilities on Board-Funded Sites	No follow up action requested
Item 5. Review of the Nonhighway and Off-Road Vehicle Activities Plan	Staff will incorporate the board suggestions into a draft plan that will be released for public comment in September. The draft plan will be presented in November 2013 following public comment.
Item 6. Review of the Trails Plan	Staff will incorporate the board suggestions into a draft plan that will be released for public comment in September. The draft plan will be presented in November 2013 following public comment.
Item 7. Review Draft Changes to the Land and Water Conservation Fund Criteria	Criteria will be presented for adoption in November 2013 following public comment.
Item 9. Overview of Board Tour	No follow up action requested

### Agenda Items with Formal Action

Item	Formal Action	Board Request for Follow-up
Item 1: Consent Calendar	Approved A. Board Meeting Minutes – June 25, 2013 B. Time Extension • Malaga Colockum Community Council, Malaga Community Park, Project #07-1974AD C. 2014 Meeting Schedule	No follow up action requested
Item 8. Assessment of Evaluation Process for WWRP Habitat Conservation Account Categories	<u>Approve</u> the following beginning with the 2014 grant cycle: • Revert to the use of volunteer reviews for the Critical Habitat and Urban Wildlife Habitat categories, and the Riparian Protection Account, and • Revert to in-person evaluations for WWRP Urban Wildlife Habitat category.	No follow up action requested
Recognition of Dave Brittell's Service to the Board	<u>Approved</u> a resolution recognizing the service of Dave Brittell.	The resolution was sent to Dave Brittell with letter of appreciation following the meeting.



# Recreation and Conservation Funding Board Summary Minutes

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Date: September 11, 2013

Place: Wenatchee, WA

## Recreation and Conservation Funding Board members present:

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

Member Mayer arrived at 1 p.m.

**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.**

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## Call to Order

Chair Chapman called the meeting to order at 12:05 p.m. Staff called roll, and a quorum was determined.

## Consent Calendar

The Recreation and Conservation Funding Board (board) reviewed Resolution #2013-19, Consent Calendar.

**Resolution 2013-19 moved by: Don Hoch and seconded by: Harriet Spanel**  
**Resolution APPROVED**

## General Public Comment

*Judy Terry, Malaga Community Council*, welcomed the board and thanked the board for their work.

*Tom Bugert, Washington Wildlife and Recreation Coalition (Coalition)*, thanked the board and congratulated the board on a successful legislative session. He said that a county commissioner recently stated that he was thankful for the WWRP program because a technology company moved to his county because of the quality of life; WWRP was a part of making it possible.

## Item 2: Management Report

**Director's Report:** Director Cottingham reported that she had submitted her self-assessment to the board chair. She introduced Leslie Connelly as the new policy specialist and Sarah Gage as the new management analyst. She then discussed the effect of those changes on other Recreation and Conservation Office (RCO) staffing decisions. Cottingham updated the board on the capital projects in other agency budgets that RCO may support or help manage. She reported that staff has participated in the Washington Wildlife and Recreation Coalition's roundtable discussions about the Washington Wildlife and Recreation Program (WWRP). Many of the suggestions have been administrative, so they have asked that the Coalition share the suggestions with the board for decision making. She reported that she and



Don Hoch both have been active with Results Washington. She reminded the board to put the newly-approved dates for 2014 on their calendars.

**Policy Update:** Nona Snell, policy director, reported on the legislative assignment to update the Lands Inventory, reviewing the requirements outlined in the statute. She discussed how the RCO will work with other agencies to fulfill the assignment. Snell also noted that the Joint Legislative Audit Review Committee (JLARC) was assigned a similar, three-part study, and discussed the aspects of that study. Member Willhite suggested that the JLARC study use the metrics from the trails plan.

Snell also discussed the assignment to identify transportation mitigation projects that minimize permit delays and optimize salmon habitat restoration. Director Cottingham agreed to update the board on the study to demonstrate what is accomplished. Snell concluded with updates on the remaining policy work highlighted in the staff materials.

**Grant Management Report:** Marguerite Austin provided an update on the agreements issued following board action to award funds in June 2013. Staff is working on closing projects and focusing on compliance issues. Director Cottingham provided an update on the 520 bridge conversion; the National Park Service has recently rejected both appraisals on the basis that neither meets federal standards and the reviewer does not agree with how market values were determined.

### **Item 3. Agency Performance Highlights: 2011-13 Biennium**

Director Cottingham started the presentation by providing an overview of Governor Inslee's Results Washington approach. She explained that the RCO would be involved in the metrics associated with Goals 3 and 5. She noted that the Governor may add strategic initiatives for recreation and salmon. Director Cottingham noted that Puget Sound restoration was a separate initiative under Governor Gregoire; it is now part of a big picture, but the Governor is getting feedback from environmental groups that it needs to stand alone. Director Cottingham committed to distributing the materials from the Governor to the board.

Scott Robinson then presented the draft revisions to the RCO's strategic plan framework, and explained the next steps in adopting the changes. Rebecca Connolly concluded the presentation by highlighting information from the biennial performance measures. She reported that the final figures for the reappropriation were better than initially indicated in the board materials, with a final agency reappropriation of about 45 percent.

### **State Agency Partner Reports**

**State Parks:** Member Hoch shared information about two new partnership programs: one with Subway and another with the Seattle Seahawks. He briefed the board on the funding received in the 2013-15 biennium, noting that they received an increase in the capital budget compared to 2011-13. This is due to interest in having State Parks focus on revenue-generating facilities and clean up existing facilities. They also are bringing back Lions Ferry Park. The next Commission meeting will be September 25, and they will be talking about budget provisos. He also reviewed their actual and projected revenue.

**Department of Natural Resources:** Member Herman reported on the effort to create a community forest trust in the Teanaway. He also discussed staffing changes at DNR, and efforts to implement grants in a more timely manner.



**Department of Fish and Wildlife (WDFW):** Member Brittell noted that WDFW was partnering on the Teanaway project, the public lands inventory, and the effort to gather more public input on the Okanogan-Similkameen project. They will be implementing some provisos. He then announced that this would be his last board meeting because he would be retiring after 39 years of state service.

### **Recognition of Dave Brittell's Service to the Board**

Chair Chapman asked the board to recognize Brittell's service to the board and read service resolution 2013-21. All members, except Member Brittell, signed the resolution.

## **Board Business: Briefings & Discussion**

### **Item 4. Update on Guidance Related to Stormwater Management and Related Facilities on Board-Funded Sites**

Leslie Connelly reviewed the background of the stormwater issue, reminding the board of the direction they provided to staff in April 2013. She then reviewed the draft guidance for sponsors that staff developed, which was provided in the advance materials, as well as the allowable uses policy. She explained that staff wanted to establish guidelines that could be applied broadly, rather than specific guidelines that would be only for stormwater. Connelly also reviewed the new stormwater manual published by the Department of Ecology. She showed how the allowable uses criteria had been changed to reflect the board direction. She then asked for board response to the staff proposal.

Member Mayer asked if the guidelines applied to both above and below ground structures. Connelly responded that the guidelines were generic enough to address all types of facilities because there are many methods, and they are continually evolving. Member Mayer also asked if the guidelines also addressed the expansion of existing facilities. Connelly responded that they do. Chapman asked if major impacts are allowed. Connelly responded that they would not be allowed. Member Bloomfield asked how the decision is made when there is gray area about whether the impact is major or minor. Connelly explained the process, and how it involves the director and ultimately, the board.

### **Item 5. Review of the Nonhighway and Off-Road Vehicle Activities Plan**

Sarah Gage reviewed the information as provided in the staff memo and asked for board direction on the nine draft recommendations outlined in the materials. Michael Fraidenburg, the Cooperation Company, was available by phone to answer questions.

Member Mayer asked how many ORV permits are issued annually. Marguerite Austin provided the figures as of June 2013. Director Cottingham noted that there is a new statute that affects revenues because ORVs can be used on roads. She does not expect it will affect the plan. Member Willhite suggested that more attention needs to be paid to the statute and how the user groups will take ownership of it.

Chair Chapman asked that recommendations #5 (Encourage designs that minimize future maintenance) and #8 (Encourage trail reconstruction that corrects environmental problems) be linked to the board's sustainability policy.



Member Bloomfield asked that the recommendations specify definitive actions and provide more linkage between the State Comprehensive Outdoor Recreation Plan (SCORP), Trails plan, and NOVA plan. Chair Chapman concurred, but said that perhaps rather than changing the language, the board may need to think about what it wants to do. Director Cottingham reminded the board that the plan has a broad reach; their suggestions are good for next steps for the board.

#### **Item 6. Review of the Trails Plan**

Sarah Gage reviewed the information as provided in the staff memo, provided additional detail about the findings, and asked for board direction on the draft recommendations outlined in the materials.

Board members questioned how the Trails plan would be used, and whether it was intended for use by stakeholders, RCO staff, the board, officials, or others. Director Cottingham responded that the recommendations need to be broad, but that the RCO and board should be able to identify specific actions and policy issues within them. She also cautioned that the board does not get funding to implement the broad recommendations. Member Mayer stated that he saw it as a state trails plan, and that the recommendations were not all the obligations of the board. Chair Chapman said that he didn't think that the plan was board or RCO specific, but it would not be useful unless the board gave itself the duties.

The board discussed the recommendations at length, focusing in particular on items 1 (*Develop a clearinghouse (Web page) that includes a trails inventory and information about regional trails*), 2 (*Improve data gathering among land managers to better understand trail use, users, and modes*), and 4 (*Support the development of a Trails Leadership Council*). Members concluded that the recommendations should more explicitly state what the board can accomplish, drawing on staff expertise, and offered specific suggestions to staff. Chair Chapman suggested that there should be a subset of recommendations for the board.

#### **Item 7. Review Draft Changes to the Land and Water Conservation Fund Criteria**

Marguerite Austin reviewed the information as provided in the staff memo. She provided additional detail about the criteria to help the board understand the staff proposal, and reviewed next steps. She concluded by asking for board response or suggestions on the proposed changes outlined in the materials. The board had no suggestions.

### **Board Business: Decisions**

#### **Item 8. Assessment of Evaluation Process for WWRP Habitat Conservation Account Categories**

Marguerite Austin reviewed the information as provided in the staff memo. She explained that staff was asking the board to revert to the approaches used in the Washington Wildlife and Recreation Program Habitat Conservation Account and Riparian Protection Account before the 2012 grant cycle. She also noted that staff would create standing advisory committees to do the reviews and evaluations.

Member Brittell asked for clarification of the committees, and if there would be technical review. Marguerite responded that there would be optional technical review via GoTo meeting so that applicants

could still benefit from it. She then clarified that the State Lands Restoration does not have a committee, and it likely would share a committee with the Riparian Protection Account.

No members objected to the proposal. Chair Chapman stated that he prefers the in-person interaction. Member Bloomfield appreciates the rigor brought to the assessment.

**Resolution 2013-20 moved by: Jed Herman**  
**Resolution APPROVED**

**and seconded by: Dave Brittell**

### **Item 9. Overview of Project Tour Planned for Thursday, September 12**

Myra Barker provided an overview of the tour, noting that it was open to the public. Driving directions to the sites were available at the meeting. Barker provided additional details about the funding and purpose of each site that the board members would visit.

Director Cottingham reminded the board that dinner would be at 5:45. It would be a social event at which no business would be conducted.

Meeting adjourned at 4:30 p.m.



## Recreation and Conservation Funding Board Summary Minutes

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Date: September 12, 2013

Place: Wenatchee, WA

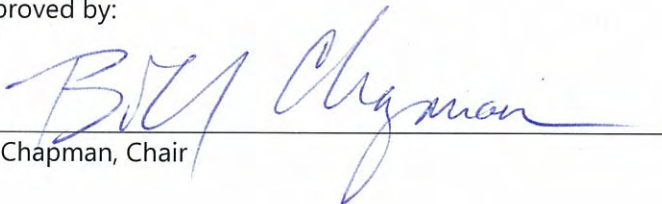
### Recreation and Conservation Funding Board members present:

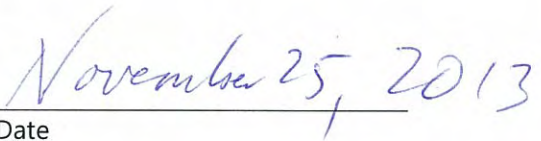
<b>Bill Chapman</b>	Mercer Island	<b>Ted Willhite</b>	Twisp
<b>Betsy Bloomfield</b>	Yakima	<b>Jed Herman</b>	Designee, Department of Natural Resources
<b>Pete Mayer</b>	Snohomish	<b>Don Hoch</b>	Director, State Parks
<b>Harriet Spanel</b>	Bellingham	<b>Dave Brittell</b>	Designee, Department of Fish and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

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

The board began the tour of projects at 9:00 a.m. and proceeded as indicated on the agenda. The tour concluded at 1:30 p.m.

Approved by:

  
\_\_\_\_\_  
Bill Chapman, Chair

  
\_\_\_\_\_  
Date

Recreation and Conservation Funding Board  
Resolution #2013-19  
September 2013 Consent Calendar

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

- A. Approve Board Meeting Minutes – June 25, 2013
- B. Approve Time Extension
  - Malaga Colockum Community Council, Malaga Community Park, Project #07-1974AD
- C. Approve 2014 Meeting Schedule

Resolution moved by: Hoch

Resolution seconded by: Spanel

Adopted

Date: September 11, 2013

Recreation and Conservation Funding Board

Resolution #2013-20

Approving Changes to the Evaluation and Review Process in Washington  
Wildlife and Recreation Program Categories: Critical Habitat, Riparian  
Protection, State Lands Restoration and Urban Wildlife Habitat Categories

**WHEREAS**, the Recreation and Conservation Funding Board (board) project reviews and evaluations in the Washington Wildlife and Recreation Program (WWRP) Critical Habitat, State Lands Restoration and Enhancement, Urban Wildlife Habitat and Riparian Protection categories are performed effectively with a combined effort from volunteer evaluators and staff; and

**WHEREAS**, a system based on a combination of written and in-person processes is used in several board program categories including others in the WWRP Habitat Conservation Account; and

**WHEREAS**, applicants, evaluators, and Recreation and Conservation Office (RCO) staff assessed processes used in 2012, and

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

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

**NOW, THEREFORE BE IT RESOLVED**, that the board does hereby adopt the in-person evaluation process for the Washington Wildlife and Recreation Program (WWRP) Urban Wildlife Habitat category; and

**BE IT FURTHER RESOLVED**, that volunteers will conduct the in-person technical review meeting for applications to the Washington Wildlife and Recreation Program (WWRP) Habitat Conservation and Riparian Protection Accounts; and

**BE IT FURTHER RESOLVED** that the board directs RCO staff to implement these revisions beginning with the 2014 grant cycle.

Resolution moved by: Herman

Resolution seconded by: Brittell

Adopted

Date: September 11, 2013

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WASHINGTON STATE

## Recreation and Conservation Funding Board

A Resolution to Recognize the Service of

*Dave Brittell*

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

**WHEREAS**, from October 2007 through September 2013, Dave Brittell served the residents of the state of Washington and the Washington State Department of Fish and Wildlife as the department's designee on the Recreation and Conservation Funding Board; and

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

**WHEREAS**, Mr. Brittell always displayed gentlemanly qualities, dedication to his work and the needs of the people of Washington, an approachable style, and willingness to work with local communities on controversial issues; and

**WHEREAS**, Mr. Brittell provided the board with excellent advice and valuable insight that assisted in the development of exemplary policies and funding decisions to award grants to 1,100 projects, creating a state investment of nearly \$360 million in Washington's great outdoors; and

**WHEREAS**, Mr. Brittell has announced his retirement from the Washington Department of Fish and Wildlife after 39 years of exemplary service, and thus will be leaving the board; and

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

Approved by the Recreation and Conservation Funding Board  
in Wenatchee, Washington  
on September 11, 2013

Approved by signature of all members present.

July 10, 2013

Governor Jay Inslee  
Office of the Governor  
PO Box 40002  
Olympia, WA 98504-0002

Dear Governor Inslee:

I am writing on behalf of the members of the Recreation and Conservation Funding Board to thank you for your support of our grant programs, including the Washington Wildlife and Recreation Program, in the 2013-15 biennial budget.

As you know, these grants help cities, counties, tribes, government agencies, and non-profit organizations improve the quality of life for all Washington residents. They provide places for people to exercise and spend time with their families and friends, clean air and water, and habitat for wildlife. Outdoor recreation also benefits the state's economy, supporting thousands of jobs and attracting visitors from around the world.

With your support of our grant funding, we will be able to help communities build parks, playgrounds, boating facilities, trails, and more. Farmland will be protected, along with habitat for many species. Importantly, all of this work follows a competitive grant process that creates public trust through its transparency and extensive reviews. Washingtonians can be assured that funds are being spent on great projects that will benefit the state for years to come.

Again, thank you for supporting the work of the Recreation and Conservation Funding Board and recognizing the importance of outdoor recreation and habitat protection grants to the well-being of this and future generations.

Sincerely,

Bill Chapman  
Chair  
Recreation and Conservation Funding Board