

July 2019 VSP Newsletter

QUARTERLY REPORT DUE THIS MONTH: The [VSP quarterly report](#) is due every quarter as a deliverable in the contract between the Commission and each of the 27 VSP counties. If you are the responsible party for the VSP contract in your county, please remember to set a reminder for yourself to timely submit the quarterly report.

The quarterly report and schedule for submittal can be found on the new "[Implementation](#)" page of the Commission's VSP web page, under the "Reporting" tab. It can also be found on the [quarterly report form](#) itself.

For your convenience, the remaining quarterly report schedule is reproduced below:

Period of April 1 – June 30, 2019 – **Due July 10, 2019**

FISCAL YEAR 2019-2021 VSP COUNTY CONTRACTS: During the last legislative session, the state legislature continued funding VSP at \$8,456,000 for the FY 19-21 biennium.

Therefore, funding for counties to continue VSP implementation will be available. Each county will have access to \$240,000 for the biennia.

The Conservation Commission sent to each Board of County Commissioners for the 27 VSP counties a FY 19-21 contract and cover letter on May 24, 2019. The contract and cover letter were sent by email. We also sent them by email to the county staff person listed in last years' contract as the "responsible individual."

If your county did not receive one, please contact Karla Heinitz immediately at 360-407-6212 or kheinitz@scc.wa.gov in order to remain eligible to be reimbursed for VSP expenses.

If you are interested about the specific funding status of a particular VSP county, please contact that county directly. County VSP contacts can be found by clicking on the appropriate county on the map [here](#).

Please remember that any expense incurred between July 1, 2019 and the effective date of the new VSP FY 19-21 agreement between your county and the Commission will not be able to be reimbursed, so please plan VSP activities accordingly.

BUDGET AND FY 19-21 CONTRACT WEBINAR: The Commission hosted a webinar for those involved in VSP implementation (primarily county and conservation district staff). The webinar reviewed the new FY 19-21 contract between the VSP counties and the Commission, provided an [example template](#) that a VSP sub-contractor or technical service provider might use when contracting with a VSP county for implementation, and summarized the VSP budget for FY 19-21 will be discussed, including the budget amount, timeline, vouchering, deliverables, responsible parties, and other items.

The webinar has been posted on the web in case you missed it. It can be found [at this link](#).

VSP END-OF-FISCAL-YEAR VOUCHERING: The end of the fiscal year is fast approaching. ***As a reminder, all vouchers for VSP eligible expenditures must be received no later than Monday, July 10, 2019 to be processed and eligible for reimbursement.*** Vouchers received after July 10, 2019 will not be

reimbursed. Submit vouchers to [Karla Heinitz](#) at the Commission.

TWO YEAR STATUS REPORTS: *The two-year status report required in RCW 36.70A.720 (1) (j) is due on August 30, 2019.* Some of you have already begun preparing this report, even though the due date is after the end of this fiscal year. That is a best practice and we encourage such planning and forethought.

How to send the two year reports to the Commission: Two year status reports should be sent as PDF's by email to beller@scc.wa.gov, and should be "cc-d" to AMcClendon@scc.wa.gov. Upon receipt by the Commission, a confirmation email will be sent back to the sender. Please keep in mind that the two year reports will be posted on the [Commission's VSP web page](#).

All work groups, county staff, conservation district staff, and other staff responsible for VSP implementation should review [Policy Advisory 05-18](#) to ensure they understand the two-year report and deadline.

The Commission suggests setting up a project management system to track reporting requirements and deadlines. More details and a complete schedule for submittal of the two-year report is in [PA 05-18](#). All policy advisories can be found on the VSP web page [here](#) and on the SAC web page [here](#).

The guidance found in [PA 05-18](#) is currently the main resource to use when writing your 2 year reports.

A word of caution to those who have not yet begun to plan for the two-year report:

As the Commission has outlined in [Policy Advisory 03-18](#), [Policy Advisory 05-18](#), and [the statement on cost-share for VSP](#), after a county VSP work plan has been approved by the VSP Technical Panel, VSP funds are to be used for implementation. Each county is free to choose how to allocate those funds, but regardless of how the funds are allocated, each county must continue to meet all the requirements of the VSP (RCW Chapter 36.70A), and must also meet the goals and objectives of their own VSP work plan. Some of those obligations include:

- Maintaining a regularly-meeting VSP work group which oversees work plan implementation
- Conducting periodic evaluations of the county work plan
- Instituting adaptive management
- **Providing a detailed, written report every 2 and 5 years of implementation efforts and success**
- Meet contract obligations with the Commission and others responsible for VSP implementation

- Conducting outreach and education to meet work plan goals
- Providing technical assistance, or contracting with an entity to so provide, to VSP participants
- Meet the goals and objectives of the county work plan
- Staffing needs, including salary, equipment and other items required to perform their job

The Commission suggests setting up a [project management system](#) to track reporting requirements and deadlines, and to ensure that each county's VSP implementation budget accounts for completing the 2 year and 5 year reports. A [sample spreadsheet](#) is available for use as well to track duties and tasks, including report writing.

UPCOMING JOINT MEETING OF THE VSP TECHNICAL PANEL AND STATEWIDE ADVISORY COMMITTEE:

The VSP Technical Panel and Statewide Advisory Committee continue to update their meeting schedules. The most complete and up-to-date meeting schedule and meeting agendas can always be found on the [Technical Panel web page](#) and the [Statewide Advisory Committee web page](#). All meetings will be held at the Farm Bureau building, 975 Carpenter Rd NE #101, Lacey, WA 98516, unless otherwise noted. The next meeting is set for Wednesday, August 7, 2019, from 9 am – 12 pm. The meeting is

available by webinar and we encourage webinar attendance.

To register for the August 7th webinar meeting, please use the link below:

<https://attendee.gotowebinar.com/register/3617946708893371906>

After registering, you will receive a confirmation email containing information about joining the webinar.

VSP WORK-GROUPS AND THE OPEN PUBLIC MEETINGS ACT: Some VSP work groups have requested information related to the Open Public Meetings Act and VSP work groups.

The Commission's position is that the VSP work-groups are subject to the Open Public Meetings Act (OPMA) ([RCW 42.30](#)).

As such, there are some requirements that need to be met, such as the requirement for training of Work-group members ([RCW 42.30.205](#)), for posting of agendas on a county's website 24 hours in advance ([RCW 42.30.077](#)), for taking meeting minutes ([RCW 42.30.030](#)) (as per county policy and in compliance with the OPMA), and conducting meetings that are open for the public to attend ([RCW 42.30.030](#)). For more information, please refer to the Municipal Research and Services Center ([MRSC](#)) [web page](#) on the OPMA.

In 2014 the Legislature passed [Engrossed Senate Bill 5964](#) which requires agency governing boards and committees established to take action on their behalf to receive training on the [Open Public Meetings Act](#). The training is in the form of a video from the Attorney General's office. By viewing this video, you will have received the training that is now required by law. After Work-group members have been established by the Board of County Commissioners, it is our recommendation that each Work-group view the video at a Work-group meeting soon thereafter. By viewing these video, you will have received the training that is now required by law every 4 years or within 90 days of becoming a Work-group member. The link to the video is here:

Follow this link to view the [Open Public Meetings Act video](#) (17 min)

Note: *an internet connection and audio capability will need to be available in order for the video link to function properly.*

It is our recommendation that each Work-group keep a list of the Work-group members who have taken the training, already taken the training in some other capacity, and when the training was completed. Videos may also be viewed by Work-group members on their own, but then the viewing of the

videos will need to be documented by the Work-groups. So, there are essentially three options for viewing the videos:

Option 1 – Each Work-group member views the video on their own

Option 2 – Viewing the video at a Work-group meeting

Option 3 – Documenting that a Work-group member has already received this training

Based on how each individual member of the Work-group has or will receive the training, one of the three options should be selected and documented by the Work-group.

For more information, MRSC has two flyers available for download that provide a one-page summary of OPMA compliance and notice requirements:

[General OPMA compliance practice tips](#)

[OPMA notice requirement practice tips](#)

SUBSCRIBE TO THE VSP

NEWSLETTER: New subscribers should access this link and choose the subscription for the “*Voluntary Stewardship Program (VSP)*” under the *Programs and Policy* tab:

<https://public.govdelivery.com/accounts/WASCC/subscriber/new>.

If you have any questions on how to sign up, please contact Bill Eller (beller@scc.wa.gov) or Laura Johnson

(LJohnson@scc.wa.gov) at the Commission.

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