'To conserve natural resources on all lands in Washington, in collaboration with conservation districts and partners.'
### Agency 2022-2027 Strategic Planning Session

**May 19, 2021**  
8:30 am – 2:00 pm  

**Hosted on Zoom:**  
[https://us02web.zoom.us/j/86503945510?pwd=TFBXVXhPZEVLdIZKSzI0OTZ2ejFzUT09](https://us02web.zoom.us/j/86503945510?pwd=TFBXVXhPZEVLdIZKSzI0OTZ2ejFzUT09)  

**Meeting ID:** 865 0394 5510  
**Passcode:** 355968

**Meeting objective:** Finalize goals for our long-range plan.

<table>
<thead>
<tr>
<th>Start</th>
<th>Min</th>
<th>Topic</th>
<th>Process/Activity</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>Welcome and Call to Order</td>
<td>Roll call</td>
<td>Chairman Longrie</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>Opening Comments and Planning Timeline</td>
<td>Overview of where we are in our planning process and objective for today</td>
<td>Carol Smith</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
<td>Setting Our Course</td>
<td>Review today’s agenda, Quick recap of planning terminology</td>
<td>Laura Johnson</td>
</tr>
<tr>
<td>4</td>
<td>45</td>
<td>Voluntary Conservation of Natural Resources – Proposed Goals</td>
<td>Presentation of goals proposed by staff, Discussion, questions, and potential revisions, Suggested stakeholders to engage for feedback?</td>
<td>Jon Culp, Commission members</td>
</tr>
<tr>
<td>5</td>
<td>45</td>
<td>Agricultural and Working Lands Viability and Food System Support – Proposed Goals</td>
<td>Presentation of goals proposed by staff, Discussion, questions, and potential revisions, Suggested stakeholders to engage for feedback?</td>
<td>Kate Delavan, Commission members</td>
</tr>
<tr>
<td>6</td>
<td>15</td>
<td>BREAK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>45</td>
<td>Climate Resiliency – Proposed Goals</td>
<td>Presentation of goals proposed by staff, Discussion, questions, and potential revisions, Suggested stakeholders to engage for feedback?</td>
<td>Alison Halpern, Commission members</td>
</tr>
<tr>
<td>8</td>
<td>45</td>
<td>Governance and Accountability – Proposed Goals</td>
<td>Presentation of goals proposed by staff, Discussion, questions, and potential revisions, Suggested stakeholders to engage for feedback?</td>
<td>Shana Joy, Commission members</td>
</tr>
<tr>
<td>9</td>
<td>30</td>
<td>BREAK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>45</td>
<td>Leadership, Partnership, and Collaboration – Proposed Goals</td>
<td>Presentation of goals proposed by staff, Discussion, questions, and potential revisions, Suggested stakeholders to engage for feedback?</td>
<td>Ron Shultz, Commission members</td>
</tr>
<tr>
<td>11</td>
<td>20</td>
<td>Final Review of Goals</td>
<td>Recap and discussion</td>
<td>Laura Johnson, Commission members</td>
</tr>
<tr>
<td>12</td>
<td>10</td>
<td>Next Steps</td>
<td>Review work ahead in our planning process</td>
<td>Laura Johnson</td>
</tr>
</tbody>
</table>
| Time  | Time  | Information: Policy & Programs | 2a. Legislative Update  
2b. Update on Sustainable Farms and Fields Shellfish Grants Program  
2c. Diversity, Equity, and Inclusion Work Plan  
2d. Schuster Conservation Easement Update | Ron Shultz  
Allison Halpern  
Kate Delavan  
Kate Delavan |
|-------|-------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 13    | 1:50  | 45                             | **Legislative Update**  
**Update on Sustainable Farms and Fields Shellfish Grants Program**  
**Diversity, Equity, and Inclusion Work Plan**  
**Schuster Conservation Easement Update** | **Ron Shultz**  
**Allison Halpern**  
**Kate Delavan**  
**Kate Delavan** |
| 14    | 2:35  | 45                             | **Regional Manager Report**  
**CAPP Preliminary Report**  
**Center for Technical Development Update** | **Mike Baden**  
**Shana Joy**  
**Meeting packet item** |
| 15    | 3:10  | 10                             | **Closing Comments**  
• Comments | **Carol Smith and Chair Longrie** |
| 16    | 3:20  | **ADJOURN – Chair Longrie**    | **ADJOURN – Chair Longrie** | **ADJOURN – Chair Longrie** |
The following documents are informational memos to be presented during the Strategic Planning Session on May 19, 2021, to allow for more time during the May 20, 2021 SCC Business Meeting.
TO: Conservation Commission Members  
Carol Smith, SCC Executive Director

FROM: Ron Shultz, WSCC Policy Director

SUBJECT: Legislative Update from 2021 Legislative Session

---

Action Item [ ]  
Informational Item [x]

Summary:
The 2021 Legislature completed their session on April 25. They completed a significant amount of work, including the passage of the 2021-23 operating and capital budgets, a significant carbon reduction bill, and legislation relating to environmental justice. The information in this memo is a review of what passed this session and an opportunity for the Commission to discuss the session and thoughts on next steps over the interim in preparation for the 2022 Legislative Session.

Requested Action (if action item):
No action requested. Discussion item only.

Staff Contact:
Ron Shultz, WSCC Policy Director  
rshultz@scc.wa.gov  (360) 790-5994

Background and Discussion:
The 2021 Legislative Session was a long, 105-day session with the primary focus being passage of budget bills for the operating, capital, and transportation budgets for the 2021-23 biennium. This session was particularly unusual in the manner in which it was conducted. Due to the COVID pandemic, meetings and committee hearings were conducted remotely. Although things seemed to function smoothly, one result of the new methods of remote communication was it slowed the legislative process. As a result, many bills didn’t pass simply because the legislature ran out of time. Another challenge in this new process is it was difficult to get information on what was happening. In a normal year, we could be at the Legislative Building working the hallways and collecting information through passing meetings. This wasn’t the case this year and it made it difficult to learn what was really going on behind the scenes.
Despite these challenges, the Legislature was able to accomplish a great deal of work. They passed the 2021-23 operating and capital budgets. The transportation budget remains to be passed and a special session may be needed. In policy, the legislature passed significant bills relating to a capital gains tax, the Climate Commitment Act creating a “cap and invest” program, policing reform, and environmental equity and justice legislation.

2021-23 Operating and Capital Budgets

The primary task of the 2021 Session is the passage of the 2021-23 operating and capital budgets. Thankfully they were able to accomplish this task without resorting to a special session.

In April 2020, things didn’t look so good for the state’s budget. Due to the COVID pandemic and the closure of business activity the estimates of a revenue shortfall for the state were as high as $8 billion dollars for the three year period from FY 20 through FY 23. Fortunately, Washington’s gig economy is more resilient than most states as much of our economic activity in the area of software and tech work can be done remotely. So over time, revenue projections continued to improve.

Finally, in March 2021 the State Revenue Forecast Council projected revenues for the 2021-23 biennium at 8.2% over projects. A significant increase over the dismal picture the year before.

That said, there was still enough of a shortfall for the last fiscal year of our current 2019-21 biennium that the legislature did take the proposed 15% reductions from state agencies. The Commission is familiar with this reduction from prior meetings and familiar with the SCC staff proposals for achieving these reductions without impacting conservation districts.

2021-23 Operating Budget

Commission members have previously seen the comparison tables prepared by SCC staff regarding the 2021-23 operating budget. The document is attached to this memo for further reference. This information is provided as a high level overview. Sarah Groth will be reviewing our budget in much greater detail at the Commission’s business meeting.

Some topics worth noting:

- The budget increases the SCC operating base-budget (budget minus provisos) over the previous biennium. This increase included the “Orca and Salmon” funding received in the current biennium as a proviso.

- Funded was added for conservation district Conservation Technical Assistance (CTA).

- Wildfire recovery funding was added.
• Specific proviso funding supports SCC efforts in the Food Policy Forum and the Pollinator Task Force recommendation implementation.

• Soil Health efforts were moved to Toxics Account funding.

• VSP was fully funded from the Public Works Account.

2021-23 Capital Budget

The Commission’s 2021-23 capital budget isn’t all that we had hoped for. Funding for the CREP program is lower than requested and will create some challenges in implementing the program. Shellfish funding was also reduced, as was funding for the Irrigation Efficiencies program. A bright spot was support for the RCPP programs across the state.

Again, Sarah will go over the details of the budget at the Commission’s regular business meeting. In the meantime, the capital budget comparison table is attached.

Other Budget Items of Interest

Attached is a document describing funding at other agencies for implementation of programs of interest to conservation districts and the Commission. As you can see from the list, there are several issues funded that will include the engagement of local conservation districts, such as wolf activity, as well as Commission engagement, such as the net ecological gain discussions.

Legislation Interest in the 2021 Session

If you’ve been following the legislation status reports in the weekly Friday Updates, you’re aware there are several bills of interest passing this session. In brief, here’s the list of bills which passed. Many have been signed by the Governor, others are still waiting for signature. Since most bills were passed at the end of session, the Governor has 20 days to sign or veto the bills. The last day for Governor signature is May 18.

Please see the attached list and brief description of the bills of interest.
# 2021-2023 Proposed Operating Budgets

## Proposed Operating Budgets by Fiscal Year

<table>
<thead>
<tr>
<th></th>
<th>2019-21 Biennium</th>
<th>Governor Proposed</th>
<th>House Proposed</th>
<th>Senate Proposed</th>
<th>Compromise</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020 Operating – excluding provisos</td>
<td>7,275,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2021 Operating – excluding provisos</td>
<td>7,384,000</td>
<td>7,187,000*</td>
<td>7,187,000**</td>
<td>7,242,000**</td>
<td>7,187,000**</td>
</tr>
<tr>
<td>FY 2022 Operating – excluding provisos</td>
<td>7,669,000</td>
<td>8,016,000</td>
<td>8,013,000</td>
<td>8,081,000</td>
<td></td>
</tr>
<tr>
<td>FY 2023 Operating – excluding provisos</td>
<td>7,647,000</td>
<td>7,995,000</td>
<td>8,033,000</td>
<td>8,083,000</td>
<td></td>
</tr>
<tr>
<td>Toxics Account</td>
<td>1,110,000</td>
<td>1,110,000</td>
<td>1,000,000</td>
<td>1,110,000</td>
<td>1,110,000</td>
</tr>
</tbody>
</table>

* = FY2021 Governor proposed 15% reduction. ** = FY2021 House, Senate, and compromise proposed supplemental reduction.

### Proposed Operating Details

<table>
<thead>
<tr>
<th></th>
<th>WSCC Request</th>
<th>Governor Proposal</th>
<th>House Proposed</th>
<th>Senate Proposed</th>
<th>Compromise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservation Technical Assistance (CTA)</td>
<td>5,000,000</td>
<td>n/f</td>
<td>n/f</td>
<td>5,000,000</td>
<td>2,000,000</td>
</tr>
<tr>
<td>Food Policy Forum</td>
<td>600,000</td>
<td>458,000</td>
<td>458,000</td>
<td>340,000</td>
<td>340,000</td>
</tr>
<tr>
<td>Voluntary Stewardship Program (VSP)</td>
<td>8,462,000</td>
<td>8,410,000</td>
<td>8,448,000</td>
<td>8,450,000</td>
<td>8,450,000</td>
</tr>
<tr>
<td>Wildfire Recovery</td>
<td>n/r</td>
<td>n/r</td>
<td>3,000,000</td>
<td>n/f</td>
<td>3,000,000</td>
</tr>
<tr>
<td>Okanogan Water Bank</td>
<td>n/r</td>
<td>n/r</td>
<td>125,000</td>
<td>n/f</td>
<td>125,000</td>
</tr>
<tr>
<td>Meat &amp; Poultry Inspection (if 5045 passes)</td>
<td>n/r</td>
<td>n/r</td>
<td>n/r</td>
<td>4,262,000</td>
<td>n/f</td>
</tr>
<tr>
<td>Pollinator Health (if 5253 passes)</td>
<td>n/r</td>
<td>n/r</td>
<td>n/r</td>
<td>27,000</td>
<td>27,000</td>
</tr>
<tr>
<td>Agency Savings</td>
<td>n/r</td>
<td>(204,000)</td>
<td>n/f</td>
<td>(204,000)</td>
<td>n/f</td>
</tr>
<tr>
<td>Temporary Layoffs and Other Savings</td>
<td>n/r</td>
<td>(229,000)</td>
<td>n/f</td>
<td>n/f</td>
<td>n/f</td>
</tr>
<tr>
<td>General Wage Increase Reduction</td>
<td>n/r</td>
<td>(156,000)</td>
<td>n/f</td>
<td>n/f</td>
<td>n/f</td>
</tr>
</tbody>
</table>

**NOTE:** 

n/r = not requested  
n/f = not funded
Budget Provisos and Agency Detail

Compromise Operating Budget Agency Detail:

1. **Pollinator Health** - Funding is provided for implementing the provisions of 2SSB 5253 (pollinator health). (General Fund-State)

2. **Agricultural Water Bank** - One-time funding is provided for an agreement with the Department of Ecology for a water bank to retain agricultural water rights in Okanogan County, and a report on the effectiveness of the water bank. (General Fund-State)

3. **Food Policy Forum Implementation** - The 2020 Legislature established the Food Policy Forum with the passage of Chapter 246, Laws of 2020 (SSB 6091). The legislation directed the State Conservation Commission and Department of Agriculture to staff the forum which is created to improve the state's food system. Additional ongoing funding is provided to hire a facilitator and staff the forum. (General Fund-State)

4. **Conservation District Support** - Ongoing funding is provided to increase the capacity of conservation districts to assist landowners achieve environmental stewardship and agricultural sustainability. (General Fund-State)

5. **Sustainable Farms & Fields Program** - One-time private/local spending authority is provided for the Sustainable Farms and Fields program created in RCW 89.08.615. (General Fund-Local)

6. **Shift Soil Health Initiative** - Funding to administer the Soil Health Initiative is shifted from the state general fund to the Model Toxics Control Operating Account on an ongoing basis to preserve state general fund dollars. (General Fund-State; Model Toxics Control Operating Account-State)

7. **Wildfire Recovery Grants** - One-time funding is provided for conservation district technical assistance, project cultural resources review, engineering, and cost-share grants to landowners for recovery from wildfire damage. (General Fund-State)

Compromise Operating Budget Agency Provisos:

1. $100,000 of the general fund—private/local appropriation is provided solely for the sustainable farms and fields program created in RCW 89.08.615.

2. $1,500,000 of the general fund—state appropriation for fiscal year 2022 and $1,500,000 of the general fund—state appropriation for fiscal year 2023 are provided solely for conservation district technical assistance, project cultural resources review, project engineering, agency administration, and cost-share grants to landowners for recovery from wildfire damage, including, but not limited to, rebuilding fences, seeding unstable slopes, controlling weeds, and planting shrubs and trees for wildlife habitat.

3. $85,000 of the general fund—state appropriation for fiscal year 2022 and $40,000 of the general fund—state appropriation for fiscal year 2023 are
provided solely for the commission to:

(a) Enter into an agreement with the department of ecology for a water bank in Okanogan county, which must focus solely on retaining agricultural water rights for use by other agricultural producers in the watershed of origin; and

(b) Report to the appropriate committees of the legislature by December 31, 2022, on the effectiveness of the Okanogan water bank at retaining agricultural water rights, and the potential for developing additional water banks in Washington using this model.

(4) $8,450,000 of the public works assistance account—state 1appropriation is provided solely for implementation of the voluntary stewardship program. This amount may not be used to fund agency indirect and administrative expenses.

(5) $170,000 of the general fund—state appropriation for fiscal year 2022 and $170,000 of the general fund—state appropriation for fiscal year 2023 are provided solely for the commission to continue to convene and facilitate a food policy forum.

(6) $1,000,000 of the general fund—state appropriation for fiscal year 2022 and $1,000,000 of the general fund—state appropriation for fiscal year 2023 are provided solely for the commission to share evenly with conservation districts to increase assistance to landowners to achieve environmental stewardship and agricultural sustainability.

(7) $23,000 of the general fund—state appropriation for fiscal year 2022 and $4,000 of the general fund—state appropriation for fiscal year 2023 are provided solely for the implementation of Second Substitute Senate Bill No. 5253 (pollinator health). If the bill is not enacted by June 30, 2021, the amounts provided in this subsection shall lapse.
**Proposed 2021-23 Capital Budget Proposals**

<table>
<thead>
<tr>
<th>Natural Resource Investments (NRI)</th>
<th>4,000,000*</th>
<th>11,905,000</th>
<th>7,000,000</th>
<th>3,500,000</th>
<th>4,000,000</th>
<th>4,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reappropriation 2019-21</td>
<td>2,367,000</td>
<td>2,367,000</td>
<td>2,111,756</td>
<td>2,367,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CREP (Cost Share &amp; TA)</td>
<td>3,700,000*</td>
<td>7,725,000</td>
<td>6,000,000</td>
<td>4,250,000</td>
<td>3,700,000</td>
<td>4,000,000</td>
</tr>
<tr>
<td>CREP Cost Share 2017-19 Reappropriation</td>
<td>1,553,000</td>
<td>1,553,000</td>
<td>1,553,000</td>
<td>1,553,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CREP Cost Share 2019-21 Reappropriation</td>
<td>1,800,000</td>
<td>1,800,000</td>
<td>384,000</td>
<td>1,800,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CREP Contract 2019-21 Reappropriation</td>
<td>629,000</td>
<td>529,000</td>
<td>516,973</td>
<td>629,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CREP PIP Loan</td>
<td>100,000*</td>
<td>500,000</td>
<td>160,000</td>
<td>160,000</td>
<td>160,000</td>
<td>160,000</td>
</tr>
<tr>
<td>Reappropriation 2019-21</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reappropriation 2017-19</td>
<td>350,000</td>
<td>350,000</td>
<td>318,828</td>
<td>350,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Conservation Partnership Program (RCPP)</td>
<td>6,249,000*</td>
<td>9,762,000</td>
<td>7,000,000</td>
<td>7,000,000</td>
<td>4,953,334</td>
<td>5,123,000</td>
</tr>
<tr>
<td>Reappropriation 2019-21</td>
<td>5,123,000</td>
<td>5,123,000</td>
<td>4,953,334</td>
<td>5,123,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reappropriation 2017-19</td>
<td>3,033,000</td>
<td>3,033,000</td>
<td>0</td>
<td>3,033,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shellfish</td>
<td>4,000,000**</td>
<td>4,000,000</td>
<td>4,000,000</td>
<td>3,500,000</td>
<td>4,000,000</td>
<td>3,500,000</td>
</tr>
<tr>
<td>Reappropriation 2019-21</td>
<td>1,970,000</td>
<td>1,970,000</td>
<td>1,540,205</td>
<td>1,970,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Irrigation Efficiencies</td>
<td>4,000,000*</td>
<td>4,000,000</td>
<td>4,000,000</td>
<td>1,000,000</td>
<td>4,000,000</td>
<td>2,000,000</td>
</tr>
<tr>
<td>Reappropriation 2019-21</td>
<td>3,880,000</td>
<td>3,880,000</td>
<td>3,880,000</td>
<td>3,880,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ranch and Farmland Preservation Projects – Reappropriation</td>
<td>4,662,000</td>
<td>4,662,000</td>
<td>4,671,473</td>
<td>4,662,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Does not include reappropriation.

** Does not include reappropriation. Current 2019-2021 Shellfish appropriation is $3,000,000 unrestricted and $1,000,000 restricted for the North Cove Project.
Budget Provisos and Agency Detail

Compromise Capital Budget Provisos:

**CREP:**
(1) $2,000,000 of the appropriation is provided solely for technical assistance to private landowners.
(2) $250,000 of the appropriation is provided solely for a targeted riparian buffer incentive project (Mount Vernon).

**NRI & Shellfish:**
Up to five percent of the appropriation provided may be used by the conservation commission to acquire services of licensed engineers for project development, predesign and design services, and construction oversight for natural resource investment/shellfish projects.

===================================================================================

House Capital Budget Provisos:

**CREP:**
(1) $2,000,000 of the appropriation is provided solely for technical assistance to private landowners.
(2) $250,000 of the appropriation is provided solely for a targeted riparian buffer incentive project (Mount Vernon).

**NRI & Shellfish:**
Up to five percent of the appropriation provided may be used by the conservation commission to acquire services of licensed engineers for project development, predesign and design services, and construction oversight for natural resource investment/shellfish projects.

===================================================================================

Senate Capital Budget Provisos:

**CREP:**
(1) $2,000,000 of the appropriation is provided solely for technical assistance to private landowners.
(2) Up to 3% of the appropriation may be used for the commission to administer the grant or loan program.

**NRI & Shellfish:**
(1) Up to three percent of the appropriation provided may be used for the agency to administer the grant or loan program.
(2) Up to five percent of the appropriation provided may be used by the conservation commission to acquire services of licensed engineers for project development, predesign and design services, and construction oversight for natural resource investment/shellfish projects.

Governor’s Proposed Capital Provisos:

**NRI & Shellfish:**
(1) Up to three percent of the appropriation provided may be used for the agency to administer the grant or loan program.
(2) Up to five percent of the appropriation provided may be used by the conservation commission to acquire services of licensed engineers for project development, predesign and design services, and construction oversight for natural resource investment/shellfish projects.

**CREP:**
(1) $2,000,000 of the appropriation is provided solely for technical assistance to private landowners.
(2) Up to three percent of the appropriation may be used for the commission to administer the grant or loan program.

**Note:** The governor’s budget included an appropriation of $6,000,000 for the 2021-23 Conservation Reserve Enhancement Program for a 50-50 split between the technical assistance and project cost share to private landowners. The SCC requested that the allocation in the proviso language for technical assistance be increased from $2,000,000 to $3,000,000 to meet the intent of the funding.

**Irrigation Efficiencies:**
(1) Up to three percent of the appropriation may be used for the commission to administer the grant or loan program.
As of May 10, 2021

Bills Passing This Session of Interest to the WSCC

SHB 1080  Capital budget bill.  
Summary: Implements capital funding for the 2021-23 biennium. See the WSCC Capital Budget Comparison Table for details.

HB 1143  Walla Walla banked water to trust water.  Gov signed April 21.  
Summary: Provides that a water right banked with the Walla Walla Pilot Local Water Management Program must, upon request of the water right holder, be accepted by the Department of Ecology as a temporary trust water right donation for a period of up to two years.  
   The Walla Walla Conservation District was involved in the water management program and will be one of the key implementers of this provision.

2SHB 1168  DNR long-term forest health and reduction of wildfire dangers.  
Summary:
   • Creates the Wildfire Response, Forest Restoration, and Community Resilience Account (Account) to fund certain wildfire preparedness, prevention, and protection activities.
   • Requires the DNR to:
      o implement a variety of wildfire preparedness, prevention, and forest health initiatives including increasing coordination with various entities,
      o developing a forest health work force,
      o providing an aviation support program,
      o creating a small forest landowner forest health program, and
      o exploring and developing markets for woody biomass residuals from forest health treatments.
   • Directs the DNR to hire a third-party contractor to assist in updating the forest health inventory and advise the DNR's growth and yield monitoring before the 2025-2034 sustainable harvest calculation is determined.
   • Requires the Joint Legislative Audit and Review Committee to review and report on the development of the sustainable harvest calculation.

E2SHB 1216  Concerning urban and community forestry.  House concurred in Senate amendments.  
Summary:
   • Changes the name of the Community and Urban Forestry Program administered by the Department of Natural Resources (DNR) to the Urban and Community Forestry Program.
• Directs the DNR to conduct analyses of the needs and opportunities related to urban forestry in Washington.
• Directs the DNR to provide technical assistance and capacity building resources and opportunities in order to promote urban and community forestry.

E2SHB 1382  Streamlining the environmental permitting process for salmon recovery projects.  Apr 16  Gov signed.  Effective 7/25/21

Summary:
• Creates the Habitat Recovery Pilot Program (pilot program) for habitat restoration projects that meet certain criteria.
• To qualify, an environmental restoration project must directly benefit freshwater, estuarine, or marine fish, or the habitat they rely on.
• The project must be included on a list of projects reviewed, approved, or funded by one of a list of restoration programs listed in the bill. Although the list does not specifically include SCC funded projects, many of the fund sources are those conservation districts received funding from.
• A permit under the pilot program is required for any project that meets the criteria for inclusion and would otherwise be required to obtain an HPA. Exempts qualifying projects from certain permitting processes.
• Establishes a multi-agency, and Tribal consultation and review process for pilot program projects.

ESSB 5092  Operating budget bill.
Summary:  Implements operating funding for the 2021-23 biennium. See the WSCC Operating Budget Comparison Table for details.

E2SSB 5126  Washington Climate Commitment Act.
Summary:
1. Cap and Invest Program. Ecology must implement a GHG emissions cap and invest program (program) to reduce GHG emissions consistent with the statewide emissions limits. The program must track, verify, and enforce compliance through the use of compliance instruments.
2. Exemptions. Regardless of reporting requirements, the emissions exempt from coverage include motor vehicle and special fuel used for agricultural purposes by a farm fuel user.
3. Environmental Justice Review. Ecology must conduct an environmental justice review every two years, beginning in 2023, to ensure the cap and invest program achieves reductions in criteria pollutants as well as GHG emissions in overburdened communities highly impacted by air pollution.
4. Environmental Justice Assessment. When allocating funds or administering grants funded by any of the program accounts, agencies must conduct an environmental justice assessment and establish a minimum of not less than 35 percent, and a goal of 40 percent, of total investments to provide direct and meaningful benefits to vulnerable populations within overburdened communities.
5. **Environmental Justice Council.** The Environmental Justice Council, established under E2SSB 5141, must provide recommendations to the Legislature, agencies, and the Governor on the development and implementation of the cap and invest program, and programs funded from the auction revenues.

6. **Tribal Consultation.** Before allocating funding or administer grant programs funded from the Climate Investment Account, agencies must offer consultation with federally recognized tribes on all funding decisions that may impact, infringe upon or impair the governmental efforts of federally recognized tribes to adopt or enforce their own standards governing, or protect the tribe’s resources or other rights and interests in their tribal lands and lands within which a tribe or tribes possess rights reserved by treaty.

7. **Governance Structure.** The Governor must establish a governance structure to implement the state's climate commitment to provide accountability for achieving the state's emission limits, establish a coordinated and strategic statewide approach to climate resilience, build an equitable and inclusive clean energy economy, and ensure the government provides clear policy and requirements, financial tools, and other mechanisms to support achieving those limits.

8. **Small Forestland Owner Work Group.** The Department of Natural Resources must contract with a Washington nonprofit that can demonstrate a membership of at least 1000 small forestland owners and promotes the sustainable stewardship of family forestland to establish and implement a small forestland owner work group.

9. **Carbon Emissions Reduction Account.** The CER Account is created in the state treasury and is subject to appropriation. The deposits to the CER Account are as follows:
   - $127,341,000 for FY 2023;
   - $356,697,000 for FY 2024;
   - $366,558,000 for FY 2025; and
   - $359,117,000 each year for fiscal years 2026 through 2037.

**Climate Investment Account.** The CI Account is created in the state treasury, and all receipts from the auction of allowances must be deposited there, unless otherwise specified. The state treasurer must distribute the funds in the CI Account as follows:
   - 75 percent to the Climate Commitment Account; and
   - 25 percent to the Natural Climate Solutions Account.

**The Climate Commitment Account.** The Climate Commitment Account is created in the state treasury and is subject to appropriation. Projects, activities, and programs eligible for funding from the account must be physically located in Washington State and include the following:
   - achieve energy efficiency or emission reduction in the agricultural sector, including grants, loans or financial incentives for eligible funds uses under the Sustainable Farms and Fields Grant Program

**Natural Climate Solutions Account.** The Natural Climate Solutions Account is created in the state treasury subject to appropriation. Moneys in the account are intended to increase the resilience of the state’s waters, forests, and other vital ecosystems to the...
impacts of climate change, conserve working forestlands at the risk of conversion, and increase their carbon pollution reduction capacity through sequestration, storage, and overall ecosystem integrity. Moneys in the account must be spent in a manner consistent with existing and future assessments of climate risks and resilience from the scientific community and expressed concerns of and impacts to overburdened communities.

Moneys may be allocated for the following purposes:
- Clean water investments that improve resilience from climate impacts, and funding must be used to:
  1. restore and protects estuaries, fisheries, and marine shoreline habitats, and prepare for sea level rise including making fish passage correction investments;
  2. increase carbon storage in the ocean or aquatic and coastal ecosystems;
  3. remediate and adapt to impacts of ocean acidification;
  4. reduce flood risk and restore natural floodplain;
  5. increase sustainable supply of water and improve aquatic habitat;
  6. improve stormwater infrastructure;
  7. preserve or increase carbon sequestration in forests, forested wetland, agricultural soils, tidally influence agricultural or grazing lands, or freshwater, saltwater, or brackish aquatic lands; or
  8. preserve or establish, or both, carbon sequestration by protecting or planting trees in marine shorelines and freshwater riparian areas sufficient to promote climate resilience, protect cold water fisheries, and achieve water quality standards;

Healthy forest investments to improve resilience from climate impacts, and funding must be used for projects and activities that will:
  1. increase forest and community resilience to wildfire; improve forest health; or prevent emissions through preserving natural lands from the threat of conversion to development, through actions that include assistance programs such as the forest riparian easement program and the family forest fish passage program.
  2. It is the intent of the Legislature that no less than $10 million per biennium from Natural Climate Solutions Account be expended for the Forestry Riparian Easement Program or for riparian easement projects funded under the Agricultural Conservation Easements Program, or similar riparian enhancement programs.

E2SSB 5141 Implementing the recommendations of the environmental justice task force.
Summary:
Sound Partnership (covered agencies) must apply and comply with specified environmental justice requirements with respect to agency activities.

- Other state agencies are encouraged to apply the principles of environmental justice in applying state laws and agency rules and policies, and are authorized to opt in to the environmental justice requirements applicable to covered agencies.
- Environmental Justice in Strategic Plans. Each covered agency must include an environmental justice implementation plan within the agency's strategic plan, by January 1, 2023.
- Community Engagement. Covered agencies must create and adopt a community engagement plan by July 1, 2022, that describes planned engagement with overburdened communities and vulnerable populations, and that identifies and prioritizes overburdened communities for purposes of implementing the agency's environmental justice responsibilities.
- Environmental Justice Relating to Budgets and Funding. Each covered agency must incorporate environmental justice principles into decision processes for budget development, expenditures, and granting or withholding benefits.

**ESB 5220** Concerning taxation of salmon recovery grants.  Apr 26 Gov signed.  Effective date 7/25/21

**Summary:**
- A retail sales tax exemption is provided for a qualifying grant made by federal, state, tribal, and local governments for salmon habitat restoration. The existing B&O tax exemption is expanded to include grants received by a nonprofit organization from tribal governments.
- A salmon recovery grant includes financial assistance provided to primarily benefit the public as a whole by renewing, restoring, or protecting salmon ecosystems or habitats by human intervention.

**SSB 5230** Concerning agreements for allocation of ground water resulting from BOR projects.  May 3 Gov signed.  Effective date 7/25/21

**Summary:**
- Provides that agreements with the United States for the allocation of Columbia Basin Project ground waters will be used to allocate ground water within an established ground water area or subarea.
- Provides that these agreements fulfill the requirements of the Ground water Code for determinations of the availability of public ground water.

**2SSB 5253** Implementing the recommendations of the pollinator health task force.

**Summary:**
- Reestablishes the Pollinator Health Task Force to assist with implementation of the prior task force's recommendations and the pollinator health strategy.
• Requires the Department of Agriculture to submit an implementation plan for the implementation of the pollinator health strategy to the Legislature by December 31, 2021.
• Implements various recommendations from the 2020 Pollinator Health Task Force report to the Legislature.
• The Commission must establish a small grants program, subject to the availability of amounts appropriated, to provide funding to conservation districts to educate residents and community groups in urban, suburban, and rural nonfarm areas about the value of pollinator habitat for both managed and native pollinators.

SSB 5273 Concerning the replacement of shoreline armoring.
Summary:
• When replacing residential marine shoreline stabilization or armoring, a person must use the least impacting technically feasible bank protection alternative for the protection of fish life. A hard armor technique should only be proposed after considering site characteristics including the threat to major improvements, wave energy, and other factors in an alternative’s analysis.
• For the replacement of residential marine shoreline stabilization or armoring, "feasible" means available and capable of being done after taking into consideration cost, existing technology, and logistics in light of overall project purposes.
May 19, 2021

TO: Conservation Commission Members
    Carol Smith, SCC Executive Director

FROM: Kate Delavan, Farmland Preservation Coordinator
      on behalf of SCC Diversity, Equity, and Inclusion Working Group

SUBJECT: DEI Work Plan

Action Item

Informational Item

Summary:
The Conservation Commission is a public entity with a statutory duty to ensure conservation practices, projects, and programs are available in all areas of the state for the benefit of all people. The Conservation Commission bears responsibility for making the best possible effort to provide equitable and inclusive services that meet the needs of Washingtonians, our natural resources, and our working lands. To that end, Conservation Commission staff are developing a Diversity, Equity, and Inclusion (DEI) work plan to guide efforts to advance DEI within the agency.

Staff Contact:
Carol Smith, Executive Director, csmith@scc.wa.gov

Background and Discussion:
SCC staff met informally to discuss DEI over the summer of 2020, made time available during our weekly staff meetings for DEI discussions, and formed a DEI Working Group (Working Group) in November 2020. The purpose of the Working Group is to explore how the Conservation Commission can equitably and inclusively fulfill our mission and statutory duties; advance DEI through our policies, programs, and procedures; and support personal and professional DEI learning opportunities for staff. The Working Group currently meets monthly. Staff volunteered to participate and the Working Group includes cross-functional representation.

The following understanding was informed by lessons learned from our partners and guides the Working Group:

- None of us are experts on DEI.
- Additional resources will be necessary to identify and articulate our approach and actions.
• DEI work is a journey with learning along the way, it is not a destination.
• The journey is a marathon; it is not a sprint.
• Mistakes will be made and that’s ok.

As with any long-term effort, it can be helpful to assess current status in order to set a reference point, inform planning efforts, and track changes and progress over time. In winter/spring of 2021, the Working Group gathered feedback from staff to assess perspectives, needs, and desires related to DEI. Through this process the Working Group learned:

• Staff would like to facilitate and participate in conversations and opportunities for learning that are respectful, welcoming, and transparent.

• Staff want to:
  o Focus on what unites us
  o Allow for a diversity of perspectives
  o Meet people where they are
  o Use data
  o Use simple language
  o Show how DEI relates to conservation and agriculture
  o Listen and respond to the needs of conservation districts
  o Provide voluntary resources to support conservation districts

• Staff do not want to:
  o Point fingers
  o Place blame

• Staff have varying exposure to formal and informal training. Staff requested additional DEI trainings and resources.

The next step for the Working Group is to develop a DEI work plan. Work plan activities will likely include:

• Creation of a Working Group charter that will include member terms to allow additional staff to participate on a voluntary basis
• Identification of training resources and the method for sharing across the agency
• Creation of DEI definitions with a conservation and agricultural lens
• Identification of funding needs to support:
  o Agency resources (e.g. tailored training, DEI audit/assessment, translation services)
  o District resources (e.g. small grant program to support DEI resources, translations services)
• Identification of how to align and coordinate with the newly formed Office of Equity

**Recommended Action:**
None – information only.
Despite these challenges, the Legislature was able to accomplish a great deal of work. They passed the 2021-23 operating and capital budgets. The transportation budget remains to be passed and a special session may be needed. In policy, the legislature passed significant bills relating to a capital gains tax, the Climate Commitment Act creating a “cap and invest” program, policing reform, and environmental equity and justice legislation.

2021-23 Operating and Capital Budgets

The primary task of the 2021 Session is the passage of the 2021-23 operating and capital budgets. Thankfully they were able to accomplish this task without resorting to a special session.

In April 2020, things didn’t look so good for the state’s budget. Due to the COVID pandemic and the closure of business activity the estimates of a revenue shortfall for the state were as high as $8 billion dollars for the three year period from FY 20 through FY 23. Fortunately, Washington’s gig economy is more resilient than most states as much of our economic activity in the area of software and tech work can be done remotely. So over time, revenue projections continued to improve.

Finally, in March 2021 the State Revenue Forecast Council projected revenues for the 2021-23 biennium at 8.2% over projects. A significant increase over the dismal picture the year before.

That said, there was still enough of a shortfall for the last fiscal year of our current 2019-21 biennium that the legislature did take the proposed 15% reductions from state agencies. The Commission is familiar with this reduction from prior meetings and familiar with the SCC staff proposals for achieving these reductions without impacting conservation districts.

2021-23 Operating Budget

Commission members have previously seen the comparison tables prepared by SCC staff regarding the 2021-23 operating budget. The document is attached to this memo for further reference. This information is provided as a high level overview. Sarah Groth will be reviewing our budget in much greater detail at the Commission’s business meeting.

Some topics worth noting:

- The budget increases the SCC operating base-budget (budget minus provisos) over the previous biennium. This increase included the “Orca and Salmon” funding received in the current biennium as a proviso.

- Funded was added for conservation district Conservation Technical Assistance (CTA).

- Wildfire recovery funding was added.
May 19, 2021

TO: Conservation Commission Members
Carol Smith, SCC Executive Director

FROM: Kate Delavan, Office of Farmland Preservation

SUBJECT: Agricultural Conservation Easements Update

Summary:
The Conservation Commission closed on the Schuster Ranch agricultural conservation easement in Klickitat County in April 2021. The agricultural conservation easement permanently protects approximately 2,000 acres used for beef cattle and dryland crops. The conservation easement ensures this property will remain open and available for agriculture now and into the future while keeping the land in private ownership.

With the completion of the Schuster transaction, the Conservation Commission now holds a real property interest in three conservation properties. There are four additional easement projects in the pipeline. Staff are working to align resources and develop new procedures to support the growing easement portfolio.

Staff Contact:
Kate Delavan, Office of Farmland Preservation, kdelavan@scc.wa.gov, 360-280-6486

Background and Discussion:
The Conservation Commission “Commission” is responsible for the implementation of the Office of Farmland Preservation (OFP) and those activities identified in the OFP statute (RCW 89.10). The Commission has identified agricultural conservation easements as an important tool to assist in farmland protection and to advance conservation with willing landowners. As a state agency, the Commission is explicitly authorized by RCW 64.04.130 to acquire and hold an interest in land for conservation purposes.

The Commission is an eligible applicant to the Recreation and Conservation Office’s (RCO) Washington Wildlife and Recreation Program (WWRP) Farmland Preservation category (RCW
Eligible lands for this program must be devoted primarily to the production of livestock or agricultural commodities for commercial purposes. If the Commission applies for and receives funds to acquire an easement through WWRP, it assumes the legal liability as primary holder of the real property right (Policy 19-02).

**Commission’s Responsibilities as Easement Holder**

An agricultural conservation easement is a legally recorded deed restriction lasting in perpetuity or for a set term. As the easement holder, the Commission is included in the recorded document and assumes primary legal and financial responsibility for stewarding and enforcing the conservation easement on the protected property for the life of the easement. Legal liabilities for the Commission include following procedures for notification (inspection, site visits), dispute resolution (preventive discussions, etc.), remedies (in the event of non-compliance), mediation (if parties disagree), amendment, enforcement (responding to violations), and extinguishment (in the event the easement is terminated).

**Schuster Ranch Easement Completed**

At the July 2020 Commission meeting, the Commission granted authorization to enter a purchase and sale agreement and to close on the Schuster Ranch agricultural conservation easement. The easement transaction was completed in April 2021. The project was funded by a WWRP Farmland grant awarded by RCO in 2016. The agricultural conservation easement permanently protects approximately 2,000 acres used for beef cattle and dryland crops. The conservation easement ensures this property will remain open and available for agriculture now and into the future while keeping the land in private ownership.

The Commission holds the easement and assumes primary responsibility for upholding the terms of the easement in perpetuity. RCO is a 3rd party beneficiary. As such, RCO may exercise all of the rights and remedies provided to the Commission and is entitled to all of the indemnifications provided to Grantee in the easement. RCO and the Commission each have independent authority to enforce the terms of the easement; provided, however, that RCO expects the Commission shall have primary responsibility for monitoring and enforcement of the easement.

The project was developed by the Central Klickitat Conservation District. The Central Klickitat Conservation District was subcontracted to provide support on due diligence and landowner correspondence.
Easement Portfolio and Pipeline

<table>
<thead>
<tr>
<th>RCO Project #</th>
<th>Project Name</th>
<th>Easement Holder</th>
<th>County</th>
<th>Acres</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-1546</td>
<td>Thornton Ranch</td>
<td>SCC</td>
<td>Yakima</td>
<td>108</td>
<td>Funding secured, grant agreement pending</td>
</tr>
<tr>
<td>20-1547</td>
<td>Hoch Farm</td>
<td>SCC</td>
<td>Benton</td>
<td>26</td>
<td>Funding secured, grant agreement pending</td>
</tr>
<tr>
<td>16-1923</td>
<td>Lazy Cross Ranch</td>
<td>SCC</td>
<td>Klickitat</td>
<td>4,194</td>
<td>Funding secured, due diligence in process</td>
</tr>
<tr>
<td>16-1922</td>
<td>Blain Ranch</td>
<td>SCC</td>
<td>Klickitat</td>
<td>1,925</td>
<td>Funding secured, due diligence in process</td>
</tr>
<tr>
<td>16-1924</td>
<td>Schuster Ranch</td>
<td>SCC</td>
<td>Klickitat</td>
<td>1,849</td>
<td>Completed</td>
</tr>
<tr>
<td>19-1527</td>
<td>Stevenson Ranch</td>
<td>SCC</td>
<td>Yakima</td>
<td>98</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Lust Farm</td>
<td>NYCD</td>
<td>Yakima</td>
<td>285</td>
<td>Completed, SCC has 3rd party rights</td>
</tr>
</tbody>
</table>

Next Steps:
Project work continues on the four remaining easements in the pipeline. Staff are working to align resources and develop new procedures to support the growing easement portfolio. This includes identifying and planning for ongoing costs for stewardship, developing and implementing easement project record keeping procedures, updating monitoring templates, and developing monitoring agreements with the local conservation districts.

Recommended Action:
None – information only.
May 19, 2021

TO: Conservation Commission Members
    Carol Smith, SCC Executive Director

FROM: Shana Joy, District Operations & Regional Manager Coordinator

SUBJECT: District Operations and Regional Manager Report

Report Summary:
Regional Managers offer this report of recent activities and support provided to conservation districts.

**Ongoing Service Areas to Conservation Districts**
- Partnering and Relationships Assistance
- Conservation Accountability & Performance Program (CAPP) Assistance
- New Supervisor and Staff Orientations and Professional Development
- Task Order Development
- Tracking Grant Spending and Vouchering
- Open Government Training
- Cultural Resources
- Project Development & CPDS
- Natural Resource Investments & Shellfish Programs
- Implementation Monitoring
- Long Range and Annual Planning Assistance
- Cross-pollination of Information, Templates, and Examples
- Records Retention and PRA
- CD Audits & Annual Financial Reporting
- Chehalis Basin
- Commission Meeting Planning
- District Digest Publication
- Human Resources (law/rule updates, hiring, performance evaluations, compensation, healthcare, issues)
- OPMA & Executive Sessions

**Conservation District Service, Recent Topics**
- COVID 19 Operations
- Elections and Appointments
- Finance Tracking & Management
- Direct Deposits & Internal Controls
Issues Resolution in Progress

- Personnel management: issues, turn-over, capacity gaps, transitions  
  - Audits
- Inter-district relationships and partnering
- Grant vouchering requirements

Hazard Mitigation Grant Implementation

Mike Baden is leading implementation of a Hazard Mitigation Grant that the SCC is receiving from the Department of Emergency Management. The scope of work focuses on delivering three types of training across the state to conservation districts and partners, as seats are available. The three types of training are:

- Home Ignition Zone Training ("Assessing Structure Ignition Potential from Wildfires") delivered by National Fire Protection Association (NFPA) trainers,
- Outreach Strategies for Community Wildfire Preparedness and Recovery co-organized and delivered by Val Vissia, Lincoln County CD, and Laura Johnson on our staff, and
- Post-Fire Risk Mitigation and Assessment training organized and delivered by the Okanogan Conservation District.

Dates for each type of training are established for spring 2021 (to be delivered virtually at this time) and additional trainings will be scheduled in the fall of 2021 and potentially in the spring of 2022. Mike is coordinating closely with conservation district logistical hosts for each training and with the NFPA as well.

COVID 19 Response

The Regional Manager team continues to provide timely resources, information, FAQ’s, and sometimes just moral support to conservation districts as we all navigate the ongoing COVID 19 pandemic. The many resources, FAQ’s and other information on the SCC’s COVID Resources webpage was recently thoroughly reviewed and updated to streamline access for conservation districts to the most relevant and timely information. A Conservation Community Call was conducted on April 30th around the topic of negotiated
indirect cost rate agreements (NICRA) with federal agencies. Great discussion, experience sharing, and questions were brought up on this call with 22 attendees from conservation districts.

**Partnerships & Partnering Assistance**

Most recently, the RM team has assisted with partnering or participated in partner and relationship building efforts with: individual conservation districts, WADE, Center for Technical Development, WACD, DNR, NRCS, Ecology, NASCA, WDFW, NACD, Washington Association of Land Trusts, State Auditor’s Office, RCO, Department of Veterans Affairs, WA Fire Adapted Communities Learning Network, Washington Conservation Society, and Arid Lands Initiative.

Shana Joy and Alicia McClendon are providing support and leadership in WADE Conference 2021 planning and the SCC’s GoTo Webinar platform will be utilized again this year. The Leadership and Management series of presentations and speakers will be moderated by Shana Joy.

Allisa Carlson provided support to the Benton and Franklin Conservation Districts to host a Heritage Gardens Program webinar with an attendance of over 100 people!

WDFW was successful in securing a budget proviso for funding for shrub steppe wildlife habitat restoration efforts in areas burned this past year in the Pearl Hill and Whitney Fires. Shana Joy and Mike Baden anticipate continuing to serve on a steering committee to help guide implementation of the funding through the local conservation districts.

Regional managers worked with NRCS staff to support the Local Working Group structure this spring through hosting a statewide survey for NRCS and facilitating three LWG meetings held remotely so far.

**Chehalis Basin**

Josh Giuntoli represents the Commission as an ex-officio member of the Chehalis Basin Board. Since the last report, the Office of Chehalis Basin received a budget of $70m for aquatic and flood work. Pending the Governor’s signature on the budget, the budget directs that $33.05m is provided for board-approved projects to protect and restore aquatic species habitat, $33.05m for board-approved projects to reduce flood damage, and $3.9m for operations of Office of Chehalis Basin and Chehalis Basin Board. The Board needs to approve 2021-23 spending plan by June 3 in order to avoid risking delays in ability to begin spending new appropriations by July 1. There will need to be consensus of at least six of seven voting members to approve high-level budget categories and major project allocations. We've been presented several options for how the $70M budget can be allocated - choices that need to be determined by the Board.

Josh had the privilege of touring Thurston CD’s Early Action Reach work along the Skookumchuck River. This is a comprehensive river and land restoration project and they’ve done a great job. You can view a short video highlighting the work on the Skookumchuck with the landowners: [https://www.youtube.com/watch?v=IjxF85chPLE](https://www.youtube.com/watch?v=IjxF85chPLE)
CDs continue to engage in work associated with the Early Action Reaches within the Aquatic Species Restoration Program (ASRP) and continue to provide valuable on-the-ground work in the Basin. CD staff from Lewis, Thurston, and Grays Harbor CDs are members of the two advisory groups and provide technical expertise. Josh continues to convene a monthly meeting of Chehalis Basin CDs and partners (lead entity, Office of Chehalis Basin, WDFW, and others) to provide direct updates with each on work and activity in the Basin.
May 19, 2021

TO: Conservation Commission Members
Carol Smith, SCC Executive Director

FROM: Shana Joy, District Operations & Regional Manager Coordinator

SUBJECT: 2021 Conservation Accountability and Performance Program Initial Report

Summary:
The Conservation Commissioners, at the January 2021 meeting, approved the CAPP system with eight Standards including Accountability Standard 1 with requirements for use in 2021. The 15 Accountability Requirements (Standard 1) are based in law (RCW) and administrative code (WAC) for conservation districts. Completing 100% of these items is a threshold for receiving state funding through the Conservation Commission. The attached initial annual status report is submitted to the Conservation Commission for their information at this time. A final CAPP status report will be provided in July 2021.

Staff Contact:
Shana Joy | sjoy@scc.wa.gov | 360-480-2078

Background and Discussion:

Conservation Accountability and Performance Program Initial Conservation District Statuses:

Forty-four conservation districts are currently meeting the Accountability Standard 1 elements that can be evaluated at this time. For reference the Accountability Standard 1 elements are included below. These are status remarks around the accountability elements that Regional Managers are tracking:

Item 2. Seven conservation districts are currently working on updating their long range plans: Clark, Foster Creek, Grays Harbor, Jefferson County, Kittitas County, Mason, and South Douglas. It is anticipated that these will be completed during calendar year 2021, before the current plans expire.

Item 3. The current deadline for submitting annual work plans is May 30th. Regional Managers are actively assisting districts with annual planning and tracking submittals of plans.
Item 4. Pine Creek Conservation District is not currently demonstrating progress towards addressing the goals identified in their long range plan, as it was updated in 2019.

Item 6. Cascadia and Palouse Conservation Districts are actively working to re-do their elections. Cascadia CD’s new election date has been set for June 9th. See also the elections report from the SCC Elections Officer, Bill Eller.

Item 8. The Pine Creek Conservation District audit is nearing completion with an audit finding as the outcome. As of the writing of this memo, the district had still not hired a new bookkeeper to take over daily financial duties for the district.

Item 11. The annual financial reporting to the State Auditor’s Office is due May 30th by statute. Regional Managers are actively tracking the status of district reporting with the SAO.

Item 14. The Pine Creek Conservation District is not meeting the terms of the Master Contract between the SCC and the District by vouchering for SCC grants on a monthly basis. Timely submittal has not yet been demonstrated to occur overall consistently over time.

Next Steps (if informational item):
A final CAPP report will be presented to the Commissioners at the July 15th meeting.
STANDARD 1
Compliance with Laws (required standard)

Conservation Districts must fulfill their legal requirements as Political Subdivisions of the State of Washington and comply with all laws and the Washington Administrative Code. This evaluation is based on the best available information at the time it is conducted. **Date Evaluation Conducted:**

<table>
<thead>
<tr>
<th>Compliance with Laws and Requirements</th>
<th>Citation (link to RCW or WAC)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Annual report of accomplishments was submitted on time, in the prescribed format to the Commission.</td>
<td>RCW 89.08.070 (11)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. District Long Range Plan submitted on time &amp; meeting RCW and Commission requirements.</td>
<td>RCW 89.08.220 (7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. District Annual Work Plan submitted on time &amp; meeting RCW and Commission requirements.</td>
<td>RCW 89.08.220 (7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The District has made a demonstrated effort to address their top resource needs identified in their Long Range Plan.</td>
<td>RCW 89.08.220 (7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Upon request, District contracts and agreements have been submitted to the Commission</td>
<td>RCW 89.08.210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Supervisor elections &amp; appointments are conducted according to RCW and WAC requirements. At least one District representative (ideally Elections Supervisor) has completed mandatory Elections Training provided by the Commission.</td>
<td>RCW 89.08.190 &amp; 89.08.200 WAC 135-110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Annual financial reporting to State Auditor’s Office completed correctly and on time.</td>
<td>RCW 89.08.210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. All State Auditor identified issues (during SAO audits) have been resolved to the extent possible.</td>
<td>RCW 89.08.070 (12)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Open Public Meetings Act is followed including executive sessions.</td>
<td>RCW 42.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. State Public Records Act is followed.</td>
<td>RCW 42.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. All Board Supervisors and Public Records Officers are current on the required Open Public Meetings and Public Records Act Training.</td>
<td>RCW 42.30.210 &amp; RCW 42.56.150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Keeping public informed of Conservation District activities.</td>
<td>RCW 89.08.220 (13)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. State Ethics laws for public officials are being followed.</td>
<td>RCW 42.20 &amp; 42.23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. District in compliance with terms of Commission/District Master Agreement.</td>
<td>RCW 89.08.070 (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Demonstrated diligence in complying with state and federal statutes such as: contracting, employment/labor laws, etc., through adoption of up-to-date policies, training, and use of available resources such as MRSC and Enduris.</td>
<td>Various</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Standard 1 Ideas for Improvement:**
CTD Planner Certifications: The CTD Planner Certification Program accepted its first round of applications May 1, 2020 and successfully certified seven individuals. The next round of applications will be accepted on a rolling basis and the next round of reviews will occur in early spring 2021. Based on feedback from applicants and the review team, the CTD has streamlined the application process by moving the entire application submission process to SmartSheet. This will allow a cleaner submission process for applicants and a more efficient review process for the review team. The CTD held a webinar on March 9, 2021 to introduce the new application process and answer questions as well as offer pre-application “interviews” to get folks started right and ensure they have everything they need to apply. With applications slow to come in, the CTD leadership team is now exploring ways to increase participation.

Plan Templates: The CTD has enrolled assistance with creation of a Statewide Farm Planning template and helpful links to planning resources/tools. The template provides consistency in statewide planning as well as template availability to those Districts without such resources on hand.

Planner Resources: With ongoing changes and new hybrid (virtual and in-person) work environments, the CTD has continued posting a large number of virtual support tools and training opportunities on our webpage and via GovDelivery. We continue to update that almost daily by providing links to new opportunities and content for more effective remote working.

Connecting Community: The CTD is building and hosting a new series of Networking Forums for different planning disciplines and expertise. A Cover Crop Networking Forum was held successfully in April, with Farm and Dairy Forums scheduled for June and July, respectively. A Riparian Forum will kick off at this year’s WADE conference. These Forums will be held quarterly and provide a much-needed space for planners and technical staff to share successes and challenges, ask questions, and connect district staff year-round. Additionally, a Leadership and Management series is in development in collaboration with CTD, WSCC, WADE, and WACD. The monthly learning and sharing network, which will kick off in August 2021, is targeted towards existing and developing District managers/leaders of all levels.

NRCS Planner Designations: The CTD continues to work with NRCS to help District staff through the NRCS Planner Designation process. This goal is part of the new Washington Conservation Planning Partnership plan, and the CTD is on-point to help District staff meet NRCS’s goal to certify as many
NRCS recently released changes to their Conservation Planner designation nomenclature and updated some course requirements. CTD has updated their Training Plan Template to reflect these changes. These changes, along with the updated CTD template, were presented at the March 9 webinar (see above). That webinar, like all CTD-hosted webinars, is available for viewing on the CTD website.

Training

NRCS Collaboration: The CTD continues to work with NRCS on coordination of training events to ensure better organization and placement of CD staff in NRCS trainings. The CTD proposed a 5-year cooperative agreement with NRCS and WSCC to share the cost of a fulltime Training Coordinator position. While NRCS approved the agreement, as of May 1, 2021, funding has not yet been allocated by NRCS. The execution of this position would exponentially expand the CTD’s reach and impact to help District staff through training, certification, and support processes. The CTD is being pro-active in finding temporary funding for this vital position, in applying for an NACD grant this June. If successful, this grant would provide short-term support for the Training Coordinator for one year while long-term funds are pursued.

National Conservation Planning Partnership (NCPP): The CTD has been working with the National Conservation Planning Partnership (NCPP) and attends regular (bi-monthly) web-meetings with the group to discuss national training and certification opportunity for Districts. This has been a great forum for the CTD to both give and receive feedback and ideas for advancing these opportunities nationally and in Washington State. The CTD was also invited by NRCS to work with them in March on their State Conservation Action Plan.

Training Needs Inventory (TNI): The CTD send out an annual TNI in close coordination with NRCS (last done in the summer of 2020), informing NRCS of District training needs in the coming year. The TNI is tailored to identify those NRCS training events CD staff need and engage CD staff in the CTD and NRCS certification processes. This information also helps inform and guide CTD-sponsored trainings and Task Order requests. The CTD will again coordinate with NRCS on the timing and release of a 2021 TNI, as more information is released on available trainings.

NRCS Training Events: Due to the on-going restrictions associated with COVID-19, scheduled training is frequently being modified. The CTD is keeping in regular contact with NRCS and posting new information on the CTD website. Additionally, with the long-term uncertainty associated with holding in-person training, the CTD continues to advocate with NRCS to consider/create more web-based training events. We have received word that several key NRCS trainings will be offered virtually this year and CTD will update and coordinate District staff attendance in those trainings as soon as registration information is available.

The CTD is has been working with NRCS to bring a number of important courses to District staff including:

- **Environmental Permitting on Working Lands** training module was held virtually in April 13, 14, 20, 21, and was tailored for both District and NRCS staff implementing BMPs in working environments. The CTD worked with WSCC and NRCS staff to successfully secure a task order to help fund development of this course, which hasn’t been offered in over a decade. The event
was recorded and can now be accessed on-demand for staff at any time. All course materials are posted on the CTD website.

- **Cultural Resources, Part 2**, will be held in a hybrid format May 17-20, with field days happening regionally in early June. The Cultural Resources, Part 2 course is required for all Level III (Certified) planners and is an important offering to help District staff complete certification requirements. The classroom portion will be held virtually, with a session each morning over the course of a week; the field portions will be held in small groups, with appropriate safety protocol.

- **Conservation Planning, Part 2**, which is a critical training for all planners, is under a process to create and offer this foundational course in a hybrid format that can be accessed by staff at any time. This will hopefully onboard new planners quicker, and educate interns, supervisors and others as needed.

The CTD continues to strengthen their training partnership with NRCS and hopes that these web-based modular trainings will also serve as a pilot for ongoing collaboration with fully online and hybrid web-classroom training opportunities.

*Other Training Events*: The **CTD is coordinating with WADE again this year to provide both technical track content and virtual platform hosting/moderation for the 2021 WADE Conference.** The CTD and WADE leadership teams are meeting regularly leading up to the conference which will be held virtually June 14-16, 2021.

Because the WADE conference is being held virtually this year, there is a lesser need for the scholarship funds that typically pay for the conference registration. Instead, the WADE Board approved appropriation a portion of the $20,000 WADE scholarship fund provided by the WSCC to the CTD to provide unique training events. The funds are going towards **providing three free, unique training events to District employees** including: Managing Multiple Priorities, Projects, and Deadlines (April 28, Fred Pryor); Facilitation Training (May 25-26, Ray Ledgerwood), and Virtual Presentation Skills (Cathy Angell, May 27). The latter is a special event for WADE presenters that will be recorded for an encore presentation to all Districts after WADE. WADE will still provide 20 $250 scholarships administered by the CTD to support staff time to present/attend the virtual WADE conference.

The CTD **continues to curate and host monthly training and sharing webinars** focused on timely topics. The webinars have been well-received and well-attended (30-40 attendees per webinar on average) and are advertised on the CTD website, newsletter, and through special email announcements. The CTD co-hosts additional outside virtual training opportunities through NRCS and others, as appropriate. Additionally, we continue to send out guidance on working remote, conducting virtual site visits, and links to virtual training opportunities to help staff stay focused and relevant in this new working environment. The CTD is always soliciting input and ideas for trainings through the newsletter and website.

With the increase in virtual presentations including webinars, training events, and meetings, the **CTD has curated and created content to support virtual presenters.** This includes a tips handout, presenter orientation events/videos, and access to presentation training events. It is our goal to improve the quality of presentations to increase audience enjoyment and learning. The CTD sent out an announcement to all Districts in March informing them of the virtual resources available and offering additional support for planning, creating, and hosting virtual events.
Training Scholarships: Due to good budgeting, the CTD will be providing **15 $250 training scholarships to support District staff time in relevant training events completed by the end of June.** A scholarship request form was sent out in April.

New Employee Resources: The new employee resource page on the CTD website is continuously being updated with new webinars and information, including a new employee check list for both individuals and Districts to use. The goal is to have **all new employee resources in one place** so they can get going with training, training plans, certification, and orientation. The new page includes a portal to the CTD database.

---

**Communication and Outreach**

**Website:** The CTD website ([www.wactd.org](http://www.wactd.org)) continues to serve as a source of information to CD staff and is updated regularly. The CTD has worked to keep the website updated, improving aesthetics, clarity, and navigation of the site while continually updating content and ensuring relevance of the site. New changes are also announced in the CTD newsletter.

**Outreach:** Through data mining and observation, the CTD continues to work on a cohesive marketing plan to increase recognition and impact for CD staff as well as better engage both internal and external partners. We would like to **increase awareness of the CTD as a central provision of training and expertise** and increase the collaboration with partners on events and resources. A communications survey was released in January via the CTD newsletter, and via direct email to those not on our newsletter list. The results of that survey continue to inform improvements for CTD content and guide the marketing plan in development.

**Newsletter:** The CTD monthly GovDelivery newsletter continues to gain new subscribers (currently we have **more than 440 subscribers**) and is also located on the CTD website for those not on GovDelivery. In addition to the monthly newsletter, the CTD is using the GovDelivery platform as a way to get immediate, time-sensitive news and information out to staff.

---

**Technical Expertise and Science Program**

**Expertise:** Experts are identified as needed for engagement in programs, policy and training around the state (examples include: Ecology Voluntary Clean Water Guidance for Agriculture Advisory Group, DOE Drinking Water Standard review, Dairy Nutrient Advisory Committee, WDFW riparian habitat guidance, and more). The CTD database continues to prove effective in identifying and nominating expertise as appropriate.

**Science:** While the work is not currently a funded budget item, the CTD is still supporting work around the State on special Discovery Farms program projects to advance the application of consistent science and monitoring efforts. There has been statewide buy-in to the DF program from partners and **CDs continue to be involved in the national DF program through regular communications and annual meetings**. Through this process, statewide QAPP and SOP’s have been developed with guidelines specific to projects, but which can be used in the future as templates for any CD.
**Quality Assurance**

While this is not currently a funded area of work, the CTD still holds value in the development of a statewide Quality Assurance program for individuals and Districts. The CTD will offer quality assurance assessments and planning product review upon request.

**CTD Coordination**

*Database:* The database (run under Caspio) continues to provide assistance in locating staff expertise for engagement in workgroups, show metrics on expertise and certifications, and grow to a central database for all organizations to utilize. A self-service portal for employees is available on the CTD website which allows CD staff to update their personnel profiles, track completed trainings, and more. The CTD regularly sends reminders to folks to update their information and expertise in the Database.

*Budget:* Whatcom CD is administering the budget and reporting monthly to the CTD. Billing guidelines and procedures ensure that work expectations match billing vouchers and that budgets are quickly updated on a monthly basis. The CTD is using SmartSheet to assist with budget and task tracking.

The CTD recently spent considerable time updating its Charter and creating an annual and long-range plan of work including metrics of success and short-term tasks and deliverables. The entire plan was input into Smartsheet for regular review, reflection, and revision. The sheet also tracks Gantt chart timelines, budget, staff time, and deliverables for a cohesive and interactive management across all CTD members. The FY22-23 budget request and plan of work have been submitted to WSCC for budget approval/allocation.

*Leadership:* The CTD held its Annual Update and Feedback Session, inviting all District staff from across the state for an overview of our FY21 activities, and to provide feedback for our FY22 annual plan of work. That meeting was held virtually on March 31, 2020.

The CTD Leadership Team also held its annual meeting with WSCC Staff in May to provide a summary report of accomplishments over the last year, and to solicit feedback and input on priorities for the coming year. The upcoming biennium budget request was shared, and a base operating and scaling options presented.

The CTD Leadership Team and partners (NRCS, WADE, WSCC) continue to meet monthly to ensure tasks are on track.

The CTD continues to prioritize recruiting new members to both its leadership and working teams. The CTD has requested the assistance of the Commission staff in helping get the word out the district managers who may recognize potential new members in their own staff.
CTD Contact Information

For more information on the CTD activities, please contact:
CTD contact: Nichole Embertson, Chair
info@wactd.org

For more information, please visit: www.wactd.org
Business Meeting
**Held virtually due to COVID-19**

Time
Please note that the times listed below are estimated and may vary. Please visit the SCC website for the most up-to-date meeting information.

Meeting accommodations
Persons with a disability needing an accommodation to participate in SCC public meetings should call Stephanie Crouch at 360-407-6211, or call 711 relay service. All accommodation requests should be received no later than Monday, May 10, to ensure preparations are appropriately made.

Meeting Coordinates
At or before 8:30 a.m. on May 20, 2021, please log into the meeting using this link. You may use your computer audio, or dial into the meeting using the information provided after logging in. SCC staff requests that you self-mute your audio line to allow for full discussion by Commissioners.

Public Comment
Public Comment will be allowed prior to the beginning of all action topics. Comments will be limited to three (3) minutes per comment.

### Agenda

<table>
<thead>
<tr>
<th>TIME</th>
<th>TAB</th>
<th>ITEM</th>
<th>LEAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m.</td>
<td>non</td>
<td>Call to order/Welcome/Introductions</td>
<td>Chairman Longrie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pledge of Allegiance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Additions/Corrections to agenda items</td>
<td></td>
</tr>
<tr>
<td>8:40 a.m.</td>
<td></td>
<td>1. Consent Agenda – call for public comment (Action)</td>
<td>Chairman Longrie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. January 21, 2020 draft meeting minutes</td>
<td></td>
</tr>
<tr>
<td>8:45 a.m.</td>
<td></td>
<td>1. Budget – call for public comment (Action)</td>
<td>Sarah Groth</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. 2021-2023 Budget</td>
<td>Shana Joy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. 2021-2023 Grant &amp; Contract Procedure Manual update</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. 2022 Potential Supplemental Budget Packages</td>
<td>Sarah Groth</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e. Review of WACD &amp; SCC Agreement</td>
<td></td>
</tr>
<tr>
<td>9:30 a.m.</td>
<td></td>
<td>Executive Session as allowed per <strong>RCW 42.30.110 (1) (g):</strong></td>
<td>Commission members only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.</td>
<td></td>
</tr>
</tbody>
</table>
10:00 a.m. – BREAK

10:15 a.m. 1. District Operations – call for public comment *(Action)*
   f. West Region CD Supervisor Appointments *Chair Longrie*
   g. Central Region CD Supervisor Appointments *Comm. Crose*
   h. East Region CD Supervisor Appointments *Comm. Cochran*
   i. Conservation District elections certifications *Bill Eller*
   j. Conservation District Election Guide – changes after COVID *Laura Meyer, Ron Shultz*
   k. Joint Committee on Elections – Update *(Information)*

12:00 p.m. – LUNCH

1:00 p.m. 1. Commission Operations – call for public comment *(Action)*
   l. 2022-27 Strategic Plan Development – Goals *Laura Meyer*
   m. Natural Resource Investments Programmatic Guidelines *Shana Joy*

2:00 p.m. Forest Health & Wildfire Resiliency Showcase

3:00 p.m. 2. Partner Updates *(Information)*

3:10 p.m. 2. Commission Operations *(Information)*
   Governance Sub-committee report *Shana Joy*
   f. Cultural Resources Update
      General Update *Dir. Smith*

5:00 p.m. - ADJOURN
Regular Business Meeting

The Washington State Conservation Commission (Commission/SCC) met virtually on March 18, 2021. Chairman Longrie called the meeting to order at 8:31 a.m.

**COMMISSIONERS PRESENT**

Dean Longrie, Chairman and elected west region rep.
Harold Crose, Vice-chairman and elected central region rep.
Perry Beale, Department of Agriculture
Larry Cochran, elected eastern region rep.
Jeanette Dorrer, Washington Association of Conservation Districts
David Giglio, Department of Ecology
Jim Kropf, Washington State University
Sarah Spaeth, Governor Appointee
Daryl Williams, Governor Appointee

**COMMISSION STAFF PRESENT**

Carol Smith, Executive Director
Mike Baden, Northeast Regional Manager
Allisa Carlson, South Central Regional Manager
Brian Cochrane, Habitat & Monitoring Coordinator
Stephanie Crouch, Administrative Assistant
Kate Delavan, Office of Farmland Preservation Coordinator
Bill Eller, Elections Officer and VSP Coordinator
Lori Gonzalez, Executive Assistant
Josh Giuntoli, Southwest Regional Manager
Sarah Groth, Fiscal Manager
Alison Halpern, Policy Assistant
Karla Heinitz, Contracts Manager
Laura Johnson, Communications Coordinator
Shana Joy, District Operations Manager
Levi Keesecker, Natural Resources Scientist
Ron Shultz, Policy Director
Melissa Vander Linden, Program Specialist
Ashley Wood, Fiscal Analyst

**PARTNERS REPRESENTED**

Ryan Baye, Washington Association of Conservation Districts
Sherre Copeland, US Forest Service
Michael Kuttel, Jr., Washington State Department of Fish and Wildlife
Doug Rushton, National Association of Conservation Districts
Tom Salzer, Washington Association of Conservation Districts

**GUESTS ATTENDED**

Please see “Attachment A” for full list of attendees.

**Consent Agenda (Action)**

*Draft January 21, 2021 meeting minutes*

*Motion by Commissioner Crose to approve the January 21, 2021 meeting minutes. Seconded by Commissioner Kropf. Motion carries.*

**Budget and Finance (Action)**

*Task Order Report*
Chairman Longrie invites Sarah Groth, SCC Fiscal manager, and Shana Joy, SCC Regional Manager Coordinator to present on the first agenda item. Ms. Groth and Ms. Joy explain that it is anticipated that the remaining SCC funding, from the original $150,000 operating investment, will be insufficient to address the Conservation Reserve Program (CRP) and cultural resources workloads that NRCS is currently aware of and must complete by early July 2021.

In early 2020, the SCC entered into new contribution agreements with USDA NRCS for the following Farm Bill program work: Environmental Quality Incentives Program and Conservation Technical Assistance, Conservation Stewardship Program, and Conservation Reserve Program. These contribution agreements are funded at 75% NRCS funding and 25% SCC funding. In May of 2020, the Commission took formal action to approve investment in these contribution agreements, our 25% share, at a level of $150,000 in the current fiscal year. As of February 16, 2021, the SCC has restricted $94,782.29 into existing task orders with conservation districts leveraging $284,346.87 in federal NRCS funds.

Close monitoring of currently funded task orders is ongoing to ensure we are able to re-allocate any leftover funds immediately as task orders are completed. SCC staff have worked closely with NRCS to ensure that the allowable 10% indirect rate for the SCC is fully taken advantage of as well. It is still likely that the current level of SCC funding will be insufficient. Conservation districts are fully engaged and capable of handling workload for NRCS and will benefit from additional task orders through the remainder of this fiscal year.

**Motion by Commissioner Williams to allow for an increase in SCC investment in task orders through the end of June 2021, if funding is found to be available, within a new maximum amount of $200,000. Seconded by Commissioner Cochran. Motion carries.**

---

**Policy & Programs (Action)**

**Blain Ranch and Lazy Cross Ranch Authorizations to enter Purchase and Sale Agreement and Proceed to Closing**

Chairman Longrie invites Kate Delavan, SCC Office of Farmland Preservation Coordinator, to present on the next agenda item. Ms. Delavan provides background on the subject, explaining that the Conservation Commission (Commission) is responsible for the implementation of the Office of Farmland Preservation (OFP) and those activities identified in the OFP statute (RCW 89.10). The Commission has identified agricultural conservation easements as an important tool to assist in farmland protection and to advance conservation with willing landowners. As a state agency, the Commission is explicitly authorized by RCW 64.04.130 to acquire and hold an interest in land for conservation purposes.

The Blain Ranch Project will purchase an agricultural conservation easement on the approximately 1,925-acre Blain Ranch in Klickitat County. The property supports a large acreage cow calf operation. The conservation easement will permanently protect the property’s agricultural values. In addition to the grant funded intention of permanently protecting the farmland from development, protecting the property will also support key habitat and identified species of concern in the Rock Creek watershed including Oregon White Oak, Peregrine Falcon, Western Gray Squirrel, Golden Eagle, and mid-Columbia ESA listed steelhead. The conservation easement will include one reserved residential development right to provide the landowner the option to build a house in the future. The remaining residential development potential will be permanently extinguished.

The Lazy Cross Ranch Project will purchase an agricultural conservation easement on the approximately 4,194-acre Lazy Cross Ranch in Klickitat County. The property supports a large acreage cow calf and dryland crop operation. The conservation easement will permanently protect
the property’s agricultural values. Protection of this property is a value not only to the agricultural community, but to the species and habitat this property supports. The project area represents a unique region of transition between two biological communities with the eastern extent of Oregon white oak habitat transitioning into interior shrub steppe/grassland. The conservation easement will extinguish all residential development potential.

**Motion by Commissioner Crose to authorize the Conservation Commission’s Executive Director to sign documents for acquisition of an agricultural conservation easement on the approximately 1,925-acre Blain Ranch and on the approximately 4,194-acre Lazy Cross Ranch in Klickitat County. Seconded by Commissioner Beale. Motion carries.**

---

**District Operations (Action)**

---

**Cascadia CD election, February 5, 2021**

Chairman Longrie welcomes Bill Eller, SCC Voluntary Stewardship Program Coordinator and Election Officer, to present on the next two agenda items. Mr. Eller explains that on February 10, 2021, Commission staff was contacted by Peggy Entzel, District Administrator for Cascadia. She relayed that Cascadia held their election on Friday, February 5, but during the election the election supervisor and polling officers forgot to record the voters on a poll list. A conservation district must use a poll list in their election under WAC 135-110-550.

Election details are as follows:

1. **Election held at the Pybus Public Market in Wenatchee on Friday, Feb 5, from 11am-4pm**
2. Only one declared (meaning name pre-printed on the ballot) candidate, Dillon Miller, the incumbent
3. Only seven voters – five of whom were personally known to the election supervisor (two were not)
4. The election supervisor says that when voters approached their location to vote, both she and the polling officer orally asked for identification, which the voter provided, and then they proceeded to determine, by looking at the county auditor list of eligible voters, if the voter was eligible. They forgot to use the poll list to record the voter information. They verified that all seven voters were eligible, and provided ballots to them. All ballots were cast for the incumbent.
5. The poll list is referenced in our Election Guide and provided to conservation districts for them to use on our Election Administrator’s web page as form PF-C.

The Commission typically takes action to certify or not certify conservation district elections at its May Commission meeting. This is because the May Commission meeting is generally the first regularly scheduled Commission meeting after the first quarter of the year. However, in an effort to expedite the scheduling of an election for the District outside of the requirement to hold it during the first quarter of the calendar year, the Commission can take action to not certify this election before its May Commission meeting.

If the Commission takes action to not certify the District’s election, the District is then able to petition the superior court to order another election. The District is still required to hold an election, but the Commission lacks the statutory authority to schedule another election, which is why the District would have to petition the superior court. After successfully petitioning superior court to order another election, the process to hold the election would begin anew for the District.

**Motion by Commissioner Williams to find that the Cascadia Conservation District election, conducted on February 5, 2021, is in significant noncompliance with WAC Chapter 135-110 due to the Cascadia Conservation District failing to create a poll list, as required by WAC 135-110-550. Therefore, the Commission declines to certify the election, as per WAC 135-110-795, and Cascadia is directed to have their election declared invalid by a Superior Court and a new election held. Seconded by Commissioner Kropf. Motion carries.**
On March 1, 2021, the Palouse Conservation District (PCD) election supervisor Shelley Scott submitted the election report ("Form EF2") to the Commission. Commission staff reviewed that report in the normal course of business and found that there was just one polling officer documented for the February 9, 2021 PCD election. This is a violation of election procedures, specifically WAC 135-110-620, WAC 135-110-700 and WAC 135-110-710, which requires a CD to have at least two polling officers present to process ballots.

Election details are as follows:
1. Mail-in election held at the Palouse CD office, 1615 NE Eastgate Blvd. Suite H, Pullman, WA 99163, on February 9, 2021, with a 4pm ballot-return deadline
2. Only one declared (meaning name pre-printed on the ballot) candidate, Jacob Smith.
3. Only one voter
4. The election supervisor says that when the one ballot that was requested by a voter was returned to the district, Palouse CD staff didn’t realize it was a ballot despite being especially marked with a stamp to identify it as an election ballot. It was opened by Palouse CD staff. Even after it was opened and found to be an election ballot, Palouse CD staff did not use two polling officers to process, tally and record the ballot.

As noted above, the Commission typically takes action to certify or not certify conservation district elections at its May Commission meeting. In an effort to expedite the scheduling of an election for the District outside of the requirement to hold it during the first quarter of the calendar year, the Commission can take action to not certify this election before its May Commission meeting. If the Commission takes action to not certify the District’s election, the District is able to petition the superior court to order another election. The District is still required to hold an election, and after successfully petitioning superior court to order another election, the process to hold the election would begin anew for the District.

Motion by Commissioner Williams to find that the Palouse Conservation District election, conducted on February 9, 2021, is in significant noncompliance with WAC Chapter 135-110 due to the Palouse Conservation District failing to have two polling officers present for processing ballots, as required by WAC 135-110-620, WAC 135-110-700 and WAC 135-110-710, and therefore the Commission declines to certify the election, as per WAC 135-110-795, and Palouse is directed to have their election declared invalid by a Superior Court and a new election held. Seconded by Commissioner Beale. Commissioner Cochran abstains. Motion carries.

Natural Resource Investments Committee Report

Chairman Longrie welcomes back Shana Joy to begin presentation on the next agenda item relating to the Natural Resource Investments Committee Report. Ms. Joy explains that a key function at the core of the SCC is to support locally-led conservation through the work of CDs. The SCC provides funding support through various programs to help CDs be successful to further conservation. The NRI program is one way that the SCC supports CD work, and the current NRI program has remained largely unchanged for the last 3 biennia.

The current structure of the NRI program is one primary project type and structure for CDs to utilize – the single landowner cost-share project. In a single landowner cost-share project, a CD interacts with individual landowners to provide technical assistance (TA) and complete a BMP(s) on that landowner’s property. The landowner is required to do the work and incur the costs up front and then seek reimbursement from the CD via the terms in the cost-share contract that is executed between the CD and the landowner. The landowner reimbursement amount is governed by a CD resolution that is established at the beginning of each biennium. A common ratio for cost-share projects is 75/25
with the CD reimbursing the landowner 75% of the project cost and the landowner covering the remaining 25% out of their pocket.

Today, the conservation work that CDs are taking on and engaging in is often more complex, more expensive, larger scale projects. These projects typically involve multiple landowners and multiple funding sources. The current NRI program structure is difficult if not impossible to utilize for these kinds of projects. Ms. Joy outlines some of the key challenges that CDs face utilizing the current NRI program and cost-share project structure:

- Due to many possible factors, landowner willingness can change suddenly, causing a project to be reduced or cancelled all together. Currently, CDs have to work with Regional Managers and finance staff to cancel or reduce one project and, dependent on funding availability, initiate the next priority project. This can take several days and valuable staff time to coordinate and make these changes. There is little flexibility afforded to the local CD.

- The expense and scope of larger watershed or community-scale projects prevents a landowner or landowners from incurring the costs of this work up front and then seeking reimbursement. The current NRI program does not support CDs engaging in these larger scale or community-wide project types.

- For larger scope and scale projects, it is not realistic to expect a single landowner, or even multiple landowners working together, to conduct a process to select and manage an appropriate contractor to complete a fish passage barrier removal project, for example. It is far more efficient and effective for a CD to conduct the proper bidding and purchasing process to select and manage a contractor directly, rather than expect landowners to do this.

- The amount of TA required to complete a project varies greatly from project to project. Our current process of allocating a set percentage, usually 25%, of funding for TA to individual projects makes it difficult for CDs to actually devote the necessary amount of TA to each project when some projects can be TA-light and some can be very TA-heavy.

- The current required cost-share contract for the NRI program can be prohibitive for landowners to participate in certain kinds of projects.

- NRI funding is incompatible with other available funding sources to fill a gap in a large project, or be counted as match for other grant programs with the current structure. This prevents the CD from utilizing and leveraging NRI funds to their fullest.

Due in part to these challenges in utilizing the NRI program to meet today’s conservation project types, a resolution came forward and was approved unanimously at the 2019 WACD annual conference. The title of that resolution was Community Project Funding, 2019-24. In response to this resolution, as well as other feedback that Regional Managers have heard over the last few years from CDs across the state, an NRI Committee was formed in the summer of 2020.

The purpose of the NRI Committee is to develop recommendations for improvement and updating to the WSCC Natural Resource Investments Funding to Districts that can be shared with Districts and Commission Members for consideration of possible adoption for the next biennium. In keeping with this purpose, and pursuant to the language in the WACD resolution, the NRI Committee has met seven times to fully discuss, evaluate, and craft the proposal for updating the NRI program that is being presented to the Commission today (view the full proposal and supplemental documents in the meeting packet on pages 26-46).

The NRI Committee anticipates that by providing greater flexibility to CDs and including a new eligible project type (District Implemented Project) for the use of NRI funds, CDs will be able to contribute to an increased number of more complex, larger scope and scale projects and increase the leverage factor for NRI funding overall.

Motion by Commissioner Williams to direct staff to publish the draft NRI programmatic guidelines and landowner agreement template for at least a 30-day review and comment period by conservation districts with the intent that further action will be considered at the May 2021 Commission meeting. Seconded by Commissioner Dorner. Motion carries.
Conservation District Name Change

Ms. Joy continues presenting on the next agenda item concerning a conservation district name change. The Palouse Rock Lake Conservation District (PRLCD) has determined that changing the name of their district would reduce confusion with the nearby Palouse Conservation District. A name change would also reduce challenges with the length of their district name wherever it may appear such as signage, checks, letterhead, and other materials. PRLCD has taken local board action to approve, by resolution, that the district name be changed to the Rock Lake Conservation District. The PRLCD has submitted the proper documentation to the Commission, enclosed in the meeting Packet (pages 47-50), in order to process the change.

Motion by Commissioner Cochran to approve Palouse Rock Lake Conservation District’s change of name to Rock Lake Conservation District and forward the documentation on to the Secretary of State for final processing. Seconded by Commissioner Crose. Motion carries.

Commission Operations (Action)

Strategic Planning/ Strategic Priorities and Goals:

Chairman Longrie invites Laura Johnson, SCC Communications Manager, and Carol Smith, SCC Executive Director, to present the next agenda item surrounding the SCC 2022-2027 Strategic Plan. Every five years the SCC reviews and updates their Five-Year Strategic Plan. This year, the agency is working to update the current 2016-2021 Strategic Plan with strategized input from commissioners, staff and our conservation community.

At the December 3, 2020 SCC meeting, commission members approved a timeline proposed by staff on how we could successfully achieve the completion of a 2022-2027 Strategic Plan.

At the January 18, 2021 Commission meeting, members reviewed the current mission, vision and values statements, and discussed adding diversity, equity, inclusion (DEI) language. A small committee of commission members (Dorner, Spaeth and Williams) worked with the executive director to review and provide proposed DEI language for full member review and approval. In the documents following the memo (pages 57-60), suggested edits from the previous meeting along with an additional DEI element added to the Values are displayed.

SCC staff met to strategize on potential agency priorities for commission review and response. Staff is also working on draft goals and tactics for the Commission to work from in May.

Items for March include a(n):
- Approved timeline for developing the five-year strategic plan,
- Mission, vision and values document for final review and approval, and
- Staff proposed strategic priorities

Motion by Commissioner Dorner to approve these changes, with the final sentence concerning DEI to be moved to a separate strategic priority of the overall strategic plan, to become effective and included in our newly updated 2022-2027 strategic plan document and updated on our commission website and communication materials. Seconded by Commissioner Giglio. Motion carries.

Motion by Commissioner Crose to approve the proposed strategic priorities with suggested changes as listed below. Seconded by Commissioner Cochran. Motion carries.

- Priority Area: Improving Natural Resources through Voluntary Conservation
- Priority Area: Agricultural and Working Lands Viability and Food System Support
- Priority Area: Increasing Building Climate Resiliency
- Priority Area: Committed to Leadership, Partnership, and Collaboration
Priority Area: Governance and Accountability

**WDFW Request to be a full WSCC Member**

Chairman Longrie welcomes Ron Shultz, SCC Policy Director, to present the next agenda item concerning the Washington State Department of Fish and Wildlife’s request to be a full WSCC Member. Mr. Shultz explains that recently the Washington Department of Fish and Wildlife (WDFW) communicated to the Washington State Conservation Commission (WSCC or Commission) the interest of WDFW to be added to the Commission as a full voting member.

The Conservation Commission currently consists of 10 voting members, the composition of which is established in statute. According to the statute, Commission membership consists of the following:

- 2 members appointed by the governor, one of whom shall be a landowner or operator of a farm.
- 3 elected members, at least 2 of which shall be landowners or operators of a farm.
- 5 members representing: the directors of Ecology and WSDA; the commissioner of public lands; the dean of the college of agriculture at WSU, and the president of the Washington Association of Conservation Districts. These members may appoint a designee through delegation of authority.

The statute also authorizes the Commission to invite appropriate officers of cooperating organizations, state and federal agencies to serve as advisers to the Commission. These advisors are not official members of the Commission and do not vote on Commission matters. WDFW has served as an advisory member of the Commission for many years. There are a number of issues managed by WDFW which overlap with the work of conservation districts and the Commission. Specifically, these issues relate to species management, land management, and habitat protection and restoration.

In November 2019, WDFW Director Kelly Susewind submitted a letter to the Commission requesting WDFW be added to the Commission as a voting member (a copy of the letter can be found on pages 65-66). At the December 2019 Commission meeting, the Commission discussed the request and considered a number of factors relating to the composition of the Commission. Various options were considered, including the addition of members reflecting other interests including Tribes.

Key factors in the Commission’s discussion included:

- **Concerns about balance of representation between agencies and districts**;
- **The question whether to formalize the Tribal appointment, which now is an informal appointment by the Governor**;
- **Whether to add representation for urban or small-acreage agriculture**.

After extensive discussion, the following motion was passed:

“…to allow staff to distribute the options to the conservation districts for comment per the agency’s policy on policies regarding adding a WDFW representative and including options adding potential other members, including a tribal representative to the commission.”

Based on this motion, Commission staff submitted a survey to conservation districts for their consideration of the question of adding WDFW to the Commission. Included with the survey was a memo describing the WDFW request; offered several points for districts to consider when evaluating the request; and presented the districts with five options for consideration (a copy of the memo can be found on pages 67-70).

The voting was open to all district supervisors who could vote individually or as a district. SCC received 70 responses, and a compilation of responses can be found on pages 71-80. Below is a summary of the vote for each option:

**Option 1:** Add WDFW to the Commission as a full member.

- **Yes** – 14
- **No** – 56
Option 2: Add one additional representative of CDs if WDFW is added.
  Yes – 37
  No – 33

Option 3: Add one representative of urban or small acreage agriculture if WDFW is added.
  Yes – 21
  No – 49

Option 4: Add tribal representative if WDFW is added.
  Yes – 52
  No – 18

Option 5: No change to the Commission’s current membership.
  Yes – 46
  No – 24

Staff recommends Option 5 – No change to the Commission’s membership. SCC recognizes and values the many partnerships they have, and will continue to engage in, with WDFW. This recommendation is not a reflection of these activities. Staff believes the primary issue of concern is achieving the correct balance on the Commission of the various interests. Many commenters in the survey expressed concern regarding the addition of a regulatory agency to the Commission, creating an imbalance toward agencies. Others expressed support for adding WDFW if other members, such as another conservation district or Tribal representation, were added to the Commission for balance. Staff is concerned these questions of balance could lead to a larger Commission that would become unwieldy in operation and decision-making.

**Motion by Commissioner Giglio to have WSCC’s strategic planning process consider the composition of the Commission to achieve the goals of the Commission in support of conservation districts. Seconded by Commissioner Williams. Commissioner Beale abstains. Motion carries.**

---

**District Operations (Information)**

*North Yakima Conservation District Virtual Tour*

Chairman Longrie welcomes Mike Tobin, North Yakima Conservation District Manager, to give a virtual tour of his district in lieu of an in-person tour due to continued precautions surrounding the current COVID-19 pandemic. Mr. Tobin begins his tour by inviting viewers “on the bus,” and shows a map of his district, highlighting points of interest. The “theme” of the tour is how NYCD has utilized a successful collection of concepts and experiences, a way of thinking to achieve their purpose. The first “stop” is the Moxee Watershed Project, some projects highlights include 43 tons of sediment per day during the entire 210-day irrigation season reduced to 4.1 tons per day (as of 2001) and 100% landowner participation and 100% furrow irrigated ground converted to drip irrigation. The next highlighted project is the NYCD Plant Material Facility (PMF), whose mission is to “obtain, maintain, grow, and hold plants that will enhance NYCD’s ongoing projects and partnerships…” The PMF is a place to “park plants” until they are put in the ground. Plants that are needed during the summer are planted on sites where there is supplemental irrigation; tractors, chippers, and trailers are kept at the PMF, and more plants are kept there for winter and year-round planting. A partnership was created with the Master Gardener program to educate individuals and other members of the community, as well as work with the program to create gardens where food is donated to local foodbanks. The next “stop” is the NYCD Cowiche Projects, which include salmon recovery, floodplain function, water quality (temperature, flow, nutrients), riparian habitat, and a new issue of agricultural land conversion. Other highlighted projects include firewise/fuel reduction, Bootjack Cabin Association, and the Wenas Watershed. Chairman Longrie thanks Mr. Tobin for such an engaging and informative virtual tour.
Policy & Programs (Information)

Legislative Update

Chairman Longrie welcomes back Mr. Shultz to present the Legislative Update. Mr. Shultz shares that today, March 18, is the 67th legislative day in the 105 day session, and there are 38 days left. Bills have passed their chamber of origin and are now in the opposite chamber policy committees. There are still several bills alive that are being tracked, and budgets for 2021-23 are expected in the next few weeks.

Both chambers will build their operating and capital budget proposals based on the March revenue forecast. The revenue forecast was released yesterday, March 17. The revenue for the current fiscal year is up $1.3 billion, and the revenue for the next biennium is up $1.9 billion. There are unclear impacts to the proposed 15% reductions in the current fiscal year. The Senate and House will now begin finalizing their operating and capital budget proposals, with the release of these proposals potentially delayed as they figure out what is in the recent recovery funding passed by Congress (WA could potentially receive up to $7 billion).

Key bills still alive are:

- **ESHB 1056**: Concerning open public meeting notice requirements and declared emergencies.
- **SHB 1329**: Relating to public meeting accessibility and participation.
- **E2SHB 1117**: Relating to promoting salmon recovery through revisions to the state’s comprehensive planning framework.
- **E2SHB 1382**: Streamlining the environmental permitting process for salmon recovery projects.
- **ESB 5220**: Concerning the taxation of salmon recovery grants.
- **2SSB 5045**: Establishing a state meat and poultry inspection program.
- **2SSB 5253**: Implementing the recommendations of the pollinator health task force.
- **2SHB 1168**: Concerning long-term forest health and the reduction of wildfire dangers.
- **E2SHB 1216**: Concerning urban and community forestry.
- **2SHB 1099**: Improving the state’s climate response through updates to the state’s comprehensive planning framework.
- **SB 5126**: Concerning the Washington climate commitment act.
- **E2SSB 5141**: Implementing the recommendations of the environmental justice task force.

Next steps including continuing to track and engage on the legislation mentioned, and watching for budget proposals, particularly for budget provisos.

District Operations (Information)

District Operations & Regional Manager Report

Chairman Longrie calls on Allisa Carlson, SCC South Central Regional Manager to present the District Operations and Regional Manager Report. Ms. Carlson reports on some recent accomplishments, including the NRI & Shellfish Project check-ins, continuing to provide support to CDs on COVID-19 response (all districts are in Phase 2, but Phase 3 is coming soon), working with districts and providing reminders on elections and appointments, new CD staff orientations and trainings, and CAPP evaluations are underway. Ms. Carlson also reports on the Veterans Conservation Corps, an internship program much like the AmeriCorps program. Veterans
Conservation Corps is run through the VA and is housed in the counseling and wellness program, intended to help veterans make the transition from “battlemind to homemind.” Several CDs in Washington State have worked with the program, and more are beginning to do so.

Governance Subcommittee Update

Chairman Longrie welcomes back Ms. Joy to present on the next agenda item concerning the Governance Subcommittee. Ms. Joy explains that in December 2019, the SCC took action to form this committee, to draft governance policies for the Commission over the course of 2021 with regular updates to the full Commission. This is the first such update. Three Commissioners (Spaeth, Dorner, and Giglio) were appointed at the December 3, 2020 Commission Meeting. Other members include Carol Smith (SCC Executive Director), Shana Joy (SCC Regional Manager Coordinator), Alison Halpern (SCC Policy Assistant), Sarah Groth (SCC Fiscal Manager), and Jean Fike (SCC Puget Sound Regional Manager).

Initial work has included the first meeting held on February 18, 2021, the agreed upon structure for work, reviewing the outline of potential topics to include and consider addressing – informed by work with CDs, other governing boards, and Enduris, and reviewing prior policies that would fit within the framework of governance.

Commission Operations (Information)

Chairman Longrie invites Director Smith to give a brief update. Director Smith shares that the first in-person committee meeting will be held in September, contingent on the public health landscape. This meeting will be held in Grays Harbor Conservation District, hosted by Mike Nordin. Chairman Longrie adjourns the meeting at 3:01 p.m.
### Attendees
- Barbara Adkins
- Mike Baden
- Evan Bauder
- Ryan Baye
- Perry Beale
- Bill Blake
- Jennifer Boie
- Allisa Carlson
- Alan Chapman
- Larry Cochran
- Brian Cochrane
- Roylene Comes At Night
- Sherre Copeland
- Mark Craven
- Harold Crose
- Stephanie Crouch
- Aneesha Dieu
- Kate Delavan
- Jeanette Dorner
- Bill Eller
- Lori Gonzalez
- David Giglio
- Sarah Groth
- Josh Giuntoli
- Alison Halpern
- Karla Heinitz
- Laura Johnson
- Shana Joy

### Attendees (cont.)
- Levi Keesecker
- Mike Kuttel, Jr.
- Jim Kropf
- Dean Longrie
- Amy Martin
- Loren Meagher
- Jean Mendoza
- Craig Nelson
- Mike Nordin
- Zorah Oppenheimer
- Nate Pamplin
- Nicholas Peak
- Jeff Pittman
- Cindy Reed
- Doug Rushton
- Tom Salzer
- Jeff Schibel
- Shelley Scott
- Ron Shultz
- Carol Smith
- Sarah Spaeth
- Michael Tobin
- Melissa Vander Linden
- Nick Vira
- Daryl Williams
- Ryan Williams
- Ashley Wood
TO: Conservation Commission Members
Carol Smith, SCC Executive Director

FROM: Sarah Groth, Fiscal Manager

SUBJECT: Funding Approval for Fiscal Year 2022

Date of meeting

TO:
Conservation Commission Members
Carol Smith, SCC Executive Director

FROM:
Sarah Groth, Fiscal Manager

SUBJECT:
Funding Approval for Fiscal Year 2022

Action Item

Informational Item

Summary:
The state legislature has passed an operating budget, a re-appropriation capital budget and a new capital budget. SCC staff seek approval to allocate funds to districts.

Requested Action (if action item):
Approve the funding proposal proposed below with specific award amounts for the following grant programs in the attached table.

Staff Contact:
Sarah Groth

Background and Discussion:
Funding Allocation Request:

1. SCC Administration The operating budget passed by the legislature allows for administration funding to continue at the same levels as the 2019-21 biennium. As SCC staff determine best course(s) of action, SCC staff recommends continuing administration activities at the 2019-21 level with a few small adjustments to increase staff capacity in areas the Executive Director and commission staff have identified.

2. Implementation Allocation (Exhibit 1): SCC recommends funding for Implementation in accordance with the Updated Implementation Grant Allocation (approved at March 21, 2019 SCC regular business meeting) at $5,302,000 per fiscal year, an increase of approximately $1,000,000 per fiscal year due to increased CTA funding received in the 2021-2023 operating budget. This award includes the new CTA funding of $2,000,000/biennium plus the previously-named orca/salmon CTA at $1,000,000 biennium that was received in the 2019-2021 biennium. Potential funding for Pine Creek is included in the $5,302,000 per fiscal figure, however at this time they are not currently meeting the CAPP threshold to receive funding.

3. Engineering Allocation (Exhibit 1): Professional Engineering grant remain at the same level as fiscal year 2021 at $675,000 per fiscal year.
4. **Irrigation Efficiencies** (Exhibit 1): Irrigation Efficiencies - Appropriation is provided solely for technical assistance and grants to conservation districts for the purpose of implementing water conservation measures and irrigation efficiencies. SCC shall give preference in order of priority to projects located in the 16 fish critical basins, other water short basins, and basins with significant water resource and instream flow problems. Projects that are not within basins as described in this subsection are also eligible to receive funding. Conservation districts statewide are eligible for grants listed in subsection (1) of this section. A conservation district receiving funds shall manage each grant to ensure that a portion of the water saved by the water conservation measure or irrigation efficiency will be placed as a purchase or a lease in the trust water rights program to enhance instream flows. The proportion of saved water placed in the trust water rights program must be equal to the percentage of the public investment in the conservation measure or irrigation efficiency. The percentage of the public investment may not exceed eighty-five percent of the total cost of the conservation measure or irrigation efficiency. Up to $300,000 of the appropriation in this section may be allocated for the purchase and installation of flow meters that are implemented in cooperation with the WDFW fish screening program authorized under RCW 77.57.070.

5. **CREP** project development and project management/TA (Exhibit 1):
The capital budget passed by the legislature included $4,000,000 for CREP. This included proviso language for $2,000,000 for project development and project management /TA, $250,000 for targeted riparian buffer incentive project (Mount Vernon) as well as reappropriation for unspent 2019-2021 Cost Share and TA funds.
SCC staff is requesting approval of the attached table, exhibit, to provide TA funding for fiscal year 2022, Cost Share Allocations will be funded as the project requests come in.

6. **Task Orders** The operating budget allows SCC to continue funding NRCS task orders at a level slightly higher to fiscal year 2021 funding not to exceed $225,000 per fiscal year. SCC staff are working with districts and NRCS to prepare task orders to allow districts to begin work July 1, 2021. SCC staff recommend, as was the case in fiscal year 2021, SCC staff in consultation with NRCS would be authorized to approve and execute new task orders.

7. **Livestock TA** Livestock TA has been funded from the capital budget for Shellfish and NRI projects in the past. The Legislature reappropriated unspent 2019-2021 Shellfish and NRI projects, and $4,000,000 in new NRI and $3,500,000 in new funding for Shellfish. Both of these fund sources can be used to fund Livestock TA activities. In addition, the legislature appropriated $1,110,000 million of the State Toxics Control Account which can also be used for Livestock TA projects. SCC staff recommends we determine district livestock TA and fund not to exceed $1,000,000.

8. **Shellfish** The Legislature reappropriated unspent 2019-2021 Shellfish and $3,500,000 in new funding for Shellfish. SCC staff request approval to award funding in accordance with commission approved programmatic guidelines for Shellfish and any cultural resource work required per Executive Order 21-02.

9. **Natural Resource Investments** The Legislature reappropriated unspent 2019-2021 NRI and $4,000,000 in new funding for NRI. SCC staff request approval to award funding in accordance with commission approved programmatic guidelines and any cultural resource work required per Executive Order 21-02.

10. **Wildfire Recovery Funding** "One-time funding is provided for conservation district technical assistance, project cultural resources review, engineering, and cost-share grants to landowners for recovery from wildfire damage."
Procedures outlining the allocation of this funding are currently in development and we hope to be able to hit the ground running on July 1st. This is a short timeline that is necessitated, in part, by the fact that the funding was placed in the operating budget - $1.5 million each of the next two fiscal years. Projects started in the coming fiscal year must be completed by June 30, 2022. There is no time to lose.

In order to maximize flexibility to respond to wildfire recovery needs, we anticipate a rolling-allocation system similar to the methods utilized in the FY’s 16-17 when we last had dedicated funding, with a regular review and award of submitted cost-share projects and other recovery funding needs on a set and predictable timing interval. A staff committee will be designated for review and approval of funding requests, similar to other grants and funding administered by the SCC. We will track funded activities so that we can communicate accomplishments and provide for accountability of the funds. We will consult with key conservation districts that were affected by large fires in 2020 or participated in the prior wildfire funding allocation process in addition to internal staff as the procedures are finalized.

Recommended Action and Options (if action item):

Approve the funding proposal proposed below with specific award amounts for the following grant programs in the attached table.

Next Steps (if informational item):

<Text here>
<table>
<thead>
<tr>
<th>District</th>
<th>Implementation FY 22</th>
<th>Professional Engineering FY 22</th>
<th>Irrigation Efficiencies</th>
<th>CREP Project Development, Project Management/TA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asotin</td>
<td>$117,823.00</td>
<td></td>
<td>$61,134.50</td>
<td></td>
</tr>
<tr>
<td>Benton</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cascadia</td>
<td>$117,823.00</td>
<td></td>
<td>$20,000.00</td>
<td></td>
</tr>
<tr>
<td>Central Klickitat</td>
<td>$117,823.00</td>
<td>$75,000.00</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>Clallam</td>
<td>$117,823.00</td>
<td></td>
<td>$50,500.00</td>
<td>$42,750.00</td>
</tr>
<tr>
<td>Clark</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Columbia</td>
<td>$117,823.00</td>
<td>$1,750.00</td>
<td></td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Cowlitz</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern Klickitat</td>
<td>$117,823.00</td>
<td>$3,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ferry</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foster Creek</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franklin</td>
<td>$117,823.00</td>
<td></td>
<td>$75,000.00</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grays Harbor</td>
<td>$117,823.00</td>
<td>$75,000.00</td>
<td></td>
<td>$13,340.97</td>
</tr>
<tr>
<td>Jefferson</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$22,453.53</td>
</tr>
<tr>
<td>King</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$20,371.25</td>
</tr>
<tr>
<td>Kitsap</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kittitas</td>
<td>$117,823.00</td>
<td>$75,000.00</td>
<td>$13,000.00</td>
<td></td>
</tr>
<tr>
<td>Lewis</td>
<td>$117,823.00</td>
<td></td>
<td>$5,500.00</td>
<td>$86,751.00</td>
</tr>
<tr>
<td>Lincoln</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mason</td>
<td>$117,823.00</td>
<td>$75,000.00</td>
<td></td>
<td>$21,434.50</td>
</tr>
<tr>
<td>North Yakima</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$4,250.00</td>
</tr>
<tr>
<td>Okanogan</td>
<td>$117,823.00</td>
<td></td>
<td>$35,000.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Pacific</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Palouse</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$73,017.50</td>
</tr>
<tr>
<td>Pend Oreille</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pierce</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Pine Creek**</td>
<td>$117,823.00</td>
<td>$75,000.00</td>
<td></td>
<td>$40,632.00</td>
</tr>
<tr>
<td>Pomeroy</td>
<td>$117,823.00</td>
<td>$75,000.00</td>
<td></td>
<td>$13,679.50</td>
</tr>
<tr>
<td>Rock Lake</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$99,842.00</td>
</tr>
<tr>
<td>San Juan</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$55,647.00</td>
</tr>
<tr>
<td>Skagit</td>
<td>$117,823.00</td>
<td>$75,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snohomish</td>
<td>$117,823.00</td>
<td>$75,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Douglas</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Yakima</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spokane</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stevens</td>
<td>$117,823.00</td>
<td>$75,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurston</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$16,923.50</td>
</tr>
<tr>
<td>Underwood</td>
<td>$117,823.00</td>
<td></td>
<td>$15,000.00</td>
<td></td>
</tr>
<tr>
<td>Wahkiakum</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Walla Walla</td>
<td>$117,823.00</td>
<td></td>
<td>$11,000.00</td>
<td>$104,998.00</td>
</tr>
<tr>
<td>Whatcom</td>
<td>$117,823.00</td>
<td>$13,750.00</td>
<td></td>
<td>$273,250.00</td>
</tr>
<tr>
<td>Whidbey Island</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whitman</td>
<td>$117,823.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$5,184,212.00</td>
<td>$675,000.00</td>
<td>$179,750.00</td>
<td>$999,881.92</td>
</tr>
</tbody>
</table>

**The Pine Creek Conservation District is not currently meeting the CAPP Accountability requirements threshold to be eligible for SCC funding.**
TO: Conservation Commission Members
Carol Smith, SCC Executive Director

FROM: Sarah Groth, Fiscal Manager
Shana Joy, Regional Manager Coordinator

SUBJECT: Approval of Proposed Changes to Grant and Contract Procedure Manual
Effective July 1, 2021

Action Item

Informational Item

Summary:
At the January 2021 meeting commission members gave their approval for SCC staff to send the draft manual out to conservation districts for the 45 day comment period.

SCC staff are reporting the comments received and are requesting approval of the proposed changes. We have included the full manual, along with a summary of changes and comments received for your consideration.

Requested Action (if action item):
Approve the proposed changes to the Grant and Contract Procedure Manual for use by districts, effective July 1, 2021.

Staff Contact:
Sarah Groth or Shana Joy

Background and Discussion:

Recommended Action and Options (if action item):
Approve the proposed changes to the Grant and Contract Procedure Manual for use by districts, effective July 1, 2021.

Next Steps (if informational item):
Grant and Contract Procedure Manual  
Details of Proposed Changes Effective July 1, 2021

**General Changes:** The regional manager and finance team worked together to address, define, and clarify the content in the manual. Many corrections were made for grammatical construction or word flow and other general changes were intended to enhance consistency of formatting and terminology. The manual also updated general terminology in the cost share section providing clarification on terms such as cooperator, landowner and operator. The committee reworked many sections to include links to information to provide further clarity on policies. At the end of the manual we will also insert a page with a link to all our forms and other district resources to have them organized all in one place for ease of use.

During the 45 day comment period we received four responses. Two from district employees, one district manager and one SCC staff member.

**Specific Changes:**

<table>
<thead>
<tr>
<th>Page Number</th>
<th>Section</th>
<th>Change</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>2: Grants and Contracts</td>
<td>Updated the language the Debarment and Suspension section.</td>
<td>SAO updated their guidance on the topic.</td>
</tr>
<tr>
<td>15</td>
<td>3: Compliance</td>
<td>Updated the language regarding the vouchering requirements.</td>
<td>We wanted to provide further guidance and clarification to the requirements of monthly vouchering including for grants that cross fiscal years to be in compliance with OFM’s policies.</td>
</tr>
<tr>
<td>19</td>
<td>3: Compliance</td>
<td>We removed the bulk of the CAPP section and provided a brief, high level summary of CAPP and refers the reader to view the requirements in full on our website.</td>
<td>This ensures the districts are getting the most current version of the CAPP requirements in order to capture any changes made throughout the biennium.</td>
</tr>
</tbody>
</table>

**Change that will be added pending SCC action:**

- Electronic signatures: If SCC adopts an electric signature policy we will add a section in the manual to allow this method as an approved signatory method. This policy is still under development.
Date of meeting

TO: Conservation Commission Members
Carol Smith, SCC Executive Director

FROM: Sarah Groth, Fiscal Manager

SUBJECT: 2022 Supplemental Budget Topics

Action Item [X]
Informational Item [ ]

Summary:
<Text here>

Requested Action (if action item):

Approve supplemental budget topics listed below for further development by SCC staff for possible submittal for the 20221 supplemental budget.

Staff Contact:
Sarah Groth

Background and Discussion:
Commission staff, working with WACD, conservation districts, and agency partners, will continue to develop these concepts (as approved by the Commission) into the required format with additional detail. They will be presented to the Commission at a subsequent meeting for final approval to submit to OFM by the deadline.

With the release of our 2021-2023 Operating & Capital Budget, we are exploring topics which funding received did not meet the level of funding needed. The topics are listed below under the following categories of Capital and Operating.

Capital

FarmPAI
At the January 2021 Conservation Commission meeting, the Commission passed a motion supporting the development of the Farmland Protection and Affordability Investment (FarmPAI) program. The motion requested Director Smith communicates agency support for the program to the proposed implementing agency, the State Housing Finance Commission. The letter of support from Director Smith to the State Housing Finance Commission was transmitted on March 31, 2021.
FarmPAI fills a critical gap in the available tools for farmland protection by providing access to low-interest loans for fee simple land acquisition when high-priority agricultural land faces imminent risk of development. The program would help facilitate land access to underrepresented producers including young and beginning farmers, people of color, and veterans. If approved, the loan funding would be made available by the State Housing Finance Commission. However, FarmPAI’s success requires ready sources of conservation easement funding to permanently protect the land and make it affordable for the next generation farmer. The SCC’s agricultural conservation easement program is a strategic complement to FarmPAI in alignment with the Office of Farmland Preservation statutory goals (RCW 89.10.010). The SCC is still developing the amount of funding needed for the easement account (89.08.540).

Operating

Conservation Equity and Engagement

1. Secure a contract for an equity assessment of the SCC, including programs and services, to identify opportunities. This will enable us to better assess and deliver our statutory duty to meet the “pressing need for the conservation of renewable resources in all areas of the state, whether urban, suburban, or rural” and ensure that “the benefits of resource practices, programs, and projects, as carried out by the state conservation commission and by the conservation districts, should be available to all such areas.”1 The assessment will help us identify and overcome potential unintended barriers that impact our ability to fulfill this duty.

2. Support conservation districts seeking more capacity to reach communities who are under-resourced. CDs would be eligible to submit proposals to a new small grant program to fund efforts including, but not limited to: translating materials into other languages and/or for the visually or hearing-impaired; improving web/electronic accessibility; providing access to DEI trainings (e.g. state required foundational trainings); taking cultural competency trainings (e.g., Veterans Cultural Competency Training, Government-to-Government/State-Tribal Relations); or partnership-building/outreach (e.g., efforts to engage/serve beginning and underrepresented farmers).

If these needs aren’t funded, some areas and communities of our state may experience barriers that impede full participation in and availability to our voluntary conservation work and its benefits. For example, 12.9 percent of people in Washington (942K) live with some form of disability, including impairments to vision, hearing, and/or mobility2; around 10 percent (735,000) lack internet connection in their homes3; 10.3 percent (751K) live below the poverty line4; 8.9 percent (649K) are veterans5; and nearly 20 percent (1.5M) speak a non-English language.6 Washington also is home to 29 federally recognized tribes who are a key partner in natural resource conservation. We need a more comprehensive and informed engagement strategy to truly make our services available to all.

1 https://app.leg.wa.gov/RCW/default.aspx?cite=89.08.010
3 https://crosscut.com/2020/05/pandemic-shows-why-washington-needs-universal-internet-access
5 https://www.thecentersquare.com/washington/washington-veterans-make-up-8-9-of-state-s-population-study-finds/article_f354091c-e818-11ea-b28c-d3833ec2b53e.html
6 https://www.cha.wa.gov/demographics-washington-state#:~:text=The%20population%20of%20Washington%20is,and%2092.6%25%20are%20U.S.%20citizens
**Sustainable Farms and Fields**

The bill for the Sustainable Farms and Fields program passed last year with strong bipartisan support and overwhelming enthusiasm and interest by both the agricultural and environmental communities. Unfortunately, the COVID outbreak and the economic uncertainty that followed meant that we did not request funding for this upcoming biennium. We have been working with our climate/agricultural advocacy partners, WACD/NACD, and NRCS to explore federal funding opportunities and private-public partnerships to jumpstart SFF, and we would also like to submit a supplemental budget request as potential funding source. Climate change mitigation is a top priority at the federal and state level, and farmers are eagerly waiting for the program to begin so they can implement climate-smart practices as quickly as possible.

**Recommended Action and Options (if action item):**

Approve supplemental budget topics for further development by SCC staff for possible submittal for the 2021 supplemental budget.

**Next Steps (if informational item):**

<Text here>
Summary:
Each year the SCC requests approval to enter into a contract with WACD for contract work on tasks identified by SCC Executive Director and SCC leadership.

Requested Action (if action item):
Approve the request for SCC Executive Director Carol Smith to work with WACD Executive Director Tom Salzer to develop and enter into a contract up to $65,000 per fiscal year. The tasks would include support for the annual meeting in December, preparation for fly-in meeting in concert with NACD and supervisor development and other smaller tasks as identified.

Staff Contact:
Sarah Groth, Fiscal Manager

Background and Discussion:

Recommended Action and Options (if action item):
Approve the request for SCC Executive Director Carol Smith to work with WACD Executive Director Tom Salzer to develop and enter into a contract up to $65,000 per fiscal year.

Next Steps (if informational item):
May 20, 2021

TO: Conservation Commission Members
    Carol Smith, SCC Executive Director

FROM: Alicia McClendon, Administrative Assistant
      Lori Gonzalez, Executive Assistant

SUBJECT: Conservation District Appointed Supervisor Applications

---

Action Item ☒

Informational Item ☐

---

Background and Summary:

During the current appointment cycle, the State Conservation Commission (SCC) received a total of 49 appointed conservation district supervisor applications to fill full-term positions across the state, including one mid-term position. All applications for these appointments were due into the Commission by March 31, 2021.

Of the 49 applications that were received, staff identified 21 applications from eight conservation districts needing a more comprehensive review. The review consists of interviewing individual candidates for situations where there is a competition for an appointed position as well as when there is one candidate that is new to serving as a supervisor. For situations where there is only the incumbent applying for re-appointment, the incumbent will remain in their position.

This year, 21 individual interviews were conducted with the area commission member, another available commission member, and one regional manager. A revised list of interview questions was also developed for consistency.

Requested Action (if action item):

The elected area commission members representing the west, central and east regions will make their recommendations to appoint individuals to the conservation district board of supervisors for SCC approval at the May 20, 2021 meeting.

Note: To protect the personal information on the applications received, applications are not included in the public meeting packet; only the names of the applicants are provided in the listings below. All members were sent full applications for review ahead of time.
<table>
<thead>
<tr>
<th>Conservation District</th>
<th>Incumbent</th>
<th>Name of Applicant(s)</th>
<th>Regional Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clallam</td>
<td>Bennett Smith</td>
<td>1. Bennett Smith</td>
<td>Jean Fike</td>
</tr>
<tr>
<td>Grays Harbor</td>
<td>Elizabeth Zaborac</td>
<td>1. Elizabeth Zaborac</td>
<td>Josh Giuntoli</td>
</tr>
<tr>
<td>Jefferson County</td>
<td>Janet Aubin</td>
<td>1. Janet Aubin</td>
<td>Jean Fike</td>
</tr>
<tr>
<td>Kitsap</td>
<td>Frank Varley</td>
<td>1. David Vliet; 2. Roderick Camarce</td>
<td>Jean Fike</td>
</tr>
<tr>
<td>Lewis</td>
<td>David Fenn</td>
<td>1. David Fenn; 2. William (Bill) Teitzel</td>
<td>Josh Giuntoli</td>
</tr>
<tr>
<td>Pierce</td>
<td>Scott Gruber</td>
<td>1. Amy Moreno-Sills; 2. Bruce Lachney; 3. William (Bill) Schiller</td>
<td>Jean Fike</td>
</tr>
<tr>
<td>San Juan Islands</td>
<td>Vicki Heater</td>
<td>1. Vicki Heater</td>
<td>Jean Fike</td>
</tr>
<tr>
<td>Snohomish</td>
<td>Marni Swart</td>
<td>1. Marni Swart</td>
<td>Jean Fike</td>
</tr>
<tr>
<td>Thurston</td>
<td>Doug Rushton</td>
<td>1. Doug Rushton; 2. Wayne Dixon</td>
<td>Jean Fike</td>
</tr>
<tr>
<td>Whatcom</td>
<td>Larry Davis</td>
<td>1. Allison Roberts; 2. Fred Berman; 3. Michael Bozzo</td>
<td>Jean Fike</td>
</tr>
<tr>
<td>Whidbey Island</td>
<td>David Edwards</td>
<td>1. David Edwards</td>
<td>Jean Fike</td>
</tr>
</tbody>
</table>
### May 2021 Appointment Applications – Central Region

#### Commissioner Crose

<table>
<thead>
<tr>
<th>Conservation District</th>
<th>Incumbent</th>
<th>Name of Applicant(s)</th>
<th>Regional Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>Gary Cook</td>
<td>1. Gary Cook</td>
<td>Mike Baden</td>
</tr>
<tr>
<td>Benton</td>
<td>Jack Clark</td>
<td>1. Jack Clark</td>
<td>Allisa Carlson</td>
</tr>
<tr>
<td>Cascadia (<em>Full-Term</em>)</td>
<td>Amy Bridges</td>
<td>1. Amy Bridges</td>
<td>Mike Baden</td>
</tr>
<tr>
<td>Cascadia (<em>Mid-Term</em>)</td>
<td>Vacant</td>
<td>1. Kurt Hosman</td>
<td>Mike Baden</td>
</tr>
<tr>
<td>Central Klickitat</td>
<td>Stephen Cunningham</td>
<td>1. Stephen Cunningham</td>
<td>Allisa Carlson</td>
</tr>
<tr>
<td>*Clark</td>
<td>Dean Longrie</td>
<td>1. Dean Longrie</td>
<td>Josh Giuntoli</td>
</tr>
<tr>
<td>Eastern Klickitat</td>
<td>Peter Mercer</td>
<td>1. Peter Mercer</td>
<td>Allisa Carlson</td>
</tr>
<tr>
<td>Foster Creek</td>
<td>John McLean</td>
<td>1. John McLean</td>
<td>Mike Baden</td>
</tr>
<tr>
<td>Franklin</td>
<td>Brad Bailie</td>
<td>1. Brad Bailie</td>
<td>Allisa Carlson</td>
</tr>
<tr>
<td>North Yakima</td>
<td>Gail Thornton</td>
<td>1. Gail Thornton</td>
<td>Allisa Carlson</td>
</tr>
<tr>
<td>South Douglas</td>
<td>Joe Sprauer</td>
<td>1. Joe Sprauer</td>
<td>Mike Baden</td>
</tr>
<tr>
<td>South Yakima</td>
<td>Ky Shinn</td>
<td>1. Ky Shinn</td>
<td>Allisa Carlson</td>
</tr>
<tr>
<td>Underwood</td>
<td>Barbara Bailey</td>
<td>1. Barbara Bailey</td>
<td>Josh Giuntoli</td>
</tr>
</tbody>
</table>

*Commissioner Crose has vetted the Clark Conservation District reappointment application for Dean Longrie and will provide a recommendation to board members at the May meeting.*
**Commissioner Cochran**

*Commissioner Cochran has vetted the King Conservation District appointment applications for Commissioner Longrie and will provide a recommendation to board members for their consideration at the May meeting.*

<table>
<thead>
<tr>
<th>Conservation District</th>
<th>Incumbent</th>
<th>Name of Applicant(s)</th>
<th>Regional Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asotin County</td>
<td>Jason Schlee</td>
<td>1. Jason Schlee</td>
<td>Shana Joy</td>
</tr>
<tr>
<td>Columbia</td>
<td>Cody Chapman</td>
<td>1. Cody Chapman</td>
<td>Shana Joy</td>
</tr>
<tr>
<td>Ferry</td>
<td>James Rochelle</td>
<td>1. James Rochelle</td>
<td>Mike Baden</td>
</tr>
<tr>
<td>Lincoln County</td>
<td>Jeff Schibel</td>
<td>1. Jeff Schibel</td>
<td>Mike Baden</td>
</tr>
<tr>
<td>Palouse</td>
<td>Chris Heitstuman</td>
<td>1. Chris Heitstuman</td>
<td>Shana Joy</td>
</tr>
<tr>
<td>Palouse Rock Lake</td>
<td>David Johnson</td>
<td>1. David Johnson</td>
<td>Shana Joy</td>
</tr>
<tr>
<td>Pend Oreille</td>
<td>Randall Leestma</td>
<td>1. Randall Leestma</td>
<td>Mike Baden</td>
</tr>
<tr>
<td>Pomeroy</td>
<td>Michael Hastings</td>
<td>1. Michael Hastings</td>
<td>Shana Joy</td>
</tr>
<tr>
<td>Stevens County</td>
<td>Tom McKern</td>
<td>1. Tom McKern</td>
<td>Mike Baden</td>
</tr>
<tr>
<td>Walla Walla County</td>
<td>Edward Chvatal, Jr.</td>
<td>1. Annie Byerley</td>
<td>Allisa Carlson</td>
</tr>
<tr>
<td>Whitman</td>
<td>Bryan Jones</td>
<td>1. Bryan Jones</td>
<td>Shana Joy</td>
</tr>
</tbody>
</table>
May 20, 2021

TO: Conservation Commission Members
    Carol Smith, SCC Executive Director

FROM: Bill Eller, WSCC Elections Officer

SUBJECT: 2021 Conservation District Elections

Summary:

Staff recommends the Commission certify and announce the official winners of 43 of the 45 conservation district elections. None of these districts had any issues of significant noncompliance with WAC Title 135-110 and the election procedures published for this cycle. Two districts, Cascadia and Palouse, are already working on new elections, after the action the Commission took at its March 18, 2021 meeting.

Requested Action (if action item):

That the Commission certifies and announces the official winners of 43 of 45 conservation district elections, as listed in the table below entitled: Conservation District Election Results.

Staff Contact:

Bill Eller, WSCC Elections Officer  beller@scc.wa.gov  (509) 385-7512
Ron Shultz, WSCC Policy Director  rshultz@scc.wa.gov  (360) 790-5994
None of the 43 districts had any issues of significant noncompliance with WAC Title 135-110 and the election procedures published for this cycle that rose to the level warranting non-certification of the election.

District staff responsible for elections did a great job in solving most issues related to election rules and policy compliance; adjusting to the changes to the election WAC that the Commission made in September 2020, and dealing with the ongoing COVID-19 pandemic. Virtually all the issues that did arise were resolved before they became irreversible or otherwise affected the election process.

Compliance with election rules and policies seems to have held steady this year, but the increasing politicization of the conservation district election process, use of technology (internet ballot requests) and more active campaigning by candidates continues to put pressure on our election system. While providing election forms and most other materials electronically has created some efficiencies, processing and interpreting the election data and conducting election investigations continues to take substantial Commission staff time and resources.

In general, issues encountered by conservation district staff and Commission staff in the holding, processing, and administration of elections generally fell into these categories:

- **Pre-election activities**
  - Notice of election
  - Election location
  - Candidate filing
  - Requesting ballots
  - Candidate statements
  - Emergencies and how to handle them

- **During the election and Election Day**
  - Campaigning
  - Requesting ballots
  - Poll-sites during a pandemic

- **The election process**
  - Candidate eligibility
  - Voter eligibility

- **Voting and ballots**
  - Ballots generally
  - Ballot handling
Fulfilling ballot requests
Mail-in elections

Two unique events affected elections this year:

1. **The WAC changes adopted at the September 2020 Commission meeting.** There were many substantive and procedural changes the Commission made to election processes and procedures last year, for the first time since the WAC was adopted in 2010. Conservation district staff had to adjust to those changes in a short amount of time. The largest change was eliminating the requirement to cancel the election if just the incumbent ran. This meant that all 45 districts had to conduct elections this year. As a result, some districts conducted an election for the first time in several years.

2. **The COVID-19 virus and social distancing directives impacted all conservation district elections.** Most districts chose to conduct mail-in only elections in response. This was a change for most districts as they usually conduct poll-site elections. All districts used social distancing and other COVID-19 protocols to ensure the integrity and viability of their election.

Preparation for the 2020-2021 election cycle included:

- **October 2, 2020 Elections Webinar.** Commission staff presented an election webinar to districts highlighting areas for improvement based on last years’ election cycle, outlining election forms and manual changes, and reminding districts of important timelines and election procedures.

- **New this year! Election Officer Q and A Forums.** From October 2020 through March 2021, the Commission’s election officer conducted twelve bi-monthly, hour-long, question and answer forums for any conservation district, on any issue. Many district staff took advantage of these sessions to get questions answered and to seek out best practices from the Commission and other conservation districts.

- **Fall 2020 Elections Outreach.** Commission staff made a concerted effort during the fall of 2020 to communicate with districts the intricacies of the election cycle, timelines, deadlines, and procedures.

- **Monthly Election Information.** Commission staff created reminders and informational statements that were provided each month from September through April to anyone subscribing to the Commission’s Elections and Appointments listserv through the Commission’s GovDelivery system.
- **Election Boot-Camp.** The Commission election officer offered election “boot-camps” were held to introduce new district and Commission staff to the election and appointment procedures.

**District Election Summary:**

All conservation districts held elections this year. As previously noted, two districts (Cascadia and Palouse) had errors occur during their election that necessitated the non-certification of their elections at the March 18, 2021 Commission meeting. As a result, 43 elections were held without any errors that would cause the non-certification of their election.
<table>
<thead>
<tr>
<th></th>
<th>CD</th>
<th>ELECTION TYPE*</th>
<th>NUMBER OF CANDIDATES</th>
<th>ELECTION WINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>W</td>
<td>2</td>
<td></td>
<td>Branden R Spencer</td>
</tr>
<tr>
<td>Asotin County</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Rodney B Hostetler</td>
</tr>
<tr>
<td>Benton</td>
<td>W</td>
<td>0</td>
<td>[NONE]</td>
<td>[NONE]</td>
</tr>
<tr>
<td>Cascadia</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Klickitat</td>
<td>C</td>
<td>1</td>
<td></td>
<td>William Murwin Albert Bowdish</td>
</tr>
<tr>
<td>Clallam</td>
<td>C</td>
<td>3</td>
<td></td>
<td>Lori E DeLorm</td>
</tr>
<tr>
<td>Clark</td>
<td>W</td>
<td>1</td>
<td></td>
<td>Gerald (Jerry) R Kolke</td>
</tr>
<tr>
<td>Columbia</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Tye NA Knebel</td>
</tr>
<tr>
<td>Cowlitz</td>
<td>C</td>
<td>1</td>
<td></td>
<td>James Mallett</td>
</tr>
<tr>
<td>Eastern Klickitat</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Stephen Nels Matsen</td>
</tr>
<tr>
<td>Ferry</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Charlotte N/A Coombes</td>
</tr>
<tr>
<td>Foster Creek</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Lee G Hemmer</td>
</tr>
<tr>
<td>Franklin</td>
<td>W</td>
<td>1</td>
<td></td>
<td>Brian F Cochrane</td>
</tr>
<tr>
<td>Grant</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Dave A. Stadelman</td>
</tr>
<tr>
<td>Grays Harbor</td>
<td>W</td>
<td>1</td>
<td></td>
<td>Kyle Deerkop</td>
</tr>
<tr>
<td>Jefferson County</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Elijah N/A Christian</td>
</tr>
<tr>
<td>King</td>
<td>C</td>
<td>9</td>
<td></td>
<td>Brittney Bush Bollay</td>
</tr>
<tr>
<td>Kitsap</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Albert n/a Allpress</td>
</tr>
<tr>
<td>Kittitas County</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Jeff N/A Brunson</td>
</tr>
<tr>
<td>Lewis County</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Christian L. Aldrich</td>
</tr>
<tr>
<td>Lincoln County</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Josh James Sherwood</td>
</tr>
<tr>
<td>Mason</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Andrea B Miller</td>
</tr>
<tr>
<td>North Yakima</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Dustin Melius</td>
</tr>
<tr>
<td>Okanogan</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Albert N/A Roberts</td>
</tr>
<tr>
<td>Pacific</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Brian N/A Sheldon</td>
</tr>
<tr>
<td>Palouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rock Lake</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Christopher N/A Crider</td>
</tr>
<tr>
<td>Pend Oreille</td>
<td>C</td>
<td>2</td>
<td></td>
<td>Michael L. Mumford</td>
</tr>
<tr>
<td>Pierce</td>
<td>C</td>
<td>2</td>
<td></td>
<td>Jeanette N/A Dorner</td>
</tr>
<tr>
<td>Pine Creek</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Robert n/a Marsh</td>
</tr>
<tr>
<td>Pomeroy</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Scott Lewis Williams</td>
</tr>
<tr>
<td>San Juan Islands</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Angie Freeman-Shepard</td>
</tr>
<tr>
<td>Skagit</td>
<td>C</td>
<td>1</td>
<td></td>
<td>David Grant Malsed</td>
</tr>
<tr>
<td>Snohomish</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Elizabeth (Libby) N/A Reed</td>
</tr>
<tr>
<td>South Douglas</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Carolyn Kelly</td>
</tr>
<tr>
<td>South Yakima</td>
<td>C</td>
<td>1</td>
<td></td>
<td>Jeff Geertsma</td>
</tr>
<tr>
<td>CD</td>
<td>ELECTION TYPE*</td>
<td>NUMBER OF CANDIDATES</td>
<td>First Name</td>
<td>Middle Name</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Spokane</td>
<td>C</td>
<td>2</td>
<td>Wendy</td>
<td>C.</td>
</tr>
<tr>
<td>Stevens County</td>
<td>C</td>
<td>1</td>
<td>Jonathan</td>
<td>N/A</td>
</tr>
<tr>
<td>Thurston</td>
<td>C</td>
<td>1</td>
<td>Helen</td>
<td></td>
</tr>
<tr>
<td>Underwood</td>
<td>C</td>
<td>1</td>
<td>Rachel</td>
<td>N/A</td>
</tr>
<tr>
<td>Wahkiakum</td>
<td>C</td>
<td>1</td>
<td>Tony</td>
<td>UK</td>
</tr>
<tr>
<td>Walla Walla County</td>
<td>C</td>
<td>1</td>
<td>Alyson</td>
<td>Pauline</td>
</tr>
<tr>
<td>Whatcom</td>
<td>C</td>
<td>2</td>
<td>Alan</td>
<td>B</td>
</tr>
<tr>
<td>Whidbey Island</td>
<td>C</td>
<td>1</td>
<td>Jennifer</td>
<td>Garber</td>
</tr>
<tr>
<td>Whitman</td>
<td>C</td>
<td>1</td>
<td>Gary</td>
<td>John</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>38</td>
<td>57</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"W" = Write-in only; "C" = At least one candidate's name pre-printed on the ballot

Cascadia and Palouse CDs are re-doing their elections after non-certification by the SCC on March 18, 2021
May 20, 2021

TO: Conservation Commission Members
Carol Smith, SCC Executive Director

FROM: Bill Eller, WSCC Elections Officer

SUBJECT: Updates to the CD Election Guide as a result of COVID-19

Summary:
Commission staff propose two changes (amended sample notices and sample election resolutions) to the Conservation District (CD) Election and Appointment Guide (Guide) to assist CDs in their elections. Both changes came about as a result the COVID-19 pandemic. Staff propose the changes be made available to CDs as per the Commission’s “Policy on Policies.” Staff would prepare a summary of the comments and present those and the final draft of the Guide for adoption at the next regularly scheduled Commission meeting.

Requested Action (if action item):
The Commission makes the draft, updated Guide updates available to the CDs for comment, as per the Commission’s “Policy on Policies.”

Staff Contact:
Bill Eller, WSCC Elections Officer  beller@scc.wa.gov  (509) 385-7512
Ron Shultz, WSCC Policy Director  rshultz@scc.wa.gov  (360) 790-5994

Background and Discussion:
The COVID-19 pandemic social distancing protocols resulted in a number of conservation districts holding their annual election by mail-in ballot only. Previous versions of the Guide had public notices and sample election resolutions that were not specific to mail-in only elections.
Commission staff separated out poll-site elections from mail-in elections, and created sample notices and resolutions for each. Those sample notices and resolutions have been added to a draft *Guide* and now need to be made available to the CDs for their comment, as per the Commission’s "Policy on Policies."

After comments are received for the next 45 days, Commission staff will analyze those comments for possible changes to the draft, and then summarize those comments and provide the final version of the *Guide* back to the Commission for adoption at the next regular Commission meeting, and in time for use during the next election cycle.

The proposed changes can be found in the draft *Guide*, attached.

**Recommended Action and Options (if action item):**

The Commission makes the draft, updated Guide updates available to the CDs for comment, as per the Commission’s “Policy on Policies.”
Election and Appointment Guide

- General Requirements: 3
- Election Duties: 5
- Appointment: 10
- Appendices and Checklists: 12
In Washington, conservation districts hold a unique position in the conservation of our natural resources. They serve as the local contact for landowners, farmers, and ranchers as they seek to conserve our natural resources.

Conservation districts are governed by a board of supervisors, three of whom are elected and two of whom are appointed by the Conservation Commission. Conservation districts function best when they are filled with elected and appointed board members who care about and are involved in the conservation of natural resources.

When created in 1939, conservation districts in Washington State were given the ability to conduct their own elections by the Washington State Legislature, and that process continues to this day. The Conservation Commission is required to set conservation district election policies and procedures to promote fair and open elections.

This publication explains the election law relating to the election and appointment for the office of conservation district supervisor. Please note, this publication is not a substitute for the statutes and regulations governing this process but rather should be read in conjunction with them.

If you have questions or need additional information, please contact the Commission’s Election Officer.

We will be happy to assist you.

Carol Smith
Executive Director
Washington State Conservation Commission

Washington State Conservation Commission 300 Desmond Drive SE
Lacey, WA 989502
PO Box 47721
Olympia, Washington 98504-7721

Phone: (360) 407-6200
Fax: (360) 407-6215
Email: elections@scc.wa.gov
Website: Washington State Conservation Commission Elections

Alternate document formats are available upon request.

Guide may be subject to change. Washington State Codes are currently under review.
Purpose

These procedures exist to assist conservation districts and conservation district supervisors in the election, appointment, and replacement of supervisors in the State of Washington, and to assure fair treatment of all parties involved in such proceedings, and to provide guidance for compliance with the Washington Administrative Code (WAC), Chapter 135-110. Not all requirements for election compliance are addressed in this Guide. CDs are directed to the WAC Chapter 135-110, forms, and other materials available on the Commission’s web page¹ to ensure full compliance with election policy and procedures.

Authority


The Commission is tasked³ to appoint two supervisors who are qualified by training and experience to serve as conservation district supervisors. Conservation district supervisors are required⁴ to conduct conservation district elections annually. Such elections must comply with these procedures.

If any provision in these procedures or its application to any person or circumstance is held invalid, the remainder of these procedures or the application of the provision to other persons or circumstances is not affected. In circumstances where these rules and/or procedures are silent or in conflict, the Commission will look to general election law⁵ rules and procedures for guidance.

Failure to comply with these procedures

Failure to meet the requirements of these procedures may affect a conservation district’s status on the Conservation Accountability and Performance Program. If the Commission chooses not to certify an election, the conservation district must seek judicial review of the election in Superior Court.

For appointment applications found to be significantly noncompliant, the conservation district or applicant must correct all deficiencies on the application. The applicant and conservation district must comply with these procedures before the Commission will act on an application for appointment to the position of conservation district supervisor.

General requirements

Each year, either during the last quarter of the calendar year preceding an election or immediately in January or February of the year in which the election will be held, each conservation district Board of Supervisors must adopt a resolution setting an election date within the first quarter of the year in which the election will be held.⁶ The date the Board of Supervisors chooses to hold the election will determine when the resolution must be adopted.⁷ Each conservation district Board of Supervisors must also appoint one election supervisor to organize, coordinate, and perform functions required of the conservation district in the election and appointment of conservation district supervisors.⁸ This information, plus a list of conservation district supervisor positions expiring in the year of the election, published and must be posted conspicuously in the conservation district office.

Due notice in print media, as defined in WAC 135-110-110, must be provided for every full-term conservation district election and every full-term conservation district appointment process.⁹ Notices for both processes may be combined if the conservation district so chooses. Conservation districts are strongly encouraged to exceed the minimum due notice requirements to reach the maximum number of potential candidates and voters.

For poll site elections, the conservation district Board of Supervisors must specify the location(s) for polling and the hours in which polling will occur.¹⁰ Every poll site must be open for at least four consecutive hours at a time convenient for voters.¹¹ Every poll site must have at least two polling officers present during the hours the polls are open.¹² Polling places selected must have sufficient parking to accommodate the

¹ [https://scc.wa.gov/cd/elections-administrators](https://scc.wa.gov/cd/elections-administrators)
² RCW 89.08.190
³ RCW 89.08.160
⁴ RCW 89.08.190
⁵ RCW Chapter 29A
⁶ WAC 135-110-210
⁷ WAC 135-110-220
⁸ WAC 135-110-230
⁹ WAC 135-110-110 and WAC 135-110-220
¹⁰ WAC 135-110-210 (2) (b)
¹¹ WAC 135-110-240 (2)
¹² Ibid. and WAC 135-110-620
expected number of voters and must be accessible to voters.\textsuperscript{13}
If the election will be held only by mail, the date set by the conservation district is the end date for receiving ballots from voters, and the location will be where ballots are counted. Included in the notice is the deadline (the day, time, and where the ballots need to be mailed to) for ballots to be returned by mail.

Every candidate in a conservation district election must be a qualified district elector.\textsuperscript{14} A qualified district elector is a registered voter residing within the boundary of the conservation district where the candidate wishes to serve. In addition, some positions may be required to own land or operate a farm to be eligible.\textsuperscript{15}

The filing deadline for candidates is four weeks before Election Day, unless, by formal action, the conservation district supervisors choose a filing deadline greater than four weeks before Election Day.\textsuperscript{16}

All ballots or computer voting records must be retained by the conservation district for twelve months after the election has been certified, at which time they may be destroyed, unless the election has not been certified by the Commission or the election has been challenged.\textsuperscript{17} Conservation Districts must retain the original version of all election forms until ballots may be discarded.\textsuperscript{18}

Elections are final when certified and the official results are announced by the Commission in May of each year or later as deemed necessary by the Commission.\textsuperscript{19} A supervisor-elect takes office and can begin official duties as a board supervisor when the election is final, which is after the May Commission meeting.\textsuperscript{20}

\textsuperscript{13} WAC 135-110-250 and WAC 135-110-580
\textsuperscript{14} WAC 135-110-300
\textsuperscript{15} WAC 135-110-310
\textsuperscript{16} WAC 135-110-330
\textsuperscript{17} WAC 135-110-140
\textsuperscript{18} WAC 135-110-130
\textsuperscript{19} WAC 135-110-770
\textsuperscript{20} Ibid. and RCW 89.08.190. Read together, the RCW and WAC are linked. The phrase “following the election” in the RCW is linked to the initial phrase “the commission shall establish procedures for elections...” which is linked to the meaning of “final” for election purposes in WAC 135-110-770(1). Elections are final when they are certified by the Commission and the official results are announced by the Commission in May of each year or later as deemed necessary. Therefore, a supervisor-elect takes office and can begin official duties as board supervisor when the election is final, which is after the May Commission meeting.
Information standards

Notice of the Adopted Election Resolution (NAER)
The information in the NAER must be published twice, at least six days between each publishing, no later than seven days after the hearing at which the NAER is adopted. The purpose of the NAER is to inform the public, voters and potential candidates of the date, time, place and manner of the election. Certain information must be provided by the CD in the NAER. The information in the adopted election resolution must be provided to the Commission no later than the candidate filing deadline.

Candidate required information
Specific information must be submitted by each candidate to the conservation district.

Eligibility determination
The election supervisor must verify the eligibility of each person who submits candidate required information.

Poll list
Conservation districts use poll lists and voters must provide certain information so that the polling officer can determine voter eligibility. For each voter, a polling officer must determine whether the voter is eligible to vote, and if eligibility is contested, each such determination must be initialed by the polling officer.

Ballot results report
Polling officers and the election supervisor must record ballot results for each polling location. Conservation districts and polling officers must record certain information in the ballot results report.

Required information
Conservation districts must provide the information described in the previous section to the Commission. Conservation districts must use electronic or paper forms provided by the Commission.

Due dates
Conservation Districts must submit EF1 no later than the candidate filing deadline.

Information sufficient for the Commission to certify and announce a conservation district election is due to the Commission no later than fourteen days following the conservation district’s last published election date. This is done by submitting EF2. The conservation district retains all original documents. Other due dates are set out in Table 1.

<table>
<thead>
<tr>
<th>Name of Election Form</th>
<th>Due to CD from candidate</th>
<th>Reported Electronically to Commission from CD</th>
</tr>
</thead>
<tbody>
<tr>
<td>EF1 - CD Election Information</td>
<td>N/A</td>
<td>No later than the candidate filing deadline</td>
</tr>
<tr>
<td>PF-A - Candidate Required Information (one form per candidate)</td>
<td>At candidate filing deadline</td>
<td>N/A (information included in EF2 below)</td>
</tr>
<tr>
<td>EF2 - Election Report</td>
<td>N/A</td>
<td>No later than 14 days after Election Day</td>
</tr>
<tr>
<td>PF-C - Poll list (all pages)</td>
<td>N/A</td>
<td>N/A (poll lists are to be kept by the CD and made available upon request of the Commission)</td>
</tr>
<tr>
<td>PF-D - Ballots: As many ballots as needed, to be printed by the CD</td>
<td>N/A</td>
<td>N/A (ballots to be kept by the CD and made available upon request of the Commission)</td>
</tr>
<tr>
<td>Election Feedback Form</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

21 A complete list is in WAC 135-110-210 (2)
22 WAC 135-110-210 (3). This is accomplished by filing out form EF1 - CD Election Information, available on the Commission’s elections web page at https://scc.wa.gov/cd/elections-administrators
23 WAC 135-110-320. The form provided for this purpose is Form PF-A.
24 Ibid. See Checklist 1: Verification and Eligibility for the Office of Elected Supervisor
25 WAC 135-110-550. The form provided for this purpose is PF-C.
26 A complete list is in WAC 135-110-550
27 WAC 135-110-460 and WAC 135-110-610
28 WAC 135-110-750. Please use Checklist 2: Ballot Results
29 Ibid.
30 If more time is needed, the election supervisor should contact the Commission.
Conservation district duties

Conservation districts are strongly encouraged to exceed the minimum due notice requirements so that interested parties may be informed of the opportunity to serve as a conservation district supervisor.

Each conservation district must appoint an election supervisor. For each candidate, the election supervisor must verify that specific eligibility requirements have been met. Such determinations must be made separately for each candidate. A county auditor or the Commission may assist a conservation district in determining the eligibility of a candidate, upon request of the conservation district.

If a candidate is found by the conservation district to be ineligible, the conservation district must inform the candidate of the reasons. To assist voters in the selection of a candidate during voting, a conservation district may publish candidate optional information provided by candidates. Conservation districts should adopt a policy to set the parameters for publishing such candidate optional information.

A conservation district must create a ballot and provide a ballot to each person who wishes to vote in the conservation district election.

The conservation district must obtain a current list of registered voters from the County Auditor or Secretary of State for all territory within the conservation district boundary.

The conservation district must be able to show or describe the legal boundary of the conservation district to any voter or to any representative of the Commission, upon demand.

Campaigning versus recruiting candidates. Campaigning is not the same as recruiting candidates. Conservation district staff and supervisors may recruit candidates to serve on the conservation district board in either elected or appointed positions. Candidates for elected positions can come from any segment of society, provided they are qualified district electors and otherwise eligible to serve on the conservation district board. Candidates for appointed positions can come from any segment of society, provided they are registered voters in Washington State and otherwise eligible to serve on the conservation district board. While conservation district supervisors and staff may recruit candidates to serve on the conservation district board, they must not take an official position on an active candidate for an elected position. An active candidate is someone who has submitted PF-A to the conservation district in the current election.

Ballots must be offered to potential voters within the conservation district boundary. To receive a ballot, the voter must request a ballot prior to the current election.

After the candidate filing deadline

The District should verify the eligibility of each candidate to appear on the ballot and serve as a conservation district supervisor.

During a poll-site election

Conservation district supervisors or staff may assist polling officers, but may not directly issue ballots or count ballots, unless such person is also the election supervisor appointed by the conservation district board of supervisors. Each poll site must have a ballot box, signage, and be accessible to voters. The conservation district must provide polling officers at each poll site.

Polling officers must be independent third parties who are not supervisors, employees, interns or municipal officers of the conservation district holding the election. While there is no prohibition against a relative or spouse serving as a polling officer, it is recommended that polling officers not be immediate family members or live in the same household of such supervisors, employees, interns or municipal officers. Individuals hired temporarily to serve as polling officers are not considered employees for the purposes of the prohibition in WAC 135-110-440.

Before the polls open, the conservation district must review with polling officers the procedures for verifying voters, issuing ballots, issuing contested ballots, and tallying and recording election results.

---

31 This is done using Checklist 1: Verification and Eligibility for the Office of Elected Supervisor
32 A sample template is in Appendix C – Sample Candidate Information Template
33 See form PF-D
34 WAC 135-110-150
35 A sample candidate recruitment policy can be found in Appendix F
36 Unless a district is utilizing WAC 135-110-515 (4)
37 Checklist 1: Verification and Eligibility for the Office of Elected Supervisor
38 WAC 135-110-440
During a mail-in election

There must be two polling officers present at all times when processing ballots during a mail-in election, including during tallying and counting ballots and recording election results. The election supervisor, if acting as a polling officer, may serve as one of the polling officers while ballots are being processed. The conservation district must provide at least two polling officers during ballot processing. All provisions in this Guide relating to polling officers, the election supervisor, and the processing, handling, and tallying of ballots shall apply during a mail-in election.

Before ballots are processed, the conservation district must review with polling officers the procedures for verifying voters and tallying and recording election results.

CDs must assure privacy in voting

The ballot choice made by a voter must not be seen by any other person during the act of voting or the placing of the ballot in the ballot box. Paper ballots must be placed into ballot boxes. Electronic ballots must assure at least the same level of security and privacy as provided by paper balloting.

After the polls close

The election supervisor, must receive from polling officers the following:

- All poll list pages;
- All ballots;
- A completed Checklist 2: Ballot Results for each polling site, and for each type of election held (poll-site or mail-in); and
- All working papers and notes made by polling officers.

When polling officers have transferred all properly completed forms and documents, and all ballots, to the election supervisor, the polling officers may be excused from their official duty.

Election supervisor duties

Before an election, the election supervisor should

- Confirm that the information in the election resolution has been provided to the Commission by the candidate filing deadline by submitting the EF1.
- Confirm due notice requirements have been satisfied.
- Confirm two polling officers will be present at each poll site. One polling officer and the election supervisor may substitute for the two polling officer requirement at one poll site.
- Prepare polling officers to perform the tasks required of them by reviewing these procedures, the poll list form, the ballot results form, and contested balloting, and confirm all required resources are available at each polling place.
- Provide ballots and information (instructions, deadlines, etc.) to voters upon request.

Immediately after the candidate filing deadline, the election supervisor should

- Verify the eligibility of each candidate to appear on the ballot and serve as a conservation district supervisor.

The election supervisor may assist polling officers, but may not count ballots, unless the election supervisor is serving as a polling officer.

One or more conservation district supervisors, conservation district employees, Commission representatives, or members of the public may observe the handling of ballots and the counting of votes, but may not interfere or disrupt the proceedings in any way.

During a mail-in election and / or for requested ballots

- The election supervisor receives and safeguards mail-in or ballots returned by voters.
- The election supervisor performs all the tasks as for a poll-site election, and determines if ballots are cast by qualified district electors.
- The election supervisor does not count ballots unless the election supervisor is serving as a polling officer. Mail-in and ballots returned by mail or by hand are to be delivered to the election supervisor.
- The election supervisor determines if ballots votes are submitted by qualified district electors.
- As ballots are received from voters, the election supervisor may verify each ballot as eligible or disqualified based on the information provided on or in the outer envelope of the mail-in or returned ballot. Alternatively, the election supervisor may wait until all ballots are received, at which time the eligibility of each voter must be verified before outer envelopes are opened.
- When a voter cannot be verified as eligible to vote in

39 See Appendix A – Sample Ballot Request Instructions

40 Checklist 1: Verification and Eligibility for the Office of Elected Supervisor
this election from information provided on the outer envelope, the outer envelope should be opened. If, after opening the outer envelope, a voter still cannot be verified as eligible to vote in this election, the ballot must be counted as a disqualified ballot.

- The election supervisor may enlist the help of polling officers in verifying mail-in and returned ballots as eligible or disqualified.
- Polling officers must open and count each ballot that has been verified as having been cast by a qualified district elector.
- The inner envelope for each mail-in or returned ballot found to be cast by a person who is not a qualified district elector must not be opened. However, if it cannot otherwise be determined from an examination of the outer envelope or its contents whether the voter is a qualified district elector, the polling officers may open the inner envelope. If, after opening the inner envelope, a voter still cannot be verified as eligible to vote in the election, the ballot must be counted as a disqualified ballot.

Polling officer duties

Before an election, the polling officer should review the poll list form, and confirm these resources are available at each poll site:

- Sufficient ballots for the expected number of voters;
- A reasonable supply of provisional ballots (double-envelope system);
- A ballot box;
- Voting booth or other means of assuring votes can be cast privately;
- A list of registered voters (voter list);
- A map or description of the conservation district legal boundary;
- A copy of these procedures; and
- Poll list forms.

During a poll-site election, polling officers must monitor the voting place for compliance with these procedures, and also serve as guardians of all issued and unissued ballots. Polling officers verify voters and issue ballots. A polling officer must verify a voter is a qualified district elector before issuing a ballot to the voter and record that determination on the poll list. At least one polling officer must be present and in control of any ballot boxes at all times while the polls are open.

At a poll-site election, a provisional ballot must be issued if the voter’s eligibility to vote cannot be determined during polling. A voter whose eligibility cannot be determined may only vote on a provisional ballot. Provisional balloting should be explained to the voter by the polling officer. Polling officers use the poll list to track the identity and number of voters, to identify determinations made by polling officers as to voter eligibility, and to identify voters issued provisional ballots.

After the polls close, polling officers open the ballot box or boxes and count the votes cast for each candidate. If the election had more than one polling place, polling officers may transport uncounted ballots in the ballot boxes to a central location for counting. Ballots must remain in the custody of polling officers until counted. Polling officers count all votes cast. Ballots returned by mail or hand should be tallied separately from poll-site ballots.

All votes must be tallied, including eligible votes and disqualified votes. A vote on a provisional ballot where the voter is found to be ineligible to vote is to be counted as a disqualified vote. Written marks made on a ballot for a candidate shall be governed by Washington State state-wide standards. When verifying a voter who cast a provisional ballot, compare the name and address provided by the voter with the voter list obtained from the County Auditor or Secretary of State. The ballot count results are recorded. Poll officer’s surrender all poll list documents, all ballots, and all working notes and papers to the election supervisor.

During a mail-in election, polling officers receive each ballot from the election supervisor. Each ballot should be sealed inside an envelope. Only one ballot may be in an envelope. If more than one ballot is found inside a single envelope, all such ballots must be disqualified. A ballot in an unsealed inner envelope may be disqualified. Polling officers count votes and verify the ballot count in writing. All ballots must be tallied: eligible, and disqualified. There are no contested ballots in a mail-in election. Written marks made on a ballot for a candidate shall be governed by Washington State state-wide standards. Ballot counts are recorded.

If the conservation district holds a poll-site election and a mail-in election, polling officers must count and record ballots separately for each type of election and for each poll location.

---

41 Checklist 2: Ballot Results
42 Please see “Voter Duties” on page 9 for details
43 An example dialogue can be found in Appendix G
44 WAC 434-261-086
45 on Checklist 2: Ballot Results
46 WAC 434-261-086
47 on Checklist 2: Ballot Results
This means a separate Checklist 2: Ballot Results must be completed for each type of election, and poll site location.

Candidate duties

Before an election, any person wishing to be a candidate must file candidate required information (PF-A) with the conservation district by the candidate filing deadline. It is the responsibility of a candidate to inform voters of the candidate’s desire and qualifications to be elected to the office of conservation district supervisor. A conservation district may provide equal opportunity and equivalent space to candidates for this purpose but are not required to do so. Such information must not be provided within 300 feet of polls on Election Day. Every candidate must be eligible to be elected to, and hold the office of, conservation district supervisor on the day of the filing of candidate required information with the conservation district.

During a poll-site election, candidates may not seek to influence voters to vote for or against a specific candidate within 300 feet of ballot boxes. Candidates may observe an election while the polls are open but may not interfere with voters or polling officers. After the polls close, candidates may not disrupt or interfere with polling officers. Candidates may observe vote counting.

Voter duties

During a poll-site election, no voter may seek to influence any other voters within 300 feet of the ballot boxes. A voter may observe an election but may not interfere with voters or polling officers. A voter must sign in on a poll list and provide sufficient information for a polling officer to determine the individual’s eligibility to vote. Before receiving a ballot, the identity of a voter must be verified by a polling officer. Acceptable forms of voter identification include:

- Valid Washington State driver’s license or Valid Washington State identification card; or
- Any other identification allowed for registering to vote by the Auditor of the County where the conservation district is located.

A voter who cannot be confirmed at the polling place as eligible to vote may vote, but only on a provisional ballot issued by a polling officer. After the polls close, voters and other citizens may not disrupt or interfere with polling officers.

Non-standard election outcomes

A write-in candidate may be elected if no person files. The write-in candidate, deemed the unofficial winner, must submit required candidate required information to the conservation district within 28 days of the election, and within that 28 days, the election supervisor must verify the eligibility of the unofficial winner to be elected and to serve.

No eligible candidate elected. When no eligible candidate is elected, the position is deemed vacant and the conservation district may appoint an eligible successor following the official announcement by the conservation commission.

Replacement of elected supervisors

The conservation district must consult with the Commission before filling a vacancy in an elected supervisor position. Any appointee to a vacant elected supervisor position must be eligible to serve under WAC 135-110-910. Therefore, depending on the current make-up of the board of supervisors, an appointee to a vacant elected supervisor position may be required to be a landowner or farm operator at the time of appointment. Districts must make this determination before filling the elected position.

Replacement of elected supervisors

The conservation district must consult with the Commission before filling a vacancy in an elected supervisor position. Any appointee to a vacant elected supervisor position must be eligible to serve under WAC 135-110-910. Therefore, depending on the current make-up of the board of supervisors, an appointee to a vacant elected supervisor position may be required to be a landowner or farm operator at the time of appointment. Districts must make this determination before filling the elected position.

48 WAC 135-110-360
49 Checklist 1: Verification and Eligibility for the Office of Elected Supervisor
50 WAC 135-110-740
51 By using form AF2 - Mid-Term Elected Position Appointment Verifications of Qualifications
52 A sample policy is provided in Appendix E: Filling Mid-Term Elected Positions
Information required

Only an application form provided by the Commission on its web site may be used to apply for the position of appointed supervisor. The application must be filled out in its entirety in order for the applicant to be considered for appointment. Letters of recommendation, resumes, and other items do not need to be included with the application. Late applications and associated documents cannot be considered. The Commission will not consider applications submitted by someone other than the applicant.

Timelines and deadlines

Conservation districts must provide proof to the Commission that it has complied with the requirement to notify the community of the opportunity to apply for an appointed conservation district supervisor position. Proof must be documented.

For appointment to a full term of office, applications and supporting materials must be received by the Commission no later than March 31. If an incumbent holding the office of appointed conservation district supervisor wishes to be reappointed, the incumbent must reapply for appointment. This clearly identifies to the Commission the wishes of the incumbent, and allows the Commission to verify the eligibility of the incumbent to continue his or her service.

For appointment to a partial or mid-term term of office, in consultation with the Commission, the conservation district will establish a deadline for applications and publicize that date for at least four weeks.

Qualifications

An applicant for the position of appointed supervisor of a conservation district must be a registered voter in Washington State.

Applicants may be required to be landowners or operators of a farm, depending on the current composition of the conservation district board of supervisors. The Commission may examine the makeup of the conservation district board, including the applicants’ location and the balance of landowners and farm operations on the board in its decision.

The Commission will vet each applicant with the Department of Ecology and Department of Agriculture. Applicants with prior or pending enforcement action against them may be ineligible to serve.

Applicants are encouraged to attend conservation district board meetings before making application for an appointed position on a board.

Conservation Commission duties

The Commission must notify each conservation district of upcoming vacancies in the position of appointed conservation district supervisor by October 1 of the year prior to the terms expiration. The Commission must notify each appointed supervisor whose term is expiring by January 15 of the year in which the term expires.

The Commission must provide a list of prospective applicants to the conservation district prior to the Conservation Commission making an appointment.

The Commission may supplement at its cost any conservation district notice or advertising for applicants for appointed supervisor.

In the event no applications are submitted from qualified applicants for a conservation district, the Commission may seek qualified applicants from the community served by the conservation district. The Commission may contact each district which received no applications and offer an option to re-advertise the open appointed position for a four week period. If the district declines this option, the Commission will seek qualified applicants itself. Applications received as a result of the second round of advertising will be processed as soon as possible by the Commission.

Full-term appointments

Full-term appointments will be made annually at the regular Commission meeting to be held the third Thursday in May of each year. The term of office will be three years. The term of office for a full-term appointment will expire on the third Thursday of May three years following the appointment. Prior to the May meeting of the Commission Board, the Commission will evaluate all applications received by March 31 in the year the position is open for appointment.

The Commission will evaluate the skills and qualifications of all

53 **AF1 – Conservation District Appointed Supervisor Application**

54 on EF2
applicants for the position of appointed supervisor. A Commission representative will contact the conservation district board chair, vice-chair, and district manager from the affected conservation district prior to the Commission making the appointment.

The Commission will notify all applicants, including those not appointed, of the appointments made at its May meeting. The Commission must notify each conservation district of the appointments made following the May meeting.

Mid-term appointments

The term of office will be until the end of the original full-term. To assure continuity of district operations and effectiveness in administering the authorized conservation program of the conservation district, the Commission may act on an application for mid-term appointment at any time, as determined solely by the Commission.

The Commission will evaluate the skills and qualifications of all applicants for the position of appointed supervisor. A Commission representative will contact a conservation district supervisor from the affected conservation district prior to the Commission making the appointment. The Commission will notify all applicants, including those not appointed, of the mid-term appointments made. The Commission will notify each conservation district of the mid-term appointments made.

Conservation district appointment duties

Conservation districts must provide due notice to citizens of the opportunity to apply for appointment to a full term of office as a conservation district supervisor. Notices should be published at least four weeks before the application deadline. Copies of published notices shall be retained at the district for at least one year, and may be inspected at any time during that year by the Commission. Notices for elections and appointments may be combined.

Appointment notices to the public must include at least the following information:

- There is an upcoming vacant or unexpired appointed supervisor position.
- An applicant must be a registered voter in the state of Washington.
- Applicants may be required to be landowners or operators of a farm, depending on the current composition of the conservation district board of supervisors.
- A conservation district supervisor sets policy and direction for the conservation district.
- A conservation district supervisor is a public official who serves without compensation.
- Application forms may be obtained from the Commission website.
- The deadline (March 31st for full terms, and as determined with the Commission for mid-terms) to submit applications.

Deadlines for applications vary. For full-term appointments, the deadline for applications and associated materials to be received by the Commission is March 31. For partial or mid-term appointments, the conservation district must consult with the Commission to determine an appropriate due date, and then publish that date.

CD procedures for a full-term appointment

- The application period is January 1 through March 31 in the year the appointment is to occur.
- The conservation district must notify the newly appointed supervisor of the date and time of the next meeting of its board of supervisors.

CD procedures for mid-term appointments

- The conservation district must consult with the Commission in determining an appropriate application period and deadline for applications.
- The application period must be at least four weeks (28 calendar days) in duration.
- The conservation district must select a reasonable deadline for applications to be received by the Commission, preferably at least four weeks before the regular Commission meeting at which the conservation district wishes the appointment to be made.
- A conservation district may extend the deadline for applications upon consultation with, and agreement by, the Commission. Due notice of the extended deadline must be provided by the conservation district.
- The conservation district must notify a newly appointed supervisor of the date and time of the next meeting of its board of supervisors.
Appendix A: Sample Ballot Request Instructions

[INSERT DISTRICT NAME] Conservation District
[INSERT ADDRESS, PHONE, EMAIL]

PLEASE READ THESE IMPORTANT VOTING INSTRUCTIONS

Dear registered voter:

Thank you for participating in our election by requesting a ballot by mail for the [INSERT DISTRICT NAME] Conservation District Board of Supervisor Election, which will be held on [INSERT DATE].

TYPES OF CANDIDATES:
Per WAC 134-110-350, there are two types of candidates:
(1) A declared candidate is a qualified district elector who has submitted candidate required information form to the conservation district by the filing deadline. The name of this type of candidate will appear on the ballot.
(2) A write-in candidate is a person who has not submitted candidate required information to the conservation district by the filing deadline.

CANDIDATES IN THIS ELECTION:
[INSERT DESCRIPTION OF CANDIDATES IN THIS ELECTION].

BALLOT SYSTEM:
Our ballot system is a two-envelope system to ensure the confidentiality of your vote. Complete the ballot and the attest statement and voter information form. Place only your completed ballot inside the smaller secrecy envelope being sure there are no identifying markings on the outside of the envelope then seal the envelope. If there is more than one ballot in the secrecy envelope or the secrecy envelope is not sealed, the ballot may be disqualified.

Place the sealed secrecy envelope and the attest statement and voter information form into the larger envelope, which has our address preprinted in the addressee area of the envelope. The information on the attest statement and information form will be used to verify whether or not you are a registered Washington state voter living in [INSERT COUNTY NAME] County. If we cannot find your name on the voter rolls because you have used a nickname or you have moved and not updated your registration with the County, your ballot will be contested. Seal the outer envelope and write your name and return address in the upper left corner of the envelope.

Your mail-in ballot must be received by the Conservation District by mail or in person no later than [INSERT TIME] on [INSERT DATE] (WAC 135-110-110). Ballots post marked earlier, but received in the mail after [INSERT TIME] on [INSERT DATE] cannot be counted.

Conservation district election procedures are set by the Washington State Conservation Commission and are governed under WAC Chapter 135-110. If you have any further questions about the election procedures, please call the conservation district.

Sincerely,
[INSERT NAME]
Election Supervisor

[Page 1 of 3]
1. Complete the ballot.

2. Place your completed ballot into the smaller secrecy envelope with no identifying marks.

3. Seal the secrecy envelope with only your ballot in it.

4. Complete the attest statement and voter information form.

5. Place the sealed secrecy envelope and the attest statement and voter information form into the larger white envelope with the [INSERT DISTRICT NAME] Conservation District address in the addressee area of the envelope.

6. Write your name and address in the upper left hand corner of the larger white envelope.

7. Bring or mail the larger white envelope to the [INSERT DISTRICT NAME] Conservation District office at [INSERT ADDRESS]. It must be received no later than [INSERT TIME] on [INSERT DATE].
I swear under penalty of perjury under the laws of the State of Washington that I reasonably believe that I am a registered voter of Washington state and that I reside within the [INSERT DISTRICT NAME] Conservation District boundaries.

Signature

Voter Eligibility Information:

Print your name clearly as it appears on your County voter registration:

First Name  Middle Initial  Last Name

Print your address as it appears on your County voter registration:

Physical home address:

House number    Street      Unit #

City

Mailing address (if different from physical home address):

PO Box Number or House Number      Street      Unit #

City  Phone Number

We will only call you if we are having difficulty verifying that you are a registered Washington state voter living in ____________________ County.

We may not be able to count your vote if

- You are not a registered Washington state voter living in [INSERT COUNTY NAME] County. (This will be verified by checking the [INSERT COUNTY NAME] County Auditor’s voter rolls.)

- We cannot read your name and address on this form.

- Anything except the ballot is inside the secrecy envelope.

- The secrecy envelope is not sealed.

- The name or address on this form is different from the one on the [INSERT COUNTY NAME] County Auditor’s voter rolls.
I, ________________________________, a registered voter of [INSERT COUNTY NAME] (printed first name, middle initial, last name as it appears on your voter registration card) County, WA living at __________________________________________________________

number street City

request □ in person, □ in writing, □ by telephone, or □ electronically, by □ the voter, □ a family member, or □ a registered domestic partner, that a ballot for the Conservation District Board of Supervisors election be mailed to me at the following address:

Mailing address (If the same as above, please write same.):

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Signature [check here if the request was □ by telephone or □ electronically]

Day Time Phone Number: _________________________________

Email (optional) _______________________________________

Ballot requests made in person, by phone or by email must be received by the [INSERT DISTRICT NAME] Conservation District no later than [INSERT TIME] on [INSERT DATE] to be completed.

Completed ballots may be mailed or dropped off, but must be received by [INSERT TIME], [INSERT DATE] at [INSERT LOCATION OR ADDRESS].

If you have any questions, call our office at [INSERT TELEPHONE NUMBER].
Appendix B: Due Notice Compliance Notice Examples

Please refer to WAC 135-110-110, WAC 135-110-210, and WAC 135-110-220 for specific requirements about minimum content in notices published for elections and appointments.

We recommend providing notices to the potential candidates long before the election, announcing vacancies and seeking candidates.

Sample notice of the adopted election resolution that meets minimum requirements for a poll-site election:

A poll-site election for a board seat on the Teton Conservation District will be held on [month] [day], [year] at [address] location. Polls will open at [time] and close at [time]. Registered voters who reside within the Conservation District boundary are eligible to vote. The last day and time that an eligible voter can request a ballot from the District is [DATE AND TIME (month/day/year/time)]. Ballots can be requested from [NAME OF DISTRICT / STAFF PERSON, LOCATION, PHONE NUMBER, ETC.]. If a voter is returning a ballot by mail, the voter must account for the time it will take for the ballot to be returned to the district by mail. Ballots returned by mail must be post-marked no later than Election Day, [DATE (month/day/year)]. Ballots returned by other means must be returned to [PHYSICAL ADDRESS OF ELECTION] no later than [TIME] on Election Day, [DATE (month/day/year)]. Candidates must registered voters residing in the conservation district. [IF APPLICABLE, INCLUDE THIS SENTENCE, OTHERWISE DELETE IT: Candidates are required to be landowners or operators of a farm, based on the current composition of the District board of supervisors.] The filing deadline for candidates to file their candidate required information is [DATE AND TIME (month/day/year/time)]. Interested candidates must file their candidate required information at the following location [ADDRESS], no later than [TIME]. Candidate required information will be accepted at that location by [CHOOSE ALL THAT APPLY] in-person delivery, by mail (postmarked no later than [DATE], or by email to [INSERT EMAIL ADDRESS]. Elections procedures are available at the district office. Please contact the District office at [phone] or at the District office at [address] if you have any questions.

Sample notice of the adopted election resolution that meets minimum requirements for a mail-in only election:

A mail-in only election for a board seat on the Teton Conservation District will be held on [month] [day], [year] at [address] location. Registered voters who reside within the Conservation District boundary are eligible to vote. The last day and time that an eligible voter can request a ballot from the District is [DATE AND TIME (month/day/year/time)]. Ballots can be requested from [NAME OF DISTRICT / STAFF PERSON, LOCATION, PHONE NUMBER, ETC.]. The voter must account for the time it will take for the ballot to be returned to the district by mail. Ballots returned by mail must be post-marked no later than Election Day, [DATE (month/day/year)]. Ballots returned by other means must be returned to [PHYSICAL ADDRESS OF ELECTION] no later than [TIME] on Election Day, [DATE (month/day/year)]. Candidates must registered voters residing in the conservation district. [IF APPLICABLE, INCLUDE THIS SENTENCE, OTHERWISE DELETE IT: Candidates are required to be landowners or operators of a farm, based on the current composition of the District board of supervisors.] The filing deadline for candidates to file their candidate required information is [DATE AND TIME (month/day/year/time)]. Interested candidates must file their candidate required information at the following location [ADDRESS], no later than [TIME]. Candidate required information will be accepted at that location by [CHOOSE ALL THAT APPLY] in-person delivery, by mail (postmarked no later than [DATE], or by email to [INSERT EMAIL ADDRESS]. Elections procedures are available at the district office. Please contact the District office at [phone] or at the District office at [address] if you have any questions.

Sample appointment announcement that meets minimum requirements for a full-term appointment:
A board seat on the Teton Conservation District is available for appointment by the Washington State Conservation Commission. Conservation district board supervisors are public officials who serve without compensation and set policy and direction for the conservation district. An applicant must be a registered voter in Washington State, and may be required to own land or operate a farm. Applicants for appointed positions do not have to live within the district to apply. For more information, please contact the Teton Conservation District or read the Guide to Appointment for Conservation District Applicants (https://assets.website-files.com/5ec2d4f7da309c68c0655a/5f36cfa9fb8e3e5d59ceae9_CD-appointment-guide.pdf) which can be found on the Conservation Commission website (https://scc.wa.gov/elections-and-appointments). To apply, use this direct link (http://www.formstack.com/forms/?1918463-JfwJs6JKCL) or please visit the Conservation Commission website (https://scc.wa.gov/elections-and-appointments). Applications and supporting materials must be received by the Commission no later than March 31, [year].

Sample appointment announcement that meets minimum requirements for a mid-term appointment:

A board seat on the Teton Conservation District is available for appointment by the Washington State Conservation Commission. Conservation district board supervisors are public officials who serve without compensation and set policy and direction for the conservation district. An applicant must be a registered voter in Washington State, and may be required to own land or operate a farm. Applicants for appointed positions do not have to live within the district to apply. For more information, please contact the Teton Conservation District or read the Guide to Appointment for Conservation District Applicants (https://assets.website-files.com/5ec2d4f7da309c68c0655a/5f36cfa9fb8e3e5d59ceae9_CD-appointment-guide.pdf) which can be found on the Conservation Commission website (https://scc.wa.gov/elections-and-appointments). To apply, use this direct link (http://www.formstack.com/forms/?1918463-JfwJs6JKCL) or please visit the Conservation Commission website (https://scc.wa.gov/elections-and-appointments). Applications and supporting materials must be received by the Commission no later than [INSERT DATE].
Appendix C: Sample Candidate Optional Information Template

Background

A district may publish candidate optional information (a candidate statement). If a district chooses to publish information about candidates, it must provide equal opportunity for publication and equivalent space to each candidate.

Districts who wish to allow candidates to publish candidate statements should consider a number of questions, including:

- How will the statement be published (web site only, posted at the district’s office, other forums)?
- How long will the statement be?
- What information is required in the statement (if any)?
- What information is prohibited in the statement (if any)?
- What happens if there are inaccurate, erroneous, or offensive statements or language in the statement?
- When must the statement be provided by the candidate to the district?
- Will the statement be provided with ballot requests and/or mailed to prospective voters?
- If a candidate wishes to rescind a submitted statement, will the district allow that?
- Who decides if the statement meets the parameters set by the district (i.e. it was submitted on time, it meets the length requirements, etc.)?
- Will the statement be edited by the District in any way?
- What procedure would the district use to approve the publication of a candidates’ statement?

Ultimately, it is the responsibility of the candidate to inform voters of the candidate’s desire and qualifications to be elected to the office of conservation district supervisor. Candidates are free to run campaigns as they see fit and can provide voters with any information they choose, so long as they are lawful and otherwise comply with the Revised Code of Washington, Washington Administrative Code, and Commission elections policies and procedures.

It is up to the District to modify the template below so that it meets the District’s current policy:

Sample Candidate Optional Information Template:

Thank you for your interest in running for the office of elected supervisor of the [DISTRICT] Conservation District!

Prior to Election Day, we encourage you to take the opportunity to tell voters about who you are and how you are connected to the District and county. Please keep in mind though, that such information must not be provided within 300 feet of polls on Election Day.

There’s another chance to tell voters about yourself – that is when you provide candidate option information (a candidate statement). The candidate optional information is similar to your biography – it allows you to inform voters of your desire and qualification to be elected to the office of conservation district supervisor.

If all candidates participate by the filing deadline, and all candidate optional information complies with the District’s policy, the District will publish the candidate optional information as soon as practicable on the Districts’ web page. In the event that one candidate provided optional information does not comply with this policy, no candidate optional information will be published by the District.

---

55 WAC 145-110-430
Your statement should be no more than 200 words. Statements must be typed. You may submit a photograph of yourself with your statement. Photos must be digital (JPEG or TIFF format), current (within 5 years), head and shoulders only portrait, light colored on plain background. Photos with scenery, flags, or other background settings will not be accepted. Color photos are preferred, black and white is acceptable. Judicial robes, law enforcement or military type uniforms are prohibited. No photo may reveal clothing or insignia suggesting that you hold a public office. Submitted photos become the property of the District.

The statement must be limited to information only about you. The District retains the right to eliminate information for space availability or content appropriateness, at the sole discretion of the District. Once submitted, the District has sole discretion to publish that information as it sees fit, provided that each candidate’s statement is treated equally. Inaccurate, erroneous, or offensive statements or language in the candidate statement, as determined by the District’s delegated Election Supervisor, will result in the non-publication of the candidate statement.

Things to think about when you write your candidate statement:

- Describe your current occupation/employer (suggested).
- Describe your position interest (suggested).
- Describe your education (suggested).
- Information about your family (optional).
- Include a photo of yourself (suggested).

Candidate statements must be returned in the proper format, as outlined above, no later than the candidate filing deadline of [DATE], to the District at [ADDRESS]. As determined by the District, the failure to properly submit the statement will result in the non-publication of the statement. Any issue a candidate has surrounding a candidate’s submitted statement must be made in writing [electronic or paper] to the District’s Election Supervisor. As the delegated agent of the District, the District’s Election Supervisor will resolve the issue as soon as practicable and inform the candidate of the decision in writing [electronic or paper].
Appendix D: Sample Election Resolutions

[DISTRICT NAME] Conservation District
Resolution # [NUMBER]
[DATE]

WHEREAS, the Board of Supervisors of the [DISTRICT NAME] Conservation District ("District") operates under the laws of the State of Washington applicable to conservation districts.

WHEREAS the District is governed by a five-member board, as set out in RCW Chapter 89.08 and WAC Section 135-110.

It is RESOLVED that a POLL SITE election for an open position on the District board of Supervisors will be held on [DATE] from [START TIME] until [END TIME] at the [PHYSICAL ADDRESS OF ELECTION].

The elected position whose term is expiring in May [YEAR] is currently held by [ELECTED SUPERVISOR NAME].
The appointed position whose term is expiring in May [YEAR] is currently held by [APPOINTED SUPERVISOR NAME].

Interested candidates must be registered voters who reside within the boundaries of the District. [IF APPLICABLE, INCLUDE THIS SENTENCE, OTHERWISE DELETE IT: Candidates are required to be landowners or operators of a farm, based on the current composition of the District board of supervisors.] The filing deadline for candidates to file their candidate required information is [DATE AND TIME (month/day/year)]. Interested candidates must file their candidate required information at the following location [ADDRESS], no later than [TIME]. Candidate required information will be accepted at that location by [CHOOSE ALL THAT APPLY] in-person delivery, by mail (postmarked no later than [DATE], or by email to [INSERT EMAIL ADDRESS].

Eligible voters are registered voters who reside within the boundaries of the District. The last day and time that voters can request ballots from the District is [DATE AND TIME (month/day/year/time)]. Ballots can be requested from [NAME OF DISTRICT / STAFF PERSON, LOCATION, PHONE NUMBER, ETC.]. If a voter is returning a ballot by mail, the voter must account for the time it will take for the ballot to be returned to the district by mail. Ballots returned by mail must be postmarked no later than Election Day, [DATE (month/day/year)]. Ballots returned by other means must be returned to [PHYSICAL ADDRESS OF ELECTION] no later than [TIME] on Election Day, [DATE (month/day/year)].

The election supervisor will be [NAME].

A conservation district supervisor is a public official who serves without compensation and who sets policy and direction for the conservation district. The published election procedures can be viewed at the District office and are available from the Washington State Conservation Commission at [http://scc.wa.gov/]

Adopted at a regular board meeting of the District Board of Supervisors on [DATE].
WHEREAS, the Board of Supervisors of the [DISTRICT NAME] Conservation District ("District") operates under the laws of the State of Washington applicable to conservation districts.

WHEREAS the District is governed by a five-member board, as set out in RCW Chapter 89.08 and WAC Section 135-110.

It is RESOLVED that a MAIL-IN election for an open position on the District board of Supervisors will be held on [DATE (month/day/year)].

The elected position whose term is expiring in May [YEAR] is currently held by [ELECTED SUPERVISOR NAME]. The appointed position whose term is expiring in May [YEAR] is currently held by [APPOINTED SUPERVISOR NAME].

Interested candidates must be registered voters who reside within the boundaries of the District. [IF APPLICABLE, INCLUDE THIS SENTENCE, OTHERWISE DELETE IT: Candidates are required to be landowners or operators of a farm, based on the current composition of the District board of supervisors.] The filing deadline for candidates to file their candidate required information is [DATE AND TIME (month/day/year/time)]. Interested candidates must file their candidate required information at the following location [ADDRESS], no later than [TIME]. Candidate required information will be accepted at that location by [CHOOSE ALL THAT APPLY] in-person delivery, by mail (postmarked no later than [DATE], or by email to [INSERT EMAIL ADDRESS].

Eligible voters are registered voters who reside within the boundaries of the District. The last day and time that voters can request ballots from the District is [DATE AND TIME (month/day/year/time)]. Ballots can be requested from [NAME OF DISTRICT / STAFF PERSON, LOCATION, PHONE NUMBER, ETC.]. If a voter is returning a ballot by mail, the voter must account for the time it will take for the ballot to be returned to the district by mail. Ballots returned by mail must be post-marked no later than Election Day, [DATE (month/day/year)]. Ballots returned by other means must be returned to [PHYSICAL ADDRESS OF ELECTION] no later than [TIME] on Election Day, [DATE (month/day/year)].

The election supervisor will be [NAME].

A conservation district supervisor is a public official who serves without compensation and who sets policy and direction for the conservation district. The published election procedures can be viewed at the District office and are available from the Washington State Conservation Commission at http://scc.wa.gov/.

Adopted at a regular board meeting of the District Board of Supervisors on [DATE].

________________________     ________________________
Chair Signature      Board member

________________________     ________________________
Board member      Board member

________________________
Board member
Appendix E: Filling Mid-Term Elected Positions

Purpose: To establish a policy outlining the process and procedures for filling mid-term elected position vacancies on the Conservation District Board of Supervisors (Board).

Policy: A vacancy in the office of elected conservation district supervisor is filled by the conservation district board of supervisors after consultation with the Conservation Commission, for the remainder of the unexpired term, subject to the verification of supervisor qualifications by the conservation district and notification to the Commission. Due notice to the affected community shall be required.

(1) The application process shall require, at a minimum, that the board of supervisors pass a resolution:
   (a) Acknowledging that the office is vacant;
   (b) The dates of the four-week period for applicants to apply; and
   (c) Describing the minimum requirements of applicants.

(2) The resolution shall then be advertised to the public at least one week prior to the commencing of the four-week period, and in the same manner as the due notice of an election resolution.

Procedure: Determining Candidate Skills, Qualifications and Requirements

The Board shall determine the skills and qualifications needed to fill the vacated position in such a way that meet current organizational needs and fills statutory requirements for board make-up, prior to advertising the opening. However, the following skills, qualifications, and expectations will be consistently required of any candidate seeking a board position:

a) Willingness and ability to work and communicate effectively with a team;
b) Willingness to fully participate in board discussions and decisions in open, public meetings;
c) Willingness and ability to be respectful of Staff and other Supervisors;
d) Functional knowledge of Conservation Districts;
e) Willingness and ability to meet all Supervisor requirements set forth in appropriate Board of Supervisors policies;
f) Willingness and ability to participate in various leadership roles, if needed, such as special committees or board officer position;
g) Willingness and ability to represent the District to other public entities and policymakers upon request of the board;
h) Willingness and ability to complete a Washington State Conservation Commission (Commission) orientation within 90 days of assuming office;
i) Willingness and ability to complete the Open Public Meetings Act and Public Records Management training within 90 days of assuming office;
j) Having a basic working knowledge of email and internet; and,
k) Willing and able to serve the best interest of the citizens of the District and County, with the ability to put aside personal issues and grievances.

Any appointee to a vacant elected supervisor position must be eligible to serve. Depending on the current make-up of the board, an appointee may be required to be a landowner or farm operator at the time of the appointment. The District will make such determination before appointing a person to fill the vacant elected supervisor position by using Commission's form. At least two of the three elected conservation district supervisors on the board must be landowners or operators of a farm.

Candidate Recruitment

56 WAC 135-110-970; RCW 42.12.070.
57 WAC 135-110-910
58 AF2- Mid-Term Elected Position Appointment Verification of Qualifications
When an elected seat is vacated, the remaining board members, with input from staff, will determine skills and qualifications necessary to meet organization needs and fill statutory requirements. Once qualifications are determined by the Board, a candidate recruitment process will commence.

The Board will enact a proactive candidate recruitment plan, as follows:
• The Board will discuss viable candidates that stand out in our community as potential assets to the Board and our organization.
• The Board will decide if there are any candidates they would like to reach out to, and the Board will create an outreach plan for conducting these efforts.

District staff will enact a passive candidate recruitment plan, as follows:
• Prepare and issue an advertisement in the legal section of the local newspaper, physically post a notice at the District Office, electronically post via social media, and electronically post on the District’s website. The announcement on the website will include the requirements necessary to hold office, time to be served in vacant position, election information, basic duties, and instructions for submitting applications.

Board and staff can augment this advertising plan to include additional marketing outlets, as needed.

The District Manager will prepare an application form that requests the appropriate information for the Board of Supervisors' consideration of the candidates. Instructions for applying will be available on the District’s website. Candidates must provide an application packet that includes:
• A completed application form
• A resume (no longer than two pages)
• A list of at least three community references (prefer organizations that have collaborative partnerships with the District).

Application packets must be submitted electronically to the District Office, to the attention of the District Manager by a deadline designated by the Board. Candidates submitting the required Application Packets materials by the deadline will be circulated to the Board and the District’s assigned Commission Regional Manager. The decision as to which candidates will be interviewed will be determined by the Board, based on information contained in the application packet.

Candidate Interviews
The Vice Chair (or other board designee) will conduct the reference checks and input from Staff will be collected, disseminated, and reviewed by the Board, prior to candidate interviews. The Board will determine interview questions, with Staff input, and ensure that each applicant is asked the approved set of questions, prior to interviews.

Interviews with candidates must be held in an open public meeting. The Board will interview candidates at the next regularly scheduled board meeting following the application deadline, unless that period is less than two weeks. In such a case, a Special Board meeting may be requested by the Chair. The District Manager will notify applicants of the location, date and time of the candidate interviews.

The candidates' order of appearance will be determined by the date and time their application was received. The Board shall ask the pre-determined set of questions, which must be responded to by the candidate. Each applicant will be asked to answer the same set of questions. Follow up questions, based on responses, are permitted. An informal question and answer period of up to 10 minutes may be allowed upon agreement of a majority of the Board, in which the Board and Staff asks and receives answers to miscellaneous questions.

Appointing a Candidate
The Board will base their candidate selection decisions upon information contained in the application packet, the references, interviews, and other material gathered through public avenues, as necessary, to choose a representative of the District. Upon completion of the interviews, the Board may deliberate on the candidate(s). The meeting Chair shall poll the Board to
determine if they are prepared to vote. The selection of a candidate to fill the vacancy is made by a majority vote of the remaining Board Members. Voting will take place in the open meeting and outcomes recorded in the minutes. The Board may postpone an appointment decision until another date, if a majority vote is not received. In addition, the Board may decide by majority vote that none of the candidates meet the desired and/or required qualifications needed to balance the Board makeup and maximize benefit to district functions. In this case, the Board will designate a new application deadline in the future. Active and passive recruitment would occur again during the interim.

It is noted the Board may convene into Executive Session to discuss the qualifications of the candidates. However, all interviews, nominations, and votes taken by the Board must be held in open public session. The Board may not determine who to select or reach a consensus on a preferred candidate in Executive Session.

Once appointed, the new Board Member will assume their board responsibilities immediately. The term of the candidate selected to fill the vacancy will be in effect until the current term expires. The incumbent may choose to run for election at that time.

59 RCW 42.30.110(1)(b)
Appendix F: Candidate Recruitment Policy

Conservation districts are free to set policies related to the recruitment of candidates for conservation district elected and appointed positions, provided those polices are not in violation of the Commission’s election and appointment policies and procedures. Below is an example of a policy that could be used related to the recruitment of candidates.

Conservation district staff and supervisors may recruit candidates to serve on the conservation district board in either an elected or appointed positions. Campaigning is not the same as recruiting candidates.

Conservation district staff may distribute informational materials related to their upcoming election, during the normal course of their work duties, provided they do not violate election policy and WAC 135-110-150.

Conservation district supervisors should seek opportunities to recruit candidates to serve on the conservation district board in either an elected or appointed positions, provided that they do not violate election policy and WAC 135-110-150.
Appendix G: Sample Narrative for Providing Provisional Ballots to Voters

At a poll-site election, a provisional ballot must be issued if the voter’s eligibility to vote cannot be determined during polling. A voter whose eligibility cannot be determined may only vote on a provisional ballot. Provisional balloting should be explained to the voter. Example dialog a polling officer could use is below:

*At this time, I cannot verify you are a qualified district elector eligible to vote in this election. For your vote to be counted, you must be a registered voter living inside the boundary of the conservation district.*

*Every vote is important, so if you wish to vote, I will issue you a provisional ballot so that you can vote. Election officials will determine your eligibility to vote after the polls are closed and count all ballots.*

*The provisional ballot is a package consisting of a ballot and two envelopes. After you mark the ballot, place it inside one envelope and seal that envelope. Do not make any identifying marks on that envelope. Place the sealed envelope inside the second envelope.*

*On the outside of the second envelope, print your name and address as used by the County Auditor for your voter registration record, then place the completed provisional ballot package in the ballot box.*
## Checklist 1: Verification and Eligibility for the Office of Elected Supervisor

<table>
<thead>
<tr>
<th>Proceed to next center cell below ▼</th>
<th>▼ Yes</th>
<th>Is the candidate a qualified district elector (registered voter living inside the conservation district).</th>
<th>No ▼</th>
<th>STOP: The candidate is not qualified to be elected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceed to next center cell below ▼</td>
<td>▼ Yes</td>
<td>If this candidate is elected, will at least two of the three elected conservation district Supervisors be landowners or farm operators?</td>
<td>No ▼</td>
<td>STOP: The candidate is not qualified to be elected.</td>
</tr>
<tr>
<td>Proceed to next cell below ▼</td>
<td>▼ Yes</td>
<td>Did the candidate submit the required candidate information by the filing deadline?</td>
<td>No ▼</td>
<td>Proceed to next cell below ▼</td>
</tr>
</tbody>
</table>

The candidate is eligible to serve and the candidate’s name must be pre-printed on the official ballot.

The candidate is eligible to serve, however this candidate will be a write-in candidate and his or her name will NOT be pre-printed on the official ballot.

Done!
Checklist 2: Ballot Results

**Polling officer instructions:** Following the closure of the polls, polling officers must tally valid votes cast. Please record a separate Checklist 2 for each polling location. Retain each Checklist 2 at the district.

<table>
<thead>
<tr>
<th>Candidate name</th>
<th>Type of Candidate (choose one)</th>
<th>Votes counted by type of ballot cast</th>
<th>Eligible + Disqualified = Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Declared</td>
<td>Eligible</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Write-In</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please record any discrepancies or disqualifications in detail in the box below.

We, the undersigned polling officers (and election supervisor, if the election supervisor also served as a polling officer), do attest by our signatures:

- No ballots were in the ballot box when the polls opened.
- The ballots and ballot box did not leave our control before ballots were counted.
- We counted all ballots cast by voters at this polling location.
- The ballot results above are a true accounting of the unofficial results of this election.

<table>
<thead>
<tr>
<th>Date</th>
<th>Polling officer name</th>
<th>Polling officer signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Election Supervisor name</th>
<th>Election Supervisor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

60 Report total ballot counts for each candidate on EF2.
Election Supervisor Master Checklist for Elections

Before The Election

☐ Review CD election policy and procedures. In those election policy areas that are left to the CDs to determine, craft and adopt needed policies and procedures. *Appendix A - Sample Ballot Request Instructions, Appendix B: Due Notice Compliance Notice Examples, Appendix C: Sample Candidate Optional Information Template, Appendix D: Sample Election Resolution*

☐ Use the Election Calculator to determine potential election cycle deadlines based on a CDs proposed election date.

☐ Set the parameters of your election at a Board meeting. *EF1, Appendix D: Sample Election Resolution* if an appointed position’s term on the CD Board will expire this current election cycle, decide if the Notice of the Adopted Election Resolution will also include an advertisement that there will be a vacant appointed position available and the deadline to apply is March 31. *AF-1, Appendix B – Due Notice Compliance Notice Examples; within seven days of the board meeting at which the election resolution was adopted, publish the Notice of the Adopted Election Resolution. EF1, Appendix B – Due Notice Compliance Notice Examples*

☐ If an appointed position’s term on the CD Board will expire this current election cycle, encourage applicants to apply before the March 31 deadline.

☐ Encourage your CD supervisors to seek out potential election candidates before the candidate filing deadline.

☐ Provide *PF-A* to potential candidates.

☐ Verify, for each candidate, that eligibility requirements have been met. *Checklist 1: Verification and Eligibility for the Office of Elected Supervisor*

☐ Inform candidates found to be ineligible of the reasons for the ineligibility.

☐ Encourage candidates to inform voters of the candidate’s desire and qualifications to be elected to the office of CD supervisor. *Appendix C: Sample Candidate Optional Information Template*

☐ Decide if the CD will publish candidate statements. *Appendix C: Sample Candidate Optional Information Template*

☐ Create the official election ballot. *PF-D, Appendix B – Due Notice Compliance Notice Examples*

☐ Decide if the CD will provide ballots to a pre-determined list of voters. If it will, then do so.

☐ Provide ballots to voters who request them. *Appendix A - Sample Ballot Request Instructions*

☐ Obtain the list of current registered voters from the County Auditor or Secretary of State.

☐ If holding a mail-in (or remote) election, use the double-envelope voting system.

☐ Process mail-in and/or ballots returned by mail or by hand.

☐ Ensure the poll site location is available and otherwise functional as a poll site location. *EF1*

☐ Confirm that the following resources will be available at each poll site:
  ☐ Sufficient ballots for the expected number of voters;
  ☐ A reasonable supply of provisional ballots (double-envelope system);
  ☐ A ballot box;
Decide whether or not to declare an emergency when adverse conditions may negatively affect the health or safety of voters or the timely return of ballots.

Before the polls open, review with the polling officers the procedures for verifying voters, issuing ballots, issuing contested ballots, and tallying and recording election results.

Submit **EF1** by the candidate filing deadline.

---

**On Election Day**

Decide whether or not to declare an emergency when adverse conditions may negatively affect the health or safety of voters or the timely return of ballots.

Assure that voters have privacy when voting.

Have a copy of the election Guide on hand and available for public inspection.

Each polling place must be open for at least four consecutive hours at a time convenient for voters.

Polling places must have sufficient parking to accommodate the expected number of voters.

Polling places must be accessible to those with disabilities and not create undue hardship for them.

Ensure that candidate optional information is not be provided to voters within 300 feet of the poll site.

Each poll site must have a ballot box, signage, and be accessible to voters.

Each poll site must have at least one ballot box.

Each poll site must be conspicuously identified to voters as the place to vote.

Not post the names of candidates at the polls.

Ensure there are at least two polling officers at each poll site (the election supervisor may substitute for one polling officer at one poll site).

Control behavior that disrupts or interferes with the poll site election.

Monitor the poll site for compliance with election procedures.

Ensure that the polling officers verify a voter is a qualified CD elector before issuing a ballot to the voter and record that determination on the poll list. If a determination cannot be made, a provisional ballot must be issued.

Ensure that at least one polling officer is present and in control of the ballot boxes at all times while the polls are open.
Provide provisional ballots to individuals wishing to vote who cannot be verified as eligible to vote prior to the issuance of a ballot.

Be able to show or describe the CD’s legal boundary.

Ensure polling officers use the poll list to track the identity and number of voters, to identify determinations made by polling officers as to voter eligibility, and to identify voters issued provisional ballots.

Ensure that paper ballots are placed into ballot boxes.

Ensure polling officers close the polls at the published time, unless the polls are extended by a CD supervisor or the election supervisor.

After The Election

Verify any write-in candidate is eligible to be elected. This is done using Checklist 1 - CD Verification of Candidate and Eligibility for the Office of Elected Supervisor.

Direct polling officers to open the ballot box or boxes and count the votes cast for each candidate.

Count all votes.

Record all ballot count results on Checklist 2: Ballot Results for each polling site.

Receive the following from the polling officers:
- All poll list pages (PF-C)
- All ballots
- All completed Checklist 2: Ballot Results reports
- All working papers and notes made by polling officers

Receive from the polling officers an announcement of the unofficial results of the election, subject to certification by the Commission.

Excuse polling officers.

Transmit election data to the Commission as soon as possible, but no later than fourteen days after the election. EF2 – Election Report.

Retain all original data.

For those CDs with elections in January or early February, if an appointed position's term on the CD Board will expire this current election cycle, and the CD has not already advertised the vacancy with the Notice of the Adopted Election Resolution, advertise the vacant appointed position at least one month before March 31. AF-1, Appendix B: Due Notice Compliance Notice Examples.
### Conservation District Elections - Total Ballots Cast

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>4</td>
<td>Adams</td>
<td>0</td>
<td>Benton</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Asotin</td>
<td>14</td>
<td>Asotin</td>
<td>0</td>
<td>Benton</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Benton*</td>
<td>0</td>
<td>Benton#</td>
<td>1</td>
<td>Benton#</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Cascade</td>
<td>9</td>
<td>Cascade</td>
<td>0</td>
<td>Cascadia*</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C Klickitat</td>
<td>3</td>
<td>C Klickitat</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Clallam</td>
<td>451</td>
<td>Clallam</td>
<td>70</td>
<td>Clallam*</td>
<td>14</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Clark</td>
<td>44</td>
<td>Clark</td>
<td>21</td>
<td>Clark*</td>
<td>13</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Columbia</td>
<td>15</td>
<td>Columbia</td>
<td>29</td>
<td>Columbia</td>
<td>29</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cowlitz</td>
<td>4</td>
<td>Cowlitz</td>
<td>0</td>
<td>Cowlitz</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E Klickitat</td>
<td>4</td>
<td>E Klickitat</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ferry</td>
<td>10</td>
<td>Ferry</td>
<td>0</td>
<td>Ferry</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Foster Creek</td>
<td>4</td>
<td>Foster Creek</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Franklin</td>
<td>0</td>
<td>Franklin*</td>
<td>0</td>
<td>Franklin*</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Franklin*</td>
<td>0</td>
<td>Franklin*</td>
<td>0</td>
<td>Franklin*</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grant County</td>
<td>10</td>
<td>Grant County</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grays Harbor</td>
<td>1</td>
<td>Grays Harbor</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jefferson</td>
<td>15</td>
<td>Jefferson</td>
<td>20</td>
<td>Jefferson</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Kitsap</td>
<td>24</td>
<td>Kitsap</td>
<td>0</td>
<td>Jefferson</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Kittitas</td>
<td>47</td>
<td>Kittitas</td>
<td>0</td>
<td>Kittitas</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lewis</td>
<td>7</td>
<td>Lewis</td>
<td>0</td>
<td>Lewis</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lincoln</td>
<td>18</td>
<td>Lincoln</td>
<td>13</td>
<td>Lincoln</td>
<td>13</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mason</td>
<td>6</td>
<td>Mason</td>
<td>0</td>
<td>Mason</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>N Yakima</td>
<td>16</td>
<td>N Yakima</td>
<td>0</td>
<td>N Yakima</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Okanogan</td>
<td>9</td>
<td>Okanogan</td>
<td>35</td>
<td>Okanogan</td>
<td>35</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pacific</td>
<td>1</td>
<td>Pacific</td>
<td>0</td>
<td>Pacific</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Palouse</td>
<td>17</td>
<td>Palouse</td>
<td>0</td>
<td>Palouse</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rock Lake</td>
<td>8</td>
<td>Rock Lake</td>
<td>0</td>
<td>Rock Lake</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pend Oreille</td>
<td>39</td>
<td>Pend Oreille</td>
<td>3</td>
<td>Pend Oreille</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pierce</td>
<td>408</td>
<td>Pierce</td>
<td>0</td>
<td>Pierce</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pine Creek</td>
<td>2</td>
<td>Pine Creek</td>
<td>2</td>
<td>Pine Creek</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pomeroy</td>
<td>21</td>
<td>Pomeroy</td>
<td>0</td>
<td>Pomeroy</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>San Juan</td>
<td>10</td>
<td>San Juan</td>
<td>0</td>
<td>San Juan</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Skagit</td>
<td>17</td>
<td>Skagit</td>
<td>0</td>
<td>Skagit</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Snohomish</td>
<td>32</td>
<td>Snohomish</td>
<td>19</td>
<td>Snohomish</td>
<td>19</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>South Douglas</td>
<td>18</td>
<td>South Douglas</td>
<td>0</td>
<td>South Douglas</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S Yakima</td>
<td>30</td>
<td>S Yakima</td>
<td>0</td>
<td>S Yakima</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Spokane</td>
<td>134</td>
<td>Spokane</td>
<td>0</td>
<td>Spokane</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stevens</td>
<td>14</td>
<td>Stevens</td>
<td>0</td>
<td>Stevens</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Thurston</td>
<td>1080</td>
<td>Thurston</td>
<td>2541</td>
<td>Thurston &amp;</td>
<td>2541</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Underwood</td>
<td>6</td>
<td>Underwood</td>
<td>0</td>
<td>Underwood</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wahkiakum</td>
<td>2</td>
<td>Wahkiakum</td>
<td>0</td>
<td>Wahkiakum</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Walla Walla</td>
<td>8</td>
<td>Walla Walla</td>
<td>0</td>
<td>Walla Walla</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Whatcom</td>
<td>4432</td>
<td>Whatcom</td>
<td>0</td>
<td>Whatcom &amp;</td>
<td>4432</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Whidbey</td>
<td>153</td>
<td>Whidbey</td>
<td>0</td>
<td>Whidbey</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Whitman</td>
<td>19</td>
<td>Whitman</td>
<td>0</td>
<td>Whitman</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>45</td>
<td>13</td>
<td>7,718</td>
<td>16</td>
<td>8,813</td>
<td>19</td>
<td>7,168</td>
</tr>
</tbody>
</table>

Total number of registered voters in WA (2018 data from WA-SOS): NOTE: this figure is not adjusted to correct for death/registration changes. 2018 figure: 4,362,459

Percent of all WA voters voting in CD elections ("Votes" divided by 4,362,459 = )

* An election was held, but there were no candidates, no write-ins, nor any votes.
* # An election was held with no candidates names pre-printed on the ballot (write-in only )
* & An election was held with only one candidate and that one candidate qualified to have their name pre-printed on the ballot.
* ~ An election was held with multiple candidates, at least one of which qualified to have their name pre-printed on the ballot.
* [Empty cells for CDs indicate that the CD automatically re-elected their incumbent that year.]

~ 2021 was the first year under the WAC that CDs couldn’t cancel their election.
Recommended Action and Options (if action item):
That the Commission certifies and announces the official winners of 43 of 45 conservation district elections, as listed in the table above entitled:  *Conservation District Election Results.*
May 2021 Work Session and Business Meeting

TO: Conservation Commission Members
    Carol Smith, SCC Executive Director

FROM: Laura Meyer, SCC Communications Manager

SUBJECT: 2022-2027 Strategic Plan – Proposed Goals

Summary:
Consistent with the Commission-approved timeline for developing our 2022-2027 Strategic Plan, SCC staff are presenting our proposed goals for Commissioners’ to review and discuss at their May 19 Work Session. At the May 20 SCC Business Meeting, action is requested to approve the goals as written or as revised.

Requested Action (if action item):
Approve goals for the 2022-2027 SCC Strategic Plan

Staff Contact:
Laura Meyer (lmeyer@scc.wa.gov, 360-701-9455)

Background and Discussion:
To remain on-track with our timeline for developing our 2022-2027 Strategic Plan and finalizing it at the September Commission meeting, SCC staff request Commissioner input and action on proposed goals.

Staff will present proposed goals for Commission review and discussion at the May 19 meeting. The goals (listed in the following pages) fit under each of five strategic priorities approved by Commissioners at their March meeting. As a reminder, those strategic priorities are:

A. Voluntary Conservation of Natural Resources
B. Agricultural and Working Lands Viability and Food System Support
C. Governance and Accountability
D. Climate Resiliency
E. Leadership, Partnership, and Collaboration
Ideally, each goal should be a short statement of the “destination” we want to work towards over the next five years. Other characteristics of goals include:

- They're positive and true-to-mission.
- They avoid getting into specifics and details of how we’ll get there.
- They're broad enough to remain static over the five-year plan period (objectives, strategies, and tactics may be changed/modified over the course of the plan to reflect new developments and to adaptively manage our approach). For example, under the Governance and Accountability strategic priority, the following proposed goal is broad enough to have captured the unanticipated work our agency has done to assist CDs in responding to the pandemic: “Conservation districts operate legally, transparently, and accountably.” How we fulfill that goal may change over time based on circumstance (e.g., impacts from natural disasters, changes in law/legal requirements), but the destination remains the same.

SCC staff has been writing the proposed goals in small work groups. The work groups shared and coordinated their goals at an agency all-staff meeting on May 4, 2021.

Staff leads of each work group will present goals to Commissioners on May 19 and share examples of the scope of work that will fit under the goals. We'll make changes/additions to the proposed goal language based on Commissioner input during the meeting. By the end of the work session, we intend to have goal language that's ready for Commissioners' approval at their May 20 business meeting.

**Recommended Action and Options (if action item):**

Approve 2022-2027 Strategic Plan goals as written or as revised/discussed.

**Next Steps:**

Once goals are approved, staff will continue with the next steps of our strategic plan development, including:

- Setting objectives, strategies, and tactics to help achieve each approved goal.
- Seeking feedback from conservation districts and other key stakeholders on our developing plan.
- Presenting stakeholder input to Commissioners for consideration at the July SCC meeting.
- Presenting a final 2022-2027 SCC Strategic Plan for Commission approval at the September SCC meeting.
2022-2027 Strategic Plan
Proposed Goals

Priority Area: Voluntary Conservation of Natural Resources

1. Goal: Enhance fish and wildlife habitat.
2. Goal: Improve water quality
3. Goal: Improve soil health
4. Goal: Protect and enhance critical areas and viability of agriculture voluntarily as an alternative to GMA.
5. Goal: Improve forest and rangeland health on private land
7. Goal: Strengthen awareness of natural resources’ value and conservation opportunities.

Priority Area: Agricultural and Working Lands Viability and Food Systems Support

1. Goal: The SCC is a trusted and knowledgeable partner in advancing working lands protection and agricultural viability across Washington.
2. Goal: Working lands are available for future generations.
3. Goal: Increase and maintain water supply for agriculture.
4. Goal: Promote policy and funding to support farmland preservation and economic viability as part of the food system.

Priority Area: Governance and Accountability

1. Goal: The SCC Board and agency operates legally, transparently, and accountably.
2. Goal: A fully engaged and representative SCC Board.
3. Goal: Conservation district boards are representative of their communities.
Priority Area: Climate Resiliency

1. Goal: Equip producers and land stewards to strengthen adaptive management strategies to successfully adapt to a changing climate.

2. Goal: Increase carbon sequestration

3. Goal: Decrease greenhouse gas emissions

4. Goal: Increase stakeholder understanding about climate-smart practices and holistic co-benefits.

Priority Area: Leadership, Partnership, and Collaboration

1. Goal: Earn and maintain the trust of partners and decision-makers.

2. Goal: Secure recognition and respect for our leadership in voluntary conservation and innovative natural resource solutions.


May 20, 2021

TO: Conservation Commission Members
Carol Smith, SCC Executive Director

FROM: Shana Joy, District Operations & Regional Manager Coordinator

SUBJECT: Natural Resource Investments Committee Final Report

Summary:
The Natural Resource Investments (NRI) grant program is the only source of capital project funds for conservation districts (CDs) that is available statewide through the State Conservation Commission (SCC). Over time, CDs have experienced challenges in utilizing the NRI grant program to its full potential and have requested the SCC consider making changes. If the NRI program hopes to empower CDs to engage in the full range of locally-identified priority conservation work, it must evolve as well. An NRI Committee of CD and SCC staff has been working over the last few months to craft the recommended, updated NRI programmatic guidelines and an associated landowner agreement template for Commission and conservation district consideration. Now that a conservation district review and comment period has been completed and the committee has reviewed the comments that were received, this final report memo is accompanied by the final version of the NRI programmatic guidelines and landowner agreement template for action by the Commissioners.

Requested Action (if action item):
The NRI Committee requests that the Commission adopt the Natural Resource Investments programmatic guidelines and landowner agreement template as presented for implementation beginning July 1, 2021.

Staff Contact:
Shana Joy, sjoy@scc.wa.gov, 360.480.2078

Background and Discussion:
At the March 18th Commission meeting, draft programmatic guidelines were approved for distribution to all conservation districts for review and comment. The announcement was published
on March 23rd and the comment period closed on April 23rd. An informational webinar was conducted on April 7th with 18 attendees from 19 conservation districts. Twelve formal comments were received by the close of the comment period. The NRI Committee met once more to review the comments and questions that were received on April 29th. Highlights from those comments are attached to this memo along with action noted, if any, taken by the Committee to address them. If the final, new programmatic guidelines are adopted today, SCC staff will conduct a webinar on June 2nd to walk through the new guidelines in more depth and answer questions with conservation districts.

The NRI grant program administration and performance will be monitored throughout the 21-23 biennium and adaptively managed, with any necessary updates made prior to the start of each new biennium going forward.

**Recommended Action and Options (if action item):**

The requested action today is: Commissioners adopt the Natural Resource Investments programmatic guidelines and landowner agreement template as presented for implementation beginning July 1, 2021.
General support was expressed throughout the comments submitted; no firm opposition to any aspect of the proposed changes was expressed in the comments.

<table>
<thead>
<tr>
<th>Comments &amp; Questions</th>
<th>Committee Action or Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding Awards</strong></td>
<td></td>
</tr>
<tr>
<td>Will we have limitations on the number of resource concerns we list in our application?</td>
<td>Programmatic guidelines updated to reflect current budget proviso language otherwise there are no limitations on # of resource concerns.</td>
</tr>
<tr>
<td>Will we be able to amend/add in resource concerns after the fact if we have new priority resource concerns after the beginning of the biennium?</td>
<td>No changes to programmatic guidelines needed. Yes</td>
</tr>
<tr>
<td>There needs to be strong language to districts to be real on needs and capability to get the projects done not just get the money to have in case a project shows up.</td>
<td>No changes to programmatic guidelines needed.</td>
</tr>
<tr>
<td>How will projects that come up after the start of the biennium be described to WSCC?</td>
<td>Via check ins with Regional Managers and/or a budget revision if needed.</td>
</tr>
<tr>
<td>Better define &quot;equitably&quot; and I am hopeful that NRI allocations could be weighted to districts to reflect this inherent resource inequity.</td>
<td>Committee has already discussed this as guidelines were revised. No changes to programmatic guidelines needed.</td>
</tr>
<tr>
<td>We’re curious about the mechanism for how returned funding will be allocated. We’d be interested in a competitive opportunity to fund a larger project.</td>
<td>Programmatic guidelines were revised to include returned funding allocations process.</td>
</tr>
<tr>
<td><strong>Changing Project Priorities</strong></td>
<td></td>
</tr>
<tr>
<td>…some form of oversight on this or standard approach be considered.</td>
<td>Already addressed in programmatic guidelines via check ins with RMs</td>
</tr>
<tr>
<td>I agree with this providing the next project is of the same quality and not just spending the funds.</td>
<td>Already addressed in programmatic guidelines via check ins with RMs</td>
</tr>
<tr>
<td>Will this drive up cultural resource costs and admin? Need good justification for the back-up projects.</td>
<td>No changes to programmatic guidelines needed.</td>
</tr>
<tr>
<td><strong>Technical Assistance</strong></td>
<td></td>
</tr>
<tr>
<td>Is the 25% TA cap an SCC policy, or is it a requirement from the funder or funding mechanism? If it's an SCC policy, revisiting that cap might be useful.</td>
<td>No changes to programmatic guidelines needed. Yes, an existing separate SCC policy, #13-25 which may be reviewed/revised later this year potentially as part of routine SCC policies review.</td>
</tr>
<tr>
<td>District Implemented Project</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--</td>
</tr>
<tr>
<td>Could use some clarity around how you set up a DIP project request vs a regular NRI. Can you start off with all standard type NRI projects and then convert part of the project to DIP later?</td>
<td>Minor edit to programmatic guidelines to clarify. Cannot convert project type in the middle of the project. This can also be addressed in more depth through 1:1 conversations and next webinar with CDs.</td>
</tr>
<tr>
<td>We could use some of the $50k for labor to implement project not just the TA awarded? Mileage needs to be included also.</td>
<td>Already addressed in programmatic guidelines and further explanation can occur 1:1 with CD</td>
</tr>
<tr>
<td>This statement is unclear: &quot;No cash cost-sharing would be allowed under this project type.&quot; Does this mean that under a DIP, cost-share on the landowners' parts could be met with in-kind labor, and not necessarily cash?</td>
<td>No changes to programmatic guidelines needed. Can be addressed in more depth through 1:1 discussions with CDs and next webinar.</td>
</tr>
<tr>
<td>Need to ensure that CDs are the &quot;landowners&quot; with regard to entering these projects into CDPS. CPDS needs to include a pathway for DIPs such that CDs enter the project once…</td>
<td>No changes to programmatic guidelines needed. CPDS modification is planned to allow for entities to be a project sponsor. Multi-landowner option for data entry into CPDS already available.</td>
</tr>
<tr>
<td>Will there be an NRI funding cap on these projects? How would they be entered into CPDS? How would match be reported?</td>
<td>No changes to programmatic guidelines needed. The funding cap is the amount of the overall funding award made to the CD less any allowable TA funds. The current policy that establishes a cap on cost-share does not apply to DIP. Match would be reported, same as currently, as a funding line item in CPDS on the Funding tab.</td>
</tr>
</tbody>
</table>
Natural Resource Investments Programmatic Guidelines

Program Background

Natural Resource Investments (NRI) funds are capital funds appropriated to the State Conservation Commission for conservation districts to complete projects with landowners to address natural resource concerns for the enhancement and protection of renewable natural resources. A budget proviso may be added to an appropriation as part of the legislative budgeting process. Currently no budget provisos restricting the projects that may be completed with this funding are attached to this appropriation.

Program Rules

Eligibility to Receive Funds
Conservation districts must meet all of the Accountability requirements under the Conservation Accountability and Performance Program (CAPP) in order to be eligible to receive NRI funds.

Timeline & Application for Funding
Natural Resource Investments funds are allocated to conservation districts at the beginning of each biennium, in the month of July. Funds will be allocated to districts based on complete applications submitted utilizing the grant addendum form. Each district will be eligible to receive an equal share of available NRI funds based on legislative appropriation levels each biennium. Applications will be reviewed by Regional Managers and SCC financial staff for complete information and adherence to program guidelines before funds will be awarded. A district’s potential allocation of NRI funds will be held for 90 days at the start of each biennium. At the end of 90 days, the district may forfeit the funding allocation if they are not working in good faith with their Regional Manager to develop projects to properly utilize the funds, or simply cannot utilize their full allocation due to a lack of eligible projects.

Throughout each biennium, after the NRI funds have been allocated for that biennium, each district is expected to enter future project needs for NRI funding into CPDS to build future requests for funding.

Throughout each biennium, Regional Managers will interact with each conservation district with allocated NRI funding to ascertain project progress. Work must be initiated, regardless of project type, within 120 days of funding award to the district. At the end of 120 days if progress has not been demonstrated, the district may forfeit the funding allocation.

If funds are returned to the SCC or additional funding otherwise becomes available, a subsequent application round may be conducted. If that occurs, funding will be distributed either through a competitive process or distributed equally among the eligible districts. The amount of funding
available will determine the method used. If a competitive process, ranking criteria will be established and published in the funding availability announcement. At least a 60 day solicitation period for applications would be conducted. Every effort will be made to utilize existing forms, such as the grant addendum to act as an application for this process.

Technical Assistance
A maximum of 25% of the total funding award of NRI funds may be used for technical assistance activities such as planning, project design, engineering, permitting, project implementation oversight, project management and administration, travel, and reporting. Total award amount x 25% = allowable amount for technical assistance.

General Requirements
- All funded cost-share and completed District Implemented Projects and practices must be entered in the CPDS.
- All projects and practices must have a detailed description. See example descriptions below.
- Maximum cost-share per landowner per fiscal year is $50,000 per 13-25 Category 3 Policy, May 16, 2013.
- The maximum cost-share rate allowable for publicly owned lands is 50% per 13-05 Cost Share Assistance Policy, March 21, 2013.
- All best management practices (BMPs) must meet NRCS standards and specifications, alternative practice designs approved by a professional engineer licensed by the State of Washington or an SCC approved practice per 13-05 Cost Share Assistance Policy, March 21, 2013.
- An overhead percentage only is allowed to be billed based on actual hours worked.
- Ineligible costs for NRI funding:
  - Administrative goods and services (office rent, copy machines, telephones etc….)
  - Education and outreach
- All projects must meet requirements for use of NRI capital funding. Capital projects must have a practice design life of greater than one year. Refer to practice list available here. For example, management practices such as cover crop or reduced tillage are not eligible for NRI capital funding. Capital funding may only be used for structural-type practices.
  - Select practices with a design life of one year or less may be eligible for NRI funds as long as the practice is completed in conjunction with, and in support of, a structural practice. For example, tree/shrub site preparation, mulching, or spoil spreading are potentially eligible if completed in conjunction with a riparian buffer planting. Please work with your Regional Manager if you have any questions at all about eligibility of a practice for NRI funds before you begin any work.
- Work must be underway on all awarded NRI projects within 120 days of the funding allocation. This could be technical assistance effort or actual construction.
- Any district that does not utilize their awarded NRI allocation in a timely manner or returns funding late in the biennium without a compelling explanation, may receive a reduced allocation or be deemed ineligible to receive future NRI funding allocations.
• All project and practices must be completed in the funding time frame. The funding is granted on a biennium basis (for example: July 1, 2021 - June 30, 2023) therefore, all projects must be completed by the end of each biennium. All technical assistance costs must be vouchered for in the month following when the expenditures are incurred.

• Please submit a Natural Resource Investments Returned Funds form as soon as it becomes clear that funds will not be utilized.

CPDS Requirements

• All funded cost-share and completed DIP’s and practices must be entered into the CPDS
  o Input the amount of NRI funding utilized for the practice.
  o Input other funding sources also being utilized for the practice such as landowner contribution or another grant.

• The Contract for Cost Share must be printed from the CPDS for all cost-share projects. No changes may be made to SCC’s Contract for Cost Share.

• “Before” and “After” pictures are required for each practice.

• “Planned” and “Actual” implementation measures are required for each practice.

Vouchering

Monthly grant vouchers are required. Technical assistance must be vouchered for on a monthly basis whether or not any cost-share practices or construction of a district implemented project were completed in the given month.

  o Once practices are completed, the following fields need to be updated in the CPDS prior to reimbursement:
    ▪ “After” pictures are required for each practice.
    ▪ “Actual” implementation measures are required for each practice.
    ▪ Completion date of practice is required.
  
  o The GEO 21-02 Complied Statement form must be submitted when requesting cost share or district implemented project reimbursement.

Refer to the Grant and Contract Procedure Manual for further, detailed vouchering and cost share rules.

Cultural Resources

• All practices must comply with the SCC cultural resources policy. A cultural resources review should begin only after the final design is complete to expedite the process. Please plan ahead to ensure enough time is permitted prior to implementation, which could be 45 days or more. Cultural resources review is required by the Governor’s Executive Order 21-02 for all projects using both state operating and capital funding provided by SCC.
  
  o Please refer to the SCC cultural resources policy and procedures.
Cultural resource costs are awarded on a case by case basis. Funding will be added in to a separate grant outcome as each award occurs.

**Eligible Project Types**
NRI funds may be implemented in two different project types. A project may not be changed from one eligible project type to another once work has been done or expenditures have occurred. The following are the eligible project types and associated parameters of each type:

**Landowner Implemented Cost-Share Projects**
- All landowner information and proposed practices must be entered completely into the Conservation Practice Data System (CPDS).
- All cost-share practices must be identified under the funding tab as utilizing “Natural Resource Investments” funding.
- The cost-share contract must be generated from CPDS and utilized for this type of project. The cost-share agreement terms must not be modified.
- Multi-landowner cost-share projects are allowed. A multi-landowner cost-share project is one in which the same or similar BMP(s) are installed on several landowner’s properties.

**District Implemented Projects**
A district implemented project (DIP) is a project where the district is the lead planner and implementer. An example of a DIP could be implementing an identified practice with multiple landowners at the same time – reducing vegetative fuels throughout a neighborhood or installing riparian buffers on several consecutive properties along a creek. Another example of a district implemented project could be performing one aspect of a much larger project such as acquiring large woody debris for a stream restoration project or constructing or installing one component or practice of a multi-practice project. In this project type, the District is taking full responsibility for installation/construction of the project which may include, but is not limited to: acquiring permits, bidding and purchasing processes, and prevailing wage requirements.

- A district implemented project must not include cost-sharing, cash reimbursement, to a landowner(s) with NRI or other SCC funds. The District is assuming all responsibility for project planning and construction directly.
- All project information and completed practices must be entered completely into the Conservation Practice Data System (CPDS).
- A Landowner Agreement is required for any projects completed on non-district owned property and a fully signed copy must be provided to the SCC at the time of vouchering. The WSCC provides a Landowner Agreement template for district use, if desired. A District may also use their own version of a Landowner Agreement. A copy of this agreement must be provided when vouchering.
- There is no match or cost-share scenario requirement for these projects. However, other sources of contributing funds toward the project should be reported.
• See District Implemented Project Decision Tree in Attachment A for assistance with determining if a cost-share or DIP approach is best for your project or contact your Regional Manager.

Recommendations

• Districts are encouraged to group landowners and practices together.
  o This unique targeted approach of clustering practices with multiple landowners in one geographic area allows for more effective and efficient use of capital funding targeting focused geographic areas for measurable resource improvement.

• Districts are encouraged to prioritize projects implemented in areas with identified pollution inputs with particular focus on areas with 303(d) listings, projects implementing an Ecology TMDL implementation plan, projects addressing habitat for Chinook salmon, and projects implementing a local resource plan.

• Districts are encouraged to prioritize projects connected to the conservation district’s annual or long-range plan.

Definitions

This is the verbatim definition of a capital project per the Office of Financial Management’s budget instructions. The SCC must work within this definition as well as restrictions that may exist for our specific sources of capital funding and any legislative budget provisos.

• **Capital Project**: A capital project is a project to construct either new facilities or make significant, long-term renewal improvements to existing facilities. A capital project usually has the length of time of an NRCS BMP practice life and typically requires the involvement of an architect and/or engineer. Grants made by the state to fund capital projects for other entities are also included in the capital budget.

  Capital projects are usually funded by sources specifically set aside for capital purposes, such as proceeds of bond sales, long-term financing contracts, and other dedicated revenues. Projects are typically on-the-ground projects and technical assistance activities limited to those that support projects or will lead to capital funded projects.

• **Practice**: Approved practice per current NRCS BMP Field Office Technical Guide (FOTG). Or Washington State Conservation Commission (SCC) approved practices or Licensed Engineer approved practices.

Detailed Practice Descriptions

Completed Cost-Share Project or Practice (Example)

*The landowners want to address water quality concerns with the implementation of a more*
effective manure management program. At the present time, the farm has 22 beef cattle spring and summer grazing on approximately 100 acres of pasture located on the east side of the Northfork. During the late fall, winter and early spring months, the livestock will be fed hay from the barn. As manure accumulates during the rainy months when the manure cannot be spread on the fields, it will have the potential to contaminate surface and groundwater resources. To address the problem, the landowners would like to construct a waste composting facility. Implementation of this practice will improve and protect water quality by providing a means of storing and composting manure which has the potential to contaminate surface and groundwater resources. In addition, it will provide the farming operation with a high value organic soil amendment for use on the crop, pasture and hay fields.

The Skokomish River has a history of having problems with fecal coliform contamination that sometimes results in shellfish closures in the Hood Canal. This project will help reduce the risk of shellfish contamination by eliminating a potentially substantial source of fecal coliform to the system.

Frequently Asked Questions

Why do we need to describe the practice(s) with so much detail?

- **Answer:** The Commission will need to write a detailed, narrative report for the Legislature and other interested entities on how this funding was spent and what was the benefit to natural resources, nutrient and pathogen pollution and any other resource concern. The Commission will also need to explain how these funded projects measurably improve habitat for Chinook salmon, water quality, natural resource needs overall, and partnerships with other entities to make significant measurable improvements to these resource concerns. We must report how the funding impacted the watershed, or what water bodies or habitat were improved. The number of new BMPs installed and what benefit did they bring to the problem of a local county partnership, Ecology’s 303(d) listed water bodies or a county or local issue.

If you were to read the examples above, which one would you be able to “tell the best story with?”

Why do we need to enter into CPDS all of our completed practices regardless of whether or not it was a cost-share or district implemented project?

- **Answer:** The Commission utilizes CPDS to compile metrics on accomplishments for our capital funded programs including NRI funds. We must be able to efficiently report out to the legislature and others what the public investment of funds is buying. CPDS is our current method of collecting this information from conservation districts.

Do the SCC cost-share policies apply to a district implemented project?

- **Answer:** A District Implemented Project is not a cost-share project so the SCC policies that apply to cost-share specifically do not apply to a district implemented project.
Purpose of Agreement

The purpose of this Agreement is to identify and confirm the terms, conditions and obligations agreed upon between the XX Conservation District (District), who is undertaking a project (Project) funded by the State Conservation Commission (SCC), and Landowner or Landowner(s), who own the property on which the Project will take place. The District and Landowner(s) mutually agree to participate in conducting the natural resource improvement activities described below. The activities also are described in, and in accordance with, the SCC’s Master Contract with XX District, into which this agreement, once signed by both parties, becomes incorporated herein.

XX Conservation District

- Contact Information
- Staff Project Lead Name and Contact Information

Landowner(s)

- Name and contact information

Property Description

- Project address(es) and lat/long coordinates

Terms, Conditions and Responsibilities

District Agrees To

- Be responsible for the design and installation or completion of the project, and the conduct and activities of its staff, agents, and representatives within the scope of the project.
- Provide the Landowner(s) with a timeline of estimated dates of Project activities, including start and completion dates, and to keep the Landowner(s) informed of progress.
- Conduct the Project-related activities described above in the Project Description.
• Leave all remaining portions of the property in as near pre-project condition as reasonable, or as otherwise agreed upon in writing with Landowner(s).

• Hold harmless the landowner from any liability, including any negligence on the part of the landowner, associated from injuries or damages occurring to workers implementing the project.

• Ensure all applicable local, state, and federal permits are obtained for installation of the practice(s). District understands and agrees that construction or implementation must not occur until documentation of obtained permits is on file at the District.

• Ensure compliance with Executive Order (EO) 05-05 and SCC’s Cultural Resources policy and provide required documentation to the SCC describing actions taken under the EO and policy.

• Identify the specific maintenance and/or monitoring activities that will be provided and performed by the District in Attachment A. Practice design life standards will apply for all USDA Natural Resources Conservation Service and SCC-approved practices.

**Landowner Agrees To**

• Authorize the District to install, construct or complete practice(s) described in the detailed Specific Project Information in Attachment A to address identified natural resource issues on Landowner's property.

• Agrees to defend, indemnify and save harmless the District, its appointed and elected officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the District, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the applicant, his/her contractors, its successor or assigns, or its or their agent, servants, or employees, the District, its appointed or elected officers, employees or their agents, its appointed or elected officials or employees. It is further provided that no liability shall attach to the District by reason of entering into this agreement, except as expressly provided herein.

• Permit for the duration of the practice(s) design life, on reasonable notice and request from the District, the inspection of the location, maintenance, and monitoring of the long-term condition of the practice(s).
• Provide annual proof of performance documentation as specified in Attachment A to the District on October 1 of each year, for the design life of each practice.

• Reimburse all or part, as prorated by the District, in addition to any other remedies available by law or in equity, if, before the expiration of each or any practice design life the contract is terminated due to any of the following:
  o Landowner destroys or fails to maintain the practice(s)
  o Landowner relinquishes management or title to the land on which the practice(s) have been established and the new owner/operator of the land does not agree, in writing, under the same terms applicable to the Landowner, the practice(s) for the remainder of the design life.

• Request of any person(s) to whom the benefitted acres are transferred by sale, lease, or other means, to sign a statement to maintain and continue the practice(s) for its design life under the same terms applicable to the Landowner as a condition of ownership or control.
  o Landowner will notify the District in writing of any change in ownership or control of the subject property within thirty (30) days of such a change.
  o Written notification to the District will include:
    ▪ The name of the new landowner(s);
    ▪ Whether or not the new landowner(s) agree to continue the practice(s), and;
    ▪ If they agree to continue the practice(s), a copy of the new landowner-signed statement to retain and maintain the practice for its remaining design life.
  o Landowner also understands that in the event the District is required to institute legal proceedings to seek recovery of public funds, the District is entitled to its costs thereof, including attorney’s fees.

• Agree that any and all photographs submitted to the District, or taken by the District, in relation to this project can and may be used for the purposes of reporting and/or displaying the results of the Project.

General Terms
This agreement may be terminated by the District, if in its discretion, it determines that circumstances have rendered the Purpose of this agreement impractical to achieve. Termination also may be sought by either party by providing 30 days written notice to the other party. This Agreement does not authorize the District or SCC to assume jurisdiction over, or any ownership interest in, the premises. The Landowner retains sole responsibility for taxes, assessments, damage claims, and controlling trespass. The Landowner also retains all benefits and enjoyment of the rights of ownership except as are specifically provided in this agreement.
Definitions

- Project: An investment of public funds to plan, design, permit, install, construct, and/or complete 1 or more defined practices on 1 or more properties.
- Practice: A defined, specific activity to be performed or constructed according to approved standards and specifications published by the USDA Natural Resources Conservation Service (NRCS) or SCC for the purpose of addressing a natural resource concern(s). See Specific Project Information in Attachment A.
- Conservation District (District): Special purpose district authorized by RCW 89.08 to assist in the conservation of natural resources in Washington State.
- Landowner: Person or persons with legal title to, and control over, the property where the practice(s) will be implemented. This person or persons must sign this contract before any work commences on their property.
- Natural Resource Concern: An opportunity to sustain or enhance soil, water, air, plants, animals, humans and energy.
- Practice Code: A code assigned to a practice, established and published by the USDA Natural Resources Conservation Service in the Field Office Technical Guide.
- Practice Design Life: The described and expected life of a practice if installed correctly, and maintained in accordance with the accompanying management plan.
- Proof of Performance: An agreed to a method of communicating the ongoing retention, maintenance or operation of a practice between the District and the Landowner. See Specific Project Information in Attachment A.
- District Authorized Signatory: Person identified by the District authorized to obligate the District and reflected on an Authorized Signature Form on file at SCC.

Signatures & Dates

XX District Authorized Signatory:       Date:
Printed Name:

Landowner:          Date:
Printed Name:
Attachment A: Specific Project Information

1. Describe the resource concern(s) to be addressed by the project activities on Landowner’s property.

2. Describe the practices to be installed on Landowner’s property including NRCS practice code(s) and practice design life.

3. Specify and describe construction, maintenance and/or monitoring activities that will be provided or performed by the District and the Landowner. Include frequency and duration of such activities. Include specific details of which District staff, contractors or other authorized personnel may be entering the property for the purposes of performing work including maintenance or monitoring activities and when (dates or timeframes) work will occur.
Welcome to our new partner newsletter!

Hello from sunny Spokane!

Welcome to our new partner activity report. We have upgraded it a bit in ways we really hope you will find beneficial and understandable. Going forward, each section within NRCS-Washington, from the three areas, to programs, to ecological sciences, and management & strategy, will all be providing updates that we hope you will find informational and helpful.

As always, I’m always interested in your ideas on how we can make this a better product!

Going into the summer, what I’m most excited about is all of our new direct hires. For awhile now we’ve struggled with key staffing shortages, and over the next few months, we will be filling them! This is great news for us! We have been hard at work developing the plans needed to get these new hires trained up as quickly as possible, and I look forward to all of the great work they bring to Washington! 2021 is really turning out to be a great year for us.

I also look forward to carrying all of this positive momentum into our continued relationships with all of you. Together we can truly increase the amount and quality of conservation across Washington. Thank you for partnering with us! Great things are ahead!

Roylene Comes At Night
NRCS Washington State Conservationist
Central Area

By Austin Shero
Central Area Conservationist

Area Updates

East Area

By John George
East Area Conservationist

Northwest Blues Shared Stewardship Group

Mission: The Northwest Blues Shared Stewardship Group (NWBBSS) is a coalition of diverse local and regional partners who have come together to work on a common challenge to coordinate and implement forest & fire resiliency restoration projects on public, private and tribal forestland across the Washington-Oregon Northwest Blue Mountains Region using education, outreach, and increased shared capacity through partnerships.

Vision: Working together, across boundaries in the Northwest Blues Shared Stewardship Landscape, to facilitate implementation of the National Cohesive Wildland Fire Management Strategy’s goal of restoring and creating healthy fire resilient landscapes and communities. We accomplish this by developing a common vision and complementary objectives across public, private & tribal forestlands; identifying priority landscapes and projects; identifying gaps and leveraging resources among these partners; using NWB as a neutral coordination platform for landowner outreach; and implementing “All Hands, All Lands” forest restoration & fire resiliency projects.

To meet this mission and vision, the Northwest Blues Shared Stewardship Group has developed the following strategic focus areas:

- Collaboration: Group formalization/operations, coordination, partnering & funding
- Prioritization & Monitoring: Strategic prioritization and monitoring of cross boundary forest & fire resiliency restoration projects
- Communication: Outreach, engagement and communications for landowners, forestry workers, partners & general public
- Implementation: Implementation of cross boundary forest & fire resiliency restoration projects

Group focus in SE WA and NE Oregon around the greater Walla Walla Watershed. Collaborators include a vast array of local entities, local landowners, as well as local, state and federal agencies.

Asotin County CRM

Coordinated Resource Management (CRM) is a voluntary natural resource planning process to enhance resource management and resolve resource issues. Coordinated planning brings together stakeholders (landowners, users, resource managers, and other interested parties) who are interested and concerned about the land to achieve common goals and meet resource needs.

The basic concept underlying CRM is that coordinated management, planning, and implementation of field activities across ownership or management boundaries results in sustainable resource conditions, assists local people in meeting their objectives, and minimized conflict among land users, managers, and owners. It is important that all representatives have authority to speak for the groups they represent.

The Asotin County CRM will be developed in phases starting with George Creek area and involves many collaborators at various involvement levels that includes but not limited to Asotin Conservation District, WDFW, Asotin County, WA Department of Natural Resources, USDA Natural Resources Conservation Service and local private landowners.

Central Area

By Austin Shero
Central Area Conservationist

Partners from the eastern front of the Cascades have been meeting over the last 3 weeks to develop a Joint Chiefs funding proposal for FY22. Partners have included NRCS, USFS, WA DNR, WDFW, local Conservation Districts, and local producer and stakeholder groups. The planning group is coalescing around a proposed project footprint, realistic project outcomes, and reasonable project expectations. This proposal will be submitted in early June for funding consideration.

A recent waive of proposals were approved through the RCPP program. Two were awarded in WA Central Area: Middle Columbia Steelhead Partnership (Yakama Nation) and Fuel Break & Forest Resilience Partnership (Cascadia CD). We’re excited to continue work with some traditional RCPP partners, and eager to work with a new (to RCPP) partner! Other proposals were reviewed and considered. NRCS is excited to see the projects continue to develop their proposals!
Programs Update
By Keith Griswold
Assistant State Conservationist for Programs

Here is the current status of our obligations for FY21. Most of our programs are currently being contracted at this time.

<table>
<thead>
<tr>
<th>Program</th>
<th>Allocation</th>
<th>Applications</th>
<th>Contracts</th>
<th>Obligation/Awarded</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSP Renewal FY21</td>
<td>$4,340,000</td>
<td>-</td>
<td>21</td>
<td>$2,848,922</td>
<td>All high screened eligible applications were funded. All remaining funds returned to NHQ</td>
</tr>
<tr>
<td>CSP Classic</td>
<td>$7,850,000</td>
<td>208</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSP Renewal FY22</td>
<td>NA</td>
<td>85</td>
<td>-</td>
<td></td>
<td>Contracting will begin in November 2021</td>
</tr>
<tr>
<td>EQIP Classic</td>
<td>$18,046,391</td>
<td>530</td>
<td>18</td>
<td>$287,466</td>
<td>In the process of contracting at the time of this report</td>
</tr>
<tr>
<td>EQIP CIC</td>
<td>$686,500</td>
<td>-</td>
<td>-</td>
<td></td>
<td>Program not yet announced by NHQ</td>
</tr>
<tr>
<td>RCPP-EQIP</td>
<td>NA</td>
<td>27</td>
<td>-</td>
<td>-</td>
<td>Each RCPP project area has their own funding amount. This is not a yearly allocation</td>
</tr>
<tr>
<td>RCPP-CSP</td>
<td>NA</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>No applications were received</td>
</tr>
<tr>
<td>FY21 RCPP projects</td>
<td>NA</td>
<td>9</td>
<td>3</td>
<td>$14,404,762</td>
<td>Awarded by NHQ in April 2021</td>
</tr>
<tr>
<td>ACEP-ALE</td>
<td>$3,663,823</td>
<td>9</td>
<td>-</td>
<td>-</td>
<td>Applications are in the process of being ranked and awarded</td>
</tr>
<tr>
<td>ACEP-WRE</td>
<td>$505,442</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Funds are being used for Stewardship measures on existing WRP/WRE easements</td>
</tr>
<tr>
<td>RCPP-ACEP-ALE</td>
<td>NA</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>Applications are in the process of being ranked and awarded</td>
</tr>
<tr>
<td>RCPP-HFRP</td>
<td>NA</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Announcement for this RCPP is expected in May 2021</td>
</tr>
</tbody>
</table>

Engineering
By Larry Johnson
State Conservation Engineer

PL-566 - NRCS Small Watershed Program

The infusion of National funds into the Small Watershed Program has created statewide interest in participation with the program. NRCS has hosted many meetings with potential Project Sponsors to provide an overview of program and eligibility requirements.

At this time NRCS has two formal requests and one that we are anticipating to complete a PL-566 Small Watershed Program Project Investigation Feasibility Report (PIFR). The purpose of the PIFR is to identify all potential barriers to successful project completion. The identification of major barriers effecting successful completion are a critical step in vetting eligibility for the Small Watershed Program. The PIFR will be used by NRCS to determine whether or not the Project proposal meets the eligibility criteria of the program and will identify barriers confronting the projects. A barrier assessment is conducted regarding environmental, social, economic and technical feasibility. A major barrier to any of the feasibility categories could render the proposed project as not eligible. NRCS has received the following requests.

PIFR Requests to date:
1. City of College Place, Walla Walla County
   Requesting funding for the implementation of their CSWMP
2. Board of Clallam County Commissioners, Clallam County
   Requesting funding for the construction of an off-channel irrigation reservoir.

Likely PIFR Requests:
1. East Columbia Basin Irrigation District, Adams, Grant, Lincoln County
   Has approached NRCS about funding opportunities for construction of the needed pump plans and irrigation system laterals to deliver water to on-farm operations.
**Tribal**

*By Robin Slate*

*State Tribal Liaison*

**Lummi RCPP**

The Lummi Nation is pleased to partner with the Nooksack Tribe and the Whatcom Conservation District on the Nooksack Watershed Restoration Project. Recovering salmon populations in the Nooksack watershed is of critical importance to both Tribes’ way of life. Over the last 20 years, Lummi Nation and the Nooksack Tribe have led habitat restoration projects in the Nooksack watershed and are now widely recognized for their expertise in preserving and recovering the Nooksack salmonids and funding from the NRCS Regional Partnership Program will increase certainty of achieving recovery goals.

With the support of funding through the NRCS Regional Partnership Program, Lummi Nation and the Nooksack Tribe will complete five large scale projects in five years, restoring 3.5 miles of the Nooksack River Forks. We will install 92 engineered logjams, 55 feet of riprap levee, and plant over 38 acres of riparian trees. We will work closely with multiple state, county, forestry, non-profit, and private landowners to gain temporary access to the river to construct engineered logjams and complete riparian plantings. The project will increase key habitat quality and diversity by creating pools; increase the length of secondary channels and side channels; increase the availability of cold-water refuges; increase rearing habitat by re-connecting, creating and enhancing wetland and floodplain habitat; and improve riparian forest conditions. These habitat improvements will also enhance salmonid resilience to higher temperatures and flows from climate change (Ecology 2020).

**Yakama RCPP**

The RCPP promotes coordination of NRCS conservation activities with the Yakama Nation and its partners that offer value-added contributions to expand our collective ability to address on-farm, watershed, and regional natural resource concerns. Through RCPP, NRCS co-invests with partners to implement projects that demonstrate innovative solutions to conservation challenges and provide measurable improvements and outcomes tied to the resource concerns they seek to address.

The Middle Columbia Partnership includes 14 different partners that will address critical needs for integrated conservation and restoration of watersheds. The primary resource concerns are degradation of aquatic habitat, water quality and water quantity. This partnership will accelerate the recovery of Steelhead within the reservation and ceded lands of the Yakama Nation, including the Yakima, Klickitat, Rock and the White Salmon River basins within the ESA designated Middle Columbia Steelhead ESU. These actions will also benefit multiple other aquatic and riparian species, including coho, chinook and sockeye salmon, Pacific lamprey, and important cultural plant species.

**Partnerships**

**2021 Local Work Group Updates**

*By Nick Vira*

*State Partnership Liaison*

Washington State NRCS Teams are currently convening local work groups between now and June 11th. This year meetings are being held remotely but with the usage of optional participant surveys along with facilitation services from the Washington Conservation Commission.

Local Working Groups are composed of agricultural producers, owners/operators of nonindustrial private forest land, professionals representing agricultural and natural resource interests, and individuals representing a variety of disciplines in the soil, water, wetland, plant, forestry, and wildlife sciences who are familiar with agricultural and natural resource issues in the local community.

Local Working Groups provide recommendations to the District Conservationist and the State Conservationist on local natural resource priorities and criteria for conservation activities and programs. In Washington, local work group information will be summarized and reported to the State Technical Advisory Committee in July.

**Public Affairs**

**The future of NRCS-WA Outreach**

*By Nate Gallahan*

*Public Affairs Specialist*

Big updates are ahead for our outreach efforts across Washington. The overarching goal is to raise awareness of our conservation efforts, in a strategic, and efficient way, that empowers and makes the lives of our District Conservationists easier. The development of the program will take a bit of time though.

“Outreach” in this context, deals with stake-seekers and the general public, with stake-seekers being those who may want to work with us, but may not know how to, or that we even exist. To reach these publics, we will be increasing our engagement with both traditional and social media and taking a more focused approach with community and education outreach.

We will be achieving our goal through a two-phased approach. The first phase is building the foundation of the program, which includes building our network, building outreach toolkits (updating our website, publications, etc.) and building an overarching statewide ag-related events calendar. The second phase will then align the knowledge and resources in an outreach plan we can then carry out for the benefit of all.

As this develops, we will be consistently looking for ways to work with all of you! Conservation doesn't happen in a vacuum and the locally-led nature of our work is exceptionally important to us.

If you have any ideas, concerns, or opinions on this, please don’t hesitate to send me an email at nathan.gallahan@usda.gov. I would love to hear from you as we move forward with this. Teamwork makes the dream work.
Ecological Sciences
By Bonda Habet
State Resource Conservationist

May 2021 - NRCS Ecological Science staff welcomes a State Biologist, Plant Material Center Manager, and a State Soil Resource Scientist.

Peter McBride, the State Wildlife Biologist responsible for state biology guidance and documents (wildlife-habitat guides, Conservation Stewardship Program enhancements) for FY22 Farm Bill implementation. He spent ten years working as the Washington Department of Natural Resources Northwest Region Biologist—and also for National Park Service, USFWS, FERC, and tribes—on projects primarily in western Washington (Cascades, Puget lowlands, and Olympic Peninsula), but also on the east side in the Cascades, Columbia Basin, and Blue Mountains. His work included forestry and wildlife inventories, fire ecology, cavity-nesting birds, raptors, ungulates (bighorn sheep, elk, and black-tailed deer), small mammals, herps, and cave-dwelling bats. Peter developed and taught university courses in wildlife ecology field methods and PNW natural history. Peter’s email is Peter.McBride2@usda.gov

Steven Lee, the Pullman Plant Material Center Manager (May 10) responsible for the NRCS Plant Material Program. Steven has been the Pullman Plant Material Center agronomist for nine months. He spent 8 years with the ARS in CA after researching grapes, raisin grapes, apricots, apples, and almonds. Over the last 20 years he has worked in a variety of capacities in agriculture (soil health, cover crops, compost) and skilled at propagation of agricultural commodities to native plants. He managed several diversified vegetable and fruit farms and worked with diverse commodity groups and Non-Profit organizations. Steven’s email is Steven.Lee2@usda.gov

Joseph Dyer, State Resource Soil Scientist (May 23) responsible for updating WA soils, collaborating with MLRA staff, Prime Farmland requests, facilitate Ecological Site Descriptions into WebSoilSurvey, soils training, and assist with soil health. Joseph received a Bachelor’s degree of Soil Science from University of Wisconsin Stevens Point. He has been mapping soils in Wyoming, Missouri and Utah. He served as the Area Resource Soil scientist for the eastern half of Utah assisting field offices in Farm Bill implementation on irrigation projects, nutrient management, NRI, catchment dams wetland and stream restoration projects, BLM range condition calls, soil mapping and training new students and hires. He has been the lead MLRA soil scientist in MLRA SBB, Buffalo WY for five years. Joseph’s email is Joseph.Dyer@usda.gov.

The ECS State Specialists (Wildlife Biologist, Environmental Specialist, Forester, Range and Pasture Specialist, Fish Biologist) have been reviewing FY22 National guidance and developing State technical supplements. NRCS-WA Area Agronomists have been assisting in lieu of the State Agronomist vacancy. This includes Farm Bill payment scenarios and CSP enhancements. They are preparing for State trainings, replying to technical requests for their disciplines and providing Quality Assurance Reviews (QAR) spotchecks on 5% of conservation plans and practices. The National Resource Inventory (NRI) Program Manager is starting on site field investigations for WA identified sites. The Pullman Plant Material Center (PMC) Manager is overseeing the planting of demonstration plots and planning field trials.

NRCS-WA ecological science conservation practices that adopt the National conservation practices will be presented in this summer’s monthly ECS team meeting to discuss changes to the conservation practices standard and on implementation requirements, jobsheets. NRCS-WA will identify the new ECS standards to adopt for FY22 by June and have them posted in the WA field office technical guide by October 1, for FY22.

NRCS-WA continues with conservation planning and has encouraged progressive conservation plans and no longer mandates resource management system plans. The conservation plan is the producer’s objective with the decision of treatment on resource conservation concerns. More information on NRCS resource concerns can be found online in FOTG section III. 3. Conservation practice standards and implementation requirements, designs, are found in section IV. 4. Conservation practices are evaluated in the new NRCS Conservation Assessment and Ranking Tool (CART) and assigned ranking.

NRCS-WA is updating the 2012 State Resource Assessment to reflect the changes, additions of NRCS resource concerns from the NRCS National Planning Procedure Handbook (NPPH). NRCS went from 33 to 48. More changes are expected this fall for FY22.

NRCS-WA conservation planners are acquiring trainings to recertify their conservation planner status in January 2022. Partner conservation planners do not have the January certification deadline. NRCS-WA updated the Ecological Sciences Job Approval Authority (JAA) State Supplement GM 190 Part 417 and removed it from the GM 180 Conservation Planning. This policy includes Partner employees garnering conservation practices JAA if requested by District Conservationist.

In FY2020, the Farm Service Agency (FSA) and Natural Resource Conservation Service (NRCS) signed a Memorandum of Agreement on the new roles of each agency for FSA’s Farm Bill Conservation Reserve Program. This vastly changed the workload of NRCS. We now do 100% status reviews of all CRP contracts rather than 10%. There are typically four site visits and documents to be submitted timely to FSA in a 10 year contract. NRCS no longer does mid contract management reviews. In FY21, 1,040 Contracts/plans were developed for CRP contracts, and over 2,500 status reviews were completed. Status reviews are completed to evaluate the status on contracts expiring within 1-2 years. FY22 numbers are larger. This workload is more than NRCS’s EQIP and CSP. However, Conservation District task orders are assisting immensely to complete the status reviews. Updates to the 2CRP policy is currently being crafted, CRP SAFE will be continuous CRP and no longer in the General CRP set signup period. NRCS will be working with WSCC and FSA on a Conservation Reserve Enhancement Program (CREP) manual to clarify roles of this Program with FSA, NRCS and Conservation District staff. CREP Training is expected later this year.
COVID Updates

In NRCS-WA all field offices are at staffing 50% capacity posture, this includes the PMC facility. Visitors are limited to one visit at a time. Masks and social distancing are required for all staff and visitors.

Area and State Office are considered Hub centers with a staffing capacity limit at 25%

All internal trainings are limited to mission critical trainings and can only be held outside or virtually as approved by FPAC.

Human Resources (HR) Updates

Recruitment Hiring update: FPAC - NRCS has focused its FY 21 hiring of increased staffing recruitment nationally for 1,500 with new outside hires through a Direct Hiring Authority for specific type positions. In WA- NRCS, we have targeted for 19 hires. In addition, we have targeted for 4 additional interns, along with 6 returning interns working towards conversions. There are currently 21 vacant positions to be posted on USA Jobs in the next couple months.

Pathways interns will be working this summer partially remotely from their home states and partially returning to WA due to COVID protocol and the stipend rescission decision made earlier this year. Virtual trainings to be provided June – August per the Pathways Training Plan

Leasing Updates

Ellensburg – NRCS Lease awarded to KCCD; Construction completed in April 26

Vancouver (Brush Prairie) – New NRCS lease Awarded; notice to proceed by June and Occupancy by August

Yakima- new FSA lease award with S. Yakima CD; Anticipated Completion of buildout and move in date in mid-July

Wenatchee – GSA New Lease – Demolition and swing space construction has begun; Anticipated move in date March 2022.

Bremerton – GSA – Occupancy Agreement extension approved through 2026

Puyallup - GSA – Occupancy Agreement extension approved through 2026; GSA to look into opportunity to lease with Pierce CD

Pomeroy – Succeeding FSA Lease awarded; Buildout ongoing

Nespelem - NRCS Currently working on negotiations on Sole Source Lease with Colville Confederated Tribe.

Clarkston – NRCS Currently on RLP process / Solicitation (estimated award 9/14/21; estimated acceptance 3/13/22)

Davenport – Succeeding FSA Lease awarded with new owners; build out meetings to start soon in May.

Ephrata – Succeeding FSA Lease awarded with new owners, build out meetings to start in May.

Renton – GSA Lease; SFAC sent letter to National Food and Agriculture Committee to consider soliciting for new lease acquisition outside of Renton.

Zillah – SFAC seeking National approval to close FO and terminating NRCS Lease with North Yakima CD; staff to consolidate into Yakima FO

Training Updates

We are continuing to work with the CTD to organize training events, both in terms of partnering to present trainings with the NRCS and to facilitate the training of CD staff in NRCS led courses to meet conservation planner certification training timelines. Having CD staff who are certified planners will help the NRCS meet conservation program planning objectives.
NRCS News

Application Period Open for Conservation Innovation Grants On-Farm Trials

USDA’s Natural Resources Conservation Service is seeking proposals through June 21 for Conservation Innovation Grants On-Farm Conservation Innovation Trials.

Through the program, NRCS and partners collaborate to implement on-the-ground conservation activities and then evaluate their impact.

Continue reading here.

June 30 deadline set for forestland conservation easement funding

Financial assistance available for conservation easements and conservation practices on forestland

By The Washington Department of Fish and Wildlife

OLYMPIA, Wash. — The Southwest Washington Small Forest Lands Conservation Partnership (Partnership) set the application deadline for financial assistance to implement forestland conservation easement activities to June 30. The Partnership is focused on working with small forest landowners (non-industrial private forest landowners (NIPF)) and Indian Tribes to improve forest health, water quality, and wildlife habitat. Funding is provided through the USDA Natural Resources Conservation Service’s (NRCS) Healthy Forests Reserve Program (HFRP).

The Healthy Forests Reserve Program is a voluntary and incentive-based program that provides technical and financial assistance through NRCS. This HFRP is focused on conserving habitat for the marbled murrelet, a small seabird that nests in mature and old forest habitat. Marbled murrelets are listed as threatened under the federal Endangered Species Act. HFRP offers permanent and 30-year conservation easements, and 10-year restoration agreements. On acreage owned by Indian Tribes, 30-year contracts are also offered. Payments range from 50 to 100 percent of the easement value, as well as up to 50 percent incentive rate for approved ...

Continue reading here.

USDA awards new partnership projects in Washington to help mitigate climate change and protect natural resources while supporting America’s producers

SPOKANE VALLEY, Wash. — The U.S. Department of Agriculture (USDA) today announced it is investing $330 million in 85 locally driven, public-private partnerships to address climate change, improve the nation’s water quality, combat drought, enhance soil health, support wildlife habitat and protect agricultural viability, including 3 projects in Washington. Projects are awarded through the Natural Resources Conservation Service (NRCS) Regional Conservation Partnership Program (RCPP).

“The Regional Conservation Partnership Program is public-private partnerships working at their best,” said Roylene Comes At Night, NRCS State Conservationist in Washington. “These new projects will harness the power of partnerships to help bring about solutions to natural resource concerns across the country while supporting our efforts to combat the climate crisis.”

The three projects in Washington included the following ...

Continue reading here.

USDA Announces Listening Session on Impacts of COVID-19 on New Farmers

WASHINGTON D.C., – The U.S. Department of Agriculture (USDA) today announced a virtual listening session for beginning farmers and ranchers to learn how COVID-19 impacted their farming operations and to get their feedback on USDA assistance. The listening session will take place on May 6, 2021, from 1:30 to 3:30 p.m., Eastern time.

“We invite beginning farmers and ranchers to share their experiences in navigating USDA's resources for assistance after the pandemic,” said Gloria Montaño Greene, USDA Deputy Under Secretary for Farm Production and Conservation.

Continue reading here.

USDA is an equal opportunity provider, employer, and lender.
May 4, 2021, Pacific Bi-Monthly Meeting on: Discussed advocacy efforts, proposed new groups: Diversity, Equity and Inclusion; Funding for Districts/Region Grants. Group decision to develop an NACD Pacific Region strategic plan.

**NACD Winds, Water and Wildfires Virtual Summits.** Western version is May 6. Conservation districts are uniquely positioned to assist communities with planning and preparedness before, during and after disasters. Our sessions will demonstrate how conservation districts are working together with all community members to conquer the challenges facing private landowners. Registration is free, and you can attend more than one session. A summit to be held in the West on May 6 and in the Southeast, May 11-12 and Northeast - May 25-26.

May 4 edition of eResource for Q&A with NACD groundwater-aquifer task force member Harold Cross.

NACD TA grant deadline is June 6. Apply at [NACD Technical Assistance Grants](#).


**PAC/SW Joint meeting** currently planned for Aug. 30-31, in Jackson Hole, WY. IN PERSON

---

**Issues of Interest**

**Climate Action Task Force**

April 22nd, NACD announced the formation of a Climate Action Task Force to assess current and emerging climate policy opportunities and make recommendations to NACD’s leadership. NACD Immediate Past President Tim Palmer will lead the task force.

**Pacific Islands Group**

Because of the geographic extent of the Pacific Region, a special group is being established to address the particular issues for the Pacific Islands, including the state of Hawaii.

**Diversity, Equity, Inclusion – 2/21.** Task Force launched [NACD Diversity Equity and Inclusion Toolkit](#).

**Natural Resources Policy Committee (NRPC)** discussed on May 4:

- **30x30 Program**— idea is to conserve 30% of land by 2030. NACD felt process and definitions are unclear and need a formal comment period. Include forestry as well.
- **Climate and agriculture.** *E-Resource* summary coming later (5/4) on NACD views of climate and agriculture relations. NACD submitted comments to USDA. Response to NACD comments would require Congressional actions.
- **NASCA** will have face-to-face meeting first week in October in Spokane. NASCA trying to get dollars so areas can meet within their own area.
- **NRCS**– Denise Coleman (of PA) is acting associate chief. Kevin Norton retired last week.
May 20, 2021

TO: Conservation Commission Members
Carol Smith, SCC Executive Director

FROM: Shana Joy, Regional Manager Coordinator
Jean Fike, Puget Sound Regional Manager

SUBJECT: Cultural Resources Policy Update

Action Item

Informational Item

Summary:
On April 7, 2021 Governor Inslee issued Executive Order 21-02 (attached) to replace Executive Order 05-05 pertaining to archaeological and cultural resources. SCC staff are actively reviewing the new EO and corresponding with the WA Department of Archaeological and Historical Preservation for further guidance and clarifications on the new language and practical application of the new EO.

Staff Contact:
Jean Fike, jfike@scc.wa.gov or Shana Joy at sjoy@scc.wa.gov

Background and Discussion:
The Commission has been operating under Executive Order 05-05 since July, 2015. Policy and procedures were developed at that time to comply with EO 05-05, mitigate impacts and protect cultural resources as conservation districts implement projects funded through Commission programs. In 2019, Jean Fike assumed the role of cultural resources coordinator upon Larry Brewer’s retirement. Now that EO 21-02 has been issued, the time is right to review and update our policy, procedures and forms for adherence to the new EO and make other minor adjustments and updates. We plan to bring forward a revised SCC policy (current policy is #15-02) and any draft updated procedures and guidance for conservation districts at the July 15th meeting for action by the Commissioners. An updated agency policy will need to go through a review and comment period by the conservation districts. This review could occur prior to the September Commission meeting.
• **USDA; Vilsack Priorities**: Climate smart agriculture; diversity of employees and clientele (including improving access to programs), Innovative agriculture (Office of urban agriculture under deputy chief of management strategy being set up.)
We anticipate continuing our current practice of reimbursing districts for the costs of cultural resource surveys and similar expenses for projects funded by SCC. It is unknown at this time if the new EO 21-02 requirements will increase compliance costs.

Next Steps (if informational item):
An updated policy and related procedures is planned to be presented for action at the July 15th meeting.
EXECUTIVE ORDER 21-02

ARCHAEOLOGICAL AND CULTURAL RESOURCES

WHEREAS, Washington has a rich and diverse cultural heritage, as represented by the numerous archaeological and historic sites that have been identified and located throughout our state; and

WHEREAS, Native American sacred places and landscapes are foundational to the identity and spiritual practices of Washington’s tribal nations; and

WHEREAS, preservation and protection of these sites provides educational and cultural values for all citizens and leads to better understanding between cultures of our shared history; and

WHEREAS, many people contribute their time and efforts to preserve and protect Washington's unique archaeological and historic archaeological sites, historic buildings, and traditional cultural places; and

WHEREAS, these sites, buildings and places hold special cultural, historical, and spiritual significance for both tribal members and non-tribal members; and

WHEREAS, the Department of Archaeology and Historic Preservation (DAHP) and the Governor’s Office of Indian Affairs (GOIA) share statewide responsibility for enhancing the public’s awareness of the need and value of protecting Washington’s heritage and establishing effective consultation with Native American tribal governments.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, by virtue of the power vested in me by the Constitution and statutes of the state of Washington, do hereby order the following for all Executive Branch and Small Cabinet agencies within my administration:

1. Agencies shall consult with DAHP and affected tribes on the potential effects of projects on cultural resources proposed in state-funded construction or acquisition projects that will not undergo Section 106 review under the National Historic Preservation Act of 1966 (Section 106), including grant or pass-through funding that culminates in construction or land acquisitions, to determine potential effects to cultural resources.

2. Agency should initiate consultation with DAHP and affected tribes early in the project planning process and must complete it prior to the expenditure of any state funds for construction, demolition or acquisition.
3. State agencies shall take all reasonable action to avoid, minimize or mitigate adverse effects to archeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites or other cultural resources.

4. Consultation under this Executive Order may be delegated to non-state recipients of state funds but the state agency shall retain the responsibility to ensure an adequate consultation process and will be responsible for holding all records related to the tribal consultation process. The agency will provide the records to DAHP to demonstrate completion of the tribal consultation process.

5. Should DAHP or the affected tribes notify an agency that an archaeological or historic archaeological site, historic building/structure or traditional/sacred place study is needed before a project may proceed, the agency must consult with DAHP and the affected tribes for the purpose of seeking agreement on studies that must be completed prior to expenditure of any state funds for construction or purchase.

6. Should DAHP or the affected tribes identify a known archaeological or historic archaeological site, historic building/structure, cultural or sacred place that may be impacted by either direct or indirect effects of the proposed undertaking or activity, the agency must consult with DAHP and the affected tribes on avoidance strategies or methods to minimize harm.

7. In the case of historic buildings/structures, the agency shall develop mitigation strategies in consultation with DAHP and if requested, affected tribes. For all other cultural resources including archaeological and historic archaeological sites or traditional and sacred places the agency may only develop mitigation strategies upon notifying DAHP and the affected tribes that avoidance cannot be attained.

8. Mitigation strategies for archaeological, cultural and sacred sites shall be identified through consultation with DAHP and the affected tribes.

9. In the event of a disagreement regarding the required consultations, or regarding the need or scope for archeological, ethnographic or cultural studies, the funding state agency, DAHP and/or GOIA shall meet with the Office of Financial Management policy and budget staff to identify an appropriate resolution.

The Office of Financial Management is directed to include in its budget and allotment instructions a requirement that agencies consult with DAHP and affected tribes, as appropriate, as part of the budget request and allotment process.

To the extent that they have not already received training, all appropriate state agency employees managing state-funded construction or acquisition projects, including grant or pass-through funding that culminates in construction or land acquisitions, will attend government-to-government training and cultural resource training provided by GOIA and DAHP.
I invite institutions of higher education, public schools, as well as other statewide elected officials, boards, commissions, and any other public agencies not within my administration to implement within their agencies the practices herein described.

This Order is effective immediately and shall supersede Executive Order 05-05, which is hereby rescinded.

Signed and sealed with the official seal of the state of Washington on this 7th day of April, AD., Two Thousand and Twenty-One, at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State