**This meeting will be held in-person with options to participate online or via teleconference**

_Tokeland, WA_

---

**Our Mission:**

“To conserve natural resources on all lands in Washington, in collaboration with conservation districts and partners.”
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 Lori Gonzalez at 360-407-7417, or call 711 relay service. All accommodation requests should be received no later than Friday, September 16, 2022 to ensure preparations are appropriately made.

Online Meeting Coordinates
To participate online, please click on this link to register. After registering, you will receive a confirmation email containing information about joining the meeting virtually. You may use your computer audio, or dial into the meeting using the information provided after logging in. Guests will be muted by the host upon login to allow for full discussion by Commissioners.

Public Comment
Public Comment will be allowed prior to adopting each action item. Comments will be limited to three (3) minutes per comment.

Agenda – Please note: all agenda items needing action will be listed under Tab 1.

<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></td>
<td>Call to order/Welcome/Introductions</td>
<td>Chairman Williams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Roll Call</td>
<td></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>8:45 a.m.</td>
<td>1.</td>
<td>Consent Agenda <em>(Action items)</em></td>
<td>Chairman Williams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Comment will occur prior to adopting each action item. Comments will be limited to three (3) minutes per comment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a)</td>
<td>July 21, 2022 Draft Meeting Minutes</td>
<td></td>
</tr>
</tbody>
</table>
### Commission Operations (Action items)

8:50 a.m.

- **b)** 2023 Commission Meeting Dates & Locations
- **c)** Area Member Election Process for 2022
- **d)** Approval of Updated Election and Appointment Guides
- **e)** Joint Committee Election Legislation
- **f)** Conservation Month

Shana Joy
Ron Shultz
Bill Eller
Ron Shultz
Director Pettit/Paige DeChambeau

### District Operations (Action items)

9:50 a.m.

- **g)** Pierce Conservation District Election Certification
- **h)** Pacific Conservation District Annexation of Territory

Bill Eller
Josh Giuntoli

### Policy and Programs (Action items)

10:30 a.m.

- **i)** Riparian Plant Propagation Program Draft Guidelines
- **j)** Salmon Riparian Fund Update
- **k)** Farmland Protection and Land Access Project Approvals
  - FPLA Project Approval
  - Thornton Farm Authorization
- **l)** Disaster Assistance Program Guidelines Updates
- **m)** Possible Proposal of DAP Legislation

Alison Halpern
Ron Shultz
Kate Delavan
Paul D’Agnolo
Bill Eller
Ron Shultz

### Policy and Programs (Information only)

11:40 a.m.

- **a)** VSP Update
- **b)** Sustainable Farms and Fields Update

Packet Item Only
Alison Halpern
<table>
<thead>
<tr>
<th>TIME</th>
<th>TAB</th>
<th>ITEM</th>
<th>LEAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 p.m.</td>
<td></td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>12:30 a.m.</td>
<td>2.</td>
<td>Budget and Finance (Information only)</td>
<td>Sarah Groth</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public comment will occur prior to adopting each action item. Comments will be limited to three (3) minutes per comment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Fiscal Year End 22 Update</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fiscal Year End 22 Returned Funds Rollup</td>
<td></td>
</tr>
<tr>
<td>12:50 a.m.</td>
<td>2.</td>
<td>District Operations (Information only)</td>
<td>Josh Giuntoli</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public comment will occur prior to adopting each action item. Comments will be limited to three (3) minutes per comment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) District Operations and Regional Manager Report</td>
<td></td>
</tr>
<tr>
<td>1:05 p.m.</td>
<td>2.</td>
<td>Partner Updates (Information only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public comment will occur prior to adopting each action item. Comments will be limited to three (3) minutes per comment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>e) Natural Resource Conservation Service Update</td>
<td>Roylene Comes at Night</td>
</tr>
<tr>
<td></td>
<td></td>
<td>f) National Association of Conservation District Update</td>
<td>Doug Rushton</td>
</tr>
<tr>
<td></td>
<td></td>
<td>g) Center for Technical Development Update</td>
<td>Packet Item Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>h) Department of Fish and Wildlife</td>
<td>Packet Item Only</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>2.</td>
<td>Commission Operations (Information only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public comment will occur prior to adopting each action item. Comments will be limited to three (3) minutes per comment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Nominating Committee for Chair and Vice-chair</td>
<td>Chairman Williams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>j) Communications Update</td>
<td>Paige DeChambeau</td>
</tr>
<tr>
<td></td>
<td></td>
<td>k) General SCC Update</td>
<td>Director Pettit</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td></td>
<td>Executive Session per RCW 42.30.110(f) to review and evaluate the complaint and investigation against a public officer or employee.</td>
<td>Commission Members</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td></td>
<td>Closing remarks- Adjourn</td>
<td>Chairman Williams</td>
</tr>
</tbody>
</table>
TAB 1
Regular Business Meeting ~

The Washington State Conservation Commission (Commission/SCC) met virtually as well as in-person on Thursday, July 21, 2022 in Ellensburg, Washington. Chairman Daryl Williams called the meeting to order at 8:37 a.m.

**Note:** All meeting materials can be found on our [meetings webpage](#). You will find the meeting packet with background information, presentations and past meeting information.

**COMMISSIONERS PRESENT**
- Daryl Williams, Chairman, *Governor Appointee (online)*
- Larry Cochran, Vice-Chairman, *elected eastern region rep.*
- Sarah Spaeth, *Governor Appointee (online)*
- David Giglio, *Department of Ecology*
- Dean Longrie, *elected west region rep.*
- Harold Crose, *elected central region rep.*
- Jim Kropf, *Washington State University (online)*
- Mike Mumford, *Washington Association of Conservation Districts*
- Perry Beale, *Department of Agriculture*
- Terra Rentz, *Department of Natural Resources (online)*

Quorum present.

**PARTNERS REPRESENTED**
- Tom Salzer, *WA Association of Conservation Districts*
- Roylene Comes At Night, *USDA, Natural Resources Conservation Service (online)*
- Nick Vira, *NRCS Partnership Liaison*
- Michael Kuttel, Jr., *WA State Department of Fish and Wildlife (online)*

**COMMISSION STAFF PRESENT**
- Christopher Pettit, *Executive Director*
- Alicia McClendon, *Administrative Assistant*
- Alison Halpern, *Scientific Policy Advisor*
- Jon Culp, *Water Resources Program Manager*
- Kaisha Walker, *Administrative Assistant*
- Kate Delavan, *Office of Farmland Preservation*
- Levi Keeseecker, *Natural Resource Scientist*
- Lori Gonzalez, *Executive Assistant*
- Paige DeChambeau, *Communications Director*
- Allisa Carlson, *Central Regional Manager*
- Ron Shultz, *Policy Director*
- Shana Joy, *District Operations Manager*

**GUESTS ATTENDED**
- Please see “Attachment A” for full list of attendees.

---

**Consent Agenda**

---

**Draft May 19, 2022 Business Meeting Minutes**
Motion by Commissioner Longrie to approve the May 19, 2022 draft business meeting minutes. Seconded by Commissioner Crose. Motion carried.

**Out of State Travel Approval for Executive Director**

Motion by Commissioner Crose to approve the Executive Director to attend the National Association of Conservation District’s Southwest and Pacific Joint Regional Conference in Maui, Hawaii, September 7-11, 2022. Seconded by Commissioner Longrie. Motion carried.

**District Operations**

**Conservation Reserve Enhancement Program (CREP)**

Motion by Commissioner Longrie to approve the designation of eligible stream segments for CREP on 3.7 stream miles of Alder Creek in East Klickitat CD as shown in the maps in Exhibit A, page 17 of the meeting packet. Seconded by Commissioner Giglio. Motion carried.

**Pacific Conservation District Mid-Term Supervisor Appointment**

Motion by Commissioner Longrie to appoint James Rose to the Pacific Conservation District Board of Supervisors. Seconded by Commissioner Crose. Motion carried.


Motion by Commissioner Beale to approve the adoption of the 2022 SCC Comprehensive Emergency Management Plan & Continuity of Operations Plan. Seconded by Commissioner Longrie. Motion carried.

**Commission Meetings Policy Revision**

Motion by Commissioner Longrie to adopt the revised Commission Meetings policy as presented. Seconded by Commissioner Crose. Motion carried.

**September Commission Meeting Date Change Request**

Motion by Commissioner Longrie to approve the request of the September host district to change the September Commission meeting date from Wednesday, September 14 & Thursday, September 15 to Wednesday, September 21 & Thursday, September 22, 2022. Seconded by Commissioner Giglio. Motion carried.

**Policy & Programs**

**Farmland Protection and Land Access (FPLA) Program Guidelines**

Motion by Commissioner Longrie to adopt the revised Farmland Protection and Land Access Program Guidelines, July 2022 Draft as the final “FPLA Program Guidelines” for use with funds provided in the 2022 Supplemental Capital budget. Seconded by Beale. Motion carried.
Salmon Recovery Guidelines

Motion by Commissioner Longrie to adopt the revised Salmon Recovery Funding Programmatic Guidelines as presented. Seconded by Commissioner Crose. Motion passed.

Amendment offered by Commissioner Giglio and seconded by Commissioner Rentz to add new 2.2.8 as follows “preference may be given to projects that…” existing language remains. Amendment passed.

(Guidelines are posted on the SCC website: https://uploads-ssl.webflow.com/5faf8a950cd2024e61edad9/62d7af537cfc938d358c53_FINAL%20SCC%20Meeting%20Memo%20re%20Salmon%20Funding%20Guidance%20July%202022.pdf)

Voluntary Stewardship Program Supplemental Budget Guidelines

Motion by Commissioner Longrie to adopt the amended Voluntary Stewardship Program Guidelines as final (meeting packet pages 122-127). Seconded by Commissioner Crose. Motion carried.

Budget and Finance

2023-2025 Biennial Budget Requests

Motion by Commissioner Longrie to approve the seventeen budget packages as presented in the meeting packet, pages 79-87, for further development and submittal to Office of Financial Management by the deadline of September 20, 2022 in priority order as listed below. Seconded by Commissioner Giglio. Motion carried.

Operating:
- Conservation Technical Assistance - not to exceed $10,000,000
- Riparian Restoration Projects - $3,000,000
- Forest Health and Community Wildfire Resiliency - not to exceed $5,000,000
- Ag Science Program - not to exceed $2,000,000
- SCC FTE needs – no funding requested can do within existing resources
- Disaster Agriculture Program (DAP) - not to exceed $1,950,000
- Voluntary Stewardship Program (VSP) not to exceed $1,500,000

Capital:
- Natural Resource Investments (NRI) - not to exceed $9,800,000
- Riparian Restoration Projects - $10,000,000
- Farmland Preservation and Land Access (FPLA) - not to exceed $4,000,000
- Irrigation Efficiencies - not to exceed $6,000,000
- Shellfish - not to exceed $4,000,000
- Regional Conservation Partnership Program (RCPP) - not to exceed $3,000,000
- Conservation Reserve Enhancement Program (CREP) - not to exceed $7,725,000
- Conservation Reserve Enhancement Program (CREP) PIP - not to exceed $1,000
- Voluntary Stewardship Program (VSP) - not to exceed $3,000,000
- Washington Shrubsteppe Restoration Resiliency Initiative (WSRRI) - not to exceed $1,500,000
Executive Session

Chairman Williams called the meeting into executive session at 2:45 p.m. per RCW 42.30.110 (f): to receive and evaluate complaints or charges brought against a public officer or employee and (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Session scheduled to end at 3:45 p.m.

3:45 p.m. Chairman Williams called the meeting back to order and adjourned.
Online Participants
1. Alan Chapman, Whatcom CD
2. Alex Case-Cohen, Pend Oreille CD
3. Alex Harwell, Cascadia CD
4. Annie Byerley, Walla Walla CD
5. Barbara, Mason CD
6. Bill Eller, SCC staff
7. Brad Johnson, Palouse CD
8. Brandy Reed, Whatcom CD
9. Brian Cochran, SCC staff
10. Daryl Williams, Commissioner, Governor appointed
11. David Marcell, Pacific CD
12. Frank Corey, North Yakima CD
13. Jean Fike, SCC staff
14. Jim Kropf, Commissioner, WSU Extension
15. Joe Holtrop, Jefferson County CD
16. Joe Zimbric, Spokane CD
17. Josh Giuntoli, SCC staff
18. Kate Delavan, SCC staff
19. Kellie Rieland, DES, HR
20. Levi Keesecker, SCC staff
21. Lorenzo Churape, Pacific CD
22. Megan Stewart, Asotin CD
23. Mike Nordin, GHCD & Palouse CD
24. Nick Schneider, Mason CD
25. Renee Hadley, Walla Walla CD
26. Richard Mahar, Skamania
27. Roylene Comes At Night, NRCS (Natural Resources and Conservation Service)
28. Ryan Williams, Cascadia CD
29. Sarah Moorehead, Thurston CD
30. Sarah Spaeth, Commissioner, Governor Appointed
31. Stephen Lesky, Chelan County Natural Resource Dept.
32. Terra Rentz, Commissioner, DNR (Dept. of Natural Resources)
33. Zorah Oppenheimer, Clark CD

In-Person Participants:
1. Ryan Baye, WACD
2. Allisa Carlson, SCC staff
3. Craig Nelson, Okanogan
4. Anna Lael, Kittitas County CD
5. Mike Tobin, **North Yakima CD**
6. Jeff Schiebel, **Lincoln County CD**
7. Jennifer Boie, **Palouse CD**
8. Janis Salzer, **Public**
September 22, 2022

TO: Conservation Commission Members
    Christopher Pettit, SCC Executive Director

FROM: Shana Joy, District Operations & Regional Manager Coordinator

SUBJECT: 2023 Commission Meetings Proposal

Summary:
Annually, the Regional Managers work with other Commission staff and conservation districts to propose meeting locations and host conservation districts for the upcoming year of Commission meetings. A proposal for the following years’ meetings is brought forward to the September Commission meeting for review and requested action.

Requested Action (if action item):
Staff is requesting that Commissioners approve the proposed Commission meeting dates, proposed locations, and hybrid meeting format for calendar year 2023.

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

Background and Discussion:
As long as in-person meetings remain an option in 2023 as the COVID pandemic continues to evolve, Regional Managers propose the physical locations for 2023 meetings noted in Table 1. Offering a remote participation option for each meeting is also proposed in keeping with current practice. Regional Managers consider multiple factors as locations and conservation district hosts are determined. Those factors are:
- weather at that time of the year,
- local infrastructure and logistics for a tour, interactive, dinner, and the business meeting (available hotels/meeting spaces),
- conservation district capacity to put together and host a tour and interactive dinner,
- conservation district willingness,
- proximity to Olympia during legislative session,
- length of time since the CD last hosted, and
- potential tour content or stops.

### Table 1: 2023 Commission Meeting Dates and Physical Locations

<table>
<thead>
<tr>
<th>Date</th>
<th>Hosting District</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18 &amp; 19, 2023</td>
<td>King CD</td>
<td>Renton</td>
</tr>
<tr>
<td>March 15 &amp; 16, 2023</td>
<td>Snohomish CD</td>
<td>Everett</td>
</tr>
<tr>
<td>May 16, 17, &amp; 18, 2023</td>
<td>Benton CD</td>
<td>Kennewick</td>
</tr>
<tr>
<td>July 19 &amp; 20, 2023</td>
<td>Cascadia CD</td>
<td>Wenatchee</td>
</tr>
<tr>
<td>September 20 &amp; 21, 2023</td>
<td>Asotin County CD</td>
<td>Clarkston</td>
</tr>
<tr>
<td>November 30, 2023</td>
<td>WACD Annual Meeting</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Additionally, in the event that a Commission meeting is conducted in a remote format only due to a declared emergency, Regional Managers propose to work with other SCC staff and conservation districts to bring either a virtual district tour or a topical presentation(s) to that Commission meeting(s) to continue providing an opportunity to hear from the districts about successes, innovations, and challenges that we would otherwise have an opportunity to learn about on the tours hosted by the districts.
TO: Conservation Commission Members
   Christopher Pettit, SCC Executive Director

FROM: Ron Shultz, WSCC Policy Director
       Lori Gonzalez, WSCC Executive Assistant

SUBJECT: Temporary Interpretive Statement for Election of Elected Position to the Commission

---

Summary:
Because the Washington Association of Conservation Districts (WACD) will again hold their 2022 annual meeting with in-person participation and options to participate online, the Commission will need to change the existing Interpretive Statement (IS) regarding the process of electing the elected position to the Conservation Commission.

Requested Action:
The Commission is requested to approve a temporary interpretive statement which describes the process for electing the elected position to the Conservation Commission, limited to the 2022 election.

Staff Contact:
Ron Shultz, WSCC Policy Director   (360) 790-5994   rshultz@scc.wa.gov
Lori Gonzalez, WSCC Executive Assistant   (360) 791-0226   lgonzalez@scc.wa.gov

Background and Discussion:
In 2013 the Commission adopted an interpretive statement to clarify the process for election of the elected representatives on the Commission. The state statute indicates the timing of the election, establishes the district areas for representation, and how vacancies are filled. What was unclear
was how the election was to be conducted. The Commission clarified this in the interpretive statement.

The interpretive statement establishes the election to be held during the WACD annual meeting, how candidates are to provide notice of their candidacy, how the Commission will distribute candidate information for supervisor consideration, and how the election itself will be conducted during the WACD annual meeting.

Originally, this was developed with the expectation that the WACD annual meeting would be held in-person. Due to uncertainty of in-person participation of the membership, partners and staff, as well as considering travel restrictions for some, WACD will hold the meeting in-person with options to participate online. Because of this, there’s a need to provide for a temporary interpretive statement to cover this unique situation. The attached draft temporary interpretive statement will accomplish this purpose. It should be noted, the temporary interpretive statement will expire December 31, 2022.

**Recommended Action and Options:**
Commission staff recommend adoption of the temporary interpretive statement.

**Next Steps:**
After adoption of the temporary interpretive statement, Commission staff will implement the process outlined in the document.
Temporary Process for the Election of the Elected Member of the Conservation Commission

The Washington State Commission (WSCC) has adopted a temporary Interpretive Statement 20-01 describing the process of the district representative to the Commission to accommodate for the WACD annual meeting being held in a hybrid style with in-person meetings and options to participate in the meetings online. For 2022 there will be one district elected position on the Conservation Commission up for election this year - the western Washington district representative.

Consistent with the temporary WSCC Interpretive Statement 20-01, and due to the uncertainty of in-person participation, the following process will be used for the 2022 election of the elected members of the Conservation Commission:

1. The Commission shall issue a notice of opening for candidates for elected Commission member by Friday, September 30, 2022.

2. Interested candidates will submit their interest in the elected Commission position no later than close of business on Friday, November 18, 2022. Interested candidates must use the form provided below to access the form or call the WSCC for a paper copy.

3. Commission staff will distribute via email the list of all candidates who submitted their interest to the conservation district supervisors by close of business on Monday, November 21, 2022.

4. Since all conservation district supervisors are eligible to vote for the Commission elected position nominee, even if the conservation district is outside the area of the elected member, conservation district supervisors are encouraged to discuss the position and candidates at the area meetings.

5. This year’s annual meeting will be conducted in a hybrid style with options to participate in person or online. Conservation district supervisors will have the opportunity to meet the candidates who submitted their interest in the position in a virtual or in-person (dependent on applicant’s preference) setting during Tuesday, November 29, 2022.

6. Nominations will be taken directly from the floor and online. Nominations will be accepted during the meet and greet on Tuesday, November 29, 2022.
Individuals interested in being a candidate for the elected commission member position are requested to complete the following form: https://www.formstack.com/forms/?2135162-0xZB7kTiMe and providing it to Commission staff no later than close of business Friday, November 18, 2022. Individuals who are unable to access a computer for the web link may call the WSCC at 360-407-6200 for a paper copy.

The only requirement in statute for the position is that the candidate resides in western Washington for the western position. Candidates can provide other information which will help district supervisors with their decision on the election.

Forms may be mailed to (and must be received at the Commission office by close of business Friday, November 18):

Washington State Conservation Commission  
c/o Elected Member Process  
PO Box 47721  
Olympia, WA  98504

Please Note: All Supervisors may cast their vote electronically via a secured link provided by WACD for the elected commission member anytime during the WACD Annual Meeting. All submittals must be received no later than 8:00 p.m. on Wednesday, November 30, 2022. Winner of the election will be announced by 8:30 p.m. on Wednesday.

For more information, contact:

Ron Shultz, Policy Director  
Washington State Conservation Commission  
P.O. Box 47721  
Olympia, Washington  98504  
(360) 790-5994 (cell)  
rshultz@scc.wa.gov
NOTICE OF ADOPTION OF A TEMPORARY INTERPRETIVE STATEMENT

SCC IS 20-01  Temporary Election Process for Elected Members of the State Conservation Commission

Effective Date:  September 22, 2022

Statutory References:  RCW 34.05.230(1) An agency is encouraged to advice the public of its current opinions, approaches, and likely courses of action by means of interpretive policy statements.

RCW 89.08.030 Provides for three members of the Commission to be elected each year by the district supervisors at their annual statewide meeting.

RCW 89.08.030 states, in relevant part:

The three elected members shall be elected for three-year terms, one shall be elected each year by the district supervisors at their annual statewide meeting. One of the members shall reside in western Washington, one in central Washington and one in eastern Washington, the specific boundaries to be determined by district supervisors. At the first such election, the term of the member from western Washington shall be one year, central Washington two years and eastern Washington three years, and successors shall be elected for three years.

Unexpired term vacancies in the office of appointed commission members shall be filled by appointment by the governor in the same manner as full-term appointments. Unexpired terms of elected commission members shall be filled by the regional vice president of the Washington Association of Conservation Districts who is serving that part of the state where the vacancy occurs, such term to continue only until district supervisors can fill the unexpired term by electing the commission member.
FINDINGS

The Conservation Commission finds:

1. The lack of specificity in the statute for the nomination and election of the elected members of the Commission has created confusion as to the process for individuals to be considered for the position.

2. Providing a description of the ministerial process by which persons declare their interest and the election of elected members of the Commission takes place will serve the district supervisors’ and the Commission’s interest in a sound process for such elections.

3. The Washington Association of Conservation Districts (WACD) will hold their annual meeting in a hybrid style providing participation online and in-person, as an alternative approach to the nomination and election of the elected members of the Conservation Commission.

INTERPRETIVE STATEMENT

Based on these findings, the Conservation Commission hereby issues the following interpretive statement:

The Conservation Commission interprets RCW 89.08.030 to require a clear and public process for nomination of candidates for the position of elected member of the Commission.

The Commission will provide for such a process to allow for secured online voting by conservation district supervisors as follows:

- The Commission shall issue a notice of opening for candidates for elected Commission member no later than Friday, September 30 of the year in which a candidate is to be elected.

- Interested candidates will submit their interest in the elected Commission position to Commission staff no later than Friday, November 18, 2022 in the manner detailed by the Commission.

- Commission staff will distribute the list of all candidates who submitted their interest to the district supervisors by Monday, November 21, 2022.
This year's annual meeting will be conducted in-person and online. Conservation district supervisors will have the opportunity to meet the candidates who submitted their interest in the position in a virtual or in-person (dependent on applicant’s preference) setting during the dinner banquet on Tuesday, November 29, 2022.

Nominations will be taken directly from the floor and online. Nominations will be accepted during the meet and greet on Tuesday, November 29, 2022.

The Conservation Commission interprets that RCW 89.08.030 requires an assurance that the process for electing the elected member of the Commission is be clear and impartial.

The Commission will provide for such a process as follows:

- The election of the elected member of the Commission shall take place during the annual statewide meeting of the board supervisors.
- Election shall be by the district supervisors. Associate supervisors are not eligible to vote.
- Commission staff shall conduct the election by distributing a secured online voting ballot to board members email addresses on record at the Conservation Commission. Board members will have until 8:00 p.m. following the annual meeting to cast their ballot. All ballots will be automatically tallied by the online voting system and results will be announced at 8:30 p.m. by the Commission Chair.
- Following announcement of the results, the elected member of the Commission shall be sworn-in to the position by the Chair of the Commission or designee.

This interpretive statement supersedes the existing Commission document: SCC IS 13-01 Election Process for Elected Members of the Conservation Commission for the period beginning with the enactment date of this the temporary interpretive statement and ending December 31, 2022. After this date, the document SCC IS 13-01 Election Process for Elected Members of the Conservation Commission shall remain in effect.

**Contact Person:** Ron Shultz, Policy Director
Washington State Conservation Commission
P.O. Box 47721
Olympia, Washington 98504
(360) 790-5994
rshultz@scc.wa.gov
TO: Conservation Commission Members
Chris Pettit, SCC Executive Director

FROM: Bill Eller, Election Officer

SUBJECT: Adoption of Updated Election and Appointment Guides

Background Summary:
Conservation Commission (Commission) election staff propose one update (updating the name of the Commission’s executive director) to the three guides the Commission has promulgated on elections and appointments. Each updated guide would be in effect for the 2022-2023 cycle.

Requested Action:

Background:
The Commission has made available three election and appointment guides for use by the public, voters, prospective candidates and appointees, and districts. Those three guides are:
- The Conservation District Election and Appointment Guide
- The Guide to Elections for Conservation District Candidates
- The CD Supervisor Appointment Guide
The guides supplement WAC Chapter 135-110, RCW Chapter 89.08, and other Commission policies and procedures related to conservation district elections and appointments. All are updated and approved by the Commission on an as-needed basis.

Each has a statement by the Commission’s executive director on page 2, and each needs to be updated to reflect that statement from our new executive director. That is the only change.

Staff Contact:
Bill Eller, beller@scc.wa.gov, 509-385-7512
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.

Chris Pettit
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 page\(^1\) to ensure full compliance with election policy and procedures.

Authority


The Commission is tasked\(^3\) to appoint two supervisors who are qualified by training and experience to serve as conservation district supervisors. Conservation district supervisors are required\(^4\) 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 law\(^5\) 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.

---

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](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 polling 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. Districts should adopt a policy for mid-term replacement of elected supervisors.

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
appointments 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
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].
[INSERT DISTRICT NAME] Conservation District

Attest Statement and Voter Eligibility Information

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:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
</tr>
</thead>
</table>

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

Physical home address:

<table>
<thead>
<tr>
<th>House number</th>
<th>Street</th>
<th>Unit #</th>
</tr>
</thead>
</table>

City

Mailing address (if different from physical home address):

<table>
<thead>
<tr>
<th>PO Box Number or House Number</th>
<th>Street</th>
<th>Unit #</th>
</tr>
</thead>
</table>

City

Phone Number

We will only call you if we are having difficulty verifying that you are a registered Washington state voter living in [INSERT COUNTY NAME] 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.
Board of Supervisor Election Ballot Request

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 register 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 register 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/5ec2d4f7da309c68cdc0655a/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/5ec2d4f7da309c68cdc0655a/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 135-110-430
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].
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 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
[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 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.56

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.57 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.58. At least two of the three elected conservation district supervisors on the board must be landowners or operators of a farm.

56 WAC 135-110-970; RCW 42.12.070.
57 WAC 135-110-910
58 AF2- Mid-Term Elected Position Appointment Verification of Qualifications
Candidate Recruitment
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)(h)
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>Start here ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceed to next center cell below ▼</td>
</tr>
<tr>
<td>Proceed to next center cell below ▼</td>
</tr>
<tr>
<td>Proceed to next cell below ▼</td>
</tr>
<tr>
<td>The candidate is eligible to serve and the candidate’s name must be pre-printed on the official ballot.</td>
</tr>
</tbody>
</table>

**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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Declared</td>
<td>Eligible</td>
</tr>
<tr>
<td></td>
<td>Write-In</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>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

60 Report total ballot counts for each candidate on EF2.
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;
- 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 CD legal boundary;
- A copy of the election Guide; and
- Poll list forms (PF-D)

Checklist 2 - Ballot Results.

☐ 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 Candidates
Guide to Elections

Where to File for Office

Complete Your Candidate Information

Campaigning, Candidate Statements, and Withdrawing
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 filing 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 your conservation district or the Conservation Commission.

We will be happy to assist you.

Chris Pettit
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.
Checklist - you will need
- Candidate Required Information Form
- Candidate Statement (including photograph), if permitted by your conservation district

Where to file

Each Conservation District determines their own election day, which in turn determines when, where, and how a candidate must file for office. Online filing may be available through your conservation district.

Contact your conservation district for directions and hours of operation.

There are two ways you may file:

1. Online
   Check with your conservation district for this option.

2. In person
   Check with your conservation district for directions and hours of operation.

Important dates

Each Conservation District determines their own election day between January and March, which in turn determines when a candidate must file. Contact your conservation district for their election date. The filing deadline is typically four weeks before Election Day, unless the conservation district board of supervisors has adopted a term greater than four weeks.

Qualifications

You must be a qualified district elector on the day of filing and possess the qualifications specified by law. A qualified district elector is a registered voter in the county where the district is located and who resides within the conservation district boundary. To determine if you reside within the conservation district boundary, please contact your conservation district.

A candidate might also need to be a landowner or farm operator, as defined in WAC Chapter 135-110, in order to be qualified to serve as a supervisor. Contact your conservation district to determine if that requirement needs to be met and to learn if there are additional qualifications.

What to File

Candidates submit the candidate required information form to their conservation district either in person, by mail, or electronically, as determined by each conservation district.

1. The Candidate Required Information form. Every candidate must file a candidate required information form (or application). That form is available at your conservation district. This form assists the conservation district in determining your eligibility to be elected and serve as a board supervisor. Candidates who file the candidate information on or before the filing deadline may be eligible to have their name printed on the official ballot. Even write-in candidates must file the candidate required information form (after the election) to be eligible.

Approval

Immediately after the filing deadline, the conservation district will determine candidate eligibility. Once you have been approved as a candidate, the conservation district will contact you to confirm your candidacy.

The final ballot order of candidates will be alphabetical by last name.
Determine Your Candidacy Type

There are two types of candidates:

1. A declared candidate is a qualified candidate who submits the candidate required information to the conservation district by the filing deadline. A declared candidate’s name will appear on the official ballot.

2. A write-in candidate is a person who has not submitted the candidate required information to the conservation district by the filing deadline. A write-in candidate’s name will not appear on the official ballot. A write-in candidate who wins the election must file the candidate required information within 28 days of the election in order to be qualified to serve as a supervisor. There could also be other qualifications that could make a write-in candidate ineligible to be served if not met.

Personal information

Enter your name and address as it appears on your voter registration. Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable.

Conservation District

Choose the conservation district for which you want to be a candidate. You are responsible for meeting all qualifications and filing for the correct conservation district.

Party Preference

There is no option for party preference in conservation district elections.

Qualifications

Declare your eligibility to serve by indicating that you are a registered voter and that you live within the conservation district boundaries. If you do not know if you are a registered voter, please check with the Secretary of State’s office. If you do not know if you live within the conservation district boundary, please contact the conservation district.

You may also be required to be a landowner or operator of a farm, depending on the current composition of the conservation district board of supervisors. A “landowner” means a person with legal title of record to real property in the conservation district at the time of applying for appointment. "Farm operator" or "operator of a farm" means a person who operates farm and agricultural land. "Farm and agricultural land" means either:

(a) Land in any contiguous ownership of twenty or more acres devoted primarily to agricultural uses;
(b) Any parcel of land five acres or more, but less than twenty acres devoted primarily to agricultural uses, which has produced a gross income from agricultural uses equivalent to one hundred dollars or more per acre per year for three of the five calendar years preceding the date of application for classification under this chapter; or
(c) Any parcel of land of less than five acres devoted primarily to agricultural uses which has produced a gross income of one thousand dollars or more per year for three of the five calendar years preceding the date of application for classification under this chapter.

(d) Agricultural lands shall also include farm woodlots of less than twenty and more than five acres and the land on which appurtenances necessary to production, preparation or sale of the agricultural products exist in conjunction with the lands producing such products.
(e) Agricultural lands shall also include any parcel of land of one to five acres, which is not contiguous, but which otherwise constitutes an integral part of farming operations being conducted on land qualifying under this section as "farm and agricultural lands.

Oath and Signature

Sign the acknowledgement of the accuracy of the information you provided.

Filing fee

There is no filing fee.
Campaigning

It is the duty of each candidate to inform voters of the candidate’s desire and qualifications to be elected to serve as a conservation district supervisor.

Candidates may not seek to influence voters to vote for or against a specific candidate within 300 feet of ballot boxes on Election Day. Candidates may observe an election while the polls are open but may not interfere with voters or polling officers. Candidates may observe the counting of ballots but may not interfere with polling officers or the election supervisor.

Candidate Statements

A conservation district may provide equal opportunity and equivalent space to candidates for candidate statements, but are not required to do so. Such information must not be provided within 300 feet of polls on Election Day. Each conservation district determines the filing deadline for submittal of candidate statements, and each conservation district determines the length, content, and other requirements related to them. For more information, please contact your conservation district.

Withdrawal of candidacy

A candidate wishing to withdraw his or her candidacy must provide written notice to that effect to the conservation district before Election Day. Notice by any other means will be considered invalid. If the candidate is running as a nominated candidate and ballots have already been printed, the conservation district is not obligated to reprint ballots to remove the withdrawn candidate’s name.

It is the candidate’s duty to inform the voting public of their intention to withdraw before the conservation district prints the official ballot. A candidate who withdraws before Election Day is no longer eligible to serve.
Conservation District Applicants
Guide to Appointments

Where and How to File for an Appointed Position

Qualifications to Serve as an Appointed Supervisor
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 appointment law relating to filing 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 your conservation district or the Conservation Commission.

We will be happy to assist you.

Chris Pettit
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.
Checklist - you will need
- To be a registered voter in Washington State
- May need to be a landowner or farm operator
- Submit your appointment application online before the deadline

Where to file
Applicants submit an appointment application form (AF1) by using the Washington State Conservation Commission’s online form (AF1).

Types of Appointments
Appointed positions are either full-term or mid-term.

A full-term appointment is three years. A full-term appointment typically begins on the third Thursday in May, when the Commission makes its appointment decisions. A full-term appointee serves for three years, beginning in the third Thursday in May and ending in the third Thursday in May three years later.

A mid-term appointment is less than three years. Mid-term appointments are made throughout the year as vacancies occur, and the applicant serves until the third Thursday in May of the year in which the term ends.

Important dates
To apply for a full-term appointment, applicants must submit their application no later than March 31st.

To apply for a mid-term appointment, applicants must abide by the deadline identified by the conservation district which has the vacancy.

All Applicants must fill out an Application
The Commission requires that everyone who wants to be considered for an appointed position, full-term or mid-term, fill out the appointment application (AF1) in its entirety. Regardless of your status as an incumbent or prior appointee to a conservation district board, the Commission requires a new, completed application for each three year term.

Mid-Term Appointed Positions
Vacancies in mid-term appointed positions occur throughout the year. When appointed positions become available for mid-term appointments, conservation districts advertise the vacancy for a minimum of four weeks. The deadline to apply for a mid-term vacancy, varies, depending on when the vacancy occurred. To find out of your conservation district has a vacancy or to find out the deadline to apply for a mid-term appointment, please contact your conservation district.

Application Process
Once the application period is over (after March 31st for full-term appointments or, for mid-term appointments, the application period set by the conservation district expires), the Conservation Commission will evaluate each applicant for their qualifications and suitability to serve. Evaluations typically take at least four weeks to complete. Once that evaluation is complete, the Commission will take action on the appointment applications.

Effect of Appointment
Immediately upon being appointed to the conservation district board by the Conservation Commission, an applicant becomes a municipal officer of the conservation district and may begin performing the duties required of conservation district supervisors at the next regular or special meeting of the conservation district board of supervisors.

The Commission will notify you of the outcome of the appointment process. If you are appointed, your conservation district will contact you to invite you to the next conservation district board meeting.
Qualifications

To qualify for an appointed position on a conservation district board, you must be a registered voter in Washington State. You may also be required to be a landowner or operator of a farm, depending on the current composition of the conservation district board of supervisors.

A “landowner” means a person with legal title of record to real property in the conservation district at the time of applying for appointment.

"Farm operator" or "operator of a farm" means a person who operates farm and agricultural land. "Farm and agricultural land" means either:

(a) Land in any contiguous ownership of twenty or more acres devoted primarily to agricultural uses;
(b) Any parcel of land five acres or more, but less than twenty acres devoted primarily to agricultural uses, which has produced a gross income from agricultural uses equivalent to one hundred dollars or more per acre per year for three of the five calendar years preceding the date of application for classification under this chapter; or
(c) Any parcel of land of less than five acres devoted primarily to agricultural uses which has produced a gross income of one thousand dollars or more per year for three of the five calendar years preceding the date of application for classification under this chapter.
(d) Agricultural lands shall also include farm woodlots of less than twenty and more than five acres and the land on which appurtenances necessary to production, preparation or sale of the agricultural products exist in conjunction with the lands producing such products.
(e) Agricultural lands shall also include any parcel of land of one to five acres, which is not contiguous, but which otherwise constitutes an integral part of farming operations being conducted on land qualifying under this section as "farm and agricultural lands.

The Commission may examine the makeup of the conservation district board, including the applicant’s location and the balance of landowners and farm operations on the board in its decision.

To determine if you reside within the conservation district boundary, please contact your conservation district.

A candidate might also need to be a landowner or farm operator, as defined in WAC 135-110, in order to be qualified to serve as a supervisor. Contact your conservation district to determine if that requirement needs to be met and to learn if there are additional qualifications.

Party Preference

There is no option for party preference in conservation district appointments.

Oath and Signature

By submitting the online application form, you acknowledge the accuracy of the information you provided.

Application fee

There is no application fee.
TO: Conservation Commission Members  
Chris Pettit, SCC Executive Director  
FROM: Ron Shultz, WSCC Policy Director  
SUBJECT: Proposed Legislation Re CD Elections for 2023 Session  

Summary: During the 2022 Legislative Session, the Commission approved legislation to implement the recommendations of the Joint Committee on Elections (JCE). The bill made it to House Rules Committee but failed to progress further and did not pass. SCC staff is recommending the Commission submit legislation again implementing the JCE recommendations and incorporating changes sought by legislators in the 2022 Session.

Requested Action (if action item): Approval for SCC staff to proceed with seeking the introduction of legislation implementing the JCE recommendations and other changes consistent with the legislation from the 2022 Session.

Staff Contact:  
Ron Shultz, WSCC Policy Director  
rshultz@scc.wa.gov

Background and Discussion:  
At the December 2020 regular meeting, the Commission passed a motion to establish a Joint Committee on Elections (JCE). The JCE was a joint committee with WACD and SCC staff, the purpose of which was to develop a list of recommendations on election reform.

The JCE consisted of representatives of conservation district supervisors and staff from across the state and included Commission staff. The JCE met through 2021 and developed a suite of recommendations for WACD and Commission consideration in September 2021. The
recommended changes consisted of 4 parts, each recommendation requiring a change in statute to implement.

As a reminder, the recommended actions were:

Part 1: Conduct elections every other year, rather than every year as done currently.

Part 2: Extend supervisor terms (for both appointed and elected) from the current three-year term to a four-year term.

Part 3: Conduct district elections during one Conservation Month.

Part 4: Allow conservation districts the option to go on the general election ballot.

The Commission adopted the 4 recommendations at the September 2021 meeting. Then at their December 2021 regular business meeting the Commission approved staff pursuing legislation to implement the recommendation.

Staff drafted legislation which was introduced in the 2022 Legislative Session – HB 1652. In addition to the SCC bill, another bill relating to CD elections was introduced. HB 1910 would require all conservation district supervisors to be elected on the general election ballot. HB 1910 received a hearing in the House State Government Committee but did not pass out of committee.

HB 1652 received a hearing in the House State Government Committee and passed out of committee. However, before final passage from committee, the bill was amended to modify term lengths for the elected supervisor to ensure terms end in an odd-numbered year, to coincide with the bill’s switch to odd-year elections.

Also, in order to move the bill out of Committee, members wanted additional language added to address the financial transparency of those running for the CD supervisor position and serving as supervisor. In an effort to compromise and keep the bill alive, the following amendment was added to the bill before passage from the Committee:

NEW SECTION. Sec. 8. A new section is added to chapter 89.08 RCW to read as follows:
(1) Appointed supervisors, elected supervisors, and candidates running for election to a supervisor position in a conservation district that holds its elections under this chapter must file a statement of financial affairs for the preceding calendar year or for that portion of the year served. The statement must include, at a minimum, information disclosing:
   (a) Real property interests held by the person;
   (b) Business interests within the conservation district boundary, whether owned directly by or in partnership with the person; and
(c) Information relating to grants from the conservation district previously received by the person, if any.

(2) The statement of financial affairs under this section must be filed with the commission:
   (a) For candidates to elected positions, by the filing deadline; and
   (b) For applicants to appointed positions, as part of the commission's application for appointment.

(3) The commission shall design the forms to be used under this section. The commission may add disclosures to the form in addition to those specified in this section.

(4) All statements of financial affairs under this section must be posted to the appropriate conservation district's website within two business days of its receipt by the commission.

(5) A person who fails to file a statement of financial affairs as required by this section shall be subject to a fine in an amount determined by the commission.

(6) The commission may adopt rules to implement this section.

After passage from the House State Government Committee, the bill went to House Rules to await passage to the House Floor for consideration. While the bill was in House Rules, Commission staff suggested technical changes to the amendment noted above. These proposed changes were prepared in an amendment that would be offered on the House floor. Unfortunately, the bill did not pass from House Rules before the legislative deadlines and the bill died.

Recommended Action and Options:

Option 1 – Staff recommended option:
Commission staff recommends the Commission approve the submittal of legislation in the 2023 Legislative Session to implement the JCE recommendations and to reflect the additions to the bill made during the 2022 Legislative Session. The rationale is we should start with the version of the bill which had support from legislators. If we submitted the version of the bill with only the JCE recommendations, the concerns raised about financial transparency would remain. Introducing the bill in the version the legislators had worked on during the last session honors that process.

Attached is a version of the bill which would be introduced. It includes the changes that were proposed if the bill had gone to the House floor. It also includes a few minor corrections recommended by SCC staff to clean up the statute to make it more clear on some of the election process. These are noted in the comments to the attached draft bill.

Option 2 – Revert to “clean” JCE recommendation bill:
Another option would be for the Commission to approve introduction of the bill implementing the JCE recommendations, but not include the transparency language. There were some conservation district supervisors who expressed concern with the financial transparency language. This approach would address those concerns. However, the Commission should recognize the legislature would likely insist on incorporating the language back into the bill.
Option 3 – Do not introduce legislation:
The Commission may choose to not introduce any legislation next session and wait to see if it’s an issue of concern of legislators.

Next Steps:
Should the Commission select the staff recommended option, staff will begin engagement with key legislators to gauge interest in support and sponsorship of the bill prior to the beginning of the 2023 Legislative Session.
WSCC PROPOSED LEGISLATION ON ELECTION OF CONSERVATION DISTRICT SUPERVISORS, IMPLEMENTING THE WSCC/WACD JOINT COMMITTEE ON ELECTIONS (JCE) RECOMMENDATIONS AND INCORPORATING LEGISLATIVE AMENDMENTS FROM THE 2022 LEGISLATIVE SESSION.

DRAFT FOR CONSERVATION COMMISSION CONSIDERATION
September 15, 2022

1 AN ACT Relating to conservation district elections; amending RCW 89.08.190, 89.08.200, 29A.04.330, 29A.52.220, 42.17A.010, and 42.17A.705; adding a new section to chapter 89.08 RCW; creating a new section; and prescribing penalties.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

Sec. 1. RCW 89.08.190 and 2002 c 43 s 3 are each amended to read as follows:

Within thirty days after the issuance of the certificate of organization, unless the time is extended by the commission, petitions shall be filed with the commission to nominate candidates for the three elected supervisors. The petition shall be signed by not less than twenty-five district electors, and a district elector may sign petitions nominating more than one person.

In the case of a new district, the commission shall give due notice to elect the three supervisors. All provisions pertaining to elections on the creation of a district shall govern this election so far as applicable. The names of all nominees shall appear on the ballot in alphabetical order, together with instructions to vote for three. The three candidates receiving the most votes shall be declared elected supervisors, the one receiving the most being elected for a three-year term, the next for two and the last for one.

p. 1
Terms of office for the initial supervisors are specified in section 2 of this act. An alternate method of dividing the district into three zones may be used when requested by the board of supervisors and approved by the commission. In such case, instructions will be to vote for one in each zone. The candidate receiving the most votes in a zone shall be declared elected. 

((Each year after)) After the creation of the first board of supervisors, supervisor terms of office shall be four years. An election shall be held every other year in odd-numbered years. In each odd-numbered year after the creation of the first board of supervisors, the board shall by resolution and by giving due notice, set a date during the ((first quarter of each calendar year at which time it shall conduct an election, except that for elections in 2002 only, the board shall set the date during the second quarter of the calendar year at which time it shall conduct an election)) month identified by the conservation commission within which all conservation district elections shall be held. Names of candidates nominated by petition shall appear in alphabetical order on the ballots, together with an extra line wherein may be written in the name of any other candidate. The commission shall establish procedures for elections, canvass the returns and announce the official results thereof. Election results may be announced by polling officials at the close of the election subject to official canvass of ballots by the commission. Supervisors elected shall take office at the first board meeting following the election commission certification of the election results.

A district board of supervisors may choose to conduct the election of supervisors subject to Title 29A RCW. Such change by the district board of supervisors must be made by a vote of a majority of the district supervisors following public notice and a hearing on the proposal. The district must notify the commission of the proposed motion and public notice of the action. In the event a district chooses to conduct the election subject to Title 29A RCW, rules and guidance developed by the commission for the conduct of supervisor elections do not apply and the district must comply with all provisions of Title 29A RCW.

Conservation district supervisors may choose to remove the district election from the Title 29A RCW process and revert to the commission election process by a majority vote of the supervisors. Such vote shall not take place until at least six years has passed...
since the district supervisors have passed a resolution to conduct
supervisor elections consistent with Title 29A RCW.

Sec. 2. RCW 89.08.200 and 2013 c 23 s 550 are each amended to
read as follows:

The term of office of each supervisor shall be ((three)) four
years and until his or her successor is appointed or elected and
qualified, except ((that)) for the supervisors first appointed. If
the first supervisors are appointed in an even-numbered year, they
shall serve for one and ((two)) three years respectively from the
date of their appointments, as designated in their appointments. If
the first supervisors are appointed in an odd-numbered year, they
shall serve for two and four years respectively from the date of
their appointments, as designated in their appointments.

In the case of elected supervisors, the term of office of each
supervisor shall be ((three)) four years and until his or her
successor is elected and qualified, except ((that)) for the first
election((, the one receiving the largest number of votes shall be
elected for three years, the next largest two years, and the third
largest)). If the first election takes place in an odd-numbered year,
the two candidates receiving the most votes shall serve for four
years, and the candidate receiving the third-highest number of votes
shall serve for two years. If the first election takes place in an
even-numbered year, the two candidates receiving the most votes shall
serve for three years, and the candidate receiving the third-highest
number of votes shall serve for one year. Successors shall be elected
for ((three-year)) four-year terms.

Vacancies in the office of appointed supervisors shall be filled
by the state conservation commission. Vacancies in the office of
elected supervisors shall be filled by appointment made by the
remaining supervisors for the unexpired term.

A majority of the supervisors shall constitute a quorum and the
concurrence of a majority is required for any official action or
determination.

Supervisors shall serve without compensation, but they shall be
entitled to expenses, including traveling expenses, necessarily
incurred in discharge of their duties. A supervisor may be removed by
the state conservation commission upon notice and hearing, for
neglect of duty or malfeasance in office, but for no other reason.

The governing board shall designate a chair from time to time.
NEW SECTION. Sec. 3. The changes made in this act to the term lengths and election dates for supervisors apply to supervisors who serve in that position on the effective date of this section in the following manner:

(1) A supervisor serving on the effective date of this section shall continue to serve the term length for which the supervisor was elected or appointed, except as provided in subsections (2) and (3) of this section.

(2) Whenever, as a result of the application of the portion of this act that moves supervisor elections to a designated month in odd-numbered years, the term of an elected supervisor expires before the supervisor can be reelected or replaced in the next election, the elected supervisor shall continue to serve until a successor is elected and qualified.

(3) An appointed supervisor whose term is scheduled to expire in an even-numbered year shall continue to serve one additional year until the supervisor is reappointed to a new four-year term or replaced.

Sec. 4. RCW 29A.04.330 and 2015 c 146 s 2 are each amended to read as follows:

(1) All city, town, and district general elections shall be held throughout the state of Washington on the first Tuesday following the first Monday in November in the odd-numbered years.

This section shall not apply to:

(a) Elections for the recall of any elective public officer;
(b) Public utility districts, conservation districts using RCW 89.08.190 to conduct their elections, or district elections at which the ownership of property within those districts is a prerequisite to voting, all of which elections shall be held at the times prescribed in the laws specifically applicable thereto;
(c) Consolidation proposals as provided for in RCW 28A.315.235 and nonhigh capital fund aid proposals as provided for in chapter 28A.540 RCW; and
(d) Special flood control districts consisting of three or more counties.

(2) The county auditor, as ex officio supervisor of elections, upon request in the form of a resolution of the governing body of a city, town, or district, presented to the auditor prior to the proposed election date, shall call a special election in such city,
town, or district, and for the purpose of such special election he or she may combine, unite, or divide precincts. Such a special election shall be held on one of the following dates as decided by the governing body:

(a) The second Tuesday in February;
(b) The fourth Tuesday in April;
(c) The day of the primary election as specified by RCW 29A.04.311; or
(d) The first Tuesday after the first Monday in November.

(3) A resolution calling for a special election on a date set forth in subsection (2)(a) and (b) of this section must be presented to the county auditor at least sixty days prior to the election date. A resolution calling for a special election on a date set forth in subsection (2)(c) of this section must be presented to the county auditor no later than the Friday immediately before the first day of regular candidate filing. A resolution calling for a special election on a date set forth in subsection (2)(d) of this section must be presented to the county auditor no later than the day of the primary.

(4) In addition to subsection (2)(a) through (d) of this section, a special election to validate an excess levy or bond issue may be called at any time to meet the needs resulting from fire, flood, earthquake, or other act of God, except that no special election may be held between the first day for candidates to file for public office and the last day to certify the returns of the general election other than as provided in subsection (2)(c) and (d) of this section. Such special election shall be conducted and notice thereof given in the manner provided by law.

(5) This section shall supersede the provisions of any and all other statutes, whether general or special in nature, having different dates for such city, town, and district elections, the purpose of this section being to establish mandatory dates for holding elections.

Sec. 5. RCW 29A.52.220 and 2013 c 195 s 1 are each amended to read as follows:

(1) No primary may be held for any single position in any nonpartisan office if, after the last day allowed for candidates to withdraw, there are no more than two candidates filed for the position. The county auditor shall as soon as possible notify all the
candidates so affected that the office for which they filed will not appear on the primary ballot.

(2) No primary may be held for the office of commissioner of a park and recreation district (or for), the office of cemetery district commissioner, or the office of conservation district supervisor.

(3) Names of candidates for offices that do not appear on the primary ballot shall be printed upon the general election ballot in the manner specified by RCW 29A.36.131.

Sec. 6. RCW 42.17A.010 and 2002 c 43 s 4 are each amended to read as follows:

Elections of conservation district supervisors held pursuant to chapter 89.08 RCW shall not be considered general or special elections for purposes of the campaign disclosure and personal financial affairs reporting requirements of this chapter. Conservation district supervisors elected under chapter 89.08 RCW are not considered elected officials for purposes of the annual personal financial affairs reporting requirement of this chapter.

Sec. 7. RCW 42.17A.705 and 2017 3rd sp.s. c 6 s 111 are each amended to read as follows:

For the purposes of RCW 42.17A.700, "executive state officer" includes:

(1) The chief administrative law judge, the director of agriculture, the director of the department of services for the blind, the secretary of children, youth, and families, the director of the state system of community and technical colleges, the director of commerce, the director of the consolidated technology services agency, the secretary of corrections, the director of ecology, the commissioner of employment security, the chair of the energy facility site evaluation council, the director of enterprise services, the secretary of the state finance committee, the director of financial management, the director of fish and wildlife, the executive secretary of the forest practices appeals board, the director of the gambling commission, the secretary of health, the administrator of the Washington state health care authority, the executive secretary of the health care facilities authority, the executive secretary of the higher education facilities authority, the executive secretary of
the horse racing commission, the executive secretary of the human
disability commission, the executive secretary of the indeterminate
sentence review board, the executive director of the state investment
board, the director of labor and industries, the director of
licensing, the director of the lottery commission, the director of
the office of minority and women's business enterprises, the director
of parks and recreation, the executive director of the public
disclosure commission, the executive director of the Puget Sound
partnership, the director of the recreation and conservation office,
the director of retirement systems, the director of revenue, the
secretary of social and health services, the chief of the Washington
state patrol, the executive secretary of the board of tax appeals,
the secretary of transportation, the secretary of the utilities and
transportation commission, the director of veterans affairs, the
president of each of the regional and state universities and the
president of The Evergreen State College, and each district and each
campus president of each state community college;

(2) Each professional staff member of the office of the governor;

(3) Each professional staff member of the legislature; and

(4) Central Washington University board of trustees, the boards
of trustees of each community college and each technical college,
each member of the state board for community and technical colleges,
state convention and trade center board of directors, Eastern
Washington University board of trustees, Washington economic
development finance authority, Washington energy northwest executive
board, The Evergreen State College board of trustees, executive
economics board, fish and wildlife commission, forest practices appeals
board, forest practices board, gambling commission, Washington health
care facilities authority, student achievement council, higher
education facilities authority, horse racing commission, state
housing finance commission, human rights commission, indeterminate
sentence review board, board of industrial insurance appeals, state
investment board, commission on judicial conduct, legislative ethics
board, life sciences discovery fund authority board of trustees,
state liquor and cannabis board, lottery commission, Pacific
Northwest electric power and conservation planning council, parks and
recreation commission, Washington personnel resources board, board of
pilotage commissioners, pollution control hearings board, public
disclosure commission, public employees' benefits board, recreation
and conservation funding board, salmon recovery funding board,
NEW SECTION. Sec. 8. A new section is added to chapter 89.08 RCW to read as follows:

(1) Appointed supervisors, elected supervisors, applicants for appointment, and candidates running for election to a supervisor position in a conservation district that holds its elections under this chapter must file a statement of financial affairs for the preceding calendar year or for that portion of the year served. The statement must include, at a minimum, information disclosing:

(a) Real property interests held by the person;
(b) Business interests within the conservation district boundary, whether owned directly by or in partnership with the person; and
(c) Information relating to grants or cost share from the conservation district previously received by the person in the previous five years, if any.

(2) The statement of financial affairs under this section must be filed with the commission appropriate conservation district:

(a) For supervisors, by April 15 of each year;
(b) For candidates to elected positions, by the filing deadline; and
(c) For applicants to appointed positions, as part of the commission's application for appointment.

(3) The commission shall design the forms to be used under this section. The commission may add disclosures to the form in addition to those specified in this section.

(4) All statements of financial affairs under this section must be posted to the appropriate conservation district's website within two business days of its receipt by the commission. The commission shall monitor compliance with the requirement to file the statement of financial affairs in this section as part of its accountability program.

(5) A person who fails to file a statement of financial affairs as required by this section shall be subject to a fine in an amount determined by the commission. The commission shall adopt rules to implement this section.
Date of meeting

TO: Conservation Commission Members
Christopher Pettit, SCC Executive Director

FROM: Paige DeChambeau, Communications Director

SUBJECT: Conservation Month Adoption by the Commission

Action Item X
Informational Item

Summary:
SCC staff is proceeding to create a communications and marketing plan for the month of March 2023. However, there have been concerns raised about the timing. SCC staff would like the commission to adopt March 2023 as the first “Conservation Month.” We also want to ensure that district elections are encouraged to take place during this time of year moving forward unless the rules and regulations that govern district elections should change in the future.

Requested Action (if action item):
The commission adopts the month of March as the month that SCC will use to promote work and the need to raise awareness as it relates to conservation district elections.

Staff Contact:
Paige DeChambeau, Communications Director, pdechambeau@scc.wa.gov, 360.742.9488

Background and Discussion:
During the 2022 Legislative Session, HB 1652 would have changed the date of all conservation elections to March, along with creating a “Conservation Month” to promote conservation districts and the opportunity to vote. This was consistent with a recommendation made by the Joint Committee on Elections (JCE) for election reform. However, that bill did not pass. As the formal rules have not changed, districts are not required to hold their elections in the month of March. However, to receive the most benefit from the statewide marketing campaigns, conservation districts are encouraged to hold their elections towards the end of February or in the month of March.
Recommended Action and Options:
SCC staff recommends that the commission adopt March as Conservation Month annually. This is subject to change in the future should the rules and regulations governing conservation district elections also change.

For Reference – Conservation Month Timeline & Budget
The SCC communications team is developing a work plan to start the implementation of “Conservation Month,” which will be a way to shine the spotlight on conservation districts’ work in their communities and promote elections to spur better turnout statewide.

2022 Timeline
- **Fall** – SCC is currently working with the Department of Enterprise Services (DES) to develop the contract needed to hire a creative firm. The firm will help develop the assets for the campaign and start light promotion throughout the fall and early winter.
- **Winter** – have all the assets (branding, ads, social media toolkits, etc.) ready and begin to work with the governor’s office to create a proclamation and media event.

2023 Timeline
- **Legislative Session** – work on creating buzz and earned media while working with stakeholders and partners like TVW and start running digital/print/radio ads, advertise to stakeholders, and release toolkits.
- **March** – launch Conservation Month and advertise activities and run ads encouraging citizens to participate in the conservation district’s election processes.
- **Spring** – debrief and start planning for the next cycle.

Budget
The budget for this work will come out of the SCC communications budget. The plan is to spend $30,000 - $40,000 on Conservation Month in the first year. *(The “first year” means July 1, 2022, until March 2023.)*

The estimated budget breakdown would be as follows:
- **$15,000** on a creative contract that would help with the branding for the month, creating ads, and doing the ad buys in newspapers (printed and digital) and on the radio.
- **$12,000** on English and Spanish radio (the package includes ads promoted on the radio and their website.)
- **The rest of the money** would go towards staff time, handouts like stickers or seed packets, printing costs, and smaller targeted purchases. TVW sponsorships, podcasting, sponsoring events (ex: 5Ks, school and community gardens), and tabling at different events like farmers’ markets or conferences.

In the subsequent years, we would carry a similar balance moving forward allowing us to leverage the creative work already produced and build upon it. In the years following, SCC would be able to expand on the work already established.
What is Conservation Month?

Conservation Month will take place in March 2023 and will help to promote conservation district elections and provide awareness about conservation districts' work across Washington.

SCC will continue to promote Conservation Month year-after-year — allowing us to leverage the creative work already produced and build upon it in the following years.

Summer 2022
- Find a consultant to help to create creative branding, ads etc.

Fall 2022
- SCC outreach, elections training, and creative firm selected.

October 2022
- Orca day and start to roll out some of the creative work being done.

January 2023
- Start to run ads and drum up interest about Conservation Month.

February 2023
Continue to promote conservation month and the fact that people should contact their local conservation districts for info. SCC will start to gather election information and advertise it.

March 2023
- Promote the month and activities on social media.

Spring 2023
- Evaluate and start planning for next year.

Questions?
Paige DeChambeau, SCC Communications Director
pdechambeau@scc.wa.gov
360.742.9488
Conservation Month is...

- **Conservation district awareness**
  We want to use this opportunity to promote the 45 conservation districts statewide and the work that they do.

- **Election promotion**
  Conservation districts are allowed to hold their elections anytime within the first 3 months of the year. The advertising campaign will build up to March as Conservation Month. However, all districts should benefit from the advertising but those who hold their elections in March will benefit the most.

- **A tool to increase turnout**
  The ultimate goal of Conservation Month is to create more voter turnout in district elections statewide.

Conservation Month is not...

- **A mandate**
  SCC encourages districts to hold their elections in the month of March but all districts are free to hold their elections during the time period allotted and will benefit from the state-wide advertising. Think of it as an incentive!

- **Fully operational**
  The 2022-2023 cycle for Conservation Month is a building year. We know many tweaks will need to be made as we continue to roll this out year-after-year. The first year will focus on creating the assets needed that can be used into the future.
Background Summary:
Conservation Commission (Commission) staff recommend that the Commission certify and announce the official winner of the Pierce Conservation District (PCD) election. There was no issue during the PCD election of significant noncompliance with WAC Title 135-110 and the election procedures published for this past cycle.

Requested Action:
That the Commission certify and announce the official winner of the PCD election. That winner was John Hopkins.

Pierce Conservation District Election:
The first PCD election was set for March 23, 2022. Before the election, an error occurred related to the publication of a candidate’s biography and statement. As a result, the Commission declined to certify the PCD election on March 17, 2022. PCD went to Pierce County Superior Court and was directed to hold another election. The second PCD election was set and held on August 10, 2022. There were 485 ballots cast for eight candidates (one declared, seven write-ins). 460 eligible ballots cast for the unofficial winner, John Hopkins. The other Commission staff recommend certification of the election and the announcement of the official winner.

Staff Contact:
Bill Eller, beller@scc.wa.gov, 509-385-7512
TO: Conservation Commission Members  
Christopher Pettit, SCC Executive Director
FROM: Josh Giuntoli, SW Regional Manager
DATE: September 22, 2022
SUBJECT: Petition for Inclusion of Territory into the Pacific Conservation District

Summary:
The incorporated City of South Bend approved a petition to be annexed into the Pacific Conservation District. The District and City, pursuant to RCW 89.08 and established procedure, have submitted the attached Petition for Inclusion of Additional Territory within the Pacific Conservation District.

Requested Action (if action item):
I formally request, on behalf of the Pacific Conservation District and the City of South Bend, that the Commission approve the petition for inclusion of the City of South Bend within the boundaries of the Pacific Conservation District.

Staff Contact:
Josh Giuntoli, SW Regional Manager Email jgiuntoli@scc.wa.gov
TO: The Washington State Conservation Commission

Pursuant to the Conservation Districts Law (Chapter 89.08 RCW) the undersigning government authorities of the City of South Bend and the Pacific Conservation District, respectfully represent:

First: That heretofore the Pacific Conservation District was duly organized as a governmental subdivision of this state, and a public body corporate and politic.

Second: That there is need, in the interest of the public health, safety, and welfare, for the inclusion of the territory hereinafter described within the said Pacific Conservation District.

Third: That the territory proposed for inclusion within the said district includes substantially the following:

Incorporated City of South Bend

WHEREFORE, the undersigned petitioners respectfully request that the State Conservation Commission duly define the boundaries of the additional territory; and that the State Conservation Commission determine that such additional territory be so included and made a part of the Pacific Conservation District.

Pacific Conservation District

Chair

Vice Chair

Secretary

Treasurer

Member

Date: 9-3-2022

City of South Bend

Mayor

Council Member

Council Member

Council Member

Council Member

Date: 1/28/2022
September 22, 2022

TO: Conservation Commission Members
    Chris Pettit, SCC Executive Director

FROM: Alison Halpern, Scientific Policy Advisor

SUBJECT: Riparian Plant Propagation Program (RPPP)

Summary:
The Governor’s commitment to significantly ramp up salmon recovery efforts includes the goal of increasing riparian habitat. A need for locally sourced native trees and shrubs for these restoration projects was identified, and a new program called the Riparian Plant Propagation Program (RPPP) was created at the SCC. $1.3M was appropriated for FY23 in the operating budget, along with continued funding at that level.

The proviso language attached to the funding calls for the SCC to “develop a riparian plant propagation program of native trees and shrubs to implement riparian restoration projects that meet riparian zone requirements established by the department of fish and wildlife. Plants will be made available for free or at a reduced cost to restoration projects.”

We have begun working with a collaborative partnership that includes interested wholesale and retail nurseries (including the WACD Plants Materials Center), DNR’s nursery, and conservation districts to come up with complementary approaches to increase production of riparian species without competing with the necessary resources to grow more trees for post-wildfire recovery. We will be hiring an RPPP coordinator this fall to communicate and harmonize efforts with restoration groups.

Requested Action (if action item):
SCC staff requests that the Commission authorize Director Pettit to approve the dissemination of draft RPPP guidelines to the districts and stakeholders for a 45-day review process. We anticipate the draft guidelines being ready for review in early October.

Staff Contact:
Background and Discussion:

The Governor’s commitment to significantly ramp up salmon recovery efforts includes the goal of increasing riparian habitat. Amid discussions about approaches to increase riparian habitat, concerns were expressed that existing inventory of and ongoing sources for native riparian trees and shrubs were insufficient for the increased demand. A new program was created at the SCC to coordinate efforts to procure regionally-sourced native trees and shrubs. Increasing stock of native trees and shrubs will take many partners and approaches, and we see three ongoing stages of this program: Propagation; Cultivation; Restoration.

**Propagation:** We envision working with wholesale and retail nurseries, the WACD Plant Materials Center, districts, and others with the capacity to propagate native riparian tree and shrub species through seed collection/germination and vegetative cuttings. Logistics are still in development, but we will probably take the approach of ordering and purchasing native plugs, bare root, and 1-yr-old or younger potted plants from nurseries, WACD, and others. These young plants will be cultivated by districts and their partners so that older (3-5 years) potted plants with greater viability can be used for restoration projects.

**Cultivation:** Many districts have expressed interest in the program – and know of prospective partners who can help with cultivation. Funding from the RPPP could potentially be used for infrastructure at district properties, such as greenhouses, fencings, and cold-storage units. There is also exciting potential for districts to engage their local communities through cultivation partnerships, such as through schools, gardening and stewardship groups, and even senior centers. Interested participants could care for potted plants and then return them to the district when they are grown out.

**Restoration:** The RPPP Coordinator will work to match the need for riparian trees and shrubs with regionally available stock.

SCC staff released an initial RFP in late August to conservation districts for the purpose of purchasing native trees and shrubs for upcoming riparian restoration projects. The purpose of this RFP is two-fold. First, it allows the districts to place their fall order of riparian plants, when quantities are available, to cultivate and allow them to mature at on-site or contracted holding facilities. Second, it further demonstrates an uptick in demand to encourage nurseries to increase propagation and inventory for subsequent seasons.

We anticipate releasing additional RFPs, such as one for districts to expand infrastructure to cultivate plants at their facilities for local restoration projects and for some districts to serve as regional hubs on behalf of multiple, adjacent districts, and another for nurseries and districts to increase propagation of native riparian trees and shrubs.
Recommended Action and Options (if action item):

SCC staff requests that the Commission authorize Director Pettit to approve the dissemination of draft RPPP guidelines to the districts and stakeholders for a 45-day review process. We anticipate the draft guidelines being ready for review in early October.

Next Steps:

- RPPP Coordinator position announcement and recruitment
- RPPP draft programmatic guidelines go out for 45-day review process
- Additional RPPP funding opportunities made available to districts and nurseries
- Coordination with interested nurseries and restoration groups (districts, fishery enhancement groups, agencies)
TO: Conservation Commission Members
Christopher Pettit, SCC Executive Director

FROM: Kate Delavan

SUBJECT: FPLA Project Approval – Valdez Farm Funding Authorization

Action Item: X

Informational Item: 

Summary:
The Farmland Protection and Land Access (FPLA) Work Group reviewed the Valdez Farm application from the Whidbey Camano Land Trust. The Work Group found the application strongly aligns with the FPLA program intent and recommends the Valdez Farm project for FPLA funding.

Requested Action (if action item):
The FPLA Work Group and SCC staff request the Conservation Commission approves the Valdez Farm project for funding.

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

Background and Discussion:

Project Overview
Whidbey Camano Land Trust (WCLT) secured a FarmPAI loan for the fee-simple acquisition of the 156-acre Valdez Farm on Whidbey Island outside of Oak Harbor. WCLT is seeking $750,000 in FPLA funding to place an agricultural conservation easement on the property to permanently protect the property for agriculture and remove it’s speculative development value. FPLA funds will match $330,000 in already secured Navy funding to fully fund the easement valued at $1,080,000.
The agricultural conservation easement will prevent the farm from being converted into at least eight rural estates.

The Valdez Farm is comprised of 100% prime farmland soils with wildlife habitat value. Previously a dairy, the farm currently supports a Wagyu beef cattle and hay operation. Protection of the Valdez Farm will enhance local food security efforts on Whidbey Island, preserve high-quality farmland soils for current and future generations while preserving water quality and contributing to overall Puget Sound salmon recovery efforts.

Sixty-five acres of the property are encumbered with a U.S. Fish and Wildlife Service (USFWS) conservation easement that allows hay and grain production on existing fields and prevents conversion of the conservation easement area. However, the USFWS easement does not prevent subdivision. The agricultural conservation will be compatible with and overlay the USFWS easement to add additional protections necessary to keep the farm intact and viable.

Placing the agricultural conservation easement on the property will ultimately facilitate land transfer to the next generation farmer. In line with the direction provided in the FPLA proviso, WCLT will prioritize farmers who meet the USDA definition of historically underserved farmers or ranchers as they seek out the future farm buyer. WCLT is actively marketing the opportunity through a variety of networks to identify third-party farmers, with priority to historically underserved producers interested in purchasing and managing the farm subject to the conservation easements.

**Recommended Action:**

The Work Group found the application strongly aligns with the FPLA program intent and recommends the Valdez Farm project for FPLA funding.

**Draft Motion:**

The Conservation Commission accepts the FPLA Work Group’s recommendation regarding Whidbey Camano Land Trust’s (WCLT) Valdez Farm application. The Conservation Commission approves $750,000 in FPLA funding for the acquisition of an agricultural conservation easement on the Valdez Farm by the WCLT.
September 22, 2022

TO: Conservation Commission Members
Chris Petitt, SCC Executive Director

FROM: Paul D’Agnolo, Office of Farmland Preservation

SUBJECT: Thornton Ranch Authorization to enter Purchase and Sale Agreement and Proceed to Closing

---

Summary:
The State Conservation Commission (“SCC”) secured grant funding from the Washington Wildlife and Recreation Program, Farmland Preservation Account in 2020 to acquire a permanent agricultural conservation easement on the Thornton Ranch property in Yakima County. SCC will hold the easement and assume primary legal and financial responsibility for stewarding and enforcing the easement in perpetuity. The project was developed and brought to the SCC by the North Yakima Conservation District (NYCD).

Requested Action:
Signature authority for the SCC Executive Director to enter into a purchase and sale agreement and to proceed to closing on a permanent agricultural conservation easement on the approximately 108 acre Thornton Ranch property in Yakima County.

Staff Contact:
Paul D’Agnolo, Office of Farmland Preservation Specialist, pd'agnolo@scc.wa.gov, 564-669-0945

Background and Discussion:
The SCC is responsible for the implementation of the Office of Farmland Preservation (OFP) and those activities identified in the OFP statute (RCW 89.10). The SCC 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 SCC is explicitly authorized by RCW 64.04.130 to acquire and hold an interest in land for conservation purposes.
The SCC is an eligible applicant to the Recreation and Conservation Office’s (RCO) Washington Wildlife and Recreation Program (WWRP) Farmland Preservation category (RCW 79A.15.130). Eligible lands for this program must be devoted primarily to the production of livestock or agricultural commodities for commercial purposes. If the SCC applies for and receives funds to acquire an easement through WWRP, it assumes the legal liability as primary holder of the real property right.

**SCC’s Responsibilities as Easement Holder**
The proposed agricultural conservation easement is a legally recorded deed restriction lasting in perpetuity. As the easement holder, the SCC is a party to the recorded document and assumes primary legal and financial responsibility for stewarding and enforcing the conservation easement on the protected property in perpetuity. Legal liabilities for the SCC 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).

**Easement Portfolio and Pipeline**

<table>
<thead>
<tr>
<th>RCO Project #</th>
<th>Project Name</th>
<th>Easement Holder</th>
<th>Conservation District Partner</th>
<th>Acres</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-1541</td>
<td>Davenport Cattle</td>
<td>SCC</td>
<td>Central Klickitat CD</td>
<td>5,867</td>
<td>Grant submitted</td>
</tr>
<tr>
<td>22-1544</td>
<td>Swauk Prairie</td>
<td>SCC</td>
<td>Kittitas County CD</td>
<td>549</td>
<td>Grant submitted</td>
</tr>
<tr>
<td>22-1545</td>
<td>Emerick</td>
<td>SCC</td>
<td>North Yakima CD</td>
<td>2,576</td>
<td>Grant submitted</td>
</tr>
<tr>
<td>20-1546</td>
<td>Thornton Ranch</td>
<td>SCC</td>
<td>North Yakima CD</td>
<td>108</td>
<td>Funding secured, due diligence in process</td>
</tr>
<tr>
<td>20-1547</td>
<td>Hoch Farm</td>
<td>SCC</td>
<td>Benton CD</td>
<td>26</td>
<td>Funding secured, due diligence in process</td>
</tr>
<tr>
<td>16-1923</td>
<td>Lazy Cross Ranch</td>
<td>SCC</td>
<td>Central Klickitat CD</td>
<td>2,852</td>
<td>Funding secured, due diligence in process</td>
</tr>
<tr>
<td>16-1922</td>
<td>Blain Ranch</td>
<td>SCC</td>
<td>Eastern Klickitat CD</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>Central Klickitat CD</td>
<td>1,849</td>
<td>Easement acquired, SCC holder</td>
</tr>
<tr>
<td>19-1527</td>
<td>Stevenson Ranch</td>
<td>SCC</td>
<td>NYCD</td>
<td>98</td>
<td>Easement acquired, SCC holder</td>
</tr>
<tr>
<td></td>
<td>Lust Farm</td>
<td>NYCD</td>
<td>NYCD</td>
<td>281</td>
<td>Easement acquired, SCC 3rd party rights</td>
</tr>
</tbody>
</table>
SCC, RCO, and NYCD Roles
The SCC is the project sponsor and has a funding agreement with RCO for easement acquisition and eligible project costs. As noted above, the SCC will hold the easement and assumes primary responsibility for upholding the terms of the easement in perpetuity.

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

The project was developed by NYCD. NYCD is subcontracted to provide support on due diligence and landowner correspondence.

Thornton Ranch Project Description
NYCD submitted a request for sponsorship in 2020 to the Office of Farmland Preservation (OFP) to submit a grant to the WWRP Farmland Preservation Category. This project will preserve in perpetuity the agricultural conservation values of the approximately 108 acre Thornton Ranch. SCC provided pass through funding to NYCD to acquire and manage agricultural conservation easements on the nearby 285 acre Lust Farm, and the SCC holds the agricultural conservation easement on the 98 acre Stevenson Farm. Combined, these three projects would protect over 480 acres in the Cowiche Valley.

This project is very accessible to the City of Yakima and the communities of Cowiche and Tieton. Protecting this property will have the dual benefit of protecting these viable farm operations from fragmentation and protecting listed fish and habitat in Cowiche Creek.

The following due diligence has been completed or will be completed prior to closing of the easement on the Stevenson Farm project:

<table>
<thead>
<tr>
<th>Completed</th>
<th>In Process</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Visit</td>
<td>Easement Drafting</td>
<td>Purchase and Sale Agreement</td>
</tr>
<tr>
<td>Funding Agreement</td>
<td>Title Review</td>
<td>Baseline</td>
</tr>
<tr>
<td>Appraisal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review Appraisal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey &amp; Boundary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line Adjustment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Thornton Ranch project aligns with all three SCC easement priorities outlined in policy #19-02:

**Priority #1:** The parcel proposed for preservation is expected to continue to be used for, and is large enough to sustain, commercial agricultural production.

**Priority #2:** The land is also in an area that possesses the necessary market, infrastructure, agricultural support services, and the surrounding parcel sizes and land uses that will support long-term commercial agricultural production.

**Priority #3:** Without preservation, the land proposed for protection is likely to be converted to nonagricultural use in the foreseeable future.

**Priority #1** - The farm is used for irrigated alfalfa and livestock production. The acreage is made up of soil types that are well suited to produce perennial orchard crops or cultivated row crops. Water is readily available on the property via a pressurized Yakima Tieton Irrigation District line. This is backed up by an “emergency” senior creek water right for 20-acres and a supplemental well for the rest of the ranch. The current landowners wish to retire the development rights and preserve the land for future agricultural availability. Selling the development rights is a strategy to provide for retirement and ensure continued agricultural production.

**Priority 2** – This area of Yakima County is predominantly intensive orchard and pasture mixed with hobby farms which are typically small pasture operations. The area has the necessary market, infrastructure, and agricultural support services. The property has excellent access to transportation corridors and is surrounded by similarly irrigated pasture, orchards, and berry operations. The surrounding parcel sizes and associated land uses compliment long term agriculture but are also well suited to fragmentation.

**Priority #3** – The property is zoned "agriculture" which allows one house per 40 acres with several caveats. However, several parcels of the farm abut "Valley Rural" zoning which allows one home in 5 acres and could be "petitioned" in due to the zoning criteria of that designation.

In the 2011 Yakima County farmland preservation report, fragmentation of farmland was seen as the largest threat to farmland in the county. New homes have recently been built on view lots and smaller acreages are being converted from irrigated agriculture to homes and hobby farms on neighboring properties. The accessibility to the surrounding communities makes this property highly desirable. Protection of this property, along with the neighboring Lust Family Farm and nearby Stevenson Ranch, will ensure this area will not see the agricultural characteristics diminished or lessened. Protection will also build an agricultural buffer between rural residential and intensive agriculture.
Relationship with Commission Strategic Planning
The SCC’s easement program directly supports the “Agricultural and Working Lands Viability and Food Systems Support” priority area of the agency’s strategic plan. This projects directly advances the following goals under the priority area:

- The SCC is a trusted and knowledgeable partner in advancing working lands protection and agricultural viability across Washington.
- Working lands are available for future generations.

Recommended Action and Options:
Staff recommend the Commission formally authorize, by motion, the SCC’s Executive Director to sign required documents to purchase an agricultural conservation easement on the Thornton Ranch property.

Draft Motion Language
The Commission has determined acquisition of a conservation easement on the property is consistent with the mission, duties, and purposes of the SCC.

The Commission hereby authorizes the State Conservation Commission’s Executive Director to sign documents for acquisition of an agricultural conservation easement on the approximately 108 acre Thornton Ranch in Yakima County.
September 22, 2022

TO: Conservation Commission Members
    Christopher Pettit, SCC Executive Director

FROM: Bill Eller, State Agency Liaison to the Emergency Management Division

SUBJECT: Disaster Assistance Program (DAP) FY 2023 Guidelines

Summary:
Conservation Commission (Commission) staff propose Disaster Assistance Program (DAP) guidelines, as revised for FY 2023.

Requested Action:
That the Commission approve of the DAP guidelines and the amendments for FY 2023.

Summary of Proposed Changes for FY 2023:
In March 2022, the legislature amended the Commission’s enabling statute and directed the Commission to establish a disaster assistance program for farmers and ranchers who’ve been affected by natural disasters. The Commission was to focus first on addressing the flooding disaster that occurred in Whatcom County in late 2021, and then make the disaster assistance program potentially available state-wide. The proposed changes are designed to accomplish those objectives.

DAP Background:
During the 2022 legislative session, the Washington State Legislature amended the Commission’s enabling statute and appropriated $600,000 in funds ($300,000 for FY 2022, and $300,000 for FY 2023) for the Commission to create a disaster assistance program (DAP) especially to respond to the Whatcom County disaster in November-December 2021. It also directed the Commission to begin the process to provide disaster assistance statewide for FY 2023.

The Legislature required the Commission to coordinate with the Washington State Department of Agriculture (WSDA) and local conservation districts to conduct outreach to farmers and ranchers in

1 RCW Chapter 89.08
order to increase awareness and understanding of the DAP, and to ensure that farmers and ranchers are aware of other disaster relief assistance available through the state and federal government.

Commission staff created DAP programmatic guidelines, which set out the procedures for farmer and ranchers to apply for disaster assistance, including cost-share, for reimbursable expenses incurred due to a disaster. The guidelines utilize existing Commission grant procedures as much as possible, and incorporate legislative directives on eligible expenses and applicants.

As directed by the Legislature, the first iteration of the DAP was focused on the Whatcom County disaster from November-December 2021. An advisory committee of comprised of Commission staff, Whatcom Conservation District (WCD) staff, WSDA staff, and an Agricultural section representative reviewed each application and made recommendations to the Commission Executive Director, made the final decision on grant funding.

The WCD assisted applicants in completing the grant application form and in establishing and organizing documentation required to support a successful application. Sixteen awards were made, utilizing $291,991 of the $300,000 that was required by the legislation to be expended by June 30, 2022 (though total documented eligible need was over $530,000). A small amount of funding was used to cover staff time required to administer the program at the WCD.

For FY 2022:
- Awarded amounts ranged from $421 to $41,733 with an average of $18,249.
- The farms and ranches assisted consisted of operations of varied sizes in the commodities of dairy, livestock, turf growing and berry production.
- Most businesses assisted were located near the Nooksack River between Deming and Ferndale, with a few in Blaine, Lynden and Everson.
- Total documented eligible need from farmers and ranchers for FY 2022 was over $530,000.

2 See DAP timeline FY 2022 graphic, attached
Awards were reduced in order to spread available funding to as many applicants as possible and Commission staff, in cooperation with the WCD and committee, continue to evaluate additional applications for the FY 2023 round.

For FY 2023:

- Commission and CD staff continue to field inquiries about the availability of funding for other current or future disaster impacts.
- The DAP will continue to prioritize Whatcom producers impacted by 2021 floods.
- Commission staff has revised the funding guidelines to allow for the possibility that disasters may occur between now and June 2023.
- In the event that the Commission elects to do so, remaining funding can be allocated to such a disaster and staff will work with the affected district or districts to implement.
- Per the requirements of the legislation, Commission staff are preparing to initiate rulemaking to establish the disaster assistance funding program in the Washington Administrative Code.

Staff Contact:
Bill Eller, beller@scc.wa.gov, 509-385-7512
Jean Fike, jfike@scc.wa.gov, 360-764-0533

3 See DAP timeline FY 2023 graphic, attached
1. Program Background

The Washington State Legislature directed the Conservation Commission (SCC) to establish a short-term disaster recovery financial assistance program (“Program”) for farmers and ranchers sustaining physical damage or financial loss as a result of a natural disaster. Initially, the program must provide funding to farmers and ranchers who sustained physical damage or economic loss due to disaster events, prioritizing the event that occurred in Whatcom County during Nov-Dec 2021. The Legislature additionally required the SCC to coordinate with the Washington State Department of Agriculture (WSDA) and local conservation districts to conduct outreach to farmers and ranchers in order to increase awareness and understanding of the Program, and to ensure that farmers and ranchers are aware of other disaster relief assistance available through the state and federal government.

The SCC has established these programmatic guidelines to provide guidance on how available financial assistance to farmers and ranchers following any subsequent natural disasters statewide, will be spent. These guidelines also ensure that farmers and ranchers are made aware of federal disaster assistance programs and how to access them.

Under the terms of the Program, SCC will provide grants to an eligible farmer or rancher for a specific value determined by SCC (maximum assistance will not exceed $50,000 per farmer or rancher per fiscal year). Funding in excess of $50,000 may be requested and will be considered for funding on a case-by-case basis.

These guidelines for FY23 may be amended pursuant to feedback from interested stakeholders, additional legislative direction or developing circumstances as the Program is implemented.

2. ESSB 5693 Appropriation Language

$300,000 of the general fund—state appropriation for fiscal year 2022 and $300,000 of the general fund—state appropriation for fiscal year 2023 are provided solely for implementation of Substitute House Bill No. 2051 (agricultural disaster assist).

3. Definitions

- “Farmer” means any person, firm, partnership or corporation engaged in farming. If a person, firm, partnership or corporation is engaged in activities in addition to that of farming, the definition shall only apply to that portion of the activity that is defined as farming in RCW 46.04.183.1
- “Farming” means the cultivation and tillage of the soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities (except forestry or forestry operations), the raising of livestock, bees, fur-bearing animals, or poultry, and any practices performed on a farm as an incident to or in conjunction with such farming operations.2
- “Rancher” means a person who owns a ranch and who raises livestock as an occupation.
- “Livestock” includes, but is not limited to, horses, mules, cattle, sheep, swine, and goats.3
- “Major flooding event that occurred in Whatcom County during November 2021” means the events and locations related to the January 5, 2022 presidentially declared disaster “Washington Flooding and Mudslides, DR-4635-WA (and all its amendments),” in Washington state, for the

---

1 RCW 46.04.182.
2 RCW 46.04.183.
3 RCW 16.57.010(9).
4. Eligible Grant Recipients

Farmers and ranchers are eligible to receive grants.

To be eligible, a farmer or rancher must

1. Have sustained physical damage or incurred cost due to the major flooding event that occurred in Whatcom County during November 2021, or
2. Have sustained physical damage or incurred cost due to a disaster occurring in FY 2023 for which by the SCC designates these funds available, and
3. Provide documentation of a reduction in agricultural income or activity as a result of a natural disaster such as a flood, earthquake, or wildfire.

Additional requirements:

A. Complete applications must be submitted no later than 4:00 pm on May 31, 2023. Note however that funding will be awarded on a rolling basis and may be expended well before this date. Incomplete applications will not be funded.
B. Applications from farmers and ranchers in Whatcom County who suffered losses due to the major rain and flood events in November and December 2021 will be prioritized, with potential availability for losses or expenses related to other disaster events should they occur in FY 2023.
C. A farmer or rancher may only submit documentation for physical damage or incurred expenses not covered, in whole or in part, by insurance or other governmental sources.
D. Farmers or ranchers must show that the physical damage or economic loss is to their farm or ranching operation.
E. Grants can only be used to reimburse expenses incurred in whole or in part due to the disaster.
F. If an entity/business/operation/ranch/farm is owned by more than one person, only one application may be submitted.
G. An entity/business/operation/ranch/farm is eligible for only one single award every 24 months, regardless of the number of owners.
H. If an entity/business/operation/ranch/farm which suffered damage or loss is leased, the owner must provide a letter giving permission for expenses to be reimbursed and a statement that the owner will not be claiming for same expenses.
I. Grants are available to reimburse up to 75% of actual damage or cost incurred.
J. A farmer or rancher will be required to show all documentation of the entirety of the expenses paid to determine the SCC grant amount (Example: A farmer would need to submit documentation for $2,000 of eligible expenses to receive $1,500 in reimbursement).
K. All expenses must be paid by the farmer or rancher before a reimbursement will be provided.
L. Verification of the damage caused by the disaster is required prior to SCC disbursing funds. Please include any pictures, certifications, or other documentation of the damage or cost.
M. Applications must be complete and have all required documentation to be considered. The SCC reserves the right to request additional information or documentation to determine eligibility. Applications missing documentation or otherwise deemed incomplete will not be considered for funding until sufficient information has been received.
N. The SCC reserves the right to deny applications if the farmer or rancher is unable to provide required documentation within the deadline provided by the SCC when requesting the information. All determinations regarding eligibility of expenses and funding amounts are final.

5. Use of Grant Funds

Grant funds may be used for approved cost share projects recovering from the disaster or to reimburse for expenses incurred as a result of the disaster. Potentially reimbursable expense include payroll,
utilities, rent, marketing and advertising, building improvements (improvements limited to restoring to pre-
disaster condition, enhancements may be considered if they contribute to disaster resiliency) or repairs,
replacing damaged or lost crops, livestock, and equipment, and other operations and business expenses
of a farm or ranch.

SCC grant funds shall be administered according to SCC grants policies and procedures.

6. Program Rules

- Payment can only be made on a reimbursement basis.
- Maximum grant reimbursement per farmer or rancher per fiscal year is $50,000 per SCC 13-25
  Category 3 Policy, May 16, 2013. Funding in excess of $50,000 may be requested and will be
  considered for funding on a case-by-case basis.
- The maximum grant reimbursement is 75% of total expenses incurred.
- Funds may be awarded for
  - reimbursement of expenses previously incurred related to the Whatcom flood event, or
  - for new projects addressing impacts documented to be caused by the flood events in
    Whatcom County during November and December 2021, or
  - Reimbursement of expenses previously incurred for a natural disaster as designed by the
    SCC.

7. Timeline and Applications for Consideration

Applications shall be submitted in a form and manner prescribed by the SCC. The SCC may contract
with a conservation district (CD) to assist in the collection of applications. Applications received in FY
2022 but not yet funded will be considered for funding in FY 2023 under these guidelines.

Additional applications will be considered and awarded on a rolling basis until funding is exhausted. Once
received, applications will be reviewed by an advisory committee made up of one member each from the
Washington State Department of Agriculture, a CD Board member or designee, the SCC, and an
Agricultural industry representative. The review committee exists:

- To provide technical insight and awareness of local conditions
- To ensure consistency with funding procedures and funding intent
- To provide for case by case consideration of projects that are unique cases
- To make funding recommendations to SCC Director or their designee

The review committee will meet as often as needed to review applications. The advisory committee will
measure the gravity of the applications to ensure the most equitable distribution of grants to small,
medium and large applications.

The CD will retain all applications, documents, receipts and other materials related to the farmer or
rancher’s submittal to show proof of damage, loss or expense incurred, subject to review by the review
committee members and the SCC (on request). It is recognized that from time to time, applications may
need further review by the review committee or SCC leadership.

Upon approval of the application by the SCC, the farmer or rancher will be formally notified of the award.
DISASTER ASSISTANCE PROGRAM
APPLICATION

Funding is limited. Applications will be reviewed and awards made on a rolling basis until available funding is exhausted.

All sections of the application must be completed if applicable. See below for specific applicability instructions.

NOTE: To be considered complete, all supporting documentation, data, materials and information must be provided.

Section 1. Farmer / Rancher
Farmer / Rancher Name: ______________________________ Date of Application: ______________________________
Farm / Ranch Name (if applicable): ________________________________________________________________
Farmer / Rancher Physical Address: ______________________________ City: _________________ State: ______ Zip: ______
Farmer / Rancher Mailing Address: ______________________________ City: _________________ State: ______ Zip: ______
Phone: ______________________________ Email: ______________________________________________
Property Address where physical damage or economic loss occurred (if different than physical address above):
__________________________________________________________________________________________
City: _________________ State: ______ Zip: ______
Property Tax ID number: ______________________________ The Tax Property ID number is found on your property tax records,
or you can contact your County Auditor.
Latitude and longitude description of the property where physical damage and / or economic loss are located:
_________________________________________________________________________________________
County where physical damage or economic loss occurred: ____________________________________________
Conservation district where physical damage or economic loss occurred: ______________________________
Acreage of farm / ranch: ________ Type of Operation (Commercial, subsistence, hobby): _______________________
Property ownership: enter all person(s) who own more than 20% of the property(ies) listed above where physical damage or
economic loss occurred: ________________________________________________________________
Type of farm or ranch (please check all that apply):
☐ Irrigated crop
☐ Non-irrigated crop
☐ Livestock
☐ Other
Number of acres impacted: ________________ Total amount requested in this Application: ________________________
### A. Description and Location of Physical Damage and / or Economic Loss(es)

Summarize the damage sustained by your operation directly related to the natural disaster events. Please include any additional details you feel will help in determining your eligibility for funding. Include information about the items lost or damaged as result of the natural disaster or documentation of reduced agricultural income or activity. Please include any pictures, certifications, or other documentation of the damage or loss.

### B. What will grant funds be used for ON YOUR FARM OR RANCH? Please Choose all that apply.

- **Reimbursal for expenses incurred as a result of the disaster.** Categories of allowable expense include payroll, utilities, rent, marketing and advertising, building improvements (improvements limited to restoring to pre-disaster condition, enhancements may be considered if they contribute to disaster resiliency) or repairs, replacing damaged or lost crops, livestock, and equipment, and other operations and business expenses. If choosing this option, please explain in detail.

- **Cost share project.** NOTE: if applying for a cost share project, the applicant **must also apply** with the Whatcom Conservation District (disasterfunding@whatcomcd.org or by phone at 360-526-2380). A signed cost-share agreement will be required, cost share is done on a reimbursable basis. If approved, all work must be completed and all documentation submitted no later than May 31, 2023. Additional requirements and restrictions apply. Please describe the cost share project:
Section 3. Expense Documentation Table. Provide documentation of costs incurred as a result of a natural disaster such as a flood, earthquake, or wildfire. Enter each expense. Documentation is required for each expense. The farmer or rancher has to demonstrate that all payments have been both paid and cleared.

Documentation includes an itemized invoice plus proof of payment. Acceptable forms of proof of payment are:
- Itemized invoices showing a $0 balance
- Copies of cancelled checks (submit image of front and back)
- Credit Card Statements with account numbers blacked out

Receipts must show name and contact information of seller, date of purchase, itemized list of items purchased or costs incurred plus cost per item, total paid, and method of payment.

If further rows are needed, please duplicate this page and attach as many sheets as needed to your application.

<table>
<thead>
<tr>
<th>Invoice date</th>
<th>Invoice number</th>
<th>Vendor</th>
<th>Description of purchase or cost</th>
<th>How was the purchase or cost used for rebuilding the farm or ranch?</th>
<th>Total invoice amount</th>
<th>Proof of payment</th>
</tr>
</thead>
</table>
Section 4. **Proof of Damages.** If the expense incurred is a replacement or repair of lost or damaged items, please provide proof of damage to/loss of those items. You may provide pictures or other certifications for damage and proof of loss by attaching them to this application.

Section 5. **Proof of Payment.** For incurred expenses, please provide proof of payment for each expense listed in the Expenses Documentation Table above. You may also attach proof of payment documentation to this application.

Section 6. Letter from owner, if property is leased. If property is leased, provide a letter from the owner giving permission for expenses and statement owner will not be claiming for same expenses.

Section 7. Application Agreement

1. I certify that I am a farmer or rancher, as defined in the *SCC Short-Term Disaster Recovery Financial Assistance Program for Farmers and Ranchers FY2023 Guidelines*.

2. I certify that I am an eligible farmer or rancher that sustained damage or loss in Whatcom County.

3. I certify that all physical damage or economic loss expenses I am seeking grant funding for were covered, in whole or in part, by insurance or other governmental sources.

4. I certify that all expenses I am seeking grant funding for are directly related to the major flooding event that occurred in Whatcom County during November-December 2021.

5. I certify that all expenses I am seeking grant funding for were related to farming or ranching and directly caused by the disaster.

6. I certify that regardless of the number of owners of my entity/business/operation/ranch/farm, only one application for grant funding is being submitted.

7. I certify that my entity/business/operation/ranch/farm has not received grant funding from the *SCC Short-Term Disaster Recovery Financial Assistance Program for Farmers and Ranchers* at any other time during this past 24 months, regardless of the number of owners.

8. I certify that I have paid all expenses for which I am seeking reimbursement for in this Application.

9. I understand that the availability of funds is only through legislative appropriation and state allotment to the SCC.

10. I understand and by submitting this Application, agree to grant the SCC, its staff, or conservation district staff acting on behalf of the SCC, such access to the damaged or lost property or submitted evidence or documents supporting damage or loss, as necessary to verify any reimbursement requested in this Application.

11. I understand that I am requesting funding from the SCC, and that I will comply with all rules and requirements as described in the *SCC Short-Term Disaster Recovery Financial Assistance Program for Farmers and Ranchers FY2023 Guidelines*.

Section 8. Agreement Completion Certification

By signing this Application, I hereby

1. Certify that, under penalty of perjury, all information provided in connection with this Application is true and correct, and that the identified farm or ranch sustained damage directly related to natural disaster events and the expenses documented as part of this Application were in direct relation to repairing, mending or replacing those damages;

2. Certify that the property damage claims submitted are not covered by insurance or other governmental sources;
3. Certify that if persons or entities other than the farmer or rancher are entitled to a share of funds received due to a written or verbal agreement, farmer or rancher will divide any funds received accordingly;

4. Acknowledge that any misrepresentation or false statement made by the farmer or rancher or an authorized agent of the farmer or rancher in connection with this Application, whether intentional or not, will constitute grounds for denial of this Application and may be the subject of substantial civil and/or criminal liability and sanctions;

5. Acknowledge this Application and any payments owned to farmer or rancher in connection with this Application may be reduced or denied because of the farmer or rancher’s owing any debt to the State of Washington; and

6. Certify that farmer or rancher is authorized to submit this Application and to make these certifications and acknowledgements.

7. Acknowledge that the penalty for knowingly making false statements or false entries, or attempted to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of agricultural assistance funds under applicable federal and state law.

8. Understand that this document becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Washington collected about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect.

_____________________________________________________________ ____________________________________________________________
Signature of Farmer or Rancher     Date

_____________________________________________________________ ____________________________________________________________
Application Prepared by (if different than Farmer or Rancher) Date

_____________________________________________________________ ____________________________________________________________
Whatcom CD Staff who assisted with Application if applicable Date

NOTE: Funding is limited. Applications will be reviewed and funding awarded on a rolling basis. Applications not received by 4:00 p.m. on May 31, 2023 are not eligible. Please note that funds may be fully expended well before that date.

Application Questions
If you have questions regarding submission of the application and/or SCC requirements, please contact the Whatcom Conservation District at disasterfunding@whatcomcd.org, by phone at 360-526-2380, by mail at 6975 Hannegan Road, Lynden, WA 98264-9019, or the Commission’s regional manager for Puget Sound, Jean Fike, at jfike@scc.wa.gov, or by phone at 360-764-0533, or Sarah Groth, Fiscal Manager for the SCC, at sgroth@scc.wa.gov, or by phone at 360.407.6205.
TAB 2
TO: Conservation Commission Members
Christopher Pettit, SCC Executive Director

FROM: Bill Eller, VSP Coordinator

SUBJECT: Update on the Voluntary Stewardship Program

Action Item
Informational Item X

Background Summary:
Staff provides an update on the Voluntary Stewardship Program (VSP).

Requested Action:
None. Informational item only.

VSP Update:
Conservation Commission (Commission) staff continues to implement the VSP on behalf of the Commission. Two FTEs and portions of five other FTEs make up the VSP staff. Their recent efforts include:

- Creating two draft VSP budget development packages:
  - An increase of $1,900,000 in operating funds to provide additional resources for counties for VSP monitoring and reporting. Monitoring and reporting are required by the VSP statute, and after the first five-year reporting process, it has become evident the amount of funding available to each VSP county isn’t adequate to support the unique monitoring and reporting requirements of VSP. This funding would also support an FTE at the Commission to assist counties and conservation districts with reporting on VSP success.
  - A continuation of the $3,000,000 in capital funds first received by the Commission in the 2022 supplemental budget from the legislature. These funds would be used to get VSP-related projects on-the-ground.

- Establishing VSP-specific questions in CPDS for the $3,000,000 in supplemental funding provided by the legislature to the Commission in 2022 for VSP-related projects to ensure that those funds will be used for on-the-ground projects for counties to meet their county-wide work plan goals and benchmarks.
Creating a sub-committee of Commission VSP staff to implement changes to the five-year report template and database. With the Commission’s new IT hire, we’ve regained momentum toward making the proposed changes to the Access database sought by some counties and conservation districts after the first VSP five-year report process.

Planning our fourth quarterly VSP monitoring symposium for November 2022. Symposiums are designed to provide education and outreach on monitoring to VSP implementers who must monitor the functions and values of critical areas in their counties.

Holding our eighth and ninth joint Technical Panel and Statewide Advisory Committee VSP meetings. Each of these meetings includes an opportunity for up to three of the 27 VSP counties to meet with the Technical Panel and Statewide Advisory Committee. This opportunity allows for dialogue between the county and the Technical Panel and Statewide Advisory Committee before the next five-year report is due. With the ninth meeting, all 27 VSP counties have taken advantage of this opportunity. We plan to offer the same opportunity for each county starting again in January.

On August 1, inviting and having NRCS staff to present on the history, background, development, and establishment of NRCS best management practices at a webinar for VSP Technical Panel state agencies, conservation districts, counties, and the public. The focus of the webinar was for the VSP Technical Panel agencies to receive more training related to the science behind NRCS BMPs and how they are implemented and used in Washington State. NRCS BMPs serve as the basis for VSP project implementation at the county level and are used as the standard for farm plan creation. VSP county-wide work plans rely on NRCS BMP implementation and report on their progress in their 5-year report. The Technical Panel evaluates each county’s 5-year report and needs to have a good understanding of how NRCS BMPs are implemented and used. Over 90 attendees joined the webinar, which was recorded and can be seen here.

Interviewing potential candidates to fill the VSP communications staff vacancy at the Commission.

Finalizing a report on the status of VSP implementation for OFM and the Legislature. After an internal review, the report will be presented to the Commission and released to the public after their approval.

Pursuing establishing state-wide VSP branding signage that VSP counties can use when they implement VSP on-the-ground projects. Signs can be used by the VSP counties in the branding of those projects, and willing VSP-participating landowners will have signs installed on their projects as part of project implementation.

Pursuing comprehensive updates to the VSP web pages. The VSP statute requires the Commission have a web page for the Statewide Advisory Committee. In addition to that web page, over the years the Commission has created web pages for the VSP Technical Panel, VSP background, VSP policy advisories, a resource library, and a comprehensive VSP implementation page for counties and conservation districts. The update effort will provide a comprehensive strategy for all Commission VSP-related web pages, and is intended to make them more user-friendly for all VSP stakeholders.
• Submitting, on behalf of the Commission, a proposed 60-minute training session on VSP to the Washington State Association of Counties, for presentation at their annual County Leaders Conference in November 2022.

• Discussed, with Pierce and Snohomish County planning staff, the possibility of the 12 counties not already part of VSP to have the option to opt into VSP, based on recent legislation proposed in the legislature. Commission VSP staff have held a webinar in the past on this possibility, directed at those conservation districts in the 12 counties not already in VSP. County staff wanted more information to present the pros and cons of opting into VSP for their county commissioners.

• Met with VSP Technical Panel agency staff as part of ongoing communications among state agencies regarding VSP.

• Attending VSP county work group meetings, including Kittitas, Lewis, Benton, and Cowlitz counties.

• Preparing, authoring, and publishing the monthly VSP newsletter to over 650 subscribers.

Background:
All 27 VSP counties have approved Voluntary Stewardship Program (VSP) work plans (see map below).

All 27 counties are implementing their work plans. After approval of the plan, among other obligations, each county must meet a five-year reporting requirement. Each county’s five-year report is due five years after they receive initial funding in VSP. That means each county has its own unique five-year report deadline.
Thurston and Chelan counties, as VSP pilot counties, submitted their five-year review and evaluation reports in July 2019. The Commission used those reports to further drive the development of the five-year report process, Monitoring Guide, template, and database. The other 25 VSP counties submitted their five-year review and evaluation reports from Nov. 2020 through May 2021.

Due to when the county VSP work plans were approved, most have only had between 12-18 months of VSP implementation since approval, rather than a full five years.

The five-year reports are reviewed and evaluated by the VSP Technical Panel and Statewide Advisory Committee, and the Conservation Commission’s Executive Director must concur (or not) with the county watershed work group’s determination in the five-year report of whether the work plan’s protection and enhancement goals and benchmarks have been met. There is no definition of “review and evaluate” in the VSP statute.

The Commission created a Five Year Report Guide which supplements the statutory process and defines key terms (like “review and evaluate”) and adds other structures to the review and evaluation process (i.e. report content, how to submit the report, when to submit the report, how long the review will take, what will be reviewed, etc.). A five-year report template and database were created to solicit from each county the information needed by the Director to make their decision.

The next five-year reports for Thurston and Chelan counties are due in July 2024, with the rest of the counties due in either 2025 or 2026.

Staff Contact:
Bill Eller, VSP Coordinator, 509-385-7512, beller@scc.wa.gov
TO: Conservation Commission Members
    Chris Pettit, SCC Executive Director

FROM: Alison Halpern, Scientific Policy Advisor

SUBJECT: Sustainable Farms and Fields draft programmatic guidelines

Action Item

Informational Item X

Summary:
Sustainable Farms and Fields (SFF) is a new SCC grant program that was established in 2020 to increase implementation of climate-smart practices on agricultural, rangeland, and tidelands through voluntary incentives. SCC staff worked with partners at WSDA, WSU, and NRCS to develop draft programmatic guidelines, which were adopted by Commissioners at the July 2022 meeting. SCC staff and partners have been working on finalizing the prioritization metrics matrix, and once that has been approved by Director Pettit, an online application form will be created and an RFP will be announced for this fiscal year. The SCC Program Manager recruitment process has moved into the interview stage, and it is anticipated that a candidate will be selected and offered the position by the end of September.

Requested Action (none):

Staff Contact:
Alison Halpern, SCC Scientific Policy Advisor (ahalpern@scc.wa.gov, 360-280-5556)

Background and Discussion:

The Sustainable Farms and Fields grant program was created in statute during the 2020 session. It had strong bipartisan support and was lauded by a range of stakeholders. However, due to the emergence of the COVID-19 pandemic and the economic uncertainty that followed, agencies were
advised against submitting FY 21-23 budget packages for new programs and there have been no appropriations for SFF.

The general foundation of the SFF program had already been created in statute (RCW 89.08.610-635), and SCC staff has been consulting with partners at WSDA, WSU, NRCS, and elsewhere to expand upon that foundation to develop the programmatic guidelines, which were adopted in July, and to discuss challenges associated with climate-smart practices (e.g., soil carbon quantification).

SCC contracted with Dr. Lynne Carpenter-Boggs and her team at WSU to develop the initial Measurement and Estimation Verification (MEV) system and a valuable FAQ page about GHG emissions and carbon sequestration.

SCC has been working with a team from WSDA’s NRAS (Natural Resource Assessment Section) on prioritization metric needs and solutions. WSDA staff developed a user-friendly dashboard (WA Climate Smart Estimator) using COMET metadata and spatial data of WA crops. This tool will be used when prioritizing proposed projects to compare different practices among different counties to help determine which projects will provide the most CO2-equivalent benefits.

Once the prioritization metrics matrix has been finalized and approved by Director Pettit, an online application form will be created that will align with the metrics matrix prioritization order. Then the first SFF RFP will be announced. Staff from the SCC, WSDA, WSU, NRCS, and WDFW will review and select proposals to fund.

Recommended Action and Options (none)

Next Steps:

- September: SFF Program Manager candidates interviewed.
- September – October: SFF Program Manager (PM) position offered to one candidate; PM on-boarded in October
- September – October: Prioritization metrics matrix approved, online application form created, and first SFF RFP announced
TO: Conservation Commission Members  
Christopher Pettit, SCC Executive Director

FROM: Sarah Groth, Director of Accounting and Budget

SUBJECT: Fiscal Year End 22 and Returned Funds

Summary:
This last fiscal year, SCC spent 96% of the allotted funding when all the general fund appropriations are combined.

However, this year we did return more funding than anticipated in a few of our appropriations categories for various reasons. Some of the funding couldn’t be spent because it was restricted for specific purposes or was contingency funds for that program. We realize this is less than ideal and are adjusting how we monitor those funds in the new fiscal year.

Overall, SCC returned less than 1% of our general fund state, almost 26% of Fire Recovery, less than 2% of the Food Policy Forum allocation, less than 20% of Okanogan Water Banking, and 68% of Pollinator Health funding. SCC was on target and used all the allocated funding for the CTA and Agriculture Disaster Assistance programs.

Requested Action (if action item):  
No action required. Information only.

Staff Contact:  
Sarah Groth, Director of Accounting and Budget, sgroth@scc.wa.gov / 360-790-3501
### Biennium: 2023

**As of Fiscal Month:** Adj FY1  
**Transactions Through:** 9/12/2022

#### Appropriation Only

**Fiscal Year 22 (July 1, 2021-June 30, 2022)**

<table>
<thead>
<tr>
<th>EA Title</th>
<th>EA Type</th>
<th>Appropriation</th>
<th>Reserves</th>
<th>Biennium Expenditures</th>
<th>Variance</th>
<th>Total Biennium Legislative Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biennium to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FY1</td>
<td>1</td>
<td>FY2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Account 057 - State Building Construction Account

<table>
<thead>
<tr>
<th>EA</th>
<th>EA Title</th>
<th>Total Expenditures</th>
<th>Appropriation</th>
<th>Reserves</th>
<th>Variance</th>
<th>Expenditures As of Fiscal Month:</th>
<th>Appropriation As of Fiscal Month:</th>
<th>Reserves As of Fiscal Month:</th>
<th>Variance As of Fiscal Month:</th>
<th>Expenditures Through:</th>
<th>Appropriation Through:</th>
<th>Reserves Through:</th>
<th>Variance Through:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A00</td>
<td>2019-21 Improve Shellfish Growing Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A01</td>
<td>2019-21 Natural Resource Investments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A02</td>
<td>2019-21 Match for Federal RCPP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A03</td>
<td>2019-21 Water Irrigation Efficiencies Pr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A05</td>
<td>2019-21 CRIP Riparian Contract Funding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A06</td>
<td>2019-21 CRIP Riparian Cost Share - State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Biennium:** 2023

**Transactions Through:** Sep 12, 2022 8:00PM

**Account 057 - State Building Construction Account**

<table>
<thead>
<tr>
<th>FY1</th>
<th>FY2</th>
<th>Total</th>
<th>Appropriation</th>
<th>Reserves</th>
<th>Variance</th>
<th>Appropriation Through</th>
<th>Reserves Through</th>
<th>Variance Through</th>
</tr>
</thead>
<tbody>
<tr>
<td>443,107.18</td>
<td>0.00</td>
<td>443,107.18</td>
<td>1,306,892.82</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>108,431.80</td>
<td>0.00</td>
<td>108,431.80</td>
<td>1,891,568.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>616,959.91</td>
<td>0.00</td>
<td>616,959.91</td>
<td>3,383,040.09</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,968,026.68</td>
<td>0.00</td>
<td>1,968,026.68</td>
<td>5,031,973.32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>895,444.35</td>
<td>0.00</td>
<td>895,444.35</td>
<td>2,604,555.65</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>855,348.72</td>
<td>0.00</td>
<td>855,348.72</td>
<td>1,144,651.28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27,399.98</td>
<td>0.00</td>
<td>27,399.98</td>
<td>222,600.02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,000,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,000,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22,533.68</td>
<td>0.00</td>
<td>22,533.68</td>
<td>48,466.32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5,448,589.68</td>
<td>0.00</td>
<td>5,448,589.68</td>
<td>30,919,990.32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| C00  | Conservation Reserve Enhancement Program                               | 1                  |                | 67,000.00 | 0.00 |                        |                      |                 |                 |
| C01  | 2021-21 Water Irrigation Efficiencies Program                          | 1                  |                | 2,000,000.00| 0.00 |                        |                      |                 |                 |
| C03  | 2021-21 Natural Resource Investment for the Economy and Environment    | 1                  |                | 4,000,000.00| 0.00 |                        |                      |                 |
| C04  | 2021-21 Regional Conservation Partnership                               | 1                  |                | 7,000,000.00| 0.00 |                        |                      |                 |
| C05  | Program (RCPP) Match                                                   | 1                  |                | 3,500,000.00| 0.00 |                        |                      |                 |
| C06  | CRIP - Technical Assistance to Private                                  | 1                  |                | 2,000,000.00| 0.00 |                        |                      |                 |
| C07  | Landowners                                                             | 1                  |                | 240,000.00 | 0.00 |                        |                      |                 |
| C08  | Mount Vernon Riparian Buffer Incentive Project                          | 1                  |                | 240,000.00 | 0.00 |                        |                      |                 |
| C09  | 2019-2023 Farmland Protection and Land Access                           | 1                  |                | 3,000,000.00| 0.00 |                        |                      |                 |
| T64  | Conservation Commission Ranch & Farmland                               | 1                  |                | 180,980.00 | 0.00 |                        |                      |                 |

<table>
<thead>
<tr>
<th>Account 058 - Public Works Assistance Account</th>
<th>Total</th>
<th>Appropriation</th>
<th>Reserves</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>050</td>
<td>Voluntary Stewardship Program</td>
<td>1</td>
<td>8,464,300.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account 06A - Salmon Recovery Account</th>
<th>Total</th>
<th>Appropriation</th>
<th>Reserves</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>06A</td>
<td>Conservation Reserve Enhancement Program</td>
<td>1</td>
<td>5,000,300.00</td>
<td>0.00</td>
</tr>
<tr>
<td>210</td>
<td>Riparian Restoration - Landowners</td>
<td>1</td>
<td>10,000,800.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| 3,272,156.99 | 0.00 | 3,272,156.99 | 5,391,843.01 | 0.00 |        |

| 0.00        | 0.00 | 0.00        | 5,180,000.00 | 0.00 |        |

Conservation Commission Meeting  
September 22, 2022  
Page 114 of 170
### Appropriations Versus Actuals - Operating and Capital

**Report Number:** CAF040  
**Biennium:** 2023  
**As of Fiscal Month:** Adj FY1  
**Transactions Through:** Sep 12, 2022 8:00PM

<table>
<thead>
<tr>
<th>Account</th>
<th>EA</th>
<th>EA Title</th>
<th>Appropriation</th>
<th>Reserves</th>
<th>Biennium to Date</th>
<th>Expenditures</th>
<th>FY1</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Biennium Legislative Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 552 - Conservation Assistance Revolving Account</td>
<td>Total</td>
<td>529,990.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>529,990.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Conservation Commission Meeting**  
**September 22, 2022**  
**Page 115 of 170**
Operating Grants - Returned Funds by Grant Program (after 5/10/2022)

- Fire Recovery $327,795.43
- Hazard Mitigation $9,490.95
- Implementation $26,000.24
- NRCS Task Orders $114,402.40
- Professional Engineering $50,822.09
$53,835.00 was returned by Lincoln for Task Orders, however the district everything they could to get this task accomplished and the funds spent, but were unable to obtain the information need from NRCS with enough time.
September 22, 2022

TO: Conservation Commission Members
    Christopher Pettit, 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
- 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
- Building Better Series

Conservation District Service, Recent Topics
- Grants Reporting
- CD Property Ownership
- CD Name Changes
- RCPP
• FY22 Wrap Up & FY23 Set Up
• Annual & Long Range Planning Templates
• Bidding & Contracting
• Cost Share & District Implemented Projects
• Elections and Appointments
• Inter-local Agreements & Staff Sharing
• Flooding Impacts
• Leasing

• Conservation Disaster Assistance Program
• 23-25 Budget Requests
• FY23 Supplemental Funding
• Compensation
• Associate Supervisors
• Engineering Grants
• Conservation Disaster Assistance Program
• Pass-through Appropriations
• Cash Flow

Issues Resolution in Progress

• Personnel management: issues, turn-over, capacity gaps, transitions
• Inter-district relationships and partnering
• District governance

Partnerships & Partnering Assistance

The RM team provides ongoing assistance with partnering or participated in partner and relationship building efforts with: individual conservation districts, WADE, PSCD Caucus, 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.

A new inter-agency agreement with the Department of Natural Resources is in discussion for FY23 and work on a current agreement continues on Forest Health Tracker work as well. A master inter-agency agreement with more general terms is being explored to allow for quicker contracting in the future through amendments for specific scopes of work. Shana Joy serves as our partner liaison to DNR and forest health/community wildfire resiliency subject matter lead at the SCC. She also represents SCC and conservation districts on DNR’s Forest Health Advisory Committee.

SCC participation and partnership with the National Association of State Conservation Agencies (NASCA) currently includes Shana Joy serving as Vice President of NASCA. Shana is also Chairing NASCA’s Farm Bill Committee working with NASCA members nationwide to compile member feedback for the 2023 Farm Bill.
**FY23 Supplemental Funding**
Regional Managers have been participating in review of funding applications for Salmon Recovery Funding and initial applications for Riparian Plant Propagation Program funding. Regional Managers have hosted three Round Table meetings via Zoom with districts since the start of the fiscal year to provide updates and information, answer questions, and open dialogue. The Conservation Disaster Assistance Program implementation is ongoing with application review and issues resolution as needed. CD requests for additional engineering funding are reviewed regularly and a meeting of the CD engineers and host districts is being scheduled in October.

**FY23-25 Biennium Budget Requests**
The Regional Manager team was assigned a lead role on five biennial budget decision packages (DPs): Conservation Technical Assistance (CTA), Natural Resource Investments (NRI), Forest Health & Wildfire Resiliency, Regional Conservation Partnership Program (RCPP) Match, and WSRRI Wildlife Friendly Fencing. RMs worked with other SCC staff, volunteers from conservation districts, and partner agencies to construct or update these decision packages for timely submittal to OFM.

**Wildfire Recovery**
Mike Baden, Allisa Carlson, and Courtney Woods are administering the wildfire recovery grant program for FY23 and have already awarded over $1.2 million for fire recovery work, including fires from the 2022 fire season. This is operating funding and we are in the second fiscal year; funds expire on June 30, 2023.

**Washington Shrubsteppe Restoration & Resiliency Initiative (WSRRI)**
Allisa Carlson and Shana Joy are participating on a steering committee with WDFW and DNR staff to implement a shrubsteppe habitat wildfire recovery and resiliency budget proviso that was appropriated to WDFW this biennium. More information can be found online at: Shrubsteppe Fire Preparedness, Response and Restoration. The long-term strategy advisory group (LTSAG) meets monthly to work on recommendations around long-term wildfire resiliency in the shrubsteppe landscape with professional facilitators throughout the current biennium, finalizing the long-term strategy is planned by June 2023. The Foster Creek, Lincoln County, Benton, Franklin, North Yakima, and Okanogan CDs are engaging in the LTSAG.

**Chehalis Basin**
Josh Giuntoli, SW RM, represents the Executive Director of the Commission as ex-officio member of the Chehalis Basin Board (CBB). This summer, the board continued to regularly meet in-person and virtually. Board members along with staff from the Office of Chehalis Basin hosted Governor Jay Inslee, Senator Maria Cantwell, Representative Derek Kilmer, and other local leaders at three Chehalis Basin Strategy project sites in Grays Harbor. The tour highlighted flood protection and conservation work. One tour stop was the Wynoochee River large-scale habitat restoration project, where local resident Becca Robison shared her story about the successful relocation of her home in response to aggressive river erosion. The Grays Harbor CD was a key partner in this project and staff were able to share directly with participants the success of this project.
In addition, board work also centered on budget development and allocating out existing funds to a variety of projects related to habitat through the Aquatic Species Restoration Plan (ASRP). These included large-scale restoration efforts, like those that have been recently constructed along the Satsop, Wynoochee, and Skookumchuck Rivers with CDs as key partners. Future projects continue to be developed through the Regional Implementation Teams led by CDs and recommended by the ASRP Steering Committee. The local conservation districts continue to be actively engaged in project development, project support and implementation. A previously identified erosion management project along SR 508 will be completed this fall with funding through the Lewis Conservation District.

As mentioned in previous updates, the board continues to be interested in the future of the Skookumchuck Dam. The dam will no longer be a needed piece of infrastructure for the TransAlta facility which will be closing its final coal burner, which draws water from the dam, in 2025. The dam has operated since 1970. A study underway is examining the feasibility of possible modifications to accommodate salmon, flood control potential, and possible removal.

**Emergency Watershed Protection Program (EWPP)**

The EWPP project in Mason County is nearly completed and should be wrapped up the week of September 12th. Mason Conservation District continues to provide assistance for this project. The Grays Harbor project ran into permitting issues, which resulted in cancellation of the project under EWPP. The district is looking at alternatives to complete the work.
State Conservationist
Exciting times

By Roylene Comes At Night
NRCS-WA State Conservationist

SPOKANE VALLEY, Wash. - We have made a lot of progress this past year, and we’re excited for what’s to come now that we’re facing a new fiscal year; the Inflation Reduction Act has been signed, and many program application deadlines are quickly approaching.

The end of the Fiscal Year is always a busy time for us as we look to close and balance our books, and look toward our financial and operational goals. This includes developing a way forward for Washington producers facing economic and resource-concern challenges. I want to thank all the State Advisory Committee members, partners, Tribes, and other organizations for their input, as it has greatly influenced all of our decisions throughout the year.

Also, President Biden signing the Inflation Reduction Act is a really big deal. It marks a significant opportunity for lands in Washington State. Funding levels for mandatory programs should receive a large increase in funding, which will mean modest gains in Fiscal Year 2023, then funding should increase considerably in Fiscal Year 2024 and beyond. It’s an exciting time for conservation for Washington. We have a staffing plan and strategy developed ready for implementation as soon as additional funding is provide.

With all of this going on, I want to reiterate how much we want to work with all our producers, landowners, partners, and tribes to find additional funding opportunities through agreements and grants.

On the programs side, Oct. 13 is a very important date. It’s the application deadline for three of our major programs (The news releases are behind the links):

- Environmental Quality Incentives Program (EQIP)
- Environmental Quality Incentives Program—Conservation Incentives Contracts (EQIP-CIC),
- Conservation Stewardship Program (CSP).

Also, Sept. 22 is right around the corner, and that’s the application deadline date for national’s Grazing Lands Conservation Initiative (GLCI). That’s the initiative where USDA is investing up to $12 million in partnerships that expand access to conservation technical assistance for livestock producers and increase the use of conservation practices on grazing lands.

Then, USDA is also looking to invest $15 million this year for the Conservation Innovation Grants (CIG) Classic program. Applications for that program are due by Oct. 11. I am really excited about that program, because at least 10% of the total funds will entirely go to highly underserved producers!

All of this is definitely a lot, but I know that my team is well prepared and ready to take on the challenges. And, we look forward to working with all of you to make sure producers have every opportunity to succeed in their conservation efforts as possible.
West Area

By David Rose
West Area Conservationist

Staff Actions:
• We are working to fill the following vacancies for Resource Conservationist (RC) positions: Port Angeles, Montesano and Puyallup.

• We are currently working to fill these positions also: Area Administrative Coordinator and Area Program Specialist.

• Sarah Tanuvasa, Northwest Team District Conservationist (DC), is at advanced training with the Air Force. She has been gone for several months. We are very proud of her commitment to serve her country. Josh Hall, current RC in Lake Stevens, is completing his time as acting DC and another individual will step in as acting DC.

• Amy Hendershot, Puget Sound DC, is back from her detail to the National Office for Urban Conservation program assistance. Amy did great work on this team, which supports us here in WA very well. Frank Curtin, current RC in Bremerton, served as acting DC throughout most of Amy’s absence.

Program Update:
Current situation for Environmental Quality Incentives Program (EQIP) has the West Area wrapping up contracting for this year. So far, we’ve obligated 112 contracts for over $3.8 million, with 4 more to go.

We are working to wrap up the year for Conservation Stewardship Program (CSP). While it’s a bit unclear how that will finish up, we received 34 applications in the West Area.

We are also working to finalize Regional Conservation Partnership Program (RCPP) contracting in the West Area. At the moment we are working 20 RCPP-EQIP applications and 15 RCPP-CSP applications.
Central Area

By Austin Shero
Central Area Conservationist

The NRCS Central Area is finalizing our Environmental Quality Incentives Program (EQIP) contract obligations for Fiscal Year 2022. We are nearing obligation of 63 EQIP contracts for $9.7 million. We’re proud to fund this high quality conservation, and even more excited to see this conservation on the ground!

Partners and agencies continue to build their efforts in the Odessa Aquifer area. This group has been working for over a decade, I’m told, but is getting significant traction to address irrigation water quantity issues in the area. It is exciting to see the collaborative work being done between local, state, and federal officials, as well as the local producers and partner groups. Recently, partners were selected for a new RCPP (Regional Conservation Partnership Program) agreement! An immense amount of work has gone into this application, and we’re excited to see it continue to move forward! NRCS WA is happy to work with this group to solve major resource concerns on an area wide basis.

I am excited for many Conservation District (CD) partners, and staff, at the Area CD meetings in the fall. It’s truly an honor to meet with these partners groups. Its fantastic to develop, and continue some relationships with the tremendous partners we work with.
East Area

By Aubrey Hoxie
East Area Conservationist

Wow, I can’t believe that summer is over, and wheat harvest is nearly complete! This year has been a great year for the East side of the state.

FY22 Environmental Quality Incentives Program (EQIP):

- 181 applications for EQIP
- We obligated 81 contracts, totaling $6,101,297, on 40,700 acres. We do have 6 applications with late funding that will be obligated before FY ends.

FY22 Conservation Stewardship Program (CSP):

- 143 applications for CSP
- To date, we’ve obligated 31 CSP contracts, totaling $4,396,763 on 64,205 acres. Twenty-one of those contracts were CSP renewals that were funded in December 2021. We are still working on obligating an additional 56 applications before the end of the fiscal year.

Staffing:

We’ve hired several new positions onto the East Area Team.

- Colville, Resource Conservationist—Saundra Morris. Saundra accepted this promotion, coming from the Colville field office already as the Range Management Specialist, and officially started in her new role Aug. 1.
- Walla Walla, Soil Conservationist—Cameron Toerner. Cameron is new to NRCS, and she is very excited to get started with us. Her first day on the job was Aug. 15.
- Colfax, Soil Conservationist—Samuel Franzen. Samuel is coming from Iowa NRCS, and he starts officially in the Colfax office Aug. 22.
- Colville, Soil Conservation Technician—Troy Lloyd. Troy was working in a partner position with the Stevens Conservation district as a resource technician. Troy is excited to officially start with NRCS Aug. 12.
- Davenport, Soil Conservation Technician—Casey Wren. Casey is a local from Davenport and very eager to get started with NRCS. His start date is Sep. 12.

We have also had the pleasure of hosting two of the Pathways interns this summer in the East Area.

- EmmaRae Darland worked in the Colfax office this summer and told me she loved it! She is studying at the University of Idaho and will be graduating in 2024. EmmaRae will be missed by the field staff as she returns to school for the fall semester.
- Heather Murphy worked in the Clarkston office this summer. Heather had great exposure to a lot of different work in the Snake River team. She is studying at Oregon State University and will be graduating in 2023. Heather will be working part time for NRCS while attending her last year of school, and will be missed by the Snake River team!

Partnership Activities:

It seems that our workload with Conservation Reserve Program (CRP) is never an easy task. This year our Conservation Districts on the East side have completed over 551 status reviews on expiring contracts as of end of June, and completed over 275 conservation plans for FSA, assisting our field offices in their high workloads this year. Without these task orders, we couldn’t finish out this task on our own. A HUGE thank you to our Conservation District Partners!
Big news, NRCS-WA has rebooted its Conservation Planning 2 (CP2) course. The long awaited CP2 was last held in 2019, prior to COVID-19. After three-long years, NRCS-WA is finally able to offer this essential course again. However, the course has reemerged from dormancy having undergone metamorphosis. There are several new facets and things to know about NRCS and the CP2 course being delivered. New considerations, new technology, new staff, and new ideas have altered the delivery of this course considerably.

The CP2 course teaches the 9 Steps of Planning and is a requirement to achieve Level III Conservation Planner, formally titled “Certified Conservation Planner.” Level I certification, formerly “Apprentice Planner,” is a critical prerequisite for taking CP2, as it provides essential concepts and basic knowledge upon which CP2 builds. The Level I certification takes a minimum of 20 hours to complete and is available online through AgLearn. The CP2 course culminates with the participant developing an RMS level plan alongside their mentor, who has already achieved Level III certification.

During the hiatus, much has changed. Jenifer Coleson, Environmental Specialist, has led the charge of redeveloping the course amidst of several challenges and new changes, namely a global pandemic. NRCS-WA has also hired two new Area Resource Conservationists (ARC), Noah Bates and Konrad Bomberger, who have joined veteran ARC, Jeff Kuhlman, in leading the course instruction. Each ARC is considered the lead planner in their respective area (West, Central, and Eastern WA).

Perhaps the most radical change is the course is being offered as a hybrid; that is, the course will be held both online and in the field. The online, introductory portion of CP2 will be held in Microsoft Teams, an online meeting platform which was adopted across USDA mere weeks prior to COVID. Teams offers audio/video communication as well as a suite of tools that can and will be utilized to facilitate better engagement and participation. The online section will be served over 3 half day sessions. Instructors have been briefed on several new online learning strategies to promote engagement and retention. The multiday field portion of the training will be conducted at the Washington Plant Materials Center. It’s perhaps important to note that the concepts of the 9 Steps, not the location of the training, are the focus and are universal for conservation planning regardless of location.
NRCS Washington FY22 Hiring Actions

Chas Scripter
Assistant State Conservationist-M&S

Numerous hiring actions have been processed during FY22, with 40 vacancies having been filled to date and another 32 hiring actions are currently in process. In addition, 44 positions have been identified to be filled pending funding and staffing cap allowances. The vacancies that have occurred and positions that are in process or planned are a mix of positions that were vacant due to attrition as well as positions that would be new to Washington NRCS. We continue to work with the FPAC Business Center HR Staffing Team to address the delays and backlog of hiring actions for our positions.
<table>
<thead>
<tr>
<th>Positions Filled in FY22</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Conservationist</td>
<td>Bremerton</td>
</tr>
<tr>
<td>District Conservationist</td>
<td>Chehalis</td>
</tr>
<tr>
<td>Program Support Assistant</td>
<td>Chehalis</td>
</tr>
<tr>
<td>Pathways (Rangeland)</td>
<td>Clarkston</td>
</tr>
<tr>
<td>Pathways (Agronomist)</td>
<td>Colfax</td>
</tr>
<tr>
<td>Soil Conservationist</td>
<td>Colfax</td>
</tr>
<tr>
<td>Soil Conservationist</td>
<td>Davenport</td>
</tr>
<tr>
<td>Area Resource Conservationist</td>
<td>Ephrata</td>
</tr>
<tr>
<td>Central Area Program Liaison</td>
<td>Ephrata</td>
</tr>
<tr>
<td>Program Support Assistant</td>
<td>Ephrata</td>
</tr>
<tr>
<td>Soil Conservationist (recent grad)</td>
<td>Ephrata</td>
</tr>
<tr>
<td>Soil Conservationist Recent Graduate FY 22</td>
<td>Ephrata</td>
</tr>
<tr>
<td>Tribal Scholar</td>
<td>Everson</td>
</tr>
<tr>
<td>Range Management</td>
<td>Goldendale</td>
</tr>
<tr>
<td>Resource Conservationist</td>
<td>Mt Vernon</td>
</tr>
<tr>
<td>Resource Conservationist</td>
<td>Okanogan</td>
</tr>
<tr>
<td>Area Easement position</td>
<td>Olympia</td>
</tr>
<tr>
<td>Area Resource Conservationist</td>
<td>Olympia</td>
</tr>
<tr>
<td>Engineer</td>
<td>Olympia</td>
</tr>
<tr>
<td>Resource Conservationist</td>
<td>Olympia</td>
</tr>
<tr>
<td>Resource Conservationist</td>
<td>Pasco</td>
</tr>
<tr>
<td>Resource Conservationist</td>
<td>Port Angeles</td>
</tr>
<tr>
<td>Resource Conservationist</td>
<td>Prosser</td>
</tr>
<tr>
<td>Agronomist / Soil Con</td>
<td>Pullman</td>
</tr>
<tr>
<td>Biological Science Tech</td>
<td>Pullman</td>
</tr>
<tr>
<td>Pathways (Soil Conservationist)</td>
<td>Puyallup</td>
</tr>
<tr>
<td>Resource Conservationist</td>
<td>South Bend</td>
</tr>
<tr>
<td>Administrative Specialist</td>
<td>Spokane</td>
</tr>
<tr>
<td>Area Conservationist</td>
<td>Spokane</td>
</tr>
<tr>
<td>Area ENG</td>
<td>Spokane</td>
</tr>
<tr>
<td>ASTC - Management &amp; Strategy</td>
<td>Spokane</td>
</tr>
<tr>
<td>Biologist/Soil Conservationist (Easement Program Specialist)</td>
<td>Spokane</td>
</tr>
<tr>
<td>Business Support Specialist</td>
<td>Spokane</td>
</tr>
<tr>
<td>Outreach Coordinator</td>
<td>Spokane</td>
</tr>
<tr>
<td>State Agronomist</td>
<td>Spokane</td>
</tr>
<tr>
<td>State Resource Conservationist</td>
<td>Spokane</td>
</tr>
<tr>
<td>Pathways (Soil Conservationist)</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Soil Conservationist</td>
<td>Walla Walla</td>
</tr>
<tr>
<td>District Conservationist</td>
<td>Yakima</td>
</tr>
<tr>
<td>Program Support Assistant</td>
<td>Yakima</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Future Positions to be Filled</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climate Ag Team Trainer</td>
<td>TBD</td>
</tr>
<tr>
<td>Climate Ag Team Trainer</td>
<td>TBD</td>
</tr>
<tr>
<td>Race &amp; Equity Team – Hispanic</td>
<td>TBD</td>
</tr>
<tr>
<td>Race &amp; Equity Team - others</td>
<td>TBD</td>
</tr>
<tr>
<td>Race &amp; Equity Team - Tribal</td>
<td>TBD</td>
</tr>
<tr>
<td>CET</td>
<td>Colfax</td>
</tr>
<tr>
<td>Soil Conservationist - Tribal</td>
<td>Colville</td>
</tr>
<tr>
<td>Soil Conservationist</td>
<td>Dayton</td>
</tr>
<tr>
<td>Climate Ag Team Soil Con</td>
<td>Ephrata</td>
</tr>
<tr>
<td>Odessa Program Manager</td>
<td>Ephrata</td>
</tr>
<tr>
<td>Soil Conservationist</td>
<td>Newport</td>
</tr>
<tr>
<td>Climate Ag Team Soil Con</td>
<td>Olympia</td>
</tr>
<tr>
<td>Program Liaison</td>
<td>Olympia</td>
</tr>
<tr>
<td>Urban Easement Specialist</td>
<td>Olympia</td>
</tr>
<tr>
<td>Urban Team ENG</td>
<td>Olympia</td>
</tr>
<tr>
<td>Urban Team Soil Con</td>
<td>Pasco</td>
</tr>
<tr>
<td>Soil Con Tech</td>
<td>Pomeroy</td>
</tr>
<tr>
<td>Soil Conservationist</td>
<td>Pomeroy</td>
</tr>
<tr>
<td>Ag Engineer</td>
<td>Puyallup</td>
</tr>
<tr>
<td>Urban Team Soil Con</td>
<td>Renton</td>
</tr>
<tr>
<td>Range Management Spec</td>
<td>Republic</td>
</tr>
<tr>
<td>CET</td>
<td>Ritzville</td>
</tr>
<tr>
<td>ASTC - Communications &amp; Outreach</td>
<td>Spokane</td>
</tr>
<tr>
<td>Biologist/Fish Biologist</td>
<td>Spokane</td>
</tr>
<tr>
<td>Climate Ag Team Manager</td>
<td>Spokane</td>
</tr>
<tr>
<td>Climate Ag Team Soil Con</td>
<td>Spokane</td>
</tr>
<tr>
<td>Economist</td>
<td>Spokane</td>
</tr>
<tr>
<td>Engineer</td>
<td>Spokane</td>
</tr>
<tr>
<td>Field ENG</td>
<td>Spokane</td>
</tr>
<tr>
<td>GIS Specialist</td>
<td>Spokane</td>
</tr>
<tr>
<td>NEPA Specialist</td>
<td>Spokane</td>
</tr>
<tr>
<td>Natural Resource Planner</td>
<td>Spokane</td>
</tr>
<tr>
<td>Restoration Specialist</td>
<td>Spokane</td>
</tr>
<tr>
<td>State Construction Engineer</td>
<td>Spokane</td>
</tr>
<tr>
<td>Trainee CET on SO Staff</td>
<td>Spokane</td>
</tr>
<tr>
<td>Urban Team ENG</td>
<td>Spokane</td>
</tr>
<tr>
<td>Urban Team Soil Con</td>
<td>Spokane</td>
</tr>
<tr>
<td>Watershed Planning Team Leader (WPTL)</td>
<td>Spokane</td>
</tr>
<tr>
<td>Soil Conservationist</td>
<td>Spokane Valley</td>
</tr>
<tr>
<td>District Conservationist</td>
<td>Toppenish</td>
</tr>
<tr>
<td>Urban Team Soil Con</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Soil Conservationist</td>
<td>Walla Walla</td>
</tr>
<tr>
<td>Soil Conservationist</td>
<td>Wenatchee</td>
</tr>
<tr>
<td>Pathways (Soil Conservationist)</td>
<td>Yakima</td>
</tr>
</tbody>
</table>
Engineering

PL-566: Small Watershed Program Activities

Larry Johnson
State Conservation Engineer

Dedicated Watershed Planning Staff - New

NRCS is in the process of filling the Natural Resource Planning Specialist. The vacancy announcement closed last month, and a selection has been made. This position will provide full time support toward the Small Watershed Program activities.

Odessa Groundwater Aquifer Replacement Project

East Columbia Basin Irrigation District has received $783,000 through the Federal Infrastructure Investment and Jobs Act (IIJA) to begin the development of a watershed plan for the East Columbia Basin Irrigation District (ECBID) – Odessa Subarea Special Study (OSSS) area. Developing a watershed plan will consider alternatives described in the OSSS Environmental Impact Study as well as other documents supporting the project. The watershed plan will outline alternatives to address agricultural water management and watershed protection of the Odessa aquifer within the OSSS area. There is a federal, state, and private partnership which includes state level initiative and partnered program to limit depletion of the Odessa aquifer. The partner’s concern is that further aquifer depletion will cause severe economic and environmental consequences. The project is limited to replacing ground water supplies (water from the Odessa aquifer) with water from the Columbia Basin Project surface water supply system. As a replacement program, there would be no new irrigated land as the partners agreed to acre-for-acre ground water replacement only.

Back-to-back heavy rainfall events the end of December 2021 and beginning of January 2022 resulted in significant flooding throughout Western Washington State. NRCS has evaluated multiple project sites for Emergency Watershed Protection Program eligibly.

June 22, 2022 Update: Progress has been made and NRCS fully anticipates that the project agreement will be completed and signed obligating the funding that NRCS-WA has received for developing and completing a Watershed Plan. The project Sponsor will receive funding to complete the Plan with NRCS assistance. Once the agreement is signed, the Watershed Planning activities will be completed over the next 3 to 5 years.

Aug. 22, 2022 Update: The project agreement between the ECBID and NRCS was signed and finalized Aug. 8, 2022. The ECBID is developing an Interlocal Agreement with the Grant County Conservation District (GCCD) to develop the watershed plan for the project. The GCCD will be issuing a solicitation for technical qualifications and bids to have the watershed developed. This process should take around 45 days to complete.

Clallam County Off Channel Reservoir - New

Clallam County is in the process of considering a request for assistance to complete a watershed plan to implement a project that would provide the necessary storage to address the water use inefficiency and improve the management of water resources in the watershed. The proposed Dungeness Off-Channel Reservoir project would create a 1,600-acre-foot, off-channel storage reservoir southwest of the City of Sequim. The reservoir would be in line with existing irrigation
facilities that would divert water from the Dungeness River using gravity fed canals during times of high flows. The water would then be stored and released as needed to aid in the delivery of irrigation waters to approximately 3,200 acres of local agricultural land. The reservoir water would be used in place of the Dungeness River diversions during times of low flow, thus restoring stream flows in the river to aid in the recovery of the endangered fish population throughout the river. The Dam will be designated as “High Hazard” and the County has been working closely with the communities down watershed from the Dam.

Preliminary Investigation Feasibility Studies

A Preliminary Investigation Feasibility Report (PIFR) is required prior to requesting funding to develop a watershed plan. The preliminary investigation feasibility report is a brief study, using existing data and field information. The purpose of the investigation is to provide reasonable assurance that a feasible plan can be developed that addresses one or more Public Law 83-566 purposes and that there are no apparent insurmountable obstacles.

Completed PIFRs:
City of College Place

The City of College Place, which is in southern Walla Walla County just west of the city of Walla Walla in southeastern Washington state, is requesting assistance to plan and implement a project that addresses issues with flood control, water quality, stormwater delivery reliability, and public safety within the city. The purpose of the project is to address the flooding, stormwater conveyance, implementation of stormwater treatment to reduce pollutants, and ways to protect, enhance, and restore natural habitat conditions, surface water, and groundwater sources.

Aug. 22, 2022 Update: NRCS and the Sponsor met to discuss the additional data and coordination needs with the City of Walla Walla and the Walla Walla County. A follow up meeting was hosted to discuss the watershed program with the City of Walla Walla to provide information on the program and the potential for funding. The City of Walla Walla expressed some interest in the program and were going to meet internally to decide their next step.

PL-566: Emergency Watershed Protection Program (EWPP) Activities - New

Back-to-back heavy rainfall events the end of December 2021 and beginning of January 2022 resulted in significant flooding throughout Western Washington State. NRCS has evaluated multiple project sites for EWPP eligibly. Two locations have been determined to be eligible for assistance through the EWPP. Floodwater at these two locations have caused accelerated streambank erosion and is threatening to cause catastrophic failure of homes if the problem is not addressed.

NRCS has entered into an agreement with the Washington Conservation Commission to implement projects that will effectively remove the threat to life and property. There are two project areas, one is in Mason County and the other in Grays Harbor County. The overall objective for both sites is to eliminate the lateral migration of the stream channel that is endangering homes. This will be accomplished by constructing a rock rip rap toe, woody debris, and vegetative practices.

Mason County EWPP Project

A contract has been award to complete the streambank project. The project construction begins the week of Aug. 22, 2022 and should be complete by mid-September. NRCS will be on site assisting the Mason County Conservation District by completing QA throughout the construction.

Grays Harbor County EWPP Project

Grays Harbor County was responsible for acquiring permits for the project based on the completed construction plans and specifications. NRCS worked with the Washington Department of Fish and Wildlife (WDFW) early in the alternative development process as the final construction plans and specifications were completed. Upon submittal of the permit application in late July, the WDFW express concerns about the amount of rock that was being used in the project. Due to the pressing fisheries construction window, it was determined that there was simply inadequate time to revise the project plans and to acquire permits. Permit application was not complete in a timely manner resulting in no further action for this project site. Unfortunately, the funds will not be able to be carried over to complete the project.
Partnerships
Washington Source Water Protection Areas

By Nick Vira
State Partnership Liaison

The Farm Bill directs USDA to encourage conservation practices that relate to water quality and water quantity that protect drinking water sources and that also benefit agricultural producers, with the objectives of treating surface and ground water, and addressing water quality and water quantity issues.

The NRCS addresses source water concerns through the following methods:

- Identifying local priority areas for drinking water protection in each state in collaboration with State Technical Advisory Committees (STAC) and community water systems and address concerns about the quality or quantity of source water.
- Provide increased payment rates for practices that benefit water quality or quantity and protect drinking water sources while also benefiting producers.
- Dedicate at least 10 percent of total available conservation program funding to be used for source water protection, with priority areas not exceeding 20% of the states acreage.
- In Washington, increased Environmental Quality Incentives Program application ranking points will be given to applicants seeking to address source water issues within a source water protection area.

As result, NRCS water quality partners including Washington Department of Ecology, Washington Department of Health, and the US Environmental Protection Agency, convened in 2019 and identified priority protection areas as it relates to source drinking water protection areas and threats to water quality or aquifer depletion. These priority areas were presented to the STAC in August of 2019 and approved by NRCS.

In the summer of 2022 NRCS was provided an opportunity to make amendments to state’s source water priority protection area. NRCS reconvened with water quality partners and considered the following factors before presenting to the STAC in August:

- Nutrients, sediment, pathogens, and pesticides
- Reported or likelihood of harmful algal blooms
- Water system violations
- Size of population served by source water protection area
- Ground water systems served by an aquifer designated as “sole source”
- Known areas of aquifer depletion of ground water management areas
- Other risks including karst geology, highly erodible soils, degraded habitat, livestock access to surface water, wildfire risk, surface waters & aquatic habitat
- Program Participation Factors
- Ag contributions to impairment
- Staff & partner capacity
- Existing local programs & efforts underway
- Producer program saturation – participation expectation

NRCS has selected a new source water priority protection area for 2023.
## Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Allocation</th>
<th>Apps</th>
<th>Contracts</th>
<th>Obligation/Awards</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSP Renewal FY22</td>
<td>$4,500,000</td>
<td>29</td>
<td>29</td>
<td>$4,378,962</td>
<td>All high screened eligible applications were funded. All remaining funds returned to NHQ</td>
</tr>
<tr>
<td>CSP Classic</td>
<td>$13,300,000</td>
<td>234</td>
<td>6</td>
<td>$1,101,567</td>
<td>CSP classic batching deadline is July 7, 2022</td>
</tr>
<tr>
<td>CSP Renewal FY23</td>
<td>NA</td>
<td>60</td>
<td>-</td>
<td>-</td>
<td>Contracting will begin in November 2022</td>
</tr>
<tr>
<td>EQIP Classic</td>
<td>$21,600,000</td>
<td>502</td>
<td>258</td>
<td>$18,778,241</td>
<td>In the process of contracting at the time of this report.</td>
</tr>
<tr>
<td>EQIP CIC</td>
<td>$665,150</td>
<td>31</td>
<td>4</td>
<td>$726,768</td>
<td>In the process of contracting at the time of this report.</td>
</tr>
<tr>
<td>RCPP-EQIP</td>
<td>NA</td>
<td>24</td>
<td>1</td>
<td>$50,000</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>19</td>
<td>1</td>
<td>$44,174</td>
<td>Each RCPP project area has their own funding amount. This is not a yearly allocation</td>
</tr>
<tr>
<td>FY22 RCPP Projects</td>
<td>NA</td>
<td>2</td>
<td>2</td>
<td>$7,200,000</td>
<td>NHQ awarded two projects</td>
</tr>
<tr>
<td>ACEP-ALE</td>
<td>$3,499,395</td>
<td>7</td>
<td>7</td>
<td>$1,506,901</td>
<td>Applications are in the process of being obligated</td>
</tr>
<tr>
<td>ACEP-WRE</td>
<td>$498,750</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>5</td>
<td>-</td>
<td>-</td>
<td>Three application packets were incomplete, were determined ineligible and provided appeal rights. Two applications were determined ineligible (FSA records, exceeded 67% NIPF) and provided appeal rights</td>
</tr>
<tr>
<td>RCPP-HFRP</td>
<td>NA</td>
<td>7</td>
<td>-</td>
<td>-</td>
<td>Selected landowners requested cancellation</td>
</tr>
</tbody>
</table>
Public Affairs

Need volunteers? We’re here to help

By Nate Gallahan
State Public Affairs Specialist

SPOKANE VALLEY, Wash. – Bottom line: If you need some volunteers, reach out to us!

We are very excited to announce that we have revitalized our Earth Team program! While it has always been operating, it hasn’t been used much, and we’ve been busy expanding and building the systems and corporate knowledge required to take it to the next level.

For example, Kris Mills, State Outreach Coordinator, drafted a statewide bulletin that outlines the program, in its entirety, so staff know how to onboard, train, and utilize volunteers. While the bulletin is too much to share here, it does include a list of permitted volunteer activities. If anyone is interested in learning more, please email at nathan.gallahan@usda.gov.

So basically, if you have a project happening in the next few months or in the spring that could use some volunteers, let us know! We need to find those needs so we can use them to recruit the volunteers.

In other Public Affairs news, Adrian Melendez, our contracted Media Specialist III, has signed a Temporary Job Offer and is working on the process leading to a permanent position with the Natural Resources Conservation Service! We’re very excited to see how he’ll take the organizational communication component of Public Affairs to the next level.

Finally, we’re busy building our new website on the Drupal platform. I must say, the site is going to be multitudes better than our current. We’ll have it up and running to assist producers and stakeholders across the state by Oct. 1.

Tribal

By Robin Slate
State Tribal Liaison

The Confederated Tribes of the Yakama Nation has been working for months to purchase the Inaba farm that has been leased for several decades by the Inaba family and is within the reservation boundaries. The farm grows high quality crops and ships directly to various retail sources all over the pacific northwest. The produce is handled carefully to optimize freshness. The Yakama Nation has extensive plans for the farm including expanding the Tribe’s economic development, local food boxes for the community, working with Northwest Harvest, and helping not only the Yakama nation move toward food sovereignty but other Tribes in the state as well.

NRCS is also organizing a panel of USDA agencies to present to the General Assembly at the annual Affiliated Tribes of Northwest Indians annual conference in September. This annual conference is very well attended with an average of 300-500 Tribal representatives from about 50 member Tribes in the Northwest.

NRCS is planning to do outreach to Tribes across the state for new opportunities with the Urban Agriculture, Climate Smart, and other programmatic opportunities as well as requesting input from Tribes for the writing of the 2023 farm bill.

A group of NRCS Tribal liaisons from across the country plan and facilitate Listening circles every other month for NRCS staff and staff from other federal agencies. Each session is devoted to current topics, information, issues and concerns that NRCS staff might face when working with Tribes. These sessions include NRCS staff, other federal agency staff, and Tribal elders.
NRCS-WA assists Urban Ag producer

By Adrian Melendez  
NRCS-WA Public Affairs

SPOKANE VALLEY, Wash. (July 26, 2022) - Since the establishment of the Office of Urban Agriculture under the 2018 Farm Bill, conservationists at USDA's Natural Resource Conservation Service have been looking for ways to promote and assist urban agricultural producers around the country.

Supporting these urban agriculture producers not only helps with the overall conservation efforts of NRCS, but also plays a pivotal role in assisting with providing communities access to locally grown and sourced fresh and healthy foods.

One such example of this is the assistance NRCS Washington has provided to Brandon Gerard of Peak of Abundance Farms in Spokane Valley.

The operation consists of Brandon himself farming on approximately a half-acre of land on the 0.96-acre suburban property he bought in 2016.

“I had been slowly funding it (agricultural operation) myself and working multiple jobs to find the infrastructure and get everything built,” he said. “I’m still working jobs in the winter, but eventually I would like to transition towards full time.”

This goal is something NRCS is helping Brandon achieve. He found out about NRCS’ programs through researching and talking to other producers and decided to reach out and see what is available to him and his small operation. He talked with Tiffani Walker at the Spokane Service Center and eventually found out he was eligible to apply for Environmental Quality Incentive Program (EQIP) funding in the hopes of building high tunnels and improving his irrigation to make it environmentally efficient.

“I’m not able to apply for any farm subsidies or anything like that through my property taxes, just given my small size, which is a bummer,” he said.

After his contract was approved for funding in 2017, he was able to build a high tunnel and then he was approved for more EQIP funding in 2019 for micro irrigation. This has greatly assisted in protecting his crops from the high winds and fluctuating temperatures while also helping him effectively water his crops.

“It’s not uncommon to get 60 mile an hour winds, and then the weather is so unpredictable as well,” Brandon said. “Last year in June we had a stretch of temperatures reaching over 100 degrees and this year it was colder than normal.”

Brandon put some automation in the high tunnel such as shutters and heaters to help regulate the temperature fluctuations, but it has also extended his growing season and improved his output to get more healthy foods to the local community. He works with The Local Inland Northwest Cooperative (LINC Foods) to help get his produce out to where it’s needed locally. The Spokane organization’s goal is to build a regional and sustainable food system by linking up local producers while reducing distance food is transported to the customer and encouraging sustainability while finding markets for food that may otherwise go to waste.

“I think really what it boils down to is just access and trying to preserve local foods in a way that’s accessible to people,” said Brandon.

While the high tunnels and other upgrades and modifications he has made through his EQIP funding...
have extended his growing season, the real benefit is improving the health and soil of his land.

Brandon said the owner prior to him used the lot to store recreation equipment and had a dirt ramp for off-road vehicles. Improving and reviving the land is an ongoing effort.

“I do minimal tilling and most of it is by hand. But every year I keep pulling up more and more large rocks,” he said.

Tiffani mentioned that the high tunnels have helped Brandon improve the health of the soil quicker due to the added protection against the elements as well as erosion issues that come with high winds and water runoff. Also, Brandon is “a great example on how NRCS’ job is to assist all producers large and small who need assistance in creating a more sustainable operation through proven conservation practices.”

“It doesn’t matter how big the acreage is or anything like that,” she said. “We can either find something or at least give you advice on where to go for assistance if we can’t help you.”

“Tiffani was really helpful,” said Brandon. “Everybody I’ve ever worked with at NRCS has been the nicest people and extremely helpful. This has really been a game changer for me.”

Brandon has done so well with the operation and upkeep with his high tunnel he has been approved for more funding to help him build another tunnel, further improving his conservation practices and production.

“He’s done really well with the upkeep and improvements of the tunnels since his first funding four years ago,” Tiffani said. “So, when we see that he’s taking care of it four years later it makes it easier to get funded again for more improvements.”

Tiffani said she hopes more small grow operations take advantage of NRCS programs through urban agricultural initiatives and people like Brandon are a great example of success and help spread the word locally through their networks.

“Don’t be afraid to call (NRCS) and strike up a conversation,” Brandon said. “They have some good advice and can give you some great information even if there’s no money right there. You have that connection, that relationship. They’re good about getting in touch with you when something comes available, and they want to help you out.”
Attention to detail key in CSP submission success

By Adrian Melendez
NRCS-WA Public Affairs

RITZVILLE, Wash., (Aug. 16, 2022) - When it comes to submitting a Conservation Stewardship Program (CSP) applications for ranking and funding attention to detail is key. Taking your time and ensuring every “T” is crossed, lower case “J” dotted saves not only your time, but also the time of those who review the submission and more importantly the producer themselves. These are the keys to success from Marika Kearsley, resource conservationist in Ritzville.

Marika was the first NRCS Washington conservationist to submit a FY22 CSP application for pre-obligation and have it approved. Not only did it get approved, but the submission was near perfect according to her leadership and co-workers.

“Marika submitted a nearly flawless CSP contract that flowed through the system in less than seven days,” said Keith Griswold, NRCS-WA assistant state conservationist for programs.

“She really did a stellar job,” added Aubrey Hoxie, NRCS-WA East Area Conservationist. “Her work with CSP is a great example of the standard we’ve set for all program obligations for Fiscal Year 2023.”

The ever so humble Marika mentioned she had been working with the producer at Gust Farms in Ritzville for a while and the producer was familiar with the process, so while the work was the same as putting together any other CSP application, the combined experience between her and the producer made the process a little easier.

“This one was very basic,” she said. “He’s doing reduced and no-till, and nutrient and pest management. So, it made it a lot simpler. Most of our guys here are dry land farmers. There’s only a few [CSP] practices and enhancements that they can do. It makes it a lot quicker.”

Marika stressed that she has never had a perfect CSP submission in her 17 years working with the program, but her experience has taught her to take her time and ask questions as they come up along the process. She said this is most important so you don’t keep going back out to the producer to repeatedly have them re-sign paperwork.

“You want to avoid continually having the package or the whole contract come back to you and try to eliminate the back and forth,” she said. “My goal is once he [the producer] signs it, he doesn’t have to sign it again. Especially around now with harvest. That’s their focus right now and you don’t want to bother them to re-sign something.”

Marika also had some advice for conservationists who may be intimidated or new to the CSP process.

“The key to getting these done easily is asking questions. Ask the experienced planners in the office,” she said. “There’s no such thing as a stupid question and there’s no such thing as wasting someone’s time asking questions. We want the new people to succeed. So, we’re going to do what we can to help them out and get them through the process to succeed. And unfortunately, writing contracts and doing this stuff is just a matter of getting used to it and getting it done. It’s routine. I’m available and I love to answer questions. I’d rather have people call me and ask me questions than send files back.”
USDA Searching for Innovations in Climate-Smart Agriculture and Soil Health

SPOKANE VALLEY, Wash. (July 25, 2022) – The U.S. Department of Agriculture (USDA) announced today it will invest $25 million this year for the Conservation Innovation Grants (CIG) On-Farm Conservation Innovation Trials program.

Through CIG, partners work to address our nation’s water quantity, air quality, soil health and wildlife habitat challenges, all while improving agricultural operations. The On-Farm Trials component of CIG supports widespread adoption and evaluation of innovative conservation approaches in partnership with agricultural producers. This year’s funding priorities are climate-smart agricultural solutions, irrigation water management, nutrient management and soil health.

“The through science and innovation, we can develop solutions to tackle the climate crisis, conserve and protect our water, enhance soil health, and create economic opportunities for producers,” said Terry Cosby, Chief of USDA’s Natural Resources Conservation Service (NRCS). “Through On-Farm Trials, partners can work directly with farmers and ranchers to test and adopt new strategies on agricultural lands, accelerating the development and application of conservation that works for producers and the land.”

For FY 2022, to ensure that equity is incorporated in the planning and delivery of On-Farm Trials, at least 10% of the total funds available for On-Farm Trials are set aside for proposals that entirely benefit historically underserved (HU) producers. Additionally, applicants competing for the HU set-aside can waive non-federal match requirements.

Applications for On-Farm Trials are being accepted now through Sep. 22, 2022. Private entities whose primary business is related to agriculture, nongovernmental organizations with experience working with agricultural producers, and non-federal government agencies are eligible to apply. For more information and to apply, visit grants.gov.

The Soil Health Demonstration Trial (SHD) component of On-Farm Trials focuses exclusively on conservation practices implementation and systems that improve soil health.

A critical element of each On-Farm Trials project is evaluation. Partners must propose robust scientific approaches to their On-Farm Trials, resulting in data and analyses of the environmental, financial and, to the extent possible, social impacts of the trials.

NRCS intends to use the results of On-Farm Trials project evaluations and analyses to explore the development of new NRCS business practices, guidance documents, technical tools and conservation practice standards or modifications to existing ones.

For more information about the Conservation Innovation Grants program, visit the NRCS website.
USDA Increases Funding for Partnerships to Safeguard, Restore Wetland Ecosystems

SPokane Valve, Wash. (Aug. 3, 2022) – The U.S. Department of Agriculture (USDA) is investing up to $20 million in fiscal 2023 to help conservation partners nationwide protect and restore critical wetlands through the Wetland Reserve Enhancement Partnership (WREP). USDA’s Natural Resources Conservation Service (NRCS) is prioritizing proposals that support efforts to mitigate climate change by restoring wetlands while also prioritizing assistance to underserved communities. Last year, NRCS funded $11 million in partnerships. Proposals from partners are due Sept. 23, 2022.

“Restoring and protecting wetlands can improve water quality, enhance wildlife habitat and help address climate change. Partnerships are absolutely essential to this work,” NRCS Chief Terry Cosby said. “Our partners can help connect us with historically underserved communities, and these projects can also expand equity in conservation opportunities.”

Restored wetlands help to improve water quality downstream, enhance wildlife habitat, reduce impacts from flooding and provide recreational benefits. The most sought-after lands for the WREP program are referred to as “marginal,” meaning they do not produce to their full capacity due to repeat flooding or standing water. Removing marginal lands from production can provide economic benefits for agricultural landowners while also restoring the wetlands to accomplish their full functions and values.

Through WREP projects, eligible conservation partners protect, restore and enhance high-priority wetlands on agricultural lands. WREP enables effective integration of wetland restoration on working agricultural landscapes, providing meaningful benefits to farmers and ranchers who enroll in the program and to the communities where the wetlands exist.

WREP will continue to prioritize enrollment of historically underserved landowners in its ranking of proposals. This includes proposals that:

- Target places with historically underserved producers;
- Focus outreach to historically underserved producers;
- Provide assistance with application materials and helping resolve heirs’ property and title issues.

Partners target outreach and enrollment priorities supported by NRCS, including places impacted by natural disasters. Eligible partners include Tribes, state and local governments and non-government organizations. WREP partners are required to contribute a financial or technical assistance fund match.

This WREP funding is for fiscal year 2023, which begins on Oct. 1, 2022.

How to Apply

Partners interested in applying should contact their NRCS state office for more information. Proposals are due by Sept. 23, 2022.

Partners looking to learn more about opportunities for WREP funding for fiscal year 2023 are encouraged to attend the virtual WREP workshop on Aug. 17, 2022, at 1 p.m. Eastern. Contact Lisa McCauley at lisa.mccauley@usda.gov for the login information. The webinar will be recorded and available for any partners unable to attend.

More Information

WREP is part of the Agricultural Conservation Easement Program (ACEP), which is a Farm Bill conservation program. Through WREP, states, local units of government, non-governmental organizations and American Indian tribes collaborate with NRCS through cooperative and partnership agreements. These partners work with tribal and private landowners who voluntarily enroll eligible land into easements to protect, restore and enhance wetlands on their properties.
USDA Investing $197 Million in Partner-Driven, Locally led Conservation

WASHINGTON, (Aug. 12, 2022) – The U.S. Department of Agriculture (USDA) today announced it is awarding $197 million for 41 locally led conservation projects through the Regional Conservation Partnership Program (RCPP). RCPP is a partner-driven program that leverages partner resources to advance innovative projects that address climate change, enhance water quality, and address other critical challenges on agricultural land.

“Our partners are experts in their fields and understand the challenges in their own backyards,” Agriculture Secretary Tom Vilsack said. “Through RCPP we can tap into that knowledge, in partnership with producers and USDA, to come up with lasting solutions to the challenges that farmers, ranchers, and landowners face. We’re looking forward to seeing the results of public-private partnership at its best, made possible through these RCPP investments.”

The projects funded today are awarded under two different RCPP funding opportunities: RCPP Classic and RCPP Alternative Funding Arrangements (AFA). RCPP Classic projects are implemented using NRCS contracts and easements with producers, landowners and communities, in collaboration with project partners. Through RCPP AFA, partners have more flexibility in working directly with agricultural producers to support the development of new conservation structures and approaches that would not otherwise be available under RCPP Classic.

USDA is awarding Washington $7.2 million for the following two locally led conservation projects through RCPP.

**Odessa Groundwater Replacement Program | Awarded $6 Million**

Grant County Conservation District and seven contributing partners plan to help agricultural producers replace groundwater irrigation systems with Columbia River surface water for 11,180 acres of high-value irrigated farmland that currently relies on the rapidly declining Odessa Subarea Aquifer. The partnership plans to work with up to 13 farms and ultimately leave over 33,000 acre-feet of water in the aquifer each year. Groundwater replacement will provide benefits to the local and regional economy, improving water quality and quantity for municipalities, strengthening the agricultural industry to be more climate resilient, and encouraging local job growth.

**Whatcom County Conservation Easement Program | Awarded $1,175,325**

The Whatcom County Conservation Easement Program’s (CEP) purpose is to permanently preserve farm and forest land to maintain economically viable natural resource industries in northwest Washington. Many of the working lands targeted by this project are zoned for rural development, placing increasing threats to our agricultural and forest industries. The project leverages existing farm and forest land preservation programs. The partnership plans to use part of the RCPP funding to engage limited resource producers as beneficiaries of buy-protect-sell easement transactions.

See the list of 2022 RCPP projects here or view the interactive map.

As part of each project, partners offer value-added contributions to amplify the impact of RCPP funding in an amount equal to or greater than the NRCS investment.

Private landowners can apply to participate in an RCPP project in their region through awarded partners or at their local USDA service center.

More Information

First authorized in the 2014 Farm Bill, RCPP has leveraged partner contributions of more than $1 for every $1 invested by USDA, resulting in nearly $3 billion collectively invested in natural resource conservation on private lands. Since inception, RCPP has made 589 awards involving over 3,000 partner organizations. Currently there are 401 active projects, with at least one active project in every state and area. Successful RCPP projects provide innovative conservation solutions, leverage partner contributions and offer impactful and measurable outcomes.

For more information about RCPP, visit the NRCS website.

RCPP is part of NRCS’ broader effort to engage partners. For example, NRCS recently announced it will invest $35 million this year through the Conservation Innovation Grants (CIG) program. Through CIG, grantees work to address our nation’s water quality, water quantity, air quality, soil health and wildlife habitat challenges, all while supporting agricultural production.
USDA to Invest $5 Million in the Wetland Mitigation Banking Program
NRCS accepting proposals through Oct. 10

SPOKANE VALLEY, Wash. Aug. 11, 2022 – The U.S. Department of Agriculture (USDA) today announced that it is investing up to $5 million in the Wetland Mitigation Banking Program (WMBP). This grant program supports the development of mitigation banks for use by agricultural producers seeking to maintain eligibility for USDA programs. Funds are available to Tribes, state and local government entities, nonprofits and other organizations.

“Our goal is to ensure that agricultural producers have the tools they need to successfully farm or ranch and conserve natural resources,” said Terry Cosby, Chief of USDA’s Natural Resources Conservation Service (NRCS). “This investment will help Tribes, states, local governments and other qualified partners work with producers to restore, create, and enhance wetland ecosystems.”

To participate in most USDA programs, agricultural producers agree to comply with the wetland conservation provisions, which means producers will not farm converted wetlands or convert wetlands to enable agricultural production. In situations where avoidance or on-site mitigation is challenging, the Farm Bill allows for off-site mitigation through the purchase of mitigation banking credits.

About the Wetland Mitigation Banking Program

Since 2016, NRCS has awarded 25 projects in 13 states. The 2018 Farm Bill provided an opportunity for funding for this program through fiscal year 2023. NRCS is prioritizing funds in states with large amounts of wetlands as well as large amounts of producers with wetland determination requests, including Georgia, Indiana, Illinois, Michigan, Nebraska, Ohio, Pennsylvania, Wisconsin, Iowa, Minnesota, North Dakota and South Dakota.

Awardees may use WMBP funding to support mitigation bank site identification, development of a mitigation banking instrument, site restoration, land surveys, permitting and title searches, and market research. WMBP funding cannot be used to purchase land or a conservation easement.

NRCS is accepting proposals from eligible entities through Grants.gov by 11:59 p.m. ET on Oct. 10, 2022.

More Information

To learn more, visit the WMBP webpage. Also, read about how WMBP is making a difference in Georgia.

Under the Biden-Harris administration, USDA is engaged in a whole-of-government effort to combat the climate crisis and conserve and protect our nation’s lands, biodiversity and natural resources including our soil, air and water. Through conservation practices and partnerships, USDA aims to enhance economic growth and create new streams of income for farmers, ranchers, producers and private foresters. Successfully meeting these challenges will require USDA and our agencies to pursue a coordinated approach alongside USDA stakeholders, including State, local and Tribal governments.
USDA to Invest $15 Million in Innovative Projects for Climate-Smart Agriculture, Urban Agriculture and Addressing Invasive Species

WASHINGTON, Aug. 10, 2022 – The U.S. Department of Agriculture (USDA) announced today it will invest $15 million this year for the Conservation Innovation Grants (CIG) Classic program. Through CIG, grantees work to address our nation’s, water quantity, air quality, soil health and wildlife habitat challenges, all while supporting agricultural production. This year’s funding priorities are climate-smart agriculture, addressing invasive species and conservation in urban agricultural systems.

“The challenges that farmers and ranchers face require innovative solutions to support their continued ability to produce the food and fiber we all depend on,” said Terry Cosby, Chief of USDA’s Natural Resources Conservation Service (NRCS). “Invasive species are a continual problem, from weeds in cotton in the East to western bark beetles and other pests in the West. Climate change has led to more extreme weather and less available water for agriculture. At the same time, we are seeing opportunities for growth. Urban farming has increased, along with an interest in local foods and resilient food systems. We’re eager to help our nation’s farmers and ranchers address these challenges and opportunities, and science and innovation will help get us there.”

For the fiscal 2022 award process, at least 10% of the total funds available are set aside for proposals that entirely benefit historically underserved (HU) producers. This HU set-aside will ensure that equity is incorporated in the planning and delivery of CIG projects to align with NRCS’s Justice 40 goals. HU applicants can also waive the non-Federal match requirements.

Applications are being accepted now through October 11, 2022. Private entities whose primary business is related to agriculture, nongovernmental organizations with experience working with agricultural producers and non-federal government agencies are eligible to apply. For more information and to apply, visit grants.gov.

About CIG

The national CIG program has two parts: CIG Classic and CIG On-Farm Conservation Innovation Trials. Through CIG Classic, grantees develop new tools, technologies and strategies to support next-generation conservation efforts on working lands and develop market-based solutions to resource challenges. CIG On-Farm Trials support more widespread adoption and evaluation of innovative conservation approaches in partnership with agricultural producers. Incentive payments are provided to producers to offset the risk of implementing innovative approaches. Last month, USDA announced $25 million in funding for CIG On-Farm Trials.

For more information about the Conservation Innovation Grants program, visit the NRCS website.
WASHINGTON, Aug. 8, 2022 – The U.S. Department of Agriculture (USDA) is investing up to $12 million in partnerships that expand access to conservation technical assistance for livestock producers and increase the use of conservation practices on grazing lands. USDA’s Natural Resources Conservation Service (NRCS) is accepting proposals through its Grazing Lands Conservation Initiative (GLCI) until September 22, 2022.

“Privately owned grazing lands cover nearly 30 percent of the national landscape, which means we have a tremendous opportunity to address climate change and conserve natural resources through voluntary, private lands conservation,” said NRCS Chief Terry Cosby. “NRCS enlists a wide variety of conservation practices to help livestock producers. These partnerships will also help us expand the footprint of conservation on grazing lands and could help better reach historically underserved producers.”

Project proposals for GLCI Cooperative Agreements will identify and address barriers to accessing grazing assistance for producers. These partnerships are encouraged to include outreach and support for reaching historically underserved producers. Projects must address one or more of the following priorities:

- Address local natural resource concerns.
- Use climate-smart agriculture and forestry practices and principles.
- Encourage existing and new partnerships through emphasizing equity in advancing the resource needs of underserved communities.
- Identify and implement strategies to quantify, monitor, report on and verify conservation benefits associated with grazing management systems.

Through GLCI, NRCS will leverage the partnerships to increase availability of technical assistance for farmers and ranchers engaged in grazing activities and act as navigators for grazers seeking additional resources. The opportunity encourages knowledge and expertise in working with historically underserved producers, with a desired outcome of strong participation by historically underserved producers in new and existing grazing coalitions. GLCI intends to expand and establish new peer-to-peer networks for grazers and direct financial support for grazing mentors working with new, beginning, or transitioning grazers.

Eligibility for this opportunity is limited to the following entity types based in any of the 50 States, the District of Columbia, the Caribbean Area (Puerto Rico and the U.S. Virgin Islands), and the Pacific Islands Area (Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands):

- Nonprofit organizations having a 501(c)(3) status with the Internal Revenue Service (IRS) (other than institutions of higher education)
  - Farmer or rancher organizations
  - State and local conservation governmental agencies
  - Agricultural Extension Services
  - Native American tribal governments (Federally recognized)
  - Native American tribal organizations (other than Federally recognized tribal governments)

Land grant universities including 1890 or 1994 land grant institution (7 U.S.C. 3222 et seq.), Hispanic-serving institution (20 U.S.C. 1101a), or other minority-serving institution, such as a historically Black college or university (20 U.S.C. 1061), a tribally controlled college or university (25 U.S.C. 1801), or Asian American and Pacific Islander-serving institution (20 U.S.C. 1059g)

For more information and to apply, visit the funding opportunity on grants.gov. Applications are being accepted now through September 22, 2022.

More Information

GLCI was developed as a coordinated effort to identify priority issues, find solutions, and effect change on private grazing land, enhancing existing conservation programs. GLCI also provides support to the National Grazing Lands Coalition to help state grazing coalitions boost participation from historically underserved producers; host a Triennial National Grazing Lands Conference; and to act as navigators for grazers seeking additional resources.

USDA is reviving and revitalizing GLCI to leverage partner capacity, expertise, and technical assistance to expand the footprint of well-managed grazing systems across the country. While some States have been able to use their annual funds to support similar agreements, this new structure and additional funding provides for a more strategic and comprehensive approach to support grazing systems, reach new and historically underserved producers, and address climate change.

Common grazing land conservation practices include Brush Management, Pasture and Hay Planting, Fencing, Prescribed Grazing and Prescribed Burning, among others.

For more information about NRCS’s grazing lands efforts, visit the NRCS website.
WASHINGTON, Aug. 15, 2022 – The U.S. Department of Agriculture (USDA) welcomed the passage of the Inflation Reduction Act, which will deliver $19.5 billion in new conservation funding to support climate-smart agriculture. This historic funding will bolster the new steps that USDA’s Natural Resources Conservation Service (NRCS) announced today to improve opportunities for nutrient management. NRCS will target funding, increasing program flexibilities, launch a new outreach campaign to promote nutrient management’s economic benefits, in addition to expanding partnerships to develop nutrient management plans. This is part of USDA’s broader effort to address future fertilizer availability and cost challenges for U.S. producers.

“President Biden and Congress have taken an important, historic step towards easing the burden of inflation on the American public and meeting the moment on climate,” said Agriculture Secretary Tom Vilsack. “Agriculture has long been at the forefront of our fight against climate change. From climate-smart agriculture, to supporting healthy forests and conservation, to tax credits, to biofuels, infrastructure and beyond, the Inflation Reduction Act provides USDA with significant additional resources to continue to lead the charge.”

Through USDA’s conservation programs, America’s farmers and ranchers will have streamlined opportunities to improve their nutrient management planning, which provides conservation benefits while mitigating the impacts of supply chain disruptions and increased input costs.

“The pandemic and Ukraine invasion have led to supply chain disruptions, higher prices of inputs, and goods shortages in countries across the globe,” said Agriculture Secretary Tom Vilsack. “USDA is responding to the needs of U.S. producers and consumers by adding program flexibilities, expanding options and assistance, and investing in nutrient management strategies to help farmers address local resource concerns and global food security while also improving their bottom line.”

Specifically, NRCS efforts include:

- Streamlined Nutrient Management Initiative - A streamlined initiative will incentivize nutrient management activities through key conservation programs, including the Environmental Quality Incentives Program (EQIP), EQIP Conservation Incentive Contracts, and the Conservation Stewardship Program. The initiative will use a ranking threshold for pre-approval and include a streamlined and expedited application process, targeted outreach to small-scale and historically underserved producers, and coordination with FSA to streamline the program eligibility process for producers new to USDA. In addition to otherwise available funding at the state level, NRCS is targeting additional FY23 funds for nutrient management. NRCS is also
announcing a streamlined funding opportunity for up to $40 million in nutrient management grant opportunities through the Regional Conservation Partnership Program (RCPP).

- Nutrient Management Economic Benefits Outreach Campaign - A new outreach campaign will highlight the economic benefits of nutrient management planning for farmers. The potential net savings to farmers who adopt a nutrient management plan is estimated to be an average of $30 per acre for cropland. It is estimated that there are 89 million acres of cropland (28% of total U.S. cropland) currently exceeding the nitrogen loss threshold; and if all those acres implemented a nutrient management plan, the average net savings would be $2.6 billion. NRCS staff develop nutrient management plans to help producers use nutrient resources effectively and efficiently to adequately supply soils and plants with necessary nutrients while minimizing transport of nutrients to ground and surface waters. Producer information is available at farmers.gov/global-food-security.

- Expanded Nutrient Management Support through Technical Service Providers Streamlining and Pilots - New agreements with key partners who have existing capacity to support nutrient management planning and technical assistance will expand benefits and serve as a model to continue streamlining the certification process for Technical Service Providers (TSPs). NRCS is also developing new opportunities to support partner training frameworks, nutrient management outreach and education, and new incentive payments through TSP partners for nutrient management planning and implementation.

Alongside the Bipartisan Infrastructure Act and American Rescue Plan, the Inflation Reduction Act provides once-in-a-generation investment in rural communities and their infrastructure needs, while also responding to the climate crisis. The bill invests $40 billion invest billions into existing USDA programs promoting climate smart agriculture, rural energy efficiency and reliability, forest conservation, and more. Approximately $20 billion of this investment will support conservation programs that are oversubscribed, meaning that more producers will have access to conservation assistance that will support healthier land and water, improve the resilience of their operations, support their bottom line, and combat climate change. This includes:

- $8.45 billion for EQIP
- $4.95 billion for the Regional Conservation Partnership Program (RCPP)
- $3.25 billion for the Conservation Stewardship Program (CSP)
- $1.4 billion for the Agricultural Conservation Easement Program (ACEP)

For more information and resources for nutrient management planning, visit farmers.gov/global-food-insecurity. Contact NRCS at your local USDA Service Center to get assistance with a nutrient management plan for your land.
NACD staff changes

- Ariel Rivers has been our NACD Pacific region representative for the past couple of years. She is now the director of membership engagement for NACD. She will still be working out of California and her DC telephone number is 202.547.6406. She will be working through the SW/Pacific regions meeting in Maui (September 7-9). Her email remains ariel-rivers@nacdnet.org. NACD will be advertising to fill the position by September 16 with a projected start date of October 1. Information on the vacancy and how to apply is here.

- Megan DiLernia started with NACD on August 23 as the natural resource policy specialist (a position previously held by Mary Scott). She previously worked for the Florida Fish and Wildlife Conservation Commission on manatee protection. She will be based in DC and her email address is megan-dilernia@nacdnet.org.

Proposals for 2023 Annual Meeting Breakout Sessions

NACD is accepting breakout session proposals for the 2023 Annual Meeting - to be held in New Orleans, **February 11-15, 2023**. These informational breakout sessions focus on work of conservation districts and their partners across the country. Sessions typically run 60-90 minutes long and often showcase several speakers. Session proposals are being accepted now through **Friday, Sept. 30, 2022**.

This year NACD is seeking proposals fitting into one of four themes:

1. Natural Resource Management & Climate Resilience
2. District Operations & Developing Next-Gen Conservationists
3. Equity, Access, & Outreach

Next Generation Leadership Institute

NACD is accepting applications submitted by September 30, 2022 for the next cohort. This can be part of your or someone else’s conservation leadership journey. You can self-nominate or nominate someone else. The goal is to have someone from each of NACD’s seven regions. Information is here.

NACD Annual Prospectus for the 2023 Fiscal Year is available here.

This guide has everything a potential partner needs to know about ways to engage with NACD. The prospectus covers our year-round programs, events like the Annual Meeting and Summer Conservation Forum, and other programmatic areas.

NACD offers a variety of engagement opportunities and a full range of targeted levels of support so you can show your commitment to locally-led conservation at an engagement level offering the greatest benefit to your organization.

Technical Assistance Grants

NACD announced on August 15 the award of $15 million in new technical assistance (TA) grants as continued funding to nearly 500 conservation districts in 49 states and territories. The TA Grant Program is funded by NRCS. TA grants page is here - 2022 specifics not yet posted.

Recent and Upcoming Events

- Joint SW/Pacific NACD regions met in Maui on September 7-9, 2022.
- NACD 2023 Annual Meeting will be held February 11-15 at the New Orleans Marriott.
- NACD 2023 Summer meeting is July 15-19 at the Ramkota Hotel in Bismarck, ND. (information not yet posted to the NACD website)
CTD Work Accomplishments

For previous accomplishments and task completion, please review previous commission packet updates.
Explore more @ www.wactd.org

Certification

CTD Planner Certifications: The CTD Planner Certification Program accepts applications on a rolling basis through an online submission process. In FY23, the CTD will focus on building internal capacity around certification and continue to target outreach efforts to increase participation in the certification program. The CTD is developing a strategic plan including outreach efforts such as newsletter articles, informational webinars, and direct outreach to district managers to help identify and overcome barriers to completing certification.

The CTD is taking the first steps toward development on a Forest Planner Certification this fiscal year. The Forest Planner Certification will join Farm Planner, Dairy Planner, and Riparian Planner Certifications. The CTD will again rely on a diverse mix of conservation district and partner professionals from across the state to help develop the certification requirements.

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 continuing fluctuation in virtual and in-person work environments, the CTD continues to curate and share virtual support tools and training opportunities on our webpage and via GovDelivery. Over the past two years, CTD has continually updated our planner resources on the CTD webpage, providing links to new opportunities and content for more effective remote working. The CTD Training Library helps district staff easily locate past webinars and training opportunities by topic. The Library is continually updated with new content.

Connecting Community: The CTD continues to build and host multiple Networking Forums for different planning disciplines and expertise. These Networking Forums have garnered good participation and interest from staff members. Currently the CTD hosts seven Networking Forums: Cover Crop, Farm, Dairy, Riparian, Forestry, Plant Sale and Smartsheet. These Forums are held quarterly and provide a much-needed space for planners and technical staff to share successes and challenges, ask questions, and connect year-round. An email listserv function and a shared Google drive complement the forums and provide additional space for connection and sharing.
The “Building Better: Leadership and Management Learning Community” series hosted by the CTD in collaboration with WSCC, WADE, and WACD targets existing and developing District managers/leaders of all levels. This learning and sharing network reconvenes in September with a meeting every other month. A full series agenda, as well as suggested learning resources and materials from individual sessions, can be found on the CTD website.

CTD continues to actively solicit ideas for new Forums and Forum feedback and ideas for discussion are always encouraged, via embedded forms on the CTD website and through direct communication with Forum hosts. All Networking Forum information is available on the CTD website and promoted regularly through the monthly newsletter and special email announcements. An embedded events calendar lets staff quickly find training and networking events, and calendar links are available for all forums.

**NRCS Planner Designations:** The CTD works closely with NRCS to help District staff through the NRCS Planner Designation process, updating CTD materials to reflect changes, communicating to District staff through webinars and email announcements, and providing individualized assistance as needed. The CTD Training Plan Template and related materials are updated as changes occur.

**Training**

**NRCS Collaboration:** Collaboration with NRCS training partners remains a top priority of the CTD. The CTD Training Coordinator position significantly increases the CTD’s reach and impact to help District staff through training, certification, and support processes. The Training Coordinator works in close communication with NRCS on coordination of individual training events to ensure better organization and placement of CD staff in NRCS trainings. Although NRCS approved and supported a 5-year cooperative agreement to share the cost of this highly needed position, funding has not yet been allocated by NRCS. An NACD grant is currently providing additional support for the Training Coordinator while long-term funds are pursued.

**National Conservation Planning Partnership (NCPP):** The CTD participates in regular (bi-monthly) web-meetings of the National Conservation Planning Partnership (NCPP) 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 Training Coordinator participated in a sub-committee to provide specific recommendations on how to improve access to training for all potential conservation planners. The CTD also participated with NRCS Washington and other state partners to work on the Washington State Conservation Action Plan to improve training, certification, and communications.

**Training Needs Inventory (TNI):** The CTD releases its annual TNI in close coordination with NRCS in early summer each year, with the goal of 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. Additionally, the CTD participates in the NRCS EDC meetings to voice support for highly requested trainings. The CTD recently submitted TNI results to NRCS and participated in the NRCS EDC meeting to help communicate those results and advocate for District training needs.
NRCS Training Events: The CTD keeps in regular contact with NRCS regarding available trainings and posts new information regarding training opportunities on the CTD website. The CTD continues to advocate with NRCS to consider/create more web-based training events into the future. Over the two years, the CTD successfully partnered with NRCS to hold several key in-person courses in a hybrid format (virtual classroom followed by regional, small-group field days) and strongly advocates for this model as new courses are planned.

Current courses:

- **Conservation Planning, Part 2**, which is a critical training for all planners, is being held this month in a hybrid format.
- **Working Effectively With American Indians**, in development for November 2022, as an in-person training.

Other Training Events: The CTD is coordinating with WSCC staff to provide Contracting and Procurement Training for district staff in FY23. Also in development are VSP Monitoring training opportunities.

The CTD will again coordinate with the WADE Board to plan for and deliver the 2023 WADE conference. The CTD and WADE will meet regularly in the coming months as planning begins for next year’s conference. The CTD focus on technical session content, especially as it relates to CTD planner certification.

The CTD curates and host training and sharing webinars focused on timely topics. Although not a regular monthly series currently, the CTD remains responsive to requests and holds space each month to share information as needed. The webinars are advertised on the CTD website, newsletter, and through special email announcements. The CTD co-hosts additional outside virtual training opportunities through NRCS and other partners, as appropriate. The CTD is always soliciting input and ideas for both webinars and trainings through its newsletter and website.

With the increase in virtual presentations including webinars, training events, and meetings, the CTD continues to curate and provide content to support virtual presenters. The CTD promotes the virtual resources available and offers additional support for planning, creating, and hosting virtual events. A “Train the Trainer” course is in development for FY23 to further support the deliver of engaging trainings.

All the recorded webinars and trainings hosted by the CTD are housed on the CTD website in the CTD Training Library. The Library is sorted by topic and includes a brief description, the recorded session, and links to any accompanying training materials. Additional content is added to the Library frequently.

Training Scholarships: Training scholarships remain a priority for the CTD. CTD was able to award 20 scholarships in FY22 to a variety of planning, managerial, and education/outreach staff from across the state. These scholarships help support district staff time and registration fees to attend professional development opportunities that they may not have otherwise been able to attend. The CTD plans to offer a limited number of training scholarships in FY23.

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. **The CTD will be working closely with WSCC Communication staff in FY23 to develop and share out resources for new employees.**

*Mentoring Program*: CTD continues to **develop a Mentoring Program to meet technical staff needs**, including those of new and existing planning staff, ongoing development for certified planners, and individual mentoring needs for relevant training events. We are working to identify potential mentors to pair with mentees, developing training for mentors, and supporting the Building Better Leadership and Management series.

**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.

*Outreach*: CTD has created a **Program Engagement Strategy** to increase recognition and impact for CD staff as well as better engage both internal and external partners. Our goal is to increase awareness of the CTD as a central provision of training and expertise and increase the collaboration with partners on events and resources. The Strategy will enable strategic communications and engagement with partners and others. In FY23, focus will be on collaboration with WSCC Communication staff to help implement the Strategy.

*Newsletter*: The CTD monthly GovDelivery newsletter continues to gain new subscribers (currently we have **more than 500 subscribers**). 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. The newsletter recently went through a format change, helping to create more consistent and streamlined content. Archived newsletters are now available on the CTD website.

**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*: The CTD supports work around the State on Discovery Farms 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

The CTD still holds value of development of a statewide Quality Assurance program for individuals and Districts. While the CTD can offer quality assurance assessments and planning product review upon request, we do not have a dedicated program developer for this area of work at this time.

CTD Coordination

Database: The database (run under Caspio) provides assistance in locating staff expertise for engagement in workgroups and captures metrics on expertise and certifications. 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 is currently working on updates to the Database to allow for better tracking of progress towards planner certifications and to ensure that those pursuing certification are contacted for the appropriate training opportunities.

Budget: Underwood CD administers 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.

Leadership: The CTD Leadership Team and partners (NRCS, WADE,WSCC) continue to meet monthly to ensure tasks are on track. The CTD will place an emphasis on recruiting new members to both its leadership and working teams in FY23. The CTD continues to actively pursue representation from both sides of the state, and from both small and large districts.

CTD Contact Information

For more information on the CTD activities, please contact:
Jan Thomas, CTD Co-Chair / Training Coordinator | info@wactd.org

For more information, please visit: www.wactd.org
July/August 2022

I love wild places. Nothing recharges me after a long week like walking through the woods, launching my skiff to explore a new piece of water, feeling the salt air stick to my skin, or simply watching the sun begin, or end, the day. My guess is that if you’re reading this message, you share my passion for the outdoors and spending your time connecting with nature.

The Washington Department of Fish and Wildlife (WDFW) uses a variety of tools to conserve habitat and wild places, including working with local governments on land use zoning and critical area ordinances, influencing and delivering Farm Bill programs, and reviewing and commenting on other public land management plans.

On behalf of Washingtonians, WDFW is proud to manage more than a million wild acres for the benefit of fish and wildlife, and residents and visitors, alike.

This legacy began in 1939 with the acquisition of the Sinlahekin Wildlife Area in north-central Washington—home to bighorns, moose, trout, and family-friendly trails in a stunning valley carved by Ice Age floods. Holdings now include 33 wildlife areas, 450 water access areas, and 360 boat launches, which provide access to 220 lakes, 44 rivers, coastal bays and inland waterways including Puget Sound.

Using federal grants, state appropriations, hunting and fishing license revenue, and hydropower mitigation dollars, WDFW has developed a strategic portfolio of public lands that sustain wildlife and provide recreational access for approximately 29 million visitor days each year. Using the best available science, staff from across WDFW’s programs work with tribal co-managers and partners to protect land and water for wildlife and people.

WDFW thoroughly assesses lands for acquisition by evaluating the risk of development, examining a parcel’s importance to the broader fish and wildlife landscape—including habitat linkages and connections to other accessible lands—and weighing if WDFW is the appropriate owner or if a different conservation owner or other habitat conservation tools might be more appropriate.
If WDFW staff decide to pursue acquisition, we engage the public to evaluate the fit, pursue funding, and conduct a public hearing with the Washington Fish and Wildlife Commission, who is ultimately responsible for approving the acquisition.

Once we acquire new lands, our long-term commitment begins with the development of a Wildlife Area Plan. Our planners engage staff across programs as well as the local community and partner groups through our Wildlife Area Advisory Committees to define conservation and recreation priorities.

It takes a lot of work to operate and maintain WDFW-managed lands. We battle invasive weeds, conduct prescribed burns, and maintain hundreds of docks and boat launches. The weekly, monthly, and seasonal rhythms of maintenance keep these lands functioning for wildlife conservation and public recreation. Restoration projects large and small—such as work underway at Leque Island—improve conditions for fish and wildlife while improving access and facilities.

WDFW actively manages lands in our care because they offer outsized benefits for the natural heritage that supports our state’s quality of life. They are places for people and wildlife to thrive. We are excited to continue to provide hunting, fishing, and wildlife viewing opportunities on WDFW-managed lands, as well as welcoming diverse recreationists to visit and appreciate the lands we steward on their behalf.

We just completed a 10-year recreation strategy for WDFW-managed lands that will guide our near- and long-term actions for promoting recreation, conserving natural and cultural resources as it relates to recreational impacts, monitoring habitat and recreational use, and prioritizing stewardship funding. We continue working with local communities to provide working lands through sustainable stewardship.

Fish and wildlife habitat doesn’t just “manage itself;” it takes active management to sustain basic functioning and new investments to improve ecological health and recreational experiences. Unfortunately, there is a chronic gap in funding for land stewardship and operating and maintaining infrastructure, with additional funds needed to enhance conservation and recreation values. A recent welcome investment is the Legislature appropriating funding for newly acquired lands. This past session the Legislature also appropriated much-needed funding to address a growing backlog of operating and maintenance needs. This infusion increased the baseline budget for the management of WDFW lands by 20% and I’m excited to see the benefits accrue on the ground.

When Washingtonians think of our wild “crown jewels,” many will point to Mount Rainier, the North Cascades, or the Olympic Rainforest. I humbly submit that a shrubsteppe sunrise over the Sagebrush Flat Wildlife Area, the thunder of thousands of snow geese in flight at the Skagit Wildlife Area, the splash of brawny Chinook returning to Johns River Wildlife Area, the quiet serenity and earthy scents in the old
growth forests on the Mount St. Helens Wildlife Area, and the bugle of elk from the rimrock canyons of Chief Joseph Wildlife Area are among the Evergreen State jewels.

I encourage you to recreate responsibly and come visit WDFW's wild places.

Sincerely,

Kelly Susewind, Director

A bull moose on the Sinlahekin Wildlife Area where shrubsteppe meets dry pine forest. WDFW’s more than one million acres of state public lands offer opportunities for wildlife watching, fishing, hunting, recreation and more.

Topics in this message include:

- WDFW renews investment in Communications and Public Engagement
- National Hunting and Fishing Day is on September 24
- 10-year strategy for managing recreation on WDFW-managed lands
- Why can’t more black bears be relocated following conflicts?
- In-season salmon management and how to choose a guide/charter
- Head to myWDFW.com for your info on hunting, angling, and more
- Clean, Drain, and Dry units coming to Columbia River sites
- Leaping back into the wild: Northern leopard frogs
- Applications open for second round of relief funding to commercial fishing, shellfish, charter, and seafood industry members
Pack territories: A wolf’s “neighborhood” and how they use it.

WDFW renews investment in Communications and Public Engagement

Engagement with Washingtonians including hunters, fishers, and other conservationists and outdoor enthusiasts, the news media, and various partners is a top priority for WDFW. Quality communications are critical for our work, the species and opportunities we manage, and our relations with the public and policymakers. This summer, we doubled down on our existing investments by establishing a new Communications and Public Engagement (CAPE) work unit, overseen by Nate Pamplin as Director of External Affairs. Supporting improved coordination and growing connections with the public—both online and in-person—this new work unit includes staff from Public Affairs (now called the Communications Division), Sales & Marketing, Hunter Education, Watchable Wildlife, volunteer and event coordination, community outreach, and social sciences. As part of the Director's Office, this team is charged with developing a cohesive approach for how we engage and communicate with the public, including integrating social science into our fish and wildlife conservation mission. The new structure incorporates extensive input from staff and independent consultants and aligns with best practices from other agencies. CAPE looks forward to working with you!

National Hunting and Fishing Day is on September 24

Since 1972, National Hunting and Fishing Day (NHFD) is celebrated on the fourth Saturday of September to recognize generations of sports people for their contributions to the conservation of our nation’s rich sporting heritage and natural resources. One of the core goals of NHFD is to recruit new hunters and anglers by increasing awareness of the connections between conservation and fishing/hunting. This year, WDFW will host an online celebration using Instagram, YouTube, and blog posts to showcase work of WDFW and partners to foster ethical hunting and fishing, and to promote diverse hunting and fishing opportunities in Washington for new hunters, anglers, and shellfish harvesters.
10-year strategy for managing recreation on WDFW-managed lands

The new strategy was signed and officially adopted by the Department last month. This work positions WDFW to be proactive and visionary in how we manage recreation on WDFW Wildlife Areas and other lands consistent with our conservation mission and the integrated and inclusive approach laid out in our 25-Year Strategic Plan. As underscored in a new study by state agencies and Earth Economics, WDFW-managed lands provide recreation opportunities for the public in the context of our commitment to conservation of natural, cultural and tribal resources. We’re best known for and remain deeply committed to hunting, fishing, and wildlife viewing. We also welcome other diverse activities including boating, hiking, biking, climbing, and motorized recreation. These uses have dramatically increased in recent years, necessitating increased planning and investment in their management to protect precious habitat and resources, continue offering quality hunting, fishing and wildlife viewing opportunities, and welcome people with diverse backgrounds to enjoy the lands we manage on their behalf.

Why can’t more black bears be relocated following conflicts?

Recent incidents involving black bears have resulted in questions about bear conflict management. We take your concerns seriously. Decisions to lethally remove wildlife are never easy and are typically made through close coordination between WDFW biologists, wildlife conflict specialists, law enforcement officers, and other experts. Learn more in this blog post. Unfortunately, once bears know about a non-natural food source or are fed by humans, they keep coming back to that place. These bears can lose their fear of people, creating a threat of injury to humans. In certain instances, WDFW may capture and relocate younger bears taking advantage of human-provided food sources. The Department may use Karelian bear dogs and other methods of hazing to discourage further human interactions. However, if an adult bear is habituated to non-natural food sources, relocation is less successful and therefore may not be appropriate.
In-season salmon management and how to choose a guide/charter

With salmon fisheries in full swing from Puget Sound to the Washington Coast and Columbia River, we’ve been getting questions from anglers about in-season management for “mixed-stock” and “terminal area” fisheries, which we worked to answer in a blog post. We know Washington anglers look forward to salmon seasons each year, with many planning trips months in advance. WDFW is committed to providing sustainable fishing opportunities balanced with salmon conservation needs, and we are continually working to improve fisheries management in the interest of salmon, fishermen and women, tribes, and all Washingtonians. Interested in fishing with a guide or charter? We also recently published a blog post with tips for securing a memorable guided experience. Salmon fishing not your thing? Try yellow perch, which are abundant in lakes across the state.

Head to myWDFW.com for your info on hunting, angling, and more

WDFW has rolled out a promotional website for all things hunting, angling, foraging, recreating, and more. At myWDFW.com, you’ll find informative how-to articles on the season’s major fishing and hunting opportunities, as well as a portal to online license sales and a regular update on WDFW’s latest Life Outdoors articles. Each quarter, new fishing and hunting highlights are posted to help you get ready and take part in Washington’s current and upcoming opportunities. Agency staff cover topics ranging from shellfish gathering and turkey hunting to the Northern Pikeminnow Sport-Reward Fishery Program and from big-game scouting and hunting throughout the year to trout fishing with the whole family. Dedicated to current agency promotions, outdoor recreation information, and educational content, myWDFW.com preps you to meet with success in the field and on the water. And don’t forget about our monthly Weekender Report, too.
Clean, Drain, and Dry units coming to Columbia River sites

WDFW has long been working with the Washington Invasive Species Council (WISC) and many other groups to keep Aquatic Invasive Species (AIS) like zebra mussels, New Zealand mud snails, and other invasives from both getting into our state’s waters and spreading from one water body to another. The latest tool in this effort is something called a CD3 unit: Clean, Drain, Dry, and Dispose. As part of an increased effort to fight AIS, one was recently installed at the Northup Boat Launch at Steamboat Rock State Park on Banks Lake in Grant County; one of the state’s most popular parks—with more units on the way for other areas of the Columbia Basin, including Kettle Falls marina. Read more in our blog post, and get tips on preventing the spread of AIS at stopaquatic hitchhikers.org.

Leaping back into the wild: Northern leopard frogs

Hundreds of endangered northern leopard frogs leapt back into the wild at the Columbia National Wildlife Refuge in Grant County this month. Read more in our news release and recent media coverage. The releases are made possible by a partnership of the WDFW, U.S. Fish and Wildlife Service (USFWS), Oregon Zoo, Washington State University (WSU), and Northwest Trek Wildlife Park. The species has been listed as endangered in Washington since 1999, and with only one known wild population remaining in the wild in the state, there is still a long path to recovery for the frogs. Frogs are often overlooked for their significant contributions to the environment, a fact the agencies and their partners are working to change.
Applications open for second round of relief funding to commercial fishing, shellfish, charter, and seafood industry members

Eligible commercial fishing, shellfish, charter, and seafood sector industry members who have been negatively impacted by the COVID-19 pandemic can now apply with the Pacific States Marine Fisheries Commission for a second round of federal assistance relief funding totaling $40 million. This is part of $300 million in federal funding the U.S. Congress approved in Dec. 2020. It follows an initial $300 million appropriation from the Coronavirus Aid, Relief, and Economic Security (CARES) Act in summer of 2020. The two rounds total $600 million in federal relief funding, of which Washington and Alaska received $90 million each, the highest allotment across the country. New and returning applicants can find more information, full eligibility details and application materials and instructions at relief.psmfc.org. Applications are open through Oct. 14, 2022.

Pack territories: A wolf’s “neighborhood” and how they use it.

Wolf packs have a “territory” that they travel around and maintain. Wolf territories can have den sites where they birth and raise their young and rendezvous sites where young pups play. What dictates other features of a territory, such as size, is that it must be large enough to have enough prey to support the nutritional needs of a pack but small enough be able to defend the boundary from other packs. By studying and understanding the home ranges of wolf packs in Washington, WDFW can estimate progress toward reaching wolf recovery objectives, partner with landowners to conserve and manage habitat in a way that continues to be beneficial for wolves and ungulates, and predict distribution to mitigate wolf-livestock conflicts in the future. Learn more about wolf pack territories in Washington this recent blog post.

Director’s Bulletins are also published on WDFW’s Medium blog and are archived on the Director’s webpage.
WASHINGTON STATE CONSERVATION COMMISSION

WSCC POLICY NO. 05-02 COMM

ELECTION OF COMMISSION CHAIRPERSON AND VICE CHAIRPERSON

(This policy replaces the prior WSCC Policy Position for Conservation Commission Officers reaffirmed on September 18, 1992)

GENERAL TOPIC: ELECTION OF COMMISSION CHAIRPERSON AND VICE CHAIRPERSON

APPROVED: By Commission at the September 2007 Commission Meeting DATE ISSUED: September 20, 2007

PURPOSE

The purpose is to establish policy and procedure on the election of the Commission chairperson per RCW 89.08.050 and vice chairperson.

RCW 89.08.050

…It shall have authority to delegate to its chairman, to one or more of its members, to one or more agents or employees such duties and powers as it deems proper…

…The commission shall organize annually and select a chairman from among its members, who shall serve for one year from the date of his selection…

POLICY

A nominating committee will be appointed annually for the purpose of recommending candidates for the office of chairperson and vice chairperson for action by the governing body at the December Commission Meeting.

The nominating committee may include members of the Commission Board and partnerships.

The term of office for the chairperson(s) and vice chairperson(s) shall be one year, with a maximum of two consecutive terms.

Only the three elected, two appointed, and ex-officio members representing Department of Natural Resources (DNR) and Washington State University (WSU) shall be eligible for the office of chairperson or vice chairperson. Ex-officio members
representing the Department of Ecology and the Department of Agriculture shall be ineligible to serve as chairperson or vice chairperson.¹

**PROCEDURE**

A nominating committee will be appointed annually by the chairperson at or before the September regular Commission meeting for the purpose of recommending candidates for the offices of chairperson and vice chairperson.

At the next regular meeting following the September meeting, the nominating committee shall present recommendations to the governing board and request action. While the recommendation of the nominating committee is not binding on the governing board, it will be carefully considered prior to board action.

The newly elected chairperson and vice chairperson will begin service at next regular or special meeting of the Conservation Commission.

¹ The ex-officio members representing DNR and WSU are eligible because they are non-regulatory agencies. The Washington Association of Conservation Districts is ineligible only because of the high capacity of their service to the Association.
March 17, 2022

TO: Conservation Commission Members  
Chris Pettit, SCC Executive Director

FROM: Paige DeChambeau, Communications Director

SUBJECT: Communications Update – Strategic Planning & News

Summary:
Updates from the Communications Department on operations, ongoing communication projects, new team members, and the draft strategic communications plan.

Requested Action:
None – information only.

Staff Contact:
Paige DeChambeau, Communications Director, 360-742-9488, pdechambeau@scc.wa.gov

Background and Discussion:

Communications team updates
We are very excited to announce two new team members.

- **Sarah Wilcox** will be joining us as the new Communications Project Manager. Sarah will be focused on working with our program managers and the agency’s strategic plan. She will start at the agency on Oct. 1.

- **Toyo Garber** will be joining the team as the new Communications Specialist. Toyo will be our social media lead and help with Conservation Month and our outreach activities. She will start at the agency on Oct. 15.

Draft Strategic Communications Plan
Attached you will find the draft communications plan that the communications team will use to guide their work. You will find that the plan is broken up into external and internal communications, and
several of our large projects are outlined in the document. This will be a roadmap and a living document that the team will use to guide our work. You can also find and download the document here.

Other Communications News:
The agency's communications work continues while we work on rebuilding the team.

- Legislation: Working on creating and editing the one-pagers (or informational sheets)
- Photography contest: The Communications, Partnership, and Outreach (CPO) group has wrapped up this year's photography contest. We had almost 100 pictures submitted and are currently working on voting on the photos to pick our winners!
- Area meetings: We are working with SCC staff to create presentations and handouts for the area meetings that will be taking place in October.
- Conservation Month: We are working with the Department of Enterprise Services to complete a contract for creative service and hope to have that contract in place soon.
- Orca-tober: A reminder that October is also known as Orca-tober and Orca Recovery day is Oct. 15!
- Website: We have made changes to the SCC main website (gave it a bit of an update) and are working on overhauling the VSP website with some new features that should be real crowd pleasers.

Next steps (if informational item):
We are about to onboard our new team members and will be working hard to get them up to speed and have all the resources they need to start on some of the various projects that have been on hold.
### Contents

**Overview**
- Communications Principles .................................................................................................................... 3
- Communication Objectives .................................................................................................................... 3
- Audiences .............................................................................................................................................. 3
- Communication Tools ............................................................................................................................ 4

**Communication Goals**
- External Communications ...................................................................................................................... 5
- Internal Communications ....................................................................................................................... 6

**Communications Projects**
- Recurring and special projects: .............................................................................................................. 8
- New projects on deck ............................................................................................................................. 8
- Meetings and conferences ..................................................................................................................... 8
Overview

The communications team works to create value for Washington’s 45 conservation districts and for the Washington State Conservation Commission’s employees, partners, and stakeholders. The department bases its work on the mission, vision, and values of the agency as well as our own communications principles and best practices as outlined below. We continually strive to create more value for our customers and to help facilitate best communication practices across Washington state.

Communications Principles

- **Innovative solutions**: Try to think outside the box and use new solutions when they prove to be the best way to move forward and will get us the desired results.
- **Customer convenience**: The customer's convenience in accessing information is the most important for them.
- **Transparency**: We will operate in a fully transparent manner.
- **Employee engagement**: We strive to keep employees engaged and strive to empower them to be able to find their own information and want to have tools available for them to take care of some of their communication needs in a highly efficient and professional manner.
- **Data first approach**: We will strive for the highest and best data that can continually inform our communications with the public and with our partners.

Communication Objectives

The following core principles guide our internal and external communications with customers, staff, and partners.

**SCC Communications Staff will strive to communicate:**

- **Effectively**: We will work to reduce customer confusion and staff frustration over misinterpretations or inability to locate information precisely and as needed.
- **Proactively**: We will work to use the information we have or can acquire to improve services and experiences for our customers, as well as engage our employees and partners.
- **Collaboratively**: We will work to gather feedback from available sources to create continuous improvement. We will value and respect the input of those that matter most to us: our customers and employees.
- **With value**: We will streamline all communications, prioritizing what is relevant to the majority of our stakeholders. We will create more effective and appealing communications with our employees, to better engage and promote changes and services for the Department.

Audiences

Our main audiences consist of:

- **Conservation districts** across Washington state. Many districts do not have a robust communications team, and we are here to help when and where we can with their particular projects.
- **Partner agencies** like Ecology, Washington Department of Fish and Wildlife (WDFW), Washington Department of Agriculture, (WSDA), Department of Commerce, Department of Natural Resources (DNR), etc.
• **Partner organizations** like the Washington Association of Conservation Districts (WACD), American Farmland Trust, native plant societies, other land trusts, and other environmentally or agriculturally minded organizations just to name a few.

• **Federal partner agencies** like the Natural Resource Conservation Service (NRCS) and National Association of Conservation Districts (NACD), and so on.

• **Tribal partners** when appropriate SCC will collaborate with tribal colleagues to work on the advancement of projects and understanding.

• **The general public** — though this could be considered very broad, there are many people within what is considered the “general public” that we are trying to communicate with. Those people include voters for board supervisor positions, and people interested in purchasing plants or participating in programs like rain gardens or other district-led programs. There continue to be many ways in which SCC can work with the public that has yet to be uncovered.

*Note:* The SCC communications goals are broken down into audience areas such as ‘external’ and ‘internal’ communications, which focus on certain kinds of audiences but do have some overlap depending on the specific project described.

**Communication Tools**

The following are some of the current communication tools and software managed by the communications department:

- [SCC website](#) and VSP website (under construction)
- Social media ([Facebook](#), [LinkedIn](#))
- Printed assets (moving to Canva for the graphic part to design these printed assets as well as the use of Adobe when necessary)
- Presentation templates through PowerPoint but has also used Canva to design these.
- Media releases are stored on our website, and the media list is continuing to grow.
- [Vimeo](#) to store all our webinars and videos.
- Instapaper to collate different relevant news articles.
- Cascade app that helps us manage our strategic plans.
**Communication Goals**

**External Communications**

The primary audience for our external communications is anyone that is not at the agency. That means we are working with conservation districts, stakeholders, and other agencies primarily. However, these audiences do occasionally overlap with the internal communications work.

**Goal 1: Spread awareness about what Washington’s 45 conservation districts do.**

Many of the conservation districts have education and outreach employees, but districts consist of different sizes and staff capacities. Therefore, SCC is dedicated to sharing as much information about the work that CDs do across the state as possible.

Some of the strategies we are implementing to help with the awareness promotion are:
- Supporting district-sponsored events through marketing and financial support when appropriate.
- Sharing district accomplishments through the website and on social media.
- Increasing voter turnout for supervisor elections through Conservation Month and other activities when appropriate.
- Supporting communication committees such as the Communications, Partnership, and Outreach (CPO) group and the Better Ground communications group.

**Goal 2: Spread awareness of the SCC grant programs**

Primarily the audience for this goal is conservation districts. However, there are times when our grant funding programs need to reach other recipients directly. Some of those programs include the Disaster Assistance program, which was working directly with landowners, and the Sustainable Farms and Fields program, which is also asking landowners and other entities to apply.

Strategies for spreading awareness of SCC and our programs include:
- Creating opportunities for collaboration by attending more events as the pandemic starts to ease and more opportunities become available.
- Growing SCC’s social media presence by hiring a dedicated position to help manage and grow our social media channels.
- Keeping the SCC website useful and accurate by devoting time and resources to update it when necessary and to cross-train as many staff members as possible to keep it up-to-date.
- Supporting and developing media relations by looking for opportunities to create more buzz within the media about SCC’s work and the work of Washington’s conservation districts.

**Goal 3: Continue ongoing communications with other government agencies**

A large part of the communications work at SCC involves working with our partner agencies at the state and federal levels.

Some strategies that we will continue to work to employ are:
- Helping to meet legislative reporting obligations by working with staff to create reports required by statute. These are often required for SCC’s programs and for the conservation district reporting requirements.
- Supporting legislative communications such as informational sheets, presentation support, and media relations.
- Supporting federal communications by creating informational sheets, presentations and any other products as needed to support communications at the federal level of government.

Goal 4: Support the communication needs of our collaboration programs

SCC collaborates with many different kinds of stakeholders and partners. SCC also engages closely with several collaborations. The communications team will continue to support these various programs as necessary. These programs include but are not limited to the Conservation Reserve Enhancement Program (CREP), Coordinated Resources Management (CRM), the Food Policy Forum, The Office of Farmland Preservation (OFP), and the Voluntary Stewardship Program (VSP).

Communications strategies for these collaborations include creating and editing newsletters, editing maps and other information products, managing these collaboration websites, developing printed materials and reports, as well as any other projects that will help support the goals of these various collaborations.

Internal Communications

The communications department touches all aspects of the agency and spends a great deal of time working with the different program coordinators, regional managers, admin staff, and so on to continue to make sure deadlines are met and the agency messaging is consistent. This section outlines that internal communications work.

Goal 1: Cultivate a culture of transparency

As a governmental agency, it is important that we continue to cultivate a culture of transparency with the conservation commission members and the conservation districts. We have also learned how important it is to continue to implement more Diversity, Equity, and Inclusivity (DEI) principles into our work.

The strategies that we will be utilizing for this goal include:
- Continuing to keep commissioners informed through memos and other informational packets.
- Cultivating a DEI culture by working closely with the DEI internal workgroup and implementing as many different aspects of DEI into our communications products as is feasible.
- Developing and continuously updating an agency-wide communications plan as well as programmatic and social media-focused communications plans.

Goal 2: Strive to add value to SCC staff

The communications team sees many of its clients as other agency staff members and we will always strive to add more value and assistance to SCC staff and the agency as a whole.

Some of the strategies that we are endeavoring to add value to the agency and to the work of our colleagues are:
- Adding more capacity to the communications team by creating a position that is poised to help the agency meet all the strategic communications plans goals as well as the programmatic and service goals.
- Monitoring internal risks and do our part to mitigate any of those risks that we can.
• Creating assets to enhance the onboarding processes and work with the leadership team, human resources and the Department of Enterprise Services (DES) to help streamline and enhance the onboarding process for new employees.
• Updating the SCC internal branding assets and guidance.

**Goal 3: Support SCC grant programs**

SCC has several grant programs managed by different staff members in different departments. This can make keeping track of timelines, links, paperwork, and website updates challenging. Therefore, the agency is dedicating a staff member to help manage the needs of these various programs and any other programs developed in the future.

Currently, the communications staff supports the following SCC grant programs:
- Disaster Assistance Program (DAP)
- Irrigation Efficiencies Grant Program (IEGP)
- Natural Resource Investments (NRI)
- Salmon Recovery Funding (SRF)
- Shellfish Program
- Sustainable Farms and Fields (SFF)
- Riparian Plant Propagation Program (RPPP)

All these programs have various needs and they often include updating guidelines, online forms, websites, and newsletters, as well as editing reports and presentations to name a few of the communications needs.

**Goal 4: Support the agency’s strategic plan**

With the help of the new Communications Project Manager, the department will continue to monitor and update as necessary the current 2022-2027 Strategic Plan. The communications team will keep track of the agency’s major milestones and try to intervene when necessary to stay on track with the agency’s recently adopted strategic plan. In a few years, the communications team will also manage the plan going forward and make updates as needed. The first step in this process was to purchase software called Cascade that will help SCC monitor and track the work within the agency.
Communications Projects

Recurring and special projects

- Supporting Legislative Session and reports to the legislature
- Supporting the Leadership Team
- Conservation Month (ongoing)
- Supporting the CPO group and their projects like the Photo contest and calendar
- Annual Report (Jun-Dec at end of mid-biennium) [2020 Annual Report](#)
- 2022-2027 Strategic Plan (Finish details by July ’22; implement now-Dec ‘27)
- Internal DEI audit (ongoing in 2022)
- CD one pagers added to their individual pages
- Washington Grown videos (decision Feb-Mar, shoot Jun-Aug)
- Centennial Accord Reports – each biennium (Aug-Sept ’23)
- Biennial Report (Jun-Jan at the end of biennium)
- Org Chart (as needed)

New projects on deck

- 2021-2023 Biennial Report – re-envision previous format (see 2019-21), including to better align with strategic plan, and design/develop (Aug 2022 – Jan 2024)
- Orca-tober communications blitz (Jul – Nov)
- Conservation Month (Dec - Apr 2023)
- Conservation Catalog to be added to Marketing Toolkit (w/CPO, CTD, and VSP)
- Video series of tips for effective conservation photos/videos (w/CPO)
- Video orientation to SCC, CDs, and our programs

Meetings and conferences

- CPO Meetings (4th Tues/mo, 1:30-3 pm)
- DEI Working Group (4th Thurs/mo, 1-2 pm)
- Check in with CD Educator Coordinator (4th Thurs/mo, 9-9:30 am)
- Leadership Team (Mon, 9-10am)
- Communications Team Meetings (Wed, 9:30-10 am)
- 1:1 meetings with Outreach and Engagement Manager (Fri, 10:30-noon)
- SCC bi-monthly tours and business meetings (attend most, but not all)
- WADE Annual Conference (mid-June)
- WACD Annual Meeting (late Nov/early Dec)
- NASCA Annual Meeting – Field Staff Sharing Session (Oct)
- CD Area Meetings – presentations and materials (Aug-Oct)
- WACD Annual Meeting – presentation, materials, booth (Oct-Nov)
- Government Social Media conference (Mar-Apr)