



# Washington State Conservation Commission

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## Meeting Packet

*July 16, 2020*

*\*\*Held virtually due to COVID-19\*\**

*Lacey, WA, 98503*

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*“To conserve natural resources on all lands in Washington,  
in collaboration with conservation districts and partners.”*

## Business Meeting

\*\*Held virtually due to COVID-19\*\*

## Time

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

## Meeting accommodations

Persons with a disability needing an accommodation to participate in SCC public meetings should call Lori Gonzalez at 360-791-0226, or call 711 relay service. All accommodation requests should be received no later than Friday, July 10, to ensure availability.

## Agenda

TIME	TAB	ITEM	LEAD
8:30 a.m.		<b>Call to order/Welcome/Introductions</b> a. Pledge of Allegiance b. Additions/Corrections to agenda items	Chairman Longrie
8:40 a.m.	1.	<b>Consent Agenda – call for public comment (Action)</b> c. March 19, 2020 draft meeting minutes	Chairman Longrie
8:50 a.m.	1.	<b>Budget – call for public comment (Action)</b> d. 2021 – 2023 Budget Packages	Sarah Groth
9:30 a.m.	1.	<b>District Operations – call for public comment (Action)</b> e. Grant County CD: Annexation of Moses Lake f. CD supervisor appointments (mid-term) • Pend Oreille CD • San Juan Island CD • Snohomish CD • Whidbey Island CD	Mike Baden  Comm. Cochran Comm. Longrie
10:00 a.m.	1.	<b>Policy and Programs (Action)</b> g. OFP Coordinator Introduction h. Schuster Ranch Easement	Ron Shultz Kate Delavan

10:35 a.m. – BREAK

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10:50 a.m.	<b>Presentation: Pacific CD Virtual Tour + Q&amp;A</b> <i>***Depending on time, items may be moved up for presentation until lunch break***</i>	Mike Nordin, Pacific CD
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**12:00 p.m. – LUNCH BREAK**

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1:00 p.m.	<b>2. District Operations</b> <i>(Information)</i> <ul style="list-style-type: none"><li>a. District Operations report</li><li>b. Conservation Accountability Performance Program (CAPP) final report</li><li>c. Center for Technical Development July report</li></ul>	Josh Giuntoli Shana Joy  Packet Item
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1:30 p.m.	<b>2. Policy and Programs</b> <i>(Information)</i> <ul style="list-style-type: none"><li>d. Food Policy Forum &amp; CDs in the Food System</li><li>e. Legislative Preview</li><li>f. District Elections Update</li><li>g. OFP Program Update</li></ul>	Ron Shultz Ron Shultz Ron Shultz/Bill Eller Ron Shultz Kate Delavan
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2:45 p.m.	<b>2. Commission Operations</b> <i>(Information)</i> <ul style="list-style-type: none"><li>h. SCC website redesign</li></ul> General update	Packet Item Director Smith
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3:00 p.m.	<b>Executive Session</b> as allowed per <u><a href="#">RCW 42.30.110 (g)</a></u> , to review the performance of a public employee. <i>***Note: Members of the public will remain on the line while Commissioners dial a separate phone line provided during this time***</i>	Commission members only
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3:30 p.m.	<b>Executive Session Follow-Up</b> <i>(Action)</i>	Comm. Longrie
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**3:45 p.m. – ADJOURN**

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# TAB 1

## Regular Business Meeting

The Washington State Conservation Commission (Commission/SCC) met virtually on May 21, 2020. Chairman Longrie called the meeting to order at 8:32 a.m.

## COMMISSIONERS PRESENT

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

## COMMISSION STAFF PRESENT

Carol Smith, Executive Director  
Alicia, McClendon, Administrative Assistant  
Alison Halpern, Policy Assistant  
Allisa Carlson, Central Regional Manager  
Bill Eller, Elections Officer and VSP Coordinator  
Jean Fike, Puget Sound Regional Manager  
Josh Giuntoli, Southwest Regional Manager  
Laura Johnson, Communications Coordinator  
Lori Gonzalez, Executive Assistant  
Mike Baden, NE Regional Manager  
Ron Shultz, Policy Director  
Sarah Groth, Fiscal Manager  
Shana Joy, District Operations Manager  
Stephanie Crouch, Administrative Assistant

## PARTNERS REPRESENTED

Lucy Edmondson, US EPA Region 10  
Mike Kuttel, Jr., Department of Fish and Wildlife  
Roylene Comes at Night, Natural Resource Conservation Service  
Sherre Copeland, US Forest Service

## GUESTS ATTENDED

Please see "[Attachment A](#)" for full list of attendees.

## Consent Agenda

*March 19, 2020 Draft Meeting Minutes*

***Motion by Commissioner Dorner to approve the March 19, 2020 draft meeting minutes. Seconded by Commissioner Beale. Motion passed.***

### *Fiscal Year 2021 Budget Reductions*

Sarah Groth, SCC fiscal manager presented the memo sent to all state agencies from the Office of Financial Management (OFM) directing agencies to reduce their state general funds budget by 15% for the next fiscal year (July 1, 2020 – June 30, 2021). This equates to a total cut of \$1.231 million to the Commission budget.

The directive also places a ban on new hires, personal service contracts and equipment purchases

Ms. Groth and Director Smith have been identifying areas where savings can be achieved, relying on several factors which include not hiring staff for information technology support, depending on current and future savings, and tapping into funds that are not general-state funds to partially pay for staff salaries. By identifying areas of savings, Ms. Groth and Director Smith are confident the agency can meet the OFM target without putting any SCC positions at risk and without reducing implementation funds to districts.

***Motion by Commissioner Crose to allow the SCC Executive Director and Fiscal Manager to make funding decision cuts for fiscal year 2021 within the categories listed below:***

- ***Indefinitely postponing new hires, including IT staff. (Note that we are still planning on filling the Office of Farmland Preservation position, if allowed);***
- ***Reducing travel and travel-related expenses;***
- ***Delaying equipment purchases;***
- ***Reducing contracts;***
- ***Taking our 3% overhead on capital funds and using those funds to replace state-general funds;***
- ***Reviewing staff allocations to insure we are taking all activities and fund sources into account; and,***
- ***Finding additional savings and reduction opportunities in our budget.***

***Seconded by Commissioner Sackett. Motion passed.***

### *Fiscal Year 2021 Agency Funding Request*

As outlined in the memo in the [meeting packet](#), staff is seeking approval to allocate a six month installment of operating funds to districts while the SCC waits for more information on potential additional cuts.

Ron Shultz, policy director noted the Voluntary Stewardship Program (VSP) has been funded out of the Public Assistance Account, as well as the water rights and efficiencies program.

Commissioner Dorner had a question regarding parts of the operating funds and on the ground work, specifically, irrigation efficiencies going through on the operating side. Ms. Groth responded that moving engineering to operating was guidance received from OFM. OFM suggested SCC combine CTA as they can be tied very well together.

***Motion by Commissioner Cochran to approve the six month operating funds allocation proposed for Fiscal Year 21 as outlined in attached table on [meeting packet pages 9 & 10](#). (Please see [Attachment B](#)) Seconded by Commissioner Crose. Motion passed.***

### *2021-2023 Budget Packages*

Ms. Groth presented the conservation district budget survey results with members. For the capital budget, CREP, match for RCPP and Shellfish scored high on the survey. Farmland Preservation also scored high, however, projects are not currently ready to go at this time to use the funding. Full survey results are provided in the meeting packet.

***Motion by Commissioner Crose to allow staff to move forward the following budget package topics for further development: Operating- Conservation Technical Assistance, Voluntary Stewardship Program, Engineering Project Design and Implementation. Capital – Natural Resource Investments, CREP Riparian Planning, CREP Cost Share, RCPP Match, Shellfish Funding, Farmland Preservation, and Irrigation Efficiencies. Seconded by: Commissioner Spaeth. Motion passed.***

*WACD Annual Agreement (FY 2021)*

***Motion by Commissioner Cochran to authorize the WSCC to work with a designated conservation district to work with WACD to enter into an agreement of deliverables as outlined in the [meeting packet pages 21-28, item g.](#), for fiscal year 2021, not to exceed \$65,000.00. Seconded by: Commissioner Crose. Motion passed.***

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## Policy/Programs

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### *Food Policy Forum Update*

Ron Shultz, policy director, provided an update to members on the work of the Food Policy Forum (FPF). The FPF was created in 2016 by budget proviso with leads from the SCC, WA State Department of Agriculture and the Office of Farmland Preservation. Recent legislation during 2020 session put the Forum in the SCC statute.

In March JT Austin, policy advisor to the Governor and WSDA Director Derek Sandison requested to engage the Forum on the specific question of how to transition out of the current COVID-19 crisis. The Forum is seen as a place where stakeholders can provide input as the state moves from emergency response to recovery planning.

The Forum has five implementation teams. They are:

- Team 1: Food insecurity
- Team 2: Agricultural land protection and availability and next generation farming
- Team 3: Alleviating barriers to small and medium scale farmers accessing markets, including institutional purchasing
- Team 4: Infrastructure and rural economic development
- Team 5: Impacts of climate change

The implementation teams met once in late March with the full Forum convening on April 9, 2020 to discuss the issue and provide recommendations based on input from the team meetings. Ron provided details on the ideas under consideration in the commission meeting packet.

Mr. Shultz outlined the next steps of the FPF: 1) refinement of near term actions by the Implementation Teams 2) Confirm the near and long term actions by the FPF and 3) outreach and communication of Forum proposals to Governor and legislature.

Mr. Shultz also outlined the next steps involving the conservation districts: 1) Outreach with conservation districts on the work they're doing, and opportunities for them, in support of the food system. 2) Work with WACD to accumulate data on district activities and 3) In association with WACD, conduct outreach and communication with Governor and legislature on the work of conservation districts in support of the food system.

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## District Operations

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### *Conservation District Elections*

Bill Eller, elections officer presented to members the election results from this past cycle. The full results and recommendation for certifications are listed on [meeting packet page 43](#).

***Motion by Commissioner Crose to certify and announce the official winners of the 45 conservation district elections, as listed in the table herein entitled: Conservation District Election Results as shown on page 43 of the meeting packet (please see **Attachment C**). Seconded by: Commissioner Sackett. Commissioner Dorner and Cochran abstain. Motion passed.***

Mr. Eller also provided an in-depth presentation with different data outputs from past years elections, as well as the many resources, timelines and updates available on the commission website for districts and members of the public to use.

### *Pierce Conservation District Election*

Mr. Eller presented an investigation that occurred at the Pierce Conservation District regarding publishing public statements. The anonymous complaint was received on March 23, 2020 via the SCC online feedback form. Mr. Eller walked members through the process used (also in meeting packet) in the investigation and found the complaint did not rise to the level of significant noncompliance with election procedures necessary to invalidate the election. A solution is to continue to remind staff and supervisors to not take an official position on a candidate, per [WAC 135-110-150](#).

***Motion by Commissioner Cochran to accept staff findings in the Pierce CD election investigation and the CD is encouraged in future elections to follow district and commission election policies. Seconded by: Williams. Commissioner Dorner abstain. Motion passed.***

### *West Region Conservation District Appointments*

***Motion by Commissioner Longrie to appoint all of the un-contested applications submitted for the west region to the appropriate conservation district board of supervisors. They are: Lynn Simpson, Cowlitz CD, Dan Roseburg, Grant County CD, Gary Waltenburg, Grays Harbor, CD, Alfred Latham, Jefferson County CD, Burr Mosby, King CD, Sharon Call, Kitsap CD, Bruce Anderson, Lewis CD, Michael O'Day, Mason CD, and Al Loughheed, Pacific CD. Seconded by Commissioner Crose. Motion passed.***

### *Whatcom and Whidbey Island Conservation District Supervisor Appointment*



**Motion by Commissioner Longrie to appoint Suzanne Snyder to the Whatcom Conservation District Board of Supervisors and Mark Sytsma to the Whidbey Island Conservation District Board of Supervisors. Seconded by Commissioner Spaeth. Motion passed.**

*Central Region Appointed Supervisor Applications*

**Motion by Commissioner Crose to appoint all of the non-contested applications submitted for the central region to the following conservation district board of supervisors: Lynn Brown, Kittitas County, Cynthia Reed, North Yakima, Jerry Asmussen, Okanogan, Dirk Van Slageren, South Yakima, and Bengt Coffin, Underwood CD. Seconded by: Commissioner Cochran. Motion passed.**

*Benton Conservation District Board Supervisor Appointment*

**Motion by Commissioner Crose to appoint Clancy Flynn to the Benton Conservation District. Seconded by: Commissioner Cochran. Motion passed.**

*Central Klickitat Conservation District Board Supervisor Appointment*

**Motion by Commissioner Crose to appoint Marty Hudson to the Central Klickitat Conservation District. Seconded by: Commissioner Beale. Motion passed.**

*Conservation District Supervisor Appointments for the East Region- Commissioner Larry Cochran*

**Motion by Commissioner Cochran to appoint all the un-contested applications received to the following conservation districts board of supervisors: Michael Broeckel, Adams, Jerry Hendrickson, Asotin County CD, Scott Palmer, Ferry, Palouse Rock Lake, Pine Creek and Spokane. Seconded by Commissioner Crose. Motion passed.**

*Clark Conservation District Board Supervisor Appointment*

**Motion by Commissioner Cochran to appoint Alice Lombard to the Clark Conservation District Board of Supervisors. Seconded by: Commissioner Crose. Motion passed. Commissioner Longrie abstain.**

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## Presentation: Education and Outreach by Dana Bowers, Stevens County CD

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Dana Bowers, is a member of the Communications, Partnership and Outreach (CPO) group. Dana presented on the current projects the CPO group is doing as well as the different partnerships they have developed and the various boards and committees the CPO has a representative on. A few highlights are:

- Washington E3: Dana represents the SCC on this board representing the east side and agriculture and natural resources.
- Office of the Superintendent of Public Instruction (OSPI): participates in sustainability literacy plan—a measure of how well children are being educated to successfully use natural resources and how society uses it from now and into the future. Steering conversation to working lands and how valuable it is.

- Pacific Education Institute (PEI): PEI are currently very spread out and only have one staff member for nine counties. The CPO group will be working with them. PEI has set aside a chunk of money for districts to help educate.

Ms. Bowers highlighted the Conservation Education News and Updates Newsletter. They currently have about 100 subscribers.

Upcoming items the CPO group would like to focus on: Certification through CTD, when available to, they'd like more regional meetings, and are currently developing a Forms for Norms.

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## Commission Operations

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### *Agency Strategic Action Plan*

Due to COVID-19 and the necessary precautions taken to keep members and staff safe, the May commission meeting did not consist of the committed annual in-person Commission Strategic Planning work-session day to review and adjust agency strategic priorities.

Laura Johnson, communications coordinator presented a staff update on the top three out of the ten strategic priority areas, these "top three" listed below were identified by commission members at their May 2019 Commission Strategic Planning Session:

- 1) Sustainable Funding
- 2) Partnering, and
- 3) Communications / Outreach and Marketing

Please see [meeting packet pages 78-88](#) for the full listing of strategic priority updates from staff.

Commissioner Giglio commended the work staff has done and how Laura has compiled the information into a digestible manner to understand.

Chairman Longrie adjourned at 3:00 p.m.

# May 21, 2020 SCC Business Meeting **Attachment A**

<b>Duration</b>	<b># Registered</b>	<b># Attended</b>
6 hours 48 minutes	54	49

<b>Last Name</b>	<b>First Name</b>	<b>Email Address</b>
Cairns	Al	
Chapman	Alan	
Halpern	Alison	
Carlson	Allisa	
Martin	Ann	
Covington	Bea	
Eller	Bill	
smith	carol	
Porter	Chris	
Nelson	Craig	
Bowers	Dana	
Williams	Daryl	
Giglio	David	
Marcell	David	
Hellie	Dean	
Longrie	Dean	
Rushton	Doug	
Boggs	George	
Crose	Harold	
Clark	Jack	
Fike	Jean	
Dorner	Jeanette	
Boie	Jennifer	
Self	Jessica	
Kropf	Jim	
Holtrop	Joe	
Giuntoli	Josh	
Sackett	Julie	
Cochran	Larry	
Johnson	Laura	
Meagher	Loren	
Edmondson	Lucy	
Sytsma	Mark	
Stewart	Megan	
Tobin	Michael	
Baden	Mike	
Kuttel, Jr.	Mike	
Osowski	Natalie	
VIRA	NICK	

Beale	Perry
Shultz	Ron
Comes At Night	Roylene
Baye	Ryan
Mello	Ryan
Jones	Sarah
Richards	Sarah
Spaeth	Sarah
Corwin	Selena
Joy	Shana
Copeland	Sherre
Crouch	Stephanie
Salzer	Tom
Oppenheimer	Zorah



## Washington State Conservation Commission

District	Implementation FY 21 (July & August allocation only)	Orca/CTA FY 21 (July & August allocation only)	Professional Engineering FY 21 (July & August allocation only)
Adams	\$ 15,933.33	\$ 1,851.85	
Asotin	\$ 15,933.33	\$ 1,851.85	
Benton	\$ 15,933.33	\$ 1,851.85	
Cascadia	\$ 15,933.33	\$ 1,851.85	
Central Klickitat	\$ 15,933.33	\$ 1,851.85	\$ 12,500.00
Clallam	\$ 15,933.33	\$ 1,851.85	
Clark	\$ 15,933.33	\$ 1,851.85	
Columbia	\$ 15,933.33	\$ 1,851.85	
Cowlitz	\$ 15,933.33	\$ 1,851.85	
Eastern Klickitat	\$ 15,933.33	\$ 1,851.85	
Ferry	\$ 15,933.33	\$ 1,851.85	
Foster Creek	\$ 15,933.33	\$ 1,851.85	
Franklin	\$ 15,933.33	\$ 1,851.85	\$ 12,500.00
Grant	\$ 15,933.33	\$ 1,851.85	
Grays Harbor	\$ 15,933.33	\$ 1,851.85	\$ 12,500.00
Jefferson	\$ 15,933.33	\$ 1,851.85	
King	\$ 15,933.33	\$ 1,851.85	
Kitsap	\$ 15,933.33	\$ 1,851.85	
Kittitas	\$ 15,933.33	\$ 1,851.85	\$ 12,500.00
Lewis	\$ 15,933.33	\$ 1,851.85	
Lincoln	\$ 15,933.33	\$ 1,851.85	
Mason	\$ 15,933.33	\$ 1,851.85	\$ 12,500.00
North Yakima	\$ 15,933.33	\$ 1,851.85	
Okanogan	\$ 15,933.33	\$ 1,851.85	
Pacific	\$ 15,933.33	\$ 1,851.85	
Palouse	\$ 15,933.33	\$ 1,851.85	
Palouse Rock Lake	\$ 15,933.33	\$ 1,851.85	
Pend Oreille	\$ 15,933.33	\$ 1,851.85	
Pierce	\$ 15,933.33	\$ 1,851.85	
Pine Creek	\$ 15,933.33	\$ 1,851.85	
Pomeroy	\$ 15,933.33	\$ 1,851.85	\$ 12,500.00
San Juan	\$ 15,933.33	\$ 1,851.85	
Skagit	\$ 15,933.33	\$ 1,851.85	\$ 12,500.00
Snohomish	\$ 15,933.33	\$ 1,851.85	\$ 12,500.00
South Douglas	\$ 15,933.33	\$ 1,851.85	
South Yakima	\$ 15,933.33	\$ 1,851.85	
Spokane	\$ 15,933.33	\$ 1,851.85	
Stevens	\$ 15,933.33	\$ 1,851.85	\$ 12,500.00
Thurston	\$ 15,933.33	\$ 1,851.85	
Underwood	\$ 15,933.33	\$ 1,851.85	
Wahkiakum	\$ 15,933.33	\$ 1,851.85	
Walla Walla	\$ 15,933.33	\$ 1,851.85	
Whatcom	\$ 15,933.33	\$ 1,851.85	
Whidbey Island	\$ 15,933.33	\$ 1,851.85	
Whitman	\$ 15,933.33	\$ 1,851.85	
<b>Total</b>	<b>\$ 716,999.85</b>	<b>\$ 83,333.33</b>	<b>\$ 112,500.00</b>



May 21, 2020

### Conservation District Election Results:

Conservation District	Election Date	Auto Re-Election	Winner of Election		
Adams	21-Jan-20	Yes	Curtis	N/A	Hennings
Asotin County	12-Mar-20	Yes	Kelsey	n/a	Crawford
Benton	10-Mar-20	NO	Michael	none	Sackschewsky
Cascadia	10-Mar-20	NO	Junell	none	Wentz
Central Klickitat	28-Jan-20	Yes	Terry	N/A	Nickels
Clallam	19-Feb-20	NO	Carolyn	Suzanne	Wilcox
Clark	12-Mar-20	NO	April	None Given	Thatcher
Columbia	10-Mar-20	Yes	Amy	M	Amerein
Cowlitz	16-Jan-20	Yes	Joe	NA	Shulke
Eastern Klickitat	18-Mar-20	Yes	Jason	N/A	Blain
Ferry	25-Feb-20	Yes	Eric	N/A	Bracken
Foster Creek	25-Mar-20	Yes	Douglas	D	Poole
Franklin	11-Mar-20	NO	Dick	none	Bengen
Grant	16-Mar-20	Yes	John	N/A	Preston
Grays Harbor	16-Mar-20	NO	Carl	N/A	Waara
Jefferson County	22-Feb-20	Yes	Julie	M	Boggs
King	20-Mar-20	NO	Chris	None	Porter
Kitsap	3-Mar-20	Yes	Jacqueline	"N/A"	Lovely
Kittitas County	11-Feb-20	Yes	Matt	N/A	Eslinger
Lewis County	27-Mar-20	Yes	Marvin	NA	Courtney
Lincoln County	11-Feb-20	Yes	Jim	N/A	Baye
Mason	4-Mar-20	Yes	Larry	N/A	Boltz
North Yakima	12-Feb-20	Yes	William	Frank	Hendrix
Okanogan	22-Feb-20	NO	Ivan	N/A	Oberg
Pacific	17-Mar-20	Yes	Michael	N/A	Lignoski
Palouse	17-Mar-20	Yes	Larry	N/A	Cochran
Palouse Rock Lake	11-Mar-20	Yes	Doug	N/A	Schuster
Pend Oreille	5-Feb-20	Yes	George	E.	Stuivenga
Pierce	25-Mar-20	NO	Cindy	None	Haverkamp
Pine Creek	22-Jan-20	Yes	Joe	R	St.John
Pomeroy	27-Mar-20	Yes	Bryan	N/A	McKeirnan
San Juan Islands	25-Mar-20	NO	Carson	B	Springer
Skagit	25-Mar-20	Yes	Jedidiah	n/a	Holmes
Snohomish	18-Feb-20	NO	Spenser	none	Fluentes
South Douglas	12-Feb-20	Yes	Michael	S	Lesky
South Yakima	18-Mar-20	Yes	Janelle	N/A	Moses
Spokane	10-Mar-20	Yes	Randall	Scott	James
Stevens County	20-Feb-20	Yes	Andy	A	Kroiss
Thurston	14-Jan-20	NO	David	N/A	Iyall
Underwood	18-Feb-20	Yes	Paul	M	Newell
Wahkiakum	26-Mar-20	Yes	Ed	NA	Videan
Walla Walla County	39-Jan-20	Yes	Pat	W	McConnell
Whatcom	24-Mar-20	Yes	Heather	n/a	Christianson
Whidbey Island	4-Feb-20	NO	Gary	L.	Ketcheson



# Washington State Conservation Commission

July 16, 2020

**TO:** Conservation Commission Members  
Carol Smith, SCC Executive Director

**FROM:** Sarah Groth, Fiscal Manager

**SUBJECT:** Next Biennium 2021-2023 Operating & Capital Budget Packages

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Action Item

☒

Informational Item

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## 15% Budget Reduction Plan for 21-23 Biennium

### Summary:

At the May Commission meeting, approval was provided to submit a 15% budget reduction plan for FY 21, the current fiscal year. Recently, OFM provided additional budget instructions for the 2021-2023 biennium that starts next year, July 2021. These instructions include a continued 15% reduction for our operating budget in the next biennium. We need to include this reduction in our budget package submittals to OFM in September, prior to the next regular Commission meeting.

We are proposing two options to handle the continued 15% reduction:

Option 1, to give SCC Executive Director Carol Smith and SCC Fiscal Manager Sarah Groth authority to make funding decision cuts.

Option 2, to hold a special commission meeting in August 2020 (possibly week of August 10-14).

### Requested Action:

Approve of the decision process for the 15% budget reduction package for the 21-23 biennium that must be submitted to OFM in September 2020.

### Recommended Action:

Approve the date of a special Commission meeting in August 2020 for the Commission to review options and approve of a 15% budget reduction plan for the 21-23 biennium.

## Approval and Prioritization of 21-23 Budget Packages

### Summary:

At the Commission meeting in May 2020, the budget proposal concepts for 2021-2023 were approved by the Commission. The Commission was also briefed on the process for the biennial budget development. At that time the budget package topics were approved, and work teams have since been formed around each of the budget proposals.

These teams consist of participants from conservation districts and are led by Commission staff. The work teams are continuing their efforts to provide additional detail to the budget proposals.

For this Commission meeting, we are seeking approval for each proposal as well as the proposed funding level. We are also seeking prioritization of the budget packages.

Attached for your review is the list of budget proposals currently under development, which includes a brief description and proposed budget request amount for each proposal.

We will also be requesting re-appropriation for all 19-21 unspent Capital funds.

### Requested Action (if action item):

Approval for each budget proposal as well as the proposed funding level, prioritize each package and approve the submittal of the budget packages due to OFM by September 14, 2020.

### Staff Contact:

Sarah Groth, Fiscal Manager

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

Commission staff recommend the following motions for consideration:

Approve the following list of budget requests and corresponding dollar amount for each request to be submitted to OFM no later than September 14, 2020.

Prioritize the budget requests in the order as presented by staff, which reflects the prioritization from conservation districts:

### Operating Budget Proposals (listed in proposed priority order, based on district budget survey results 4/2020)

#### *Conservation Technical Assistance (CTA) \$2,000,000 **OR** \$3,500,000 **OR** \$5,000,000*

This package provides all 45 conservation districts with flexible funding that maximizes their ability to tackle emergent, local issues and support Washington's agricultural economy. Funding will be distributed equally among CDs to expand essential services. Five categories of work are supported with this request, based on local and state priorities. Although the total need for this budget package is around \$29,000,000, we are requesting only a fraction of that for the next biennium, given the current economic climate.

Categories of work:



General CTA: Enables all CDs to meet expanding landowner demand for non-regulatory, incentive-based opportunities that increase sustainable agriculture and protect natural resources.

Engineering: Supports the SCC Professional Engineering (PE) program for each region to: develop and implement CD projects that require PE services; complete projects funded by local, state, and federal entities; increase job creation and retention; ensure timely and efficient services to landowners; and provide flexibility for targeted approaches that address priority natural resource concerns.

Livestock TA: Encompasses a range of services from farm planning to on-site visits that focus on solving a specific issue. This includes responding to regulatory referrals as well as proactive requests initiated by livestock owners.

Forest/Range Health: Supports wildfire resiliency of forests and rangelands, homes and communities through conservation district services, such as: forest stewardship/conservation planning, home risk assessments, fuels chipping programs, home hardening projects, Firewise™ USA program, education/workshops, and participation in the WA Fire Adapted Communities Learning Network.

Food Security and Systems: Enables conservation districts to launch new and expand existing efforts that support our food system and put recommendations from the Washington Food Policy Forum into action. This work will strengthen crop production, market opportunities, and equal access to healthy, Washington-grown food.

#### *Voluntary Stewardship Program (VSP) \$8,425,000*

The Conservation Commission (SCC) is seeking funding to continue implementing the Voluntary Stewardship Program (VSP), including all 27 county work plans, and provide for state agency participation in the evaluation, review, and monitoring of work plan success. Total funding request for VSP for the 2021-23 biennium is \$7,850,000, which includes \$6,750,000 (\$250,000 per county) for implementation of the 27 local county VSP work plans, \$500,000 for SCC administration, and \$600,000 for other state agency participation, \$575,000 for WDFW's HRCD.

#### *Food Policy \$600,000*

Funding is requested to support continued implementation of the Food Policy Forum. Specifically, funding will allow for implementation of recommendations identified in the June 2020 report relating to the impacts of Covid-19 on our state's food system. The WSCC and WSDA are each tasked in statute to co-convene the Forum, which consists of a broad cross-section of food system participants including hunger and food distribution advocates, food banks, farmer's markets, agriculture groups and commodity organizations. Funding will support staff at the WSCC and WSDA to continue the work of the Forum, and will support ongoing facilitation of the group.

## **Capital Budget Proposals** (listed in proposed priority order, based on district budget survey results 4/2020)

### *Natural Resource Investments (NRI) \$11,905,000*

This program provides cost-share funding for conservation districts statewide to address locally identified priority natural resources concerns.

### *CREP Riparian Planning (Cost Share & TA) \$ 7,725,000*

This request is to provide matching state funds for program management and project implementation to continue the Conservation Reserve Enhancement Program (CREP) with private landowners. CREP is a federal program administered by the Farm Service Agency (FSA), who pays 80% of the costs of this program in Washington State. State money funds the remaining 20%. This voluntary program addresses degraded habitat for ESA-listed salmon, and in turn, helps orca. Conservation districts develop partnerships with willing farmers and plant native trees and shrubs while removing livestock and agricultural activities from the riparian area of streams on privately owned agricultural land. In the past two decades, CREP has become the largest riparian restoration program in the state.

### *CREP Riparian Planting (Practice Incentive Payment PIP Loan Program) \$ 500,000*

This request is to provide agency spending authority for the Conservation Reserve Enhancement Program (CREP) to loan private landowners funds that bridge a payment gap in the program. CREP is a federal program administered by the Farm Service Agency (FSA), who pays half of the funds to participants upon installation, while state money funds 10% of the installation cost. Upon completion of all aspects of the project, FSA pays a Practice Incentive Payment (PIP) of 40% of the installation cost. The delay, sometimes for up to three years, in repayment has been a barrier to participation by some landowners, so the PIP loan program was developed to encourage greater participation. The participants assign their FSA PIP to SCC to secure the loan and SCC then is able to offer repaid funds to new participants. This request is not new funding; the PIP loan program is a revolving fund and is being requested for authority to spend repaid funds. CREP addresses degraded habitat for ESA-listed salmon, and in turn, helps orca. In the past two decades, CREP has become the largest riparian restoration program in the state.

### *Regional Conservation Partnership Program (RCP) \$7,962,000*

Capital funding is requested to provide state match funds for RCP projects covering a majority of the state. All of these projects are either led or being implemented by conservation districts. Current biennium funding is \$6.2 million in new funding for these projects. This budget request is for only the minimum amount of state match funding needed for the RCPs for the 21-23 biennium. We anticipate continuing to request additional state match funding as needed in future budget requests.

### *Shellfish Funding \$4,326,000*

This program provides cost-share funding for conservation districts in the Puget Sound and along the Pacific coast to implement BMPs to address negative inputs to water quality that can lead to downgrades or closure of shellfish harvest areas.

### *Irrigation Efficiencies \$3,000,000*

The Water Irrigation Efficiencies Program is a statewide effort to improve how water is delivered and applied on agricultural lands. Projects funded through this program provide improved on-farm water application so water use is more efficient, while still allowing the producer to grow crops. Program funding is also used to improve irrigation water conveyance to reduce water loss through leakage and evaporation.



# Washington State Conservation Commission

July 16, 2020

**TO:** Conservation Commission Members  
Carol Smith, SCC Executive Director

**FROM:** Mike Baden, NC & NE Regional Manager

**SUBJECT:** City of Moses Lake Annexation into the Grant County Conservation District

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Action Item

☒

Informational Item

☐

## Background Summary:

Upon approval, in 2017, of the system of Rates and Charges by the Grant County Commissioners for the Grant County Conservation District, the City of Moses Lake withdrew from the Conservation District. The Commission approved the de-annexation request at the November 30, 2017 Commission meeting. The Grant County Conservation District has been diligently engaged in a long-term effort to work with the City of Moses Lake to rejoin the Conservation District. This effort has been involved and, in many cases, difficult including challenges to the annexation process utilized by the Commission through RCW 89.08.010. Through these challenges the district has continued to demonstrate their value to the community through a number of efforts including leading the Moses Lake Watershed Council. On May 12<sup>th</sup> the City of Moses Lake voted to approve Petition for Inclusion into the Grant County Conservation District in a split decision. The district has subsequently also approved the petition for inclusion.

## Requested Action:

Approve the Petition of Inclusion of the City of Moses Lake into the Grant County Conservation District

## Staff Contact:

Mike Baden

Washington State Conservation Commission  
Olympia, Washington 98504

PETITION FOR INCLUSION OF ADDITIONAL TERRITORY  
WITHIN THE  
GRANT COUNTY CONSERVATION DISTRICT

TO: The Washington State Conservation Commission

Pursuant to the Conservation Districts Law (Chapter 89.08 RCW) the undersigning government authorities of the City of Moses Lake, Washington, and the Grant County Conservation District, respectfully represent:

- First: That heretofore the Grant County 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 Grant County Conservation District.
- Third: That the territory proposed for inclusion within the said district includes substantially the following:

Incorporated City of Moses Lake

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 Grant County Conservation District.

Grant County Conservation District

Dee Stedelman

Chair

Richard Lutz

Vice Chair

Dan Roebuck

Secretary

Jim Benhold

Treasurer

John Preston

Member

City of Moses Lake

[Signature]

Mayor/Council member

[Signature]

Deputy Mayor/Council member

[Signature]

Council member

Michael D. Riggs

Council member

[Signature]

Council member

[Signature]

Council member

[Signature]

Council member



# Washington State Conservation Commission

July 16, 2020

**TO:** Conservation Commission Members  
Carol Smith, SCC Executive Director

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

**SUBJECT:** Conservation District Supervisor Mid-term Appointments

Action Item

☒

Informational Item

☐

## Background Summary:

The SCC received ten applications for mid-term conservation district supervisor appointments in districts that currently have board vacancies. All applications received after the annual March 31<sup>st</sup> deadline for full term appointment, will now be processed as a mid-term until next year's cycle.

Applications were sent to all Commission members for their review prior to the July 16 business meeting. Area commission members representing the west and east regions vetted applicants who are not the current incumbent, by phone and web interviews.

A recommendation for appointment will be given by the appropriate area elected commission members.

## Conservation District Mid-Term Supervisor Applications

Conservation District	Name of Applicant (s)	Area Commissioner
Pend Oreille	1. John Floyd	Larry Cochran
San Juan Islands	1. Lynn Bahrych	Dean Longrie
Snohomish	1. Clayton Smith 2. Anne Anderson 3. Cyndi Schaeffer 4. Lora Hein 5. Marni Swart	Dean Longrie

Whidbey Island	<ol style="list-style-type: none"> <li>1. David Edwards</li> <li>2. Mark Helpenstell</li> <li>3. Patrick Kennedy</li> </ol>	Dean Longrie
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### Requested Action:

After recommendation and discussion, members will appoint applicants to the conservation district boards, as appropriate.

### Staff Contact:

Alicia McClendon, [amcclendon@scc.wa.gov](mailto:amcclendon@scc.wa.gov)

Lori Gonzalez, [lgonzalez@scc.wa.gov](mailto:lgonzalez@scc.wa.gov)



# Washington State Conservation Commission

July 16, 2020

**TO:** Conservation Commission Members  
Carol Smith, SCC Executive Director

**FROM:** Ron Shultz, WSCC Policy Director

**SUBJECT:** Introduction of New Office of Farmland Preservation Coordinator

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Action Item	<input type="checkbox"/>
Informational Item	<input checked="" type="checkbox"/>

## Summary:

The Conservation Commission recently hired our new coordinator of the Office of Farmland Preservation, Kate Delavan. This is the first opportunity for the Commission to meet her.

## Requested Action (if action item):

None

## Staff Contact:

Ron Shultz, WSCC Policy Director	<a href="mailto:rshultz@scc.wa.gov">rshultz@scc.wa.gov</a>	(360) 790-5994
Kate Delavan, OFP Coordinator	<a href="mailto:kdelavan@scc.wa.gov">kdelavan@scc.wa.gov</a>	(360) 280-6486

## Background and Discussion:

As many of you know, our long-time OFP Program Coordinator Josh Giuntoli recently changed jobs within the Commission, becoming our new Regional Manager for the southwest region. Josh left some very big shoes to fill.

We conducted a very extensive search resulting in several excellent candidates. We are very pleased to introduce to the Commission our new OFP Program Coordinator, Kate Delavan.

Kate joined the Commission in June 2020. She comes to us most recently from PCC Farmland Trust where she worked on farmland preservation issues including conservation easements. While in this role she also worked closely with the Pierce Conservation District on the Puyallup RCPP, so she is very familiar with conservation districts and their role in farmland preservation.



Kate also brings a broad understanding of food systems to her work, with experience in farmland conservation transactions and policy, land-use planning, farmers markets, food assistance programs, and the grocery industry. Kate holds a B.S. in Global Business from the University of Redlands and a Master's in Public Administration from the University of Washington. She enjoys gardening, cooking, and exploring Washington's scenic and wild places.

Kate is a member of AgForestry class 42.

Please join us in welcoming Kate to the conservation family!

Recommended Action and Options (if action item):

None

Next Steps (if informational item):

Welcome Kate onboard!



# Washington State Conservation Commission

July 16, 2020

**TO:** Conservation Commission Members  
Carol Smith, SCC Executive Director

**FROM:** Kate Delavan, Office of Farmland Preservation  
Ron Shultz, Policy Director

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

Action Item

☒

Informational Item

☐

## Summary:

The Conservation Commission secured grant funding from the Washington Wildlife and Recreation Program, Farmland Preservation Account during the 2017-2019 biennium to acquire a permanent agricultural conservation easement on the Schuster Ranch property in Klickitat County. The Conservation Commission will hold the easement and assume primary legal and financial responsibility for stewarding and enforcing the easement in perpetuity. The project was developed in partnership with the Central Klickitat Conservation District.

## Requested Action:

Signature authority for the Conservation Commission Executive Director to enter into a purchase and sale agreement and to proceed to closing on a permanent agricultural conservation easement on the approximately 1,909 Schuster Ranch Property in Klickitat County.

## Staff Contact:

Kate Delavan, Office of Farmland Preservation, [kdelavan@scc.wa.gov](mailto:kdelavan@scc.wa.gov), 360-280-6486

## Background and Discussion:

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

The Commission is an eligible applicant to the Recreation and Conservation Office's (RCO) Washington Wildlife and Recreation Program (WWRP) Farmland Preservation category (RCW 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 Commission applies for and receives funds to acquire an easement through WWRP, it assumes the legal liability as primary holder of the real property right.

### **Commission's Responsibilities as Easement Holder**

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

### **Discussion**

The 2017-19 Capital Budget provided \$3,461,481 for the preservation of three farms covering 8,185 acres.

<b><u>Project Name</u></b>	<b><u>Easement Holder</u></b>	<b><u>County</u></b>	<b><u>Acres</u></b>	<b><u>Funding Provided</u></b>	<b><u>Funding Source</u></b>	<b><u>Status</u></b>
Schuster Hereford Ranch	Commission	Klickitat	1,909	\$881,000	WWRP	Ongoing
Lazy Cross Ranch	Commission	Klickitat	4,351	\$1,803,656	WWRP	Ongoing
Blain Ranch	Commission	Klickitat	1,925	\$776,825	WWRP	Ongoing

Schuster Ranch (Project Number 16-1924A) is the furthest along and requires Commission action at this time. The following due diligence has been completed or will be completed prior to closing of the easement on the Schuster Ranch project:

<b><u>Completed</u></b>	<b><u>In Process</u></b>	<b><u>Outstanding</u></b>
Site Visit	Easement Drafting	Purchase and Sale Agreement
Funding Agreement	Title Review	Environmental Assessment (if necessary)
Appraisal		Survey (if necessary)
Review Appraisal		Baseline Documentation

## **Commission, RCO, and Conservation District Roles**

The Commission is the project sponsor and has a funding agreement with RCO for easement acquisition and eligible project costs. As noted above, the Commission will hold the easement and assumes primary responsibility for upholding the terms of the easement in perpetuity.

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

The project was developed in partnership with the Central Klickitat Conservation District. The Central Klickitat Conservation District is subcontracted to provide support on due diligence and landowner correspondence.

## **Schuster Ranch Project Description**

This project will purchase an agricultural conservation easement on the 1,909 acre Schuster Hereford Ranch in Klickitat County. The conservation easement will permanently protect the property's agricultural values. Protecting the property will have the dual benefit of protecting key habitat and identified species of concern in the Rock Creek watershed including mid-Columbia ESA listed chinook and steelhead. The property will enhance the adjacent Badger Gulch Natural Area Preserve by preventing development on sensitive lands. The landowners participate in the Conservation Stewardship Program and were named the Cattlemen of the Year for Klickitat County in 2013.

The Schuster Ranch project aligns with all three Commission 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 property's size and soil types are very well suited to livestock and dryland wheat, triticale, and alfalfa production. Established in 1900, the ranch is an important part of the local agricultural community. Preserving this farm is expected to yield an annual economic input of over \$1.13m to Klickitat County. The landowner also receives revenues during the non-cattle periods through hunting access fees. This is a recognized diversification of farmland properties that can

keep farms intact and provide alternative income. The property contains the necessary infrastructure to support a viable cattle operation including livestock water and perimeter and interior fencing.

**Priority 2** – Central Klickitat is predominantly livestock grazing with a diverse climate which contributes to excellent forage and carrying capacity. Grazing is a tradition in this area with younger operators interested in expanding their presence in the market. The property is contiguous with other land used for grazing and furthers the strategy to keep ranching viable under an upland grazing operation that is common to Klickitat County.

**Priority #3** – While not near a dense population core, the property is at risk of conversion to a non-agricultural use. The property is zoned Extensive Agriculture, which allows one dwelling per 20 acres. Development has taken place in the adjacent area. This development contributes to the fragmentation of parcels, further limiting viable continued agricultural uses. The Bickleton Highway transects the project area contributing to easy access and denser zoning capacities to the west of the project area. This property plays a key role in protecting the overall watershed from further development and fragmentation.

### **Relationship with Commission Strategic Planning**

This easement supports the strategic direction of the Commission and districts to maximize their community-based business model to deliver effective natural resource and farmland preservation solutions across Washington that meet both local and state priorities. This easement will protect in perpetuity the natural resource values of the property and provide for agriculture and other natural resource values to continue without threat of conversion.

### **Recommended Action and Options:**

It is recommended the Commission formally authorize, by motion, the WSCC Executive Director to sign required documents to purchase an agricultural conservation easement on the Schuster 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 Conservation Commission.

The Commission hereby authorizes the Conservation Commission's Executive Director to sign documents for acquisition of an agricultural conservation easement on the approximately 1,909 acre Schuster Ranch in Klickitat County.

# TAB 2



## District Operations and Regional Manager Report to Commissioners

July 16, 2020

Report prepared by Shana Joy, Regional Manager Coordinator. For additional information please contact Shana Joy or any Regional Manager.

### *Ongoing Service Areas*

- Partnering and Relationships Assistance
- Conservation Accountability & Performance Program (CAPP) Assistance
- **New Supervisor and Staff Orientations** and Professional Development
- **Task Order Development**
- 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
- CD Audits
- Commission Meeting Planning
- District Digest Publication

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### *Conservation District Service, Recent Topics*

- **COVID 19**
- Elections and **Mid-term Appointments**
- **Human Resources** (law/rule updates, hiring, performance evaluations, compensation, healthcare, issues)
- Finance Tracking & Management
- Columbia Basin/Odesa Groundwater
- **Local Work Groups Facilitation**
- **Hazard Mitigation Grants**
- National Estuary Program Grants
- RCPP Development
- WSU Groundwater Monitoring Grant
- **NACD TA Grants**
- **Conservation Easements**
- Orca/Salmon Funding
- **DNR's Forest Action Plan Revision**
- District Governance Policies
- **CD Annual Financial Reporting**
- District Operations Brief – PRA & Farm Plans
- **Prevailing Wage**
- Supervisor Handbook Update

- **Supervisor Development Modules**
- Conflicts of interest
- Robert’s Rules of Order
- Composite Rates
- **FY21-23 Budget Request Development**

- **WADE Moderation & Presentation**
- **Annexation of Territory**
- WDFW Strategic Plan
- Heritage Gardens Webinar

### *Issues Resolution in Progress*

- Cash-flow & finance challenges
- Personnel management: issues, turn-over, capacity gaps, transitions
- Inter-district relationships and partnering

### *COVID 19 Response*

The Regional Manager team continues to provide timely resources, information, FAQ’s, and sometimes just moral support to conservation districts as we all navigate the COVID 19 pandemic. This includes reviewing numerous proclamations and published guidance and resources, finding solutions to specific questions and issues as they arise, researching websites, blogs and articles as stimulus packages and programs were unveiled, helping districts to remain in compliance with the OPMA and conduct of remote board meetings, and generally facilitating the sharing of ideas, solutions, and resources among the districts including co-moderating the Conservation Community Calls. The Regional Managers continue outstanding work to support Washington’s conservation districts during this unprecedented time.

### *Conservation Accountability and Performance Program (CAPP)*

A more detailed report is provided separately in the meeting packet on final CAPP standings for all CDs.

### *Supervisor Development – Thank You Stu!*

Work is nearly complete on this special project to provide a foundation of informational resources and development opportunities for CD supervisors. Recorded modules covering: board governance and public official conduct, financial management, personnel, and risk management are either complete or in final editing. Stu Trefry led this body of work - reviewing, sorting, and compiling available resources from our local partners such as Enduris, MRSC, the State Auditor’s Office, and NASCA colleagues to craft these modules. Stu’s last day with the Commission was June 30<sup>th</sup>. Finalization of all of the recorded modules and official roll is anticipated in the next few weeks.



### *Partnerships & Partnering Assistance*

Most recently, the RM team has assisted with partnering or participated in partner and relationship building efforts with: WACD, WDFW, DNR, NRCS, Ecology, Washington Association of Land Trusts, State Auditor's Office, RCO, Department of Veterans Affairs, WA Fire Adapted Communities Learning Network, and Washington Conservation Society.

### *Hazard Mitigation Grants*

Mike Baden is leading this work. An agreement is now in place with the Department of Emergency Management for the Comprehensive Training grant and Mike is working with other SCC staff and conservation districts to kick-off implementation of the planned work. Due to the current COVID 19 situation, modifications to the planned timeline for the trainings are being explored.

### *Regional Conservation Partnership Program (RCPP)*

Regional Managers continue to assist conservation districts developing new applications under the Regional Conservation Partnership Program, connecting interested parties with the NRCS RCPP Coordinator, and working to assist districts with currently active RCPPs. A webinar for ongoing, newly awarded, and new RCPP applicants was held on June 29<sup>th</sup> to share successes, lessons learned and challenges. This group is also working together on the FY21-23 biennial budget request for state matching funds.

### *Chehalis Basin*

Josh Giuntoli represents the Commission as an ex-officio member of the Chehalis Basin Board. Since the last report, the State Environmental Policy Act (SEPA) draft Environmental Impact Statement (EIS) comment period for the proposed flood retention and levee infrastructure concluded May 27, 2020. A total of 4,839 comments were received. This includes individual letters, online submissions, and comments received at two public webinars. Comments will be reviewed and considered for the final EIS and will include responses to comments. Another highlight was a presentation from land trust and CD partners on the Aquatic Species Restoration Program (ASRP) early action reach work sharing both successes and challenges. Landowner and partner relationships were highlighted. The CDs continue to be valued contributors to the success of the work happening in the basin. Josh continues to facilitate and coordinate the CDs and partners involved in the Aquatic Species Restoration Program (ASRP). In May, the most recent round of ASRP funding awards were made and of the 20 projects that received full or partial funding, CDs were awarded 9 projects. In total, over \$3.2 million was awarded. Next Chehalis Basin Board meeting is scheduled for August 6.

### ***Local Work Groups***

Due to the COVID 19 pandemic, Local Work Group meetings had to be adapted this year to a more virtual discussion. The Regional Manager team worked with NRCS staff to craft a statewide survey for landowners, agricultural producers, and partners to collect initial feedback on resource concerns and priority areas in each Local Work Group area. The survey was distributed by LWG Chairs and District Conservationists. The results of the survey were reviewed and discussed by webinar or conference call. Regional Managers hosted and moderated five Local Working Group meetings by webinar in late May.

### ***Regional Manager Team***

Commission staff and many others from our conservation family sent Stu Trefry off on his retirement journey in style on June 25<sup>th</sup> via video-conference call. Stu's last day at work was June 30<sup>th</sup>. We expect Stu to continue to be involved in conservation district work though; he has applied to become an associate supervisor at the Pierce Conservation District.

### ***Natural Resource Investments (NRI) Program***

The kick-off meeting of this committee has been postponed due to the restrictions on in-person gatherings in place. This meeting will be most productive if held in person but the work may need to be conducted via webinar and conference call depending on changing circumstances due to the ongoing pandemic.



# Washington State Conservation Commission

July 16, 2020

**TO:** Conservation Commission Members  
Carol Smith, SCC Executive Director

**FROM:** Shana Joy, District Operations & Regional Manager Coordinator

**SUBJECT:** 2020 Conservation Accountability and Performance Program (CAPP) Final Report

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Action Item	<input type="checkbox"/>
Informational Item	<input checked="" type="checkbox"/>

## Background Summary:

The Conservation Commissioners, at the January 2020 meeting, approved the CAPP system with eight Standards including Accountability Standard 1 with requirements for use in 2020. The 15 Accountability Requirements (Standard 1) are based in law (RCW) and administrative code (WAC) for conservation districts. Completing 100% of these items is a threshold for receiving state funding through the Conservation Commission. This final annual status report for all conservation districts is submitted to the Conservation Commission for their information at this time.

## *Conservation Accountability and Performance Program Final Conservation District Statuses*

**All forty-five Conservation Districts are currently meeting the Accountability Standard 1 elements** to the best of our knowledge. For reference the Accountability Standard 1 elements are attached. These are just a few outstanding areas of performance by conservation districts since my initial report:

Item 3: 100% of conservation districts have submitted annual plans of work for FY21 on time!

Item 11: 100% of conservation districts have submitted annual financial reporting to the State Auditor's Office in a timely manner!

## Requested Action:

*None at this time*

## Staff Contact:

Shana Joy, [sjoy@scc.wa.gov](mailto:sjoy@scc.wa.gov) or 360-480-2078

## Accountability Requirements

The following requirements for Conservation Districts are included in the Revised Code of Washington (RCW) or Washington Administrative Code (WAC) and represent legal requirements for districts to receive funding from the Commission. These are in effect for 2020 as CAPP Standard 1.

### STANDARD 1

#### Compliance with Laws (required standard)

Conservation Districts fulfill their legal requirements as Political Subdivisions of the State of Washington and comply with all laws and the Washington Administrative Code.

Compliance with Laws and Requirements	Citation (link to RCW or WAC)	Yes	No
1. Annual report of accomplishments was submitted on time, in the prescribed format to the WSCC	<a href="#">RCW 89.08.070 (11)</a>	45	
2. District Long Range Plan submitted on time & meeting RCW and Commission requirements	<a href="#">RCW 89.08.220 (7)</a>	45	
3. District Annual Work Plan submitted on time & meeting RCW and Commission requirements	<a href="#">RCW 89.08.220 (7)</a>	45	
4. The District has made a demonstrated effort to address their top resource needs identified in their Long Range Plan	<a href="#">RCW 89.08.220 (7)</a>	45	
5. Upon request, District contracts and agreements have been submitted to the Commission	<a href="#">RCW 89.08.210</a>	45	
6. Supervisor Elections & Appointments are conducted according to RCW and WAC requirements	<a href="#">RCW 89.08.190</a> & <a href="#">89.08.200 WAC 135-110</a>	45	
7. All State Auditor identified issues (during SAO audits) have been resolved to the extent possible	<a href="#">RCW 89.08.070 (12)</a>	45	
8. Open Public Meetings Act is followed including executive sessions	<a href="#">RCW 42.30</a>	45	
9. State Public Records Act is followed	<a href="#">RCW 42.56</a>	45	
10. All Board Supervisors and Public Records Officers are current on the required Open Public Meetings and Public Records Act Training	<a href="#">RCW 42.30.210</a> & <a href="#">RCW 42.56.150</a>	45	
11. Annual reporting to State Auditor's Office completed correctly and on time	<a href="#">RCW 89.08.210</a>	45	
12. Keeping public informed of conservation district activities.	<a href="#">RCW 89.08.220 (13)</a>	45	
13. State Ethics laws for public officials are being followed	<a href="#">RCW 42.20</a> & <a href="#">42.23</a>	45	
14. District in compliance with terms of Commission/District Master Agreement	<a href="#">RCW 89.08.070 (5)</a>	45	
15. Demonstrated diligence in complying with state and federal statutes related to contracting, non-discrimination, labor laws, etc, through adoption of up-to-date policies and training.	Various	45	



## WSCC Center for Technical Development (CTD) July 2020 Commission Meeting

### CTD Work Accomplishments through June 2020

*For previous accomplishments and task completion, please review previous commission packet updates.*

**Explore more @ [www.wactd.org](http://www.wactd.org)**

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*FY20 Overview:* The FY2019-20 year was a progressive and productive time for the CTD. We reached some great milestones including the first group of planners certified in our CTD Planner Certification program! We also coordinated 8 major training events with partners including a return of the Conservation Planning Part 2 course. We also found how nimble and responsive we could be when we had to quickly adapt our training program to a virtual platform and provide staff with remote working and learning resources including the WADE conference. We were able to provide \$7000 in training scholarships for both in-person and virtual trainings, to support staff through a challenging, but opportunistic time. Lastly, we continued to provide direct professional support to Districts across the State with our database, ask an expert, mentorship, and planner resource information. Plus so much more! (See FY21 highlights flyer attached for more)

*Thank you for your continued input and support in shaping our direction! This coming year will be the best one yet!*

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### Certification

*CTD Planner Certifications:* The CTD Planner Certification Program, which was updated and re-launched in September 2019, accepted its first round of applications May 1, 2020 and is finalizing review of those applications now. Of the three certifications currently being offered - Dairy, Farm, and Riparian Planner - we had 13 individuals submit applications (2 Dairy, 10 Farm, 3 Riparian) at multiple expertise levels offered. To support this round of applications, we held multiple webinars and live Q&A sessions to assist individuals understand the application process and requirements. We received great feedback and found them to be successful in helping staff negotiate the process, as well as help us identify any barriers to the process which we were able to address immediately. May 2020 applicants will be recognized in July in CTD outreach. The next round of applications will be opened in the fall.

A survey was sent out in April to get a better understanding of the number of staff pursuing NRCS and/or CTD planner certification and what the barriers were to both. We had over 100 planners respond to the survey which identified that 48 individuals are pursuing CTD Planner Certification and 68 NRCS Planner Designation/Certification. The biggest barriers identified were getting NRCS Planner Designation due to inability to receive the trainings needed. This highlighted to us the importance of the CTD and our relationship with NRCS. To address this, we have initiated a cooperative agreement process with the NRCS for a joint Training Coordinator position to streamline coordination and assist District staff through the certification process. See more on this in "Training".

*Continuing Education:* The CTD has updated and finalized the Continuing Education Unit (CEU) portion of the certification program. We worked closely with NRCS to match up requirements so that planners don't need to duplicate efforts and created a variety of support materials to accompany the CEU program. These include a training plan template, training tracking database (using Caspio), coded training opportunity announcements, and support webinars. The CTD website has also been updated with a new coding system to support the CEU program. We are currently looking for a web-based platform with tracking and interactive communication features to create a community sharing platform for planners in the certification CEU process.

*Training Plan Template:* To support the both the NRCS Planner Designation and CTD Planner Certification and continuing education process, the CTD created a Training Plan Template for CD staff to identify and plan for relevant training opportunities on a 1- and 3-year basis. This can be accessed in both Excel and SmartSheet formats. This helps CD staff to plan ahead and ensure they are supported by their District. The training plan template, posted on the CTD website and advertised regularly in the CTD monthly newsletter, is a tool for CD staff and their managers to help create both short and long term goals for training. The template also serves to help technical staff track progress toward desired certifications and to track CEUs to maintain those certifications.

*Planner Resources:* In light of the recent changes imposed by the COVID-19 pandemic on work environments and increase of virtual platform use, the CTD launched an immediate response for District staff by posting a large number of virtual support tools and training opportunities on our webpage and via GovDelivery. We continue to update that almost daily by providing links to new opportunities and content for more effective remote working.

*NRCS Planner Designations:* The CTD is working with NRCS to help District staff through the NRCS Planner Designation process. There still remains confusion around the value and process of NRCS Designation and the CTD continues to post clarifying information on our website, answer email inquiries, hold webinars, and work with NRCS on clarifying issues as they arise. Recently, NRCS and CTD have been working on challenges in AgLearn for District staff and how to negotiate the process. NRCS has been very helpful and we continue to make good progress. As mentioned above, the recent Planner Certification survey identified access to training as the primary barrier to completing this process, with funding to support time as the second barrier.

*NRCS National Certification:* In March, the CTD reengaged with the National Conservation Planning Partnership (NCP) and now attends regular web-meetings with the group to discuss national training and certification opportunity for Districts. This has been a great forum for the CTD to both give and receive feedback and ideas for advancing these opportunities nationally and in Washington State.

*Plan Templates:* The CTD has resurrected the plan template task to work on providing a statewide template for farm, dairy, and riparian planning. This is due to recent high demand and request for such resources.

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## Training

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*NRCS Collaboration:* The CTD continues to work with NRCS on coordination of training events to ensure better organization and placement of CD staff in NRCS trainings. However, this has been challenging due to the high turnover of the position within NRCS. To help with this, the CTD proposed a 5-year

cooperative agreement with NRCS and WSCC to share the cost of a fulltime Training Coordinator position. NRCS agreed to the value of this and has been working on the agreement. As of June the agreement has not yet been executed (delayed until August pending budgets), but the CTD continues to keep our fingers crossed that the position will come through. This would expand the CTD's reach and impact exponentially to help District staff through training, certification, and support processes.

Due to the COVID-19 situation, scheduled training is constantly being updated and dates changed. The CTD is keeping in regular contact with NRCS and posting new information on the CTD website as we learn about updates. Additionally, with the long-term uncertainty associated with holding in-person training, the CTD is advocating with NRCS to consider/create more web-based training events at this time. This would also help decrease costs associated with travel. Either way, the CTD is exploring safety protocols for any in-person training events in the future and will keep staff safety a high priority.

*National Conservation Planning Partnership (NCP):* In March, the CTD reengaged with the National Conservation Planning Partnership (NCP) and now attends regular (bi-monthly) web-meetings with the group to discuss national training and certification opportunity for Districts. This has been a great forum for the CTD to both give and receive feedback and ideas for advancing these opportunities nationally and in Washington State.

*WADE Conference:* The CTD, in collaboration with the WADE board and WSCC staff, were able to offer the first ever virtual WADE conference, with great success. The virtual platform allowed a greater number of staff to attend, and all 25 sessions saw more attendees (612 attendees across 4 virtual rooms!) than would normally at the in-person conference. CTD worked with WADE organizers and Track Coordinators to help curate and deliver technical content and provided coordination support and hosting along with WSCC for all sessions. CTD also processed the recorded sessions, posting them on both the CTD and WADE websites for those not able to attend the live sessions. This was a great success for showing the quick response and agility of the CTD to rise to a challenge with partners.

*Training Needs Inventory (TNI):* The CTD has recently released its annual TNI, in close coordination with NRCS, to help inform training opportunities for CD staff in the coming year. Responses will be collected and results communicated back to NRCS by mid-July. 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.

*Training Events:* The CTD holds both CTD-sponsored, and NRCS partner training events. The CTD had a list of in-person NRCS and CTD training events that were to occur in 2020, but due to COVID-19, all in-person training events were canceled/postponed starting in March for the rest of the calendar year, with uncertainty of events after that date. We are working with NRCS on rescheduling events that were scheduled for this summer and continue to assess the viability of in-person trainings for the foreseeable future. In this realm, we are looking into the possibility of conducting certain NRCS trainings remotely verses in-person; however, this can be a slow process for NRCS to adapt to a remote platform. As success story, the CTD organized a live web-based training on the NRCS COMET-Farm Carbon Planning tools in April 2020. This highlighted the success of a web-based training platform and provided staff with much needed information.

In addition to acting quickly and curating a large number of remote training opportunities that can be found on our website, the CTD is moving forward with a webinar training series starting in June focused on planning and timely topics. We also continue to send out guidance on working remote, conducting

virtual site visits, and links to virtual training opportunities to help staff stay focused and relevant in this new working environment.

The CTD will continue to coordinate CD staff into NRCS training events, administer Task Orders for training events, and work with NRCS to funnel CD staff into the certification program. However, we will be nimble and adapt to the changes now being imposed by COVID-19 restrictions and guidance.

*Conservation Planning:* The CTD saw a long-standing training goal come to fruition; the *Conservation Planning, Part 2 and Part 3* course was successfully held in late September 2019, in coordination with NRCS. The CTD successfully advocated for this week-long foundational planning course tailored specifically for CD staff and partners and was the primary coordinator for the event. There is interest for a yearly offering of this course. While all in-person trainings are uncertain at this time, we will continue to monitor the situation and tentatively hold this on the calendar for early 2021. We also have a workgroup exploring the possibility of creating on-line modules for portions of the Conservation Planning Part 2 curriculum to assist new planners, interns, and partners get up to speed with conservation planning quickly and efficiently.

*Training Calendar:* We have updated the Training Calendar to highlight relevant remote training events and information. The calendar highlights Certification CEU opportunities, and events can be added by other CD's to share more resources in multiple disciplines. New and relevant training opportunities are continually added to keep the calendar up to date and publicized in the monthly CTD newsletter. Non-CTD sponsored events are also collected and sent out as a "Special Non-CTD Training Announcement".

*New Employee Resources:* A page has been added to the CTD website for new employees. 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.

*Training Scholarships:* Because of the COVID-19 situation, and the fact that the CTD had to cancel a number of planned in-person training events, we decided to take those funds and turn them right back to District staff to support remote training in the month of April. We gave out 20 \$250 scholarships (\$5,000 total) to those staff who filled out an application indicating what they would use the training scholarship for in April. Of the numerous applications, the 20 recipients were from a variety of disciplines including outreach, engineering, accounting, technical planners, and leadership. We also awarded 4 \$500 scholarships (\$2,000 total) in February (to be used by June 30) to a random selection of those planners who filled out the training needs inventory and were working through the certification process. In both cases, we were able to redirect funds to District staff to remove one of the largest barriers to continuing professional development: funding for time.

Even though training scholarships was a budget item that was zeroed out due to budget reductions at the start of the year, we were pleased to be able to reintroduce funding to support staff in their greatest time of need. We will continue to do so if additional training events are cancelled in the next fiscal year.

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## Communication and Outreach

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



New changes are also announced in the CTD newsletter. In March, the CTD website was greatly expanded and is still updated daily to accommodate the influx of remote users for training, certification, and planning resources.

*Outreach:* The CTD continues to work on a more cohesive marketing plan to increase recognition and relevance for CD staff. A draft outreach plan will be completed and reviewed by the CTD in FY21. A key part of the outreach plan will be increased communication with partners and non-District agencies. We would like to increase awareness of the CTD as a central provision of training and expertise and increase the collaboration with partners on events and resources.

*Newsletter:* The CTD monthly GovDelivery newsletter continues to gain new subscribers (currently we have more than 420 subscribers) and is also located on the CTD website for those not on GovDelivery. In addition to the monthly newsletter, the CTD is using the GovDelivery platform as a way to get immediate, time-sensitive news and information out to staff during this uncertain time.

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### **Technical Expertise and Science Program**

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*Expertise:* Experts are continuously being 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 Discovery Farms (DF) program is making great strides. The CTD is working around the State on special Discovery Farms program projects to advance the application of consistent science and monitoring efforts. There has been statewide buy-in to the DF program from partners and CDs continue to be involved in the national DF program through regular communications and annual meetings. Through this process, statewide QAPP and SOP's have been developed with guidelines specific to projects, but which can be used in the future as templates for any CD.

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### **Quality Assurance**

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The Technical Quality Assurance Plan (TQAP) policy proposal was accepted by Commission at their May 2019 meeting and has been sent out the Districts for their review and comments. The summary of District comments was reviewed and the policy passed at the September 2019 Commission meeting. We are working on next steps for this work. Larry Brewer, who retired at the end of October 2019, was the CTD liaison for this work. With his absence, we will work on reallocating this work so it continues.

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### **CTD Coordination**

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

The CTD set out an email to all managers and a GovDelivery to all staff in May to remind folks to update their information and expertise in the Database. As an example, the database was recently used by WSCC to demonstrate and identify District staff expertise when coordinating with other agencies such as the DNR. The DNR was impressed to hear about District staff capacity and knowledge level and was able to recognize Districts as a valuable partner.

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

The CTD has created in FY21 Annual Plan of Work and budget (attached). While it was awarded a \$100,000 FY21 budget, we have only been allocated \$50,000 for the first 6 months. If for some reason the additional 6 month budget amount is not awarded due to State budget cuts, the CTD has prepared a restricted FY21 budget and work plan to accommodate the cut. While many of our work tasks will have to be put on hold, certification and training will remain priorities and District staff will continue to see those programs funded and there to support them.

*Leadership:* The CTD Leadership Team and partners (NRCS, WADE, WSCC) continue to meet monthly to ensure tasks are on track. The CTD held their annual visioning face-to-face meeting in late November 2019. The WADE Board once again participated for a day of collaborative brainstorming and coordination. The CTD also made updates to the CTD Charter; including a restructuring of the current Advisory Council to include all District managers and increased solicitation of CTD tasks and direction at spring planning meetings. The revisions have been forwarded to the Commission for review before posting to the website.

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#### CTD Contact Information

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**For more information on the CTD activities, please contact:**

CTD contact: Nichole Embertson, Chair  
[info@wactd.org](mailto:info@wactd.org)

**For more information, please visit: [www.wactd.org](http://www.wactd.org)**

## CTD Work Plan for FY21

### Certification

**Management:** Manage current certification processes including review and approval of applications, update of certifications (as needed), total program structure and support, and promotion of individual certification programs.

**Continuing Education Unit Program (CEU):** Create and coordinate Certification specific Tracks at WADE; develop and support CEU tracking program; design CEU labeling system for training; support Certification leads on CEU review; develop and provide a mentoring program for those in certification program.

**Training Plan Template:** Maintain training plan template.

**Development:** Develop new certification disciplines via demand based on survey:

### Training

**Training Coordinator:** Provide funding for a dedicated training coordinator to develop and coordinate training events, liaison with NRCS and other agencies on training opportunities, manage training database for CD's, and other tasks as applicable. *It is anticipated that this position will be cost-shared with NRCS.*

**Training Event Coordination:** Coordinate with NRCS on development of TO's, organization and registration of NRCS training events. Coordinate training activities including participation in pertinent workgroups (NRCS employee development committee, WADE, and others).

**Task Order \$:** *Money provided by NRCS+WSCC to conduct NRCS Core Training Events. (Money received and added to budget)- Requesting 3 TO's in FY21*

**CTD Trainings:** Develop and conduct CTD lead training events (webinar and in-person) based on demand/need. *This category is dependent on award of TO's.*

**Mentoring and Assistance:** Develop and coordinate statewide mentoring program and provide mentor support (training events, job shadowing, ask-an-expert, etc.). Support individuals providing expertise to other Districts via a "grant" request.

**Training Support:** Complete annual training needs inventory (TNI) to help guide future training events. Maintain Training Calendar. Collect and promote (as appropriate) relevant training events of value to CD staff.

**Small Training Grants:** Develop competitive process to offer small grants for training opportunities developed by Districts. Award funds to qualifying events.

**Training Scholarships:** Provide \$ via scholarships (award and application) to support individuals to complete requirements for NRCS Conservation Planner Designations and CTD Certification as indicated on training plan (20 @ \$500).

### Planning Tools and Templates

Support statewide planning groups by discipline (i.e., dairy, farm, riparian, LID, etc.) to maintain consistent programs and products (i.e., templates, fact sheets, planning tools, etc.). Support annual planning summits (as needed). Support creation, posting and maintenance of web-based materials (plan templates, planning tools, assessment sheets). Create plan templates by discipline (Farm, Dairy, Riparian, Forestry, etc.)

## **Communications and Outreach**

Enhance and maintain communications system including newsletter, emails, calendars, website, and others. Commission meeting reporting. Branding of CTD. Outreach to outside partners.

Outreach and promotion of CTD in relevant partner meetings (WADE, WACD, NACD, NCPP, etc.) to share/receive CTD information.

## **Technical Expertise and Science Program**

**Technical Expertise:** Coordinate with WSCC on engagement of CD technical experts in federal, state and local policies and programs related to conservation activities (i.e., monitoring, scientific review, stakeholder groups, etc.).

**Science:** Support statewide Science, Research, Implementation, and Effectiveness Monitoring Program. Includes supporting Washington Discovery Farms Program.

**Small Grants Program:** Provide competitive funding for small grants (up to \$2,500) to Districts wanting to conduct value added research/demonstration/monitoring projects in their area. Projects will be conducted using Discovery Farms project standards and templates for project design and tracking.

## **Quality Assurance**

**Implementation:** Implement Quality Assurance & Quality Control (QAQC) for conservation planning, including development of internal plan review process, plan implementation review process, and provision of corrective technical assistance as

**Assessment:** Coordinate with WSCC to provide "Forensic Planning Evaluator" to evaluate and provide quality assurance corrective measures when issues arise at individual Districts and/or with staff.

## **CTD Coordination**

**Database and Software:** On-going development, maintenance, implementation, and query/request response. Smart Sheet account and upkeep. Software support subscriptions (Survey Monkey, PollEverywhere, Caspio, GoToMeeting, Dropbox, etc.).

**Administration:** Administration, budget, billing, contracts, and reporting.

**Leadership:** Participation in regular, monthly+ CTD Leadership Team meetings. Participation in annual face-to-face CTD Leadership visioning meeting. CTD leadership representation at pertinent partner and WSCC meetings.

The FY2019-20 year was a progressive and productive time for the CTD. We reached some great milestones including the first group of planners **certified** in our CTD Planner Certification program! We also coordinated 8 major **training** events with partners including a return of the Conservation Planning Part 2 course. We also found how nimble and responsive we could be when we had to quickly adapt our training program to a **virtual** platform and provide staff with remote working and learning resources including the WADE conference. We were able to provide \$7000 in **training scholarships** for both in-person and virtual trainings, to support staff through a challenging, but opportunistic time. Lastly, we continued to provide direct **professional support** to Districts across the State with our database, ask an expert, mentorship, and planner resource information. Plus so much more!

**Thank you for your continued input and support in shaping our direction! This coming year will be the best one yet!**

## Training

Due to the COVID-19 pandemic many of the scheduled trainings for this year were cancelled or redeployed in a virtual format. In response, the CTD was able to act quickly; curating a large number of remote training opportunities that can be found on our website. We also immediately sent out guidance on working remote, conducting virtual site visits, and links to virtual training opportunities to help staff. We continue to update that content almost daily by providing links to new opportunities and content for more effective remote working. A new bi-weekly webinar series, curated and hosted by the CTD, will focus on both conservation planning technical content and relevant and emerging needs related to our ongoing remote work challenges.

The CTD worked in collaboration with the WADE board and WSCC to organize and offer expanded joint sessions at a first-ever virtual WADE conference this year. The virtual platform made it possible for more CD staff to attend (612 viewers!) from around the State, bringing important training content to all District staff.

The CTD was able to quickly redirect funds from suddenly unusable spring training events to scholarships for CD staff in support of remote training. A total of \$7,000 in scholarships was awarded this year to staff from a variety of disciplines including technical planners, outreach, engineering, accounting, and leadership.

## Certification

The CTD Planner Certification Program updated and re-launched in September 2019 and accepted its first round of applications in May 2020! Of the three certifications currently being offered - Dairy, Farm, and Riparian Planner - we had 13 individuals submit applications (2 Dairy, 10 Farm, 3 Riparian) at multiple expertise levels offered.

To support this round of applications, we held multiple webinars and live Q&A sessions to assist individuals understand the application process and requirements. We received great feedback from those and found them to be successful in helping staff negotiate the process, as well as help us identify any barriers we were able to address immediately. May 2020 applicants will be recognized in July; the next round of applications will be accepted in Fall 2020.

The Continuing Education Unit (CEU) portion of the program continues to develop. We worked closely with NRCS to match up requirements so that planners don't need to duplicate efforts and created a variety of support materials for staff including: a training plan template, training tracking database, coded training opportunity announcements, and support webinars. Plus, we continue to expand our training scholarship program, as funding allows, to help support staff and Districts achieve certification.



# 2019-20 CTD Year in Review

## **Communication & Outreach**

The CTD website ([www.wactd.org](http://www.wactd.org)) continues to serve as a source of information to CD staff and is updated regularly. The CTD has implemented a number of upgrades to the website this year; improving aesthetics, clarity, and navigation while continually updating content and ensuring relevance of the site. Additionally, in response to the ongoing Corona virus crisis, the CTD was able to move quickly to accommodate the influx of remote users for training, certification, and planning resources; greatly expanding the website and performing daily updates to keep pace with the rapidly changing situation.

The CTD monthly GovDelivery newsletter is a great way to stay up to date on CTD happenings. The CTD also uses the GovDelivery platform as a way to get immediate, time-sensitive news and information out to staff during this uncertain time. Sign up today to keep up with all of the great training events, professional development opportunities, district highlights, and more!

## **Training Plan Template**

To support the Certification and continuing education process, the CTD created a Training Plan Template for CD staff to identify and plan for relevant training opportunities on a 1- and 3-year basis. The training plan template, posted on the CTD website, is a tool for CD staff and their managers to help create both short and long term goals for training.

## **The CTD Welcomes Your Input!**

### **Contact one of our CTD Leadership Members:**

Nichole Embertson, Whatcom CD, [nembertson@whatcomcd.org](mailto:nembertson@whatcomcd.org)

Bobbi Lindemulder, Snohomish CD, [bobbi@snohomishcd.org](mailto:bobbi@snohomishcd.org)

Josh Monaghan, King CD, [joshua.monaghan@kingcd.org](mailto:joshua.monaghan@kingcd.org)

Jan Thomas, Underwood CD, [jan@ucdwa.org](mailto:jan@ucdwa.org)

Robin Buckingham, Pierce CD, [rbuckingham@pierced.org](mailto:rbuckingham@pierced.org)

Ryan Williams, Mason CD, [rwilliams@masoncd.org](mailto:rwilliams@masoncd.org)

Shana Joy, WSCC, [sjoy@scs.wa.gov](mailto:sjoy@scs.wa.gov)

## **CTD Database**

The CTD database provides assistance in locating staff expertise for engagement in workgroups, showing metrics on expertise and certifications, and continues to grow as a central database for all organizations to utilize. A self-service portal for employees is available which allows CD staff to update their personnel profiles, track completed trainings, and more.

## **New Employee Resources**

A page has been added to the CTD website for supporting new employees. 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 also includes a portal to the CTD database.

## **Partnerships**

The CTD continues to foster a strong partnership with NRCS to ensure better organization and placement of CD staff in NRCS trainings. For continued support and better continuity, the CTD is working with NRCS and WSCC to share the cost of a fulltime Training Coordinator position, which would expand the CTD's reach and impact exponentially to help District staff through training, certification, and supporting processes.

The CTD and WADE continue to engage and collaborate to bring technical training offerings, including NRCS trainings required for planner certification, to the WADE conference.

In March, the CTD reengaged with the National Conservation Planning Partnership (NCP) and now attends regular web-meetings with the group to discuss national training and certification opportunity for Districts. This has been a great forum for the CTD to both give and receive feedback and ideas for advancing these opportunities nationally and in Washington State.





# Washington State Conservation Commission

July 16, 2020

**TO:** Conservation Commission Members  
Carol Smith, SCC Executive Director

**FROM:** Ron Shultz, WSCC Policy Director

**SUBJECT:** Food Policy Forum and CDs in the Food System

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Action Item	<input type="checkbox"/>
Informational Item	<input checked="" type="checkbox"/>

## Summary:

The Food Policy Forum has been established in the Conservation Commission's statute as a result of legislation passed this year. Since March, Forum members have been identifying impacts to our state's food system as a result of the Covid-19 pandemic and our state's response to the health crisis. The Forum members have completed their review and produced a report with recommendations.

Many of the recommendations touch on conservation district work. Those recommendations are described in this memo.

Requested Action (if action item):  
Information Only.

## Staff Contact:

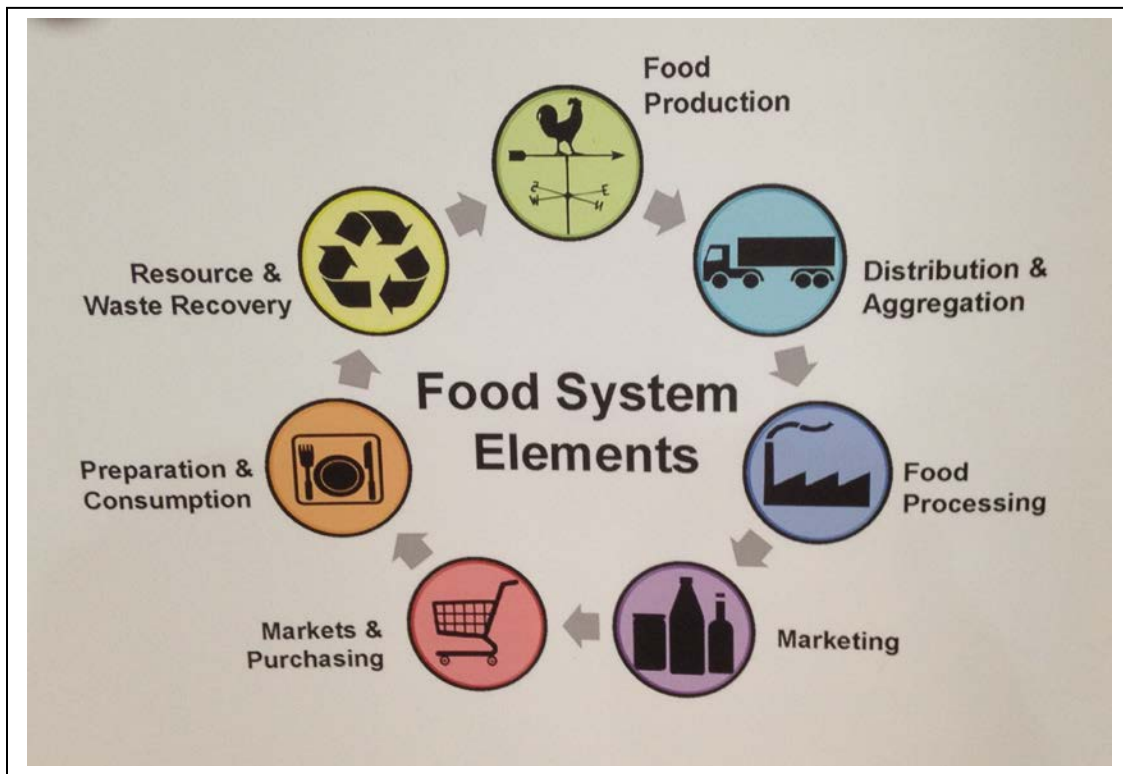
Ron Shultz, WSCC Policy Director      [rshultz@scc.wa.gov](mailto:rshultz@scc.wa.gov)      (360) 790-5994

## Background and Discussion:

The Food Policy Forum was originally started through budget proviso in 2016. The Forum continued by proviso through current biennium. Last session, legislation was passed and signed into law establishing the Forum in SCC statute.

The Forum is co-coordinated by SCC and WSDA, with OFP. It's composed of representatives of food/hunger advocacy organizations, farmers markets, food distribution, commodity groups, ag groups, and CDs. The Forum developed recommendations in 2017, and is currently working on implementation proposals for those recommendations.

The Forum recommendations focus on elements of the food system:



Elements of the food system applicable to our work:

- ▶ Food Production
- ▶ Food Processing (value added)
- ▶ Food Distribution (food hubs)
- ▶ Markets and Purchasing (web based farm links)

Food policy is also a farmland preservation issue. One of our “tools in the toolbox” in our farmland preservation strategy is keeping farmers economically viable. Assisting farmers with market access will allow them to maintain or enhance their economic viability, keeping them on the land longer.

In March of this year, after the Governor issued a series of proclamations shutting down business activity in response to the Covid-19 pandemic, the Governor’s Office asked the Food Policy Forum to evaluate the recommendations from the 2017 report in light of the impact the Covid related shutdowns were having on the food system. Forum members met in 5 groups through April and May to develop recommendations for actions. The report was completed and finalized on June 25.



The actions recommended in the Food Policy Forum Covid Report are categorized in four challenges:

- ▶ Threat to near and long-term economic viability of ag and food enterprises.
- ▶ Public health elements of the food system need support to maintain capacity.
- ▶ Increased need for nutrition services and assistance due to unemployment and economic insecurity.
- ▶ Need to foster resilience in the face of a changing climate to ensure long-term food security.

Recommendations within each of the opportunities are categorized according to the timing of implementation:

- ▶ Immediate Term: July to September 2020
- ▶ Near Term: October to December 2020
- ▶ Mid-Term: January to March 2021

The recommendations cover all aspects of the food system. Many of the recommendations do not impact the work of the Commission or conservation districts. But there are several recommendations relating to conservation district work. These include:

1. Explicitly include small, direct, and regional marketing farms in small business, workforce, and emergency payments or loan programs.
2. Increase business technical support to offer 1-1 counseling to small and mid-scale farm and food enterprises to among other things make sure businesses are ready to receive funding, develop business plans etc., and take advantage of opportunities like new markets.
3. Develop ombudsman/woman position at the state to coordinate and share information regarding relief resources and services to help farmers understand and access the resources available to them.
4. Support technical assistance providers (e.g., local CDs, WSU, SCC, WSDA, etc.) using state or federal dollars to work with producers to tackle a variety of issues related to pivoting from one market to another.
5. Explore partnering with Workforce Development Councils to seek funding for labor and staff for key agricultural supply chain positions to help build out the needed regional-scale production, processing and distribution systems needed to make our food system more resilient to the pressures of a crisis such as COVID-19.
6. Develop business-to-business needs and assets linkage opportunities to support matchmaking between producers and markets and product and available infrastructure.

7. Support market cultivation by increasing resources to enable coordination to match growers with markets and products with appropriate available infrastructure.
8. Offer an e-commerce platform and support agricultural enterprises to participate so that enterprises that need to can rapidly develop the ability to take orders or sell product online.
9. Share successful changes agriculture and food enterprises have made to new markets during COVID and share insights so that other businesses can learn from their experience. Technical assistance providers, researchers, and community-based organizations can contribute to this with funded capacity.
10. Identify storage, warehousing, and processing facilities where large amounts of a commodity can be broken-down to sizes and quantities that can be distributed to homes, food banks, food pantries, and other distribution centers.
11. Support and expand existing statewide directory of farms selling for local purchasing to help consumers find farm product.
12. Develop and implement consumer education, marketing, and promotion campaign to help consumers engage with new e-commerce tools.
13. Provide \$100 million in funding to existing WSCC programs for the purchase of conservation easements or development rights to secure multi-benefit agricultural lands owned by producers most impacted by COVID-19.
14. Allocate pass-through funding to the WSCC to expand existing land linking programs that connect open agricultural ground with producers looking for additional acreage.
15. Implement a cooperative program between WSCC and the Washington State Housing and Finance Commission to provide low interest loan capital for practitioners to buy agricultural ground at high risk of conversion.
16. Support conservation programs and resources that provide direct financial assistance to farmers to implement best management practices that address impacts of climate change and also provide employment opportunities, and economic development.
17. Washington agencies and organizations should continue preparations for near-term and long-term planning and implementation of programs related to the climate change recommendations outlined by this the Impacts of Climate Change Team in the June 2019 report to the Legislature.

On June 16, during a briefing on the draft recommendations with the Governor's Office, OFM, and directors of SCC and WSDA, OFM requested a decision package related to the Food Policy Forum.

To help us identify activities of CDs for possible funding request, Commission staff put together a survey for CDs. The survey will help us gather information on what CDs are currently doing relating to the food system, actions they may have initiated due to Covid-19, and actions they would be interested in taking if resources were made available. The survey went out Friday, June 19. Responses requested by July 2.

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

None. Information Only.

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

- Finalize the report. Prepare and complete additional information addressing the inclusion of diversity, equity and inclusion in the food policy recommendations.
- Prepare and complete a decision package relating to the SCC food policy work.
- Complete and summarize conservation district responses to the survey.



# Washington State Conservation Commission

July 16, 2020

**TO:** Conservation Commission Members  
Carol Smith, SCC Executive Director

**FROM:** Ron Shultz, WSCC Policy Director

**SUBJECT:** Status of Potential Legislative Special Session

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Action Item	<input type="checkbox"/>
Informational Item	<input checked="" type="checkbox"/>

## Summary:

There has been some discussion regarding the potential for a special legislative session this summer to address a number of critical issues. As of yet, there is no clear indication a special session will be scheduled.

## Requested Action (if action item):

No action at this time. Action would only be required if a special session were called and the subject matter before the legislature impacted the work of the Commission.

## Staff Contact:

Ron Shultz, WSCC Policy Director      [rshultz@scc.wa.gov](mailto:rshultz@scc.wa.gov)      (360) 790-5994

## Background and Discussion:

The state response to the Covid-19 pandemic has negatively impacted our state's health care system, strained the state food system, and had devastating impacts to our state's economy. One result of these combined hits has been a dramatic revenue shortfall in the state's operating budget.

On June 17, the state Revenue Forecast Council released a revenue forecast for the remainder of the current fiscal biennium and for the 2021-23 biennium. This revenue forecast takes into account the economic impacts of the shutdown as a result of the Covid-19 pandemic. The Forecast Council projects a shortfall in state general fund revenues of \$4.5 billion in the current biennium, and \$4.4 billion in the 2021-23 biennium. Since half of the current 2019-21 biennium has passed, the \$4.4 billion would have to come out of the last fiscal year of the biennium.

There have been discussions and speculation the legislature may come back into special session this summer to address the revenue shortfall. No formal statements have been made that this will happen. Some have speculated they may return for a special session after the November election. Others have stated they will not reconvene at all and simply wait until the January 2021 regular session to make whatever fiscal corrections are needed.

### **Topics for the Legislature**

Whether the legislature convenes in a special session, or if they wait until the January 2021 regular session, many of the topics under consideration will be the same. We anticipate the legislative priorities to be:

- Covid-19 response and health care impacts
- Economic impacts due to Covid-19 response
- Food system impacts due to Covid-19
- Police policy reform
- Diversity, Equity, and Inclusion in governmental activities

There have been discussions among natural resource advocates that an aggressive natural resource agenda is needed. Topics that have come up include increasing the overall proportion of the natural resource budget, improved funding for salmon restoration projects, permit streamlining for salmon restoration projects, increased funding for watershed plans and other watershed-scale plans that have been developed across the state. There's also legislative interest in once again pursuing legislation to require an agriculture impact statement when state funds are used for the acquisition of an interest in property.

### **What This Means for the Commission and Conservation Districts**

Previous discussions and communications from the Commission have detailed the OFM requested 15% reduction in the agency's FY 2021 state general fund budget. Subsequent to the 15% reduction exercise, it was requested non-cabinet agencies participate in furlough days for employees as well as a hold on 3% pay increases. The Commission chose not to participate in these reductions due to the adverse impacts they would have on staff.

At this time, it's unclear whether more reductions will be required of state agencies. OFM has limited authority in the types of cuts they can require. Most reductions must be imposed by the state legislature.

Information as to the status of the capital budget isn't as dire as the operating budget. The capital budget is funded with bonds financed through operating revenues. As operating revenues increase, more funding is available for increased capital bonds. And obviously, if operating revenues are down, less funding is available for capital bonds. Since capital bonds for the 2019-21 biennium have already been issued, the capital budget for the current biennium is not facing a shortfall. However, it's unclear whether reduced revenues in the 2021-23 biennium will have an

impact on the capital bond capacity. Current predictions are it will not, but this will bear watching since a reduction in capital funding capacity will have an impact on conservation district work.

Recommended Action and Options (if action item):

No action requested at this time.

Next Steps (if informational item):

The Conservation Commission, along with the WACD, and conservation districts should continue to engage with legislators throughout the interim.



# Washington State Conservation Commission

July 16, 2020

**TO:** Conservation Commission Members  
Carol Smith, SCC Executive Director

**FROM:** Bill Eller, WSCC Elections Officer  
Ron Shultz, WSCC Policy Director

**SUBJECT:** Update on District Elections WAC and Elections Discussions

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Action Item

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Informational Item

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## Summary:

At the December 2019 meeting the Conservation Commission approved staff pursuing changes to the Commission's elections rule. The proposed rule changes – also known as the Washington Administrative Code or WAC – have been filed with the state Code Reviser and public hearings have been scheduled.

Last legislative session there was considerable interest and legislation addressing conservation district elections. Although no bills impacting conservation district elections were passed, there is still a legislative expectation that discussions for possible changes will continue. Information provided at the Commission meeting will describe how those discussions will proceed.

## Requested Action (if action item):

No Action Requested

## Staff Contact:

Bill Eller, WSCC Elections Officer	<a href="mailto:beller@scc.wa.gov">beller@scc.wa.gov</a>	(509) 385-7512
Ron Shultz, WSCC Policy Director	<a href="mailto:rshultz@scc.wa.gov">rshultz@scc.wa.gov</a>	(360) 790-5994

## Background and Discussion:

There are two approaches being taken by the Conservation Commission to address needed changes to the election of conservation district supervisors.

- The first approach is to address needed changes to the existing agency rules for the implementation of district elections. These rules – or Washington Administrative Code (WAC) – guide the implementation of conservation district elections as well as the Commission's role in the oversight of elections.
- The second approach is an interaction and dialogue with SCC staff, WACD leadership, and ultimately conservation district supervisors and staff to address issue arising from the 2020 legislative session discussion. These discussions will address topics requiring longer-term fixes or legislative resolution.

## **Proposed WAC Changes**

At the December 5, 2019 regular business meeting, the Conservation Commission approved moving forward on the proposed WAC changes. The necessary forms were filed with the Code Reviser's Office, and public hearings set.

The due date for comments is 5:00 pm on September 1, 2020. Those wishing to comment are asked to please use the [2020 Election and Appointment Comment form](#) to submit comments. Comments can also be received by U.S. mail. Please address comments sent by U.S. mail to: Bill Eller, Washington State Conservation Commission, Election Officer, PO Box 47721, Olympia, WA 98504-7721.

In addition, the Commission is hosting two public hearings on these changes.

### **Public hearings (in-person and webinar) August 6, 2020 in Spokane and August 11, 2020 in Puyallup**

At this time the Commission is anticipates holding two in-person public hearings, but both are subject to the current public health concerns. Attendance at the public hearings can also be done on-line from any computer using internet access. Each hearing will begin with a short presentation and question and answer session, followed by the opportunity to provide testimony.

#### **Public Hearing #1: Participate in-person or via Webinar (see below)**

**Date:** August 6, 2020

**Time:** 3 p.m.

**Location:** On-line ([join the webinar](#)) or in-person at the Spokane Conservation District conference room, 210 N. Havana, Spokane, WA 98202

#### **Public Hearing #2: Participate in-person or via Webinar (see below)**

**Date:** August 11, 2020

**Time:** 3 p.m.



**Location:** On-line ([join the webinar](#)) or in-person at the Pierce Conservation District conference room, 308 West Stewart Ave., Puyallup, WA 98371

Any information (e.g., personal or contact) you provide may be publicly disclosed and posted on the Internet.

After adoption by the Commission at their September 17, 2020 meeting, these proposed changes will be in effect for THE upcoming conservation district elections in January – March 2021.

As a reminder, here are the highlights of the WAC changes:

1. Removing the distinction between absentee, mail-in, or in-person ballots
2. Consolidating candidate types into just two – those who will appear on the ballot and those who will not
3. Eliminating the automatic disqualification of write-in candidates when a ballot contains a candidate whose name is pre-printed on the ballot
4. Eliminating nominators and the nominating petition
5. Creating a distinction between candidate required and optional information
6. Aligning the CD election retention schedule with the Secretary of State's schedule
7. Setting deadlines for certain notices, reporting, and form submittal
8. Requiring CD staff to be trained in conducting elections, as per the proposed EQAP
9. Explicitly allowing election supervisor duties to be delegated to others
10. Requiring poll sites to be open for a minimum of 4 consecutive hours
11. Cancelling an election when just one single candidate files by the filing deadline
12. Setting out the procedure and effect of candidate withdraw
13. Clarifying who can serve as polling officers
14. Clarifying when electronic signatures and filing can be used
15. Setting out the procedure for complaining about or challenging an election
16. Setting out the procedure for filling vacancies in elected positions

### **Discussion with SCC, WACD, and Conservation Districts**

During the 2020 legislative session there were several bills relating to conservation district elections and, in particular, accountability of conservation districts. The election bills didn't advance, however several key legislators expressed interest in continuing discussions through the interim to discuss possible changes to conservation district elections to address certain issues.

The Commission had also committed to engaging with conservation districts, taking the position at the December 2019 Commission meeting that it wanted more time to engage with conservation districts to discuss possible changes to avoid unanticipated consequences. At that time, the Commission stated in their motion: "The SCC commits to engage in evaluating potential improvements to the election process."

Some of the topics that come up during the legislative discussions included:

- Unfairness of an election where a single candidate is automatically elected.
- General election of all conservation district supervisors would be more consistent with other state elections.
- Need to increase voter knowledge of and engagement in conservation district elections.
- Conservation district elections need to be more equitable.

- Supervisors need to have a level of accountability and transparency. General elections require Public Disclosure Commission (PDC) filings to disclose financial interests. This is in the public interest for decision makers authorizing the expenditure of taxpayer dollars.
- Timing of conservation district elections and nature of how the election is conducted make it difficult for the public to follow and participate.

In order to identify and refine these issues and others that came up during the past legislative session, the Commission will be hosting a meeting of Commission staff with WACD staff to discuss these issues. This group will also discuss the path forward for engagement with conservation districts. The goal is to bring suggested changes to the Commission by the December Commission meeting for consideration. These would include any potential legislation.

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

No action by the Commission is recommended at this time. Commission staff is open to suggested changes to the approach identified for engagement with WACD and conservation districts.

### Next Steps (if informational item):

WAC Changes - Commission staff will continue implementation of public hearings and accumulation of public comments to proposed WAC changes. The recommended changes to the WAC will be presented to the Commission at the September regular business meeting for discussion and final approval before the next election cycle begins this fall.

CD Elections Discussion – Commission staff will continue to engage with WACD leadership, legislators, and conservation district supervisors and staff on possible changes to district elections, such changes outside the scope of the WAC changes. Results of these discussions, including any recommendations, will be presented to the Commission at the December 2020 regular business meeting.



# Washington State Conservation Commission

July 16, 2020

**TO:** Conservation Commission Members  
Carol Smith, SCC Executive Director

**FROM:** Laura Johnson, Communications Coordinator

**SUBJECT:** Redesigning an accessible, secure SCC website

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Action Item	<input type="checkbox"/>
Informational Item	<input checked="" type="checkbox"/>

## Background Summary:

By August 1, 2020, the SCC plans to launch a completely redesigned website. We've been working with a small, women/minority-owned web design business to complete this necessary project.

The site redesign is crucial for the following reasons (listed in priority order):

1. **Security.** Our outdated customized site theme is incompatible with required PHP (scripting language) updates — we cannot update the PHP database without redeveloping our site. That means our current site no longer has security support and is exposed to unpatched vulnerabilities. This puts us at high-risk of security issues that could impact the function of our site and severely disrupt our continuity of business.
2. **Accessibility.** Our site theme is incompatible with upgrades needed to comply with state and federal accessibility requirements. We are very concerned about and committed to providing equal access to public information on our site and complying with accessibility law.
3. **Responsivity.** Our site doesn't adapt well to mobile, tablet, and other various screen sizes.
4. **Usability.** Our agency has launched new programs and started serving new audiences (e.g., VSP, Food Policy Forum, RCPP) since the last redesign of our site. There also are more web design practices and tools available to help us better highlight CD work. We have made adaptations to our site to try to serve these audiences and highlight districts, but we can't be as effective as we could without a full redesign.

We began work on the redesign in March 2020. Since then, the Governor issued a freeze on personal service contracts. However, the Office of Financial Management (OFM) granted us an exemption to complete this project due to the security and accessibility issues that could impact continuity of our business.

We look forward to giving you a quick “tour” of the new site once it’s launched.

Requested Action:

*Information only.*

Staff Contact:

Laura Johnson, Communications Coordinator

[ljohnson@scc.wa.gov](mailto:ljohnson@scc.wa.gov), 360-407-6936