



Washington State
Conservation Commission

MEETING PACKET

May 2020

**Conservation Commission Meeting Agenda
Thursday, May 21, 2020**

****NOTICE****

To continue to protect the health and safety of our staff, members and guests, this meeting will be held via online webinar and teleconference. If you would like to attend, please [register](#) to receive a confirmation email, a call-in number and further instructions on how to join.

Special Accommodations: Persons with a disability needing an accommodation to participate online, please call Lori Gonzalez at 360-791-0226 or you may call 711 relay service. All accommodation requests should be received no later than May 4 to ensure availability.

Public comment: Comments will be allowed prior to action items. Participants will be unmuted when called upon by Chairman. Participants will also be able to write comments in the 'chat' section on their online dashboard.

All items needing approval will be presented first on the agenda.

TIME	TAB	ITEM	LEAD	ACTION/INFO
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ACTION ITEMS:

8:30 a.m. 15 min.		Call to Order/Welcome/Introductions	Chairman Longrie	
		a. Pledge of Allegiance	All	
		b. Additions/corrections to agenda items	All	
8:45 a.m. 5 min.	1	Consent agenda- call for public comment		
		c. March 19, 2020 draft meeting minutes	Chairman Longrie	Action
8:50 a.m. 45 min.		Budget- call for public comment		
		d. Fiscal Year 2021 budget reductions memo	Sarah Groth	Action
		e. Fiscal year 2021 agency budget	Sarah Groth	Action
		f. 2021-23 biennium budget package topics	Sarah Groth	Action
		g. WACD annual contract review	Directors Smith & Salzer	Action
9:35 a.m. 60 min.		District Operations- call for public comment		
		h. Conservation District elections certifications (30 min)	Bill Eller	Action
		i. Pierce Conservation District Election	Bill Eller	Action
		j. West region Conservation District supervisor appointments (full and mid-term)	Commissioner Longrie	Action
		k. Central region Conservation District supervisor appointments (full and mid-term)	Commissioner Croese	Action
		l. Eastern region Conservation District supervisor appointments (full and mid-term)	Commissioner Cochran	Action

INFORMATIONAL ITEMS

10:35 a.m. 15 min.		BREAK		
10:50 a.m. 30 min.		Presentation: Education Outreach Dana Bowers, Stevens County Conservation District		
11:20 a.m. 20 min.	2	Budget		
		a. Fiscal year 2020 Supplemental budget (10 min)	Sarah Groth	Information
		b. Fiscal year end award funding (10 min)	Sarah Groth	Information
		<i>*depending on time, items can be moved up for presentation until lunch break*</i>		
12:00 p.m.		LUNCH BREAK		
1:00 p.m. 30 min.		District Operations		
		c. District Operations report (15 min)	Mike Baden	Information
		d. Conservation Accountability Performance Program (CAPP) preliminary report (15 min)	Shana Joy	Information
		e. Center for Technical Development May report	(packet item only)	
1:30 p.m. 60 min.		Policy and Programs		
		f. Legislative Update (15 min)		
		o Soil Health Initiative	Alison Halpern	Information
		o Sustainable Farm and Fields	Alison Halpern	Information
		o Pollinator Task Force	Alison Halpern	Information
		o Food Policy Forum	Director Smith	Information
		g. Election WAC changes and training program (15 min)	Bill Eller/Ron Shultz	Information
		h. Thurston and Chelan 5-year reports (10 min)	Bill Eller/Ron Shultz	Information
		i. Voluntary Stewardship Program (VSP) 5 year report and guidance, template and database update (10 min)	Bill Eller/Ron Shultz	Information
		j. VSP and agricultural activities (5 min)	Bill Eller	Information
2:30 p.m. 30 min.		Commission Operations:		
		k. Agency strategic priorities update	Laura Johnson	Information
		l. COVID-19 staff operations update (10 min)	Director Smith	Information
		m. NACD update	(packet item only)	
3:00 p.m.		Adjourn	Chairman Longrie	

Please note: The times listed above are estimated and may vary.

Please visit our website for up-to-date meeting information: www.scc.wa.gov.



Washington State Conservation Commission Meeting
March 19, 2020

The State Conservation Commission (SCC) held the regular business meeting via web/teleconference to protect the health and safety of its members, staff and public from the increasing concerns of the novel coronavirus COVID-19. Chairman Longrie called the meeting to order at 8:32 a.m.

COMMISSIONERS ATTENDED VIA WEB/TELECONFERENCE

Dean Longrie, Chairman and elected west region representative
Harold Crose, Vice-chairman and elected central region representative
Larry Cochran, elected eastern region representative
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

STAFF, PARTNERS AND GUESTS ATTENDED VIA WEB/TELECONFERENCE

SCC staff: Carol Smith, Executive Director, Lori Gonzalez, Ron Shultz, Shana Joy, Sarah Groth, Alicia McClendon, Josh Giuntoli, Mike Baden, Jean Fike, Brian Cochrane, Levi Keesecker, Laura Johnson, Ashley Wood, Alison Halpern, Allisa Carlson, and Bill Eller. **Partners:** Mike Kuttel Jr., Dept. of Fish and Wildlife, Nick Peak, EPA, Sherre Copeland, US Forest Service, Tom Salzer, WACD Executive Director, Ryan Baye, WACD Legislative Member Coordinator, and Roylene Comes at Night, NRCS. **Guests:** Nichole Embertson, Nathaniel Lewis, Loren Meagher, Nick Norton, Zorah Oppenheimer, Eric Bartrand, Renee Hadley, Sarah Jones, Sarah Moorehead, Richard Ryon, and Michael Tobin.

CONSENT AGENDA

Motion by Commissioner Crose to approve the January 16, 2020 draft meeting minutes. Seconded by Commissioner Williams. Motion passed.

PRESENTATION

The SCC welcomed Andrew Spaeth from the Department of Natural Resources to present on the [20-Year Forest Health Strategic Action Plan](#). Mr. Spaeth's presentation can also be found on the SCC [meetings web page](#).

BUDGET

Fiscal Year 2020 Year End Funding Timeline

Sarah Groth, fiscal manager presented to commissioners a proposed timeline and process of awarding conservation districts operating funding, if additional funding becomes available. The timeline allows districts more time to prepare funding requests for consideration and sufficient time for SCC finance and regional manager staff to review and vet those requests. Once the awards have been made, districts can immediately begin to purchase and/or complete projects needed by June 30.

Motion by Commissioner Cochran to approve the Fiscal Year 2020 Year End Funding Timeline and process to award operating funding IF any funding becomes available ([as listed in meeting packet pages 11-12](#)). Seconded by Commissioner Spaeth. Motion passed.

Biennium 2021-23 Budget Development Process

Sarah Groth and Ron Shultz, presented a proposed 2021-2023 budget development process for the commissioner's consideration. Agency budget proposals are typically due to the Office of Financial Management (OFM) around the beginning of September. The proposed approach would continue to include conservation district involvement early on, as well outreach to state agencies and other stakeholder groups.

Motion by Commissioner Crose to approve the 2021-23 state budget development process for the SCC and conservation districts. Seconded by Commissioner Cochran. Motion passed.

DISTRICT OPERATIONS

Mid-term Conservation District Supervisor Appointment

The Conservation Commission received a conservation district supervisor application to fill a mid-term vacancy at the Cascadia Conservation District. Commissioner Crose, elected central area representative conducted an interview with the applicant, along with another commission member and regional manager for the district.

Motion by Commissioner Crose to appoint Amy Bridges to the Cascadia Conservation District Board of Supervisors. Seconded by Commissioner Cochran. Motion passed.

Pend Oreille Conservation District Petition

The commission received a signed petition for inclusion from the Pend Oreille Conservation District and the City of Newport to include the City within the boundaries of the conservation district.

Motion by Commissioner Cochran to approve the petition for inclusion of the City of Newport within the boundaries of the Pend Oreille Conservation District. Seconded by Commissioner Spaeth. Motion passed.

PRESENTATION

The SCC welcomed Dr. Nichole Embertson, leadership member of the [Center for Technical Development](#) and staff member from the Whatcom Conservation District. Dr. Embertson provided an in depth overview of CTD activities. You can also see the full presentation slides on the SCC [meetings web page](#).

POLICY AND PROGRAMS

Revision to CD Elections Proposed Rule

Bill Eller, elections officer provided members several options to consider as the commission continues to move forward with the revision to the conservation district elections rule and whether to include the one-week election language in the conservation district election Washington Administrative Code for publication. Full details are provided in the business [meeting packet pages 29-33](#).

Motion by Commissioner Dorner to adopt Option 1: We keep the proposed WAC change for distribution and comment, but remove that provision after we've received comments. In this scenario we would provide comment as staff to the effect that given the legislative concern with this provision, we recommend it be removed. Seconded by Commissioner Beale. Motion passed.

Move elections to one week

Motion by Commissioner Dorner to remove the language regarding restricting elections to one week that is included in the current proposed WAC. Seconded by Commissioner Crose. Motion passed.

Conservation Easement Sub-Committee

Josh Giuntoli, farmland preservation coordinator, informed the commission about the Washington Wildlife and Recreation Program (WWRP) led by the Recreation and Conservation Office timeline of May 1 for approving projects forward. The timeline does not allow for the sub-committee to meet in a timely manner and present to the full commission by the timeline set by RCO. Staff are seeking approval to allow the sub-committee to meet and make a recommendation directly to the executive director, chair, and another member to make the determination on moving forward with projects.

Motion by Commissioner Spaeth to authorize the executive director and chair of the commission, along with another member of the Conservation Easement Subcommittee, to receive referrals and authorize the Subcommittee to refer applications to the WWRP Farmland Preservation Program. Seconded by Commissioner Crose. Motion passed.

COMMISSION OPERATIONS

SCC Comprehensive Emergency Plan and Continuity of Operations Plan

Bill Eller presented to members the SCC's updated Comprehensive Emergency Plan (CEMP) and the Continuity of Operations Plan (COOP). Changes are done yearly to update staff contact information and include additional plans as needed. Due to the current situation with COVID-19, staff updated to include pandemics to the plan.

Motion by Commissioner Crose to approve the SCC's updated Comprehensive Emergency Management Plan (CEMP) and Continuity of Operations Plan (COOP). Seconded by Commissioner Beale. Motion passed.

Chairman Longrie adjourned the meeting at: 2:32 p.m.



Washington State Conservation Commission

May 21, 2020

TO: Conservation Commission Members
Carol Smith, Executive Director

FROM: Sarah Groth, Fiscal Manager

SUBJECT: Budget Reductions for Fiscal Year 2021

Summary: Last week, we received more specific instructions from OFM (attached) regarding a budget reduction for the next fiscal year (July 1, 2020- June 30, 2021). The overall reduction target is 15% of our state general funds, for a total cut of \$1.231 million to the Commission budget.

I have been working with Carol on developing our agency plan for this reduction, relying on several factors: not hiring staff for IT support, leaning on current and future savings, and tapping into funds that aren't general-state funds to partially pay for staff salaries. **We believe that we can meet our target without putting any WSCC positions at risk and without reducing implementation funds to districts.**

However, the directive also places a ban on new hires, personal service contracts, and equipment purchases. This could have further impacts to our work and our conservation family, especially with the ban on personal service contracts.

There are many categories we have already identified or are instructed by OFM to include as potential savings within SCC including:

- 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.
- Finding additional savings and reduction opportunities in our budget.

Action Requested: Approve SCC Executive Director and Fiscal Manager to make funding decision cuts for fiscal year 2021 within the categories listed above.

Staff Contact: Sarah Groth, Fiscal Manager, sgroth@scc.wa.gov 360-407-6205

May 21, 2020

TO: Conservation Commission Members
Carol Smith, Executive Director

FROM: Sarah Groth, Fiscal Manager

SUBJECT: Funding Approval for Fiscal Year 2021

Summary: With the current financial outlook, and the uncertainty of financial impacts on state agencies due to the COVID-19 virus response, SCC staff seek approval to allocate a six month installment of operating funds to districts as we await more information on potential additional cuts. This will allow us to better respond to and prepare for how potential additional cuts could impact our ability to provide funding to districts.

Funding Allocation Request:

1. SCC Administration: The operating budget passed by the legislature allows for administration funding to continue at the same levels as the 2017-19 biennium. As SCC staff determine best course(s) of action, SCC staff recommends continuing administration activities at the 2017-19 level.

2. Implementation Allocation (Exhibit 1): SCC recommends funding for Implementation in accordance with the Updated Implementation Grant Allocation (approved at March 21, 2019 SCC regular business meeting) at \$4,302,000 per fiscal year, an increase of approximately \$500,000 per fiscal year. Same level as our current fiscal year 2020. I am asking for six months of allocations be awarded to districts as we await more information on potential additional cuts. See attachment for specific proposed allocation amounts for Implementation and Salmon/Orca Funding grants.

3. Engineering Allocation (Exhibit 1): Professional Engineering grant remain at the same level as fiscal year 2019 & fiscal year 2020 at \$675,000 per fiscal year. I am asking for six months of allocations be awarded to districts as we await more information on potential additional cuts. See attachment for specific proposed allocation amounts for Engineering grants

4. Task Orders: The operating budget allows SCC to continue funding NRCS task orders at a level similar to our current fiscal year 2020 and funding approximately \$150,000. SCC staff are working with districts and NRCS to prepare task orders to allow districts to begin work July 1, 2020. SCC staff recommend, as was the case in fiscal year 2020, SCC staff in consultation with NRCS would be authorized to approve and execute new task orders.

Action Requested: Approve the operating funds allocation proposal for FY 21 as outlined above and in the attached table.

Staff Contact: Sarah Groth, Fiscal Manager, sgroth@scc.wa.gov 360-407-6205



Washington State Conservation Commission

District	Implementation FY 21 (July-December 2020 allocation only)	Orca/CTA FY 21 (July-December 2020 allocation only)	Professional Engineering FY 21 (July-December 2020 allocation only)
Adams	\$ 47,800.00	\$ 5,555.50	
Asotin	\$ 47,800.00	\$ 5,555.50	
Benton	\$ 47,800.00	\$ 5,555.50	
Cascadia	\$ 47,800.00	\$ 5,555.50	
Central Klickitat	\$ 47,800.00	\$ 5,555.50	\$ 37,500.00
Clallam	\$ 47,800.00	\$ 5,555.50	
Clark	\$ 47,800.00	\$ 5,555.50	
Columbia	\$ 47,800.00	\$ 5,555.50	
Cowlitz	\$ 47,800.00	\$ 5,555.50	
Eastern Klickitat	\$ 47,800.00	\$ 5,555.50	
Ferry	\$ 47,800.00	\$ 5,555.50	
Foster Creek	\$ 47,800.00	\$ 5,555.50	
Franklin	\$ 47,800.00	\$ 5,555.50	\$ 37,500.00
Grant	\$ 47,800.00	\$ 5,555.50	
Grays Harbor	\$ 47,800.00	\$ 5,555.50	\$ 37,500.00
Jefferson	\$ 47,800.00	\$ 5,555.50	
King	\$ 47,800.00	\$ 5,555.50	
Kitsap	\$ 47,800.00	\$ 5,555.50	
Kittitas	\$ 47,800.00	\$ 5,555.50	\$ 37,500.00
Lewis	\$ 47,800.00	\$ 5,555.50	
Lincoln	\$ 47,800.00	\$ 5,555.50	
Mason	\$ 47,800.00	\$ 5,555.50	\$ 37,500.00
North Yakima	\$ 47,800.00	\$ 5,555.50	
Okanogan	\$ 47,800.00	\$ 5,555.50	
Pacific	\$ 47,800.00	\$ 5,555.50	
Palouse	\$ 47,800.00	\$ 5,555.50	
Palouse Rock Lake	\$ 47,800.00	\$ 5,555.50	
Pend Oreille	\$ 47,800.00	\$ 5,555.50	
Pierce	\$ 47,800.00	\$ 5,555.50	
Pine Creek	\$ 47,800.00	\$ 5,555.50	
Pomeroy	\$ 47,800.00	\$ 5,555.50	\$ 37,500.00
San Juan	\$ 47,800.00	\$ 5,555.50	
Skagit	\$ 47,800.00	\$ 5,555.50	\$ 37,500.00
Snohomish	\$ 47,800.00	\$ 5,555.50	\$ 37,500.00
South Douglas	\$ 47,800.00	\$ 5,555.50	
South Yakima	\$ 47,800.00	\$ 5,555.50	
Spokane	\$ 47,800.00	\$ 5,555.50	
Stevens	\$ 47,800.00	\$ 5,555.50	\$ 37,500.00
Thurston	\$ 47,800.00	\$ 5,555.50	
Underwood	\$ 47,800.00	\$ 5,555.50	
Wahkiakum	\$ 47,800.00	\$ 5,555.50	
Walla Walla	\$ 47,800.00	\$ 5,555.50	
Whatcom	\$ 47,800.00	\$ 5,555.50	
Whidbey Island	\$ 47,800.00	\$ 5,555.50	
Whitman	\$ 47,800.00	\$ 5,555.50	
Total	\$ 2,151,000.00	\$ 249,997.50	\$ 337,500.00

May 21, 2020

TO: Conservation Commission Members
Carol Smith, Executive Director

FROM: Sarah Groth, Fiscal Manager

SUBJECT: 2021-2023 Budget Packages

Summary: The list of proposed decision packages for the 2021-23 biennium has been developed. Commissioners are requested to review the list and provide direction to staff on which topics to move forward for continued development.

Requested Action: Approve a set of budget package **topics** for further development by staff.

At the July Commission meeting, we will seek approval on the funding levels for these packages.

Discussion: The Conservation Commission reviewed and approved the 2021-23 budget development process and timeline at the March regular meeting. Following the April 14, 2020 all districts budget webinar we released a budget packages survey where we asked districts to identify their top operating and capital budget priorities. We asked districts to keep in mind the following: Is this important to us? Do we have the data to back this up? Is this urgent? Attached are the results of that survey.

Now, these proposed decision packages are presented to the Commissioners for review. Key questions and factors for consideration by the Commissioners at this time:

- Any questions about the CD survey results?
- Is there anything the Commissioners would like to add?
- The current economic climate and any instructions from OFM

Commission staff recommend that the Commissioners consider moving the following list of budget packages forward for further development. The topics are listed in priority order based upon the survey results from conservation districts.

OPERATING BUDGET PROPOSALS

Conservation Technical Assistance

The original decision package requested additional resources for conservation districts to implement incentive-based programs in a targeted approach.

Voluntary Stewardship Program

Additional funding was requested to support plan implementation. Funding also supports state agency participation in the technical panel as required by the VSP statute.

Engineering Project Design and Implementation (Past Package Submitted, Not Funded)

In the past this has been included as a capital budget package, we feel based on feedback from OFM that this package fits better under an operating request. This funding request would provide financial support for the SCC PE program for each regional engineering area.

CAPITAL BUDGET PROPOSALS

Natural Resource Investments

Requested funding would continue the natural resource investments project program with additional resources.

CREP Riparian Planning (TA)

This funding provides the necessary outreach, planning, and accountability needed to support the capital package for CREP, the state's largest riparian restoration program.

CREP Cost Share

This request is to provide matching funds for project implementation to continue the CREP with private landowners. CREP is funded with approximately 80% federal funds. This request is for the 20% required match to these federal funds.

Match for RCPP

Funding would match available federal funding for several RCPP projects, including ongoing projects, recently awarded projects, and those conservation district led RCPPs anticipating awards shortly in the next RFP round.

Shellfish Funding

Requested funding would continue the shellfish project program with additional resources.

Farmland Preservation (Past Package Submitted, Not Funded)

Requesting funds to preserve farm and forest working lands.

Irrigation Efficiencies

Requested funding would continue the Irrigation Efficiencies Grants program with additional resources

TOPICS CONSIDERED, NOT RECOMMENDED AS SEPARATE PACKAGES AT THIS TIME

Conservation districts were also surveyed on additional topics. These topics received relatively low rankings by districts and because of that and OFM advice to be conservative with the number of submitted decision packages. We could include these as part of the CTA decision package.

Natural disaster preparedness and recovery

Working lands

Ag conservation science

Food systems and food security

Forest and rangeland health

Livestock TA- we fund limited work with other funds

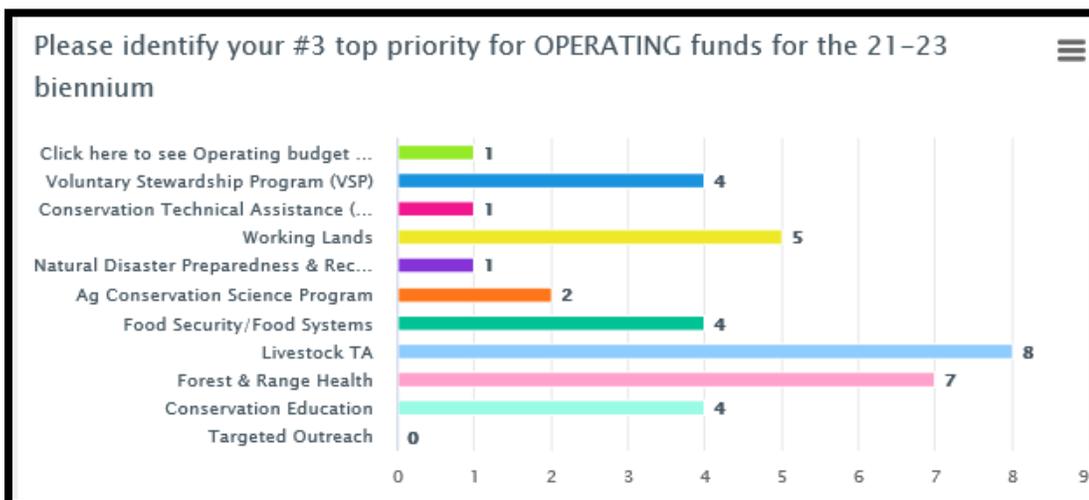
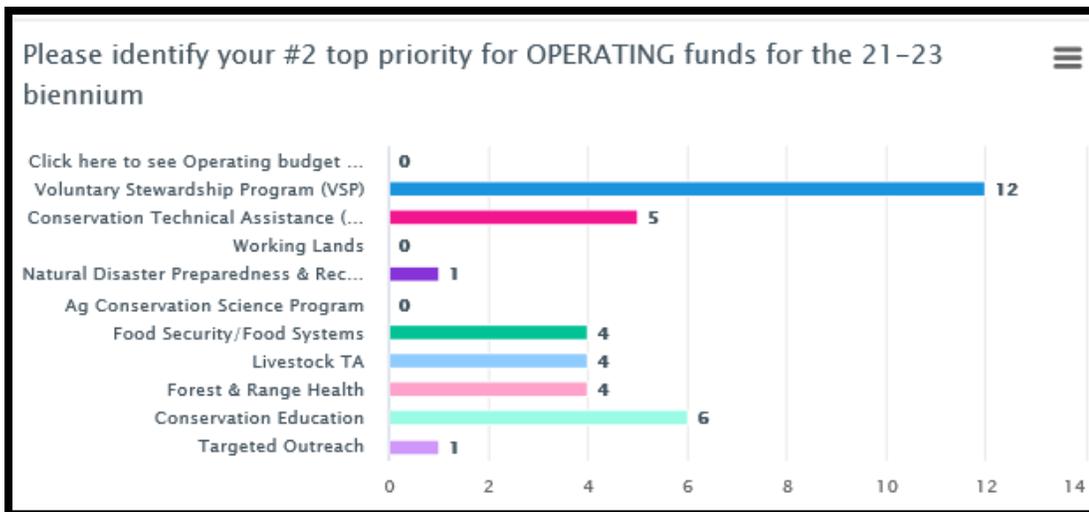
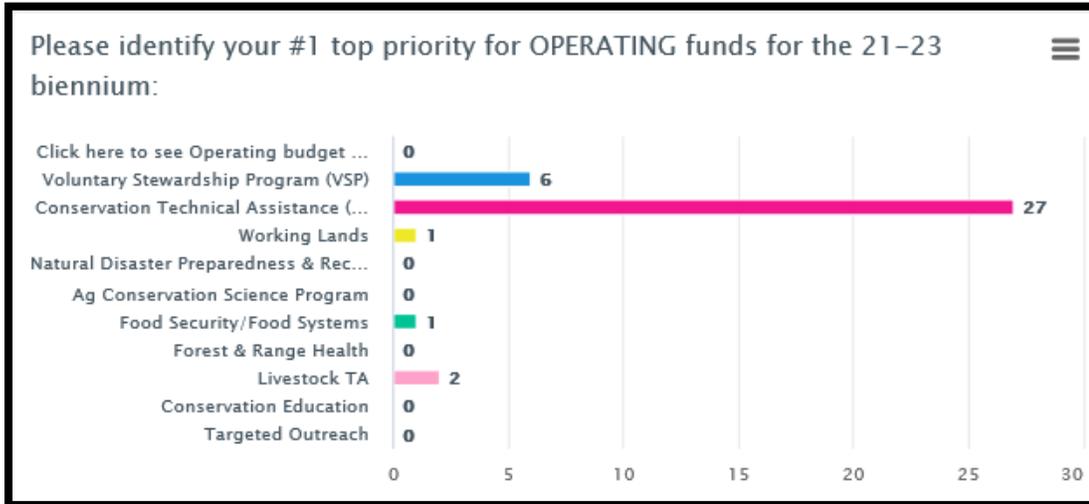
Conservation education

Targeted outreach

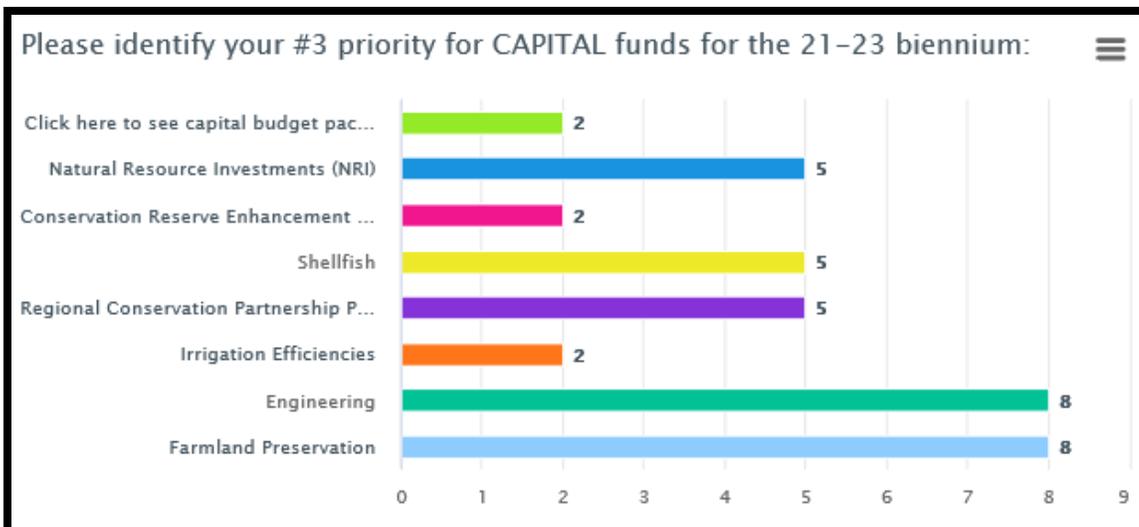
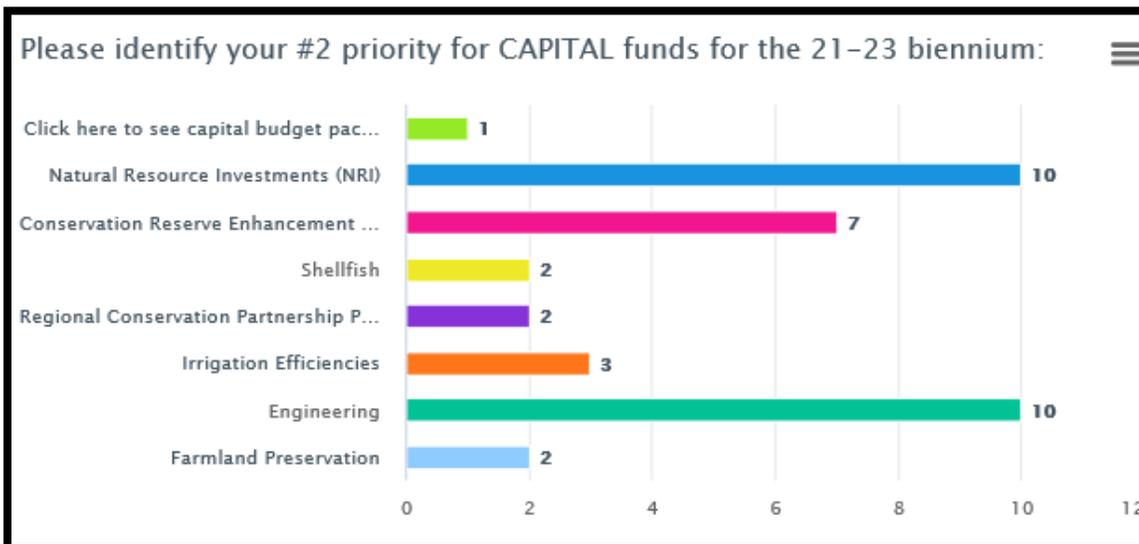
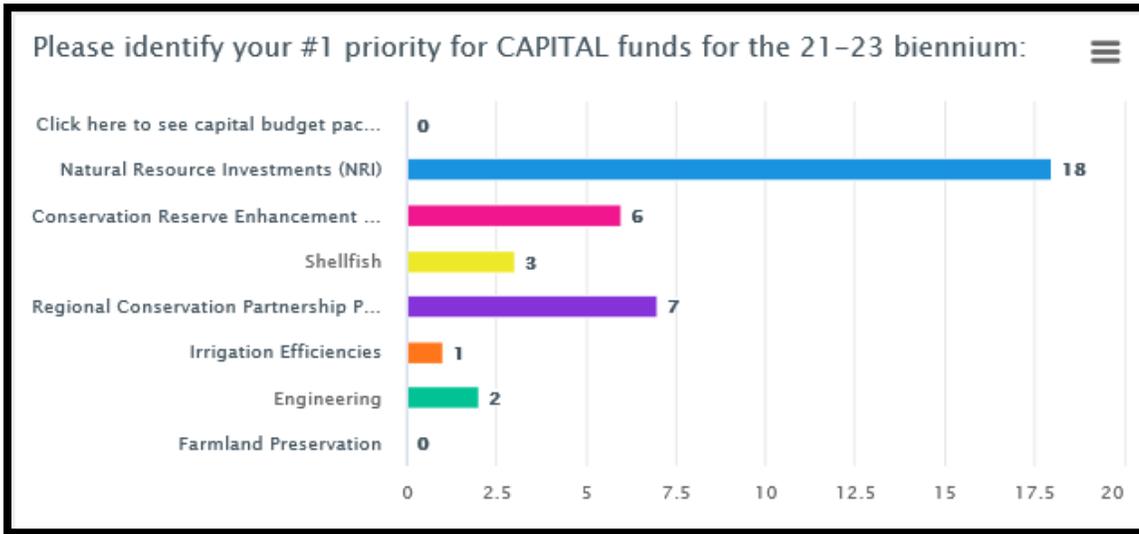
All Conservation Districts Budget Survey Results

May 21, 2020

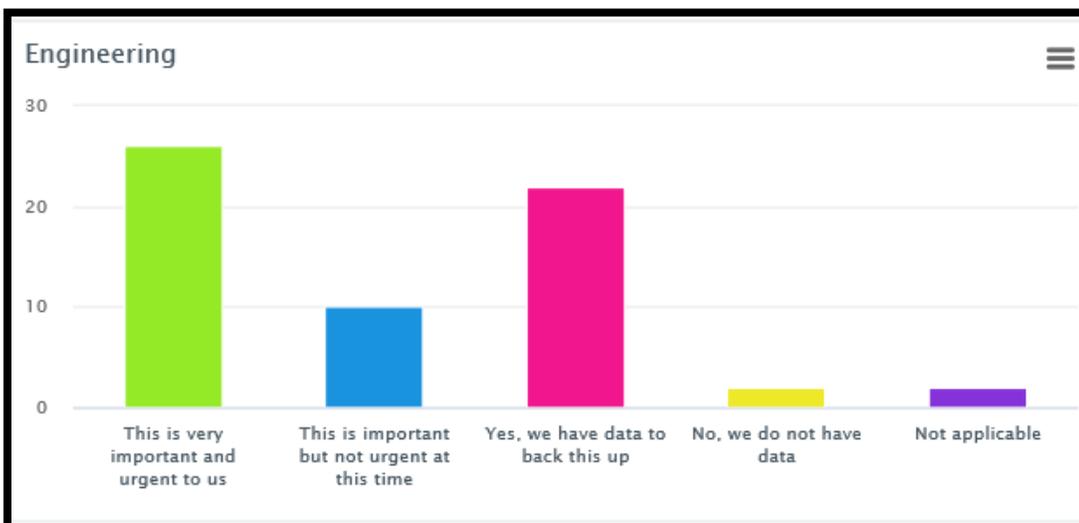
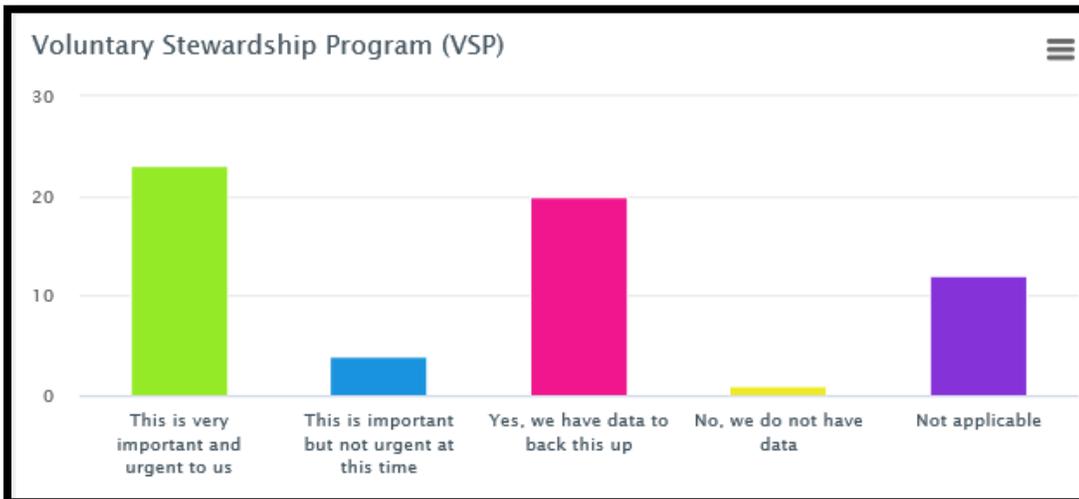
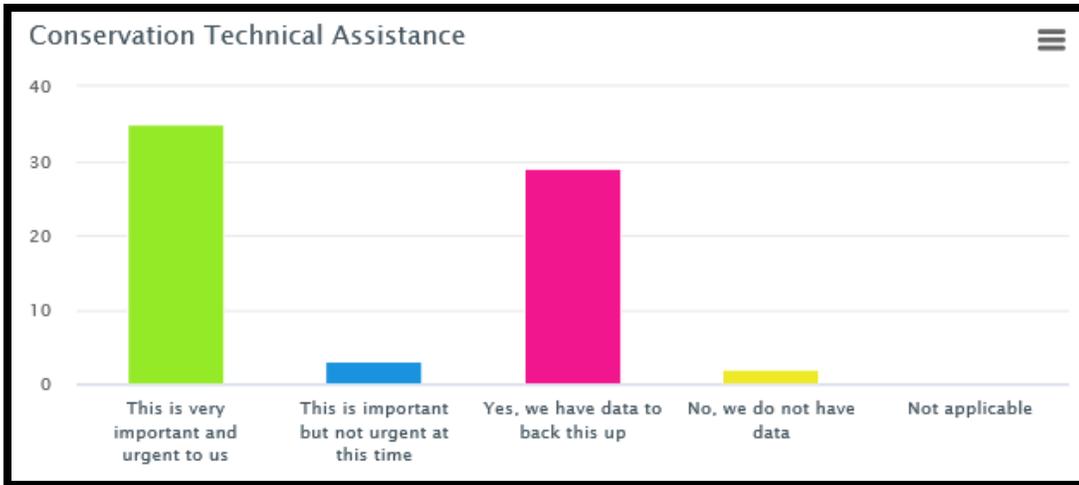
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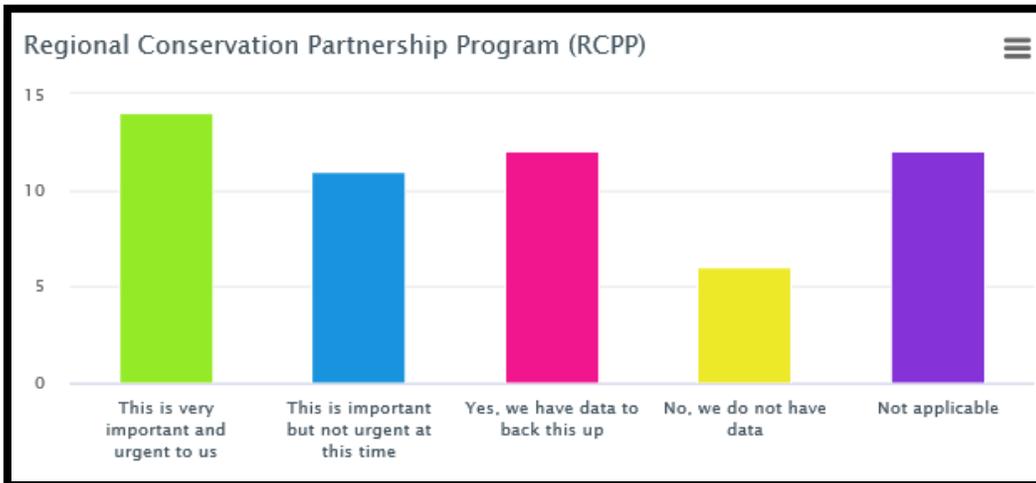
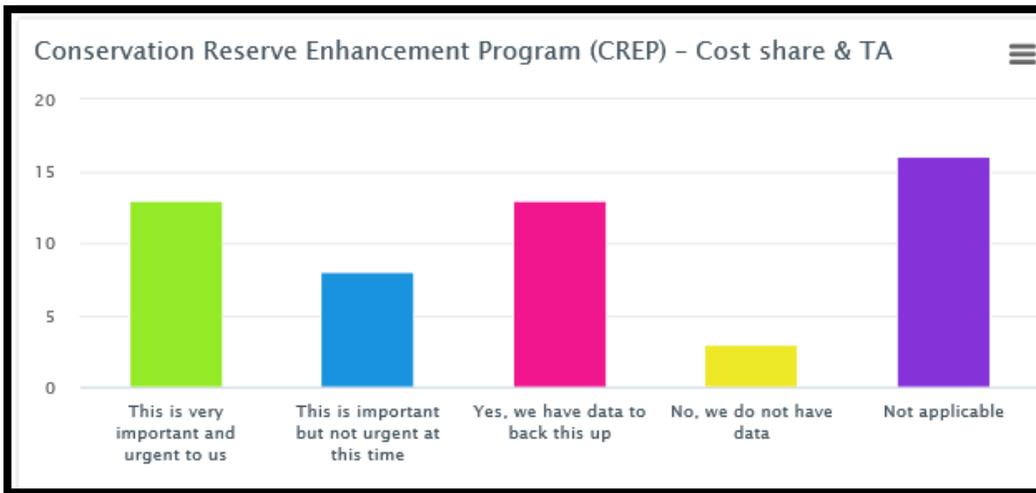
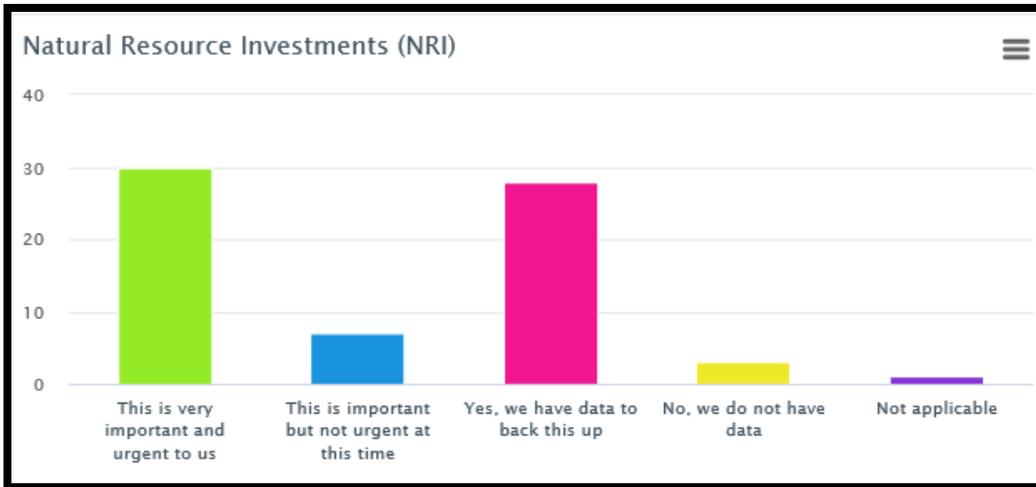
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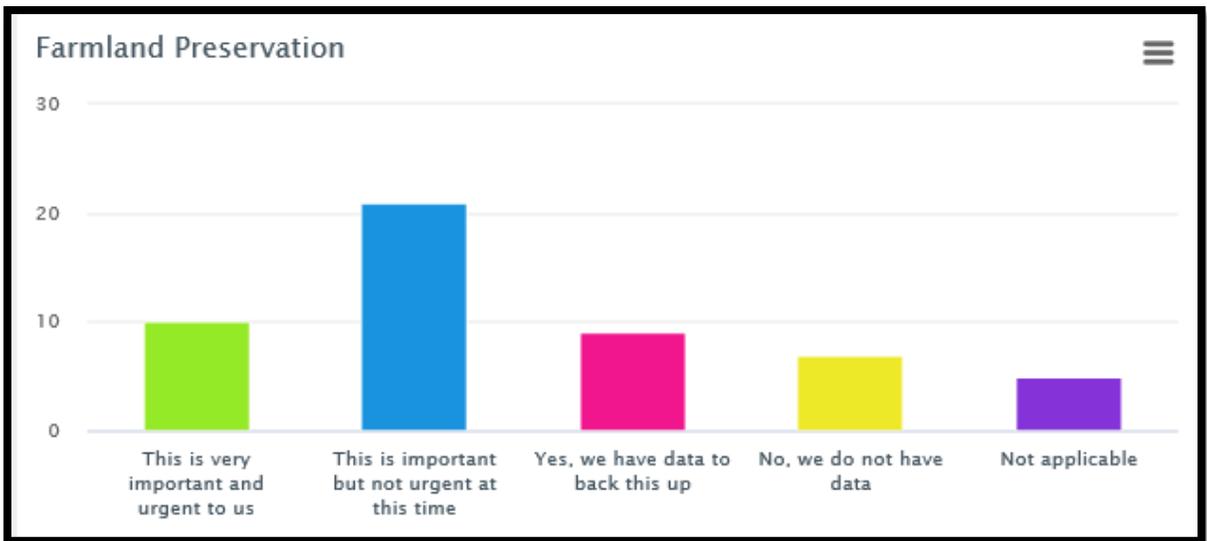
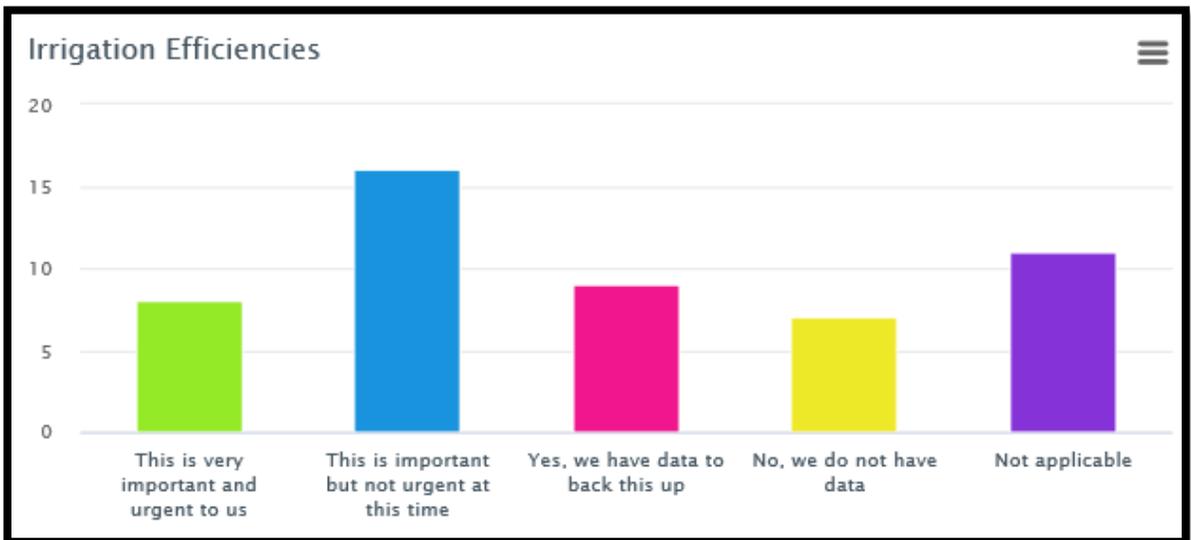
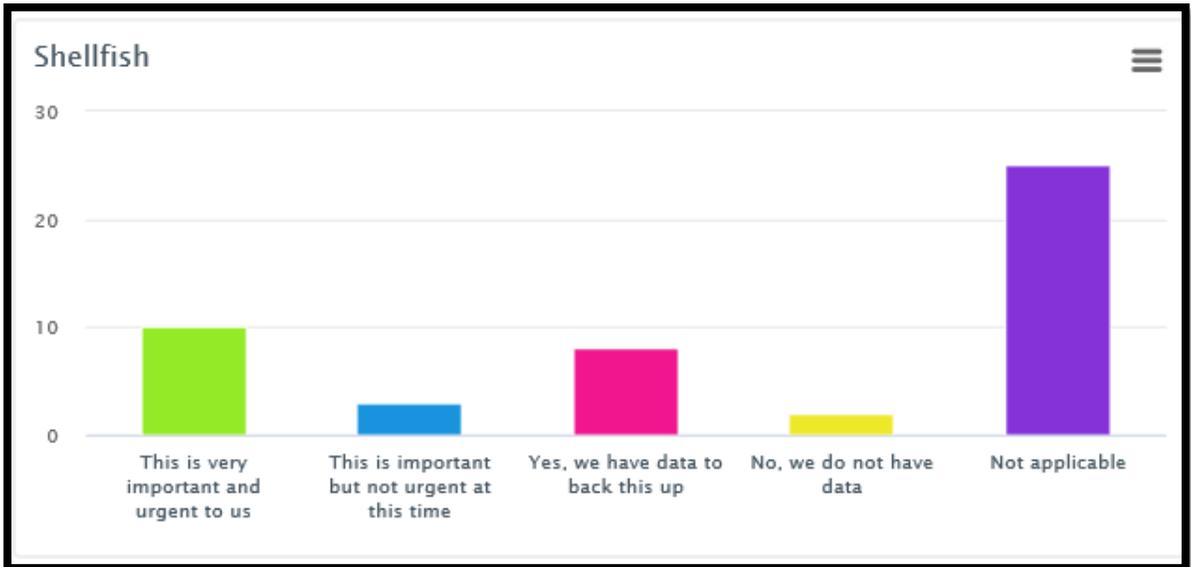


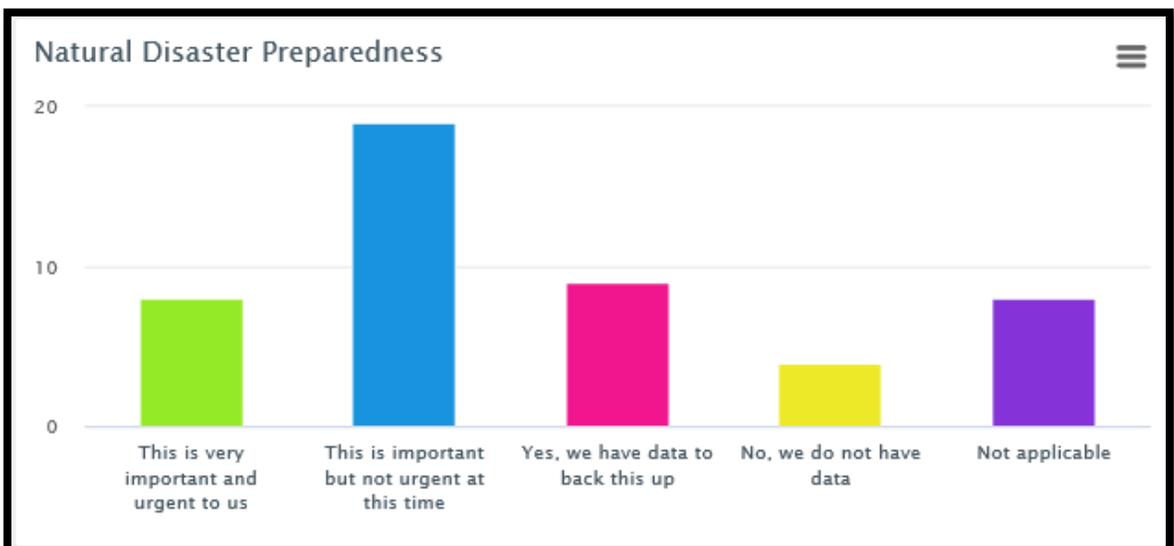
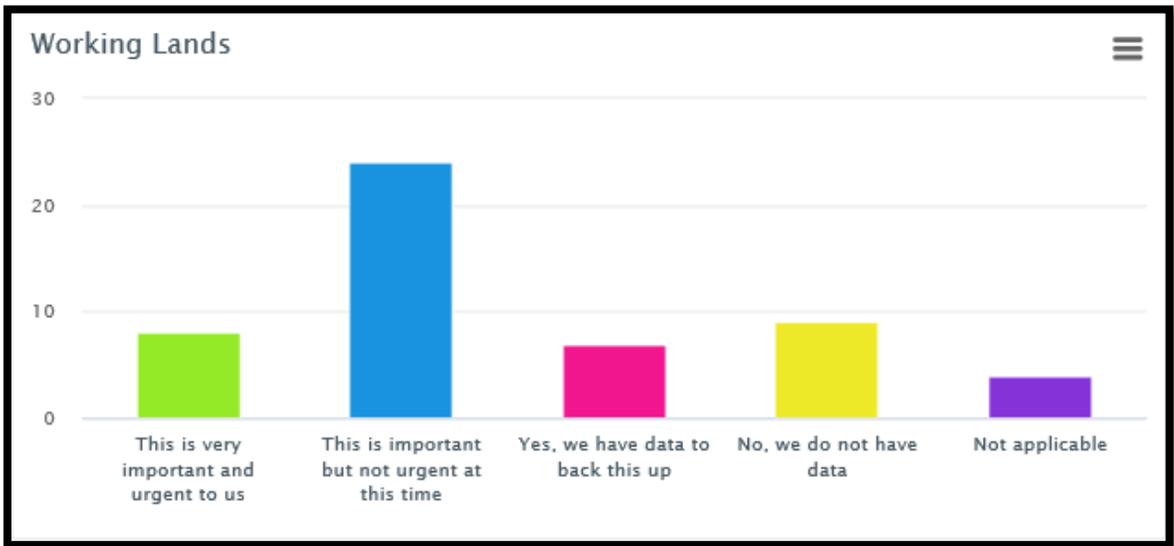
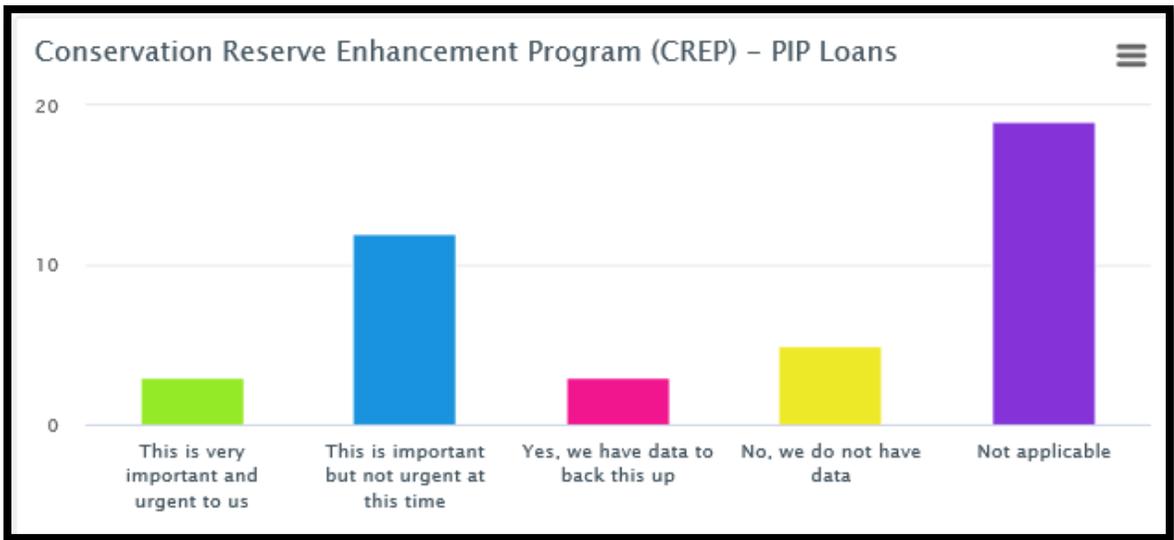
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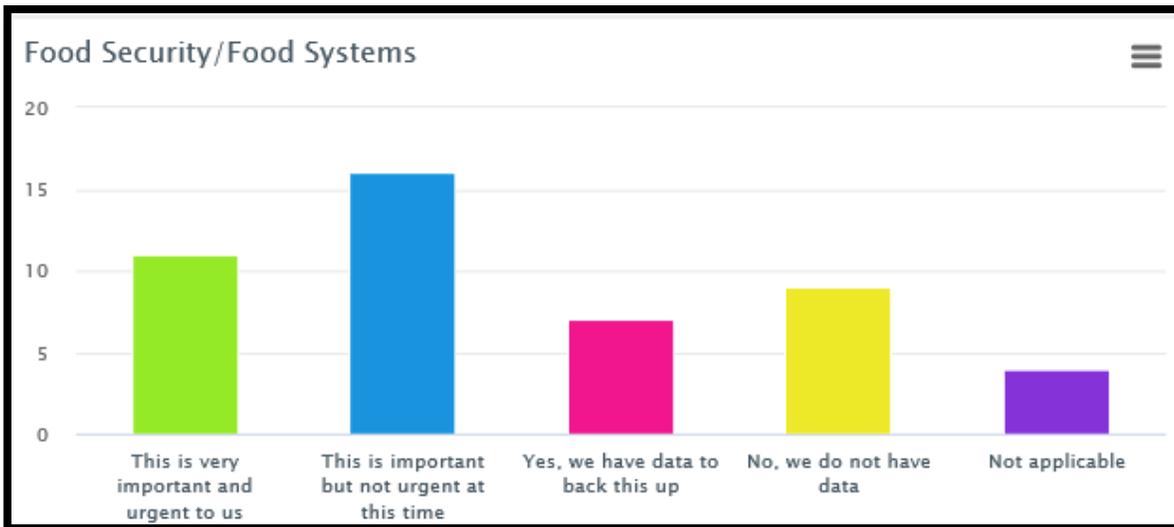
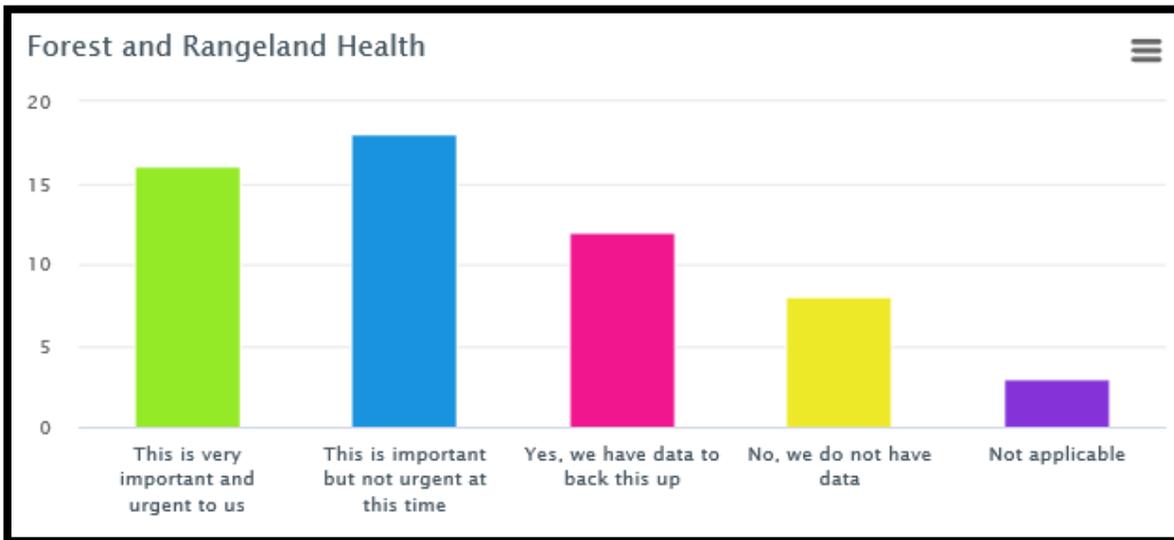
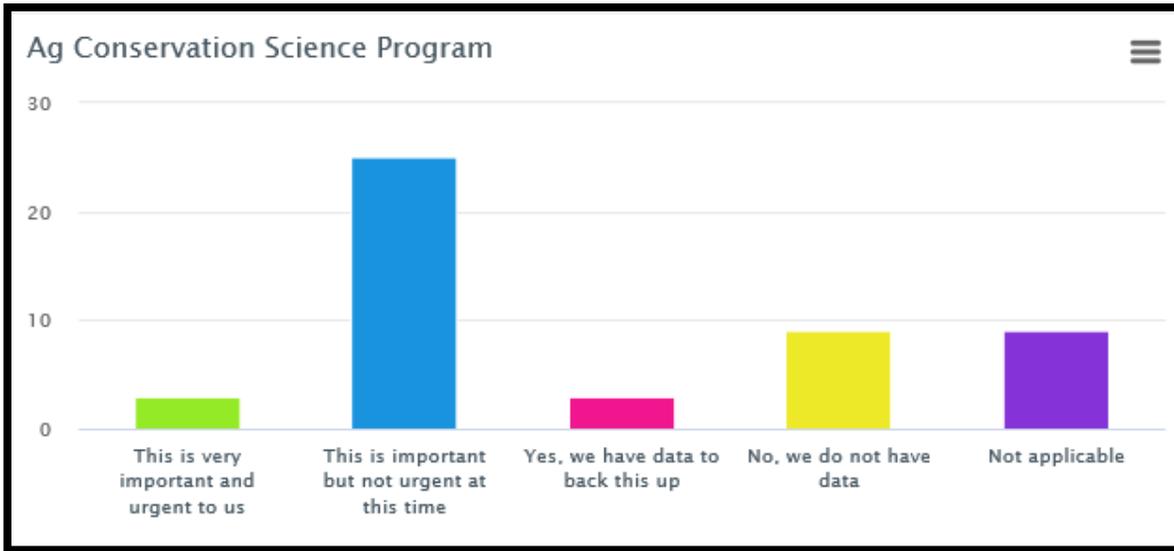


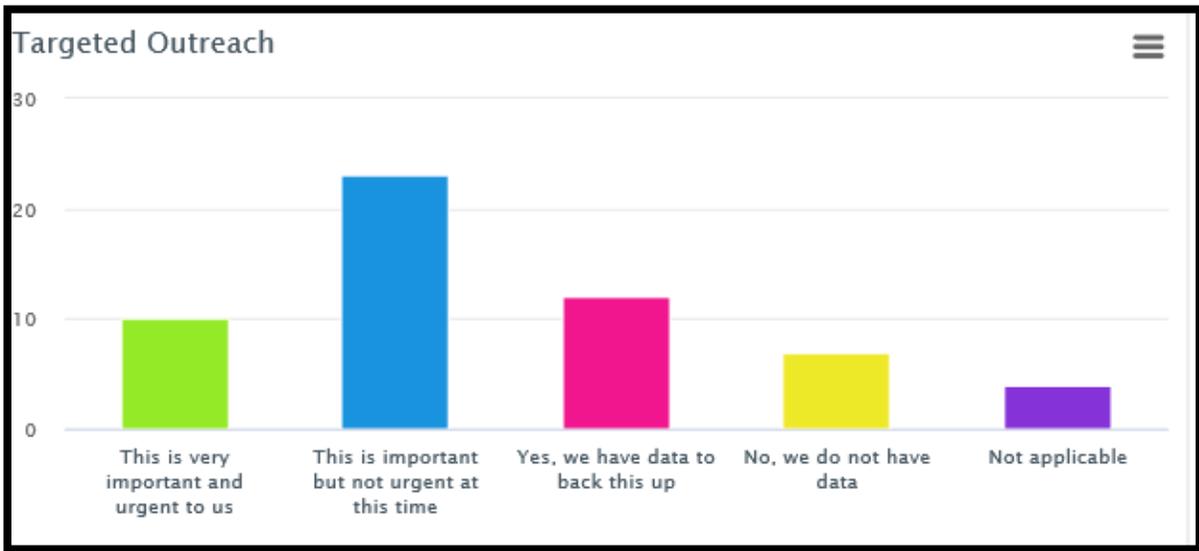
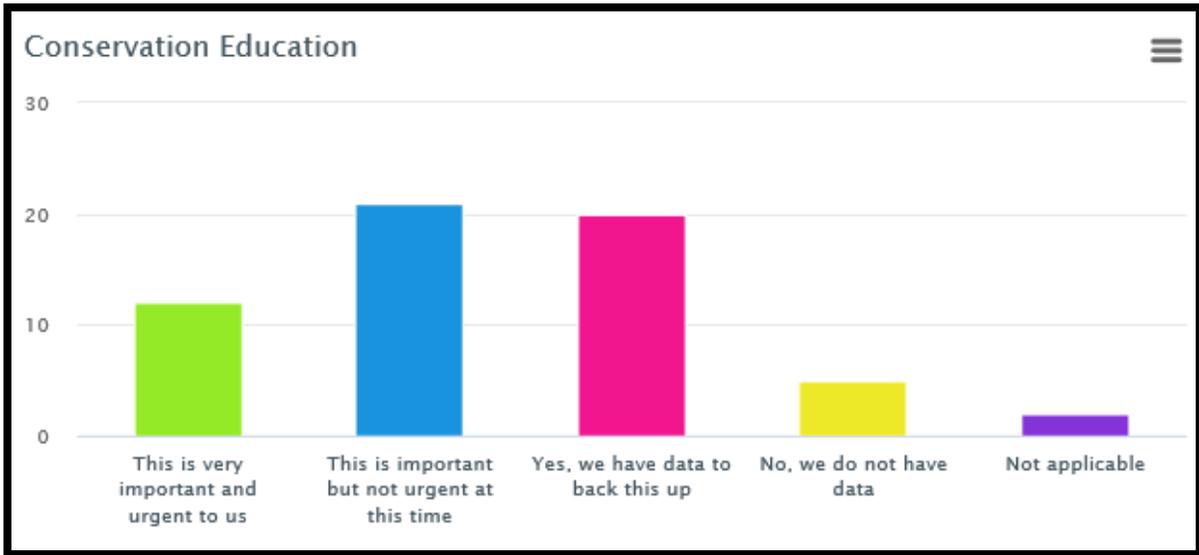
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To help us prioritize our recommendations we took the following information into consideration: Did the majority of CDs respond that they were important, urgent, and they had data to back them up?

CONTRACT FOR SERVICES BETWEEN
WASHINGTON STATE CONSERVATION COMMISSION
AND
WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

Contract # K2101

This Contract is made and entered into by and between the Washington State Conservation Commission, hereinafter referred to as the "**AGENCY**" or "**WSCC**", and the below named firm, hereinafter referred to as "**CONTRACTOR**" or "**WACD**".

Contractor Name: Washington Association of Conservation Districts (WACD)

Association Address: 711 Capitol Way South, Suite 707
City, ST, ZIP: Olympia, WA 98501

Phone: (360) 357-2425
Cell phone: (360) 878-4275

Email: rbaye@wadistricts.org

Federal TIN: 91-6176150

Statewide Vendor #: SWV0090342.01

PURPOSE

The purpose of this contract is for the AGENCY to retain the services of a qualified organization to provide project administration, project coordination, data collection and information exchange between conservation districts consistent with the duties of the AGENCY as identified in RCW 89.08.070 and the Agency.

SCOPE OF WORK

- A. Exhibit A, attached hereto and incorporated by reference, contains the General Terms and Conditions governing work to be performed under this contract.
- B. The CONTRACTOR will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth in Exhibit B- Statement of Work.
- C. The CONTRACTOR shall produce the following written reports or other written documents (deliverables) by the dates indicated in Exhibit B-Statement of Work. All written reports required under this contract must be delivered to Karla Heinitz, the Contract Manager, or to whomever the Agency shall otherwise designate to the Contractor in writing, in accordance with the schedule listed in Exhibit B- Statement of Work.

PERIOD OF PERFORMANCE

The period of performance under this contract will be from **July 1, 2020**, or date of execution, whichever is later, through **June 30, 2021**.

The term of this Contract may be extended by three additional one (1) year terms, provided that the extensions shall be at AGENCY'S option and shall be effected by the AGENCY giving written notice of its intent to extend this Contract to CONTRACTOR not less than thirty (30) calendar days prior to expiration of the then-current term of the Contract and subject to CONTRACTOR'S acceptance of such extension. The total term of this Contract shall not exceed three (3) years. No change in terms and conditions shall be permitted during these extensions unless specifically agreed to in writing.

DES FILING REQUIREMENT

10-Day Filing

The provisions of Chapter 39.26 RCW require the AGENCY to file this personal service contract with the Department of Enterprise Services (DES) for review. No contract so filed is effective nor shall work commence nor payment made until ten (10) working days following the date of filing, and if required, until approved by DES. In the event DES fails to approve the contract, the contract shall be null and void.

COMPENSATION

Total compensation payable to CONTRACTOR for satisfactory performance of the work under this contract shall not exceed sixty-five thousand (\$65,000) for the state fiscal year 2021. Requests for payment for CONTRACTOR employee services will be billed at one hundred dollars per hour (\$100.00/hour). The hourly rate will include all salaries and expenses within this hourly rate. The total compensation payments shall not exceed the amounts identified in this contract. All funds are subject to appropriation authority by the Washington State Legislature to the AGENCY.

EXPENSES

All expenses for this contract will be vouchered to the AGENCY monthly by the 10th of each month.

BILLING PROCEDURES AND PAYMENT

AGENCY will pay CONTRACTOR upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Contract Manager. Invoices must contain details of each Statement of Work item's Deliverables completed or in progress, percent complete or other effort, hours billed by each Statement of Work (SOW) item.

The invoices shall describe and document, to the AGENCY'S satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the contract reference number.

If expenses are invoiced, the CONTRACTOR must provide a detailed breakdown of each type. A receipt must accompany all expenses regardless of the amount in order to receive reimbursement. For all separately invoiced travel expenses pre-approved by AGENCY, CONTRACTOR shall receive reimbursement not-to-exceed current state travel reimbursement rates for expenses in compliance with State policies.

Payment shall be considered timely if made by the AGENCY within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the CONTRACTOR.

The AGENCY may, in its sole discretion, terminate the contract or withhold payments claimed by the CONTRACTOR for services rendered if the CONTRACTOR fails to satisfactorily comply with any term or condition of this contract.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the AGENCY.

CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract.

CONTRACTOR Contract Manager	AGENCY Contract Manager
<p>Ryan Baye</p> <p>WA Association of Conservation Districts 711 Capitol Way South, Suite 707 Olympia, WA 98501</p> <p>Phone: (360) 357-2425 Cell Phone: (360) 878-4275 Email address: ryanb@wadistricts.org</p>	<p>Karla Heinitz</p> <p>WA State Conservation Commission PO Box 47721 Olympia, WA 98504</p> <p>Phone: (360) 407-6212 Fax: (360) 407-6215 Email address: kheinitz@scc.wa.gov</p>

INSURANCE

The CONTRACTOR shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of the CONTRACTOR or subcontractor, or agents of either, while performing under the terms of this contract.

The CONTRACTOR shall provide insurance coverage, which shall be maintained in full force and effect during the term of this contract, as follows:

1. Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence.

Additionally, the CONTRACTOR is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

2. Automobile Liability. In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the CONTRACTOR, automobile liability insurance shall be required. The minimum limit for automobile liability is:

\$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

3. The insurance required shall be issued by an insurance company (companies) authorized to do business within the state of Washington, and shall name the state of Washington, its agents and employees as additional insureds under the insurance policy (policies).

All policies shall be primary to any other valid and collectable insurance.

CONTRACTOR shall instruct the insurers to give AGENCY thirty (30) calendar days advance notice of any insurance cancellation.

ASSURANCES

AGENCY and the CONTRACTOR agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special terms and conditions as contained in this basic contract instrument
- Exhibit A - General Terms and Conditions
- Exhibit B- Scope of Work
- Any other provision, term or material incorporated herein by reference or otherwise incorporated

ENTIRE AGREEMENT

This contract, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

CONFORMANCE

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

APPROVAL

This contract shall be subject to the written approval of the AGENCY'S authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

THIS CONTRACT, consisting of 18 pages including two (2) attachments (Attachment A: General Terms & Conditions; and, Attachment B: Statement of Work), is executed by the persons signing below, who warrant they have the authority to execute the contract.

WASHINGTON ASSOCIATION OF
CONSERVATION DISTRICTS (WACD)

WASHINGTON STATE
CONSERVATION COMMISSION (WSCC)

WACD PRESIDENT

EXECUTIVE DIRECTOR

DATE

DATE

DRAFT

Exhibit A: General Terms and Conditions

DEFINITIONS

As used throughout this contract, the following terms shall have the meaning set forth below:

- A. "AGENCY" or "WSCC" shall mean the WASHINGTON STATE CONSERVATION COMMISSION of the State of Washington, any division, section, office, unit or other entity of the AGENCY, or any of the officers or other officials lawfully representing that AGENCY.
- B. "AGENT" shall mean the Executive Director of the WSCC, and/or the delegate authorized in writing to act on the Executive Director's behalf.
- C. "CONTRACTOR" or "WACD" shall mean the WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS and shall include all employees of the CONTRACTOR.
- D. "SUBCONTRACTOR" shall mean one not in the employment of the CONTRACTOR, who is performing all or part of those services under this contract under a separate contract with the CONTRACTOR. The terms "SUBCONTRACTOR" and "SUBCONTRACTORS" means SUBCONTRACTOR(s) in any tier.

ACCESS TO DATA

The CONTRACTOR shall provide access to data generated under this contract to AGENCY, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the CONTRACTOR'S reports, including computer models and methodology for those models.

ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the AGENCY.

AMENDMENTS

This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, ALSO REFERRED TO AS THE "ADA" 28 CFR PART 36

The CONTRACTOR must comply with the ADA (Americans with Disabilities Act (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35), which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the CONTRACTOR without prior written consent of the AGENCY.

ATTORNEYS' FEES

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney fees and costs.

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The CONTRACTOR shall not use or disclose any information concerning the AGENCY, or information that may be classified as confidential for any purpose not directly connected with the administration of this contract, except with prior written consent of the AGENCY, or as may be required by law.

DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

DISPUTES

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with AGENT.

1. The request for a dispute hearing must:
 - Be in writing;
 - State the disputed issue(s);
 - State the relative positions of the parties;
 - State the CONTRACTOR'S name, address, and contract number; and
 - Be mailed to the AGENT and the other party's (respondent's) contract manager within 3 working calendar days after the parties agree that they cannot resolve the dispute.
2. The respondent shall send a written answer to the requester's statement to both the agent and the requester within 5 working calendar days.
3. The AGENT shall review the written statements and reply in writing to both parties within 10 working days. The AGENT may extend this period if necessary by notifying the parties.
4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable ADR method in addition to the dispute resolution procedure outlined above.

DUPLICATE PAYMENT

The AGENCY shall not pay the CONTRACTOR, if the CONTRACTOR has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same services or expenses.

GOVERNING LAW

This contract shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

INDEMNIFICATION

To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend, and hold harmless State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

CONTRACTOR'S obligations to indemnify, defend, and hold harmless includes any claim by CONTRACTORS' agents, employees, representatives, or any subcontractor or its employees.

CONTRACTOR expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to CONTRACTOR'S or any subcontractor's performance or failure to perform the contract. CONTRACTOR'S obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

CONTRACTOR waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, agents or employees.

INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent contractor relationship will be created by this contract. The CONTRACTOR and his or her employees or agents performing under this contract are not employees or agents of the AGENCY. The CONTRACTOR will not hold himself/herself out as or claim to be an officer or employee of the AGENCY or of the State of Washington by reason hereof, nor will the CONTRACTOR make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the CONTRACTOR.

LICENSING, ACCREDITATION AND REGISTRATION

The CONTRACTOR shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary for the performance of this contract.

LIMITATION OF AUTHORITY

Only the AGENT or AGENT'S delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the AGENT.

NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

In the event of the CONTRACTOR'S non-compliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the CONTRACTOR may be declared ineligible for further contracts with the AGENCY. The CONTRACTOR shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

NONDISCRIMINATION

During the performance of this contract, the CONTRACTOR shall comply with all federal and state nondiscrimination laws, regulations and policies.

PUBLICITY

The CONTRACTOR agrees to submit to the AGENCY all advertising and publicity matters relating to this contract wherein the AGENCY'S name is mentioned or language used from which the connection of the AGENCY'S name may, in the AGENCY'S judgment, be inferred or implied. The CONTRACTOR agrees not to publish or use such advertising and publicity matters without the prior written consent of the AGENCY.

RECORDS MAINTENANCE

The CONTRACTOR shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

CONTRACTOR shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by the AGENCY, personnel duly authorized by the AGENCY, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

RIGHT OF INSPECTION

The CONTRACTOR shall provide right of access to its facilities to the AGENCY, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the AGENCY may terminate the contract under the "Termination for Convenience" clause, without the ten-day notice requirement, subject to renegotiation at the AGENCY'S discretion under those new funding limitations and conditions.

SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

SUBCONTRACTING

Neither the CONTRACTOR nor any SUBCONTRACTOR shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the AGENCY. In no event shall the existence of the subcontract operate to release or reduce the liability of the contractor to the Department for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this contract.

Additionally, the CONTRACTOR is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. CONTRACTOR and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law.

TAXES

All payments accrued because of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the CONTRACTOR or its staff shall be the sole responsibility of the CONTRACTOR.

TERMINATION FOR CAUSE

In the event the AGENCY determines the CONTRACTOR has failed to comply with the conditions of this contract in a timely manner, the AGENCY has the right to suspend or terminate this contract. Before suspending or terminating the contract, the AGENCY shall notify the CONTRACTOR in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the CONTRACTOR shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The AGENCY reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the CONTRACTOR from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the CONTRACTOR or a decision by the AGENCY to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the CONTRACTOR: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the AGENCY and CONTRACTOR provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

TERMINATION FOR CONVENIENCE

Except as otherwise provided in this contract, the AGENCY may, by 60 calendar days written notice, beginning on the second day after the mailing, terminate this contract, in whole or in part. If this contract is so terminated, the AGENCY shall be liable only for payment required under the terms of this contract for services rendered or goods delivered prior to the effective date of termination.

TERMINATION PROCEDURES

Upon termination of this contract, the AGENCY; in addition to any other rights provided in this contract, may require the CONTRACTOR to deliver to the AGENCY any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The AGENCY shall pay to the CONTRACTOR the agreed upon price, if separately stated, for completed work and services accepted by the AGENCY, and the amount agreed upon by the CONTRACTOR and the AGENCY for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by the AGENCY, and (iv) the protection and preservation of property, unless the termination is for default, in which case the AGENT shall determine the extent of the liability of the AGENCY. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The AGENCY may withhold from any amounts due the CONTRACTOR such sum as the AGENT determines to be necessary to protect the AGENCY against potential loss or liability.

The rights and remedies of the AGENCY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the AGENT, the CONTRACTOR shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to the AGENCY, in the manner, at the times, and to the extent directed by the AGENT, all of the rights, title, and interest of the CONTRACTOR under the orders and subcontracts so terminated, in which case the AGENCY has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the AGENT to the extent AGENT may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to the AGENCY and deliver in the manner, at the times, and to the extent directed by the AGENT any property which, if the contract had been completed, would have been required to be furnished to the AGENCY;
6. Complete performance of such part of the work as shall not have been terminated by the AGENT; and
7. Take such action as may be necessary, or as the AGENT may direct, for the protection and preservation of the property related to this contract, which is in the possession of the CONTRACTOR and in which the AGENCY has or may acquire an interest.

TREATMENT OF ASSETS

Title to all property furnished by the AGENCY shall remain in the AGENCY. Title to all property furnished by the CONTRACTOR, for the cost of which the CONTRACTOR is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the AGENCY upon delivery of such property by the CONTRACTOR.

- A. Title to other property, the cost of which is reimbursable to the CONTRACTOR under this contract, shall pass to and vest in the AGENCY upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the AGENCY in whole or in part, whichever first occurs.
- B. Any property of the AGENCY furnished to the CONTRACTOR shall, unless otherwise provided herein or approved by the AGENCY, be used only for the performance of this contract.
- C. The CONTRACTOR shall be responsible for any loss or damage to property of the AGENCY that results from the negligence of the CONTRACTOR or which results from the failure on the part of the CONTRACTOR to maintain and administer that property in accordance with sound management practices.
- D. If any AGENCY property is lost, destroyed or damaged, the CONTRACTOR shall immediately notify the AGENCY and shall take all reasonable steps to protect the property from further damage.
- E. The CONTRACTOR shall surrender to the AGENCY all property of the AGENCY prior to settlement upon completion, termination or cancellation of this contract.
- F. All reference to the CONTRACTOR under this clause shall also include CONTRACTOR'S employees, agents or SUBCONTRACTORS.

WAIVER

Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of the AGENCY.

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EXHIBIT B-STATEMENT OF WORK #K2101

WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS (WACD) SOLE-SOURCE CONTRACT

July 1, 2020 – June 30, 2021

TOTAL CONTRACT AWARD VALUE: \$65,000.00

1. WACD Annual Meeting and Training

WACD provides an annual event where all elected and appointed conservation district supervisors have the opportunity to gather to hear presentations and to discuss and propose solutions to issues of mutual concern. Per RCW 89.08.070(2) and (14), WSCC is to keep the supervisors apprised of issues affecting conservation districts, including emerging issues such as orca recovery and existing issues of concern such as salmon recovery, pathogens, excess nutrients, and climate change

Deliverables:

1.1 WACD will engage WSCC as part of the planning committee for the FY2021 WACD Annual Meeting and Training.

1.2 WACD will coordinate with WSCC on at least four hours of dedicated conference programming for WSCC to interact with participants.

1.3 WACD will coordinate with WSCC in advance on resolutions to be heard at the annual meetings, and will allow time during the WACD resolution committee meetings and/or the WACD business meeting to address conservation district supervisors regarding impacts to the state, WSCC, conservation districts or the conservation delivery system. WACD will share applicable completed resolutions with WSCC following the WACD Annual Meeting.

1.4 The meeting and trainings shall serve to inform conservation district supervisors, build partnerships, and enhance the working relationships of conservation district partners and participants.

1.5 The meeting will provide the venue for the election of the regional WACD member to the Washington State Conservation Commission (WSCC) board.

1.6 WACD will provide exhibitor space for the WSCC at the annual meeting. All printed or electronic materials for conservation district supervisor engagement, training, leadership development and recruitment shall include the following statement: "Funding for these training materials is provided in part by the Washington State Conservation Commission" and shall include the official logo of the WSCC as provided by the WSCC.

Measures of Success:

- 1.1 WSCC will participate in the monthly planning meetings.
- 1.2 Public-facing agenda will be on the web, indicating the four hour WSCC session.
- 1.3 WACD sends resolutions to be heard at the annual meeting to WSCC no later than one month before the annual meeting, and all adopted resolutions will be shared with WSCC no later than one month after the annual meeting.
- 1.4 The agenda will be provided to WSCC.
- 1.5 The minutes of the meeting will be provided to WSCC.
- 1.6. Copies of the exhibition materials with the statement: "Funding for these training materials is provided in part by the Washington State Conservation Commission" will be provided to WSCC.

DELIVERABLE DATE(S):

1.1-1.7 Coordination and planning of this segment shall be ongoing during the months of September through December 2020. Details of WSCC participation will be included in the final report.

BUDGET: Not to exceed \$35,000 of contract value.

2. Conservation District Supervisor Engagement, Training, Leadership Development and Recruitment

WSCC seeks to increase awareness of citizens about opportunities to serve and responsibilities for serving on the board of the local conservation district and the WACD Board of Directors. Participation and outreach to promote the leadership role of a conservation district supervisor is a high priority leadership initiative. The success and reliability of locally-led conservation planning and higher-level conservation district supervisor participation depends on the inclusion of broad representation, leadership, supervisor engagement, and information sharing. Training and outreach will include issues affecting conservation districts, including emerging issues such as orca recovery and existing issues of concern such as salmon recovery, pathogens, excess nutrients, and climate change.

DELIVERABLES DATE(S):

2.1. WACD will work with WSCC to develop a statewide supervisor training delivery strategy from July 1, 2020 through June 30, 2021.

2.2. WACD will provide education to supervisors on WSCC programs and issues such as reducing pathogens and nutrients, irrigation efficiencies, as well as orca and salmon recovery.

2.3 WACD and WSCC will work together to develop and distribute to conservation district staff and supervisors informational products, such as one-pagers, infographic web pages to ensure knowledge about program benefits, technical assistance resources emerging issues, and upcoming events on topics such as salmon and orca recovery, pathogen removal and nutrient

reduction to water bodies in Washington State.

2.3 WACD will assist conservation districts in opportunities for education with local legislators, local officials, and the public. WACD will work with the WSCC communications and policy leads to coordinate activities. Provide districts important legislative and budget dates.

2.4 WACD will coordinate state and regional meetings with Area Directors, WSCC, and partners to provide information and discuss issues of concern.

2.5. WACD, working with WSCC, will begin scoping the work around developing a recruitment strategy to assist in the recruitment for conservation district boards of supervisors. The recruitment strategy may include outreaching to affiliate organizations and agencies, cultivating landowner relationships, enlisting the help of, and seeking feedback from, conservation district staff and current supervisors, succession planning, diversity inclusion, facilitating communications between supervisors, and integration of associate board members.

Measures of success:

2.1 WACD and WSCC representative to meet no less than quarterly in development of this strategy starting July 1, 2020.

2.2 Copies of educational materials and/or meeting/webinar agendas and participant lists will be provided to WSCC.

2.3 Materials with legislative and budget updates shared with conservation districts will be provided to WSCC.

2.4 Provide meeting minutes for at least three (3) meetings held before July 1, 2021.

2.5 Have a working committee in place by June 30, 2020 that meets on a regular basis to begin development of this strategy.

2.1- 2.5. All printed or electronic materials for conservation district supervisor engagement, training, leadership development and recruitment shall include the following statement: "Funding for these training materials is provided in part by the Washington State Conservation Commission" and shall include the official logo of the WSCC as provided by the WSCC.

DELIVERABLE DATE(S):

July 1, 2020 – June 30, 2021

BUDGET: Not to exceed \$15,250 of contract value.

3.0 Communicating Priorities of the State Conservation Partnership

WACD will lead the scheduling of Congressional, federal agency, and stakeholder appointments for representatives of the Washington State Conservation Partnership during the National Association of Conservation Districts (NACD) Annual Washington D.C. Spring Fly-In.

WACD will, assemble, and deliver Congressional meeting packets. Packets will include key information on salmon and orca recovery as well as reducing nutrients and pathogens in our waters.

Measures of success:

Conservation Partnership representatives meet with members of Congress or their staff from the majority of Washington's Congressional delegation during the Fly-In.

Conservation Partnership representatives have meeting packets to deliver for each of their meetings during the Fly-In.

Commission support:

Staff will develop/provide packet handouts, including fact sheets on top priorities and program fact sheets providing information on key issues affecting conservation district work in Washington State, such as orca and salmon recovery, WSCC incentive programs, climate change, etc.

DELIVERABLE DATE(S):

Spring of Fiscal Year 21.

BUDGET: Not to exceed \$5,000 of contract value.

7.0 WACD Administration

Fifteen percent (15%) of the contracted amount, which is nine thousand seven hundred fifty (**\$9,750**) will be used for administration costs.

The WACD contract manager is the only person authorized to submit vouchers for WACD and will be the contact person for this contract. WACD will administer all projects and provide monthly vouchers for work accomplished in each of the project areas consistent with this statement of work.

An annual report will be produced for the WSCC on deliverables for each of the projects. A final report of all activities and accomplishments during the contract period ending June 30, 2021 will be provided to WSCC by July 15, 2021.

COMPLETION DATE(S):

WACD will provide monthly vouchers by the 10th of each month and a detailed annual report to Commission staff by July 15, 2021.

DRAFT



May 21, 2020

TO: Conservation Commission Members
Carol Smith, Executive Director

FROM: Bill Eller, Election Officer

SUBJECT: 2020 Conservation District Elections

Summary: Staff recommends the Commission certify and announce the official winners of 45 of the 45 conservation district elections. None of these districts had any issues of significant noncompliance with WAC Title 135-110 and the election procedures published for this cycle.

Staff provides a separate memo outlining the results of the Pierce Conservation District election and a complaint related to that, but still recommends certification of that election.

Staff recommendation

Action Item: The Commission should certify and announce the official winners of 45 of the 45 conservation district elections (as listed in the table below entitled: **Conservation District Election Results**).

Suggested motion:

Motion by [Commissioner _____] to certify and announce the official winners of the 45 conservation district elections, as listed in the table herein entitled: Conservation District Election Results.

Election Compliance

None of the 45 districts had any issues of significant noncompliance with WAC Title 135-110 and the election procedures published for this cycle that rose to the level warranting non-certification of the election.

District staff responsible for elections did a great job in solving most issues related to election rules and policy compliance. Virtually all the issues that did arise were resolved before they became irreversible or otherwise affected the election process.

Compliance with election rules and policies seems to have held steady this year, but the increasing politicization of the conservation district election process, use of technology (internet ballot requests) and more active campaigning by candidates continues to put pressure

on our election system. While providing election forms and most other materials electronically has created some efficiencies, processing and interpreting the election data received continues to take substantial Commission staff time and resources.

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

- Pre-election activities
 - Notice of election
 - Election location
 - Candidate filing
 - Requesting ballots
 - Candidate statements
 - Emergencies and how to handle them
- During the election and Election Day
 - Campaigning
 - Requesting ballots
 - Poll-sites during a pandemic
- The election process
 - Candidate eligibility
 - Voter eligibility
- Voting and ballots
 - Ballots generally
 - Ballot handling and county auditor involvement
 - Absentee ballots

Three unique events affected elections this year:

- The legislature debated a few bills addressing special purpose district elections, including conservation district elections, during the short legislative session. This generated more discussion and interest about conservation district elections among the general public and media.
- King Conservation District used an electronic voting method that allowed for voting by smartphone. Voters, and the media, were very interested in many aspects of this first-in-the-nation voting method, but the voting went smoothly.
- The COVID-19 virus and social distancing directives impacted three conservation district elections (Pierce, Franklin and Grays Harbor) holding elections in the second half of March, but all three districts were able to adapt to this unique circumstances to hold elections. Pierce was most affected, and rather than risk violating social distancing directives, chose to modify their in-person voting at their poll-site. Pierce utilized an inventive ballot request procedure wherein staff took ballot requests and delivered those ballots to voters at the voters' homes. All three districts took extraordinary measures to ensure the integrity and viability of their election.

Preparation for the 2019-2020 election cycle included:

- *September 26 2019 Elections Webinar.* Commission staff presented an election webinar to districts highlighting areas for improvement based on last years' election cycle, outlining election forms and manual changes, and reminding districts of important timelines and election procedures.
- *Fall 2019 Elections Outreach.* Commission staff made a concerted effort during the fall of 2019 to communicate with districts the intricacies of the election cycle, timelines, deadlines, and procedures.
- *Monthly Election Information.* Commission staff created reminders and informational statements that were provided each month from September through April to anyone subscribing to the Commission's *Elections and Appointments* listserv through the Commission's GovDelivery system.
- *Election Boot-Camp.* Three election "boot-camps" were held to introduce new district and Commission staff to the election and appointment procedures.

District Election Summary

32 (71%) districts automatically re-elected their incumbent. They were Adams, Asotin County, Central Klickitat, Columbia, Cowlitz, Eastern Klickitat, Ferry, Foster Creek, Grant, Jefferson County, Kitsap, Kittitas County, Lewis County, Lincoln County, Mason, North Yakima, Pacific, Palouse, Palouse Rock Lake, Pend Oreille, Pine Creek, Pomeroy, Skagit, South Douglas, South Yakima, Spokane, Stevens County, Underwood, Wahkiakum, Walla Walla County, Whatcom, and Whitman.

13 (29%) districts held elections): Benton, Cascadia, Clallam, Clark, Franklin, Grays Harbor, King, Okanogan, Pierce, San Juan Islands, Snohomish, Thurston, and Whidbey Island.
See table on next page.

CONSERVATION DISTRICTS THAT HELD ELECTIONS DURING 2020

	DISTRICT	UNOFFICIAL WINNER	# OF ELIGIBLE VOTES FOR THIS CANDIDATE	TOTAL # OF ALL ELIGIBLE VOTES
1	#Benton	Michael Sackschewsky	1	1
2	Cascadia	Junell Wentz	7	9
3	Clallam	Carolyn Suzanne Wilcox	298	425
4	Clark	April Thatcher	44	44
5	#*Franklin	Dick Bengen	0	0
6	#Grays Harbor	Carl N/A Waara	1	1
7	King	Chris Porter	5,012	6,158
8	Okanogan	Ivan Oberg	30	34
9	Pierce	Cindy none Haverkamp	274	384
10	San Juan Islands	Carson B Springer	9	9
11	Snohomish	Spencer Fluentes	24	24
12	Thurston	David Iyall	370	370
13	Whidbey Island	Gary L. Ketcheson	62	144
TOTAL ELIGIBLE VOTES CAST			6,132	7,603

-- denotes that these conservation districts held an election that did not have any candidate names pre-printed on the ballot.

* -- denotes an election with no candidates nor any voters, as a result the Commission will announce another full term for the incumbent.

A total of 7,603 eligible ballots were cast. 115 ballots were disqualified. Therefore, 7,718 ballots were cast overall.

Of the 13 elections held this year, Commission staff was able to observe 8 (62%). Observations were done at: Cascadia, Clallam, Clark, Okanogan, San Juan Islands, Snohomish, Thurston and Whidbey Island.

Of the 13 districts that held elections -

- 10 (Cascadia, Clallam, Clark, King, Okanogan, Pierce, San Juan Islands, Snohomish, Thurston, and Whidbey Island) had candidates pre-printed on the ballot, meaning they were declared-nominated candidates.¹

¹ [WAC 135-110-350 \(2\)](#) and [WAC 135-110-500](#)

- 3 (Benton, Franklin, and Grays Harbor) had no declared or declared-nominated candidates, meaning only write-in candidates were eligible to be elected.² Of these 3 districts, one (Franklin) had neither candidates nor voters.

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	Amerrein
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
Whitman	13-Feb-20	Yes	Amy	Lynne	McKay

45

32

² [WAC 135-110-350 \(3\)](#), [WAC 135-110-360](#), and [WAC 135-110-500\(c\)](#)

JANUARY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Thurston	15	16 Columbia	17	18
19	20	21 Adams	22 Palouse Rock Lake	23	24	25
26	27	28 Cascadia	29	30 Walla Walla	31	

FEBRUARY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Pomeroy	4 Whidbey Island	5 Pacific	6	7	8
9	10	11 King Kittitas	12 Lincoln South Douglas	13 Whitman	14	15
16	17	18 Snohomish Underwood	19 Central Klickitat	20 Stevens	21	22 Grant Mason
23	24	25 Eastern Klickitat	26 San Juan Islands	27	28	29

MARCH 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Jefferson	4 Lewis	5	6	7
8	9	10 Benton Clark Spokane	11 Foster Creek Okanogan Pine Creek	12 Asotin Clallam	13	14
15	16 Franklin	17 North Yakima	18 Cowlitz South Yakima	19	20 Grays Harbor	21
22	23	24 Whatcom	25 Ferry Palouse Pierce Skagit	26 Wahkiakum	27 Kitsap Pend Oreille	28

NOTE: **BOLD** INDICATES AN ELECTION WAS HELD

CONSERVATION DISTRICT ELECTIONS - TOTAL BALLOTS CAST

2020		2019		2018		2017		2016		2015	
CD	Votes	CD	Votes	CD	Votes	CD	Votes	CD	Votes	CD	Votes
				Adams*	0						
Benton#	1	Benton#	3	Benton#	3	Benton#	4	Benton#	2	Benton*	0
Cascadia	9	Cascadia*	0	Cascadia*	0	Cascadia#	6	Cascadia#	2		
						C Klickitat#	12				
Clallam	451	Clallam`	70	Clallam`	14			Clallam#	7		
Clark	44	Clark`	21	Clark`	13						
				Columbia`	29	Columbia`	18			Columbia`	22
										Cowlitz#	13
				E Klickitat#	9	E Klickitat#	10	E Klickitat#	11		
										Ferry#	17
		Foster Creek#	4	Foster Creek#	7						
Franklin*	0	Franklin*	0	Franklin*	0	Franklin*	0	Franklin`	1		
Grays Harbor#	1	Grays Harbor	5	Grays Harbor#	3					Grays Harbor&	6
		Jefferson	20								
King	6194	King	3535	King#	12					King&	144
						Kittitas`	24				
		Lincoln	13							Lincoln`	15
Okanogan	35										
				Palouse#	17						
		Pend Oreille#	3							Pend Oreille*	0
Pierce	408										
		Pine Creek#	2							Pine Creek`	4
		Pomeroy`	21	Pomeroy`	19						
San Juan	10			San Juan`	6						
						Skagit`	96	Skagit#	16	Skagit`	18
Snohomish	32			Snohomish#	19						
				S Yakima`	30						
								Spokane#	16	Spokane`	10
				Stevens`	14						
Thurston	380	Thurston&	1080	Thurston&	2541			Thurston&	270	Thurston&	186
		Underwood	6					Underwood#	28		
						Walla Walla#	13				
		Whatcom&	4030	Whatcom&	4432	Whatcom&	4780	Whatcom&	1227	Whatcom&	4534
Whidbey	153					Whidbey`	20				
13	7718	16	8813	19	7168	11	4983	10	1580	13	4969

* An election was held, but there were no candidates, no write-ins, nor any voters.

An election was held with no candidates names pre-printed on the ballot (write-in only)

` An election was held with only one candidate and that one candidate qualified to have their name pre-printed on the ballot.

& An election was held with multiple candidates, at least one of which qualified to have their name pre-printed on the ballot.

[Empty cells for CDs indicate that the CD automatically re-elected their incumbent that year.]

May 21, 2020

TO: Conservation Commission Members
Carol Smith, Executive Director

FROM: Bill Eller, Conservation Commission Election Officer

SUBJECT: Investigation of Pierce Conservation District election allegation

Summary: Staff recommends the Conservation Commission board (Commission) certify and announce the official winner of the Pierce Conservation District (PCD) election. The issue that came to light before the PCD election related to a written candidate statement and supervisor endorsement does not rise to the level of significant noncompliance with election procedures necessary to invalidate the election.

Staff recommendation action: The Commission should certify and announce the official winner of the PCD election as the issue presented did not establish a finding of significant noncompliance with WAC Chapter 135-110 and the election procedures published for this election cycle.

Suggested motion: Motion by [Commissioner _____] to certify and announce Cindy Haverkamp as the official winner of the Pierce Conservation District election.

Background: On March 23, 2020, the Commission received an anonymous complaint about the upcoming March 25, 2020 PCD election through its online [Election Feedback Form](#). The complaint is as follows:

Election materials included the info on the two candidates, but the info for one candidate was presented with a statement from the board chair that appeared to be pushing her over the other. That is not ethical. Someone should be reprimanded. This could sway the whole election.

The complaint involves the district's ability to solicit and publish written candidate statements, and the endorsement of a candidate by a board supervisor.

Ms. Selena Corwin, PCD Director of Finance and Administration, had been appointed by the PCD board as their election supervisor for the 2020 election cycle, as per PCD board Resolution #2020-01-01, dated January 8, 2020.

On March 25, 2020, PCD held the poll-site portion of its election from 4 pm – 8 pm. Due to the COVID-19 outbreak and the Governor's proclamations, PCD modified its typical poll-site election practices. Adhering to social distancing directives, it closed the in-person poll-site and required voters to call a number to request a ballot that would be delivered to them by PCD staff. Ballots would then be filled out and returned by the voter in a self-addressed, pre-

stamped envelope before the end of March. Notice of these new procedures was posted at the poll-site, on the PCD web page, and through social media.

On March 30, 2020, Ms. Corwin said that delivered ballots were green in color, to differentiate them from other ballots, and approximately 25 ballots were requested by voters to be delivered. Deliveries were complete by approximately 9:30 p.m. on March 25, 2020.

The result of the election was that Ms. Haverkamp received 274 votes. Mr. Mauren received 110 votes.

Investigation

Commission staff spoke with Ms. Corwin about the complaint on March 23, 2020. She confirmed that, as part of her duties as election supervisor, she sent both declared, nominated candidates (Mr. Mark Mauren and Ms. Cindy Haverkamp) emails on February 25, 2020 soliciting candidate biographies and statements from both candidates. The substantive portion of the email is as follows, and the language is identical in both emails:

Could you please get me your candidate statement and picture (headshot) to me by 12: noon on March 4th? We will be including this in with the mail in ballots we send out. An example is attached for your reference. Please let me know if you have any questions.

Included in the email was the attached candidate biography and statement example (from a previous election in 2014):

2014 District Election Candidate Information

Bio for David Seago

Graduate of Tacoma's Lincoln High School, Stanford University and the Columbia University Graduate School of Journalism.

Employed as a reporter, news editor, editorial writer and editorial page editor during a 40-year career at The News Tribune.

Active in outdoor recreation, including bicycle touring, kayaking, backpacking and cross-country skiing.

Active in local stream restoration work parties and removal of invasive species.

Currently a board member for the Washington Coalition for Open Government, the Pierce Conservation District, the Grand Cinema, the Foothills Rails-to-Trails Coalition and the ForeverGreen Trails Council. Resides in Tacoma's North End with his wife, Anne, and five handsome hens.



Candidate's Statement

I strongly believe in the district's mission of using voluntary, cooperative efforts to help conserve Pierce County's natural resources, especially farmland and fish habitat.

I work conscientiously with fellow supervisors to use our limited public funds wisely. I understand the principles of good public governance. The district has come a long way in just three years, has a great staff, and is headed for even greater things.

The district is on a sound financial footing and getting consistently clean audits. Improving our aging facilities is now a feasible goal.

Responses from both candidates were received by Ms. Corwin (from Ms. Haverkamp on February 26, 2020, and from Mr. Mauren on February 27, 2020). Without editing either statement, both responses were posted on the PCD web site on February 28, 2020. The candidate biographies and statements were also provided to voters who requested absentee ballots.

In an email on March 30, 2020, Ms. Corwin confirmed that the PCD does have a policy that governs candidate biographies and statements during elections. It was adopted by the PCD board of supervisors on April 4, 2013. It reads as follows:

District Election Policy Candidate Biography and Statement

The Pierce Conservation District will include a biography and statement for each declared candidate on the District's website and Facebook page.

Biography

The biography submitted by candidates must not exceed a total of 100 words and should include elected experience, other professional experience, education and community service.

If a candidate does not submit a biography, a statement will be issued with the text "No biography information submitted" for that candidate.

Statement

The statements submitted by candidates must not exceed a total of 100 words and should include candidate's strengths and what expertise they bring to the District's Board of Supervisors if elected.

If a candidate does not submit a statement, a statement will be issued with the text "No statement information submitted" for that candidate.

Biography and Statement Format

All biographies and statements must be typed. Use italics only to emphasize specific words or statements. No other formatting is allowed.

Don't use:

- Bolding, underlining or all caps.
- Tables, list, bullets, or other formatting tools.
- Obscene, profane, libelous, racial or defamatory language.

Any bold, underlining or all caps submitted will be changed to italics. Statements and biographies exceeding word limits are shortened by deleting full sentences from the end until the limit is reached.

Candidate Photo Guidelines

If candidates wish to include a photo with their biography and statement (photos optional), the following guidelines must be followed:

- All photos must be digital (JPEG or TIFF format) and submitted online.
- Current photo's only (taken within 5 years)
- Head and shoulders only portrait
- Light colored, plain background
- Photos with scenery, flags or other background settings will not be accepted.
- Color photos preferred, black and white is acceptable.
- Judicial robes, law enforcement or military type uniforms are prohibited. No photo may reveal clothing or insignia suggesting that you hold a public office.

Once the photo is submitted, it becomes property of the Pierce Conservation District. The Pierce Conservation District will not be responsible for your photo appearing in publications other than on the District's website and/or Facebook page under candidate information.

Disclaimer

The District's Elections Officer will review the candidate's biography and statement for accuracy and proper content. If the Elections Officer finds there to be inaccuracies or no proper content, the candidates' biography and/or statement will not be published.

If the Elections Officer finds submission of the candidates' biography and statement to be accurate and will proper content, the information will be printed exactly as received.

Though PCD is not required to have such a policy under the conservation district election code (Washington Administrative Code (WAC) Chapter 135-110), the Commission strongly encourages all conservation districts to adopt such a policy. In September 2015, the Commission's election manual was amended to provide a sample candidate information policy.¹

Analysis

The WAC and Commission election manual (Manual) govern this situation.

The Revised Code of Washington (RCW) Title 29A generally governs elections in Washington and includes the duties of county auditors and county elections departments. Specifically, RCW 29A.04.216 sets out the duties of county auditors and also sets out the exception to those duties. One of the exceptions applies to conservation district elections. That exception is listed here:

...This section does not apply to general or special elections for any city, town, or district that is not subject to RCW 29A.04.321 and 29A.04.330, but all such elections must be held and conducted at the time, in the manner, and by the officials (with such notice,

¹ The policy can be found in the current version of the Election and Appointment Manual, Appendix C, Sample Candidate Information Template, pages 51-52

*requirements for filing for office, and certifications by local officers) as provided and required by the laws governing such elections.*²

The duties of the county auditor apply to all elections except “*general or special elections for any ... district that is not subject to... RCW 29A.04.330.*”³

The general provisions of RCW 29A.04.330 do not apply to “*... conservation districts, or district elections at which the ownership of property within those districts is a prerequisite to voting, all of which elections shall be held at the times prescribed in the laws specifically applicable thereto...[.]*”⁴

So, therefore, while RCW Chapter 29A governs general elections in Washington State, it does not govern conservation district elections. Conservation District elections are governed by RCW Chapter 89.08, WAC Chapter 135-110, and elections policy and procedures as determined by the Commission, the state agency charged with establishing procedures for elections.

The Commission is authorized to establish conservation district election procedures. “*The Commission shall establish procedures for elections, canvass the returns and announce the official results thereof.*”⁵

The Commission has adopted election rules.⁶ District elections are to be conducted annually, and must comply with election rules and procedures.

The election procedures exist to assist conservation districts and conservation district supervisors in the election, appointment, and replacement of supervisors in the State of Washington, and to assure fair treatment of all parties involved in such proceedings, and to provide guidance for compliance with WAC Chapter 135-110.

In the event the rules, procedures, or both are not substantially followed, the Commission may make a determination of significant noncompliance. Significant noncompliance consists of failures to follow these procedures that, in the sole judgment of the Commission, may (1) affect the outcome of an election; (2) affect the appointment of a supervisor; or (3) deny voters their right of privacy in voting. If a determination of significant noncompliance is made, the Conservation Commission may choose not to certify the election.⁷

WAC 135-110-430 allows a district to publish candidate-provided information. To assist voters in the selection of a candidate during voting, a conservation district may publish information provide by a nominated or declared write-in candidate. Further, if the district chooses to

² RCW 29A.04.216

³ Ibid.

⁴ RCW 29A.04.330 (1) (b)

⁵ RCW 89.08.190

⁶ WAC Chapter 135-110, effective November 19, 2010

⁷ WAC 135-110-120

publish information about candidates, it must provide equal opportunity for publication and equivalent space to each candidate.⁸ The full text of WAC 135-110-430 is below:

Conservation district may publish candidate-provided information.

(1) To assist voters in the selection of a candidate during voting, a conservation district may publish information provided by nominated and declared write-in candidates.

(2) If a conservation district chooses to publish information about candidates, it must provide equal opportunity for publication and equivalent space to each nominated and declared write-in candidate.

(3) Candidate information provided by candidates and published by the conservation district may be mailed or delivered to voters before election day, but may not be provided to voters at poll sites on election day.⁹

The Manual mirrors WAC 135-110-430.¹⁰ Section G (1) (e) of the Manual provides further that “[i]t is the responsibility of a candidate to inform voters of the candidate’s desire and qualifications to be elected to the office of conservation district supervisor. A conservation district may provide equal opportunity and equivalent space to candidates for this purpose but are not required to do so.”¹¹

In analyzing both the WAC and Manual related to this question, if a district chooses to publish information provided by the candidate, it must provide equal opportunity for publication and equivalent space to each candidate.

It would appear that this was done in this case. Both candidates were provided equal opportunity and equivalent space for their candidate biographies and statements. Ms. Haverkamp’s biography and statement consists of one page of text with two photos, and 213 total words. Mr. Mauren’s biography and statement consists of one page of text with a photo, and 280 total words. Images of the statements appear below:

⁸ WAC 135-110-430

⁹ Ibid.

¹⁰ See Manual, page 20, Section D (2) (J) (i) “*Conservation District Duties - Before an Election*,” and page 31, Section G (1) (e) “*Candidate Duties - Before an Election*”

¹¹ Ibid.



RETAIN CINDY HAVERKAMP, PIERCE CONSERVATION DISTRICT SUPERVISOR

"Cindy has brought new energy to our district board. Her enthusiasm for the work is clear and appreciated. Her training in organizational leadership and effective communication adds a valuable skill set to our district leadership team."

-Jeanette Dorner, PCD Board President, and
Washington Association of Conservation Districts
President

In 2018, my fellow board members unanimously voted for me to serve out the term of a retiring board member. Since then, I have advocated for conservation districts in Olympia, attended area and state-wide convenings, volunteered with my family at numerous events and strengthened relationships with our many partners. Please retain me so that I may continue guiding Pierce Conservation District in its vitally important work.

**To request a ballot, visit www.piercecd.org/263/Become-a-Board-Member
by March 4 or vote in person at our Conservation Celebration
at Pioneer Park Pavilion on March 25 from 4-8pm**

- Board Supervisor since 2018, currently serving on the Farm Financial Assistance Committee
- Parks Planner for the Resource Stewardship Division of Pierce County Parks
- 11-year public school educator
- Recent grad of Seattle University, Masters of Organizational Leadership, Minor in Non-Profit Leadership
- Chambers-Clover Creek Watershed Council Vice Chair and Secretary
- Media/Public Relations Coordinator: Steilacoom Drive Electric Week (2017)
- Habitat for Humanity Volunteer: Colombia (2018), Portugal (2020)



Mark Mauren

6323 Pioneer Way East, Puyallup, WA 98371

mauren.wa@gmail.com

Bio for Mark Mauren

Graduate of Interlake High School in Bellevue and University of Washington in Seattle, B.S. degree in forest management

Retired from the Washington State Department of Natural Resources after 31 years of service, managed State forest, aquatic, recreation, natural areas, transactions, budgets (>\$10M) at operational, programmatic, policy and executive levels. Currently, manage 2100-acre private tree farm and rock quarry in Kitsap County.



Moved from Gig Harbor to Puyallup in 2012 to develop a nearly sustainable family farm with wife, Belinda. Farm is a little over four acres, homed by livestock guard dogs. Raise meat (chicken and pork), laying hens, vegetables and fruit (blueberries, apples, pears, cherries, plums and peaches). Also raise and sell dairy goats, make cheese and ice cream.

Offer a farm-stay experience to guests in a remodeled 1917 farmhouse, advertised on Airbnb. Lease a portion of crop land to a local produce farmer. Mark is a lifelong resident of the Puget Sound and Pierce County resident since 1994. Mark and Belinda are expecting their third grandchild.

Candidate's Statement

As a small farmer in Puyallup and long-term steward of natural resources across the State of Washington, I believe the services provided by the Pierce Conservation District are vital to a healthy future. The District must evolve as the county's population grows, weather patterns change, forests and the agricultural base shrink and habitat becomes more fragmented. My broad background in natural resource management (forest, aquatic and conservation), program management (recreation, transaction, aquatic, timber sales and landscape planning), fiscal and policy development will add value to the board and the Conservation District as it addresses these challenges.

“Equivalent space” was provided to both candidates in their biographies and statements, since both are one page in length. However, in reviewing the PCD candidate biography and statement policy, it appears that a number of other provisions of PCD’s policy were not applied to Ms. Haverkamp’s and Mr. Mauren’s statements.

PCD candidate biography and statement policy provisions not applied to the statements include:

1. A 100 word biography limit. Mr. Mauren's biography is 168 words. Because Ms. Haverkamp's statement doesn't follow the format suggested in the biography and statement policy to separate both of those topics, it is difficult to ascertain exactly where the biography and statement start and stop. A conservative count of Ms. Haverkamp's biography is 92 words. Mr. Mauren's biography is over the 100 word limit.
2. A 100 word statement limit. Mr. Mauren's statement is 96 words. As noted in #1 above, Ms. Haverkamp's statement doesn't follow the format suggested in the biography and statement policy to separate both of those topics. If the biography is 92 words, that means the statement for Ms. Haverkamp is 114 words. Therefore, Ms. Haverkamp's statement is over the 100 word limit.
3. Statements and biographies exceeding word limits are to be shortened by deleting full sentences from the end until the limit is reached. Neither statement was shortened; both exceeded the word limit.
4. No other formatting is allowed, other than the use of italics to emphasize specific words or statements. Ms. Haverkamp's statement contains different colored boxes and bolded text.
5. Bolded statements are to be changed to italics. Bolded text in Ms. Haverkamp's statement was not changed to italics.
6. Bulleted lists are prohibited. Ms. Haverkamp's statement contains a bulleted list.
7. Photos submitted with statements must be head and shoulders only, light colored, plain background, and photos with scenery, flags or other background settings will not be accepted. Ms. Haverkamp's statement contains two photos, both of which show more than just head and shoulder perspective, and both of which contain scenery.
8. If the Elections Officer finds there to be inaccuracies or no proper content, the candidates' biography and/or statement will not be published. Had this disclaimer been applied, neither Ms. Haverkamp's statement, nor Mr. Mauren's statement would not have been published by the PCD. Ms. Haverkamp's statement contained numerous violations of the policy, and Mr. Mauren's exceeded the word limit.

Be that as it may, both statements were published by the PCD. Ms. Corwin admits that she didn't apply the PCD candidate statement policy before Ms. Haverkamp's and Mr. Mauren's statements were published by the PCD. The statement that is the focus of the complained related to the PCD election, is contained in Ms. Haverkamp's statement, and appears below:

"Cindy has brought new energy to our district board. Her enthusiasm for the work is clear and appreciated. Her training in organizational leadership and effective communication adds a valuable skill set to our district leadership team." - Jeanette Dorner, PCD Board President, and Washington Association of Conservation Districts President

The statement is attributed to Ms. Jeanette Dorner, and identifies her as PCD Board President and Washington Association of Conservation Districts President.

Both the WAC and Manual require that no official position on any candidate be taken by a conservation district supervisor or employee. “No conservation district supervisors, municipal officers or employees may adopt or state an official position about any candidate that promotes, or is prejudicial to, a candidate.”¹²

In talking with Ms. Corwin on March 31, 2020, other than the adoption of the election resolution by the PCD board on January 8, 2020, she is unaware of any other formal action the PCD took on the PCD election. She is also unaware of any formal position that the PCD board took on either candidate. To her knowledge, the PCD never took an official position on any candidate.

In talking with Ms. Dorner on March 31, 2020, she indicates that she indeed made the statement that was included in Ms. Haverkamp’s candidate statement, but confirmed that she was not acting in her official capacity when she made it. She was asked by Ms. Haverkamp to provide a statement about Ms. Haverkamp’s participation on the PCD board sometime before the election. Ms. Dorner confirms that she did provide the statement, that it subject pertains to Ms. Haverkamp’s participation on the PCD board, and that she provided it before the election to Ms. Haverkamp. Ms. Dorner also confirms that at no time did the PCD take an official position on any candidate.

In the case at hand, the appearance of a quote by Ms. Dorner in Ms. Haverkamp’s candidate biography and statement does not invoke the prohibition of WAC 135-110-150. The statement pertains solely to Ms. Haverkamp’s participation on the PCD board, and does not purport to endorse Ms. Haverkamp. In addition, no other member of the public, voter, or candidate has come forward to provide any evidence that the statement created any prejudice to the election process.

The Commission is unaware of any evidence that any PCD supervisor taking such a position in their official capacity has influenced any vote or voter. No complainant has come forward to provide any evidence that any voter was influenced by such a statement. The inclusion of a statement of support by a conservation district board supervisor in a candidate statement, not associated with the supervisor in their official capacity nor endorsing the candidate, without more, cannot be construed as having been done in the official capacity of the supervisor. Therefore, we do not find any evidence of a violation of WAC 135-110-150.

Conservation district supervisors do not give up their First Amendment right to free speech upon assuming the position of conservation district supervisor. However, they must remain impartial when acting in their official capacity during a district election.

However, clearly the PCD failed to follow its own candidate information format and content policy. The failure of PCD to follow its own policy is a cause of concern with regards to conservation district elections, and this election in particular. As divisions of local government,

¹² WAC 135-110-150, see also Manual, Section D (2) (n), page 22

conservation districts must create, adopt, and follow policies relevant to their operations, and elections are no different. This failure of the PCD to follow its own policies may result in a violation of the Conservation Accountability and Performance Program (CAPP) standards, but that is not the purpose or focus of this memorandum.

Conclusion

In the instant case, we first recommended that the PCD should revise its candidate statement policy¹³ to place particular emphasis on the admonishment in the WAC and Manual regarding conservation district supervisor and employee official position on candidates. Secondly, PCD should ensure that its candidate biography and statement policy is followed and consistently applied in future elections. Commission regional staff assigned to PCD should review election policy and procedure with PCD supervisors and staff to ensure compliance.

The Commission actively promotes the sovereignty of local government by allowing for procedural variations, whenever possible, among conservation districts related to how they conduct elections. Illustrations of this can be found in all aspects of elections procedures (choosing an election date, picking the type of election, and advertising methods are examples). Regardless of which variation they choose, all conservation districts place great value in the integrity of the election process.

The WAC and Manual put the responsibility on the candidate to inform voters of the candidate's desire and qualifications to be elected to the office of conservation district supervisor. Candidates are free to run campaigns as they see fit and can provide voters with any information they choose, so long as the information provided is lawful and otherwise complies with the RCW, WAC, Manual, and Commission election procedures.

Care should be taken by districts to ensure that the promotion of a candidate by a district employee or supervisor in their official capacity does not occur. Still, we find no issue of noncompliance which rose to the level of significant noncompliance. Therefore, we recommend certifying and announcing the results of the PCD election.

In the present case, for the aforementioned reasons, we find no significant noncompliance with the election rules and procedures. We do find that PCD failed to follow its own policy with regards to candidate statement form and content restrictions.

¹³ A sample candidate statement policy can be found in the current version of the Election and Appointment Manual, Appendix C, Sample Candidate Information Template, pages 51-52

May 21, 2020

TO: Conservation Commission Members
Carol Smith, Executive Director

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

SUBJECT: Conservation District Appointed Supervisor Applications

Summary: The State Conservation Commission (SCC) received a total of 31 appointed conservation district supervisor applications to fill full-term positions across the state. All applications for full-term appointments were due into the Commission by March 31, 2020.

Background: In March 2017 a more robust process for vetting applications for the position of appointed supervisor was approved. This process is used for situations where there is a competition for an appointed position as well as when there is one candidate that is new to serving as a supervisor. For situations where there is only the incumbent applying for re-appointment, the incumbent will remain in their position.

During the current cycle, staff identified nine applications from four conservation districts needing a more comprehensive review. Nine individual interviews were scheduled with the area commission member, another available commission member, and the regional manager for the district. A list of interview questions were also developed for consistency.

Requested action: The elected area commission members representing the west, central and east regions will make their recommendations to appoint individuals to the conservation district board of supervisors for SCC approval at the May 21, 2020 meeting.

Note: To protect the personal information of the applications received, applications are not included in the public meeting packet; only the names of the applicants are provided in the listings below. All members were sent full applications for review ahead of time.

2020 Full-Term Appointment Applications – Western Region Commissioner Longrie

<u>Conservation District</u>	<u>Incumbent</u>	<u>Name(s) and number of Applicant(s)</u>	<u>Regional Manager</u>
Cowlitz	Lynn Simpson	1. Lynn Simpson	Josh Giuntoli
*Grant County	Dan Roseburg	1. Dan Roseburg	Mike Baden
Grays Harbor	Gary Waltenburg	1. Gary Waltenburg	Josh Giuntoli
Jefferson County	Alfred Latham	1. Alfred Latham	Jean Fike
King	Burr Mosby	1. Burr Mosby	Jean Fike
Kitsap	Sharon Call	1. Sharon Call	Jean Fike
Lewis	Bruce Anderson	1. Bruce Anderson	Josh Giuntoli
Mason	Michael O'Day	1. Michael O'Day	Josh Giuntoli
Pacific	Al Lougheed	1. Al Lougheed	Josh Giuntoli
Skagit	Margery Hite	1. Margery Hite	Jean Fike
Whatcom	Suzanne Snyder	1. Trevor Holman; 2. Suzanne Snyder; 3. David Ingulsrud	Jean Fike
Whidbey Island	Thomas Fournier	1. David Edwards; 2. Mark Sytsma	Jean Fike

**Commissioner Longrie vetted Grant County CD re-appointment application for Commissioner Crose.*

2020 Full-Term Appointment Applications – Central Region

Commissioner Crose

<u>Conservation District</u>	<u>Incumbent</u>	<u>Name(s) and number of Applicant(s)</u>	<u>Regional Manager</u>
Benton	Nicole Berg	1. Clancy Flynn	Allisa Carlson
Central Klickitat	Vacant	1. William Bowdish; 2. Marty Hudson	Allisa Carlson
Eastern Klickitat	Karen Van de Graaf – Erickson	1. Karen Van de Graaf - Erickson	Allisa Carlson
Kittitas County	Lynn Brown	1. Lynn Brown	Allisa Carlson
North Yakima	Cynthia Reed	1. Cynthia Reed	Allisa Carlson
Okanogan	Jerry Asmussen	1. Jerry Asmussen	Mike Baden
South Yakima	Dirk Van Slageren	1. Dirk Van Slageren	Allisa Carlson
Underwood	Bengt Coffin	1. Bengt Coffin	Josh Giuntoli

2020 Full-Term Appointment Applications – Eastern Region

Commissioner Cochran

<u>Conservation District</u>	<u>Incumbent</u>	<u>Name(s) and number of Applicant(s)</u>	<u>Regional Manager</u>
Adams	Michael Broeckel	1. Michael Broeckel	Mike Baden
Asotin County	Jerry Hendrickson	1. Jerry Hendrickson	Shana Joy
*Clark	John Baugher	1. Alice Lombard	Josh Giuntoli
Ferry	Scott Palmer	1. Scott Palmer	Mike Baden
Palouse Rock Lake	Stuart Elliott	1. Stuart Elliott	Shana Joy
Pine Creek	Brandon VanDalsen	1. Brandon VanDalsen	Shana Joy
Spokane	Thomas Miller	1. Thomas Miller	Mike Baden

**Commissioner Cochran vetted Clark CD application for Commissioner Longrie.*



2020 Supplemental Operating and Capital Budgets

Current 2019-2021 Operating Appropriations

<u>Fiscal Year 2020 Appropriation</u>	7,936,000		<u>Fiscal Year 2021 Appropriation</u>	7,973,000
Gov Partial Veto of HB 1579 in 2019	(82,000)		Gov Partial Veto of HB 1579 in 2019	(81,000)
*Central Services Reduction	(9,000)		*Central Services Reduction	(3,000)
Total	7,845,000		*Audit Services	20,000
Total includes the following:			*Fiscal Year 2021 Food Policy	59,000
Fiscal Year 2020 Orca	500,000		*Fiscal Year 2021 Soil Health Initiative	55,000
Fiscal Year 2020 Food Policy	50,000		*Fiscal Year 2021 Sustainable Farms & Fields	99,000
Fiscal Year 2020 BMP Study	20,000		*Fiscal Year 2021 Greenhouse Gas Emissions	61,000
			*Fiscal Year 2021 Community Wildfire Prep	25,000
			Total	8,208,000
			Total includes the following:	
			Fiscal Year 2021 Orca	500,000
			Fiscal Year 2021 Food Policy	50,000

Passed 2019-2021 Supplemental Appropriations

	<u>Current Operating Appropriation</u>	<u>WSCC Request</u>	<u>Governor Proposal</u>	<u>Legislature Final</u>	<u>Governor Signed (**w/veto adjustments)</u>
Fiscal Year 2020	7,845,000	--	7,845,000	7,845,000	7,845,000
Fiscal Year 2021	7,892,000	--	7,942,000	8,540,000	8,208,000

Passed Supplemental Operating Details

	<u>WSCC Request</u>	<u>Governor Proposal</u>	<u>Legislature Final</u>	<u>Governor Signed (**w/veto adjustments)</u>
CREP TA and Riparian Buffer Program	750,000	n/f	n/f	n/f
Food Policy Forum (SB 6091)	242,000	n/f	59,000	59,000
Community Resiliency – Wildfire				
• State Operating	349,719	25,000	25,000	25,000
• Federal Grant Authority	n/r	181,000	206,000	206,000
Increase Conservation District Capacity	n/r	n/f	332,000	**332,000
Soil Health Initiative (SB 6306)	n/r	n/f	55,000	55,000
Sustainable Farms and Fields (SB 5947)	n/r	n/f	99,000	99,000
Greenhouse Gas Emissions (HB 2311)	n/r	n/f	61,000	61,000
South Yakima CD Groundwater Activities	n/r	n/r	226,000	**226,000

NOTE: n/r = not requested n/f = not funded.

Passed Supplemental Capital Budgets

	<u>WSCC Request</u>	<u>Governor Proposal</u>	<u>Legislature Final</u>	<u>Governor Signed</u>
Match for RCPP	2,248,152	2,249,000	2,249,000	2,249,000
CREP PIP - Reappropriation	350,000	350,000	350,000	350,000

Budget Provisos and Agency Detail

- \$59,000 of the general fund—state appropriation for fiscal year 2021 is provided solely for the implementation of SSB 6091 (WA food policy forum). If the bill is not enacted by June 30, 2020, the amount provided in this subsection shall lapse. Agency Detail: Ongoing funding.
- \$25,000 of the general fund — Community Wildfire Preparedness - Funding is provided in FY 2021 and FY 2022 for two Hazard Mitigation Program grants. The first grant is for statewide trainings for local government, state government, and other partners related to Firewise, fire adapted community principles, home ignition zone prevention measures, and post-wildfire resources and preparedness. The second grant is to provide technical assistance to conservation districts or other local governments entities for applications to Federal Emergency Management Agency (FEMA) grants. (General Fund-State; General FundFederal)
- ~~**\$332,000 of the general fund—state appropriation for fiscal year 2021 is provided solely for the commission to increase the capacity of conservation districts to assist landowners in environmental stewardship and achieving agricultural sustainability. Agency Detail: Ongoing funding. Governor Veto 4/3/2020~~
- \$55,000 of the general fund—state appropriation for fiscal year 2021 is provided solely for the implementation of SSB 6306 (soil health initiative). If the bill is not enacted by June 30, 2020, the amount provided in this subsection shall lapse. Agency Detail: Ongoing funding:
- \$99,000 of the general fund—state appropriation for fiscal year 2021 is provided solely for the implementation of SSB 5947 (sustainable farms and fields). If the bill is not enacted by June 30, 2020, the amount provided in this subsection shall lapse. Agency Detail: One-time funding.
- \$61,000 of the general fund—state appropriation for fiscal year 2021 is provided solely for the implementation of ESSHB 2311 (greenhouse gas emissions). If the bill is not enacted by June 30, 2020, the amount provided in this subsection shall lapse. Agency Detail: Combination of one-time and ongoing funding.
- ~~**\$226,000 of the model toxics control operating account—state appropriation is provided solely for the commission to provide to the south Yakima conservation district to address nitrate concentrations in groundwater, including nutrient management plans, well water sampling and analysis, landowner education and outreach, and database maintenance. Agency Detail: One-time funding. Governor Veto 4/3/2020~~

District Operations and Regional Manager Report to Commissioners, May 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 & Schedule 22
- Commission Meeting Planning
- **District Digest Publication**

Conservation District Service, Recent Topics

- **COVID 19**
- **Elections and Appointments**
- Human Resources (law/rule updates, hiring, performance evaluations, compensation, healthcare, issues)
- Finance Tracking & Management
- Columbia Basin/Odessa Groundwater
- **Farm Bill Training & Local Work Groups**
- **Hazard Mitigation Grants**
- National Estuary Program Grants
- **NACD TA Grants**
- Conservation Easements
- Orca/Salmon and Year-end Funding
- DNR's Forest Action Plan Revision
- **District Governance Policies**
- **CD Audits Schedule**
- Public Records & Farm Plans
- Prevailing Wage
- Supervisor Handbook Update
- NRI Multi-landowner Projects
- Hazard Mitigation grants
- RCO's Forestland Preservation Program
- Building Management

Issues Resolution in Progress

- Cash-flow & finance challenges
- Personnel Management
- Inter-district relationships and partnering

COVID 19 Response

The Regional Manager team has been working hard 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. I am extremely proud of the high caliber team of Regional Managers and the outstanding support work they have provided to Washington's conservation districts these past weeks.

Conservation Accountability and Performance Program (CAPP)

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

Supervisor Development

Work is well underway on this special project to provide a foundation of informational resources and development opportunities for CD supervisors. The RM team has compiled a list of key curriculum topics including: board governance, finances, human resources, and risk management. Stu Trefry is leading this work and has been reviewing, sorting, and compiling available resources from our local partners such as Enduris, MRSC, the State Auditor's Office, and NASCA colleagues to craft draft modules. He has begun recording modules and is on track to complete this special project before the end of June.

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, Farm Service Agency, Washington Association of Land Trusts, State Auditor's Office, and RCO.

Hazard Mitigation Grants

Mike Baden is leading this work. The majority of the needed state match for the Comprehensive Training Grant was included in the 19-21 Supplemental budget. He is currently working on final

contract revisions and review for this grant to move forward with Dept. of Emergency Management.

Regional Conservation Partnership Program (RCPP)

Supplemental funding was appropriated in the last legislative session for 6 ongoing RCPPs. Funding award notifications have gone out as well. 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. Great news! Clark CD's RCPP application was recently approved for funding by NRCS.

Chehalis Basin

Josh Giuntoli represents the Commission as an ex-officio member of the Chehalis Basin Board. Since the last report, a draft Environmental Impact Statement for the flood retention facility in the upper Chehalis Basin watershed was released. The draft state environmental review of the proposed Chehalis River Basin Flood Damage Reduction Project is currently accepting comments through May 27, 2020. The Chehalis River Basin Flood Control Zone District proposed constructing a flood retention dam and associated temporary reservoir on the Chehalis River near Pe Ell, and making changes to the Chehalis-Centralia Airport levee. While there is a lot of work ahead in this regard, the board recently supported exploring a "Plan B" which would explore a non-dam option which focuses on flood mitigation projects. More to come on that topic. Josh continues to facilitate and coordinate the CDs and partners involved in the Aquatic Species Restoration Program (ASRP). We recently finalized a contract in partnership with WDFW which will fund SCC to award funds to Lewis, Grays Harbor and Thurston CDs for planting work on early action reach projects.

Regional Manager Team

Our RM team met for a day-long webinar in late April. Topics discussed included: supervisor development, conservation districts audit schedule, NACD TA grants, check ins with policy staff and our executive director, status review of NRI and Shellfish projects, and issues resolution. Allisa Carlson has also been participating for the team on the hiring committee for the Office of Farmland Preservation Coordinator position recruitment.

Natural Resource Investments (NRI) Program

The kick-off meeting of this committee has been postponed to fall of 2020 due to the restrictions on in-person gatherings in place. This meeting will be most productive if held in person.

May 21, 2020

TO: Conservation Commission Members
Carol Smith, Executive Director

FROM: Shana Joy, Regional Manager Coordinator

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

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. The attached initial annual status report is submitted to the Conservation Commission for their information at this time. A final CAPP status report will be provided in July 2020.

Conservation Accountability and Performance Program Initial Conservation District Statuses:

All forty-five Conservation Districts are currently meeting the Accountability Standard 1 elements that can be evaluated at this time. For reference the Accountability Standard 1 elements are included below. These are status remarks around a few of the more key accountability elements that Regional Managers are tracking:

Item 2: Thirteen conservation districts are currently working on updating their long range plans: Adams, Clark, Cowlitz, Ferry, Grant County, King, Lewis, Palouse, Palouse Rock Lake, Pierce, Stevens County, Wahkiakum, and Walla Walla County. It is anticipated that these will be completed during calendar year 2020, before the current plans expire.

Item 3. The current deadline for submitting annual work plans is May 29th. A few conservation districts have requested extensions for this deadline due to COVID 19 and we are offering flexibility on this particular due date as needed and are still actively tracking submittals of plans.

Item 6: No significant issues were identified with the conservation district's Supervisor elections and appointments this year. See also the elections report from the SCC Elections Officer, Bill Eller.

Item 10: Regional Managers are providing assistance to a few individual conservation district supervisors to ensure this training requirement is met.

Item 11: The annual financial reporting to the State Auditor's Office is due May 29th by statute. We are working with the SAO regarding an extension for this deadline which the SAO has requested from the legislature. We will continue to monitor this situation and conservation district reports submitted.

Staff contact: Shana Joy, Regional Manager Coordinator | sjoy@scc.wa.gov | 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	RCW 89.08.070 (11)	45	
2. District Long Range Plan submitted on time & meeting RCW and Commission requirements	RCW 89.08.220 (7)	45	
3. District Annual Work Plan submitted on time & meeting RCW and Commission requirements	RCW 89.08.220 (7)	45	
4. The District has made a demonstrated effort to address their top resource needs identified in their Long Range Plan	RCW 89.08.220 (7)	45	
5. Upon request, District contracts and agreements have been submitted to the Commission	RCW 89.08.210	45	
6. Supervisor Elections & Appointments are conducted according to RCW and WAC requirements	RCW 89.08.190 & 89.08.200 WAC 135-110	45	
7. All State Auditor identified issues (during SAO audits) have been resolved to the extent possible	RCW 89.08.070 (12)	45	
8. Open Public Meetings Act is followed including executive sessions	RCW 42.30	45	
9. State Public Records Act is followed	RCW 42.56	45	
10. All Board Supervisors and Public Records Officers are current on the required Open Public Meetings and Public Records Act Training	RCW 42.30.210 & RCW 42.56.150	45	
11. Annual reporting to State Auditor's Office completed correctly and on time	RCW 89.08.210	45	
12. Keeping public informed of conservation district activities.	RCW 89.08.220 (13)	45	
13. State Ethics laws for public officials are being followed	RCW 42.20 & 42.23	45	
14. District in compliance with terms of Commission/District Master Agreement	RCW 89.08.070 (5)	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) May 2020 Commission Meeting

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

Certification

CTD Planner Certifications: The CTD Planner Certification Program, which was updated and re-launched in September 2019, just accepted its first round of applications May 1, 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, to be verified by mid-June at virtual-WADE, 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 to the process we were able to address immediately. The next round of applications will be open sometime in the fall.

A survey was also sent out in April to gather 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 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 NRS. 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 NRCS 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 look and page 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 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 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 to 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.

Training

NRCS Collaboration: The CTD continues to work with NRCS on coordination of training events to ensure better organization and placement of CD staff in NRCS trainings. However, this has been challenging due to the high turnover of the position in 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. While as of May the agreement has not yet been executed, 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 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.

WADE Conference: The CTD was working in collaboration with WADE to offer expanded joint sessions at WADE this year to bring content to planners, managers and support staff. Unfortunately, WADE has been cancelled this year due to COVID-19. The WADE Board is considering a virtual platform and the

CTD has offered to help organize the technical tracks in addition to hosting and running the platform. If WADE does not move forward with a virtual platform, the CTD will adapt by offering a series of webinar trainings to staff so they received the information they need to be successful.

Training Needs Inventory (TNI): The CTD will continue to work with NRCS this year as they put together the annual TNI. 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 have been canceled from March-July, with uncertainty of events after that date. As applicable, 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 versus 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 response to the COVID-19 restrictions that were effective in March, the CTD was able to act quickly and curate 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.

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. This year's class was almost entirely Conservation District staff, which allowed the CTD to customize the curriculum and provide a more tailored and relevant training event. There is interest for an additional class in late 2020. 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 n late 2020 or early 2021.

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 new 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 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 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.

Communication and Outreach

Website: The CTD website (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.

Technical Expertise and Science Program

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.

Quality Assurance

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.

CTD Coordination

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

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

CTD Contact Information

For more information on the CTD activities, please contact:

CTD contact: Nichole Embertson, Chair
info@wactd.org

For more information, please visit: www.wactd.org

May 21, 2020

TO: Conservation Commission Members
Carol Smith, WSCC Executive Director

FROM: Ron Shultz, WSCC Policy Director

SUBJECT: Status of SCC Engagement in Food Policy Forum and COVID-19 Response

Requested action: Information Only.

Background: Since 2016, the State Conservation Commission (SCC) has been implementing the Food Policy Forum in collaboration with the State Department of Agriculture (WSDA) and the Office of Farmland Preservation (OFP). Legislation last session put the Forum in the SCC statute.

In March of this year, following the outbreak of the COVID-19 pandemic, the Governor's Office asked the Forum be convened to specifically discuss possible opportunities the food system could support the state's response to food supply and hunger needs in light of the pandemic.

This memo includes a list of recommended actions from the Forum.

There is an opportunity for a strong role for the Conservation Commission and conservation districts in support of the food system at this time of need.

Discussion: The Forum was established in 2016 by budget proviso with leads from the SCC, WSDA, and OFP. Recent legislation during the 2020 session put the Forum in the SCC statute.

In March, JT Austin, Policy Advisor to the Governor and Derek Sandison, Director of WSDA requested to engage the Forum on the specific question of how to transition out of the current COVID-19 crisis. They see the Forum as a place where stakeholders can provide input as the state moves from emergency response mode to recovery planning. The five FPF Implementation Teams each met once in late March or early April, and then the full Forum convened on April 9, 2020 to discuss the issue and provide recommendations based on input from the Team meetings.

At the meeting, Derek Sandison, WSDA, provided an overview of Washington's emergency response to manage food security in light of COVID-19. JT Austin, Governor's Office, has been helping to organize and lead this emergency response effort.

- The state is working with three NGOs who are on the frontline of helping to acquire food and manage distribution of food out to the public. The current model of how the state approaches hunger prevention/food security changed drastically in a matter of

days due to the social distancing mandate that now means more food needs to be brought to people (some foodbanks have closed due to the fact that they are unable to comply with social distancing guidelines). Food banks are increasingly relying on shelf-stable items and are pivoting to curbside delivery.

- The Governor's Office has approved a \$10 million supplemental appropriation for food security work. Federal assistance should be shared with states soon as well.
- A coordinating group of Washington NGO food assistance programs, FEMA, WA Department of Social and Health Services (DSHS), and others have been meeting on a regular basis to provide a coordinated response to the crisis.

RECOMMENDATIONS:

At the April Forum meeting, members broke out into the 5 existing implementation teams to review possible recommendations. The Forum Implementation Teams 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 five Forum Implementation Teams were asked to share their draft early actions related to COVID-19. Team leads were asked for their report outs to focus on high-level key issues and solutions.

Here are their reports:

Implementation Team: Food Insecurity

- A. Long-term action: USDA needs a new feeding program: feeding in an emergency/pandemic.
- B. Can schools start coordinating with food banks and community organizations that sponsor or provide summer meals to open up their sites now? What about working with restaurant industry to prepare meals during summer months? Working with growers to source ingredients?
- C. Hearing that supply and funding requests will be prioritized for healthcare system needs first. Actions: Need a shared message about how food is an essential part of the public health response.
- D. Support growers and folks in need concurrently by exploring sourcing donated food, purchasing food from growers, and helping people use their benefits to buy fresh and local products. Some examples:
 - Fund purchases of locally grown food.
 - Pilot "Fresh Emergency Food Boxes".
 - Ensure public school have adequate funding and flexibility to purchase needed food

- products, and to purchase from local farms as needed
- Allow for flexibility in WIC and Senior Farmers Market Nutrition Programs (FMNP) and SNAP to continue to function as farmers markets change operation models (i.e. shift to pre-order and pick-up, delivery, CSA, food hub, or bulk purchase models in partnership with emergency food programs).
 - Allow state agencies to purchase eligible foods in bulk to ensure that farm products do not go to waste and are accessible to all who need food during this emergency.

Implementation Team: Agricultural land protection and availability and next generation farming

- A. Provide 100 million dollars in funds annually to Washington State Conservation Commission Agricultural Conservation Easement Account to provide immediate funds to purchase agricultural conservation easements. These funds will provide much needed support to agricultural producers across the state impacted by COVID-19 and protect agricultural land needed to provide long-term food security for Washington State residents and communities.
- B. Create a system to match agricultural properties at risk of being commercially sold with a producer. This can help link new or beginning farmers with opportunity based on producer turnover and keeps agricultural land in use.
- C. Invest in Farm PAI, which would be housed under the Washington State Housing Finance Commission. This would involve solidifying the coalition and reinvesting in relationship building with the Commission to bring idea to the forefront.

Implementation Team: Alleviating barriers to small and medium scale farmers accessing markets, including institutional purchasing

- A. Support online selling platforms needs of producers to take advantage of the growing direct-to-consumer market opportunity (e.g., online food hubs, online farmers markets):
- B. Use funding and coordination to leverage existing local marketing programs (e.g., Eat Local First's marketing for CSA and direct to consumer models) and related organizations and non-profits to bring marketing efforts statewide.
- C. Continue to support and expand existing statewide directory of farms selling for local purchasing.
- D. Realign the supply chain to meet changing demand needs by:
 - 1. Connecting institutional purchasers with suppliers.
 - 2. Sharing information on how to safely operate in the COVID-19 context and ensuring producers and processors have equipment to operate safely (especially in context of direct-to-consumer).
 - 3. Helping existing TA providers to shift their operations, like local conservation districts, WSU, SCC, etc. Support TA providers using state or federal dollars.

Implementation Team: Infrastructure and rural economic development

- A. Ensure economic stimulus responses explicitly addresses small, direct, and regionally marketing farms, including Community Supported Agriculture (CSA) farms, food hubs and similar cooperative aggregation and distribution models, on-farm stores, etc. – not solely limited to farmers market farmers. Farm businesses need a financial bridge to weather the new pressures/change in markets created by COVID-19.
 - 1. Explicitly include small, direct and regional marketing farms in small business, workforce, and emergency payments or loan programs.
 - 2. Provide direct financial assistance to critical supply chain businesses, food system workers, and food establishments.
 - 3. Stabilize lines of credit, extend collateral positions, create a guarantee fund to allow lines of credit from banks or credit unions.
 - 4. Get information out in very short term about the Paycheck Protection Plan:

- B. Direct marketing farms and regional food businesses need support to pivot operations and infrastructure to serving customers who are sheltered in place and to operate in compliance with CDC social distancing guidelines. Actions:
 - a. Increase the capacity of the WSDA Regional Markets Program.
 - b. Determine infrastructure needs to support growing SNAP EBT local foods market opportunity.
 - c. Explore using existing WA-based distribution networks (e.g. Amazon, Charlies Produce, etc.) to get WA-grown product direct to consumers.
 - d. Consider deputizing WSDA food safety program to work with USDA to bring more slaughter and meat processors plants online.
 - e. Distribution for direct to consumer is its own infrastructure and logistical hurdle, especially in light of new/emerging health and safety requirement/regs/desires due to COVID-19. Shift to direct to consumer necessitates cold and dry storage and drop points and more packaging which is required now because of health requirements. Food hubs need storage to do deliveries or value-added processing to put the food on the road. Need more labor in the middle now with pivot to delivery.
 - i. Reorient/reallocate existing chilled transportation infrastructure to ensure adequate transportation capacity.
 - ii. Ensure adequate storage and warehousing.
 - iii. Ensure adequate processing facilities that can break down big commodities and WA-grown food to smaller shelf stable quantities.
 - iv. *Research/info needs:* Determine where product is stuck and why to determine which businesses need what.

- C. Reactivate the supply chains of restaurants and institutions (schools, hospitals, etc.).
 - f. Support restaurants in preparing meals for institutional needs. Provide stimulus dollars to cover delta between keeping-lights-on costs for restaurants and purchase price. Center for Good Food Purchasing is developing this idea in LA.

Implementation Team: Impacts of Climate Change

- A. 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. Programs such as the Sustainable Farm and Fields and Soil Health Initiative have the potential to be examined for this purpose.

- Example: Provide funds and technical assistance for farmers to implement cover crops, no till, organic amendments, etc. This allows farmers to have funding (not tied to loans) that directly supports farm viability and production and addresses conservation and climate change goals.
- B. 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 Team in the June 2019 report to the Legislature.
- Example: Continue to promote PDR programs; develop a comprehensive state-wide water availability strategy; Create and deploy a voluntary carbon credit program; Develop strategies to enhance adaptation for food and ag productions that are most likely to be impacted by climate change.

NEXT STEPS: Many at the Forum expressed their hope that we utilize the opportunity in this crisis to reshape the food system, especially with a focus on regional production for regional markets.

The Forum Implementation Teams continue to refine these recommendations with a goal of having the finalized list by June 1.

The Conservation Commission and conservation districts are well positioned to play a strong role in support of our WSDA partner in their efforts at improving the food system's ability to respond to the immediate crisis, as well as work together with the members of the Food Policy Forum to identify and implement long-term solutions.



May 21, 2020

TO: Conservation Commission Members
Carol Smith, Executive Director

FROM: Laura Johnson, Communications Coordinator

SUBJECT: 2019-2020 Strategic Priorities Report

Summary: We're pleased to share the tactics our staff employed and the outcomes we've achieved over the past year to progress towards three strategic priorities identified by this Commission: 1) Sustainable Funding, 2) Partnering, and 3) Communications / Outreach and Marketing.

We've provided a 2019-2020 Strategic Priorities Report summarizing this work in the following pages of your packet.

Background: The 2019 Strategic Action Plan for the Conservation Commission is organized under 10 strategic areas that mirror those in our 2016-2021 Strategic Plan, which are:

- Commission Operations
- District Operations and Capacity
- **Sustainable Funding**
- Natural Resource Conditions
- **Partnering**
- Policy / Leadership
- **Communications / Outreach and Marketing**
- Resource Issues Facilitation
- Statewide Program Delivery
- Technical Capacity

At the May 2019 Commission Strategic Planning Session, Commissioners identified the three areas they wanted staff to prioritize in the next year (marked in bold in the list above).

Our staff continues to make progress under all 10 areas, but we focused our efforts on those three strategic priorities. This spring we conducted a survey of all SCC staff in order to collect and report those efforts to you.

The Strategic Priorities Report, which covers the May 2019-May 2020 timeframe, captures strategies, tactics, and outcomes for the goals listed under each strategic priority.

Last spring Commissioners also expressed serious concern about staff workload. While not identified as a strategic priority, this is another area that we've worked hard to improve. The final page of our Strategic Priorities Report summarizes some actions we've taken so far to address workload issues.

Requested Action: None – information only.

I. Sustainable Funding

Goal: Improve the state budget to address major natural resource issues in the state.	
<p>Strategy: Submit strong, timely budget requests.</p>	<p>TACTICS:</p> <ul style="list-style-type: none"> • Moved up Commission approvals of decision package topics from August to May to allow for districts to be more strategic in targeting summer outreach to legislators. • Developed four decision packages to supplement our current budget (2020 supplemental session). • Met several times with WSDA, Ecology, Gov’s Office, and Rep. Lekanoff regarding our proposed riparian restoration budget add. • Developed fact sheets summarizing 2020 supplemental decision packages for SCC/CD use. • Worked closely with WACD to plan and conduct an All-CD budget workshop pertaining to the 21-23 biennial budget effort.
<p>Strategy: Outreach to key decision-makers and partners.</p>	<p>TACTICS:</p> <ul style="list-style-type: none"> • Snohomish CD and Commission staff met with Senator Stanford to talk about the need to better fund all natural resource agencies and talk about how much gets accomplished when agencies partner together. • Conducted tour for OFM staff to show the benefits of our programs. • Frequent communication around the advantages of using CREP for riparian restoration. • Encouraged CDs to work with VSP work group to establish cost-share programs using VSP funds to fund CD-related work. • Presented on VSP and supported continued funding for VSP at the Washington State Association of Counties Annual Convention in November 2019.
<p>Strategy: Identify and invest in building CD/SCC expertise that will help secure funding and increase “marketability.”</p>	<p>TACTICS:</p> <ul style="list-style-type: none"> • Seeking conservation easement experience in the OFP coordinator position for expertise in accessing additional fund sources. • Increased support for CTD to increase the number of district employees certified to develop various types of farm plans. • The addition of the Food Policy Forum into the SCC statute provides permanency for this important work. Additional funds were approved in the last session. • Establishing a committee that includes CD participation to increase flexibility around NRI funding.

Goal: Partner with others to have more than 1% of state budget allocated to natural resources.

Strategy: Increase coordination with partners on state budget.

TACTICS:

- Coordinated with WDFW on budget priorities; WDFW supported RCPP and CREP funding requests with letters.
- WSDA developed bill to codify Soil Health Initiative that includes SCC, conservation districts, and WSU as partners.
- Including Dept. of Health in our shellfish priority setting to raise support and awareness of this program.

OUTCOMES

- ✓ Successful 2020 supplemental budget, including:
 - Provision of the full state match requested for ongoing RCPP projects.
 - Secured majority of state match funding needed to implement a statewide Hazard Mitigation Grant (in partnership with FEMA) to build capacity around wildfire resiliency and wildfire recovery within the CDs and other partners.
- ✓ Two new programs established with role for CDs/SCC: Soil Health and Sustainable Farms and Fields.

II. Partnering

Goal: Partners reach out to us as experts to assist in state priorities.

Strategy:

Demonstrate leadership and remain responsive to partner requests for our expertise.

TACTICS:

- Governor's Legislative Director in Washington D.C. established monthly call with SCC Director and policy staff to learn about state priorities.
- Serving on several work groups / task forces that invited our participation, including:
 - Governor's Office's new tribal/state council to work on riparian issues
 - Statewide Advisory Group: Sequestering Carbon on our Natural and Working Lands
 - Disaster Resiliency Work Group
 - Puget Sound Sentinel Landscape Scoping Meeting
- Planning to convene Soil Health Summit to educate Governor's Office staff later this spring, as requested.
- Staff invited/appointed by NASCA to serve as leadership on national committees. Examples of staff roles include:
 - Serving as Pacific Region Director on NASCA Board.
 - Chairing NASCA Communications Committee.
 - Serving on NASCA Policy Committee.
 - Representing NASCA on NACD Urban and Community Resource Policy Group.
- In response to invitation, representing CDs on state boards and committees addressing K12 environmental education issues (e.g., E3-Educators for Environment, Equity, and Economy; Pacific Education Institute).
- Delivered training on VSP as requested by agency partners (WDFW, USFW, Commerce, Ecology, WSDA).

Strategy: Attend partner meetings and share role/options for voluntary, incentive-based solutions.

TACTICS:

- Participating in Lower Skagit TMDL partner meetings and offering voluntary incentive programs as a solution.
- Attended tours with legislators and other agencies to build partnerships and raise awareness of our work including:
 - Snake River Dam tour
 - EPA meeting and tour of Taylor Shellfish operations in Samish Bay
 - Whatcom CD Conservation Stewardship in Action Tour
 - Food and Farming Policy tour, sponsored by the Washington State Potato Commission
- Attended NACD meeting in August to build relationships with inter-state partners.
- Strengthening partnership with The Nature Conservancy through additional communication and serving on their new executive/steering committee for Floodplains by Design.
- Regular / frequent communication with the Office of Financial Management.
- Ducks Unlimited attended SCC/WACD/CD meetings; SCC maintaining regular communication with them.

Goal: Partnership between SCC, WACD, NRCS, and CDs is strengthened.

Strategy: Regular coordination and communication between partners.

TACTICS:

- Hired a natural resource scientist to assist VSP county work groups and CDs with VSP monitoring and reporting requirements.
- Contracting with CD educator to facilitate quarterly meetings of CD educators, improve CD communication/coordination with education partners, and publish quarterly Conservation Education newsletter.
- Worked closely with NRCS, WACD, and NACD to apply for three renewed NACD Technical Assistance grants and assisted CDs to apply for up to give new Technical Assistance grants.
- Hosting weekly calls with WACD and SCC teams during legislative session and COVID-19 response.
- Hosted in-person meeting for RCPP projects with regional managers to share successes, challenges, and next steps.
- Working closely with NRCS to transition Soil Health Advisory Committee to its new role with the Soil Health Initiative and to expand its own goals to seek federal funding and provide technical training statewide.
- Establishing new agreements between SCC and NRCS to fund CD work to implement Farm Bill programs.
- Continuing to hold quarterly SCC-WACD-NRCS partner meetings.

Goal: Solid relationships with partnering agencies (ECY, WDFW, Ag, DNR, RCO).

Strategy: Explore / identify mutual goals and serve on partner committees / teams.

TACTICS:

- Increased involvement with DNR. Examples include:
 - Partnering with DNR on wildfire resiliency. Plans to partner on decision package for next biennium;
 - Unofficially representing the SCC/CDs on the Forest Health Advisory Committee;
 - Member of the DNR Forest Health Advisory Committee: Communications Sub-committee;
 - Building relationships with several DNR staff;
 - Conducted a webinar with CD supervisors and staff to strengthen the wildfire resiliency workgroup's information sharing on topics such as innovations, funding opportunities, and partnering experiences.
- Partnering with Ecology, RCO, WSDA, WDFW, PSP, and GSRO on mutual goals. Examples include:
 - Involvement in developing the state's salmon recovery plan update (GSRO);
 - Co-developing products in the Ag-BMP technical team (Ecology, WDFW, and others);
 - Serving on the Salmon Recovery Funding Board and Washington Wildlife and Recreation Coalition (RCO);
 - Serving on the Floodplains by Design new steering committee (The Nature Conservancy);
 - Participating in ghost shrimp integrated pest management group, Ag/Water Quality BMP Guidance support, support of

Goal: Solid relationships with partnering agencies (ECY, WDFW, Ag, DNR, RCO).

- water rights legislation, partnership with irrigation efficiencies, and drought mitigation (Ecology);
 - Co-administering/partnering on Food Policy Forum, Soil Health, Sustainable Farms and Fields (WSDA, WSU);
 - Mutual support of SAFE acres cap concern and communication, CRP and CREP support (WDFW);
 - Coordinating with PSP on issues such as monitoring, riparian restoration, nutrient reduction, and social science.
- Coordinate with participating agencies on Coordinated Resource Management (CRM) tours and meetings.

Goal: Support our partnerships in changing conditions, being responsive to new needs.

Strategy: Identify / track high-priority resource issues and work with partners to address them.

TACTICS:

- Negotiated and finalized a contract between the Commission and WDFW for High Resolution Change Detection as part of outreach and monitoring efforts for VSP.
- Representing the SCC on the Chehalis Basin Board.
- Continuing to attend SRKW Task Force meetings (Orca).
- Reaching out to CDs and legislators about CD election process.
- Working with NRCS, WALT, and CDs on opportunities to partner / share workload of ACEP implementation statewide.
- Worked with WALT, AFT, CDs, and WACD through the Easement Sub-Committee structure to review potential easement projects for WWRP application.
- Representing SCC / CDs on state agency liaison meetings with the Washington State Emergency Management Division and on the State Emergency Board, run by USDA and WSDA.
- Engaging with WSU faculty/students to develop capacity/data to look at broad scale patterns of agriculture in SE Washington with a focus on estimating erosion patterns and how they're influenced by conservation practices.



OUTCOMES

- ✓ Through Chehalis Basin efforts, funding provided for staff at four conservation districts to implement the Aquatic Species Restoration Plan.
- ✓ Selected to lead initial Sustainable Farms and Fields stakeholder meetings (program was later established in 2020 Legislative Session); SCC remains key partner moving forward and is working with stakeholders to seek funding opportunities.
- ✓ Pacific Education Institute pursuing CDs as key partners in delivering curriculum.
- ✓ Established a shared Training Coordinator position in partnership with NRCS to provide support to both NRCS and the Center for Technical Development to build capacity in both the CDs and NRCS staff.

III. Communications/Public Outreach and Marketing

Goal: Better known by the people in the state for our conservation efforts.	
<p>Strategy: Increase capacity for CDs to tell their story and amplify their voice.</p>	<p>TACTICS:</p> <ul style="list-style-type: none"> • Facilitated regular monthly meetings of the Communications, Partnership, and Outreach (CPO) Committee; Maintained membership. • Developed positioning statement for Washington CDs to ensure solid, unified foundation for our branding platform. • In partnership with CPO group, developed "Elevator Pitch and Word Bank" to help all CDs deliver concise, impactful descriptions of their purpose/work. • Supported and helped promote Orca Recovery Day (ORD) with leadership from Pierce CD and Puget Sound CDs. 2019 ORD events took place across the state and included statewide media announcements about CDs.
<p>Strategy: Use variety of platforms to share message / reach different audiences.</p>	<p>TACTICS:</p> <ul style="list-style-type: none"> • Contracted with NXNW Studio to produce a 3.5-min video showcasing how dairies and CDs work together on win-win solutions for viable operations and water quality; Aired during Season 8 of Washington Grown. Past videos about CDs produced through this partnership continue to reach audiences as previous seasons air on various stations across state and nationally on RFD-TV; also on Facebook and YouTube. • Maintained active Facebook account; secured system for monitoring social media public records that will allow us to expand social media presence without increasing public records risk. • Redesigning SCC website to better showcase CDs and voluntary nature of conservation work; also will meet ADA accessibility requirements.

Goal: Recognized by our fellow agencies/Gov's Office for the greatness of CD/landowner relationships and ability to accomplish significant work on private lands.	
<p>Strategy: Communicate conservation needs / accomplishments to decision-makers.</p>	<p>TACTICS:</p> <ul style="list-style-type: none"> • Developed new fact sheet designed to explain to Governor's Office and Legislature the importance of technical assistance. • Published 2019 Annual Report showcasing metrics of work achieved through voluntary conservation; sent to legislators / Governor's Office / OFM. • SCC policy staff in frequent communication with Washington legislators.

Goal: Less misinformation between SCC and CDs

<p>Strategy: Proactive and responsive to issues that require clear communication / coordination.</p>	<p>TACTICS:</p> <ul style="list-style-type: none"> • Agency Recovery and Resumption Team craft regular and coordinated messages for CDs and created new opportunities for information/resource-sharing during the COVID-19 pandemic, including: <ul style="list-style-type: none"> ○ Developed web page for CDs with links to resources, guidelines, FAQs, templates, and examples. ○ Sharing guidance on latest news/information via GovDelivery. ○ Launched weekly "Conservation Community Calls." ○ Sending weekly "Message from the SCC Director." • Facilitated communication about CD elections and lead efforts to improve the process, including: <ul style="list-style-type: none"> ○ Provided CD elections webinar, trained new CD staff on elections rules/procedures, and presented at WACD Annual Meeting about proposed RCW/WAC changes to elections. ○ Responded to approximately 200 inquires related to current CD elections from CD staff, public, and voters; Fielded questions from public and CDs on proposed elections changes. ○ Compiled and provided data/statistics on CD elections for legislature.
<p>Strategy: Ensure clear communication about operations and expectations.</p>	<p>TACTICS:</p> <ul style="list-style-type: none"> • Updated, streamlined, and redesigned Quick Notes publication into the new District Digest for more efficient delivery of news to CDs; Increased content coordination between District Digest and Financial Newsletter. • Increased communications between the Regional Managers and CDs on status of performance under CAPP Standard 1. • Revised "how-to" guide for signing up for GovDelivery, the e-messaging platform we use to communicate with CDs. • Updated Grants and Contracts Procedure Manure; Edited and streamlined content and improved accessibility compliance. • Maintained regular communication about VSP through website, newsletters (600+ subscribers), and meetings.

Goal: Recognized as a leader in conserving natural resources on working lands.

Strategy:

Communicate successes / issues related to working lands to target audiences.

TACTICS:

- Special meeting with the highest level of national FSA leadership to express concern about CRP and CREP issues; was well-received.
- Frequent, regular communication with Representative's Schrier's office on CREP and CRP issues. She serves on the Committee on Agriculture.
- Developed CREP fact sheet for congressional/national partner audience showcasing accomplishments from the over 20-year history of the program.
- Hired a VSP scientist to work with VSP entities to better develop and communicate VSP progress and success.

Strategy: Increase reach and visibility with partners in working lands efforts.

TACTICS:

- Lead supporter of Small Farm and Food Expo, which included SCC/OFP recognition in pre-event advertising, the expo program, and signage/announcements at the event location.
- OFP presented to the Center for Latino Farmers about opportunities available to farmers through conservation districts and resources available related to farmland preservation and succession planning.

OUTCOMES

- ✓ Tens of thousands of households reached statewide and nationally by videos featuring CDs that air on Wa Grown. (In January 2020 alone, episodes airing on RFD-TV reached over 19K households per week, on average.)
- ✓ 1,100+ views of our COVID-19 web page for CDs within first five weeks of its launch.
- ✓ New "District Digest" (revised/updated Quick Notes) received 18% increase in opens, meets accessibility requirements, and allows for better tracking/targeting of audiences.
- ✓ 25 percent increase in social media followers in the past 12 months.
- ✓ Marketing Toolkit resources used by majority of CDs; remains in top 25 percent of most visited pages on website.

Progress toward other goals: Maintaining manageable workload for staff

Last year there was shared concern among staff and Commissioners about ensuring SCC staff have manageable workloads. While this work wasn't covered by the top three strategic areas, we wanted to report back some steps we've taken to address this.

Goal: Staff report improvements in workload and ability to achieve reasonable expectations.	
<p>Strategy: Assess current state of workload issues and potential solutions.</p>	<p>TACTICS:</p> <ul style="list-style-type: none"> Conducted in-person all-staff meeting where staff assessed their essential functions/services, critical capacity needs, and any work they thought they could “shed”; outcomes helped inform internal agency planning / personnel strategies moving forward.
<p>Strategy: Fill vacant positions; avoid staff having to serve “double-duty” roles.</p>	<p>TACTICS:</p> <ul style="list-style-type: none"> The following existing positions / vacancies were filled: <ul style="list-style-type: none"> Executive Director Fiscal Manager Fiscal Analyst Central Regional Manager Puget Sound Regional Manager (was temporarily double-filled to ease transition between staff) Administrative Assistant Office of Farmland Preservation Coordinator is pending to be filled (first interviews conducted in April) Conducted IT needs assessment; created IT position description in consultation with DES/HR; saving / planning to hire agency IT Specialist. The following positions were created and filled: <ul style="list-style-type: none"> Policy Assistant Natural Resource Scientist



We are waiting to review our agency's results from the 2019 Employee Engagement Survey (conducted by State Human Resources) and compare them to previous years' results to gauge potential impacts from these efforts.