Ferry Conservation District
Board of Supervisors
Meeting Agenda

October 24, 2018
5:30 p.m.
Revised

- **Call to Order:**

- **Agenda Review:**
  - **Consent Agenda**
  - **September 26, 2018 Meeting Minutes**
  - **Treasurer's Report and Accounts Payable: September 2018**
  - **Warrants to pay, *2301-2320, total $26,481.17, and EFT's *$2,389.11 for the month of September/October 2018.**
- **Executive Session: None**

- **Supervisors reports.**
  - **Eric Bracken (Chair).**
  - **Charlotte Coombes (Auditor).**
  - **Dave Konz (Vice-Chair).**
  - **Dave Hedrick (Supervisor).**
  - **Scott Palmer (Supervisor).**

- **Guest Reports**
  - **Patrice Beckwith, USDA-NRCS.**
  - **Johnna Exner, County Commissioner.**
  - **Trevor Lane, WSU Extension Office.**

- **District Manager Report: Lloyd Odell**

- **Old Business:**

- **Cost-share Agreement Approvals:** None.
- **New Business:**
  - Set date to adopt Resolution for Election date.
  - Approve service order for Bias for 2019, in amount of $2,534.54. Due in January.
  - *Paid Family & Medical Leave. Withholdings starts Jan 1, 2019. Information about Districts part.
  - Issues on District Property.
  - *Renew membership for Washington Conservation Society for $150.00 and sign MOU
- **Public Comment:**
- **Adjournment:**

Ferry Conservation District

P.O. Box 1045 • Republic, Washington 99166-1045 • (509) 775-3473

ATTENDANCE SHEET

MEETING DATE: October 24, 2018

	NAME	TITLE/POSITION
1	Dave Hedrick	Supervisor
2	Dave K.	SUPERVISOR
3	Charlotte Coomber	Supervisor
4	Lloyd ODell	Staff
5	Johnna Eyer	Commissioner
6	Mike Baden	WSCC
7	Bill Chamber	Staff
8	Patrice Beckwith	NRCS
9	Cindy Lamar	Staff
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Ferry Conservation District
Board Meeting
USDA Conference Room
September 26, 2018

Supervisors Present
Eric Bracken, Chair
Charlotte Coombes, Auditor
Scott Palmer, Supervisor
Dave Hedrick, Supervisor
Dave Konz, Vice Chair

Others Present
Patrice Beckwith, USDA-NRCS
Bill Chamberlin, Staff
Lloyd Odell, District Manager
Dixie Moore, Guest
Candy Lammon, Staff

CALLTO ORDER:
Chair Eric Bracken, called the meeting to order 5:35 pm

- **AGENDA REVIEW:**
- **Consent Agenda:** Charlotte Coombs moved to approve the consent agenda, Dave Konz, seconded. Motion carried.
- **Meeting Minutes:** Charlotte Coombes moved to approve the Meeting minutes for August 29, 2018, Dave Hedrick, seconded. Motion carried.
- **Treasure's Report and Accounts Payable**: Dave Hedrick moved to approve the Treasure's Report and Accounts Payable for the month of August 2018, Scott Palmer seconded. Motion carried.
- **Warrants and EFT's paid:** Charlotte Coombes moved to approve warrants 2287-2300, in the total amount of $7,565.05 and EFT's of $2,186.68, for the month of August/September 2018, Scott Palmer, seconded. Motion carried.
- **Supervisor's Reports:**
  - Eric Bracken; None
  - Charlotte Coombes; None.
  - Dave Konz; None.
  - Dave Hedrick; Forest Coalition Forest plan is out for review & objections.
  - Scott Palmer; Thanks to Bill Chamberlin for finding information about what is needed to install the Hydro-electric turbines, permit wise. Local gentlemen Bill Scott making and selling them.
- **Executive Session:** None.
- **GUEST REPORTS:**
  - **Patrice Beckwith, USDA-NRCS;** *FSA update from Celeste Acord, County Executive Director. Working towards approving 5 agreements with producers for flood damage in Ferry County. MFP program will provide payments to eligible producers of soybeans, sorghum, corn, wheat, cotton, dairy, hogs shelled almonds, and fresh sweet cherries. This program directly supports commodities impacted by trade tariffs. Based on 2018 actual production, evidence is required. Ferry County records indicate 3 producers are growing wheat in 2018 & 1 cherry producer. Wheat paid at rate of $0.14/bushel, cherries at rate of $0.16/lb. January 15, 2019 last day to apply. * NRCS, drug free workplace, the District already has an agreement in place which includes this plus, Justice for all, with a complaint process for

producers and employees. Assistance for different languages, sexual harassment policy and equal opportunities.

- **District Manager Report: Lloyd Odell,** *Greenhouse/Model Farm Project, the shell to the greenhouse is up and finished, still needs interior furnishings. The well is drilled & ready for the pump installation. The access road has been graveled, and usable. Need to modify the access point from the Highway. PUD has scheduled the power installation for next week. Once done the electrician can wire the facility. *NRI fencing project, Lloyd ha tentatively found a replacement to use the funds. *VSP, On September 28th the State Technical Advisory Panel will conduct their first review of the Ferry County's VSP work plan. Lloyd will attend via Webinar. Final review is scheduled for October 26th. The VSP work group requests that Lloyd stays on as the VSP coordinator. *Conservation Commission Budget Request Package, summary sheets included. Looking for letters of support from the Supervisors. *NE Area meeting October 17th, in Pend Oreille, Dave Hedrick would like to attend, will need to know by the 10th if any other Supervisor's would like to attend. *WACD annual meeting is in Kennewick on November 26-28th. Good to have a Supervisor to attend to speak for the District. * Last note John Floyd was in a bad bike accident in North Dakota. He is on the mend, plans to return sometime in mid-January.
- **New Business:** 1) Set Special Board meeting date for November/December combined meeting On December 12, 2018.

  2) Dave Hedrick would like to attend the NE area meeting on Oct 17th in Pend Oreille.

  3) Still checking with other Conservation District about medical and retirement options.

  4) No decision from Dave Konz on Re-Election.
- **Public Comment:** BPW group holding a candidate's forum at the Republic elementary gym, everyone is invited to attend.
- **Summary of Motions/Agreements/Resolution.**
  - Motion to approve Consent Agenda. Charlotte Coombes moved for approval, Dave Konz seconded. Motion approved.
  - Motion to approve Meeting Minutes from August 29, 2018. Charlotte Coombes moved for approval, Dave Hedrick seconded. Motion approved.
  - Motion to approve Treasure report and Accounts Payable for August 2018. Dave Hedrick moved for approval, Scott Palmer seconded. Motion approved.
  - Motion to approve Warrants and EFT's for August/September 2018. Charlotte Coombes moved for approval, Scott Palmer seconded. Motion approved.
  - Motion to set Special meeting date for Nov/Dec for December 12, 2018. Charlotte Coombes moved for approval, Scott Palmer seconded. Motion approved.
- **Chair Eric Bracken adjourned the meeting at 6:55 pm**

Ferry Conservation District Board Meeting September 26, 2018

Meeting Minutes respectfully submitted this 24th of October 2018

Candy Lammon

Candy Lammon, FCD Staff

APPROVED

David E. Hedrick

Board Supervisor

TREASURERS REPORT

Fund Totals

Ferry Conservation District
MCAG #: 2393

09/01/2018 To: 09/30/2018

Time: 14:18:53 Date: 10/09/201
Page:

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjuste Ending Balanc
001 General Fund	-112,040.98	23.76	3,093.08	-115,110.30	433.79	781.39	0.00	-113,895.1
026 WSCC Implementation FY 2016	20,002.48	0.00		20,002.48	0.00	0.00	0.00	20,002.4
028 WSCC Cat 3 NS 16-36NS	7,050.88	0.00		7,050.88	0.00	0.00	0.00	7,050.8
029 WSCC VSP	14,185.17	0.00		14,185.17	0.00	0.00	0.00	14,185.1
030 WSCC Implementation FY 2017	20,410.12	0.00		20,410.12	0.00	0.00	0.00	20,410.1
[illegible] Fire Recovery Fund	4,664.68	0.00		4,664.68	0.00	0.00	0.00	4,664.6
[illegible]2 Firewise	7,338.23	0.00		7,338.23	0.00	0.00	0.00	7,338.2
033 WSCC FY 18	21,929.88	0.00		21,929.88	0.00	0.00	0.00	21,929.8
034 WSCC VSP	6,132.07	5,215.25	836.11	10,511.21	0.00	296.94	0.00	10,808.1
035 NRI	1,158.82	2,224.39	377.82	3,005.39	0.00	0.00	0.00	3,005.3
037 WSCC FY19	5,041.39	2,964.53	4,761.15	3,244.77	220.53	1,686.17	0.00	5,151.4
050 DOE - SCIP	46,121.01	0.00		46,121.01	0.00	0.00	0.00	46,121.0
056 DOE Water Quality	-4,340.32	541.61	15,219.92	-19,018.63	15,000.00	140.72	0.00	-3,877.9
	37,653.43	10,969.54	24,288.08	**24,334.89**	15,654.32	2,905.22	0.00	**42,894.4**

TREASURERS REPORT

Account Totals

Ferry Conservation District
MCAG #: 2393

09/01/2018 To: 09/30/2018

Time: 14:18:53 Date: 10/09/201
Page:

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balanc
1	BoA Checking	-0.01	0.00	0.00	-0.01	0.00	0.00	-0.0
2	WA Federal	31,166.86	10,969.01	24,288.08	17,847.79	0.00	18,559.54	36,407.3
3	Savings - WA Federal	6,486.58	0.53	0.00	6,487.11	0.00	0.00	6,487.1
	Total Cash:	37,653.43	10,969.54	24,288.08	24,334.89	0.00	18,559.54	**42,894.4**
		37,653.43	10,969.54	24,288.08	24,334.89	0.00	18,559.54	**42,894.4**

TREASURERS REPORT
Outstanding Vouchers

Ferry Conservation District
MCAG #: 2393

As Of: 09/30/2018 Date: 10/09/2018
Time: 14:18:53 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2018	242	04/25/2018	Claims	2	2186	Dave Konz	13.08	1Quarter Board Travel 2018
2018	280	05/15/2018	Claims	2	2207	Sheri Mott	47.54	Refund For Plant Order # 64, Missing Items
2018	340	06/29/2018	Claims	2	2249	Eric Bracken	54.50	Travel For LWG With NRCS
2018	420	09/26/2018	Claims	2	2297	Television Association of Republic	35.00	Sept 2018 Internet Service
2018	421	09/26/2018	Claims	2	2298	Anderson's Grocery	16.12	Items For Board
2018	422	09/26/2018	Claims	2	2299	Staples Credit Plan	183.08	Ink For Printer
8	423	09/26/2018	Claims	2	2300	Frontier	65.71	Monthly Phone Service Sept 2018
2018	424	09/30/2018	Claims	2	2301	Charlotte Coombes	57.26	3Q Board Members Travel 2018
2018	425	09/30/2018	Claims	2	2302	Dave Konz	13.08	3rd Quarter Board Members Travel
2018	426	09/30/2018	Claims	2	2303	Dave Hedrick	134.07	3rd Quarter Board Members Travel 2018
2018	427	09/30/2018	Claims	2	2304	Lloyd Odell	34.88	Sept 2018 Travel
2018	428	09/28/2018	Claims	2	2305	Reservation/ RangeDept. Confederated Tribes of the Colville	15,000.00	BMP For WQC00069 Cost Share
2018	429	09/30/2018	Payroll	2	2306	William Chamberlin	490.19	Bill Chamberlin 9/16-30/2018
2018	430	09/30/2018	Payroll	2	2307	Candace Lammon	1,250.84	Candy Lammon 9/16-30/2018
2018	431	09/30/2018	Payroll	2	2308	Lloyd Odell	1,164.19	Lloyd Odell 9/16-30/2018
							18,559.54	

Fund	Claims	Payroll	Total
001 General Fund	433.79	781.39	1,215.18
034 WSCC VSP	0.00	296.94	296.94
7 WSCC FY19	220.53	1,686.17	1,906.70
056 DOE Water Quality	15,000.00	140.72	15,140.72
	15,654.32	2,905.22	18,559.54

TREASURERS REPORT

Signature Page

Ferry Conservation District
MCAG #: 2393

09/01/2018 To: 09/30/2018

Time: 14:18:53 Date: 10/09/2018

We the undersigned officers for the Ferry Conservation District have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: Candace Lamner 10/9/18
Administrator Assistant/ Date

Signed: _____
District Manager / Date

ANK RECONCILIATION

Ferry Conservation District
MCAG #: 2393

09/01/2018 To: 09/30/2018

Time: 14:04:01 Date: 10/09/2018

2 WA Federal

Date		
	Balance Forward	47,006.20
09/07/2018		2,224.39
09/10/2018		2,964.53
09/13/2018		5,215.25
09/26/2018		563.16
09/30/2018		1.68
	Total Credits:	10,969.01

Year	Trans#	Date	Type	Chk#	Vendor	
2018	392	08/29/2018	Claims	2278	Television Association of Republic	35.00
2018	393	08/29/2018	Claims	2279	Staples Credit Plan	150.21
2018	394	08/29/2018	Claims	2280	Frontier	65.71
2018	395	08/29/2018	Claims	2281	U.S. Post Office	72.00
2018	396	08/29/2018	Claims	2282	WACD	3,600.00
2018	397	08/29/2018	Claims	2283	Republic Sales and Service	193.86
2018	398	08/29/2018	Claims	2284	Weeks Berry Nursery, Inc	168.55
2018	399	08/29/2018	Claims	2285	Anchor QEA	3,857.72
2018	400	08/29/2018	Claims	2286	Enduris Washington	3,968.00
2018	401	08/31/2018	Claims	2287	Bill Chamberlin	20.71
2018	402	08/31/2018	Claims	2288	Lloyd Odell	231.56
2018	403	08/31/2018	Payroll	2289	William Chamberlin	474.48
2018	404	08/31/2018	Payroll	2290	Candace Lammon	1,482.80
2018	405	08/31/2018	Payroll	2291	Lloyd Odell	1,403.62
2018	412	09/14/2018	Claims	2292	Candace Lammon	300.00
2018	413	09/14/2018	Claims	2293	Lloyd Odell	300.00
2018	417	09/14/2018	Payroll		Internal Revenue Service - Payroll Taxes	2,186.68
2018	414	09/15/2018	Payroll	2294	William Chamberlin	513.73
2018	415	09/15/2018	Payroll	2295	Candace Lammon	1,250.84
2018	416	09/15/2018	Payroll	2296	Lloyd Odell	1,287.41
2018	434	09/30/2018	Claims		Washington Federal Bank	5.00
					Total Debits:	21,567.88
					Reconciled Bank Balance:	36,407.33
					Outstanding Credits:	
2018	242	04/25/2018	Claims	2186	Konz, Dave	13.08
2018	280	05/15/2018	Claims	2207	Mott, Sheri	47.54
2018	340	06/29/2018	Claims	2249	Bracken, Eric	54.50
2018	420	09/26/2018	Claims	2297	Television Association of Republic	35.00
2018	421	09/26/2018	Claims	2298	Anderson's Grocery	16.12
2018	422	09/26/2018	Claims	2299	Staples Credit Plan	183.08
2018	423	09/26/2018	Claims	2300	Frontier	65.71
2018	424	09/30/2018	Claims	2301	Coombes, Charlotte	57.26
2018	425	09/30/2018	Claims	2302	Konz, Dave	13.08
2018	426	09/30/2018	Claims	2303	Hedrick, Dave	134.07
2018	427	09/30/2018	Claims	2304	Odell, Lloyd	34.88
2018	428	09/28/2018	Claims	2305	Confederated Tribes of the Colville, Reservation/	15,000.00
2018	429	09/30/2018	Payroll	2306	Chamberlin, William C	490.19
2018	430	09/30/2018	Payroll	2307	Lammon, Candace Lee	1,250.84
2018	431	09/30/2018	Payroll	2308	Odell, Lloyd R	1,164.19
					Outstanding Debits:	18,559.54

ANK RECONCILIATION

Reconciled Book Balance:	**17,847.79**

ANK RECONCILIATION

Ferry Conservation District
MCAG #: 2393

09/01/2018 To: 09/30/2018

Time: 13:40:45 Date: 10/09/2018
Page: 1

3 Savings - WA Federal

Date							
09/30/2018						Balance Forward	6,486.58
							0.53
						Total Credits:	0.53
Year	Trans#	Date	Type	Chk#	Vendor		
						Total Debits:	0.00
						Reconciled Bank Balance:	6,487.11
						Outstanding Credits:	
						Outstanding Debits:	
						Reconciled Book Balance:	**6,487.11**

Monthly Warrant's & EFT's. Sept 30, 2018/Oct 24, 2018 *(revised)*

Checks

Date	Amount	To whom.	For	Grant	Check #	pre/approved
09/30/18	$57.26	Charlotte Coombes	3rd Quarter travel	IMP 19-36	2301	Y-Dave K.
09/30/18	$13.08	Dave Konz	3rd Quarter travel	IMP 19-36	2302	Y-Dave K.
09/30/18	$134.07	Dave Hendrick	3rd Quarter Travel	IMP 19-36	2303	Y-Dave K.
09/30/18	$34.88	Lloyd Odell	Travel for Sept 2018	General Fund	2304	Y- Dave K.
09/30/18	$15,000.	CTCR	Cost share payout	WQC00069	2305	Y- Dave K.
09/30/18	$490.19	Bill Chamberlin	Payroll 9/16-9/30/18	Grants	2306	Y-Dave K.
09/30/18	$1,250.84	Candy Lammon	Payroll 9/16-9/30/18	Grants	2307	Y-Dave K.
09/30/18	$1,164.19	Lloyd Odell	Payroll 9/16-9/30/18	Grants	2308	Y-Dave K.
10/15/18	$487.25	Anchor QEA	VSP workplan Aug	VSP 1811	2309	Y-Dave K.
10/15/18	$68.00	Pend Oreille CD	NE Area meeting	General Fund	2310	Y-Dave K.
10/15/18	$39.51	UI Pitkin Forest Nursery	Plant deposit	General Fund	2311	Y-Dave K.
10/15/18	$300.00	Candy Lammon	Medical stipend (Oct)	General Fund	2312	Y-Dave K.
10/15/18	$300.00	Lloyd Odell	Medical stipend (Oct)	General Fund	2313	Y-Dave K.
10/15/18	$505.88	Bill Chamberlin	Payroll 10/1-15/18	Grants	2314	Y-Dave K.
10/15/18	$1,366.82	Candy Lammon	Payroll 10/1-15/18	Grants	2315	Y-Dave K.
10/15/18	$1,287.41	Lloyd Odell	Payroll 10/1-15/18	Grants	2316	Y-Dave K.

10/24/18	$35.00	Television of Republic	Internet Oct.	General Fund	2317
10/24/18	$66.29	Frontier	Phone bill Oct.	General Fund	2318
10/24/18	$3,730.50	Anchor QEA	VSP Work Plan September	VSP 1811	2319
*10/24/18	$150.00	Washington Conservation Society	Membership	General fund	2320

***Total** **$26,481.17**

EFT's

10/11/18	$309.90	Midway Building Supply	Repair for Shed	IMP19-36 # 4	Eft
10/15/18	$1969.60	IRS	941 deposit Sept 2018	General Fund	Eft
10/19/18	23.67	Midway Building Supply	Repair fence/No hunting signs	General Fund	Eft
*10/22/18	85.94	Midway Building Supply	Railroad ties for shed	IMP19-36	Eft

***Total** **$2,389.11**

WARRANT/CHECK REGISTE

Ferry Conservation District
MCAG #: 2393

09/01/2018 To: 09/30/2018

Time: 14:20:01 Date: 10/09/2018

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
417	09/14/2018	Payroll	2	EFT	Internal Revenue Service - Payroll Taxes	2,186.68	941 Deposit For 08/01/2018 - 08/31/2018
434	09/30/2018	Claims	2	EFT	Washington Federal Bank	5.00	Sept 2018 Service Charge
412	09/14/2018	Claims	2	2292	Candace Lammon	300.00	Medical Stipend September 2018
413	09/14/2018	Claims	2	2293	Lloyd Odell	300.00	Medical Stipend September 2018
414	09/15/2018	Payroll	2	2294	William Chamberlin	513.73	Bill Chamberlin 9/1-15/2018
415	09/15/2018	Payroll	2	2295	Candace Lammon	1,250.84	Candy Lammon 9/1-15/2018
416	09/15/2018	Payroll	2	2296	Lloyd Odell	1,287.41	Lloyd Odell 9/1-15/2018
420	09/26/2018	Claims	2	2297	Television Association of Republic	35.00	Sept 2018 Internet Service
421	09/26/2018	Claims	2	2298	Anderson's Grocery	16.12	Items For Board
422	09/26/2018	Claims	2	2299	Staples Credit Plan	183.08	Ink For Printer
423	09/26/2018	Claims	2	2300	Frontier	65.71	Monthly Phone Service Sept 2018
424	09/30/2018	Claims	2	2301	Charlotte Coombes	57.26	3Q Board Members Travel 2018
425	09/30/2018	Claims	2	2302	Dave Konz	13.08	3rd Quarter Board Members Travel
426	09/30/2018	Claims	2	2303	Dave Hedrick	134.07	3rd Quarter Board Members Travel 2018
427	09/30/2018	Claims	2	2304	Lloyd Odell	34.88	Sept 2018 Travel
428	09/28/2018	Claims	2	2305	Reservation/ RangeDept. Confederated Tribes of the Colville	15,000.00	BMP For WQC00069 Cost Share
429	09/30/2018	Payroll	2	2306	William Chamberlin	490.19	Bill Chamberlin 9/16-30/2018
430	09/30/2018	Payroll	2	2307	Candace Lammon	1,250.84	Candy Lammon 9/16-30/2018
431	09/30/2018	Payroll	2	2308	Lloyd Odell	1,164.19	Lloyd Odell 9/16-30/2018

001 General Fund	3,093.08		
034 WSCC VSP	836.11		
035 NRI	377.82		
037 WSCC FY19	4,761.15		
056 DOE Water Quality	15,219.92		
		Claims:	16,144.20
	24,288.08	Payroll:	8,143.88

RECEIPT REGISTER

Ferry Conservation District
MCAG #: 2393

09/01/2018 To: 09/30/2018

Time: 14:20:20 Date: 10/09/2018

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
406	09/07/2018	Tr Rec	177450		2	WA State Conservation Commi:	2,224.39	NRI 18-36 August 2018 Voucher # 05
407	09/10/2018	Tr Rec	177451		2	WA State Conservation Commi:	2,964.53	Imp 19-36 Voucher # 03 August 2018
411	09/13/2018	Tr Rec	177454		2	WA State Conservation Commi:	5,215.25	VSP 1811 Voucher # 14 August 2018
419	09/26/2018	Tr Rec	177455		2	Cash/ check	21.55	Cash Customer For Two (2) Topo Maps
418	09/26/2018	Tr Rec	177456		2	WA Department of Ecology	541.61	WQC00069 Voucher # 31 July 2018
432	09/30/2018	Tr Rec	177457		3	Washington Federal Bank	0.53	Saving Interest September 2018
433	09/30/2018	Tr Rec	177458		2	Washington Federal Bank	1.68	Checking Interest Sept 2018

000	2.21
340 Charges For Goods & Services	21.55
001 General Fund	23.76
330 Intergovernmental Revenues	5,215.25
034 WSCC VSP	5,215.25
330 Intergovernmental Revenues	2,224.39
035 NRI	2,224.39
330 Intergovernmental Revenues	2,964.53
037 WSCC FY19	2,964.53
330 Intergovernmental Revenues	541.61
056 DOE Water Quality	541.61
	10,969.54

The above listed revenues were deposited in a Washington Federal bank account as indicated, a federally insured institution. ATTESTED TO:

Candace Lamson Financial Administrator — Signature & Title

10/9/2018 — Date

Employee Accrual Cost

Ferry Conservation District
MCAG #: 2393

Time: 11:39:28 Date: 09/28/2018
As Of: 09/30/2018 Page: 1

Chamberlin, William C	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	4.00	2.00		6.00	17.00	102.00
Sick Pay	117.00	2.00		119.00		
				125.00		102.00

Lammon, Candace Lee	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	36.50	4.00		40.50	18.00	729.00
Sick Pay	44.00	4.00	8.00	40.00		
				80.50		729.00

Odell, Lloyd R	Beginning	Earned	Used	Ending	Rate	Cost
Vacation	126.00	8.00	4.00	130.00	22.00	2,860.00
Sick Pay	374.00	4.00		378.00		
				508.00		2,860.00
			Report Total	**713.50**		**3,691.00**

Ferry Conservation District
Petty Cash Journal

Reporting Period: 09/01/18-09/30/2018

Balance Forward 50.00

Date	Voucher #	BARS	Payee/Payor	Description	Total	Balance

Cash on Hand		Count
0.01	30	$0.30
0.05	57	$2.85
0.10	36	$3.60
0.25	21	$5.25
1.00	13	$13.00
5.00	3	$15.00
10.00	1	$10.00
20.00		$0.00
50.00		$0.00
	Total	$50.00

Balance forward	50.00
Total Expenses	0.00
New Balance	50.00
Cash on Hand	50.00
Overage/Shortage	**0.00**
Amount to be reimbursed	**0.00**
New Balance Forward	50.00

Treasurer Carolyn Lamm

Date 10/11/2018

Reimbursement Received _____

Date _____

Manager's Report
October 24, 2018
Lloyd Odell

NEAACD Annual Meeting: The Northeast Area Association of Conservation Districts gathered for their Annual Meeting October 17. We met at the Camas Center on the Calispell Reservation near Usk in Pend Oreille County. Hosting the Area Meeting rotates among the five CDs in the area (Ferry, Lincoln, Pend Oreille, Stevens and Spokane). The Area Meeting gives the Districts the opportunity to get together and share our successes, discuss our challenges, and to raise issues to be considered at the WACD Annual Meeting (more on that later).

Conservation Commission staff also attends and addresses the group. This year, as in most years, their message is the budget.

The Commission budget request for the coming biennium (fy 20- 21) is almost double from the previous year. The arguments for the increases are solid. Statewide, there is considerably more demand for CD services than we can meet.

Surely, every state agency can present similar arguments for budget increases, and they will do so in January in Olympia. The Legislative session will be very interesting.

NRCS State Conservationist Roylene Rides-at-the-Door talked with us about NRCS's role in our conservation team. Roylene has program funding available, but she lacks the staff to get the work done. In larger areas than ours, there are opportunities to work with NRCS as Technical Service Providers. Our NRCS staff is so good that we do not have much in that area at this time.

Patricia Hickey, WACD Executive Director, discussed their role also. WACD works hard through the Legislative session to advocate for us in the Districts. WACD can lobby in the Legislature; the Commission cannot.

Candy won the award for Area Employee of the Year. I was recognized as Area Manager of the Year. The weather was beautiful. It was a good day.

On Thursday, October 18, Patricia Hickey paid us a visit. She had not yet been to our District. I spent the afternoon showing her around the area and explaining conservation issues that are unique to us. Patricia is just finishing her first year at her job. She is a veteran CD manager from Northern California. She is familiar with wild fire issues, irrigation and water quality. I think she will do well for us in steering WACD.

Northeast Area Legislators' Meeting: This coming Monday, October 29, we will meet with our 7th District State legislators to discuss these same budget issues, as well as other concerns. I am sure that wolves and wolf management will come up.

We will meet at the Stevens County CD at 9:30 am. Supervisors are encouraged to attend. The legislators are always eager to hear from Supervisors, as well as staff.

WACD Annual Meeting: The Washington Association of Conservation Districts (WACD) is holding its Annual Meeting November 26 through 29 in Kennewick. If any of you want to attend, we need to get registered by this Friday. Talk with Candy. She has the details.

Greenhouse Project: It is progressing, slowly but surely. Road is done; New highway access and gate set-up is done. Pump will be installed tomorrow (10/25). Wiring and electrical hook-up will come soon after. The propane installation needs to be done soon also. The construction is part of the education process. We are keeping our hands off.

Our only unfinished part of the project is to seed the road banks. We will get this done before snow comes.

This is a monumental project. We have fans from all over the state rooting for our success.

Property Updates: We have other activities happening on our Herron Creek property. Job Corps Carpentry students are renovating our storage shed out there. They will also do some repairs to the fence around our Native Plant Nursery. Job Corps is a tremendous asset. They are great to work with.

We have another issue on our Herron Creek property that will require some discussion. It has to do with hunting on the property. We can talk about this later in the meeting.

Voluntary Stewardship Program: We have passed the first hurdle on our way to having our VSP County Work Plan approved. We met with the State Technical Advisory Committee September 28. Over all, they were satisfied with our work. They did recommend about a half-dozen edits that they wanted to see. The edits have been made. We have a second review this Friday, 10/26. Assuming there will not be any more changes (the second review is supposed to be just to assure that proposed edits have been made), our Plan will go to the Commission for final approval, most likely at their meeting November 29.

WSU Ferry County Extension Update, October 2018

- **Ferry County Broadband Action Team (BAT)**: Planning grant funding application in process. Microsoft is funding our county broadband market survey.

- **4-H** –
    - Justilynn Van Wyk is our new 4-H/Master Gardener Coordinator
    - Enrollment for new 4-H year began October 1

- **Food Systems** – this program has been incorporated into the county's long term Economic Development Plan.
    - *Women in Agriculture Conference* – Sat, Oct 27, 8:30-3:30. Theme is "Pump up your Financial Fitness!" Ferry County Extension hosting a site in Republic at TEDD office. $35 a person, includes light breakfast and lunch. Register at womeninag.wsu.edu or pay at the door (cash or check only).

    - *Master Gardeners* – three of our MGs attended the State Master Gardener Conference, "Sharing Our Roots" in Wenatchee at the end of September. Planning workshops for the spring.

Washington Conservation
Society

Application for Membership
Conservation District

Ferry Conservation District
Name

PO Box 1045 | Republic | WA | 99166
Address | **City** | **State** | **Zip**

509-775-3473 ext. 100 | candy.lammon@conservewa.net
Telephone | **E-mail**

Please include the following with this application:

[X] Name of Person Designated to Vote on Behalf of the Board at WCS Meetings: Lloyd Odell

[X] Signed MOU

MEMBERSHIP FEE IS **$150.00** PER YEAR.

Please mail completed application and signed MOU to:

Washington Conservation Society
C/O WACD
16564 Bradley Road
Bow, WA 98232

Thank you for your support!

Memorandum of Understanding

between

Ferry Conservation District

and the

Washington Conservation Society

This is an agreement between the **Conservation District**, hereinafter called **CD** and the **Washington Conservation Society**, hereinafter called **WCS**.

I. PURPOSE AND SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to membership and participation in the **WCS**. In particular, this MOU is intended to outline how the **WCS** will provide support to the **CD** and how the **CD** will participate as a member of the **WCS**.

II. BACKGROUND

The mission of WCS is to promote natural resource conservation efforts in Washington State by providing a philanthropic center for investments in citizen-led, voluntary-based conservation projects, activities, education, and outreach efforts.

The mission of the Conservation District is to safeguard the rural lifestyle and sustainable use of natural resources of Ferry County, for present and future landowners, residents, and visitors by offering technical and financial assistance, outreach, and education through partnerships.

III. CD's RESPONSIBILITIES UNDER THIS MOU

The responsibilities of the **Conservation District** will be as follows:

1. By June 30th of each year provide $150 to the **WCS**.

2. Attend meetings, planning sessions and workshops to help provide guidance and direction to the **WCS**. Designate one member of your organization to have voting rights. The designated district representative may be a supervisor, associate supervisor, or a staff person.

3. Provide input to the **WCS** when requested.

IV. WCS's RESPONSIBILITIES UNDER THIS MOU

The **WCS** will annually:

1. Provide administrative services at a rate of 3% for grants that are approved.
2. Induct members of your organization into the electronic Leaving a Legacy Book at no cost.
3. Process applications for the **WCS** funded Environmental Education Mini-grant Program.
4. Allow you to use your membership status to apply for discounts on trainings offered to members of 501(c)(3)'s.
5. Consider requests for **WCS** support of a proposed project from the District.
6. Provide an end of the year report on **WCS** activities.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT

This Agreement may be changed, modified, or amended by written agreement executed by both parties. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of authorized officials of both Parties. It shall be in force from ~~July 1, 20XX to June 30, 20XX.~~ July 1, 2018 to June 30, 2019

Both Parties indicate agreement with this MOU by their signatures below.

Signed by:

Conservation District

10/25/18
Date

Washington Conservation Society

Date

WACD

WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS
711 Capitol Way South, Suite 707
Olympia, WA 98501

October 2, 2018

Dear WACD Members, District Staff, and Friends of Conservation,

It is with excitement that I extend this invitation to attend and participate in our 2018 Annual Conference & Meeting of the Washington Association of Conservation Districts. It will be held November 26 – 28, 2018, at the Three River's Convention Center in Kennewick, WA.

This year's conference theme is "Embracing Change, Thriving through Partnerships." Our mission cannot be achieved acting in isolation, it requires partnerships to put conservation into practice – cooperating landowners, communities, various agencies, and others. Tuesday's agenda will focus on how CDs across the state create and maintain successful relationships with panels on CD and county/city partnerships, state agency partnerships, public/private partnerships, and tribal and NGO partnerships.

Partnerships are also necessary within conservation districts. Conservation districts are at their most effective when supervisors and staff work with confidence and clarity in their respective roles. The Aspen Group, with their model of "Coherent Governance", have worked with several of our conservation districts and new successes followed from those workshops. The Aspen Group will spend half a day with conference attendees sharing their decades of experience on the key to creating healthy, well-functioning organizations.

We are enclosing sponsorship and exhibitor information for you to distribute to anyone who you think may be interested in sponsoring or participating. We offer a Sponsors' Appreciation Dinner to show our appreciation for their contribution to WACD and provide them an opportunity to reach the membership in several ways. Please contact staff by October 26, 2018, if you know of any potential sponsors or exhibitors who may be interested in participating in our meeting.

To secure your attendance, please complete the enclosed registration form and mail it to WACD by November 9, 2018. If you would like more information or have any questions after reading through these materials, please contract Lori McLaughlin at wacd@ncia.com (360-757-1094) or Ryan Baye at RBaye@wadistricts.org (360-999-0361).

Thanks so much for the commitment that you bring and the critically important work that you do. I truly hope to see you in Kennewick in November!

Sincerely,

Tom Miller
WACD President
Supervisor, Spokane CD

Agenda

Program is currently under development. Times are subject to minor changes.

Monday, November 26, 2018

8:30 am - 9:30 am	WACD Executive Committee Meeting
10:00 am - 2:30 pm	WACD Board of Directors Meeting
3:00 pm - 6:00 pm	WACD Committee Meetings
6:00 pm - 7:30 pm	Dinner (on your own)
6:00 pm - 7:00 pm	New Supervisor Training
6:00 pm - 7:15 pm	Annual Business Meeting of the Washington Conservation Society
7:30 pm - 9:00 pm	SCC Annual Budget

Monday, November 26, 2018 – Supplemental Program Notes

11:00 am - 7:00 pm	Registration open
1:00 pm - 10:00 pm	Exhibiter set-up
1:00 pm - 5:00 pm	WSCC Regional Managers Meeting

Tuesday, November 27, 2018

7:00 am - 8:00 am	Breakfast (on your own)
8:00 am - 8:45 am	Opening Session and Welcome Message
8:45 am - 9: 45 am	WACD's Legislative Agenda and Strategy
10:00 am - 11:00 am	General Session I – Building Partnerships: CD, Counties and Cities
11:00 am - Noon	General Session 2 – Building Partnerships: CD and State Agencies
12:15 pm - 1:30 pm	WACD Awards Luncheon
1:45 pm - 2:30 pm	Keynote: Ag Industry and WSU
2:45 pm - 4:00 pm	General Session 3 - Building Partnerships: Private and Public Partnerships
4:00 pm - 5:00 pm	General Session 4 - Building Partnerships: CD, Tribal and NGO Partnerships
5:00 pm - 6:00 pm	WACD Strategic Planning Report
6:15 pm - 7:45 pm	Sponsorship Appreciation Dinner
8:00 pm - 9:15 pm	Annual Auction for Envirothon
9:30 pm - Midnight	No-host Hospitality Suite

Wednesday, November 28, 2018

7:00 am - 8:00 am	Breakfast (on your own)
8:00 am - 12:15 pm	General Session – The Aspen Group
12:30 pm - 1:45 pm	Luncheon: Invited Keynote - Commissioner of Public Lands Hilary Franz
2:00 pm - 5:30 pm	WACD Business Meeting
5:30 pm - 6:15 pm	WSCC – Election of WACD Eastern WA Region Representative (3-year term)
6:30 pm - 7:00 pm	Partnership Reception
7:00 pm - 9:00 pm	WACD Closing Banquet
9:30 pm - Midnight	No-host Hospitality Suite

Thursday, November 29, 2018

7:30 am - 8:30 am	WACD Executive Committee Meeting
9:00 am - 3:00 pm	Washington State Conservation Commission Meeting

Ferry County Conservation District – District Manager Job Description

Job Description
For
District Manager
Salary Range ($50,000 (~$26/hr) – $70,000 (~$36/hr))

TITLE: District Manager

BACKGROUND: The Ferry County Conservation District (the District) is dedicated to maintaining the renewable resources within the District's boundaries. The District is composed of farmers, landowners and concerned citizens who serve on District's Board of Supervisors as volunteers. The District is a legal subdivision of Washington State government organized under "Conservation District Law", RCW Chapter 89.08.

INTRODUCTION: The District Manager is responsible for overall management of the Conservation District, supervision of district employees and satisfaction of district clients. The District Manager provides administrative leadership to assist the Board of Supervisors with the coordination, management and administration of conservation programs throughout the District boundaries. The District Manager ensures that all District functions are managed and services provided in accordance with applicable local, state and federal laws, regulations and policies.

The District Manager position is responsible for performing a combination management, technical, and administrative functions for the District. The District Manager is directly responsible to the Board of Supervisors and shall be subject to the direction of the Board.

The District Manager is responsible for the proactive delivery of services to private landowners and the general public in a professional, efficient and productive manner leading to the conservation of natural resources consistent with mission and goals of the District. The successful candidate must be able to work productively with a diverse community of landowners, farmers, ranchers, tribes, community organizations, and government agencies.

LOCATION: The District office will be located in Republic, Washington.

SUPERVISION: The District Manager will work under the direct supervision of the District's Board of Supervisors through the contact supervisor and will report as needed directly to the Board of Supervisors.

DRESS CODE: Clean, neat and appropriate for combinations of field and office work. Some fieldwork may be required during inclement weather conditions.

EMPLOYEE BENEFITS: Compensation for the position will be negotiated between the employee and the Board of Supervisors to ensure that the position remains within the District's overall budgets. Health insurance and retirement programs may be available and if available per the District's policy manual.

MAJOR DUTIES AND RESPONSIBILITIES

GENERAL OPERATIONS:

1. Develop and maintain strong working relationships with local, state, tribal and federal agencies and elected officials.

2. Serves as liaison for the Board of Supervisors while maintaining a cooperative relationship with members of the Conservation partnership (Natural Resources Conservation Service (NRCS), Washington Association of Conservation Districts (WACD), Washington State Conservation Commission (WSCC)), as well as other natural resource related agencies, municipalities and organizations operating within the District and Washington State.
3. Continue to develop and maintain the District's Operational Policy & Procedures Manual, with input from staff and approval by the Board.
4. Represent the Board, as directed, at local and regional meetings that may affect the Board and/or District programs.
5. Coordinate monthly Board meetings (including proper recording of official meeting minutes) and keep the Board informed of actions taken, trends in conservation and issues of interest to the Board.
6. Coordinate with the WA State Conservation Commission for successful completion of the District Operations Review (currently every two years).
7. All duties and actions taken by the District Manager while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the District.

FINANCIAL MANAGEMENT:

1. Prepares with the Financial Manager, a proposed budget for review by the District's supervisors.
2. Oversee the management of all aspects of the District's finances and accounting procedures including State Auditor Requirements for financial management, compliance with the BARS reporting requirements, payroll management, and other financial reporting requirements.
3. Ensure that the annual internal audit is conducted within the framework of the Washington State Conservation Commission guidelines.
4. Coordinate with funding agencies to successfully complete grant audits.
5. Develop and maintain the financial accounting system.
6. Coordinate development of monthly Treasurer Reports in advance of Board meetings.
7. Coordinate project/grant related financial accounting, including preparation and submission of payment requests (vouchers) and quarterly and final reports.

PERSONNEL MANAGEMENT:

1. Supervise the activities of District staff as needed to carry out the responsibilities of the District.
2. Develop and maintain personnel files.
3. Supervise the activities of District staff as needed to carry out the responsibilities of the District.
4. Provide leadership for a positive, internal working relationship among District staff.
5. Schedule and conduct regular monthly staff meetings.
6. Advise the Board on needed updates to District personnel policies and procedures.
7. Schedule and conduct annual performance appraisals of District staff, and report results of all appraisals to the Board for final approval.
8. Coordinate hiring of new positions with the Board.

INFORMATION & EDUCATION:

1. Promote existing district, state and federal programs to interested landowners, operators, community organizations and agencies. Provide outreach to landowners to identify natural resource conservation needs.

2. Organize local conferences, farm tours, and other events in collaboration with other local groups and organizations.
3. Coordinate the development and publication of the District's annual newsletter, and maintenance of the District's website and District calendar.
4. Develop and maintain a public outreach program for District programs.
5. Organize regional conferences and local farm tours.
6. Respond to information requests from news media, as direct by the Board.
7. Organize media events.

PROGRAM PLANNING, DEVELOPMENT AND MANAGEMENT:

1. Assist the Board with completion and/or revision of the District's 5-Year Plan.
2. Assist the Board with development and implementation of Annual Work Plans.
3. Secure necessary resources and technical support to implement the adopted 5-year plan and associated annual work plan.
4. Develop and maintain record keeping system for projects and programs.
5. Fulfill contracted scopes-of-work and fulfill reporting requirements.

Technical Assistance:

1. Provide technical assistance to landowners and agencies including development of conservation plans and implementation of best management practices (BMPs).
2. Development and successful completion of Technical Service Provider (TSP) contracts with NRCS and/or FSA.

MINIMUM QUALIFICATIONS

A Bachelor's degree in a field closely related to the duties of this position (Resource Management, Natural or Applied Science, Public or Business Administration, or equivalent education and experience (directly relevant experience may be substituted year for year to meet the education requirement)) is required. Graduate education in any of the aforementioned disciplines is preferred. Additional qualifying experience may substitute year-for-year for the education requirement.

Three years of increasingly responsible experience in supervision and/or management and three years progressive experience in administration, planning, budgeting, grant and fiscal management, preferably in the natural resources conservation field is also required.

The applicant must have a demonstrated ability to manage multiple, diverse issues and a proven commitment to land stewardship on private lands.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ability to communicate to a diverse audience complex issues, verbally and in writing to others in one-on-one contact and in public meetings.
2. Basic knowledge of NRCS principals, standards and specifications.
3. A working knowledge of federal, state and local laws, rules and policies that directly affect natural resource conservation on private lands in Washington.
4. A professional knowledge of theories, principles, policies and practices of conservation districts.
5. Ability to utilize administrative, personnel and analytical skills and to act independently to direct district operations.
6. Ability to take policy direction from the Board and translate this direction into tangible results.
7. Ability to meet deadlines, attend frequent meetings, travel as needed and work full-time.
8. Experience with grant writing and/or project proposal development.

9. Ability to organize, plan prioritize and manage multiple tasks under minimal supervision.
10. Ability to delegate to other employees.
11. Ability to effectively express District ideals.
12. Ability to use current computer technology and software.
13. Ability to operate a motor vehicle (valid Washington State Driver's License required).
14. Ability to work in the field on various terrains and under various conditions.
15. Ability to work unusual work hours; work after hours, nights or weekends.

The District Manager must be capable of creating and maintaining a good professional rapport with supervisors, staff, landowners, the public and a multitude of local, state and federal agencies.

PERFORMANCE REVIEW:

1. Performance of each duty in this position will be evaluated against the requirements developed for this position after six months and yearly thereafter as deemed by the personnel committee for the Board of Supervisors and the District Policy Manual.
2. This evaluation will be discussed and reviewed with the employee.
3. Performance rating is an overall evaluation of performance in the judgment of the Board, and it will be the basis for any merit pay increases granted by the District Board.

EMPLOYMENT CLASSIFICATION: Regular Full-Time

The District Manager position has been reviewed and approved by the District Board.

Adopted: _____ by: _____
Chairman

All programs and services of the District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, marital status or disability.

Updated: October 2018

Washington State Conservation Commission

2018 Area Meeting Report

STATE OF WASHINGTON
CONSERVATION COMMISSION
PO Box 47721 • Olympia, Washington 98504-7721 • (360) 407-6200 • FAX (360) 407-6215

October 2, 2018

TO: Conservation District Supervisors

FROM: Mark Clark, Executive Director

SUBJECT: SCC Information Materials – 2018 WACD Area Meeting Report

I always look forward to traveling around Washington and visiting you at your Area Meetings. As you probably know, this is my last fall as Executive Director of the Washington State Conservation Commission (SCC), which makes these meetings and visits particularly important to me. I'll be retiring in mid-January of 2019.

I've attended many Area Meetings during the 16 years that I've served as SCC Executive Director. I always enjoy learning about your successes and challenges and hearing your ideas for how we can make things even better. I also appreciate the time I receive on your agenda to provide an agency update. Thank you for giving me and our partners the opportunity to participate.

This report summarizes key agency highlights from the past year that our staff want to share with you. I know I speak for all our staff when I say how much we appreciate everything you've done to help make this year a success. You've attended all-district meetings, served on committees, participated in surveys, helped write and review budget requests, and much more. And this is all in addition to the work you do to get conservation on the ground.

Thank you for your hard work and partnership. See you soon.

- Mark

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ABOUT US

The Washington State Conservation Commission (SCC), created by the legislature in 1939, is the lead state agency for voluntary, incentive-based programs in Washington. We're tasked with coordinating, facilitating, promoting, and providing financial and technical assistance to all 45 conservation districts (RCW 89.08.070)

OUR MISSION

To conserve natural resources on all lands in Washington State, in collaboration with conservation districts and other partners.

Cover photo by: Ray Ledgerwood

Agency Organization Chart

(as of September 2018)

BOARD OF COMMISSIONERS

Chair: Jim Kropf, WSU Extension

Vice-Chair: Dean Longrie, Western Region Rep. (elected)

Perry Beale, Department of Agriculture

Larry Cochran, Eastern Region Rep. (elected)

Harold Crose, Central Regional Rep. (elected)

Trevor McConchie, Department of Natural Resources

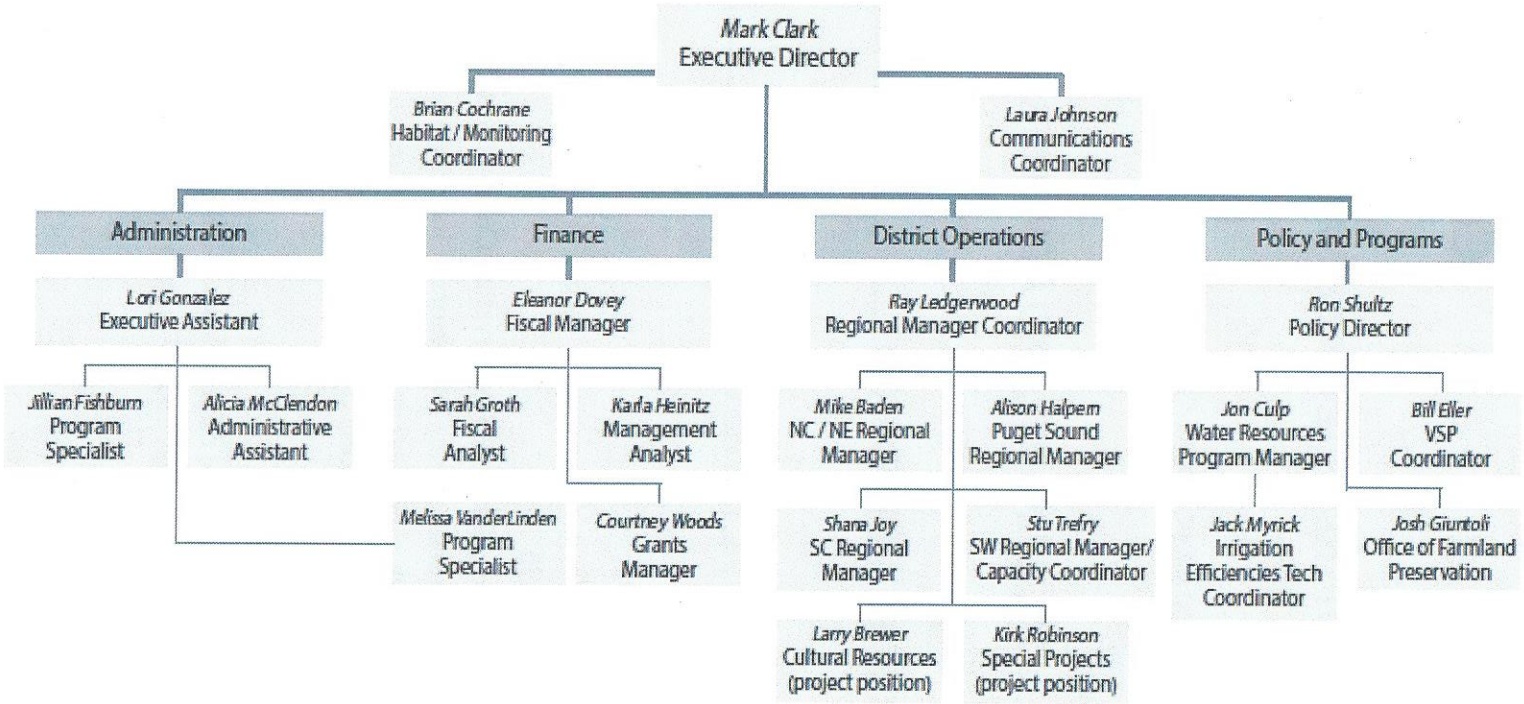
Thomas Miller, Washington Association of Conservation Districts, President

Sarah Spaeth, Jefferson Land Trust (governor appointee)

Carol Smith, Department of Ecology

Daryl Williams, Tulalip Tribes (governor appointee)

STAFF



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LONG RANGE STRATEGIC PLAN

Washington State Conservation Commission 2016-21 STRATEGIC PLAN

FOUNDATION FOR OUR WORK:

Our Mission

To conserve natural resources on all lands in Washington State, in collaboration with conservation districts and other partners.

Our Vision

Our state shall have healthy soils, water, air, and ecosystems, and sustainable human interaction with these resources, including viable agriculture and forestry.

The State Conservation Commission and conservation districts are recognized as trusted partners who incite voluntary stewardship and accomplish natural resource goals.

Our Values:

SUSTAINABILITY We envision a future with healthy, diverse landscapes—including viable working lands—voluntarily supported by informed resource stewards.

RELATIONSHIPS We foster strong partnerships with a diversity of stakeholders and maintain open communication and transparency to create trust.

KNOWLEDGE We value local knowledge, diverse cultures and ideas. We strive to offer voluntary, collaborative solutions that reflect state, local, and community priorities.

ACCOUNTABILITY We employ clear policies procedures, and performance measures that ensure effective, efficient use of public resources.

RESPECT We exhibit personal and institutional integrity for agency members and staff, conservation districts, and our partners.

STRATEGIC AREAS AND GOALS:

Commission Operations

With leadership from an engaged board, we hire and empower talented staff, support strategic decision-making, and employ clear procedures.

- Develop a clear, effective process for capturing feedback and evaluating our work.
- Create and follow a strategy that helps us demonstrate trust internally and with partners.
- Empower our leaders and staff with the appropriate skills and capacity to perform their work.

Resource Conditions

We demonstrate that voluntary conservation programs and services lead to natural resource improvements.

- Develop and employ a transparent process that helps us prioritize funding needs based on highest return.
- Develop and implement a natural resources conditions data plan.
- Explore creating an agency science program.

Resource Issue Facilitation

We're uniquely positioned to coordinate local, state, federal, and tribal entities to identify and resolve natural resource issues.

- Provide resources and training to conservation district personnel and supervisors that improves skills in conflict resolution, mediation, and collaborative negotiation.
- Increase awareness of our leadership in coordinating multi-agency discussions.

Public Outreach and Marketing

A diversity of citizens, stakeholders, and leaders recognize our agency and districts for their achievements and collaborative approach.

- Develop a marketing plan / strategy and explore effective communication outlets.
- Support the Communications, Partnership Building, and Outreach Committee.
- Engage landowners and partners in support for natural resource funding.
- Support district outreach and education efforts.

Sustainable Funding

Our agency and districts have secure funding that allows us to retain talented staff and confidently launch long-term, strategic work plans.

- Promote our story and accomplishments to partners and decision makers.
- Develop partnerships and build support among a diversity of partners.
- Document how we leverage funding and work with partners to promote each other's services.

District Operations

We enhance conservation districts' ability to deliver quality technical, financial, and educational services that meet local and natural resource needs.

- Use Good Governance rules to ensure money is spent wisely.
- Develop process to assess funding allocation to build district capacity."
- Define roles and expectations for staff and supervisors; define process for dealing with detrimental behavior.

Statewide Program Delivery

Our programs meet local and state resource priorities. With districts, we maximize community-based models to deliver effective solutions.

- Promote the community-based nature of our work and effectiveness of voluntary approach.
- Demonstrate program effectiveness by providing solid, meaningful data.
- Continue effectiveness monitoring; evaluate and report the impacts of our programs.
- Explore farmland preservation funding needs.

Policy Leadership

We lead in the development and implementation of policies related to natural resource conservation and viable land use.

- Get district input on the natural resource policy areas where they want our leadership.
- Support districts' engagement with county-level resource planning and implementation.
- Acquire necessary capacity to engage in key policy discussions.
- Long-term plan for farm and forest preservation.

Partnering

We are a "go-to" partner that unites natural resources and agricultural stakeholders and implements collaborative, effective conservation solutions.

- Define, respect, and support our agency role and the roles of our partners.
- Maintain relationships and foster new partnerships.
- Provide a clear picture to our partners of the role of voluntary conservation programs.

Technical Capacity

Conservation districts have premier technical capability and capacity to create and implement conservation systems and programs.

- Support and fund the Center for Technical Development; identify training needs; provide expertise and certification.
- Engage landowners and partners in support for natural resource funding.
- Urge districts to pool resources and expertise.
- Co-host trainings with our partners.

Programs and Services

CENTER FOR TECHNICAL DEVELOPMENT (CTD)

coordinated by Shana Joy (sjoy@scc.wa.gov)

The CTD updated and re-launched their Planner Certification Program in August with Dairy, Farm, and Riparian Planner certifications, along with supporting continuing education and mentoring program. The CTD has also been working with NRCS to communicate their new Planner Designation process through webinars and announcements and provide coordination of qualifying training events to help CD employees meet certification training needs. The CTD hosted five unique training events in FY18 with over 60 participants and launched its training scholarship program with great response. The group continues to provide ongoing communication to CD's via a monthly newsletter, and coordinate technical support to support statewide initiatives and workgroups. More at: www.wactd.org.

COMMUNICATIONS

coordinated by Laura Johnson (ljohnson@scc.wa.gov)

Videos featuring CD work reach state and national audiences

The SCC coordinated a video segment featuring Spokane CD's Vets on the Farm (VOTF) that will air during an episode of Washington Grown (wagrown.com) this fall/winter. Washington Grown airs on PBS stations across the state, Facebook Live, Youtube, and this summer it debuted on RFD-TV, which is a national platform! RFD-TV is a leading independent cable channel that's available in more than 50 million homes. The VOTF video is the fourth video featuring CD work that the SCC has coordinated in partnership with Washington Grown since 2016.

Communications, Partnership, and Outreach (CPO) Committee plans for the future!

The CPO group updated their strategic plan this year, which focuses on providing all CDs with more communication tools/training, strengthening legislative/budget communications, increasing awareness of CDs and voluntary conservation, and tracking the impact of CD outreach/education. The group added new tools to the Marketing Toolkit (scc.wa.gov/marketing-toolkit), including Tips to Engage Elected Officials and Decision Makers (see "Campaigns and Engagement" tab) and a library of vector images for creating infographics (see "Infographics/Data Visuals" tab). Interested in learning more about the CPO group or becoming a member? Contact Laura Johnson, SCC Communications Coordinator (ljohnson@scc.wa.gov).

Air Force veteran Angela Mulder gives Washington Grown video crew a tour of the Vets on the Farm hoop house.

Continued on next page...

CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP)

coordinated by Brian Cochrane (bcochrane@scc.wa.gov)

- Submitted the 2017 Implementation Report to FSA (Farm Service Agendy). The report was abbreviated due to a lack of capital budget funds for CREP. No effectiveness monitoring was performed; additional monitoring is anticipated in 2018.
- Capital budget funding was approved, weeks before running out of re-appropriation funds. Program work has been slow as technical staff re-engage with landowners who are still interested in the program. A sizeable reduction in enrollment and re-enrollment is anticipated due to state and federal actions i.e. soil rental rate changes, wetland enhancement criteria changes.

IRRIGATION EFFICIENCIES GRANT PROGRAM (IEGP)

coordinated by Jon Culp (jculp@scc.wa.gov)

- Completed two ditch to pipe projects that saved 2.2 cubic feet per second totaling 620 acre feet per year to the Dungeness River.
- Presented on Water Right Self-Assessment for Landowners at a water rights forum hosted by Thurston Conservation District.
- Participated in Okanogan's How to Protect Your Water Right for landowners forum.
- Commissioners passed program policy revisions:
    - ◊ Allowing Fish Screens as cost-eligible.
    - ◊ Removing the per-project cap on large piping projects.
    - ◊ Requiring a quit-claim deed on projects in perpetuity.
- Drought Contingency Planning Taskforce: Completed the final phase of the rewrite of the state's drought contingency plan including the addition of a mitigation section.
- Union Gap Irrigation District (UGID): The legislature appropriated $2.5M to the Efficiencies program to help the UGID construct a mitigation project in response to the Rattlesnake Ridge landslide that is impacting their historic water delivery system. Technical assistance and construction will likely continue through the end of the calendar year.

OFFICE OF FARMLAND PRESERVATION (OFP)

coordinated by Josh Giuntoli (jgiuntoli@scc.wa.gov)

Agricultural Conservation Easements

We funded North Yakima Conservation District to acquire development rights and secure an agricultural conservation easement to permanently protect 283 acres of irrigated farmland in the Cowiche Basin. With passage of the Capital budget, the SCC is working with Eastern and Central Klickitat CDs on three agricultural easement projects on roughly 6,000 acres of rangeland and dryland crop ground. Funding was provided through the Washington Wildlife and Recreation Program Farmland category and, if successful, will allow the SCC to acquire development rights and hold agricultural easements.

Lust Family Farm Agricultural Conservation Easement – Yakima County

Interested in learning more about agricultural easements? Please contact Josh Giuntoli (jgiuntoli@scc.wa.gov, 360-407-7474) for more information.

Continued on next page...

Estate planning

Estate planning is a key tool in farmland preservation. OFP continues to make available *Planning the Future of Your Farm – A Workbook Supporting Farm Transfer Decisions.* This resource is intended for landowners and their families to better understand and define the vision for the future of their farming operation. More information on this workbook is available at: https://scc.wa.gov/ofp-planning/. To request copies or to discuss a workshop for your landowners, please contact Josh Giuntoli (jgiuntoli@scc.wa.gov, 360-407-7474).
OFP participated in three Latino farmer workshops hosted by the Center for Latino Farmers. Nearly 90 farmers participated in three different four-night workshops in Wenatchee and the Tri-Cities. We presented on the importance of estate planning and conservation district programs.

Coordination

In partnership with Whatcom and King County farmland preservation staff, OFP assists in coordinating the Farmland Preservation Roundtable, an ad-hoc group of stakeholders that meet quarterly to network and update each other on efforts around farmland preservation.
Stay connected to farmland issues by signing up for the monthly Washington State Farmland Preservation Newsletter. This newsletter covers a wide array of topic areas including new research, land use values, trends, and much more.
Subscribe here: https://scc.wa.gov/ofp-newsletter/

Latino growers and family members – Pasco, WA

VOLUNTARY STEWARDSHIP PROGRAM (VSP)

coordinated by Bill Eller (beller@scc.wa.gov)

VSP work plan approvals: It is anticipated that by October 2018, the SCC in conjunction with the VSP Technical Panel and Statewide Advisory Committee will have approved 25 of **27 VSP county work plans** (Adams, Asotin, Benton, Chelan, Columbia, Cowlitz, Douglas, Franklin, Garfield, Grant, Grays Harbor, Kittitas, Lincoln, Lewis, Mason, Okanogan, Pacific, Pend Oreille, San Juan, Skagit, Stevens, Thurston, Walla Walla, Whitman, Yakima) leaving just Ferry and Spokane Counties needing approval. The 25 counties with approved plans have begun implementation of those plans to protect critical areas while maintaining agricultural viability.

VSP outreach and communications: SCC staff continue to produce a **VSP newsletter** that delivers monthly to nearly 600 subscribers. Since October 2017, SCC staff conducted over 20 VSP meetings of the **Technical Panel** and **Statewide Advisory Committee**, authored **five policy advisories** to further the administration of VSP, and conducted **two regional VSP meetings** in Lacey and Spokane. Staff administer a **VSP web page** that serves as a clearinghouse for all new and upcoming VSP activities and information, including the Technical Panel and Statewide Advisory Committee meetings.

VSP Regional Meeting, Spokane, WA, December 13, 2017

Budget & Finance

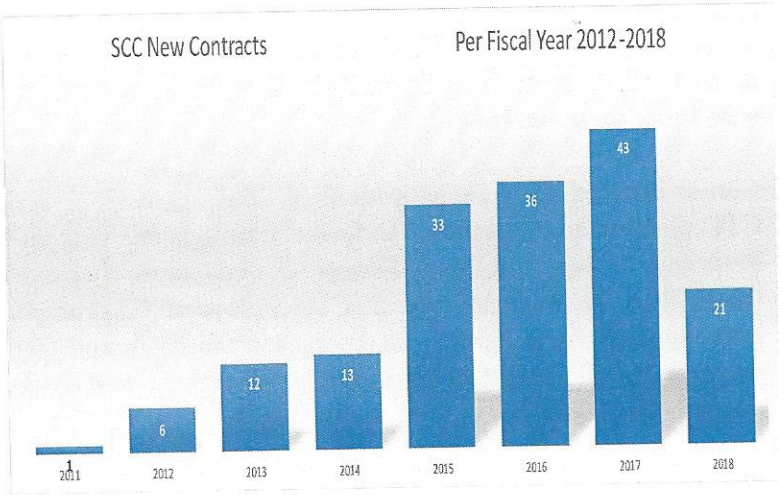
Fiscal manager coordinator Eleanor Dovey (edovey@scc.wa.gov)

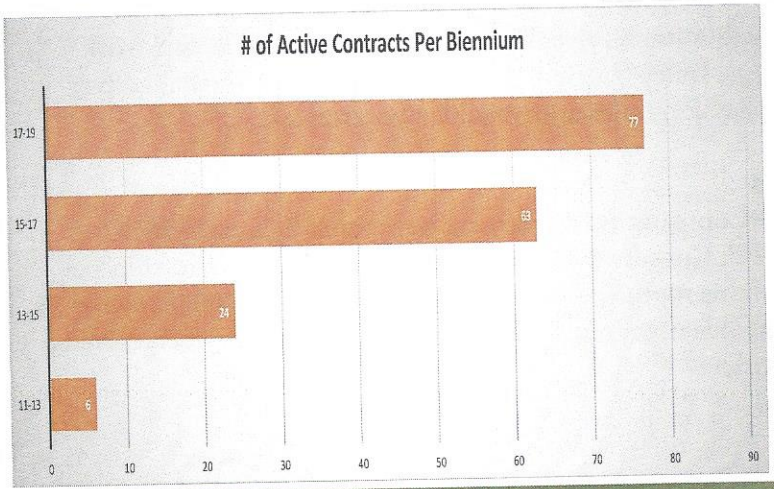
We facilitated two Request for Proposals (RFPs) between January and May, 2018. One was for Dairy Distillation Grants using appropriated funding of $3,880,000 for innovative projects to assist dairy owners in addressing the potential environmental impacts to soil, water (surface and ground), or air. A committee was formed to oversee the information in the proposal and selection. Five Dairy Distillation Grants were awarded: Coldstream Farms-Regenis was awarded $930,305; GDR Dairy was awarded $250,000; Organix-Liberty Dairy awarded $762,900; Stillaguamish Tribe-Janicki for $1,750,000; and WSU-Puyallup for $186,795.

The 2nd Request for Proposals was for Microbial Source Tracking (MST) study to be used to improve water quality management decision-making in Washington State watersheds. This was awarded to Herrera Environmental Consultants, Inc. for $200,000.

A CPDS update was completed after many months of working with districts and the vendor. Work continues assisting districts with the updated CPDS, answering questions, as well as work to make any adjustments needed by the financial staff.

For the Conservation District grants, In FY18, SCC's 1.8 grants employees processed 1,639 vouchers, averaging 3.43 processing days.





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District Operations

Regional manager coordinator Ray Ledgerwood (rledgerwood@scc.wa.gov)

District Operations Services
Regional Managers (RMs) had another extraordinary year of assisting conservation districts with their district operations questions, needs for information, and issue resolution. RMs participated in over 120 conservation district board meetings as well as in-person work with district supervisors, managers and employees in all 45 districts, including the work related to research and assistance on over 325 topics in the past year. Alison Halpern was hired as our new Puget Sound Regional Manager and Shana Joy is now serving the South Central Conservation Districts and providing WSCC leadership with the Center for Technical Development (CTD).

Conservation Accountability and Performance Program
Highlights of the year were that all districts completed their annual plans of work and annual reports on time; 44 districts filed their State Auditor (SAO) reports on time; 18 SAO audits of districts were completed without a finding; and all 45 districts kept current with their long range planning. CAPP Memo

Natural Resource Investment Projects
Regional Managers and Finance Staff worked with conservation districts on their priority one and two projects for Natural Resource Investment funding. Approximately $3.5 million in projects were approved, grant addendums completed and delivered to districts to begin the conservation work. 20 additional districts had their priority three projects funded during this reporting period at just under $850,000.

Appointed Supervisor Candidate Interviews
Lori Gonzalez and Alicia McClendon coordinated with Regional Managers and Commission Members this reporting period on a new system of interviewing Appointed Supervisor nominees that were new or in districts with more than one candidate.

Center for Technical Development (CTD)
CTD planned and completed technical trainings this year on Conservation Planning, Advanced GIS and Mapping, Pasture and Range Forage ID, and Comprehensive Nutrient Management Planning in coordination with NRCS that included over 60 CD employees. CTD began certification programs in Dairy Nutrient Management, Farm Planner, and Riparian Management. The group has also begun an ongoing mentoring program for CD technical employees, and an improved database of technical employees training received and needed. CTD Report.

Facilitation
Regional Managers provided staff leadership in facilitation services this reporting period with local work groups, Coordinated Resource Management groups, Dairy Nutrient Advisory Committee, Chehalis River Basin group, JLBM Sentinel group,...and others. Session notes are available upon request.

District Technical Service Provider Task Orders
Work continued this fiscal year under a statewide Contribution Agreement between NRCS and WSCC provided for conservation district work on Farm Bill Conservation Program Delivery. An all-time high in participation included 47 Task Orders awarded in this reporting period for a total of $1,136,000 involving 19 conservation districts. A more detailed report available upon request. Four conservation districts received a grant from NACD for Farm Bill work in their district.

Policy Activities

Director of Policy and Intergovernmental Relations Ron Shultz (rshultz@scc.wa.gov)

Orca Task Force

Staff from the Conservation Commission was appointed to serve on the Governor's Orca Task Force. Officially known as the Southern Resident Killer Whale Task Force, the group has held four meetings through September. The current work plan has the Task Force meeting two more times to finalize the first year report. The Task Force will release the draft report for public review and comment from September 24 to October 7. Proposed recommendations are still in draft form as of mid-September, however several recommendations could have impact on conservation district activities statewide. Draft recommendations of interest include:

- Increase financial assistance for cooperative conservation programs (e.g. fish screens, riparian areas, private fish passage upgrades, etc.) implemented by conservation districts, lead entities, or individual landowners.
- Additional funding for existing salmon recovery project programs should focus on Chinook habitat restoration needs.
- New funding for large-scale estuary restoration projects.
- Hydraulic Code Rules for HPAs and fish barrier regulations should be increasingly enforced.
- Increase enforcement relating to habitat protection and water quality regulations.
- Direct Ecology staff to implement regulations as currently written. In addition, increase voluntary compliance with existing laws and/or regulations.
- Implement collaborative programs to reestablish salmon upstream of the Chief Joseph and Grand Coulee dams.
- Implement dam removal for dams that have broad support and high Chinook benefit.
- Governor should express support of the ongoing NEPA process regarding the Columbia Hydropower System.
- Governor should request a third party initiate the development of a forum to develop a regional approach for possible future removal of the four Lower Snake River Dams.

More information will be provided to conservation districts on all the recommendations as well as information regarding how to comment.

Food Policy Forum

The Conservation Commission is working with WSDA to implement our budget proviso relating to the Food Policy Forum. The Forum consists of representatives from state agencies (including DOH, DSHS, and WSU), conservation districts, hunger and food bank advocates, agricultural community, and economic development interests. Forum members are evaluating issues relating to the food system and identifying challenges and opportunities. In this process the group has progressed from "101" evaluation of topics to get a basic understanding of the issue; then on to "201" discussions where the evaluation focuses more closely on specific issues. By the end of 2018, the group will begin "301" discussions where specific recommendations in each topic area will be considered. Topics under discussion at this time include:

- Long-term structure of the Food Policy Forum for state/local coordination.
- Equitable access to food.
- Ag land protection and availability.
- Transportation and relative infrastructure.
- Alleviating barriers to small and medium scale farmers access to markets including institutional purchasing.
- Rural economic development including next generation farming.
- Impacts of climate change.

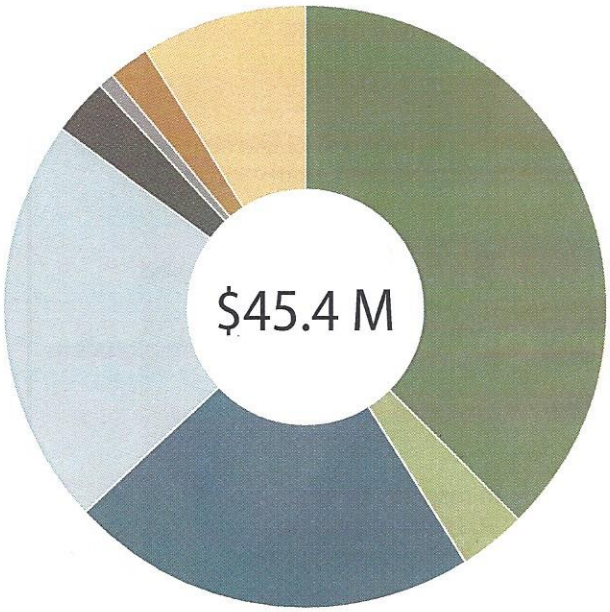
An interim report will be completed by December 2018, with a final report completed by October 2019.

Washington State Conservation Commission

CONSERVATION DISTRICTS OF WASHINGTON STATE

your window to healthy lands

2019-21 Biennium
Operating Budget Request



- Conservation Technical Assistance - $17,134,000
- Working Lands - $1,648,000
- Voluntary Stewardship Program - $9,925,000
- Forest, Range Health, Fire Assistance - $9,950,000
- Conservation Education - $1,395,000
- Natural Disaster Resiliency - $400,000
- Targeted Outreach for Conservation - $1,028,000
- Agricultural Conservation Science Program - $3,975,000

Budget Package Summaries

CONSERVATION TECHNICAL ASSISTANCE - $17,134,000

What it does: Builds CD capacity to address critical natural resource issues and respond to a growing number of landowners on a "wait list" for voluntary conservation services. Funding will enable CDs to cover administrative costs, provide technical assistance to livestock operators, and support project development (e.g. grant writing).

If unfunded, what are the impacts?

- Service requests will continue to be backlogged due to CD staffing levels far below the workload equivalent.
- Washington will miss an opportunity to engage more landowners as partners in achieving healthy water, air, and land.

WORKING LANDS - $1,648,000

What it does: Strengthens farmland viability in Washington by: 1) engaging veterans to become farmers; 2) creating new economic opportunities for small farms; 3) improving strategic planning for local farmland preservation; and, 4) boosting on-farm energy efficiency.

If unfunded, what are the impacts?

- Farmland and farming jobs will be lost as Washington farmers retire and there are fewer new farmers to replace them.
- Farm operation costs and greenhouse gas emissions will continue to rise due to inefficient on-farm energy systems.

VOLUNTARY STEWARDSHIP PROGRAM (VSP) - $9,925,000

What it does: Ensures the successful implementation of county VSP work plans, including monitoring and reporting on the results of this work. Funded activities will protect critical areas and the viability of Washington's agriculture. It also includes funding for 12 non-VSP counties to implement similar programs that protect critical areas.

If unfunded, what are the impacts?

- VSP work groups likely will be unable to fully implement their approved work plans.
- Negotiated solutions to voluntarily meet goals and objectives in accordance with the Growth Management Act will fail, and previous state investments in these efforts will be lost.

FOREST, RANGE HEALTH, FIRE ASSISTANCE - $9,950,000

What it does: Enables CDs to assist private landowners with enhancing forest and range stewardship, preparing for wildfires, and recovering natural resource and agricultural losses in areas burned by wildfire.

If unfunded, what are the impacts?

- Washington will miss this opportunity to make private forests and rangeland more healthy and resilient, which is a key piece to state and federal strategies for managing wildfires.
- There will be no reduction in the risk wildfires pose to private homes, farms, ranches, and forests.

CONSERVATION EDUCATION - $1,395,000

What it does: Provides the grant funding and coordination CDs need to deliver career-connected K-12 learning opportunities that inspire and prepare students across the state for our STEM (science, technology, engineering, math) job market.

If unfunded, what are the impacts?

- School districts with either no or limited access to place-based STEM lessons will continue to be underserved.
- CDs will continue to turn down teacher and school district requests for their K-12 programming.
- Students will miss this opportunity to learn from and be inspired by natural resource and agricultural professionals in their own community.

NATURAL DISASTER RESILIENCY - $400,000

What it does: Trains CD staff on natural disaster recovery protocols so they're ready to respond to and support disaster survivors in all areas of the state. The Washington State Conservation Commission (SCC) will have increased capacity to coordinate these local efforts with federal and state agencies in order to efficiently deliver disaster recovery funding.

If unfunded, what are the impacts?

- The SCC and CDs will be forced to continue to provide piecemeal, inefficient, and ad hoc support to communities in need of natural disaster assistance.
- More landowners who are in need of disaster planning and recovery assistance will go unserved.

TARGETED OUTREACH FOR CONSERVATION - $1,028,000

What it does: Provides CDs with the funding needed to more broadly use proven-effective, targeted outreach methods that engage landowners with desired conservation behaviors. The resulting increase in conservation activities will help yield measureable natural resource improvements.

If unfunded, what are the impacts?

- CDs will be unable to fully leverage their skills and trusted reputation in order to engage the levels of landowner participation needed to improve resource conditions.
- Washington will miss an opportunity to increase the rate of recovery toward state and tribal priorities, such as salmon and shellfish recovery.

AGRICULTURAL CONSERVATION SCIENCE PROGRAM - $3,975,000

What it does: Supports an Agricultural Conservation Science Program at the SCC. The SCC will coordinate with agencies, universities, and other partners to ensure applicable research findings are put into practice on the ground. CD employee certification/training programs will be expanded. Funding will support research on soil health, dairy distillation, pollutant tracking, and water quality trading.

If unfunded, what are the impacts?

- The opportunity to improve best management practices based on scientific research and monitoring will be lost.
- Inefficient coordination across natural resource and agricultural agencies will result in redundant and segregated research efforts.

Washington State Conservation Commission

CONTACT

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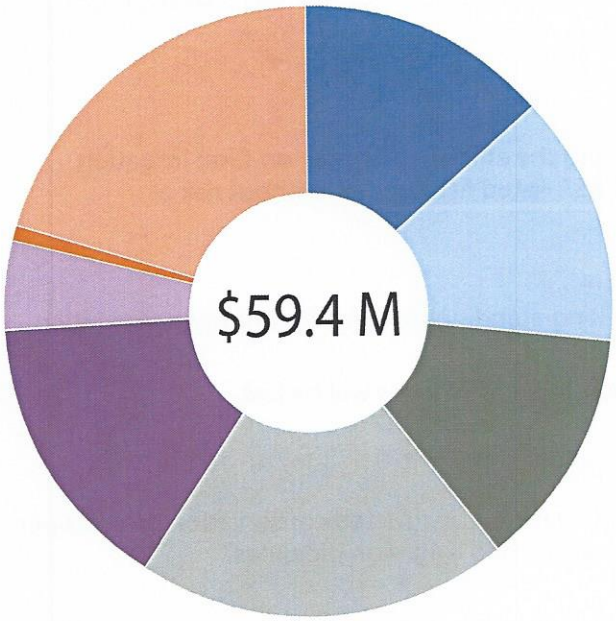
Washington State Conservation Commission

CONSERVATION DISTRICTS OF WASHINGTON STATE

your window to healthy lands

2019-21 Biennium Capital Budget Request



- Natural Resource Investments - $8,000,000
- Shellfish Funding - $8,000,000
- Conservation Reserve Enhancement Program (CREP) Riparian Funding - $7,500,000
- Match for Regional Conservation Partnership Program - $11,800,000
- Irrigation Efficiencies - $8,906,000
- Engineering Project Design and Implementation - $2,700,000
- CREP PIP Loan - $499,000
- Farmland Preservation - $12,031,000

Budget Package Summaries

NATURAL RESOURCE INVESTMENTS - $8,000,000

What it does: Provides funding for all 45 CDs to offer local cost share programs as an incentive for landowners to install best management practices (BMPs). BMPs advance progress toward natural resource objectives, such as fish passage and soil health, and are farm-friendly.

If unfunded, what are the impacts?

- Hundreds of landowners who have requested financial assistance with installing conservation BMPs will continue to be waitlisted or turned away.
- Natural resource concerns on private lands will go unaddressed due to inadequate project funding.

SHELLFISH FUNDING - $8,000,000

What it does: Uses a targeted approach to invest in BMPs installed by CDs and landowners that build cumulative results for shellfish recovery. Priority is given to "project clusters" located within a watershed or stream reach where there's a water quality concern.

If unfunded, what are the impacts?

- Washington will experience a huge set back in achieving the goal to restore and re-open shellfish harvest areas.
- Pollutants flowing into shellfish growing areas will go unaddressed, threatening both our shellfish industry — which generates an estimated 2,700 jobs — and our obligation to provide shellfish for tribal harvest.

CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) RIPARIAN FUNDING - $7,500,000

What it does: Provides the state match required to continue this USDA Farm Service Agency (FSA) program that advances salmon recovery in Washington. Funding also supports outreach, development of plans, and project management that's required to enroll landowners in CREP and see each project through to completion.

If unfunded, what are the impacts?

- State partnership with the FSA will dissolve, resulting in the end of this program and putting the results achieved through CREP over nearly 20 years in jeopardy.
- Millions of federal dollars invested in our state through CREP each year for salmon recovery will be lost.

MATCH FOR REGIONAL CONSERVATION PARTNERSHIP PROGRAM (RCPP) - $11,800,000

What it does: Provides state match required in order to receive over $30 million federal dollars for seven RCPP projects in Washington. Projects will generate hundreds of jobs and tackle priority natural resource issues in targeted geographic areas.

If unfunded, what are the impacts?

- State potentially will lose millions in federal and dedicated partner funding, hundreds of associated jobs, and the opportunity to make significant progress on critical natural resource and land use issues (e.g. salmon recovery, forest health, farmland preservation).

IRRIGATION EFFICIENCIES - $8,906,000

What it does: Provides grant funding to assist water right holders with increasing the efficiency of their on-farm irrigation systems. Saved water is returned to drought-prone streams that are home to ESA-listed fish species, without risk of relinquishing water rights.

If unfunded, what are the impacts?

- Washington's farming community will lose access to this successful and long-standing resource for improving irrigation efficiency.
- Opportunities to restore stream flow and reduce sedimentation in salmon-bearing streams will be lost.

ENGINEERING PROJECT DESIGN AND IMPLEMENTATION - $2,700,000

What it does: Increases CD professional engineering capacity, resulting in an increase in constructed conservation projects per year. This includes projects such as manure storage structures, fish passage projects, and irrigation pipelines.

If unfunded, what are the impacts?

- The backlog of projects waiting to be designed and overseen by a licensed engineer will continue to grow, frustrating the landowners who have requested this work.
- By not allowing CDs to accelerate the pace of engineering projects, Washington will lose this opportunity to spur progress toward state natural resource objectives.

CREP PIP LOAN - $499,000

What it does: Provides bridge financing to cover landowners' upfront costs for salmon restoration projects that are pending payment from federal agencies.

If unfunded, what are the impacts?

- Participation in CREP will be jeopardized, putting the entire program at risk.
- Any remaining participation in the program will be based on the ability of the landowner to carry upfront project costs, rather than the priority of the habitat to be protected.

FARMLAND PRESERVATION - $12,031,000

What it does: Takes a geographic-based approach to preserving farmland through a variety of techniques, including acquisition of farmland easements. Blocks of farmland will be protected with multiple owners in order to maintain a critical mass of working farms within a project area.

If unfunded, what are the impacts?

- Washington will miss an opportunity to accelerate progress toward the state goal of preserving working farms.
- Efforts to preserve farmland will use a less efficient and less effective approach, with limited opportunity to demonstrate ways to improve the process.

Washington State Conservation Commission

CONTACT

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What to do on Jan. 1, 2019:

1. Begin withholding Paid Family and Medical Leave premiums from employee paychecks
2. Budget for the employer share of the premium
3. Begin tracking hours and wages of all employees, including seasonal, temporary and part-time workers

Federal employers and employees, federally recognized tribes and sole-proprietors are exempt from the program, but tribes and sole-proprietors may opt in. If you have employees covered by a collective bargaining agreement they may have delayed participation in the program. For more on employees covered by CBAs, click here.

Quick facts

Premium collection:

1. Premiums are 0.4% of gross wages paid.
2. Employers may either withhold employees' premiums from their paychecks or pay the entire premium for their employees. Employers who choose to withhold premiums from their employees may withhold up to 63 percent of the total premium. The employer is responsible for paying the other 37 percent.
3. Businesses with fewer than 50 employees are not required to pay the employer portion of the premium but are required to remit employee-paid premiums to ESD and abide by all reporting requirements.
4. Small business assistance grants are available to businesses with 50 to 150 employees and to businesses with fewer than 50 employees who choose to pay the employer share of their employee's premium.

Reporting:

1. Nearly all employers statewide will need to report employee wages, hours worked, and additional information to ESD every quarter.
2. Employers should begin tracking hours and wages Jan. 1, 2019, to prepare for reporting in April.
3. Employers who want to internally manage a paid family and medical leave plan for their employees may apply for a voluntary plan. Voluntary plans must be approved by ESD and employers will still need to meet the program's reporting requirements.

Benefits available:

1. Starting Jan. 1, 2020, eligible workers can take leave for qualified family and medical events. Employees getr up to 12 weeks of leave, and up to 18 weeks under exceptional circumstances.

This program was authorized by the Legislature in 2017, and its implementation is ongoing. The information below will help you get started, but please understand that rulemaking is ongoing, and we will update this page with more details as they become available. Sign up for our newsletter to stay up to date.

How is the program funded?

Washington's Paid Family & Medical Leave Program is organized as an insurance program. Beginning on Jan. 1, 2019, most employers are required to collect Paid Family and Medical Leave premiums from employee paychecks.

The initial premium will be .4% and can be adjusted annually after 2020 by the Employment Security Department, according to rules set by the statute. One-third (1/3) of the premium will be collected for Family Leave, and 2/3 of the premium for Medical Leave.

Employers with fewer than 50 employees are not required to pay the employer portion of the premium but are still required to collect and remit the employee portion. To learn more about how we calculate the number of employees a business has, read our Employer Page.

Premium payments are required to be paid quarterly. Payments are due to the department by the last day of the month following the end of the calendar quarter for which premiums are being paid.

Employers using a Voluntary Plan should refer to the Voluntary Plan page for details about premium collection in that circumstance.

Witholding Example

An employee has earned $2,500 gross pay in a single pay period. The premium is 0.4% in 2019.

Total Premium Calculation

$2,500 * .004 = $10.

In this example, the total premium would be $10.

To calculate the employer and employee contribution, the Family Leave (1/3) and Medical Leave (2/3) portion must be calculated first.

Family Leave Portion

$10 * .333 = $3.33

Medical Leave Portion

$10 * .666 = $6.67

The Family Leave portion is paid entirely by the employee. The Medical Leave portion is split between employer (55%) and employee (45%).

Contribution Calculation

Employee Contribution

Family Leave Portion + Medical Leave Portion

$3.33 + ($6.67 * .45%)

Quick Facts

- Employers must collect and remit premiums starting in 2019.
- The premium for 2019 is 0.4%.
- The premium is shared by employer (37%) and employee (63%).
- An employer can elect to pay the employee's share of the premium.
- Employers with fewer than 50 employees are not required to pay the employer portion of the premium.
- Premiums must be remitted quarterly during the month following each completed calendar quarter.
- Premium withholdings are capped at the Social Security cap, $128,400 in 2018.

Summary

Washington's Paid Family & Medical Leave Program is organized as an insurance program. Beginning on Jan. 1, 2019, most employers are required to collect Paid Family and Medical Leave premiums from employee paychecks.

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Premium payments are required to be paid quarterly. Payments are due to the department by the last day of the month following the end of the calendar quarter for which premiums are being paid.

How do I report employee hours and wages?

NOTE: The program's administrative requirements are currently under consideration through the rulemaking process. The requirements listed below are tentative and will not be final until November 2018. To participate in the rulemaking process, visit ESD's rulemaking webpage.

Nearly all Washington employers will have a responsibility to report wages and hours worked for their Washington-based employees starting in 2019.

The benefits of Paid Family and Medical Leave are portable between jobs, so employees' access to this leave will depend on accurate reporting by all employers.

There are penalties written into the statute for employers who neglect this responsibility.

Reporting Tools

$3.33 + $3

$6.33 is the employee contribution.

Employer Contribution

Family Leave Portion + Medical Leave Portion

$0 + ($6.67 * .55)

$3.67 is the employer contribution.

In this example, the employee would have $6.33 withheld from their paycheck. The employer would remit both employee and employer contributions quarterly to the Employment Security Department.

If the employer had fewer than 50 employees, they would not be required to contribute the employer part of the premium. They are still required to collect and remit the employee part, as well as fulfill the reporting requirements of the program.

Is participation in the program mandatory?

Nearly all employers in the State of Washington have responsibilities under the Paid Family and Medical Leave program, including non-profits, state and local government agencies, faith organizations and other typically tax-exempt associations. An important note: all employers with fewer than 50 employees are not required to pay premiums, but must still report employee wages, hours and more. Federal Employees are exempt from this program.

Voluntary Plans are available to employers who wish to operate their own paid family and/or medical leave programs. The employee benefits of a Voluntary Plan must meet or exceed the state plan's benefits. Benefits must also be extended to all employees of the applying business.

Employers must apply and be approved to operate a Voluntary Plan. Applications can be submitted through an online tool, which is under development and expected to become available in late summer 2018.

For the first three years of a Voluntary Plan's existence, reapproval is required every year. After three years, reapproval is required only if the employer makes changes to the plan. All Voluntary Plan applications will be subject to a $250 fee, except for mandated renewals.

If a Voluntary Plan is denied, employees are covered under the state plan.

How do I pay premiums?

Paid Family and Medical Leave is an insurance program funded through premiums paid by employers and workers in the form of paycheck withholdings. Employers, regardless of size, are required to collect and remit these premiums, though some employers are not required to pay the employer portion. Nearly all employers in the state will participate in the program.

Employers will use SecureAccess.wa.gov to securely access the Paid Family and Medical Leave reporting site. When first accessing the reporting site, an employer will need their UBI to securely connect their user account to their place of business.

The reporting site is under development in the summer and fall of 2018 and we will share more information about this site when it is available. Our newsletter is the best way to stay up to date.

How does Paid Leave work with small businesses?

Are small businesses exempt?

Businesses of all sizes - from one employee to 100,000 are a part of this program. However, businesses with fewer than 50 employees are exempt from paying the employer portion of the premium.

Businesses with fewer than 50 employees will:

- Collect and remit employee premiums through paycheck withholding
- Report employee wages, hours worked, and more on a quarterly basis

The size of an employer will be calculated once a year. On Sept. 30 of each year, the department will average the number of employees reported by an employer over the last four completed calendar quarters. The number of employees counted will be used to determine employer premium responsibilities and eligibility for small business assistance grants.

Even if you are exempt from FMLA or Unemployment Insurance (UI) requirements, you are more than likely required to particpate in this program. The only significant exemptions for Paid Family and Medical Leave are federal employers and employees, federally recognized tribes and sole-proprietors.