The meeting will be strictly accessible to the public via telephone and the internet

Commissioners: Chair Steve Milner, Vice-Chair Michael Latimer, Secretary Mark O. Brown, Cindy Whaley, Sophia Danenberg, Diana Perez and Ken Bounds.

Director: Donald Hoch

The Washington State Parks and Recreation Commission has decided to change its regularly scheduled meeting on September 16 and 17 in Pullman, Washington, to a one-day online commission meeting.

This meeting begins promptly at 9:00 a.m. and runs until about 4:30 p.m. on September 17.

Members of the public may attend remotely using one of the following phone numbers or web link:

US Toll: (415) 655-0001
Seattle Toll: (206) 207-1700
Meeting Access Code: 133 404 8199

Attendee Link via the web:
https://watech.webex.com/watech/onstage/g.php?MTID=ebe1360506c8a8c279c2cb8e67a2c7ad0

Time: Opening session will begin as shown; all other times are approximate.

Order of Presentation: In general, each agenda item will include a presentation, followed by Commission discussion, and then a decision. There will be no oral public comment during the meeting.

Public Comment:
Written public comment will be accepted for all agenda items until 5 p.m. on September 15, but please note the Commission will not be taking any oral public comments during the meeting. You may also submit written comments to the Commission by email or mail. All comments must be received by 5 p.m. on September 15. Any comments received after the cutoff will be given to the commission before its next meeting.

Email: Commission@parks.wa.gov
Mail: WSPRC, Attn: Becki Ellison, PO Box 42650, Olympia, WA 98504.
COMMISSION MEETING

9:00 a.m.  CALL TO ORDER – Steve Milner, Commission Chair
• Call of the roll
• Introduction of Staff
• Changes to the Agenda
  • Approval of the Agenda
• Logistics
• Approval of minutes of previous meeting: July 30/August 27, 2020 – Olympia/Web Work Session

9:10 a.m.  COMMISSION COMMITTEE REPORTS

9:30 a.m.  REQUESTED ACTION
• Item E-1: Adjustments Land Classifications and Long-Term Park Boundary – Fort Ebey State Park
  This item asks the Washington State Parks and Recreation Commission to approve a minor adjustment to the long-term boundary of Fort Ebey State Park to include an adjacent parcel currently belonging to the Washington Department of Fish and Wildlife.

10:00 a.m.  REQUESTED ACTION
• Item E-2: Sale of Excess Timber from Forest Health Treatments
  This item asks the Washington State Parks and Recreation Commission to approve the sale of excess timber resulting from a forest health thinning project at Palouse to Cascades State Park Trail. All proceeds in excess of the cost of the sale will go to natural resource stewardship purposes.

10:20 a.m.  BREAK

10:30 a.m.  REQUESTED ACTION
• Item E-3: Washington Wildlife and Recreation Program – State Parks Category – Project Ranking
  This item asks the Washington State Parks and Recreation Commission to evaluate mission alignment and rank grant projects proposed for funding in the State Parks category of the Washington Wildlife and Recreation Program.

11:15 a.m.  REQUESTED ACTION
• Item E-4: Grayland Beach Ocean Beach Approach State Park Property Acquisition
  This item asks the Washington State Parks and Recreation Commission to authorize acquisition of the Wicklund Property adjacent to the Grayland Beach Ocean Beach Approach State Park Property in Grays Harbor County.
11:35 a.m.  BREAK

12:00 p.m.  REQUESTED ACTION
  - Item E-5: 2021 Supplemental Operating Budget Request
    This item asks the Washington State Parks and Recreation
    Commission to: 1) approve the submittal of a 2021 Supplemental
    Operating Budget request to the Office of Financial Management
    (OFM) and 2) authorize the Director to make changes to the dollars
    and items requested as needed to finalize the request for submittal.

12:45 p.m.  COMMISSIONER REPORTS

1:20 p.m.  DIRECTOR REPORT

1:30 p.m.  2020 SUMMER SEASON OPERATIONS REPORT
  - This item will be a verbal report led by Operations staff to update the
    Washington State Parks and Recreation Commission on the 2020
    summer season.

3:00 p.m.  STAFF REPORTS

3:45 p.m.  EXECUTIVE SESSION

4:30 p.m.  ADJOURN

An audio recording is retained by WSPRC as the formal record of meeting. The recording is
available through a Public Disclosure Request to the WSPRC records officer at
public/disclosure@parks.wa.gov approximately 5 business days after the meeting.

The services, programs, and activities of the Washington State Parks and Recreation
Commission are covered by the Americans with Disabilities Act (ADA). If you need special
accommodations to participate in this meeting, please contact the commission assistant Becki
Ellison at (360) 902-8502 or becki.ellison@parks.wa.gov. Accommodation requests should be
received at least five business days prior to the meeting to ensure availability. Please provide 7-
day notice for requests to receive information in an alternative format and for ASL/ESL
interpretation requests.
Item E-1: Adjustments Land Classifications and Long-Term Park Boundary – Fort Ebey State Park – Requested Action

EXECUTIVE SUMMARY: This item asks the Washington State Parks and Recreation Commission to approve a minor adjustment to the long-term boundary of Fort Ebey State Park to include an adjacent parcel currently belonging to the Washington Department of Fish and Wildlife. This item advances the Commission’s strategic goal: “Resource Protection - Protect and preserve park system resources for the future”.

SIGNIFICANT BACKGROUND INFORMATION: In February 2020, the Washington Department of Fish and Wildlife (WDFW) contacted staff to gauge interest in transferring 1.2 acres of land under WDFW ownership abutting Fort Ebey State Park (Appendix 1). The parcel at one time may have been intended to be a water access site to Lake Pondilla on its south end, but it remains undeveloped. Considering the property’s small size and its contiguity with the neighboring state park, WDFW believes that transferring the property will achieve management efficiencies among state agencies and is therefore in the public interest.

While not adding significant recreational value to the park, accepting transfer of the Lake Pondilla property would also not affect public use of the site nor result in any significant operational burden or costs to the agency. The primary benefit to State Parks of accepting transfer would be to consolidate park boundaries and avoid any confusion or conflict in the administration of the neighboring properties. State Parks considers similar transfers of property to other public agencies when we believe such a transfer would better achieve the property’s intended purpose or otherwise better advance the Commission’s recreation or conservation mission.

Previous Commission Action
Staff completed a Classification and Management Planning process for Fort Ebey in 2008. The long-term boundary adopted by the Commission at that time did not include the Lake Pondilla property.

Commission Real Estate Policy
In 2015, the Commission updated its Real Estate Policy to stipulate that “Approval of all new leases, transfers, and cancellations of leases granted by or to the agency, other than those that are routine and minor, will remain with the Commission.” So, while the Director has delegated authority to accept donated properties that are adjacent to existing parks, there is no such...
delegation for transfers from other agencies. Thus, the decision on whether to accept this transfer from WDFW lies with the Commission.

STAFF RECOMMENDATION:
Staff recommends that the Commission approve adjustment of the long-term boundary of Fort Ebey to include WDFW’s Lake Pondilla property. Staff further recommends that the property be classified Natural and Resource Recreation, as shown in Appendix 2. These classifications simply extend the park’s existing classification scheme onto the Lake Pondilla property, with the beach and the lake classified as Natural Areas and the uplands classified as Resource Recreation Areas. Finally, staff recommends that the Commission authorize the Director to accept transfer of the 1.2-acre Lake Pondilla property from WDFW at no fee and under terms advantageous to the Commission.

LEGAL AUTHORITY:
RCW 79A.05.030 Powers and duties - Mandatory
WAC 352-16-020 Land Classification System

SUPPORTING INFORMATION:
Appendix 1: Lake Pondilla Property Location
Appendix 2: Staff Recommended Adjustments to Land Classifications and the Long-term Park Boundary for Fort Ebey State Park

REQUESTED ACTION FROM COMMISSION:
That the Washington State Parks and Recreation Commission:
1. Adjust land classifications and the long-term boundary for Fort Ebey State Park as shown in Appendix 2.
2. Authorize the Director to accept transfer of the 1.2-acre Lake Pondilla property from the State Department of Fish and Wildlife at no fee and under terms advantageous to the Commission.

Author(s)/Contact:  Nikki Fields, Parks Planner
                       nikki.fields@parks.wa.gov  (360) 902-8658

Reviewer(s):
Jessica Logan, SEPA Review: Following review, staff has determined that the action proposed for the Commission by staff is exempt from the State Environmental Policy Act (SEPA) pursuant to WAC 197-11-800(5)(b) “The sale, transfer or exchange of any publicly owned real property, but only if the property is not subject to a specifically designated and authorized public use established by the public landowner and used by the public for that purpose.”
Van Church, Fiscal Review: Action requested has immaterial fiscal impact. Potential long-term nominal fiscal impact due to increased staff and maintenance activity needed to support the expanded property.
Andy Woo, Assistant Attorney General: August 27, 2020
Peter Herzog, Assistant Director

Approved for Transmittal to Commission

Don Hoch, Director
APPENDIX 2
Staff Recommended Adjustments to Land Classifications and the Long-term Park Boundary for Fort Ebey State Park

Fort Ebey State Park
Lake Pondilla Property
Item E-2: Sale of Excess Timber from Forest Health Treatments - Requested Action

EXECUTIVE SUMMARY: This item asks the Washington State Parks and Recreation Commission to approve the sale of excess timber resulting from a forest health thinning project at Palouse to Cascades State Park Trail. All proceeds in excess of the cost of the sale will go to natural resource stewardship purposes. This item advances the Commission’s strategic goal: “Resource Protection – Protect and preserve park system resources for the future”.

SIGNIFICANT BACKGROUND INFORMATION: Through RCW 79A.05.035, the Legislature directs that the Commission shall “manage timber and land under its jurisdiction to maintain and enhance aesthetic and recreational values” and “apply modern conservation practices to maintain and enhance aesthetic, recreational, and ecological resources.” At present, some of Washington’s state park forests are in poor ecological condition as a result of wildfire suppression, historic cutting practices, fragmentation, insect and disease infestations, invasion by exotic species, and direct impacts of park development and recreational activities. Changes in climate could also become a factor, further stressing increasingly fragile forest systems. These factors alone or in combination compromise forest health and increase the risk of catastrophic loss of entire forest stands to wildfire, disease, and pests. Poor forest health also increases the likelihood of failure of individual trees and branches, thereby increasing risk to the safety of park visitors, staff, and property.

This item asks that the Commission authorize the sale of timber resulting from forest health treatments at a parcel along the Palouse to Cascades State Park Trail informally known as the Bullfrog Property, outside of Cle Elum, consistent with Commission policy, agency procedures, and following required environmental review.

The proposed forest health treatments at the Bullfrog Property seek to:

1. Reduce wildfire fuels and fire risk to the park and to people and homes in the wildland-urban interface around Cle Elum. Two large wildfires burned to within 6 miles of Cle Elum in the last seven years. This project is being completed in partnership with the Washington Department of Fish and Wildlife while they simultaneously complete similar forest health treatments on their adjacent Suncadia property. Both projects are within less than one mile of Cle Elum city limits and share boundaries with private homes. This type of partnership and coordination aligns with the Washington Department of Natural
Resources (DNR) “all hands, all lands” approach to addressing wildfire risk at a landscape scale in the DNR’s 20-Year Forest Health Strategic Plan.

2. Thin densely spaced trees in portions of the forest to reduce the risk of future catastrophic fire and insect infestation events, enhance residual tree health and wildlife habitat, return tree species composition and forest structure to a more historical and resilient state, and improve both aesthetics and recreational experience for park visitors.

3. Remove hazard trees that threaten visitor and staff safety, park property, and public roadways.

Prior to any tree cutting, staff will contact interested Native American tribes and invite any input regarding proposed forest health activities. In addition, staff will satisfy all environmental regulations. Input from interested Native American tribes and the public will be provided to the Director for consideration as part of approving final sale of timber and authorization to proceed.

STAFF RECOMMENDATION: Stewardship interventions are sometimes required to enhance the health of forested landscapes. Treatment methodologies often include salvage of diseased and infested trees and thinning of smaller trees to reduce competition between trees, with the aim to improve overall forest health, making forests in the park more resilient. This project is slated to commence in winter 2020/2021. An estimated 170 acres of the Bullfrog Property would be treated (Appendix 1), and approximately 200,000 board feet of timber would be removed, which is anticipated to generate a net positive revenue of $40,000. Additional project costs, including staff time, consultants, materials, permitting, and post-treatment cleanup and mitigation are not factored into revenue estimates from the sale of timber.

Cutting these trees and then leaving them on the ground is incompatible with current recreational use, unnecessary for ecological purposes, and increases the risk of wildfire and exacerbates insect and disease infestations. Staff therefore believes that these trees exceed park needs and recommends that the Commission approve their sale in accordance with adopted agency procedure. Staff further recommends that the Commission affirm staff’s intent to limit use of proceeds of timber sales to natural resource stewardship and related interpretive activities only per Commission policy (73-04-01 Protecting Washington State Parks Natural Resources (7)).

LEGAL AUTHORITY: RCW 79A.05.035

SUPPORTING INFORMATION:
Appendix 1: Map of Proposed Forest Health Treatment Area at Bullfrog Property

REQUESTED ACTION FROM COMMISSION:
That the Washington State Parks and Recreation Commission:
   1. Delegate to the Director authority to approve the sale of timber at Palouse to Cascades State Park Trail (Bullfrog Property) as recommended by staff.
   2. Affirm that cash proceeds from the sale of timber will be reinvested into natural resource stewardship and related interpretive activities per Commission policy.
Reviewer(s):
Jessica Logan, SEPA REVIEW: The Washington Department of Natural Resources, as SEPA lead agency for the review of Forest Practice activities pursuant to WAC 222-10-130, has prepared separate environmental checklists and "threshold determinations" for the harvest detailed in this requested action on August 24, 2020, pursuant to WAC 222-16-050. Staff has identified and adopted these documents as being appropriate for this proposal after an independent review and consistent with WAC 197-11-630. The documents meet the Commission’s environmental review needs for this requested action and will be provided to members of the Commission and made available to interested parties upon request.
Van Church, Fiscal Review: Sale of timber from the Bullfrog Property may produce revenue that exceeds the cost of tree felling and removal. As per the Commission’s past direction, any net proceeds from proposed timber sales will be allotted to reducing risk, restoring forests, and providing forest health related interpretation in this park, as well as advancing similar efforts in other parks with identifiable forest health and risk reduction needs.
Andy Woo, Assistant Attorney General: August 27, 2020
Peter Herzog, Assistant Director

Approved for Transmittal to Commission

[Signature]

Don Hoch, Director
APPENDIX 1
Map of Proposed Forest Health Treatment Area at Bullfrog Property
September 17, 2020.

Item E-3: Washington Wildlife and Recreation Program – State Parks Category – Project Ranking – Requested Action

EXECUTIVE SUMMARY: This item asks the Washington State Parks and Recreation Commission to evaluate mission alignment and rank grant projects proposed for funding in the State Parks category of the Washington Wildlife and Recreation Program. This item advances the Commission’s strategic goals: “Provide exceptional recreation, cultural and interpretive opportunities that all visitors enjoy and support and Resource Protection – Protect and preserve park system resources for the future”.

SIGNIFICANT BACKGROUND INFORMATION: The Washington Wildlife and Recreation Program (WWRP) provides grant funding for a broad range of land acquisition and outdoor recreation projects, including park acquisition and development, habitat conservation, farmland preservation, and construction of outdoor recreation facilities. The State Recreation and Conservation Office (RCO) considers grant applications for funding through WWRP in twelve categories. One of the categories is exclusively for State Parks projects. Within the State Parks category, no more than fifty percent and no less than forty percent of funds must be spent on land acquisition.

Every two years, State Parks applies for WWRP State Parks category grant funds to support agency acquisition and development priorities. Each grant cycle, Planning, Real Estate, and Stewardship Program staff work with region planners and Operations staff to identify potential projects. Agency grant writers then meet to evaluate projects and select the ones with the greatest likelihood of receiving funding. Complete grant applications are only prepared for projects with the highest funding potential.

At its January 23, 2020 meeting, the Commission approved a list of acquisition and development projects for application in the 2020 grant round. Since that time, the Riley Creek property acquisition at Mt. Spokane State Park proved no longer feasible and was removed from the list. Under delegated authority, the Director instead substituted the Bear Creek Lodge property, also at Mt. Spokane in its place. Submittal of alternate projects authorized by the Commission was not necessary. The ten WWRP State Parks category grant applications submitted by staff for the 2020 cycle are summarized in Appendix 1.
**Evaluation Process**

The Recreation and Conservation Office (RCO) administers the WWRP. In the State Parks category, RCO is responsible for facilitating a formal evaluation of each project by an advisory committee comprised of six State Parks staff and six citizen representatives. During the evaluation, applicants submit written materials to the advisory committee describing their project in detail. The panel then scores each proposal against set criteria developed by State Parks and RCO staff and approved by the Recreation and Conservation Funding Board (RCFB). The WWRP State Parks category includes twelve criteria. The first nine questions are scored by the advisory committee. Question 10 is scored by the State Parks and Recreation Commission, and question 11 and 12 are objective questions scored by RCO staff.

1. Public Need and Need Satisfaction
2. Project Significance
3. Threat and Impact (acquisition & combination projects only)
4. Project Design (development & combination projects only)
5. Sustainability and Environmental Stewardship
6. Expansion/Phased Project
7. Project Support
8. Partnership or Match
9. Readiness to Proceed
10. Commission Priorities
11. Proximity to Human Populations
12. County Population Density

A detailed description of the evaluation criteria and guidance on scoring projects is included in Appendix 2.

To ensure the Commission has an opportunity to participate in the evaluation process, the RCFB has included an evaluation criterion wherein the Commission is asked: “How well does this project implement the commission’s priorities?” For this criterion, the Commission’s highest ranked project receives six points. Lower ranked projects receive a proportionately lower score, with the lowest ranked project receiving only one point.

To determine overall Commission priority, Staff asked individual commissioners to rank proposed projects in priority order. Appendix 3 provides a score sheet for commissioners to individually enter their project ranking. Individual project rankings will be merged into a combined ranked list that captures the collective priorities of the Commission as a whole. The Commission will then consider the combined ranked list for approval at its September 17, 2020 meeting. Staff will then forward the approved list to the RCO to incorporate into the overall evaluation process for projects in the WWRP State Parks category. The RCFB will consider and adopt final rankings of all WWRP projects in October 2020 and authorize the RCO to submit them to the Legislature for funding through the state capital budget process.
STAFF RECOMMENDATION:
Staff recommends that the Commission consider the rankings by individual commissioners provided by staff and adopt merged rankings as the Commission’s combined, ranked list of projects.

Staff further recommends that the Commission authorize staff to submit the approved list to RCO as the Commission’s response to question #10 in the WWRP- State Parks Category evaluation process.

SUPPORTING INFORMATION:
Appendix 1: WWRP State Parks Category 2020 Project Summaries
Appendix 2: WWRP State Parks Category Scoring Criteria
Appendix 3: Individual Commissioner Score Sheet and Instructions

REQUESTED ACTION OF COMMISSION:
That the Washington State Parks and Recreation Commission:
1. Approve the ranked project list for the WWRP - State Parks category projects as recommended by staff.
2. Authorize staff to submit the approved ranked project list to the Recreation and Conservation Office for inclusion in the WWRP State Parks project evaluation process.

Author(s)/Contact: Laura Moxham, Parks Planner
laura.moxham@parks.wa.gov (360) 704-9673

Reviewer(s):
Jessica Logan, SEPA Review: Following review, staff has determined that the action proposed for the Commission by staff is exempt from the State Environmental Policy Act (SEPA) pursuant to WAC 197-11-800 (14)(d).
Van Church, Fiscal Review: The fiscal impact on the operating budget will be assessed and identified as the projects are more fully developed. Operating costs will be identified, and if needed, funding will be requested through the budget request process.
Andy Woo, Assistant Attorney General: August 27, 2020
Peter Herzog, Assistant Director

Approved for Transmittal to Commission

[Signature]
Don Hoch, Director
## APPENDIX 1

### WWRP State Parks Category 2020 Project Summaries

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<td>20-1223A</td>
<td>Deception Pass State Park — Nyberg Property</td>
<td>$1,953,750</td>
<td>$25,000</td>
<td>$1,978,750</td>
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Washington State Parks and Recreation Commission will use this grant to purchase an 83-acre property on the north end of Deception Pass, within the long-term boundary of Deception Pass State Park. The property was identified through CAMP for view shed protection and multi-use trail development. The property is currently on the market, and the owner has an approved Forest Practices Application to log it prior to subdividing the property for housing development. The hillside on the property is visible from Bowman Bay and from south of the Pass, so the proposed development would negatively impact the view shed in the park. The primary recreation opportunity provided by this project will be trail use and view shed protection.

Deception Pass is Washington's most-visited state park. It is over 3,854 acres, marine and camping park with 77,000 feet of saltwater shoreline and 33,900 feet of freshwater shoreline on three lakes. That park is located on two islands, Fidalgo to the north and Whidbey to the south. In 2019 there were over 3.47 million visitors (day-use and overnight) to the park.

| 20-1293A | Inholdings and Adjacent Properties 2020     | $1,000,000 | $0    | $1,000,000 |

Washington State Parks and Recreation Commission will use this grant to purchase high-priority properties within or adjacent to the boundaries of existing state parks. It is intended to be a flexible source of funding for smaller, lower-cost, priority property acquisitions that present themselves through the biennium. It will allow State Parks to act quickly and opportunistically to purchase inholdings, or adjacent properties as they come on the market, and it will facilitate the purchase of smaller properties that might not score well as individual competitive grants, but that are nonetheless essential to park operations.
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<td>20-1312D</td>
<td>Willapa Hills Trail</td>
<td>$1,157,250</td>
<td>$65,000</td>
<td>$1,222,250</td>
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<tr>
<td></td>
<td>Willapa Hills State Park Trail is a 56-mile rail trail that is aligned in both Lewis and Pacific counties between the cities of Chehalis and South Bend. The trail has been developed in segments since its acquisition from the Burlington Northern Railroad in 1992. This project will develop key features between miles 28 and 39 improving three existing railroad bridges, installing a prefabricated bridge to replace a destroyed culvert, and installation of compacted gravel in short segments. Development of the eleven miles of trail will create over forty miles of continuous trail between Chehalis and Menlo. Project elements include foundational improvements, removal of rotten wood members, installation of concrete decking, and installation of metal and wood safety rails to bridges 32, 32.1, and 36. Installation of a 65-foot long prefabricated bridge at mile 38.5 is necessary to replace a culvert that was washed away about a decade ago. Trail surfacing will be necessary for a one mile segment in the vicinity of Lebam and will include the clearing and grubbing of a 300 foot approach to the proposed new bridge in advance of trail surfacing which is also included within the one mile stretch of trail in Lebam. Finally, there are five short points between miles 31 and 34 that require compacted gravel and ditches to prevent flooding on the trail and to preserve the compacted surface.</td>
<td></td>
<td></td>
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<tr>
<td>20-1433A</td>
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<td>$898,906</td>
<td>$27,750</td>
<td>$926,656</td>
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<tr>
<td></td>
<td>This acquisition project will add a 150-acre private in-holding to Olallie State Park, ensuring this popular recreation area is protected in perpetuity for public use. Located just east of North Bend, and within a 60-min drive from Seattle on Interstate 90, Olallie State Park is in the heart of the Mountain to Sounds Greenway National Heritage Area. Each season, thousands of hikers and rock climbers unknowingly traverse this private property on their way to Mt. Washington’s stunning summit or on route to one of several prized climbing destinations. The in-holding includes one mile of the Mt. Washington Trail, whose summit offers views of Mt. Rainier, other Cascade peaks and Chester Morse Lake, one of two lakes supplying drinking water to Puget Sound, and it provides access to over 70 sport climbing routes in the Mount Washington Climbing Area, including Deception Crags, the most popular climbing area in the region and offering 20 climbing walls with an excess of 200 different routes. Though regularly used by hikers and climbers, no agreement is in place with the owner to ensure permitted access, nor is there an alternative access point given the site’s topography. Once acquired, the property will be managed as part of Olallie State Park, ensuring ongoing operations and maintenance of the trail as well as installation of signage, way-finding and accurate public information about trail use and location.</td>
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<tr>
<td>20-1528A</td>
<td>Riverside—Little Spokane River Robinson Property</td>
<td>$858,100</td>
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The Little Spokane River and associated Natural Area within Riverside State Park is an incredible asset and provides a long list of benefits to both locals and visitors alike. However, Spokane’s rapid and steady growth continues to apply pressure to this amazing, high value ecosystem. While much of the lower river system and adjacent property is either owned and/or co-managed between WDFW, Spokane County and State Parks, a few remaining in-holdings remain. State parks is actively pursuing these in-holdings to ensure the quality of the area and the recreational experience is maintained, as the additional pressures associated with population growth are applied. Acquisition of this property and associated structures will:

1) Provide a key access point and oversight location for park staff.

The existing house will be converted to a ranger residence resulting in 24-hour oversight of the natural midway point between our popular put in location near St Georges school and the take-out at the Painted Rocks trailhead.

2) Provide boat in access and sanitation facilities users that will aid in protection of the entire Natural Area, and

3) Provide conservation of additional uplands and wetlands adding to the quality and quantity of the Natural Area.

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<td>$1,972,500</td>
<td>$727,500</td>
<td>$2,700,000</td>
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This project is a phased acquisition of 16 parcels, totaling approximately 105 acres, in King County near Black Diamond. The number of parcels acquired will depend on appraised value, but it is likely that this phase can purchase 7 parcels totaling approximately 44 acres. The Washington State Legislature established the Green River Gorge Conservation Area in 1969 (RCW79A.05.705) and directed the State Parks and Recreation Commission to begin acquiring property along the river. The State Parks plans for the Conservation Area include a trail along the south rim of the gorge, from Kanaskat-Palmer State Park to Flaming Geyser State Park. The parcels in Icy Creek Ridge are some of the last needed before trail development will be possible. The current landowner has platted the area into 14 building sites and has already developed roads for future residential development. Purchase of these parcels will prevent this development, and the existing road will provide good access for a future trailhead for the South Rim Trail. This acquisition will also protect habitat corridors between the Green River and properties in King County’s Bass Lake Complex to the south. These parcels are within the designated long-term park boundary, and the landowner is a willing seller. This acquisition will make significant progress toward realizing the vision State Parks has been pursuing for over 50 years.
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<td>$2,617,968</td>
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<td>$2,727,968</td>
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This project will develop a 1.25-mile accessible loop trail near Issaquah Creek in Lake Sammamish State Park. Lake Sammamish had over 1.3 million visitors in 2019, making it one of the most visited state parks in Washington. Most visitors, though, stay in the more heavily developed areas of the park, and are unaware of the beautiful wetlands, streams, and forested areas in the park. This trail will allow families, nearby workers on their lunch breaks, and people with disabilities to get out into the park’s natural areas on a short and easy loop trail experience. The trail can also be combined with other park trails to make larger loops for people who have more time. The project will include a new bridge over Issaquah Creek and shorter bridges over two of the park’s drainage ditches. The trail will be crushed rock, except where it crosses through wetlands, where it will be boardwalk. This will be the first trail in the park outside of its developed areas that will be accessible by people with disabilities. This project is being done in conjunction with a stream restoration project led by the Mountains to Sound Greenway Trust, and it will also include decommissioning some trail sections that are too close to the creek, including one that washed out in February 2020. This will allow visitors to experience the creek where it is most stable, while improving habitat and allowing the creek to return to its more natural functions.

| 20-1593A | Mount Spokane—Bear Creek            | $2,724,200 | $0    | $2,724,200 |

This project is to acquire Bear Creek Lodge - the acquisition includes a 15-room rustic lodge, 13 campsites, a group camp, tubing hill and 110 acres. The lodge and 110-acre property sit on the park boundary. The lodge building is 600 ft from the park boundary. Part of the overall property (hotel, food service components) may be paid for by MS2000, the non-profit group that operates the downhill ski area; and the remaining property, campground, acreage, and tubing hill may be purchased by state parks. The purchase will also allow park offices, a welcome center and meeting room. MS2000 would likely operate the hotel, food serve, and tubing hill. The purchase will help with constantly increasing use of Mt Spokane and help solve issues including popular existing trails used for both summer and winter recreation on private property, easily accessed customer service and welcome center to orientate users to the mountain, free up an existing building needed for ranger housing, provide a public transportation hub (shuttle from lodge) to accommodate users and make access to Mount Spokane available for more users.
Mount Spokane is the largest state park and can be accessed by 600,000 people within 1 hour’s drive, the population of the area continues to expand and a new freeway is currently being built that will provide easier access to the mountain.

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Grant</th>
<th>Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-1599A</td>
<td>Twin Harbors State Park Residential Acquisition</td>
<td>$733,785</td>
<td>$0</td>
<td>$733,785</td>
</tr>
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</table>

The proposed acquisition includes land that was originally identified in the Twin Harbors State Park long-term boundary in 2007. The Classification and Management Plan (CAMP) also recommended that new park housing be found to replace existing housing that floods frequently. This property finds a solution to both recommendations. The acquisition includes 4.42-acres of land, a 1,964 square foot house, and several outbuildings. The parcel lies adjacent to park land located north of Schafer Island Beach Approach and extends ocean beach frontage north by 238 feet. The property will extend the park's boundary north and create new opportunities for visitors to enjoy more uplands and beach frontage for wildlife viewing and recreation on new trails. Importantly, the land is higher in elevation and will allow for reliable, year-round access. The current park housing location will be closed in the coming years, as all park amenities, along with administrative and maintenance functions, are being relocated out of this area due to flooding. The new property would be ideal to dedicate some space to park storage and minimal park maintenance uses.

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Grant</th>
<th>Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-1603D</td>
<td>Lake Wenatchee Pedestrian Bridge</td>
<td>$2,520,000</td>
<td>$0</td>
<td>$2,520,000</td>
</tr>
</tbody>
</table>

This construction development project (parks will pursue the design funding as part of the 21-23 budget request) will transform one of Washington's most stunning and popular destinations, by safely linking the north and south portions of Lake Wenatchee State Park, that are currently separated by the Wenatchee River. Sited at the previously disturbed location of an old abandoned roadway alignment, the new bridge and associated ADA approaches to existing trails will dramatically improve user safety and experience by allowing them to move freely between the more developed southern portion and the more natural northern portion, without having to walk along a 1.1 mile stretch of the dangerous, non-ADA compliant highway 207.
APPENDIX 2
WWRP State Parks Category Scoring Criteria

This project category is reserved for the Washington State Parks and Recreation Commission for acquisition and/or development of state parks.

<table>
<thead>
<tr>
<th>Score By</th>
<th>#</th>
<th>Question</th>
<th>Project Type</th>
<th>Maximum Points Possible</th>
<th>Focus*</th>
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<tbody>
<tr>
<td>Advisory Committee</td>
<td>1</td>
<td>Public Need and Need Satisfaction</td>
<td>All</td>
<td>5</td>
<td>State</td>
</tr>
<tr>
<td>Advisory Committee</td>
<td>2</td>
<td>Project Significance</td>
<td>All</td>
<td>15</td>
<td>Agency</td>
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<tr>
<td>Advisory Committee</td>
<td>3</td>
<td>Threat and Impact</td>
<td>Acquisition</td>
<td>10</td>
<td>State</td>
</tr>
<tr>
<td>Advisory Committee</td>
<td>4</td>
<td>Project Design</td>
<td>Development</td>
<td>10</td>
<td>Technical</td>
</tr>
<tr>
<td>Advisory Committee</td>
<td>5</td>
<td>Sustainability and Environmental Stewardship</td>
<td>All</td>
<td>10</td>
<td>State</td>
</tr>
<tr>
<td>Advisory Committee</td>
<td>6</td>
<td>Expansion/Phased Project</td>
<td>All</td>
<td>15</td>
<td>State</td>
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<td>Advisory Committee</td>
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<td>Project Support</td>
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<td>Agency</td>
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<tr>
<td>Advisory Committee</td>
<td>8</td>
<td>Partnership or Match</td>
<td>All</td>
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<td>State</td>
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<tr>
<td>Advisory Committee</td>
<td>9</td>
<td>Readiness to Proceed</td>
<td>All</td>
<td>10</td>
<td>Agency</td>
</tr>
<tr>
<td>State Parks Commission</td>
<td>10</td>
<td>Commission Priorities</td>
<td>All</td>
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<td>Agency</td>
</tr>
<tr>
<td>RCO Staff</td>
<td>11</td>
<td>Proximity to People</td>
<td>All</td>
<td>1.5</td>
<td>State</td>
</tr>
<tr>
<td>RCO Staff</td>
<td>12</td>
<td>County Population Density</td>
<td>All</td>
<td>1.5</td>
<td>State</td>
</tr>
</tbody>
</table>

Total Points Possible 89

*Focus—Criteria orientation in accordance with the following priorities:
- State—those that meet general statewide needs (often called for in Revised Codes of Washington or the Washington State Recreation and Conservation Plan)
- Agency—those that meet agency needs (usually an item of narrower purview, often called for in State Parks and Recreation Commission's plans)
- Technical—those that meet technical considerations (usually more objective decisions than those of policy).

Detailed Scoring Criteria for the State Parks Category

Advisory Committee Scored
1. **Public Need and Need Satisfaction.** What is the need for the proposed project? To what extent will the project satisfy the need? Consider the following:

   - Whether the project is cited in an agency, regional, or local plan, for example:
     - Cited in a Classification and Management Plan (CAMP), if one exists.
     - Identified in a park master plan or other approved planning document.
     - Included in the current State Parks’ 10-year capital plan.
     - Consistent with State Parks’ strategic plan.
   - Whether the project or property is suited to serve the state need.

   ▲ **Point Range:** 0-5 points

   - 0 points  Not included in a plan, indirectly or does not implement the mission.
   - 1-2 points  Not included in a plan but supports the mission.
   - 3-4 points  Consistent with state, regional, or local plans, and implements the mission.
   - 5 points  High priority in state, regional, or local plan and strongly implements the State Parks mission and vision.


2. **Project Significance.** Describe how this project supports State Parks’ strategic goals. Does it support one or more of the following goals of State Parks’ Statewide Acquisition and Development Strategy:

   - Places to Be: Connecting people with Washington’s iconic landscapes
   - Stories to Know: Engaging people in authentic Washington stories
   - Things to Do: Providing Washington’s recreation mainstays
   - Ways to Grow: Inviting novices to experience Washington’s outdoors
   - Something for Everyone: Improving the quality of life for all Washingtonians

   ▲ **Point Range:** 0-5 points, which are multiplied later by 3

   - 0 points  Does not directly support any of the goals
1-2 points  Indirectly supports one or two goals
3-4 points  Directly supports at least one goal
5 points  Strongly and directly supports multiple goals

Revised January 2014, Recreation and Conservation Funding Board Resolution 2014-07
Updated April 2020, per Delegation Authority, Resolution 2020-10.

3. **Threat and Impacts** (acquisition and combination projects only). Describe why it is important to acquire the property now. Consider the following:

- Is there an immediate threat to the property that will result in a loss in quality or availability of habitat or future public use?
- Is the acquisition needed to adapt to climate change?

▲ Point Range: 0-5 points, which are multiplied later by 2 for acquisition projects

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No evidence of threat to the property</td>
</tr>
<tr>
<td>1-2</td>
<td>Minimal threat to the property</td>
</tr>
<tr>
<td>3-5</td>
<td>Imminent threat of the property losing quality or becoming unavailable for future public use, or a threat led to a land trust acquiring rights in the land at the request of State Parks</td>
</tr>
</tbody>
</table>

Updated April 2020, per Delegation Authority, Resolution 2020-10.

4. **Project Design** (development and combination projects only). Is the project well designed? Consider the following:

- Does this property support the type of development proposed? Describe the attributes: size, topography, soil conditions, natural amenities, location and access, utility service, wetlands, etc.
- How has climate change been incorporated into the project?
- How does this project exceed current universal accessibility requirements and provide equal access for people with disabilities?
- Does the design appeal to diverse populations of the state?
- Does the nature and condition of existing or planned land use in the surrounding area support the type of development proposed?
- Is the project permissible? Are there likely to be environmental permitting complications? What, if any, are the mitigation requirements?
• Is the cost estimate realistic?

△ Point Range: 0-5 points, which are multiplied later by 2 for development projects

0 points    Design is not appropriate for the site or the intended use.

1-2 points  Design is moderately appropriate for the site and the intended use.

3-4 points  Design is appropriate for the site and the intended use, and cost estimates are accurate and complete.

5 points    Design is appropriate for the site, construction documentation is complete and addresses all elements of the question very well, and cost estimates are accurate and complete.

Updated April 2020, per Delegation Authority, Resolution 2020-10.

5. **Sustainability and Environmental Stewardship.** What techniques or resources are proposed to ensure the project will result in a quality, sustainable, recreational, heritage preservation, or educational opportunity, while protecting the integrity of the environment? Describe how the project will protect natural and cultural resources and integrate sustainable elements such as low impact development techniques, green infrastructure, or environmentally preferred building products, or reduce greenhouse gas emissions.

△ Point Range: 0-5 points, which are multiplied later by 2

0 points    No or little stewardship elements.

1-2 points  Contains stewardship elements and avoids impacts to natural or cultural resources. Consistent with State Parks’ Sustainability Plan and goals.

3-4 points  Numerous stewardship elements, protects, enhances, or restores natural or cultural resources. Implements many of State Parks’ sustainability goals.

5 points    Maximizes natural or cultural resource protection, enhances or restores natural or cultural resources, and contains innovative and outstanding stewardship elements. Implements many of State Parks’ sustainability goals.

6. **Expansion/Phased Project.** Does this project implement an important phase of a previous project, represent an important first phase, or expand or improve an existing site? Consider the following:
• Is the project part of a phased acquisition or development?

• To what extent will this project advance completion of a plan or vision?

• Is this project an important first phase?

• What is the value of this phase?

• How does the project complement an existing site or expand usage, preservation, or education within a site?

▲ Point Range: 0-5 points, which are multiplied later by 3

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Neither a significant phase or expansion, nor a distinct stand-alone project</td>
</tr>
<tr>
<td>1-2</td>
<td>Project is a quality or important phase or expansion</td>
</tr>
<tr>
<td>3-4</td>
<td>Project is a key first phase or expansion or moves a project significantly towards realizing a vision</td>
</tr>
<tr>
<td>5</td>
<td>Project is a highly important first phase, final (or near final phase), moves a project a great deal towards realizing a vision</td>
</tr>
</tbody>
</table>

7. Project Support. How has your organization informed the public (statewide, community, or user groups) about the project and how has the public shown support for the project?

• Describe the extent of your organization’s efforts to identify and contact all parties, (i.e. an outreach program to local, regional, and statewide entities).

• Describe the extent of the project support. Broadly interpret the term “Project Support” to include, but not be limited to, the following:
  o Voter-approved initiative
  o Public participation and feedback
  o Endorsements or other support from advisory boards and user and friends groups
  o Media coverage

▲ Point Range: 0-5 points, which are multiplied later by 2

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No evidence presented.</td>
</tr>
</tbody>
</table>
1-2 points    Marginal community support. Opportunities for only minimal public involvement (i.e. a single adoption hearing), or little evidence that the public supports the project.

3 points    Adequate support and opportunity presented for participation.

4-5 points    The public has received ample and varied opportunities to provide meaningful input into the project and there is overwhelming support. The public was so supportive from the project’s inception that an extensive public participation process was not necessary.

8. Partnerships or Match. Describe how this project supports strategic partnerships or leverages matching funds. Consider the following:

- Does the project help form strategic partnerships with other agencies, tribes, or nonprofits? (A strategic partnership is one that ultimately is expected to offset expenses, leverage investments, or stimulate activity that directly or indirectly generates a financial return.)

- Does the partnership facilitate a key State Parks’ goal or objective?

- Does the project have a match of cash, grants, or in-kind services?

▲ Point Range: 0-5 points

0 points    No partners or match

1-2 points    One partner or up to 10 percent match

3-4 points    Two partners or 10.01-24.99 percent match

5 points    Three or more partners or 25 percent or more match

9. Readiness to Proceed. Describe the project’s timeline. Is the project ready to proceed? Consider the following:

- For development projects, is it fully designed and permitted?

- For acquisition projects, is there written documentation indicating a willing seller?

- For acquisition projects, is there a written sales agreement or option with the property owner?

- Are there any significant zoning, permitting issues, or encumbrances?

▲ Point Range: 0-5 points, which are multiplied later by 2
0 points  Not ready, business case not evident.

(Acquisition) No agreement with landowner and fiscal impact will be substantial.

(Development) No construction drawings.

1-2 points  (Acquisition) Willing seller identified.

(Development) Construction drawings at or near 60 percent complete.

3-4 points  (Acquisition) Property (purchase) secured in some way by legal instrument to include a letter of intent or being held in trust or by a non-governmental organization (for example).

(Development) Construction drawings at or more than 60 percent complete.

5 points  (Acquisition) State Parks has purchases and sale agreement or option signed and the purchase will be made within its existing term.

(Development) Plans completed and all permits in hand.

Scored by Washington State Parks and Recreation Commission—Applicants do not answer.

10. Commission’s Priority. How well does this project implement the commission’s priorities?

The Washington State Parks and Recreation Commission evaluates this criterion. The commission provides RCO with a ranked list of its applications.

RCO assigns a point value to each project based on its rank. The highest priority project shall receive a point score equal to the number of applications ranked. The second highest ranked project shall receive a point score one less than the one above it, and so on. The lowest priority application shall receive a value of 1.

RCO will apply a variable multiplier to the scores so the highest ranked application will receive a point value of 6, and all other applications will have a point value less than 6 and proportional to their rank.

△ Point Range: 0-6 points (after multiplier).
The example below assumes 13 projects evaluated.

<table>
<thead>
<tr>
<th>Application Project</th>
<th>Commission's Rank</th>
<th>RCO Assigned Point Value</th>
<th>Multiplier (6/13)</th>
<th>Final Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1</td>
<td>13</td>
<td>0.462</td>
<td>6</td>
</tr>
<tr>
<td>B</td>
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<td>C</td>
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<td>11</td>
<td>0.462</td>
<td>5.08</td>
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<td>D</td>
<td>4</td>
<td>10</td>
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<tr>
<td>E</td>
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<td>3.69</td>
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<td>7</td>
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<td>I</td>
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<td>J</td>
<td>10</td>
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<tr>
<td>K</td>
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<td>3</td>
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<tr>
<td>L</td>
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<td>.92</td>
</tr>
<tr>
<td>M</td>
<td>13</td>
<td>1</td>
<td>0.462</td>
<td>.46</td>
</tr>
</tbody>
</table>

Total Applications=13

**Scored by RCO Staff—Applicants do not answer.**

11. **Proximity to People.** Is this project in the urban growth boundary of a city or town with a population of 5,000 or more?¹

RCO uses a map provided by the applicant to help score this question. To receive a score, the map must show the project location and project boundary in relationship to a city’s or town’s urban growth boundary.

▲ Point Range: 0 or 1.5

<table>
<thead>
<tr>
<th>Yes</th>
<th>1.5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>0 points</td>
</tr>
</tbody>
</table>

12. **County Population Density.** Is the project in a county with a population density of 250 or more people per square mile?²

RCO uses county population data from the Office of Financial Management to score this question.

▲ Point Range: 0 or 1.5

<table>
<thead>
<tr>
<th>Yes</th>
<th>1.5 points</th>
</tr>
</thead>
</table>
No 0 points

Example (assumes 13 projects evaluated):

<table>
<thead>
<tr>
<th>Application/Project</th>
<th>Commission’s Rank</th>
<th>RCO Assigned Point Value</th>
<th>Multiplier (6/13)</th>
<th>Final Point Value</th>
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</thead>
<tbody>
<tr>
<td>A</td>
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<td>13</td>
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<tr>
<td>C</td>
<td>3</td>
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<tr>
<td>M</td>
<td>13</td>
<td>1</td>
<td>0.462</td>
<td>0.46</td>
</tr>
</tbody>
</table>

**Scored by RCO Staff—Applicants do not answer.**

1. **Proximity to Human Populations.** Where is this project located with respect to urban growth areas, cities and town, and county density?

   This question is scored by RCO staff based on a map provided by the applicant. To receive a score, the map must show the project location and project boundary in relationship to a city’s or town’s urban growth boundary.

   **Point Range below.** The result from A is added to the result from B. Projects in cities with a populations of more than 5,000 and within high-density counties receive points from both A and B. RCO staff awards a maximum of 3 points.

   A. The project is within the urban growth area boundary of a city or town with a population of 5,000 or more.
      
      Yes 1.5 points
      No 0 points

   AND

   B. The project is within a county with a population density of 250 or more people per square mile.
      
      Yes 1.5 points
      No 0 points
APPENDIX 3
Individual Commissioner Score Sheet and Instructions

This appendix will be finalized on September 10, 2020 prior to the commission meeting on September 17, 2020.

Commissioner Scoring Instructions: Please determine how well each project implements the Commission’s priorities.

1. Review the project summaries in Appendix 1. Additional information can be found by following the internet links in the project numbers on the score sheet. The links lead to RCO’s Project Factsheet Report for each project.

2. Fill out electronic score sheet. Rank in descending order, with 10 points for the highest priority project to 1 point for the lowest priority project.

3. Send score sheets to Laura Moxham at laura.moxham@parks.wa.gov by 5 p.m. on September 3, 2020 or as adjusted by staff. The individual commissioner scores will be compiled and sent to the Commission electronically on September 10, 2020. They will also be available to the public for the September 17, 2020 commission meeting.

WWRP State Parks Category Question 10:

Commission’s Priority. How well does this project implement the commission’s priorities?

The Washington State Parks and Recreation Commission evaluates this criterion. The Commission provides RCO with a ranked list of their applications.

RCO assigns a point value to each project based on its rank. The highest priority project shall receive a point score equal to the number of applications ranked. The second highest ranked project shall receive a point score 1 less than the one above it, and so on. The lowest priority application shall receive a value of 1.

RCO will apply a variable multiplier to the scores so the highest ranked application will receive a point value of 6, and all other applications will have a point value less than 6 and proportional to their rank.
### Commissioner Score Sheet

**WWRP State Parks Category 2020 Projects**

Commissioner:

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Title</th>
<th>Rank (10 high to 1 low)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-1223A</td>
<td>Deception Pass State Park—Nyberg Property</td>
<td></td>
</tr>
<tr>
<td>20-1293A</td>
<td>Inholdings and Adjacent Properties 2020</td>
<td></td>
</tr>
<tr>
<td>20-1312D</td>
<td>Willapa Hills Trail—Pacific County Bridges</td>
<td></td>
</tr>
<tr>
<td>20-1433A</td>
<td>Olallie State Park—Mt. Washington</td>
<td></td>
</tr>
<tr>
<td>20-1528A</td>
<td>Riverside—Little Spokane River Robinson Property</td>
<td></td>
</tr>
<tr>
<td>20-1555A</td>
<td>Green River Gorge—Icy Creek Ridge</td>
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<td>20-1556D</td>
<td>Lake Sammamish—Issaquah Creek Loop Trail</td>
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<td>20-1593A</td>
<td>Mount Spokane—Bear Creek</td>
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<td>20-1599A</td>
<td>Twin Harbors State Park Residential Acquisition</td>
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<td>20-1603D</td>
<td>Lake Wenatchee Pedestrian Bridge</td>
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Item E-4:  Grayland Beach Ocean Beach Approach State Park Property Acquisition - Requested Action

EXECUTIVE SUMMARY: This item asks the Washington State Parks and Recreation Commission to authorize acquisition of the Wicklund Property adjacent to the Grayland Beach Ocean Beach Approach State Park Property in Grays Harbor County. This item advances the Commission’s strategic goal: “Resource Protection – Protect and preserve park system resources for the future”.

SIGNIFICANT BACKGROUND INFORMATION: Grayland Beach Ocean Beach Approach (Grayland Beach OBA) consists of about 5 acres near the town of Grayland in Grays Harbor County and includes a comfort station, small parking lot for about a dozen vehicles, two picnic sites, and a two-stall CXT restroom. State Parks purchased the property in 1973 which straddles Grayland Beach Road. A portion of Grayland Beach Road is managed by State Parks via a permit from Grays Harbor County and provides access from State Route 105 in Grayland, through Grayland Beach OBA, to the ocean beach Seashore Conservation Area (SCA).

On April 15, 2015 a fishing vessel owned by JP Fishing LLC ran aground on the pacific coast near Ocean Shores, Washington, resulting in a spill of approximately 2,965 gallons of diesel fuel and 500 gallons of lube oil. When spills of chemical toxins occur, the State Department of Ecology (DOE) assesses environmental damage and estimates an equivalent monetary cost. Through DOE’s Natural Resource Damage Assessment Program (NRDA), the party responsible for the spill has the option to pay damages or complete appropriate environmental mitigations. JP Fishing LLC elected to pay damages to DOE. Through an extensive evaluation and selection process, DOE made $195,000 available to State Parks to acquire suitable property near Grayland Beach State Park for long-term preservation of shoreline resources. In 2018, State Parks entered into a memorandum of agreement (MOA) with the Department of Ecology (DOE) and JP Fishing LLC identifying potential property acquisitions and committing transfer of funds to State Parks.

Properties originally authorized for acquisition in the MOA included 315 small lots on the Seahurst Tract and the Filip property at Grayland Beach State Park (Appendix 1). Attempts to pursue these properties were proving to be unsuccessful. In the meantime, staff was presented with an opportunity to purchase the Wicklund property located directly south and adjacent to Grayland Beach OBA. In May 2020, at State Parks’ request, DOE and JP Fishing agreed to amend the MOA to authorize acquisition of the Wicklund property with the NRDA funds.
The Wicklund Property lies directly south of Grayland Beach OBA and consists of three Grays Harbor County tax parcels (1511072100080, 743509100005, and 817001400001) totaling about 5 acres with almost 115 feet of ocean frontage (Appendix 1). If acquired, the property will expand the undeveloped open space that buffers the SCA, prevent non-compatible uses next to Grayland Beach OBA, provide protection for public recreation and dune habitat, and will allow staff to engage in noxious weed management along the SCA in this area. Although we anticipate the property to appraise for well over the $195,000 in NRDA funds available, the landowners of the property have graciously agreed to donate any land value in excess of funds available.

South Beach Area Classification and Management Plan
Staff completed a classification and management planning process for the South Beach Area in 2007. This process did not however seek to establish a long-term boundary for the SCA nor its associated ocean beach approaches. With respect to property acquisition for the SCA, the CAMP guidance states: “State Parks remains interested in talking with adjacent landowners about potential land transactions, including conservation easements, management agreements and land acquisitions. Of particular interest are lands adjacent to beach approaches, recovery areas for snowy plovers or lands near existing state parks.”

Commission Real Estate Policy
Commission Policy 25-07-1, Delegations of Authority for Real Estate Transactions & Service (Appendix 3) allows the Director to acquire property if the price is under $600,000 and funding is available through PAA or a grant source, but only if the property is entirely, or partly, within a Commission-approved, long-term CAMP boundary. Because the Wicklund property was not included in a long-term park boundary for the SCA, acquisition of the property requires specific Commission approval.

STAFF RECOMMENDATION:
Staff recommends that the Commission authorize the Director to acquire the Wicklund Property (Grays Harbor County parcels 1511072100080, 743509100005, and 817001400001) adjacent to Grayland Beach Ocean Beach Approach State Park Property as shown in Appendix 1, subject to available funding and under terms advantageous to the Commission.

LEGAL AUTHORITY:
RCW 79A.05.030 Powers and duties – Mandatory

SUPPORTING INFORMATION:
Appendix 1: Grayland Beach State Park/Seahurst Tract, Filip Property Map &
Grayland Beach OBA State Park Property/Wicklund Property Map
Appendix 2: Policy 25-07-1 Delegations of Authority for Real Estate Transactions & Service

REQUESTED ACTION FROM COMMISSION:
That the Washington State Parks and Recreation Commission:
1. Authorize the Director or designee to acquire the Wicklund Property as shown in Appendix 1 and as recommended by staff, subject to available funding and under terms advantageous to the Commission.
Reviewer(s):

Jessica Logan, SEPA Review: Following review, staff has determined that the action proposed for the Commission by staff is exempt from the State Environmental Policy Act (SEPA) pursuant to WAC 197-11-800(5)(a) “Purchase or sale of real property”.

Van Church, Fiscal Review: The acquisition funds that are needed are specifically dedicated to this purpose. Costs associated with maintenance and use of the property will be addressed as identified and requested in future budget requests if needed.

Andy Woo, Assistant Attorney General: August 27, 2020

Peter Herzog, Assistant Director

Approved for Transmittal to Commission

Don Hoch, Director
Appendix 1
Grayland Beach State Park/Seahurst Tract, Filip Property Map &
Grayland Beach OBA State Park Property/Wicklund Property Map
Appendix 2

25-07-1 Delegations of Authority for Real Estate Transactions & Service
(Commission adopted revisions November 21, 2019)

Provided, the Director or authorized designee(s) reserve the right to defer or abrogate any
delegated authority upwards and further; provided, all actions serve the public good by
enhancing State Parks' Mission, Vision, and Core Values, and adopted strategic planning
documents, or other guidance and plans adopted by the Commission, the Commission hereby
grants a consolidated authority allowing the Director or designee(s) to:

A. Grant real property agreements (leases, easements, permits, rights of entry, or similar)
as provided for by law on State Park property (pursuant to Commission Policy 55-06-1 or in RCW 79A.05.025, RCW 79A.05.030 or RCW 79A.05.070).

B. Dispose of surplus property through transfer of fee interest or development rights, or
sale at public auction (as defined in Commission Policy 55-17-1 or in RCW 79A.05.170 or RCW 79A.05.175); provided:
1. Property has been designated as surplus park land by the Commission as required
by law.
2. No disposal of fee interest shall be executed under those authorities granted in RCW
79A.05.178.
3. The minimum bid of all land sold at public auction shall first be determined through
appraisal to the satisfaction of the Commission.
4. No exchange of land shall be authorized under this authority.
5. Land authorized for sale through public auction under this delegation shall first be
offered to other governmental entities pursuant to RCW 43.17.400.

C. Accept or grant non-fee simple agreements, permanent or temporary, necessary for the
implementation of State Park projects, to continue current management activities or
partnerships, or to complete fee simple real property purchases approved or budgeted
by the Commission, or directed/funded by the Washington State Legislature or
Governor's Office.

D. All other agreements for the installation, operation, and maintenance of utilities and
facilities, for the use of park roads by second parties, and for other uses of park land
and facilities, shall be subject to the following conditions and limitations:

1. No permanent property right is conveyed unless the conveyance meets the criteria
of subparagraph D(4) below.

2. Permits will:
a) Be granted for a term not to exceed five years (60 consecutive months).
b) Meet the general criteria for a use permit as detailed in the LANDS Manual.
c) Only authorize improvements or facilities that are movable and temporary in
nature.

3. Leases for periods not to exceed 20 years will be granted only when the lease is for
a concession or a Recreational Concession Area and the permitted use does not
authorize operation of entire parks or major facilities within a developed park (e.g.,
campgrounds and environmental learning centers). Alternately, the permitted use must not adversely affect natural, cultural, or historic park resources and at least two of the following conditions must be met: (Temporary impacts due to construction are acceptable if mitigated, and if the property is returned to a condition as good or better than before the activity.)

a) Permitted use is not considered a commercial venture.
b) Permitted use will provide for increased recreational opportunity or for improved habitat/natural conditions.
c) Permitted use does not require new construction, is located within or adjoins existing facilities, and the lease area is less than ten acres.
d) Lessee is another government agency or sub-division thereof and the lease does not include any facility or combination of facilities larger than 5,000 square feet.
e) The lease area is located within a rail-trail corridor.
f) The lease is on undeveloped land and the permitted use supports grazing or agricultural purposes.
g) The lease may be terminated for any higher park purpose by the Commission following formal notice of one year or less to the Lessee.

4. Easements for any period will be granted when the conveyance is the conversion of a grandfathered crossing permit to an easement or when at least two of the following conditions exist and the permitted use will not adversely affect natural, cultural, or historic park resources: (Temporary impacts due to construction are acceptable if mitigated, and if the property is returned to a condition as good or better than before the activity.)

a) Easement is underground or provides access for residential uses.
b) Easement area is less than 1,000 linear feet or less than two acres in total area.
c) Grantee is another government agency or sub-division thereof.
d) Easement is located within a rail-trail corridor.

5. Applicable environmental declaration shall indicate the action is minor and any adverse effects are not significant, can be readily mitigated or are categorically exempt from SEPA.

D. Renew, replace, assign, or amend existing lease, easement, permit, and other agreements with current State Parks' documents; provided:

1. All costs associated with the renewal, replacement, assignment, or amendment is borne by the proponent.
2. The assignment or amendment is offered to cure a minor error or omission in the original document.
3. The amendment will not materially change the original permitted use, unless such a change is necessary for public health and safety.
4. The new agreement meets the general conditions described in Section D (3) and (4) of this delegation (e.g., 20-yr. lease; conforming language, etc.); or
5. The agreement is appurtenant to non-traditional park land.

E. Accept services in lieu of or in addition to cash or monetary considerations for leases,
permits, or easements; provided:

1. In lieu is documented and accepted in writing as being of equal or higher value than the negotiated monetary value for the use.
2. Acceptance is consistent with state law, specifically public works and prevailing wage statutes; or
3. The proponent is a public entity or a non-profit organization.

F. Accept or grant restrictive covenants or declaration of covenants and accept encumbrances, perpetual restrictions, conservation easements or deed reservations involving property for the purpose of protecting or improving recreational, natural, historical, or cultural resources, public health, safety and welfare, consistent with health requirements and/or authorities with jurisdiction.

G. Accept or grant agreements (e.g., Memoranda of Agreement or Understanding, Interlocal Agreements) with tribal and other forms of government, non-profits, or friends groups and accept encumbrances, perpetual restrictions, conservation easements, or deed reservations involving property for the purpose of protecting or improving recreational, natural, or cultural resources or public health, safety, and welfare; provided any term agreement:

1. Be granted for a term not to exceed five years (60 consecutive months).
2. Is consistent with applicable statute and Commission rules, policies, adopted strategic planning documents and other Commission actions.
3. Is consistent with park-specific Commission guidance (e.g., park master plan, land classifications, and long-term boundary).
4. Does not authorize operation of entire parks or major facilities within a park (e.g., campgrounds and environmental learning centers).

H. Spend Parkland Acquisition Account (PAA) funds to purchase fee-simple ownership in property or property rights (i.e., uplands, tidelands and shorelands; improvements and structures) when the fee-simple purchase is time-sensitive, or where the purchase is effectively prohibited using traditional fund sources; provided:

1. The fee-simple purchase price is under $125,000;
2. The purchase is non-complex (e.g., single owner, minor improvements, no liens, etc.);
3. The property is adjacent to or adjoins existing park land; or
4. The property meets the criteria described in Section (K) below.

I. Spend PAA funds to obtain non-fee simple ownership in property (i.e., leases, easements, agreements), preferably in perpetuity, but under no condition for less than a 30-year term, when the non-fee simple interest is deemed "highest value\(^1\) when

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\(^1\) *Highest Value* – the consideration given to a property based on criteria including: future availability, value in use to the park, conversion risk and any other park-specific conditions that contribute to overall WSPRC objectives. Example of a "park-specific condition that contributes to an overall park objective": Purchasing easement interests to provide water/utility services from an existing provider when the alternative is acquisition of non-recreational lands with water availability.
considered in the context of adopted park objectives, and the purchase price is under $125,000.

J. Accept donations of real property or partial interests in real property; provided, the donation parcel is adjacent to existing park land. Acceptance may be completed only after a formal acceptance letter is offered to the donor by the Director, stating the land or partial interest in the land involved is beneficial to the State Park system.

K. Acquire real property; provided, the property is acquired from willing seller(s), is less than 10 total acres, or the purchase price is under $600,000 (2018 dollars, as adjusted for inflation); and funding is available through the PAA or a grant source. Additionally, the property to be acquired shall be:
   1. Located entirely, or partly, within a Commission-approved, long-term CAMP boundary or other agency adopted master plan or development plan;
   2. Needed to complete an agency adopted capital project; or
   3. Needed to complete an agency adopted partnership project.

L. Act on any Commission decision relating to real property and adopted in open session, for a period of 10 years from the date of the adopted item, in accordance with the action and in an effort to complete the property transaction; provided, the action is essentially the same as and materially consistent with the original Commission decision. For transactions completed beyond 24 months from the date of the original decision, staff will provide a written report to the Commission on the property transaction.

M. Make necessary adjustments in the legal description and deed of a subject parcel as deemed to be in the best interest of the State, and take other minor or administrative actions as necessary to complete real estate transactions approved by the Commission, including but not limited to, correcting scrivener’s errors, making amendments to park boundaries following acquisition or disposal of parkland, and revising or amending agreements when the revision or amendment constitutes less than a 20 percent change in the original agreement or scope of work (e.g., adding a water line to a sewer line in the same trench).

N. Biennially, provide the Commission a summary of property transfers, leases, easements, permits, covenants and other agreements granted and accepted.

O. Grant or amend permits, leases, and concessions as provided for in this policy in any building, facility, or park area operated and maintained by an authorized second party wherein the second party or concessionaire has been licensed to sell alcoholic beverages by the Washington State Liquor and Cannabis Board and in general conformance with Washington Administrative Code 352-32-210.
DEFINITIONS

Non-traditional park lands - any State Park property that:

1. Is, in whole or substantial part of, a former railroad corridor (commonly referred to as a rail-trail); or
2. Shows evidence of previous or current industrial or commercial use and is appropriate for recreational concession activities or non-recreational functions; or
3. Has been designated as "non-traditional" park land by the Commission.

Traditional park land - all other properties within the State Park system.

Grandfathered access - a historic documented authorization originally granted by a previous owner (generally a railroad) over State Park land used for agriculture (seasonal ingress/egress), forestry access, a single private residence, or other limited access to non-state park privately/publicly held land.

Road crossing - either a county road crossing or private drive that can feasibly be improved or additionally developed to access property. Utilities of any form located on, over, under, or within park land are not considered road crossings.

Unreasonable hardship - where the next best alternate access route or crossing is proven to the satisfaction of the Director to be either economically infeasible or environmentally unacceptable.

Surplus park land - land the Commission has formally designated as land under its control that cannot advantageously be used for State Parks purposes and not consistent with, or do not contribute significantly towards, fulfilling the agency mission.

Major facilities - include, but are not limited to, sewage treatment facilities, central utility plants, major structures, transmission lines, new transmission towers, public and private telecommunications, commercial cables or conduits, commercial buildings, pipelines, etc.


State Park(s) or Agency - generally, staff to the Commission.

Concession - any contractual agreement (e.g., lease, franchise, permit, etc.) granted by State Parks for the purpose of providing accommodations, other facilities or services on park land for public recreational, artistic, or educational use and enjoyment.

Concessionaire - contractor, franchisee, or permittee who provides public accommodations, other facilities, or services on park land as a concession.

Economic benefit - includes cost avoidance, land or material exchange, and revenue earned to the park system as a result of an agreement.

Public service utility - means any of the following:
1. Municipal electric utility formed under Title 35 RCW;
2. Public utility district formed under Title 54 RCW;
3. Irrigation district formed under chapter 87.03 RCW;
4. Cooperative formed under chapter 23.86 RCW;
5. Mutual corporation or association formed under chapter 24.06 RCW;
6. Port district formed under Title 53 RCW or water-sewer district formed under Title 57 RCW, that is engaged in the business of distributing electricity, water, or wastewater to one or more retail customers in the state;
7. Joint operating agency formed under RCW 43.52 or non-profit mutual corporation formed under RCW 24.06 comprising and selling electricity or telecommunications to one or more of the above public service utilities; and
8. Investor-owned utility owned by investors that meets the definition of "Public Service Company" in RCW 80.04.010 and that is engaged in distributing electricity to more than one retail electric customers in the state.

**Fair market value (FMV)** - means the amount of money a purchaser willing, but not obligated, to buy property would pay an owner willing, but not obligated, to sell it, taking into consideration all uses to which the property is adapted and might in reason be applied. Such uses must be consistent with applicable federal, state, and local laws and regulations affecting the property as of the date of valuation.

**Recreational concession activity/area (RCAs)** - activity or development located on Commission-designated park land that provide an opportunity for privately financed development of recreation facilities that meet the needs of park visitors and generate revenue to support State Parks. RCAs are intended as opportunities for the private sector to finance, construct, and operate recreation facilities in appropriate areas on State Park land.

**Enterprise land** - Commission-designated surplus properties that are available for lease to other public or private parties for the primary purpose of generating revenue for State Parks.

**Public telecommunications** - television broadcasting stations as authorized under RCW 79A.05.080 and RCW 79A.05.085, non-television telecommunications facilities operated by public agencies and governmental organizations, and non-television telecommunication facilities operated by public and investor-owned utilities.

**Private telecommunications** - non-television telecommunication facility operated by private businesses other than investor-owned utilities, including but not limited to, AM and FM radio broadcasters, community repeaters and paging services, and cellular telephone services, together with non-television telecommunication facilities operated by non-profit amateur radio organizations.

**Conversion** – a project status that results when use or function of recreation or habitat land or facilities paid for by the Recreation and Conservation Office (RCO) changes to uses or functions other than those for which assistance originally was approved. Conversions must be offset by replacement with land and/or facilities of equivalent size, function, and value.
Corridor maintenance activity - repair, replacement, or maintenance of fences, hedges, walls, or other structures by adjacent landowners.

Equestrian - a person riding a horse. For the purposes of this policy, as it relates to motor vehicle width restrictions, equestrian does not include wagon riders.

Long-distance trails - stand-alone trails or trails within linear parks, usually located on rail-trail corridors. State Parks long-distance trails include Palouse to Cascades Trail, Willapa Hills Trail, Columbia Plateau Trail, Klickitat Trail, and Spokane River Centennial Trail. This policy does not apply to long-distance trails that only pass through State Park property for a small portion of their extent, such as the Olympic Discovery Trail, the Pacific Northwest Trail, or the Discovery Trail.

Motorized recreational use - motorized use for the purpose of enjoyment, often using all-terrain vehicles, off-highway vehicles, or motorcycles.

Motor vehicle - a terrestrial vehicle that is self-propelled using a motor or engine but not operated upon rails. "Motor vehicle" does not include an electric-assisted bicycle as defined in RCW46.04.169.

Non-recreational motorized use - motorized use of a State Parks long-distance trail for the purpose of access to an adjacent landowner’s property.

Other power-driven mobility device (OPDMD) - power-driven devices other than wheelchairs used for locomotion by individuals with mobility disabilities. They are devices powered by batteries, fuel, or other engines, and may or may not be designed primarily for use by individuals with mobility disabilities. OPDMDs include golf carts, electronic personal assistance mobility devices, such as the Segway® PT, or any other mobility device designed to operate in areas without defined pedestrian routes.

Significant degradation - unmitigated loss or diminishment of sensitive public resources.

Trail corridor - an area that includes the trail tread and the area to the sides of it, including all adjacent property owned or managed by State Parks that is dedicated to the trail and its supporting uses. The typical width of a State Parks trail corridor is 50 feet on center, or 100 feet total, but corridor widths can be narrower or wider.

Trail tread - the portion of the trail on which people travel.

Parkland Acquisition Account (PAA) - created by the Legislature. Funds are received from sale of surplus park land. Moneys in this account are to be used for the purchase or acquisition of property for use as state park property (RCW 79A.05.170).

Eligible PAA costs - purchase price/fee-simple price; administrative; incidental.

Ineligible PAA costs - overhead, including agency and attorney general staff time, court costs; road and facility development on replacement lands.
Commission Action Date: November 21, 2019

Agenda Item: E-3 Real Estate Policy Updates

Approved for publishing date: 4-5-2020

Donald A. Hoch, Director
Item E-5: 2021 Supplemental Operating Budget Request – Requested Action

EXECUTIVE SUMMARY: This item asks the Washington State Parks and Recreation Commission to: 1) approve the submittal of a 2021 Supplemental Operating Budget request to the Office of Financial Management (OFM) and 2) authorize the Director to make changes to the dollars and items requested as needed to finalize the request for submittal. This item advances the Commission’s strategic goal: “Obtain and effectively manage resources needed to create and sustain an exceptional parks system.”

SIGNIFICANT BACKGROUND INFORMATION: Each year, state agencies can submit supplemental budget requests for consideration by the Governor and the legislature.

For the 2021 legislative session, the Office of Financial Management issued supplemental budget instructions to agencies on August 20, 2020. These instructions provide guidance to agencies about what should be included in their submittals. Overall, OFM is encouraging agencies to keep supplemental requests limited to the specific areas they identified. This is due to the revenue shortfall the state is projecting in the State’s General Fund. OFM is asking agencies to limit their proposals to the following:

- Savings that are a result of the Governor’s directive to freeze hiring, implement furloughs, and freeze purchased service contracts and equipment purchases
- Non-discretionary changes in legally mandated caseloads or workloads
- Necessary technical corrections
- Necessary funding and adjustments to close the biennium

OFM also indicated that savings identified in supplemental proposals may be included in an early action bill, the 2021 supplemental, or both. The instructions include an October 1, 2020 due date for submittals.

Budget staff reviewed the agency’s budget, talked with managers and ELT members, and considered OFM’s direction to develop this proposal.

Supplemental Operating Budget Request. As a result of their review, budget staff identified the following two areas for a 2021 supplemental operating budget request.

1) General Fund reimbursement of estimated COVID-19 costs for January 1, 2021 to June 30, 2021. The timeframe for these estimated costs is driven by the situation that estimated COVID-19 costs through December 31, 2020 were submitted to OFM for potential reimbursement through the CARES Act. The estimate for eligible COVID costs is $415,000.
2) A General Fund reduction for cost savings that will not impair agency operations. This proposal would include $181,000 in savings associated with the following:

- Extra funds received for producing Whale Watching materials. These funds are restricted to this specific use. The estimated amount is a negative $25,000.
- Dollars received for implementation of the scenic bikeway program. This proposal would delay program implementation until July 1, 2021. The estimated amount is a negative $120,000.
- General Fund savings associated with the implementation of the Governor directive to cancel COLA increases for management positions. The estimated amount is a negative $36,000.

Adding together the two above items, the 2021 supplemental operating budget request would be for a net increase in General Fund dollars in the amount of $234,000.

STAFF RECOMMENDATION: Adopt the proposed 2021 supplemental operating budget request.

SUPPORTING INFORMATION:
Appendix 1: OFM Supplemental Budget Instructions Dated August 20, 2020

REQUESTED ACTION OF COMMISSION:
That the Washington State Parks and Recreation Commission:
1. Authorize the Director to submit a $234,000 (General Fund-State) 2021 supplemental operating budget request to the Office of Financial Management for 1) COVID-19 cost reimbursement, and 2) proposed General Fund reductions related to Whale Watching materials, the scenic bikeway program and employee compensation savings related to not implementing the 7/1/20 COLA increase for management.
2. Authorize the Director to make changes in dollar amounts and/or items in the 2021 supplemental operating budget proposal request as needed for submittal to OFM.

______________________________
Author/Contact(s): Shelly L. Hagen, Assistant Director, Administrative Services
Shelly.Hagen@parks.wa.gov (360) 902-8590

Reviewer(s):
Jessica Logan, SEPA Review: Following review, staff has determined that the action proposed for the Commission by staff is exempt from the State Environmental Policy Act (SEPA) pursuant to WAC197-11-800(14)(c).
Dennis Tate, Fiscal Review: This requested action reflects the fiscal impact.
Andy Woo, Assistant Attorney General: August 28, 2020

Approved for Transmittal to Commission

Don Hoch, Director
APPENDIX 1
Office of Financial Management Instructions for 2021 Supplemental Budget Submittals
Dated August 20, 2020

STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT
Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

August 20, 2020

TO: Agency Directors

FROM: David Schumacher
        Director

SUBJECT: 2021 SUPPLEMENTAL BUDGET INSTRUCTIONS

As the coronavirus pandemic continues to impact our national and state economies, we must maintain services to protect and provide for those most vulnerable in our state with the limited resources available. This will require difficult choices on what we prioritize to do and what we eliminate or reduce.

As I have indicated in previous memoranda, the savings we identify will be reflected in appropriation adjustments in a potential early action bill, the 2021 supplemental budget, or both. We must continue to work together as a team to help address General Fund-State and other fund shortfalls, including the transportation budget, in the current and next several biennia.

Here are the submittal instructions for the 2021 supplemental operating and capital budgets, which are due to OFM by Thursday, October 1.

Operating Budget

Any 2021 supplemental operating budget requests should be limited to individual component savings pursuant to the governor’s directives and OFM memoranda:

- Governor's Directive 20-05 and Hiring, Personal Services Contracts and Equipment Purchases Freeze
- Governor's Directive 20-08 and Agency Furlough and Salary Savings
- Agency Savings and Coronavirus Relief
- Non-discretionary changes in legally-mandated caseloads or workloads.
- Necessary technical corrections to the enacted 2019-21 budget.
- Necessary funding and adjustments to close the biennium.

Narrative descriptions for revisions should be as detailed as possible and fully explain why the request for additional funding cannot be absorbed within your existing budget. Detailed decision package instructions may be found in Chapter 2 of the 2019-21 Budget Instructions.

Governor Inslee has made a commitment to focus on equity in the upcoming budget discussions, so that the communities furthest from opportunity receive greater support during these difficult economic times. To that end, agencies must analyze the impacts on affected communities and describe how their budget requests affect disparities and equity in our state.

In addition, include specific budget provisos or statutory changes necessary to achieve any proposed savings.
Additional funding from other sources. Agencies should continue to leverage to the maximum extent possible additional federal or private/local funding during the 2019-21 biennium and beyond. Agencies also should consult with their assigned OFM budget analyst about utilizing, where appropriate, the unanticipated receipt process or including those funds in a supplemental or biennial budget decision package. As always, the normal unanticipated receipt process is suspended during the legislative session.

New fees and extensions of existing fees. All fee increases – whether or not legislation is required – must be part of the agency budget submittal. Submit justification for new, extended or increased fees using the process described in Chapter 8 of the 2019-21 Operating Budget Instructions.

Electronic submittal only. Proposed supplemental operating budget requests may only be submitted to OFM electronically through the Agency Budget System (ABS). Alternatives to ABS electronic submittals will not be accepted. When submitted, agency budget requests are available to the public at the Agency Budget Request (ABR) website (best viewed in Chrome). Again, do not submit paper copies.

Capital Budget
Proposals for the 2021 supplemental capital budget should be limited to technical corrections, emergency issues, or return of projected savings.

Electronic submittal in CBS. All capital budget revisions must be submitted to OFM using the Capital Budget System (CBS). The justification for requests must follow the format found in Chapter 3 of the 2019-21 Capital Budget Instructions.

E-mail electronic copy instead of traditional paper binder. In addition to CBS data, each agency must submit a PDF of its supplemental capital budget request to OFM. This PDF will substitute for the paper binders that are usually required. There are three options for submitting this PDF:

- If the submittal is below the 20 MB restriction for email, email it to ofm.budget@ofm.wa.gov.
- For agencies within the SGN, larger files should be copied to our FTP site by pasting the following address into File Explorer (not a browser) – “ftp://ftp.ofm.wa.gov/OFM/Capital Budget Submittals”.
- For agencies not within the SGN, mail a thumb drive to OFM at the following address:
  Office of Financial Management
  300 Insurance Building
  P.O. Box 43113
  Olympia, WA 98504-3113

Thank you for your assistance. Please direct questions to your assigned OFM operating or capital budget analyst.

cc: Agency Budget Officers