

May 27, 1968

- I. Opening of Meeting, Introduction, Guests, Determination of Quorum
- II. Approval of Minutes of February 26, 1968
- III. Additions to the Agenda
 - A. Demand Survey Data report - PCAA
 - B. Motor Boat Fuel Tax Study

OLD BUSINESS

- I. Action on Agency Projects
 - A. Recommendation for funding 15 Local Projects
(Lewis County, Mayfield Lake; Whatcom Co., Portage Island
City of Bellevue Boat Launch; King Co, Dumas Bay, Sammamish R, and
S. Central Shoreline; Pierce Co, Seeley Lake; City of Seattle,
First Hill, Mini Park and W. Queen Anne; Snohomish Co, Flowing Lake;
Chelan Co., Wenatchee R., Town of Medical Lake, Medical Lake)
(Vancouver, Franklin Park; Edmonds, Sunset Beach Project)
 - B. Reallocation of local projects - Harper Waterfront Park
 - C. Mountlake Terrace Request for Increase in Project Cost
 - D. Game Department - Amend Statewide Water Access
 - E. 10 Water Access Sites
(Satsop R; Clear Lake; Wynoochee R; Toutle R; Smith R; Nisqually
Waterfowl; Elochoman R; Skagit R; Lone Lake; Green R; Marha Lake)
- II. Status Reports - Projects and Fiscal
- III. Action Reports of Committees
 - A. Fiscal Committee
 1. State Parks Project Withdrawals
(Fort Canby, Twin Harbors, Battleground Lake, Lake Chelan
and Anderson Lake) Wolfe Property Project
 2. Fiscal Policy - Recommended Programming Procedure
 3. Six-year Program and Capital Budgets for 1969-71 with projections
to 1975
 - B. Subcommittee on Procedures
 - C. Acquisition of Land Prior to Federal Approval

NEW BUSINESS

- I. Discussion of Adoption of Rules as they relate to the Administrative Procedures Act
- II. Change in August Meeting
- III. State Parks Battleground Lake
- IV. Slide presentation

ADJOURNMENT

MINUTES of the
Second 1968 Meeting of the
INTERAGENCY COMMITTEE FOR OUTDOOR RECREATION

9:00 a.m., Monday, May 27, 1968

Ridpath Hotel, Spokane, Wn.

MEMBERS PRESENT

Mr. Lewis A. Bell, Chairman; Mrs. Frederick Lemare, Jack Kottler, Omar Lofgren, Warren Bishop, Charles R. Odgaard, Director, State Parks and Recreation Commission; John A. Biggs, Director, Department of Game; Thor Tollefson, Director, Department of Fisheries; Daniel B. Ward, Director, Department of Commerce and Economic Development; and Einar H. Hendrickson, Administrator.

MEMBERS ABSENT

Bert L. Cole, Commissioner of Public Lands; Charles G. Prael, Director, Department of Highways.

STAFF OF MEMBER AGENCIES PRESENT

Department of Highways

Mrs. Willa Mylroie, Research Engineer

Department of Natural Resources

Al O'Donnell, Technical Assistant

Lloyd Bell, Administrative Assistant

Department of Fisheries

Elmer Quistorff, Assistant Chief, Contract Services

Department of Game

Stan Scott, Recreation Resource Specialist

State Parks and Recreation Commission

Mill Martin, Recreation Resource Specialist

Interagency Committee for Outdoor Recreation

Edward V. Putnam, R. Philip Clark, R. Leighton Pratt, Kenn Cole, Betty Hall,
Morton Tytler, Assistant Attorney General and Dianna Jaycox

REPRESENTATIVES OF OTHER AGENCIES PRESENT

Bureau of Outdoor Recreation

Fred J. Overly, Regional Director

Clarence Maesner

Department of Housing and Urban Development

Edgar F. Neal, Open Space Operation Officer

State Planning and Community Affairs Agency

Paul Benson

State Parks and Recreation Commission

Commissioner Greeley

35
39
43

I. Opening of Meeting, Introduction, Guests, Determination of Quorum

Chairman Lewis Bell called the meeting to order at 9:00 a.m. Members and guests were introduced. There were nine (9) members present. A quorum was declared.

II. Approval of Minutes of February 26, 1968

Mr. Odegaard read the following corrections to the February 26 minutes:

- (1) Item 4-Old Business - C - Notation No. 2 should have read: "Work has been slated with the Washington State Parks and Recreation Commission on their Historical Preservation Act planning program."
- (2) Item 4-Old Business - C - notation No. 3 should have read: "Work in conjunction with the Washington State Parks and Recreation Commission and the State Highway Department in regard to the scenic highway bill contemplated."

Mr. Stan Scott of the Department of Game submitted the following correction:

- (1) Item 5-New Business should have read: "Acquisition of these sites would add 3,730 front feet, and 29.8 acres."

Mr. Biggs moved and it was duly seconded that the minutes be approved as amended. MOTION CARRIED.

III. Additions to the Agenda

- A. The Chairman stated that the Demand Survey Data report submitted to the IAC by the Planning and Community Affairs Agency had been reviewed, and that the Committee had questioned findings in the report. The Chairman stated that he will, with the unanimous consent of the Committee, write to Dr. Richard Slavin, Director, Planning and Community Affairs Agency, and advise him of these discrepancies and to request further clarification or corrections, and secondly, that ~~the Tech. Committee must be called as soon as possible for the purpose of taking a random sampling of the basic data from which these statistics were secured to see if it can be determined if these preliminary statistics are in error.~~ *add* ~~A report on this meeting is to be prepared and sent out to all the members.~~
add ~~the Tech. Committee must be called as soon as possible for the purpose of taking a random sampling of the basic data from which these statistics were secured to see if it can be determined if these preliminary statistics are in error.~~
- B. Motor Boat Fuel Tax Study Mr. Jack Rottler reported on a meeting held by the Department of Motor Vehicles regarding the unrefunded marine gas tax, from which the IAC receives a portion of its funds. A new study is being proposed by the Department of Motor Vehicles. Authority for making this study is in Initiative 215 and it authorizes this study by the Department of Motor Vehicles at two year intervals. The Department will make the study from within their own office rather than contract it as they did in the previous study two years ago. The methodology will be similar to that of the previous study in that they will go directly to the point of delivery for this survey (marinas, waterfront gas stations, land stations). It is their intention to survey 500 land stations for one day each. Stations will be selected at random but with regard to the population of the county and will be done throughout the state seven days a week to guard against sampling stations on weekends or during good weather only.

The Chairman called for questions regarding the Marine Fuel Tax Study. Mr. Biggs asked if the study as proposed by the Department of Motor Vehicles had given any consideration to the convenience of the boat owning public when making this sampling. He felt a variation might be expected between stations near a water use point, which would be convenient for the boater, versus stations located in a metropolitan area or adjacent to a freeway. Mr. Lofgren stated that the Department of Motor Vehicles had discussed this and they felt that there is no clear delineation and therefore this factor should not be given consideration. Mr. Biggs felt that the question of convenience was very important and could cause an important error and make the validity of the study questionable and felt the committee should advise the Department of Motor Vehicles.

Mr. Odegaard asked if any consideration is being given to the fact that although Eastern Washington has a small population they may still have a very large boating population. Mr. Lofgren stated that the sample would be made on a population basis only, and that seasons or weather conditions were not being taken into account. Fuel use in small boats versus large boats was also not going to be taken into account.

Mr. Rottler expressed his concern that 500 stations was a very small sampling. THE COMMITTEE INSTRUCTED THE ADMINISTRATOR TO TAKE THESE QUESTIONS UP WITH MR. DOUGLAS TOMS.

OLD BUSINESS

I. Action On Agency Projects

A. Recommendation for funding 15 local projects

Mr. Clark referred the Committee to the staff memorandum entitled Action on Local Projects and he stated that the IAC received 29 local projects at the February 26, 1968 meeting, of which the staff is recommending 15 for approval. Of this number he asked that 13 be approved with no restrictions.

MRS. LEHERE MOVED, SECONDED BY MR. BISHOP THAT:

WHEREAS, the Interagency Committee for Outdoor Recreation finds that the 13 projects (Lewis County, Mayfield Lake; Whatcom County, Portage Island (Final Phase); City of Bellevue, S.E. 40th Street Boat Launch; King County, Dumas Bay, Sammamish River and S. Central Shoreline; Pierce County, Seeley Lake; City of Seattle, First Hill, Mini Park and W. Queen Anne; Snohomish County, Flowing Lake; Chelan County, Wenatchee River; Town of Medical Lake, Medical Lake) are consistent with the Statewide Outdoor Recreation and Open Space Plan, adopted by this committee on February 4, 1967; and

WHEREAS, The Committee finds that these agencies have complied with the requirement of submitting to the Committee a six-year plan for acquiring and developing outdoor recreation facilities within its authority, including necessary six-year capital budget requirements, and has satisfied the criteria previously adopted by the Committee; and

WHEREAS, sufficient funds are available for distribution by the Committee to meet program costs in accordance with the Marine Recreation Land Act of 1964, as amended, (Chapter 5, Laws of 1965, Chapter 43.99 RCW, as amended) and the Outdoor Recreation Bond Issue (Referendum 11, Chapter 12, Laws of 1963, Extraordinary Session, Chapter 43.98 RCW) subject to securing an allotment where necessary for the expenditure of funds from other authorities;

NOW THEREFORE BE IT RESOLVED, that the Committee hereby approves the expenditure of funds in the Outdoor Recreation Account in an amount not to exceed \$1,421,766 for said 13 (thirteen) projects provided that the project agencies shall execute all assurances and contractual arrangements required by the Committee and shall perform and comply with all provisions, terms and conditions of the same. MOTION CARRIED.

Mr. Clark then brought before the Committee the City of Vancouver's Franklin Park Acquisition. MR. BIGGS MOVED, SECONDED BY MRS. LEMERE THAT

WHEREAS, the Interagency Committee for Outdoor Recreation finds that the Franklin Neighborhood Park Acquisition submitted by the City of Vancouver is found to be consistent with the Statewide Outdoor Recreation and Open Space Plan, adopted by this Committee on February 4, 1967; and

WHEREAS, the Committee finds that the City of Vancouver has complied with the requirement of submitting to the Committee a six-year plan for acquiring and developing outdoor recreation facilities within its authority, including necessary six-year capital budget requirements, and has satisfied the criteria previously adopted by this Committee; and

WHEREAS, sufficient funds are available for distribution by the Committee to meet project costs in accordance with the Marine Recreation Land Act of 1964, as amended, (Chapter 5, Laws of 1965, Chapter 43.99 RCW, as amended) and the Outdoor Recreation Bond Issue (Referendum 11, Chapter 12, Laws of 1963, Extraordinary Session, Chapter 43.98 RCW), the Committee approves this project conditioned upon the City of Vancouver submitting documentation to the IAC, which, to the satisfaction of the Administrator, certifies the following: (1) a plan of development for Franklin Park which takes into account the intent of the IAC in approving the project to allow no development of facilities under the power lines which would encourage recreational activity under said lines, and accompanying certification that the City will use every feasible measure at its disposal to ensure safety and aesthetic screening as these factors are concerned with the power lines, and (2) that the City certify that there are no alternate sites available that could serve the park and recreation needs of the subject neighborhood.

NOW THEREFORE BE IT RESOLVED that the Committee hereby approves the expenditure of funds in the Outdoor Recreation Account in an amount not to exceed \$5,000 for said Franklin Park provided that the project agency shall execute all assurances and contractual arrangements required by the Committee and shall perform and comply with all provisions, terms and conditions of the same. MOTION CARRIED.

Mr. Clark brought the matter of the City of Edmonds, Sunset Beach Project before the Committee. MR. BIGGS MOVED, SECONDED DULY THAT

WHEREAS, the Interagency Committee for Outdoor Recreation finds that the City of Edmonds Sunset Beach project is consistent with the Statewide Outdoor Recreation and Recreation Plan, adopted by this committee on February 4, 1967; and

WHEREAS, the Committee finds that the City of Edmonds has complied with the requirement of submitting to the Committee a six-year plan for acquiring and developing outdoor recreation facilities within its authority, including necessary six-year capital budget requirements, and has satisfied the criteria previously adopted by the Committee; and

WHEREAS, sufficient funds are available for distribution by the Committee to meet program costs in accordance with the Marine Recreation Land Act of 1964, as amended (Chapter 5, Laws of 1965, Chapter 43.99 RCW, as amended) and the Outdoor Recreation Bond Issue (Referendum 11, Chapter 12, Laws of 1963, Extraordinary Session, Chapter 43.98 RCW) subject to securing an allotment where necessary for the expenditure of funds from other authorities, the Interagency Committee approves the allocation of \$299,500, which is the total contemplated cost of the Edmond's project, but that the Committee require review appraisals of an appropriate nature, and if these review appraisals establish a value of a lesser amount of money the contribution of the Interagency Committee shall be proportionately less.

NOW THEREFORE BE IT RESOLVED, that the Committee hereby approves the expenditure of funds in the Outdoor Recreation Account in an amount not to exceed the stipulation as stated above for said Sunset Beach project provided that the project agency shall execute all assurances and contractual arrangements required by the Committee and shall perform and comply with all assurances and contractual arrangements required by the Committee and shall perform and comply with all provisions, terms and conditions of the same. MOTION CARRIED.

Projects not funded the Committee was in unanimous agreement to return them to the applicant agencies, a new date for submittal of projects was set at August 1, 1968 for funding consideration in November.

Mr. Bell instructed the Administrator with the unanimous consent of the Committee to send Mr. Putnam out into the field to work with local agencies to explain the function of the IAC.

B. Reallocation of Local Projects--Harper Waterfront Park Mr. Phil Clark directed the Committee's attention to the staff memorandum entitled Reallocation of Local Projects (Harper Waterfront Park). He stated that the IAC had approved this project on April 7, 1967 and it was a Kitsap County project. He stated that on March 26, 1968 the IAC was informed that the Harper project had been rejected by HUD. In line with the policy adopted in December 1967 by the Committee, staff recommended this project receive 75% state funds.

MR. ODEGAARD MOVED, SECONDED BY MRS. LEMERE THAT, in accord with the IAC policy of matching 75 percent state funds "when no federal funds are available and after sources of federal funds have been exhausted." The IAC hereby approves reallocation of funds for the Harper Project from 25% local, 25% state, and 50% HUD to 25% local and 75% state funds of which \$5,000 be allocated from Referendum 11 and \$2,500 from Initiative 215. MOTION CARRIED.

C. Mountlake Terrace Request for Increase in Project Cost Mr. Phil Clark directed the Committee's attention to the staff memorandum entitled Mountlake Terrace Request for Increase in Project Cost. It was the staff recommendation that this request to amend the cost of the Canyonlands Project be denied on the basis that the City of Mountlake Terrace created the problem itself by not investigating the scope of the project prior to submitting it to the IAC for approval. MR. BISHOP MOVED THE STAFF RECOMMENDATION BE ADOPTED, SECONDED BY MR. TOLLEFSON, MOTION CARRIED.

D. Game Department Request to Amend Statewide Water Access

Mr. Stan Scott referred the Committee to the staff memorandum dated April 30, 1968 entitled the same as the above. This request was for the transfer of \$209,000 from the Big Game Program, and \$95,474 from the Statewide Lake Site Program to Statewide Water Access.

MR. TOLLEFSON MOVED, SECONDED BY MR. LOFGREN THAT

WHEREAS, The interagency Committee for Outdoor Recreation finds that the request to amend Statewide Water Access by the transfer of \$209,000 from the Big Game Program and \$95,474 from the Statewide Lake Site Program, thereby increasing the total 67-69 Statewide Water Access Program to \$768,459 submitted by the Department of Game is found to be consistent with the Statewide Outdoor Recreation and Open Space Plan, adopted by this Committee February 4, 1967; and

WHEREAS, The Committee finds that the Department of Game has complied with the requirements of submitting to the Committee a six-year plan for acquiring and developing outdoor recreation facilities within its authority, including necessary six-year capital budget requirements, and has satisfied the criteria previously adopted by the Committee; and

WHEREAS, sufficient funds are available for distribution by the Committee to meet program costs in accordance with the Marine Recreation Land Act of 1964, as amended (Chapter 5, Laws of 1965, Chapter 43.99 RCW, as amended) and the Outdoor Recreation Bond Issue (Referendum 11, Chapter 12, Laws of 1963, Extraordinary Session, Chapter 43.98 RCW), subject to securing an allotment where necessary for the expenditure of funds from other authorities;

THEREFORE BE IT RESOLVED, that the Committee hereby approves the expenditure of funds in the Outdoor Recreation Account in an amount not to exceed \$768,459 for said program provided that the project agency shall execute all assurances and contractual arrangements required by the Committee and shall perform and comply with all provisions, terms and conditions of the same. MOTION CARRIED.

E. 10 Water Access Sites

Mr. Stan Scott of the Game Department referred the Committee to the May 22, 1968 memorandum prepared by staff entitled 10 Water Access Sites. The Game Department requested approval of 10 additional access sites, identified as follows:

- | | |
|---------------------------------------|------------------------------------|
| Satsop River (Grays Harbor County) | Elochoman River (Wahkiakum County) |
| Clear Lake (Thurston County) | Skagit River (Skagit County) |
| Wynoochee River (Grays Harbor County) | Lone Lake (Island County) |
| Toutle River (Cowlitz County) | Green River (King County) |
| Smith River (Pacific County) | Martha Lake (Snohomish County) |

Magically waterfowl U.S.-D. Miller prop. purchase

Funding is to be as follows:	Int. 215 funds	\$66,750
	Ref. 18 funds	27,500
	BOR funds	94,400

*Amended
8/19/68
minutes*

MR. ODEGAARD MOVED, SECONDED BY MR. BISHOP THAT:

WHEREAS, the Interagency Committee for Outdoor Recreation finds that the ten water access sites on the Satsop River, Clear Lake, Wynoochee River, Toutle River, Smith River, Elochoman River, Skagit River, Lone Lake, Green River and Martha Lake submitted by the Department of Game are found to be consistent with the Statewide Outdoor Recreation and Open Space Plan, adopted by this committee on February 4, 1967; and

WHEREAS, the Committee finds that the Department of Game has complied with the requirement of submitting to the Committee a six-year plan for acquiring and developing outdoor recreation facilities within its authority, including necessary six-year capital budget requirements, and has satisfied the criteria previously adopted by the Committee; and

WHEREAS, sufficient funds are available for distribution by the Committee to meet program costs in accordance with the Marine Recreation Land Act of 1964, as amended, (Chapter 5, Laws of 1965, Chapter 43.99 RCW, as amended) and the Outdoor Recreation Bond Issue (Referendum 11, Chapter 12, Laws of 1963, Extraordinary Session, Chapter 43.98 RCW), subject to securing an allotment where necessary for the expenditure of funds from other authorities;

NOW THEREFORE BE IT RESOLVED that the Committee hereby approves the expenditure of funds in the Outdoor Recreation Account in an amount not to exceed \$194,800 for said ten sites provided that the project agency shall execute all assurances and contractual arrangements required by the Committee and shall perform and comply with all provisions, terms and conditions of the same. MOTION CARRIED.

II. STATUS REPORTS

MR. BIGGS MOVED, SECONDED BY MR. TOLLEFSON, THAT THE COMMITTEE ADOPT THE STATUS REPORTS ON PROJECTS, FISCAL, AND PLANNING AS MAILED TO THE COMMITTEE PRIOR TO THE MEETING. MOTION CARRIED.

III. Action Reports of Committees

A. Fiscal Committee

1. State Parks Project Withdrawals: Mr. Bishop presented the State Parks request for withdrawal of five projects which permitted justification of State Parks Wolfe Property project. MR. BIGGS MOVED THAT STATE PARKS REQUEST TO WITHDRAW FORT CANBY, TWIN HARBORS, BATTLEGROUND LAKE, LAKE CHELAN AND ANDERSON LAKE, PERMITTING JUSTIFICATION OF STATE PARKS WOLFE PROPERTY PROJECT BE ACCEPTED. SECONDED BY MR. LOFGREN, MOTION CARRIED.

~~2. Fiscal Policy-----Recommended Programming Procedure: Mr. Bishop presented the staff memorandum of May 21, 1968 on this subject which gave the findings of his committee regarding recommended programming procedure. Comments on the recommended programming procedure were secured from the Departments of Game, Parks, Natural Resources, Central Budget Agency, and Planning and Community Affairs Agency. MR. BISHOP MOVED THAT THE COMMITTEE ADOPT THE PROCEDURES AS SET FORTH IN THE MEMORANDUM FROM THE CENTRAL BUDGET AGENCY, WITH AN AMENDMENT TO ARTICLE 2-A AS FOLLOWS: add AS IDENTIFIED BY AREA TYPE. SECONDED BY MR. ODEGAARD, MOTION CARRIED. (CBA Memo as amended attached.)~~



DANIEL J. EVANS
GOVERNOR

STATE OF WASHINGTON

Office of the Governor

CENTRAL BUDGET AGENCY

Insurance Building
OLYMPIA, WASHINGTON 98501

WALTER C. HOWE, JR.
BUDGET DIRECTOR

M E M O R A N D U M

May 16, 1968

TO: Einar Hendrickson
FROM: Wallace G. Miller *Wally*
SUBJECT: Recommended Programming Procedures

Pursuant to your May 2, 1968, letter I have reviewed the recommended programming procedures and would recommend their adoption if they were in substance as follows:

1. The Capital Programs of state agencies will be requested by IAC not later than January in even-numbered years.
2. The procedural instructions included with the request from IAC to state agencies shall include the requirements that:
 - (a) State agency activities be divided into programs which each respective state agency has local authority to accomplish as identified by area types.
 - (b) Programs shall be geographically reconcilable to PCAA planning areas; such reconciliation to be included with the Capital Programs submitted to IAC.
 - (c) Programs shall be within limits of available IAC funds, the amount of which shall be estimated by IAC and made available to state agencies at the time the Capital Programs are requested.
 - (d) All state agencies will submit their IAC programs on forms prepared and provided by IAC.
3. All state agency programs for IAC funding will require submission to IAC for approval by the end of April in even-numbered years.
4. The IAC will review submitted state agency programs and when approved the same shall be included as a part of the entire state agency budget submitted to CBA.
5. The IAC Capital Budget will be submitted in even-numbered years as required; generally in July.

6. The IAC will submit to CBA as its budget a request for appropriations from the Outdoor Recreation Account within the General Fund for use in the following biennium.

I think the changes in wording and the time-oriented listing will help clarify the procedures to state agencies which must work with IAC. Also, I do not feel at this time that I should comment on the proposed Program Value Check list.

WGM:lm

RECESSED FOR LUNCH AT 12:45 p.m. -----RECONVENED AT 1:30 p.m.

3. Six-Year Program and Capital Budgets for 1969-71 with projections to 1975: Mr. Bishop reported that his subcommittee recommended the following procedure on distribution of funds:

1. Constraints on priorities and allotment of Initiative 125, Referendum 11 and Land and Water (federal) funds shall be maintained, with the existing percentage formula (53-36-11) as a guideline upon apportionment of state agency shares.
2. The equal share constraint between state/local distribution embodied in Initiative 215 will be continued to already available sources on a supplementation basis for Referendum 11 and LWCF sources.
3. That the Referendum 18 money be apportioned over a six-year period at an apportionment of 10 million the first biennium, 15 million the second and 15 million the third. And further, that the existing percentage formula serve as a guide until the Governor's budget hearing in anticipation that the Planning Agency "need" data by agencies and regions be reflected as appropriate in the agency allocations for the next biennium.
4. The Committee will give greater consideration to development monies as the need is identified in the Statewide Outdoor Recreation and Open Space Plan and as may exist in the revised State Plan.

MR. BISHOP MOVED THESE RECOMMENDATIONS BE ADOPTED, SUBJECT TO FURTHER CONSIDERATION BY THE COMMITTEE AT A LATER TIME. SECONDED BY MR. BIGGS WITH AN OFFICIAL COMMENDATION TO THE COMMITTEE. MOTION CARRIED.

B. Subcommittee on Procedures

Mr. Putnam of the IAC staff presented the staff memo of May 22, 1968 entitled Report of Sub-committee On Procedures. (Attached) The Committee instructed Mr. Putnam to have his committee and staff review the procedure proposed for requiring a second appraisal of projects over a certain amount of money, and to draft recommendations on an appeal procedure.

MR. BIGGS MOVED ADOPTION OF THE SUB-COMMITTEE REPORT AS AMENDED (attached with amendments). SECONDED BY MR. TOLLEFSON. MOTION CARRIED.

C. Acquisition of Land Prior to Federal Approval

Mr. Philip Clark of the IAC staff explained the memorandum of May 22, entitled the same as above. Mr. Clark presented the re-drafted staff recommendation, which was a request of the Committee at the February 26, 1968 meeting.

MRS. LEMERE MOVED, SECONDED BY MR. BISHOP THAT THE STAFF RECOMMENDATION WHICH FOLLOWS BE ADOPTED: To accommodate such requests, agencies will be allowed to purchase land in projects approved by the IAC and awaiting federal agency approval if, (1) the participant agency requests such permission in writing to the IAC; (2) the federal agency involved has notified the applicant in writing that the acquisition of the subject property can proceed without jeopardizing the federal application; (3) the participant agency shall comply

May 22, 1968

M E M O R A N D U M

TO: IAC Members

FROM: Einar H. Hendrickson

RE: Report of Sub-Committee on Procedures

In response to the request that certain recommendations be made in project procedures, two meetings have been held with the technical sub-committee members designated by the Chairman at the February 26, 1968 IAC meeting. Prior to the first meeting Project Officer Phil Clark and myself discussed the methods being used in accepting applications and the various steps taken in processing them. Analysis of these steps was then done and a discussion outline was prepared. We were assisted in defining our problems by Clarence Maesner of the BOR.

It became apparent that many factors were causing delays in processing and approving applications. The fault lay not only with the IAC but also with the agencies submitting applications. In analyzing these factors and with definition of the problem areas, discussions with Sub-Committee on Procedures members ensued. Consensus of opinion was not reached on all the recommendations herein proposed.

In the material which follows, the problem has been stated and a recommendation is presented:

1. Inadequate and incomplete applications submitted to the IAC.

Recommendation

That an inadequate or incomplete application be returned to the

applicant agency at once, and that the burden of submitting an acceptable one be placed on them.

2. Poor Communication between the IAC and the participating agencies.

Recommendation

That pre-award surveys be made on all projects before approval by the IAC. This procedure will be one way of breaking down the communication barrier and will also be a means of judging the applicants ability to perform adequately. Additional documentation and back-up material needed can be obtained during this survey.

3. Too short a period of time between receipt of projects and their presentation to the IAC for funding.

Recommendation

- a. State agencies to be funded quarterly with cut-off date for receipt of projects to be established at no later than 30 days prior to the IAC meeting.

- b. Local agencies to be funded twice a year with cut-off date for receipt of projects no later than 30 days after the last preceding IAC meeting.

(Detailed project time schedules on page 5-6 which may be varied at the descretion of the Administrator for good cause shown)

4. Poor appraisals and unrealistic estimates of project costs by applicants leading to amendment requests and amendments with subsequent delays.

Recommendation

Appraisals (same for state agencies)

- a. Current appraisals of property valued in excess of \$80,000 shall be submitted with the project application.

- b. Current appraisals of property valued at \$80,000 or less shall be submitted within a 90 day period following approval by the IAC.
- c. Upon approval of a project, the cost of the project established would be the application amount or the appraisal amount, whichever is the lesser.

5. Too short option periods leading to emergency requests.

Recommendation

On acquisition projects for which no signed project agreement exists between the agency, the IAC and the participating federal agencies and in which options are involved, the option period must extend at least 90 days beyond the date of the IAC approval on LWCF projects, and a minimum of 30 days beyond the date of IAC approval if only state funds are involved.

6. Inability of staff to promptly and efficiently inspect development projects.

Recommendation

That at the option of and within the discretion of the staff, the inspection of work to be done on development projects by an Engineering Consultant or by agreement with the Engineering and Architecture Division of General Administration.

7. No provision to require a title search on development projects to clarify status of land in regard to ownership, easements, liens and assurance that the work is being done in the proper location.

Recommendation

- a. For development projects, the IAC will require proof, satisfactory to the administration, that the development is on land owned or leased for at least 25 years by the developing agency.
- b. For acquisition projects, the applicant shall provide a preliminary report showing the condition of the title to be acquired, the cost of this report to be at the expense of the applicant agency.

8. Failure of agencies to provide timely billings to the IAC and delay in closing out projects.

Recommendation

- a. Education of agency during pre-award survey on the billing process.
 - b. Quarterly review of status of all projects with emphasis on closing out projects.
 - c. Revision and re-writing of Procedural Guidelines to clarify agencies responsibilities in this area.
9. Lack of clearly defined policy for guidance of IAC and staff.

Recommendation

- a. It is recommended that all policies adopted by the IAC be extracted from the minutes and be presented to an attorney for classification into legal and extra-legal categories for the purpose of development of a policy manual.
- b. When the policy manual is completed, the procedural manual be re-written for implementation of the policies.

We ask that this report be accepted by motion.

TIME SCHEDULE FOR LOCAL PROJECT PROCESSING*

Number of Elapsed
Days from the Last
Local Funding Meeting

Time Schedule

- (1)
- 0 IAC Funding Meeting for local projects.
- (2)
- 30 Local projects to be considered at the next funding meeting must be submitted to the IAC within 30 days after the last local funding meeting.
- (3)
- 45 Within 15 days after receipt of applications by the IAC, all applicant agencies are to be notified of additional information needed to complete the initial application.
- (4)
- 75 Additional information requested in number 3 above is due within 30 days following the written request. All projects not meeting this deadline will be returned to the applicant with instructions for resubmittal for consideration at a later funding meeting. Pending project description shall be provided IAC members and federal agencies at the earliest practicable moment.
- (5)
- 135 All projects are to be site inspected by IAC Staff within 60 days after the deadline for receipt of additional information. If necessary, additional information and documentation needed to complete the application will be requested at this time.
- (6)
- 150 Deadline for receipt of information requested during site inspection is set for all agencies at 150 days following the last funding meeting.
- (7)
- 164 Staff recommendations on funding will be mailed to the Committee 14 days prior to the meeting.
- (8)
- 180 Funding meeting for local projects. Timing allows 14 days for IAC Staff evaluation after applications are completed and projects site inspected.

* This schedule is based on two local project funding meetings per year, at alternate quarterly meetings of the IAC.

TIME SCHEDULE FOR STATE PROJECT PROCESSING

Note: The processing schedule for state projects is based on funding consideration of state agency projects at each of the four quarterly IAC meetings.

Schedule

(1)

Within 45 days prior to the IAC Meeting at which action on funding will take place, state agencies planning on submitting projects will meet with IAC staff to discuss such projects. At this time staff will notify each member of the IAC of pending state projects.

(2)

Project applications for projects discussed two weeks earlier are to be submitted to the IAC no later than 30 days prior to the IAC Meeting. If additional information is needed, IAC will notify the participant agency immediately.

(3)

Additional information requested in number 2 above shall be submitted to the IAC within 14 days, and in all instances, prior to the deadline of staff recommendation mailings to the Committee.

(4)

Staff recommendations on funding will be mailed to the Committee 14 days prior to the meeting.

(5)

Site inspection of state agency projects will be conducted at the discretion of IAC Staff.

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with all procedures and policies established by the IAC for processing acquisition projects, and (4) an executed IAC Project Agreement be on file with the IAC.

Further, if a participant agency proceeds with the purchase of land on the basis of the above conditions, the IAC shall not consider any request for increasing the IAC share of the cost of said project in the event the federal agency involved does not approve funding. Therefore, if a participant agency acquires land prior to federal approval, such action is undertaken at the risk of the participant having to absorb 75 percent of the cost of acquisition, with no increase in matching allowed by the IAC.

This is based upon existing policy whereby retroactive funding is not eligible for consideration. In other words, once land has been acquired any increase in IAC matching would be in conflict with Committee policy on retroactive funding.

Such policy precludes any action to increase IAC matching based upon the December 8, 1967 policy relative to 75 percent matching after all sources of federal funds have been exhausted. Staff interprets this policy as being applicable only in cases in which acquisition has not been undertaken at the time of consideration of such funding by the IAC. MOTION CARRIED.

NEW BUSINESS

I. Discussion of Adoption of Rules as they Relate to the Administrative Procedures Act
Morton Tytler, Assistant Attorney General for the IAC, presented draft rules for the Committee to approve in principle, which were not on the agenda for approval at the May 27, meeting. MR. TOLLEFSON MOVED, SECONDED BY MR. ROTTLETT THAT THIS DRAFT BE ACCEPTED FOR STUDY AND THAT THE COMMITTEE INSTRUCT THE ATTORNEY GENERAL'S OFFICE TO SET A HEARING DATE SUBJECT TO LAW. MOTION CARRIED.

II. Change in August Meeting

Mr. Hendrickson stated that State Parks and the IAC will be meeting one weekend apart at Ocean Shores and asked the Committee if they would like to have a joint meeting with the State Parks and Recreation Commission. MR. TOLLEFSON MOVED, SECONDED BY MR. ROTTLETT, THAT THE IAC HOLD A JOINT MEETING ON AUGUST 25 AND 26 WITH THE WASHINGTON STATE PARKS AND RECREATION COMMISSION AT THE POLYNESIAN MOTEL, OCEAN SHORES, WASHINGTON. MOTION CARRIED.

III. State Parks Battleground Lake Mr. Odegaard referred the Committee to his letter of May 15. Mr. Odegaard asked the Committee for an authorization to spend Parks and Recreation Commission money and be reimbursed from Referendum 11 monies when available for the fourth and final stage of Battleground Lake. MR. BIGGS MOVED THIS BE ALLOWED, SECONDED BY MR. TOLLEFSON, MOTION CARRIED.

IV. Mr. Odegaard and Mr. Milt Martin gave a presentation of slides of state parks in Washington, showing slides of parks that have come about from funds in the Referendum 11 and Initiative 215 accounts. CHAIRMAN BELL COMMENDED STATE PARKS FOR THE PRESENTATION.

MEETING ADJOURNED 2:30 p.m.

RESPECTFULLY SUBMITTED,

EINAR H. HENDRICKSON
Administrator

Einar H. Hendrickson

Ratified by the Committee:

11/25/68

Date

as corrected

Lewis A. Bell
LEWIS A. BELL
Chairman

Dear IAC Member:

Transmitted herewith you will find a copy of the _____
Interagency Committee for Outdoor Recreation Meeting Minutes.

Please review these minutes and submit any changes as soon as possible.

Sincerely,

EINAR H. HENDRICKSON
Administrator

DGJ

*Not approved
Corrections not made*

ADDITIONS OR CORRECTIONS TO IAC MINUTES

111.B - Did Mr. Lofgren make any comments regarding a report on the motor boat fuel tax?

OLD BUSINESS

1.A. - "Mr. Clark brought the matter of the City of Edmonds " Who seconded this motion?

Also in the next section on the following page, about a third of the way down, the indented paragraph reads "Projects not funded the Committee was"