

Pend Oreille County, Washington
Voluntary Stewardship Program
Scope of Services
December 2, 2015

Pend Oreille County has elected to participate in the Voluntary Stewardship Program established by the Washington State Legislature, subject to the availability of funding. The purpose of this program is to provide counties with an alternative approach to protect critical areas on or near agricultural lands. In 2015 the Legislature appropriated funding to implement the Voluntary Stewardship Program in Pend Oreille County, including an estimated \$150,000 in state fiscal year (SFY) 2016 and \$120,000 in SFY 2017.

The County has been assisted through the final adoption of the Comprehensive Plan, the preparation of the updated Development Regulations, and in updating the County's Shoreline Master Program by its planning consultant, G. R. Dohrn and Associates. In order to maintain the continuity and consistency with these previous planning initiatives and to maintain the credibility and momentum necessary to successfully complete the task at hand, it is the intent of the County to retain G. R. Dohrn and Associates to support the County's participation in the Voluntary Stewardship Program and to facilitate timely and meaningful local involvement. As a result, upon authorization to proceed G. R. Dohrn and Associates (Consultant) shall provide under the direction of the Pend Oreille County Community Development Department (County), the following professional planning services in support of designing and implementing the County's Voluntary Stewardship Program.

TASK 1 PROJECT MOBILIZATION

1.1 Execute Grant Documents

Pend Oreille County, in partnership with the Washington State Conservation Commission, shall take such actions as may be necessary to accept a grant award to initiate a local process to design and implement a Voluntary Stewardship Program in the county.

1.2 Finalize Consultant Contract

G. R. Dohrn and Associates shall prepare for County review and approval a detailed Scope of Services and Budget to implement the Conservation Commission approved VSP project in Pend Oreille County.

1.3 Establish Project Steering Committee(s)

G. R. Dohrn and Associates shall assist the County in establishing a Steering Committee(s) to guide this project. It is anticipated that the Steering Committee may include representatives of Pend Oreille County, the Kalispel Tribe, the Pend Oreille PUD, the Pend Oreille Conservation District, local property owners, representatives of

agricultural organizations, environmental organizations, and representatives of other local organizations and interests. In addition, an Executive Committee may be established to strengthen local partnerships and to help ensure the highest levels of local coordination.

1.4 Planning Process Guidelines

G. R. Dohrn and Associates shall prepare for Steering Committee(s) review and approval Planning Goals and a draft Public Participation Plan to guide the Voluntary Stewardship Program development process. In addition, G. R. Dohrn and Associates shall prepare and present an integrated SEPA/GMA compliance strategy for coordinating the VSP development process with the process for updating the County's Comprehensive Plan and Development Regulations. It is anticipated that the Public Participation Plan will emphasize the establishment of a separate working group for each of the three watersheds in the County, WRIA 55, 57 and 62, to ensure that the process is sensitive to localized needs and priorities.

1.5 Resource Documents

The County, in consultation with the Washington State Conservation Commission shall assemble such documents and plans as may be available to serve as a resource during this planning process. This may include, but is not limited to:

- a. VSP program documents from other communities;
- b. WRIA documents;
- c. Water quality data and plans;
- d. Local species recovery data and plans;
- e. Local restoration plans;
- f. Local dam relicensing documents;
- g. Farmland protection plans;
- h. Reports, studies, and plans that document existing environmental conditions, particularly water quality and habitat.

1.6 Preliminary Jurisdiction Map

Pend Oreille County shall prepare preliminary maps for each watershed that highlight:

- a. Properties participating in the County's agricultural current use taxation program;

- b. Environmentally sensitive or critical areas.

1.7 Preliminary Analysis

G. R. Dohrn and Associates shall review all relevant project information and prepare a preliminary report highlighting the key policy issues to be addressed during the VSP development process.

1.8 Steering Committee(s) Briefing

G. R. Dohrn and Associates shall, in consultation with the County and the Washington State Conservation Commission present a briefing session for the Steering Committee(s) highlighting the goals of the planning process, the requirements of state law, the approved work plan and expected deliverables, and the role of the Steering Committee(s).

1.9 Introductory Community Meetings

G. R. Dohrn and Associates shall, in accordance with the provisions of the approved public participation plan, prepare, and facilitate a series of community meetings designed to introduce the VSP development process, and to identify issues, opportunities, and priorities of local importance.

1.10 Preliminary Report

G. R. Dohrn and Associates shall prepare and present a preliminary report that highlights the findings of the initial project research and compliance review that summarizes the findings from the initial community meetings, and identifies priority issues to be addressed during the Inventory and Analysis Task.

Task 1 Deliverables:

- A. Consultant Contract**
- B. Project Planning Goals**
- C. Public Participation Plan**
- D. Draft SEPA/GMA Compliance Strategy**
- E. Resource Document Bibliography**
- F. Preliminary Maps**

G. Steering Committee(s) Orientation Meeting Minutes

H. Community Meeting Minutes

I. Preliminary Consultant Report

TASK 2 INVENTORY AND ANALYSIS

2.1 Data Inventory

The County, in consultation with Steering Committee(s) members, will assemble existing data that can be used to document baseline conditions, identify environmentally sensitive areas at risk of degradation, establish priorities for protection, to set protection and enhancement benchmarks, and to evaluate the effectiveness of proposed stewardship measures.

2.2 New Data

G. R. Dohrn and Associates shall prepare for Steering Committee(s) review and approval a list of additional data that may be necessary to support the VSP development process. It is anticipated that the Kalispel Natural Resource Department and or the Pend Oreille County PUD shall oversee and provide technical support for the field collection of new data.

2.3 Community Meetings

It is anticipated that during the data gathering process another series of community and intergovernmental meetings will be held in accordance with the provisions of the approved plans to review the availability of existing data, the priorities for gathering new data, proposed data gathering methodologies, to identify other sources of data, and to receive comments on local or sub-area data priorities. G. R. Dohrn and Associates will plan and facilitate these meetings in accordance with the provisions of the Public Participation Plan.

2.4 Data Analysis

G. R. Dohrn and Associates shall facilitate the technical analysis of the data and maps and shall prepare and present a report that summarizes the important findings and that highlights potential policy issues. In addition to the technical expertise available through the Kalispel Natural Resources Department and other participating agencies, it is anticipated that G. R. Dohrn and Associates may retain such additional sub-consultants as may be necessary to adequately collect and/or analyze the data.

Deliverables:

L. Existing Data Inventory

N. New Data

O. Community Meeting Minutes

P. Data Analysis Report

TASK 3 VSP WORK PLAN DEVELOPMENT

In accordance with the provisions of VSP guidelines, a VSP Work Plan shall be prepared for Pend Oreille County that features benchmarks and timelines that includes technical assistance strategies.

3.1 Table of Contents

G. R. Dohrn and Associates shall prepare for County review and approval a Table of Contents for the VSP Work Plan.

3.2 Draft VSP Work Plan

It is anticipated that the County will actively involve the Steering Committee(s) in this process and will utilize a process similar to that utilized in finalizing the final draft of the Comprehensive Plan and in preparing the County's Development Regulations. This process includes the presentation of a policy issue at a Steering Committee meeting along with a set of discussion questions intended to help solicit direction from the Committee(s). Draft documents will then be presented for review and comment at a subsequent meeting and a new topic will then be introduced. This is a hands-on process that features active public involvement throughout the process and has a proven track record in developing high levels of community ownership in the outcomes.

3.3 Public Meetings

It is anticipated that at least one round of public meetings will be held during the drafting process to provide the public with an opportunity to comment on the progress to date and remaining issues to be addressed. This will also enable the County to make adjustments necessary to address unique sub-area needs and opportunities. G. R. Dohrn and Associates will plan and facilitate these meetings in accordance with the provisions of the Public Participation Plan.

3.4 Integrated Public Review

In accordance with the provisions of the Public Participation Plan it is anticipated that the Steering Committee will recommend that the draft VSP Work Plan be formally distributed for public and agency review and comment. It is anticipated that this may include an integrated SEPA/GMA review process.

3.5 Response to Comments

Depending on the availability of resources, G. R. Dohrn and Associates shall facilitate the review of public and agency comments and at the request of the County shall prepare potential revisions for Steering Committee(s) review.

3.6 Steering Committee(s) Recommended Draft

In accordance with the provisions of the Public Participation Plan it is anticipated that the Steering Committee(s) will recommend that the VSP Work Plan be distributed for final review and approval by the Pend Oreille County Board of County Commissioners.

Deliverables:

- Q. VSP Work Plan Table of Contents**
- R. Draft VSP Work Plan**
- S. Public Meeting Minutes**
- T. Steering Committee(s) Review Draft VSP Work Plan**

TASK 4 FINAL APPROVAL

4.1 Final Public Review

G. R. Dohrn and Associates shall plan and facilitate a public hearing before the Board of County Commissioners to receive final public comment on the final draft of the VSP Work Plan.

4.2 Board of County Commissioners Review and Authorization

G. R. Dohrn and Associates shall provide support to the Board of County Commissioners in reviewing the final VSP documents prior to submittal to the Washington State Conservation Commission. Upon authorization by the Board of County Commissioners, the draft VSP Work Plan will be submitted to the Conservation Commission for final review and approval.

4.3 Final Washington State Conservation Commission Review and Approval

G. R. Dohrn and Associates shall assist the County in responding to questions and/or responding to comments from the Conservation Commission.

4.4 Final Approval

Upon approval by the Washington State Conservation Commission, the G. R. Dohrn and Associates shall assist County staff in drafting the ordinance(s), inter-local agreements, and contracts necessary to implement the approved VSP Work Plan.

Deliverables:

U. Public Hearing Minutes

V. Final Board of County Commissioner Review Draft

W. Conservation Commission Approved VSP Work Plan

X. Implementation Documents

TASK 5 PROJECT MANAGEMENT

During this multi-year planning process it is essential that the project activities be coordinated with other local planning initiatives and that all conditions of the Conservation Commission grants be met in a timely manner. As a result, G. R. Dohrn and Associates shall, under the direction of the Pend Oreille County Community Development Department, provide the following Project Management services in support of the County's participation in the Voluntary Stewardship Program.

5.1 Steering Committee Meetings

It is anticipated that the Steering Committee(s) will meet at least once a quarter and more frequently at times during the project to help ensure that the highest level of coordination is being provided and to address emergent issues. G. R. Dohrn and Associates shall provide staff support to the Steering Committee(s) as requested by the County.

5.2 Workshops and Conferences

It is anticipated that key project staff may benefit from attending state or regional planning conferences and workshops regarding the Voluntary Stewardship Program or related GMA initiatives.

5.3 Grant Management

G. R. Dohrn and Associates shall assist the County in preparing regularly progress reports and in providing such information that may be required to comply with Conservation Commission contract management requirements.

5.4 Invoice and Activity Reports

G. R. Dohrn and Associates shall provide with each invoice an activity report highlighting the services provided during the invoice period, planned activities in the coming months, and emergent management issues that may need to be addressed. It is understood that the Consultant may reallocate resources between tasks in the approved project budget provided that the contract amount is not exceeded. It is further understood that the extent to which tasks are completed by the Consultant and the level of effort involved will be consistent with the level of resources allocated to this contract and as a result, certain activities may need to be scaled back or deferred until additional resources are available.

Deliverables:

V. Steering Committee(s) Meeting Minutes

W. Grant Reports

X. Consultant Invoice and Activity Reports

**Pend Oreille County VSP Program
Project Budget**

Year 1 October 2015 to June 30, 2016 **\$150,000**

Salaries and Benefits **\$50,000**

Cesar Stoddard	\$18,000
Andy Huddleston	\$18,000
Teri Ann Hedke	\$4,000
Mike Lithgow	\$10,000

Expenses **\$10,000**

- Travel
- Printing
- Publications
- Committee Support

GIS Services **\$5,000**

Consulting Services **\$75,000**

Management Reserve **\$10,000**

- Data Gathering
- Special Studies
- Contingency

Year 2 July 1, 2016 to June 30, 2017 **\$120,000**

Salaries and Benefits **\$67,000**

Cesar Stoddard	\$24,000
Andy Huddleston	\$24,000
Teri Ann Hedke	\$6,000
Mike Lithgow	\$13,000

Expenses **\$13,000**

GIS Services **\$5,000**

Consulting Services **\$35,000**

Management Reserve **\$0**

Note: It is assumed that unexpended Year 1 funds can be carried over to Year 2, but that all funds must be expended by the end of Year 2, which is the end of the state beinnium.

G. R. Dohrn and Associates

Memorandum

Date: September 8, 2015

To: Mike Lithgow

From: Gregg Dohrn

Subject: Voluntary Stewardship Program

As a follow-up to our recent discussions I thought it might be helpful to summarize and highlight some of the important matters that will need to be addressed and upcoming steps that will need to be taken as the County implements the grant from the Washington State Conservation Commission.

1. Project Management.

The purpose of the Voluntary Stewardship Program is to provide counties with an alternative approach to protect environmentally sensitive areas without adversely affecting ongoing agricultural activities. Since the County is the grant recipient and is responsible for implementation under the traditional regulatory approach and under the alternative VSP approach, it is important that all project activities be conducted under the leadership and direction of the Board of County Commissioners (BOCC). In addition to the staff support provided by the County Department of Community Development and the County Planning Consultant, the following entities will be critical to the success of this project:

- a. VSP Steering Committee. It is recommended that the BOCC establish a Steering Committee to guide the VSP planning process and to make recommendations to the BOCC. The Steering Committee would function in an advisory role similar to the Planning Commission and would include representatives of the local agricultural community, the local environmental community, the Kalispel and possibly the Spokane Tribes, and perhaps several at-large members such as a planning commissioner, a representative of the PUD, or perhaps the EDC. Careful consideration should be given to who will chair the steering committee, one option would be for one of the County commissioners to serve as the chair, and another option would be to ask one of the at-large members who is well respected in the community to serve as the chair.
- b. VSP Executive Committee. In addition to the Steering Committee, it is recommended that an executive committee be established to address resource allocation issues or to help provide direction when needed. The executive committee could be a small subcommittee of the steering committee with a representative of the agricultural and environmental community, a tribal member, a County Commissioner and perhaps one at-large member.

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- c. Watershed Work Groups. Pend Oreille County basically consists of two drainage basins, one which drains into the Pend Oreille River (WRIA 62) and another that drains into the Little Spokane River (WRIA 55 and 57). While there will need to be a degree of consistency throughout the county, there are differences between the drainage basins that may warrant different approaches. As a result, it is recommended that a work group be established to address issues in the WRIA 62 area in the northern portion of the county and that a separate work group be established for the WRIA 55/57 areas in the southern portion of the county. The work groups could include members of the steering committee as well as individuals such farmers or property owners who have a specific interest in their immediate neighborhood.

Under this proposed management structure recommendations would be made by the Steering Committee to the BOCC, any proposed changes would be submitted by the BOCC to the Conservation Commission for review and approval, and no changes would be implemented until approved by the BOCC. In addition, careful consideration would need to be given when making appointments to the Steering Committee to make sure that all local interests are adequately represented and that the process is driven by end Oreille County residents.

2. Project Mobilization.

While there is a lot of work to do and less than two years in which to do it, as we discussed it is extremely important that an emphasis be placed on doing things well throughout the process and that adequate time be allocated for local deliberations. As a result, it is extremely important that we as staff are prepared and have conducted all required information gathering and research before we initiate committee discussions. In particular, we must be able to answer the following questions so that the committees will have the full context necessary to support their efforts:

- a. What is the default position or no action alternative? Under current state law, what changes to the County Development Regulations would need to be made in order for the County to remain in compliance? How might these changes affect current agricultural practices?
- b. What must the VSP Work Plans address and contain in order to satisfy the requirements of the law and the grant and to gain approval from the Washington State Conservation Commission?
- c. What are the potential benefits of the County preparing and implementing a VSP Work Plan?
- d. What are the downside risks of participating in the Voluntary Stewardship Program? What if the County's VSP Work Plan is not approved or if individual farmers choose not to participate?

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3. Data Management and Monitoring.

There will be a considerable amount of data that will need to be collected in order for the County to make more informed choices about how best to proceed with protecting agricultural activities and the environment. As we discussed, given the limited time and resources available, it will be important to use existing and readily available data to the greatest extent possible. In addition, it will be critical when establishing benchmarks to measure the success of the program that these benchmarks are also based on readily available data so that the County is not saddled with the expense of collecting new data on an ongoing basis with any financial support from the State.

I hope this information adequately summarizes our discussions to date and provides a framework for our ongoing discussions. I am excited about the potential for the Voluntary Stewardship Program but am also cognizant of the many challenges that will need to be addressed and the importance of managing expectations as well as establishing clear and open forums for community discussions. I look forward to our collaboration!!