



JEFFERSON COUNTY PUBLIC HEALTH

615 Sheridan Street • Port Townsend • Washington • 98368
www.jeffersoncountypublichealth.org

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Tami Pokorny, Environmental Specialist II

DATE: **January 13, 2014**

SUBJECT: Review of Draft Program Materials and Resolution to Begin the 2014 Conservation Futures Funding Cycle

STATEMENT OF ISSUE:

Staff requests BoCC review and discussion of draft program materials and a draft resolution to begin the 2014 Conservation Futures Funding Cycle.

ANALYSIS/STRATEGIC GOALS/PRO'S and CON'S:

The Conservation Futures Citizen Oversight Committee (CF Committee) developed recommendations for changes to the program Application and Ratings Sheet and Manual at its September 11 and November 14, 2013 meetings. A summary of the recommendations is attached to this request in addition to copies of the draft materials. The proposed draft resolution would establish a conservation futures application period of January 26 to March 3, 2014, and estimates available funding, as calculated by JCPH staff, at \$115,000. Of this amount, up to \$33,516 may be awarded to operations and maintenance activities (15% of 2013 revenues).

This is also an appropriate time to provide any additional direction to the CF Committee for evaluating applications and to also review the Conservation Futures Citizen Oversight Committee bylaws. Section 3.08.030(2) of Jefferson County Code states that the BoCC may, at its discretion, adopt a motion that provides additional direction on priorities for evaluating applications within the criteria identified in Chapter 3.08 JCC. In December, the BoCC requested an opportunity to review the Conservation Futures Citizen Oversight Committee bylaws, which are also attached to this request. Article IX states that the bylaws may be subject to review by the commissioners in the fourth calendar year after their enactment (2006) and every fourth year thereafter.

COMMUNITY HEALTH
DEVELOPMENTAL DISABILITIES
MAIN: 360385-9400
FAX: 360385-9401

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER COMMUNITY

ENVIRONMENTAL HEALTH
WATER QUALITY
MAIN: 360385-9444
FAX: 360379-4487

FISCAL IMPACT/COST BENEFIT ANALYSIS:

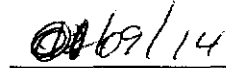
The draft program materials and draft resolution would have no impact to the General Fund. Funding to support the Conservation Futures Program is provided by the Jefferson County Conservation Futures Tax Levy. The estimate of available funds for 2014 projects was calculated using a projection for 2013 revenue to the Conservation Futures Fund, Resolution 31-13, which reserved \$83,500 for the Tarboo Forest Conservation – Phase II Project, previously budgeted project expenses, and other anticipated program costs. The final figure for funds available to new projects will be calculated prior to project ranking by the CF Committee.

RECOMMENDATION:

JCPH Management recommends the BoCC review the draft materials for the 2014 Conservation Futures Funding Cycle and consider whether they would like to provide any additional direction or comments on the bylaws.

REVIEWED BY:


Philip Morley, County Administrator


Date

STATE OF WASHINGTON
County of Jefferson

In the Matter of Establishing a Conservation	}	
Futures Program Application Period, Setting	}	
An Estimated Amount of Conservation	}	
Futures Funds Available and Approving	}	
Program Materials for Use in the 2014	}	RESOLUTION NO. _____
Conservation Future Funding Cycle	}	

WHEREAS, conservation futures tax levy collections, authorized under RCW 84.34.230 are an important means of retaining community character and accomplishing open space policies and objectives of the Jefferson County Comprehensive Plan that encourage the coordinated acquisition of key open space lands for long term protection, and;

WHEREAS, Jefferson County is authorized by RCW 84.34.210 and 84.34.220 to acquire open space land, agricultural and timber lands, as defined in RCW 84.34.220, and;

WHEREAS, the Conservation Futures Citizen Oversight Committee and program staff have developed and revised program materials in accordance with Jefferson County Code Section 3.08.030, and;

WHEREAS, under the provisions of the Jefferson County Code Section 3.08.030(1), an application submission date shall be established no later than March 30, and;

WHEREAS, under the provisions of the Jefferson County Code Section 3.08.030(1), public notice shall be provided at least one month prior to the application submission date, and;

WHEREAS, Public Health has estimated the amount of Conservation Futures funds available for new acquisition and operations and maintenance projects in 2014, and;

WHEREAS, Jefferson County Board of County Commissioners considers it in the best public interest to establish the program application materials, period and available funding for the 2014 Conservation Futures funding cycle,

NOW, THEREFORE BE IT RESOLVED by the Jefferson County Board of Commissioners as follows:

1. Jefferson County hereby approves of the draft 2014 Conservation Futures Program Manual, Application, and Score Sheet.
2. The Conservation Futures application period will commence January 26, 2014 and the application submission deadline will be March 3, 2014.

RESOLUTION NO. _____ Establishing a Conservation Futures Program Application Period, Setting an Amount of Conservation Futures Funds Available and Approving Program Materials for Use in the 2014 Conservation Futures Funding Cycle

3. The total amount of Conservation Futures Funds available to the 2014 funding round is estimated to be \$115,000.
4. Of this amount, up to \$33,516 is available to fund operations and maintenance projects.

APPROVED AND ADOPTED this ____ day of _____, 2014 in Port Townsend, Washington.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

John Austin, Chair

ATTEST:

Phil Johnson, Member

Carolyn Avery
Deputy Clerk of the Board

David Sullivan, Member

Summary of Proposed Changes to 2014 Conservation Futures Funding Cycle Materials

Application and Score Sheet

1. Title changed from "Application and Ratings Sheet" to "Application and Score Sheet"
2. Score Sheet Question 5
"To what degree is the project part of an adopted open space, conservation, or resource preservation program or plan, or identified in a community conservation effort?"
Language removed:
Site identified in the adopted plan = 5 points
Site is not identified in the adopted plan, but the project complements an adopted plan = 3 points
Stand alone project with an adopted plan and potential to stimulate broader conservation efforts = 1 point
Replaced with: *Sliding scale: 1-5 points*
3. Score Sheet Question 6
"To what degree does the project conserve opportunities which are otherwise lost or threatened?"
Language removed:
a. Significantly threatened = 5 points
b. Moderately threatened = 3 points
c. Slightly threatened = 1 point
d. Not threatened = 0 points
Replaced with: *Sliding scale: 1-5 points*
4. Score Sheet Question 9
"To what degree does the project serve a significant benefit area?"
Language removed:
a. Broad county benefit = 5 points
b. Localized benefit = 3 points
Replaced with: *Sliding scale: 1-5 points*

Program Manual

1. Added a sentence to the Overview section on page 4:
The application period for 2014 will be posted on the program website, announced in local newspapers and via email, and available by contacting program staff.
2. Description of process in Project Selection section on page 4 now reads:
After the site visits and project presentations, each CF Committee member independently scores each project on a preliminary basis. At the next meeting, the scores are discussed and projects are ranked. The committee then develops a recommendation for allocating the available funding between projects and between capital expenses and O & M.
3. Added a sentence to the Reimbursement section on page 5:
Deeds and conservation easement documents must be recorded by the Jefferson County Auditor's Office within 30 days of closing.
4. Added a sentence to the Acquisition Projects section on page 6:
Multi-year acquisition projects are generally discouraged.
5. The Project Agreement Template now contains an Independent Contractor section (K.) on page 13.
6. Dates, Committee membership and map updated.



2014 Jefferson County Conservation Futures Program Property Acquisition and/or Operations and Maintenance Project Application

Please complete the following application in its entirety. Be sure to answer "N/A" for questions that don't apply to the project. Incomplete applications will not be accepted for consideration. Unless directed otherwise, use as much space as needed to answer each question. Contact program staff at 379-4498 or tpokorny@co.jefferson.wa.us with questions.

Background and Eligibility Information

1. Project Title: _____

2a. Conservation Futures Acquisition Request: _____

b. Conservation Futures O&M Request: _____

3. Total Conservation Futures Request: _____

4. Please indicate the type of interest contemplated in the acquisition process.

Warranty Deed Easement Other (Please describe below.)

In whose name will the property title be held after acquisition?

5. Applicant Information

Name of Applicant or Organization: _____

Contact: _____

Title: _____

Address: _____

Phone: (____) ____ - _____, ext. _____ Fax: (____) ____ - _____, ext. _____

Email: _____

6. Sponsor Information: (if different than applicant) _____

Organization Name: _____

Contact: _____

Title: _____

Address: _____

Phone: (____) ____ - _____, ext. _____ Fax: (____) ____ - _____, ext. _____

Email: _____

This application was approved by the sponsor's legally responsible body (e.g., board, council, etc.) on _____, 20__.

7. Site Location

Street Address or Description of Location:

Driving Directions from Port Townsend:

Section: _____ **Township:** _____ **Range:** _____

Assessor's Parcel Number(s): _____

8. EXISTING CONDITIONS

New Site: Yes No _____ **Number of Parcels:** _____

Addition to Existing Site: Yes No _____ **Acres to Be Acquired:** _____

Total Project Acreage (if different): _____ **Current Zoning:** _____

Existing Structures/Facilities: _____

Any current covenants, easements or restrictions on land use: _____

Current Use: _____

Waterfront (name of body of water): _____

Shoreline (linear feet): _____

Owner Tidelands/Shorelands: _____

9. Current Property Owner __ is __ is not a willing seller.



10. In 1000 words or less, provide a summary description of the project, the match, overarching goal, and three top objectives. Include information about the physical characteristics of the site that is proposed for acquisition with Conservation Futures Program funds including: vegetation, topography, surrounding land use, and relationship to parks, trails, and open space. Describe the use planned for the site, any development plans after acquisition (including passive development), characteristics of the site which demonstrate that it is well-suited to the proposed use, and plans for any structures currently on the site. If applicable, describe how the site relates to the larger project, and whether the project has a plan, schedule and funding

dedicated to its completion. Please also list any important milestones for the project or critical dates, e.g, grant deadlines. List the dates and explain their importance. Please attach a spreadsheet of the budget.

11. Estimate costs below, including the estimated or appraised value of the propert(ies) or property right(s) to be acquired, even if Conservation Futures funds will only cover a portion of the total project cost. In the case of projects involving multiple acquisitions, please break out appraisals and estimated acquisition costs by parcel.

- a. Estimated or Appraised Value of Propert(ies) to be Acquired: _____
- b. Total Estimated Acquisition-related Cost (see Conservation Futures Manual for eligible costs):

- c. Total Operation and Maintenance Cost: _____
- d. Total Project Cost: _____

Basis for Estimates (include information about how the property value(s) was determined, anticipated acquisition-related costs, general description of operation and maintenance work to be performed, task list with itemized budget, and anticipated schedule for completion of work):

Part 12: Matching Fund Estimate

- 1a. Sponsor or other organizations __ will __ will not contribute to acquisition of proposed site and/or operation and maintenance activities.
- b. If applicable, please describe below how contributions from groups or agencies will reduce the need to use Conservation Futures program funds.

c. Matching Fund Estimate	Acquisition	O&M	%
Conservation Futures Funds Requested	_____	_____	____%
Matching Funds/Resources*	_____	_____	____%
Total Project Acquisition Cost	_____	_____	100%

* If a prior acquisition is being proposed as match, please describe and provide documentation of value, location, date of acquisition and other information that would directly link the match to the property being considered for acquisition.

d. Source of matching funds/resources	Amount of contribution	Contribution approved?		If not, when?	Contribution available now?		If not, when?
		Yes	No		Yes	No	
_____	\$ _____	Yes	No	_____	Yes	No	_____
_____	\$ _____	Yes	No	_____	Yes	No	_____
_____	\$ _____	Yes	No	_____	Yes	No	_____
_____	\$ _____	Yes	No	_____	Yes	No	_____

NOTE: Matching funds are strongly recommended and a higher rating will be assigned to those projects that guarantee additional resources for acquisition. Donation of property or a property right will be considered as a matching resource. Donation of resources for on-going maintenance or stewardship (“in-kind” contributions) are not eligible as a match.

2 a. Sponsoring agency __is __is not prepared to provide long-term stewardship (maintenance, up-keep, etc.) for the proposed project site.

b. Describe any existing programs or future plans for stewardship of the property, including the nature and extent of the commitment of resources to carry out the stewardship plan.

3 a. Describe the sponsoring agency’s previous or on-going stewardship experience.

b. Has the sponsor and/or applicant of this project been involved in other projects previously approved for Conservation Futures funding?

____No, neither the sponsor nor applicant has been involved in a project previously approved for Conservation Futures funds.

____Yes, the sponsor and/or applicant for this project has been involved in a project previously approved for Conservation Futures funds. Please provide details:

4 a. Property __can __cannot feasibly be acquired in a timely fashion with available resources.

b. Necessary commitments and agreements __are __are not in place.

c. All parties __are __are not in agreement on the cost of acquisition.

If “not” to any of the above, please explain below.

5. The proposed acquisition __is specifically identified in an adopted open space, conservation, or resource preservation program or plan, or community conservation effort. Please describe below, including the site’s importance to the plan. Please reference the website of the plan if available or include the plan with this application.

____complements an adopted open space or conservation plan, but is not specifically identified. Please describe below, and describe how the proposed acquisition is consistent with the plan.

____is a stand-alone project.

6. Conservation Opportunity or Threat:

- a. The proposed acquisition site __does __does not provide a conservation or preservation opportunity which would otherwise be lost or threatened.**
- b. If applicable, please carefully describe the nature and immediacy of the opportunity or threat, and any unique qualities about the site.**

7. The proposed acquisition:

___provides habitat for State of Washington Priority Habitat and/or State or Federal Threatened, Endangered or Sensitive species.

___ provides habitat for a variety of native flora or fauna species.

___ contributes to an existing or future wildlife corridor or migration route.

If affirmative in any of the above, please describe below, and cite or provide documentation of species' use.¹

8 a. Describe the extent and nature of current and planned agricultural use of the proposed acquisition, including any anticipated changes to that use once the property, or property right, is acquired with Conservation Futures funds.

b. Describe any participation by the current property owner in any other agricultural land conservation programs, including the program and nature of the involvement.

9. Describe how the proposed acquisition benefits primarily a __local area __broad county area including the area served, the nature of the benefit, the jurisdictions involved, and the populations served.

10. Describe the educational or interpretive opportunities that exist for providing public access, educational or interpretive displays (signage, kiosks, etc.) on the proposed site, including any plans to provide those improvements and any plans for public accessibility.²

11. The proposed acquisition __ includes historic or culturally significant resources³ and ___ is registered with the National Register of Historic Places, or an equivalent program. ___ is recognized locally as having historic or cultural resources.

¹ See, for example, http://www.dnr.wa.gov/researchscience/topics/naturalheritage/pages/amp_nh.aspx
<http://www.wdfw.wa.gov/conservation/phs/list/>
<http://www1.dnr.wa.gov/nhp/refdesk/plants.html>
http://www1.dnr.wa.gov/nhp/refdesk/pubs/wa_ecological_systems.pdf

² The words "education" and "interpretation" are interpreted broadly by the CF Committee.

³ Cultural resources means archeological and historic sites and artifacts, and traditional religious ceremonial and social uses and activities of affected Indian Tribes and mandatory protections of resources under chapters 27.44 and 27.53 RCW.

___ is adjacent to and provides a buffer for a historic or cultural site.

If affirmative in any of the above, please describe below, and cite or provide documentation of the historical or cultural resources.

12a. Describe the extent and nature of current and planned silvicultural use of the proposed acquisition. *Please cite or provide documentation of existing or planned silvicultural activities including forest management plan(s) or forest ecosystem restoration.*

b. Describe any participation by current property owner in silviculture conservation programs, including the program and nature of the involvement.

es'rzl'AGm

13. Sponsors of applications that are approved for funding by the Board of County Commissioners are required to submit a brief progress report by October 30 every year for three years after the award is approved, or three years after the acquisition funds are disbursed to the applicant, whichever is later. The progress report must address any changes in the project focus or purpose, progress in obtaining matching funding, and stewardship and maintenance. Sponsors receiving O&M funds will also submit an annual report for each year that O&M funds are expended. The Committee will use the information to develop a project "report card" that will be submitted annually to the Board of County Commissioners.

If this application is approved for funding, I understand the sponsor is required to submit progress reports for three years and for any year in which O&M funds are expended.

_____ Initials _____ Date

14. If, three years after the date funding is approved by the Board of County Commissioners, the applicants have not obtained the required matching funds, the Committee may request the Board of County Commissioners to nullify their approval of funds, and may require the project to re-apply.

If this application is approved for funding, I understand that we may be required to re-submit the application if the project sponsor does not obtain the necessary matching funding within three years. _____ Initials _____ Date



**2014 Jefferson County
Conservation Futures Program
Score Sheet**

Please note: if none of the answers provided describe the project, answer “N/A” or “0”.

CRITERIA	SCORE	X	WEIGHT	=	ADJUSTED SCORE
1. To what degree does the project leverage contributions for acquisition from groups, agencies or individuals? _____ X 5 = _____ <i>(Points awarded based on the following level of contribution)</i> a. Leverages significantly = 3 points b. Leverages moderately = 2 points c. Meets requirement = 1 point					
2. To what degree does the project sponsor commit to provide long-term stewardship for the proposed project? _____ X 10 = _____ a. Stewardship plan with guaranteed long-term stewardship = 5 points b. Stewardship plan with guaranteed short-term stewardship = 3 points c. Stewardship plan, no guarantee = 1 point					
3. To what degree has the project sponsor demonstrated effective long-term stewardship of a similar project? _____ X 1 = _____ a. Highly demonstrated = 5 points b. Moderately demonstrated = 3 points c. Slightly demonstrated = 1 point d. Effectiveness not demonstrated = 0 points					
4. To what degree is the acquisition feasible? _____ X 8 = _____ a. Highly feasible = 5 points b. Moderately feasible = 3 points c. Slightly feasible = 1 point					
5. To what degree is the project part of an adopted open space, conservation, or resource preservation program or plan, or identified in a community conservation effort? _____ X 7 = _____ Sliding scale: 1-5 points					
6. To what degree does the project conserve opportunities which are otherwise lost or threatened? _____ X 6 = _____ Sliding scale: 1-5 points					

7. To what degree does the project preserve habitat for flora and fauna?

(Points awarded in part based on level of documentation.)

- a. State of Washington Priority Habitat and/or State or Federal Endangered, Threatened or Sensitive species = 0–3 points _____ X 4 = _____
- b. Variety of native flora & fauna = 0–3 points _____ X 4 = _____
- c. Provides wildlife corridor or migration route = 0–3 points _____ X 4 = _____

8. To what degree does the project preserve farmland for agricultural use?

- a. Likely will maintain active agricultural use = 0–3 points _____ X 4 = _____
- b. Participates in other conservation programs = 0–3 points _____ X 4 = _____
- c. Preserves rural cultural heritage = 0–3 points _____ X 4 = _____

9. To what degree does the project serve a significant benefit area?

Sliding scale: 1-5 points _____ X 4 = _____

10. To what degree will the acquisition provide educational opportunities, interpretive opportunities, and/or serve as a general community resource?

- _____ X 4 = _____
- a. Public access, with planned or educational/interpretive displays and materials, events or activities = 5 points
- b. Limited public access, available space for signage and educational materials = 3 points
- c. Remote location = 1 point
- d. No opportunity = 0 points

11. To what degree does the project preserve historic or culturally significant resources⁴?

- _____ X 3 = _____
- a. Project is registered with the National Register of Historic Places, or an equivalent program = 3 points
- b. Project is recognized locally as having historic or cultural resources = 2 points
- c. Project is adjacent to and provides a buffer for a historic or cultural site = 1 point

12. To what degree does the project preserve forestland for silvicultural use?

- a. Likely will maintain active forestland for silvicultural use = 0–3 points _____ X 4 = _____
- b. Land is enrolled in public and/or private programs which certify long-term sustainable silviculture:
 Certified = 3 point
 Uncertified = 0 points _____ X 1 = _____
- c. Participates in other conservation or restoration programs = 0–3 points _____ X 4 = _____

⁴ Cultural resources means archeological and historic sites and artifacts, and traditional religious ceremonial and social uses and activities of affected Indian Tribes and mandatory protections of resources under chapters 27.44 and 27.53 RCW.

**JEFFERSON COUNTY
CONSERVATION FUTURES FUND
CITIZEN OVERSIGHT COMSMITTEE**

BY-LAWS

ARTICLE I: NAME

The name of this organization is the Jefferson County Conservation Futures Fund Citizen Oversight Committee, hereafter referred to as the “Committee.”

ARTICLE II: PURPOSE

The purpose of the Committee is to oversee the application process for Conservation Futures Funds, and make acquisition recommendations to the Jefferson County Board of County Commissioners pursuant to the County’s Conservation Futures Funds Ordinance, hereinafter referred to as “Ordinance.”

ARTICLE III: FUNCTIONS & DUTIES

A. Functions

The Committee will exercise both legislative and quasi-judicial functions:

1. The Committee’s legislative functions consist of:
 - a) establishing the grading and prioritizing principles that will be used to evaluate the worthiness of proposals, these principles must mesh with the six preservation criteria outlined in §4 of the Ordinance, and
 - b) the review and analysis every two years, pursuant to §5.5 of the Ordinance, of the program principles.
2. The Committee’s quasi-judicial function is deciding which applications will be funded. These decisions require the Committee to deal with each application individually, and each application will face a “yea or nay” decision of the Committee.

Procedure for Quasi-Judicial Decisions

Before any hearing where quasi-judicial decisions are to be made by the Committee, County staff should ask the following questions out loud and on the record with respect to each DISTINCT application or proposal then before the Committee:

- “In order to obtain and maintain the appearance of fairness in this decision-making process, the Committee wishes to know if there is anyone in the audience who objects to the participation of any particular Committee member in this decision-making process, and, if so, to state the reasons for that objection.”

If someone objects, then the Committee person whose objectivity is questioned must determine if he or she should excuse him/herself. Votes should not be taken on whether or not the member should excuse himself or herself for fear of bad feelings. The presumption should always be that the Committee member should excuse himself or herself to preserve the legality and fairness of the decision that is finally reached. Ultimately, however, the decision on recusal rests entirely with the Committee member whose objectivity has been questioned. A Committee member who does not excuse himself or herself, but who should have done so, risks having the entire decision invalidated later.

After asking for objections from the audience, then the Committee members should be asked these questions with respect to each DISTINCT application or proposal:

- “Do you, as a member of the Committee, stand to gain or lose any financial benefit as a result of the outcome of this hearing?”

- “Are you, as a Committee member, able to hear and consider this proposal or application in a fair and objective manner, i.e., without bias and without a predisposition to any particular result regarding this proposal or application?”
- “Have you, as a Committee member, engaged in any communication outside this hearing with either a proponent or opponent of this particular proposal or application?”
- “Are you, as a Committee member, able to certify that you have attended the project presentation and either attended the site visit or viewed the official videotape?”

If any Committee member has to answer “yes” to the first of these questions or “no” to the second or fourth of these questions, then they must say so out loud, explain their answer(s), AND MUST IMMEDIATELY RECUSE themselves from any debate or deliberation regarding that proposal. If a Committee member holds what is deemed a ‘remote interest’ by state law found at RCW 42.23.020(2), then that Committee member need not reply “yes” to the first question listed above. A typical “remote interest” is the interest a volunteer at a not-for-profit organization has in seeing that his or her organization obtains CFF funding.

A reply of “yes” to the third question listed above must then lead to the Committee member describing the substance and facts regarding that outside conversation or contact, e.g., what was said by whom.

The occurrence of an outside conversation or contact does not mean that the Committee member must excuse himself or herself. In the context of a land use decision this type of “appearance of fairness” problem can be eradicated if not only the substance of the outside conversation is publicly stated at the meeting, BUT ALSO the person or persons who were disadvantaged by not being present at the outside conversation or contact have the opportunity to rebut what was said or argued during that outside conversation or contact. In other words, “I’ve heard one side in private, so now I must offer the other side the opportunity to present their arguments.”

If this is done and the opportunity to rebut is truly provided, then the Committee member answering “yes” to the third question need NOT excuse himself or herself.

If it appears that the Committee member cannot meet the ideal established by the appearance of fairness doctrine, or that the rebuttal opportunity listed above won’t or can’t be provided, then any Committee member who chooses to excuse himself or herself must also leave the room to prevent his or her non-verbal participation in the deliberation or decision. The Committee member who should have excused himself or herself but does not risks seeing a decision they had hoped for invalidated.

B. Duties :

In compliance with (RCW 71A.14.020) it shall be the duty of Committee to:

1. Oversee the annual process to solicit, review and recommend Conservation Futures Fund projects to the Jefferson County Board of County Commissioners.
2. Use the Rating Scale developed by the Conservation Futures Fund Advisory Committee, together with the six preservation criteria outlined in §4 of the Ordinance, to determine which of the applications are most worthy of recommendation.
3. With staff assistance, prepare recommendations for the Jefferson County Board of County Commissioners (BOCC) to acquire the properties identified in the top-ranked project applications.

4. Conduct all business in compliance with Washington State statutes and regulations, with particular attention to:
 - a. “Code of Ethics for Municipal Officers-Contract Interests,” RCW 42.23.030, which states, in part: “No municipal officer shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein.”
 - b. The Open Public Meetings Act, codified as Ch. 42.30 RCW
 - c. The Public Disclosure Act, codified at Ch. 42.17 RCW is applicable both to the meetings held, and to documents generated by the Committee.
5. The Committee shall review program principles at least once every two years and make recommendation to the Board of County Commissioners for modification to the program.
6. Carry out other duties that the Jefferson County Board of County Commissioners may request, or that the Division Natural Resources may prescribe by rule.
7. Committee members are expected to fully participate in the work and deliberations of the Committee, and to support Committee By-laws.

ARTICLE IV: MEMBERSHIP

- A. Members of the Committee shall be Jefferson County residents who are appointed by the Board of County Commissioners. Appointments of members shall be made from a list of applicants who shall submit a letter of interest to the Board of County Commissioners stating their qualifications for serving on the Committee.
- B. The Committee shall be comprised of no less than nine (9) citizen members, which includes at least two citizens from each Commissioner district, representing a broad spectrum of interests and expertise, according to §5.3 of the Ordinance. No interest group is automatically and permanently entitled to one of the nine seats according to §5.3 of the Ordinance.
- C. Once established, the terms of the members shall be four years, except that at the establishment of the Committee, four (4) members shall serve a two-year term.
- D. The Committee shall adopt rules of conduct and abide by the rules of conduct, to include adherence to applicable statutes on issues such as conflict of interest. These By-Laws shall constitute such rules of conduct
- E. A Chair and Vice-chair shall be elected from among the members.
- F. Members shall not be compensated for the performance of their duties on the Committee.
- G. Committee members are expected to attend all meetings, and to notify the Chair or Staff in advance, if possible, if unable to attend. If a Committee member misses a meeting, it is his/her responsibility to be informed on the issues the next meeting. Attendance at CF Committee meetings by any technology that allows the member not physically present to hear and be heard during the CF Committee meetings shall constitute attendance.
- H. Meetings will start and end on time; all members are expected to be prompt and prepared.

- I. The Committee may recommend to the Board of County Commissioners the removal of a Committee member for inefficiency, neglect of duty or malfeasance in office. The process for addressing this circumstance is outlined in VII. C. of these Bylaws.

ARTICLE V: OFFICERS—ELECTION OF OFFICERS—SUCCESSION

- A. Officers of the Committee shall consist of a Chair and Vice-chair. The Chair and Vice-chair shall be elected annually at the first regular meeting of the new calendar year and shall serve a one-year term. The Chair and Vice-chair may be elected to consecutive terms.
- B. The Chair of the Committee shall: preside at all meetings and execute the agenda of such meetings in an orderly manner; when appropriate and necessary, establish Sub-committees and appoint members to them; and officially represent the Committee before other organizations or groups. The Chair will sign documents of the Committee.
- C. The Vice-chair shall officiate as Chair in the Chair's absence. In the absence of both Chair and Vice-chair at a meeting, members shall elect a temporary Chair to perform their duties for that meeting.
- D. The Chair and Vice-chair shall be elected by a majority vote from the Committee. Nominees must be active members who have consented to serve.
- E. Nomination of officers is from the floor and, where more than one nomination to an office is received, voting will be a secret ballot.

ARTICLE VI: STAFF ROLES

County staff will avail themselves to the Conservation Futures Committee to record the proceedings of all Committee meetings, to conduct outreach and education as requested by the Committee, and as possible, and reasonable within the legislated budget, to be a link between the Committee and the County, and to insure that the Committee operates in compliance with County and State ordinances, statutes and regulations. County staff shall have full discretion to establish or limit the scope or size of their work or participation on Committee matters.

ARTICLE VII: VACANCIES

- A. Resignations: A member may resign by submitting written notice to the Jefferson County Board of County Commissioners.
- B. Leave of Absence: The Committee may grant a leave of absence for a member not to exceed two consecutive meetings per year.
- C. Removal: Members absent without excuse from more than three meetings a year, shall be asked to resign. A member with two unexcused consecutive absences shall be notified of the policy regarding attendance requirement, and asked to decide whether he/she wishes to continue as a member.

The Committee may, by a majority vote of the total membership, recommend the removal of a member to the Board of County Commissioners, provided that thirty days notice of the pending action has been provided to the member.

- D. Vacancies may be advertised in the paper of record encouraging qualified county residents to apply.

SECTION VIII: MEETINGS

- A. Notification. The Committee shall establish meeting times and notify the public as required by Jefferson County policies.
- B. Venue. Regular meetings shall be held in Jefferson County. The Committee may conduct special meetings and emergency meetings when deemed to be in the best interests of the Committee and the community. Public notice shall be properly given for special meetings, as well as whenever a regular meeting must be rescheduled or relocated.
- C. Meeting materials will be sent to Committee members in advance.
- D. Preparation. It is the responsibility of each Committee member to be prepared for each meeting.
- E. Courtesy. Committee members are expected to be respectful of the person who is speaking, no side conversations.
- F. Minutes: Minutes of all meetings shall be recorded and a copy sent to each Committee member at least three days prior to the next scheduled meeting. A permanent file of minutes of Committee meetings shall be maintained in County offices. Any recommendations to the Board of County Commissioners, or key action items, will be noted in detail in the summary notes.
- G. Voting: Voting shall be limited to regular Committee members. Voting shall be conducted by voice, show of hands or by ballot if any member of the Committee so desires. There will be no voting by proxy on any question before the Committee. The Chair is considered a regular voting member.
- H. Attendance: No member may rate or vote upon any project unless that member has (1) attended the formal project presentation and (2) either attended the site visit conducted by the project sponsor/applicant or viewed the official videotape of that visit.
- I. Quorum. A quorum must exist to conduct a meeting and/or take a vote. A simple majority of the total of the members currently appointed to the Committee constitutes a quorum for the conduct of Committee business. Voting is by voice vote, except where these rules, or the Committee itself, may require a ballot or roll call vote.
- J. Conflict of Interest: Once appointed, a member shall not participate in a discussion or vote upon a matter in which he or she has a direct or indirect financial interest. A conflict would arise when 1) the member, 2) any immediate family member or partner, or 3) an organization which employs, or is about to employ, any of the above has a financial or other interest in a firm or organization selected for award. If a conflict of interest arises, the member shall notify the Chair or staff. Committee members must agree to conduct Committee business in compliance with the guidelines provided by the County's Deputy Prosecuting Attorney in his memo of July 9, 2002.
- K. Rules of Order: All regular and Committee meetings shall be conducted by the Chair or Vice-chair according to Roberts Rules of Order.
- L. Agenda: The agenda shall indicate the order of Committee business. The Committee Chair may approve changes to the agenda. Copies of the agenda and relevant supporting materials shall be mailed to Committee members at least three days prior to the meeting. Time shall be scheduled on the regular meeting agenda for public comment.

- M. Public Meetings. All meetings of the Committee shall be open to the public and all Committee actions shall take place in Committee meetings.
- N. Special meetings may be called by formal action of the Committee, by order of the Chair or by written request to the Chair by a minimum of three members. Notice of such special meeting is to be provided to all Committee members at a minimum of 10 days prior to the meeting, and public notice will be provided as specified above.
- O. Sub-committee work sessions may be scheduled as needed. At such meetings the public is welcome to attend but shall not ordinarily be allowed to participate unless specifically requested by the sub-committee Chair.
- P. Decisions. Decisions to recommend projects to the BoCC, require an absolute majority, i.e., a majority of the total number of appointed Committee members. Any dissenting opinions will be recorded and included in the meeting summary. Other decisions require a simple majority of those Committee members present, assuming the number of members present constitutes at least a quorum. The Chair will insure that all viewpoints are heard, and if possible, will attempt to achieve consensus among Committee members.
- Q. Order of Business – Meeting Procedure
- Call to order, roll call and determination of quorum.
 - Agenda Items
 1. Minutes of previous meeting
 2. Old business
 3. Sub-Committee Reports
 4. New business
 5. Discussion of next meeting date and agenda
 6. Announcements
 7. Observer comments
 8. Adjournment
 - The Chair may alter the regular order of business in preparing the agenda when special circumstances and the efficient use of time dictate.
- R. Open Meetings. All meetings of the Committee shall be conducted pursuant to the Open Public Meetings Act (RCW 42.30).

ARTICLE IX: AMENDMENT OF BY-LAWS

These bylaws may be amended by a two-thirds majority vote of the Committee insofar as such amendments do not conflict with Jefferson County Policy or Washington State Code. Any regular Committee member may propose an amendment to the bylaws. Such proposed amendments must be voted on when a quorum is present. These By-Laws, in their present form or as amended, may be subject to review by the County Commissioners in the fourth calendar year after their enactment by the Committee, and every fourth year thereafter.