

WACD BOARD OF DIRECTORS QUARTERLY MEETING

June 26, 2018

Plant Materials Center – Bow, WA

Time	CONTENT	Presenter	Action/Info
8:30	Call to Order, Welcome, Roll Call	Tom Miller	Info
8:35	Approving Previous Board Meeting Minutes (Page 2)	Lynn Bahrych	Action
8:40	Confirming New Area Director(s)	Tom Miller	Action
8:45	Treasurer's Report: <ul style="list-style-type: none"> • Executive Operations • PMC • Dues Statement 	Wendy Knopp	Info
8:55	PMC Manager's Report: <ul style="list-style-type: none"> • Policy for Past Due Accounts (page 7) • Assistant Manager Hire 	Jim Brown	Info
9:10	Approving FY 2019 Budget	Wendy Knopp	Action
9:45	WACD Policy Manual Updates		Action
10:15	Break		
10:30	Presentation on WACD Investment Accounts	Tim Price	Info
11:00	Feasibility Discussion for PMC/Skagit CD Cohabitation	Bill Blake	Info
11:10	Presentation on PMC Business Plan		Info
11:40	NRCS Proposed Boundary Changes Discussion (Page 8)		Info
11:50	NACD September Regional Meeting in Kennewick		Info
11:55	Updating Forestry MOU (Page 9)	Doug Rushton	Info
12:00	LUNCH		
12:30	Partner Reports <ul style="list-style-type: none"> • Washington State Conservation Commission • Natural Resource Conservation Service • Washington Association of District Employees • Washington Conservation Society • National Association of Conservation Districts 	Mark Clark Alan McBee Chrissy Cooley Larry Davis Doug Rushton	Info
1:30	Area Director Reports		Info
2:30	Executive Director Report <ul style="list-style-type: none"> • Long Term Funding Work Group Report • WACD Strategic Planning Process 	Patricia Hickey	Info
2:55	Closing Remarks	Executive Committee	Info
3:00	ADJOURN		

Washington Association of Conservation Districts
Board of Directors Meeting
DoubleTree by Hilton-Olympia
February 6th, 2018

Motions

- **Motion:** Larry Helm moves to approve meeting minutes from November with the correction of John Preston as present. Second by Jerry Hendrickson. Motion approved.
- **Motion:** Javier Lopez moves to pay out the full amount (\$34,160.06) as of December 31st of 2017 to employees with excess leave, drawn from the PMC Saving Account. Second by Eddie Johnson. Motion approved.
- **Motion:** Mark Craven moves to sign contract as presented for 2018 WACD Annual Meeting. Second by Sarah Richard. Motion approved.
- **Motion:** Dave Guenther moves to authorize the Secretary to make technical changes, as outlined in memo, to WACD Policy Manual. Second by Javier Lopez. Motion approved
- **Motion:** Larry Helm moves to approve policy changes as presented. Second by Dave Guenter. Motion Approved.
 - Amendment by Dave Guenter to include “at-will” language in Policy Manual. Second by Sarah Richards. Amendment approved.
 - Amendment by Dave Guenther to raise the purchasing threshold to \$5,000. Second by Larry Helm. Amendment approved.
 - Amendment by Eddie Johnson to remove section titled “Funds” from adopted policies. Second by Lynn Bahrych. Amendment Approved.
- **Motion:** Doug Rushton moves to go to a per diem reimbursement policy for meals following the state’s standards and guidelines starting February 1, 2018. Second by Larry Helm. Motion approved.

Washington Association of Conservation Districts

Board of Directors Meeting
DoubleTree by Hilton-Olympia
February 6th, 2018

Members Present

Tom Miller, President (Spokane CD)
Jeanette Dorner, Vice President (Pierce CD)
Larry Davis, Secretary-Treasurer (Whatcom CD)
Doug Rushton, National Director (Thurston CD)
Mark Craven, Past President (Snohomish CD)
Larry Helm, NW Area Director (Whatcom CD)
Sarah Richards, NW Area Director (Whidbey Island CD)
John McLean, North Central Area Director (Foster Creek CD)
Dave Guenther, South Central Area Director (Central Klickitat CD)
Javier Lopez, South Central Area Director (South Yakima CD)
John Floyd, Northeast Area Director (Pend Oreille CD)
Eddie Johnson, Northeast Area Director (Lincoln CD)
Jerry Hendrickson, Southeast Area Director (Asotin CD)
Amy McKay, Southeast Area Director (Whitman CD)

Staff Present

Patricia Hickey, Executive Director
Lori McLoughlin, Bookkeeper
Ryan Baye, Legislative & Membership Assistant

Others Present

Lee Hammer, Foster Creek CD Supervisor
Lynn Engdahl, Clark CD Supervisor
Tanna Engdahl, Clark CD Associate Supervisor

President Miller called the meeting to order at 10:02 am.

Approving Board Meeting Minutes

John Preston was at November Board Meeting, was not listed under attendees. **Larry Helm moves to approve meeting minutes from November with the correction to the members present. Second by Jerry Hendrickson. Motion approved.**

Confirming SW Area Director

Tom Miller informed the board Steve Hallstrom had resigned from his position as Grays Harbor CD Supervisor. Ryan Baye contacted every district in the Southwest area hoping to present a candidate at this meeting, but no supervisors had stepped forward to serve the remainder of Steve's term.

Treasurers' Report

Wendy Knopp walked through the last monthly report of the Association's finances. Highlighted amount that had to be kept on hand because of earlier dispute with IRS and answered questions regarding the best practices of those funds. Also shared a budgeting shortfall, that the \$35,000 contract from the Commission was \$30,000 less than budgeted.

PMC Updates

Wendy Knopp answered questions regarding the policy for overdue accounts and committed to having written policy to present at the June Board meeting. Also spent time on a potential strategic change of future inventory to incorporate more yearling plants as well as exploring potential crop insurance options.

PMC Leave Issue

Patricia Hickey walked through the memo written for the Board, and how the PMC, Finance, and Executive Committees all reviewed and signed off on the recommendation. After discussing options with an employment attorney recommended by Pierce CD, her recommendation is to pay off the accumulated leave and have all employees sign a document stating they understand the policy. And start the process to hire someone to start filling those gaps.

Javier Lopez moves to pay out the full amount (\$34,160.06) as of December 31st of 2017 drawn from the PMC Saving Account. Second by Eddie Johnson. Motion carries without dissent.

Audit Update

Patricia Hickey shared the progress on a new RFP in regard to an organizational audit. Laid out the inadequacies of previous auditor and the failings of the Association's first Request for Proposals.

Legislative Day Recap

Patricia Hickey and Ryan Baye asked for feedback from board members for next year's Legislative Day. Over twenty comments were made, ranging from improving communication to pairing East/West Supervisors for their meetings.

Legislative Updates

Brynn Brady and Martin Flynn spoke with the area directors and executive officers as to the Association's plan to interact with legislators outside of session.

Lunch

Meeting resumed at 12:45.

Partner Reports

Mark Craven reported on the January 18th Commission meeting on progress to distribute capital budget funds after passage of legislation and outlined a report to be given in June regarding returned money to the Commission from conservation districts.

Doug Rushton briefly highlighted NACD Annual Meeting report previously distributed to Board. Reported on the two WACD resolutions that passed at the national level.

WACD Annual Conference

Patricia Hickey shared updated contract from Three Rivers Convention Center and acknowledged confusion as to her granted authority in signing contract. **Motion by Mark Craven to sign contract for 2018 WACD Annual Meeting. Second by Sarah Richard. Motion carries without dissent.**

Policy Manual

Patricia Hickey outlined memo distributed as a supplemental meeting material. **Motion by Dave Guenther to authorize the Secretary to make technical changes, as outlined in memo, to WACD Policy Manual. Second by Javier Lopez. Motion carries without dissent.**

Larry Helm moves to approve policy changes as presented. Second by Dave Guenter. Motion to amend by Dave Guenter to include “at-will” language in Policy Manual. Second by Sarah Richards. Question by Javier Lopez regarding firing process. Larry Helm moved previous question. Second by Javier Lopez and adopted by acclamation. Amendment carries without dissent.

Motion by Dave Guenther to raise the purchasing threshold to \$5,000. Second by Larry Helm. Motion carries without dissent.

Motion to amend by Eddie Johnson to remove the section titled “Funds” from adopted policies. Seconded by Lynn Bahrych. Motion carries without dissent. Motion to adopt policy changes as presented carries without dissent.

Concern by Doug Rushton about reimbursement policy. Wants to be consistent with NACD and other state agencies. **Motion by Doug Rushton to go to a per diem reimbursement policy following the state’s standards and guidelines starting February 1, 2018. Second by Larry Helm. Motion carried without dissent.**

Sustainable Funding Work Group

Patricia Hickey gave a report detailing the conversations occurring in the work group. There were questions regarding a potential legislative “conservation caucus”, the carbon bills, and positioning conservation districts for future action.

Executive Director Report

Patricia Hickey is determining how to be staff support to Area Directors. Met with Executive Director of the Association of Washington Counties, will present at their conference on the positive partnerships of CDs and counties.

Area Director Reports

Javier Lopez: Dave Guenther and I will be splitting the district. Will attend North and South Yakima meetings as well as Kittitas CD. Really focused on a bill by Congressman Newhouse to exclude waste manure and fertilizer from dairy from EPA’s Hazardous Waste statues. Would also protect them from civil lawsuits if there is ongoing government action but H.R. 848 is stuck in Subcommittee on Environments.

Dave Guenther: Benton/Franklin CD joint meeting on CRP and increasing the amount of eligibility. North Yakima CD and Central Klickitat CD are struggling with their relationship with WDFW. They are dealing with regional staff as the decision makers on an acquisition of 20K acres of forest land. CDs want to retain the working lands culture in their area, WDFW is used to doing nothing. Harold Crose shared Grant CD’s successful relationship with WDFW. Questions from supervisors wondering what is going on. Need to get out updates from meetings and what we are doing as an organization. Irrigation efficiency programs are focused only on putting everything in the water trust in perpetuity, need options that are shorter-term. Underwood CD Supervisor concerned about tightening regulations.

John Floyd: Stevens CD is taking the lead on the state’s Conservation poster contest. Kalispell Tribe is having a fund raiser for the south Selkirk mountain caribou that might only have a remaining population of twelve for the species.

Eddie Johnson: Erosion problems in areas with recent fires. Lots of ditches and ravines in direct seed areas where they can't fill-in with a disc. Need more Firewise money.

Amy McKay: Attended Palouse Rock Lake meeting, Dan Harwood is retiring after more than twenty years. Wonderful turnout for their annual meeting. Whitman is having annual meeting that Thursday. Will visit Pine Creek and Palouse conservation districts before the end of February.

Jerry Hendrickson: Walla Walla CD and Columbia CD did their annual meetings on the same day, was able to attend both. Lots of concern about capital budget and CREP dollars. It will take time to get those dollars into the system. Senator Schoesler and Representative Schmick paid attention to Firewise in our meetings yesterday. Glad we can go back to our CDs and say "This is what we're doing" after this meeting.

John Preston: Grant CD is working on their new rates and charges. First new county to get VSP approved. Received a NACD grant for new employee in Ephrata office with only two NRCS staffers. Bringing in someone from Nebraska, had over 50 applicants. Vets on the Farm is starting up in Grant County, help from Spokane CD. Met with all our representatives and are planning a tour during interim for all the Legislators in the 9th and 13th between Adams, Lincoln, and Grant CD.

John McLean: Okanogan CD very busy with fire recovery. Cascadia CD is in the same boat. South Douglass is being very conservative with their money. Foster Creek is working on VSP and continuing with habitat conservation plan. Discovered there is too much phosphorous in several of their lakes. Lee Hemmer has been working recovery with range fires.

Larry Helm: Split NW area with Sarah Richards. Whatcom county is hit with a corn larvae problem eating the root. Excited about the \$2 M for omni-processor in the capital budget. Proto-type can deal with the manure of 1,000-1,500 cows per day.

Sarah Richards: See printed report.

Executive Committee Reports

Tom Miller shared he is creating a review committee for Patricia's first months on the job and is looking for volunteers. Mark Craven commended the Area Directors for giving the best reports he has ever heard.

Proposed Policy for Past Due Accounts

Past Due Accounts - This describes the procedure for identifying and collecting past due payments on Accounts Receivable (AR) invoices. It provides a timeline for follow-up and actions that should be taken at each interval in requesting payment from a sponsor on a specific past due invoice(s). Accuracy, timing and repetition are critical to our collection strategy. Customers who repeatedly make late payments will be asked to pre-pay future orders

- (1) **Identifying Past Due Invoices** – A computer generated report shall be used to identify which invoices require follow-up activity. This report shall be run monthly. The report shall include the customer name, invoice number, invoice amount, current balance due, and the amount of time past due. All attempts to reach the customer will be documented in the customer’s file.
- (2) **Methods of Follow-Up** - Collection procedures may vary depending on the customer. Communication by nursery with the customer shall be ongoing throughout the follow up process. Follow-up methods can be any one or combination of the following:
 - (a) Initial call – Verify that the customer received the invoice. If invoice has been received, determine when payment is expected. If invoice has not been received, verify that the name and address are correct. If address is not correct, make the appropriate changes.
 - (b) Follow-up calls – Determine reason(s) for nonpayment of invoice and appropriate follow-up action. Follow-up calls may require numerous attempts to make contact via leaving messages or email to make direct contact with the customer.
 - (c) Follow-up Letters – Send the customer a specific letter.
- (3) **Past Due Invoice Letter** - The Past Due Invoice Letters are formal written notifications of past due amounts owed. The PMC will use three letters based on the stage of delinquency and/or prior contact with the customer. Copies of all letter will be retained in the customer’s file and are as follows:
 - (a) First Past Due Invoice Letter Request – friendly reminder that an outstanding invoice exists - 60 days past due. ***This letter will be signed by the bookkeeper.***
 - (b) Second Past Due Invoice Letter Request – message conveyed is stronger; provides two options for resolution of the outstanding invoice(s) - 90 days past due. ***This letter will be signed by the nursery manager.***
 - (c) Third Past Due Invoice Letter Request – message conveyed communicates that this will be the final notice sent from the business office, if payment is not received the accounts may send sent to a collection agency – 120 days past due. ***This letter will be send “certified with a return receipt” and signed by the Executive Director.***

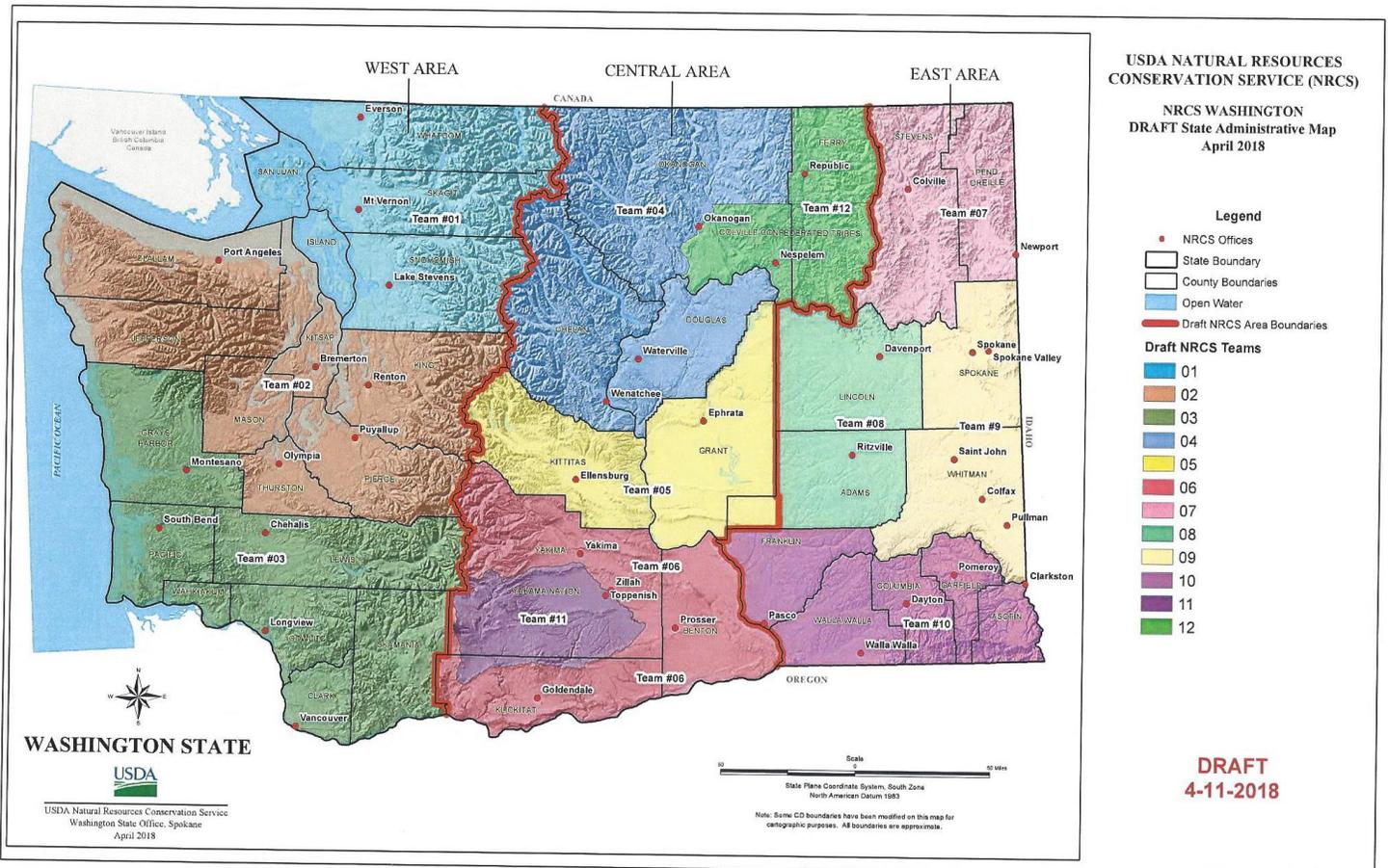
The Finance Committee will meet quarterly and will review all accounts that are 90+ days past due. If the Finance Committee determines that that the account is uncollectible (180 days), a recommendation to write off the balance will be presented at the next Board of Directors meeting.

NRCS Proposed Boundary Changes Summary

1. Clallam and Jefferson Counties will be changed from the Northwest Team to the Puget Sound Team.
2. Ferry County will be incorporated into a new team encompassing the Colville reservation and Ferry County, and the team will be in the Central Area.
3. Zillah Field Office will be closed and services moved to Yakima Field Office.
4. Longview Field Office will be closed and services moved to one office servicing Clark, Skamania, Cowlitz, and Wahkiakum Counties.
5. Renton Field Office will be closed and employees moved to the Lake Stevens Field Office.

Concerns from Ferry CD Manager Lloyd Odell

Having Ferry CD in the Northeast Team has worked well for us and our agriculture producers for over 30 years. Similarities in agriculture production and climate among Ferry, Stevens, and Pend Oreille counties point towards continued inclusion. Moving Ferry County would mean joining the Central Area, with which we have little in common. It jeopardizes the importance of timber production in Ferry County, and Local Work Group funding. All our participation in Commission work groups is centered in the Northeast Area and we are developing a range management focus group for the Northern Tier Districts. I recommend NRCS leave things in our alone. They serve us well.



**MEMORANDUM OF UNDERSTANDING
BETWEEN**

U.S. DEPARTMENT OF AGRICULTURE FOREST SERVICE

**U.S. DEPARTMENT OF AGRICULTURE NATURAL RESOURCES
CONSERVATION SERVICE**

WASHINGTON STATE CONSERVATION COMMISSION

**WASHINGTON STATE ASSOCIATION OF CONSERVATION
DISTRICTS**

**WASHINGTON STATE UNIVERSITY EXTENSION
WASHINGTON STATE DEPARTMENT OF NATURAL
RESOURCES**

REGARDING

**DELIVERY OF PROGRAMS AND
SERVICES TO
NON-INDUSTRIAL PRIVATE FOREST
LANDOWNERS IN
WASHINGTON STATE**

This Memorandum of Understanding (MOU) is made and entered into by and between the U.S. Department of Agriculture Forest Service (USFS); the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS); the Washington State Conservation Commission (WSCC); the Washington State Association of Conservation Districts (WACD), Washington State University Extension (WSU); and the Washington State Department of Natural Resources (DNR), hereinafter referred to as "the Parties."

I. INTRODUCTION

Nationally, non-industrial private forest landowners control more forest land than all other ownership types combined. Even in Washington, with extensive public and industrial forest holdings, an estimated 215,000 non-industrial private owners control the fate of 5.8 million acres of forest and other associated rural lands, which provide extensive environmental and economic benefits to the state's citizenry. The federal and state governments have long recognized the importance of protecting these forests from harm and promoting their long term retention and sustainable management. The Parties to this memorandum all play a significant role in helping landowners to achieve this goal.

II. PURPOSE

This Memorandum of Understanding, regarding delivery of programs and services to non- industrial private forest landowners in Washington State, is made and entered into by the above- identified Parties to:

- Clarify roles, responsibilities, and authorities of each of the Parties;
- Improve coordination regarding strategic planning, establishment of priorities, program development, and deployment of resources;
- Promote collaboration in implementation of state wide strategies, priorities and programs;
- Facilitate coordination to identify and promote collaboration between the Parties (all or any combination of the Parties) to address regional landscape-level forest health issues and other forest resource concerns, either through formal agreements or informal cooperation;
- Improve landowner awareness of, and participation in, programs and services provided by the Parties and other resource providers;
- Promote collaboration between the Parties' (all or any combination of the Parties) local offices' to address local forest health issues and forest resource concerns, either through formal agreements or informal cooperation;
- Improve coordination, cooperation, efficiency, and effectiveness in the delivery of programs and services;
- Facilitate sharing of information, resources, technology, and expertise;
- Facilitate a coordinated response to landowner assistance needs following significant natural disaster events;
- Improve knowledge and skills of non-industrial private forest landowners and the natural resource professionals who assist them;
- Promote the long-term retention, health, and sustainable management, of non-industrial private forest lands and enhance the environmental and economic contributions which accrue to society there from.

This Memorandum is intended to:

- Complement the nationwide forestry Memorandum of Understanding between the National Association of State Foresters (NASF), National Association of Conservation Districts (NACD), USDA Natural Resources Conservation Service (NRCS), and USDA Forest Service (USFS) executed in September 2008 and updated in 2013;
- Support the WA DNR Statewide Forest Resource Assessment and Strategy, the current NRCS State Resource Assessment, and formal statewide strategies of the remaining Parties;
- Supersede and replace the previous Washington State Interagency Forestry Memorandum dated November 1993 and May 2012, which the Parties agree is superseded and replaced with this MOU upon the Effective Date of this MOU.

III. ROLES AND RESPONSIBILITIES

Each of the Parties has authority and responsibility for directly or indirectly providing support for, or delivery of, programs and services to non-industrial private forest landowners in Washington State. These programs and services are intended to encourage long-term retention, health, and sustainable management of non-industrial forest lands and to enhance the environmental and economic benefits which accrue to society there from.

USDA Forest Service

The **USDA Forest Service**, through its State and Private Forestry (S&PF) mission area, provides expert advice, technology, and financial assistance to help landowners and resource managers sustain the Nation's forests and protect communities and the environment from wildland fires.

Through grants and cooperative agreements, the Washington State Department of Natural Resources, and other partners, deliver the majority of this landowner assistance in the State of Washington through three S&PF "umbrella" program areas that receive annual federal appropriations: Forest Health Management; Cooperative Fire Protection; and Cooperative Forestry. In the delivery of these programs, the Forest Service provides federal authority, programmatic guidance and standards, fiscal and technical support, and oversight and accountability.

Forest Health Management assistance includes conducting survey, suppression, prevention, and management activities on native and non-native forest insect, disease, and invasive plant pests.

Cooperative Fire Protection programs focus on the need to reduce the threat of wildland fires in wildland-urban interface areas. Assistance is provided to complete Community Wildfire Protection Plans and to implement high priority hazard mitigation projects identified in those plans, including those on non-industrial private forest lands.

Cooperative Forestry programs provide technical and financial assistance to help landowners manage their forest lands, including the development and implementation of long-term, multi- resource Forest Stewardship Plans.

The Forest Service also operates a system of Forest and Range Experiment stations which conduct research to assist land owners and managers.

Additionally, the Forest Service manages the federal lands in the National Forest System. National Forest lands often border, or are located in close proximity to, non-industrial private forest lands, thereby providing the potential opportunity for management practices which have benefits beyond ownership boundaries.

USDA Natural Resources Conservation Service

The USDA Natural Resources Conservation Service (NRCS) has primary responsibility for Farm Bill conservation programs which provide financial and technical assistance, to help landowners implement resource conservation through practices and enhancements. NRCS

provides this technical and financial assistance to farmers, ranchers, and non-industrial private forest landowners through its local field offices and service centers found throughout the state. Direct technical assistance is provided to these landowners through the NRCS conservation planning process. Through this planning process, NRCS works to identify the landowner's objectives and the resource concerns of their land, then to develop a plan which schedules the implementation of appropriate conservation practices or enhancements to address those objectives and resource concerns. In addition, NRCS is a source of interdisciplinary expertise for forestry and natural resource conservation.

NRCS works in close cooperation with county Conservation Districts, providing technical expertise to support local work group conservation priorities and in serving farmers, ranchers and non-industrial private forest landowners.

NRCS also administers competitive grant programs which could provide financial support to other entities who assist in serving non-industrial private forest landowners, including the Parties of this MOU. Other NRCS programs include the Soil Survey, which provides information on forest soils necessary for both planning and practice implementation. The agency also operates Plant Materials Centers, which develop technical guides for species selection and use for conservation purposes. Finally, NRCS provides snowpack and water supply forecasting services through its Snowtel Program.

Washington State Conservation Commission

The Washington State Conservation Commission (WSCC) provides administrative support, coordination, guidance, technical assistance, and fiscal support to local Conservation Districts.

Washington Association of Conservation Districts

The Washington Association of Conservation Districts (WACD) is an independent association of individual Conservation Districts. Individual Conservation Districts identify local resource conservation needs and provide technical assistance to farm, ranch, and non-industrial private forest, ***and other*** landowners. Districts partner with the USDA NRCS, ***DNR*** and WSU ***Extension*** to provide advice and technical assistance to address these resource conservation needs. WACD operates a nursery which produces conservation plant materials, including forest species, which are sold to landowners through local Conservation Districts.

Washington State University Extension

Washington State University (WSU) is the state's Land Grant University. WSU Extension is part of a national network of Land Grant University Extension Services which are cooperatively funded through a partnership between the US Department of Agriculture, and state and county governments, to bring educational programs and materials to the public through a system of local extension offices in each county staffed by WSU Extension faculty.

WSU Extension has primary responsibility for conducting educational programs, and providing educational materials and resources, for non-industrial private forest landowners and the natural resource professionals who advise them.

Washington State Department of Natural Resources

The Washington State Department of Natural Resources (DNR) is the state's forestry agency. DNR has primary responsibility for delivery of technical assistance to non-industrial private forest landowners and administers a variety of programs which benefit this clientele, most of which are supported, in part or in whole, by USDA Forest Service State and Private Forestry funds. These include: Forest Stewardship; Forest Legacy; Forest Health; Wildfire Prevention, Hazard Reduction, and Suppression; Genetic Tree Improvement; and Forest Nursery programs.

Additionally, the Department's Small Forest Landowner Office (SFLO) oversees state-funded programs which provide technical and financial assistance to help small forest landowners more effectively cope with the requirements and impacts of extensive, complex state Forest Practices regulations. These programs include: Forest Riparian Easement Program, Family Forest Fish Passage Program, Riparian Open Space Program, and Long Term Forest Practices Applications.

IV. COORDINATION AND COOPERATION

To the extent practicable; within such constraints as may be imposed by available resources and legal, policy, procedural, and administrative requirements; the Parties agree to:

I. On an ongoing basis:

- Recognize the primary authority and responsibility of other Parties for specific programs and services;
- Provide landowners with information about programs and services available from the other Parties based upon information supplied by those Parties;
- Inform landowners of the nature and availability of private sector forestry programs, services, and expertise and refer landowners who require assistance outside the scope of services provided by the Parties;
- Participate in state and local advisory groups of other Parties;
- Coordinate with other Parties to maximize efficiency and effectiveness of service delivery and reduce the potential for redundant, competing, or conflicting efforts;
- Coordinate landowner forest management plan standards and guidelines to help meet the requirements of multiple entities and programs, as embodied in Exhibit A of this MOU;
- Refer landowners to those in other Parties with more appropriate expertise, or access to more appropriate resources, to meet landowner needs;
- Recognize the contributions of other Parties in publicly distributed information and materials;
- Support educational programs and training opportunities for landowners and the natural resource professionals who serve them.

2. At an annual work plan coordination meeting of the parties:

- Cooperate to assess natural resource and landowner needs and identify opportunities to address those needs;
- Coordinate amongst the Parties regarding strategic planning, identification of priorities, and focus of landowner assistance resources;
- Coordinate and cooperate regarding landscape level planning and program implementation;
- Share information about technology, technical information, and professional expertise of potential benefit to other Parties and landowners;
- Consider opportunities for co-location, or mutual use of facilities and office space, by the Parties;
- Explore opportunities to coordinate complementary financial incentive programs amongst the Parties;
- Share information of potential use to landowners and their natural resource advisors with the other Parties;
- Coordinate response to landowner educational, technical, and financial assistance needs following significant natural disaster events;
- Jointly produce an annual work plan among the Parties identifying specific actions pertinent to the above and ongoing items;
- Review the provisions of this MOU for any necessary amendments.

3. Participate in such additional formal and informal interagency coordination and collaboration as may be mutually advantageous.

4. Actions beyond the scope of this MOU may require a separate agreement or contract among the parties.

V. AUTHORITIES OF THE PARTIES

Each of the Parties has specific legal authorities related to forest landowner assistance as identified in federal or state statute, organizational policy, or executive order, including, but not limited to:

1. The Department of Agriculture Reorganization Act of 1994, Public Law 103-354, 7 USC 6901-7014
2. Secretary's Memorandum 1010-1, Reorganization of the Department of Agriculture, dated October 20, 1994
3. Cooperative Forestry Assistance Act of 1978, Public Law 95-313, 16 USC 2101-2114 (As amended through Public Law 171-108, June 16, 2002 and Public Law 110-246, June 18, 2008)
4. Soil Conservation and Domestic Allotment Act, Public Law 74-46, 16 USC 590a-f; Soil and Water Resources Conservation Act of 1977, Public Law 95-192 16 USC 2001-2009
5. National Association of State Foresters By Laws and Constitution
6. National Association of Conservation Districts By Laws

7. Facilitation of Cooperative Conservation, Presidential Executive Order 13352 of August 26, 2001
8. USDA Department Regulation, 5600-003, USDA Roles in Market -Based Environmental Stewardship, dated December 20, 2006.
9. Food, Conservation, and Energy Act of 2008 and Agricultural Act of 2014.
10. Extension at 1890 Land Grant Colleges... Sec. 1444 7 USC 3221
11. National Agricultural Research, Extension, and Teaching Policy Act of 1977, Public Law 95-113.
12. Renewable Resources Extension Act of 1978, Public Law 95-306
13. State Authorizing Legislation for DNR Forest Stewardship Program-RCW 76.13.020
14. State Authorizing Legislation for DNR Small Forest Landowner Office-RCW 76.13.110
15. State Authorizing Legislation for Conservation Districts and Washington Conservation Commission - RCW 89.08
16. State Interlocal Cooperation Act-Chapter 39.34 RCW

This document identifies areas of mutual interest, understanding, agreement, and intent, however, no contractual or financial obligation shall be incurred by any of the Parties signatory hereto as a result of signing or participating in the implementation of this MOU, except as otherwise agreed separately in writing in conformance with applicable laws.

VI. TERM OF AGREEMENT

This memorandum becomes effective upon the date of the last signature (Effective Date) and shall remain in effect for five years. It is the intent of the Parties to periodically revisit and amend the MOU at the annual meeting of the parties described in Section IV. At any time, a Party may terminate its participation in the MOU by written notice to the other Parties.

VII. ADMINISTRATION

The authorized representatives for the parties, as identified in Section VIII. of this MOU, shall serve as the administrators of the agreement for their respective agencies.

VII.. APPROVAL SIGNATURES

Debbie Hollen, Director
State and Private Forestry, USDA Forest Service, Pacific Northwest Region

Date

Roylene Rides At the Door, State Conservationist
USDA Natural Resources Conservation Service

Date

Mark Clark, Executive Director
Washington State Conservation Commission

Date

Thomas Miller, President
Washington Association of Conservation Districts

Date

Randy Baldree, Associate Director
Washington State University Extension

Date

Gerry Day, State Forester
Washington State Department of Natural Resources

Date