



**MINUTES:**

*Approved September 17, 2020*

**Commission Meeting Agenda**

Washington State Parks and Recreation Commission

July 30, 2020

WSPRC HQ 1111 Israel Rd. SW, Tumwater, WA 98501

The meeting will be strictly accessible to the public via Webinar.

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

**Director:** Donald Hoch

The Washington State Parks and Recreation Commission has decided to change its regularly scheduled meeting on July 29 and 30 at the Skamania Lodge, to a one-day online commission meeting and work session.

This meeting begins promptly at 8:30 a.m. and runs until about 5 p.m. on July 30.

**The meeting will be strictly accessible to the public via Webinar. Please click one of the links below to join the meeting. Instructions on how to access are at the bottom of this document.**

TVW Link: <https://www.tvw.org/watch/?clientID=9375922947&eventID=2020071135>

TEAMS Link: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YjE3NTg1NGUtOTlmOC00ZjYzLTk0OTMtMDQ2YWNmYzU5M2Y5%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%22aa9a888-33a1-4e1a-b9d3-de27ce2eb2bd%22%2c%22IsBroadcastMeeting%22%3a%22true%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjE3NTg1NGUtOTlmOC00ZjYzLTk0OTMtMDQ2YWNmYzU5M2Y5%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%22aa9a888-33a1-4e1a-b9d3-de27ce2eb2bd%22%2c%22IsBroadcastMeeting%22%3a%22true%22%7d)

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

**Order of Presentation:** In general, each agenda item will include a presentation, followed by Commission discussion, public comments via Webinar chat function, then a decision.

**Public Comment:**

The Webinar will have a chat function where the public can type in their comments or questions relating to the agenda item. Staff will read the comments out loud to the commission during the item.

\*Disclaimer: We appreciate your comments but ask that you keep them civil and on topic. Posts that express support or opposition to a political candidate, campaign or ballot measure, or that include profane or obscene language will not be read aloud during the meeting. All comments submitted to the commission through the chat function are public records and subject to public disclosure under Washington state's public records law.

Comments that come in during the meeting that are not read aloud due to time or other issues will be provided to the commission after the meeting.

You may also submit written comments to the Commission by email or mail. We have extended the comment period due to COVID-19 and the online meeting format. **All comments must be received by 5 p.m. on July 27.** Any comments received after the cutoff will be given to the commission before its next meeting.

Email: [Commission@parks.wa.gov](mailto:Commission@parks.wa.gov)

Mail: WSPRC, Attn: Becki Ellison, PO Box 42650, Olympia, WA 98504.

### **COMMISSION MEETING**

#### **8:30 a.m. CALL TO ORDER** – Steve Milner, Commission Chair

- Call of the roll -
  - Chair Steve Milner, Vice Chair Michael Latimer, Secretary Mark O. Brown, Commissioners Sophia Danenberg, Ken Bounds, Diana Perez and Cindy Whaley
- Introduction of Staff
  - Don Hoch, Director; Mike Sternback, Assistant Director; Peter Herzog, Assistant Director; Shelly Hagen Assistant Director; Anna Gill, Communications Director; Becky Daniels, Human Resources Director; Owen Rowe, Policy & Governmental Affairs Director; and Becki Ellison, Executive Assistant.
  - Andy Woo, Assistant Attorney General
- Changes to the Agenda
  - Approval of the Agenda
    - **Motion by** Sophia Danenberg to approve the agenda as presented. Second by Ken Bounds. **Approved unanimously as presented.**
- Logistics
- Approval of minutes of previous meeting: January 23, 2020 – Belfair and May 6, 2020 – Olympia/Web Work Session
  - **Motion by** Ken Bounds to approve the minutes as presented. Second by Cindy Whaley. **Approved unanimously as presented.**

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#### **8:40 a.m. COMMISSION COMMITTEE REPORTS**

- Real Estate: Commissioner Bounds
  - Legislative: Commissioner Perez
  - Budget: Commissioners Bounds and Latimer
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**8:55 a.m. REQUESTED ACTION**

Item E-1: Lake Easton State Park – Direct Sale of Surplus Land to the Washington Department of Transportation

This item asks the Washington State Parks and Recreation Commission to authorize the direct sale of 7.92 acres at Lake Easton State Park to the Washington State Department of Transportation (WSDOT).

**ACTION:**

**Motion** by Mark O. Brown to unanimously approve the staff recommendation as proposed in the Requested Action above. Second by Ken Bounds. **Approved unanimously as requested.**

**REQUESTED ACTION:**

*That the Washington State Parks and Recreation Commission:*

1. Unanimously find that the I-90 median and frontage property at Lake Easton State Park, as shown in Appendix 1, is surplus to the needs of the state for development for state park purposes.
  2. Authorize the Director or designee to dispose of the property through direct sale to the Washington State Department of Transportation as detailed in this item.
  3. Direct the Director or designee to deposit all proceeds from the sale into the Parkland Acquisition Account.
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**9:08 a.m. REQUESTED ACTION**

Item E-2: Fall 2020 Grant Requests

This item asks the Washington State Parks and Recreation Commission to approve a list of projects for which staff will seek grant funding from the Washington State Recreation and Conservation Office (RCO).

**ACTION:**

**Motion** by Mark O. Brown to approve the revised staff recommendation as proposed in the Requested Action. Second by Cindy Whaley. **Approved unanimously as requested.**

**REQUESTED ACTION OF COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

1. Authorize the Director or designee to seek funding from the Recreation and Conservation Office in the 2021-2023 biennium for the projects listed in Appendix 1
  - a. Revised staff recommendation: This revision deletes the Fort Worden Boat Launch project from the proposed 2021-23 project list in the Boating Facilities Program (Appendix 1) and in the corresponding project descriptions provided in Appendix 2.
2. Authorize the Director or designee to defer applications for specific projects or pursue funding for projects through other grant categories if needed
3. Authorize the Director or designee to make necessary project scope and cost changes as project applications are prepared
4. Authorize the Director or designee to substitute projects in the alternates list in Appendix 1 for projects that are found to be infeasible through the detailed scoping process

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**9:01 a.m. REQUESTED ACTION**

Item E-3: 2021-23 Capital Budget

This item asks the Washington State Parks and Recreation Commission to approve a capital budget request level, proposed project list, and authorization for the Director to submit a 2021-23 biennium capital budget proposal to the Office of Financial Management substantially consistent with those approvals.

**ACTION:**

**Motion** by Mark O. Brown to approve the revised staff recommendation as proposed in the Requested Action. Second by Ken Bounds. **Approved unanimously as requested.**

**Amendment to the motion** by Steve Milner to strike #78 Fort Worden Housing Areas Exterior Project. Second by Sophia Danenberg. **Amendment withdrawn.**

**REQUESTED ACTION OF COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

1. Approve proposed 2021-23 capital projects, priority order, and funding level as described in Appendix 2 and with the revised staff recommendation.
2. Authorize the Director to submit a capital budget proposal to the Office of Financial Management per the 2021-31 Capital Budget instructions generally consistent with Appendix 2; allowing the Director to make minor modifications due to refined project scoping and cost estimates.
3. Authorize the Director to submit a list of stimulus-ready projects to the Governor or directly to the Legislature as requested for consideration in a supplemental capital budget.

**Revised staff recommendation:** This revision inserts two additional capital projects (Dry Falls Campground Renovation and Twanoh Stormwater Improvements) into the recommended capital project list (Appendix 2) and updates corresponding figures in the “Magnitude of Request” section in the agenda item as specified below.

Magnitude of Request

Staff had originally targeted a total capital budget request of approximately \$90-100 million. Through the project scoping and prioritizing process, staff now proposes a request of approximately ~~\$110-115 million~~ \$110-120 million. Table 1 summarizes staff’s proposed capital budget request amounts by category, as well as the overall amount of the proposed 2021-23 capital budget request.

**Table 1**

Category	2021-23 Proposed Amount	Percent of Request
Re-Appropriations	\$15,000,000	13%
Operationally Critical	\$11,014,000	9%
Shovel Ready	\$16,952,868	14%
Statewide Critical (new)	\$11,206,000	9%
Multiphase Pre-design	\$27,409,000	23%
Priority	\$37,875,363	32%
Total	\$119,457,231	100%

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**11:24 a.m. BREAK**

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**11:37 a.m. REQUESTED ACTION**

Item E-4: 2021-31 Strategic Plan Adoption

This item asks the Washington State Parks and Recreation Commission to adopt the 2021-31 agency strategic plan for submittal to the Office of Financial Management (OFM) with the biennial operating budget request in September. (The proposed plan changes the plan time frame to 10 years, from 2021-2031.)

**ACTION:**

Motion by Ken Bounds to approve the staff recommendation as proposed in the Requested Action. Second by Cindy Whaley. Approved unanimously as requested.

**REQUESTED ACTION OF COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

1. Adopt the 2021-31 Washington State Park and Recreation Commission's Strategic Plan.
2. Authorize the Director to finalize the plan and make formatting, presentation, editing and other minor changes as needed before submitting to OFM in September.

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**11:50 a.m. REQUESTED ACTION**

Item E-5: Agency Request Legislation for the 2021 Session

This item requests the Washington State Parks and Recreation Commission approval of policy options and delegation of authority to the Director's Office and the Legislative Committee to finalize agency request legislation and to submit the proposals to the Governor's Office for consideration.

**ACTION:**

Motion by Ken Bounds to approve the staff recommendation as proposed in the Requested Action. Second by Mark O. Brown. Approved unanimously as requested.

**REQUESTED ACTION OF COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

1. Delegate to the Director the authority to continue to pursue the development of 2021 agency request legislation based on policy direction from the Commission.
  2. Authorize the Director and designees to work with the Legislative Committee, the Governor's policy and fiscal staff, and relevant stakeholders, to finalize legislative requests and submit them to the Governor's Office for formal review.
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**12:09 p.m. REQUESTED ACTION**

Item E-6: 2021-23 Operating Budget

This item asks the Washington State Parks and Recreation Commission to 1) approve the 2021-23 operating budget request to submit to the Office of Financial Management (OFM), and 2) authorize the Director to submit an operating budget supplemental request for a special session as needed.

**ACTION:**

Motion by Mark O. Brown to approve the staff recommendation as proposed in the Requested Action. Second by Ken Bounds. Approved unanimously as requested.

**REQUESTED ACTION FROM COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

- 1) Authorize the Director to submit a 2021-23 operating budget request to the Office of Financial Management (OFM) for approximately \$229.2 million before the requested General Fund 15% reduction options as recommended by staff in Appendix 2.
- 2) Authorize the Director to make wording changes, technical corrections, and changes to dollar amounts in the operating budget submittal as needed to finalize the submittal.
- 3) Authorize the Director to submit an operating budget supplemental if one is requested because of a special legislative session called by the Governor or the Legislature.

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**12:45 p.m. BREAK**

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**1:15 p.m. REQUESTED ACTION**

Item E-7: Fort Worden Public Development Authority – Lease Amendment

This item asks the Washington State Parks and Recreation Commission to authorize postponing the start of a revenue sharing provision included in the original lease of the Fort Worden campus to the Fort Worden Public Development Authority (PDA).

**Due to technical difficulties and network disruption with the live feed of the regular Commission meeting that took place on July 30, that meeting was adjourned at 3:23 p.m., after it was determined that the technical issues were unlikely to be resolved. That adjourned meeting has been continued to and will resume at 10:30 a.m. on Thursday, August 27.**

**MINUTES CONTINUED:**

*All minutes are draft until approved at the next meeting*

**Commission Meeting Agenda**

Washington State Parks and Recreation Commission

Adjourned meeting July 30, 2020

Reconvened August 27, 2020

WSPRC HQ 1111 Israel Rd. SW, Tumwater, WA 98501

**The meeting will be strictly accessible to the public via telephone.**

Due to technical difficulties and network disruption with the live feed of the regular Commission meeting that took place on July 30, that meeting was adjourned at 3:23 p.m., after it was determined that the technical issues were unlikely to be resolved. That adjourned meeting has been continued to and will resume at 10:30 a.m. on Thursday, August 27. Members of the public may attend remotely using one of the following phone numbers:

Seattle Toll: (206) 207-1700

US Toll: (415) 655-0001

Meeting Access Code: 133 197 8337

Prior to adjournment on July 30, the Commission had completed Agenda Items 1 through 6, with Items 7 and 8 still pending. However, due to the technical issues experienced by those who may have tried to view the live feed that day, the Commission will revisit Items 1 through 6 on an expedited agenda, during which State Parks staff will provide a summary of each item, and the Commissioners will re-vote on each item that a vote is requested. After completing Items 1 through 6, the Commission will continue on to Items 7 and 8, for which State Parks staff will provide a full presentation. Written public comment will be accepted for all agenda items until 5 p.m. on August 25, but please note the Commission will not be taking any public comments during the meeting.

This meeting begins promptly at 10:30 a.m. and runs until about 2:20 p.m. on August 27.

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

**Order of Presentation:** Agenda Items 1-6 will include a summary and then call for the vote. Agenda Items 7 and 8 will include a presentation, followed by Commission discussion and then a decision.

**Public Comment:** There will be no oral public comment during the meeting. You may submit written comments to the Commission in advance by email or mail. We have extended the comment period due to the technical difficulties on July 30. **All comments must be received by 5 p.m. on August 25.** Any comments received after the cutoff will be given to the commission before its next meeting. If you previously submitted a comment, those comments will be included in the record and you do not need to resubmit.

Email: [Commission@parks.wa.gov](mailto:Commission@parks.wa.gov)

Mail: WSPRC, Attn: Becki Ellison, PO Box 42650, Olympia, WA 98504.

**10:30 a.m. CALL TO ORDER – Steve Milner, Commission Chair**

- Call of the roll
  - Chair Steve Milner, Vice Chair Michael Latimer, Secretary Mark O. Brown, Commissioners Sophia Danenberg, Ken Bounds, Diana Perez and Cindy Whaley
- Introduction of Staff
  - Don Hoch, Director; Mike Sternback, Assistant Director; Peter Herzog, Assistant Director; Shelly Hagen Assistant Director; Anna Gill, Communications Director; Becky Daniels, Human Resources Director; Owen Rowe, Policy & Governmental Affairs Director; and Becki Ellison, Executive Assistant.
  - Andy Woo, Assistant Attorney General
- Changes to the Agenda
  - Approval of the Agenda
    - **Motion by Mark O. Brown to approve the agenda as presented Second by Cindy Whaley. Approved unanimously as presented.**
- Logistics
- Approval of minutes of previous meeting: January 23, 2020 – Belfair and May 6, 2020 – Olympia/Web Work Session
  - **Motion by Ken Bounds to approve the minutes as presented. Second by Diana Perez. Approved unanimously as presented.**

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**10:40 a.m. EXPEDITED REQUESTED ACTIONS**

Item E-1: Lake Easton State Park – Direct Sale of Surplus Land to the Washington Department of Transportation

This item asks the Washington State Parks and Recreation Commission to authorize the direct sale of 7.92 acres at Lake Easton State Park to the Washington State Department of Transportation (WSDOT).

**ACTION:**

**Motion** by Cindy Whaley to unanimously approve the staff recommendation as proposed in the Requested Action above. Second by Ken Bounds. **Approved unanimously as requested.**

**REQUESTED ACTION:**

*That the Washington State Parks and Recreation Commission:*

1. Unanimously find that the I-90 median and frontage property at Lake Easton State Park, as shown in Appendix 1, is surplus to the needs of the state for development for state park purposes.
2. Authorize the Director or designee to dispose of the property through direct sale to the Washington State Department of Transportation as detailed in this item.
3. Direct the Director or designee to deposit all proceeds from the sale into the Parkland Acquisition Account.

### Item E-2: Fall 2020 Grant Requests

This item asks the Washington State Parks and Recreation Commission to approve a list of projects for which staff will seek grant funding from the Washington State Recreation and Conservation Office (RCO).

#### **ACTION:**

**Motion** by Sophia Danenberg to approve the revised staff recommendation as proposed in the Requested Action. Second by Cindy Whaley. **Approved unanimously as requested.**

#### **REQUESTED ACTION OF COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

1. Authorize the Director or designee to seek funding from the Recreation and Conservation Office in the 2021-2023 biennium for the projects listed in Appendix 1
    - a. Revised staff recommendation: This revision deletes the Fort Worden Boat Launch project from the proposed 2021-23 project list in the Boating Facilities Program (Appendix 1) and in the corresponding project descriptions provided in Appendix 2.
  2. Authorize the Director or designee to defer applications for specific projects or pursue funding for projects through other grant categories if needed
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  4. Authorize the Director or designee to substitute projects in the alternates list in Appendix 1 for projects that are found to be infeasible through the detailed scoping process.
- 

### Item E-3: 2021-23 Capital Budget

This item asks the Washington State Parks and Recreation Commission to approve a capital budget request level, proposed project list, and authorization for the Director to submit a 2021-23 biennium capital budget proposal to the Office of Financial Management substantially consistent with those approvals.

#### **ACTION:**

**Motion** by Mark O. Brown to approve the revised staff recommendation as proposed in the Requested Action. Second by Ken Bounds. **Approved unanimously as requested.**

#### **REQUESTED ACTION OF COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

1. Approve proposed 2021-23 capital projects, priority order, and funding level as described in Appendix 2 and with the revised staff recommendation.
2. Authorize the Director to submit a capital budget proposal to the Office of Financial Management per the 2021-31 Capital Budget instructions generally consistent with Appendix 2; allowing the Director to make minor modifications due to refined project scoping and cost estimates.
3. Authorize the Director to submit a list of stimulus-ready projects to the Governor or directly to the Legislature as requested for consideration in a supplemental capital budget.

**Revised staff recommendation:** This revision inserts two additional capital projects (Dry Falls Campground Renovation and Twanoh Stormwater Improvements) into the recommended capital project list (Appendix 2) and updates corresponding figures in the “Magnitude of Request” section in the agenda item as specified below.

Magnitude of Request

Staff had originally targeted a total capital budget request of approximately \$90-100 million. Through the project scoping and prioritizing process, staff now proposes a request of approximately ~~\$110-115 million~~ **\$110-120 million**. Table 1 summarizes staff’s proposed capital budget request amounts by category, as well as the overall amount of the proposed 2021-23 capital budget request.

**Table 2**

<b>Category</b>	<b>2021-23 Proposed Amount</b>	<b>Percent of Request</b>
Re-Appropriations	\$15,000,000	13%
Operationally Critical	\$11,014,000	9%
Shovel Ready	\$16,952,868	14%
Statewide Critical (new)	\$11,206,000	9%
Multiphase Predesign	<b>\$27,409,000</b>	<b>23%</b>
Priority	<b>\$37,875,363</b>	<b>32%</b>
Total	<b>\$119,457,231</b>	100%

Item E-4: 2021-31 Strategic Plan Adoption

This item asks the Washington State Parks and Recreation Commission to adopt the 2021-31 agency strategic plan for submittal to the Office of Financial Management (OFM) with the biennial operating budget request in September. (The proposed plan changes the plan time frame to 10 years, from 2021-2031.)

**ACTION:**

**Motion** by Michael Latimer to approve the staff recommendation as proposed in the Requested Action. Second by **Cindy Whaley**. Approved unanimously as requested.

**REQUESTED ACTION OF COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

1. Adopt the *2021-31 Washington State Park and Recreation Commission’s Strategic Plan*.
2. Authorize the Director to finalize the plan and make formatting, presentation, editing and other minor changes as needed before submitting to OFM in September.

Item E-5: Agency Request Legislation for the 2021 Session

This item requests the Washington State Parks and Recreation Commission approval of policy options and delegation of authority to the Director’s Office and the Legislative Committee to finalize agency request legislation and to submit the proposals to the Governor’s Office for consideration.

**ACTION:**

**Motion** by Mark O. Brown to approve the staff recommendation as proposed in the Requested Action. Second by Ken Bounds. **Approved unanimously as requested.**

**REQUESTED ACTION OF COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

3. Delegate to the Director the authority to continue to pursue the development of 2021 agency request legislation based on policy direction from the Commission.
  4. Authorize the Director and designees to work with the Legislative Committee, the Governor’s policy and fiscal staff, and relevant stakeholders, to finalize legislative requests and submit them to the Governor’s Office for formal review.
- 

Item E-6: 2021-23 Operating Budget

This item asks the Washington State Parks and Recreation Commission to 1) approve the 2021-23 operating budget request to submit to the Office of Financial Management (OFM), and 2) authorize the Director to submit an operating budget supplemental request for a special session as needed.

**ACTION:**

**Motion** by Ken Bounds to approve the staff recommendation as proposed in the Requested Action. Second by Michael Latimer. **Approved unanimously as requested.**

**REQUESTED ACTION FROM COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

1. Authorize the Director to submit a 2021-23 operating budget request to the Office of Financial Management (OFM) for approximately \$229.2 million before the requested General Fund 15% reduction options as recommended by staff in Appendix 2.
  2. Authorize the Director to make wording changes, technical corrections, and changes to dollar amounts in the operating budget submittal as needed to finalize the submittal.
  3. Authorize the Director to submit an operating budget supplemental if one is requested because of a special legislative session called by the Governor or the Legislature.
-

**11:12 a.m. REQUESTED ACTION**

Item E-7: Fort Worden Public Development Authority – Lease Amendment

This item asks the Washington State Parks and Recreation Commission to authorize postponing the start of a revenue sharing provision included in the original lease of the Fort Worden campus to the Fort Worden Public Development Authority (PDA).

**ACTION:**

Motion by Mark O. Brown to approve the staff recommendation as proposed in the Requested Action. Second by Cindy Whaley. Approved unanimously as requested.

**Amendment to the motion** by Mark O. Brown to Add new item #3 to the requested action to direct staff to review the financial condition of the Fort Worden PDA periodically and in any event no less frequently than on an annual basis and recommend adjustment to the three-year delay in commencing revenue sharing for Commission consideration if warranted. Second by Cindy Whaley. **Amendment approved unanimously as requested.**

**REQUESTED ACTION FROM COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

1. Authorize the Director to execute an amendment to the Fort Worden Public Development Authority lease that:
    - a) Postpones the start of revenue sharing for three years, until May 1, 2023 (9<sup>th</sup> anniversary of the date of possession).
    - b) Requires the PDA to develop an updated business plan and propose any changes to the lease necessary to implement the plan prior to May 1, 2023 for consideration by the Director and Commission.
  2. Direct staff to work with the PDA to provide periodic reports to the Commission describing progress on PDA's business planning effort.
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**11:44 a.m. REQUESTED ACTION**

Item E-8: Proposed 2021 Regular Meeting Schedule and updated schedule for 2020 for the Washington State Parks and Recreation Commission

This item asks the Washington State Parks and Recreation Commission to delegate to the Director and/or his designee, the authority to adjust the meeting dates and locations for the remainder of the 2020 year due to COVID-19 and set the dates for the 2021 year.

**ACTION:**

**Motion** by Mark O Brown to approve the staff recommendation as proposed in the Requested Action choosing option A from Appendix 1, changing the July date to July 14 and 15. Second by Michael Latimer. Approved six to one. All those in favor: Commissioners Milner, Latimer, Brown, Perez, Whaley and Bounds. All those Opposed: Commissioner Danenberg. **Approved six to one.**

**REQUESTED ACTION OF COMMISSION:**

*That the Washington State Parks and Recreation Commission:*

1. Delegate to the Director and/or his designee, the authority to adjust the meeting dates and locations for the remainder of the 2020 year due to COVID-19, in consultation with the Commission Executive Committee.
2. Adopt the 2021 meeting dates as presented in Appendix 1.

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**12:43 p.m. ADJOURN COMMISSION MEETING**

## **WORK SESSION**

**Public Comment:** This is a work session between staff and the Commission. The public is invited to listen via telephone, but no public comment will be taken. No decisions will be made by the Commission at the work session.

**1:02 p.m.      CALL TO ORDER** – Michael Latimer, Commission Vice-Chair

- Call of the roll – all commissioners in attendance

**1:03 p.m.      DIRECTOR/STAFF REPORTS AND COVID-19 UPDATE** – Executive Leadership Team

- This item will provide the Commission with information regarding the agency efforts and planning around COVID-19 response. Each division will lead parts of the discussion along with providing a staff report.

**3:44 p.m.      COMMISSIONER REPORTS**

**4:35 p.m.      ADJOURN**

*Disclaimer: It is intended that this summary be used with the meeting materials provided in advance of the meeting. A recording is retained by WSPRC as the formal record of meeting. The recording is available through a Public Disclosure Request to the WSPRC records officer at [public.disclosure@parks.wa.gov](mailto:public.disclosure@parks.wa.gov).*

BE 8/31/2020

An audio recording is retained by WSPRC as the formal record of meeting. The recording is available through a Public Disclosure Request to the WSPRC records officer at [public.disclosure@parks.wa.gov](mailto:public.disclosure@parks.wa.gov) approximately five business days after the meeting.

The services, programs, and activities of the Washington State Parks and Recreation Commission are covered by the Americans with Disabilities Act (ADA). If you need special accommodations to participate in this meeting, please contact the commission assistant Becki Ellison at (360) 902-8502 or [becki.ellison@parks.wa.gov](mailto:becki.ellison@parks.wa.gov). Accommodation requests should be received at least five business days prior to the meeting to ensure availability. Please provide 7-day notice for requests to receive information in an alternative format