



STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

MEETING DATE: November 2009 **ITEM NUMBER:** 1B
TITLE: Project Time Extensions
PREPARED BY: Scott T. Robinson and Marguerite Austin, Section Managers
APPROVED BY THE DIRECTOR:

Proposed Action: Decision

Summary

Recreation and Conservation Office (RCO) staff requests that the Recreation and Conservation Funding Board (board) consider the proposed project time extensions shown in Attachment A.

Staff Recommendation

Staff recommends approval of the extension request included in Attachment A, Time Extension Request for Board Approval, via Resolution #2009-2009-26 (consent calendar).

Background

Manual #7, *Funded Projects: Policies and the Project Agreement*, outlines the board's adopted policy for progress on active funded projects. The policy requires staff to report all requests for time extensions and subsequent staff actions to the board.

Time Extension Requests – Director Approval

Between August 16, 2009 and October 12, 2009, the RCO received several requests to extend projects. Staff reviewed each request to ensure compliance with established policies. After careful consideration, the director granted extensions to 23 projects.

Time Extension Requests Requiring Board Review

RCO also received a time extension request for the project listed in Attachment A. This document summarizes the circumstances for the requested extension and the expected date of project completion. Board action is required because the project sponsor is requesting an extension to continue the agreement beyond the four-year period authorized in board policy.



Analysis

Considerations for approving time extension requests include:

- Receipt of a written request for the time extension;
- Reimbursements requested and approved;
- Date the board granted funding approval;
- Conditions surrounding the delay;
- Sponsor's reasons or justification for requesting the extension;
- Likelihood of sponsor completing the project within the extended period;
- Original dates for project completion;
- Sponsor's progress on this and other funded projects;
- Revised milestones or timeline submitted for completion of the project; and
- The effect the extension will have on reappropriation request levels for RCO.

Next Steps

If approved by the board, staff will execute the appropriate amendment and monitor progress through successful completion of the project.

Attachments

Resolution #2009-26

A. Time Extension Request for Board Approval

ATTACHMENT A: TIME EXTENSION REQUEST FOR BOARD APPROVAL

Project #	Project sponsor	Project name	Grant program	Grant Amount Remaining	Funding date	Extension request	Circumstances or reasons for delay
04-1502D	City of Port Townsend	Downtown Waterfront Access Restoration	ALEA	\$253,034	6/7/2005	12/31/2010	<p>This project will preserve the downtown area's prime public waterfront access by repairing a steadily deteriorating dock and wave viewing gallery. It initially received only partial funding in 2005. Full funding was provided on January 11, 2007. Since then, there have been 3 time extensions.</p> <p>The original delays were due to contract obligations with the artist who designed a tidal pool exhibit that the city plans to remove with RCO grant funds.</p> <p>During the permitting phase, the project was delayed because the city was required to complete a monitoring plan for marbled murrelets. The city has submitted a monitoring plan and is awaiting review by the US Fish and Wildlife Service (USFWS).</p> <p>Work to replace pilings will occur this fall or winter if possible. The Washington Department of Fish and Wildlife (WDFW) restricts in-water work from February 15 to July 14 of each year (fish window) to protect migrating juvenile salmon in the area, so the city may need to resume in-water work after July 15.</p> <p>With the uncertainty of weather, USFWS review and WDFW fish window, the city is requesting a time extension until December 31, 2010 to complete the scope of work.</p>