MANAGEMENT SUPPORT
School Property

STATE ENVIRONMENTAL POLICY ACT COMPLIANCE

The district accepts its responsibility, as described by the Washington state legislature in the State Environmental Policy Act, specifically Chapter 43.21C.

ADOPTION BY REFERENCE.

In order to fulfill its responsibilities under the State Environmental Policy Act, the district adopts by reference the following sections or subsections of chapter 197-11 of the Washington Administrative Code.

WAC 197-11-040 Definitions
WAC 197-11-050 Lead agency
WAC 197-11-055 Timing of the SEPA process
WAC 197-11-060 Content of environmental review
WAC 197-11-070 Limitations on actions during SEPA process
WAC 197-11-080 Incomplete or unavailable information
WAC 197-11-090 Supporting documents
WAC 197-11-100 Information required of applicants
WAC 197-11-300 Purpose of this part
WAC 197-11-305 Categorical exemptions
WAC 197-11-310 Threshold determination required
WAC 197-11-315 Environmental checklist
WAC 197-11-330 Threshold determination process
WAC 197-11-335 Additional information
WAC 197-11-340 Determination of non-significance (DNS)
WAC 197-11-350 Mitigated DNS
WAC 197-11-360 Determination of significance (DS)/initiation of scoping
WAC 197-11-390 Effect of threshold determination
WAC 197-11-400 Purpose of EIS
WAC 197-11-402 General requirements
WAC 197-11-405 EIS types
WAC 197-11-406 EIS timing
WAC 197-11-408 Scoping
WAC 197-11-410 Expanded scoping (Optional)
WAC 197-11-420 EIS preparation
WAC 197-11-425 Style and size
WAC 197-11-430 Format
WAC 197-11-435 Cover letter or memo
WAC 197-11-440 EIS contents
WAC 197-11-442 Contents of EIS on non-project proposals
WAC 197-11-443 EIS contents when prior non-project EIS
WAC 197-11-444 Elements of the environment
WAC 197-11-448 Relationship to EIS to other considerations
WAC 197-11-450 Cost-benefit analysis
WAC 197-11-455 Issuance of DEIS
WAC 197-11-460 Issuance of FEIS
Purpose of this part
Inviting comment
Availability and cost of environmental documents
SEPA register
Public hearings and meetings
Effect of no comment
Specificity of comments
FEIS response to comments
Consulted agency costs to assist lead agency
When to use existing environmental documents
Use of NEPA documents
Supplemental environmental impact statement - procedures
Addenda - procedures
Adoption - procedures
Incorporation by reference - procedures
Combining documents
Purpose of this part
Implementation
Substantive authority and mitigation
Appeals
Definitions
Act
Addendum
Adoption
Affected tribe
Affecting
Agency
Applicant
Built environment
Categorical exemption
Consolidated appeal
Consulted agency
Cost-benefit analysis
County/city
Decision maker
Department
Determination of non-significance (DNS)
Determination of significance (DS)
EIS
Environment
Environmental checklist
Environmental document
Environmental review
Environmentally sensitive area
Expanded scoping
Impacts
Incorporation by reference
Lands covered by water
Lead agency
License
Local agency
Major action
WAC 197-11-766  Mitigated DNS
WAC 197-11-768  Mitigation
WAC 197-11-770  Natural environment
WAC 197-11-772  NEPA
WAC 197-11-774  Non-project
WAC 197-11-776  Phased review
WAC 197-11-778  Preparation
WAC 197-11-780  Private project
WAC 197-11-782  Probable
WAC 197-11-784  Proposal
WAC 197-11-786  Reasonable alternative
WAC 197-11-788  Reasonable official
WAC 197-11-790  SEPA
WAC 197-11-792  Scope
WAC 197-11-793  Scoping
WAC 197-11-794  Significant
WAC 197-11-796  State agency
WAC 197-11-797  Threshold determination
WAC 197-11-799  Underlying governmental action
WAC 197-11-800  Categorical exemptions
WAC 197-11-880  Emergencies
WAC 197-11-890  Petitioning DOE to change exemptions
WAC 197-11-900  Purpose of this part
WAC 197-11-912  Procedures of consulted agencies
WAC 197-11-916  Application to ongoing actions
WAC 197-11-918  Lack of agency procedures
WAC 197-11-920  Agencies with environmental expertise
WAC 197-11-922  Lead agency rules
WAC 197-11-924  Determining the lead agency
WAC 197-11-926  Lead agency for governmental proposals
WAC 197-11-928  Lead agency for public and private proposals
WAC 197-11-930  Lead agency for private projects with one agency with jurisdiction
WAC 197-11-932  Lead agency for private projects requiring licenses from more than one agency, when one of the agencies is a county/city
WAC 197-11-934  Lead agency for private projects requiring licenses from a local agency, not a county/city, and one or more state agencies
WAC 197-11-936  Lead agency for private projects requiring licenses from more than one state agency
WAC 197-11-938  Lead agencies for specific proposals
WAC 197-11-940  Transfer of lead agency status to a state agency
WAC 197-11-942  Agreements on lead agency status
WAC 197-11-944  Agreements on division of lead agency duties
WAC 197-11-946  DOE resolution of lead agency disputes
WAC 197-11-948  Assumption of lead agency status
WAC 197-11-960  Environmental checklist
WAC 197-11-965  Adoption notice
WAC 197-11-970  Determination of non-significance (DNS)
WAC 197-11-980  Determination of significance and scoping notice (DS)
WAC 197-11-985  Notice of assumption of lead agency status
WAC 197-11-990  Notice of action

ADDITIONAL DEFINITIONS
In addition to those definitions contained within WAC 197-11-700 to 197-11-799, the following terms shall have the following meanings, unless the context indicates otherwise:

A. **District.** District means the Port Townsend School District No. 50, Jefferson County, state of Washington.

B. **SEPA Rules.** SEPA Rules means WAC Chapter 197-11 adopted by the Council on Environmental Policy.

The policies and goals set forth herein are supplementary to those in the existing authorization of the district. The district establishes the following criteria as the basis for exercising authority relative to environmental issues. The district shall use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:

A. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations.

B. Assure for all people of Washington safe, healthful, productive, and aesthetically and culturally pleasing surroundings.

C. Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences.

D. Preserve important historic, cultural, and natural aspects of our national heritage.

E. Maintain, wherever possible, an environment which supports diversity and variety of individual choice.

F. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life’s amenities.

G. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.

The district recognizes that each person has a fundamental and inalienable right to a healthful environment and that each person has a responsibility to contribute to the preservation and enhancement of the environment.

**CRITICAL AREAS**

In its actions, the district shall respect “critical areas” and their modified exemption criteria which have been adopted and displayed by local governments pursuant to The Growth Management Act, Chapter 36.70A RCW.

Actions which shall be located wholly or partially within a critical area are to be treated no differently than other actions under these guidelines. A threshold determination shall be made for all such actions, and an EIS shall not be automatically required for a proposal merely because it is proposed for location in a critical area.

**USE OF EXEMPTIONS**

To determine whether or not a proposal is exempt from SEPA, the district shall comply with the square footage and parking space threshold levels adopted by the city or county under WAC 197-
11-800 (1). To determine whether or not a proposal is exempt, the district shall ascertain the total scope of the proposal and the governmental licenses required. If a proposal includes a series of actions, physically or functionally related to each other, some of which are exempt and some which are not, the proposal is not exempt and the district must complete a threshold determination.

If a proposal includes both exempt and nonexempt actions, exempt actions may be authorized with respect to the proposal prior to compliance with the procedural requirements of these guidelines subject to the following limitations:

A. No nonexempt action shall be authorized prior to compliance with procedural and substantive requirements;
B. No action shall be authorized which shall irrevocably commit the district to approve or authorize an action;
C. The district may withhold approval of an exempt action which would lead to modification of the physical environment, when such modifications would serve no purpose if later approval of a nonexempt action is not secured; and
D. The district may withhold approval of exempt actions which would lead to substantial financial expenditures by a private applicant which would serve no purpose if later approval of a nonexempt action is not secured.

LEAD AGENCY DETERMINATION AND RESPONSIBILITIES
The district is lead agency for the proposals it initiates and is responsible for compliance with SEPA regulations.

ENVIRONMENTAL CHECKLIST
Except as provided in WAC 197-11-315 the school district must complete an environmental checklist (WAC 197-11-960) for any proposal that meets the definition of action (WAC 197-11-709), and is not categorically exempted in WAC 197-11-800 and 880. This checklist shall be the basis for the threshold determination.

For all proposals for which the district is the lead agency, the responsible official of the district shall make the threshold determination pursuant to the criteria and procedures of WAC 197-11-300 through 360.

PREPARATION OF EIS
The draft and final EIS shall be prepared either by the responsible official or his/her designee or a consultant retained by the school district.

In the event that an EIS is to be prepared by a consultant, the responsible official shall assure that the EIS is prepared in a responsible manner and with appropriate methodology. The responsible official shall direct the areas of research and examination to be undertaken, as well as the organization of the resulting document.
No matter who participates in the preparation of an EIS, it must be approved by the responsible official prior to distribution.
PUBLIC NOTICE
The district will establish a mailing list for those interested citizens who wish to be informed regarding documents the district issues that require public notice. If deemed appropriate by the responsible official, the school district will place appropriate notice in the paper of general circulation which serves the area.

DESIGNATION OF OFFICIAL TO PERFORM CONSULTED AGENCY RESPONSIBILITIES FOR THE DISTRICT
The superintendent or his designee shall be responsible for the preparation of the written comments for the district in response to a consultation request prior to a threshold determination, participation in pre-draft consultation or reviewing a draft EIS.

The official designated in paragraph 1 shall be responsible for compliance by the district with WAC 197-11-400 through 460 wherever the district is a consulted agency, and he/she is authorized to develop operating procedures which shall ensure that responses to consultation requests are prepared in a timely fashion and include data from all appropriate departments of the district.

DESIGNATION OF RESPONSIBLE OFFICIAL
For those proposals for which the district is the lead agency, the responsible official shall be the superintendent or his/her designee. The responsible official shall make the threshold determination, supervise preparation of any required EIS and perform any other functions assigned to the “lead agency”.

FEES
No fee shall be collected by the district for performing its duties as a consulted agency.

The district may charge any person for copies of any document prepared pursuant to the requirements of this ordinance and for mailing thereof, in a manner provided by RCW Chapter 42.17.

PUBLICATION OF NOTICE
The district may publish notice of action pursuant to RCW 43.21C.080 for any action to establish a time limit for judicial appeals.

The form of the notice shall be as prescribed by the department of ecology and/or substantially in the form and manner set forth in RCW 43.21C.080. The notice shall be published by the district secretary pursuant to RCW 43.21C.080.

SEVERABILITY
If any provision of these regulations or its application to any person or circumstances is held invalid, the remainder of these regulations or the application of the provision to other persons or circumstances shall not be affected.

EFFECTIVE DATE
These guidelines shall become effective on **January 25, 1999**.

**Legal References:**
- RCW 43.21C  
  State Environmental Policy
- WAC 197-11  
  State Environmental Policy Act (SEPA) Rules

**Management Resources:**
  SEPA policy requires periodic review and understanding

**Date:** 10/11/84; 2/9/98; 1/25/99; 11/24/03; 1/24/11.

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**