

**Uinta-Wasatch-Cache National Forest  
Resource Advisory Committee**

8/12/10 Version (Adopted 9/23/10)

**OPERATING GUIDELINES**

These operating guidelines and ground rules are general in nature and were developed to aid the overall flow of business and are not legally binding for operations of the Resource Advisory Committee (RAC).

***Objective:***

To actively initiate, coordinate, and monitor activities regarding the multiple use management of public and private lands that affect their health, productivity, and sustainability; and which also affect the economic and social vitality of forest and rural county communities, families, schools, and local governments within the boundaries of Utah, Cache, Wasatch, and Juab Counties.

***Organization:***

The Uinta-Wasatch-Cache NF Advisory Committee shall consist of a 15 member committee representing a cross section of shareholder from counties, governments, recreational and public groups.

RAC members serve until September 30, 2012.

The Chairperson shall be elected by the RAC from among its members for a term of 1 year.

**RAC Chairperson/Vice Chair** – runs meetings, goes over agenda, opens/closes public forum, and coordinates with Designated Federal Official and with the Forest District Rangers at the project level.

RAC chairperson coordinates questions from the RAC to the Forest Service (Loyal Clark and/or Cheryl Probert)

If a RAC member fails to attend (in person or by telephonic or electronic means) two consecutive official meetings, the Secretary may remove that member from the RAC. There is flexibility to call in. There are “Excused Absences” but that should be limited.

A person attending meetings for a designated member of the RAC cannot vote since the person wasn’t approved by the Secretary of Agriculture to serve on RAC.

RAC review projects that are submitted for funding under Title II and make recommendations on if they should be funded. These projects can be generated by the RAC or from outside sources (the public). RAC monitors projects to see if they are completed; help to measure success. *Note:* Elected officials on RAC do not get more weight in their vote.

**Deputy Forest Supervisor** provide guidance, information conduit between RAC, rangers, obtain FS staffing support (i.e. clerical/admin support, budget/fiscal target tracking if needed), liaison with Forest Supervisor.

### ***Meeting Rules:***

RAC meetings will be a combination of meetings and site visits.

Meetings need to start and end on time (especially END on time).

Recommend having meetings every month for the initial months and then meetings will be every other month with site visits during the interim months. Projects should come from County or the public.

If you are unable to attend a meeting, contact Chair (Craig Buttars at 435-258-5015) and Loyal Clark at 801-310-3633 and give at least a 24-hour notice if possible.

Decisions on RAC operating procedures and guidelines will be made by a simple majority of members present at a RAC meeting where quorum has been established. Changes or additions can be made through approval of the RAC.

Quorum, for purposes of conducting an official meeting of the RAC, will be defined as having a majority of RAC members (eight of fifteen), physically present or able to fully participate via conference call as allowed for in the guidelines.

Acronyms will be spoken in simple English, like NEPA (National Environmental Policy Act)

Agendas will be sent to members at least one week prior to the next meeting.

### **Ground Rules during meetings are as follows:**

Remember the purpose of the Act – to stabilize payments to counties; to make additional investments in and provide employment opportunities through projects in forest ecosystems; and to improve cooperative relationships.

The group will generally follow Roberts Rules of Order.

Listen to each other.

RAC cell phones will be kept on vibrate but do not have to be turned off during the meetings.

Come prepared.

Respect each other and each other's time.

Speak up.

Agree to disagree.

Keep it fun and productive.

Members participating electronically can vote.

Public comment will be accepted after each agenda topic discussion and before each vote. Discussion and comment from the public will be limited to 15 minutes for each topic (three minutes per person). The majority of the RAC can extend time as deemed appropriate and necessary. RAC members will not respond to the public comments.

Title II funds may be used to reimburse members for allowed RAC expenses, including meals, lodging, and mileage expenses incurred by RAC members and alternates attending RAC meetings. The reimbursement rates will follow Forest Service procedures and determined by the Joint Travel Regulation. Receipts will be required for lodging and meal reimbursements. The RAC will approve reimbursement of such expenses at each meeting.

Meeting locations will be selected by the committee to obtain the best forum for public involvement.

The Forest Service will provide an official note taker for RAC meetings.

### ***Project Proposals***

Funds will be spent in the County from which they originated. If there is a multi-county project, funds can cross jurisdiction.

Projects to be placed on the RAC agenda, will need to be in writing and will need to be sent to the Designated Federal Official at least three weeks prior to the next meeting. No projects will be acted on unless on the agenda.

If partnerships are involved and some funding is outside of the implementing agency then draft cooperative and financial agreements need to be in writing and reviewed prior to approval of the project by the RAC for recommendation to the DFO.

Reminder: Projects must be initiated by September 2011. Funds must be spent or obligated by September 2012.

A project may be proposed (recommended to the DFO) by the RAC to the Secretary concerned under section 203(a), if it has been approved by a majority of members of the committee from each of the three categories in subsection (d) (2).

*Approval of project in reference to section 203(e)(3) of the Act will be according to the following:*

- 1. If the approval is unanimous then there will be no polling of the Groups.*
- 2. If there are more than three disapprove of the project then the Groups will be polled to determine if a majority of each group is in agreement.*
- 3. If a majority of a Group is not present then no project will be presented for approval.*

<i>Group</i>	<i>Members</i>	<i>Majority</i>
<i>A</i>	<i>5</i>	<i>3</i>
<i>B</i>	<i>5</i>	<i>3</i>
<i>C</i>	<i>6</i>	<i>4</i>

*(Italicized presented and adopted 9/23/10)*

Hardcopies of submission forms will be provided by proponent for each member of the RAC.

Project proposals for consideration by the RAC will be submitted on Title II Project Proposal Forms as designated by the RAC.

Screening Criteria-RAC member may score proposals using the evaluation criteria form as attached in addition to budget constraints.

Due to the randomness of Projects proposal submittal they likely won't be evaluated against each other, just against the criteria.

Project sponsors must review proposal with county commissioners or councils and provide documentation of county commissioners' or councils' comments with the Form Part 1 portion of their application. The documentation may be in the form of a letter from the county commissioners or official meeting minutes of the commissioner meeting in which the project was discussed and approved for consideration.



Evaluation Criteria

**Uinta-Wasatch-Cache  
Resource Advisory Committee**

Group \_\_\_\_

Project Number \_\_\_\_ Project Name \_\_\_\_\_

Criteria: Using a point system to weight proposals

Points system: 0-5 points possible for each element  
0 points = very low value; 5 points = very high value

- 1) The project will accomplish: (fill in all that applies)
  - Road/trail maintenance, decommissioning, or obliteration \_\_\_\_\_
  - Restoration of streams and watersheds \_\_\_\_\_
  - Improvements in forest ecosystem health \_\_\_\_\_
  - Restoration, maintenance and improvement of wildlife and fish habitat \_\_\_\_\_
  - Control of noxious and exotic weeds \_\_\_\_\_
  - Re-establishment of native species \_\_\_\_\_
  - Other (ie. fire prevention, integrated pest management, etc) \_\_\_\_\_

Specify:

- 2) Project Economics:
  - Amount of funding requested \_\_\_\_\_
  - Leverage possibilities \_\_\_\_\_
  - Phase-in opportunities \_\_\_\_\_
  - other (ie cost effectiveness) \_\_\_\_\_

- 3) Social Impact:
  - Public safety \_\_\_\_\_
  - Economic benefit to community \_\_\_\_\_
  - Number of people impacted \_\_\_\_\_
  - Educational value \_\_\_\_\_
  - Improve quality of life \_\_\_\_\_
  - other \_\_\_\_\_

85 points possible

Total points: \_\_\_\_\_

Comments:

Do you recommend this project for funding? Yes \_\_\_\_ No \_\_\_\_