

**SHASTA COUNTY RESOURCE ADVISORY COMMITTEE MEETING (SCRAC)**

January 29, 2009

USDA Service Center, Shasta-Trinity National Forest  
3644 Avtech Parkway, Redding, CA 96002

In attendance:	Wendy Johnston	Gary Nakamura	John Heibel
	Scott Armentrout	Jodi Marron	Genevieve Seely
	Ted James	Ken Showalter	Stan Leach
	Carol Ann Perea	Les Baugh	Rose Sloan
	Silvia Milligan	Glenn Hawes	Sue Crowe
	Sharol Schaefer	Steve Uhles	Andrea Stevens (Notetaker)
Absent:	Terry Thomas	Bob Allen	Brenda Haynes

REVIEW AND APPROVAL OF MINUTES: Approved

AGENDA REVIEW: Approved

PUBLIC FORUM: None represented

**USFS ITEMS:**

Introductions of new Shasta-Trinity DFO: Scott Armentrout  
RAC Coordinator: John Heibel.  
PAO: Jodi Marron

**DISCUSSION/ACTION:**

- 1) RAC is back with legislative approval and funding for four years instead of one. Increased scrutiny of committee and how the money is being spent, on what type of projects and increased monitoring.
- 2) Discussion of membership ensued regarding the process of advertising for new members and/or to filling alternate positions on the committee. There was a request to include RAC information in Advertisement to further educate the public.

**ACTION:** Jodi Marron will contact the Redding Record Searchlight and check on the costs of putting recruitment info into the paper or in the local datebook.

- 3) No prior advertisements for the positions have been publicly made by any type of media. Meetings should be noticed in the federal register 15 days prior to the meeting. Interested persons may attend meetings but have no vote.
- 4) Several new categories of representatives have been added to the Title II projects which may further diversify the types of representatives on the committee and the causes they represent. There can only be one alternate per group represented.
- 5) Information about the committee and applications can be made online at the web site. Any new committee alternate members have to be approved by the Secretary of Agriculture Tom Vilsack or a possible under secretary.
- 6) It was suggested that the video the committee made could be shown at various community meetings (Rotary, Lions, Moose, Elks, Boy Scouts, etc) to encourage interest in and

educate the public about the program and to initiate new projects for possible funding within the four year timeline.

ACTION: A motion was made by Sharol Schaefer to advertise for three alternates for the committee. It was seconded by Glenn Hawes and passed unanimously.

DISCUSSION/ACTION:

- 1) The RAC Project proposal Workshop was discussed.
  - a) Applicants need guidance and advice from the inception of their application.
  - b) It is more feasible at this time to have a Forest Service mentor or point of contract for help with the application process rather than a workshop. John Heibel and Scott Armentrout are available.
  - c) The website was last updated in 2007 and needs to have current info put on it to help applicants with information they need. It also needs current info on the NEPA and CEQA processes. USFS will update.
- 2) The Secure Rural Schools Resource Advisory Committee Member Manual was briefly reviewed by Scott A.
  - a) New RACs are being formed.
  - b) 2012 will be the last year to expend the dollars for the projects approved now.

SHASTA COUNTY ITEMS

REVIEW:

- Shasta County RAC Project Spreadsheet
- a) New spreadsheet showing project status since inception in 2001/2002 and dollars approved was discussed.

DISCUSSION/ACTION

- Shasta County RAC involvement with Title III project proposals
- a) Committee to coordinate with county by reviewing both Title II and Title III projects.

DISCUSSION/ACTION

- Production of *RAC-TIVITY*
- a) The Newsletter has been shelved due to reduction in personnel and the annual report used for disseminating information of RAC activities.
  - b) Sue will continue the information outreach process with the help of Jennie and updated information from the FS website.

RAC ITEMS

REVIEW

- SCRAC Voting Process; Rules of Operation; Timelines; 2007 letters
- a) All information is found within the handout packet with the agenda for January 29, 2009 meeting as the first page.
  - b) All projects for FY 2010 will need to be approved by 9/30/09. Actual funding will be received by end of January 2010.
  - c) Contract projects for field season 09 may be a little slower due to the contracting office being short two Contracting Officers. Actual time to complete the work will depend on complexity and size of the project(s).
  - d) Grants and agreements are a much quicker way to get project work completed as they do not need to go through the contract process.

- 1) FS Contracts must be advertised through FED BIZ OPS; proposals come back and are awarded. Every contract over \$2500 needs to go through this process.
- 2) Grants and Agreements – (such as through RCD or other agencies); that agency will work with the contractors and set up; FS agrees to and signs the agreement when complete.
- e) Each project will need to be evaluated as to the best way to complete it; proponents may need to change information from their original applications.

**INFORMATION**

Changes with Current legislation

- a) There do not appear to be any major changes in project requirements.
- b) RAC note taking and admin processes have not been agreed upon. More discussion and amounts to be charged will need to be made in future meetings. No dollar or percentage amount was mentioned in the legislation or how to arrive at a figure.
- c) More responsibility has been placed on the committee for monitoring the projects that are approved.
- d) Conservation/education is still not clearly identified in the legislation so any projects considered should be able to show a benefit to National Forest resources with an on-the-ground project component.

**INFORMATION**

Monies to be recommended 2009

- a) RAC anticipates approximately \$575,000 to \$600,000 available for 2009 projects.
- b) Any proponent projects that did not have money obligated before the new administration took office no longer have access to it.
- c) Previous agreement of a flat 7% fee was mentioned.

**GROUP DISCUSSIONS:**

Project Advocacy

**DISCUSSION/ACTION:**

Select project types to be included in Request for Proposals (RFP)

- a) A final list agreed to by the committee is:
  - Benefits the rural communities in Shasta County
  - Generates revenue and promotes economic benefits beyond grant period
  - Creates innovative or alternative industries
  - Provides on-the-ground results
  - Encourages sustainable forest management
  - Provides recreation enhancement/opportunities
  - Benefits fish and wildlife
- b) Further discussion: one project could conceivably be a single or multiple-year project and could use the entire amount of grant dollars available. The RAC focus should be stated on the RFP for proponents to address.

**DISCUSSION/ACTION:**

Set Timeline / Advertisement and Deadline Dates for RFP

**ACTION:** A motion was made by Sylvia Milligan to set the deadline date of 5/1/09 for receipt of applications/proposals for 08/09 year consideration and to have 5/15/09 as the date the binders will be ready for distribution. It was seconded by Ken Showalter and passed unanimously.

- a) Forest Service will collect all proposals, screen them (as much as reasonable), make copies and file in binders for dispersal to RAC committee members.

**ACTION:** A motion was made by Wendy Johnston that the presentations by the applicants and selection of projects be made at a two day meeting on May 27 and 28, 2009. Motion was seconded by Gennie Seely and passed unanimously.

**DISCUSSION/ACTION:** Election of Vice Chairman  
**Project Voting:** Lack of quorum specific to Group C members for voting at this meeting.

#### NEXT MEETING INFORMATION

**DISCUSSION/ACTION** Set Next Meeting Date(s)  
Regular RAC Meeting: Thursday, March 12, 2009 8:30 AM  
Supervisor's Office on Avtech Pkwy, Conference room A&B  
Backup date of March 26, 2009 if RFP does not get to FED Biz Ops due to new administration freeze  
Regular RAC Meeting: Thursday, April 9, 2009, 8:30 AM  
Presentation and Voting Meeting: May 27-28, 2009, 8:30-5:00  
Any new members may not be officially on the committee until next fiscal year. However, they can attend all meetings.

#### Projects Update/Presentations

A discussion followed as to whether a fall field trip would be feasible as far as monitoring projects' completion; under new legislation the committee will have more monitoring duties and requirements to meet.

Also discussed was whether the committee or individual committee members could write their own proposals on what they would like to see accomplished.

#### ITEMS for NEXT MEETING:

**DISCUSSION:** Monitoring discussion will focus on whether via Sub-committee (field trips); RAC Proposal to contract annual monitoring report; or monitoring form and invitation to present at RAC meeting.

Vote on chair and vice chair positions for the new year.

#### ADJOURNMENT

A motion was made by Wendy Johnston to adjourn the meeting  
It was seconded by Stan Leach and agreed to unanimously.  
Meeting adjourned at 12:18 PM