

**“Unapproved Minutes”**  
**Shasta County Resource Advisory Committee Meeting (SCRAC)**  
**March 12, 2009**

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

**Members**

|                       |                 |               |                 |
|-----------------------|-----------------|---------------|-----------------|
| <b>In Attendance:</b> | Wendy Johnston  | Gary Nakamura | Genevieve Seely |
|                       | Ted James       | Ken Showalter | Stan Leach      |
|                       | Carol Perea     | Les Baugh     | Rose Sloan      |
|                       | Sylvia Milligan | Brenda Haynes | Sharol Schaefer |
|                       | Bob Allen       |               |                 |

**Members**

|                |              |             |
|----------------|--------------|-------------|
| <b>Absent:</b> | Terry Thomas | Glenn Hawes |
|----------------|--------------|-------------|

**USFS / County**

|                       |                  |             |           |
|-----------------------|------------------|-------------|-----------|
| <b>In Attendance:</b> | Scott Armentrout | John Heibel | Sue Crowe |
|-----------------------|------------------|-------------|-----------|

|                |             |             |                           |
|----------------|-------------|-------------|---------------------------|
| <b>Public:</b> | Steve Uhles | Steve Yonge | Emily Moreno (Note taker) |
|----------------|-------------|-------------|---------------------------|

**REVIEW AND APPROVAL OF MINUTES:** Approved

**DISCUSSION:** Approval of previous minutes.

- 1.) Request was made to modify the word “**alternate**” to the use of “**replacement**” discussion ensued regarding the different definitions.
- 2.) Suggestion was made to place word “replacement” in parenthesis, instead of replacing the word “alternate” completely.

**ACTION:** A motion was made by Stan Leach to approve minutes as presented. 1 no (GS), 1 abstained (BH), 11 approved; motion carried with majority in favor.

**AGENDA REVIEW:** Approved with correction of wording “alternate” to “replacement”

**PUBLIC FORUM:** Steve Yonge asked RAC members to describe elements they would like to see in project presentations. A variety of RAC members responded to the request.

## **USFS ITEMS:**

**UPDATE:** Advertisement & Forms for new members to fill Alternate positions.

- 1.) Discussion of membership ensued regarding rules of nominations, and differentiating roles of RAC members and/or replacements. There was a request to clarify and/or correct the use of the word “alternate” vs. “replacement;” it was agreed that the word “**replacement**” would be the correct or legitimate description of the nominations.
- 2.) Request to link together advertisement of nominations and listing of grants as well as inviting media to write articles about the RAC and soliciting new RAC members from local news sources; i.e. news channels, and newspapers.
- 3.) Suggestion was made to move quickly on releasing advertisements for nomination of members and replacements.
- 4.) Discussion ensued regarding review of guidelines for the solicitation of nominees for member and/or replacement positions from the public to vary the nominee’s representation of different community, geographic, and ethnic interests.
- 5.) Suggestion was made to add one member, and three replacements (with the specification that the member will represent Group C.)

**ACTION:** A motion was made by Ken Showalter (Wendy Johnston 2<sup>nd</sup>) to move forward with actively advertising for positions of one member, and three replacements; and to correct previous use of “alternate” to “replacement”. Motion was passed unanimously.

**UPDATE:** Website

- 1.) There was a request by Scott Armentrout to have RAC members review Forest Service website for information on RAC proposals, and nominee applications for member and/or replacement positions.
- 2.) Suggestion was made to add a link for 2007 project proposals to be available for review information.
- 3.) Steve Yonge (Member of the Public) interjected that he had found the website helpful, and adequate for his needs while planning a proposal.

**DISCUSSION:** Establishment of Overhead fees

- 1.) Scott Armentrout presented that the previous proposal of the flat 7% Overhead fees were acceptable and agreeable to the USFS expectations.
- 2.) Suggestion was made by Bob Allen, that the fees be lowered or not exist and indicated that the Lassen National Forest’s overhead fees are currently 0%. It was mentioned that investigation should take place to indicate why and how the Lassen reportedly does not administer Overhead fees or at least clarification of fees.
- 3.) Scott Armentrout advised would be open to proposals as long as sufficient rationale is provided, but could not agree to anything immediately.

**ACTION:** A motion was made by Ken Showalter (Gary Nakamura 2<sup>nd</sup>) to move forward and accept 7% overhead for this year.

- a. Amended Motion was made by Les Baugh (Bob Allen 2<sup>nd</sup>) to research a less-than 7% fee if grant to USFS.
- b. Amendment made was withdrawn as unnecessary.
- 4.) Suggestion was made to take within context of each grant and move forward with 7%; other overheads would go to the Forest.

**ACTION:** Original motion was called for a vote.

10 approved; 3 disapproved (Bob Allen, Genevieve Seely & Brenda Haynes). Motion carries with majority in favor.

**SHASTA COUNTY ITEMS:**

**INFORMATION:** Title III Project Proposal Review

- 1.) Title III review and ranking will be reviewed during April 9<sup>th</sup> meeting. Participation by the RAC to score the applications is voluntary. Ten projects were received: nine from County departments and one from Western Shasta RCD. . Discussion ensued about the process of ranking these projects proposals.
- 2.) Request was made to make a definitive decision about using a 1 year or combine 2 years for ranking of grants and administering funds. It was established that approximately \$261,000 was available for year one and \$236,000 for year 2 for a total of \$497,000.
- 3.) A question was brought up by Carol Perea as to whether advertisements for the request of projects were announced with 1 or 2 year cycles; Sue Crowe stated that the advertisements were based on 1 year. Carol Perea then suggested that the RAC rank award projects for one year in order to sustain what was originally advertised to the public.
- 4.) Suggestion was made to accept projects over 1 yr term - Unanimous agreement

**DISCUSSION:** *RAC-TIVITY*

- 1.) Suggestion was repeated to have RAC members write articles, and possibly post them to the website.
- 2.) Suggestion was made to add solicitation of new members to website.

**RAC ITEMS:**

**DISCUSSION:** Election of Officers

- 1.) The floor was opened for nomination of Chairman and Vice Chairman.  
**ACTION:** A motion was made by Les Baugh to nominate Ted James and Wendy Johnston to maintain their current positions as Chairman and Vice Chairman.  
Motion was unanimously accepted.
- 2.) Suggestion was made that the RAC place a booth at City Hall on April 25<sup>th</sup>, for Earth Day/ Watershed Festival, to recruit new members and provide information about the RAC to the public (Rose Sloan).

**DISCUSSION:** Rules of Operation; Subcommittees

- 1.) Documentation of Rules of Operation, Subcommittees Guides & Supplement was reviewed modifications made by current legislation were noted as being italicized in a publication made available to RAC committee.  
**ACTION:** A motion was made by Wendy Johnston (Les Baugh 2<sup>nd</sup>) to adopt above listed documents as edited. Motion approved unanimously.
- 2.) Scott Armentrout advised he would post an electronic form of the Rules of Operation... to the website, to increase availability for members.

**DISCUSSION:** Staffing of Subcommittees, and approval.

- 1.) Discussion ensued about staffing and requesting volunteers to participate on subcommittees:
  - a. **Evaluation Subcommittee** examines projects to help expedite certain processes; it was requested by Ted James that somebody from group “C” volunteer to act on this group:

|          |                 |
|----------|-----------------|
| Group A: | Bob Allen       |
| Group B: | Wendy Johnston  |
| Group C: | Sharol Schaefer |
  - b. **Monitoring Subcommittee:**

|          |                                |
|----------|--------------------------------|
| Group A: | Ken Showalter, Bob Allen       |
| Group B: | Gary Nakamura, Sylvia Milligan |
| Group C: | Sharol Schaefer, Brenda Haynes |
  - c. **Outreach Subcommittee:**

|                        |                                |
|------------------------|--------------------------------|
| Group A:               | Ted James                      |
| Group B:               | Genevieve Seely, Gary Nakamura |
| Group C:               | Carol Perea                    |
| County Representative: | Sue Crowe                      |
  - d. **Managerial Subcommittee:**

|                    |                  |
|--------------------|------------------|
| Chair:             | Ted James        |
| Vice Chair:        | Wendy Johnston   |
| DFO:               | Scott Armentrout |
| County Supervisor: | Glenn Hawes      |

**DISCUSSION:** Monitoring Process Selection (By committee, contract, or presentation)

- 1.) Selection is to be made by RAC members on how to proceed with Monitoring Process for projects.
- 2.) To contract an independent monitoring group from outside the RAC that would collect information and then inform RAC of status of various projects.
- 3.) To use the Monitoring Subcommittee to inform RAC of projects status.
- 4.) To use the existing monitoring report form to update RAC or to invite projects to present to the RAC on project progress.
- 5.) Sharol Schaefer reminded members monitoring plan should be included in proposal.
- 6.) Gary Nakamura described a need for both Implementation monitoring (RAC forms and USFS requests) as well as Effectiveness monitoring – track, validate & assess.
- 7.) Scott Armentrout pointed to section (203.6) of the Legislation.

**ACTION:** A motion was made by Ken Showalter (Les Baugh 2<sup>nd</sup>) to give the Monitoring Committee the ability to make recommendations and monitor projects. Motion was approved unanimously.

**DISCUSSION:** Comprehensive Project Proposals

Weaverville Community Forest Plan - Trinity County RCD / BLM example distributed

Shasta Chappie OHV – Western Shasta RCD / BLM...

Burney Creek Area – Fall River RCD / USFS...

San Bernadino National Forest Association example

Scott Armentrout encouraged RAC members to view forest thinning pod casts available on website link.

**NEXT MEETING INFORMATION:** April 9<sup>th</sup>, 2009

**ADJOURNMENT:** Chairman Ted James adjourned the meeting at 11:55 a.m.