

**Shasta County
Resource Advisory Committee**

Rules of Operation

Approved March 12, 2009

PURPOSE OF THE SHASTA COUNTY RAC

The Shasta County Resource Advisory Committee (SCRAC) operates under the authority of the Secure Rural Schools and Community Self Determination Act of 2000 (Public Law 106-393) (the Act) (*H.R. 1424*).

On October 3, 2008 the Secure Rural Schools and Community Self-Determination Act of 2000 was amended and reauthorized in Public Law 110-343. This law ensures stable transition payments for the years 2008 – 2011.

The purpose of the SCRAC is to establish a collaborative relationship with both County and Forest Service representatives and to provide recommendations to the Forest Supervisor on projects proposed under the Act. The boundary of the committee jurisdiction is one and the same with the boundaries of Shasta County.

PURPOSES OF THE ACT

- To stabilize payments to counties to provide funding for schools and roads that supplements other available funds.
- To make additional investments in, and create additional employment opportunities through projects that improve the maintenance of existing infrastructure, implement stewardship objectives that enhance forest ecosystems, and restore and improve land health and water quality.
- Such projects shall enjoy broad-based support with objectives that may include, but are not limited to the following:
 - ◆ Road, trail and infrastructure maintenance or obliteration
 - ◆ Soil productivity improvement
 - ◆ Improvements in forest ecosystem health
 - ◆ Watershed restoration and maintenance
 - ◆ Restoration, maintenance and improvement of wildlife and fish habitat
 - ◆ Control of noxious weeds
 - ◆ Reestablishment of native species
- At least 50% of all project funds must be used for projects that are primarily dedicated to either.
 - ◆ Road maintenance, decommissioning or obliteration; or
 - ◆ Restoration of streams and watersheds

PROJECT FUNDS

- *Unobligated project funds shall be available for use as part of a RAC project submission in the next fiscal year.*
- *The Authority to initiate Title II projects terminates on September 30, 2011. Funds not obligated by September 30, 2012 will be returned to the U.S. Treasury.*
- *The transition payment for fiscal year 2008 will be equal to 90% of the 2006 payment with approximately 10% decrease through 2010. In 2011, the payment will be calculated using the new formula*
- *The Secretary may use contracts, grants and cooperative agreements with states, local governments, private and non profit entities, landowners and other persons in carrying out an approved project.*

OFFICERS AND MEMBERSHIP

- The SCRAC shall consist of 15 members appointed by the Secretary of Agriculture.
- *SCRAC members shall serve a 4-year term.*
- Members are volunteers and shall not be compensated for their participation. The DFO and the Forest Supervisor may approve reimbursement for travel & per diem at the suggestion of the SCRAC Chair.
- The SCRAC Chairperson shall be elected from among SCRAC members for a 1-year term. Subsequently, the SCRAC Vice-Chairperson shall assume the role of Chairperson and a new Vice-Chairperson shall be elected annually.
- The Secretary of Agriculture shall appoint a Designated Federal Officer (DFO) for the SCRAC.
- Committee members shall be representative of the interests if the following three categories:
 - (A) Five persons representing
 - (a) Organized labor; *or non-timber forest product harvester groups*
 - (b) Developed outdoor recreation, Off-highway vehicle users or Commercial recreation
 - (c) Energy & Mineral interests; *or commercial or recreational fishing interests*
 - (d) Commercial timber industry
 - (e) Holders of Federal grazing permits or other land use permits; *or represent non-industrial private forestland owners; within Shasta County*
 - (B) Five persons representing
 - (a) Nationally recognized environmental organizations
 - (b) Regionally or locally recognized environmental organizations
 - (c) Dispersed recreation activities
 - (d) Archaeological or historical interests
 - (e) Recognized wild horse & burro interest groups; *wildlife or hunting organizations, or watershed associations*
 - (C) Five persons representing
 - (a) Hold State or elected office or their designee
 - (b) Hold County or local elected office
 - (c) American Indian tribes within or adjacent to the Shasta County
 - (d) School officials or teachers
 - (e) The affected Public-at-Large
- The secretary of Agriculture shall additionally appoint one replacement member for each membership category. Should a vacancy occur, the replacement member shall fill the vacancy as soon as practicable. *Replacement members may not vote until moved up to fill a vacancy on the committee.*
- A vacancy on the Shasta County RAC shall be filled in the manner of the original appointment. In other words, any member appointed to fill a vacancy occurring before the expiration of the term of his/her predecessor shall be appointed for the remainder of such term.

OFFICERS AND MEMBERSHIP

- Applications for membership shall be solicited for and collected by the Shasta County RAC Coordinator. The SCRAC Chairperson, Vice-Chairperson, RAC Coordinator, Designated Federal Officer, as well as representatives from Shasta County shall have the opportunity to review such applications to consider qualifications and category placement.
- Membership appointments to the SCRAC shall follow Equal opportunity practices, in line with USDA policies. To the extent practicable, membership shall include individuals with demonstrated ability to represent minorities, women and persons with disabilities.
- SCRAC membership shall endeavor to be balanced and broadly represented within each of the three membership categories.
- SCRAC members shall reside within California and to the extent practical, in Shasta County.
- SCRAC members shall seek to avoid real or perceived conflicts of interest.

MEMBERSHIP DUTIES

- The Shasta County RAC values meeting attendance. If a SCRAC member fails to attend two consecutive official meetings (unless excused for health related or other compelling reasons) the RAC members may, by majority vote, remove that member from the SCRAC. Members can make arrangements with the SCRAC Coordinator to attend via telephone link. If a removal vote takes place, and a replacement member has been appointed for that membership category, that person may immediately fill the vacancy. Subsequent to this action, the recruitment and selection of a new replacement member can begin as soon as practicable.
- Appreciating the input of each Shasta County RAC member, the membership has rejected voting by proxy anticipating that the option would promote absenteeism.
- The Shasta County RAC values community outreach. SCRAC members should actively pursue opportunities to promote the benefits of approved projects to the forestlands and economy of Shasta County.
- The Shasta County RAC values member participation. SCRAC members are encouraged to participate at both Regional and National RAC conferences to exchange information, strategies and ideas. Members are also invited to attend local SCRAC fieldtrips to view approved projects in progress.
- SCRAC members shall review projects proposed under Title II of the Act within Shasta County.
- SCRAC members shall seek timely and continuous coordination with appropriate Forest Service officials in recommending projects consistent with Title II of the Act.
- The Shasta County RAC shall recommend projects for approval by the Shasta-Trinity National Forest, Forest Supervisor and funding by the Secretary of Agriculture under Section 203 of the Act. Project recommendations shall be provided to the Secretary by September 30th of each year.
- The Shasta County RAC shall provide opportunities for citizens, organizations, tribes, land management agencies and other interested parties to participate in openly and in meaningful ways throughout the project development process.
- To assist project proponents in the submission process the Shasta County RAC shall publicize what types of projects are most desired each funding cycle. Additionally, the RAC Coordinator or designee shall offer a SCRAC grant preparation workshop *or serve as a contact person for proposal questions* on an annual basis.
- The SCRAC shall establish processes to monitor and evaluate the progress and completion of Title II projects. *SCRAC shall monitor projects that have been approved under the Act and to advise the DFO on the progress of monitoring efforts. The SCRAC shall make recommendations to the Secretary of Agriculture for any appropriate changes or adjustments needed by the projects being monitored.*
- Subcommittees, approved by a majority of SCRAC members and the Designated Federal Official, may be created to facilitate the efficient conduct of RAC business.
- Consistent with applicable laws and USDA regulations, each RAC may adopt By-laws or Rules of Operation, as it deems appropriate. Any changes to the approved Rules of Operation document must be presented in writing at a regular scheduled SCRAC meeting for discussion and consensus voting.
- It is strictly contrary to the intent and purpose of the Act for the Secretary to appoint to the Shasta County RAC any individual who will likely act in a dilatory manner so as to impede the ability of the SCRAC to propose projects to the Secretary. It is expected that the Secretary will appoint only individuals who have demonstrated an ability to work collaboratively with others of differing viewpoints to achieve a good faith compromise.

OPERATING COSTS & SUPPORT

- Support for SCRAC operations will be provided by the Shasta-Trinity National Forest (STNF) for an annually reviewed and agreed upon administrative rate.
- Support from the STNF for the Shasta County RAC may include, but is not limited to the following:
 - ◆ Forest Supervisor review
 - ◆ Designated Federal Official
 - ◆ Coordinator (Contact person / Spokesperson)
 - ◆ Note Taker
 - ◆ Meeting facilities
 - ◆ Press releases, Request for Proposals and Member solicitation
 - ◆ Website design & maintenance
 - ◆ Preparation & distribution of project binders
 - ◆ Fieldtrip transportation
 - ◆ Presentation of RAC annual report
 - ◆ Proposal preparation and reporting workshops
 - ◆ Scheduling presentations
 - ◆ Preparing and executing grants and agreements
 - ◆ Participation on SCRAC formed subcommittees
 - ◆ Attendance at meetings, conferences, fieldtrips and tours
 - ◆ Materials, supplies and copies
- Support from Shasta County for the SCRAC may include, but is not limited to the following:
 - ◆ Attendance and participation at meetings, conferences, fieldtrips, tours and presentations
 - ◆ Participation on SCRAC formed subcommittees
 - ◆ Preparation & distribution of RACTIVITY Newsletters
 - ◆ SCRAC Membership
 - ◆ Delegating the dispersal of Title II funds

CONDUCT OF MEETINGS

- The Shasta County RAC will meet as often as necessary to complete its business. Records of SCRAC meetings will be maintained and made available to the public upon request.
- A majority of the Shasta County RAC members must be present to constitute a quorum and an official meeting. Routine committee business will be handled by a majority vote of the members present.
- To recommend a project for approval requires the majority of the members of each of the three membership categories. Voting will take place as a roll call vote following the most recently approved SCRAC voting process.
- The Shasta County RAC Chairperson will work with the RAC Coordinator and Designated Federal Official to develop agendas and insure that meetings are correctly noticed in the Federal Register.
- Shasta County RAC members are responsible for their own personal communications. Courtesy should be extended to other members by setting cell phones to vibrate and keeping external conversations to a minimum.

REPORTING

- The Shasta County RAC will report to the Secretary of Agriculture through the Forest Supervisor.
- The Shasta County RAC Chairperson, RAC Coordinator, Designated Federal Official and Forest Supervisor will provide an annual summary report to the Shasta County Board of Supervisors.
- The RAC Coordinator, on behalf of the DFO, will maintain records, reports, agendas, minutes, proposals, working papers, monitoring forms, photographs, maps and other documents for use by SCRAC members and for public inspection.

PROJECT REQUIREMENTS

- Projects must benefit Shasta County;
- Projects must be located on, or adjacent to, or demonstrate a benefit to National Forest lands;
- The project complies with all Federal and State laws and regulations;
- The project is consistent with applicable resource management and watershed management plans;
- *A project description has been submitted and the project has been recommended by the RAC in accordance with the Act;*
- Proponents must contact the appropriate Forest Service District Ranger for coordination & support;
- NEPA & CEQA analysis required for ground disturbing projects;
- *The project will improve the maintenance of existing infrastructure, implement stewardship objectives that enhance forest ecosystems, and restore and improve land health and water quality.*

PROJECT DESCRIPTIONS

- *The purpose of the project & a description of how the project will meet the purposes of the Act;*
- *The anticipated duration of the project;*
- *The cost of the project;*
- *The proposed sources of funding for the project;*
- *The expected outcomes;*
- *A detailed monitoring plan;*
- *An assessment that the project is in the public interest*

PROJECT RECOMMENDATIONS

- Proposed projects incorporating the following characteristics will be given preference:
 - ◆ Provides for “on the ground” direct results
 - ◆ Leverages additional funds or in-kind services
 - ◆ Creates employment opportunities
 - ◆ Compliments other projects
 - ◆ Short timeframe to implementation
 - ◆ Letters of support

SHASTA COUNTY RAC INFORMATION

http://wwwnotes.fs.fed.us:81/r4/payments_to_states.nsf/RAC/Shasta+County?OpenDocument