

UTAH
RECREATION RESOURCE ADVISORY COUNCIL (RRAC)
PROTOCOL

1. **Background.** The Federal Lands Recreation Enhancement Act (“**REA**”; Public Law 108-447) requires the Departments of Interior and Agriculture to establish a Recreation Resource Advisory Committee (“**RRAC**”) to provide advice and recommendations on recreation fees and fee areas in each State or region for Federal recreational lands and waters managed by the Bureau of Land Management (“**BLM**”) or Forest Service. The law allows the agencies to use existing Resource Advisory Councils (“**RAC**”) or to establish new Recreation RACs. For the State of Utah, the existing Utah Statewide BLM RAC has been designated to perform RRAC responsibilities pertaining to both BLM and Forest Service managed Federal lands and waters per the national inter-agency agreement between the Forest Service and BLM. The RRAC role is part of a larger public participation role described in REA. Thus, the Utah Statewide RAC is also referred to as the RRAC in this document.

2. **Purpose.** The purpose of this document is to lay out the general process and protocol for the Utah RRAC to perform its responsibilities under REA. Additionally, the intent of this document is to facilitate the RRAC’s review of agency proposals by suggesting standard guidelines and schedules for submission of agency fee proposals for RRAC review.

3. **REA Work Coordinator.** To assist the Utah RRAC in performing its responsibilities, the RRAC shall appoint a REA Work Coordinator from the existing BLM RAC members. The REA Work Coordinator should be a member who is interested and available to accomplish the upfront actions necessary to screen agency fee proposals and determine if they are ready for consideration by the RRAC.

4. **Administrative Support.** The Utah BLM and Forest Service staffs will assist the RRAC and REA Work Coordinator with administrative support, including the following actions: conducting public outreach and notification of RRAC meetings (Federal Register, local newspapers, mailing lists, etc.); coordinating RRAC meeting locations and dates; keeping minutes of RRAC meetings; posting information on agency web sites as required; and assisting the RRAC with record-keeping and reports.

5. **RRAC Business Cycle.** To assist the agencies in planning their fee proposals for RRAC review, at least two RRAC meetings per year should be established a year in advance. The proposed schedule can be adjusted as needed but is intended to help the agencies and RRAC plan their annual cycle for RRAC business. Also, depending on the number and timing of agency fee proposals, the number and frequency of RRAC meetings may be adjusted. This scheduling presumes that agencies have already complied with the internal actions necessary to comply with REA, such as conducting prior public review of their fee proposals.

6. **Scope.** Initially, all recreation fee proposals, whether new or revised, will be submitted to the RRAC for review. As the RRAC and agencies gain experience with this process, the RRAC may elect to modify the scope of proposals to be reviewed.

7. **RRAC Process.**

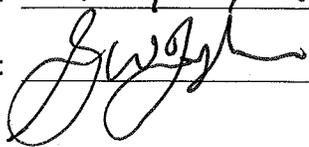
- a. **Agencies.** The agency proponents for recreation fee proposals should:
- accomplish actions required by REA and their internal agency rules, including opportunities for public involvement, prior to submission of proposals to the RRAC.
 - coordinate with the BLM State Office staff (Recreation Program Lead and RAC Coordinator) and REA Work Coordinator to arrange for their fee proposals to be scheduled for discussion at a future RRAC meeting.
 - submit fee proposals to the BLM State Office staff and REA Work Coordinator at least one month prior to the RRAC meeting. Content of the fee proposals should follow internal agency practices; however, to facilitate the RRAC's review, agency fee proposals should follow the guidelines listed at Enclosure 1.
 - assist the BLM State Office staff with public outreach and notification of the RRAC meetings by providing press releases and mailing lists of members of the public who participated in the fee development process.
 - brief their fee proposals to the RRAC when scheduled on the meeting agendas.
- b. **REA Work Coordinator.** The REA Work Coordinator should:
- receive and screen agency fee proposals prior to agency presentation at the RRAC meeting.
 - determine whether agency fee proposals are ready for RRAC consideration.
 - provide feedback to agency fee proponents if their proposals need additional work before consideration by the RRAC.
 - develop a brief report to take to the RRAC.
 - after listening to public comment at the RRAC meeting, draft a motion on agency fee proposals for the RRAC's action.
- c. **RRAC.** The RRAC should:
- review the fiscal year schedule of agency fee proposals to determine the optimum timing and location of RRAC meetings.
 - include agency fee proposals in the agenda and public notice of the RRAC meeting.
 - hear presentations from agency fee proponents and comments from members of the public at the RRAC meeting.
 - review and discuss the REA Work Coordinator report and draft motion.
 - approve a motion which provides the RRAC's recommendation to the Designated Federal Official.
 - provide any reports necessary to comply with REA requirements.
 - assist with public outreach and education about the RRAC process, e.g., special publication of the RAC Notes newsletter.

The RRAC may convene special public meetings to hear agency fee proposals and public comment, e.g., when there is significant public interest or controversy. The RRAC may also solicit advisory input from members of the public, recreational users, affected local governments,

and other affected parties who have knowledge of agency recreation sites and fee proposals that are under review by the RRAC.

Approval:

Date Approved by RAC: May 2, 2007

Signature of RAC Chair: 

ENCLOSURE 1

Utah Recreation Resource Advisory Council (RRAC) Guidelines for Recreation Fee Proposals

1. **REA Criteria.** Demonstrate how the proposal complies with REA criteria for amenity fees, expanded amenity fees, or special permit fees as applicable. It is suggested that a checklist of REA criteria be shown which highlights those amenities included in the fee proposal.

2. **Business Plan.** Document the business rationale, financial analysis, and justification for the fee proposal. The following items should be addressed by the business plan:
 - Background about the recreation site and public usage
 - Project Description (name, location, map, fee type, photos if possible)
 - Business Rationale and Justification for the Proposed Fee (include the project's objectives and how the fee proposal fits in with the agency's overall recreation budget and program strategy)
 - Financial Analysis (services/benefits to be provided, fee calculation, service costs covered by appropriated funding or other agency sources, proposed use of anticipated fee revenues, percent of revenues to be expended at the site)
 - Market Assessment (market survey of similar recreation sites or projects in the regional area, number of fee and no fee sites, level of fees)
 - Social/Economic Impacts (describe affected users and the anticipated positive and negative impacts of the fee proposal on recreational use and local communities)
 - No Action Alternative (describe the impact of a status quo alternative, including services/benefits to be reduced or eliminated; is the recreation site still viable for public use?)

3. **Public Participation.** Describe the agency's efforts to solicit public involvement. Summarize the number and content of public comments. Identify organized recreational groups and their comments.