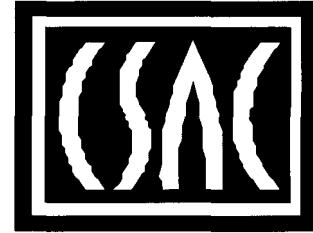




BOARD OF SUPERVISORS

2012 AUG 17 A 10:43 ✓



To: RCRC and CSAC Member County Supervisors

Date: August 13, 2012

Re: Memorandum of Agreement with the U.S. Forest Service and Bureau of Land Management—Procedures for Opting In

CC: RCRC and CSAC Member County Administrative Officers

The Memorandum of Agreement (MOA) negotiated between RCRC, CSAC, the U.S. Forest Service Region 5, and the Bureau of Land Management—California was signed on July 23, 2012 and is officially effective for use by California counties. RCRC and CSAC want to make it as easy as possible for counties to opt into the MOA should you choose to do so. In order to participate in the MOA, RCRC and CSAC recommend the following actions:

- **Determine which forest or field office the County would like to engage in the MOA.** Many counties have more than one forest or field office located within its borders and the County must specify which local federal land manager (USFS forest or BLM field office) with which it wishes to engage. The County may choose to engage more than one federal management entity. A list of contacts for the BLM and the USFS is attached.
- **Decide on a County contact.** Participation in the MOA requires that a County designate one person or position to act as the contact for each specific local federal land manager. While the contact may be a specific person, RCRC and CSAC recommend the contact instead be a position title so that the County Board of Supervisors can more easily transition a new staff member into the task in the event of turnover. This also allows the entire Board of Supervisors to hold the staff person responsible for maintaining communication with the federal land manager accountable. If you wish to designate a member of the Board of Supervisors as your contact, we recommend you designate a position on the Board, such as Chair or Vice Chair, instead of a specific name.

*(Note: Designating a specific contact person does not preclude contact or interfere with any existing relationships between the federal land management*

*entity and other members of the Board or staff. The contact person's responsibility is simply to ensure that the terms of the MOA are carried out by both the County and the federal land manager and to insure that the federal agencies know with whom to interface to meet their obligations under the MOA)*

- **Opt into the MOA via a County resolution.** RCRC and CSAC recommend adopting a resolution stating the forest or field office with which you would like to engage in the MOA, as well as officially designating your County contact. We have prepared a template resolution, which is attached to this memo.
- **Notify the appropriate federal land manager that the County has chosen to participate in the MOA.** Again, attached to this memo are lists of contact information for both Region 5 and BLM—California. Find the appropriate contact for the forest(s) or field office(s) you would like to engage, and notify them that you have opted into the MOA.
- **Convene a meeting between your County contact and the chosen federal land manager.** The final step in opting into the MOA is for your County contact to meet with the contact from the chosen forest or field office to discuss the process for implementing the MOA in your County. This will allow for some flexibility to decide how the MOA is best implemented between your County and the federal land management entity. If your County and the federal land manager agree to additional processes beyond those stated in the MOA, and wish to put them in writing, you may do so by using the RCRC/CSAC MOA document as a basis for your own agreement. Please note, however, that your County would be the signatory to that agreement directly, and not RCRC or CSAC.
- If your County opts into the MOA, but at any time feels it is not beneficial, you may opt out via a similar resolution and notification process.

Once your County has completed these steps, the MOA officially will be in effect between the County and the chosen federal land manager. Please contact Staci Heaton or Cyndi Hillery at RCRC at (916) 447-4806, or Karen Keene at CSAC at (916) 327-7500, ext. 511 if you have any questions. We also ask that, should you decide to opt in, you inform us and, if possible, send a copy of your resolution to Staci Heaton at [sheaton@rcrcnet.org](mailto:sheaton@rcrcnet.org).

### **Attachments**

- Copy of the final Memorandum of Agreement (MOA)
- Template MOA Resolution
- U.S. Forest Service Contact List
- Bureau of Land Management Jurisdiction Map and County Field Office List

ATTACHMENTS AVAILABLE  
FROM CLERK