

# Arizona Recreation Resource Advisory Council (RRAC) Protocol 12-06-07

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 or Forest Service. The law allows the agencies to use existing RACs or to establish new Recreation RACs. For the state of Arizona, the existing Arizona 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 Arizona 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 Arizona 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. **Federal Lands Recreation Enhancement Act (REA) Work Group.** To assist the Arizona RRAC in performing its responsibilities, a REA Work Group shall be established comprised of existing BLM RAC members interested and available to accomplish the upfront actions necessary to review, analyze, and screen agency fee proposals. The RRAC will appoint the REA Work Group Chair. The REA Work Group will normally meet prior to the RRAC meeting to hear agency fee proposals and determine if they are ready for consideration by the RRAC. However, the Work Group may convene special public meetings to hear agency fee proposals and public comment, e.g., when there is significant public interest or controversy. The REA Work Group may also solicit advisory input from members of the public and recreational users who have knowledge of agency recreation sites and fee proposals that are under review by the Work Group.
4. **Administrative Support.** The Arizona BLM and Forest Service staffs will assist the RRAC and REA Work Group with administrative support, including the following actions: conducting public outreach and notification of RRAC (and if necessary, REA Work Group) meetings (Federal Register, local newspapers, mailing lists, etc.); coordinating RRAC and REA Work Group meeting locations and dates; keeping minutes of RRAC and REA Work Group meetings; posting information on agency web sites as required; and assisting the RRAC and REA Work Group with record-keeping and reports.

5. **RRAC Business Cycle.** To assist the agencies in planning their fee proposals for RRAC review, the frequency and timing of RRAC and REA Work Group meetings should be established a year in advance. At enclosure 1 is a notional schedule that lays out general timelines and actions to be performed by the agencies, REA Work Group, and RRAC. This 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 REA Work Group meetings may be adjusted. This schedule 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.

5. **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.

## 6. 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 REA Work Group and RRAC.
- coordinate with the BLM State Office staff (Recreation Program Lead and RAC Coordinator) and REA Work Group Chair to arrange for their fee proposals to be scheduled for discussion at a future REA Work Group and RRAC meeting.
- submit fee proposals to the BLM State Office staff and REA Work Group at least one week prior to the REA Work Group meeting. Provide the RAC Coordinator an electronic copy of the fee proposal and briefing presentation for posting to the RRAC web site. 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 2.
- assist the BLM State Office staff with public outreach and notification of the RRAC (and if necessary, REA Work Group) meetings by providing press releases and mailing lists of members of the public who participated in the fee development process.
- provide the RAC Coordinator fee proposal details for timely inclusion in the Federal Register notice announcing the RRAC meeting as well as in press releases to local newspapers.
- brief their fee proposals to the REA Work Group and RRAC when scheduled on the meeting agendas.
- provide the RAC Coordinator an electronic copy of the RRAC briefing presentation for posting to the RRAC web site.

b. **REA Work Group.** The work group should:

- receive and review agency fee proposals prior to agency presentation at the REA Work Group meeting.
- hear presentations by agency fee proponents at REA Work Group meetings.
- if needed due to significant public interest or controversy, convene REA Work Group meetings in public forum to hear agency fee proposals and public comments (preferably at locations that best facilitate participation by the local public most affected by the agency fee

proposals). Coordinate proposed meeting locations and dates with the BLM State Office staff, RRAC, and agency fee proponents.

- assist in contacting knowledgeable members of the public and recreational users when additional input is needed, e.g., for recreation sites that are unfamiliar to the Work Group.
- 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 and present a REA Work Group report to the RRAC.
- after listening to public comment at the RRAC meeting, draft a motion on agency fee proposals for the RRAC's action.
- provide the RAC Coordinator electronic copies of REA Work Group and RRAC minutes for posting to the RRAC web site.

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 Group report and draft motion.
- approve a motion and letter 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.

Enclosure 1: RRAC Business Cycle Guidelines

Enclosure 2: RRAC Guidelines for Agency Fee Proposals

Approval:

Date Approved by RAC: December 6, 2007

Signature of RAC Chair: //signed//  
Frances Werner