

# Charter

## Jackson Demonstration State Forest Recreation Task Force

### Mission and Duties

**Mission** The Mission of the Jackson Demonstration State Forest (JDSF) Recreation Task Force (Task Force) is to:

- Provide advice/recommendations to the Department of Forestry and Fire Protection (CAL FIRE) regarding issues relevant to the recreation program on JDSF, including those issues outlined in the Management Plan.
- Share in stewardship, review recreation policy and plans, develop policy recommendations, and carry out other responsibilities regarding recreation on JDSF.

**Duties:** The JDSF Recreation Task Force will conduct its activities in accordance with its Mission and in support of the goals of the Management Plan for JDSF. Task Force members will work with members of respective recreation user groups in developing advice and recommendations.

A. The Task Force shall provide input on the following:

1. Existing recreation policies and plans and make policy recommendations.
2. The development of a recreational user survey, that will be capable of providing feedback to JDSF staff on the following:
  - a. facilities and trails
  - b. changes needed to policies and plans
  - c. recreational impacts from planned timber harvest and demonstration projects
3. Changes needed to address recreational user conflicts.
4. Help define a JDSF recreation corridor, particularly around campgrounds and heavily-used trails, where recreation impacts will be given strong consideration with respect to state forest management activities.
5. Help define recreation attributes that should be protected within the recreation corridor, such as:
  - a. measures to minimize aesthetic visual and noise impacts and/or
  - b. designing timber management activities to improve and/or demonstrate recreation opportunities, principles, or practices
6. Address how to mitigate land adjacency conflicts, such as recreational shooting, off-road vehicle use, and mushroom collecting.
7. Methods to reduce resource damage from illegal dumping and off-road vehicle use
8. Help develop a recreational calendar for annual planned events.
9. Along with JDSF staff, the JDSF Advisory Group (JAG), provide advice on the development of a recreational plan for the Forest that identifies short-term and long-term priorities for enhancement of recreational opportunities, including those related to the development of new recreational facilities and operation of existing facilities.

## Charter for the Jackson Demonstration State Forest Recreation Task Force

10. How to develop and improve the compatibility and educational opportunities between recreation and active forest management.
11. Help identify, consider, and develop potential funding mechanisms to support recreational uses of JDSF, potentially including but not limited to use fees, grants, non-profits, etc.
12. Provide advice to JDSF staff on various issues as requested by the staff.

B. JDSF Task Force responsibilities defined in the JDSF Forest Management Plan are hereby incorporated by reference.

### **Completion of a Work Plan**

Upon establishment, the Task Force will develop a Work Plan. The first Work Plan will address the activities necessary to meet its obligations as outlined above. The plan will be reviewed at the end of each year and adjusted as necessary.

The Task Force will commence an annual cycle of work planning to meet its mission of providing ongoing advice on JDSF. These plans will be submitted to the Department for approval once adopted by the Task Force.

All work planning will be done with input and support from JDSF staff.

### **Membership Appointment and Composition**

Members are to be appointed by the Forest Manager or designee. Members do not “represent” particular interests; rather, they are to be chosen for knowledge and ability to represent the broad public interest. Members will be selected through an open solicitation and nomination process to be conducted by the Forest Manager or designee. This process will include broad public notification of the opportunity to apply to be a member.

The Task Force is composed of up to nine members from recreation categories such as the following:

1. equestrian
2. bicyclist
3. hiker
4. camper
5. general recreation
6. off-road vehicle riding
7. forest neighbor

The majority of members shall have a local perspective.

### **Terms of Appointments**

**Terms for Initial Appointments** Continuity of JDSF Task Force membership will be important. Therefore, all members shall be appointed initially to two-year terms. Half of the members may be replaced after two years at the discretion of the Forest Manager.

**Terms for Subsequent Appointments** After the close of the initial two-year period, appointments shall be for one-year terms. If a vacancy occurs before a member term expires, the appointment to fill that vacancy shall be for the rest of the regular term of that position. Members may be reappointed at the discretion of the Forest Manager.

## Charter for the Jackson Demonstration State Forest Recreation Task Force

**Adjustment of Terms to Achieve Reappointment or Replacement of One-Third of Members Each Year** When replacing or re-appointing members of the JDSF Task Force, the Forest Manager or designee may make an adjustment of the length of the new term so as to eventually achieve an even cycle of replacing or reappointing one-third of the Task Force members each year.

### **Chairperson and Vice Chairperson**

The Task Force shall appoint a Chairperson and a Vice Chairperson from among the members.

The Vice Chairperson shall chair meetings of the Task Force in the absence of the Chairperson.

### **Roles and Responsibilities**

- **JDSF Task Force** is a consensus-seeking group of individuals representing public interests in JDSF. Members are expected to reach out to the public and various recreational user groups about the JDSF management issues they are working to address.
- **CAL FIRE:** Provides fiscal, policy, and technical support for the Task Force's work, within staff and budget limits.
- **JDSF Manager or Designee:** Provides direction and oversight; establishes agenda priorities; ensures that adequate resources are available to support the Task Force.
- **JDSF:** Provides the Task Force with staffing and subject-matter experts to plan and manage specific discussion items and conduct intense work on single subjects, within staff and budget limits.
- **Jackson Demonstration State Forest Advisory Group (JAG) Recreation Committee:** Acts as liaison between the Task Force and the Jackson Advisory Group. Individual Recreation Committee members may attend and interact at Task Force meetings, providing the Task Force with information or questions forwarded by the JAG and reporting back to the JAG concerning issues, actions, and recommendations of the Task Force.
- **Chairperson:** Leads the Task Force's meetings, keeping the group on task and on time; serves as liaison to the Forest Manager and JDSF staff. The Chairperson is responsible for ensuring timely accomplishment of the Task Force's workplans. The Chairperson is responsible for assisting the Forest Manager and JDSF staff in preparation of the meeting agendas and completion of follow-up actions.
- **Vice Chairperson:** Fulfills the role of Chairperson when the Chairperson is unavailable. Assists JDSF staff in preparation of the meeting agendas and follow-up actions.

### **Sponsor and Staff**

**Executive Sponsor:** JDSF Forest Manager

**Program Manager:** JDSF Recreation Program Manager

**Project Manager:** JDSF staff member managing the Task Force logistics

### **Decision Making**

**Consensus Seeking** The Task Force will operate as a consensus-seeking body.

## Charter for the Jackson Demonstration State Forest Recreation Task Force

To determine a degree of consensus, members will note their level of support for items as ranging, for example, from Unqualified Support, Strong Support, General Support, Qualified Support, to Fundamental Disagreement. Issues without a broad degree of support will not move forward as representing the views of the Task Force. The level of support for various items will be recorded.

If an item receives a level of Fundamental Disagreement, the group will be asked to continue working until it appears a resolution is not attainable, or move on to an area where more agreement is possible. When a resolution is not attainable, the members will note the nature of the disagreement and make a determination as to the best way to proceed in the particular issue area.

To the extent the group is able to provide a consensus based recommendation, the Forest Manger will give those recommendations the highest level of consideration. In the event consensus is not reached on any particular topic, the range of perspectives will be recorded and forwarded to the Forest Manger.

Where non-consensus recommendations or reports come forward from the Task Force, the Forest Manager will give full consideration to the range of perspectives expressed by the Task Force members and make their decisions based on the discretion and direction provided in statute and Board Policy.

All members must be fully advised of decisions made in their absence.

**Minor and Major Decisions** Not all decisions will have the same level of impact. Simple voting may be adopted for procedural or non-policy matters.

**Select Decision Process in Advance** Proposals for action should include the decision process to be used in considering the item.

Members are expected to always contribute their best personal thinking and act in the overall public interest, regardless of the initial positions of their communities of interest. Collaboration cannot be effective unless all parties are open to modifying their initial positions.

### **Task Force Member Conduct**

Members must be able to allocate time and resources to Task Force activities. Attendance and participation are important to the continuity of the group.

Should a conflict of interest arise for a member on a particular matter before the Task Force, that member shall recuse him/herself from discussion and action on that matter.

### **Attendance**

**RSVP** Members should advise the project manager and Chairperson if unable to attend a meeting. Members not in attendance can and should provide comment and input on agenda items to the Chairperson or the entire Task Force prior to the meeting.

**Extended or Frequent Absence** If a member is unable to actively participate during the term of appointment, the Chairperson or the Sponsor will ask him/her to reassess his/her ability to be an active member and may recommend replacement to the Forest Manager. The Task Force as a whole will decide whether a member should be replaced due to absences.

## Charter for the Jackson Demonstration State Forest Recreation Task Force

**Quorum** A quorum is one person more than ½ of the current sitting Task Force membership. In general the Task Force will not engage in voting, but will follow a consensus-seeking process.

### **Task Force Committees**

Standing committees may be formed by consensus of the Task Force.

The Task Force may also form work groups or committees for topic-specific issues. Such committees will operate with well-defined scopes and specific start and end dates. The Task Force may invite non-members who may provide technical expertise to the discussion.

### **Consultation**

When additional expertise is advisable to assist the Task Force in its deliberations, identified recreational users or technical experts shall be invited to participate in the discussion or in consultation. The Forest Manager will make these requests on behalf of the Task Force.

### **Meetings and the Public**

The Department is responsible for providing public notification of Task Force meetings. All meetings shall be noticed at least 10 days in advance by sending an announcement of the upcoming meeting to all those who request to be notified of Task Force meetings. An announcement also will be made to local newspapers in Ukiah, Willits, Mendocino, and Fort Bragg. All meetings shall be open to the public and shall contain a section devoted to input from the public. The Chairperson may require that individuals and groups wishing to address the Task Force sign up at the beginning of the meeting. Individual presentations may be limited by the Chairperson. The Chairperson may limit the total amount of time devoted to the public comment section. Additionally, the Chairperson may elect to solicit public opinion during other agenda items.

### **Minutes**

Draft minutes of the Task Force meetings shall be reviewed, corrected if needed, and approved by the group before distribution to the public. JDSF staff will be responsible for taking minutes, revising them as requested by the Task Force, maintaining the minutes, distributing the minutes to the public, and maintaining the minutes.

### **Standing Ground Rules**

- **Professional conduct of Task Force members is expected, as exemplified by the following suggestions:**
  - **Use Common Conversational Courtesy:** Use appropriate language, do not interrupt; do not engage in third party discussions, etc.
  - **Humor Is Welcome and Important, but** humor should never be at someone else's expense.
  - **All Ideas and Points Have Value:** You may hear something you do not agree with. Please remember that the purpose of the forum is to share ideas. All ideas have value in this setting. You are not required to defend or promote your perspective, but you are asked to share it. If you believe

## Charter for the Jackson Demonstration State Forest Recreation Task Force

another approach is better, offer it as a constructive alternative. Be cautious of ascribing motives to others.

- **50-Mile Rule:** Most of the participants have demanding responsibilities outside of the meeting room. We ask for your attention during the full meeting. Please turn cell phones, or any other communication item with an on/off switch to “silent.” Ask those who would contact you to use the “50 mile rule.” That is, if you didn’t have a cell phone or pager, would they drive 50 miles to come get you in person?
  - Members shall not make commitments they do not intend to follow through on.
  - Members shall act consistently in the Task Force and other forums where similar issues are being discussed, including with the press.
  - Members agree to provide requested information to other members or explain the reason why not.
  - Personal attacks or stereotyping will not be acceptable. Members will refrain from impugning the motivations or intentions of others.
- **Ground rules may be set or modified by the Task Force.**

### **Amendments**

The Department or JDSF Forest Manager may amend the charter. The Task Force may recommend amendments to the charter, with these recommendations subject to the approval of the Forest Manager.

### **Background and Importance**

Policy for management of the state forests is provided by the Board of Forestry and Fire Protection, and the Demonstration State Forests are managed according to management plans prepared by CAL FIRE and approved by the Board. Existing legislation and Board policy provide over-arching direction and limitations upon the management of the state forests.

The JDSF is a 48,652-acre forest owned by the State and managed by the Department of Forestry and Fire Protection. The largest forest in the State system, JDSF stands consist primarily of young-growth redwood, Douglas-fir, and hardwood tree species.

The Forest is managed primarily for research and demonstration associated with a range of forest management purposes, including environmental stewardship, timber production, and recreation. The large size of JDSF makes it uniquely suited to research and demonstration at the watershed or sub-watershed level, and provides an opportunity to test new management techniques and regulatory standards. Information gained through research and demonstration programs is disseminated and available for application to all of California’s forestlands, public and private, industrial and non-industrial. In addition JDSF contributes to the economic stability of the local communities by providing high yields of forest products, which sustain local employment and tax bases. Outdoor recreation is another important benefit of JDSF.

Successful, well informed implementation of the updated Forest Management Plan is critical to JDSF operating within its mission.

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