**Memorandum**

**Date:** November 10, 2022

**To:** Megan Layhee

Administrator

Amador, Calaveras Consensus Group (ACCG)

**From:** Richard Sykes, UMRWA Executive Officer

Coleen Shade, Cardno

**RE: Consideration by the ACCG to Host the UMRWA Phase 2 Forest Planning Project Stakeholder Process as a Regularly Occurring Item of the Planning Working Group Agenda**

The Upper Mokelumne River Watershed Authority (UMRWA) and the USFS is initiating planning efforts for the Forests Projects Plan, Phase 2 (Phase 2). Included in these efforts is the convening of a Stakeholder Group that will meet quarterly through the duration of the Phase 2 Project (approximately 2 to 3 years).

We are looking for strategies to combine efforts where we can, so we don’t over-tax participants with meetings. We know that Phase 2 is of high interest/importance to the ACCG and so the opportunity to combine your efforts with an expanded stakeholder engagement process seems like a strategy that might work.

Our request of the ACCG is to authorize UMRWA to use the ACCG Planning Workgroup meetings (on a quarterly basis) to provide a forum for formal Stakeholder Group for Phase 2. We believe this would be an efficient way to engage the Planning Workgroup, ACCG general membership and others such as local Fire Safe Councils, Resource Conservation Districts, the Sierra Business Council, etc. to inform them about the Phase 2 project and to receive input as this planning effort is being developed and completed.

The specific charge of the Stakeholder Group would be to review documents provided by the project team, attend the quarterly meetings, and provide comments and feedback for the project team.

Like the Forest Project Plan Phase 1, the goal in Phase 2 is to have broad support with stakeholders and interested parties. and to move forward with consensus support from the ACCG.

The Stakeholder Group would operate under the following parameters:

* On a quarterly basis, there would be a Phase 2 stakeholder meeting incorporated into the Planning Work Group monthly meeting, generally at the end of the meeting or as directed by the Planning Work Group.
* Consistent with current practices, all ACCG members would receive the meeting materials for the ACCG Planning Work Group and they would be invited to attend.
* Phase 2 Stakeholders identified by the Phase 2 Team (who are not currently on the ACCG or its mailing list) would be invited to attend the Planning WG portion of the meeting devoted to Phase 2.
* The Phase 2 project team would continue to provide regular briefings at the ACCG General Meeting on Phase 2 progress.
* The Stakeholder Meeting portion of the Planning Work Group is not expected to exceed more than two hours maximum unless the Stakeholder Group or the Planning Work Group identifies that more time is needed.
* The Stakeholder Meeting portion of the Planning Work Group will be facilitated by the Phase 2 Project Team and will not require any time from ACCG administrator or facilitator (thus imposing no financial burden to ACCG). This facilitation will include preparation of agendas, circulation of Stakeholder Meeting summaries and following up on any action items from the Stakeholder meetings.
* The Stakeholder Group members who are not currently members of the ACCG will not be considered members of the ACCG unless they formally sign the MOA.
* The Phase 2 Project Team may brief the ACCG Planning Work Group independent of the full Stakeholder Group as appropriate based on Planning Work Group or ACCG input.

The Phase 2 Team anticipates that Stakeholders will require no more than 1 hour of preparation per session to review materials prior to a meeting.

* The Phase 2 Project Team will be developing a Stakeholder Group Charter noting expectations and responsibilities of the Group members.

We believe this approach may be efficient for both the ACCG, the Planning Work Group and the Phase 2 Project team. It may also serve to support some of the goals in the ACCG Communication and Outreach Plan. It is consistent with one of the ACCG’s 2022 priorities to support the Forest Projects Plan.

The Phase 2 Project Team looks forward to discussing this with the ACCG at its November 16 meeting.