

**Uintah Basin Partners for Conservation and Development
Watershed Restoration Initiative Northeastern Region Team Charter
Effective September 27, 2016**

A. BACKGROUND

The Uintah Basin Partners for Conservation and Development (UBPCD) is a team formed in 2003 with the purpose of planning and implementing watershed restoration projects and developing mitigation opportunities within the boundary of the Utah Division of Wildlife Resources (UDWR) Northeastern Region. The UBPCD is one of five regional teams in Utah implementing the goals and objectives of Utah's Watershed Restoration Initiative (UWRI), a Utah Partners for Conservation and Development (Utah PCD) sponsored initiative.

B. MISSION

The UBPCD will work together to take cooperative action as partners with federal, state, and local entities, tribal government, non-governmental organizations, energy industry, county government, livestock operators, private landowners, communities, and other stakeholders to define common visions and goals as they relate to ecosystem restoration across landscapes and jurisdictions. UBPCD will work to coordinate and leverage technical and financial resources, set priorities for management and restoration, strengthen efforts for monitoring and assessment, develop innovative approaches to problem solving, and develop outreach and educational efforts.

C. VISION

UBPCD and UWRI share a partnership driven effort to restore and manage watershed health in priority areas across the State. The goals of this partnership are to focus on some core values including:

1. Protect and enhance wildlife/aquatic habitat and biological diversity
2. Improve water quality and quantity
3. Promote sustainable agriculture
4. Maintain and/or improve quality of life of local communities through economic and social values of healthy watersheds
5. Serve as a clearinghouse for coordinating and sharing mitigation concerns and priorities, discussing potential solutions, and for cooperatively implementing mitigation activities
6. Mitigate threats to watershed health through cooperative management and conservation actions

D. OBJECTIVES

1. Provide coordinated leadership in natural resources management and public service in cooperation with property owners/users for the long-term sustainability of Utah's natural resources to meet the needs of current and future generations
2. Act as a point of coordination for funding and cooperation
3. Plan projects within focus areas determined by the UBPCD team
4. Focus areas may be re-assessed annually and adjusted on an as-needed basis
5. Reflect coordinated partner priorities across landownership boundaries to address specific focus area needs to benefit multiple natural resources
6. Incorporate goals and objectives of strategic land use plans or other conservation plans
7. Include monitoring and evaluation components
8. Reflect prioritization based on ranking criteria established by regional and statewide guidance
9. Facilitate communication and team building among the public, stakeholders, and the Utah PCD to promote a better understanding of the risks to natural resources and their values, and to improve cooperation and problem solving across administrative boundaries

E. MEMBERSHIP

The Uintah Basin Partners for Conservation and Development is:

1. Composed of representatives from the following organizations:
 - a. Bureau of Land Management
 - b. Daggett County
 - c. Dinosaurland RC&D Council
 - d. Duchesne County
 - e. Energy Industry
 - f. National Park Service
 - g. Uintah County
 - h. Utah State University Extension Service
 - i. USDA Natural Resources Conservation Service
 - j. U.S. Fish and Wildlife Service
 - k. U.S. Farm Services Agency
 - l. U.S. Forest Service
 - m. U.S. Bureau of Reclamation
 - n. Utah Association of Conservation Districts
 - o. Utah Department of Agriculture and Food
 - p. Utah Department of Environmental Quality
 - q. Utah School and Institutional Trust Lands Administration
 - r. Utah Division of Wildlife Resources
 - s. Utah Division of Forestry, Fire and State Lands
 - t. Utah Division of Parks and Recreation

2. Composed of other representatives who share the vision and mission of Utah PCD and the UBPCD, including, but not limited to local governments, sportsmen, private landowners, conservation organizations, energy industry, tribal government, and other entities.

F. VOTING MEMBERSHIP

Voting opportunities include two tiers: 1) General administration (including officer elections), proposal review, focus areas, and charter changes; and 2) Project ranking performed by a ranking sub-committee.

1. **Tier One-** General administration (including officer elections), proposal review, focus areas, and charter changes.
 - a. Any participant has the right to cast a vote in Tier One activities
 - b. Each participant may vote on whether to move projects forward to ranking
Voting at the Pre-Proposal and Proposal Meetings requires regular attendance at team meetings and familiarity with projects and issues
 - c. In order to qualify for voting membership, each entity is required to attend and participate in at least half of the meetings during the year
 - d. Tier-one activities require a simple majority vote
 - e. Changes to the charter require a 2/3 majority vote
2. **Tier Two-** Project ranking by a ranking sub-committee.
 - a. Ranking will be conducted following the ranking criteria template provided by UWRI
 - b. Members of the ranking sub-committee are composed of no more than one representative per entity
 - c. Each entity may assign one voting member. To be eligible for ranking sub-committee assignment, an entity representative must become familiar with the project proposals in the UWRI database and the UWRI ranking criteria. The entity representative is required to attend the Proposal Meeting
 - d. To be eligible to participate in the ranking process, the entity representative must also attend the ranking committee meeting.
 - e. An entity is defined as a participating organization as outlined in the Membership Section (1 and 2) above.
 - f. Disagreements on the ranking committee will be resolved through a simple majority vote.

G. ADMINISTRATION

1. The chair and vice-chair serve one year terms beginning January 1st each year or the first meeting thereafter
2. Upon completion, the vice-chair will transition to the chair position. A new vice-chair will be selected by an email nomination process and elected prior to, or during,

- the Pre-Proposal Meeting. Nominees must be consulted and willing to accept nomination. Each elected person serves one year as vice-chair and the next year as chair
3. If the vice-chair position comes vacant, an immediate nomination and election process will commence to elect a new vice-chair
 4. If the chair position becomes vacant, the vice-chair will assume the chair position and an immediate nomination and election process will commence to elect a new vice-chair
 5. Filling of an unexpired term does not count against term service
 6. The previous year chair will lend support for continuity and will assist new chair and vice-chair
 7. If practical, efforts should be made to rotate the chair and vice-chair positions among different entities. The vice-chair shall not be from the same entity as the chair
 8. An individual shall not serve in the chair position more than one year in a five year period
 9. The chair is responsible for distributing information to all regional team members, scheduling, and leading meetings; and, acts as a liaison with the Utah PCD and UWRI
 10. The vice-chair serves to support the chair in developing agendas, facilitates regional team meetings, attends meetings where regional team representation is required, and assists with duties critical to meeting regional team objectives; the vice-chair is also in charge of coordinating and leading the summer field trip
 11. The chair will select a person to record meeting minutes for each meeting
 12. In situations where changes to the charter or focus areas are needed for example, where changes would require a considerable amount of work, a sub-committee may be formed to accomplish the task. Sub-committees will be formed from entities and assigned on an as-needed basis
 13. All proposed and substantive changes to process will be presented to the entire group for approval
 14. Comments to project proposals must be entered into the UWRI project database five days prior to the Project Proposal Meeting to allow time to prepare a response

H. ANNUAL TIMELINE

Meeting dates will be held on the third Tuesday of the month, unless otherwise specified.

September

- Meeting to adjust focus areas, review/modify ranking criteria, updates to the charter, or other major changes on an as-needed basis
- Nominations of new vice-chair

October

- Nominations solicited for vice chair via email

- Nominations to be sent directly to the chair
- The chair will contact nominees and confirm willingness to serve as vice-chair
- Chair will send out a list of nominees to UBPCD group.

December

Pre-proposal meeting

- Elect new vice chair with vote at meeting
- Housekeeping from prior meetings (e.g. presentation of sub-committee reports and recommendations Identification of ranking committee members
- Status updates for previously funded projects
- Review ranking criteria and project proposal presentation format
- Optional speakers or training

January

Project proposal deadline

- Projects must be entered and submitted into the database to be considered for ranking. Deadline is the first Monday in January that is not a holiday

January/February

Project proposal presentation meeting

- Project manager or designee must make every effort to present project in order to move forward to ranking
- If the project manager is not able to attend, they must send a responsible representative to present their project
- Ranking sub-committee members are required to attend proposal meeting and must become familiar with the projects in the UWRI database
- Set ranking committee meeting date
- UBPCD Tier-One vote to move projects forward to ranking

March

Ranking results are due to UWRI administrators on the first day of March

- Final rankings will be sent to UBPCD group via email

April/May (Every Odd Year)

Statewide UWRI meeting (all UBPCD are encouraged to attend)

June/July/August

Summer field trip to look at projects and activities