



File Code:

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Route To:

**From:** Pete Karp, outgoing Forest Supervisor, Uinta NF

**To:** Dan Dallas, Acting Forest Supervisor and the yet-to-be selected Forest Supervisor, Uinta NF

### “Handover Memo”

The purpose of this memo is to help improve transition between outgoing leaders and incoming leaders specifically in the area of partnerships and collaborative efforts. I followed a template given to me by Mary Wagner, Deputy Regional Forester, R-4, at our December Regional Leadership Team (RLT) meeting. We agreed that this “first handover memo” would serve as a test basis for future memos. Also due to the time of year, we recognized that coordination with key forest Staff and Rangers would be minimal (i.e. Annual Leave, holidays, etc.). I was only able to coordinate with Loyal Clark, Public Affairs Officer, for input.

- **Describe the current partnership and collaborative efforts underway on your unit**

In no particular order, here are a list of key partners and partnership efforts.

**Timpanogos Cave National Monument** – recreation fee program partnership, future co-location of agencies in one facility, management of American Fork Canyon in partnership with Utah Department of Transportation and the Utah County Sheriff’s Department. Forest Supervisor and Pleasant Grove District Ranger are the lead contacts. Partnership has been in existence for 8 years.

**Utah Department of Transportation/Local County Transportation Agencies** – agreements to maintain parts of the Forest transportation system. Forest Engineer and District Rangers are the lead contacts. Critical to maintaining Forest Service (FS) roads to provide quality customer service within shrinking budgets. Ongoing partnership for many, many years.

**Congressional Staff** – at least monthly briefings with staff from Senator Bennett, Senator Hatch, Congressman Cannon and Congressman Matheson offices. These offices are located in Provo and Salt Lake City. Congressman Bishop’s staff is included when his district is affected. Forest Public Affairs Officer (PAO) is the lead contact. Important for Forest Supervisor and sometimes other Staff and/or Rangers to attend depending on significance of topics.

**County Commissioners/County Council/Mayors** – regular briefings as needed. There are four county governments that are directly affected by the Forest’s programs and decisions. Three are in the form of county commissions and one is a county council. There are 23 mayors that are part of the Forest communication network. The most common



communication method is the monthly Council of Governments meeting. Forest Supervisor, District Rangers, and PAO coordinate responsibility for contacts.

**State Agencies** - Tim Garcia, Utah Statewide Coordinator is the primary contact for the Forest Service. Forest Supervisor and Leadership Team are involved as needed. Local State agency contacts are coordinated by the Leadership Team.

**Tribal Contacts** – briefings as requested and needed. There are two Tribes that are affected by Forest programs and decisions; Confederated Tribes of the Goshute Reservation located in Iapah, and the Ute Tribe located in Fort Duchesne. PAO is responsible for Forest-wide program. Forest Cultural Heritage specialist and District Rangers are the lead contacts for specific project information.

**Utah County Convention and Visitor’s Bureau** – office and visitor center are located in Provo. Forest Service information is provided at the visitor center. Partnership Specialist is the lead contact. Coordinates events and information requests with PAO and other Forest staff.

**Provo/Orem Chamber of Commerce** – Partnership Specialist is the lead contact. Coordinates events and information requests with PAO and other Forest staff.

**Media** – 3 daily and 11 weekly newspapers, 6 television stations, and 10 radio stations are part of the Forest communication network. PAO is the lead contact.

**Friends of Strawberry Valley (FOSV)** – a very key group of people that help in various ways to make Strawberry Valley (Heber RD) a better place. Group was started about five years ago. Jim Carter is the Executive Director (a real jewel!) and backbone of the group. The District Ranger at Heber is the key forest contact, although long-term strategies should be set with Forest Supervisor involvement. “Strawberry Watershed Report” is the key guiding document.

**Trout Unlimited** – key group to work with primarily in American Fork Canyon (decommissioning of American Fork Hydroelectric Plant, and abandoned mine land reclamation and restoration, Diamond Fork Creek restoration, Strawberry Valley Project Lands). Great organization, very productive partnership over the last 5-8 years in particular. Ted Fitzgerald, retired FS person, is key contact for abandoned mine work in North Fork of American Fork Canyon.

**Rock Canyon Land Exchange Proposal** – fairly recent “opportunity” to acquire 80 acres near mouth of Rock Canyon, Pleasant Grove Ranger District. I was approached by Provo City Mayor, Lewis Billings, and asked to work with City and landowner Richard Davis, and other interested parties (including President of the State Legislature, State Senator John Valentine, Orem) to explore possibilities to acquire this land and have it become part of the National Forest System (land exchange, purchase, etc.). John Logan is the key forest contact.

**Volunteer Program** – an absolutely unique and invaluable partnership on the Uinta NF. The program always leads the nation in number of participants (generally 8,000 – 10,000 per year, as many as 17,000 one year). As importantly, this program allows the Forest Service to maintain close contact with communities and is extremely effective in communicating Forest Service programs and learning what our National Forest owners want. The positive Forest

Service working environment for the Uinta NF is a direct result of our staying connected through our volunteers. Never let this program disintegrate! PAO is the Human Resource Program (SYVP) coordinator. Each Ranger District has a full-time HR coordinator position.

- **Commitments or schedules associated with current partnership and collaborative efforts**

**Timpanogos Cave National Monument (NM)**– main efforts involve recreation fee program and construction of Timpanogos Interagency Center (will be new location for the Pleasant Grove Ranger District office). Pam Gardner is the key contact on the forest and is working with Kit Mullen, Superintendent, Timpanogos Cave NM. The ball is in the National Park Service (NPS) court on design and incorporation into the NPS budget for construction. The Forest Service provided the land (37 acres) through a land exchange for a construction site. Senator Bennett is interested in getting funding through NPS budget. Spring should be the next checkpoint. NPS process is slow right now. The FS will need to stay on top of this one and move for funding in FY-07 or FY-08 at the latest. The estimated cost is \$5.8 million, which has been conceptually “agreed” to by NPS Acting Director in Denver.

**Friends of Strawberry Valley (FOSV)** – commitments are pretty well described in the Strawberry Watershed Report (copy is in bookcase in my office). Some projects are scheduled in FY-06. The Uinta will need to coordinate and plan for projects in FY-07 and beyond. There are great opportunities here for additional partnerships with Blue Ribbon Fishery Council, Utah Division of Wildlife Resources Habitat Council, other user groups and possibly Wasatch County. Jim Carter is a key person to work with on this. Julie King, Heber District Ranger is the key forest contact.

**Rock Canyon Land Exchange** – informal commitment to work with Provo City Mayor, Lewis Billings, to try to find a win-win solution to get 80 acre piece of private land in Rock Canyon on National Forest System lands. No specific timeframe has been discussed. The next coordination meeting is January 25, 7:30 a.m. in Salt Lake City. John Logan is the key forest contact.

- **Current working agreements or procedures**

I encouraged Staff and District Rangers to be the key contacts for local elected officials (i.e. Mayors, County Commissioners, etc.) and local partnership groups. This helped maintain direct communication at the lowest organizational level of the Forest Service. I am kept up-to-date by Staff and Rangers on current and emerging issues, jointly develop strategies with them, and become personally involved when issues were forest-wide or larger in nature. I think this strategy helped develop leadership skills in Staff and Rangers too. Staff and Rangers can provide additional information and any formal agreements. Include this in your transition.

- **Strategy for meeting and getting to know your community**

Work with the PAO on possible media opportunities as a way for the local public to get to know you as a person. Monthly evening meetings with Council of Governments is a way to meet local Mayors (Utah County). The PAO can schedule you on the agenda. Visits with four County Commissioners/Council is encouraged. A transition meeting with Forest

Leadership Team is important early on. This will also result in a larger list of key contacts for you to make. Meet with forest employees as soon as possible. These are some of the finest employees you will ever know! Meet with the Regional Forester's Team as soon as you can and get the highest Regional/National priority items for you to address during your assignment. Finally, make sure you enjoy something from each and every day in this job. The Uinta NF is one of the best in the entire system. Help ensure it stays at the top of the pack!

/s/ Peter W. Karp  
PETER W. KARP  
Forest Supervisor

cc:  
Jack Troyer  
Cathy Beaty  
Mary Wagner  
Uinta Forest Leadership Team