



**SPECIAL MEETING**  
**Board Workshop – February 16, 2023**  
**9:00 a.m. – 3:30 p.m.**

## **SPECIAL MEETING**

ROLL CALL

## **COMMUNICATION STYLES TRAINING**

The Communication Styles Training is an educational and interactive teambuilding session focused on communication styles. The session will be facilitated by Wandzia Rose, from Rose Consulting, and will be based on the book entitled *Success Signals* by Rhonda Hilyer.

### **OUTCOMES:**

- Increase each person's understanding of their own communication styles - how they best receive information and their preference in how they communicate information to others.
- Understand other's communication styles and learn how to flex communication styles for greater effectiveness in fostering constructive dialogues and deliberations and positive influence to ultimately reach consensus-building outcomes.
- Acquire tools to enhance both individual and team performance.

## **HIGH FUNCTIONING BOARD GOVERNANCE**

This second session is focused on understanding the characteristics of high functioning boards. This session will be led by Kevin Duggan who has served in local government for over 40 years, including 27 years as a city manager for the cities of Campbell and Mountain View. Kevin will facilitate a discussion with the board on understanding the factors and traits that lead to high functioning boards as an important element to promoting high functioning organizations. To prepare for this session, please review Attachments 1-5 and consider the following questions:

- What do Board members need from each other in order for them to be successful both individually and as a Board?
- What do Board members/the Board need from Board appointees/staff in order to be successful?
- What do Board appointees/staff need from the Board/Board members to be successful?

### **OUTCOMES:**

- Reach agreement on how Board members and Board appointees/staff can best support each other individually and collectively.
- Consider whether any updates or changes are warranted to specific Board policies.

## **BOARD REFLECTIONS ON THE BASIC POLICY**

The Midpeninsula Regional Open Space District (District) was first established by voters in 1972. In March 1974, the Board of Directors (Board) adopted its foundational policy, known as the Basic Policy (Attachment 6), covering all major policy areas, including open space preservation and management (which includes natural resource protection and public access). The most recent update occurred in 1999, with no significant changes to the priorities or practices. As a foundational policy, the Basic Policy serves as the District's "constitution",

providing the highest level of policy guidance in fulfilling the District's mission. Each policy area within the Basic Policy is accompanied by high-level policy statements. Under and in alignment with the Basic Policy, other more detailed policies have and will continue to be prepared to further clarify the District's work consistent with the overarching goals and priorities of the Basic Policy (other such policies include the Resource Management Policies, Good Neighbor Policy, Vision Plan, etc.).

For this session, the Board will have an opportunity to reflect on the foundational policies, priorities, and intent of the Basic Policy as it relates to all the different "legs of the mission" – land preservation, natural resource protection and restoration, public enjoyment and public education. This session will be facilitated by staff.

For the discussion, please review the attached copy of the Basic Policy and consider the following questions:

- How are the different "legs of the mission" prioritized?
- How does/should one leg of the mission inform the others?
- Should the District continue leading its work with natural resource protection front and center?
- How well is the District carrying out the Basic Policy and are there certain areas that need to be strengthened?

As you review the Basic Policy, please place careful attention to the following objectives and its underlying policies:

- *Objective 1 - Open Space Land Preservation*
- *Objective 2 - Open Space Management*

As a reminder, the District is also furthering its Coastside Mission through the development of the Agricultural Policy and is planning to review the Basic Policy later in 2023 to ensure that it sufficiently includes overarching goals and foundational policies related to agriculture that are consistent with the Coastside Service Plan.

#### **OUTCOMES:**

- Affirm the Board's priorities regarding the different legs of the mission.
- Consider whether a change in Basic Policy intent and purpose is warranted.

### **3:30 PM    ADJOURNMENT**

Attachments:

- 1 – Board Policy 1.02 Board Meetings
- 2 – Board Policy 1.03 Board Agenda
- 3 – Board Policy 1.04 Board Committees
- 4 – Board Policy 1.05 Board Correspondence
- 5 – Board Policy 6.07 Code of Conduct
- 6 – Basic Policy (adopted in 1974, last amended in 1999)

## Midpeninsula Regional Open Space District

## Board Policy Manual

<b>Board Meetings</b>	<b>Policy 1.02</b> <b>Chapter 1 – Administration &amp; Government</b>
Effective Date:	Revised Date: 11/13/13
Prior Versions:	

**GOALS:** To have effective Board meetings; to have a clear delineation between public input and Board deliberation; to ensure effective use of time at Board meetings and to complete the District's public business in a timely manner; to foster control of the appropriate procedures for Board meetings, based on Robert's Rules of Order; to ensure public input in an orderly and consistent manner; to ensure an appropriate level of decorum during meetings; to provide for the clear recording and taking of minutes.

**Regular Meetings**

Public Resources Code § 5535

Regular Meetings of the Board of Directors of the Midpeninsula Regional Open Space District shall be held on the second and fourth Wednesday of each month at the hour of 7:00 p.m. Meetings shall be held at such place or places within the District as shall be determined by the Board of Directors. A majority of the members of the Board may cancel a meeting for cause or call the regular meeting for a different date or time. At least 72 hours before a regular meeting, the agenda for the regular meeting containing the time and location for the meeting and a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, shall be posted in a location that is freely accessible to members of the public. If a regularly scheduled meeting occurs on the evening preceding Thanksgiving or Christmas Eve or on a holiday, the regular meeting shall be rescheduled or canceled.

**Special Meetings**

Special meetings may be called at any time by the President or at the request of a majority of the members of the Board. Except in the case of an "emergency situation" as defined (Government Code § 54956.5), written notice of such meeting shall be posted in a location that is freely accessible to members of the public and delivered personally or by mail to each member of the Board and to each local newspaper of general circulation at least 24 hours before the time specified for the meeting in the notice, provided that, unless otherwise provided by law, the failure to give or receive notice shall not affect the validity of any action taken at the meeting. The notice shall specify the time and place of the special meeting and the business to be transacted, which shall be determined by the Board or by the General Manager in consultation with the President. No other business shall be considered at the meeting. The agenda for a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to directly address the Board concerning that item prior to action in the item.

### **Closed Sessions**

The Board may hold closed sessions from which the public may be excluded for the consideration of the following subjects:

1. Appointment, employment, evaluation of performance, or dismissal of an employee or to hear complaints or charges brought against an employee
2. Labor negotiation matters
3. Proposed or pending litigation
4. Real property transactions
5. Matters embraced within the attorney-client privilege
6. Any other matters exempted by law (See Government Code § 54950 et seq., the Ralph M. Brown Act).

Items to be discussed in closed session shall be listed on the agenda for a regular or special meeting. A closed session item of an urgent nature not listed on the agenda may be added to the agenda provided that any action taken be pursuant to Section 1.30.

Prior to holding any closed session, the Board must disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. The Board may consider only those matters covered in its statement during the closed session.

After any closed session, the Board shall reconvene into open session prior to adjournment and shall publicly report any action taken in closed session and the vote or abstention of every Board member present. These reports may be made orally or in writing.

Copies of any contracts, settlement agreements, or other documents that were finally approved or adopted in closed session shall be made available to any persons requesting such documentation. The requested documentation will be available at the end of the closed session in which the final action was taken unless substantive amendments require retyping, in which case the documents will be available when the retyping is complete.

No person who attends a closed session shall disclose any statements, discussions, documents or votes made in closed session except as specified, required by the Brown Act, or where authorized by a majority of the Board.

### **Agenda**

All reports, ordinances, resolutions and other matters intended to be considered by the Board at its regular meeting shall be delivered to the District Clerk no later than 5:00 p.m. on the preceding Wednesday for material requiring typing or other preparation, and not later than 5:00 p.m. on the preceding Thursday for material requiring reproduction only.

Any Board member or Board appointed staff member may place a matter on the agenda for Board consideration. The District Clerk shall prepare the agenda according to the order of business as determined by the General Manager. A copy of the agenda and all available supporting materials shall be mailed by 5:00 p.m. on the Friday preceding each regular Board

meeting or delivered by 7:00 p.m. on the Saturday preceding each regular Board meeting. Supplementary materials may be received by the District Clerk after that time, provided the matter refers to an already agendaized item.

Agendas will be available with no charge upon request to public officials, newspapers in the District, and members of the public at the District office by 9:00 a.m. on the Monday preceding the regular meeting. Agendas will be posted in a location that is freely accessible to members of the public at least 72 hours before a regular meeting or at least 24 hours before a special meeting.

Supporting materials (reports, memoranda, resolutions, nonconfidential written communications to the Board, and other informational materials not previously published or distributed) may be obtained upon request by public agencies, newspapers in the District and members of the public at the District office by 9:00 a.m. on the Monday preceding the regular meeting, and 24 hours before a special meeting.

Written materials distributed during a public meeting by any person in connection with a matter subject to discussion or consideration shall be made available for inspection at the meeting if prepared by District staff or by a member of the Board, or immediately after the meeting if prepared by some other person.

Absent extraordinary circumstances, communications to the Board from members of the public shall be deemed nonconfidential. A memorandum from the General Manager explaining the justification for this decision "not to distribute materials to members of the public" shall accompany the written communications when sent to the Board. There will be no charge for the materials if available; otherwise the cost of reproduction will be charged.

No action or discussion shall be undertaken on any item not appearing on the posted agenda by the Board, provided that matters deemed to be of an urgent nature by a two-thirds vote of the Board, (or, if less than two-thirds of the Board members are present a unanimous vote of those members present) with an explanation stated as to the urgency, may be acted upon. (See also Government Code § 54954.2.)

### **Meetings to be Public**

Public Resources Code § 5535.

All meetings of the Board of Directors shall, as provided by law, be open and public and shall be conducted in accordance with the Ralph M. Brown Act of the State of California. (Government Code § 54950 et seq., the Ralph M. Brown Act.)

### **Quorum**

Public Resources Code § 5535.

At any meeting of the Board a majority of the Directors shall constitute a quorum for the transaction of business. When there is no quorum, the President, or Vice-President, or District Clerk or any other member of the Board of Directors, shall adjourn such meeting.

### **Smoking**

It shall be unlawful for any person to smoke at any time at the meetings of the Board of Directors.

### **Rules of Order**

Robert's Rules of Order shall be followed as interpreted by the presiding officer, subject to an appeal to the Board. In the event of a conflict between these Rules of Procedure and Robert's Rules of Order, these Rules of Procedure shall control.

The presiding officer should require individual Board and staff members to raise their hands to be recognized.

The presiding officer will recognize Board and staff members by name and will identify the makers of motions and seconds.

For each agenda item to be considered by the Board, the presiding officer shall provide a period of time for public comment prior to any vote taken. After the public comment period had closed, the public shall not interrupt the Board's deliberations, and only by vote of the presiding officer shall the Board accept additional public comments or Board questions of the public.

### **Board Action**

Public Resources Code § 5547, 5544.2 and 5540 as amended.

A majority vote of all of the members of the board shall be sufficient of the taking of Board action or the conduct of business except where action is required to be taken by "four-fifths of the members of the District Board" or a "two-thirds vote of the Board" or language of similar import.

Action of the Board of Directors shall be taken by ordinance, resolution, or a motion duly recorded in the minutes of the meeting. The ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and entered into the minutes of the Board.

An ordinance or resolution shall not be passed or become effective without the affirmative vote of at least a majority of the members of the Board.

The enacting clause of all ordinances passed by the Board shall be in these words: "Be it ordained by the Board of Directors of the Midpeninsula Regional Open Space District."

All ordinances and resolutions shall be signed by the President of the Board and countersigned by the Board Secretary, and all ordinances shall be published once within thirty (30) days after adoption in a newspaper of general circulation printed, published and circulated in the District.

### **Minutes**

Minutes of Board meetings shall be kept by the District Clerk. The District Clerk or his/her designee shall make a record together with sense minutes of such business as was actually passed upon by a vote of the Directors. A record shall be made of the names and addresses of persons addressing the Board, the subject matter to which their remarks related and whether they spoke in support or opposition to such matter. The District Clerk shall be responsible for

preparing and causing a copy of the minutes to be considered for approval to be forwarded to each Board member in the next regular mailing or as soon thereafter as possible.

Minutes of meetings to be considered for approval shall be available without charge upon request to public officials, newspapers within the District, and members of the public at the District office as soon as available following the meeting.

The official Board-approved minutes of a meeting shall consist of at least two separate documents: 1) the copy of the proposed minutes forwarded to the Board for their consideration and approval, and 2) any additions or corrections to the proposed minutes made by the Board during the approval or amendment process and recorded in the approved minutes of the subsequent Board meeting.

### **Recording of Meetings**

Tape recordings of a Board meeting shall be made by District staff solely for the purpose of facilitating the preparation of the minutes of the meeting (see Government Code § 6252). Each tape recording of a Board meeting may be erased six weeks after the approval of the minutes of a Board meeting.

Any person attending an open and public meeting shall have the right to record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding of the Board that such recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceeding (Government Code § 54953.5).

## Board Policy Manual

<b>Board Agenda</b>	<b>Policy 1.03</b> <b>Chapter 1 – Administration &amp; Government</b>
Effective Date:	Revised Date: 12/14/2022
Prior Versions: 11/13/13	

**Agenda**

All reports, ordinances, resolutions, and other matters intended to be considered by the Board at its regular meeting shall be delivered to the District Clerk no later than 5:00 p.m. on the preceding Wednesday for material requiring typing or other preparation, and not later than 5:00 p.m. on the preceding Thursday for material requiring reproduction only.

Any Board member or Board appointed staff member may request an item be considered for inclusion on the agenda for Board consideration. The District Clerk shall prepare the agenda according to the order of business as determined by the General Manager who will confirm the agenda with the Board President.

Items proposed to be added to the special orders of the day, consent calendar or regular business of the Board agenda require the Board President's agreement. If the Board President does not agree, the item would be agendaized at a subsequent meeting for the full Board to specifically discuss whether to entertain the item at a future meeting. The full Board may then discuss whether to place the item on a future agenda. Four (4) or more members of the Board must vote in favor of placing an item on a future agenda. The Board President in good faith will make every effort to place the item on the first available Board agenda in consultation with the General Manager. A copy of the agenda and all available supporting materials shall be electronically available by 5:00 p.m. on the Friday preceding each regular Board meeting or delivered by 7:00 p.m. on the Saturday preceding each regular Board meeting. Supplementary materials may be received by the District Clerk after that time, provided the matter refers to an already agendaized item.

Agendas will be available with no charge upon request to public officials, newspapers in the District, and members of the public at the District office by 9:00 a.m. on the Monday preceding the regular meeting. Agendas will be posted in a location that is freely accessible to members of the public and posted on the District's website at least 72 hours before a regular meeting or at least 24 hours before a special meeting.

Supporting materials (reports, memoranda, resolutions, nonconfidential written communications to the Board, and other informational materials not previously published or distributed) may be obtained upon request by public agencies, newspapers in the District and members of the public at the District office by 9:00 a.m. on the Monday preceding the regular meeting, and 24 hours before a special meeting.



Written materials distributed during a public meeting by any person in connection with a matter subject to discussion or consideration shall be made available for inspection at the meeting if prepared by District staff or by a member of the Board, or immediately after the meeting if prepared by some other person.

Absent extraordinary circumstances, communications to the Board from members of the public shall be deemed nonconfidential. A memorandum from the General Manager explaining the justification for this decision “not to distribute materials to members of the public” shall accompany the written communications when sent to the Board. There will be no charge for the materials if available; otherwise the cost of reproduction will be charged.

No action or discussion shall be undertaken on any item not appearing on the posted agenda by the Board, provided that matters deemed to be of an urgent nature by a two-thirds vote of the Board, (or, if less than two-thirds of the Board members are present a unanimous vote of those members present) with an explanation stated as to the urgency, may be acted upon. (See also Government Code § 54954.2.)

#### **Board Member Requests to Place Matters on the Agenda for Reconsideration**

Recognizing that reconsideration of prior Board actions may consume additional Board and staff time, reconsideration may only occur in special circumstances subject to the rules in this Section. If the Board has previously voted on a matter, a Board member may place a request for reconsideration of the prior Board action on the agenda if that member voted on the prevailing side. A motion to reconsider may be made at the same meeting such action was taken, the next Regular Board meeting, or any intervening Board meeting. If the motion to reconsider is made and approved at the same meeting the action was taken, the matter may be reconsidered at that meeting, at the next Regular Meeting, or any intervening Board meeting, at the discretion of the Board of Directors. The maker of the motion shall specifically articulate the new information, analysis and/or circumstances that warrant(s) reconsideration of the prior action. After a motion to reconsider has been made and approved by a majority of the Board, unless the matter is reconsidered at the same meeting Board action was taken, the District Clerk shall place the prior Board action on the Board agenda for reconsideration at the next Regular Meeting, an intervening Board meeting, or at the earliest feasible Board meeting if it is infeasible to agendize the matter at the next Regular Meeting, unless otherwise directed by the Board. The agenda, public notification and staff report for the reconsideration of the prior action shall clearly state that the item has been previously acted upon by the Board and is being reconsidered by the Board. Action on the reconsideration of the prior action shall adhere to regular Board policies and practices as if the item was being heard for the first time. The reconsideration rules contained in this Section shall not limit the Board’s inherent legislative authority to rescind, amend, repeal, or otherwise nullify a prior Board action at a subsequent Board meeting. The reconsideration rules in this Section are not applicable to Board-appointed employees or their designees who may agendize matters for reconsideration, amendment, rescission, or repeal if deemed necessary to efficiently conduct District business or accomplish the District’s mission.

### **Order of Business**

The order of business shall be determined by the General Manager for the purpose of preparing meeting agendas, using the following format, unless in the General Manager's opinion, a different order would be more appropriate:

1. Roll Call
2. Pledge of Allegiance
3. Oral Communications
4. Special Orders of the Day
5. Adoption of Agenda
6. Adoption of Consent Calendar
7. Approval of Minutes (Consent Item)
8. Written Communications (Consent Item)
9. Unfinished Business
10. Public Hearings
11. Board Business
12. Informational Reports—Directors and Staff
13. Closed Session
14. Adjournment

The order of business as set forth in the meeting agenda shall not be departed from except by consent of the majority of the Board.

### **Roll Call**

Before proceeding with the business of the Board, the District Clerk or minute taker shall call the roll of the Board of Directors, and the names of those present shall be entered into the minutes.

### **Pledge of Allegiance**

The Pledge of Allegiance shall be recited at the first meeting of July, and a special presentation shall be made at that time.

### **Oral Communications—Public**

Members of the public may address the Board under the category Oral Communications during meetings on any matter not on the agenda concerning the affairs of the District. The presiding member of the Board may limit the duration of time the speaker may have to speak under this section as necessary and appropriate for the orderly management of the meeting, which under normal circumstances will be three minutes. If the Oral Communications category exceeds fifteen minutes, the President, with the approval of the Board, may delay additional oral communications to a designated time later in the meeting. Members of the public may address the Board on any agenda item when that item is considered by the Board.

Absent extraordinary circumstances, the Board will not discuss oral communication items unless the communication relates to an item appearing on the agenda for that meeting. The Board may briefly respond, ask questions for clarification, provide information resource

references, request staff to report back at a future meeting, or place the item on the agenda of a future meeting.

A member of the public may request under oral communications that an item be removed from the consent calendar.

At beginning of each meeting, the President shall make a statement outlining the procedures for public comment.

### **Special Orders of the Day**

Any Board member or Board appointed staff member may schedule special presentations, introductions or other activities deemed appropriate to this category, which shall be placed on the agenda by the District Clerk.

### **Adoption of Agenda**

The Board shall determine the order of business to be considered at regular meetings, including placement of items removed from the consent calendar, and shall adopt the agenda, with additions or deletions. Only items of an urgent nature may be added to the agenda at this time, provided that any action be taken pursuant to the Agenda Section of this Policy.

### **Adoption of Consent Calendar**

The following items shall normally be included on the consent calendar: 1) approval of minutes; 2) written communications; and 3) agenda items that the General Manager deems do not require Board discussion. All items on the consent calendar shall be approved by one motion unless a request is made by a Board member to remove an item from the consent calendar for separate discussion. A member of the public may request under oral communications that the Board remove an item from the consent calendar for separate discussion.

Board members, the General Manager, and members of the public may request that an item be removed from the Consent Calendar during consideration of the Consent Calendar.

Board members may ask brief questions for clarification or make brief statements on an item without removing it from the Consent Calendar.

Board members may vote "no" on Consent Calendar items without pulling them from the Consent Calendar by asking that the minutes reflect a "no" vote on a specified agenda item.

### **Approval of Minutes (Consent Item)**

Unless removed from the consent calendar by a member of the Board or the public, the minutes of the previous Board meeting(s) shall be approved without reading during the adoption of the consent calendar, provided that the District Clerk has previously furnished each member of the Board with a copy.

**Written Communications (Consent Item)**

The District Clerk is authorized to receive and open all mail addressed to the Board of Directors from members of the public. Any such written communication addressed to the Board shall be reproduced and distributed in the next regular mailing to the Board members and to members of the press who have requested supporting materials (see the Agenda Section of this Policy).

All written communications, unless they relate to an item on the agenda, must be received no later than 5:00 p.m. on the Tuesday the week preceding a Board meeting in order to be distributed with the agenda and supporting materials and considered by the Board at the forthcoming meeting. If, in the opinion of the General Manager, a written communication should not be distributed with the agenda and supporting materials without a draft response, which has yet to be prepared, the written communication may be distributed later, but no later than at the forthcoming Board meeting. Written communications not directly related to an item on the agenda received after the 5:00 p.m. Tuesday deadline may be distributed with the agenda and supporting materials and considered by the Board at the forthcoming meeting if, in the opinion of the General Manager, time is of the essence for consideration of the written communication by the Board. Written communications directly related to an item on the agenda will be accepted for distribution up to 3:00 p.m. on the day of the meeting. Written communications directly related to an item on the agenda but received after 3:00 p.m. on the day of a meeting must be accompanied by thirty copies for distribution in order to be considered by the Board as written communication at the meeting.

Draft replies to written communications which have not been considered by the Board may be submitted with the written communication, provided such draft replies are labeled as follows: "Draft Response prepared by Staff." Any member of the Board may request that such written communication be placed on the agenda as an emergency item in accordance with the Agenda Section of this Policy for consideration by the Board.

The Board shall consider the recommendation of the General Manager and determine whether a written communication shall be placed on the agenda in accordance with the procedures of the Agenda Section of this Policy, considered in connection with an item already on the agenda, and/or referred to a committee, a Director or staff for simple acknowledgement, response or draft response or shall determine that an adequate response has been made.

A written communication addressed to an individual Director may, at the discretion of the individual Director, be considered a personal letter, a written communication or may be relayed to the members of the Board as an informational item.

Members of the public may read written communications into the District's record during oral communications at a regular meeting and offer explanations of any such document. The presiding member of the Board may limit presentations of the speakers, including the reading of a written communication, to three minutes. Written communications received at a regular Board meeting shall be reproduced and distributed to absent Board members and to members of the press who have requested supporting materials no later than the next regular mailing to the Board. Written communications which are distributed to the Board at a time other than a regular mailing shall be distributed to members of the press who have requested supporting

materials within two working days of when they are sent to the Board. Written communications accompanied by an extraordinary quantity of attachments may, at the discretion of the General Manager, be duplicated and distributed with some or all the attachments excluded. The General Manager shall note on the written communication or in an accompanying memorandum that the entire written communication, including attachments is available at the District office for public review. The General Manager shall determine the most appropriate method for presenting the attachments to the Board of Directors. Copies of the excluded attachments will be made available on the same basis as any other public record.

If a Board member represents the District before another agency or organization, the Board member shall represent the majority position of the Board.

When contacting another agency or organization in a personal capacity, Board members should indicate that his/her comments are given as an individual and not as an official representative of the District Board of Directors.

### **Unfinished Business**

When a regular meeting is adjourned before the completion of the agenda, all unfinished items shall be listed under Unfinished Business on the next regular Board meeting agenda, at the discretion of the General Manager or unless otherwise designated by a majority of the Board.

### **Public Hearings**

Any matter which, in the opinion of the Board of Directors, President, or General Manager requires notice to and response by members of the public may be placed on the agenda under this category.

During consideration of agenda items the following sequence is to be adhered to, unless specific exceptions are agreed to by the Board:

1. Presentation on agenda item;
2. Board and staff members may ask questions for clarification, followed by preliminary Board comments and discussion if any;
3. Public Comment period;
4. Board discussion and deliberations; additional comment from public only when requested by Board members and directed through the presiding officer;
5. Board action on agenda item.

Persons addressing the Board should be requested to state their names and city for the record.

Persons who are recognized should address the Board from the lectern microphone (when attending the meeting in person) prior to speaking, not speak from their seats.

The person recognized by the President should address the Board, not staff members or other audience members. There should not be a dialogue between audience members and staff, or between audience members. Public comments and questions should be directed through the President.

Only one person at a time should address the Board; other audience members should wait to be recognized before speaking. The President should discourage out-of-turn speaking by the public.

At the close of public comment, the President should indicate that the matter is now returned to the Board for deliberation and decision.

### **Board Business**

These are business items being presented to the Board for consideration that do not fall under the category of Unfinished Business (see the Unfinished Business Section of this Policy). Action in the form of an ordinance, resolution, motion or direction to staff may be required for items in this category.

### **Informational Reports—Directors and Staff**

Informational, short reports by Directors and staff members on items of interest to the District may be given under this category. No action is expected but could occur at a regular meeting with a vote as required by the Agenda Section of this Policy.

Informational reports should be restricted to brief announcements or reports related to District business and shall generally be no more than three minutes per person. There shall be no action or discussion concerning Informational Reports.

Board members may refer a matter to staff, request staff to report back to the Board at a future meeting as an informational report or place the matter on a future agenda.

Informational reports of a personal nature that are unrelated to District business should not be shared during a public meeting.

### **Fees Charged for Special Mailings**

Reasonable fees may be charged by the General Manager for reproducing and mailing materials on special projects.

## Board Policy Manual

<b>Board Committees</b>	<b>Policy 1.04</b> <b>Chapter 1 – Administration &amp; Government</b>
Effective Date:	Revised Date: 11/13/13
Prior Versions:	

**Committees of the Board**

Upon passage of a motion by a majority of Board members in open session at a regular or special meeting, standing or ad hoc committees composed of less than a quorum of Board members may be established and members appointed for the study of specific matters and provide recommendations to the Board on such matters. Ad hoc committees are temporary committees established to accomplish a specified task, do not have permanent subject matter jurisdiction, and must sunset within a year. Standing committees have ongoing and permanent subject matter jurisdiction. The presiding officer of the Board shall appoint the committee members with the consent of the Board. The President may serve on standing and ad hoc committees, and as a voting alternate.

**Standing Committees**

The following shall be standing committees of the Board with subject matter jurisdiction to perform the designated duties as set out herein and as assigned by the Board:

- (a) Action Plan and Budget Committee: Reviews the proposed budget and any required midyear budget amendments; makes budget recommendations to the Board; reviews Action Plan and Strategic Plan implementation; and receives reports from the District Controller concerning investments of District funds and current and long-term fiscal analyses.
- (b) Legislative, Funding and Public Affairs Committee: Reviews and makes recommendations to the Board on the proposed two-year legislative program; reviews policy matters related to the Board Policy Manual and other Board policies and regulations as assigned by the Board; reviews matters concerning District funding, public affairs, and outreach; and reviews requests for naming District facilities, lands and preserves.
- (c) Planning and Natural Resources Committee: Reviews Use and Management Plans, Resource Management Plans, amendments, and issues (including consistency with related Board policies; conducts site tours relating to these matters as needed (includes trail use, facilities, structures, and resource management items).
- (d) Real Property Committee: Reviews leases; reviews consistency with Board rental policies concerning District real property; conducts site tours for potential real property purchases and disposition of structures at time of purchase.

The Real Property Committee set forth the following guidelines for site tours of real property purchases:

1. Properties of regional significance
2. Coastal properties
3. Conservation partnership projects
4. Grant funded projects
5. Properties with known strong public interest
6. Large properties
7. Properties with significant habitable structures
8. Properties with significant or unique use and management issues

The Real Property Committee set forth the following guidelines for not holding site tours:

1. Remote properties with poor roadway access
2. Properties with existing hazardous or unsafe conditions
3. Property owners not willing to have a public tour at their property
4. Small, minor or inholding properties

(e) Board Appointee Evaluation Committee: Reviews performance and employment contracts of Board appointed employees: General Manager, General Counsel, and District Controller.

Other matters may be referred to an appropriate Standing Committee with prior approval of the Board. Such matters shall first be placed on a Board agenda by any Board Member or the General Manager for Board approval.

The General Manager may also refer matters directly to an appropriate Standing Committee as needed to implement the District's Action Plan.

Three Board members shall be appointed to serve on each standing committee.

Appointments to the Action Plan and Budget Committee shall normally be made at the first regular meeting in January. The Treasurer shall be one of the three members of the Action Plan and Budget Committee.

Appointments to the Board Appointee Evaluation Committee shall include the Board President and Vice President as two of the three members of the Committee.

Appointments to other standing committees shall be made at the first regular meeting following the meeting at which officers of the Board are elected.

#### **Standing Committee Meeting Notification**

Agendas for meetings of standing committees of the Board shall be posted in a location that is freely accessible to members of the public and posted on the District's website at least 72 hours before the meeting. The agenda shall include the time and location for the meeting and a brief description of each item of business to be transacted or discussed at the meeting. Whenever



possible, notices of standing committee meetings shall also be listed in advance on agendas for regular or special Board meetings. Agendas for standing committee meetings shall be forwarded to each person who usually receives an agenda for regular meetings and to each person who has requested notification of meetings of a particular committee.

## Midpeninsula Regional Open Space District

### Board Policy Manual

<b>Board Correspondence</b>	<b>Policy 1.05</b> <b>Chapter 1 – Administration &amp; Government</b>
Effective Date:	Revised Date: 9/23/15
Prior Versions: 11/13/13	

#### Purpose

So that the public may perceive that any correspondence or forms of recognition from the Board President or Board of Directors has the support of a majority of the Board of Directors, it is necessary to establish guidelines for the issuance of correspondence and forms of recognition.

#### Policy

The District Clerk is authorized to receive and open all mail (including E-Mail) addressed to the Board of Directors from members of the public. Any such written communication addressed to the Board shall be provided to all Board members and to members of the press and public who have requested supporting materials as soon as possible.

The General Manager shall determine whether a written communication will be placed on the agenda in accordance with the procedures of this policy, considered in connection with an item already on the agenda, and/or referred to a committee for action, a Director or staff for simple acknowledgement, response or draft response, or shall determine that an adequate response has been made.

A written communication addressed to an individual Director may, at the discretion of the individual Director, be considered a personal letter, a written communication or may be relayed to the members of the Board as an informational item.

#### Procedures for Handling Board Correspondence

##### a. Board President Signing on Behalf of the Board

The Board President will sign all letters sent on behalf of the Board of Directors. Routine letters from the Board President, or designee in his/her absence, do not need to be listed as consent items on the Board agenda. Such letters shall include:

1. Thank you letters to individuals or organizations for involvement in events or activities that benefit the District
2. Letters of recognition or appreciation in honor of distinctive service to the District, such as those sent to District volunteers or staff

##### b. Written Correspondence Regarding Established Policy or Request for New Policy

The General Manager shall make the determination if a written correspondence received from a member of the public is related to Board policy or general administration of the District.

1. When a written communication involves the enforcement of previously set Board policy or established procedures of the District, the communication is directed to the appropriate department for response by staff. A copy of the response will be distributed to the Board.
2. When a written communication involves a request to change Board policy, a new policy direction or future Board action, it shall be referred to the appropriate department for review and response. The correspondence and draft response shall be included on the Board Agenda under "Written Communications" for review and approval by the Board. Upon initial receipt of the written communication, staff shall send an acknowledgment of the communication to the author and notification that the Board will be considering a response at a future Board meeting.

**c. Written Correspondence Related to Agenda Items**

Correspondence related to an item on the agenda may be distributed with the agenda and supporting materials and considered by the Board at the forthcoming meeting. Correspondence received after distribution of the agenda packet shall be provided to Board members and members of the public at the Board meeting. Acknowledgement or response is optional.

**d. Written Correspondence at Board Meetings**

Members of the public may read Written Communications into the District's record during Oral Communications at a regular meeting and offer explanations of any such document. The presiding member of the Board may limit presentations of the speakers, including the reading of a written communication, to three minutes. Acknowledgement or response is optional. Written communications received at a Board meeting shall be maintained with the official records of the District for that Board meeting.

**e. Distribution of Written Correspondence**

Written communications which are distributed to the Board at a time other than a regular mailing shall be distributed to members of the press who have requested supporting materials.

**f. Written Correspondence with Large Attachments**

Written communications accompanied by an extraordinary quantity of attachments may, at the discretion of the General Manager, be duplicated and distributed with some or all the attachments excluded. The General Manager shall note on the written communication or in an accompanying memorandum that the entire written communication, including attachments is available at the District office for public review. Copies of the excluded attachments will be made available on the same basis as any other public record.

**Communications to the Public from Individual Directors**

Any written or oral communication from a Director to the public or Board, or other agencies or organizations in any way related to the Director's capacity as an elected District official shall be

distributed to the Board as a public informational item by the Director unless it is made clear in the communication that the communication is the opinion of the individual Director and not the opinion of the District or Board of Directors as a whole, unless the Board has approved the communication in advance.

## Midpeninsula Regional Open Space District

### Board Policy Manual

<p><b>Board of Directors Code of Conduct</b></p>	<p><b>Policy 6.07</b> <b>Chapter 6 – General Administration</b></p>
<p>Effective Date: 9/23/15</p>	<p>Revised Date: 9/23/15</p>
<p>Prior Versions: N/A</p>	

### Purpose

The proper operation of Midpeninsula Regional Open Space District (District) requires that Board members remain objective and responsive to the needs of the public they serve, make decisions within the proper channels of governmental structure, and not use public office for personal gain. To further these objectives, certain ethical principles govern the conduct of each member of the District's Board of Directors. This policy promotes awareness of ethics, integrity and fidelity as critical elements in Board members' conduct and in achievement of the District's mission.

All elected and appointed officials, District employees, volunteers and others who participate in the District's government are required to subscribe to this policy, understand how it applies to their specific responsibilities and practices its core values in their work. Because we seek public confidence in the District's services and public trust of its decision makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest level of achievement in following this policy.

### Responsibilities of Board Members

Board members are dedicated to the concepts of effective and democratic government by responsible elected officials. They shall:

- Uphold the Constitution of the United States and the Constitution of the State of California, and carry out the laws of the nation, the state and local governmental agencies;
- Comply with applicable laws regulating their conduct, including open government, conflict of interest, and financial disclosure laws;
- Fulfill all applicable training requirements, including attending two (2) hours of ethics (AB 1234) training every two (2) years; and,
- Inform themselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand.
- Make decisions based upon the merits and substance of the matter before them.
- Publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Board members and the public prior to taking action on the matter.

Public Meetings

Board members promote fair and open public processes. Board members, and persons elected but who have not yet assumed office as members of the Board, fully comply with California's open meeting law for public agencies (the Brown Act).

Confidential Information

Board members will not disclose information that legally qualifies as confidential to unauthorized persons without approval of the Board of Directors. This includes information that (1) has been received for, or during, a closed session Board meeting, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not disclosable under the California Public Records Act.

Conflicts of Interest

Board members will avoid both actual conflicts of interest and the appearance of conflicts of interest with the District.

- A Board member will not have a financial interest in a contract with the District, or be purchaser at a sale by the District or a vendor at a purchase made by the District, unless his or her participation is legally authorized.
- A Board member will not participate in the discussion, deliberation or vote on a matter before the Board, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a disqualifying conflict of interest with respect to the matter under California law.
- A Board member will not accept gifts that exceed the limitations specified in California law. Board members will report all gifts, campaign contributions, income and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practices Act and Regulations.
- A Board member will not recommend the employment of a relative to the District or to any person known by the Board member to be bidding for or negotiating a contract with the District.

Board Member-General Manager Relationship

On behalf of the public, the Board of Directors provides legislative direction, sets District policy, adopts the annual budget and action plan, and provides instruction to the General Manager on matters within the authority of the Board by majority vote of the Board during properly noticed and convened Board and Board Committee meetings. The General Manager serves as the District's chief executive officer and is responsible for directing the day-to-day operations of the District. Neither the Board nor its members shall give orders to any subordinate of the General Manager, either publicly or privately and shall not interfere with the General Manager's execution of his or her powers or duties.

Board Member-General Counsel Relationship

The General Counsel serves as the chief counsel for the District for elected officials and staff. The Board of Directors and General Counsel shall communicate concerns related to District business as those concerns arise. As chief counsel, the General Counsel represents the District as a whole and not individual Directors or members of staff.

### Board Member-Controller Relationship

The mission of the Controller, as steward of the public's financial resources, is to promote the District's financial viability by managing its assets with integrity. The Controller is the custodian of the funds of the District. The Board authorizes the Controller to invest District funds including debt financing, and the Controller provides regular updates to the Board of Directors as part of the annual budget process.

### General Conduct

Members shall:

- Treat each other, members of District staff, members of the public, etc. with courtesy and refrain from inappropriate behavior and derogatory comments;
- Be fair, impartial, and unbiased when voting on Board actions;
- Preserve order and decorum during public meetings;
- Not delay or interrupt the proceedings of the Board of Directors and respect other members' opportunity to speak;
- Support the policies and procedures established by the Board of Directors;
- Value the time of other Board members, District staff, and members of the public;
- Attempt to build consensus on an item before the Board of Directors through an opportunity for dialogue, but when this is not possible, the majority vote shall prevail and all Board members shall show respect to members who hold differing opinions;
- Have the right to dissent from, protest, or comment upon any action of the Board of Directors;
- Avoid offensive negative comments and shall practice civility and decorum during discussion and debate; and
- Assist the Board President's exercise of his/her affirmative duty to maintain order.

### **Compliance and Enforcement**

Review of this Code of Conduct and the standards contained herein shall be included in the regular orientation for Board of Director candidates. Board members entering office and upon reelection to that office, are expected to sign an acknowledgment of their receipt of this Code of Conduct and commit to comply with its provisions.

A perceived violation of the Board of Directors' Code of Conduct by a Board member should be referred to the Board President for investigation and consideration of any appropriate action warranted. In the case of a perceived violation by the Board President, the matter should be referred to the Board Vice President. A violation of this policy may be addressed by remedies available by law, including but not limited to:

- Adopting a resolution expressing disapproval of the conduct of the Board member who has violated this policy;
- Injunctive relief; or
- Referral of the violation to the District Attorney and/or the Grand Jury.

**NOTE:** The public may obtain policy documents by contacting the District office during regular business hours Monday through Friday 8:30 am to 5:00 pm.

*These policies are intended solely for the guidance of the Board in the exercise of its discretion and are not intended to give rise to private rights or causes of action in individuals or other persons. The Board shall be the final arbiter as to any question of interpretation of these policies. It is not the purpose of these policies to adopt any legal requirements. Failure to comply with these policies shall not affect the validity of any action taken by the District.*

# BASIC POLICY OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

**Adopted by the Board of  
Directors on March 10, 1999**



**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**  
330 Distel Circle • Los Altos, California 94022-1404  
Phone: 650-691-1200 • Fax: 650-691-0485  
E-mail: info@openspace.org  
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Cover photo by Sharon Hall.



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Thank you.



Revised and reprinted 7-2008

## INTRODUCTION

*"...to try to save for everyone, for the hostile and indifferent as well as the committed, some of the health that flows down across the green ridges from the Skyline, and some of the beauty and refreshment of spirit that are still available to any resident of the valley who has a moment, and the wit, to lift up his eyes unto the hills."*

-Wallace Stegner

### OPEN SPACE:

- Is land area that is allowed to remain in or return to its natural state. Open space lands may include compatible agricultural uses.
- Protects areas of scenic beauty and preserves natural habitats necessary to sustain plant and animal life, especially native and endangered species.
- Offers opportunities to the public for education, recreation, and renewal of spirit.
- Enhances public safety by preventing development of areas prone to landslides, earthquake damage, flooding, and wildland fires.
- Establishes boundaries for urban growth, provides a respite from urban living, and enhances regional quality of life.

In short, open space is "room to breathe."<sup>1</sup>

## MISSION STATEMENT

The District's mission is:

*To acquire and preserve a regional greenbelt of open space land in perpetuity; protect and restore the natural environment; and provide opportunities for ecologically sensitive public enjoyment and education.*

## OBJECTIVES

**1. Open Space Land Preservation: The District seeks to purchase or otherwise acquire interest in the maximum feasible area of strategic<sup>2</sup> open space land within the District, including baylands and foothills. The District seeks to link its open space lands with federal, state, county, and city parklands and watershed lands.**

### Policies

#### District Purpose

- a. As an open space agency, the District's primary purpose is to preserve open space. Development of traditional park and recreation facilities is the responsibility of the cities and counties.<sup>3</sup>

### Strategic Emphasis

- b. The District uses its available resources primarily to acquire or otherwise preserve land outside the Urban Service Area boundaries of cities that has regionally significant open space value and that might be lost to development if the District fails to act.<sup>4</sup>

The District's goal is to acquire lands within its own boundaries and Sphere of Influence. Acquisitions outside the District's boundaries will be considered only if exceptional purchase opportunities arise that clearly support the District's mission.<sup>5</sup>

### Open Space Acquisition

- c. The District acquires land most often through fee simple interest (outright ownership). Options and installment purchases may be employed to this end. To conserve funding for preservation, the District may seek to preserve open space without outright ownership of the land. The District may act as a land bank through acquisition of less than fee interest to accomplish the same results with less immediate expenditure of the District's funds. Examples include acquisition of a remainder interest following a life tenancy; open space, conservation, or scenic easements; and purchase and leaseback arrangements. The District actively strives to acquire open space through gifts and matching grants. Gifts of land with life tenancy are encouraged. Other creative open space preservation techniques are explored and utilized when possible.<sup>6</sup>

The District desires to acquire open space from willing sellers. Eminent domain will be used only in strict compliance with the District's eminent domain policies:

*"The District does not want to use eminent domain as a means of purchasing land unless the property concerned is an open space parcel of critical importance or is under some dire emergency, such as immediate destruction of natural resources, or clearing for development purposes. Even under such urgent circumstances, however, eminent domain would still be used only as a last resort. The District would continue to use negotiations as its objective in purchasing the land."*<sup>7</sup>

### Master Plan, Regional Open Space Study

- d. To guide the District's open space preservation efforts, the District produces a master plan and a regional open space study. The master plan sets forth guidelines for District acquisitions and shows the relative desirability of potential open space land acquisitions. The regional open space study shows the general extent of lands and public access

## ATTACHMENT 6

improvements existing and under consideration to complete the District's greenbelt mission.

Both documents are subject to periodic review and modification by the Board of Directors after public hearings. The regional open space study is subject to periodic technical updates. Both documents are submitted to the counties, cities, and other conservation-oriented local, state, and federal agencies and organizations for review and comment in order to encourage coordination with their planning and policies.

**2. Open Space Management: The District follows management policies that ensure proper care of the land, that provide public access appropriate to the nature of the land, and that are consistent with ecological values and public safety.<sup>8</sup>**

### Policies

#### Resource Management

- a. The District protects and restores the natural diversity and integrity of its resources for their value to the environment, and the public, and provides for the use of the preserves consistent with resource protection.<sup>9</sup>

#### Public Access and Constraints

- b. The District provides public access to the open space lands for low-intensity recreational uses. The District's highest priority is acquiring land to complete the greenbelt and to protect natural resources on open space land. Public access will be provided gradually to ensure that the higher priorities of acquisition and resource protection are maintained.

Developing facilities and managing public use activities while protecting natural resources and providing for public safety may require limits on access to some open space lands. Areas found to be vital wildlife or plant habitats are designated as refuge areas, and in these areas access will be severely restricted. In addition to protection of sensitive natural resources, factors that may delay or limit access include the carrying capacity of the land, geologic features, restoration efforts, the ability to plan and implement trails, parking, restrooms, mapboards and signs, and identification and mitigation of potential safety hazards.<sup>10</sup>

Because of the District's commitment to maximum open space preservation efforts, expenditure guidelines will be established for the amount of funding available for recreational improvement projects and restoration activities.<sup>11</sup>

Agricultural, residential, and other limited revenue producing uses of the land may limit public access in certain areas. Where appropriate, access may be provided on a permit basis.



**Midpeninsula Regional  
Open Space District**



The District strives to provide public access to its lands to everyone, regardless of place of residence, physical abilities, or economic status. (See Access Plan for Persons with Disabilities).

Recreational Use and Improvements

- c. Improvements on District lands are generally limited to facilities (i.e. parking areas, trails and patrol roads, restrooms, mapboards, and signs) for low-intensity recreational uses. Low-intensity recreation avoids concentration of use, significant alteration of the land, and significant impact on the natural resources or on the appreciation of nature.<sup>12, 13</sup>

The timing and level of access for low intensity public recreational use of District open space land will be evaluated for each type of use in terms of four basic criteria:

- 1. Protection of natural resources;
- 2. Preservation of the opportunity for tranquil nature study and observation;
- 3. Avoidance of significant user conflicts;
- 4. Availability of Board and staff time, funding, and/or other means, to plan and manage the use.

The District will plan for low intensity public access to ensure that these criteria will be met before use is provided, and will control use that does not meet the criteria, as interpreted by the Board. To protect open space qualities, the District will use a high standard in applying the criteria.

Access for hiking is typically unrestricted on District trails and lands. Wheelchair accessible trails and other reasonable accommodations for people with disabilities are provided to ensure access to a range of open space settings with wide geographic distribution. Safe and enjoyable access for hiking and for persons with disabilities may be given priority over other types of uses where significant conflicts are evident.<sup>14</sup>

The District is committed to working with different trail user groups to find practical solutions to recreational use issues with the understanding that some trails or preserves may not be open to all uses.

Special Use facilities, (i.e. nature centers, historic structures, picnic tables, or backpack camps), and Special Use activities (i.e. large recreation events, hang gliding, or off-leash dog areas), are considered on a case by case basis. In some cases Special Use activities may require a permit. These types of uses may be allowed when they do not monopolize significant areas of natural land, do not significantly impact natural or aesthetic resources, and provide benefits such as environmental education, heritage resource protection, or public enjoyment and appreciation of

nature. The cost of management and exposure to liability of these types of facilities and activities may be a factor in deciding whether to permit them on District lands.

Public Safety

- d. The District monitors and manages its preserves to provide a safe environment for visitors and neighbors.<sup>15</sup>

Cultural Resources

- e. Historic structures and sites will be considered for protection by the District where they are associated with lands acquired for overall open space values. Due to the high cost of evaluating, managing, and restoring such facilities, the District depends on grant assistance, public-private partnerships, and outside assistance to support these activities. Sites are evaluated for archaeological resources prior to any new use or improvement which might impact the site. Archaeological resources are evaluated, protected, and made known to the public as appropriate to ensure their preservation.<sup>16</sup>

Agriculture and Revenue-Producing Use

- f. The District supports the continued agricultural use of land acquired for open space as an economic and cultural resource, including, but not limited to, grazing, orchards, row crops, and vineyards. The District does not consider commercial logging as agriculture. The District requires sound agricultural management practices on land it manages or monitors, in accordance with its Resource Management Policies.<sup>17</sup>
- g. Revenue-producing use of District land, such as rental residences, communications antennas, or special commercial use such as filming, may be allowed when it does not utilize significant areas of natural land, does not unduly impact natural or aesthetic resources, does not unreasonably restrict public access, and provides benefits or income to the District.

3. Inter-Agency Relationships: The District works with and encourages private and other public agencies to preserve, maintain, and enhance open space.

Policies

Cooperation

- a. The District cooperates with and encourages cooperation between governmental agencies, community organizations, and individuals to preserve open space.<sup>18</sup>

The District works cooperatively with other governmental agencies and community organizations to facilitate development and management of recreation facilities and of public use. The District ensures that such development is consistent with protection of important natural values of the open space.

Participation

- b. The District participates in the public review processes of land use plans of other agencies and development proposals that affect the District’s mission.

Joint Projects

- c. The District explores and engages in joint projects to maximize the opportunities for preservation of open space. Examples include inter-agency land management agreements, joint planning or research studies, and joint acquisition, improvement, or resource management projects.

Research

- d. The District supports the development of scientific knowledge about natural and cultural resources and management techniques through cooperative arrangements with educational and scientific institutions, and by supporting research on which to base its management and improvement decisions. Such studies shall not unreasonably restrict public access or significantly impact the environment.

Advocacy

- e. In order to better plan, acquire, and operate a regional greenbelt of open space preserves and trails, and to further cooperate in this effort with other jurisdictions, the District may encourage and advocate preservation of open space by other governmental agencies. The District may support and encourage community groups, non-profits, and other conservation-oriented groups in their efforts to urge other agencies to take actions which will help accomplish the purposes and goals of the District.

4. Public Involvement: The District educates and makes clearly visible to the public the purposes and actions of the District, and actively encourages public input and involvement in the District’s decision-making process and other activities.<sup>19</sup>

Policies

Public Information

- a. The District works through a variety of means and media to inform the public of the District’s goals and objectives, its short and long-term plans, the critical need for open space preservation, and the appropriate use of District lands. This information is disseminated as widely as possible throughout the District. Land-owners and potential donors are adequately informed of the District’s purpose and goals, and of the possible methods of preserving land as open space.

Meeting Procedures

- b. The District diligently follows the provisions of the Ralph M. Brown Act regarding open meeting procedures, and will be guided by its enabling legislation under the state Public Resources Code, Article 3, Division 5, Chapter 3, Section 5500. The District encourages and welcomes public participation at its meetings and make its actions, intents, and decisions clearly visible to the public.

Public Input

- c. The District encourages and welcomes communication from the public by being as accessible to the public as possible and by regularly soliciting public comments about what the District should be accomplishing and how it should proceed.<sup>20</sup>

Neighbor Relations

- d. In both the day-to-day conduct of its business and in the long-range planning for public open space preserves, the District makes every effort to cooperate with preserve neighbors, to take into account their perspectives, to fully address their concerns, and to engage and involve them in the process of making decisions regarding the preserves of which they are neighbors. Active management, patrol, maintenance, and public education are provided to minimize threats to public safety, fire hazards, litter, noise, erosion, unsound use of the land, disturbance of wildlife and vegetation, and trespassing.<sup>21</sup>

Participation

- e. The District seeks to involve the public in the operation and decision-making of the District and in general planning for acquisition and future use of open space lands through special workshops, committees and task forces, and public outreach activities. Through staff and volunteer programs, the District provides ecological and environmental education and fosters public appreciation of open space values.

Volunteerism

- f. Through its volunteer programs, the District encourages active public participation in the maintenance, restoration, and protection of its natural resources. In addition, volunteers assist the District in scientific research, and providing cultural, historical, and environmental education opportunities to the public.

5. Administration: The staff administers the affairs of the District on behalf of the public so as to maximize accomplishment of the goals and objectives of the District within existing financial constraints.

Policies

Cost Constraints

- a. Because the District is committed to maximum preservation efforts, administrative expense growth is limited by following an average annual operating expenses growth guideline, and by utilizing the help of other governmental agencies, private entities, contractual services, and volunteers.<sup>22</sup>

Professional Organization

- b. The District employs a highly capable and professional staff and provides them with the facilities and resources needed to run an efficient and responsible organization.

Board of Directors

- c. The Board of Directors is the governing body of the District and determines all questions of policy. The District is divided into seven geographic wards of approximately equal populations, each represented by an elected Board member.<sup>23</sup>

FOOTNOTES:

- 1. Open Space Acquisition Policies, Pg. 3
- 2. Open Space Acquisition Policies, Pgs. 2-6
- 3. Master Plan/Open Space Acquisition Policies, Pg. 3; Land Acquisition Policies, Pg. 3, Par. F
- 4. Master Plan/Open Space Acquisition Policies, Pg. 6
- 5. Land Acquisition Policies, Pg. 3
- 6. Land Acquisition Policies, Pgs. 5 - 10
- 7. Polices Regarding Use of Eminent Domain, Ordinance No. 86-1
- 8. Resource Management Policies
- 9. Resource Management Mission Statement
- 10. Resource Management Policies
- 11. Average Seven Percent Growth Guideline for District Operating Expenses and Annual Budget
- 12. Resource Management Policies
- 13. Land Acquisition Policies, Pg. 3, Par. F
- 14. Trail Use Policies
- 15. Good Neighbor Policy, District Land Use Regulations
- 16. Resource Management Policies
- 17. Resource Management Policies, Goals 10 and 11
- 18. Open Space Acquisition Policies, Pgs. 9, 10
- 19. Rules of Procedure, Notification Policies, Land Acquisition Policies, Pgs. 15, 16
- 20. Public Notification and Good Neighbor Policies
- 21. Good Neighbor Policy, Public Notification Policies, District Land Use Regulations
- 22. Average Seven Percent Growth Guideline for District Operating Expenses and Annual Budget
- 23. Public Resources Code, Section 5537