



Midpeninsula Regional
Open Space District

La Honda Public Access Working Group Ground Rules, and Operating Procedures Approved August 22, 2019

Introduction

The District Board of Directors (Board) established the La Honda Public Access Working Group (Working Group, WG) on June 26, 2019 to form an advisory body for the La Honda Creek Preserve Public and Trailhead Access Feasibility Study Project.

Purpose and Charge

The Working Group will work directly with the District project team on the La Honda Creek Preserve Parking and Trailhead Access Feasibility Study to evaluate and submit feedback on viable parking and trailhead access options to expand accessibility to the central area of La Honda Creek Open Preserve (Preserve), consistent with the April 9, 2019 Board-approved project goals and objectives. Feedback from the Working Group will inform the options to be reviewed by the Planning and Natural Resources (PNR) Committee, and the PNR Committee will forward their recommendation to the full Board for review and consideration. The Board will make final policy decisions informed by input from both the Working Group and PNR to determine which option(s) will move forward into the conceptual planning/design and environmental review (California Environmental Quality Act or CEQA) phase.

Membership

The Working Group is composed of thirteen members as described below.

Type	Representation and Appointment
Board Directors (2) <i>(non-voting liaisons)</i>	<ul style="list-style-type: none"> • Represent policy interests of the Board. • Appointed by the 2019 Board President. Excludes Directors currently serving on the 2019 PNR.
La Honda area community representatives (3)	<ul style="list-style-type: none"> • Represent local community interests and local perspectives. • Ideally reside in the Town of La Honda or in relative proximity to the Preserve or the Highway 84 corridor. • Recruited through an application process. Selected and appointed by the full Board.
Ward 6 stakeholders (2)	<ul style="list-style-type: none"> • Represent more localized Ward 6 interests and perspectives. • Appointed by the Director of Ward 6.
Wards 1, 2, 3, 4, 5, & 7 stakeholders (1 each for a total of 6)	<ul style="list-style-type: none"> • Represent the regional interests and perspectives of each Ward. • May be residents of the ward and/or represent regional stakeholder interests (e.g. hiking, bicycling, or equestrian uses, and/or education, conservation, recreation, agriculture, or multi-generational access. • One stakeholder appointed by each Director of Wards 1, 2, 3, 4, 5, and 7.

Member Vacancies

In the event of a WG vacancy, the Board will fill the vacancy using the following process:

1. If a vacancy is a La Honda area community representative, the Board will appoint a new member to the Working Group from the interviewee list established by the Board on June 19, 2019.
2. If a vacancy is a ward stakeholder, the Board Director for that ward would select a new representative to serve on the Working Group.

Ground Rules

The Working Group members shall strive for a collaborative, constructive process with active participation of all members in discussing issues and shall honor the following ground rules to ensure open and productive discussions:

1. **Attend scheduled meetings.** WG members shall strive to attend each scheduled meeting. WG members who cannot attend a meeting shall call or email the WG Chair and District staff liaison or District Clerk at least one week prior to the meeting. Two consecutive absences and up to three total indicate an inability to serve and may result in removal and/or replacement from the WG by the Board of Directors. WG members who are unable to attend a particular meeting but would like to share their views on agendized topics have two options:
 - a. They can submit written comments to District staff 24 to 48 hours before the meeting to be shared with WG members at the meeting, or
 - b. They can ask another WG member to make comments on their behalf.
2. **Attend scheduled site visits.** Site visits are key to understanding the Preserve's suite of opportunities and constraints with regard to providing parking and trailhead access. WG members shall strive to attend each site visit. No more than one site visit can be missed.
3. **Participate in meeting discussions.** WG members will read each packet of meeting documents before the scheduled meeting and come prepared to engage in discussions.
4. **Keep an open mind and be respectful.** WG members will keep an open mind and remain respectful of the opinions expressed by fellow WG members, the public, and information presented by the District project team.
5. **Represent stakeholder perspectives.** WG members represent and will actively and constructively voice the interests and concerns of their respective community and/or stakeholder groups.

6. **Work together towards solutions.** WG members will hold each other accountable to work together towards solutions for the project that meet the Board-approved project goals and objectives.
7. **Avoid sidebar conversations.** WG members will avoid side conversations, which may detract from the meeting.
8. **Avoid repetition.** WG members will express their points and avoid continuing to reiterate the same points. If WG members share viewpoints previously raised by another WG member, they shall note the shared opinion and avoid otherwise repeating the points to help move the process forward.
9. **Step up, step back.** WG members will speak up to make their points and avoid dominating the conversation.
10. **Be a liaison to the public.** WG members will be available to hear from and discuss interests and concerns about the project with members of the public. WG members will remain alert to issues, problems, and needs expressed by the public, neighbors, and special interest groups and will raise these to the WG. WG members will also strive to keep their communities informed of the work and progress of the WG.
11. **Provide feedback to the District's Planning and Natural Resources Committee through the WG Chair.** The Chair of the WG will present feedback from the WG to the PNR Committee. Although the WG will strive for consensus, if consensus is not reached, the Chair will present differing views, e.g. majority and minority views.
12. **Provide opportunities during meetings for members of the public in attendance to address the WG.** WG meetings and site tours will be open to the public. WG members will remain open to hear from the public about the project.
13. **Have fun.** Enjoy the process and learn from each other.

Meeting Operating Procedures

The WG shall conduct its meetings as described below.

1. **Adoption of Ground Rules and Operating Procedures.** At the first meeting, the WG shall review, modify as necessary, and adopt the Ground Rules and Operating Procedures.
2. **Chair and Vice-Chair.** The WG shall select a Chair and Vice-Chair at the second meeting who will be responsible for presenting feedback from the WG to the PNR about the project. Board members on the WG would not serve as Chair or Vice-Chair. See additional responsibilities under Decision Making Process below.

3. **Frequency.** The WG will meet approximately 6 to 8 times over the course of 12 to 18 months. Meeting dates and times may need to change or be added due to unforeseen situations such as inclement weather conditions.
4. **Quorum.** A quorum (6 members) of the voting members (11 total) of the WG must be present to transact business.
5. **Agendas and materials.** Agendas will be developed by District staff and reviewed by the WG Chair (or Vice-Chair if the Chair is unavailable) and the two Board liaisons. Agendas and materials will be posted on the District website at least 72 hours before each meeting. One notification of the meeting schedule will be distributed to interested parties and the La Honda area via mail and email. Thereafter, notifications will be sent only in the event of a schedule change.
6. **Public participation.** Members of the public may speak during public comment periods provided at each meeting, one at the beginning of the meeting and another to be held at the discretion of the WG Chair. A handout with rules for public participation will be available at all meetings.
7. **Motions for a vote.** If a vote is needed, motions for a vote may be made by any voting member of the WG. All motions must be seconded by a different member of the WG.
8. **Facilitation.** A facilitator and District staff will work together to facilitate the meetings. The Chair will assist with running the meeting and ensuring order, flow, and adherence to the WG Purpose and Charge as well as Ground Rules and Operating Procedures. Meetings will be run by the Chair, or in the absence of the Chair by the Vice-Chair, consistent with the Ground Rules and Operating Procedures and general rules of professional courtesy.
9. **Meeting summaries.** The facilitator and District staff will prepare meeting summaries, which will include recommendations made by the WG. Meeting summaries from WG meetings are approved at the following meeting of the WG, transmitted to the Board, and made available on the District website.

Decision Making Process

The WG shall strive for making decisions and recommendations through a consensus-based process, as described below. When the WG is ready to make a formal vote, the Chair (or Vice-Chair if the Chair unavailable) has the responsibility to ensure that the interaction remains orderly.

1. **Procedure for seeking consensus.** The WG shall strive for full member participation in discussing issues in order to make decisions through a consensus-based process.

Consensus is defined as general agreement by all members of the WG present at the meeting when a decision item is on the meeting agenda.

Prior to voting on items, the WG will first test the level of a support for a proposal by employing a tool called the Gradients of Agreement. This tool is a mechanism for testing the level of agreement on a proposal that expands on the traditional “yes” or “no” voting.

The Gradients of Agreement are typically described as follows:

1	I can say an unqualified “yes” to the recommendation.
2	I find the proposal acceptable. It appears to be the best of the options available to us at this time.
3	I can live with the proposal, although I am not especially enthusiastic about it.
4	I do not fully agree with the proposal, but I am willing to stand aside, remain neutral, so the process can move forward.
5	I do not fully agree with the proposal. I have some suggestions and I would like the Working Group to do more work to see if we can reach a higher level of agreement.
6	I do not agree with the proposal and I will work actively to oppose it.

Consensus will be reached if all members are at 1 to 4 on the Gradients of Agreement, which are considered as supportive of the recommendation.

After the initial level of support for each proposal is determined, the WG members may discuss and deliberate on each proposal and offer potential modifications or alternatives.

Following deliberation, the WG may determine the level of consensus on a variety of alternatives and to determine which alternatives require additional study by staff. The alternatives receiving at least four votes, or 33% of the voting members present, shall be voted and the results forwarded to the PNR Committee.

- 2. Voting.** After determining the level of consensus for each alternative, a vote shall be taken, with a simple majority of the quorum present needed for a motion to pass.
- 3. Working Group Recommendations.** The WG will provide recommendations to the PNR Committee. The meeting summaries shall include the results of each of the proposals voted on by the WG. The total results for each of the proposals receiving votes from the members of the WG shall be presented to the PNR Committee. The PNR Committee will then make recommendations to the full Board, who will make final policy decisions.

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