



**La Honda Creek Preserve Parking and Trailhead Access  
Feasibility Study  
Work Plan, Schedule, and Meeting Topics  
Approved August 22, 2019**

All Working Group (WG) meetings listed below are subject to the Brown Act. A separate working agenda will be developed for each WG meeting. Dates and locations are subject to facility availability, project team availability, standing external organization meetings (e.g. Cuesta La Honda or PMAC monthly meetings), and may also depend on the topic being discussed.

Meeting Details	Topic
<p><b>Date:</b> August 22, 2019 (Thursday) <b>Time:</b> 6:30 – 9:30 pm <b>Loc:</b> Administrative Office, 330 Distel Cir, Los Altos</p>	<p><b>Meeting topics:</b></p> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Introductions</li> <li>• Purpose and charge</li> <li>• Feasibility Study goals and objectives</li> <li>• Workplan and schedule</li> <li>• Ground rules and operating procedures</li> <li>• Public comment</li> </ul> <p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>• Review binder orientation materials</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Get to know each other</li> <li>• Confirm schedule/meeting locations</li> <li>• Confirm ground rules and operating procedures</li> <li>• Understand roles of WG, District staff and facilitator</li> </ul>
<p><b>Date:</b> Sept. 12, 2019 (Thursday) <b>Time:</b> 6:30 – 9:30 pm <b>Loc:</b> Administrative Office, 330 Distel Cir, Los Altos</p>	<p><b>Meeting topics:</b></p> <ul style="list-style-type: none"> <li>• Recap WG purpose and charge / Feasibility Study goals and objectives</li> <li>• Review and approve summary for prior meeting</li> <li>• District mission, Strategic Plan, Vision Plan, Measure AA</li> <li>• Planning and environmental review process</li> <li>• La Honda Creek Master Plan overview</li> <li>• Site conditions overview</li> <li>• Selection of Chair and Vice-Chair</li> <li>• Public comment</li> </ul>

	<p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>• Review binder orientation materials</li> <li>• Understand project goals and objectives</li> <li>• Review site constraints maps and factors to consider</li> <li>• Brainstorm potential sites and options to access central area</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Establish common understanding of District mission, preserve, project</li> <li>• Submit requests for additional info or clarification</li> <li>• Submit suggestions for specific tour stops to include in October and November itineraries</li> <li>• Get prepared for site tours</li> <li>• Select Chair and Vice-Chair</li> </ul>
<p><b>Date:</b> Oct. 19, 2019 (Saturday)  <b>Time:</b> 9 am – 1 pm (approx.)  <b>Loc:</b> Start and end at La Honda Elementary School, 450 Sears Ranch Rd, La Honda</p>	<p><b>Meeting topics (site tour #1):</b></p> <ul style="list-style-type: none"> <li>• Driving tour <ul style="list-style-type: none"> <li>○ Sears Ranch (stop #1)</li> <li>○ Red Barn (stop #2)</li> <li>○ Event Center (stop #3)</li> </ul> </li> <li>• Public comment</li> </ul> <p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>• Identify other sites for Nov site tour #2 and provide to District by Oct. 31</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Tour initial set of sites; conduct site reconnaissance</li> <li>• Submit input on other sites to include in November site tour</li> <li>• Submit requests for additional information or clarification</li> </ul>
<p><b>Date:</b> Nov. 16, 2019 (Saturday)  <b>Time:</b> 9 am – 1 pm (approx.)  <b>Loc:</b> Start and end at La Honda Elementary School, 450 Sears Ranch Rd, La Honda</p>	<p><b>Meeting topics (site tour #2):</b></p> <ul style="list-style-type: none"> <li>• Hiking (if feasible) and/or driving tour from Sears Ranch towards Red Barn area (schedule dependent on weather)</li> <li>• Driving tour of additional WG requested sites</li> <li>• Public comment</li> </ul> <p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>• Prepare to share observations, reflections from the site tours</li> <li>• Consider how sites/options meet goals and objectives</li> <li>• Consider other potential options to access central area</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Tour second set of sites; conduct additional site reconnaissance</li> <li>• Submit requests for additional information or clarification</li> </ul>

<p><b>Date:</b> Dec. 12, 2019 (Thursday) <b>Time:</b> 6:30 – 9:30 pm <b>Loc:</b> Administrative Office, 330 Distel Cir, Los Altos</p>	<p><b>Meeting topics:</b></p> <ul style="list-style-type: none"> <li>• Review and approve summaries for prior meetings</li> <li>• Recap sites and options from site tours #1 and #2</li> <li>• Narrow and/or prioritize sites/options for discussion</li> <li>• Discuss additional technical information (biological, geotechnical, traffic, etc.) needed to analyze sites and options</li> <li>• Public comment</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Identify pros and cons of sites/options related to Feasibility Study goals and objectives</li> <li>• Narrow and/or prioritize sites/options for further discussion</li> <li>• Confirm whether more technical information is needed</li> </ul>
<p><b>Date:</b> Feb. 6, 2020 (Thursday) <b>Time:</b> 6:30 – 9:30 pm <b>Loc:</b> Administrative Office, 330 Distel Cir, Los Altos</p>	<p><b>Meeting topics:</b></p> <ul style="list-style-type: none"> <li>• Review and approve summary for prior meeting</li> <li>• Discuss remaining sites/options</li> <li>• Selection of site(s)/option(s) to present to PNR</li> <li>• Public comment</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Vote on list of site(s)/option(s) to present to PNR</li> </ul>
<p><b>Date:</b> March 5, 2020 (Thursday) <b>Time:</b> 6:30 – 9:30 pm <b>Loc:</b> La Honda Elementary School, 450 Sears Ranch Rd, La Honda</p>	<p><b>Continuation of Feb 6 Working Group meeting (if needed)</b></p> <ul style="list-style-type: none"> <li>• Discussion of remaining sites/options</li> <li>• Selection of site(s)/option(s) to present to PNR</li> <li>• Public comment</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Vote on list of site(s)/option(s) to present to PNR</li> </ul>
<p><b>Date:</b> April 21, 2020 (Tuesday) <b>Time:</b> 2:00 – 4:00 pm <b>Loc:</b> La Honda Elementary School, 450 Sears Ranch Rd, La Honda</p>	<p><b>Planning and Natural Resource (PNR) Committee:</b></p> <ul style="list-style-type: none"> <li>• Overview of work and sites/options considered by WG</li> <li>• Consideration of WG feedback and recommendations</li> <li>• Consideration of whether to forward a recommendation to the full Board or request additional input from the WG</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Direct WG to conduct additional analysis or forward a PNR recommendation with WG input to the full Board</li> </ul>
<p><b>Date:</b> May 14, 2020 (Thursday) <b>Time:</b> 6:30 – 9:30 pm</p>	<p><b>Working Group follow-up (if needed, depending on PNR input):</b></p> <ul style="list-style-type: none"> <li>• Address PNR input and direction</li> </ul> <p><b>Desired Outcome:</b></p>

<p><b>Loc:</b> La Honda Elementary School, 450 Sears Ranch Rd, La Honda</p>	<ul style="list-style-type: none"> <li>• Respond to PNR and vote on the site(s)/option(s)</li> </ul>
<p><b>Date:</b> June 16, 2020 (Tuesday)  <b>Time:</b> 2:00 – 4:00 pm  <b>Loc:</b> La Honda Elementary School, 450 Sears Ranch Rd, La Honda</p>	<p><b>PNR Committee meeting #2 (if needed):</b></p> <ul style="list-style-type: none"> <li>• Consideration of WG feedback and recommendations</li> <li>• Forward a recommendation to the full Board</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Forward a PNR recommendation with WG input to the full Board</li> </ul>
<p><b>Date:</b> July 22, 2020 (Wednesday)  (August 12, 2020 if May WG and June PNR meetings needed)  <b>Loc:</b> La Honda Elementary School, 450 Sears Ranch Rd, La Honda  <b>Time:</b> 7:00 pm (start time)</p>	<p><b>Regular Board meeting (following PNR direction):</b></p> <ul style="list-style-type: none"> <li>• Consideration of PNR recommendations and WG input</li> </ul> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>• Final decision on the access site(s)/option(s) to further evaluate through conceptual planning/design and environmental review (CEQA)</li> </ul>