



Midpeninsula Regional  
Open Space District

R-21-13  
Meeting 21-03  
January 27, 2021

## SPECIAL MEETING AGENDA ITEM 1

### AGENDA ITEM

Options for the Analysis of Class 1 and 2 Electric Bicycle Use on Paved Trails and Class 1 Electric Bicycle Use on Unpaved Trails

### GENERAL MANAGER'S RECOMMENDATIONS

Choose and/or amend one of three options on how the Midpeninsula Regional Open Space District shall proceed with analyzing electric bicycle (e-bike) use on paved and unpaved trails:

1. Proceed with the current plan to complete a one-year Paved Pilot Program for paved trails at Ravenswood Open Space Preserve and Rancho San Antonio Open Space Preserve and County Park, and to develop a one-year Unpaved Pilot Program for class 1 e-bikes for future Board of Directors consideration in early 2022.
2. Reduce the scale of the Paved Pilot Program to release staff capacity for expediting a one-year Unpaved Pilot Program on District lands (expedites by six or more months).
3. Reduce the scale of the Paved Pilot Program to release staff capacity for partnering with a local agency to conduct intercept surveys and complete observation reports on trails that are a good proxy for District trails where e-bikes are already permitted. Present findings for Board consideration on next steps for e-bike use on District lands (depending on results, may expedite by close to one year).

### SUMMARY

Over the last few years, public interest in e-bikes for transportation and recreation has grown steadily across the country. This trend has been reflected locally by increased use on public roadways and acceptance by many Federal, state and local land management agencies of e-bikes on bicycle trails and pathways. Midpeninsula Regional Open Space District (District) rangers have also reported a rise in illicit e-bike use on District preserves.

During its regular meeting on August 12, 2020, the Board of Directors (Board) approved a Paved Pilot Program to evaluate select paved and improved trails at Ravenswood Preserve and Rancho San Antonio Preserve and County Park for use by class 1 and 2 e-bikes (R-20-89). The Board also directed the General Manager to return with recommendations for an Unpaved Pilot Program for class 1 e-bikes. The Paved Pilot Program began on December 10, 2020.

In response to recent Board discussions on the timing for initiating an Unpaved Pilot Program/Study, the General Manager is presenting three options that reflect various deployments of staff resources given limited staff capacities to seek Board direction on how best to proceed

with analyzing the potential effects of e-bike use on the visitor experience, trail maintenance and enforcement, and natural resources for paved and unpaved trails.

## DISCUSSION

During the first of two annual Board retreats on December 7, 2020, multiple Board members expressed an interest in accelerating the timeline for review of e-bike access on District lands, while other Board members expressed that the current schedule was appropriate. The current timeline as laid out in the Update on the E-bike Pilot FYI provided on December 9, 2020 (Attachment 1) is based on a robust pilot program to evaluate class 1 and 2 e-bike use on paved trails and Board direction during the fiscal year 2020-21 (FY21) budget and action plan development to defer consideration of class 1 e-bike access on unpaved trails until FY22.

Considering recent Board discussions on the timing of the pilot programs, the General Manager is returning to the Board with the following three implementation options to gain clear direction on how best to proceed (See also the Gantt Chart in Attachment 2).

**Option 1 – Proceed with current plan to complete a one-year Paved Pilot Program for paved trails and develop a one-year Unpaved Pilot Program for class 1 e-bikes for Board consideration in early 2022, with pilot anticipated to begin in February 2022.** This process (described in detail in Attachment 1) provides the most robust analysis of the Paved Pilot Program.

The timing is as follows:

- The Paved Pilot Program runs for one year, from December 2020 to December 2021. Analysis of findings and recommendations would be presented to the Board in early 2022 to confirm whether to formalize e-bike use on the paved/improved trails.
- Planning and design for an Unpaved Pilot Program would begin in early FY22 with the start of the pilot projected for February 2022 after review and approval by PNR and the Board. The Unpaved Pilot Program would run for one year, with the findings and recommendations coming to the Board in late Spring 2023 to confirm whether to formalize e-bike use on unpaved bicycle trails.

**Option 2 – Scale down the Paved Pilot Program and initiate an Unpaved Pilot Program on District lands by Summer/Fall of 2021.** This option provides less analysis of the Paved Pilot Program to release staff capacity for initiating the development of an Unpaved Pilot Program sooner. Staff would bring a proposed one-year Unpaved Pilot Program to the full Board in Summer of 2021 for approval, with findings to inform a Board decision on e-bike use of unpaved bicycle trails by Fall of 2022. Details are provided below:

- The Paved Pilot Program would be reduced by removing the intercept surveys, observation reports, and speed surveys. Online feedback on the Paved Pilot Program would still be captured through the District website. Staff would analyze and present findings related to use, complaints, enforcement, accidents, and before/after observations to the Board in early 2022 to confirm whether to formalize e-bike use on the paved/improved trails.

- Staff would begin work on the details for an Unpaved Pilot Program in February 2021. Staff would present a proposal to the Planning and Natural Resources Committee (PNR) in July/August of 2021, and then forward PNR recommendations to the full Board by Fall 2021.
- The Unpaved Pilot Program would begin as early as late Fall 2021 and proceed for one year with a Board decision on whether to formalize e-bike use on unpaved bicycle trails in late Fall of 2022.

**Option 3 – Scale down the Paved Pilot Program and initiate an Unpaved Pilot Program on Partner lands by Summer/Fall of 2021.** This option provides less analysis of the Paved Pilot Program to release staff capacity for initiating a study of unpaved e-bike access on current e-bike trails of partner lands that serve as a proxy to District lands and unpaved bicycle trails. This option may provide the most robust information prior to Board consideration of an Unpaved Pilot Project by evaluating trails where e-bike use is already well-established.

- The Paved Pilot Program would be reduced by removing the intercept surveys, observation reports, and speed surveys. Online feedback on the Paved Pilot Program would still be captured through the District website. Staff would analyze and present findings to the Board in early 2022 related to use, complaints, enforcement, accidents, and before/after observations to confirm whether to formalize e-bike use on the paved/improved trails.
- Staff would pursue a partnership with a local park/land management agency to conduct a short-term study (intercept surveys and observation reports) on the partner agency's unpaved trails where e-bikes are already permitted during the summer/fall of 2021.
- Staff would present the results of the short-term study to PNR in early 2022 and then forward PNR recommendations to the full Board. Depending on the findings, the Board may consider three options:
  - i. Determine that the surveys are sufficient to decide whether to allow class 1 e-bikes on unpaved District trails.
    - Final Board decision would occur in Spring 2022.
  - ii. Direct staff to continue the partnership study for a full year to include winter and spring use levels and effects.
    - Final Board decision would occur in early 2023.
  - iii. Direct staff to implement an Unpaved Pilot Program on select District Preserves to evaluate effects on District lands.
    - Final Board decision would occur in Spring/Summer of 2023.

## **FISCAL IMPACT**

There are sufficient funds in the FY21 Visitor Services operating Budget to cover the cost of the recommendations during this fiscal year. Funds will be recommended in future fiscal year budgets as a part of the annual Budget and Action Plan process to cover future fiscal year needs.

## **BOARD COMMITTEE REVIEW**

A presentation was made to the Board of Directors (R-19-155) on November 20, 2019 to consider options for allowing e-bikes on District Lands. The Board directed the General Manager

to return with an evaluation and process to implement a phased one-year pilot program for e-bikes on specific paved (class 1 and 2 e-bikes) and unpaved trails (class 1 e-bikes) to evaluate potential differences in enforcement, use, visitor experience, and impacts to natural resources. Under this direction a project was created for FY21. As the FY21 budget recommendations were being finalized, the COVID pandemic struck and action plan adjustments were made, including deferring the e-bike project, to reduce the total budget and account for impacts to staff capacity. During the budget hearing on June 10, 2020, the Board expressed concerns about deferring the e-bike project entirely and directed staff to modify the project scope for FY21 to specifically focus on e-bike access on District paved trails and defer the evaluation of e-bike access on unpaved trails to FY22.

The FY21 project scope was finalized by the Board during the Board meeting on June 24, 2020 to “explore pilot program for e-bike access on District paved trails.”

During the December 7, 2020 Board retreat meeting, while discussing potential focus areas for FY22, multiple Board members expressed concern with the timing of the two pilot programs and asked staff to return with options to expedite the Unpaved Pilot Program.

An FYI on the Paved Pilot Program implementation was provided to the Board on December 9, 2020.

## **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

## **CEQA COMPLIANCE**

The recommended actions to establish limited term pilot programs for class 1 and 2 e-bike use on specific paved and class 1 e-bike use on unpaved trails, roadways and service roads, where bicycles are currently allowed, in designated preserves is categorically exempt from CEQA as follows:

### CEQA Guidelines section 15301. EXISTING FACILITIES

CEQA exempts the operation or minor alteration of existing public or private structures, facilities, or topographical features, which involve negligible or no expansion of existing or former use. The use of e-bikes on paved trails where bicycles are already allowed represents a negligible expansion of use of existing trails.

### CEQA Guidelines section 15304. MINOR ALTERATIONS TO LAND

CEQA exempts minor alterations in the condition of land which do not involve removal of healthy, mature, scenic trees and have negligible or no permanent effects on the environment. As stated herein, the limited duration of e-bike use on trails where bicycles are already allowed will have a negligible effect on the environment.

### CEQA Guidelines section 15311. ACCESSORY STRUCTURES

CEQA exempts construction, or placement of minor structures accessory to (appurtenant to) existing facilities, such as on-premise signs. As described in this report, signs may be installed

or altered in order to notify preserve users of the changes to the trail designation allowing e-bikes during a pilot program.

CEQA Guidelines section 15306. INFORMATION COLLECTION

CEQA exempts information gathering activities or actions that are part of a study leading to an action which the agency has not yet adopted, which do not result in a serious or major disturbance to an environmental resource. Changing the trail designation of certain trails to allow e-bikes during a pilot program will allow the District to collect information about e-bike use in certain areas. This information will inform future policy decisions about e-bike use on paved and unpaved trails.

**NEXT STEPS**

Pending Board direction, staff will implement the option selected by the Board.

Attachments:

1. FYI Memo, December 9, 2020 – Update on the Electric Bicycle Pilot Implementation at Rancho San Antonio and Ravenswood Preserves
2. E-bike Pilot Program Timeline Gantt Chart
3. Basic Policy

Responsible Department Head:

Matt Anderson, Chief Ranger and Manager for Visitor Services Department

Prepared by:

Matt Anderson, Chief Ranger and Manager for Visitor Services Department



Midpeninsula Regional  
Open Space District

# Memorandum

DATE: December 9, 2020

MEMO TO: Board of Directors

THROUGH: Ana Ruiz, General Manager *AR*

FROM: Matt Anderson, Chief Ranger

SUBJECT: Update on the Electric Bicycle Pilot Implementation at Rancho San Antonio and Ravenswood Preserves

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During its regular meeting on August 12, 2020, the Midpeninsula Regional Open Space District (District) Board of Directors (Board ) approved a one-year pilot program (Pilot Program) to evaluate select paved and improved trails at Ravenswood Preserve and Rancho San Antonio Preserve and County Park where bicycles are currently allowed for use by class 1 and 2 electric bicycles (e-bikes). (R-20-89).

During the Pilot Program, visitors will be allowed to use e-bikes on the designated trails in Ravenswood and Rancho San Antonio. The Pilot Program has two primary components: public outreach and monitoring. The outreach component focuses on informing the public about the trial nature of the pilot through onsite signage and website information. The monitoring component will include intercept surveys and data collection related to compliance, accidents, trail conditions, and visitor experience/complaints. Staff will launch the Pilot Program on December 15, 2020 and run the Pilot Program through December 15, 2021.

## Pilot Scope

- ❖ Collect data over a 1-year period at Rancho San Antonio Preserve and County Park on paved and improved trails and at Ravenswood Preserve along the Bay Trail to assess public opinions and perceptions, impacts to trail user experience and safety, facility impacts, compliance and enforcement, and level of use.
- ❖ Determine approximate counts of e-bike users.
- ❖ Gather public input and document visitor trail experiences.
- ❖ Gather data on trail use violations and incidents.
- ❖ Document trail conditions pre and post Pilot Program
- ❖ Analyze data and develop findings.
- ❖ Present findings to the Board for next steps and policy direction.

## Methodology

- ❖ Intercept Surveys

Trained seasonal staff and volunteers will conduct intercept surveys Monday through Sunday at variable times. Surveys will be conducted for sixteen weeks, four weeks within each quarter (season). Staff anticipate doing a total of 112 survey sessions per preserve, with each session lasting approximately four hours. Visitors contacted for the intercept survey that wish to take the survey online at a later time will be able to do so if they provide an email for follow up. The

surveys will document the visitor experience, including any trail use conflicts and ask respondents about their level of support or opposition to e-bike use. Survey staff and volunteers will contact visitors hiking, running, horseback riding (at Rancho), and riding analog bicycles and e-bikes. They will maintain a neutral position towards the use of e-bikes.

❖ Observation Reports

During each of the intercept survey sessions, one of the trained seasonal staff or volunteers will make observational reports of all visitor use by activity type. These reports will be used to provide an overall view of the percentage of trail use by activity.

❖ Speed Observations

Rangers will measure bicycle speeds of analog bicycles and e-bikes with radar units during each survey week. They will conduct approximately four hours of speed observations per survey week in each preserve.

❖ Trail Assessments

Land and Facilities staff have completed pre-pilot trail assessments of all designated trails in the pilot program. Post-pilot assessments will be done in December 2021. The assessments include pictures of the trail every 500 feet, a general assessment of trail condition and of trail use impact/compaction adjacent to the trail.

❖ Incidents and citations

A comparison will be made of all reportable incidents, accidents, enforcement activity, and public comments received during the pilot period and over the last three years for each study area.

**Public Notice**

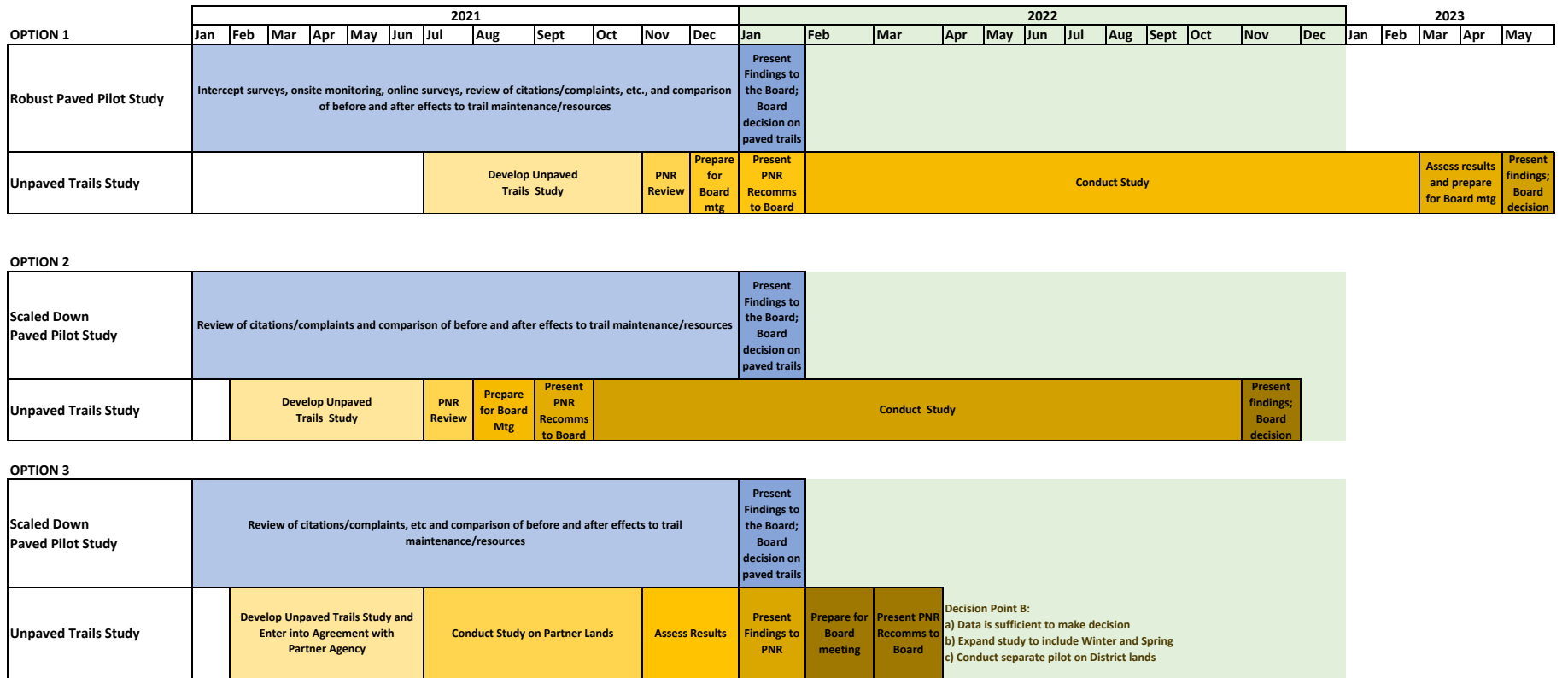
Staff will provide public notice of the pilot through:

- ❖ The District website and social media.
- ❖ Signs posted in each preserve at strategic locations. Signs will make visitors aware that the pilot is underway, that it is a trial program, include a map of designated trails and provide a web link for more information.
- ❖ Interested parties list. Emails have been sent to 119 individuals who have corresponded with us over the last two years regarding e-bikes, e-bike access and District e-bike policies. The email advised of the launch of the Pilot Project in December 2020 and provided links to District web information on e-bike access and regulations.

After completion of the Pilot Program staff will summarize the results of the Pilot Project in early 2022 and present to the Board for review. At that time, the Board will determine whether to designate the trails included in the Pilot Project for e-bike use or discontinue e-bike use in these preserves.

This Pilot Program is not intended to provide the data necessary for the Board to determine whether to allow e-bike access on typical *unimproved* preserve trails. If adopted as part of the FY22 action plan and budget recommendations, staff will do separate research and outreach on potential e-bike impacts for use on *unimproved* trails that make up the vast majority of District trails. This information will be presented to the Board for consideration in spring of 2022.

Attachment 2 E-bike Pilot Program Timeline Gantt Chart





**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**  
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Revised and reprinted 7-2008



**Midpeninsula Regional  
Open Space District**

## 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

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.

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.

### 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