



San Francisco Bay Area Water Trail Implementation Meeting #39

Minutes

December 10, 2021

10:00 a.m. – 12:00 p.m.

VIRTUAL MEETING

Outcomes of Meeting:

- Attendees were informed of Water Trail-related activities, progress, and accomplishments
- Attendees informed of Petaluma River water access and parks projects
- Attendees discussed reducing barriers to accessing the Water Trail planning
- After receiving Advisory Committee guidance, Project Management Team unanimously agreed to amend the Water Trail Implementation Charter to add an Equity and Environmental Justice Advisory Committee Member – the updated language can be found at the bottom of this document.

Meeting Recording:

https://us06web.zoom.us/rec/share/gVW9Q20i0nJQjFEI3x7RIKharskrwkledngvB0q4sGo08TEnt9_aM2KBM2Fqypxh.lfwa11Klbpe5JqO

Access Passcode: VxLZ=x1T

Attendees:

- **Staff** – Ben Botkin, ABAG/MTC Water Trail Planner
- **Project Management Team** – Avra Heller (SCC), Lee Huo (ABAG/MTC), Ashley Tomerlin (BCDC)
- **Advisory Committee** – Ted Choi (City Kayak), Penny Wells (BASK), Joy Dryden (ADA Representative), Wendy Proctor (Port of SF ADA Planner), Michelle Squyer (State Parks), Jeff Manley (EBRPD), Gabbie Burns (SFBBO), Thomas Boone (USCG)
- **General Public** – Yuri Jewett (BCDC alternate), Andrew Sullivan (SF Boardsailing Association), Moira McEnespy (SCC), Virgilio Cuasay (SCC), Toshi Shepard-Ohta (MTC), Nicola Szibbo (MTC), Chris Spencer, Matt Stone (Petaluma River Park Foundation), Stephanie Bastianon (Friends of the Petaluma River)

Updates and Announcements from Water Trail Staff, Project Management Team, and Advisory Committee Members,

- **2022 Meeting Dates: Fridays 10am -1 pm: March 4, June 10, Sept 16, Dec 9**
- Bo Barnes is retiring from Kayaks Unlimited – Thank you Bo for all of your years of dedication with and to the Water Trail!

Public Comment / Input Opportunities:

- Draft SF Estuary Blueprint – in a public comment period - <https://www.sfestuary.org/estuary-blueprint-public-comment/>
 - Virtual Public Input Session on January 11 - [https://bayareametro.zoom.us/meeting/register/tZ0td-2grjgtH9CxOXHNEi8Bfo28F5AtABW](https://bayareametro.zoom.us/j/91234567890?pwd=ZGRjZ0tH9CwOXHNEi8Bfo28F5AtABW)
- Oakland Aquatic Park Public Survey and Video available – public engagement will start mid-January – <https://aquaticparkpier.org/vision-study>

Planning Updates

- Loch Lomond – floating dock too to be installed Feb 2022
- Berkely Marina Area Specific Plan – pier, ferry service, etc. concerns about windsurfing access at His Lordships and small craft basin
- Point Emery Shoreline Project delayed
- Treasure island clipper cove marina – dragon boat usership in the past – important for more sheltered access in central bay – permit application process in progress
- Doolittle Boat Launch Replacement Project construction scheduled for early 22 – 1 high freeboard and one low freeboard docks
- Burlingame Shoreline Park
 - CEQA ready for submittal
 - Approvals / permits Summer 2023
 - Phased construction Fall 2023-2026
- Crane Cove Park Concessionaire – YMCA and Dog Patch Paddle in partnership converting western side of the building to a community use gym area and boat house with programming and rentals – bringing in significant funding for retrofitting building to current standards
- Chrissy Field Next project on hold – ideally to mid-2022
- Delta Water Trail
 - Looking at adapting SF Bay Water Trail designation process for the Delta.

- Excited for future more formal connections between the Bay and Delta Water Trails.

Western Region Water Launch Site Recommendations



1. Co-locate Delta Trail Water Launch Sites all existing SF Bay Area Water Trail locations.

There are seven existing SF Bay Water Trail sites within the Master Plan Study Area:

- ▲ West Ninth Street (Benicia)
- ▲ Downtown Suisun City
- ▲ Suisun City Marina
- ▲ Beldens Landing
- ▲ Bay Point Regional Shoreline
- ▲ Riverview Park (Pittsburg)
- ▲ Pittsburg Marina
- ▲ Big Break Regional Shoreline (Oakley)
- ▲ Antioch Marina

Recommendation: Adapt the SF Bay Area Water Trail design guidelines and eligibility criteria for Delta Trail Water Launch sites.

These sites represent existing opportunities for non-motorized watercraft launch sites and connect to the full SF Bay Water Trail network. Additionally, there are many planned SF Bay Water Trail sites within the Master Plan study area. The Commission can partner with the SF Bay Water Trail staff and site operators to designate and promote as co-located Delta Trail Water Launch Sites.

sfbaywatertrail.org – #sfbaywatertrail



Facilities and Grants Update

- Point Pinole ADA path enhancements almost complete
- Literacy for Environmental Justice (LEJ) – equipment storage and management project in process
- Petaluma Turning Basin / Petaluma Small Craft Center (PSCC)
 - PSCC has purchased about half the intended fleet (kayaks, SUPs, pedal-kayaks)
 - City of Petaluma to replace wooden docks – delayed - PSCC finding alternatives for transition ramp, power, & water to the float house

REMINDER! Available Water Trail Grant Funding

- Funding now available for projects at designated Water Trail sites in or serving Severely Disadvantaged Communities
- Encouraging programmatic approach to enhancing access
- Engaging with potential applicants around the region
- Please contact Water Trail staff if you have any projects in mind.

Outreach Update

- Bay Nature Article – <https://baynature.org/article/explore-the-bay-water-trail/>

- Looking Forward:

Looking Forward:

- Future grant projects!
- Future Designations – Potentially EBRPD Eckley Pier, and a few more in discussion to bring to upcoming meetings.

AC and Public UPDATES

- Tribal Canoe Journey aims to have other events in the future, will not at this point in time be an annual event
- BASK visiting and detailing proposed Delta Water Trail sites – paddle up Carquinez Strait in and into the Delta
- Unfortunately, City of Martinez not awarded a prop 68 grant to restore the pier and install an ADA kayak launch – will continue to pursue funding for this project.
- City of American Canyon’s Wetland’s Restoration Plan – Technical Advisory Committee (TAC) includes feasibility study for ADA kayak launch sites – water trail staff will be attending those meetings.
- City of Petaluma dropping requirement that small craft center manage a restroom at the Petaluma Turning Basin

Safety Update

USCG Responses – 1 Sept 2021 – 13 Nov 2021

- 19 NMSB incidences
- 7 kiteboard responses
- 5 kayakers in distress
- 2 windsurfers
- 1 paddleboard
- 4 kayak adrift responses (3 had contact info!)
- Reminder to encourage others to always label gear with name and #
 - Paddle Smart Identification Stickers
 - Waterproof marker
- Kiteboarding rescues down – partially due to season and hopefully due to improved community safety.
- 4 adrift kayaks 3 had contact information in them!

Petaluma River Park / Steamer Landing Park - McNear Peninsula / Petaluma River Access Planning Update – Presentation by:

- Matt Stone, Executive Director, Petaluma River Park Foundation - m.stone@petalumariverpark.org
- Stephanie Bastianon, Executive Director, Friends of the Petaluma River - stephanie@friendsofthepetalumariver.org

Updates:

- Steamer Landing, the city park at the entrance of the peninsula is managed by Friends of the Petaluma River
- Friends and the Petaluma River Parks Foundation acquired rest of the property in Nov 2020 – Vision to “Meet vital need for shared spaces that connects people, are and nature.”
 - Goal for the project to become Petaluma’s “Central Park”
 - Potentially SDAC adjacent community serving project
 - Over 1000 planned housing units adjacent to the peninsula
 - Adjacent to the smart rail
- Steamer Landing Park (Friends of the Petaluma River)
 - Open space park on the river
 - Current Programming includes:
 - Lots of community creek cleanups and other river stewardship programming
 - Connecting youth to the river – nature camp programming – summer and afterschool, and weekend programming – including getting kids on the river
 - Watershed classroom
 - Building knowledge and resilience in Petaluma community
 - Former Dock – cobbled together – free boating at the barn on Sundays
 - New Dock -
 - Friends of the Petaluma River have raised 300K for the new dock
 - In design and permitting phase
 - Access will be free for all – with programming to facilitate use and comfort for a variety of user groups and communities
 - Kayak trolley to kiosk
 - Goal for a July 2022 groundbreaking
- Proposed Park Details
 - Potential Sea Level Rise (remains dry at 4ft SLR with King Tide)
 - Riverbank stabilization and setbacks needed
 - Park open dawn to dusk 7 days per week
 - McNear’s Channel impaired but partially navigable
 - Steep banks in need of stabilization to prevent further erosion
 - Believe in alignment with SCC and SFBRA selection criteria guidelines
 - Excited to pursue formal designation to SF Bay Water Trail
- QUESTIONS
 - Consideration for camping or other overnight accommodations – certain challenges around access and existing facilities – porta potties and water established at steamer landing portion of park but not yet extended through the park, Friends would love to see a boat in campground at the further end of the park -also based on community feedback

- Potential for special authorization without an official campground
- Are there storage options planned – is part of the conversation with the Friends new dock the idea of locked storage – contending with vandalism (are in heart of downtown Petaluma)
 - Marina currently the only spot with boat storage
- Idea of “city stand up paddle boards” instead of city bikes
- [Petaluma Water Ways](#) – group of 36 points of interest along the Petaluma River

REDUCING BARRIERS TO ACCESS PLANNING

Context - Historic period of change

- Global pandemic
- Spotlight on systemic racism
- Economic turmoil
- Increased use of parks, trails and outdoor recreation
- Close-to-home recreation
- Mental and physical health benefits
- Inequity in access to quality parks and outdoor facilities

2 million residents live within .5 miles of the Bay shoreline – critical for the Water Trail to address barriers to access with historical disenfranchisement from the water

Project Management Team (PMT) agencies have adopted equity policies and strategies (links to MTC, BCDC, and SCC’s adopted equity documents below). In addition, current Prop 68 Water Trail grant funding requires that projects be constructed within or serving a Severely Disadvantaged Community (SDAC)*. Staff proposes the addition of an Equity and Environmental Justice AC member to help advise the Water Trail Program on the integration and implementation of these goals and policies.

- **SCC text – State Coastal Conservancy – Justice, Equity, Diversity, and Inclusion Guidelines (Sept. 2020) -**
https://scc.ca.gov/files/2020/09/JEDI_Guidelines_FINAL.pdf
 - Improve its policies, programs, and practices to advance equitable access to the environmental, social, and economic benefits of California’s coast and coastal watersheds.
 - Regularly evaluate and modify program priorities, grant funding, contracting, hiring practices, communications, and community engagement practices, to address existing inequities and prevent additional inequities.
 - Increase the involvement and role of under-served and/or frontline communities in decision-making by the Conservancy
- Coastal Conservancy JEDI Strategies
 - Plan, Build, & Enhance Facilities in/near SDACs (Prop 68 funding)

- Prop 68 defines an SDAC as a community with a median household income less than 60% of the statewide average.
- Lower-Cost Programs
 - Explore the Coast
 - Lower-Cost Overnight Accommodations
- **MTC text – Metropolitan Transportation Commission – Equity Platform (June 2020)** <https://mtc.ca.gov/about-mtc/what-mtc/equity-platform>
 - MTC working with CBOs and local leadership to allow voices to be elevated outside of a project by project basis
 - MTC Equity Platform is a process and practice to:
 - Create designs and solutions that focus on affected communities
 - Increase opportunity for those people most affected by exclusion
 - Shift decision-making power to the people who are affected by policies
 - Invest in training and education to advance goals for fairness and inclusion
- MTC Equity Priority Communities**

 - Census tracts that have a significant concentration of underserved populations, such as households with low incomes and people of color - <https://mtc.ca.gov/planning/transportation/access-equity-mobility/equity-priority-communities>
- **BCDC text – Bay Conservation and Development Commission – Environmental Justice and Social Equity Bay Plan Amendment (October 2019) -** <https://bcdc.ca.gov/ejwg/BPAEJSE.html>
 - Support, encourage, and request agencies include environmental justice and social equity in their general plans, zoning ordinances, and in their discretionary approval processes
 - Equitable, culturally-relevant community outreach and engagement should be conducted by local governments and project applicants to meaningfully involve potentially impacted communities
 - Require mitigation for disproportionate adverse project impacts on the identified vulnerable or disadvantaged communities in which the project is proposed
 - Community based organization (CBO) project – planning division in data collection process goal tot collect CBO with developers proposing projects – voluntary geomapping tool / directory – connecting dots between developer and small CBO – if contacts who would want to be part of the process – <http://www.adaptingtorisingtides.org/wp-content/uploads/2021/07/CBO-Directory-Map-2Pager-071221-ADA.pdf>
- **Applying these guidelines and strategies to the Water Trail**
 - Identify known barriers

- Water Trail to date focused on access side – but broader logistics not a current focus – working with communities to id barriers
 - Partner with existing programs – learning local best practices – copy slide
 - State/National model – Canoemobile – strategic approach graphic
 - Engagement best practices
 - Equity based strategies – geo-regional planning (potentially similar to how the Water Trail has regional planning for ADA access). A goal of at least one broadly accessible (in this case maybe associated with an appropriate organization)
 - Provide grants to enhance accessibility
- **Next steps**
 - Amend Charter to add Equity and Environmental Justice Expert
 - Collaboratively draft scope and goals
 - Identify additional funding – (ideally funding with the flexibility to support programming as well as facilities).

General Comments / Questions

- Lack of time – is that in response to too many available activities or that folks think it takes too much time to get out? Based on an older DBW survey, would be good to see if they plan to update this assessment.
- Noting that the AC evolved from folks who are already invested in waterer access – kind of a new thing to reach out to include new guidance – will be interesting to recruit this new voice.
- Ideally would the new representative be someone who is engaged with water access programming in addition to being from / representing an Equity/EJ community?
- Might be that the Water Trail’s Equity and Environmental Justice engagement will be centered more around supporting sites with existing programming / or supporting programming at the various sites than specific facilities.

Proposed amendments to the Water Trail Implementation Charter

- **Presentation of Charter amendments**
 - 2011 plan allows for potential future changes.
 - AC prior to charter amendment represents the following user groups:

Accessibility Expert	Bay Access, Inc	Hospitality Industry
U.S. Fish and Wildlife Service	California Department of Fish and Wildlife	California Department of Parks and Recreation – Division of Boating and Waterways

County or Local Parks	East Bay Regional Park District	Outfitter/Tour Guide
National Park Service	U.S. Coast Guard	Save the Bay
California Association of Harbor Masters and Port Captains	Non-governmental wildlife and habitat protection organization	

- **DISCUSSION WITH ADVISORY COMMITTEE**
 - Would the person be someone who is already active in engaging community access?
 - Not sure exiting connection with water would need to be a criteria – more important that they meaningfully represent target community(ies)
- **Public comments** - none
- **Advisory Committee consensus guidance to Project Management Team on Charter amendments**
 - Unanimous AC approval – excited for representative input and expertise on future projects
 - Recommend paying EJ/Equity Representee for their time on AC – Staff will be looking into honorarium / means of paying AC members who are not paid by their current jobs to participate in Water Trail Implementation meetings.
- **Project Management Team discussion and decision on amendments**
 Unanimous PMT approval – appreciate staff moving water trail towards equitable access – stating the process to make a broaden connections to the Water Trail throughout the SF Bay community. Staff will pursue means of paying volunteer AC members for their time.

Amendments adopted. (Full text included below)

San Francisco Bay Area Water Trail

Project Implementation Charter

December 2021 Update

Introduction

This charter sets out the decision-making and guidance process for implementation of the San Francisco Bay Area Water Trail (Water Trail), with special focus on the role and responsibilities of Advisory Committee members. It includes expected outcomes of the process and a description of the concomitant roles and responsibilities of Water Trail Staff, the Project Management Team, and all other stakeholders who will work together to implement the San Francisco Bay Area Water Trail Plan (Water Trail Plan).¹

Purpose of the Advisory Committee and Stakeholder Group

The purpose of the Advisory Committee for the Water Trail project is to provide to the Project Management Team timely, trail-related guidance and expertise on a consistent basis from a range of interest groups. The Advisory Committee and the Project Management Team have formal memberships.

In addition to the interests represented within the Advisory Committee membership, a broader, informal Stakeholder Group with interests in the trail will inform both the Advisory Committee and the Project Management Team in an *ad hoc* manner at public meetings and in other forums to further inform sound decisions on topics related to project implementation. The Stakeholder Group has an informal, open membership that will be tracked through Water Trail mailing lists.

Background

Water Trail Vision. The Water Trail is envisioned to be a network of access sites, or “trailheads,” that allow people in small, non-motorized boats, such as kayaks, canoes, sailboards, and dragon boats, to safely enjoy the historic, scenic, cultural, and environmental richness of San Francisco Bay through single and multiple-day trips. The Water Trail will bring education about personal boating, navigational safety, and ethical boating practices near sensitive wildlife species and shoreline habitat to the boating public through a variety of means. This Water Trail vision originated with the non-profit

¹ The *Water Trail Plan* is the guiding document for implementation of the Water Trail project and was the subject of a programmatic Final Environmental Impact Report.

organization Bay Access, Inc., who also drafted, with others, the San Francisco Bay Area Water Trail Act (Water Trail Act).

Legislation and Plan Development. Consistent with the Water Trail Act (Hancock, 2005), the San Francisco Bay Conservation and Development Commission (BCDC) with help from the State Coastal Conservancy (Conservancy), the Association of Bay Area

Governments' Bay Trail Project (ABAG), the Department of Boating and Waterways (Cal Boating), and Bay Access, Inc. led the Water Trail planning process with a Water Trail Steering Committee representing various stakeholder interests. This process resulted in the draft Water Trail Plan (2007), which was the subject of a programmatic, nine-county Final Environmental Impact Report (FEIR) developed by the Conservancy. The Conservancy certified the FEIR and adopted the final Water Trail Plan at their public meeting on March 17, 2011.

The Implementation Process. With the certification of the FEIR, and consistent with the Water Trail Act, the Conservancy is acting as the lead agency in the funding and development of projects implementing the Water Trail Plan. The Conservancy board awarded a \$1 million block grant to ABAG in March, 2011, to work with Conservancy staff on project implementation and trailhead improvements. The trailhead designation process will be led by Conservancy staff with the other members of the Project Management Team and major staff involvement from ABAG, especially as relates to sign and other media development and outreach, and specific trailhead enhancement projects.

Voluntary Program. The owners of publicly accessible landing and launching sites suitable for use by non-motorized small boats around the Bay are invited to become part of the Water Trail on a voluntary basis. Designated trailheads will receive multiple benefits as outlined in detail in the Water Trail Plan and FEIR, including but not limited to publicity, education and stewardship support, and possible economic stimulus and/or funding opportunities.

Organizational Structure and Membership

The organizational structure for project implementation includes a **Project Management Team (PMT)**, which has decision-making authority; an **Advisory Committee (AC)**, which provides consistent representation of a range of stakeholder interests and provides guidance to the PMT; **Water Trail Staff from the Conservancy and the Association of Bay Area Governments**, who plan, develop and manage the trail and its components as well as support the PMT and Advisory Committee; and a **Stakeholder Group (SG)**, who are notified of Water Trail meetings, trailhead designation decisions, and other project milestones.

Advisory Committee Membership

The Advisory Committee was designed in the Water Trail Plan to represent listed interests.² These interests will be met through members representing the following agencies, organizations

² Interests listed on page 46 of the adopted [2011 SF Bay Water Trail Plan](#):

- * Needs and interests of human-powered boaters and users of beachable sail craft;
- * Different types of shoreline managers and owners who provide access onto the Bay;
- * Wildlife and habitat protection interests and expertise;

1515 Clay Street, 10th Floor
Oakland, California 94612-1401
510•286•1015 / scc.ca.gov

and stakeholder interests. Agencies, organizations and stakeholder interests may be added or revised from time to time without amending the Charter:

Accessibility Expert	Bay Access, Inc	Hospitality Industry
U.S. Fish and Wildlife Service	California Department of Fish and Wildlife	California Department of Parks and Recreation – Division of Boating and Waterways
County or Local Parks	East Bay Regional Park District	Outfitter/Tour Guide
National Park Service	U.S. Coast Guard	Save the Bay
California Association of Harbor Masters and Port Captains	Non-governmental wildlife and habitat protection organization	Equity and Environmental Justice Expert

Advisory Committee members are recruited by the Project Management Team and are asked to make a two-year commitment to the project. New Advisory Committee members will be appointed at a public meeting, by a majority vote of the Project Management Team recorded in the meeting minutes.

Alternates. Advisory Committee members agree to participate consistently. If they are not able to attend a meeting, members commit to working with WT Staff to select an alternate. If an interest group will not be represented at a meeting by a Member or Alternate, the Member agrees to communicate his or her thoughts on agenda items to Water Trail Staff prior to the meeting, so that those perspectives may be communicated and taken into account in the meeting. Members agree to thoroughly prepare Alternates before meetings and Alternates agree to abide by the Charter and to brief the Member afterward. Alternates are encouraged to attend any and all meetings, but only one member of an interest group may serve as the Advisory Committee member at one time; the other may participate in the meeting as a Stakeholder Group member.

Succession. Should an Advisory Committee member be unable to fulfill his or her responsibilities as outlined in this charter, the member may withdraw from service. The PMT will work with that member in selecting a successor.

Project Management Team (PMT) Membership

- * Personal and navigational safety and security community;
- * Environmental outreach, education and stewardship expertise;
- * Interests of and expertise on accessibility for persons with disabilities; and
- * Businesses with trail-related interests.

The Project Management Team was established in the Water Trail Plan, based on the directives from the Water Trail Act and the mandates of the respective agencies. Members are:

- State Coastal Conservancy (Conservancy)
- Association of Bay Area Governments (ABAG)
- San Francisco Bay Conservation and Development Commission (BCDC)
- State Department of Boating and Waterways (Cal Boating)

Water Trail Staff

Water Trail Staff refers specifically to the Project Manager from the Conservancy, who is also the PMT lead member, and the Water Trail Planner from ABAG, who works full-time on the Water Trail and is not the same individual as the ABAG PMT member.

Stakeholder Group Membership

As defined in the Water Trail Plan, the Stakeholder Group comprises all interested agencies, organizations, and individuals. This group is broad-based, informal, and may attend all public meetings, which will be posted online and announced through e-mail.

Facilitation Staff

The first few public meetings for Water Trail implementation will be professionally facilitated by staff from the Center for Collaborative Policy. Professional facilitation beyond the inaugural meetings is not planned but may be used on occasion.

Roles and Responsibilities

The roles and responsibilities of the Project Management Team, Advisory Committee, and Stakeholder Group are listed in the Water Trail Plan (Table 7.2) and in even greater detail in the FEIR (Table 2.4.1-1). They are summarized briefly here:

Entity	Responsibilities
Advisory Committee (AC)	<ul style="list-style-type: none">• Advises the PMT on trail priorities, site design and designations, education/outreach/stewardship, and other implementation issues<ul style="list-style-type: none">• Consults with and advises Water Trail Staff and the PMT individually• Forms subcommittees as needed to develop recommendations on specific issues

<p>Project Management Team (PMT) and Water Trail Staff (Staff)</p>	<ul style="list-style-type: none"> • Conducts conceptual and strategic planning for site designation and trail programs (PMT, Staff) • Consults with AC, SG, experts on trail issues and specific projects (PMT, Staff) • Works with site managers to guide site development consistent with Water Trail Plan (Staff) • Designates trailheads (PMT) and manages education and outreach programs and materials (Staff) • Allocates funding for projects and programs and seeks additional funding (PMT, Staff) • Advocates for Water Trail access opportunities (PMT, Staff) <ul style="list-style-type: none"> • Amends the Water Trail Plan as needed (Staff)
<p>Stakeholder Group</p>	<ul style="list-style-type: none"> • Participates in meetings and provides input to the AC, PMT, and Staff on projects and programs

Meeting Conduct and Expected Outcomes

Key Expected Outcomes of Trailhead Designation Meetings

- The majority of the landing and launching sites (including destination sites) identified in the Water Trail Plan as potential Water Trail sites will become official (designated) Water Trail sites. Sites not identified in the Water Trail Plan may also become designated WT sites.
- Information collected about each site will be used in various Water Trail media, such as brochures, maps, a website, and eventually guidebook.
- Some site improvements will be funded with ABAG (Coastal Conservancy block grant), Coastal Conservancy, Cal Boating, or other funding sources, as appropriate to the site, the WT as a whole, and the funding source.
- Stewardship of trailheads and significant minimization of adverse impacts on the Bay’s resources, including natural, cultural, and historic features, will increase as a result of educational programs and personal experiences on the Bay.
- Opportunities to take multiple-day trips on the Bay will be increased.
- Opportunities will be made for public review and participation in the process.

Decision Making

- Only the PMT has decision-making authority. In striving to reach decisions on trailhead designation, the PMT will seriously consider the guidance, interests and concerns of all Advisory Committee and Stakeholder Group members. Within the PMT, members will strive to reach consensus among themselves on decisions. Consensus here is not defined as one hundred percent agreement on the issue under consideration. Instead, it means that all PMT members either fully support a proposed decision, or, if efforts to reach consensus are not successful, all members can "live with" a majority proposal moving forward. "Live with" means that those with a minority viewpoint may have serious disagreement with the proposal, but do not wish to block or veto it. In these cases, minority viewpoints will be clearly documented. If the minority wishes to veto or block the decision, the decision will not pass. If the PMT is evenly split, it can, as desired, continue deliberating until it identifies a proposal that all members can live with, suspend the deliberation and revisit it on a future agenda, or suspend consideration of the site indefinitely.
- The Advisory Committee will strive for consensus in its guidance to the PMT. In striving to reach consensus, the Advisory Committee considers the interests and concerns of all members as well as other relevant perspectives. If, after full exploration and discussion of an issue, the Advisory Committee is not able to achieve consensus, the Water Trail Staff will document the range of viewpoints and majority and minority guidance for PMT consideration.
- The Stakeholder Group will provide individual guidance on sites or subjects of special interest or concern. Both the Advisory Committee and PMT will consider Stakeholder Group input.
- Some trailhead designation decisions will need to be conditioned on the Conservancy board making findings under CEQA if trailhead designation for a particular trailhead is not fully covered under the Water Trail FEIR.

Meeting Conduct

All meeting attendees agree to:

- Act in good faith in all aspects of the implementation process and to communicate their interests.
- Develop a problem-solving approach, considering interests and viewpoints of all group members in addition to their own.
- Attend meetings as consistently as possible.
- Provide pertinent information to the group and respect tentative or sensitive data as such.
- Listen and openly discuss issues with others.
- Maintain a collaborative spirit. This includes listening for understanding, working to establish trust among stakeholders, sharing information to clarify issues and eliminate false assumptions, and working to maintain a productive, collegial environment.

Conflict of Interest

- PMT members, each of whom is an employee of a public entity and in that capacity engaged in governmental decision-making, is subject to the Political Reform Act and its disclosure and disqualification provisions. In addition, as public employees engaged in governmental decision-making, the PMT members are also subject to other conflict of interest laws. The requirements of the Political Reform Act and other conflicts legislation which covers public officials and employees are outlined in detail in the guide entitled *Conflicts of Interest*, prepared and published by the California Office of the Attorney General and found at the following web-link: http://ag.ca.gov/conflict_interest/.
- Advisory Committee members do not make decisions on designation and therefore are not subject to the requirements of the Political Reform Act. Nonetheless, in connection with advising the PMT and in the interest in transparency, the Advisory Committee members should identify any direct or indirect financial interests that may relate to any given site. Although it is expected that the Advisory Committee members will provide information, input and insight within their particular area of expertise on all proposed sites, in their capacity as an Advisory Committee member, each member should refrain from participating in any *determination* on or *advocating* for any site in which the member is financially interested.

Agendas and Meeting Materials

- Water Trail Staff will develop agendas and meeting materials in consultation with the PMT, Advisory Committee, and Stakeholder Group. In particular, Water Trail Staff will work closely with site owners and managers prior to meetings at which particular trailheads are being considered for designation and/or funding.
- Water Trail Staff will notice and make key meeting materials available to the public at least 10 days in advance of each meeting.
- Water Trail Staff will prepare concise meeting summaries to document implementation progress, PMT decisions, Advisory Committee guidance, Stakeholder Group input, and action items. Meeting summaries will be posted online.

Communication with Media & Constituents

- All members of the Water Trail Implementation process are asked to refer media inquiries to Water Trail Staff. When members do discuss their individual opinions with the media, they are asked to avoid characterizing the opinions of others and to make it clear when they are expressing their own opinion.

Public Meetings

- All meetings in which the PMT will make decisions about trailhead designation will be open to the public.
- See note under Decision-Making about Conservancy board meetings.

Meeting Schedule

- It is anticipated that quarterly joint meetings of the PMT and Advisory Committee will be required to accomplish in a timely manner the expected work that trailhead designation will entail. However, this schedule may vary, depending on the progress of Water Trail implementation.

Ground Rules

- All meeting participants are asked to use common conversational courtesy. (Please do not interrupt or use inappropriate language, please avoid third party discussions, etc.)
- Humor is welcome and important, but should never be used at someone else's expense.
- All ideas and points of view have value. The purpose of the Advisory Committee is to share expertise, ideas, and various perspectives. Members are not required to defend or promote their perspective, but they are asked to share it. If they believe another approach is better, they may offer it as a constructive alternative. Members are asked to avoid ascribing motives or “labeling” others.
- Members have the right to change their minds as information is discussed and conditions change.
- Cell Phone/ PDA Courtesy. Please turn cell phones or any other communication item to “silent” or “vibrate” during meetings and leave the room promptly if you must respond verbally to a call.
- Be comfortable. Please take personal breaks as needed.
- Honor time. Meeting agendas will be very full. In order to achieve goals it will be important to follow the time guidelines provided by the facilitator/Water Trail Staff.

Amendments

As Water Trail implementation progresses, the Project Management Team and Water Trail Staff, with Advisory Committee guidance, may make adjustments to this process and/or Charter to enhance attainment of the goals of the Water Trail Act and Water Trail Plan.