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# MEETING NOTICE AND AGENDA

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## ENVIRONMENTAL MITIGATION PROGRAM WORKING GROUP

The Environmental Mitigation Program Working Group may take action on any item appearing on this agenda.

Tuesday, October 11, 2005

1 to 3 p.m.

SANDAG, Conference Room 7  
 401 B Street, Suite 800  
 San Diego, CA 92101-4231

Staff Contact: Janet Fairbanks  
 (619) 699-6970  
[jfa@sandag.org](mailto:jfa@sandag.org)

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# **TRANSNET'S ENVIRONMENTAL MITIGATION PROGRAM WORKING GROUP**

Tuesday, October 11, 2005

<b>ITEM #</b>		<b>ACTION</b>
1.	WELCOME AND INTRODUCTIONS (Chair Carrie Downey, Councilmember, City of Coronado)	WELCOME
+2.	SEPTEMBER 13, 2005, MEETING SUMMARY  Review and approve the meeting summary of the September 13, 2005, meeting.	APPROVE
+3.	EMP WORKING GROUP CHARTER (Chair Downey)  At the last meeting, the Working Group reviewed the Charter and suggested changes, which are highlighted in the attached Charter. The Chair will entertain a motion to approve the Charter as amended.	APPROVE
+4.	SANDAG COMMITTEE AND WORKING GROUP GUIDELINES (Julie Wiley)  SANDAG's General Counsel, Julie Wiley, will provide a brief training session concerning the Brown Act, conflicts of interest, meeting procedures, and SANDAG's Guidelines applicable to working groups.	INFORMATION
+5.	REPORT FROM THE SUB-GROUP ON WORK PROGRAM TASKS 1.32 AND 1.33 (Vice Chair Tom Oberbauer)  At the last meeting, the working group appointed a sub-group to make recommendations on criteria for prioritizing the allocation of available Regional Habitat Conservation Funds; procedures for allocating such funds; and developing a process to consider funding requests for immediate acquisition, management, and monitoring needs of the preserve system for FY 05/06. The sub-group's report is attached.	DISCUSSION
+6.	DRAFT NEEDS ASSESSMENT (Janet Fairbanks)  At the last meeting, a draft needs assessment was introduced and briefly discussed by the working group. The group was asked to bring to today's meeting recommended additions and deletions.  The needs assessment serves as a tool to help us determine which tasks should be funded with Regional Habitat Conservation Funds. After all tasks are identified, we will determine which tasks warrant regional funding; of those, which tasks do not currently have a funding source; of those, establish criteria to prioritize funding allocations.	DISCUSSION

**ITEM #****ACTION**

## 7. PUBLIC COMMENT AND COMMUNICATIONS

COMMENTS

Members of the public will have the opportunity to address the EMP Working Group on any issue within the jurisdiction of the Working Group. Speakers are limited to three minutes each.

## 8. ADJOURNMENT

+ next to an agenda item indicates an attachment

San Diego Association of Governments

# ENVIRONMENTAL MITIGATION PROGRAM WORKING GROUP

October 11, 2005

AGENDA ITEM NO.: **2**

**Action Requested: APPROVE**

## MEETING SUMMARY OF SEPTEMBER 13, 2005

### **Members in Attendance:**

- Craig Adams, Conservation Resources Network
- Matthew J. Adams, Building Industry Association
- Jeannette Baker, Army Corps of Engineers
- Michael Beck, Endangered Habitats League
- Patti Brindle, City of Poway
- John Donnelly, Wildlife Conservation Board
- Councilmember Carrie Downey, City of Coronado, Chair
- Robert Fisher, U.S. Geological Survey
- Keith Greer, City of San Diego
- Mike Grim, City of Carlsbad
- Kevin Mallory, City of Santee
- David Mayer, California Department of Fish and Game
- Thomas Oberbauer, County of San Diego, Vice Chair
- Dave Van Cleve, The Nature Conservancy
- Mary Jo Wilson, City of National City
- Susan Wynn, Fish and Wildlife Service
- Sue Scatolini, Caltrans

### **Others in Attendance:**

- Marilyn Pongeggi, City of Chula Vista
- Don Rideout
- Emily Young, The San Diego Foundation
- Mike Kelly, Conservation Resources Network
- Ann Hix, City of San Diego
- Deborah Ruddock, CA Coastal Conservancy
- Karen Bane, CA Coastal Conservancy
- Trish Boaz, County of San Diego
- Susan Huntington, San Diego River Conservancy
- Barb Redlitz, City of Escondido
- Jerre Stallcup, Conservation Biology Institute (CBI)
- Scott Grimes, Endangered Habitats League
- Craig Benedetto, Alliance for Habitat Conservation
- Rich Geislor, J Whalen Associate

### **SANDAG Staff in Attendance:**

- Sue Carnevale
- Janet Fairbanks
- Gary Gallegos
- Bob Leiter
- Josh Schiffer
- Craig Scott
- Shelby Tucker

## 1. Welcome and Introductions

EMPWG Chair Carrie Downey welcomed everyone, called the meeting to order.

Gary Gallegos welcomed the EMP Working Group to SANDAG. He is pleased that Councilmember Downey agreed to provide the linkage between the EMP Working Group and the policymakers who make the final decisions. He stated that this is a great opportunity to advance the habitat conservation programs and move the transportation projects forward. The group provided self-introductions.

## 2. EMP Working Group Charter

SANDAG traditionally prepares charters for new working groups in order to clearly delineate the group's purpose, responsibilities, and membership. Chair Downey introduced the charter for discussion. Michael Beck, EHL, suggested including the Phase Two funding obligation as part of the responsibilities of this group. Janet Fairbanks, SANDAG, responded by saying that the *TransNet* ordinance principles require SANDAG to act on additional funding resources to meet the long-term requirements for implementing habitat conservation plans within four years after the passage of *TransNet*. It is anticipated that this group, as well as other groups, will participate in the process of developing the measure; adding this responsibility to the charter would not be a problem. The Working Group agreed to add Phase Two funding to the charter, and Janet Fairbanks agreed to come up with the language for the Working Group's consideration at the next meeting.

Craig Adams, Conservation Resources Network, asked for clarification of the statement: "...identify specific organizations to perform the monitoring, management, and acquisition activities" under the "responsibilities" section of the charter. The meaning is unclear; one could read into it that a single organization performs all of the specific items.

Janet Fairbanks, SANDAG, stated that the charter summarizes the major responsibilities of the work program. One task is creating some kind of regional biological monitoring program and deciding who is going to be in charge of it. We need to look at various organizational structures and their ability to implement the components of the MSCP and RHCP. We have not decided who the organizations will be, but it is something that is in the work program and something that we will be exploring.

Craig Adams suggested removing the word "specific" to clear the confusion. The Working Group agreed, and Chair Downey directed staff to remove the word "specific."

Keith Greer, City of San Diego, had a general question on membership of the four SANDAG subregions, how these rotate in regards to this group.

Janet Fairbanks stated that the city managers within each subregion decided who was going to represent their subregion. If one of the four of them can no longer serve, the city managers would appoint a replacement representative.

Tom Oberbauer asked if the charter provided for the creation of subcommittees. The U.S. Fish and Wildlife Service submitted a letter requesting formation of a subcommittee

because, with a group this large, technical discussion is difficult. Chair Downey said that the charter does not preclude the formation of subcommittees.

### **3. Vice Chair of the EMP Working Group**

Chair Downey asked for nominations for a Vice Chair. Michael Beck nominated Tom Oberbauer, County of San Diego. Keith Greer, City of San Diego, seconded the motion. The Working Group agreed, and appointed Tom Oberbauer as the Vice Chair.

### **4. A Brief Summary of *TransNet* and the EMP**

Craig Scott, *TransNet* Project Manager, and Janet Fairbanks, EMP Project Manager, presented a summary of the *TransNet* ordinance and the Environmental Mitigation Program principles including the implementation guidelines adopted by the SANDAG Board in September 2004. If there are any Working Group members who would like additional information on *TransNet*, feel free to call Janet, and she would be happy to answer your questions.

Jeannette Baker, Army Corps of Engineers, said that the Corps cannot preapprove mitigation in advance of application; however, they could use a “worst case scenario” ratio in which the EMP can make sure that enough area is set aside by using the highest ratio possible. The only side effect of this method is that you may have additional mitigation land in the bank to sell.

The Working Group asked about the definition of “regional” in the context of the East County and the MSCP East County Subarea. Tom Oberbauer, County of San Diego, said that they are working on the plan for the County of San Diego, but they do not expect to identify any preapproved mitigation areas for at least a year or two.

Matthew Adams, Building Industry Association, asked whether it is the intent of this process to focus mitigation inside the preserve. His concern is that the more land that is removed for mitigation, the more expensive the remaining land becomes. Janet Fairbanks answered that the intent is to implement within the preserve. However, a lot of our mitigation for transportation projects is wetlands, and to follow requirements, we may have to mitigate outside the preserve area.

Susan Wynn, U.S. Fish and Wildlife Service, said that the plan is not focusing on the East County because the roads are not in the East County. Chair Downey answered that considering the length of time that the EMP will continue; we will need to include the East County. Bob Leiter, SANDAG, said that the focus of this program is on the MSCP, MHCP, and MSCP North County Subarea. The secondary funding measure is more likely to focus on the East County. We want to do mitigation in the areas where the projects are being built, and the majority of the projects are not in the East County.

Michael Beck, Endangered Habitats League, said that when we identify the criteria for acquisition, we are going to have to address this issue again. If there are opportunities, threats to significant habitats, or if it meets the NCCP criteria, then he will argue that those lands need to be considered, even if there is not a preapproved map. Mr. Beck wants to make sure that that door is not being closed.

## **5. The EMP Work Program**

The work program defines tasks that need to be completed, the schedule for completion, lead staff, and assigned policy committees. Staff reviewed the work program with the EMP Working Group. Craig Scott announced that he is putting together the EMP Expenditure Plan, Item 1.1. Bob Leiter reviewed item 1.2 of the work program, explaining that Marney Cox is working on a model that can be applied to calculate the “economic benefit,” and we are using SR 76 as our pilot project for this purpose.

Michael Beck asked Bob Leiter about SR 76, one of the early action projects. He suggested adding language to task 1.22 addressing the net environmental benefit requirement. Staff agreed to do so.

Craig Adams added that he does not see anything about “accrual” here, and requested to have a block of organized discussion time on this issue. He sees a potential conflict between the need to create mitigation banks realizing an economic benefit, prior to the actual acquisition effort.

Janet Fairbanks reviewed Tasks 1.3 and 2.0. Task 1.3 of the work program addresses developing a needs assessment, developing criteria, a process, and procedures for program expenditures. Task 2.0 describes the three main components of the program: acquisition, management, and monitoring.

## **6. The Draft Needs Assessment**

The work program includes developing criteria for prioritizing the allocation of available regional Habitat Conservation Funds and procedures for allocating such funds based on a needs assessment of short-term and long-term activities necessary to implement the region's habitat conservation programs. Staff asked the EMP Working Group to review the draft needs assessment to determine its accuracy and completeness, and to evaluate each task to determine its funding responsibilities. At the October 11 meeting, we will assess the tasks and responsibilities and begin our discussion on developing criteria for prioritizing the allocation of available funds and procedures.

Susan Wynn, U.S. Fish and Wildlife Service, summarized the attached letter that was sent from U.S. Fish and Wildlife and the California Department of Fish and Game. The letter establishes emergency criteria on expenditure of the first \$1 million. She proposed setting up a subcommittee to deal with this issue. Chair Downey expressed concern about a subcommittee deciding how to spend the first \$1 million as opposed to the entire group deciding. After a lengthy debate, the EMP Working Group agreed to create a subcommittee. The eight members who volunteered to be on the subcommittee are: Keith Greer, Patti Brindle, Susan Wynn, Mike Grim, Tom Oberbauer, David Mayer, Michael Beck, and Bruce April. Those who would like to be informed of the subcommittee meetings and topics are: Ann Hix, Marilyn Pongeggi, Trish Boaz, Susan Carter, and Jerre Stallcup. Janet Fairbanks will notify those involved about setting up the first subcommittee meeting.

## **7. Public Comment**

Mike Grim asked about the Form 700. Janet Fairbanks said that at the October meeting SANDAG's attorney would be here to explain the form and SANDAG meeting procedures. She asked that non-federal members complete the form and return it at the next meeting.

## **8. Adjournment**

The meeting adjourned at 3:10 p.m. The next scheduled EMPWG meeting is October 11 at 1 p.m.



## WORKING GROUP CHARTER

### Environmental Mitigation Program Working Group

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#### PURPOSE

The Environmental Mitigation Program Working Group (EMPWG) advises the Regional Planning Committee (RPC) and the SANDAG Board on issues related to the coordination and implementation of the Environmental Mitigation Program (EMP), a component of the *TransNet* program approved by the voters in November 2004.

#### LINE OF REPORTING

The EMPWG reports to the RPC, which reports directly to the SANDAG Board of Directors.

#### RESPONSIBILITIES

The EMPWG provides advice on the implementation of the Environmental Mitigation Program. In particular, the EMPWG is responsible for making recommendations on allocation of the Regional Habitat Conservation Fund (RHCF) of the EMP. In this regard, the EMPWG will participate in the preparation of a "needs assessment" that will identify the short-term and long-term activities necessary to implement the Multiple Species Conservation Program (MSCP) and Multiple Habitat Conservation Program (MHCP), such as biological monitoring, land management coordination, and supplemental land acquisitions. The EMPWG also will help to identify ~~specific~~ organizations to perform the monitoring, management, and acquisition activities identified in the needs assessment. Based on this analysis, the EMPWG will develop criteria and recommend priorities for allocation of RHCF funds. ~~In addition, The EMPWG will provide input into the development of the Transportation Project Mitigation Fund program and procedures.~~ In addition, the EMPWG will assist with the development of a regional funding measure (a ballot measure and/or other secure funding commitments) to meet the long-term requirements for implementing habitat conservation plans in the San Diego region.

#### MEMBERSHIP

An elected official appointed by the Regional Planning Committee will serve as chair of the EMPWG. The members of the EMPWG will include:

- Staff representatives from the City of San Diego, County of San Diego, and the four SANDAG subregions (North County Coastal, North County Inland, East County, and South County),
- Staff representatives of federal and state agencies that are directly involved in environmental permitting of transportation projects and implementation of the MSCP and MHCP (U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, California Department of Fish and Game, California Wildlife Conservation Board, and Caltrans), and

- Staff representatives of the following organizations, representing disciplines and interests involved in the implementation of the EMP:
  - The Nature Conservancy (Land Acquisition)
  - Conservation Resource Network (Land Management)
  - U.S. Geological Survey (Science & Technology)
  - Endangered Habitats League (Environmental Policy)
  - Building Industry Association (Business)
  - San Diego Foundation (Land Acquisition)
  - California Coastal Conservancy (Land Acquisition and Management)
  - Alliance for Habitat Conservation (Business)

If the organization can no longer serve, the RPC will appoint a replacement that can represent the specific discipline. In addition, the RPC can place additional members on the EMPWG by amending this charter.

#### **MEETING TIME AND LOCATION**

Meeting times and locations will be determined by the EMPWG.

#### **SELECTION OF THE CHAIR**

The Chair of the EMPWG will be selected by the Regional Planning Committee. The Vice Chair will be selected by the EMPWG from among its members.

#### **DURATION OF EXISTENCE**

The EMPWG will continue throughout the duration of the implementation of the *TransNet* Environmental Mitigation Program.

## **EMPWG GUIDELINES**

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### **I. CONDUCT**

As an official member of the EMPWG, you should either sit at the conference room table located in the room being used for the meeting or a nameplate or some other device should be used to delineate your status. Attendees who are not members or alternates should request permission to speak from the Chair. The Chair should recognize requests from non-members to speak and ask them to identify themselves if they have not already been introduced.

SANDAG has implemented policies that apply to all persons at SANDAG including the EMPWG members. These policies include prohibitions against harassment, discrimination, and violence. A copy of these policies can be obtained upon request to the Office of General Counsel or on SANDAG's Web site. Persons who violate the policies will receive a warning and may be asked to leave SANDAG's premises.

### **II. CONFLICTS OF INTEREST**

One of the goals of these Guidelines is to manage real or perceived conflicts of interest. SANDAG has determined that a system of self-disclosure will be the most effective since conflicts of interest must be dealt with on a case by case basis. Discussion and disclosure generally can resolve issues related to conflict of interest.

A conflict of interest occurs when there is a divergence between an individual's professional, private, or personal relationships or interests and his/her obligations to SANDAG as a working group member such that an independent observer might reasonably question whether the individual's actions or decisions are determined by considerations of personal benefit, gain or advantage. A conflict of interest or the appearance of it depends on the situation, and not necessarily on the character or actions of the individual. The appearance of a conflict of interest can be as damaging or detrimental as an actual conflict. Thus, individuals are asked to report potential conflicts so that appearances can be separated from reality.

It is wrong for an individual's actions or decisions made in the course of his or her SANDAG activities to be determined by considerations of personal financial gain. Such behavior calls into question the professional objectivity and ethics of the individual and it also reflects negatively on the the EMPWG and SANDAG.

All members have an affirmative duty to disclose any potential financial interest to the SANDAG project manager assigned to the the EMPWG. Notification of the actual or potential conflict should be given to the project manager. Members with an actual or potential conflict of interest should be asked to leave all meetings or portions of meetings where the conflict may arise. If a member must leave their post due to a conflict of interest he/she may continue to attend the meeting(s) as a member of the public.

### **III. SANDAG's RESOURCES**

Except in a purely incidental way, SANDAG's resources, including but not limited to, facilities, materials, personnel, or equipment may not be used for non-EMPWG business by a member unless written approval has been received in advance from the Executive Director or his/her designee. Such permission shall be granted only when the use of SANDAG's resources is determined to further SANDAG's or the EMPWG's mission.

#### **IV. CONFIDENTIAL INFORMATION**

Proprietary or other confidential information that a SANDAG working group member may be exposed to at SANDAG may never be used in external activities unless written approval is given in advance by SANDAG's Executive Director or his/her designee.

#### **V. RULES OF PROCEDURE FOR MEETINGS**

The EMPWG is required to comply with California's open meeting laws, which are known as the Brown Act. Generally, the Brown Act requires that meetings be open to the public, that meetings be noticed in accordance with statutory deadlines, that the decision-making process of the members be carried out in a public meeting venue, and that the public be allowed to comment at the meeting. Questions regarding the applicability and implementation of Brown Act requirements should be referred to the Office of General Counsel.

The EMPWG should also comply with Robert's Rules of Order. This publication provides procedures for matters such as making motions, amending and substituting motions, adjourning meetings, selecting a Chair, and voting. A summary of the most used aspects of Robert's Rules is attached to these Guidelines. Business cannot be conducted at a subcommittee without the presence of at least a quorum of voting members. A quorum is a majority of the voting members. For example, a nine member committee would require at least five voting members for a quorum. In order to take action, at least a majority of the quorum must vote in favor of the action in question. So, if five members of the nine total members attend a meeting, it would take at least three votes to pass a motion. Questions regarding Robert's Rules or other matters of procedure can be directed to the staff liaison or the Office of General Counsel.

The Chair may call for a motion, but may not make a motion or second. The Chair should only vote if the vote is needed to break a tie vote. Additionally, only voting members (or an alternate if the Charter allows it and the voting member is not present) may make a motion or a second. Any voting member can ask for an item to be placed on the agenda, but final decisions on agenda items should be made by the Chair in coordination with SANDAG staff.

#### **VI. AD HOC GROUPS**

The EMPWG may form ad hoc groups to provide advice to the entire membership of the EMPWG. Any ad hoc group the EMPWG forms will be subject to the Brown Act unless the following requirements are met: 1) the group is composed of less than a majority of voting members, 2) only voting members serve on the group, and 3) the group solely provides advice and does not make decisions.



## **BASIC RULES OF ORDER FOR COMMITTEE PROCEEDINGS**

ALL SANDAG committee, subcommittee, task force, stakeholders or working group (hereinafter collectively referred to as "committee") members should use the following guidelines regarding rules of order during a SANDAG procedure.

1) The Presiding Officer or Chair of the committee shall call the meeting into order and dismiss the meeting when all prescribed business is concluded. The **order of business** should be as follows:

1. Reading and approval of minutes
2. Public and committee member comments
3. Consent items on agenda
4. Items on the agenda for discussion
5. Adjournment

2) All SANDAG committee, subcommittee or working groups must have a **quorum** (majority) of members who must be present at the meetings in order to legally transact business.

3) All **motion procedures** should be as follows:

1. Person making motion must be a member of the committee (other than Chair)
2. Person requests recognition by the Chair (or Chair calls for a motion)
3. The Chair recognizes the member by name or title; member then has the floor
4. Member makes the motion in words member wishes the committee's final official statement of action to be
5. Member passes the motion to the Chair as soon as motion is made
6. Another member seconds the motion
7. The Chair restates the motion
8. The motion is then open for debate and discussion
  - All discussion and debate must relate to the motion, if no debate is necessary than the Chair may call for a direct vote
9. When all debates and discussions have been heard, the Chair will call for the motion to be voted upon or a member may "call for the question" if they feel sufficient discussion has occurred.

4) Members **vote** on the motion by a show of hands or by stating "aye" or "no." The result should be stated by the Chair.

5) **Adding an issue** not on the agenda is done as follows:

1. After a motion is seconded, the Chair may call for a vote on the motion to add the issue if:
  - (1) The issue requires immediate action
  - (2) The need for action on the issue came to the attention of the committee subsequent to the posting of the agenda

2. In order for the issue to be heard before the committee, two-thirds of the voting members must be present and two-thirds of those voting members present must vote in favor of adding the issue to the agenda.

6) Ways to **amend a motion**:

1. **After** a motion has been made and **before** the question has been stated by the chair, any member can suggest **modifications**
  - o The motion maker can accept or reject these modifications as they wish
  - o This method should be limited to minor changes where it is unlikely that members will disagree
2. **After** a motion has been made and **after** the question has been stated by the chair, the **maker** of the motion can request **unanimous** consent to modify the motion
  - o If any member objects the modification must be introduced in the form of a **motion to amend**
3. If the above options do not apply, then members other than the maker can make a motion to amend the proposed motion
  - o Proposed changes to the **wording** (inserting, striking, and substituting words) and limited changes to the **meaning** of the motion can be made
  - o If someone wants to substantially modify the wording, he/she can make a **substitute** motion
  - o Amended and substitute motions must be **voted on before** the original motion
  - o Amended and substitute motions must be:
    - **seconded**,
    - are **debatable**, and
    - require a **majority** vote for adoption
  - o If the amended or substitute motion **passes** the original motion is dropped, however, if the amended or substitute motion **fails** a vote can then be taken on the original motion

7) When the normal **Chair is not present**, ways to appoint a temporary Chair:

1. The Chair can appoint a temporary Chair if there is not one already approved of in advance
2. A temporary Chair is elected by the committee
  - (1) Can be nominated by: the Chair or by a committee member
  - (2) A vote takes place immediately and terminates upon the arrival of the pre-elected Chair or vice chair

8) Filling **vacancies** with **alternates**:

1. If the Chair is not present, the vice-chair takes his/her place
2. If members were not selected for their individual qualifications then a certain number of alternates equal to the number of members can be selected by the members or the groups they represent if the committee so desires

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***TransNet* ENVIRONMENTAL MITIGATION PROGRAM WORKING  
GROUP MEMBER**

**DECLARATION CONCERNING CONFLICTS**

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**Directions**

Please review the language in this declaration carefully prior to signing below. Once you have signed the declaration, please enclose it in an envelope marked "confidential" and submit it to Janet Fairbanks at SANDAG, 401 B Street, Suite 800, San Diego, CA 92101.

**Definitions**

For purposes of this declaration, the terms below shall have the following definitions:

"Interest in an organization" shall mean having a financial interest, either personal or organizational, including but not limited to, owning stock or having an investment or profit-sharing interest in, receiving commissions or fees from, being an employee of, owning property with, or having a management or policy-making position with, a private or public entity that may apply for or receive TransNet sales tax funds collected via Ordinance O4-01.

"Relationship with an organization" shall mean a relationship as an employee, consultant, officer, attorney, agent, broker, supplier of services or goods, landlord or tenant, officer or board member of an organization.

"Organization" means a person, profit or non-profit corporation, unincorporated association, or government entity.

**Declaration**

I \_\_\_\_\_, have been asked to serve as a member of SANDAG's Environmental Mitigation Program Working Group (EMPWG) and represent the following organization: \_\_\_\_\_, which is a government entity or a non-profit 501c(3) corporation.

I have been informed of the following:

- That I must immediately report any potential conflicts of interest that I become aware of after signing this declaration to SANDAG's Office of General Counsel.
- That a conflict of interest would exist if an employee, officer, board member, shareholder, or agent of a non-government organization that is a member of the organization I represent on the EMPWG requests that I seek a particular outcome with regard to the actions of the EMPWG because that action will have a positive or negative effect on the financial interests of that member organization.

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- That if I have an actual or potential conflict of interest while I am a member of the EMPWG I must report the conflict during every EMPWG meeting the conflict applies to and abstain from participating in any part of the discussion or voting on any item that may trigger the conflict.
  - That, as a member of the EMPWG, I will be a public official subject to the requirements and prohibitions contained in the Political Reform Act (Government Code § 81000, et seq.), statutes governing conflicts of interest in the making of government contracts (Government Code §1090 et seq.), and the Ralph M. Brown Act public meeting requirements (Government Code § 54950 et seq.).

In order to affirmatively establish that I do not have an actual or potential conflict interest at this time other than those disclosed below, I make the following representations:

1. I know of no impediment to my ability to serve as an impartial member of the EMPWG free from bias caused by my financial interests. I shall avoid taking actions that give the appearance of being motivated by private gain.
2. The name of my employer or the consulting firm I own in whole or in part is \_\_\_\_\_. The amount of compensation I receive from my employer or clients will not be based upon the actions I take as a member of the EMPWG.
3. I (circle one) do/do not have an interest in an organization or a relationship with an organization that is something other than the following: a public agency, a non-profit 501c(3) corporation, or an organization that will not be applying for or receiving TransNet sales tax funds authorized by SANDAG Ordinance 04-01. If I do have such an interest in an organization or relationship with an organization, the nature of that interest or relationship is as follows: \_\_\_\_\_.
4. I (circle one) do/do not have a dependent child. If I do have a dependent child, my dependent child (circle one) does/does not have an interest in an organization or a relationship with an organization that is something other than the following: a public agency, a non-profit 501c(3) corporation, or an organization that will not be applying for or receiving funds from SANDAG. If my dependent child does have such an interest in an organization or relationship with an organization, the nature of that interest or relationship is as follows:\_\_\_\_\_.
5. I (circle one) do/do not have a spouse. If I do have a spouse, my spouse (circle one) does/does not have an interest in an organization or a relationship with an organization that is something other than the following: a public agency, a non-profit 501c(3) corporation, or an organization that will not be applying for or receiving funds from SANDAG. If my spouse does have such an interest in an organization or relationship with an organization, the nature of that interest or relationship is as follows: \_\_\_\_\_.
6. If my non-government employer or a client of a consulting firm I work for, or own in whole or in part is an organization with a membership consisting in whole or part of organizations that may apply for or receive funds from SANDAG, I assert that I have not in the last year,

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and have no plans in the future to have, an interest in an organization or a relationship with an organization that is a member of my non-government employer or client.

7. Neither I, my spouse, nor my dependent children, have a legal action pending against SANDAG or plan to file such a legal action in the foreseeable future.
8. I understand that while serving on the EMPWG I will be representing the views of another organization and that the actions I take should be consistent with the view of the majority of the members of that organization.

I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct to the best of my knowledge on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Declarant

\_\_\_\_\_  
Printed Name of Declarant

## ENVIRONMENTAL MITIGATION PROGRAM WORKING GROUP

### SUB-GROUP DRAFT PROPOSAL

October 11, 2005

On September 13, 2005, the EMP Working Group established a sub-group, for the purpose of making recommendations on:

- 1) Developing criteria for prioritizing the allocation of available Regional Habitat Conservation Fund (RHCF) funds and procedures for allocating such funds (Task 1.32 of EMP Work Program); and
- 2) Developing a process to consider funding requests for immediate acquisition, management, and monitoring needs of the preserve system for FY 05/06 (Task 1.33 of EMP Work Program).

#### **Develop criteria for prioritizing the allocation of available RHCF funds, and procedures for allocation of funds**

The working group has been asked to review a draft needs assessment as a way to determine the long-term and short-term implementation needs of the MSCP and the MHCP (Task 1.31 of the EMP Work Program). The draft needs assessment includes tasks related to the land acquisition program, the regional biological monitoring program, and the land management program.

It is expected that the costs to complete the tasks will exceed the revenues that will be available from the EMP and other sources. Also, in future years, RHCF funds will be made available as economic benefit is determined, resulting in unknown funding availability from year to year. Therefore, a comprehensive understanding of the needs, and consideration of how to efficiently meet the needs with limited dollars, should take place in establishing the criteria for prioritizing the use of these funds on a long-term basis.

In addition to developing criteria for allocation of RHCF funds, it will also be necessary to develop procedures for allocating those funds. Listed below are three alternative procedures for allocating the funds. All three alternatives recommend that the EMP Working Group set criteria for the allocation of available funds:

#### **1. Develop a program by which jurisdictions, habitat land managers, and other entities can apply for the funds once a year, based upon set criteria.**

Keeping with the discussion above, the criteria should be designed to advance the MSCP and the MHCP including priorities identified within each category (acquisition, management, and monitoring) and the program as a whole. Based upon established criteria, entities would apply for the funds in response to an annual "call for projects."

#### **2. Allocate the funds to projects identified by the EMP Working Group based upon set criteria.**

This alternative would differ from the "call for projects" alternative by giving responsibility to the EMP Working Group to recommend to the Regional Planning Committee and SANDAG Board how the funding should be distributed. For example,

the working group could recommend a project or projects that demonstrate how a regional conservation program could function. The draft needs assessment identifies several tasks that need to be performed in order to have a true regional biological monitoring program.

- 3. For FY 06 funds, the EMP Working Group makes recommendations to the SANDAG Board based upon set criteria approved by the Working Group. For FY 07 and beyond, the EMP Working Group will make recommendations to the SANDAG Board on criteria, a process, and procedures, based on the needs assessment and the availability of RHCF funds.**

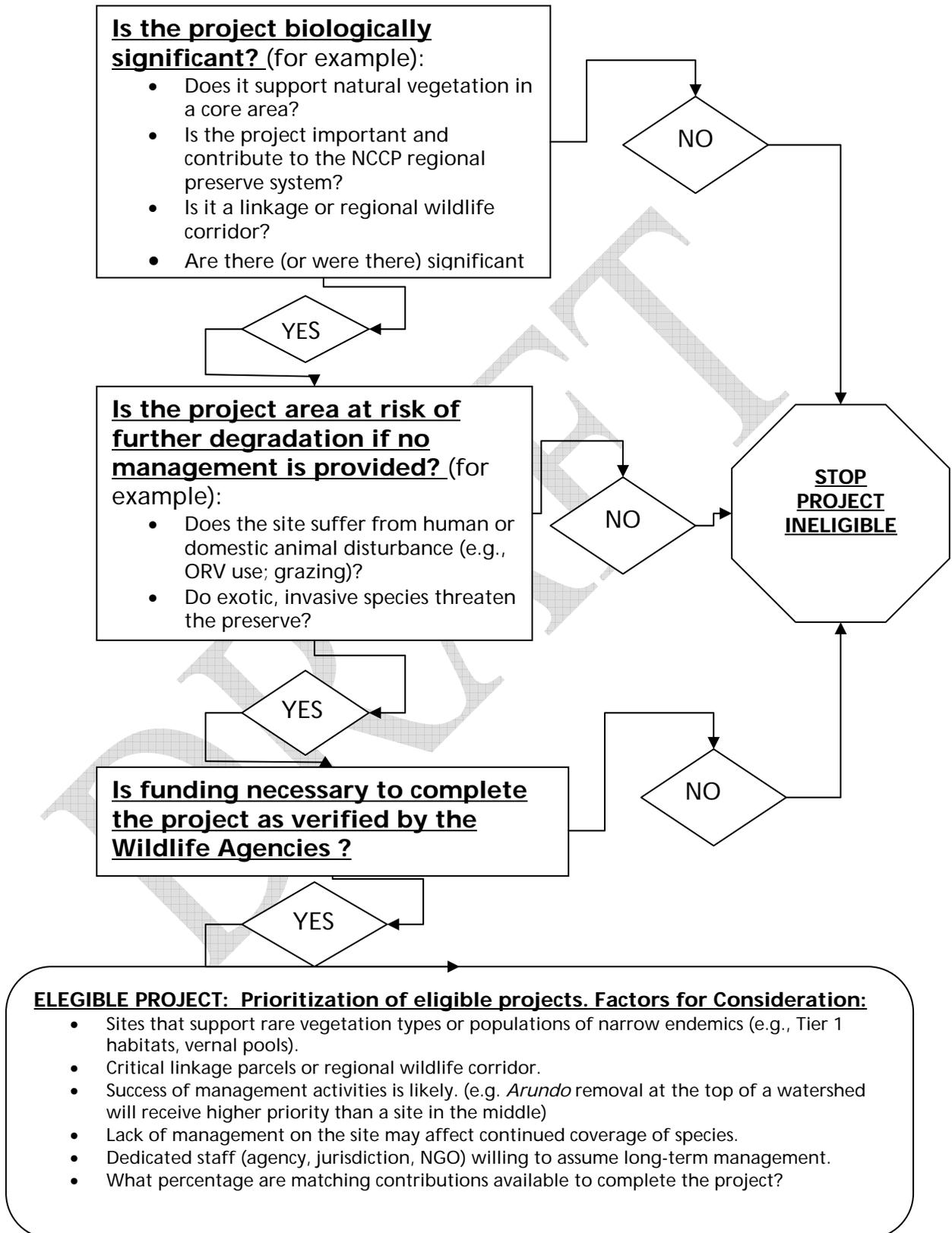
This alternative recognizes the time constraints for this year's funding. The criteria (as shown on page three of the report) will be applied to projects identified by the EMP Working Group for final determination by the SANDAG Board. Future funding allocations will be determined after the needs assessment is completed and as the availability of funds is determined.

**Develop a process to consider funding requests for immediate needs of the preserve system for FY 05/06:**

The following criteria were developed for immediate projects (FY 05/06) as a way to substantiate the rationale for why certain projects were selected. These criteria can be expanded for future year EMP funding.

DRAFT

**EMP Criteria for Eligible Management Projects**



October 11, 2005

TO: EMP Working Group Members

FROM: Janet Fairbanks

DATE: October 11, 2005

SUBJECT: NEEDS ASSESSMENT

On September 13, 2005, the Working Group was asked to review the attached needs assessment (Attachment 1) in preparation for today's meeting regarding tasks needing funding to implement the habitat conservation plans. Working group members were asked to review the tasks, responsible agencies, completion dates, and identify if the task should be considered as a regional funding responsibility. Attachment 2 was submitted by the USFWS with input from the County of San Diego. They are suggesting that the "needs assessment" be called the "Regional Preserve Implementation Assessment" because they feel the term "needs assessment" does not capture the acquisition component of the plan.

The purpose of this exercise is to prioritize those tasks that should be funded with the limited dollars available in the Regional Habitat Conservation Fund. There will not be enough funds available to completely fund implementation of the MSCP and the MHCP; we want assurance that we are spending limited dollars in the most cost-effective, and equitable way possible.

After the Working Group recommends tasks that should be considered for funding, staff will estimate costs to complete those tasks. The idea is to have this information available to the Working Group prior to making a final recommendation to the Regional Planning Committee on the allocation of FY 05/06 funds.

Staff is recommending that the working group review the recommendations of the sub-group on the previous agenda item, along with the priority tasks as identified through the needs assessment, prior to formulating a recommendation on the allocation of funds. Staff recommends that both of these items be brought back to the EMP Working Group for further review and final consideration at its November meeting.

**NEEDS ASSESSMENT**  
**FOR REGIONAL PRESERVE MANAGEMENT AND MONITORING PROGRAM**  
*As distributed to the EMP Working Group on September 13, 2005*

<b>TASKS</b>	<b>RESPONSIBLE</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY? (yes, no, partially)</b>
<b>REGIONAL COORDINATION</b>			
1. Identify an organization or organizations to perform regional coordinating responsibilities as outlined below	EMP Working Group		
<b>LAND ACQUISITION PROGRAM</b>			
<i>Conserved Lands Databases</i>			
2. Define baseline conservation for each jurisdiction	Jurisdictions and wildlife agencies	Completed for permitted jurisdictions	
3. Input baseline conservation into HabiTrak.	Jurisdictions	Completed for permitted jurisdictions	
4. Input acquisitions, mitigation banks, conservation easements, etc. into HabiTrak.	Jurisdictions	Annually	
5. Input state and federal preserve lands.	Wildlife Agencies provide to jurisdictions	Annually	
6. Review HabiTrak inputs (spatial and nonspatial) for accuracy.	Wildlife Agencies	Annually	
7. Compile all HabiTrak input and create updated, seamless preserve assembly database; distribute to jurisdictions and SANDAG.	USFWS	Annually	
8. Review preserve map for accuracy.	Jurisdictions and wildlife agencies	Annually	
9. Prepare annual reports.	Jurisdictions	Annually	
10. Prepare summary HabiTrak tables.	Wildlife Agencies	Annually	
<i>Regional Habitat Preserve Databases</i>			
11. Review MHPA/PAMA/FPA boundary changes for accuracy; determine ramifications to jurisdiction-specific conservation targets.	Wildlife Agencies, Regional Coordinator	Annually	
12. Maintain and update habitat preserve boundary (MHPA/FPA/PAMA) databases; and distribute to jurisdictions and SANDAG.	Wildlife Agencies, Regional Coordinator	Annually	
<i>Ownership Database</i>			

**NEEDS ASSESSMENT  
(continued)**

<b>TASKS</b>	<b>RESPONSIBLE</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY? (yes, no, partially)</b>
13. Provide SANDAG the HabiTrak preserve assembly data to update land ownership database	SANDAG	Annually	
<b><i>HabiTrak Annual Reporting Application</i></b>			
14. Determine needs for enhancement of HabiTrak model.	Wildlife Agencies, Jurisdictions, SANDAG and Regional Coordinator	On-going	
15. a) Refine HabiTrak model to include a species database and other refinements; or b) develop alternative methodology for tracking species	Wildlife Agencies, SANDAG and Regional Coordinator		
16. Determine funding sources and options to recode HabiTrak to a web-based, centralized system	Wildlife Agencies, SANDAG, Regional Coordinator, EMP Working Group		
<b><i>Process for land acquisitions</i></b>			
17. Determine land acquisition needs	Jurisdictions and wildlife agencies		
18. Develop land acquisition priority criteria	EMP Working Group		
19. Identify key acquisition sites for transportation mitigation and habitat conservation fund	EMP Working Group		
20. Develop criteria for determining parcels available for mitigation, conservation, acquisition, etc	Jurisdictions, EMP Working Group		
21. Develop a database of parcels available for mitigation and conservation	SANDAG		
22. Identify available acquisition opportunities and recommend purchase to decisions makers	Jurisdictions, EMP Working Group		
23. Identify responsible entity to own and manage land	EMP Working Group		
<b>REGIONAL BIOLOGICAL MONITORING PROGRAM</b>			
<b><i>Regional Databases</i></b>			
1. Create USFWS endangered species permit database.	USFWS	On-going	
2. Merge SANDAG and USFWS species databases, as appropriate.	Regional Coordinator		
3. Maintain regional species database	Regional Coordinator	Annually	
4. Map vegetation and species distributions for conserved lands	Jurisdictions, wildlife agencies	Annually	
5. Incorporate updated vegetation and species databases into regional database	Regional Coordinator	Annually	
6. Maintain and update fire history database for conserved lands.	CDF, Regional Coordinator, Preserve Managers	Annually	

**NEEDS ASSESSMENT  
(continued)**

<b>TASKS</b>	<b>RESPONSIBLE</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY? (yes, no, partially)</b>
7. QA/QC regional data layers (i.e., species, vegetation, fire history)	Wildlife Agencies, Regional Coordinator	Annually	
<i>Biological Monitoring Databases</i>			
1. Inventory existing species monitoring and research programs.	USFWS/CDFG	Completed	
2. Identify imagery needs and options based on results from pilot studies.	Regional Coordinator	Ongoing	
3. Compile revisions to CAGN/CSS birds monitoring protocol.	USFWS		
4. Refine other monitoring protocols and data forms based on pilot studies and wildlife agency direction.	USFWS/CDFG		
5. Peer review on monitoring protocols	Science Advisors		
6. Refine monitoring protocols based on peer review	Wildlife Agencies		
7. Revise Monitoring Plans as needed	Land Managers		
8. Design species specific field protocols to collect monitoring data	Wildlife Agencies, Science Advisors		
9. Develop data fields for recording biological monitoring results.	Regional Coordinator		
10. Develop attributes/structure based on pilot studies.	Regional Coordinator		
11. Create attributes/structure for climate database.	Regional Coordinator		
12. Create attributes/structure for road-kill database.	Regional Coordinator		
13. Peer review database structures.	Science Advisors		
14. Develop data warehouse to store and display monitoring data	BIOS/USGS	Completed	
<i>Centralized Data Warehouse</i>			
1. Develop process for data input and database management.	Regional Coordinator		
2. Develop QA/QC protocols and assign QA/QC responsibilities.	Regional Coordinator		
3. Input existing monitoring data.	Regional Coordinator		
4. Collect and input climate data to warehouse.	Regional Coordinator		
5. Collect and input road-kill data to warehouse.	Jurisdictions, Caltrans, Regional Coordinator		
6. Establish guidelines for submittal of annual data, including data forms/digital files and digital or hard copy maps.	Regional Coordinator		
7. Maintain archive (hard copy, electronic) of field notes, data forms, maps, etc.	Regional Coordinator		

**NEEDS ASSESSMENT  
(continued)**

<b>TASKS</b>	<b>RESPONSIBLE</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY? (yes, no, partially)</b>
<b><i>Data Analysis, and Reporting</i></b>			
1. Determine how data will be analyzed.	Wildlife Agencies, Science Advisors		
2. Review and analyze data.	Science Advisors		
3. Establish guidelines for data access.	Regional Coordinator		
4. Prepare 3-yr monitoring summaries.	Regional Coordinator, Wildlife Agencies	Every 3 yrs	
<b><i>MSCP/MHCP Website</i></b>			
1. Develop web site design	Regional Coordinator		
2. Develop prototype for website using HabiTrak (preserve assembly) and species occurrence data.	Regional Coordinator		
3. Upgrade prototype website to functional interactive database.	Regional Coordinator		
4. Manage and update website.	Regional Coordinator	Annually	
5. Annual report summaries, including updated preserve assembly maps, monitoring results, and management actions made available on website	Regional Coordinator	Annually	
<b>LAND MANAGEMENT PROGRAM</b>			
<b><i>Area-Specific Management Plan Preparation</i></b>			
1. Develop guidelines for preparing subarea framework and area-specific management plans.	Wildlife Agencies		
2. Determine responsibilities for management and monitoring of each preserve area.	Jurisdictions, Wildlife Agencies		
3. Identify preserve lands needing baseline surveys.	Jurisdictions, Wildlife Agencies		
4. Identify preserve lands needing habitat management plans.	Jurisdictions, Wildlife Agencies		
5. Identify preserve lands needing habitat managers.	Jurisdictions, Wildlife Agencies		
6. Conduct baseline surveys and prepare area-specific management directives for existing conserved lands.	Jurisdictions, Wildlife Agencies		
7. Conduct baseline surveys and prepare area-specific management directives for newly conserved lands.	Jurisdictions, Wildlife Agencies	Ongoing	
8. Provide baseline survey information for incorporation into regional database.	Jurisdictions, Wildlife Agencies	Annually	

**NEEDS ASSESSMENT  
(continued)**

<b>TASKS</b>	<b>RESPONSIBLE</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY? (yes, no, partially)</b>
9. Provide electronic copies of management plans to wildlife agencies for archival and distribution on the website. Update HabiTrak database with preserve manager information.	Jurisdictions	Annually	
<b><i>Biological Monitoring and Management Coordination</i></b>			
1. Identify preserve level priorities for monitoring and management.	Jurisdictions	Annually	
2. Identify regional priorities among jurisdictions	Regional Coordinator	Annually	
3. Prioritize equipment needs and coordinate among jurisdictions.	Regional Coordinator	Annually	
4. Develop preserve monitoring and management budgets.	Jurisdictions	Annually	
5. Develop regional monitoring and management budgets.	Regional Coordinator	Annually	
6. Identify/train biological monitors.	Regional Coordinator	Annually	
7. Identify grant opportunities and prioritize.	SANDAG, Jurisdictions, USFWS, CDFG, Regional Coordinator	Annually	
8. Coordinate monitoring roles and priorities with preserve managers.	Jurisdictions, USFWS, CDFG, Regional Coordinator	Annually	
9. Summarize preserve-specific management actions in annual reports.	Jurisdictions, USFWS, CDFG	Annually	
10. Distribute aggregated management summaries to Regional Coordinator.	Jurisdictions, USFWS, CDFG	Annually	
<b><i>Science Advisors</i></b>			
1. Establish peer review group.	USFWS, CDFG		
2. Review and comment on monitoring protocols.	Science Advisors		
3. Provide technical input on short-term and long-term management and monitoring priorities.	Science Advisors	Ongoing	
4. Review and comment on monitoring reports.	Science Advisors	Ongoing	
5. Assist in identifying outside funding sources.	Science Advisors	Ongoing	
6. Based on monitoring results, recommend modifications to management policies.	Science Advisors	Ongoing	
7. Develop a process for compiling and analyzing data at the subregional and NCCP regional scales.	Science Advisors		
8. Develop a conceptual ecological model for scrub ecosystem function.	Science Advisors		

**NEEDS ASSESSMENT  
(continued)**

<b>TASKS</b>	<b>RESPONSIBLE</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY? (yes, no, partially)</b>
9. Contribute data from research projects, and direct students to research projects that contribute to the monitoring and management program.	Science Advisors	Ongoing	

## Regional Preserve Implementation Assessment

### *As submitted by the U.S. Fish and Wildlife Service and the County of San Diego*

The Regional Preserve Implementation Assessment identifies the major action items and tasks associated with implementation of open space plans at a regional level in San Diego County. It applies to a variety of different jurisdictions and agencies that hold permits for take of species pursuant to adopted Federal Habitat Conservation Plans (HCPs) and State of California Natural Community Conservation Planning (NCCP) Plans. Each jurisdiction and permitting agency is charged with specific requirements and responsibilities as outlined in the individual Implementing Agreements associated with the permits. The *TransNet* Environmental Mitigation Program's Regional Habitat Conservation Fund may contribute to the costs of acquisition, management and monitoring as outlined in the implementing agreements. It is not intended that the implementation of a regional funding process associated with the *TRANSNET* program in any way replaces or substitutes the responsibilities for funding, management or monitoring associated with the individual permits of the jurisdictions and agencies within the San Diego Region.

TASKS	COMPLETION	REGIONAL FUNDING RESPONSIBILITY ? (yes, no, partially)
<b>REGIONAL COORDINATION</b>		
1. Identify an organization or organizations (regional monitoring entity) to perform regional coordinating responsibilities as outlined below (not necessarily in chronological order).		
2. Research alternative governance structures for a regional monitoring entity	Ongoing – grant to CBI	
3. Establish a governance structure to implement regional monitoring entity.		
4. Prepare a prospectus for phasing and budget, bylaws, and articles of incorporation, if appropriate.		
5. Identify and secure office space and equipment for regional monitoring entity.		
6. Identify and hire staff for regional monitoring entity.		
7. Define the specific roles and functions of the regional monitoring entity and identify specific partnerships that would facilitate such functions.		
8. Select and appoint a Board of Directors.		
9. Select and appoint Science Advisors.		
10. Prepare grant applications for private sources of funding and support.		

**NEEDS ASSESSMENT  
(continued)**

<b>TASKS</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY ? (yes, no, partially)</b>
<b>LAND ACQUISITION PROGRAM</b>		
<i>Conserved Lands Databases</i>		
1. Define baseline conservation for each jurisdiction	Completed for permitted jurisdictions	
2. Input baseline conservation into HabiTrak.	Completed for permitted jurisdictions	
3. Input acquisitions, mitigation banks, conservation easements, etc. into HabiTrak.	Annually	
4. Review HabiTrak inputs (spatial and nonspatial) for accuracy.	Annually	
5. Compile all HabiTrak input and create updated, seamless preserve assembly database; distribute to jurisdictions and SANDAG.	Annually	
6. Prepare annual reports.	Annually	
7.		
<i>Regional Habitat Preserve Databases</i>		
1. If proposed, review MHPA/PAMA/FPA boundary changes for accuracy; determine ramifications to jurisdiction-specific conservation targets.	Annually	
2. Maintain and update habitat preserve boundary (MHPA/FPA/PAMA) databases; and distribute to jurisdictions and SANDAG.	Annually	
<i>Ownership Database</i>		
1. Provide SANDAG the HabiTrak preserve assembly data to update land ownership database	Annually	
<i>HabiTrak Annual Reporting Application</i>		
1. Maintain HabiTrak	On-going	
2. a) Refine HabiTrak model to include a species database and other refinements; or b) develop alternative methodology for tracking species loss and gains		
3. Recode HabiTrak to a web-based, centralized system	On-going – CDFG funding	
4. Train jurisdictions in use of HabiTrak	On-going –LAG to SANDAG	
5. Compile regional preserve map and database annually.		
6. Compile regional ownership map and database annually.		
7. Maintain and update regional preserve assembly and ownership databases and maps annually and distribute to permit holders and SANDAG.		
<i>Process for land acquisitions</i>		
1. Determine land acquisition needs		
2. Develop land acquisition priority criteria		

**NEEDS ASSESSMENT  
(continued)**

<b>TASKS</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY ? (yes, no, partially)</b>
3. Identify key acquisition sites for transportation mitigation and habitat conservation fund		
4. Develop criteria for determining parcels available for mitigation, conservation, acquisition, etc		
5. Develop a database of parcels available for mitigation and conservation		
6. Identify available acquisition opportunities and recommend purchase to decisions makers		
7. Identify responsible entity to own and manage land		
<b>REGIONAL BIOLOGICAL MONITORING PROGRAM</b>		
<i>Regional Databases</i>		
1. Maintain USFWS endangered/sensitive species database.	On-going	
2. Maintain regional species database	Annually	
3. Choose and agree on a regional vegetation class system and hierarchy and cross walk.		
4. Map vegetation and species distributions for conserved lands	Annually	
5. Map monitoring locations		
6. Incorporate updated vegetation and species databases into regional database	Annually	
7. Maintain and update fire history database for conserved lands.	Annually	
8. QA/QC regional data layers (i.e., species, vegetation, fire history)	Annually	
9. Maintain copies of all GIS layers in consistent format at one location so all data from jurisdictions and agencies are compiled, updated, and accessible.		
10. Maintain and update BIOS.		
11. Compile updated GIS preserve vegetation maps and data, from permit holders, into regional database and distribute to permit holders and SANDAG.		
12. Maintain GIS database of management units and land managers.		
13. Maintain GIS database of major exotic species locations.		
14. Maintain GIS database of covered species locations and population sizes, monitoring status, management status, etc.		
15. Provide maps, as needed, for management and monitoring efforts.		
<i>Biological Monitoring</i>		
1. Inventory existing species monitoring and research programs.	Ongoing	
2. Continue the work begun in the pilot studies for remote sensing – develop feasible remote sensing/monitoring protocols and implement at a larger scale.		
3. Identify imagery needs and options based on results from pilot studies.	Ongoing	
4. Acquire and distribute imagery as identified above.		
5. Identify and refine preserve level and regional monitoring protocols.		
6. Refine other monitoring protocols and data forms based on pilot studies and wildlife agency direction.		
7. Peer review on monitoring protocols		
8. Refine monitoring protocols based on peer review	ongoing	

**NEEDS ASSESSMENT  
(continued)**

<b>TASKS</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY ? (yes, no, partially)</b>
9. Train regional managers, technicians, and volunteers on how to collect monitoring data		
10. Revise MSCP Monitoring Plan: Plants, Animals, and Habitat	ongoing	
11. Revise MHCP Monitoring Plan, as necessary based on re-write of MSCP		
12. Write MSCP North Monitoring Plan		
13. Write MSCP East Monitoring Plan		
14. Work toward coordinating/merging the 4 San Diego Monitoring Plans into one County wide plan.		
15. Coordinate San Diego Monitoring with the South Coast Ecoregion		
16. Continue to update and revise monitoring program design (protocols, sampling design, etc) as more is learned about the system, species,		
17. Continue to refine and update monitoring components (indicators, stressors, etc.) as more is learned.		
18. Update goals and objectives of the monitoring plan as needed		
19. Sponsor regional and ecoregional monitoring workshops.		
20. Design species specific field protocols to collect monitoring data		
21. Develop data fields for recording biological monitoring results.		
22. Develop attributes/structure based on pilot studies.		
23. Create attributes/structure for climate database and input data.		
24. Create attributes/structure for road-kill database and input data.		
25. Peer review database structures.		
26. Develop data warehouse to store and display monitoring data	ongoing	
27. Create and maintain a digital library of all MSCP monitoring documents (eg., reports; studies)		
28. Coordinate field data collection for biological monitoring across the NCCP reserves in San Diego County.		
29. Maintain a master schedule of monitoring efforts, and annually identify monitoring priorities.		
<i>Science Advisors</i>		
1. Establish scientific review group.		
2. Review and comment on monitoring protocols.		
3. Provide technical input on short-term and long-term management and monitoring priorities.	Ongoing	
4. Review and comment on monitoring reports.	Ongoing	
5. Assist in identifying outside funding sources.	Ongoing	
6. Based on monitoring results, recommend modifications to management policies.	Ongoing	
7. Develop a process for compiling and analyzing data at the subregional and NCCP regional scales.		
8. Develop conceptual ecological models to help identify monitoring components, stressors, and management responses.		
9. Use baseline data and conceptual models to identify spatial and temporal scales relevant for monitoring.		
10. Contribute data from research projects, and direct students to research projects that contribute to the monitoring and management program.	Ongoing	

**NEEDS ASSESSMENT  
(continued)**

<b>TASKS</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY ? (yes, no, partially)</b>
11. Identify methods for restoring degraded habitats and ecological processes through independent research.		
12. Using a regional perspective, make recommendations regarding priorities for management and monitoring. These recommendations may form the basis for management directives issued by the wildlife agencies.		
13. Make recommendations for prioritizing funds for management and monitoring, consistent with the management and monitoring priorities above.		
14. Provide relevant information for the wildlife agencies and EMP technical and policy committees to use in prioritizing acquisitions.		
<b><i>Centralized Data Warehouse</i></b>		
1. Develop process for data input and database management.		
2. Develop QA/QC protocols and assign QA/QC responsibilities.		
3. Input existing monitoring data.		
4. Collect and input climate data to warehouse.		
5. Collect and input road-kill data to warehouse.		
6. Establish guidelines for submittal of annual data, including data forms/digital files and digital or hard copy maps.		
7. Maintain archive (hard copy, electronic) of field notes, data forms, maps, etc.		
<b><i>Data Analysis, and Reporting</i></b>		
1. Determine how data will be analyzed.		
2. Review and analyze data both at the reserve-level and to the region.		
3. Establish guidelines for data access.		
4. Compare relative costs of designs and how designs differ in spatial coverage, revisits over time, and oversampling to estimate error rates and make recommendations		
5. Prepare annual monitoring summaries, by jurisdiction, in a consistent format.		
5. Prepare 3-yr monitoring summaries.	Every 3 yrs	
<b><i>MSCP/MHCP Website</i></b>		
1. Develop Regional web site		
2. Manage and update website.	Annually	
3. Annual report summaries, including updated preserve assembly maps, monitoring results, and management actions made available on website	Annually	
<b>LAND MANAGEMENT PROGRAM</b>		
<b><i>Area-Specific Management Plan Preparation</i></b>		
1. Develop guidelines for preparing subarea framework and area-specific management plans.		
2. Determine responsibilities for management and monitoring of each preserve area.		
3. Identify preserve lands needing baseline surveys.		

**NEEDS ASSESSMENT  
(continued)**

<b>TASKS</b>	<b>COMPLETION</b>	<b>REGIONAL FUNDING RESPONSIBILITY ? (yes, no, partially)</b>
4. Identify preserve lands needing habitat management plans.		
5. Identify preserve lands needing habitat managers.		
6. Conduct baseline surveys and prepare area-specific management directives for existing conserved lands.		
7. Conduct baseline surveys and prepare area-specific management directives for newly conserved lands.	Ongoing	
8. Provide baseline survey information for incorporation into regional database.	Annually	
9. Provide electronic copies of management plans to wildlife agencies for archival and distribution on the website. Update HabiTrak database with preserve manager information.	Annually	
10. Identify preserve level monitoring needs.		
11. Identify and implement measures to monitor use of reserves (eg. #'s of hikers, bikes, horses, etc.)		
12. Conduct compatibility studies to determine appropriate uses for each unit of the preserve		
<b><i>Biological Monitoring and Management Coordination</i></b>		
1. Identify potential causes of species declines and appropriate management responses upfront.		
2. Identify preserve level priorities for monitoring and management.	Annually	
3. Identify regional priorities among jurisdictions	Annually	
4. Prioritize equipment needs and coordinate among jurisdictions.	Annually	
5. Develop preserve monitoring and management budgets.	Annually	
6. Develop regional monitoring and management budgets.	Annually	
7. Identify/train biological monitors.	Annually	
8. Identify critical data gaps and prioritize them for funding.	Annually	
9. Coordinate monitoring roles and priorities with preserve managers.	Annually	
10. Summarize preserve-specific management actions in annual reports.	Annually	
11. Distribute aggregated management summaries to Regional Coordinator.	Annually	
<b><i>Management Plan Implementation</i></b>		
1. Fund on-site land managers and law enforcement		
2. Establish and maintain trails		
3. Control exotic species, both plant and animal		
4. Control erosion		
5. Fund preserve level monitoring		
6. Establish and maintain protective barriers (e.g. fencing)		
7. Identify and install necessary signage		
8. Restore/enhance native habitats		
<b><i>Public Education and Outreach</i></b>		
1. Identify and fund educational opportunities		
2. Install educational signs, kiosks, interpretive centers		