

**SAN FRANCISCO BAY AREA
WETLANDS RESTORATION PROGRAM**

**CHARTER OF
WORKING PRINCIPLES**

**ENDORSED BY
THE EXECUTIVE COUNCIL
JUNE 10, 2003**

INTRODUCTION

San Francisco Bay is one of California's most treasured natural resources, a part of one of America's great estuaries, and one of the world's most recognized visual icons. The Bay and the watersheds that surround it are home to hundreds of species of fish and wildlife and a growing human population of more than seven million. Although the Bay Area is prized for its beauty, during a period of more than a hundred years it has evolved from an essentially natural ecosystem to a mix of urban, suburban, and open space land uses. These changes have taken a toll on the region's native habitats, especially its wetlands.

By the 1960s, one-third of the Bay was lost to filling and diking, and more than 80 percent of its tidal wetlands were converted to other uses. Likewise, the immediate watershed had been extensively altered by urban and industrial development. In the decades that followed, many local, state, and federal laws were enacted and programs established to better protect, manage, and restore the area's natural resources. These efforts focused on improving the Bay's water quality, minimizing habitat losses, increasing populations of endangered species, and even enlarging the surface area of the Bay.

The first attempt to prescribe restoration needs for the entire Bay-Delta Estuary was in 1993, when the Governor and the U.S. Environmental Protection Agency approved the *Comprehensive Conservation and Management Plan for the San Francisco Estuary* (CCMP). The CCMP includes more than one hundred recommended actions aimed at improving the Estuary, and has nearly a dozen actions that pertain to wetlands. One of these actions led to the publication, in 1999, of the *Baylands Ecosystem Habitat Goals*, a report by a panel of scientists describing the kinds, amounts, and distribution of wetlands and other habitats that are needed to sustain the area's fish and wildlife resources.

The scientific consensus expressed by the recommendations of the *Habitat Goals* report has been accompanied by the public's increasing desire to improve the region's wetlands. Citizens are willing to fund wetland habitat projects, and in the past few years have provided an unprecedented level of project funding. Three state bond acts have provided tens of millions of dollars, and these monies are being supplemented with federal, local, and private contributions. The kinds of habitat projects these funds enable, and which are in various stages of planning, are generally larger and more complex than in the past. And while these projects potentially can bring major improvements to the Bay and its watersheds, the *Habitat Goals* report identifies a number of deficiencies that hinder the way habitat projects are designed, implemented, and monitored.

MISSION STATEMENT

The San Francisco Bay Area Wetlands Restoration Program (Restoration Program) is a group of public agencies working to implement wetlands action items in the CCMP and the broad recommendations in the *Habitat Goals* report. The Program actively assists public and private proponents of Bay Area habitat projects to achieve successful and sustainable results. The Restoration Program includes a multi-agency forum for identifying and addressing conflicting agency policies, provides feedback on habitat project designs to interested project proponents, and fosters the development of a regional wetlands monitoring system.

PROGRAM OBJECTIVES AND BENEFITS

The Restoration Program seeks to support the recovery of Bay Area wetlands, streams, and related habitats through the endeavors of its working groups (see **ORGANIZATION**, below). The Program accomplishes this through these actions:

1. Establish and maintain a forum of top-level local, state, and federal agency administrators to improve interagency communication and coordination and to identify and resolve conflicting agency practices that impede the timely development and authorization of ecologically appropriate habitat projects. This forum increases collaborative interagency communication and coordination and proactively assists in the resolution of conflicting agency practices and policies. It also serves to maintain an administrator-level focus on wetlands issues in and around the Bay.
2. Provide voluntary project design review at the request of public and private project sponsors. This review, a complement to the formal permitting process, assists project sponsors to plan, design, and implement high-quality habitat projects, including mitigation projects. Feedback is guided by the habitat prescriptions found in the *Baylands Ecosystem Habitat Goals Report* and by recently developed knowledge about restoration science. By providing habitat project proponents -- of mitigation and restoration projects, alike -- with informed habitat design feedback, the Bay Area region is more likely to experience broader success in wetland and associated habitat restoration. In addition, review during the earliest stages of project design has the potential to help to reduce delays and lower project costs by avoiding the need for extensive project modification during the permitting process.
3. Foster the development of a regional wetlands monitoring program. The program provides a forum where wetlands monitoring issues are regularly shared and discussed. Components of the monitoring program include the development of standardized wetlands monitoring protocols and the provision of a publicly available, project mapping website. This forum advances our understanding of habitat project successes and failures.

By meeting these objectives, the Restoration Program contributes to an increase in wetlands area, ecological functions, populations of diverse and valuable plant and animal species, especially listed species, and the local community's ability to assess how wetlands evolve over time.

GEOGRAPHIC SCOPE

The geographic scope of the Restoration Program includes San Francisco Bay and its watershed downstream of the Sacramento-San Joaquin Delta as seen in Figure 1, below. Within this area, the Restoration Program focuses on habitat projects in the subtidal and intertidal portions of the Bay, in other parts of the Baylands, and in the Bay's tributary watersheds.

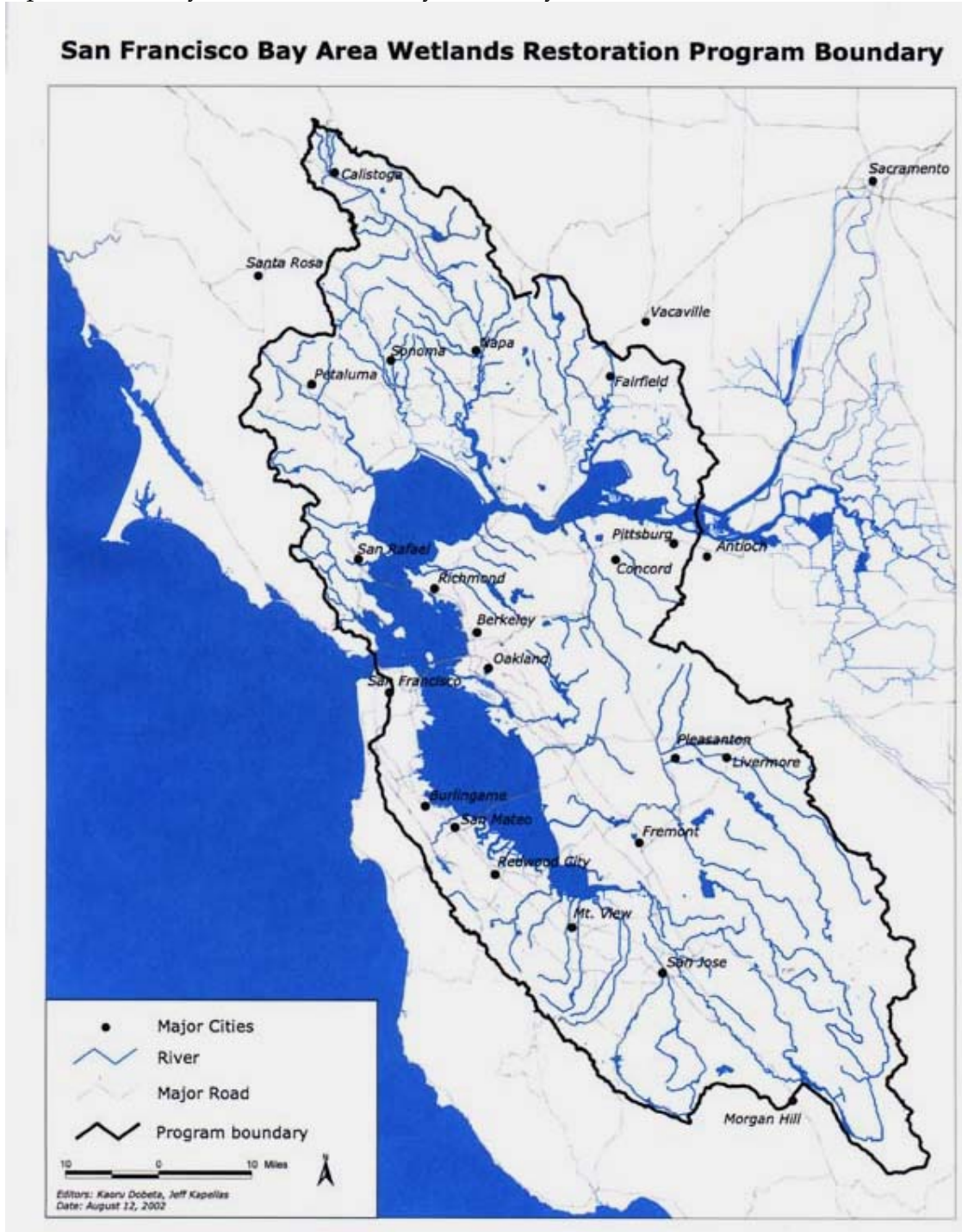


Figure 1: Program Boundary

PUBLIC OUTREACH AND PUBLIC INVOLVEMENT

Public Outreach. The Restoration Program achieves an optimal level of public outreach by reliance on regular, scheduled reporting and exchange of information among the Restoration Program Coordinator and the San Francisco Bay Joint Venture (Joint Venture), the CCMP Implementation Committee, and the Friends of the Estuary; these organizations comprise the Restoration Program's formal public outreach partners. The Coordinator maintains a seat on the Joint Venture's Public Outreach Committee. The Restoration Program Coordinator attends meetings of the public outreach partners and shares Restoration Program updates. In addition, the Restoration Program Coordinator makes presentations at meetings of local governments, NGOs, and various organizations. The Restoration Program Coordinator also maintains a comprehensive Program website at www.sfwetlands.ca.gov.

Public Involvement. All interested individuals -- public agency staff, non-governmental organization staff and, especially, members of the public -- are encouraged to attend and provide input at meetings of the Restoration Program's working groups (see **ORGANIZATION**, below). All meeting dates are noticed on the Restoration Program's website (www.sfwetlands.ca.gov); individuals interested in placing an item on a meeting agenda or in attending any of these meetings may contact the Restoration Program Coordinator for additional details. Interested individuals are given the opportunity to provide input on Executive Council action items prior to the Council taking action.

ORGANIZATION

Primary participants in the Restoration Program are local, state and federal regulatory and resource agency managers and staff with responsibilities for, or expertise in, wetlands and streams within the Program's geographic scope. Other individuals are included on Restoration Program groups under contract to the Program on the technical review of projects and in the development of a regional wetlands monitoring program. Interested members of the public are asked to provide input on wetlands issues to the Restoration Program.

The Restoration Program is composed of three main groups: Executive Council, Coordinating Committee, and the Science Groups - the Design Review Group and the Monitoring Group. Each group has a unique role and set of responsibilities. Some individuals participate on more than one group. The groups and the process by which they interact are described below. Further information on the program infrastructure and operating procedures can be found in **Attachment A, STRUCTURE AND OPERATING PROCEDURES**.

1. Executive Council. The Executive Council is comprised of top-level administrators from local, state and federal agencies involved in wetland and watershed management, regulation, planning, or research. The Executive Council serves as the sole, comprehensive forum in the Bay Area where policy issues that may be impeding a particular project's progress can be openly discussed among an assembly of high-level representatives from concerned agencies. The Executive Council encourages interested parties to volunteer issues for discussion; issues are also presented for Executive Council discussion by the Coordinating Committee only after the Committee has first considered the issue and consulted with Executive Council members.

Although Executive Council members may discuss issues of a regulatory nature at their regular meetings, at no time does the Council establish policies of a mandatory nature or by any means enforceable within or among any of its member agencies. The Council will, from time to time, be asked to provide policy input and direction to the Coordinating Committee and Science Groups, as needed. Decisions at Council meetings are made by consensus; however, a diversity of opinions may be expressed and dissenting opinions are represented in the meeting summaries. The Council relies, in part, on the transparency of recorded meeting discussions to be effective. It is anticipated that the content of these discussions will prove beneficial to interested members of the public. Executive Council meetings are open to the public and meeting dates are noticed on the Restoration Program's website. Meeting summaries for Council meetings can be downloaded from the website, as well.

Participants. The Executive Council participating agencies include: (local) Association of Bay Area Governments; (state) CALFED Bay-Delta Authority, Department of Fish and Game, California Environmental Protection Agency, Resources Agency, San Francisco Bay Conservation and Development Commission, San Francisco Bay Regional Water Quality Control Board, State Coastal Conservancy, State Lands Commission, State Water Resources Control Board, and Wildlife Conservation Board; and (federal) NOAA Fisheries, NOAA Ocean Service, Natural Resources Conservation Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, U.S. Fish and Wildlife Service, and U.S. Geological Survey.

Please see **Attachment A**, STRUCTURE AND OPERATING PROCEDURES, for Executive Council Group Tasks and additional information.

2. Coordinating Committee. The Coordinating Committee is comprised of senior staff of the Executive Council agencies. The Coordinating Committee serves as the coordinating - or, "filter" - component of the Restoration Program, provides administrative support to the Executive Council and Science Groups, as requested, and works to properly direct interested parties seeking assistance from the Restoration Program. The Coordinating Committee applies its collective expertise on agency practices and mandates to provide interested parties with a range of responses and/or direct the interested party to the Executive Council, the Design Review Group, or the Monitoring Group. Issues are referred to the Council only when the Coordinating Committee is unable to provide a response sufficient to meet the needs of the interested party; the Coordinating Committee includes its recommendation for action when it elevates an issue to the Council for a decision. Coordinating Committee members consult with Executive Council members on each matter's agenda placement.

Although Coordinating Committee members may discuss issues of a regulatory nature at their regular meetings, at no time does the Committee establish policies of a mandatory nature or by any means enforceable within or among any of its member agencies. The Committee regularly attempts to reach consensus; however, a diversity of opinions may be expressed and dissenting opinions are represented in the meeting summaries. Coordinating Committee meetings are open to the public and those meeting dates are noticed on the Restoration Program's website. Meeting summaries for Committee meetings can be downloaded from the website, as well.

Please see **Attachment A**, STRUCTURE AND OPERATING PROCEDURES, for Coordinating Committee Group Tasks and additional information.

3. Science Groups. The primary purposes of the Science Groups are to administer the Restoration Program’s project design review and regional monitoring efforts and to share information with the Executive Council and the Coordinating Committee on the scientific aspects of habitat restoration and recovery projects. When either of the Science Groups would like to bring an agenda item before the Executive Council, the item is first presented to the Coordinating Committee for consultation with Executive Council members on agenda placement. The Science Groups consist of two primary bodies:

- 3a. The *Design Review Group* includes technical staff from the Executive Council agencies, local government, and special districts, as well as other participants under contract to the group, including appropriate experts from non-governmental organizations, academia, and the private sector. Non-agency experts are selected through a formal procedure and are compensated for their participation. The primary purpose of the Design Review Group is to provide elective habitat design feedback to public and private project proponents. The end goal of the group is assisting the achievement of appropriate, high-quality habitat projects in keeping with the general concepts and recommendations prescribed by the *Baylands Ecosystem Habitat Goals Report* and from more recently developed science.
- 3b. The *Monitoring Group* includes scientists from the Executive Council agencies and other participants in Monitoring Group workshops and under contract to the group include scientists from consulting firms, non-governmental agencies and academia. The primary role of the monitoring group is to provide a forum in which information on wetlands monitoring is shared. The group assists in the development of and sharing of information about a regional wetlands monitoring program that provides the basis for evaluating restoration and mitigation projects. The group supports the maintenance and expansion of standardized monitoring protocols and an active, online wetlands mapping project, which makes data available to the restoration program participants and the public to better inform future restoration efforts.

Please see **Attachment A**, STRUCTURE AND OPERATING PROCEDURES, for Science Groups Group Tasks and additional information.

AD HOC COMMITTEES

The co-chairs of the Executive Council and the co-chairs of the Coordinating Committee may establish ad hoc committees for specific purposes that warrant more intensive work, which may be required beyond the limitations of their respective meeting schedules.

PROJECT PRIORITIZATION

The Wetlands Restoration Program does not establish priorities for habitat restoration. However, it recognizes the Joint Venture’s project prioritization process as a model for prioritizing the implementation of non-mitigation-based habitat projects in the Bay Area. The Restoration Program endorses and supports:

- The Joint Venture’s process of project prioritization; and,
- The goals of the Joint Venture’s Implementation Strategy.

PROGRESS REPORTS

To ensure accountability and to allow for periodic evaluation of the Restoration Program's progress, the Program's goal is to prepare two reports, including:

1. An **annual program report** that summarizes the Program's activities, accomplishments, and lessons learned. This report describes the activities undertaken by Program participants during the year and includes recommendations for improving the Program's effectiveness. It also identifies any needed policy changes or technical program improvements necessary to better accomplish the Program's goals and objectives.
2. A **biennial restoration and monitoring report** that summarizes the progress made toward achieving the recommendations in the *Baylands Ecosystem Habitat Goals Report*.

Executive Council members' agencies are not required to submit information for these reports; information contained in the annual reports is voluntarily submitted and/or gathered from on-going projects within the Restoration Program's geographic scope. These reports are distributed widely and made available in hard copy and electronic versions. Reports are made available at the Restoration Program's website (www.sfwetlands.ca.gov) and through CERES (California Environmental Resources Evaluation System). The Executive Council may consider changes in the Restoration Program's activities only after it has fully considered public input on these reports.

DISCLAIMERS/OPERATION

1. This document is intended to accomplish the stated program objectives by bringing together public agencies, members of the public, and wetland scientists on a voluntary basis. This document is not intended to be a binding contract and does not impose new regulatory requirements on habitat restoration projects. The words and phrases used in this document are not intended to be understood in the legal sense. No legal consideration has been or will be given by any party becoming involved with this charter of working principles.
2. Amendments to these Principles may be proposed to the co-chairs of the Executive Council at any time by any party and shall become effective upon approval by a quorum of the Executive Council.
3. These Working Principles will remain intact until such time that any member party moves to dissolve them. Any participant may terminate their involvement in this program at any time.
4. All Executive Council decisions will be made by consensus. Council members are required to disclose any potential conflicts of interest (**Attachment B**, CONFLICT OF INTEREST AND DISCLOSURE POLICY) and refrain from participating in or seeking to influence Council decisions on matters which they have a personal financial interest.
5. No procedure laid forth within these Working Principles alters the existing authorities or responsibilities of any participant's agency nor should be construed as obligating any participant in the expenditure of funds or the future payment of money or providing services.
6. No participant in this Program shall be liable for any injuries or damages to persons or property resulting from acts or omissions by any other party or by related parties in

carrying out any Program activities.

7. The expenditure or advance of any money or the performance of any obligation of the United States under these Principles shall be contingent upon appropriation or allotment of funds in accordance with 31 USC 1341 (Anti-Deficiency Act). No liability shall accrue to the United States for failure to perform any obligation under these Principles in the event that funds are not appropriated or allotted. The commitments and obligations under these Principles of the State of California are subject to the availability of appropriated funds. No liability shall accrue to the State of California for failure to perform any obligation under these Principles in the event that funds are not appropriated.

ATTACHMENT A STRUCTURE AND OPERATING PROCEDURES

EXECUTIVE COUNCIL

Membership Criteria: Top-level administrators responsible for agency actions within the geographic scope of the Restoration Program who agree to endorse and commit each respective agency to uphold the Restoration Program's Mission Statement. Executive Council membership is voluntary and has no effect on, or diminishes the regulatory responsibilities or the authority of, any participating agency.

Group Tasks:

- A. Maintain a forum by conducting regular meetings to exchange information about wetlands and associated habitat restoration projects and discuss, as necessary, any policies or practices that may be impeding project progress.
- B. Assure an informed focus on and participation in Bay Area wetlands restoration issues by top-level local, state and federal agency administrations.
- C. Provide administrative and policy direction to the Coordinating Committee and the Science Groups.
- D. Review reports prepared by the Coordinating Committee, the Science Groups and/or the Program Coordinator, and discuss and examine any appropriate changes in Program structure and activities.
- E. Share information about adequate funding and staff resources to support the Restoration Program objectives.

Leadership/Meeting Procedures: The Executive Council is convened by the California Secretary for Resources and the Regional Administrator of the U.S. Environmental Protection Agency; the Resources Secretary and the Regional Administrator (Region IX) co-chair Executive Council meetings. The co-chairs work with the Coordinating Committee to convene Executive Council meetings and to prepare agendas and any necessary background reports. Executive Council members, in consultation with other Program groups and members of the public, select agenda items. A quorum is required for decision-making at Council meetings; a quorum is one (1) more than half of the membership and must include at least two (2) federal agencies and two (2) state agencies.

The primary purpose of Executive Council meetings is to discuss and share information about agency policies and actions relevant to wetlands and watershed habitats within the geographic scope of the Restoration Program. Within these discussions, the Executive Council may discuss and seek to resolve any conflicting agency policies that may hinder implementation of high-quality restoration projects. The Council makes decisions by consensus, yet all opinions expressed are represented within the meeting summaries. Public notice of Executive Council meetings is provided at the Restoration Program's website, www.sfwetlands.ca.gov at least ten (10) days before the scheduled meeting date. Any interested project proponent who voluntarily seeks the assistance of the Executive Council is advised to work through the Program Coordinator and the Coordinating Committee to arrange inclusion on the Council's agenda. Interested members of the public are provided the opportunity to comment on all issues raised

before the Council prior to Council action.

The Executive Council meets approximately three times per year, in addition to its annual meeting, or as determined necessary by its co-chairs.

COORDINATING COMMITTEE

Membership Criteria: Members of the Coordinating Committee include senior staff and mid-level managers from the Executive Council agencies. Many Coordinating Committee members were integrally involved with the establishment of the Restoration Program and those who participated in the Baylands Ecosystem Habitat Goals Project and on the Bay Area Wetlands Planning Group. Committee members have a thorough knowledge of their agency's policies and practices and a general understanding of the responsibilities of other agencies. They are able to work constructively within a group to consider issues, develop a range of possible options for resolution and/or refer interested parties to another Restoration Program group.

Group Tasks:

- A. Serve as a key coordinating body - or "filter" - for the Restoration Program; apply its collective expertise on agency practices and mandates to provide those who seeks assistance from the Program with a range of responses and/or suggest the interested party speak with the Executive Council, the Design Review Group or the Monitoring Group.
- B. Consider and discuss issues referred by the Science Groups, or as directed by the Executive Council. In doing this, the Coordinating Committee may:
 - Gather sufficient information to fully understand the nature of the issue.
 - Identify options for resolving the issue.
 - Discuss the options with affected individuals in order to assist with resolution.
- C. Refer issues that require top-level attention and discussion to the Executive Council along with the Coordinating Committee's corresponding recommendation for action.
- D. Work with and give support to, as requested, the Science Groups to prepare any reports for the Executive Council.
- E. Work with Executive Council members to craft the Council's meeting agendas and provide administrative support, as requested, for the Executive Council.

The Coordinating Committee serves as the coordinating - or "filter" - component of the Restoration Program, provides administrative support to the Executive Council and Science Groups, as requested, and works to properly direct third parties seeking assistance from the Restoration Program. Within its duty for the Restoration Program, the Coordinating Committee meeting agendas are driven by the needs of the Restoration Program's working groups and the requests from those seeking the Restoration Program's assistance.

Leadership/Meeting Procedures: The Coordinating Committee is co-chaired by one state agency representative and one federal agency representative on a rotating basis. The chairpersons, in consultation with Coordinating Committee members, the other Program

groups, and the Restoration Program Coordinator, prepare agendas for these meetings. Any interested individual who seeks the assistance of the Coordinating Committee is advised to work through the Program Coordinator to arrange inclusion on the Committee's agenda. Although Coordinating Committee members may discuss issues of a regulatory nature at their regular meetings, at no time does the Committee establish policies that would be of a mandatory nature or by any means enforceable within or among any of its member agencies. A quorum is required for decision-making at Committee meetings; a quorum is one (1) more than half of the membership and must include at least two (2) federal agencies and two (2) state agencies. Simple majority determines decisions; a diversity of opinions may be expressed and dissenting opinions are represented within the meeting summaries. Coordinating Committee meetings are open to the public and those meeting dates are noticed on the Restoration Program's website. Meeting summaries for past Committee meetings can be downloaded from the website, as well.

The Coordinating Committee meets approximately once every two months.

SCIENCE GROUPS

The primary purposes of the Science Groups are to administer the Restoration Program's project design review and regional monitoring efforts and to share information, as requested, with the Executive Council and the Coordinating Committee on the scientific aspects of habitat restoration and recovery projects. When either of the Science Groups brings an agenda item before the Executive Council, the item must first be presented to the Coordinating Committee. The Group is comprised of two constituent bodies:

DESIGN REVIEW GROUP

Membership Criteria: The Design Review Group includes technical staff from the Executive Council agencies, local government, and special districts, as well as other participants under contract to the group, including appropriate experts from non-governmental organizations, academia, and the private sector. Non-agency experts are selected through a formal procedure and compensated for their participation. Non-agency experts include biologists, ecologists, hydrologists, engineers, or other appropriate technical experts with broad experience in the design and implementation of habitat projects in the Bay Area. They have an understanding of the Baylands ecosystem and associated habitats, and are able to consider project design in a regional context. Many members participated in the Goals Project. Any qualified agency staff interested in participating on the DRG may contact the Program Coordinator.

Group Tasks:

- A. Review plans for proposed habitat restoration and/or mitigation projects and provide project proponents with feedback and potential suggestions for improving the habitat functions of the project and towards maintaining consistency with the goals outlined in the *Baylands Ecosystem Habitat Goals Report*; on a project-by-project basis, the DRG may provide additional feedback as project design and planning progress.
- B. At the request of the project proponent, identify any policy issues that

could impede the timely development and authorization of sound habitat projects, and refer them to the Coordinating Committee.

- C. Work with the Coordinating Committee and Monitoring Group to prepare any reports for the Executive Council and participate in compiling annual and biennial reports of the Restoration Program.
- D. Conduct periodic assessments of DRG progress and process both within the group and share this information with the Coordinating Committee.
- E. Working through the chairperson of the DRG, make regular reports on DRG progress at Executive Council meetings and solicit comments and input on DRG activities from the Council.

Leadership/Meeting Procedures: The DRG is chaired by one of its members on a rotating basis. The chairperson, in consultation with the other DRG members and the Restoration Program Coordinator, prepares agendas for these meetings. Simple majority determines changes specific to the internal function of the DRG and actions relevant to its process of reviewing projects. When applicable, dissenting opinions are included in the meeting summaries and in written project Letters of Review.

Project proponents interested in volunteering their project for DRG review need to complete a Project Summary form and submit it for evaluation. The group then uses that information to match their abilities to project needs and, ultimately, to assess their ability to provide quality design feedback. When a project is selected, the project proponent is asked to present the project at one of the DRG's monthly meetings. Depending upon the scale and nature of the project, the review process may require submittal of project-specific documents.

The next step is the project presentation, where proponents exhibit their project to an assembled review team. Review teams typically consist of not more than 8-10 members from a variety of habitat design-related backgrounds. The presentation must pose any and all specific questions for the group in order to optimally frame the feedback the project proponent receives. Each presentation is followed by a round of discussion among the presenter, the review team, and whomever else the proponent might want to be present at the discussion (i.e., consultants who've worked on the project, members of the project planning team, etc.). The review team uses this opportunity to ask key questions and clarify how best to provide feedback. Project proponents can expect that the session will solicit general guidance on habitat needs and design, comments on restoration phasing from construction through monitoring, and, overall, project designs of high-quality habitat value. All project proponents are required to respond to a standard checklist of questions applied to all DRG review projects.

Following the meeting, the information gleaned from the presentation and the question-and-answer session is then distilled into a Letter of Review. The Letter of Review is circulated as a draft among the review team, at which time the reviewers check the Letter for accuracy, add any points that are not represented, and ensure the project's consistency with the *Baylands Ecosystem Habitat Goals Report*. The final Letter of Review - the end product - is usually complete 30 days following the initial presentation. The final Letter of Review serves as a collection of ALL of the feedback provided by the

Project Review Team; the Letter is not a regulatory document and thus NOT a substitute for any step in the permitting process. Further, the Letter of Review is not a set of enforceable design recommendations nor does it represent an endorsement of the project.

The DRG meets approximately once a month.

MONITORING GROUP

Membership criteria: The Monitoring Group includes scientists from the Executive Council agencies and other participants both under contract to the group or in Monitoring Group workshops (from organizations such as the San Francisco Estuary Institute and the Point Reyes Bird Observatory), including scientists from consulting firms, non-governmental agencies and academia. Members of the Monitoring Group are primarily technical experts with expertise in designing, implementing, and evaluating monitoring programs and first-hand experience in wetlands monitoring in the Baylands ecosystem and associated habitats. Many members participated on the Goals Project and the Wetlands Regional Monitoring Program. Any qualified agency staff interested in participating on the Monitoring Group may contact the Program Coordinator.

Group tasks:

- A. Serve as a forum where information about wetlands monitoring in the region can be shared; the group assists in the development of and sharing of information about a regional wetlands monitoring program that provides the basis for evaluating the successes of restoration and mitigation projects.
- B. Support the maintenance and expansion of standardized monitoring protocols and an active, online wetlands mapping project, which makes data available to the Restoration Program participants and the public to better inform future restoration efforts.
- C. Share information with the Design Review Group and habitat project sponsors regarding appropriate monitoring for habitat projects, as requested, and explore the option of establishing Monitoring Plan Review Teams (similar to the DRG's Project Review Teams).
- D. Work with the Design Review Group and Coordinating Committee, as necessary, to prepare annual and biennial reports as well as any requested reports/briefings for the Executive Council.
- E. Working through the chairperson of the Monitoring Group, make regular reports on Monitoring Group progress at Executive Council meetings and solicit comments and input on Monitoring Group activities from the Council.

Leadership/Meeting Procedures: The Monitoring Group is chaired by one of its members on a rotating basis. The chairperson, in consultation with other members of the Monitoring Group and the Restoration Program Coordinator, prepare agendas for these meetings. Simple majority determines decisions specific to the function of the

Monitoring Group.

The Monitoring Group meets approximately once a month.

RESTORATION PROGRAM FUNDING, STAFF DUTIES AND FUNCTION

The Restoration Program has been initially funded through a combination of state and federal grants. In the future, the Program may seek to pursue financial support from other state and federal agencies, as well as other sources. All Program funding is spent on Restoration Program staff compensation, travel and related expenses, Program services, and any Program administrative overhead. The San Francisco Estuary Project (SFEP) provides staff support to the Restoration Program. That staff -- the Program Coordinator -- is accountable to the Executive Council on Restoration Program matters. On a working basis, the Program Coordinator coordinates the meetings of all Restoration Program groups and reports all pertinent Program information to the co-chairs of the Executive Council. In addition, the Program Coordinator:

- A. Works with the co-chairpersons of the Executive Council and chairs of other Restoration Program groups to convene meetings, providing administrative support services, and preparing background reports.
- B. Acts as a liaison among the Executive Council, other Restoration Program groups, and other Bay Area habitat restoration initiatives.
- C. Works with existing entities to develop an outreach program to facilitate partnerships that advance the Restoration Program goals.
- D. Maintains contact with the media to increase public awareness about the Restoration Program and Bay Area habitat restoration issues.

Restoration Program staff is accountable for the recording and distribution of meeting summaries for all Executive Council, Coordinating Committee, and Science Group meetings. Draft meeting summaries are circulated within the appropriate group lists and all meeting attendees. Any comments on or corrections of draft meeting summaries should be submitted to the Program Coordinator within ten (10) days of circulation of the draft; drafts are considered final after a ten-day circulation period and are then posted to the Program's website at www.sfwetlands.ca.gov.

**ATTACHMENT B
SAN FRANCISCO BAY AREA
WETLANDS RESTORATION PROGRAM
CONFLICT OF INTEREST AND DISCLOSURE POLICY**

All Executive Council members are required to disclose any personal, material, or organizational interest in a transaction or project under consideration by the Restoration Program. In addition, all potential conflicts of interest must be disclosed so that decisions made by the Executive Council are not interpreted to be influenced by the appearance or fact of personal, material financial benefit to individuals.

Definition. A conflict of interest exists whenever a member of the Executive Council (including a spouse, sibling, parent, or child of a Council member) has a personal, material, or financial interest in a transaction or project under consideration by the Council.

Executive Council Members Obligation. Each Council member has the obligation to avoid a conflict of interest and must disclose to the Council the existence of any real or potential conflict of interest.

Executive Council Obligations. If the Executive Council determines that a transaction or project involves a conflict of interest, whether real or apparent, by a Council member, the Council shall, at a minimum, require the member to abstain from participating in or seeking to influence Council deliberations or decisions on matters directly relating to that transaction or project.