

**UNB MANAGEMENT COALITION  
MINUTES OF MEETING**

*Draft 5/9/07*

Meeting Date: Tuesday, May 8, 2007

Meeting Time : 1:00 – 3:00 PM

Location: Interpretive Center

Attendees:	Jenny Rigby (Acorn Naturalists)	Mark Denny (HBP)
	Matt Yurko (CCC)	Leslie Ray (HBP)
	Eben Schwartz (CCC) by phone	Bill Reiter (HBP)
	Leslie Daigle (CNB) part time	Dennis Baker (NBNF)
	Dave Kiff (CNB)	Donna Carroll (NBNF)
	Robin Madrid (DFG)	Jack Keating (NBNF)
	Jeff Stoddard (DFG)	Roger Mallett (NBNF) – Chair

1. Self-introductions were made. For the benefit of all the new agency staff, Roger provided a brief history of the Management Coalition and the Education and Restoration Teams as successors to the UNB Executive Policy/Liaison Group, Coordinating Council, and Education, Tours, Restoration and other Committees established by DFG, HBP and NBNF in the 1990's. The latest version of the Management Coalition Cooperative Policy was emailed to invitees with the meeting notice. It is attached to these minutes for reference.
2. Jeff reported on the status of the Land Management Plan (LMP) being prepared for the UNB Ecological Reserve. Progress halted after Brian Shelton transferred last summer. Jeff is in the process of remobilizing the consultant tasked with preparation of the LMP. He is unable at this time to provide a timetable for completion of the work and issue of draft documents for review.
3. Jack reported on the Harbor Area Management Plan (HAMP) that the City will develop. A consulting contract for this work is expected to be approved by the City Council today. Although the plan will address primarily Lower Bay issues, issues common to both Upper and Lower Bay will be integrated as appropriate. Additionally, one of the 12 work elements in the HAMP contractor's scope is to coordinate with the LMP contractor to help ensure consistency. Jack also reported on the Integrated Regional Water Management Plan (IRWMP) for the Newport Bay Watershed to which the HAMP will be linked.
4. Mark reported on the HBP Strategic Plan development process. This was initiated in November 2005 and preparation began in earnest in March of 2006. Phase I/II of the Plan were presented to the Board of Supervisors in November of 2006. The BOS had a number of questions regarding strategic issues. A panel was established to address these and how the county General Plan identifies the role of the Regional Parks. The Strategic Plan was reassessed at the BOS May 1, 2007. Key outcomes of this were a decision to remove funding of the Sheriff Harbor Patrol from the HBP 405 Fund to the General Fund and to discuss with the City the reassignment of Harbor Patrol responsibilities. Work is now proceeding on Phase III of the HBP Strategic Plan (Action Plan, etc.) This is expected to go before the BOS late August 2007 for approval.
5. Jack reported on the Comprehensive Resource Management Plan (CRMP) for all of Upper Newport Bay. This will be funded 80% by the City on behalf of itself and DFG, and 20% by HBP. No action has been taken to date. One of the reasons for this is that the City/County Master Cooperative Agreement (MCA) includes a clause that work will not begin on the CRMP until the HBP Strategic Plan is

approved by the BOS. HBP funds are already earmarked for the CRMP. Parker Hancock will see if he can get the go-ahead to proceed based on the current status of the Strategic Plan.

6. Dave and Robin reported on the status of the Back Bay Science Center (BBSC). The Health Care Agency is expected to move into the Water Quality Lab in June/July, at which time the Water Quality Lab trailer will be removed and grading/paving completed. The Teaching Lab and Admin Wing are expected to be occupied in September at which time the other trailers will be removed. Existing furniture, etc. will be moved over temporarily pending funding of Tenant Improvements. Matt and the Naturalists should plan on doing the landscape plantings in October. UCI is moving forward with their new crew facility. It is understood that a permit application has been submitted to the Coastal Commission. UCI intends to use a prefab building, so construction will be fairly fast track. Robin also reported that she had met with UCI faculty to brainstorm research priorities and intern opportunities.
7. Jack reported on the Army Corps of Engineers Project (Dredging Project). The ACOE has carried out borings to determine what is needed to create additional mudflat at 23<sup>rd</sup> Street in lieu of at the Newport Aquatic Center. It appears that removed materials can be used as beach sand. The ACOE will want the local sponsor to pay the costs of the work that is deemed extra. Jack will find out from the County what the potential funding source(s) would be and what actions are needed to obtain the funds expeditiously so the contractor can complete work in that area. Jack also reported that the need to press for allocation of \$14 million in fiscal year 2007/8 federal funding was discussed at the May 2, 2007 Newport Bay Watershed Executive Committee Meeting and it was agreed that all agencies would write letters urging this funding.
8. Dave reported on the status of the Big Canyon Project. Changes have been made to simplify vehicle routes and reduce some of the interpretive elements and assembly features. Once the changes have been finalized the Feasibility Study will be completed and a Mitigated Negative Declaration will be prepared for the project.
9. Jenny described the intended signage for Big Canyon Project. There will be three categories – Orientation (Big Canyon in relation to other UNB facilities, etc), Regulation (Do's and Don'ts) and Interpretation. The latter will all be focused on what is seen at Big Canyon. Jenny showed samples of interpretive panels being considered. The preferred design is very similar in look and feel to that of the panels Jim Cokas is using for Matt's Bayview restoration project and for Vista Point. Roger provided a brief summary of the development of the Site Element Design Guidelines document for use at all UNB Ecological Reserve and Nature Preserve locations and the need for a similar to document addressing interpretive panels and other signage (including on-the-water signage). It was previously reported that the ACOE Project does have money available for on-the-water signage and new information kiosks and is seeking input as to where they should go and what they should say. Existing and planned locations for interpretive panels include:

ACOE Project Kiosks  
Back Bay Science Center  
Bayview Restoration Site  
Big Canyon

Interpretive Center  
Mountain to Sea Trail  
Vista Point

Jack will arrange a task team meeting to define what should be included in a Signage and Interpretive Element Design Guidelines document, and who will take on what tasks in developing this document. Invitees should be Robin Madrid, Bill Reiter, Matt Yurko, Jenny Rigby, Susan Brodeur and Jim Cokas.

10. Discussion took place regarding the UNB Public Use Map. This resides on the City website and is believed to be final but is yet to be printed out at full size and laminated, mounted or otherwise produced

for display at the Bay. It was agreed that the map will only show permanent, official ADA trails. Jeff and Bill will review one last time to verify information before map goes to production. Discussion also took place on the need to show the bike loop around the Bay on the kiosk map or the map brochure. It was concluded that neighborhood signs have already been erected, and that a bike map will be issued by others. No action will be taken on the UNB Map Brochure at this time. Bill, Jeff and Robin will identify existing kiosks and other locations for the map (e.g. on the wall inside the Interpretive Center) and specify number to be laminated. These will be considered “temporary” and replaceable if they fade, etc. More permanent displays will be decided per Item 9 above. Comments on the temporary maps can be sought by adding a sticker to each map asking for emails to be sent to maps@newportbay.org.

11. Roger asked for input on NBNF grant-writing priorities. It was agreed that a flatbed truck and tool trailer for use on by NBNF and agency personnel on ROOTS, Second Sundays and other restoration projects should be a priority. Truck/trailer could be parked at the Interpretive Center. Eco-friendly vehicle alternatives should be considered. Dennis, Matt and Roger will discuss further.
12. The need to revitalize and restructure the UNB Education Team, and to avoid duplication of effort between it and the BBSC Programs Group called out in the draft BBSC Operating Agreement was agreed. Ideally these two committees should be one and the same. Dave pointed out that the draft BBSC Operating Agreement specified that the Programs Group would be chaired by the DFG Supervising Biologist or designee. Roger indicated that he saw no problem with this. The Management Coalition Cooperative Policy allows any member to facilitate or chair. (Although NBNF has fulfilled this role to allow agency personnel to focus on core activities, Brian Shelton did chair at least one Management Coalition meeting at his request.) The Education Team Policy could be written to allow a rotating chair and or chair person to be determined by the major items on the agenda. Also, there was no reason why specific items of business could not be delegated to a separate task group (as done with Item 9 above). Roger will make a first pass at a rewrite of the UNB Education Team Policy to accomplish the single committee approach, with a view to a UNB Education Team meeting being held within the next 30 days.
13. Jack reported that NBNF has drafted a template Memorandum of Understanding that can be used as the framework for facility or project-specific capital fundraising activities with any of the agencies. It is based on the protocols already established with the IC for the Board Butterfly Garden and other capital items. NBNF has sent a draft to the City to review. It was concluded that, although the City is project manager for the BBSC, title for all improvements will go to DFG and therefore NBNF should send the draft to Terri to review. Jack also reported that he had talked to the donor that had pledged \$250,000 for the BBSC outdoor interpretive stations and the donor is amenable to funding other education-related improvements that DFG/City/Donor decide to be a higher priority.
14. The next MC meeting was set for Tuesday, August 7, from 1:00 to 3:00 at the Interpretive Center.

Minutes prepared by Roger Mallett  
August 9, 2006

# UPPER NEWPORT BAY ECOLOGICAL RESERVE AND NATURE PRESERVE MANAGEMENT COALITION COOPERATIVE POLICY

## 1.0 INTRODUCTION

- 1.1 The California Department of Fish and Game (DFG), Orange County Harbors, Beaches and Parks (HBP), and the City of Newport Beach (CNB) are involved in managing different geographical areas of Upper Newport Bay (UNB), a common natural resource.
- 1.2 The Newport Bay Naturalists and Friends (NBNF), a volunteer organization, exists to provide support to and/or function on behalf of DFG and HBP at UNB with respect to education of the public, restoration and fundraising.
- 1.3 The California Coastal Commission (CCC) has chosen UNB as the development site for an exciting new Restoration and Education Program that will be adapted for other wetland locations throughout California. This Restoration and Education Program is being implemented here in cooperation with the aforementioned organizations.
- 1.4 The Orange County Health Care Agency (HCA) has established a water quality laboratory on Shellmaker Island. The primary interaction with the aforementioned organizations is in relation to the water quality data provided and how this data can be of assistance in fulfilling water quality reporting and improvement obligations.
- 1.5 The University of California at Irvine (UCI) is party to the Memorandum of Understanding for the design, construction and operation of the BBSC and operates the crew facility on Shellmaker Island. The primary interaction with the aforementioned organizations is in relation to planning habitat restoration and collaboration in teaching, research and public service activities.
- 1.6 The above organizations realize the benefits of the following:
  - An integrated/coordinated approach to common undertakings
  - An efficient sharing of resources in those undertakings.
- 1.7 A Management Coalition (MC) has therefore been established to enable these benefits to be achieved effectively through consistent teamwork.
- 1.8 The mission of the MC is to act as responsible stewards of Upper Newport Bay, its water quality, its habitat, and its species; and to educate the public about the Bay's resources so that future generations will enjoy the Bay as we do today.

## 2.0 TEAM STRUCTURE AND RESPONSIBILITIES

- 2.1 The following are standing members of the MC:
  - DFG Supervisor, Land Management and Monitoring Program
  - HBP Supervisor, Coastal Facilities
  - CNB Assistant City Manager
  - NBNF Executive Director
  - CCC Public Education Program Manager
  - HCA Laboratory Supervisor
  - UCI Director of Campus and Environmental Planning

Other staff of the member organizations may also be part of the MC, but attendance at MC meetings is optional. Each standing member shall ensure that he/she is properly represented at all MC meetings.

- 2.2 The MC may at its discretion add other member organizations on a permanent or temporary basis where appropriate for planning or other purposes, based on the extent to which the organization should be involved in UNB policy decisions and/or contribute to the achievement of the primary MC goals.
- 2.3 All of the members of the MC are responsible for the following:
  - Initiating, creating and/or implementing necessary policies and procedures relating to relationships of the member organizations.
  - Ensuring that the DFG UNBER Management Plan, County UNBNP General Plan, County Resource Management Plan and the City General Plan (Harbor Element) are compatible and that any conflicts between the plans are identified and resolved.
  - Coordinating enforcement of rules established by the State, County and City.
  - Coordinating restoration, education, research and other programs at UNB.
  - Coordinating public information campaigns to educate surrounding communities about UNB, the restoration and other projects being undertaken, and compatible recreational uses.
  - Identifying and resolving issues that may have a detrimental effect on accomplishing the purpose of the MC.
  - Ensuring that the organizations represented by the members are communicating effectively.
  - Providing public information to any requesting member relating to the performance of responsibilities at the Upper Newport Bay, such as correspondence, budgets, and financial reports.
  - Using their best efforts to achieve the objectives defined by the MC.
- 2.4 Each standing member shall champion the MC within his/her organization and strive to obtain promptly the necessary commitments in support of agreements made through MC.
- 2.5 Where appropriate standing members shall initiate formal Memoranda of Understanding (MOUs) and other legal documents between one or more member organizations to allow agreements to be implemented.
- 2.6 The NBNF Executive Director acts as MC Facilitator and in that capacity is responsible for the following:
  - Issuing agendas and minutes and following up on actions assigned.
  - Coordinating the update of planning and other documents that define the organization and operation of the MC.
  - Providing continuity and consistency between the MC and the Education Policy and Restoration Policy Teams.
  - Liaising with and providing recommendations to the NBNF Board on behalf of the Team with respect to budget requests, planning and other items, and obtaining input as appropriate.

Any MC member may act as MC Facilitator or assume some or all of the above responsibilities.

### **3.0 TEAM OPERATION**

- 3.1 The MC shall function by way of an ongoing process by which mutual goals will be defined, actions assigned and progress measured. The mechanism for achieving this is a joint plan and report on Natural Community Conservation Planning (NCCP) activities, overseen by the MC and published annually. Planning and reporting will be done consistent with the Standard Table of Contents of the Annual Joint Report included as an attachment hereto. To avoid confusion with the NCCP Reports produced by DFG and HBP for the Ecological Reserve and Nature Preserve respectively, the Annual Joint Report will not include NCCP in its title. Activities shall be overseen directly by the MC, or delegated to the UNB Restoration Policy Team or Education Policy Team as indicated in the right hand column of the attachment.
- 3.2 The MC shall meet once per quarter in the last month of the quarter with an annual planning meeting in January of each year. Additional meetings may be held as deemed necessary by the Team. Meetings will normally be held on the morning of the second Friday of the month. The December meeting will be used to review accomplishments under NCCP for the year just ending and establish preliminary objectives for the following year. The January meeting will be used to finalize objectives under NCCP for the year just starting and assign responsibilities for planning, implementation and reporting.
- 3.3 Short-term actions and specific tasks not allocated through the NCCP Plan shall be assigned through an MC Action Item List specifying the item, assignee and due date. Progress will be reviewed at each MC meeting.

**UNB NATURAL COMMUNITY CONSERVATION PLANNING (NCCP) PROGRAM  
STANDARD TABLE OF CONTENTS FOR ANNUAL JOINT REPORT**

PART I GENERAL		Overseen By
1.	<b>Introduction</b>	
2.	<b>Overview of UNB</b>	
3.	<b>Overview of Participating Agencies, Facilities, Staffing and Funding</b>	
4.	<b>Background of NCCP Program</b>	
5.	<b>Relationship to Other Plans and Programs</b>	
<b>PART II RESEARCH AND MONITORING</b>		
1.	<b>Water Quality</b>	MC
2.	<b>Health of Wildlife and Habitat</b>	MC
3.	<b>Public Awareness and Use</b>	MC
4.	<b>Other Impacts</b>	MC
<b>PART III RESTORATION AND RESOURCE PROTECTION</b>		
1.	<b>TMDL Achievement Measures</b>	MC
2.	<b>Dredging and Associated Mitigation Measures</b>	MC
3.	<b>Large-scale Ecosystem Restoration Projects</b>	MC
4.	<b>Habitat Protection, Invasive Species Removal and Restoration</b>	Restoration Team
5.	<b>Vector/Pest Control</b>	MC
6.	<b>Fire Prevention and Control</b>	MC
7.	<b>Pollution Prevention and Cleanup</b>	MC
8.	<b>Trail Maintenance, Signage, Fencing and Other Access Control</b>	MC
9.	<b>Road, Facility and Utility Maintenance</b>	MC
10.	<b>Road, Facility and Utility Improvement Projects</b>	MC
11.	<b>Monuments</b>	MC
<b>PART IV COMMUNITY OUTREACH AND EDUCATION</b>		
1.	<b>Public Use Plan (Compatible Recreation Use)</b>	MC
2.	<b>Educational Signage</b>	MC
3.	<b>Local Community Awareness, Support and Involvement</b>	MC
4.	<b>Watershed Environmental Awareness Education</b>	Education Team
5.	<b>School Education Programs</b>	Education Team
6.	<b>Public Education and Outreach</b>	Education Team
<b>PART V ENFORCEMENT</b>		
1.	<b>Permits and Use Restrictions</b>	MC
2.	<b>Public Safety and Health</b>	MC
3.	<b>Animal Control</b>	MC
4.	<b>Observe and Report, Advisement and Citations</b>	MC