

SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION

COMMISSIONERS

Mike Sangiacomo (Sonoma)
Todd Mendoza (Petaluma)
Regina De La Cruz (Rohnert Park)

Bob Anderson (Healdsburg)
Eric Koenigshofer (Occidental)
Jeff Owen (Alternate)

Regular Meeting
747 Mendocino Avenue – Suite 100, Santa Rosa, CA 95401
April 4, 2019 5:00 pm

AGENDA

1. **Call to Order.**
2. **Agenda Items to be Held or Taken Out of Order; Off-Agenda Items.**
3. **General Announcements Not Requiring Deliberation or Decision.**
4. **Public Comment.**
The Brown Act requires that time be set aside for public comment on items not agendized.
5. **Correspondence/Communication.**
6. **Approval of Commission Minutes.**
Minutes of March 7, 2018 [Attachment 1]
7. **Financial Report.**
Financial Statements – February 28, 2019 [Attachment 2]
8. **Ad Hoc Committee Reports.**
Annual Report/Audit Report Review (Anderson, Owen) [Attachment 3]
Matching Grant Program (De La Cruz/Owen)
Real Estate Options (Koenigshofer /Owen)
Fire Recovery Review (Anderson/Koenigshofer)
9. **Stewardship Policy** [Attachment 4]
9. **Closed Session.**
Conference with Real Property Negotiator
Property Address: 747 Mendocino Avenue, Santa Rosa
APN: 180-760-047
Owners: Papeete LLC

Negotiating Parties:

Owners' Representative: Arlene Allsman

District's Representative: William J. Keene, General Manager

Under Negotiation:

Acquisition of Real Property by the Open Space District. The Commission will give instruction to its negotiator(s) on the price. (*Government Code Section 54956.8*)

10. **Report on Closed Session.**

11. **Suggested Next Meeting.** May 2, 2019

12. **Adjournment.**

AGENDAS AND MATERIALS: Agendas and most supporting materials are available on the District's website at sonomaopenspace.org. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 747 Mendocino Avenue, Santa Rosa, CA.

SUPPLEMENTAL MATERIALS: Materials related to an item on this agenda submitted to the Commission/Committee after distribution of the agenda packet are available for public inspection at the District office at 747 Mendocino Avenue, Santa Rosa, CA during normal business hours.

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact Mary Dodge at 707-565-7349, as soon as possible to ensure arrangements for accommodation.

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FISCAL OVERSIGHT COMMISSION**

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UNAPPROVED

Minutes for the Meeting of March 7, 2019

Commissioners Present: Regina De La Cruz (Chair), Bob Anderson (Vice Chair), Mike Sangiacomo, Jeff Owen (Alternate)

Staff Present: Bill Keene, General Manager; Lisa Pheatt, Counsel; Mary Dodge, Program Manager – Administration and Fiscal Services; Sara Ortiz, Administrative Aide.

1. Call to Order.

Commissioner De La Cruz called the meeting to order at 5:03 p.m.

2. Agenda Items to be Held or Taken Out of Order; Off Agenda Items.

There was none.

3. General Announcements Not Requiring Deliberation or Decision.

Bill Keene made the following announcements:

- Staff changes, including Mary Dodge's upcoming retirement and Steph Tavares-Buhler hired as Senior Acquisition Specialist
- Healdsburg Ridge Open Space Preserve Transfer going to the Board of Directors on 3/12/19
- SMART Hearn to Bellevue Matching Grant Project going to the Board of Directors on 3/19/19
- Stewardship Workshop going to the Board of Directors on 7/23/19

4. Public Comment.

There was none.

5. Correspondence/Communication.

There was none.

6. Approval of Minutes.

On a motion by Commissioner Anderson and a second by Commissioner Owen, the February 7, 2019 minutes were approved and submitted.

7. **Financial Report.**

Mary Dodge reviewed the monthly financial statements for January 2018.

8. **Ad Hoc Committee Reports.**

- Annual Report/Audit Review (Anderson/Owen) – Nothing to report
- Matching Grant Program (Koenigshofer/Owen) – Nothing to report
- Stewardship Reserve and Finances (Mendoza/ Sangiacomo) – Nothing to report
- Real Estate Options (Mendoza/Owen) – Nothing to report
- Fire Recovery Policy and Review (Anderson/Koenigshofer) – Request to add Fire Recovery Review to agenda for upcoming Commission meeting in April or May

9. **Closed Session.**

The Commission adjourned to Closed Session at 5:26 p.m.

10. **Report on Closed Session.**

The Commission reconvened to Open Session at 6:03 p.m. and reported the following:

Direction given to staff.

11. **Suggested Next Meeting.** April 4, 2019

12. **Adjournment.**

The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Sara Ortiz
Deputy Clerk

Sonoma County Agricultural Preservation and Open Space District
Consolidated Balance Sheet - District and OSSTA Funds
February 28, 2019

Assets

Cash and Investments	\$60,793,747
Accounts Receivable	19,156
Other Current Assets	50,391
Intergovernmental Receivables	10,000

Total Assets	<u><u>\$60,873,294</u></u>
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Liabilities and Fund Balance

Current Payables	\$24,063
Other Current Liabilities	22,087
Due to Other Governments	46,375
Deferred Revenue	10,000
Long-Term Liabilities	30,000

Total Liabilities	<u>132,525</u>
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Fund Balance

Nonspendable - Prepaid Expenditures	
Restricted - District Activities	60,740,769
Total Fund Balance	<u>60,740,769</u>

Total Liabilities and Fund Balance	<u><u>\$60,873,294</u></u>
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Cash by Fund

OSSTA - Measure F	\$53,115,432
Open Space District	1,054,772
Fiscal Oversight Commission	4,403
Stewardship Reserve*	
Cooley Reserve	150,481
Operations and Maintenance	6,468,659

Total Cash by Fund	<u><u>\$60,793,747</u></u>
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*On July 1, 2015 the County of Sonoma Measure F Sales Tax Refunding Bonds, Series 2015 were issued. The transaction provided a savings of \$13.6 million, in part by following the Commission's recommendation of paying down \$30 million in principal, as well as obtaining a lower interest rate. The Commission recommended using the \$10 million in the Stewardship Reserve Fund as part of the \$30 million paydown. Additionally, the Commission directed use of the \$7.5 million annual savings resulting from the shortened term to fund the Stewardship Reserve beginning in the fiscal year 2024-2025. FOC Minute Order #13 dated May 14, 2015 reflects this direction.

Sonoma County Agricultural Preservation and Open Space District
Consolidated District and OSSTA Budget to Actual
For the eight months ended February 28, 2019
67% of Year Complete

	Budget Final	Actual Year to Date	Encumbrances Year to Date	Remaining Balance	% of Remaining
Revenues					
Tax Revenue *	\$23,043,630	\$14,527,291		\$8,516,339	36.96%
Intergovernmental	5,500,000	245,650		5,254,350	95.53%
Use of Money & Prop	390,000	929,500		(539,500)	-138.33%
Miscellaneous Revenues	4,585,000	33,450		4,551,550	
Other Financing Sources	1,465,490			1,465,490	100.00%
Total Revenues	34,984,120	15,735,891		19,248,229	55.02%
Expenditures					
Salaries and Benefits	4,394,633	2,587,519		1,807,114	41.12%
Services and Supplies	6,563,949	1,916,929	\$4,091,941	555,079	8.46%
Other Charges	3,900,445	95,399	1,246,165	2,558,881	65.60%
Capital Expenditures**	34,877,500	10,767,481	220,853	23,889,166	68.49%
Other Financing Uses	8,938,459	4,966,045		3,972,414	44.44%
Total Expenditures	58,674,986	20,333,373	5,558,959	32,782,654	55.87%
Net Earnings (Cost)	(\$23,690,866)	(4,597,482)	(\$5,558,959)	(\$13,534,425)	
Beginning fund balance		65,338,251			
Ending Fund Balance		\$60,740,769			

* Sales tax collected as of February, 2018 was \$12,316,880 reflecting an 18% increase over the prior year, an amount not consistent with the current economy. Per discussion with our sales tax consultants, HdL, problems with collection and timing at the Board of Equalization (now called the Department of Tax and Fee Administration) have duplicate payments reported and unrecorded adjustments. HdL still estimates actual sales tax for Ag + Open Space to be up by 8.5%

** Capital expenditure breakdown

Wendle	\$1,626,115
Rip's Redwoods	4,330,988
Gravelly Lake	3,099,402
Cresta 3	1,640,397
CIP - Bldg & Improvement	70,579
	<u>\$10,767,481</u>



AG + OPEN SPACE

SONOMA COUNTY

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SEVENTH ANNUAL REPORT

April 4, 2019

Board of Directors

Sonoma County Agricultural Preservation and Open Space District

575 Administration Drive

Santa Rosa, CA 95403

Dear Board Members:

This letter constitutes the Fiscal Oversight Commission's ("Commission") Seventh Annual Report as required by Board of Supervisors' Resolution No. 10-0832 dated December 7, 2010. The report covers the period from June 2, 2017 to March 31, 2019.

This report was approved by the Commission at its meeting held on April 4, 2019.

Respectfully submitted,

Regina De La Cruz

Sonoma County Open Space Fiscal Oversight Commission Chair

cc: **Mr. William J. Keene** Sonoma County Agricultural Preservation and Open Space District General Manager

Mr. Erick Roeser Sonoma County Auditor-Controller Treasurer-Tax Collector

Mr. Bruce Goldstein Sonoma County Counsel

Ms. Sheryl Bratton Sonoma County Administrator

Executive Summary

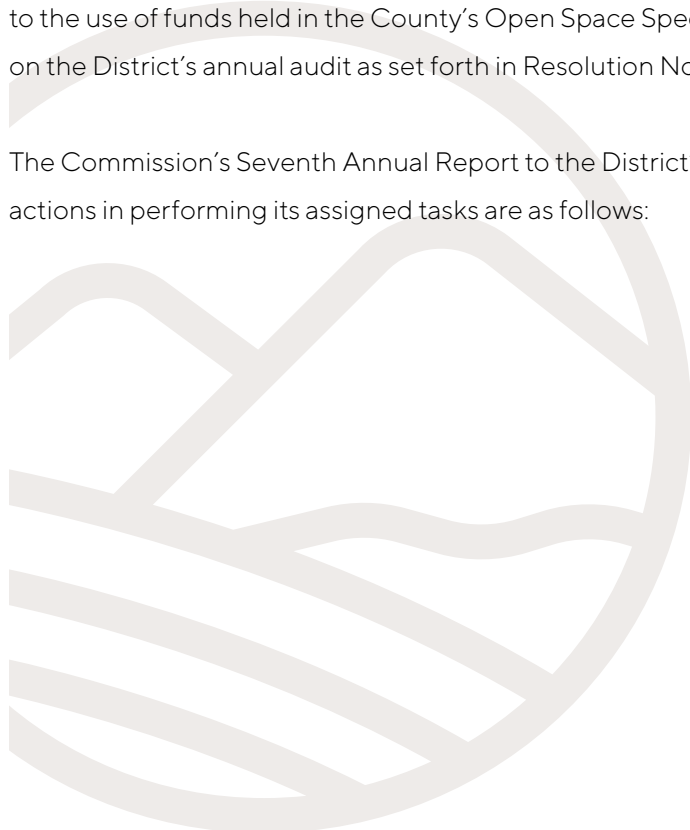
During this reporting period the Commission has received no information of any transfer of funds other than for the reasonable value of goods and services provided by the County to the District, and no Measure F funds were directly or indirectly appropriated or transferred to the County's General Fund for other than reasonable value of goods and services.

After review of audit reports and agreements on the District's expenditures for operations and maintenance on recreational properties, it appears the District is in compliance with the expenditure plan and Resolution 16-0040. The Commission has also determined that the District is continuing to utilize the County's procurement practices, and is in compliance with Generally Accepted Accounting Principles (GAAP) regarding procurement.

Background

Following the voters' approval of Measure F in 2006, the Board of Supervisors reorganized the Sonoma County Open Space Authority into the current Commission effective April 1, 2011. As part of that reorganization, the Commission is required to perform certain fiscal oversight duties with respect to the use of funds held in the County's Open Space Special Tax Account, and to review and comment on the District's annual audit as set forth in Resolution No. 10-0832.

The Commission's Seventh Annual Report to the District's Board of Directors on the Commission's actions in performing its assigned tasks are as follows:



A. Role of Commission

In conjunction with the periodic audits of the District, the Commission shall serve as an audit committee in order to determine: (1) that no Measure F funds are directly or indirectly appropriated or transferred to the County's General Fund for other than reasonable value of goods and services, (2) that District's expenditures for operations and maintenance on recreational properties are in compliance with the expenditure plan and Resolution 16-0040, Initial Public Access Operations and Maintenance (IPAOM) Policy adopted February 2, 2016, and (3) determine whether or not the District's procurement practices assure that it is paying reasonable prices for appropriate goods and services and providing sufficient detail to provide an audit trail.

1. Transfer of funds and reasonable value of goods and services

During this reporting period, the Commission's Annual Report/Audit Review subcommittee met as needed to review the reports issued by the District's external audit firm, Maze and Associates, and the Sonoma County Auditor-Controller-Treasurer-Tax Collector's office. The reports reviewed were for the fiscal year ended June 30, 2018 and included audited Basic Financial Statements, the Independent Accountant's Report on Applying Agreed upon Procedures for IPAOM related transactions, the Memorandum on Internal Control and Required Communications, and the Measure F Government Code Section 50075.3 Reporting. These reports are available on the District's website using the link shown below.

2. The subcommittee made several edits to clarify the wording of the Basic Financial Statements

The Basic Financial Statements provided a clean audit opinion, and to date, the Commission has received no information of any such transfer of funds other than for the reasonable value of goods and services provided by the County to the District.

Initial Public Access Operations and Maintenance Expenditures

The Commission is required to review District Initial Public Access- Operations and Maintenance expenditures for compliance with the 2006 Expenditure Plan and the District's implementing policies. Over the past several years, the process for recording and reviewing these expenditures has been enhanced. The Commission participated in the development of the District processes, as well as in the development of the policy adopted by the District's Board on February 2, 2016. For fiscal year 2017-18 Maze & Associates, the District's independent auditing firm, conducted a transaction review, involving expenditures coded to the operations



and maintenance fund, and seven transfer agreements between the District and the entity receiving the transferred property. The Initial Public Access Operation and Maintenance (IPAOM) review was completed on November 2, 2018. There were no findings nor any communications indicating that there were any concerns regarding the accuracy of the staff account coding for invoices or timecards. The District provides on-going account coding instruction to staff to ensure that these expenditures, and all others, are coded correctly.

3. Procurement Practices

The commission reviewed the Memorandum on Internal Control and Required Communications issued by Maze & Associates for the 2017-18 fiscal year, which did not report any material weaknesses or deficiencies identified during the audit regarding procurement practices or other material processes. The District's practice is to follow the County's procurement practices. The Commission has determined that the District is continuing to utilize the County's procurement practices. The General Manager is satisfied that the practice meets the District's needs.

B. Respond to requests from the Board of Directors for Advice

During this report period, there were no requests for advice from the District Board. The Commission has received and dealt with the following matters as requested by the District's General Manager. Following is a summarization of the activities addressed by the Commission during this reporting period. Appraisal Reviews are shown in Task F below.

June 1, 2017:

- Review of monthly financial reports and Consolidated District and OSSTA Budget to Actual for the ten months ended April 20, 2017
- Discussion of the District's sales tax analysis, "Q4 Sonoma County Measure F Sales Tax Update" prepared by HdL Companies
- Annual Report/Audit Review subcommittee reviewed draft of 6th Annual Report to Board of Directors
- Finance/Investment Subcommittee reviewed policy restrictions related to investment opportunities and long-term funding of easement costs
- Reviewed the California Coastal Trail Segments funding Agreement and Kashia Coastal Reserve Recreation Covenant
- Paulin Creek Update



August 3, 2017:

- Review of District's Countywide Voter Survey conducted by FM3
- Vital Lands Initiative Update

October 5, 2017:

- Review of monthly financial reports
- Stewardship Reserve Fund model review, presented by the Center for Natural Lands Management
- Review and approval of the County's Mark West Creek Regional Park and Open Space Preserve Initial Public Access Operation and Maintenance

January 18, 2018:

- Review of monthly financial reports
- Review of the SCAPOSD Pooled Investment Program – First Quarter 2017-2018
- Annual Report/Audit Review Subcommittee reviewed annual report

February 8, 2018:

- Review of the District's role and response to the 2017 Sonoma County Complex fires

March 8, 2018:

- Review of the June 30, 2017 Audited Financial Report
- Review of the monthly financial reports
- Discussion of the Q3 HdL Sonoma County Measure F Sales Tax Update

March 22, 2018:

- Joint Meeting with the Advisory Committee
- Vital Lands Initiative Presentation & Discussion

May 3, 2018:

- Review of monthly financial reports
- Review of the District and OSSTA Budget to Actual for the nine months ending March 31, 2018

July 19, 2018:

- Review of monthly financial reports
- Presentation of the challenges faced by Regional Parks by Bert Whitaker



September 20, 2018:

- Review of monthly financial reports
- Report of Ad Hoc Matching Grant Committee meeting, \$4 million set aside for potential funding, which included \$2 million for fire recovery
- Review of the Mark West Properties Transfer and request from Regional Park for IPAOM funding

October 4, 2018:

- Review of monthly financial reports
- Presentation of the District's recommended recipients of the current Matching Grant Program

November 1, 2018:

- Review of monthly financial reports
- Annual Report/Audit Review Subcommittee reviewed annual report
- Loyd de Llamas, Executive Chairman of HdL and Associates, reviewed the process for the State's collection and distribution of transaction taxes, and provided comparative data analysis for the last few years
- Discussion of the Stewardship Update and Reserve BOD agenda item
- Discussion of open space easements

December 6, 2018:

- Review of monthly financial reports
- Discussion of the appraisal for 747 Mendocino Ave, District Office

January 17, 2019:

- Review of monthly financial reports
- Review of Public Financial Statements for the Fiscal Year ended June 30, 2018, the Memorandum on Internal Control, and the Independent accountants Report on Applying Agreed Upon Procedures related to IPAOM

February 7, 2019:

- Review of monthly financial reports
- Approval of appraisal for 747 Mendocino Ave, District Office

For more details on the Committee's effort on the above matters, please refer to the Committee's agendas and minutes. A link is provided at the end of this report.



C. Preview District Borrowing Transactions

For this reporting period there were no borrowing transactions to preview.

D. District's Annual Audit

The Commission's Audit Report Review Committee examined the District's Fiscal Year 2017-18 Audit Report as prepared by Maze & Associates. As part the refunding of the Measure F Sales Tax Revenue Bonds in Fiscal Year 2015-16, the strategy proposed by the Commission to use the existing Stewardship Reserve fund, and other funds to pay down bond principal, shorten the term, and fund the Stewardship Reserve fund at the end of the debt issue was implemented. During this reporting period the Commission discussed the need to continue to document the original intent of the change in term and principal amount for the purpose of funding the Stewardship Reserve at the end of the debt issue. The audited financial statements continue to discuss details of the strategy in NOTE 5 of the Annual Audited Financial Statements, as does the monthly internal financial statements.

E. Annual Report to the Board of Directors

This report reviews, endorses and comments on of the following:

- The District's annual audit
 - The County Auditor's Annual Report on the Activities of the District (Government Code §50075.3)
 - Administration of the Stewardship Reserve Fund
 - Comments on other matters regarding the District's compliance with Measure F
-
1. As discussed throughout this report, the Commission did participate in the selection of the District's external auditor and has reviewed and commented on the District's Basic Financial Statements, Memorandum on Internal Control and Agreed Upon Procedures relating to Initial Public Access Operations and Maintenance transactions. For the fiscal year ending June 30, 2018 there were no findings or recommendations from the audit firm Maze and Associates regarding District accounting, financial reporting, or internal control processes.



2. As of the date of this report, District staff in conjunction with the Sonoma County Auditor prepared the report for the period ending June 30, 2018. The Commission's Annual Report/ Audit Report Review Committee reviewed the report and is satisfied that it summarizes the Measure F annual sales tax revenue and allowable expenditures, and pending project status. The Commission recommended in the prior year that the District add this report to its website in the Budget and Financial section and that has been done.
3. Regarding the Stewardship Reserve Fund, as part of the Measure F Bond Refunding there are presently no funds in the Stewardship Reserve Fund: As discussed previously, and detailed in Note 5 and the monthly internal financial reports, the Commission is currently reviewing the model for calculating the Stewardship Reserve Fund requirement, and has recommended replenishing the fund at the end of the refunded debt or earlier.
4. To date, no information has come to the attention of the Commission showing noncompliance with Measure F.

F. Appraisal Review

During the term of this report the Commission reviewed the following real property appraisals for compliance with the District's Appraisal Guidelines and Standards and, when appropriate, reported its comments to the District's General Manager for consideration by the Board of Directors:

Rips Redwoods Conservation Easement (June 1, 2017)

McCullough 2 Property Acquisition (March 8, 2018)

Wendle Property Acquisition (April 5, 2018)

Cresta 3 Property Acquisition (April 5, 2018)

Mattos Dairy Conservation Easement (May 3, 2018)

Donnell Ranch Conservation Easement (July 19, 2018)

Graton Community Park Matching Grant (July 19, 2018)

River Lane Matching Grant (July 19, 2018)

Weeks Ranch North and South Conservation Easement (October 4, 2018)



Links:

BOARD OF SUPERVISORS' MEETING MINUTES FROM DECEMBER 7, 2010

<https://www.sonomaopenspace.org/wp-content/uploads/2015/05/Board-Reso-10-0832.FOC-Role-Responsibilities.pdf>

RESOLUTIONS 10-0832, 10-0833, 10-0834

<http://sonoma-county.granicus.com/MetaViewer.php?view%20id=2&clip%20id=130&meta%20id=41975>

SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT'S BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2018

http://www.sonomaopenspace.org/wp-content/uploads/Audit_Report_17-18.pdf

SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT MEMORANDUM ON INTERNAL CONTROL AND REQUIRED COMMUNICATIONS FOR THE FISCAL YEAR ENDED JUNE 30, 2018

http://www.sonomaopenspace.org/wp-content/uploads/SCPOSD_MOIC-FY17-18.pdf

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES FOR SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT FOR THE FISCAL YEAR ENDED JUNE 30, 2018

http://www.sonomaopenspace.org/wp-content/uploads/Review_of_IPAOM_Fund_Transactions.pdf_FY_17-18.pdf

SONOMA COUNTY OPEN SPACE DISTRICT FISCAL OVERSIGHT COMMISSION'S ROLE, RULES OF GOVERNANCE, MEETING AGENDAS & MINUTES

<http://www.sonomaopenspace.org/who-we-are/board-and-advisors/fiscal-oversight-commission/>

OFFICIAL STATEMENT COUNTY OF SONOMA MEASURE F SALES TAX REVENUE BONDS ISSUED NOVEMBER 2007

<http://emma.msrb.org/MS61446-MS262167-MD505658.pdf>

COUNTY OF SONOMA AGENDA ITEM SUMMARY REPORT ON THE 2007 MEASURE F SALES TAX REVENUE BONDS REFUNDING

http://sonoma-county.granicus.com/MetaViewer.php?view_id=2&clip_id=505&meta_id=162825

COUNTY OF SONOMA MEASURE F SALES TAX REVENUE REFUNDING BONDS SERIES 2015 A (LIMITED TAX BONDS - AGRICULTURAL PRESERVATION AND OPEN SPACE)

<http://emma.msrb.org/EA725772-EA569231-EA965212.pdf>

SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT'S BOARD OF DIRECTORS' FEBRUARY 2, 2016 MEETING AGENDA ITEM #27 INITIAL PUBLIC ACCESS, OPERATIONS AND MAINTENANCE POLICY@ 1:17 MINUTE MARKER ON MEETING VIDEO

<http://sonoma-county.granicus.com/MediaPlayer.php?view%20id=2&clip%20id=581>



MEMORANDUM

Date: March 28, 2019
To: Fiscal Oversight Commission
From: Sheri J. Emerson, Stewardship Manager
cc: Lisa Pheatt; Bill Keane
Subject: Stewardship Policy discussion at your April 4, 2019 meeting

Draft Stewardship Policy

Your Commission received the draft Stewardship Policy, an update to the 2006 Stewardship Manual, included with your November 1, 2018, meeting materials. Staff incorporated feedback from Commissioners and others into a revised document, attached. The main changes include overall streamlining to make the document more concise, and removal of some language that is more appropriate to include in the Board report, including reference to planned updates to the policy, and the Stewardship Reserve Fund target balance calculations and investment strategy. Staff have retained all of the required findings for Board approval of easement amendments, to be consistent with State law.

Please review the draft document in anticipation of a discussion at your April meeting.

XXXX

SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

STEWARDSHIP POLICY

March 27, 2019 draft

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- IV. APPENDICES
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 - B. 2017 Revision of the LTA Standards and Practices
 - C. Easement Baseline Process Map
 - D. Easement Monitoring Process Map
 - E. Easement Enforcement Process Map
 - F. Permitted Use Request Process Map
 - G. Easement Amendment Process Map

I. INTRODUCTION

In 1990, the voters of Sonoma County created the Sonoma County Agricultural Preservation and Open Space District (“District”) to permanently protect the diverse agricultural, natural resource, and scenic open space lands of Sonoma County for future generations. The District is funded through a voter-approved sales tax, which was reauthorized by the voters in 2006 through approval of Measure F, known as the Sonoma County Open Space, Clean Water and Farmland Protection Measure. The 2006 Expenditure Plan (Appendix A) describes how the District’s sales tax revenue may be spent.

EASEMENTS

The District protects land primarily through acquisition and stewardship of conservation easements. Easements entail the acquisition and stewardship of a partial, non- possessory interest in a property. Easements are perpetual agreements that ‘run with the land’, regardless of the underlying fee title ownership. Through acquisition of conservation easements, the District can protect more land at a lower cost per acre than through outright purchase, leveraging its limited sales tax dollars as much as possible.

FEE PURCHASE

Sometimes, however, the District must purchase the entire fee interest to ensure that a property is protected. Owning fee title involves significant land management obligations, which reduces the amount of additional land that can be protected with District funds. Most of the properties that the District owns are intended for transfer to a recreational entity to operate as a park and preserve, to allow the public to access and experience the unique and special wild places of Sonoma County. Some properties will be transferred to another entity for agricultural use or preservation of natural resources, or both.

The District’s operations are also governed by the California Public Resources Code, which describes the District’s authority to hold, manage, and dispose of its real property assets. Under the Code, legal title to all property interest acquired by the District must be held in trust for park and/or open space purposes (Public Resources Code § 5565). Once having been dedicated for park and/or open space purposes pursuant to Public Resources Code section 5540, such property may not be conveyed by the District without the consent of the majority of Sonoma County voters. As many of the District’s easements are also donated in whole or in part, the District also stewards its easements with special respect for the charitable purposes of the original landowner.

Finally, the District is charged with stewarding these interests in perpetuity (Civil Code § 815.2). Therefore, modification or termination of the District’s conservation easements is strictly limited and subject to considerable State and federal oversight.

This Stewardship Policy (“Policy”) is an update to the Stewardship Manual approved by the District Board of Directors in 2005. As a land conservation organization, the District generally follows the [Land Trust Alliance \(“LTA”\) Standards and Practices](#). The LTA is a nationally recognized authority on the acquisition and stewardship of conservation easements and protected fee lands. As such, this Policy is designed to reflect LTA Standards 11 (Conservation Easement Stewardship) and 12 (Fee Land Stewardship) wherever possible. An excerpt from the 2017 revision of the LTA Standards and Practices is included as Appendix B.

II. CONSERVATION EASEMENTS

Ongoing easement stewardship involves developing baselines, monitoring easements and undertaking enforcement actions when necessary, as well as processing permitted use and amendment requests. Staff provide technical assistance and resources as appropriate to help landowners in accomplishing their goals for a property, while at the same time ensuring that the landowner's actions are conducted in compliance with the easement. The District may take legal action to address an easement violation, though this is rarely necessary.

Over the years, the District has also accepted regulatory conservation easements ("open space easements") granted as conditions of approval through the County permitting process. This Policy applies the same standards to open space easements as it does to conservation easements.

BASELINE DOCUMENTATION

Baseline documentation ("Baseline Report") describes and illustrates the physical condition, features, land uses, and improvements of protected land at the time that the District acquires a conservation easement. The Baseline Report serves as a "snapshot in time" for measuring future changes to the land and provides a foundation for all future monitoring activities.

Additionally, the Baseline Report is an Internal Revenue Service requirement for landowners seeking a tax benefit for a donation of all or a portion of the conservation easement value, and often is a requirement of grant funding when other funding agencies contribute to an acquisition.

Objective:

Provide objective and accurate documentation of the condition and use of the land and its natural features and improvements at the time the conservation easement is executed and conveyed to the District.

Policies:

1. The District shall endeavor to complete Baseline Reports for all new conservation easements at or near the time of closing.
2. Baseline Reports shall contain objective and accurate descriptions and data regarding the land uses, features, and condition of the property at the time of the conservation easement acquisition, including:
 - a. The physical condition and features of the land as they relate to the stated purpose of the conservation easement;
 - b. The presence of structures, improvements, land uses, and activities;
 - c. Photographs documenting property conditions for reference in future easement monitoring; and
 - d. A series of maps showing the locations and extents of the easement, any easement designation areas (e.g. building envelopes, natural areas, or agricultural areas), photograph locations, land ownership, latest available aerial imagery, and other relevant information.

Procedures:

A chart showing the District's current easement baseline process is included in Appendix C.

MONITORING

Conservation easement monitoring includes the regular on-site inspection of each property protected by a conservation easement. Monitoring is regularly done as a means to avoid easement violations, and ensure the protection of each easement's conservation values. Documentation includes the use of standardized reports and record-keeping procedures and helps establish the written history of the uses, improvements, and condition of the land. Documentation also supports enforcement efforts when necessary.

Objectives:

1. Adequately monitor each conservation easement to ensure compliance with its provisions and to detect and prevent violations.
2. Create and maintain a written record of any structures, improvements, land uses, or activities on a property, as well as any correspondence or remedial actions required by the District following monitoring visits.

Policies:

1. The District shall endeavor to monitor its conservation easements on an annual basis, or in accordance with industry standards, which may allow for less frequent monitoring with use of aerial photographs or other remote sensing data.
2. The District shall tailor its monitoring efforts to each conservation easement and shall perform monitoring in a manner appropriate to the size, land uses, and conservation values set forth in each conservation easement.
3. The District shall monitor for compliance with the specific terms and conditions of each easement to ensure protection of the conservation purposes.
4. The District shall endeavor to incorporate appropriate and cost-effective technologies in its monitoring program.
5. Staff shall respect the privacy of residents and landowners to the greatest extent feasible while ensuring that they monitor the property with diligence.

Procedures:

A chart of the District's current easement monitoring process is included in Appendix D.

ENFORCEMENT

To ensure the preservation of conservation values and safeguard the public investments in these projects, the District must diligently and consistently enforce its conservation easements. By promptly addressing all potential easement violations in accordance with this policy, applicable laws, and the terms and conditions of each easement, the District ensures the success of its conservation program.

When a potential violation is discovered, staff contact the landowner and work as collaboratively as possible to resolve the enforcement issue. Through working in close partnership with landowners, the District achieves the greatest level of compliance with the easement terms. However, the District will take formal legal action if necessary to address easement violations.

Objectives:

1. Ensure that structure, improvements, land uses or activities on a protected property are consistent with the applicable conservation easement.
2. Carry out the District's enforcement program in a fair and even-handed manner and uphold those protections embodied within a property's conservation easement.

Policies:

1. The District shall exercise active easement stewardship and maintain effective communications and working relationships with the original grantor and any successor landowners.
2. The District shall endeavor to quickly and effectively take those measures necessary to resolve easement violations.
3. Where appropriate the District may initially work cooperatively with landowners to cure easement violations.
4. When appropriate, the District may utilize legal action to enforce a conservation easement in those instances where cooperative efforts have failed or where substantial or irreparable harm may occur to conserved values.
5. The District may coordinate its enforcement efforts with those of other public agencies, when appropriate.

Procedures:

A chart of the District's current easement enforcement process is included in Appendix E.

PERMITTED USE NOTICES AND PERMITTED USE REQUESTS

Conservation easements allow certain uses and prohibit other uses on a protected property. Allowed uses are sometimes called "Permitted Uses." Some Permitted Uses require advance written approval by the District, and other Permitted Uses require only advance notice to the District, while other Permitted Uses require neither notice to, nor approval by, the District. When a landowner provides notice to the District of a particular use on the property, the notice is referred to as a "Permitted Use Notice". When a landowner requests approval for a particular use on the property, that request is referred to as a "Permitted Use Request". Typically, easements provide a timeframe of 45 days for the District to respond to a notice or request. The following policies and procedures pertain to Permitted Use Notices and Permitted Use Requests.

Objectives:

1. Ensure that structures, land uses, or activities on a protected property are consistent with the applicable conservation easement.

2. Maintain records that accurately reflect existing permitted uses on District easements, and the District's reasoning for approving or denying a request.

Policies:

1. The District shall require that Permitted Use Notices and Permitted Use Requests provide all the information necessary for the District to make an informed decision.
2. District shall endeavor to consider and act upon all Permitted Use Notices and Permitted Use Requests in a timely and efficient manner.

Procedures:

A chart of the District's current permitted use request process is included in Appendix F.

EASEMENT AMENDMENTS

The success of the Districts' program depends as well on the public's confidence that the District will meet its obligations to enforce its easements as they are written. Nevertheless, occasionally situations arise where amending a conservation easement is appropriate to further the conservation values or to resolve unforeseen circumstances. In very limited circumstances, the District will pursue an amendment to a conservation easement to clarify language, make a correction, or realize a benefit to the conservation values. This process requires Board of Directors approval.

State law significantly limits the District's ability to amend its easements. Conservation easements in the State of California are authorized under California Civil Code section 815, which declares that "the preservation of land in its natural, scenic, agricultural, historical, forested, or open-space condition is among the most important environmental assets of California." Consistent with this purpose, in describing the legal effect of a conservation easement, Civil Code section 815.2(b) provides that "a conservation easement shall be perpetual in duration." Thus, by design, the District's conservation easements may be amended only as needed to satisfy their intended purposes. Open space easements held by the District are also perpetual under their terms, so the District administers them with similar deference.

The District's discretion to amend its easements is also limited by Public Resources Code section 5540, which establishes additional safeguards with respect to any real property interest that has been dedicated to open space by the District.

In cases where an easement was donated to the District, those easements are also subject to interpretation in light of the intent of the original grantor. Some landowners intend that their donation be viewed as a restricted gift for the specific charitable purpose of permanently protecting their property for the conservation purposes described in the easement. The District will make every effort to honor this trust by strictly enforcing the easement's original terms and purposes.

Objective:

Strictly limit the circumstances under which amendments to conservation easements may be considered so as to ensure compliance with State law, protect the District's goals, and maintain public confidence.

Policies:

1. The District may amend easements only where there is a clear benefit to the District and its conservation goals, which may include correction of a technical error.
2. The District may amend easements only where the amendment is consistent with law, adopted District policies, and the conservation purpose of the easement.
3. The District may amend easements to provide for additional protection, provided that such additional protection does not diminish or otherwise impair the conservation values of the land.
4. All amendments must be approved the District's Board of Directors.
5. The Board may approve an amendment (whether initiated by a landowner or the District) only if it makes all of the following findings:
 - a. The amendment is clearly consistent with the conservation purpose of the conservation easement.
 - b. The amendment enhances and otherwise does not impair the conservation values of the land subject to the conservation easement.
 - c. The amendment does not undermine the perpetual nature of the conservation easement.
 - d. The amendment is not precluded by the conservation easement or by state or federal law.
 - e. The amendment does not relinquish to the landowner any interest in land that has been expressly extinguished by the conservation easement, unless the amendment is accomplished as an exchange pursuant to Public Resource Code § 5540.5 so that there is no net loss of conservation value via the transaction.
 - f. The amendment is the minimum change necessary to satisfy the purpose of the amendment.
 - g. The amendment is consistent with the District's Acquisition Plan and other applicable District policies in effect at the time of the proposed amendment.
 - h. The amendment is consistent with all applicable land use and zoning regulations.
 - i. The amendment incorporates, to the maximum extent practical and legally permissible, the language used by the District in most current conservation easement form.
 - j. The amendment increases or has no effect on the appraised value of the conservation easement.

In its consideration of an amendment, the Board of Directors must also determine whether the proposed amendment will require approval of the County voters or the California legislature pursuant to Public Resources Code Section 5540 '.

In the event of condemnation or a bona fide threat of condemnation of a conservation easement or a portion thereof, the Board may direct staff to enter into settlement negotiations with the condemning authority and the landowner, as appropriate under the circumstances, to seek settlement in lieu of a judicial order. Because such amendments are involuntary in nature, the procedures described above do not apply.

Procedures:

A chart of the District's current easement amendment process is included in Appendix G

III. FEE LANDS

For those properties the District owns in fee, the District shall endeavor to provide for an appropriate level of natural resource management and infrastructure maintenance that will be sufficient to ensure the protection of its investment and of each property's unique conservation values.

The District's intent is not to hold but to transfer its fee lands to other qualified management entities. In each case, the District retains a conservation easement to ensure the protection of its voter-approved sales tax investments.

PROPERTY MANAGEMENT

The District manages its fee properties until such time that it transfers or sells the land to a private landowner or recreational entity. This management includes the maintenance and repair of property infrastructure, protection of natural and cultural resources, provisions for agricultural use and addressing trespassing and other illegal activities.

Objective:

Provide an adequate level of management to ensure fee properties are maintained consistent with the conservation purpose for which they were acquired.

Policies:

1. At the time of a property's acquisition, the District shall endeavor to complete an inventory of existing conditions. Staff will assess if there is need to arrange for supplemental fencing and/or gates and locks.
2. The District shall endeavor to address, to the extent practical, any existing safety issues including trespassing and illicit use or dumping.
3. The District shall endeavor to address trespass or other adverse conditions in a timely manner, with assistance from law enforcement as necessary.
4. The District shall endeavor to conduct regular inspections and maintain a written record of property conditions.
5. The District shall endeavor to provide for the management of natural resources on its fee lands, including management of invasive species, reduction in fire fuel loads, and the restoration of habitats where appropriate and in consultation with technical experts.
6. For each of its fee title properties, the District shall determine the allowable uses and activities, including agricultural uses and any access for research purposes or public recreation uses. Land uses and activities must be compatible with and support both the intent of the acquisition and the conservation values identified at the time of acquisition.

PROPERTY DISPOSITION

Objective:

1. Dispose of fee interest in the District's fee title lands.

Policies:

1. Where appropriate, the District may transfer its fee lands to other governmental entities, such as cities, the Sonoma County Regional Parks Department, and the California Department of Parks and Recreation for recreation or other open space uses, with the District retaining a conservation easement.
2. Where appropriate, the District may sell the land consistent with state law to a private party or other public entity for agricultural use, natural resource protection, recreation, or other open space purpose, with the District retaining a conservation easement and affirmative easements or covenants where appropriate.
3. For those limited fee properties that have not been dedicated to open space, the District may dispose of such property in an open bid sale.

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IV. APPENDICES

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**AGRICULTURAL PRESERVATION
AND OPEN SPACE 2006 EXPENDITURE PLAN**

The purpose of this expenditure plan is to implement the Sonoma County General Plan and the general plans of the County's incorporated cities by preserving agricultural land use and open space. This purpose will be accomplished primarily through the purchase of development rights from willing sellers in areas of the County which are designated in the County and cities' General Plan open space elements and may include the purchase of fee interests for outdoor public recreation where the public use would not be inconsistent with the open space designations listed below.

The open space designations eligible for protection under this expenditure plan include community separators, greenbelts, scenic landscape units, scenic corridors, agriculturally productive lands, biotic habitat areas, riparian corridors and other areas of biotic significance, and other open space projects.

1. Community separators and greenbelts are lands that function as open space to separate cities and other communities and protect city and community identity by providing visual relief from continuous urbanization. These lands are frequently subject to development pressures, and therefore, have been identified as priority sites for acquisition to prevent urban sprawl, to retain the rural and open character of the county and to preserve agricultural uses.
2. Scenic landscape units and scenic corridors are areas of high scenic quality including natural landscapes and backdrops that provide visual relief from urban densities and maintain the open nature of the County.
3. Agriculturally productive lands include working farms and ranches and other lands used for the production of food, fiber, and plant materials and the raising and maintaining of livestock and farm animals.
4. Biotic habitat areas, riparian corridors, and other areas of biotic significance include freshwater and tidal marshes, wetlands, special status species locations, woodlands and forests, wildlife habitat corridors and lands along creeks and streams critical to protecting fisheries and water quality. These sensitive natural areas require protection, restoration, and resource management, and include the Petaluma River, Laguna de Santa Rosa, Russian River, Sonoma Creek and San Pablo Baylands.

5. Other open space projects include, but are not limited to, urban open space and recreation projects within and near incorporated areas and other urbanized areas of Sonoma County. Funds for these projects shall be available to cities, the County and other entities through a matching grant program, with preference given to acquisition and development projects that link communities. Examples of these projects include creek restoration and enhancement, such as along the Petaluma River, Santa Rosa Creek, and Laguna de Santa Rosa, trails, athletic fields, and urban greenspace.

6. Operation and maintenance of land includes limited funding for initial public access, operation and maintenance of recreational lands purchased in accordance with this Plan. No more than 10 percent of total revenues generated over the life of the Measure shall be made available for operation and maintenance purposes.

LAND TRUST

Standards and Practices

Ethical and Technical Guidelines for the
Responsible Operation of a Land Trust

Introduction

Land Trust Standards and Practices are the ethical and technical guidelines for the responsible operation of a land trust. The Land Trust Alliance drafted the first Standards in 1989 at the urging of land trusts and to affirm certain best practices as the surest way to secure lasting conservation. To maintain the land trust community's strength, credibility and effectiveness, the Standards were updated in 1993, 2001 and 2004. In preparing this 2017 update, an advisory team, comprised of land trust professionals from across the country, reviewed and discussed more than 1,600 comments from conservationists throughout the United States. These many voices were an invaluable asset throughout the revision process.

While this document is a publication of the Land Trust Alliance, the Standards are a collective product of the land trust community. The advisory team was as diverse in perspective as the comments the team reviewed. Unanimity was not necessarily achieved on each standard or practice, but this document reflects the expressed values and recommendations of the overall land trust community.

The nation's more than 1,300 nonprofit land trusts have conserved 56 million acres of wildlife habitat, farms, ranches, forests, watersheds, recreation areas and other open spaces as of 2015. The continued success of land trusts depends on public confidence in—and support of—our community as we build conservation programs that stand the test of time. It is, therefore, every land trust's responsibility to uphold this public confidence and ensure the permanence of its conservation efforts. Implementing the Standards positions a land trust to achieve these goals and, if it so wishes, to seek insurance through Terrafirma and pursue accreditation through the Land Trust Accreditation Commission. (Accreditation indicator elements are marked with ●; Terrafirma enrollment prerequisites are denoted with ■; Elements for both are represented with ▲.)

Each member of the Land Trust Alliance must adopt the Standards as guiding principles for its operations, pledging a commitment to uphold the public confidence and the credibility of the land trust community as a whole. (See the board adoption resolution on page 2.) It is important to note that while the Standards are thorough, they are not exhaustive. There will be times when the Standards do not make clear a land trust's best path forward. In these moments, the land trust's board should exercise its best judgment as informed by the spirit of these Standards.

Land trusts are a respected and integral part of our nation's land conservation work. Together, we must support our peers and hold ourselves to the highest standards as we continue to conserve the places we need and love.

STANDARD 11

Conservation Easement Stewardship

Land trusts have a program of responsible stewardship for their conservation easements.

PRACTICES

A. Funding Conservation Easement Stewardship

1. Estimate the long-term stewardship and enforcement expenses of each conservation easement transaction
2. Track stewardship and enforcement costs

B. Baseline Documentation Report

- 1. For each conservation easement, have a baseline documentation report (■), with written descriptions, maps and photographs, that documents:
 - a. The conservation values protected by the easement
 - b. The relevant conditions of the property as necessary to monitor and enforce the easement
- 2. Prepare the report prior to closing and have it signed by the landowner and land trust at or prior to closing
 - a. In the event that seasonal conditions prevent the completion of a full baseline documentation report by closing, the landowner and land trust sign a schedule for finalizing the full report and an acknowledgement of interim data [that for donations and bargain sales meets Treasury Regulation §1.170A-14(g)(5)(i)] at closing
- 3. When there are significant changes to the land or the conservation easement (such as a result of an amendment or the exercise of a permitted right), document those changes in an appropriate manner, such as through monitoring reports, a baseline supplement or current conditions report

C. Conservation Easement Monitoring

1. Adopt a written policy and/or procedure for monitoring conservation easements that establishes consistent monitoring protocols and recordkeeping procedures
- ▲ 2. Monitor each conservation easement property at least once per calendar year
 - ▲ a. If the land trust uses aerial monitoring, conduct on-the-ground monitoring at least once every five years
 - ▲ b. Promptly document the annual monitoring activities for each conservation easement

D. Landowner Relationships

1. Maintain regular contact with owners of conservation easement properties to maintain relationships and avoid potential easement conflicts
2. Establish systems to track changes in land ownership
3. When the property changes hands, attempt to meet with the new owner or property manager and provide information in writing about the conservation easement and the land trust's stewardship policies and procedures

E. Conservation Easement Enforcement

- 1. Adopt a written policy and develop written procedures for documenting and responding to potential conservation easement violations
- 2. Investigate potential violations in a timely manner and promptly document all actions taken
3. Involve legal counsel as appropriate to the severity of the violation and the nature of the proposed resolution

F. Approvals and Permitted Rights

1. Respond to landowner required notices or requests for interpretation or approvals in a timely and consistent manner, as specified in the conservation easement deed or in a written procedure
2. Establish written procedures to guide the land trust's decision-making if using discretionary approvals or if conservation easement deeds contain such clauses
- 3. Maintain a permanent record of all notices, approvals, denials, interpretations and the exercise of any significant permitted rights

G. Contingency Strategy

1. Take reasonable steps to provide for the disposition of conservation easements in the event the land trust ceases to exist or can no longer steward and administer them

H. Amendments

- 1. Adopt and follow a written policy or procedure addressing conservation easement amendments that is consistent with the Land Trust Alliance Amendment Principles
- 2. Evaluate all conservation easement amendment proposals with due diligence sufficient to satisfy the Amendment Principles
- 3. If an amendment is used to adjust conservation easement boundaries (such as to remedy disputes or encroachment) and results in a *de minimis* extinguishment, document how the land trust's actions address the terms of J.1. below

I. Condemnation

1. If a conservation easement is threatened with condemnation,
 - a. Take steps to avoid or mitigate harm to conservation values and document the actions taken
 - b. Have or obtain appropriate documentation of the percentage of the full value of the property represented by the conservation easement
 - c. Document the land trust's attempts to receive its proportional share of the proceeds and use any proceeds in a manner consistent with the conservation easement deed

J. Partial or Full Extinguishment

- 1. In the rare case that it is necessary to extinguish a conservation easement, in whole or in part,
 - a. Follow the terms of the conservation easement with respect to taking appropriate action, and obtain judicial or regulatory review when required by law or specified in the easement deed
 - b. Ensure there is no private inurement or impermissible private benefit
 - c. Take steps to avoid or mitigate harm to conservation values and/or use any proceeds in a manner consistent with the conservation easement deed
 - d. Consider the land trust's actions in the context of its reputation and the impact on the land conservation community at large

STANDARD 12

Fee Land Stewardship

Land trusts have a program of responsible stewardship for the land held in fee for conservation purposes.

PRACTICES

A. Funding Land Stewardship

1. Determine the immediate financial and management implications of each conservation property acquisition and estimate the long-term implications
2. Anticipate and track costs associated with long-term land management, stewardship and enforcement of conservation properties

B. Land Management and Stewardship

- 1. Develop a written land management plan for each conservation property (■) within 12 months after acquiring the land to:
 - a. Identify the property's conservation values, including any significant cultural and natural features or those that have significant community value
 - b. Identify the overall management goals for the property
 - c. Identify activities to achieve the goals and to reduce any risks or threats to the conservation values
 - d. Specify the uses that are appropriate for the property, in keeping with the property's conservation values, any restrictions and donor or funder requirements
 - i. Provide public access opportunities as appropriate to the property and the land trust's mission
- 2. Manage each conservation property in accordance with its management plan, and review and update the plan as necessary
- 3. Perform administrative duties (such as paying insurance, filing required forms, keeping records) in a timely and responsible manner
- 4. Maintain the property in a manner that retains the land trust's public credibility, manages community expectations and minimizes risk

C. Inspecting Land Trust Properties

1. Determine the boundaries of land trust properties and physically mark them to the extent possible or necessary
- 2. Inspect properties at least once per calendar year for potential management problems and promptly document the inspection
- 3. Address management problems, including encroachments, trespass and other ownership challenges, in an appropriate and timely manner and document the actions taken

D. Contingency Strategy

1. Take reasonable steps to provide for the continuing protection of conservation properties in the event the land trust ceases to exist or can no longer own or manage them

E. Condemnation

1. If a conservation property is threatened with condemnation, take steps to avoid or mitigate harm to conservation values and document the actions taken

The Land Trust Alliance's mission is to save the places people love by strengthening land conservation across America.

Founded in 1982, the Land Trust Alliance is a national land conservation organization that works to save the places people love and need by strengthening land conservation across America. The Alliance represents more than 1,000 member land trusts supported by more than 100,000 volunteers and 5 million members nationwide. The Alliance is based in Washington, D.C. and operates several regional offices. More information about the Alliance is available at www.landtrustalliance.org.

The Land Trust Alliance provides resources to assist land trusts in implementing *Land Trust Standards and Practices*. General information on the Standards and on Alliance publications and training programs related to their implementation can be found at www.landtrustalliance.org. Alliance member land trusts and partners can find additional technical information and sample documents on The Learning Center at <http://tlc.lta.org>.



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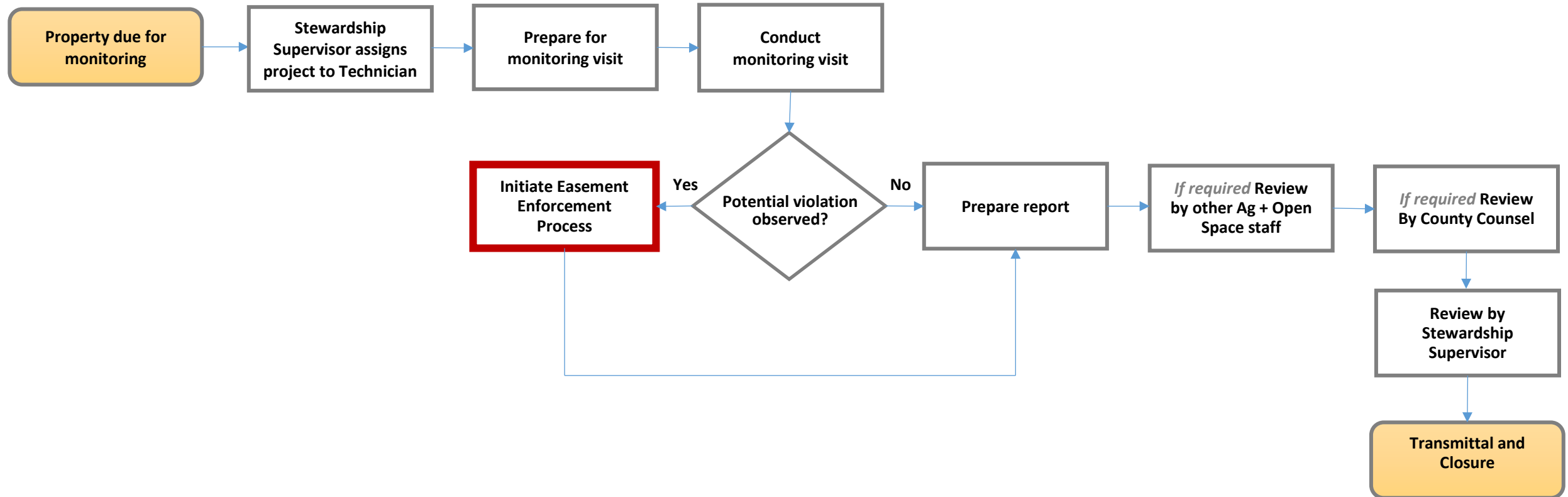
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SONOMA COUNTY AG + OPEN SPACE EASEMENT BASELINE PROCESS MAP



Separate Ag + Open
Space Process

SONOMA COUNTY AG + OPEN SPACE EASEMENT MONITORING PROCESS MAP



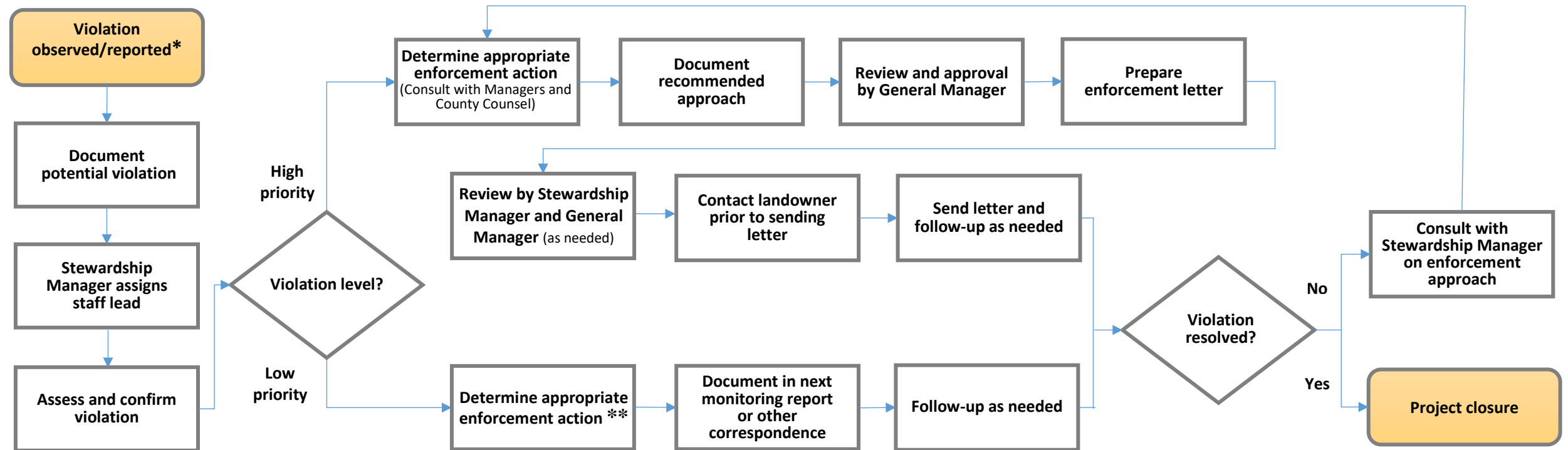
Separate Ag + Open
Space Process

SONOMA COUNTY AG + OPEN SPACE EASEMENT ENFORCEMENT PROCESS MAP



* This process is typically initiated by the Monitoring Process, but may result from an external report

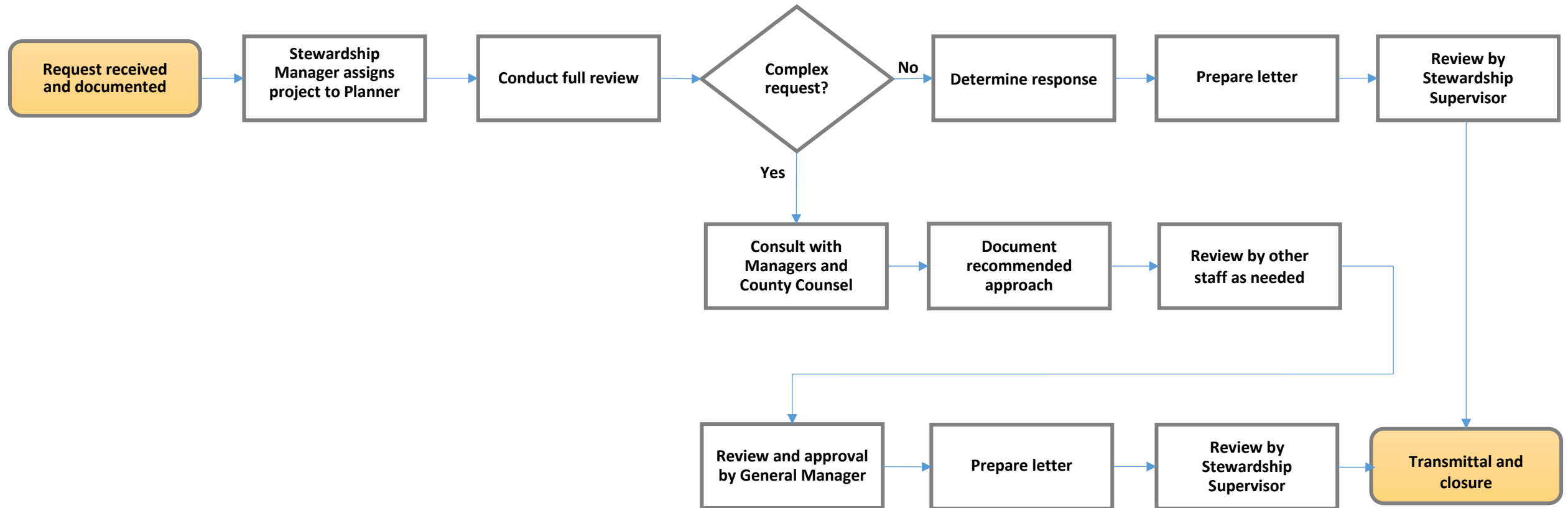
** In consultation with Counsel and Stewardship Manager (as needed)



Separate Ag + Open Space Process

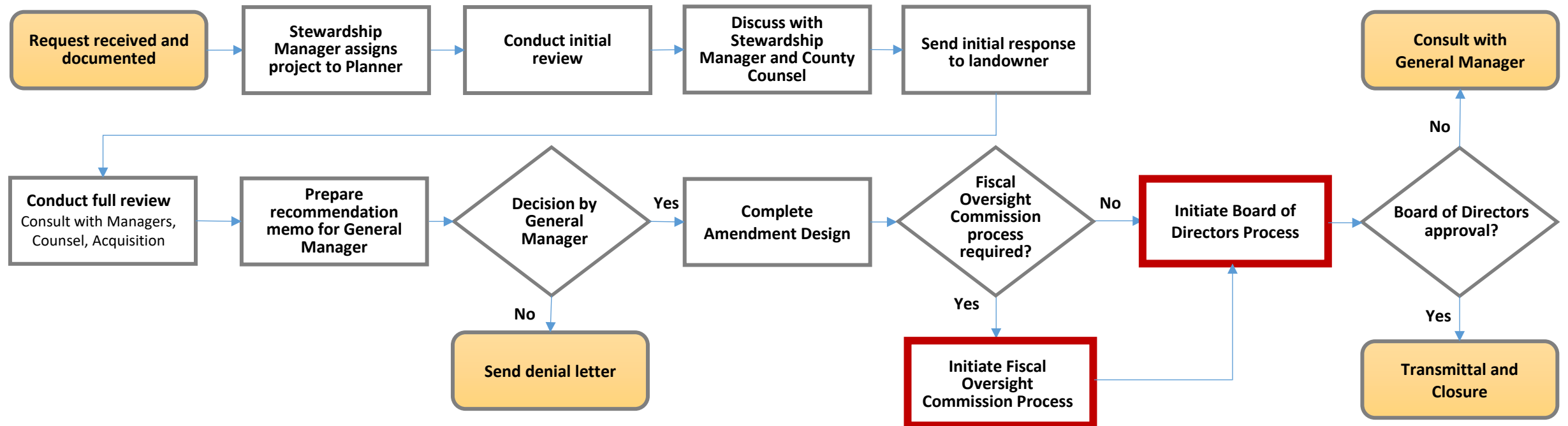
Note: Annual Letter of Pending Enforcement Actions presented to the Board of Directors.

SONOMA COUNTY AG + OPEN SPACE
PERMITTED USE REQUEST PROCESS MAP



Separate Ag + Open
Space Process

SONOMA COUNTY AG + OPEN SPACE EASEMENT AMENDMENT PROCESS MAP



Separate Ag + Open
Space Process