

SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION

COMMISSIONERS

Mike Sangiacomo (Sonoma)
Todd Mendoza (Petaluma)
Dee Swanhuysen (Sebastopol)

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

Regular Meeting

747 Mendocino Avenue – Suite 100, Santa Rosa, CA 95401

December 3, 2015 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.** [Attachment 1]
7. **Financial Report.** [Attachment 2]
8. **Ad Hoc Committee Reports.**
 - Annual Report/Audit Report Review (Anderson, Swanhuysen) –no scheduled meetings
 - Investment (Swanhuysen, Owen) – no scheduled meetings
 - Review of County Services (Mendoza, Koenigshofer) – no scheduled meetings
 - Stewardship (Mendoza, Sangiacomo) – no scheduled meetings
 - Operation & Maintenance Transaction Review (Anderson, Koenigshofer) – no scheduled meetings
 - Matching Grant Program (Koenigshofer, Owen) – no scheduled meetings
 - Management Review Recommendations (Koenigshofer, Anderson) – no scheduled meetings
9. **Stewardship Reserve Calculation.** [Attachment 3 with Enclosures 1, 2, and 3]
10. **Suggested Next Meeting.**
11. **Adjournment.**

In compliance with Government Code §54954.2(a), the Sonoma County Open Space Fiscal Oversight Commission will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the ADA of 1990 (42 U.S.C. §12132), and the Federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in another format or need a disability-related modification or accommodation should contact Sue Jackson at 707.565.7346 at least 72 hours prior to the meeting to ensure arrangements for accommodation. Pursuant to Government Code § 54957.5, a copy of all documents related to an item on this agenda submitted to the Fiscal Oversight Commission may be obtained from the Fiscal Oversight Commission office, 747 Mendocino Avenue, Santa Rosa, CA 95401.

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UNAPPROVED

Minutes for Meeting of November 12, 2015

Commissioners Present: Eric Koenigshofer (Chair) – arrived at 4:12 pm, Bob Anderson (Vice Chair), Mike Sangiacomo, Dee Swanhuyser, Jeff Owen (Alternate).

Staff Present: Mary Dodge, Administrative & Fiscal Services Manager; Misti Arias, Program Manager – Acquisition; Sheri Emerson, Program Manager – Stewardship; Stuart Martin, Land Acquisition Specialist; Sara Press, Land Acquisition Associate; Jennifer Kuszmar, Associate Planner – Matching Grant Coordinator; Sue Gallagher, Counsel; Christine Minkel, Administrative Aide to the Commission, Sue Jackson, Deputy Clerk/Recorder-Fiscal Oversight Commission.

Also Present: Geoff Hornsby, Appraiser

1. **Call to Order.**

Commissioner Anderson called the meeting to order at 4:05 pm.

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

There were none.

3. **General Announcements Not Requiring Deliberation or Decision.**

There were none.

4. **Public Comment.**

There was none.

5. **Correspondence/Communication.**

There was none.

6. **Approval of Commission Minutes.**

On a motion by Commissioner Anderson and second by Alternate Commissioner Owen, the minutes of October 29, 2015 were approved as submitted.

7. **Ad Hoc Committee Reports.**

- Annual Report/Audit Report Review (Anderson, Swanhuysen) – Nothing to report
- Investment (Swanhuysen, Owen) – Nothing to report
- Review of County Services (Mendoza, Koenigshofer) – Nothing to report
- Stewardship (Mendoza, Sangiacomo)
Commissioner Sangiacomo reported that on November 2nd, he met with Deborah Rogers (Center for Natural Lands Management – Stewardship Reserve Fund consultant), and Mary Dodge, Sheri Emerson, Bill Keene, and Christine Minkel. Commissioner Mendoza did not attend. After reviewing information presented by CNLM, the committee had questions for the consultant that required further study. The Committee will report updates to the Commission upon receipt from CNLM.
- Operation and Maintenance Transaction Review (Anderson, Koenigshofer)
The committee did not meet. However, on a related matter, Ms. Dodge reported that on November 4th at the monthly all-staff meeting, she and Ms. Emerson conducted training on cost coding for time cards and invoices with a focus on costs that apply to the Operation and Maintenance category (code #71). She stated that staff would include additional detail on said costs on a monthly and quarterly basis during the Financial Report standing agenda item.
- Matching Grant Program (Koenigshofer, Owen) – Nothing to report.
- Management Review Recommendations (Koenigshofer, Anderson) – Nothing to report.

Note: Commissioner Koenigshofer chaired the meeting from this point forward.

8. **Initial Public Access Operation and Maintenance Policy Discussion (IPAOM).**

Ms. Emerson presented the final draft of the policy to the Commission with edits and format changes incorporated as requested during previous review sessions. A discussion followed for the purpose of clarifying specific language related to budgeting for the “up-to-10%” cap of the Measure F sales tax eligible for IPAOM expenditures. The Commission members expressed satisfaction with the final product and supported presenting the policy, with minor edits from today’s discussion, to the Board of Directors, at its January 5, 2016 meeting.

9. **Sebastopol Skatergarten Expansion Matching Grant.**

Resolution No. 2015-005

Ms. Kuszmar presented an overview of the project, the third of three matching grants for this park’s development, awarded to the City of Sebastopol in the 2014 Program cycle. The project will develop 0.5 acres of public open space adjacent to the existing skate park and community gardens for more traditional park usage such as picnics. Once completed, it will

increase the protected park land by 30%. The conservation easement over the existing Skategarden Park will be amended to include the additional 0.5 acre parcels. Additionally, a recreation conservation covenant will be placed over the entire 1.5-acre property.

The Commission expressed concerns that District payments were made prior to the expenditure of the grantee's matching funds. Ms. Kuszmar explained that current policy has been to allow that and reconcile matching funds overall at the end of the project. Several methods of monitoring time of payments to matching funds were discussed. The current policy will be reviewed during the next revisions of the matching grant program guidelines which will be at the beginning of the next matching grant cycle.

On a motion by Commissioner Swanhuysen and second by Alternate Commissioner Owen, the resolution was approved.

Ayes: 5 Noes: 0 Abstain: 0 Absent: 1

10. **Closed Session.**

The Commission adjourned to closed session at 5:45 pm.

Note: Commissioner Sangiacomo left the meeting at 6:12 pm.

11. **Report on Closed Session.**

The Commission reconvened at 6:30 pm and reported the following:

Estero Ranch

Resolution No. 2015-004

On a motion by Commissioner Swanhuysen and second by Commissioner Anderson, the Commission determined that the acquisition price for the purchase of a conservation easement over the Estero Ranch property does not exceed fair market value.

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

12. **Suggested Next Meeting.** December 3, 2015

13. **Adjournment.**

Commissioner Koenigshofer adjourned the meeting at 6:40 pm.

Respectfully submitted,

Sue Jackson
Deputy Clerk



MEMORANDUM

TO: Fiscal Oversight Commission

FROM: Mary Dodge, Administrative and Fiscal Services Manager

DATE: November 19, 2015

SUBJECT: October Financial Reports

The October 31, 2015 Budget to Actual by Fund reports for both the District's six funds and the County Open Space Special Tax Account (OSSTA) are attached. I have extracted these reports from the County Enterprise Financial System (EFS). My review of these monthly reports shows the following items of potential interest:

District Funds

- Revenue from Other Governmental Agencies is our OSSTA drawdown. It is done by acquisition transaction and for six months of operations. There was one transaction in this reporting period and it was offset by grant funds.
- There are salary savings of approximately 12% due to vacancies that have occurred in all programs. Some positions have been filled and other vacancies have taken their place.
- Because expenditures are allowed to exceed budget for individual line items and are checked by "category" such as Services and Supplies or Professional & Specialized, several items show an actual amount in excess of the budget. For all but the account discussed below the amounts are immaterial.
- There is an error in the budget balance for account 52162 Special Department Expense and County Auditor's office staff is researching the problem. The beginning balance should be \$431,000 and the encumbrance balance includes multiple years' activity.
- First quarter budget adjustments that reflect the bond refunding are not yet posted.

OSSTA Fund

Sales tax received for the month was \$1,561,101 and year to date is \$3,879,276. Prior year for October was a monthly amount of \$1,467,900 and yearly of \$3,688,815. This is an over 5% increase in revenue as compared to this time last year.

Attachment 2

Sonoma County Agricultural Preservation and Open Space District Budget To Actual by Fund - October 31, 2015

Account Description				Encumbrances	Remaining	66%
		Final	Year to Date	Year to Date	Balance	Remaining
	52091 - Memberships/Certifications	<u>16,200.00</u>	<u>5,535.00</u>	<u>0.00</u>	10,665.00	65.83%
	Total 52090 Memberships	<u>16,200.00</u>	<u>5,535.00</u>	<u>0.00</u>	10,665.00	65.83%
	52110 - Office Supplies Expense					
	52111 - Office Supplies	<u>23,499.96</u>	<u>3,472.46</u>	<u>0.00</u>	20,027.50	85.22%
	52115 - Books/Media/Subscriptions	<u>2,499.96</u>	<u>30.00</u>	<u>0.00</u>	2,469.96	98.80%
	52117 - Mail and Postage Supplies	<u>6,000.00</u>	<u>323.20</u>	<u>0.00</u>	5,676.80	94.61%
	Total 52110 Office Supplies Expense	<u>31,999.92</u>	<u>3,825.66</u>	<u>0.00</u>	28,174.26	88.04%
	52140 - Minor Equipment					
	52141 - Minor Equipment/Small Tools	<u>70,500.00</u>	<u>4,767.46</u>	<u>15,962.43</u>	49,770.11	70.60%
	52143 - Computer Software/Licensing	<u>18,500.04</u>	<u>0.00</u>	<u>0.00</u>	18,500.04	100.00%
	Total 52140 Minor Equipment	<u>89,000.04</u>	<u>4,767.46</u>	<u>15,962.43</u>	68,270.15	76.71%
	52160 - Special Departmental Expense					
	52162 - Special Department Expense	<u>(29,792.61)</u>	<u>82,220.63</u>	<u>632,240.89</u>	(744,254.13)	2498.12%
	52163 - Professional Development	<u>15,999.96</u>	<u>0.00</u>	<u>0.00</u>	15,999.96	100.00%
	Total 52160 Special Departmental Expense	<u>(13,792.65)</u>	<u>82,220.63</u>	<u>632,240.89</u>	(728,254.17)	5280.02%
	Total 51000 Services and Supplies	<u>6,587,209.62</u>	<u>831,140.87</u>	<u>2,978,705.98</u>	2,777,362.77	42.16%
	53000 - Other Charges					
	53500 - Contributions Non-County Agy					
	53501 - Contributions	<u>3,031,808.04</u>	<u>55.03</u>	<u>34,944.97</u>	2,996,808.04	98.85%
	Total 53500 Contributions Non-County Agy	<u>3,031,808.04</u>	<u>55.03</u>	<u>34,944.97</u>	2,996,808.04	98.85%
	Total 53000 Other Charges	<u>3,031,808.04</u>	<u>55.03</u>	<u>34,944.97</u>	2,996,808.04	98.85%
	54000 - Capital Expenditures					
	54300 - Machinery and Equipment					
	54331 - Mobile Equipment	<u>45,000.00</u>	<u>0.00</u>	<u>0.00</u>	45,000.00	100.00%
	Total 54300 Machinery and Equipment	<u>45,000.00</u>	<u>0.00</u>	<u>0.00</u>	45,000.00	100.00%
	54400 - Construction in Progress					
	54405 - CIP - Bldg & Impr	<u>1,840,181.60</u>	<u>39,581.69</u>	<u>390,278.99</u>	1,410,320.92	76.64%
	Total 54400 Construction in Progress	<u>1,840,181.60</u>	<u>39,581.69</u>	<u>390,278.99</u>	1,410,320.92	76.64%
	54700 - Intangible Assets					
	54702 - Intangible Assets - Non-amort	<u>21,320,000.04</u>	<u>603,313.00</u>	<u>0.00</u>	20,716,687.04	97.17%
	Total 54700 Intangible Assets	<u>21,320,000.04</u>	<u>603,313.00</u>	<u>0.00</u>	20,716,687.04	97.17%
	Total 54000 Capital Expenditures	<u>23,205,181.64</u>	<u>642,894.69</u>	<u>390,278.99</u>	22,172,007.96	95.55%
	57000 - Other Financing Uses					
	57010 - Transfers Out					
	57011 - Transfers Out - within a Fund	<u>3,052,122.00</u>	<u>0.00</u>	<u>0.00</u>	3,052,122.00	100.00%
	57015 - Transfers Out - All Others	<u>15,938.04</u>	<u>0.00</u>	<u>0.00</u>	15,938.04	100.00%
	Total 57010 Transfers Out	<u>3,068,060.04</u>	<u>0.00</u>	<u>0.00</u>	3,068,060.04	100.00%
	Total 57000 Other Financing Uses	<u>3,068,060.04</u>	<u>0.00</u>	<u>0.00</u>	3,068,060.04	100.00%
	All Expense/Expenditure Accts	39,926,549.18	2,404,946.96	3,403,929.94	34,117,672.28	
	All Revenues	37,604,104.08	343,813.57	0.00	37,260,290.51	
	Net Cost	2,322,445.10	2,061,133.39	3,403,929.94	(3,142,618.23)	

Sonoma County Agricultural Preservation and Open Space District Budget To Actual by Fund - October 31, 2015

Account Description				Encumbrances	Remaining	66%
		Final	Year to Date	Year to Date	Balance	Remaining
	51225 - Training Services	<u>45,000.00</u>	<u>13,294.42</u>	<u>0.00</u>	31,705.58	70.46%
	51226 - Consulting Services	<u>3,189,836.00</u>	<u>161,057.99</u>	<u>1,649,086.32</u>	1,379,691.69	43.25%
	51241 - Outside Printing and Binding	<u>8,499.96</u>	<u>141.38</u>	<u>0.00</u>	8,358.58	98.34%
	51242 - Bank Charges	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	3,000.00	100.00%
	51245 - Appraisal Services	<u>99,750.00</u>	<u>14,500.00</u>	<u>13,750.00</u>	71,500.00	71.68%
	51250 - Planning/Mapping/Inspections	<u>0.00</u>	<u>50.00</u>	<u>0.00</u>	(50.00)	0.00%
	Total 51200 Professional & Specialized	<u>4,000,418.88</u>	<u>323,964.17</u>	<u>1,672,453.32</u>	2,004,001.39	50.09%
	51300 - Publications and Legal Notices					
	51301 - Publications and Legal Notices	<u>5,000.04</u>	<u>0.00</u>	<u>0.00</u>	5,000.04	100.00%
	Total 51300 Publications and Legal Notices	<u>5,000.04</u>	<u>0.00</u>	<u>0.00</u>	5,000.04	100.00%
	51420 - Rents and Leases - Bldg & Impr					
	51421 - Rents and Leases - Bldg/Land	<u>188,000.04</u>	<u>62,696.40</u>	<u>0.00</u>	125,303.64	66.65%
	Total 51420 Rents and Leases - Bldg & Impr	<u>188,000.04</u>	<u>62,696.40</u>	<u>0.00</u>	125,303.64	66.65%
	51600 - Transportation and Travel					
	51601 - Training/Conference Expenses	<u>0.00</u>	<u>605.36</u>	<u>0.00</u>	(605.36)	0.00%
	51604 - Other Transportation	<u>7,500.00</u>	<u>0.00</u>	<u>0.00</u>	7,500.00	100.00%
	51605 - Private Car Expense	<u>8,000.04</u>	<u>3,258.73</u>	<u>0.00</u>	4,741.31	59.27%
	Total 51600 Transportation and Travel	<u>15,500.04</u>	<u>3,864.09</u>	<u>0.00</u>	11,635.95	75.07%
	51800 - Other Services					
	51803 - Other Contract Services	<u>20,771.56</u>	<u>1,050.00</u>	<u>24,421.52</u>	(4,699.96)	-22.63%
	Total 51800 Other Services	<u>20,771.56</u>	<u>1,050.00</u>	<u>24,421.52</u>	(4,699.96)	-22.63%
	51900 - Interfund Expenses					
	51901 - Telecommunication Data Lines	<u>0.00</u>	<u>4,053.44</u>	<u>0.00</u>	(4,053.44)	0.00%
	51902 - Telecommunication Usage	<u>20,000.04</u>	<u>125.33</u>	<u>0.00</u>	19,874.71	99.37%
	51904 - ISD - Baseline Services	<u>151,035.00</u>	<u>38,039.72</u>	<u>0.00</u>	112,995.28	74.81%
	51905 - ISD - Improvement Projects	<u>2,499.96</u>	<u>0.00</u>	<u>0.00</u>	2,499.96	100.00%
	51907 - ISD - Device Modernization Pro	<u>2,720.04</u>	<u>0.00</u>	<u>0.00</u>	2,720.04	100.00%
	51909 - Telecommunication Wireless Svc	<u>3,999.96</u>	<u>404.28</u>	<u>0.00</u>	3,595.68	89.89%
	51910 - Courier Services	<u>2,652.00</u>	<u>663.00</u>	<u>0.00</u>	1,989.00	75.00%
	51911 - Mail Services	<u>500.04</u>	<u>47.58</u>	<u>0.00</u>	452.46	90.48%
	51912 - Records Services	<u>99.96</u>	<u>0.00</u>	<u>0.00</u>	99.96	100.00%
	51915 - ISD - Reprographics Services	<u>3,999.96</u>	<u>0.00</u>	<u>0.00</u>	3,999.96	100.00%
	51916 - County Services Chgs	<u>116,544.00</u>	<u>668.00</u>	<u>0.00</u>	115,876.00	99.43%
	51918 - HRMS Charges	<u>15,834.00</u>	<u>0.00</u>	<u>0.00</u>	15,834.00	100.00%
	51919 - EFS Charges	<u>79,454.04</u>	<u>38,609.53</u>	<u>0.00</u>	40,844.51	51.41%
	51920 - Risk Mgmt Benefit Admin Chgs	<u>7,472.04</u>	<u>0.00</u>	<u>0.00</u>	7,472.04	100.00%
	51922 - County Car Expense	<u>15,000.00</u>	<u>956.00</u>	<u>0.00</u>	14,044.00	93.63%
	51923 - Unclaimable county car exp	<u>200.04</u>	<u>34.74</u>	<u>0.00</u>	165.30	82.63%
	Total 51900 Interfund Expenses	<u>422,011.08</u>	<u>83,601.62</u>	<u>0.00</u>	338,409.46	80.19%
	52020 - Clothing and Personal Supplies					
	52021 - Clothing, Uniforms, Personal	<u>3,500.04</u>	<u>0.00</u>	<u>0.00</u>	3,500.04	100.00%
	Total 52020 Clothing and Personal Supplies	<u>3,500.04</u>	<u>0.00</u>	<u>0.00</u>	3,500.04	100.00%
	52090 - Memberships					

Sonoma County Agricultural Preservation and Open Space District Budget To Actual by Fund - October 31, 2015

Account Description		Final	Year to Date	Encumbrances	Remaining	66%
				Year to Date	Balance	Remaining
50200 - Retirement						
	50201 - County retirement	988,547.76	217,002.13	0.00	771,545.63	78.05%
	50203 - Unclaimable Accelerated UAAL	0.00	424.81	0.00	(424.81)	0.00%
	50204 - Unclaimable county retirement	28,221.48	9,159.90	0.00	19,061.58	67.54%
	50205 - FICA retirement	300,237.12	38,584.47	0.00	261,652.65	87.15%
	50207 - PST deferred comp	0.00	144.01	0.00	(144.01)	0.00%
Total 50200 Retirement		1,317,006.36	265,315.32	0.00	1,051,691.04	79.85%
50300 - Employee Group Insurance						
	50301 - Health insurance	125,017.32	35,444.23	0.00	89,573.09	71.65%
	50304 - HRA benefit	0.00	1,683.74	0.00	(1,683.74)	0.00%
	50305 - Retiree medical trust contrib	15,975.48	14,122.62	0.00	1,852.86	11.60%
	50306 - Disability insurance	14,221.08	3,885.82	0.00	10,335.26	72.68%
	50307 - Dental insurance	29,016.84	7,917.44	0.00	21,099.40	72.71%
	50308 - Life insurance	1,156.68	397.37	0.00	759.31	65.65%
	50309 - Vision insurance	4,719.12	1,369.26	0.00	3,349.86	70.98%
	50310 - Unemployment insurance	0.00	251.20	0.00	(251.20)	0.00%
	50311 - Unemployment-perm pos	3,460.56	541.92	0.00	2,918.64	84.34%
Total 50300 Employee Group Insurance		193,567.08	65,613.60	0.00	127,953.48	66.10%
50400 - Workers' Compensation						
	50401 - Workers' Compensation	25,349.76	8,846.72	0.00	16,503.04	65.10%
Total 50400 Workers' Compensation		25,349.76	8,846.72	0.00	16,503.04	65.10%
50500 - Other Benefits						
	50501 - Other Benefits	404.88	374.04	0.00	30.84	7.62%
	50502 - Deferred Compensation	16,760.28	4,182.88	0.00	12,577.40	75.04%
Total 50500 Other Benefits		17,165.16	4,556.92	0.00	12,608.24	73.45%
Total 50000 Salaries and Employee Benefits		4,034,289.84	930,856.37	0.00	3,103,433.47	76.93%
51000 - Services and Supplies						
51040 - Insurance Expense						
	51041 - Insurance - Liability	12,362.04	0.00	0.00	12,362.04	100.00%
Total 51040 Insurance Expense		12,362.04	0.00	0.00	12,362.04	100.00%
51060 - Maintenance - Equipment						
	51061 - Maintenance - Equipment	15,200.04	2,805.69	0.00	12,394.35	81.54%
Total 51060 Maintenance - Equipment		15,200.04	2,805.69	0.00	12,394.35	81.54%
51070 - Maintenance - Bldg & Improve						
	51071 - Maintenance - Bldg & Improve	5,000.04	0.00	0.00	5,000.04	100.00%
	51074 - Maint - Parks and Grounds	1,486,713.44	116,921.68	484,191.22	885,600.54	59.57%
	51075 - Maint - SCAPOSD	289,325.07	139,888.47	149,436.60	0.00	0.00%
Total 51070 Maintenance - Bldg & Improve		1,781,038.55	256,810.15	633,627.82	890,600.58	50.00%
51200 - Professional & Specialized						
	51201 - Administration Services	90,000.00	0.00	0.00	90,000.00	100.00%
	51206 - Accounting/Auditing Services	32,833.00	26,404.00	9,617.00	(3,188.00)	-9.71%
	51207 - Client Accounting Services	54,999.96	19,716.63	0.00	35,283.33	64.15%
	51211 - Legal Services	476,499.96	88,799.75	0.00	387,700.21	81.36%

Sonoma County Agricultural Preservation and Open Space District

Budget To Actual by Fund - October 31, 2015

Account Description			Encumbrances	Remaining	66%
	Final	Year to Date	Year to Date	Balance	Remaining
13605 - Open Space District					
00004 - All Revenues					
42000 - Intergovernmental Revenues					
42600 - Other Governmental Agencies					
42610 - Other Governmental Agencies	36,019,884.00	302,563.00	0.00	35,717,321.00	99.16%
Total 42600 Other Governmental Agencies	36,019,884.00	302,563.00	0.00	35,717,321.00	99.16%
Total 42000 Intergovernmental Revenues	36,019,884.00	302,563.00	0.00	35,717,321.00	99.16%
44000 - Revenue - Use of Money & Prop					
44001 - Investment Income					
44002 - Interest on Pooled Cash	50,000.04	12,217.81	0.00	37,782.23	75.56%
44050 - Unrealized Gains and Losses	0.00	(9,411.35)	0.00	9,411.35	0.00%
Total 44001 Investment Income	50,000.04	2,806.46	0.00	47,193.58	94.39%
44100 - Rents/Concessions					
44101 - Rent - Real Estate	15,000.00	880.54	0.00	14,119.46	94.13%
Total 44100 Rents/Concessions	15,000.00	880.54	0.00	14,119.46	94.13%
Total 44000 Revenue - Use of Money & Prop	65,000.04	3,687.00	0.00	61,313.04	94.33%
46000 - Miscellaneous Revenues					
46020 - Miscellaneous					
46029 - Donations/Contributions	0.00	21,428.57	0.00	(21,428.57)	0.00%
46200 - PY Revenue - Miscellaneous	0.00	16,135.00	0.00	(16,135.00)	0.00%
Total 46020 Miscellaneous	0.00	37,563.57	0.00	(37,563.57)	0.00%
Total 46000 Miscellaneous Revenues	0.00	37,563.57	0.00	(37,563.57)	0.00%
47000 - Other Financing Sources					
47100 - Transfers In					
47101 - Transfers In - within a Fund	1,516,500.00	0.00	0.00	1,516,500.00	100.00%
47103 - Transfers In - All Others	2,720.04	0.00	0.00	2,720.04	100.00%
Total 47100 Transfers In	1,519,220.04	0.00	0.00	1,519,220.04	100.00%
Total 47000 Other Financing Sources	1,519,220.04	0.00	0.00	1,519,220.04	100.00%
Total 00004 All Revenues	37,604,104.08	343,813.57	0.00	37,260,290.51	99.09%
00005 - All Expense/Expenditure Accts					
50000 - Salaries and Employee Benefits					
50100 - Salaries/Wages					
50101 - Regular Wages	2,126,398.56	428,317.29	0.00	1,698,081.27	79.86%
50102 - Holiday Pay	0.00	13,323.24	0.00	(13,323.24)	0.00%
50103 - Sick Leave	0.00	17,392.92	0.00	(17,392.92)	0.00%
50104 - Vacation Taken	0.00	53,561.57	0.00	(53,561.57)	0.00%
50105 - Miscellaneous Wages	0.00	1,310.20	0.00	(1,310.20)	0.00%
50106 - Other Compensatory Leave	0.00	5,203.03	0.00	(5,203.03)	0.00%
50110 - Cash allowance	198,802.80	46,981.18	0.00	151,821.62	76.37%
50111 - Extra help	145,000.08	16,356.98	0.00	128,643.10	88.72%
50112 - Overtime	11,000.04	3,908.40	0.00	7,091.64	64.47%
50113 - Overtime-FLSA	0.00	169.00	0.00	(169.00)	0.00%
Total 50100 Salaries/Wages	2,481,201.48	586,523.81	0.00	1,894,677.67	76.36%

Sonoma County Agricultural Preservation and Open Space District Budget To Actual by Fund - October 31, 2015

Account Description			Encumbrances	Remaining	66%
	Final	Year to Date	Year to Date	Balance	Remaining
13610 - Fiscal Oversight					
00004 - All Revenues					
44000 - Revenue - Use of Money & Prop					
44001 - Investment Income					
44050 - Unrealized Gains and Losses	0.00	(84.54)	0.00	84.54	0.00%
Total 44001 Investment Income	0.00	(84.54)	0.00	84.54	0.00%
Total 44000 Revenue - Use of Money & Prop	0.00	(84.54)	0.00	84.54	0.00%
46000 - Miscellaneous Revenues					
46020 - Miscellaneous					
46050 - Cancelled/Stale Dated Warrants	0.00	239.42	0.00	(239.42)	0.00%
Total 46020 Miscellaneous	0.00	239.42	0.00	(239.42)	0.00%
Total 46000 Miscellaneous Revenues	0.00	239.42	0.00	(239.42)	0.00%
47000 - Other Financing Sources					
47100 - Transfers In					
47101 - Transfers In - within a Fund	52,122.00	0.00	0.00	52,122.00	100.00%
Total 47100 Transfers In	52,122.00	0.00	0.00	52,122.00	100.00%
Total 47000 Other Financing Sources	52,122.00	0.00	0.00	52,122.00	100.00%
Total 00004 All Revenues	52,122.00	154.88	0.00	51,967.12	99.70%
00005 - All Expense/Expenditure Accts					
50000 - Salaries and Employee Benefits					
50700 - Local Bd Salaries and Wages					
50704 - Boards/Commissions - Local Bds	14,400.00	1,400.00	0.00	13,000.00	90.28%
Total 50700 Local Bd Salaries and Wages	14,400.00	1,400.00	0.00	13,000.00	90.28%
Total 50000 Salaries and Employee Benefits	14,400.00	1,400.00	0.00	13,000.00	90.28%
51000 - Services and Supplies					
51200 - Professional & Specialized					
51211 - Legal Services	15,552.00	0.00	0.00	15,552.00	100.00%
51226 - Consulting Services	20,000.04	0.00	0.00	20,000.04	100.00%
Total 51200 Professional & Specialized	35,552.04	0.00	0.00	35,552.04	100.00%
51600 - Transportation and Travel					
51605 - Private Car Expense	1,170.00	195.66	0.00	974.34	83.28%
Total 51600 Transportation and Travel	1,170.00	195.66	0.00	974.34	83.28%
51900 - Interfund Expenses					
51919 - EFS Charges	0.00	81.96	0.00	(81.96)	0.00%
Total 51900 Interfund Expenses	0.00	81.96	0.00	(81.96)	0.00%
52140 - Minor Equipment					
52141 - Minor Equipment/Small Tools	999.96	0.00	0.00	999.96	100.00%
Total 52140 Minor Equipment	999.96	0.00	0.00	999.96	100.00%
Total 51000 Services and Supplies	37,722.00	277.62	0.00	37,444.38	99.26%
All Expense/Expenditure Accts	52,122.00	1,677.62	0.00	50,444.38	
All Revenues	52,122.00	154.88	0.00	51,967.12	
Net Cost	0.00	1,522.74	0.00	(1,522.74)	

Sonoma County Agricultural Preservation and Open Space District Budget To Actual by Fund - October 31, 2015

Account Description	Final	Year to Date	Encumbrances Year to Date	Remaining Balance	66% Remaining
13615 - Stewardship Reserve					
00004 - All Revenues					
44000 - Revenue - Use of Money & Prop					
44001 - Investment Income					
44002 - Interest on Pooled Cash	200,000.04	17,646.88	0.00	182,353.16	91.18%
44050 - Unrealized Gains and Losses	0.00	(26,703.78)	0.00	26,703.78	0.00%
Total 44001 Investment Income	200,000.04	(9,056.90)	0.00	209,056.94	104.53%
Total 44000 Revenue - Use of Money & Prop	200,000.04	(9,056.90)	0.00	209,056.94	104.53%
47000 - Other Financing Sources					
47100 - Transfers In					
47101 - Transfers In - within a Fund	3,000,000.00	0.00	0.00	3,000,000.00	100.00%
Total 47100 Transfers In	3,000,000.00	0.00	0.00	3,000,000.00	100.00%
Total 47000 Other Financing Sources	3,000,000.00	0.00	0.00	3,000,000.00	100.00%
Total 00004 All Revenues	3,200,000.04	(9,056.90)	0.00	3,209,056.94	100.28%
All Revenues	3,200,000.04	(9,056.90)	0.00	3,209,056.94	
Net Cost	(3,200,000.04)	9,056.90	0.00	(3,209,056.94)	
13620 - Cooley Reserve					
00004 - All Revenues					
44000 - Revenue - Use of Money & Prop					
44001 - Investment Income					
44002 - Interest on Pooled Cash	9,999.96	272.50	0.00	9,727.46	97.27%
44050 - Unrealized Gains and Losses	0.00	(412.34)	0.00	412.34	0.00%
Total 44001 Investment Income	9,999.96	(139.84)	0.00	10,139.80	101.40%
Total 44000 Revenue - Use of Money & Prop	9,999.96	(139.84)	0.00	10,139.80	101.40%
Total 00004 All Revenues	9,999.96	(139.84)	0.00	10,139.80	101.40%
00005 - All Expense/Expenditure Accts					
51000 - Services and Supplies					
51200 - Professional & Specialized					
51249 - Other Professional Services	9,999.96	0.00	0.00	9,999.96	100.00%
Total 51200 Professional & Specialized	9,999.96	0.00	0.00	9,999.96	100.00%
Total 51000 Services and Supplies	9,999.96	0.00	0.00	9,999.96	100.00%
All Expense/Expenditure Accts	9,999.96	0.00	0.00	9,999.96	
All Revenues	9,999.96	(139.84)	0.00	10,139.80	
Net Cost	0.00	139.84	0.00	(139.84)	

Sonoma County Agricultural Preservation and Open Space District Budget To Actual by Fund - October 31, 2015

Account Description			Encumbrances	Remaining	66%
	Final	Year to Date	Year to Date	Balance	Remaining
13625 - Moore Grant					
00004 - All Revenues					
44000 - Revenue - Use of Money & Prop					
44001 - Investment Income					
44002 - Interest on Pooled Cash	0.00	231.89	0.00	(231.89)	0.00%
44050 - Unrealized Gains and Losses	0.00	(430.81)	0.00	430.81	0.00%
Total 44001 Investment Income	0.00	(198.92)	0.00	198.92	0.00%
Total 44000 Revenue - Use of Money & Prop	0.00	(198.92)	0.00	198.92	0.00%
Total 00004 All Revenues	0.00	(198.92)	0.00	198.92	0.00%
00005 - All Expense/Expenditure Accts					
51000 - Services and Supplies					
51200 - Professional & Specialized					
51226 - Consulting Services	132,582.93	26,420.25	106,162.68	0.00	0.00%
Total 51200 Professional & Specialized	132,582.93	26,420.25	106,162.68	0.00	0.00%
Total 51000 Services and Supplies	132,582.93	26,420.25	106,162.68	0.00	0.00%
All Expense/Expenditure Accts	132,582.93	26,420.25	106,162.68	0.00	
All Revenues	0.00	(198.92)	0.00	198.92	
Net Cost	132,582.93	26,619.17	106,162.68	(198.92)	
13635 - Operations and Maint.					
00004 - All Revenues					
40000 - Tax Revenue					
40300 - Sales and Use Tax					
40301 - Sales and Use Tax	2,079,999.96	0.00	0.00	2,079,999.96	100.00%
Total 40300 Sales and Use Tax	2,079,999.96	0.00	0.00	2,079,999.96	100.00%
Total 40000 Tax Revenue	2,079,999.96	0.00	0.00	2,079,999.96	100.00%
44000 - Revenue - Use of Money & Prop					
44001 - Investment Income					
44002 - Interest on Pooled Cash	0.00	3,424.01	0.00	(3,424.01)	0.00%
44050 - Unrealized Gains and Losses	0.00	(6,080.93)	0.00	6,080.93	0.00%
Total 44001 Investment Income	0.00	(2,656.92)	0.00	2,656.92	0.00%
Total 44000 Revenue - Use of Money & Prop	0.00	(2,656.92)	0.00	2,656.92	0.00%
Total 00004 All Revenues	2,079,999.96	(2,656.92)	0.00	2,082,656.88	100.13%
00005 - All Expense/Expenditure Accts					
51000 - Services and Supplies					
51070 - Maintenance - Bldg & Improve					
51075 - Maint - SCAPOSD	1,703,464.69	2,161.96	251,694.71	1,449,608.02	85.10%
Total 51070 Maintenance - Bldg & Improve	1,703,464.69	2,161.96	251,694.71	1,449,608.02	85.10%
Total 51000 Services and Supplies	1,703,464.69	2,161.96	251,694.71	1,449,608.02	85.10%
57000 - Other Financing Uses					
57010 - Transfers Out					

Sonoma County Agricultural Preservation and Open Space District Budget To Actual by Fund - October 31, 2015

Account Description		Encumbrances		Remaining	66%
		Final	Year to Date	Balance	Remaining
57011 - Transfers Out - within a Fund		1,516,500.00	0.00	1,516,500.00	100.00%
Total 57010 Transfers Out		1,516,500.00	0.00	1,516,500.00	100.00%
Total 57000 Other Financing Uses		1,516,500.00	0.00	1,516,500.00	100.00%
All Expense/Expenditure Accts		3,219,964.69	2,161.96	2,966,108.02	
All Revenues		2,079,999.96	(2,656.92)	2,082,656.88	
Net Cost		1,139,964.73	4,818.88	883,451.14	

Sonoma County Agricultural Preservation and Open Space District OSTA Budget To Actual by Fund as of October 31, 2015

Account Description	Budget		Actual		Remaining Balance	66% Remaining
	Original	Final	Current Month	Quarter to Date		
11145 - OSSTA - Measure F						
00004 - All Revenues						
40000 - Tax Revenue						
40300 - Sales and Use Tax						
40301 - Sales and Use Tax	20,799,999.96	20,799,999.96	1,561,100.01	1,561,100.01	16,920,723.65	81.35%
Total 40300 Sales and Use Tax	20,799,999.96	20,799,999.96	1,561,100.01	1,561,100.01	16,920,723.65	81.35%
Total 40000 Tax Revenue	20,799,999.96	20,799,999.96	1,561,100.01	1,561,100.01	16,920,723.65	81.35%
44000 - Revenue - Use of Money & Prop						
44001 - Investment Income						
44002 - Interest on Pooled Cash	399,999.96	399,999.96	73,612.57	73,612.57	326,387.39	81.60%
44050 - Unrealized Gains and Losses	0.00	0.00	0.00	0.00	188,956.51	0.00%
Total 44001 Investment Income	399,999.96	399,999.96	73,612.57	73,612.57	515,343.90	128.84%
Total 44000 Revenue - Use of Money & Prop	399,999.96	399,999.96	73,612.57	73,612.57	515,343.90	128.84%
Total 00004 All Revenues	21,199,999.92	21,199,999.92	1,634,712.58	1,634,712.58	17,436,067.55	82.25%
00005 - All Expense/Expenditure Accts						
53000 - Other Charges						
53500 - Contributions Non-County Agy						
53501 - Contributions	36,854,883.96	36,854,883.96	0.00	0.00	36,551,570.96	99.18%
Total 53500 Contributions Non-County Agy	36,854,883.96	36,854,883.96	0.00	0.00	36,551,570.96	99.18%
Total 53000 Other Charges	36,854,883.96	36,854,883.96	0.00	0.00	36,551,570.96	99.18%
57000 - Other Financing Uses						
57010 - Transfers Out						
57012 - Transfers Out - bitw Govtl Fund	7,507,374.96	37,507,374.96	923,958.34	923,958.34	3,490,630.72	9.31%
Total 57010 Transfers Out	7,507,374.96	37,507,374.96	923,958.34	923,958.34	3,490,630.72	9.31%
Total 57000 Other Financing Uses	7,507,374.96	37,507,374.96	923,958.34	923,958.34	3,490,630.72	9.31%
Total 11145 OSSTA - Measure F	65,562,258.84	95,562,258.84	2,558,670.92	2,558,670.92	57,478,269.23	60.15%
All Expense/Expenditure Accts	44,362,258.92	74,362,258.92	923,958.34	923,958.34	40,042,201.68	
All Revenues	21,199,999.92	21,199,999.92	1,634,712.58	1,634,712.58	17,436,067.55	
Net Cost	23,162,259.00	53,162,259.00	(710,754.24)	(710,754.24)	22,606,134.13	



DATE: November 24, 2015 (Meeting December 3, 2015)

TO: Fiscal Oversight Commissioners

FROM: Sheri J. Emerson, Stewardship Program Manager

SUBJECT: District Stewardship Reserve Fund Amount Calculation

District staff and staff from the Center for Natural Lands Management (CNLM) will provide a short presentation on the context for this work, as well as the approach used, assumptions made in the model, and results of the initial calculation for the Stewardship Reserve Fund (Fund) amount. The Fund is intended to support annual stewardship activities beyond the sunset of Measure F in 2031, as well as provide funding for legal defense of easement terms, should this be necessary. CNLM's draft report ([Attachment 3 Encl. 1](#)) includes a more detailed discussion of the model and initial calculation.

Currently, the District's stewardship portfolio includes:

- 158 conservation easements, which equals 176 easement-ownership units. These easements are acquired with Measure F sales tax funds.
- 58 open space easements, which equals 115 easement-ownership units. These easements are conveyed to the District through the County development process, pursuant to Board of Supervisors Resolution 91-0522 ([Attachment 3 Encl. 2](#)).
- Approximately 5,000 acres District-owned property, where the District has full land management responsibilities.

The model is intended to be used to refine the Fund amount estimate as needed, based on receipt of new information, or as part of a regularly scheduled update to the Fiscal Oversight Commission and District Board. New information might take the form of:

- Increased stewardship responsibilities due to additions to the stewardship portfolio, of conservation easements or fee title property acquired with Measure F sales tax funds, or open space easements conveyed to the District through the County's development process.
- Transfer or sale of District-owned properties, where the District would retain a conservation easement to protect the taxpayer's initial investment, but would no longer have land management responsibilities.

- Changes in technology, such as increased and more systematic use of aerial photography, and/or tablet-based data entry and mapping systems to complete routine property monitoring and reporting.
- Identification and implementation of alternative mechanisms to fund stewardship of open space easements, such as annual collection of fees, or a required endowment at the time of easement conveyance.
- Purchase of *Terrafirma* insurance, available to Land Trust Alliance member organizations, which is intended to cover enforcement and legal costs that are beyond those of routine enforcement activities

The District is working towards meeting all of the Land Trust Alliance's Standards and Practices, which represent the land conservation industry 'best practice' for all aspects of a land conservation organization's operations. The Standards that apply specifically to the responsibilities of the District's Stewardship Program include Standard 11: Conservation Easement Stewardship, and Standard 12: Fee Land Stewardship (Attachment 3 Encl. 3). Practice 11A specifically addresses Funding Easement Stewardship.

We look forward to your questions and comments on the model, initial calculation, and draft report.



Draft Report on Stewardship Reserve Requirement Review



Center for Natural
Lands Management

Prepared for:
Sonoma County Agricultural Preservation and Open Space District

Prepared by:
Center for Natural Lands Management



November 13, 2015

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Cover photos: Upper left and right – Jenner Headlands; Lower left – Jacob’s Ranch;
Lower right – (Robert) Camozzi dairy farm. Photo credits: D.L. Rogers (Jenner Headlands and
Camozzi dairy farm), CNLM; Dino Bonos, SCAPOSD (Jacob’s Ranch).

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List of Acronyms

AG	Agricultural Easement
APN	Assessor's Parcel Number
CNPS	California Native Plant Society
CDFW	California Department of Fish and Wildlife
CE	Conservation Easement
CNDDDB	California Natural Diversity Database
CNLM	Center for Natural Lands Management
CSE	State Endangered (California)
CST	State Threatened (California)
FE	Federal Endangered
FOC	Fiscal Oversight Commission
FTE	Full-time Equivalent
GIS	Geographic Information System
I&C	Initial and Capital
LC	Legal Counsel
LTA	Land Trust Alliance
LTAC	Land Trust Accreditation Commission
MG	Matching Grant
OSD	Open Space District (i.e., SCAPOSD)
OSE	Open Space Easement
PAR	Property Analysis Record (CNLM copyright-protected software and process for determining perpetual stewardship costs)
PIS	(OSD) Public Information Specialist
PM	(OSD) Program Manager
SC	(OSD) Stewardship Coordinator
SCAPOSD	Sonoma County Agricultural Preservation and Open Space District
SP	(OSD) Stewardship Planner
SSC	Species of Special Concern (California Department of Fish and Wildlife)
ST	(OSD) Stewardship Technician
THP	Timber Harvest Plan
USFWS	US Fish and Wildlife Service

I. Executive Summary

The mission of the Sonoma County Agricultural Preservation and Open Space District (SCAPOSD or District) is to permanently protect the diverse agricultural, natural resource, and scenic open space lands of Sonoma County for future generations. Fulfilling this mission requires adequate funding for stewarding the lands in its portfolio, appropriate legal protections, and developing science-based management recommendations for lands held in fee title. The District currently (2015) owns numerous properties that it is in the process of conveying, or intends to convey, to an appropriate management entity and over which it will retain conservation easements (CE). A few properties will be retained in fee and managed. By 2031, the District anticipates holding 291 easement-ownership units over approximately 100,000 acres of privately owned land and owning and managing eight properties. The District is endeavoring to determine the perpetual funding (Stewardship Reserve Fund) required to meet its responsibilities on these easements and fee title properties, with a target date of full funding of 2031.

The approach taken to determining the required Stewardship Reserve Fund reflected four principles: appropriate due diligence, comprehensive assessment of all associated tasks and costs, allowance for uncertainty/change, and use of appropriate financial parameters for the endowment calculation. The cost analysis was based on available information on the properties, consultation with District staff, site visits, and District stewardship assumptions and expectations. Analyses for fee title – versus easement — properties were somewhat different because of the much larger number of easements. For the latter, we employed a structured approach using the conservation easement-ownership unit as the base unit and first calculated CE monitoring, enforcement, and defense costs that were common to all easement-ownership units. Subsequently, additional costs were determined that applied to certain units (based on primary use, size, type), geographic groups (related to travel costs), and portfolio-level activities. Costs were calculated for the known 291 easement-ownership units and then extrapolated for a total of 500 easement-ownership units (anticipated by 2031). A separate Legal Fund for conservation easement defense was separately calculated. For the (relatively few) fee title properties that the District expects to retain in perpetuity and manage, we conducted detailed analyses based on current and anticipated stewardship. For these property-specific and detailed cost calculations, we used the Center for Natural Lands Management (CNLM) copyright-protected software, PAR©3. The PAR reports provide a permanent record of the cost analysis and the significant conservation values, property conditions, stewardship functions, and management issues on which the cost calculations were based. For both the CE and fee title properties, two costs were calculated: an average annual cost for District responsibilities and an endowment amount. Endowment amounts were calculated for four

“drawdown” (or capitalization) rates — 1.5%, 2.5%, 4.5% and 5.5% — so as to allow comparison and consideration of the most appropriate investment assumptions for District purposes.

The total reserve (endowment) required to cover District responsibilities for the projected 2031 portfolio of conservation easement and fee title properties, assuming a drawdown rate of 4.5%, is \$59,413,733. Of this, \$49,615,422 represents the cost of the conservation easement portion and \$9,798,311 represents the cost of fee title property management and monitoring. Over time, this amount would need to be corrected for inflation to be fully funded by 2031. In addition, a conservation easement legal defense fund should be established in the amount of \$1,505,000.

This approach is based on currently available information and District cost records, as well as being informed by Land Trust Alliance standards and Land Trust Accreditation Commission requirements as the District anticipates applying for accreditation. The assumptions for both (CE and fee title) cost calculations are thoroughly described in the narrative of this report, the detailed “PAR” reports in the appendices, and in the accompanying Excel file. A secondary objective of this cost calculation process was to provide the means (files and methods) for District staff to revise the cost calculation periodically at their discretion. The provision of tools and explanation of methodologies will enable District staff to further revise the required Stewardship Reserve Fund if changes in conditions suggest this is appropriate.

II. Introduction

The mission of the Sonoma County Agricultural Preservation and Open Space District (SCAPOS or District) is to permanently protect the diverse agricultural, natural resource, and scenic open space lands of Sonoma County for future generations. The Land Stewardship Program has four areas of responsibility: (1) General program – providing the infrastructure for the program including staffing, budget and data management, and policy development; (2) Easement stewardship – baseline development, regular monitoring and reporting, permitted use and amendment request processing, enforcement of easement provisions and follow-up on violations, and ongoing landowner relationships; (3) Fee property management – natural resources management, infrastructure maintenance, improvements, and property transfer; and (4) Public engagement – supporting relationships with landowners over which the District holds easements, and managing education and volunteer programs related to agriculture and conservation (Table 1).

Table 1. SCAPOSD land stewardship program structure.

Land Stewardship Program			
<i>General Program</i>	<i>Easement Stewardship</i>	<i>Fee Property Management</i>	<i>Public Engagement</i>
Budget	Site assessments	Natural resource management	Landowner and neighbor relations
Staffing	Review of proposed easement language	Infrastructure maintenance	Volunteer program
Policy development	Baseline documents	Use requests	Education program
Data management	Monitoring and reporting	Transfer of fee title	
	Enforcement of minor, major violations		
	Use requests		
	Amendments		

Since its establishment in 1990, the District has acquired a significant portfolio of conservation easements (CE, easement, or conservation easement) and also some fee title properties (Figure 1). Not only have most of the acquisitions been easements, but most of the current portfolio consists of easements — both in number of units and in area covered (i.e., less than 15% of the area the District has protected was originally acquired in fee; S. Emerson, pers. comm. 9/10/15). To reduce property management costs to the District while still ensuring the protection of identified conservation values, the District has been transferring fee title properties to appropriate entities and retaining easements over them. Over half of the area originally acquired in fee has already been transferred, with the District retaining easements over the properties (S. Emerson, pers. comm. 09/10/15). This and other District stewardship plans were documented in the Fee Lands Strategy (SCAPOSD 2012).

Funding for acquisition, stewardship of conservation easements, and management of fee title properties has been provided from diverse sources but primary funding is from Measure F in which voters approved a ¼ cent sales tax to support District activities. Measure F will sunset in 2031 and, because there is no guarantee that the voters would reauthorize the sales tax beyond the sunset date, the District has been accumulating a reserve fund to pay for costs associated with the perpetual stewardship of the easements and management of fee title properties. The continuing transition from fee title ownership to holding conservation easements, together with the sunset date of 2031 with its potential financial implications for District funding, prompted the District to undertake this review of its costs associated with its perpetual responsibilities for the portfolio composition it anticipates in 2031. By calculating the reserve amount needed, the District will be better positioned to determine whether its current

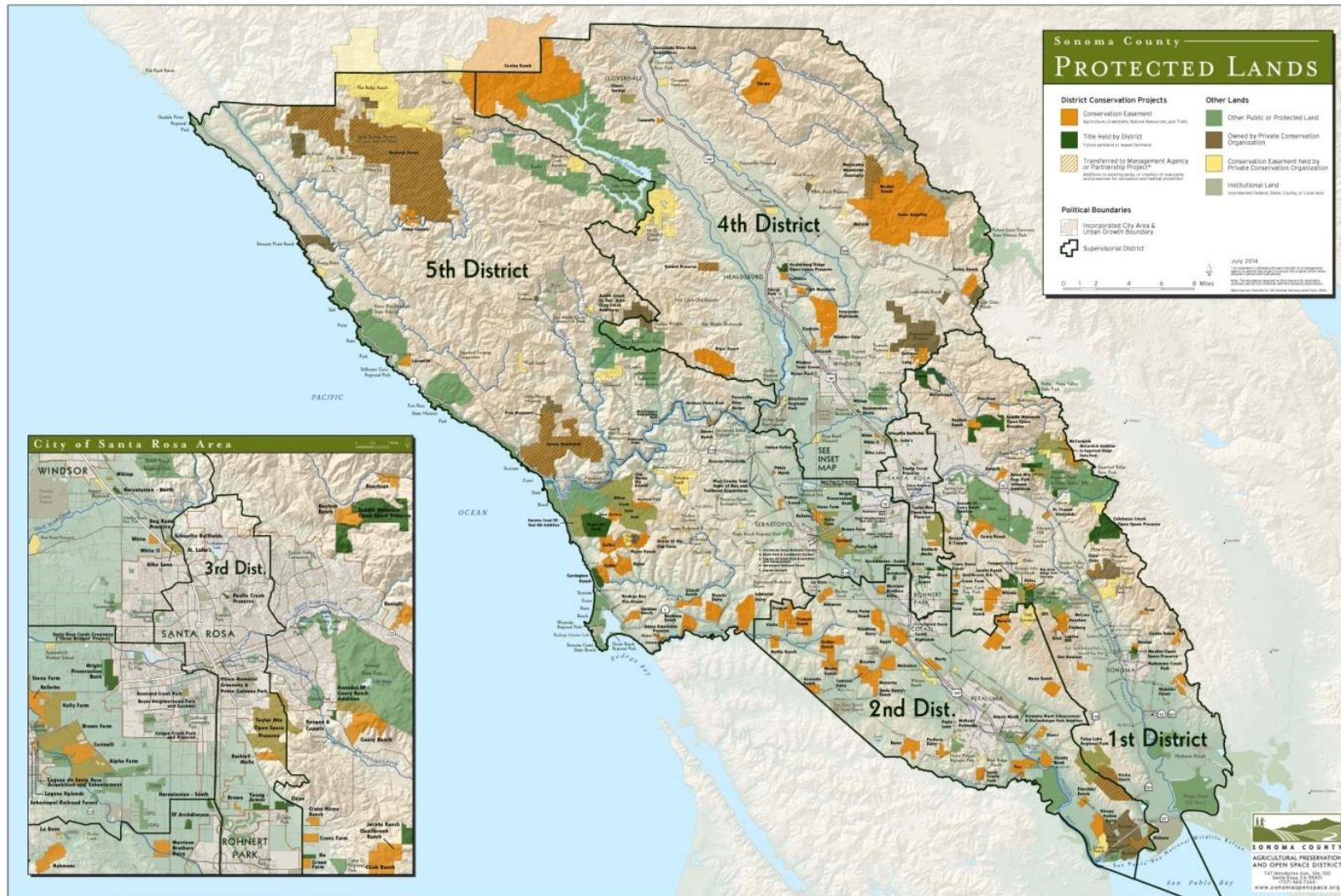


Figure 1. Sonoma County protected lands (SCAPOS 2014c).

reserve, together with anticipated reserve growth until 2031, is sufficient. To assist in the determination of its reserve funding requirements in 2031, the District issued a Request for Proposal in 2014 (SCAPOS 2014d). This report, accompanying analytical tools (i.e., Excel spreadsheets), and meetings represent the fulfillment of the Center for Natural Lands Management's (CNLM) proposal to and contract with the District to provide this service.

III. Objectives

The primary objective is to provide a detailed estimation of costs and explanation of assumptions used in calculating the required funding amount ("reserve") needed to perform land stewardship and monitoring associated with District-held conservation easements and management for retained fee title properties after the end of Measure F (projected to be 2031) going forward in perpetuity (SCAPOS 2014d). This objective was interpreted as providing a detailed cost estimate for funds required for the projected District stewardship responsibilities in 2031 (both conservation easements and properties held in fee, District "2031 portfolio") using current rates and cost structures. At the District's discretion and direction, that figure could be adjusted for expected (or actual) inflationary effects to estimate a target in 2031 dollars.

In addition, several secondary objectives were identified as desirable and complementary to the primary objective. The broadened and complete set of objectives are as follows:

1. Estimate fund requirements ("reserve") for District stewardship responsibilities for conservation easement and fee title properties anticipated to comprise the District's portfolio in 2031.
2. Provide a detailed explanation of the process and assumptions by which this fund requirement was determined.
3. Provide the tools used in construction of the reserve estimate, together with sufficient explanation, such that District staff can revise the estimate from time to time, as input costs or assumptions change.
4. Provide objective, transparent rationale for the reserve requirements that can be shared with tax payers.
5. Position the District for accreditation by the Land Trust Accreditation Commission (LTAC) by ensuring the reserve estimate is based on current principles and practices of the Land Trust Alliance (LTA).

IV. Review Approach and Rationale

The principles underlying the approach to this cost analysis are those embraced and practiced by CNLM in its own perpetual stewardship cost calculations, namely: (1) a rigorous due-diligence process of reviewing relevant documents, data, and properties; (2) comprehensive inclusion of tasks and costs associated with all stewardship and easement responsibilities; (3) allowance for uncertainty, risk, and change; and (4) using financial parameters for the endowment calculation that appropriately reflect the investment strategy and assumptions of the land owner and easement holder (in this case, the District) (Rogers 2012).

Due diligence for the perpetual cost calculation for both fee title and easement properties consisted of review of relevant documents (such as management plans and easements), acquiring data from District staff (e.g., appropriate rates for staff positions, survey of legal costs, etc.), site visits to all fee title properties and sample of (current or future) easement properties, and discussions with the District to acquire additional information and to review assumptions. District staff provided information on the composition of the anticipated 2031 portfolio of conservation easement and fee title properties. Conservation easement properties included in the 2031 portfolio consisted of those over which the District already held an easement (including open space easements) plus those properties that the District currently (2015) holds in fee but anticipates transferring by 2031 and retaining a conservation easement over (Appendix A). This resulted in a total of 291 easement-ownership units (216 easements), of which 115 were open space easement-ownership units. These easements covered a total of approximately 103,174 acres (SCAPOSD 2015a). The fee title properties that the District anticipated keeping are relatively few (eight), and total approximately 1,172 acres (S. Emerson, pers. comm. 04/13/2015; Appendix B).

Substantial differences between easement properties and fee title properties in the 2031 portfolio led to a different approach being employed to calculate the required reserve for each. First, easements and fee title properties differed significantly in *representation* in the 2031 portfolio with many more easement properties and easements covering much more area than fee title properties. Second, the general *District role* on the two (i.e., easement-related activities versus land management) differed significantly. Third, the *individuality of properties* relative to the District's role differed between the two. For the fee title properties, District activities and costs were related to the specific conditions, conservation values, and management objectives on each property, making it difficult to generalize or extrapolate costs from a sample. Individually calculating costs for each fee title property was more appropriate. For the conservation easement properties, the general objective for each property was the

same and most of the District's activities were common to all properties and not related to individual property condition or conservation value.

The reserve amount needed to support District responsibilities and activities for the 2031 portfolio was assumed to be in the form of an endowment that would be sufficient to provide adequate annual operating funds. For the endowment calculation, expenses were first calculated for an average annual budget in perpetuity. To convert this budget to an endowment requirement, it was necessary to determine an appropriate "drawdown rate" (also known as "capitalization rate"). What rate is appropriate depends on the specific investment strategy and endowment management assumptions of the District, as well as an inflationary adjustment (that is speculative). For this cost analysis, four drawdown rates were used to allow comparison under different assumptions. As a reference that may be relevant to the District, CNLM uses a drawdown rate of 4.5% to calculate endowment requirements for properties it acquires. CNLM, in consultation with its financial advisors, uses a 40-year history of changes in the consumer price index, bond returns, stock appreciation and yields (assuming a balanced portfolio) as its basis for assuming an annual average drawdown rate, after inflation, of 4.5% (the growing perpetual annuity). However, other managers of the endowment might have substantially different rates of investment return and consequently different initial endowment values for supporting the required growing perpetual annuity (CNLM 2012).

V. Specific Methods – Conservation Easement Stewardship Reserve Analysis

Given the activities and expenses that were common to all conservation easement units, it was determined to be reasonable and efficient to approach the cost calculation for the easement properties in a hierarchical fashion. Four levels of costs were identified and the total reserve needed for the easement properties would be the sum of the costs for those levels (Figure 2). These calculations were developed using Microsoft Excel v10. District staff provided information regarding the District's roles and responsibilities associated with stewardship of conservation easements (Table 1).

Costs that would be common to each easement-owner unit were calculated first. These included activities related to conservation easement monitoring and enforcement. Second, additional monitoring time (and the associated cost) above the core or "base" amount that was included in the first tier of analysis was calculated for certain types of easement-owner properties (e.g., based on the size of the property). Third, costs associated with travel time and

expenses were calculated by grouping properties into geographic units that would logically be visited during the same CE monitoring event. Finally, certain portfolio-level costs that would either apply to all easement-ownership units but were not directly easement monitoring, enforcement, or defense activities (e.g., vehicle purchase and replacement, database development) or would apply globally to a percentage of easement-owner units (e.g., tracking title activity, addressing property inquiries and permitted use requests, acquiring and maintaining signs) were calculated and then added to the total (Figure 2).

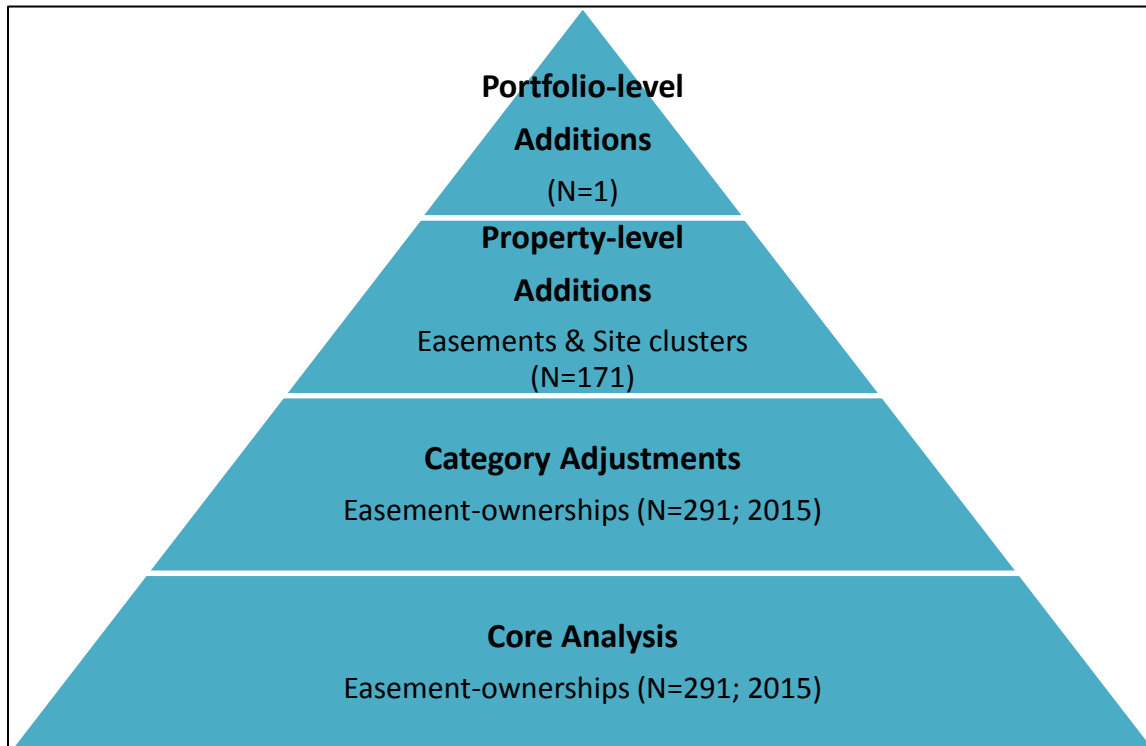


Figure 2. Hierarchical cost construction model with four tiers for easement cost calculation (based on SCAPOSD 2015 easement portfolio).

Primary assumptions used for the analysis include the following:

- District staff positions that provided specific services towards easement responsibilities and were individually included in this analysis were the Program Manager (PM), Stewardship Coordinator (SC), Stewardship Planner (SP), and Stewardship Technician (ST).
- The labor rates for District staff involvement in all easement-related tasks were the top-level, full-time, and fully-burdened hourly rates (Table 2; SCAPOSD 2014a). These rates were assumed appropriate because the District needs to budget each year by position even if the person is working at entry level or mid-step.
- A 10% contingency cost was applied to all expenses in the perpetual (ongoing) costs to reflect uncertainty in actual cost or cost increases that may be above inflation.

- Administrative costs were calculated at the rate of 24% of direct costs. Administrative costs were assumed to cover such items as: Board member costs, clerk, insurance, staff time for filing, financial management (including audits, clerks, accounting staff, and administrative aides), office equipment, and consumable supplies (e.g., printer ink/cartridges, paper, batteries, hats, shirts, or other uniform components). As such, these or similar items or costs were not included as individual line items in the cost analyses. Administrative costs were also assumed to cover some insurance (i.e., District is self-insured so some risks are covered). However, additional insurance for legal defense of the easements was included, as described below)
- A fund for potential legal costs (legal defense fund) for enforcement and defense of the District's conservation easements were included because of LTAC requirements (LTAC 2014). This legal defense fund is different from and in addition to other legal counsel costs included. It is not an annual cost and was not calculated as part of the endowment, but added later as a separate one-time cost.
- Baseline report production was not included in the cost calculation because it was assumed that the baseline documents will be completed by 2031.

Table 2. Rates and costs used in the conservation easement and fee title stewardship reserve analysis.

STAFF RATES (hour rates)	
<i>Staff Positions</i> (acronym)	
Program Manager (PM)	\$ 94.84
Stewardship Coordinator (SC)	\$ 80.21
Stewardship Planner (SP)	\$ 70.65
Stewardship Technician (ST)	\$ 54.57
Public Information Specialist (PIS)	\$ 56.76
OTHER RATES	
Legal Counsel (LC; hourly rate)	\$ 229.00
Mileage (cost per mile, IRS 2015)	\$ 0.575
Average Consultant (hourly rate)	\$ 100
Legal services (average annual cost per OSE)	\$ 329
Legal services (average annual cost per CE)	\$ 1,062
Administration (percent of total costs)	24%
Contingency (percent of individual cost, applied to most items)	10%
COSTS	
Signs for conservation easement properties	\$ 4,000
Replacement vehicle (4x4 truck)	\$ 24,000
Field equipment set (GPS, cellphone, and monthly service plan, tablet, digital camera)	\$ 5,000

As previously described, the amount of reserve required for District responsibilities associated with its anticipated 2031 portfolio of conservation easements was approached as a hierarchical analysis with four tiers: core analysis for basic easement monitoring and enforcement functions; adjustments for additional costs for some easement categories; property-level costs associated with geographic units; and portfolio-level costs. Each tier was built within its own tab in an Excel spreadsheet.

A. Tiered Conservation Analysis

i. Core Analysis

The Core Analysis was based on a model of an individual but “generic” easement-ownership unit. It included individual line items for all activities common to all easement-ownerships and used the lowest value for costs that may have variable values (see Section V.A.ii. Category Adjustments). The Core Analysis included two major categories: Easement Enforcement and Easement Monitoring.

Easement Enforcement included tasks and activities related to major and minor easement violations. It was assumed that there would be three major violations and 15 minor violations per year across the whole portfolio (S. Emerson, pers. comm. 04/30/2015). These portfolio-level frequencies were divided by 291 to provide an average frequency of occurrence per single easement-ownership. Tasks associated with minor violations included follow-up communication, discussion, and preparation and distribution of technical memoranda. These tasks were assumed to involve the PM, SC, SP, and some assistance from the ST (memos only). Tasks associated with major violations included site visits (travel and on-site time), discussion, follow-up communication with landowners, and progressive enforcement. These tasks were assumed to involve the PM, SC, SP, and ST (discussion only). Additional costs included for major violations were those associated with mileage (for follow-up site visits), expert consultation for violation resolution (5 hours per event), and legal services. Travel distance for site visits was calculated as the mean (and median) distance from the District office to all easement properties.

Legal service costs were provided by the District as an average annual lump sum of legal costs per easement based on five years of actual costs (S. Emerson, pers. comm. 11/21/2014). This time period included two major litigation cases, and the run-up to a third and was based on legal service charges for 105 of 153 CEs (172 CE-ownership units) and 22 of 57 OSEs (112 OSE-ownership units). Average annual legal costs were provided separately for OSEs vs. other CEs, and the lower of these two costs (OSEs) was used for the Core Analysis because it reflected the lowest common denominator and was therefore consistent with Core Analysis methodology. (Additional costs were included in the Category Adjustments to cover the remaining and higher

costs associated with legal costs of OSEs.) The average annual legal cost per easement was divided over the portfolio to represent a single easement-ownership. The additional legal costs associated with CEs were accounted for in the subsequent analysis (see Section V.B. Categorical Adjustments). Board interaction related to major easement violations was assumed to be covered under Administrative costs (District staff, pers. comm. 09/08/2014) and therefore was not included as an Easement Enforcement cost.

Easement Monitoring included tasks for site visit preparation, site visits (on-site time only), and reports and follow-up. Site visit preparation was assumed to include reviewing easement documents; preparation and assembly of maps, forms, and field equipment; and to involve the ST and the SP. As of 2015, CEs were monitored every two-to-three years and several of the OSEs had never been monitored. However, it was assumed for this analysis that easement monitoring visits would be conducted annually (i.e., LTA standard) and that they would be conducted by the ST and include the SP on 10% of visits. Additional time for site visits was also included for the PM and SC. Reports and follow-up activities included discussion of the site visit and potential issues encountered, field data processing (e.g., downloading and labeling photos from permanent photopoints), and annual report preparation, review, and distribution. These activities were assumed to primarily involve the ST, with some involvement of the PM, SC, and SP for discussion of potential issues, report review, and quality control. Appendix C shows detailed tasks and costs for this part of the CE analysis.

ii. Category Adjustments

Category adjustments to the Core Analysis included variables that were reasonably expected to affect costs on some individual easement-ownership units; specifically, additional monitoring time and additional legal costs. The annual cost adjustments for each category were determined based on the number of easement-ownerships within each category and were added to the cost amount determined from the Core Analysis.

Additional monitoring time cost adjustments were based on classifications provided by District staff (Table 3; SCAPOSD 2015a). Specifically, all easement-ownerships were classified by District staff according to “type” based on acreage and land use. For each type class, the District indicated the average monitoring time per easement-ownership within that type. Additional legal cost adjustments were based on the difference in the average annual legal costs of the baseline easement-ownership unit used in the Core Analysis (OSE) and that of non-OSEs, and the number of non-OSEs easements-ownerships in the District portfolio. Appendix C shows detailed tasks and costs for this part of the CE analysis.

Table 3. Categorizations and representative properties for the 291 easement-ownership units.

Type ¹	Monitoring Time	# of Easement-Ownership Units in Type	Size Range (acres)	Representative Property	Acres
Small Ag/GB	2	42	0-350	Camozzi ²	256
Med Ag/GB	4	17	350-700	Cook	519
Large Ag/GB	6	6	>700	Colliss ^{2,3}	1578
Small Nat Res	3	44	0-400	Van Hoosear ²	163
Large Nat Res	6	18	>400	Jenner Headlands ²	5360
Small Rec	3	16	0-300	Riverfront Park	305
Large Rec	6	7	>300	Tolay Lake ²	1769
MG	2	26	NA	Bayer Farm ²	6
OSE	3	115	size not a significant cost factor	Hillick Ranch OSE	115

¹Ag=Agriculture, GB=Green Belt, Nat Res=Natural Resource, Rec=Recreation, MG=Matching Grant, OSE=Open Space Easement

²CNLM conducted a site visit

³Includes two easement-owner units, each of which is >700 acres

iii. Property-level Additions

Property-level Additions were included to account for travel costs associated with easement monitoring site visits and included travel time (labor hours) and mileage. For easement properties where there is more than one owner, the property is visited as one unit; therefore, the easement property, rather than easement-ownership, was used as the unit for Property-level cost calculations. Round-trip travel time and round-trip mileage were calculated for individual sites (easement-units) and groups of sites were bundled logically for travel-day purposes according to geography (“site clusters”); site addresses and site cluster information were provided by District staff (SCAPOS 2015c; 2015b). Travel time and mileage were calculated using Google Maps with the District office as the point of origin (747 Mendocino Ave Ste. 100 Santa Rosa, CA 95401) and accounted for travel between sites within a cluster and for sites that require multiple days to monitor. Total annual travel time costs for easement monitoring was based on the sum of travel time across all sites and site clusters and assumed that easement monitoring site visits would be conducted annually by the ST. Total annual

mileage costs for easement monitoring was based on the sum of mileage across all sites and site clusters and used the 2015 IRS mileage rate (\$0.575/mile). For visits conducted by the SP (10% of easement monitoring visits), it was assumed that the SP would carpool from the District office with the ST and thus no additional travel costs were included for SP participation in field visits. It was assumed that there would be no bridge tolls, highway tolls, or parking costs. Appendix C shows detailed tasks and costs for this part of the CE analysis.

iv. Portfolio-level Additions

Portfolio-level Additions accounted for costs associated with the entire easement portfolio, rather than individual easements, and included eight categories: amendment requests, permitted use requests, property inquiries, tracking title activity, database development and maintenance, landowner outreach, signage, and equipment and vehicles.

Tasks associated with amendment requests included receiving and reviewing requests, research and review of public resource code and policy, discussion, development of recommendations, and oversight body approvals. These tasks primarily involved the SC, SP, and PM with some time included for the ST. It was assumed that the District would receive a total of five amendment requests per year on average. Potential costs for legal services, though anticipated, were not included here because it was assumed that all legal costs were included in Section V.A (ii. Category Adjustments).

Tasks associated with permitted use requests included receiving and reviewing requests, research and discussion, response, and draft response review. These tasks primarily involved the SC, SP, and PM with some time included for the ST. It was assumed that the District would receive 30 permitted use requests per year on average. Potential costs for legal services, though anticipated, were not included here because it was assumed that all legal costs were included in Section V.A (ii. Category Adjustments).

Tasks associated with tracking title activity, database development and maintenance, and property inquiries were each assumed to involve the SP and ST; and it was assumed that the District would receive an average of 100 property inquiries per year.

Landowner outreach, while not currently tracked as a specific task, is a role that the District anticipates developing and was therefore included as a Portfolio-level Addition. This category was assumed to involve the PM, SC, SP, and ST and included tasks associated with maintaining “four points of contact” each year with landowners (e.g., letter, enhanced activity, etc.). Landowner Outreach was also assumed to include activities associated with landowner transitions (re-establishing relationship, explaining CE, etc.), website development, and

outreach for some affirmative requirements (e.g., advertising availability of tours on District website).

Signage costs were included as a Portfolio-level Addition based on the assumptions that the purpose of the signs is for public relations, rather than easement monitoring or enforcement, and that not all easements would require signs either because the signs are either prohibited or provided by owners (e.g., parks). Assumptions were that the District would require a total of 40 signs for the entire easement portfolio, that the sign costs included fabrication and installation, and that the signs would be replaced every 20 years on average. Fence costs were assumed to be covered by the landowner and therefore not included in the cost calculations.

Costs related to equipment and vehicles included the purchase and replacement of field equipment and a fleet of vehicles to be used for easement compliance monitoring. It was assumed that one set of field equipment and one vehicle would be provided to each ST, and that a total of four technicians would be employed by the District. A cost of \$5000 for each set of field equipment (i.e., GPS, cell phone, cell phone monthly service plan, tablet, digital camera) and a replacement frequency of every five years were assumed (S. Emerson, pers. comm. 11/19/2014). Vehicle costs were based on the assumption that staff will use District vehicles for easement monitoring site visits (i.e., not personal vehicles) and that 4x4 trucks were required for site access and wet-weather conditions. It was assumed that vehicles would be replaced via trade-in every 10 years, on average, for a net replacement cost of \$24,000. Appendix C shows detailed tasks and costs for this part of the CE analysis.

B. Conservation Easement Legal Defense Fund

One item — that of the CE Legal Defense Fund — was calculated separately. This is an easement defense fund that is required by the Land Trust Accreditation Commission, calculated as the sum of a base amount of \$50,000 for the first 15 easements, and \$3,000 for every easement over that amount (LTAC 2014). As such, the CE Legal Defense Fund was calculated (for the 291 easement-ownership units) as \$50,000 plus $276 \times \$3,000$ (= \$878,000). The Legal Defense Fund amount was not included in the endowment because it is a total amount required, not an annual amount. As such, it is simply added to the total endowment amount to determine the total required reserve.

C. Extrapolation to 500 Easement-ownership Units

After the calculation for the current portfolio was completed, the endowment needed was extrapolated from the known 291 easement-ownership units to a future (2031) anticipated portfolio of 500 easement-ownership units. Because the additional easements were unknown, the additional endowment cost was calculated by simply multiplying by the appropriate fraction

(500/291 = 1.718). Thus, the assumption for this calculation is that the to-be-acquired easements and easement-ownership units would have the same proportional representation by category as the current portfolio. Additional easement-ownership units could also be acquired without any changes in real property—that is, through subdivision and acquisition by new owners of current easements. The potential for additional easement-ownership units through subdivisions that are allowed on current easements is portrayed in Table 4.

Table 4. Potential increase in easement-ownership units through subdivision of current easements.

	Conservation easements	Open-space easements	Totals
Current number of easements in portfolio	158	58	216
Current number of easement-ownership units	176	115	291
Potential number of easement-ownership units with current portfolio	209	157	366

VI. Specific Methods – Fee Title Property Management Reserve Analysis

A. Fee Title Property Descriptions

By 2031, it was assumed that the District would own and manage eight properties in perpetuity to protect natural resources and open space, provide public access, and maintain agricultural use in the area. These are properties currently owned in fee by the District. A summary of these properties is provided in Table 5; detailed descriptions are included in Appendix B.

Table 5. Summary of properties assumed to be held in fee in 2013.

Fee title property	Acres	Location	Primary habitat types
Saddle Mountain Open Space Preserve	960	Santa Rosa	Coastal oak woodland, annual grassland, chaparral, hardwood-conifer forest
Paulin Creek Preserve	9	Santa Rosa	Coastal oak woodland, valley foothill riparian
Dogbane Preserve*	3.3	Santa Rosa	Annual grassland
Haroutunian South*	21	Santa Rosa	Annual grassland, seasonal wetlands
Ho*	30	Rohnert Park	Seasonal wetlands
Oken*	76	Rohnert Park	Annual grassland, seasonal wetlands, riparian
San Francisco Archdiocese*	28	Santa Rosa	Annual grassland, seasonal wetlands
Young-Armos*	45	Rohnert Park	Annual grassland, seasonal wetlands

*Greenbelt property

B. Analytical Approach

CNLM used an individual property focus to estimate the funds needed for ownership and perpetual stewardship of the eight properties that the District anticipates to hold in fee in 2031. Specific management activities, site conditions, and costs were determined for each property through review of management plans and available documentation, extensive discussions with District staff, and on-site assessments conducted by CNLM and District staff (May 26, 2015). Cost determinations associated with the District's anticipated perpetual responsibilities were calculated using CNLM's Property Analysis Record (PAR3©) software. Important features, conditions, and District activities for each property, along with the detailed cost analyses are contained in the attached PAR3© reports (Appendix D).

The six Greenbelt properties were combined for the PAR analysis because these properties are managed as a collective unit by the District. Management activities, site conditions, and costs were first determined for each individual property prior to the combined analysis in order to account for site-specific variation in costs.

C. Management Approach and Assumptions

Long-term management of these properties will be based on existing management plans (SCAPOS 2015e, SCAPOS 2004) and future updates to those plans, and other available information such as site assessments completed by others, recovery plans, scientific literature, research work conducted at the properties, and information gained from managing the Preserves themselves (i.e. "adaptive management"). The following assumptions about management activities have been made when determining the cost calculations for managing the fee title properties in perpetuity.

Management of the properties will be focused on managing sensitive species and habitats through patrolling, implementing measures to control erosion and sediment contributions to the watershed (e.g. culvert cleaning and replacement, erosion repairs), controlling non-native species, removing trash and large debris, implementing fire breaks, communicating with adjacent landowners to address various issues and concerns that arise and easement holders to discuss access, conducting general outreach, maintaining general infrastructure (e.g. fences, signage, gates), monitoring of sensitive resources, and documenting activities. Controlled public access may occur at the Properties where appropriate and Paulin Creek is informally open to the public.

Debris removal includes general trash removal by the District and all activities related to removing debris from marijuana cultivation, encampments, and dumping. The District contracts for vegetation management activities which primarily include annual mowing and/or weed whipping of fuel breaks along the perimeter of the Preserves and sometimes internal roads or

trails. This also includes bird nesting surveys immediately prior to mowing. Invasive plant species control includes contracts to implement an integrated pest management control program for the typical invasive plants found in this region and coordination of annual mechanical removal by volunteers. It is assumed that all permits required for management activities will be prepared and obtained by the District. Biological surveys will primarily be carried out by volunteers with direct coordination by the District. In general, the District will encourage outside entities to implement research on these fee properties to monitor sensitive habitats and species, among other objectives. Research requests will be reviewed, approved, and coordinated individually by the District if deemed appropriate. Restoration and enhancement projects may be implemented on these properties if grant funding is acquired. On occasion, there is the need for District staff to discuss issues with various government agencies including the Marin/Sonoma Mosquito and Vector Control District, county and state fire authorities, and the Sheriff's Department. General outreach includes activities such as community meetings, maintaining a volunteer program, website updates, guided hikes and tours, and open space and work days. Documentation and reporting includes regular activity documentation, data entry, database maintenance, work plans, budgets, annual reports, and periodic updates to management plans. Some property-specific management notes follow.

Saddle Mountain Open Space Preserve is owned and managed by the District for the purpose of conserving and protecting the natural scenic, agricultural, aesthetic, biotic, rare and endangered species habitat, and openness values of the Preserve (SCAPOSD 2015e). The Preserve is visible from much of the city of Santa Rosa and provides viewsheds for Annadel and Spring Lake Parks, and serves as an important backdrop that contributes to quality of life and community identity in Santa Rosa (SCAPOSD 2015e). Monitoring activities that are planned for the Preserve include monitoring of vegetation (grasslands, sensitive habitats), residual dry matter, rare plants, Sudden Oak Death, erosion and sediment deposition, culvert assessments, turbidity and sediment, aquatic ecosystems, invasive plant populations, fuel loads, and water quality. Public access will be controlled and will include access by volunteer patrols, neighbors, organized guided walks or events, and possibly docent days where people are allowed access to the Preserve with specific rules and regulations.

Currently, it is assumed that grazing and controlled burning will not be implemented as part of the vegetation management strategy. Trails will be maintained through mowing and/or weed whipping. There are currently no plans for additional trail creation. In addition to controlling some of the typical invasive plant species observed in this region, there will also be a Douglas-fir (*Pseudotsuga menziesii*) removal program implemented at the Preserve to protect sensitive habitats from encroachment and periodic updates to policies and guidelines related to Sudden Oak Death. Directional signage for trails, rules and regulations signage, and access restriction signs for historic sites will be installed in addition to the general Preserve signage. Currently,

approximately 3/5 of the boundary of the Preserve is fenced with barbed-wire and it is assumed that these areas of fencing will be maintained in perpetuity.

Paulin Creek Preserve is owned and managed by the District for the purpose of protecting existing natural resources and providing public outdoor recreation (SCAPOS 2004). Currently there are no biological monitoring surveys planned to occur at the Preserve. If monitoring activities occur, it would be through outside research entities, requests from volunteers, or through grant funding. The Preserve is informally open to the general public and there is an access road that is parallel to the creek that provides a walking trail through the Preserve. There is a sewer line operated by the City of Santa Rosa Utilities Department located under the access road. Therefore, the City maintains the road. A primary goal of the management activities at this site is to control invasive plant species to protect biological resources, as well as to provide more ease of visual surveillance due to the high incidence of encampments at this Preserve. Currently, approximately 2/5 of the boundary of the Preserve is fenced and it is assumed that these areas of fencing will be maintained in perpetuity.

Greenbelt properties include six properties that are owned and managed by the District including Dogbane Preserve, Haroutunian South, Ho, Oken, San Francisco Archdiocese, and Young-Armos. Ho and Oken are managed to allow agricultural use of the area and maintain open space; San Francisco Archdiocese is managed to maintain agricultural uses of the area, provide protection to wetlands, and allow potential restoration of the land to limited agricultural uses; Dogbane Preserve is managed for the preservation and periodic harvesting of the culturally-significant dogbane plant; Haroutunian South is managed for the protection of the greenbelt and endangered and rare plants; and Young-Armos is managed for agricultural use of the area and to maintain and preserve the natural resources (SCAPOS 2012). Currently there are no biological monitoring surveys planned to occur at the Greenbelt properties. If monitoring activities occur, it would be through outside research entities, requests from volunteers, or through grant funding. Public access is controlled on the properties and may include organized guided walks or events and annual work days.

Three Greenbelt properties have agricultural leases; S.F. Archdiocese, Oken, and Ho. The District periodically consults with a rangeland specialist to determine appropriate areas for grazing, type of animal, stocking rates, and season of grazing for properties that have livestock grazing. District staff coordinates with lessees throughout the year, renews leases, and periodically establishes new leases. All Greenbelt properties are patrolled monthly to check for items such as trespass, signage, fence conditions, trash and debris, and any significant impacts to the natural resources. Infrastructure maintenance at the Greenbelt properties also includes maintaining a barn at Oken and assumes that lessees will maintain any infrastructure related to agricultural uses. The boundary of each Greenbelt property is primarily fenced with barbed-

wire fencing. It is assumed that these fences will be maintained in perpetuity, including some chain-link perimeter fencing adjacent to homes, a grazing enclosure, and a future riparian enclosure at Oken.

Tasks and costs associated with perpetual (ongoing) stewardship for each of these properties starting in the year 2031 are presented in the PAR reports (Appendix D).

The following documents were used in the preparation of this analysis:

- SCAPOSD 2015d. Draft Fee Property Maintenance Activities: cost of maintenance activities for Stewardship Reserve Funding calculation. Prepared by H. Spencer. May 26, 2015.
- SCAPOSD 2015e. Draft Saddle Mountain Preserve Management Plan. January 2015.
- SCAPOSD 2015c. shapefile: *district_holdings_20150102.shp*, J. Newell, email: January 2, 2015.
- CDFW 2014. Lake and Streambed Alteration Agreement and Fees. January 2014.
- SCAPOSD 2012. Sonoma Agricultural Preservation and Open Space District. 2012. Fee Lands Strategy – Options for District-owned properties, November 20, 2012.
- SCAPOSD 2004. Paulin Creek Preserve Management Plan. 2004. Prepared by Cleisz Planning & Design, Sonoma, CA. January, 7, 2004.
- Pacific Watershed Associates Inc. (PWA). 2015. Saddle Mountain Road and Trail Re-evaluation. Work Order #2 (PWA PSA O-796). March 16, 2015.
- Prunuske Chatham, Inc. (PCI). 2014. Fee Lands - Land Management Strategy: Existing Conditions, Existing Studies, Management Needs, and Enhancement Opportunities Haroutunian South, Oken, San Francisco Archdiocese, and Young-Armos Properties. June 27, 2014.

Additional assumptions used for the fee title analyses include the following:

- District staff positions that provided specific services towards fee title responsibilities and so were individually included in these analyses were the Program Manager (PM), Stewardship Coordinator (SC), Stewardship Technician (ST), Public Information Specialist (PIS), and Legal Counsel (LC).
- The labor rates for staff involvement in all tasks were the top-level, full-time, and fully-burdened hourly rates (Table 2; SCAPOSD 2014a). These rates were assumed appropriate because the District needs to budget each year by position even if the person is working at entry level or mid-step.
- A 10% contingency cost was applied to all expenses in the Perpetual (Ongoing) costs to reflect uncertainty in actual cost or cost increases that may be beyond inflation.
- Administration costs were calculated at the rate of 24% of direct costs. Administrative costs were assumed to cover such items as: Board member costs, clerk, insurance, staff

time for filing, additional insurance, financial management (including audits, clerks, accounting staff, and administrative aides), office equipment, and consumable supplies (e.g., printer ink/cartridges, paper, batteries, hats, shirts, or other uniform components). As such, these or similar items or costs were not included as individual line items in the costs analysis.

- Legal insurance was not included because the District is already covered as a landowner (as part of the County family of agencies) for recovery of litigation/legal defense costs.
- For the purpose of field equipment costs (along with a few other costs) a full-time equivalent (FTE)% was calculated in each analysis, using the total annual hours of the ST and PIS combined divided by annual work hours (1880 hours; taking into account holiday and vacation benefits).
- It was assumed that all proposed projects and major infrastructure activities will be implemented prior to 2031 and that stewardship management will only include maintenance, monitoring, and long-term replacement where applicable for these projects.
- Mileage costs (\$0.58 per mile) are based on the 2015 IRS mileage rate of \$0.575. However, the IRS rate was rounded to \$0.58 per mile for the purpose of these analyses due to software constraint (i.e. PAR allows only two significant digits). The District office was used as a point of origin and it was assumed that staff would be using District vehicles to travel to the Preserves.
- It was assumed that the District does not pay any taxes, fees or assessments for the fee title properties.
- No additional funds for direct research on preserves (i.e., other than that done by request by external researchers) were added to the analyses.
- It was assumed that District staff would be conducting many stewardship tasks, coordinating with volunteers for specific monitoring and patrolling tasks, and contracting with others for some specialized biological monitoring surveys (e.g. rare plant surveys) and maintenance tasks such as clearing and replacing culverts, erosion control repairs, large debris removal, invasive plant and animal removal, fire break mowing, and fence and gate installation.

VII. Results of Conservation Easement and Fee Title Cost Analysis

The total endowment required to cover District responsibilities for the projected 2031 portfolio of conservation easement and fee title properties, assuming a drawdown rate of 4.5%, is \$60,918,733. Of this, \$49,615,422 represents the cost of the conservation easement portion, \$9,798,311 represents the cost of fee title property management and monitoring, and

\$1,505,000 represents the CE Legal Defense Fund (for 500 easement-ownership units) to meet LTAC requirements (Table 6).

Table 6. Total reserve targets (2015 dollars). Includes endowments for the projected 500 easement-ownership units, fee title properties, and legal fund under four scenarios of varying drawdown rates. Shaded column represents CNLM drawdown rate.

Item	Drawdown/capitalization rate			
	2.5%	3.5%	4.5%	5.5%
500 easement-ownership units	\$89,307,760	\$63,791,257	\$49,615,422	\$40,594,436
Fee title properties	\$17,636,960	\$12,597,829	\$9,798,311	\$8,016,800
CE Legal Defense Fund	\$1,505,000	\$1,505,000	\$1,505,000	\$1,505,000
Total funds	\$108,449,720	\$77,894,086	\$60,918,733	\$50,116,236

A. Conservation Easement Cost Calculation – 291 Easement-ownership Units

For the known 291 easement ownership-units, the total endowment required is \$28,879,756 that would, under an assumed drawdown rate of 4.5%, provide an average annual budget of \$1,299,589 (Table 7, Appendix C).

The endowment is strongly driven by the assumed drawdown or capitalization rate. As such, the endowment requirement was calculated under differing drawdown rates (Table 7). In each case, the average annual budget is the same (\$1,299,589), but the endowment differs strikingly—from approximately \$23.6 million to over \$50 million (in 2015 dollars)—in varying the drawdown rate from 5.5% to 2.5%, respectively.

Table 7. Reserve endowment targets (2015 dollars) for the 291 known easement-ownership units under four scenarios of varying drawdown rates. Shaded column represents CNLM drawdown rate.*

Endowment	Drawdown/capitalization rate			
	2.5%	3.5%	4.5%	5.5%
	\$51,983,560	\$37,131,114	\$28,879,756	\$23,628,891

*Does not include the CE Legal Defense Fund of \$878,000 (which does not vary with drawdown rate).

Using the 4.5% column as an example, the following should serve to explain how to interpret the information contained in Table 7. It has been calculated that the *average* annual budget required for the District to provide all the tasks associated with holding the (currently known) 291 easement-ownership units it anticipates in 2031 is \$1,299,589. That is the current amount, using current costs and rates and expressed in 2015 dollars. The endowment amount that should provide that average revenue stream (using a 4.5% drawdown rate that incorporates an

inflationary adjustment) is \$28,879,756. Because the endowment, once invested, cannot immediately be expected to have earnings, and further, because the market conditions at the time it is invested will influence its early performance, the rate at which the target endowment is reached will determine whether all needed annual funding will immediately be available by 2031.

An examination of the contribution of each of the four tiers of the cost analysis to the total annual budget provides some insight into the factors driving the costs (Table 8, Appendix C). Of the total calculated annual budget that would be required in perpetuity to cover the costs of the District’s CE-related responsibilities, approximately 70% resides at the core level. These are costs associated with the primary activities of easement monitoring and enforcement, including the site visits and reports, and addressing a certain frequency of minor and major easement violations. Note that provision of legal services accounts for only approximately 5% of the core annual budget, on average. Some legal services are also included in the next tier (Category Adjustments). That category accounts for the next largest proportion of the annual budget—approximately 16%—and includes the additional monitoring time required for certain easement-owner units as well as additional legal costs for all easements other than open space easements (Table 8). When the additional legal costs that are included in this tier are combined with those (legal costs) from the Core Analysis, the total anticipated legal costs represent approximately 20% of the annual budget, on average. This does not include the cost of the CE Legal Defense Fund.

Table 8. Contributions to annual (conservation easement) budget from each tier based on the known 291 easement-ownership units.

Level	Amount of annual budget in perpetuity (percent of total)
Core Analysis/ Easement	(71.8%) \$ 933,013
Category adjustments	(16.3%) \$ 211,376
Property-visit clusters/travel	(1.4%) \$ 18,352
Portfolio level	(10.5%) \$ 136,848
Total	\$ 1,299,589

A consideration of costs for OSE versus that of non-OSE properties is the higher legal cost associated with the latter. For example, of the 16% proportion of the annual budget that was represented by the Category Adjustments (Table 8), 88% of this was due to the additional legal costs associated with non-OSE properties. At the individual easement unit level, the average annual legal cost per OSE and non-OSE, including administrative costs and contingency, was approximately \$228 and \$1,288, respectively.

B. Extrapolation to 500 Easement-ownership Units

The foregoing analysis was based on the conservation easements that are either currently held by the District, or are anticipated to be held on current fee title properties by 2031. As such, the analysis is data-based. However, it is anticipated that acquisition of conservation easements will continue, with a projected total of 500 easement-ownership units by 2031. This increase could be achieved through a combination of expansion of the number of easement-ownership units on current easements where subdivision (and hence creation of additional easement-ownership units) has not reached the allowed limit and acquisition of new conservation easements. Extrapolating from 291 easement-ownership units to 500, using the same assumptions and proportional categorizations, results in a needed average annual budget of \$2,232,694. Assuming a drawdown rate of 4.5% results in a required endowment of \$49,615,422. In addition, the (LTAC) required CE Legal Defense Fund is calculated as \$50,000 (base, for the first 15 easement-ownership units) plus \$3,000 for each of the remaining (485) easement-ownership units, for a total of \$1,505,000. The projected needed endowment (and total reserve, including CE Legal Defense Fund) is revisited under four different drawdown rates (Table 9).

Table 9. Endowment and total reserve targets (2015 dollars) for the projected 500 easement-ownership units under four scenarios of varying drawdown rates. Shaded column represents CNLM drawdown rate.

	Drawdown/capitalization rate			
Item	2.5%	3.5%	4.5%	5.5%
Endowment	\$89,307,760	\$63,791,257	\$49,615,422	\$40,594,436
CE Legal Defense Fund	\$1,505,000	\$1,505,000	\$1,505,000	\$1,505,000
Total funds	\$90,812,760	\$65,296,257	\$51,120,422	\$42,099,436

C. Fee Title Property Cost Calculation

The total reserve (endowment) requirement for all fee title properties included in this analysis, based on a drawdown rate of 4.5%, is \$9,798,311 (2015 dollars) (Table 10; see individual PAR reports in Appendix D). This total reserve requirement was revisited under three other drawdown rates—2.5%, 3.5%, and 5.5% (Table 11).

Table 10. Calculated perpetual stewardship costs (2015 dollars) for Saddle Mountain, Paulin Creek, and Greenbelt properties using a drawdown rate of 4.5%.

Item	Saddle Mountain	Paulin Creek	Greenbelts	Grand total
Average annual budget	\$198,234	\$72,754	\$169,936	\$440,924
Endowment	\$4,405,200	\$1,616,756	\$3,776,356	\$9,798,311

Table 11. Reserve targets (2015 dollars) for portfolio of fee title properties under four scenarios of varying drawdown rates. Shaded column represents CNLM drawdown rate.

	Drawdown/capitalization rate			
Item	2.5%	3.5%	4.5%	5.5%
Average annual budget	\$440,924	\$440,924	\$440,924	\$440,924
Endowment	\$17,636,960	\$12,597,829	\$9,798,311	\$8,016,800

VIII. Comparison with 2002 Cost Analysis

A cost analysis of conservation easement stewardship and current investment required to fund a supporting endowment was requested by and provided to the District in 2002 (Nichols-Berman 2002a, b). That analysis was substantially different from the current analysis in its objectives, assumptions, and methods. Some of the key differences between the two analyses are that the 2002 analysis:

1. Calculated costs for conservation easements only (rather than both easements and fee title properties)
2. Assumed 300 easements (rather than 500)
3. Was based on a generic approach with no specificity assigned to easements or categorization
4. Apparently did not distinguish between easements and easement-ownership units (appears to use easement as the base unit for cost calculation)
5. Target year for fully funding endowments was 2011 (rather than 2031)

Average annual costs per easement were calculated for the current (2002) year and then multiplied by number of easements (300) to get a total annual cost. This cost was calculated under three scenarios, differing in assumptions about the costs for easement enforcement and defense. The rationale for developing three scenarios was that there was not, at that time, any data on which to reasonably predict legal costs. Instead, three scenarios, that were meant to embrace two extremes and a middle position, were presented. Those scenarios are presented in Table 12, with annual easement costs and associated endowment costs (for 300 easements) adjusted for inflation so as to be interpretable in 2015 dollars. The US Bureau of Labor Statistics inflation calculator was used for this purpose.

Other than the significant differences presented above between the current cost analysis and the 2002 analysis, the assumptions about financial parameters for calculating the required endowment differ dramatically. The 2002 analysis assumed a gross income on investment (represented as “average Treasury bond rate”) of 5.00% and an inflation rate of 3.78%.

Regardless of whether that assumption was in 2002, or still is appropriate for the District for 2015, it is not clear whether or how any inflationary adjustment was made for the endowment calculation. More specifically, the annual budget was converted directly into an endowment amount based on earnings, but with no inflationary adjustment (i.e., it appears that a capitalization rate of 5% was used).

Perhaps one meaningful difference in the results from the (2002) and current cost analysis is that of legal costs (CE enforcement and defense). For the 2002 analysis, assumptions about legal costs drove the overall costs. For the current analysis, with the benefit of some data (history of legal costs), they were not the primary cost driver. The comparison with the 2002 analysis is a clear demonstration of how different analytical approaches and assumptions can lead to strikingly different estimates of funds needed for perpetual stewardship responsibilities.

Table 12. Costs per easement per year and endowment requirements in 2002 under three easement enforcement/defense scenarios (Nichols-Berman 2002a) and adjusted for inflation for 2015 costs.

	Scenario 1	Scenario 2	Scenario 3
Assumptions	No easement enforcement or defense costs	One easement enforcement action per easement every 40 yrs	One easement enforcement action per easement every 20 yrs
Cost per easement 2002	\$2,235	\$3,508	\$4,782
Cost per easement adjusted for inflation to 2015 costs	\$2,954	\$4,637	\$6,321
Endowment 2002	\$12,068,915	\$18,947,916	\$25,826,918
Endowment adjusted for inflation to 2015 costs	\$15,953,576	\$25,046,744	34,139,912

IX. Future Adjustments to Reserve Estimate

Objectives for this undertaking included not only the cost estimate and explanation provided in this report, but the conveyance of the tools and methods such that the analyses may be revisited and revised from time-to-time by District staff. This should lessen or even remove the need for future contracted analyses and allow the 2031 reserve fund target to be further refined as uncertainty is replaced with decisions or known conditions. Both the conservation easement and fee title properties analyses were conducted in Excel. Both excel files have been provided to District staff and provide details for each of these analyses. Within the

spreadsheets, specific individual line items are provided with descriptions of categories, tasks, assumed personnel carrying out each task, rates, number of hours (when appropriate) or item costs, contingency, year interval for each task, and itemized detailed notes on assumptions. In addition, these tools provide the average annual budget and the endowment for each of the analyses. They are also separated by the four hierarchical levels of costs for the conservation easement analysis and the three PARs (i.e., Saddle Mountain, Paulin Creek, Greenbelt properties) for the fee title lands. These spreadsheets have been provided to the District to serve as robust tools that the District can continue to use for any input costs or assumption changes over time.

For the conservation easement cost calculations, conditions over the next 16 years leading up to the 2031 target date that could provide sufficient rationale to trigger a revision to the easement portion of the funding target could include:

- changes in staff salary rates
- significant changes in legal costs based on continued accumulation of actual costs
- changes in number of easements or easement-ownership units (the latter of which could occur through either acquisition of new easements or subdivision of current easements, thus increasing the number of easement-ownership units)
- retention of any additional fee title properties as fee title rather than transfer and becoming an easement grantee
- changes in laws or District policies that would change requirements in such a way that would impact costs
- changes in any of the key items of the “core analysis”, given the large proportion (~70%) of the total funding requirements they command

As inflationary influences on the reserve target are unknown, the District could also revise annually, or every few years, to reflect any changes in costs that were affected by inflation (i.e., not all costs would be affected and not necessarily at the same rate).

Revisions for the easement stewardship portion of the total reserve target are more likely to be needed because: (1) this is the far greater portion of the total reserve target and thus any changes will have a larger impact than changes in fee property management; and (2) many of the tasks and responsibilities associated with easement stewardship are requirements based on the easement documents and associated laws, and thus are less flexible, given a budget shortfall, than may be fee property management budgets.

Use of the PAR©3 software, in possession by the District, would be recommended if there were any new property acquisitions that the District anticipated holding in fee and managing in

perpetuity. The PAR©3 software is advantageous for these purposes because it documents important information (such as conservation values, site conditions, landscape context, conservation purpose, District roles, relationships with others – such as utility easements, etc.) in addition to the cost analysis, and thus creates a permanent record that provides the important juxtaposition of property characteristics and the costs for managing it. In these cases of management of fee title properties, the recommended perspective is one of comprehensively considering the characteristics and management needs of that specific property — a perspective that underlies the software. Drop-down menus and (partially) pre-populated spreadsheets support the user in making appropriate, property-specific inputs and decisions. Further, this analysis would not be anticipated to need frequent, or perhaps any, future adjustments. That is, after a stewardship budget for perpetuity has been established, the challenge becomes one of managing annual budgets relative to property needs, rather than constantly revising the endowment target.

Revisions to the reserve target and use of the PAR©3 software are recommended for new Open Space Easement acquisitions. This will not only support the rigorous and property-specific cost calculation that is desirable in mitigation-related processes, but will provide a detailed and permanent record of the basis for that cost determination that can then be provided to the Project Proponent, regulatory agencies, and others, as appropriate.

X. Realized and Continuing Benefits from Reserve Review

In addition to providing a cost estimate for the Reserve fund and a description of the methods, rationale, and assumptions for this estimate (that is, an estimate that is objective, transparent, and defensible), the process of this cost analysis has resulted in several other continuing benefits. Provision of the Excel spreadsheets with all rates, assumptions, and formulae should allow District staff to make revisions as needed either to refine the 2031 reserve fund estimate over time or to conduct sensitivity analyses for impacts on budget of various changes in District practices or costs. Indeed, there may not be a need to contract out for such analyses in the future. These tools may also be used to test assumptions about financial implications—including possible efficiencies—of varying approaches to stewardship (e.g., changes in frequency of monitoring, etc.). Further, these tools could assist in comparing the costs of different types of easements (OSE vs CE) and developing models for ideal or predicted portfolios (e.g., composition of OSEs and CEs, and features/categories of each). Conducting the cost analysis with knowledge of and discussion about the national LTA (current) standards and practices, and representing those standards in the analysis (e.g., annual CE monitoring visits), should ensure that the District is well positioned to comply with requirements for accreditation by the LTAC.

XI. References

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- _____. 2015e. Draft Saddle Mountain Preserve Management Plan. January, 2015.
- _____. 2014a. file: *Weighted rates.xlsx*. M. Dodge, email: October 27, 2014.
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- _____. 2012. Sonoma Agricultural Preservation and Open Space District. 2012. Fee Lands Strategy – Options for District-owned properties, November 20, 2012.
- _____. 2004. Paulin Creek Preserve Management Plan. 2004. Prepared by Cleisz Planning & Design, Sonoma, CA. January 7, 2004.

PERSONAL COMMUNICATIONS

- S. Emerson, pers. comm. Aug 4, 2015. Email and attached table regarding stewardship program structure.
- S. Emerson, pers. comm. July 7, 2015. Email response to C. Little regarding assumptions to use for fee title property cost calculations.
- H. Spencer, pers. comm. June 29, 2015. Email and attachment regarding permit costs.
- S. Emerson, pers. comm. June 27, 2015. Email regarding comments and revisions to fee title property cost calculation tasks and assumptions.
- H. Spencer, pers. comm. June 25, 2015. Email regarding fee title property information.
- District staff, pers. comm. May 26, 2015. Site visit to fee title properties with S. Emerson, K. Marsh, and H. Spencer.
- S. Emerson, pers. comm. April 30, 2015. Phone conversation and email regarding assumptions about frequency of major and minor easement violations.
- S. Emerson, pers. comm. April 13, 2015. Email regarding anticipated fee property holdings.

S. Emerson, pers. comm. November 21, 2014. Email regarding calculation of average annual legal costs per easement.

S. Emerson, pers. comm. November 19, 2014. Email regarding cost calculations assumptions.

District staff, pers. comm. September 8, 2014. Web-meeting with M. Dodge, S. Emerson, K. Marsh, and J. Newall regarding project frame and cost calculations assumptions.

APPENDICES

Appendix A

Easement properties and expected 2031 fee title properties included in the cost analysis

Appendix A. Easement properties and expected 2031 fee title properties included in the cost analysis.

Property Name	Ownership-units	Property Name	Ownership-units
Conservation Easements			
1360 Burbank Ave - 1027 McMinn Ave	1	Dutton Ranch	1
1400 Burbank Ave (125-331-001)	1	Eliot	1
Aggio	1	Falletti Ranch	1
Alba Lane	1	Fitch Mountain (Zelma Ratchford)	1
Alman Marsh	1	Fitch Mountain Park & OS Preserve	1
Azevedo	1	Flocchini	1
Balletto	2	Forever Forestville	2
Bayer Neighborhood Park and Gardens	1	Freiberg	1
Bianchi	1	Geary Ranch	2
Bodega Bay Firehouse	1	Gilardi	1
Bordessa Ranch	1	Giorgi Park	1
Brayton	1	Glen Oaks	1
Brown	2	Graton-Forestville Railroad Right-of-Way	1
Buckeye Forest (Preservation Ranch)	1	Gray Creek (Gustafsson)	1
Burns	1	Gray Creek (Magers)	1
Callahan	1	Grossi	1
Camozzi	1	Hafey	1
Camp Gualala	1	Hayfork Ranch	1
Carinalli	1	Healdsburg Ridge Exchange	1
City of SR Farms - Alpha/ Brown/ Kelly/ Stone	1	Henshaw	1
Cloudy Bend	1	Hepper	1
Clover Springs	1	Herzog (Sleepy Hollow Dairy)	1
Cloverdale River Park (Andersen)	1	Ielmorini	1
Cloverdale River Park (Treadwell)	1	Indian Valley	1
Colliss	2	Jenner Headlands	1
Connolly	1	Johnson	1
Cook	1	Keen	1
Cooke Ranch	1	Keiser Park Expansion	1
Cooley Ranch	1	Klesko Ranch	1
Cotati Highlands	1	Knudtsen	1
Crane	1	Laguna Acquisition & Improvement Project	1
Crane Home Ranch	1	Lang (Guttman)	1
Curreri	1	Lang (Safari West)	1
Danielli	1	Lawson	1
Dashiell	1	Lorenzini	1
DeLoach	1	Lupine Hill	1
Dewar	1	Maffia Ranch	1
Dickson Ranch	1	Martin	1
Doerksen	1	Marty	1
Dougan	1	Mazzetta	1
McCord Ranch North	1	Santa Angelina	1
McCord Ranch South	4	Santa Rosa Creek Greenway - 3 Bridges	1
McCormick Ranch	2	Schopflin Fields/Unity Church	1
McCrea	1	Scott	1
McCullough	1	SDC III	1
McNear Peninsula	1	Sebastopol Railroad Forest	1
Meadowlark Field (MRRP)	1	Sebastopol Skatepark & Cmty. Garden	1
Mickelsen	1	Sequeira (Red Hill)	1
Modini Ranch	1	Silacci Dairy	1
Mom's Beach	1	Sittenauer (La Reve Berry Farm)	1
Montini Open Space Preserve	1	Skiles	1
Montini Upper Hillside	1	Smith Family Ranch	1
Moon Ranch	2	Solak	1
Morelli	3	Sonoma Developmental Center	1
Morrison Brothers	1	Sonoma Garden Park	1

Property Name	Ownership-units	Property Name	Ownership-units
Conservation Easements			
Myers Ranch	1	St. Francis Vineyards	1
Nahmens	3	Stony Point Ranch (Maffia Dairy)	1
Nathanson Creek	1	Summer Home Park	1
Nicholas	2	Sunset Beach	1
North Sonoma Mtn Reg Park & OSP	1	Taylor Mtn Reg. Park & OS Preserve	1
Old Monte Rio School	1	Tolay Lake	1
Pacheco Dairy	1	Tremari	1
Palm Terrace (Laguna Uplands)	1	Uncle Henry's Ranch	1
Patterson Point	1	Van Alstyne	1
Paula Lane Open Space Preserve	1	Van Hoosear Wildflower Preserve	1
Petaluma Marsh Access/Enhancement	1	Vasila	1
Pitkin Marsh	1	Weston Ranch	1
Pole Mountain	1	White I	1
Prince Gateway Park (Boyett)	1	White II	1
Prince Memorial Greenway	1	Wikiup Builders (Silberstein)	1
Pryor Ranch	1	Willow Creek (State Parks)	1
Quailbrook Ranch	1	Willow Creek Northern Tract	1
Quinlan	1	Willow Creek Seed Orchard Tract	1
Riddell Preserve	1	Wilroth	2
Rigler	1	Windsor Oaks (Stein)	1
Riverfront Park (Hanson Aggregates)	1	Windsor Town Green	1
Riverkeeper Stewardship Park	1	Wright Preservation Bank	1
Roblar	2	Yee	1
Roche Ranch (Tolay Creek Ranch)	2	Ziedrich	1
Open Space Easements			
Aho	1	McDowell	2
Alexander	5	Meadow Oaks	7
Alexander Valley Resort	1	Mertes	7
Allen	3	Northern Elm	1
Barton	2	Penns Groves Estates	5
Berliner/Rosen	1	Roake	3
Bodega Harbour	1	Saddle Mountain	1
Brookside Lodge	3	Santa Rosa Golf & Country Club	1
Buckaway	4	Savannah Estates	1
Campagna	2	Schnack	2
Cooper	1	Seghesio Riparian	5
Doss	1	Seghesio Scenic	1
Dry Creek Rancheria	1	Shiloh Ranch #4	1
Evergreen	2	Shinabargar	3
Gardner	4	Sonoma Mountain Zen Center	1
Hall Ranch	1	Spring Hills Community Church	1
Harbor View	1	Syar Industries Phase II	1
Harbor View (Wetland)	1	Syar Industries Phase III (Ag Area 1)	1
Hillick Ranch	1	Syar Industries Phase III (Ag Area 2)	1
Holden (Larger Parcel)	1	Syar Industries Phase III (Mining Area)	1
Holden (Smaller Parcel)	1	Syar Industries Phase IV	1
Kaiser Calplans River Vineyard	1	Syar Industries Phase V	1
Kaiser Sand & Gravel	1	Syar Industries Phase VI	1
Kaiser Vimarck Agricultural Area	1	Taber	1
Kaiser Vimarck Mining Parcel	1	Van Alyea	1
Lovmark	7	Vintner's Inn	1
Mallard I	1	Westerbeke Homestead	2
Mallard II	4	Westerbeke Ranch Conference Center	2
Marian Subdivision	1	Wildwood Trail Estates	4
Expected 2031 Fee title Properties			
Dogbane Preserve		Paulin Creek Preserve	
Haroutunian - South		Saddle Mountain Open Space Preserve	
Ho		San Francisco Archdiocese	
Oken		Young/ Armos	

Appendix B

Description of fee title properties included in the cost analysis

Appendix B. Description of fee title properties included in the cost analysis.

1. *Saddle Mountain Open Space Preserve* (960 acres, Address: 2300 Calistoga Road, Santa Rosa, CA). This property was purchased under the Natural Resources category in the District's Acquisition Plan (SCAPOS 2012). The acquisition was intended to protect the natural resources on the property, as well as contribute to the protection of key properties within the Mark West watershed. The property was dedicated to open space at the time of acquisition. The Preserve is comprised primarily of coastal oak woodland, annual grassland, mixed chaparral, montane hardwood-conifer forest, with Douglas-fir forest, closed-cone pine-cypress, montane riparian, and wetlands. The Preserve contains portions of four creeks (Alpine, Ducker, Van Buren, and Weeks Creeks), as well as several unnamed tributaries. Six rare or sensitive habitats have been documented on the Preserve including freshwater seeps, a vernal pool, valley needlegrass grassland, serpentine chaparral and bunchgrass, and cypress forest. Rare and sensitive plants documented on site include the California State Threatened (CST) and Federally Endangered (FE) Clara hunt's milk-vetch (*Astragalus claranus*; CNPS 1B.1), as well as California brodiaea (*Brodiaea californica* var. *leptandra*; CNPS 1B.2), Napa false indigo (*Amorpha californica* var. *napensis*; CNPS 1B.2), Sonoma ceanothus (*Ceanothus sonomensis*; CNPS 1B.2), Lobb's buttercup (*Ranunculus lobbii*; CNPS 4.2), and Mt. Saint Helena morning glory (*Calystegia collina* ssp. *oxyphylla*; CNPS 4.2). Rare and sensitive animals documented on the Preserve include the Northern spotted owl (*Strix occidentalis caurina*; CST-candidate; Federally Threatened, FT), and the California Species of Special Concern (SSC) foothill yellow-legged frog (*Rana boylei*) and western pond turtle (*Emys marmorata*). Sensitive species with the potential to occur on the Preserve include plants: Rincon Ridge ceanothus (*Ceanothus confusus*; CNPS 1B.1), Calistoga ceanothus (*Ceanothus divergens*; CNPS 1B.2), and Sonoma manzanita (*Arctostaphylos canescens* ssp. *sonomensis*; CNPS 1B.2), and wildlife: Coho salmon - Central California Coast (*Oncorhynchus kisutch* pop. 4; California State Endangered, CSE; FE), steelhead (*Oncorhynchus mykiss*; FT), fisher (*Martes pennanti*), long-eared myotis (*Myotis evotis*), Sonoma tree vole (*Arborimus pomo*; SSC), Townsend's big-eared bat (*Corynorhinus townsendii*; SSC), and pallid bat (*Antrozous pallidus*; SSC). The following invasive plant species have been documented on the Preserve: barbed goatgrass (*Aegilops triuncialis*), bull thistle (*Cirsium vulgare*), common velvetgrass (*Holcus lanatus*), English ivy (*Hedera helix*), French broom (*Genista monspessulana*), Harding grass (*Phalaris aquatica*), Himalayan blackberry (*Rubus armeniacus*), Indian teasel (also known as "Fuller's teasel") (*Dipsacus sativus*), Italian thistle (*Carduus pycnocephalus*), large-leaf periwinkle (*Vinca major*), medusa-head (*Elymus caput-medusae*), penny-royal (*Mentha pulegium*), Spanish broom (*Spartium junceum*), sweet fennel (*Foeniculum vulgare*), and yellow starthistle (*Centaurea solstitialis*). Surrounding land use consists of relatively undeveloped forest and grasslands, agriculture (pasture or range for livestock, wine-grape production), rural single-family residences and a high-density residential area (Rincon Valley subdivisions) that borders the southern portion of the Preserve. Three District-held easements lie adjacent to the Preserve — the Schnack Open Space Easement (southeast), the Saddle Mountain Open Space Easement (adjacent on the east) and the Hayfork Ranch Conservation Easement (northwest).
2. *Paulin Creek Preserve* (9 acres, Address: 3200 Chanate Road, Santa Rosa, CA). This property was purchased under the Recreation category in the District's Acquisition Plan (SCAPOS 2012). The acquisition was intended to preserve the existing natural conditions and provide public outdoor recreation. The Preserve is part of a larger, contiguous open space preserve which is comprised of three adjacent parcels: The 9-acre Paulin Creek Preserve owned by the District, a 10.4-acre parcel owned by the County of Sonoma, and a 27-

acre parcel of flood control reservoir and surrounding edges owned by the Sonoma County Water Agency. Habitats present on the Preserve include coastal oak woodland and valley foothill riparian, as well as annual grassland. Paulin Creek runs through the Preserve and provides potential habitat for steelhead trout (*Oncorhynchus mykiss*; FT). At current, no sensitive or listed species have been documented on this property. The following invasive plants species have been documented on the Preserve: Scotch broom (*Cytisus scoparius*), large-leaf periwinkle, Himalayan blackberry, French broom, and English ivy (SCAPOS 2004). The Preserve is located within an urban setting and is bounded to the north/northwest by a major road (Chanate Road). Surrounding land use consists of commercial facilities, high-density residential areas, and the open space parcels owned by the County of Sonoma and by the Sonoma County Water Agency, which lie to the east of the Preserve.

3. *Greenbelt properties* include six sites totaling approximately 203 acres that were purchased or accepted under the Greenbelt category in the District's Acquisition Plan (SCAPOS 2012). Four of these properties are located within the Santa Rosa Plain and support existing or potential habitat for several rare plant and animal species, including California tiger salamander (*Ambystoma californiense*; CST, FE).
 - 3.1. *Dogbane Preserve* (3.3 acres, Address: Alba Lane & Redwood Highway, Santa Rosa, CA). This property was protected for the preservation of a culturally-important plant, dogbane (*Apocynum cannabinum*) and the periodic harvesting of dogbane on the property. The property was not dedicated to open space at the time of acquisition. This site is comprised of annual grassland and is characterized by a high cover of the native perennial forb, dogbane. Alterations in the hydrology of surrounding properties have resulted in a decrease in seasonal flooding on the property, which is a threat to the health of the dogbane population. At current, no sensitive or listed species had been documented on this site. Problematic invasive plants documented on this preserve include Himalayan blackberry (SCAPOS 2012). Surrounding land use consists of agriculture, a major road (Redwood Highway), and recreational and open space areas.
 - 3.2. *Haroutunian South* (approx. 21 acres, Address: 200 Scenic Avenue, Santa Rosa, CA). This property was acquired for the protection of the greenbelt and endangered and/or rare plants. The property was not dedicated to open space at the time of acquisition. This site is located within the Santa Rosa Plain and is comprised of annual grassland, including native upland grassland species such as milkweed (*Asclepias* sp.), California oatgrass (*Danthonia californica*), and yampah (*Perideridia* sp.). Grassy swales and vernal pools are also present on the property and are known to support populations of the CSE and FE plants Sonoma sunshine (*Blennosperma bakeri*) and Sebastopol meadowfoam (*Limnanthes vinculans*). California tiger salamander and California linderiella (*Linderiella occidentalis*) have also been documented on this property. Problematic invasive plants on this preserve include Harding grass, Himalayan blackberry, medusa-head, penny-royal, and teasel (*Dipsacus* sp.) (SCAPOS 2012, PCI 2014). Surrounding land use consists of agriculture, commercial facilities, low-density residential areas, minor roads, a rail line (planned conversion to rail-trail), and the Arshi Mitigation Site (California Department of Fish and Wildlife), which lies to the south of the Preserve.
 - 3.3. *Ho* (approx. 30 acres, Address: 5974 Petaluma Hill Road, Rohnert Park, CA). This acquisition was intended to allow agricultural use of the area and maintain the open space character. This property was dedicated to open space at the time of the acquisition. Seasonal wetlands occupy the western third of the property (approximately 10 acres) and the eastern 20 acres is leased for agriculture. At

current, no sensitive or listed species had been documented on this property. Surrounding land use consists of agriculture and a major road (Petaluma Hill Road).

- 3.4. *Oken* (approx. 76 acres, Address: 5100 Petaluma Hill Road, Rohnert Park, CA). This acquisition was intended to allow agricultural use of the area and maintain the open space character. This property was not dedicated to open space at the time of the acquisition. The site is located within the Santa Rosa Plain and consists primarily of annual grassland and wetlands and riparian areas are also present on the property. Two main swales run from the north and northeast part of property, which support riparian areas dominated by willow (*Salix* sp.), with adjacent native wild rye (*Elymus* sp.) and meadow barley (*Hordeum brachyantherum*). A drainage runs east-west along the southern portion of the property. This property is located within the potential range of California tiger salamander, which is known to breed within 1.2 miles of the site at the Horn Mitigation Bank. Problematic invasive plants on this preserve include big-head purple starthistle (*Centaurea calcitrapa*), Himalayan blackberry, sweet fennel, woolly distaff-thistle (*Carthamus lanatus*), and yellow starthistle (SCAPOS 2012, PCI 2014). The property is leased for grazing, and a barn is present on the site. Surrounding land use consists of agriculture, a major road (Petaluma Hill Road), and high-density residential areas.
- 3.5. *San Francisco Archdiocese* (approx. 28 acres, Address: 4547 Whistler Avenue, Santa Rosa, CA) is located within the Santa Rosa Plain in south Santa Rosa, CA. The acquisition was intended to maintain agricultural uses of the area, provide protection of the wetlands, and allow potential restoration of the land to limited agricultural uses. This property was not dedicated to open space at the time of the acquisition. The Preserve is comprised primarily of annual grassland with seasonal wetlands and vernal pools that contain native vernal pool species (e.g. *Downingia*). The northern portion of the property includes stands of willows. Wetlands on site provide potential habitat for rare plants and California tiger salamander, which has been documented 0.25 mile west of the site. Problematic invasive plants on this preserve include firethorn (*Pyracantha angustifolia*), Harding grass, medusa-head, sweet fennel, and teasel (SCAPOS 2012, PCI 2014). The property is comprised of two adjacent parcels, which are separated by the Bellevue-Wilfred Flood Control Channel (Sonoma County Water Agency property). The property is leased for grazing. Surrounding land use consists of agriculture, a major road (Wilfred Avenue), and low-density residential areas.
- 3.6. *Young-Armos* (approx. 45 acres, Address: 4314 Hunter Lane, Santa Rosa, CA) is located within the Santa Rosa Plain near Rohnert Park, CA. This acquisition was intended to allow continued agricultural use of the area and maintain and preserve natural conditions. This property was not dedicated to open space at the time of the acquisition. The Preserve is comprised primarily of annual grassland with seasonal wetlands that support Sebastopol meadowfoam (CSE, FE) as well as other native plants such as brodiaea (*Brodiaea* sp.) and tidy tips (*Layia* sp.). Coyote brush (*Baccharis pilularis*) regeneration occurs near the southwestern boundary. The property is located within the potential range of California tiger salamander, which is known to breed within 1 mile of the site at the Horn Mitigation Bank. Problematic invasive plants on this preserve include firethorn, Himalayan blackberry, sweet fennel, and teasel (SCAPOS 2012, PCI 2014). Surrounding land use consists of agriculture, minor and major roads, and high-density residential areas.

Appendix C

Conservation easement stewardship reserve analysis

Grand Total Summary		
I. CORE ANALYSIS		
Perpetual Costs - Core Analysis		
Perpetual Cost Subtotal	\$	2,586
Administration (24%)	\$	621
Annual Total Perpetual Costs - <i>Core Analysis</i>	\$	933,013
II. CATEGORIES		
Perpetual Costs - Categories		
Perpetual Cost Subtotal	\$	170,464
Administration (24%)	\$	40,911
Annual Total Perpetual Costs - <i>Categories</i>	\$	211,376
III. PROPERTY-LEVEL ADDITIONS		
Perpetual Costs - Property-level Additions		
Perpetual Costs Subtotal	\$	14,800
Administration (24%)	\$	3,552
Annual Total Perpetual Costs - <i>Property-level Additions</i>	\$	18,352
IV. PORTFOLIO-LEVEL ADDITIONS		
Perpetual Costs - Portfolio-level Additions		
Perpetual Cost Subtotal	\$	110,362
Administration (24%)	\$	26,487
Annual Total Perpetual Costs - <i>Portfolio-level Additions</i>	\$	136,848
Annual Total Perpetual	\$	1,299,589
Endowment (4.5%)	\$	28,879,757
Total Legal Defense Fund Costs	\$	923,000
Grand Total (Endowment plus Legal Defense Fund)	\$	29,802,757

LEGAL DEFENSE FUND

Category	Cost	Units	Total Cost
CE Legal defense fund- Base Amount	\$ 50,000.00	1	\$ 50,000.00
CE Legal defense fund (per Easement-own	\$ 3,000.00	291	\$ 873,000.00
Total Cost - Legal Defense Fund			\$ 923,000

I. CORE ANALYSIS

				Perpetual Costs						
Category	Task	Position	Unit	No. of Units	Cost/Unit	Units per year	Annual Cost	Freq- uency	Cont%	Perpetual Total Cost
Easement Enforcement	Major Violation - Consultant	Consultant	C.Hours	5	\$ 100.00	0.01	\$ 5.00	1	10%	\$ 5.50
Easement Enforcement	Site Visit and Follow-up -Transportation - mileage (IRS)	-	Mileage	35	\$ 0.58	0.01	\$ 0.20	1	10%	\$ 0.22
Easement Enforcement	Major Violation - Legal services	Legal	Annual	1	\$ 167.44	1	\$ 167.44	1	10%	\$ 184.18
Easement Enforcement	Minor: follow-up with communication, discussion, technical memo/maj	PM	L.Hours	10	\$ 94.84	0.052	\$ 49.32	1	10%	\$ 54.25
Easement Enforcement	Minor: follow-up with communication, discussion, technical memo/maj	SC	L.Hours	15	\$ 80.21	0.052	\$ 62.56	1	10%	\$ 68.82
Easement Enforcement	Minor: follow-up with communication, discussion, technical memo/maj	SP	L.Hours	20	\$ 70.65	0.052	\$ 73.48	1	10%	\$ 80.82
Easement Enforcement	Minor: memo/ major: involved in discussions	ST	L.Hours	3	\$ 54.57	0.052	\$ 8.51	1	10%	\$ 9.36
Easement Monitoring	Preparation	SP	L.Hours	1	\$ 70.65	1	\$ 70.65	1	10%	\$ 77.72
Easement Monitoring	Preparation	ST	L.Hours	8	\$ 54.57	1	\$ 436.56	1	10%	\$ 480.22
Easement Monitoring	Site isit	PM	L.Hours	1	\$ 94.84	1	\$ 94.84	1	10%	\$ 104.32
Easement Monitoring	Site Visit	SC	L.Hours	1	\$ 80.21	1	\$ 80.21	1	10%	\$ 88.23
Easement Monitoring	Site Visit	SP	L.Hours	2	\$ 70.65	1	\$ 141.30	1	10%	\$ 155.43
Easement Monitoring	Site Visit	ST	L.Hours	4	\$ 54.57	1	\$ 218.28	1	10%	\$ 240.11
Easement Monitoring	Reports/follow-up	PM	L.Hours	1	\$ 94.84	1	\$ 94.84	1	10%	\$ 104.32
Easement Monitoring	Reports/follow-up	SC	L.Hours	2	\$ 80.21	1	\$ 160.42	1	10%	\$ 176.46
Easement Monitoring	Reports/follow-up	SP	L.Hours	2	\$ 70.65	1	\$ 141.30	1	10%	\$ 155.43
Easement Monitoring	Reports/follow-up	ST	L.Hours	10	\$ 54.57	1	\$ 545.70	1	10%	\$ 600.27

Perpetual Costs - Core Analysis

Perpetual Subtotal	\$ 2,585.67
Administration (24%)	\$ 620.56
Total Perpetual Costs per Easement-ownership	\$ 3,206.23
Total Perpetual Costs (291 Easement-ownership units)	\$ 933,012.84

II. CATEGORIES

				Perpetual Costs						
Category	Easement type'	Position	Unit	No. of Units ¹	Cost/Unit	Units per Year	Annual Cost	Freq- uency	Cont%	Perpetual Total Cost
Additional monitoring time	Small Ag/GB (SA)	ST	L.Hours	0	\$ 54.57	42	\$ -	1	10%	\$ -
Additional monitoring time	Med Ag/GB (MA)	ST	L.Hours	2	\$ 54.57	17	\$ 1,855.38	1	10%	\$ 2,040.92
Additional monitoring time	Large Ag/GB (LA)	ST	L.Hours	4	\$ 54.57	6	\$ 1,309.68	1	10%	\$ 1,440.65
Additional monitoring time	Small Nat Res (SNR)	ST	L.Hours	1	\$ 54.57	44	\$ 2,401.08	1	10%	\$ 2,641.19
Additional monitoring time	Large Nat Res (LNR)	ST	L.Hours	4	\$ 54.57	18	\$ 3,929.04	1	10%	\$ 4,321.94
Additional monitoring time	Small Rec (SR)	ST	L.Hours	1	\$ 54.57	16	\$ 873.12	1	10%	\$ 960.43
Additional monitoring time	Large Rec (LR)	ST	L.Hours	4	\$ 54.57	7	\$ 1,527.96	1	10%	\$ 1,680.76
Additional monitoring time	Matching Grant (MG)	ST	L.Hours	0	\$ 54.57	26	\$ -	1	10%	\$ -
Additional monitoring time	Open Space Easement (OSE)	ST	L.Hours	1	\$ 54.57	115	\$ 6,275.55	1	10%	\$ 6,903.11
Additional legal costs	CE (non-OSE)	Legal	Annual	1	\$ 777.25	176	\$ 136,795.74	1	10%	\$ 150,475.32

Perpetual Costs - Categories										
Perpetual Subtotal										\$ 170,464.31
Administration (24%)										\$ 40,911.43
Total Perpetual Costs - Categories										\$ 211,375.74

¹ There are 'zero' additional hours for the smallest amount of monitoring type (i.e. type included in core) and zero additional hours for OSE legal costs because this value is included in the core.

III. PROPERTY-LEVEL ADDITIONS

				Perpetual Costs						
Category	Task	Position	Unit	No. of Units	Cost/Unit	Units per Year	Annual Cost	Frequ-ency	Cont%	Perpetual Total Cost
Easement Monitoring	Travel - R/T Mileage	--	Mileage	6810	\$ 0.575	1	\$ 3,915.75	1	10%	\$ 4,307.33
Easement Monitoring	Travel - R/T Travel time	ST	L.Hours	174.8	\$ 54.57	1	\$ 9,538.84	1	10%	\$ 10,492.72

Perpetual Costs - *Property-level Additions*

Perpetual Subtotal	\$ 14,800.04
Administration (24%)	\$ 3,552.01
Total Perpetual Costs - <i>Property-level Additions</i>	\$ 18,352.06

IV. PORTFOLIO-LEVEL ADDITIONS

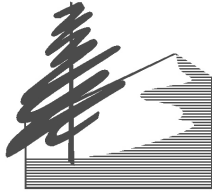
				Perpetual Costs						
Category	Task	Position	Unit	No. of Units	Cost/Unit	Units per Year	Annual Cost	Freq- uency	Cont%	Perpetual Total Cost
Amendment Requests	Discussion/input, develop recommendation, oversight body approvals	PM	L.Hours	15	\$ 94.84	5	\$ 7,113.00	1	10%	\$ 7,824.30
Amendment Requests	Receive and review requests, research, discussion/input, develop recommendation, oversight body approvals	SC	L.Hours	20	\$ 80.21	5	\$ 8,021.00	1	10%	\$ 8,823.10
Amendment Requests	Receive and review requests, research, discussion/input, develop recommendation, oversight body approvals	SP	L.Hours	30	\$ 70.65	5	\$ 10,597.50	1	10%	\$ 11,657.25
Amendment Requests	Assist with research	ST	L.Hours	5	\$ 54.57	5	\$ 1,364.25	1	10%	\$ 1,500.68
Permitted Use Requests	Discussion, review response	PM	L.Hours	1	\$ 94.84	30	\$ 2,845.20	1	10%	\$ 3,129.72
Permitted Use Requests	Discussion, review response	SC	L.Hours	3	\$ 80.21	30	\$ 7,218.90	1	10%	\$ 7,940.79
Permitted Use Requests	Receive/review, research, discussion, response	SP	L.Hours	5	\$ 70.65	30	\$ 10,597.50	1	10%	\$ 11,657.25
Permitted Use Requests	Receive/review, research, discussion, response	ST	L.Hours	2	\$ 54.57	30	\$ 3,274.20	1	10%	\$ 3,601.62
Property Inquiries		SP	L.Hours	1	\$ 70.65	100	\$ 7,065.00	1	10%	\$ 7,771.50
Property Inquiries		ST	L.Hours	1	\$ 54.57	100	\$ 5,457.00	1	10%	\$ 6,002.70
Tracking Title Activity		SP	L.Hours	28	\$ 70.65	1	\$ 1,978.20	1	10%	\$ 2,176.02
Tracking Title Activity		ST	L.Hours	20	\$ 54.57	1	\$ 1,091.40	1	10%	\$ 1,200.54
Landowner Outreach	“four points of contact” w/landowner (letter, enhanced activity, etc.	PM	L.Hours	20	\$ 94.84	1	\$ 1,896.80	1	10%	\$ 2,086.48
Landowner Outreach	“four points of contact” w/landowner (letter, enhanced activity, etc.	SC	L.Hours	20	\$ 80.21	1	\$ 1,604.20	1	10%	\$ 1,764.62
Landowner Outreach	“four points of contact” w/landowner (letter, enhanced activity, etc.	SP	L.Hours	20	\$ 70.65	1	\$ 1,413.00	1	10%	\$ 1,554.30
Landowner Outreach	“four points of contact” w/landowner (letter, enhanced activity, etc.	ST	L.Hours	40	\$ 54.57	1	\$ 2,182.80	1	10%	\$ 2,401.08
Database Development and Maintenance		SP	L.Hours	40	\$ 70.65	1	\$ 2,826.00	1	10%	\$ 3,108.60
Database Development and Maintenance		ST	L.Hours	40	\$ 54.57	1	\$ 2,182.80	1	10%	\$ 2,401.08
Signage	Fabrication, installation, maintenance	-	Unit	1	\$ 4,000.00	40	\$ 160,000.00	20	10%	\$ 8,800.00
Equipment / Vehicles	Transportation - vehicles	-	Vehicle	4	\$ 24,000.00	1	\$ 96,000.00	10	10%	\$ 10,560.00
Equipment / Vehicles	Field equipment (set) - GPS, cell/service plan, tablet, dig camera	-	Set	4	\$ 5,000.00	1	\$ 20,000.00	5	10%	\$ 4,400.00

Perpetual Costs - Portfolio-level Additions

Perpetual Subtotal	\$ 110,361.63
Administration (24%)	\$ 26,486.79
Total Perpetual Costs - Portfolio-level Additions	\$ 136,848.42

Appendix D

Fee title property stewardship reserve analysis



PAR

Habitat Planning In Perpetuity

The Property Analysis Record

Title: Saddle Mountain Open Space Preserve

Par Code: MB063

Prepared by: Michelle Labbe

CNLM

Date: 08/10/2015

The Center for Natural Lands Management prepared this software to assist habitat conservation planners to develop the management tasks and costs of long-term stewardship. While the sources are thought to be reliable, the Center makes no representations about the accuracy of cost estimates. The date of the cost information is 2007. The operation of the program is not guaranteed by the Center. Management requirements are determined by the user. Users should consult with their own financial advisors before relying on the results of their analysis.

Section 1 - Property Information

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

Last Modified: 08/07/2015

Location/Jurisdiction	Sonoma County
County	Sonoma
Address	2300 Calistoga Road
City, State, Zip	Santa Rosa, CA 95404
Conserved Acres	960
Management type	Fee Title Ownership
Date Created	05/29/2015 12:14:10 PM
Prepared for	SCAPOS
Prepared by	Michelle Labbe
	CNLM

Project Management Information		Developer/Proponent Information	
Contact	Sheri Emerson	Contact	
Company	SCAPOS ("District")	Company	Not Applicable
Address	747 Medocino Ave Ste 100	Address	
City, State, Zip	Santa Rosa, CA 95401	City, State, Zip	
Phone	707-565-7360	Phone	
Fax		Fax	
E-Mail address	Sheri.Emerson@sonoma-county.org	E-Mail address	

Cost Year	2031
Date of site visit:	05/26/2015
Development Project	
Project Name	Saddle Mountain Open Space Preserve
Total Project Acres	960
Stage of planning	Cost Analysis

Notes

It has been assumed that the District will be holding this property in fee title at the year 2031. This cost analysis has been prepared to estimate costs that would be needed to manage this property in perpetuity starting in the year 2031.

Documents referenced: Draft Saddle Mountain Preserve Management Plan, January, 2015.

Section 2 - Division of Responsibility

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Description:	Responsible Party:	Notes:
Biological Surveys	Manager	
Debris Removal	Manager	
Drainage	Manager	
Erosion Control	Manager	
Fence Installation	Manager	
Fence Maintenance	Manager	
Fire Zone/Buffer Management	Manager	
Gate Installation	Manager	
Gate Maintenance	Manager	
Maintenance, Road	Manager	
Non-native plant removal - Ongoing	Manager	
Patrolling	Manager	
Plant Surveys	Manager	
Recreation Management	Manager	
Roads	Manager	
Signs, Access Control	Manager	
Signs, Entrance	Manager	
Trash Collection, Ongoing	Manager	
Water Management	Manager	
Wildlife Surveys	Manager	

Section 3 - Property Details

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Title	Permitted	Future Permitted	Problem Level	Location	Notes
Access Easements	Yes	Yes	Low	On-Site	Terms of the sale agreement include an access easement to an existing residence for the seller.
Other	Yes	Yes	Low	On-Site	Terms of the sale agreement include a trail easement over the two lots retained by the seller.
Property Line Marked	Yes	Yes	None	On-Site	Approximately 3/5 of the property is marked with 4-strand barbwire fence. Preserve property boundary has been surveyed (pers. comm. H. Spencer, 06/25/2015)
Road	Yes	Yes	Medium	On-Site	Pacific Gas and Electric (PG&E) has transmission tower maintenance road easements that access the southeastern and southwestern portions of the property.
Utility Easements	Yes	Yes	Low	On-Site	Pacific Gas and Electric (PG&E) transmission towers and maintenance road easements that access the southeastern and southwestern portions of the property.
Water Rights, Appropriated	Yes	Yes	Low	On-Site	Terms of the sale agreement include an easement for water use for the seller.
Zoning	Yes	Yes	None	On-Site	All four parcels that comprise the Preserve are zoned Resources and Rural Development (RRD).

Section 4 - Contacts

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Contacts List

Name:	Dodge, Mary	Phone:	707-565-7360
Position:	Adm & Fisc Srvs Mngr	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	mary.dodge@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		

Name:	Emerson, Sheri	Phone:	707-565-7360
Position:	OSD Program Manager	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	sheri.emerson@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		g

Name:	Labbe, Michelle	Phone:	530-868-2573
Position:	Conservation Analyst	Mobile:	- -
Company/Agency:	CNLM	Fax:	- -
Address:	27258 Via Industria Ste B	Email:	mlabbe@cnlm.org
City, State & Zip:	Temecula, CA 92590		

Name:	Little, Cathy	Phone:	530-666-4297
Position:	Regional Preserve Manager	Mobile:	- -
Company/Agency:	CNLM	Fax:	- -
Address:	27258 Via Industria Ste B	Email:	clittle@cnlm.org
City, State & Zip:	Temecula, CA 92590		

Name:	Marsh, Kathleen	Phone:	707-565-7360
Position:	OSD Stewardship Coord.	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	kathleen.marsh@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		

Name:	Newell, Jacob	Phone:	707-565-7360
Position:	OSD Planner	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	jacob.newell@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		

Section 4 - Contacts

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Contacts List

Name: Rogers, Deborah

Phone: 760-731-7790

Position: Dir Conserv Sci & Stwd

Mobile: - -

Company/Agency: CNLM

Fax: - -

Address: 27258 Via Industria Ste B

Email: drogers@cnlm.org

City, State & Zip: Temecula, CA 92590

Name: Spencer, Hannah

Phone: 707-565-7360

Position: OSD Stwd Technician

Mobile: - -

Company/Agency: SCAPOSD

Fax: - -

Address: 747 Mendocino Ave Ste 100

Email: Hannah.Spencer@sonoma-county.org

City, State & Zip: Santa Rosa, CA 95401

Section 5 - Purpose of Preservation

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Purpose of Preservation	Prioritize	Goals and Objectives
Open Space	1	The purpose of the acquisition is to conserve and protect the natural, scenic, agricultural, aesthetic, biotic, rare and endangered species habitat, and openness values of the Preserve. The Preserve is visible from much of the city of Santa Rosa and provides viewsheds for Annadel and Spring Lake Parks; it serves as an important backdrop that contributes to quality of life and community identity in Santa Rosa.

Section 6 - Site Conditions

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Fire/Fuel Management	Permitted/ Legal	Future Permitted	Problem	Location	Notes
Fire Breaks	Yes	Yes	Low	On-Site	The District contracts for annual fire break mowing along roads (~9-12 miles).
Overgrown Understory	Yes	Yes	Medium	On-Site	Douglas-fir sapling removal.
Thinning Program	Yes	Yes	Medium	On-Site	Douglas-fir removal program.

Hydrological Features	Problem	Location	Notes
Culverts	Medium	On-Site	<p>Twenty culverts exist on-site.</p> <p>NOTE: Based on PWA memo (2015), two culverts are to be removed (Sites #8 on Erland Cleland Tie Rd. and #15 on Wellhead Rd.) and three culverts may be installed (Site #24: 3-18"x40' long ditch relief culverts up left road - "Low immediacy for this treatment.")</p>
Other	Medium	On-Site	General road-related erosion.
Pipes	None	On-Site	NOTE (PWA Memo 2015): "PGE Road: 4" ridged plastic pipe exposed, the inlet of the pipe cannot be located and it is unclear if pipe is still in use (site #21)."
Siltation	Medium	Both	Sediment delivery to stream channels from road-related erosion/ storm runoff.
Water Control Structures	None	Adjacent	A pond and associated dam are located at neighboring Hayfork Ranch, downstream of the property along Alpine Creek. May serve as a barrier to fish passage, though resident fish were observed during field assessments in 2008.
Water Storage	Low	On-Site	A small man-made pond exists in the northern portion of the property that captures water from a nearby seep.
Wells, Sumps	None	On-Site	<p>Three wells present on site, none utilized or maintained: A primary well is located in the southwest portion of the property at 1,350 ft (411 m) elev.; the well was set at a depth of 504 ft (154 m) below the ground surface.</p> <p>Two capped wells are located in the northeast portion along Wellhead Rd., which draw water from depths of 120 to 340 ft (37-104 m).</p>

Structures	Permitted/ Legal	Future Permitted	Problem	Location	Notes
Erosion Control Structures	Yes	Yes	Medium	On-Site	Erosion control structures present on site (e.g., ditch relief culverts); regular monitoring and maintenance required.
Houses. Cabins	Yes	Yes	None	On-Site	Historic structures present on site include a hunting cabin, outhouse, and cabin or barn in ruins; all are considered cultural resources.
Power or Utility Lines	Yes	Yes	Low	Both	Pacific Gas and Electric (PG&E) transmission towers/lines present on site.
Towers	Yes	Yes	Low	Both	Pacific Gas and Electric (PG&E) transmission towers present on site.

Section 7 - Land Use

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Adjacent Land Use	Permitted	Future Permitted	Problem	Location	Notes
Agricultural	Yes	Yes	Low	Not Selected	Some adjacent properties are maintained as pasture or range for livestock (horses and/or cows). A few properties to the north have been intensively developed for wine-grape production.
Commercial	Yes	Yes	Low	West	An equestrian facility at the corner of Calistoga and St. Helena roads is the only commercial enterprise in the vicinity.
Minor Roads	Yes	Yes	Low	Not Selected	Calistoga Rd. (west), St. Helena Rd. (north), Erland Ranch Rd. (north), Cleland Ranch Rd. (south), Plum Ranch Rd. (south and on site), Holst Rd. (east).
Open Space	Yes	Yes	Low	South	The Schnack Open Space Easement borders a portion of the Preserve to the southeast. The District holds a conservation easement over this property. Adjacent properties to the north, east, south/southeast are relatively undeveloped forest and grasslands.
Other	Yes	Yes	Low	West	The Hayfork Ranch borders a portion of the Preserve to the northwest. The District holds a conservation easement over this property.
Residential - High Density	Yes	Yes	Medium	South	Rincon Valley subdivisions border the southern portion of the Preserve.
Residential - Low Density	Yes	Yes	Low	Not Selected	Adjacent ownership consists mainly of rural residential lots that vary in size from one to hundreds acres. Developed parcels generally contain single-family residences.

Cultural Elements	Permitted	Future Permitted	Problem	Location	Notes
Archeological Site	Yes	Yes	None	Both	Prehistoric archaeological site indicators identified on and adjacent to the Preserve include obsidian and chert flakes and chipped stone tools, grinding and mashing implements, bedrock outcrops and boulders with mortar cups, and locally darkened midden soils.
Historical Building	Yes	Yes	None	On-Site	Historic buildings present on site include a hunting cabin, an outhouse, and a cabin or barn in ruins; all are considered cultural resources.

Development	Permitted	Future Permitted	Problem	Location	Notes
Dedicated Preserve	Yes	Yes	None	On-Site	The property is a dedicated preserve.
Gravel or Dirt Roads	Yes	Yes	Low	On-Site	Dirt roads exist on site, some are maintained by SCAPOSD and others are considered abandoned: Cleland Ranch Rd. (rock surfaced, private), Erland-Cleland Tie (unsurfaced), PG&E Rd. (unsurfaced), Powerline Rd. (unsurfaced, PG&E maintenance access Rd.), Cabin Rd. (unsurfaced), Alpine Creek Rd. (unsurfaced), Upper Alpine Creek Rd. (unsurfaced, abandoned), Wellhead Rd. (unsurfaced), Wellhead II Rd. (unsurfaced, abandoned), Ridge Top Rd. (unsurfaced), Erland Spur Rd. (unsurfaced, abandoned), Plum Ranch Spur Rd. (unsurfaced), Van Buren Skid Rd. (unsurfaced, abandoned).
Minor Roads	Yes	Yes	Low	Both	Plum Ranch Rd. is a paved rural residential access road that crosses the southwestern portion of the Preserve.
Other	Yes	Yes	Low	On-Site	A small parking area exists on site that accommodates approximately 15 cars and is accessed from Cleland Ranch Rd. (half mile into the Preserve). The area is maintained though mowing.

Recreation	Permitted	Future Permitted	Problem	Location	Notes
Equestrian	Yes	Yes	Low	On-Site	Equestrian use is limited to property patrol by trained volunteers – currently residents of neighboring properties.
Hiking	Yes	Yes	Low	On-Site	Controlled public access, which includes access by volunteer patrols, neighbors, and organized guided walks or events (e.g., docent days).
Passive Recreation	Yes	Yes	Low	On-Site	The District coordinates with other organizations to provide a range of appropriate activities and events that highlight the Preserve's natural resources (e.g. bird watching, plant identification, cultural history tours, watershed education, and preserve appreciation hikes).
Signs	Yes	Yes	Low	On-Site	Recreational signs.
Trails	Yes	Yes	Low	On-Site	Road present on the Preserve serve as trails; roads have annual vegetation maintenance activities.

Section 8 - Biological Assessment

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

ANIMALS

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

AMPHIBIANS

Foothill Yellow-legged Frog (<i>Rana boylei</i>)	Global: G3	National: N3	State: S2S3	CNDDDB identifies two documented sightings on and near the Preserve (SCAPOS D 2015).
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BIRDS

Northern Spotted Owl (<i>Strix occidentalis caurina</i>)	Global: T3	National: N3	State: S2S3	(Federally Threatened). There is a confirmed nesting location in the northeastern parcel on the property (SCAPOS D 2015).
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FISHES

Coho Salmon - Central California Coast (<i>Oncorhynchus kisutch</i> pop. 4)	Global: T2	National: N2N3	State: S2?	(State and Federally Endangered). Potential. Some streams located within the Preserve may provide habitat for Coho salmon. The Santa Rosa Creek and Mark West watersheds historically supported Coho populations. Stream-specific descriptions of potential limiting factors on the Preserve are listed in the Draft Saddle Mountain Management Plan (2015).
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Rainbow Trout or Steelhead (<i>Oncorhynchus mykiss</i>)	Global: G5	National: N5	State: S2	(Federally Threatened). Potential. Some streams located within the Preserve may provide habitat for steelhead trout. Observed in Van Buren Creek during a fish habitat inventory in 1997 (SCAPOS D 2015). The Santa Rosa Creek and Mark West Creek watersheds both support a steelhead population. Stream-specific descriptions of potential limiting factors on the Preserve are listed in the Draft Saddle Mountain Management Plan (2015).
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MAMMALS

Fisher (<i>Martes pennanti</i>)	Global: G5	National: N5	State: S3S4	Potential. Occurs in mature coniferous and deciduous riparian forests with a high degree of canopy closure (uncommon).
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Long-eared Myotis (<i>Myotis evotis</i>)	Global:	National:	State:	Potential. Occurs at low and mid-elevations in a variety of habitats throughout California (uncommon).
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Section 8 - Biological Assessment

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Pallid Bat (<i>Antrozous pallidus</i>)	Global:	National:	State:	Potential. Occurs at low and mid-elevations in a variety of habitats throughout California (uncommon).
Sonoma Tree Vole (<i>Arborimus pomo</i>)	Global: G3	National: N3	State: S3	Potential. Occurs in Douglas-fir and montane hardwood-conifer habitats (rare/ uncommon).
Townsend's Big-eared Bat (<i>Corynorhinus townsendii</i>)	Global: G4	National: N4	State: S2S3	Potential. Occurs at low and mid-elevations in a variety of habitats throughout California (uncommon).
TURTLES				
Northern Pacific Pond Turtle (<i>Actinemys marmorata marmorata</i>)	Global: T3	National: N3	State: S3	Observed in the man-made pond during the botanical survey in March 2009; in 2014, a turtle nest was also observed (SCAPOS 2015). The CNDDDB contains a documented sighting (1999) just west of the property boundary (SCAPOS 2015).

Section 8 - Biological Assessment

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

INVASIVE/EXOTIC

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

BIRDS					
Wild Turkey <i>(Meleagris gallopavo)</i>	Global: G5	National: N5	State:	SNA	Observed on Preserve (SCAPOS D 2015).
FLOWERING PLANTS					
Barb Goatgrass <i>(Aegilops triuncialis)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
Bull Thistle <i>(Cirsium vulgare)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
Common Velvetgrass <i>(Holcus lanatus)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
English Ivy <i>(Hedera helix)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
French Broom <i>(Genista monspessulana)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
Harding Grass <i>(Phalaris aquatica)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
Himalayan blackberry <i>(Rubus armeniacus)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
Indian Teasel <i>(Dipsacus sativus)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015, referred to as "Fuller's teasel").
Italian Thistle <i>(Carduus pycnocephalus)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
Large-leaf Periwinkle <i>(Vinca major)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
Medusa-head <i>(Elymus caput-medusae)</i>	Global: G4	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
Penny-royal <i>(Mentha pulegium)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
Spanish Broom <i>(Spartium junceum)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).
Sweet Fennel <i>(Foeniculum vulgare)</i>	Global: GNR	National: NNA	State:	SNA	Observed on Preserve (SCAPOS D 2015).

Section 8 - Biological Assessment

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Yellow Starthistle (<i>Centaurea solstitialis</i>)	Global: GNR	National: NNA	State: SNA	Observed on Preserve (SCAPOS D 2015).
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MAMMALS

Virginia Opossum (<i>Didelphis virginiana</i>)	Global: G5	National: N5	State: SNA	Potential (SCAPOS D 2015).
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Wild Boar (<i>Sus scrofa</i>)	Global:	National:	State:	Potential (SCAPOS D 2015).
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Section 8 - Biological Assessment

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

NATURAL COMMUNITIES

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

CALIFORNIA

Annual Grassland ()	Global:	National: ~153 ~153	State:	Annual Grassland (including remnant native perennial grasses) covers approximately 16% (153 acres) of the Preserve and occurs extensively throughout the southwestern portion of the property and in isolated patches in the northeastern portion. Non-native species generally dominate, although a high proportion of native perennial grasses exist in areas with thin, rocky, or serpentine soils.
Closed-Cone Pine-Cypress (<i>Pinus-Cupressus</i>)	Global:	National: ~29 ~29	State:	Closed-Cone Pine-Cypress covers approximately 3% (29 acres) of the Preserve and occurs on serpentine soil in the southeastern corner of the site. This habitat is characterized by Sargent cypress (<i>Cupressus sargentii</i>), leather oak (<i>Quercus durata</i>), and Sonoma ceanothus (<i>Ceanothus sonomensis</i>) and intergrades with Serpentine Bunchgrass habitat and Serpentine Chaparral.
Coastal Oak Woodland (<i>Quercus spp.</i>)	Global:	National: ~192 ~192	State:	Coastal Oak Woodland covers approximately 20% (192 acres) of the Preserve. This habitat is characterized by oaks (<i>Quercus spp.</i>) with an understory of annual grasses and forbs. Threats include Sudden Oak Death (SOD; <i>Phytophthora ramorum</i>) and Douglas-fir (<i>Pseudotsuga menziesii</i>) encroachment.
Douglas-Fir (<i>Pseudotsuga menziesii</i>)	Global:	National: ~58 ~58	State:	Douglas-Fir covers approximately 6% (58 acres) of the Preserve. This habitat is dominated by Douglas-fir (<i>Pseudotsuga menziesii</i>), which occurs in pure or mixed-species stands. Understory species may include canyon live oak (<i>Quercus chrysolepis</i>), California blackberry (<i>Rubus ursinus</i>), poison oak (<i>Toxicodendron diversilobum</i>), snowberry (<i>Symphoricarpos albus</i>), ceanothus (<i>Ceanothus spp.</i>), coffeeberry (<i>Rhamnus californica</i>), and hazelnut (<i>Corylus cornuta</i> var. <i>californica</i>).

Section 8 - Biological Assessment

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Fresh Emergent Wetland (<i>Carex /Juncus/Typhus</i>)	Global:	National: <10 <10	State:	Fresh Emergent Wetland comprises less than 1% (<10 acres) of the Preserve. This habitat is associated with seeps and springs and also occurs adjacent to vernal pools and grasslands.
Freshwater Seep (<i>Juncus-Carex-Hordeum</i>)	Global:	National:	State:	Freshwater seeps on the Preserve are characterized by rush (<i>Juncus</i> spp.), sedge (<i>Carex</i> spp.), meadow barley (<i>Hordeum brachyantherum</i>), and creeping wildrye (<i>Elymus triticoides</i>), as well as non-natives such as velvetgrass (<i>Holcus lanatus</i>) and Himalayan blackberry (<i>Rubus armeniacus</i>).
Lacustrine ()	Global:	National:	State:	Lacustrine habitat consists of a man-made pond, which occurs near the hunting cabin within the northern portion of the Preserve.
Mixed Chaparral (<i>Ceanothus/Arctostaphylos/Quercus</i>)	Global:	National: ~125 ~125	State:	Mixed Chaparral covers approximately 13% (125 acres) of the Preserve. It occurs throughout the property, primarily on ridgelines and south-southwest oriented slopes and is generally dominated by chamise (<i>Adenostoma fasciculatum</i>). Other species include scrub oak (<i>Quercus berberidifolia</i>), ceanothus (<i>Ceanothus</i> spp.), manzanita (<i>Arctostaphylos</i> spp.), toyon (<i>Heteromeles arbutifolia</i>), California buckeye (<i>Aesculus californica</i>), poison oak (<i>Toxicodendron diversilobum</i>), stunted bay-laurel (<i>Umbellularia californica</i>), northern sticky monkeyflower (<i>Mimulus aurantiacus</i>), and coffeeberry (<i>Frangula californica</i>). Threats include Douglas-fir encroachment and shading-out by overstory trees and shrubs with the absence of fire.
Montane Hardwood-Conifer (<i>Pseudotsuga menziesii/Notholithocarpus</i>)	Global:	National: ~125 ~125	State:	Montane Hardwood-Conifer covers about 13% (125 acres) of the Preserve. Species include coast live oak (<i>Quercus agrifolia</i>), California bay (<i>Umbellularia californica</i>), Pacific madrone (<i>Arbutus menziesii</i>), Douglas-fir (<i>Pseudotsuga menziesii</i>), and black oak (<i>Q. kelloggii</i>), as well as poison oak (<i>Toxicodendron diversilobum</i>), hazelnut (<i>Corylus cornuta</i>), creambush (<i>Holodiscus discolor</i>), California blackberry (<i>Rubus ursinus</i>), and false indigo (<i>Amorpha</i>

Section 8 - Biological Assessment

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

				californica var. napensis).
Montane Riparian ()	Global:	National: ~19 ~19	State:	Montane Riparian habitat comprises approximately 2% (19 acres) of the Preserve, where it occurs along Van Buren, Alpine, and Weeks creeks. Characteristic species include big-leaf maple (<i>Acer macrophyllum</i>), California bay laurel (<i>Umbellularia californica</i>), coast redwood (<i>Sequoia sempervirens</i>), white alder (<i>Alnus rhombifolia</i>), Oregon ash (<i>Fraxinus latifolia</i>), willow (<i>Salix</i> spp.), poison oak (<i>Toxicodendron diversilobum</i>), creambush (<i>Holodiscus discolor</i>), osoberry (<i>Oemleria cerasiformis</i>), and California blackberry (<i>Rubus ursinus</i>).
Seasonal Wetland / Vernal Pool ()	Global:	National:	State:	A vernal pool is located near the hunting cabin within the northern portion of the Preserve. Vegetation includes Lobb's buttercup (CNPS 4.2), popcorn flower (<i>Plagiobothrys</i> spp.), semaphore grass (<i>Pleuropogon californicus</i>), and spikerush (<i>Eleocharis macrostachya</i>), and the non-native pennyroyal (<i>Mentha pulegium</i>). It is considered a rare or sensitive habitat.
Serpentine Bunchgrass Grassland (<i>Melica californica</i> - <i>Elymus</i>)	Global:	National:	State:	Serpentine Bunchgrass Grassland on the Preserve is characterized by native perennial grasses including California melic (<i>Melica californica</i>), slender wheatgrass (<i>Elymus trachycaulis</i> ssp. <i>trachycaulis</i>), junegrass (<i>Koeleria macrantha</i>) and big squirreltail (<i>Elymus multisetus</i>). Intergrades with Serpentine Chaparral. Threats include exotic invasives, barbed goatgrass (<i>Aegilops triuncialis</i>) and yellow starthistle (<i>Centaurea solstitialis</i>). It is considered a rare or sensitive habitat.
Serpentine Chaparral (<i>Adenostoma fasciculatum</i> - <i>Heteromeles</i>)	Global:	National:	State:	Serpentine Chaparral occurs primarily in the far eastern portion of the Preserve and is also found near the Cleland Ranch entrance road off Calistoga Rd. and at the eastern extent of Plum Ranch Rd. This habitat intergrades with Serpentine Bunchgrass Grassland and is considered a rare or sensitive habitat.

Section 8 - Biological Assessment

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Valley Needlegrass Grassland (<i>Stipa pulchra</i> - <i>Danthonia californica</i>)	Global:	National:	State:	Valley Needlegrass Grassland occurs in the northern portion of the Preserve and is characterized by purple needlegrass (<i>Stipa pulchra</i>) and California oatgrass (<i>Danthonia californica</i>). Threats include encroachment by coyote brush (<i>Baccharis pilularis</i>) and exotic invasive plants. It is considered a rare or sensitive habitat.
Wet Meadow (<i>Danthonia californica</i> - <i>Hordeum</i>)	Global:	National: ~10 ~10	State:	Wet Meadow occupies approximately 1% (10 acres) of the Preserve and is characterized by herbaceous plants including species such as California oatgrass (<i>Danthonia californica</i>), meadow barley (<i>Hordeum bachyantherum</i>), sedges (<i>Carex</i> spp.), and rushes (<i>Juncus</i> spp.). It is considered a rare or sensitive habitat.

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PLANTS

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

FLOWERING PLANTS

California Brodiaea (<i>Brodiaea californica</i> var. <i>leptandra</i>)	Global: T2	National: N2N3	State: S2S3.2	(CNPS 1B.2). Identified in serpentine chaparral habitat in the far southeastern portion of the Preserve during 2008 botanical survey (SCAPOS D 2015).
California Indigobush (<i>Amorpha californica</i> var. <i>napensis</i>)	Global: T2	National: N2	State: S2.2	(CNPS 1B.2). Documented throughout the Preserve within Montane Hardwood-Conifer, Montane Riparian, and Coastal Oak Woodland habitats during 2008 botanical survey (SCAPOS D 2015). Referred to as "Napa false indigo" in Draft Saddle Mountain Management Plan (2015).
Calistoga Ceanothus (<i>Ceanothus divergens</i>)	Global: G2	National: N2	State: S2.2	(CNPS 1B.2). Potential. Not encountered during the 2008 botanical survey, but may occur within the Mixed Chaparral habitat on the Preserve; present within a mile of the southeast corner of the northeastern parcel (SCAPOS D 2015).
Lobb's Buttercup (<i>Ranunculus lobbii</i>)	Global: G4	National:	State: S3	(CNPS 4.2). Documented from the vernal pool and man-made pond on the Preserve during 2008-09 botanical survey; also recorded from the vernal pool in 1992 (SCAPOS D 2015).
Mt. Saint Helena Morning Glory (<i>Calystegia collina</i> ssp. <i>oxyphylla</i>)	Global: G4T3	National:	State: S3	(CNPS 4.2). Documented from Serpentine Chaparral habitat near the Cleland Ranch Rd. entrance to the Preserve during 2008 botanical survey (SCAPOS D 2015).
Napa Milk-vetch (<i>Astragalus clarianus</i>)	Global: G1	National: N1	State: S1.1	(State Threatened, Federally Endangered, CNPS 1B.1). Population identified on the Preserve in April 2009 along Erland-Cleland Tie Rd. at approximately 1180 ft. elevation near the northern property line; part of a larger, population that extends onto the adjacent Hayfork Ranch property (SCAPOS D 2015). Referred to as "Clara Hunt's milk-vetch" in Draft Saddle Mountain Management Plan (2015).

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Rincon Ridge Ceanothus (<i>Ceanothus confusus</i>)	Global: G2	National: N2	State: S2.2	(CNPS 1B.1). Potential. Not encountered during the 2008 botanical survey but may occur within the Mixed Chaparral habitat on the Preserve; documented within a mile of the southeast corner of the northeastern parcel of the Preserve (SCAPOS D 2015).
Sonoma Ceanothus (<i>Ceanothus sonomensis</i>)	Global: G2	National: N2	State: S2.2	(CNPS 1B.2). Documented from Closed-Cone Pine-Cypress and Serpentine Chaparral habitat in the far eastern portion of the Preserve during 2008 botanical survey; previously identified on serpentine soil in the southeastern corner of the northeastern parcel of the Preserve (SCAPOS D 2015).
Sonoma Manzanita (<i>Arctostaphylos canescens ssp. sonomensis</i>)	Global: T2	National: N2	State: S2.1	(CNPS 1B.2). Potential. Most likely to occur in the eastern portion of the Preserve within the Closed-Cone Pine-Cypress and Mixed Chaparral habitats where serpentine soils are located.

Section 15 - Ongoing Tasks and Costs

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

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Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
BIOTIC SURVEYS								
Erosion Ctrl. &	Aquatic Bioassessment	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Erosion Ctrl. &	Aquatic Bioassessment	L. Hours	32.00	56.76	1,816.32	1.0	10.0	1,997.95
Erosion Ctrl. &	Culvert Assessment	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Erosion Ctrl. &	Culvert Assessment	L. Hours	12.00	56.76	681.12	1.0	10.0	749.23
Erosion Ctrl. &	Monitoring	L. Hours	24.00	54.57	1,309.68	1.0	10.0	1,440.64
Erosion Ctrl. &	Photo Monitoring	L. Hours	2.00	54.57	109.14	1.0	10.0	120.05
Erosion Ctrl. &	Photo Monitoring	L. Hours	2.00	56.76	113.52	1.0	10.0	124.87
Erosion Ctrl. &	Turbidity/Sediment	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Erosion Ctrl. &	Turbidity/Sediment	L. Hours	12.00	56.76	681.12	1.0	10.0	749.23
Fire Management	Fuel Load Monitoring	C. Hours	24.00	100.00	2,400.00	3.0	10.0	880.00
Fuel Load Monitoring	Contract Coordination	L. Hours	4.00	54.57	218.28	3.0	10.0	80.03
Fuel Load Monitoring	Contract Preparation	L. Hours	6.00	54.57	327.42	3.0	10.0	120.05
Fuel Load Monitoring	Contract Preparation	L. Hours	2.00	80.21	160.42	3.0	10.0	58.82
Fuel Load Monitoring	Contract Preparation	L. Hours	2.00	94.84	189.68	3.0	10.0	69.54
Fuel Load Monitoring	Contract Preparation	L. Hours	1.00	229.00	229.00	3.0	10.0	83.96
Invasive Plant Pop.	Contract Coordination	L. Hours	4.00	54.57	218.28	4.0	10.0	60.02
Invasive Plant Pop.	Contract Preparation	L. Hours	6.00	54.57	327.42	4.0	10.0	90.04
Invasive Plant Pop.	Contract Preparation	L. Hours	2.00	80.21	160.42	4.0	10.0	44.11
Invasive Plant Pop.	Contract Preparation	L. Hours	2.00	94.84	189.68	4.0	10.0	52.16
Invasive Plant Pop.	Contract Preparation	L. Hours	1.00	229.00	229.00	4.0	10.0	62.97
Invasive Species Mgmt.	Percent Cover Estimates	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Invasive Species Mgmt.	Percent Cover Estimates	L. Hours	16.00	56.76	908.16	1.0	10.0	998.97
Invasive Species Mgmt.	Photo Monitoring	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Invasive Species Mgmt.	Plant Pop. Boundary	C. Hours	60.00	100.00	6,000.00	4.0	10.0	1,650.00
Invasive Species Mgmt.	SOD Monitoring	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Invasive Species Mgmt.	SOD Monitoring	L. Hours	24.00	56.76	1,362.24	1.0	10.0	1,498.46
Rare Plant	Contract Coordination	L. Hours	2.00	54.57	109.14	1.0	10.0	120.05
Rare Plant	Contract Preparation	L. Hours	1.00	80.21	80.21	1.0	10.0	88.23
Rare Plant	Contract Preparation	L. Hours	1.00	94.84	94.84	1.0	10.0	104.32
Rare Plant	Contract Preparation	L. Hours	0.50	229.00	114.50	1.0	10.0	125.95
Rare Plant	Contract Preparation	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Sensitive Habitat	Percent Cover Estimates	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Sensitive Habitat	Percent Cover Estimates	L. Hours	16.00	56.76	908.16	1.0	10.0	998.97
Sensitive Habitat	Photo Monitoring	L. Hours	2.00	54.57	109.14	1.0	10.0	120.05
Sensitive Habitat	Photo Monitoring	L. Hours	2.00	56.76	113.52	1.0	10.0	124.87
Vegetation Monitoring	Grassland Pcnt. Cvr. Est.	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Vegetation Monitoring	Grassland Pcnt. Cvr. Est.	L. Hours	16.00	56.76	908.16	1.0	10.0	998.97
Vegetation Monitoring	Grassland Residual Dry	L. Hours	2.00	54.57	109.14	1.0	10.0	120.05
Vegetation Monitoring	Grassland Residual Dry	L. Hours	10.00	56.76	567.60	1.0	10.0	624.36
Vegetation Monitoring	Rare Plant	Contract	1.00	1,600.00	1,600.00	1.0	10.0	1,760.00
Water Quality	Biological Monitoring	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Water Quality	Biological Monitoring	L. Hours	32.00	56.76	1,816.32	1.0	10.0	1,997.95
Water Quality	Continuous Flow	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Water Quality	Continuous Flow	L. Hours	16.00	56.76	908.16	1.0	10.0	998.97
Water Quality	Continuous Temp.	L. Hours	2.00	54.57	109.14	1.0	10.0	120.05
Water Quality	Continuous Temp.	L. Hours	8.00	56.76	454.08	1.0	10.0	499.48
Sub-Total								22,854.90

FIELD EQUIPMENT

Field Equipment - Tech.	GPS, Cell Phone, Tablet,	Item	0.62	5,000.00	3,100.00	5.0	10.0	682.00
Field Equipment - Tools	Shovel, Pick, Battery Drill,	Item	0.62	1,000.00	620.00	1.0	10.0	682.00

Section 15 - Ongoing Tasks and Costs

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
Vehicle	Mileage (4x4)	Mile	1,164.00	0.58	675.12	1.0	10.0	742.63
Vehicle	Small Pickup 4x4	Item	0.62	24,000.00	14,880.00	10.0	10.0	1,636.80
Sub-Total								3,743.43

GENERAL MAINTENANCE

Address Misc. Unauth.	Address Misc. Unauth.	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Large Debris Removal	Contract Coordination	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Large Debris Removal	Contract Coordination	L. Hours	20.00	54.57	1,091.40	5.0	10.0	240.10
Large Debris Removal	Contract Preparation	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Large Debris Removal	Contract Preparation	L. Hours	2.00	80.21	160.42	1.0	10.0	176.46
Large Debris Removal	Contract Preparation	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Large Debris Removal	Contract Preparation	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Large Debris Removal	Debris Removal	Contract	1.00	10,000.00	10,000.00	1.0	10.0	11,000.00
Trash/Debris Removal	Dump Fee	Item	4.00	25.00	100.00	1.0	10.0	110.00
Trash/Debris Removal	Trash Liners	Item	10.00	6.75	67.50	1.0	10.0	74.25
Trash/Debris Removal	Trash/Debris Removal	L. Hours	32.00	54.57	1,746.24	1.0	10.0	1,920.86
Sub-Total								15,903.09

HABITAT MAINTENANCE

Culvert Maintenance	Contract Coordination	L. Hours	8.00	54.57	436.56	5.0	10.0	96.04
Culvert Maintenance	Contract Preparation	L. Hours	16.00	54.57	873.12	5.0	10.0	192.08
Culvert Maintenance	Contract Preparation	L. Hours	2.00	80.21	160.42	5.0	10.0	35.29
Culvert Maintenance	Contract Preparation	L. Hours	2.00	94.84	189.68	5.0	10.0	41.72
Culvert Maintenance	Contract Preparation	L. Hours	1.00	229.00	229.00	5.0	10.0	50.38
Culvert Maintenance	Maintenance	Contract	5.00	1,000.00	5,000.00	5.0	10.0	1,100.00
Culvert Replacement	CDFW 1600 Permit Fees	Item	1.00	6,145.00	6,145.00	50.0	10.0	135.19
Culvert Replacement	Contract Coordination	L. Hours	8.00	54.57	436.56	50.0	10.0	9.60
Culvert Replacement	Contract Preparation	L. Hours	16.00	54.57	873.12	50.0	10.0	19.20
Culvert Replacement	Contract Preparation	L. Hours	2.00	80.21	160.42	50.0	10.0	3.52
Culvert Replacement	Contract Preparation	L. Hours	2.00	94.84	189.68	50.0	10.0	4.17
Culvert Replacement	Contract Preparation	L. Hours	1.00	229.00	229.00	50.0	10.0	5.03
Culvert Replacement	Permit Application	L. Hours	75.00	54.57	4,092.75	50.0	10.0	90.04
Culvert Replacement	Permit Application Review	L. Hours	10.00	80.21	802.10	50.0	10.0	17.64
Culvert Replacement	Permit Application Review	L. Hours	2.50	94.84	237.10	50.0	10.0	5.21
Culvert Replacement	Permit Application Review	L. Hours	2.50	229.00	572.50	50.0	10.0	12.59
Culvert Replacement	RWQCB 401 Permit Fee	Item	1.00	300.00	300.00	50.0	10.0	6.60
Culvert Replacement	Replacement	Contract	20.00	10,000.00	200,000.00	50.0	10.0	4,400.00
Culvert Replacement	Sonoma County Roiling	Item	1.00	1,877.00	1,877.00	50.0	10.0	41.29
Culvert Replacement	USACE 404 Permit Fee	Item	1.00	10.00	10.00	50.0	10.0	0.22
Douglas-fir Encroah.	Contract Coordination	L. Hours	16.00	54.57	873.12	5.0	10.0	192.08
Douglas-fir Encroah.	Contract Preparation	L. Hours	8.00	54.57	436.56	5.0	10.0	96.04
Douglas-fir Encroah.	Contract Preparation	L. Hours	2.00	80.21	160.42	5.0	10.0	35.29
Douglas-fir Encroah.	Contract Preparation	L. Hours	2.00	94.84	189.68	5.0	10.0	41.72
Douglas-fir Encroah.	Contract Preparation	L. Hours	1.00	229.00	229.00	5.0	10.0	50.38
Douglas-fir Encroah.	Douglas-fir Encroah.	Contract	1.00	15,000.00	15,000.00	5.0	10.0	3,300.00
Erosion Control	CDFW 1600 Permit Fees	Item	1.00	2,763.80	2,763.80	5.0	10.0	608.03
Erosion Control	Contract Coordination	L. Hours	8.00	54.57	436.56	5.0	10.0	96.04
Erosion Control	Contract Preparation	L. Hours	16.00	54.57	873.12	5.0	10.0	192.08
Erosion Control	Contract Preparation	L. Hours	2.00	80.21	160.42	5.0	10.0	35.29
Erosion Control	Contract Preparation	L. Hours	2.00	94.84	189.68	5.0	10.0	41.72
Erosion Control	Contract Preparation	L. Hours	1.00	229.00	229.00	5.0	10.0	50.38
Erosion Control	Permit Application	L. Hours	75.00	54.57	4,092.75	5.0	10.0	900.40

Section 15 - Ongoing Tasks and Costs

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
Erosion Control	Permit Application Review	L. Hours	10.00	80.21	802.10	5.0	10.0	176.46
Erosion Control	Permit Application Review	L. Hours	2.50	94.84	237.10	5.0	10.0	52.16
Erosion Control	Permit Application Review	L. Hours	2.50	229.00	572.50	5.0	10.0	125.95
Erosion Control	RWQCB 401 Permit Fee	Item	1.00	200.00	200.00	5.0	10.0	44.00
Erosion Control	Repairs	Contract	1.00	10,000.00	10,000.00	5.0	10.0	2,200.00
Erosion Control	Sonoma County Rolling	Item	1.00	1,877.00	1,877.00	5.0	10.0	412.94
Erosion Control	USACE 404 Permit Fee	Item	1.00	10.00	10.00	5.0	10.0	2.20
Exotic Animal Control	Contract Coordination	L. Hours	8.00	54.57	436.56	10.0	10.0	48.02
Exotic Animal Control	Contract Preparation	L. Hours	4.00	54.57	218.28	10.0	10.0	24.01
Exotic Animal Control	Contract Preparation	L. Hours	2.00	80.21	160.42	10.0	10.0	17.64
Exotic Animal Control	Contract Preparation	L. Hours	2.00	94.84	189.68	10.0	10.0	20.86
Exotic Animal Control	Contract Preparation	L. Hours	1.00	229.00	229.00	10.0	10.0	25.19
Exotic Animal Control	Exotic Animal Control	Contract	1.00	3,000.00	3,000.00	10.0	10.0	330.00
Exotic Animal Control	Permit Application	L. Hours	4.00	54.57	218.28	10.0	10.0	24.01
Exotic Animal Control	Permit Application Review	L. Hours	0.50	80.21	40.10	10.0	10.0	4.41
Exotic Animal Control	Permit Application Review	L. Hours	0.50	94.84	47.42	10.0	10.0	5.21
Exotic Animal Control	Permit Application Review	L. Hours	0.50	229.00	114.50	10.0	10.0	12.59
Exotic Plant Control	CDFW 1600 Permit Fees	Item	1.00	245.50	245.50	5.0	10.0	54.01
Exotic Plant Control	Contract Coordination	L. Hours	8.00	54.57	436.56	3.0	10.0	160.07
Exotic Plant Control	Contract Preparation	L. Hours	16.00	54.57	873.12	3.0	10.0	320.14
Exotic Plant Control	Contract Preparation	L. Hours	2.00	80.21	160.42	3.0	10.0	58.82
Exotic Plant Control	Contract Preparation	L. Hours	2.00	94.84	189.68	3.0	10.0	69.54
Exotic Plant Control	Contract Preparation	L. Hours	1.00	229.00	229.00	3.0	10.0	83.96
Exotic Plant Control	Exotic Plant Control	C. Hours	80.00	65.00	5,200.00	3.0	10.0	1,906.66
Exotic Plant Control	Manual Ctrl. Measures	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Exotic Plant Control	Manual Ctrl. Measures	L. Hours	40.00	56.76	2,270.40	1.0	10.0	2,497.44
Exotic Plant Control	NPDES Permit Fee	Item	1.00	2,100.00	2,100.00	5.0	10.0	462.00
Exotic Plant Control	Permit Application	L. Hours	75.00	54.57	4,092.75	5.0	10.0	900.40
Exotic Plant Control	Permit Application Review	L. Hours	10.00	80.21	802.10	5.0	10.0	176.46
Exotic Plant Control	Permit Application Review	L. Hours	2.50	94.84	237.10	5.0	10.0	52.16
Exotic Plant Control	Permit Application Review	L. Hours	2.50	229.00	572.50	5.0	10.0	125.95
Exotic Plant Control	RWQCB 401 Permit Fee	Item	1.00	200.00	200.00	5.0	10.0	44.00
Exotic Plant Control	USACE 404 Permit Fee	Item	1.00	10.00	10.00	5.0	10.0	2.20
Fire Break	Contract Coordination	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Fire Break	Contract Preparation	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Fire Break	Contract Preparation	L. Hours	2.00	80.21	160.42	1.0	10.0	176.46
Fire Break	Contract Preparation	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Fire Break	Contract Preparation	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Fire Break	Fire Break	Contract	1.00	13,333.00	13,333.00	1.0	10.0	14,666.30
Sub-Total								39,569.09

PUBLIC SERVICES

Address Misc.	From Public, Adjacent	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Address Misc.	From Public, Adjacent	L. Hours	4.00	80.21	320.84	1.0	10.0	352.92
Address Misc.	From Public, Adjacent	L. Hours	4.00	94.84	379.36	1.0	10.0	417.29
Address Misc.	From Public, Adjacent	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Coord. - Existing	Original Seller	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Coord. - Existing	Original Seller	L. Hours	1.00	80.21	80.21	1.0	10.0	88.23
Coord. - Existing	Original Seller	L. Hours	1.00	94.84	94.84	1.0	10.0	104.32
Coord. - Existing	Original Seller	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Coord. - Existing	Road Easements to	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Coord. - Existing	Road Easements to	L. Hours	1.00	80.21	80.21	1.0	10.0	88.23

Section 15 - Ongoing Tasks and Costs

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
Coord. - Existing	Road Easements to	L. Hours	1.00	94.84	94.84	1.0	10.0	104.32
Coord. - Existing	Road Easements to	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Coord. - Existing	Utility/ROW Easements	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Coord. - Existing	Utility/ROW Easements	L. Hours	1.00	80.21	80.21	1.0	10.0	88.23
Coord. - Existing	Utility/ROW Easements	L. Hours	1.00	94.84	94.84	1.0	10.0	104.32
Coord. - Existing	Utility/ROW Easements	L. Hours	16.00	54.57	873.12	5.0	10.0	192.08
Coord. - Existing	Utility/ROW Easements	L. Hours	3.00	80.21	240.63	5.0	10.0	52.93
Coord. - Existing	Utility/ROW Easements	L. Hours	3.00	94.84	284.52	5.0	10.0	62.59
Coord. - Existing	Utility/ROW Easements	L. Hours	3.00	229.00	687.00	10.0	10.0	75.57
Coord. - Gov. Bodies	Fire Agency, Vector Ctrl.,	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Directional Signs	Replacement	Item	12.00	40.00	480.00	15.0	10.0	35.20
Directional Signs	Replacement	L. Hours	8.00	54.57	436.56	15.0	10.0	32.01
Entrc./Gen. Edu. Sign	Replacement	L. Hours	4.00	54.57	218.28	15.0	10.0	16.00
Entrc./Gen. Edu. Sign	Replacement	Item	5.00	40.00	200.00	15.0	10.0	14.66
Historic Site Edu. &	Replacement	L. Hours	4.00	54.57	218.28	15.0	10.0	16.00
Historic Site Edu. &	Replacement	Item	6.00	40.00	240.00	15.0	10.0	17.60
Outreach	Community/Planning	L. Hours	5.00	94.84	474.20	1.0	10.0	521.62
Outreach	General Outreach	L. Hours	40.00	56.76	2,270.40	1.0	10.0	2,497.44
Outreach	Guided Hikes & Tours	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Outreach	Guided Hikes & Tours	L. Hours	40.00	56.76	2,270.40	1.0	10.0	2,497.44
Outreach	Open Space Days	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Outreach	Open Space Days	L. Hours	40.00	56.76	2,270.40	1.0	10.0	2,497.44
Outreach	Volunteer Program	L. Hours	80.00	56.76	4,540.80	1.0	10.0	4,994.88
Outreach	Website	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Outreach	Website	L. Hours	40.00	56.76	2,270.40	1.0	10.0	2,497.44
Patrolling	Coord. w/Volunteer Patrol	L. Hours	40.00	56.76	2,270.40	1.0	10.0	2,497.44
Research Requests	Coordination	L. Hours	80.00	54.57	4,365.60	1.0	10.0	4,802.16
Research Requests	Research Request	L. Hours	20.00	54.57	1,091.40	1.0	10.0	1,200.54
Research Requests	Research Request	L. Hours	10.00	80.21	802.10	1.0	10.0	882.31
Research Requests	Research Request	L. Hours	10.00	94.84	948.40	1.0	10.0	1,043.24
Research Requests	Research Request	L. Hours	2.00	229.00	458.00	1.0	10.0	503.80
SOD Guidelines	Update Policy/Guidelines	L. Hours	8.00	54.57	436.56	5.0	10.0	96.04
SOD Guidelines	Update Policy/Guidelines	L. Hours	8.00	56.76	454.08	5.0	10.0	99.89
Sub-Total								34,292.22

REPORTING

Activity Documentation	Activity Documentation	L. Hours	24.00	54.57	1,309.68	1.0	10.0	1,440.64
Annual Budget	Annual Budget	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Annual Budget	Annual Budget	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Annual Work Plan	Annual Work Plan	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Annual Work Plan	Annual Work Plan	L. Hours	4.00	80.21	320.84	1.0	10.0	352.92
Annual Work Plan	Annual Work Plan	L. Hours	4.00	94.84	379.36	1.0	10.0	417.29
Data Entry & Analysis	Data Entry & Analysis	L. Hours	60.00	54.57	3,274.20	1.0	10.0	3,601.62
GIS Database	GIS Database	L. Hours	24.00	54.57	1,309.68	1.0	10.0	1,440.64
Internal Annual Report	Annual Report	L. Hours	24.00	54.57	1,309.68	1.0	10.0	1,440.64
Internal Annual Report	Annual Report Review	L. Hours	8.00	80.21	641.68	1.0	10.0	705.84
Internal Annual Report	Annual Report Review	L. Hours	8.00	94.84	758.72	1.0	10.0	834.59
Update Management	Updated Mgmt. Plan	L. Hours	60.00	54.57	3,274.20	5.0	10.0	720.32
Update Management	Updated Mgmt. Plan	L. Hours	16.00	80.21	1,283.36	5.0	10.0	282.33
Update Management	Updated Mgmt. Plan	L. Hours	24.00	94.84	2,276.16	5.0	10.0	500.75
Sub-Total								13,867.15

Section 15 - Ongoing Tasks and Costs

Property Title: Saddle Mountain Open Space Preserve

PAR ID: MB063

08/10/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
SITE CONSTRUCTION/MAINT.								
Combo Lock	Install Combo Locks	Item	4.00	15.00	60.00	5.0	10.0	13.20
Fence	Maintenance and Repair	L. Hours	30.00	54.57	1,637.10	1.0	10.0	1,800.81
Fence - Installed	Barbed-wire, 4 Strd.	Lin. Ft.	30,000.00	25.00	750,000.00	30.0	10.0	27,500.00
Fence - Installed	Contract Coordination	L. Hours	16.00	54.57	873.12	30.0	10.0	32.01
Fence - Installed	Contract Preparation	L. Hours	24.00	54.57	1,309.68	30.0	10.0	48.02
Fence - Installed	Contract Preparation	L. Hours	4.00	80.21	320.84	30.0	10.0	11.76
Fence - Installed	Contract Preparation	L. Hours	4.00	94.84	379.36	30.0	10.0	13.90
Fence - Installed	Contract Preparation	L. Hours	2.00	229.00	458.00	30.0	10.0	16.79
Vehicular Gate -	Contract Coordination	L. Hours	4.00	54.57	218.28	20.0	10.0	12.00
Vehicular Gate -	Contract Preparation	L. Hours	8.00	54.57	436.56	20.0	10.0	24.01
Vehicular Gate -	Contract Preparation	L. Hours	2.00	80.21	160.42	20.0	10.0	8.82
Vehicular Gate -	Contract Preparation	L. Hours	2.00	94.84	189.68	20.0	10.0	10.43
Vehicular Gate -	Contract Preparation	L. Hours	1.00	229.00	229.00	20.0	10.0	12.59
Vehicular Gate -	Vehicular Gate	Each	4.00	600.00	2,400.00	20.0	10.0	132.00
Sub-Total								29,636.38
Subtotal								159,866.28
Administration								38,367.90
Total								198,234.19

Section 16 - Financial Summary

Property Title: Saddle Mountain Open Space Preserve

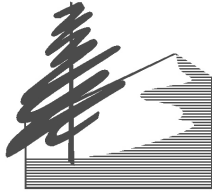
Date: 08/10/2015

1st Budget Year: 2031

State: CA

PAR Code: MB063

Item Descriptions	Total
Initial & Capital Financial Requirements	
Revenues	\$0
Management Costs	\$0
Contingency Expense	\$0
Initial & Capital Management Total Costs	\$0
Administrative Costs of Total Management Costs	\$0
Initial & Capital Gross Costs	\$0
Initial & Capital Net Costs	\$0
Annual Ongoing Financial Requirements	
Revenues	\$0
Ongoing Costs	\$145,333
Contingency Expense	\$14,533
Ongoing Management Total Costs	\$159,866
Administrative Costs of Total Management Costs	\$38,368
Ongoing Gross Costs	\$198,234
Ongoing Net Costs	\$198,234
Endowment Requirements for Ongoing Stewardship	
Endowment to Produce Income of \$198,234	\$4,405,203
Endowment per acre \$4,589	
Stewardship costs are based on 4.50% of Endowment Earnings per Year	
Ongoing management funding per year is 198,234	
Resulting in a per acre per year cost of \$206	
Total Funding Required	\$4,405,203



PAR

Habitat Planning In Perpetuity

The Property Analysis Record

Title: Paulin Creek Preserve

Par Code: MB063

Prepared by: M. Labbe

CNLM

Date: 08/11/2015

The Center for Natural Lands Management prepared this software to assist habitat conservation planners to develop the management tasks and costs of long-term stewardship. While the sources are thought to be reliable, the Center makes no representations about the accuracy of cost estimates. The date of the cost information is 2007. The operation of the program is not guaranteed by the Center. Management requirements are determined by the user. Users should consult with their own financial advisors before relying on the results of their analysis.

Section 1 - Property Information

Property Title: Paulin Creek Preserve

PAR ID: MB063

Last Modified: 08/07/2015

Location/Jurisdiction	Sonoma County
County	Sonoma
Address	3200 Chanate Road
City, State, Zip	Santa Rosa, CA 95404
Conserved Acres	9
Management type	Fee Title Ownership
Date Created	06/09/2015 03:55:49 PM
Prepared for	SCAPOS
Prepared by	M. Labbe
	CNLM

Project Management Information		Developer/Proponent Information	
Contact	Sheri Emerson	Contact	
Company	SCAPOS ("District")	Company	Not Applicable
Address	747 Medocino Ave Ste 100	Address	
City, State, Zip	Santa Rosa, CA 95401	City, State, Zip	
Phone	707-565-7360	Phone	
Fax		Fax	
E-Mail address	sheri.emerson@sonoma-county.org	E-Mail address	

Cost Year	2031
Date of site visit:	05/26/2015
Development Project	
Project Name	Paulin Creek Preserve
Total Project Acres	9
Stage of planning	Cost Analysis

Notes

It has been assumed that the District will be holding this property in fee title at the year 2031. This cost analysis has been prepared to estimate costs that would be needed to manage this property in perpetuity starting in the year 2031. References: Paulin Creek Preserve Management Plan. 2004. Prepared by Cleisz Planning & Design, Sonoma, CA. January, 7, 2004.

Section 2 - Division of Responsibility

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

Description:	Responsible Party:	Notes:
Biological Surveys	Manager	
Debris Removal	Manager	
Erosion Control	Manager	
Fence Installation	Manager	
Fence Maintenance	Manager	
Fire Zone/Buffer Management	Manager	
Gate Installation	Manager	
Maintenance, Road	Agency	City of Santa Rosa (Utilities Department).
Maintenance, Sewer line	Agency	City of Santa Rosa (Utilities Department).
Non-native plant removal - Ongoing	Manager	
Patrolling	Manager	
Recreation Management	Manager	
Signs, Access Control	Manager	
Signs, Entrance	Manager	
Trash Collection, Ongoing	Manager	
Wildlife Surveys	Manager	

Section 3 - Property Details

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

Title	Permitted	Future Permitted	Problem Level	Location	Notes
Property Line Marked	Yes	Yes	None	On-Site	A portion of the property boundary is marked with 4-strand barbwire fence (2,000 of the 5,000 feet of boundary).
Right of Way	Yes	Yes	Low	On-Site	A City of Santa Rosa (Utilities Department) maintenance access road and sewer line.
Road	Yes	Yes	Low	Both	A City of Santa Rosa (Utilities Department) sewer maintenance road runs through the property.
Utility Easements	Yes	Yes	Low	On-Site	A City of Santa Rosa (Utilities Department) sewer line is located under the maintenance road that runs through the property. A manhole is also present on site.

Section 4 - Contacts

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

Contacts List

Name:	Dodge, Mary	Phone:	707-565-7360
Position:	Adm & Fisc Srvs Mngr	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	mary.dodge@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		

Name:	Emerson, Sheri	Phone:	707-565-7360
Position:	OSD Program Manager	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	sheri.emerson@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		9

Name:	Labbe, Michelle	Phone:	530-868-2573
Position:	Conservation Analyst	Mobile:	- -
Company/Agency:	CNLM	Fax:	- -
Address:	27258 Via Industria Ste B	Email:	mlabbe@cnlm.org
City, State & Zip:	Temecula, CA 92590		

Name:	Little, Cathy	Phone:	530-666-4297
Position:	Regional Preserve Manager	Mobile:	- -
Company/Agency:	CNLM	Fax:	- -
Address:	27258 Via Industria Ste B	Email:	clittle@cnlm.org
City, State & Zip:	Temecula, CA 92590		

Name:	Marsh, Kathleen	Phone:	707-565-7360
Position:	OSD Stewardship Coord.	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	kathleen.marsh@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		

Name:	Newell, Jacob	Phone:	707-565-7360
Position:	OSD Planner	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	jacob.newell@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		

Section 4 - Contacts

Property Title: Paulin Creek Preserve

PAR ID: MB063 08/11/2015

Contacts List

Name:	Rogers, Deborah	Phone:	760-731-7790
Position:	Dir Conserv Sci & Stwd	Mobile:	- -
Company/Agency:	CNLM	Fax:	- -
Address:	27258 Via Industria Ste B	Email:	drogers@cnlm.org
City, State & Zip:	Temecula, CA 92590		

Name:	Spencer, Hannah	Phone:	707-565-7360
Position:	OSD Stwd Technician	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	Hannah.Spencer@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		

Section 5 - Purpose of Preservation

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

Purpose of Preservation	Prioritize	Goals and Objectives
Open Space	1	This property was purchased under the Recreation category in the District's Acquisition Plan. The acquisition was intended to preserve the existing natural conditions and provide public outdoor recreation.
Passive Recreation	1	

Section 6 - Site Conditions

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

Fire/Fuel Management	Permitted/ Legal	Future Permitted	Problem	Location	Notes
Fire Breaks	Yes	Yes	Low	On-Site	Annual mowing along the main trail/road and along Chanate Road.

Hydrological Features			Problem	Location	Notes
Other			Medium	On-Site	General erosion.

Structures	Permitted/ Legal	Future Permitted	Problem	Location	Notes
Sewer line	Yes	Yes	Low	On-Site	A sewer line operated by the City of Santa Rosa Utilities Department lies under the maintenance road. A manhole provides access to the sewer line.

Section 7 - Land Use

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

Adjacent Land Use	Permitted	Future Permitted	Problem	Location	Notes
Commercial	Yes	Yes	High	North	Sunrise Assisted Living, Norton Psychiatric Center, county parking, and hospital storage and laundry facilities occur to the north/northeast; a residential development is present to the south. These facilities are not directly adjacent to the SCAPOSD-owned parcel; however, they border the County-owned parcel that comprises the larger, contiguous Paulin Creek open space area.
Major Roads	Yes	Yes	Low	North	The Preserve is bounded to the north/northwest by Chanate Road.
Open Space	Yes	Yes	Low	East	The County of Sonoma owns an adjacent open space parcel to the east/southeast, which contains 10.4 acres of steep wooded lands as well as open oak savannah and a seasonal wetland.
Other	Yes	Yes	Low	East	Approximately 27 acres of flood control reservoir and surrounding edges owned by the Sonoma County Water Agency lie east of the Preserve.
Residential - High Density	Yes	Yes	Medium	South	High-density residential areas are present south and west of the Preserve.

Development	Permitted	Future Permitted	Problem	Location	Notes
Dedicated Preserve	Yes	Yes	None	On-Site	The SCAPOSD-owned parcel is a dedicated nature preserve.
Gravel or Dirt Roads	Yes	Yes	Low	Both	A City of Santa Rosa Utilities Department sewer maintenance road runs through the property.
Open Space	Yes	Yes	None	On-Site	Paulin Creek is an open space preserve.

Recreation	Permitted	Future Permitted	Problem	Location	Notes
Hiking	Yes	Yes	Low	On-Site	The Preserve is open to the public and the District leads nature hikes.
Passive Recreation	Yes	Yes	Low	On-Site	The Preserve is open to the public. The District provides guided outings (e.g. nature hikes, bird watching) and stewardship days.
Signs	Yes	Yes	Low	On-Site	Recreational signs.
Trails	Yes	Yes	Low	On-Site	The City of Santa Rosa sewer maintenance road serves as the main trail.

Section 8 - Biological Assessment

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

ANIMALS

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

FISHES

Rainbow Trout or Steelhead

Global: G5

National: N5

State: S2

(*Oncorhynchus mykiss*)

(Federally Threatened). Potential to occur on Preserve in Paulin Creek (pers. comm. with H. Spencer, 6/25/2015).

Section 8 - Biological Assessment

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

INVASIVE/EXOTIC

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

BIRDS

Wild Turkey (<i>Meleagris gallopavo</i>)	Global: G5	National: N5	State: SNA	Observed on and adjacent to the Preserve (SCAPOS D 2004).
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FLOWERING PLANTS

Cherry Plum (<i>Prunus cerasifera</i>)	Global: GNR	National: NNA	State: SNA	Southeast of the resevior (SCAPOS D 2004).
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English Ivy (<i>Hedera helix</i>)	Global: GNR	National: NNA	State: SNA	Observed on Preserve (SCAPOS D 2004).
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Firethorn (<i>Pyracantha angustifolia</i>)	Global: GNR	National: NNA	State: SNA	Around the reservoir on the Water Agency parcel (SCAPOS D 2004).
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French Broom (<i>Genista monspessulana</i>)	Global: GNR confirmed	National: NNA	State: SNA	SCAPOS D parcel, portions of the County and Water Agency parcels (SCAPOS D 2004).
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Fuller's Teasel (<i>Dipsacus fullonum</i>)	Global: GNR	National: NNA	State: SNA	Southeast of the reservoir (SCAPOS D 2004).
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Giant Reed (<i>Arundo donax</i>)	Global: G5	National: NNA	State: SNA	Present on the Water Agency parcel (SCAPOS D 2004).
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Himalayan blackberry (<i>Rubus armeniacus</i>)	Global: GNR	National: NNA	State: SNA	Riparian areas on all parcels (SCAPOS D 2004).
---	-------------	---------------	------------	--

Large-leaf Periwinkle (<i>Vinca major</i>)	Global: GNR	National: NNA	State: SNA	Near riparian areas on SCAPOS D parcel (SCAPOS D 2004).
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Pampas Grass (<i>Cortaderia jubata</i>)	Global: G5	National: NNA	State: SNA	Riparian area north of the SCAPOS D parcel and on the south side of the reservoir (SCAPOS D 2004).
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Scotch Broom (<i>Cytisus scoparius</i>)	Global: GNR	National: NNA	State: SNA	Observed on Preserve (SCAPOS D 2004).
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Sweet Fennel (<i>Foeniculum vulgare</i>)	Global: GNR	National: NNA	State: SNA	Present on Water Agency parcel (SCAPOS D 2004).
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Section 8 - Biological Assessment

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

Yellow Starthistle

Global: GNR

National: NNA

State:

SNA

Southern part of Water Agency parcel and on dam (SCAPOSD 2004).

(*Centaurea solstitialis*)

Section 8 - Biological Assessment

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

NATURAL COMMUNITIES

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

CALIFORNIA

Annual Grassland

Global:

National:

State:

()

A small area of mixed grassland with a high proportion of native blue wild rye (*Elymus glaucus*) occurs near the riparian woodland on the SCAPOSD-owned parcel of the Preserve.

Coastal Oak Woodland

Global:

National:

State:

(*Quercus spp.*)

Mixed oak woodland on the Preserve is characterized by coast live oak (*Quercus agrifolia*), black oak (*Q. kelloggii*), and Oregon oak (*Q. garryana*), with madrone (*Arbutus menziesii*), big leaf maple (*Acer macrophyllum*), California buckeye (*Aesculus californica*), and California bay (*Aesculus californica*). Understory species include snowberry (*Symphoricarpos albus*), poison oak (*Toxicodendron diversilobum*), native honeysuckle (*Lonicera sp.*), California blackberry (*Rubus ursinus*), and toyon (*Heteromeles arbutifolia*).

Valley Foothill Riparian

Global:

National:

State:

()

Riparian woodland is associated with Paulin Creek and is dominated by willow (*Salix spp.*), valley oak (*Quercus lobata*), and coast live oak (*Q. agrifolia*); Oregon ash (*Fraxinus latifolia*) and California buckeye (*Aesculus californica*) are also present.

Section 15 - Ongoing Tasks and Costs

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
FIELD EQUIPMENT								
Field Equipment - Tech.	GPS, Cell Phone, Tablet,	Item	0.24	5,000.00	1,200.00	5.0	10.0	264.00
Field Equipment - Tools	Shovel, Pick, Battery Drill,	Item	0.24	1,000.00	240.00	1.0	10.0	264.00
Vehicle	Mileage (4x4)	Mile	272.00	0.58	157.76	1.0	10.0	173.53
Vehicle	Small Pickup 4x4	Item	0.24	24,000.00	5,760.00	10.0	10.0	633.60
Sub-Total								1,335.13
GENERAL MAINTENANCE								
Dump Fees	Dump Fee	Item	4.00	25.00	100.00	1.0	10.0	110.00
Large Debris Removal	Contract Coordination	L. Hours	24.00	54.57	1,309.68	1.0	10.0	1,440.64
Large Debris Removal	Contract Preparation	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Large Debris Removal	Contract Preparation	L. Hours	2.00	80.21	160.42	1.0	10.0	176.46
Large Debris Removal	Contract Preparation	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Large Debris Removal	Contract Preparation	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Large Debris Removal	Debris Removal	Contract	1.00	10,000.00	10,000.00	1.0	10.0	11,000.00
Trash Liners	Liners	Item	10.00	6.75	67.50	1.0	10.0	74.25
Trash/Debris Removal	Trash/Debris Removal	L. Hours	32.00	54.57	1,746.24	1.0	10.0	1,920.86
Sub-Total								16,143.20
HABITAT MAINTENANCE								
Erosion Control	CDFW 1600 Permit Fees	Item	1.00	921.75	921.75	5.0	10.0	202.78
Erosion Control	Contract Coordination	L. Hours	8.00	54.57	436.56	3.0	10.0	160.07
Erosion Control	Contract Preparation	L. Hours	16.00	54.57	873.12	3.0	10.0	320.14
Erosion Control	Contract Preparation	L. Hours	2.00	80.21	160.42	3.0	10.0	58.82
Erosion Control	Contract Preparation	L. Hours	2.00	94.84	189.68	3.0	10.0	69.54
Erosion Control	Contract Preparation	L. Hours	1.00	229.00	229.00	3.0	10.0	83.96
Erosion Control	Monitoring	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Erosion Control	Permit Application	L. Hours	75.00	54.57	4,092.75	5.0	10.0	900.40
Erosion Control	Permit Application Review	L. Hours	10.00	80.21	802.10	5.0	10.0	176.46
Erosion Control	Permit Application Review	L. Hours	2.50	94.84	237.10	5.0	10.0	52.16
Erosion Control	Permit Application Review	L. Hours	2.50	229.00	572.50	5.0	10.0	125.95
Erosion Control	RWQCB 401 Permit Fee	Item	1.00	200.00	200.00	5.0	10.0	44.00
Erosion Control	Repairs	Contract	1.00	10,000.00	10,000.00	3.0	10.0	3,666.66
Erosion Control	Sonoma County Roiling	Item	1.00	1,877.00	1,877.00	5.0	10.0	412.94
Erosion Control	USACE 404 Permit Fee	Item	1.00	10.00	10.00	5.0	10.0	2.20
Exotic Plant Control	CDFW 1600 Permit Fees	Item	1.00	245.50	245.50	5.0	10.0	54.01
Exotic Plant Control	Contract Coordination	L. Hours	4.00	54.57	218.28	5.0	10.0	48.02
Exotic Plant Control	Contract Preparation	L. Hours	16.00	54.57	873.12	5.0	10.0	192.08
Exotic Plant Control	Contract Preparation	L. Hours	2.00	80.21	160.42	5.0	10.0	35.29
Exotic Plant Control	Contract Preparation	L. Hours	2.00	94.84	189.68	5.0	10.0	41.72
Exotic Plant Control	Contract Preparation	L. Hours	1.00	229.00	229.00	5.0	10.0	50.38
Exotic Plant Control	Exotic Plant Control	C. Hours	40.00	65.00	2,600.00	5.0	10.0	572.00
Exotic Plant Control	Manual Ctrl. Measures	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Exotic Plant Control	Manual Ctrl. Measures	L. Hours	32.00	56.76	1,816.32	1.0	10.0	1,997.95
Exotic Plant Control	NPDES Permit Fee	Item	1.00	2,100.00	2,100.00	5.0	10.0	462.00
Exotic Plant Control	Permit Application	L. Hours	75.00	54.57	4,092.75	5.0	10.0	900.40
Exotic Plant Control	Permit Application Review	L. Hours	10.00	80.21	802.10	5.0	10.0	176.46
Exotic Plant Control	Permit Application Review	L. Hours	2.50	94.84	237.10	5.0	10.0	52.16
Exotic Plant Control	Permit Application Review	L. Hours	2.50	229.00	572.50	5.0	10.0	125.95
Exotic Plant Control	RWQCB 401 Permit Fee	Item	1.00	200.00	200.00	5.0	10.0	44.00
Exotic Plant Control	USACE 404 Permit Fee	Item	1.00	10.00	10.00	5.0	10.0	2.20

Section 15 - Ongoing Tasks and Costs

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
Fire Break	Contract Coordination	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Fire Break	Contract Preparation	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Fire Break	Contract Preparation	L. Hours	2.00	80.21	160.42	1.0	10.0	176.46
Fire Break	Contract Preparation	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Fire Break	Contract Preparation	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Fire Break	Fire Break	Contract	1.00	3,000.00	3,000.00	1.0	10.0	3,300.00
Sub-Total								16,648.54

PUBLIC SERVICES

Address Misc.	From Public, Adjacent	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Address Misc.	From Public, Adjacent	L. Hours	2.00	80.21	160.42	1.0	10.0	176.46
Address Misc.	From Public, Adjacent	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Entrc./Gen. Edu. Sign	Replacement	L. Hours	4.00	54.57	218.28	15.0	10.0	16.00
Entrc./Gen. Edu. Sign	Replacement	Item	5.00	40.00	200.00	15.0	10.0	14.66
Outreach	Community/Planning	L. Hours	5.00	94.84	474.20	1.0	10.0	521.62
Outreach	General Outreach	L. Hours	16.00	56.76	908.16	1.0	10.0	998.97
Outreach	Guided Hikes & Tours	L. Hours	32.00	56.76	1,816.32	1.0	10.0	1,997.95
Outreach	Volunteer Program	L. Hours	32.00	56.76	1,816.32	1.0	10.0	1,997.95
Outreach	Website	L. Hours	20.00	56.76	1,135.20	1.0	10.0	1,248.72
Outreach	Website	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Patrolling	Contract Coordination	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Patrolling	Contract Preparation	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Patrolling	Contract Preparation	L. Hours	1.00	80.21	80.21	1.0	10.0	88.23
Patrolling	Contract Preparation	L. Hours	1.00	94.84	94.84	1.0	10.0	104.32
Patrolling	Contract Preparation	L. Hours	0.50	229.00	114.50	1.0	10.0	125.95
Patrolling	Ranger Patrol	C. Hours	60.00	34.50	2,070.00	1.0	10.0	2,277.00
Research Requests	Coordination	L. Hours	48.00	54.57	2,619.36	1.0	10.0	2,881.29
Research Requests	Research Request	L. Hours	12.00	54.57	654.84	1.0	10.0	720.32
Research Requests	Research Request	L. Hours	6.00	80.21	481.26	1.0	10.0	529.38
Research Requests	Research Request	L. Hours	6.00	94.84	569.04	1.0	10.0	625.94
Research Requests	Research Request	L. Hours	2.00	229.00	458.00	2.0	10.0	251.90
Sub-Total								16,706.22

REPORTING

Activity Documentation	Activity Documentation	L. Hours	12.00	54.57	654.84	1.0	10.0	720.32
Annual Budget	Annual Budget	L. Hours	6.00	54.57	327.42	1.0	10.0	360.16
Annual Budget	Annual Budget	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Annual Work Plan	Annual Work Plan	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Annual Work Plan	Annual Work Plan	L. Hours	2.00	80.21	160.42	1.0	10.0	176.46
Annual Work Plan	Annual Work Plan	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Data Entry & Analysis	Data Entry & Analysis	L. Hours	6.00	54.57	327.42	1.0	10.0	360.16
GIS Database	GIS Database	L. Hours	6.00	54.57	327.42	1.0	10.0	360.16
Internal Annual Report	Annual Report	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Internal Annual Report	Annual Report Review	L. Hours	4.00	80.21	320.84	1.0	10.0	352.92
Internal Annual Report	Annual Report Review	L. Hours	4.00	94.84	379.36	1.0	10.0	417.29
Update Management	Updated Mgmt. Plan	L. Hours	40.00	54.57	2,182.80	10.0	10.0	240.10
Update Management	Updated Mgmt. Plan	L. Hours	10.00	80.21	802.10	10.0	10.0	88.23
Update Management	Updated Mgmt. Plan	L. Hours	12.00	94.84	1,138.08	10.0	10.0	125.18
Sub-Total								4,818.85

SITE CONSTRUCTION/MAINT.

Section 15 - Ongoing Tasks and Costs

Property Title: Paulin Creek Preserve

PAR ID: MB063

08/11/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
Combo Lock	Install Combo Locks	Item	1.00	15.00	15.00	5.0	10.0	3.30
Fence	Maintenance and Repair	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Fence - Installed	Barbed-wire, 4 Strd.	Lin. Ft.	2,000.00	25.00	50,000.00	30.0	10.0	1,833.33
Fence - Installed	Contract Coordination	L. Hours	16.00	54.57	873.12	30.0	10.0	32.01
Fence - Installed	Contract Preparation	L. Hours	24.00	54.57	1,309.68	30.0	10.0	48.02
Fence - Installed	Contract Preparation	L. Hours	4.00	80.21	320.84	30.0	10.0	11.76
Fence - Installed	Contract Preparation	L. Hours	4.00	94.84	379.36	30.0	10.0	13.90
Fence - Installed	Contract Preparation	L. Hours	2.00	229.00	458.00	30.0	10.0	16.79
Vehicular Gate -	Contract Coordination	L. Hours	4.00	54.57	218.28	20.0	10.0	12.00
Vehicular Gate -	Contract Preparation	L. Hours	8.00	54.57	436.56	20.0	10.0	24.01
Vehicular Gate -	Contract Preparation	L. Hours	2.00	80.21	160.42	20.0	10.0	8.82
Vehicular Gate -	Contract Preparation	L. Hours	2.00	94.84	189.68	20.0	10.0	10.43
Vehicular Gate -	Contract Preparation	L. Hours	1.00	229.00	229.00	20.0	10.0	12.59
Vehicular Gate -	Vehicular Gate	Each	1.00	600.00	600.00	20.0	10.0	33.00
Sub-Total								3,020.43
Subtotal								58,672.39
Administration								14,081.37
Total								72,753.76

Section 16 - Financial Summary

Property Title: Paulin Creek Preserve

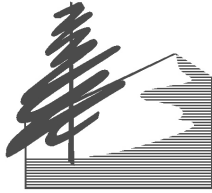
Date: 08/11/2015

1st Budget Year: 2031

State: CA

PAR Code: MB063

Item Descriptions	Total
Initial & Capital Financial Requirements	
Revenues	\$0
Management Costs	\$0
Contingency Expense	\$0
Initial & Capital Management Total Costs	\$0
Administrative Costs of Total Management Costs	\$0
Initial & Capital Gross Costs	\$0
Initial & Capital Net Costs	\$0
Annual Ongoing Financial Requirements	
Revenues	\$0
Ongoing Costs	\$53,339
Contingency Expense	\$5,334
Ongoing Management Total Costs	\$58,672
Administrative Costs of Total Management Costs	\$14,081
Ongoing Gross Costs	\$72,754
Ongoing Net Costs	\$72,754
Endowment Requirements for Ongoing Stewardship	
Endowment to Produce Income of \$72,754	\$1,616,750
Endowment per acre \$179,639	
Stewardship costs are based on 4.50% of Endowment Earnings per Year	
Ongoing management funding per year is \$72,754	
Resulting in a per acre per year cost of \$8,084	
Total Funding Required	\$1,616,750



PAR

Habitat Planning In Perpetuity

The Property Analysis Record

Title: Greenbelts

Par Code: MB063

Prepared by: M. Labbe

CNLM

Date: 08/11/2015

The Center for Natural Lands Management prepared this software to assist habitat conservation planners to develop the management tasks and costs of long-term stewardship. While the sources are thought to be reliable, the Center makes no representations about the accuracy of cost estimates. The date of the cost information is 2007. The operation of the program is not guaranteed by the Center. Management requirements are determined by the user. Users should consult with their own financial advisors before relying on the results of their analysis.

Section 1 - Property Information

Property Title: Greenbelts

PAR ID: MB063

Last Modified: 08/11/2015

Location/Jurisdiction	Sonoma County
County	Sonoma
Address	Sonoma County
City, State, Zip	Santa Rosa/Rohnert P, CA
Conserved Acres	200
Management type	Fee Title Ownership
Date Created	06/10/2015 09:37:49 AM
Prepared for	SCAPOSD
Prepared by	M. Labbe
	CNLM

Project Management Information		Developer/Proponent Information	
Contact	Sheri Emerson	Contact	
Company	SCAPOSD ("District")	Company	Not Applicable
Address	747 Medocino Ave Ste 100	Address	
City, State, Zip	Santa Rosa, CA 95401	City, State, Zip	
Phone	707-565-7360	Phone	
Fax		Fax	
E-Mail address	sheri.emerson@sonoma-county.org	E-Mail address	

Cost Year	2031
Date of site visit:	05/26/2015
Development Project	
Project Name	Greenbelts
Total Project Acres	200
Stage of planning	Cost Analysis

Notes

This PAR covers the following properties: Dogbane Preserve, Haroutunian South, Ho, Oken, San Francisco Archdiocese, and Young-Armos. It has been assumed that the District will be holding these properties in fee title at the year 2031. This cost analysis has been prepared to estimate costs that would be needed to manage these properties in perpetuity starting in the year 2031. References: (SCAPOSD 2012, PCI 2014).

Section 2 - Division of Responsibility

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Description:	Responsible Party:	Notes:
Biological Surveys	Manager	
Debris Removal	Manager	
Erosion Control	Manager	
Fence Installation	Manager	
Fence Maintenance	Manager	
Fire Zone/Buffer Management	Manager	
Gate Installation	Manager	
Gate Maintenance	Manager	
Grazing	Manager	
Maintenance, Building/Office	Manager	
Maintenance, Road		
Monitoring, Plant	Manager	
Monitoring, Wildlife	Manager	
Non-native plant removal - Ongoing	Manager	
Patrolling	Manager	
Plant Surveys	Manager	
Recreation Management	Manager	
Roads	Manager	
Signs, Access Control	Manager	
Trash Collection, Ongoing	Manager	
Water Control Structures	Manager	
Water Management	Manager	
Wildlife Surveys	Manager	

Section 3 - Property Details

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Title	Permitted	Future	Problem Level	Location	Notes
		Permitted			
Property Line Marked	Yes	Yes	None	On-Site	Property boundaries are marked with fencing (primarily 4-strand barbed wire fence).

Section 4 - Contacts

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Contacts List

Name:	Dodge, Mary	Phone:	707-565-7360
Position:	Adm & Fisc Srvs Mngr	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	mary.dodge@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		

Name:	Emerson, Sheri	Phone:	707-565-7360
Position:	OSD Program Manager	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	sheri.emerson@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		9

Name:	Labbe, Michelle	Phone:	530-868-2573
Position:	Conservation Analyst	Mobile:	- -
Company/Agency:	CNLM	Fax:	- -
Address:	27258 Via Industria Ste B	Email:	mlabbe@cnlm.org
City, State & Zip:	Temecula, CA 92590		

Name:	Little, Cathy	Phone:	530-666-4297
Position:	Regional Preserve Manager	Mobile:	- -
Company/Agency:	CNLM	Fax:	- -
Address:	27258 Via Industria Ste B	Email:	clittle@cnlm.org
City, State & Zip:	Temecula, CA 92590		

Name:	Marsh, Kathleen	Phone:	707-565-7360
Position:	OSD Stewardship Coord.	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	kathleen.marsh@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		

Name:	Newell, Jacob	Phone:	707-565-7360
Position:	OSD Planner	Mobile:	- -
Company/Agency:	SCAPOSD	Fax:	- -
Address:	747 Mendocino Ave Ste 100	Email:	jacob.newell@sonoma-county.org
City, State & Zip:	Santa Rosa, CA 95401		

Section 4 - Contacts

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Contacts List

Name: Rogers, Deborah

Phone: 760-731-7790

Position: Dir Conserv Sci & Stwd

Mobile: - -

Company/Agency: CNLM

Fax: - -

Address: 27258 Via Industria Ste B

Email: drogers@cnlm.org

City, State & Zip: Temecula, CA 92590

Name: Spencer, Hannah

Phone: 707-565-7360

Position: OSD Stwd Technician

Mobile: - -

Company/Agency: SCAPOSD

Fax: - -

Address: 747 Mendocino Ave Ste 100

Email: Hannah.Spencer@sonoma-county.org

City, State & Zip: Santa Rosa, CA 95401

Section 5 - Purpose of Preservation

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Purpose of Preservation	Prioritize	Goals and Objectives
Greenbelt	1	<p>All properties were purchased or accepted (Dogbane) under the Greenbelt category in the District's Acquisition Plan.</p> <p>Ho and Oken were acquired to allow agricultural use of the area and maintain open space character. San Francisco Archdiocese was acquired to maintain agricultural uses of the area, provide protection of the wetlands, and allow potential restoration of the land to limited agricultural uses. Dogbane Preserve was protected for the preservation and the periodic harvesting of dogbane. Haroutunian South was acquired for the protection of the greenbelt and endangered/rare plants. Young-Armos was acquired to allow continued agricultural use of the area and maintain and preserve the natural conditions.</p>

Section 6 - Site Conditions

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Fire/Fuel Management	Permitted/ Legal	Future Permitted	Problem	Location	Notes
Fire Breaks	Yes	Yes	Low	On-Site	Annual mowing/ whipping at all sites except San Francisco Archdiocese (grazed).
Other	Yes	Yes	Low	On-Site	Grazing occurs at San Francisco Archdiocese, Oken, and Ho (assumed for 2031).

Hydrological Features			Problem	Location	Notes
Culverts			Medium	On-Site	Ho: One culvert present on site; Oken: One culvert present on site; Young-Armos: Four culverts present on site. Haroutunian South: Two culverts present on site.
Other			Medium	On-Site	Ho: Irrigation system installed by lessee. Oken: Drainage running east-west along southern portion of property. General erosion issues.
Water Control Structures			Low	Both	San Francisco Archdiocese: Bellevue-Wilfred Flood Control Channel (SCWA) runs between the two adjacent parcels that comprise the property. Young-Armos: Wilfred Creek/Flood control channel borders property to south; drainage ditches traverse eastern portion from north to south.
Wells, Sumps			Low	On-Site	Well present at Young-Armos.

Structures	Permitted/ Legal	Future Permitted	Problem	Location	Notes
Erosion Control Structures	Yes	Yes	Medium	On-Site	Culverts present at Haroutunian South, Ho, Oken, and Young-Armos.
Existing Structures	Yes	Yes	Low	On-Site	Barn present at Oken.
Other	Yes	Yes	Low	On-Site	Irrigation system installed by lessee at Ho.

Section 7 - Land Use

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Adjacent Land Use	Permitted	Future Permitted	Problem	Location	Notes
Agricultural	Yes	Yes	Low	Not Selected	Agricultural lands adjacent or near-adjacent to Haroutunian South (west, south), Ho (north, east, south), Dogbane Preserve (south, east), Oken (south, east), San Francisco Archdiocese (south, east), and Young-Armos (north, east, west).
Commercial	Yes	Yes	Medium	Not Selected	Commercial areas adjacent or near-adjacent to Haroutunian South (northeast, across Scenic Ave.).
Dedicated Preserve	Yes	Yes	Low	South	Arshi Mitigation Site (DFW) adjacent to Haroutunian South (south).
Major Roads	Yes	Yes	Low	North	Major roads adjacent or near-adjacent to Dogbane Preserve (Redwood Hwy., south), Ho (Petaluma Hill Rd., west), Oken (Petaluma Hill Rd., north), San Francisco Archdiocese (Wilfred Ave., south), and Young-Armos (Snyder Ln., north).
Minor Roads	Yes	Yes	Low	Not Selected	Minor roads adjacent or near-adjacent to Haroutunian South (Scenic Ave., north) and Young-Armos (Hunter Ln., west; N. Rohnert Park Tr., south).
Open Space	Yes	Yes	Low	Not Selected	Open space adjacent or near-adjacent to Dogbane Preserve (Schopflin Ballfields, east; Evergreen OSE, north; Alba Lane CE, south) and Ho (CE over private cropland, south).
Other	Yes	Yes	Medium	East	Rail adjacent to Haroutunian South (planned conversion to rail-trail; south).
Recreational	Yes	Yes	Low	East	Schopflin Ballfields (Regional Park) adjacent to Dogbane Preserve (east).
Residential - High Density	Yes	Yes	Medium	South	High-density residential areas adjacent or near-adjacent to Oken (south) and Young-Armos (south).
Residential - Low Density	Yes	Yes	Low	Not Selected	Low-density residential areas adjacent or near-adjacent to Haroutunian South (west, north across Scenic Ave) and San Francisco Archdiocese (north).

Agriculture	Permitted	Future Permitted	Problem	Location	Notes
Agriculture	Yes	Yes	Low	On-Site	Agricultural activities occurs at Dogbane Preserve (periodic manual harvest of dogbane), and Ho (crop/ grazing).
Grazing	Yes	Yes	Low	On-Site	Grazing occurs at San Francisco Archdiocese, Oken, and Ho (assumed for 2031).

Cultural Elements	Permitted	Future Permitted	Problem	Location	Notes
Native Historical Site	Yes	Yes	None	On-Site	Dogbane Preserve protects dogbane (Apocynum cannabinum), which is an important cultural resource of the Native American community.
Development	Permitted	Future Permitted	Problem	Location	Notes
Gravel or Dirt Roads	Yes	Yes	Low	On-Site	Young-Armos (0.5 mi).
Open Space	Yes	Yes	None	On-Site	All sites are open space preserves.
Other	Yes	Yes	Low	On-Site	Perimeter fencing present on all sites.
Recreation	Permitted	Future Permitted	Problem	Location	Notes
Other	Yes	Yes	Low	On-Site	District hosts harvest days at Dogbane Preserve.
Passive Recreation	Yes	Yes	Low	On-Site	No public access beyond educational outings or stewardship workdays; public access is by tour only.
Resource Use	Permitted	Future Permitted	Problem	Location	Notes
Agricultural	Yes	Yes	Low	On-Site	Periodic harvests of dogbane (Apocynum cannabinum) at Dogbane Preserve. Row crops at Ho (20 acres; assume will be grazed by 2031).
Livestock Grazing	Yes	Yes	Low	Both	Grazing occurs at San Francisco Archdiocese, Oken, and Ho (assumed for 2031).

Section 8 - Biological Assessment

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

ANIMALS

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

AMPHIBIANS

California Tiger Salamander

Global: G2

National: N2N3

State: S2S3

(*Ambystoma californiense*)

(State Threatened, Federally Endangered). Documented on and adjacent to Haroutunian South (observed in ponded drainage and swale; 134 larvae in 3 pools in 2010); potential for occurrence at Oken, San Francisco Archdiocese, and Young-Armos (PCI 2014).

FAIRY, CLAM, AND TADPOLE SHRIMPS

California Fairy Shrimp

Global: G3

National: N3N4

State: S2S3

(*Linderiella occidentalis*)

Documented from wetlands at Haroutunian South (PCI 2014).

Section 8 - Biological Assessment

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

INVASIVE/EXOTIC

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

FLOWERING PLANTS

Big-head Purple Starthistle (<i>Centaurea calcitrapa</i>)	Global: GNR	National: NNA	State: SNA	Oken (SCAPOS D 2012, PCI 2014).
Firethorn (<i>Pyracantha angustifolia</i>)	Global: GNR	National: NNA	State: SNA	San Francisco Archdiocese and Young-Arms (SCAPOS D 2012, PCI 2014).
Harding Grass (<i>Phalaris aquatica</i>)	Global: GNR	National: NNA	State: SNA	Haroutunian South and San Francisco Archdiocese (SCAPOS D 2012, PCI 2014).
Himalayan blackberry (<i>Rubus armeniacus</i>)	Global: GNR	National: NNA	State: SNA	Dogbane Preserve, Haroutunian South, Oken, and Young-Arms (SCAPOS D 2012, PCI 2014).
Medusa-head (<i>Elymus caput-medusae</i>)	Global: G4	National: NNA	State: SNA	Haroutunian South and San Francisco Archdiocese (SCAPOS D 2012, PCI 2014).
Penny-royal (<i>Mentha pulegium</i>)	Global: GNR	National: NNA	State: SNA	Haroutunian South (SCAPOS D 2012, PCI 2014).
Sweet Fennel (<i>Foeniculum vulgare</i>)	Global: GNR	National: NNA	State: SNA	Oken, San Francisco Archdiocese, and Young-Arms (SCAPOS D 2012, PCI 2014).
Teasel (<i>Dipsacus sp.</i>)	Global:	National:	State:	Haroutunian South, San Francisco Archdiocese, and Young-Arms (SCAPOS D 2012, PCI 2014).
Woolly Distaff-thistle (<i>Carthamus lanatus</i>)	Global: GNR	National: NNA	State: SNA	Oken (SCAPOS D 2012, PCI 2014).
Yellow Starthistle (<i>Centaurea solstitialis</i>)	Global: GNR	National: NNA	State: SNA	Oken (SCAPOS D 2012, PCI 2014).

Section 8 - Biological Assessment

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

NATURAL COMMUNITIES

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

CALIFORNIA

Annual Grassland

Global:

National:

State:

Present at all sites and is the primary cover type at Oken and Young-Armos.

()

Seasonal Wetland / Vernal Pool

Global:

National:

State:

Present at Haroutunian South, Ho, Oken, San Francisco Archdiocese, and Young-Armos.

()

Valley Foothill Riparian

Global:

National:

State:

Present at Oken (remnant riparian areas/ willow stand) and San Francisco Archdiocese (northern part of property includes stand of willows).

()

Section 8 - Biological Assessment

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

PLANTS

Common Name:

Ranking:

Scientific Name:

Status:

Acreage:

Individual:

Notes:

FLOWERING PLANTS

Baker's Blennosperma

Global: G1

National: N1

State: S1.2

(State and Federally Endangered).

(*Blennosperma bakeri*)

Documented from wetlands on Haroutunian South (2.7 million plants in 2010, in most deeper pools and swales; PCI 2014). Also referred to as "Sonoma sunshine."

Sebastopol Meadowfoam

Global: G2

National: N2

State: S2.1

(State and Federally Endangered).

(*Limnanthes vinculans*)

Documented from wetlands at Haroutunian South (small pop. of ~100 plants, 2007-08; SCAPOSD 2014) and Young-Armos (found in one pool in SW, <10 plants in 2000; PCI 2014).

Section 15 - Ongoing Tasks and Costs

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
BIOTIC SURVEYS								
Erosion Ctrl. &	Culvert Assessment	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Sub-Total								480.21
FIELD EQUIPMENT								
Field Equipment - Tech.	GPS, Cell Phone, Tablet,	Item	0.46	5,000.00	2,300.00	5.0	10.0	506.00
Field Equipment - Tools	Shovel, Pick, Battery Drill,	Item	0.46	1,000.00	460.00	1.0	10.0	506.00
Vehicle	Mileage (4x4)	Mile	1,208.00	0.58	700.64	1.0	10.0	770.70
Vehicle	Small Pickup 4x4	Item	0.46	24,000.00	11,040.00	10.0	10.0	1,214.40
Sub-Total								2,997.10
GENERAL MAINTENANCE								
Address Misc. Unauth.	Address Misc. Unauth.	L. Hours	8.00	54.57	436.56	5.0	10.0	96.04
Large Debris Removal	Contract Coordination	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Large Debris Removal	Contract Preparation	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Large Debris Removal	Contract Preparation	L. Hours	2.00	80.21	160.42	1.0	10.0	176.46
Large Debris Removal	Contract Preparation	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Large Debris Removal	Contract Preparation	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Large Debris Removal	Debris Removal	Contract	6.00	3,000.00	18,000.00	1.0	10.0	19,800.00
Trash/Debris Removal	Dump Fee	Item	4.00	25.00	100.00	1.0	10.0	110.00
Trash/Debris Removal	Trash Liners	Item	10.00	6.75	67.50	1.0	10.0	74.25
Trash/Debris Removal	Trash/Debris Removal	L. Hours	32.00	54.57	1,746.24	1.0	10.0	1,920.86
Sub-Total								24,078.81
HABITAT MAINTENANCE								
Culvert Maintenance	Contract Coordination	L. Hours	8.00	54.57	436.56	5.0	10.0	96.04
Culvert Maintenance	Contract Preparation	L. Hours	16.00	54.57	873.12	5.0	10.0	192.08
Culvert Maintenance	Contract Preparation	L. Hours	2.00	80.21	160.42	5.0	10.0	35.29
Culvert Maintenance	Contract Preparation	L. Hours	2.00	94.84	189.68	5.0	10.0	41.72
Culvert Maintenance	Contract Preparation	L. Hours	1.00	229.00	229.00	5.0	10.0	50.38
Culvert Maintenance	Maintenance	Contract	2.00	1,000.00	2,000.00	5.0	10.0	440.00
Culvert Replacement	CDFW 1600 Permit Fees	Item	1.00	2,458.00	2,458.00	50.0	10.0	54.07
Culvert Replacement	Contract Coordination	L. Hours	8.00	54.57	436.56	50.0	10.0	9.60
Culvert Replacement	Contract Preparation	L. Hours	16.00	54.57	873.12	50.0	10.0	19.20
Culvert Replacement	Contract Preparation	L. Hours	2.00	80.21	160.42	50.0	10.0	3.52
Culvert Replacement	Contract Preparation	L. Hours	2.00	94.84	189.68	50.0	10.0	4.17
Culvert Replacement	Contract Preparation	L. Hours	1.00	229.00	229.00	50.0	10.0	5.03
Culvert Replacement	Permit Application	L. Hours	300.00	54.57	16,371.00	50.0	10.0	360.16
Culvert Replacement	Permit Application Review	L. Hours	40.00	80.21	3,208.40	50.0	10.0	70.58
Culvert Replacement	Permit Application Review	L. Hours	10.00	94.84	948.40	50.0	10.0	20.86
Culvert Replacement	Permit Application Review	L. Hours	10.00	229.00	2,290.00	50.0	10.0	50.38
Culvert Replacement	RWQCB 401 Permit Fee	Item	1.00	800.00	800.00	50.0	10.0	17.60
Culvert Replacement	Replacement	Contract	8.00	10,000.00	80,000.00	50.0	10.0	1,760.00
Culvert Replacement	Sonoma County Roiling	Item	1.00	7,508.00	7,508.00	50.0	10.0	165.17
Culvert Replacement	USACE 404 Permit Fee	Item	1.00	40.00	40.00	50.0	10.0	0.88
Erosion Control	CDFW 1600 Permit Fees	Item	1.00	2,455.00	2,455.00	5.0	10.0	540.10
Erosion Control	Contract Coordination	L. Hours	8.00	54.57	436.56	10.0	10.0	48.02
Erosion Control	Contract Preparation	L. Hours	16.00	54.57	873.12	10.0	10.0	96.04
Erosion Control	Contract Preparation	L. Hours	2.00	80.21	160.42	10.0	10.0	17.64
Erosion Control	Contract Preparation	L. Hours	2.00	94.84	189.68	10.0	10.0	20.86
Erosion Control	Contract Preparation	L. Hours	1.00	229.00	229.00	10.0	10.0	25.19

Section 15 - Ongoing Tasks and Costs

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
Erosion Control	Permit Application	L. Hours	300.00	54.57	16,371.00	5.0	10.0	3,601.62
Erosion Control	Permit Application Review	L. Hours	10.00	80.21	802.10	5.0	10.0	176.46
Erosion Control	Permit Application Review	L. Hours	2.50	94.84	237.10	5.0	10.0	52.16
Erosion Control	Permit Application Review	L. Hours	2.50	229.00	572.50	5.0	10.0	125.95
Erosion Control	RWQCB 401 Permit Fee	Item	1.00	800.00	800.00	5.0	10.0	176.00
Erosion Control	Repairs	Contract	1.00	15,000.00	15,000.00	10.0	10.0	1,650.00
Erosion Control	Sonoma County Rolling	Item	1.00	7,508.00	7,508.00	5.0	10.0	1,651.76
Erosion Control	USACE 404 Permit Fee	Item	1.00	40.00	40.00	5.0	10.0	8.80
Exotic Plant Control	CDFW 1600 Permit Fees	Item	1.00	982.00	982.00	5.0	10.0	216.04
Exotic Plant Control	Contract Coordination	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Exotic Plant Control	Contract Preparation	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Exotic Plant Control	Contract Preparation	L. Hours	2.00	80.21	160.42	1.0	10.0	176.46
Exotic Plant Control	Contract Preparation	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Exotic Plant Control	Contract Preparation	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Exotic Plant Control	Exotic Plant Control	C. Hours	144.00	65.00	9,360.00	1.0	10.0	10,296.00
Exotic Plant Control	Manual Ctrl. Measures	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Exotic Plant Control	Manual Ctrl. Measures	L. Hours	40.00	56.76	2,270.40	1.0	10.0	2,497.44
Exotic Plant Control	NPDES Permit Fee	Item	1.00	8,400.00	8,400.00	5.0	10.0	1,848.00
Exotic Plant Control	Permit Application	L. Hours	300.00	54.57	16,371.00	5.0	10.0	3,601.62
Exotic Plant Control	Permit Application Review	L. Hours	40.00	80.21	3,208.40	5.0	10.0	705.84
Exotic Plant Control	Permit Application Review	L. Hours	10.00	94.84	948.40	5.0	10.0	208.64
Exotic Plant Control	Permit Application Review	L. Hours	10.00	229.00	2,290.00	5.0	10.0	503.80
Exotic Plant Control	RWQCB 401 Permit Fee	Item	1.00	800.00	800.00	5.0	10.0	176.00
Exotic Plant Control	USACE 404 Permit Fee	Item	1.00	40.00	40.00	5.0	10.0	8.80
Vegetation	Consultation w/Rangeland	L. Hours	8.00	54.57	436.56	10.0	10.0	48.02
Vegetation	Consultation w/Rangeland	L. Hours	6.00	80.21	481.26	10.0	10.0	52.93
Vegetation	Consultation w/Rangeland	L. Hours	2.00	94.84	189.68	10.0	10.0	20.86
Vegetation	Consultation w/Rangeland	C. Hours	24.00	100.00	2,400.00	10.0	10.0	264.00
Vegetation	Contract Coordination	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Vegetation	Contract Preparation	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Vegetation	Contract Preparation	L. Hours	2.00	80.21	160.42	1.0	10.0	176.46
Vegetation	Contract Preparation	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Vegetation	Contract Preparation	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Vegetation	Vegetation Mgmt./Nesting	Contract	1.00	14,000.00	14,000.00	1.0	10.0	15,400.00
Sub-Total								52,070.98

PUBLIC SERVICES

Address Misc.	From Public, Adjacent	L. Hours	15.00	54.57	818.55	1.0	10.0	900.40
Address Misc.	From Public, Adjacent	L. Hours	4.00	80.21	320.84	1.0	10.0	352.92
Address Misc.	From Public, Adjacent	L. Hours	4.00	94.84	379.36	1.0	10.0	417.29
Address Misc.	From Public, Adjacent	L. Hours	1.00	229.00	229.00	1.0	10.0	251.90
Boundary Signs	Replacement	Item	12.00	40.00	480.00	15.0	10.0	35.20
Boundary Signs	Replacement	L. Hours	8.00	54.57	436.56	15.0	10.0	32.01
Coord. - Current Leases	Contract or Lease	L. Hours	9.00	54.57	491.13	1.0	10.0	540.24
Coord. - Current Leases	Contract or Lease	L. Hours	5.00	80.21	401.05	1.0	10.0	441.15
Coord. - Current Leases	Contract or Lease	L. Hours	3.00	94.84	284.52	1.0	10.0	312.97
Coord. - Current Leases	Contract or Lease	L. Hours	3.00	229.00	687.00	1.0	10.0	755.70
Coord. - Current Leases	Coordinate With Lessee	L. Hours	30.00	54.57	1,637.10	1.0	10.0	1,800.81
Coord. - Future Leases	Coordination	L. Hours	30.00	54.57	1,637.10	10.0	10.0	180.08
Coord. - Future Leases	Prepare, Review,	L. Hours	9.00	54.57	491.13	10.0	10.0	54.02
Coord. - Future Leases	Prepare, Review,	L. Hours	5.00	80.21	401.05	10.0	10.0	44.11
Coord. - Future Leases	Prepare, Review,	L. Hours	3.00	94.84	284.52	10.0	10.0	31.29

Section 15 - Ongoing Tasks and Costs

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
Coord. - Future Leases	Prepare, Review,	L. Hours	3.00	229.00	687.00	10.0	10.0	75.57
Coord. - Gov. Bodies	Fire Agency, Vector Ctrl.,	L. Hours	8.00	54.57	436.56	1.0	10.0	480.21
Outreach	Community/Planning	L. Hours	5.00	94.84	474.20	1.0	10.0	521.62
Outreach	General Outreach	L. Hours	40.00	56.76	2,270.40	1.0	10.0	2,497.44
Outreach	Volunteer Program	L. Hours	80.00	56.76	4,540.80	1.0	10.0	4,994.88
Outreach	Website	L. Hours	1.00	54.57	54.57	1.0	10.0	60.02
Outreach	Website	L. Hours	4.00	56.76	227.04	1.0	10.0	249.74
Patrolling	Contract Coordination	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Patrolling	Contract Preparation	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Patrolling	Contract Preparation	L. Hours	1.00	80.21	80.21	1.0	10.0	88.23
Patrolling	Contract Preparation	L. Hours	1.00	94.84	94.84	1.0	10.0	104.32
Patrolling	Contract Preparation	L. Hours	0.50	229.00	114.50	1.0	10.0	125.95
Patrolling	Ranger Patrol	C. Hours	48.00	34.50	1,656.00	1.0	10.0	1,821.60
Patrolling	Site Visit	L. Hours	48.00	54.57	2,619.36	1.0	10.0	2,881.29
Patrolling	Site Visit	L. Hours	4.00	80.21	320.84	1.0	10.0	352.92
Patrolling	Site Visit	L. Hours	3.00	94.84	284.52	1.0	10.0	312.97
Research Requests	Coordination	L. Hours	80.00	54.57	4,365.60	1.0	10.0	4,802.16
Research Requests	Coordination	L. Hours	3.00	80.21	240.63	1.0	10.0	264.69
Research Requests	Research Request	L. Hours	75.00	54.57	4,092.75	1.0	10.0	4,502.02
Research Requests	Research Request	L. Hours	50.00	80.21	4,010.50	1.0	10.0	4,411.55
Research Requests	Research Request	L. Hours	25.00	94.84	2,371.00	1.0	10.0	2,608.10
Research Requests	Research Request	L. Hours	5.00	229.00	1,145.00	1.0	10.0	1,259.50
Sub-Total								39,045.17

REPORTING

Activity Documentation	Activity Documentation	L. Hours	12.00	54.57	654.84	1.0	10.0	720.32
Annual Budget	Annual Budget	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Annual Budget	Annual Budget	L. Hours	2.00	94.84	189.68	1.0	10.0	208.64
Annual Work Plan	Annual Work Plan	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Annual Work Plan	Annual Work Plan	L. Hours	4.00	80.21	320.84	1.0	10.0	352.92
Annual Work Plan	Annual Work Plan	L. Hours	4.00	94.84	379.36	1.0	10.0	417.29
Data Entry & Analysis	Data Entry & Analysis	L. Hours	24.00	54.57	1,309.68	1.0	10.0	1,440.64
GIS Database	GIS Database	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Internal Annual Report	Annual Report	L. Hours	24.00	54.57	1,309.68	1.0	10.0	1,440.64
Internal Annual Report	Annual Report Review	L. Hours	8.00	80.21	641.68	1.0	10.0	705.84
Internal Annual Report	Annual Report Review	L. Hours	8.00	94.84	758.72	1.0	10.0	834.59
Update Management	Updated Mgmt. Plan	L. Hours	40.00	54.57	2,182.80	10.0	10.0	240.10
Update Management	Updated Mgmt. Plan	L. Hours	10.00	80.21	802.10	10.0	10.0	88.23
Update Management	Updated Mgmt. Plan	L. Hours	12.00	94.84	1,138.08	10.0	10.0	125.18
Sub-Total								9,455.75

SITE CONSTRUCTION/MAINT.

Combo Lock	Install Combo Locks	Item	4.00	15.00	60.00	5.0	10.0	13.20
Fence	Maintenance and Repair	L. Hours	16.00	54.57	873.12	1.0	10.0	960.43
Fence - Installed	Barbed-wire, 4 Strd.	Lin. Ft.	19,630.00	5.00	98,150.00	30.0	10.0	3,598.83
Fence - Installed	Chain Link, 6' High -	Lin. Ft.	2,230.00	13.00	28,990.00	30.0	10.0	1,062.96
Fence - Installed	Contract Coordination	L. Hours	16.00	54.57	873.12	30.0	10.0	32.01
Fence - Installed	Contract Preparation	L. Hours	24.00	54.57	1,309.68	30.0	10.0	48.02
Fence - Installed	Contract Preparation	L. Hours	4.00	80.21	320.84	30.0	10.0	11.76
Fence - Installed	Contract Preparation	L. Hours	4.00	94.84	379.36	30.0	10.0	13.90
Fence - Installed	Contract Preparation	L. Hours	2.00	229.00	458.00	30.0	10.0	16.79
Gate, Classic	Powder River,classic	Item	2.00	229.60	459.20	20.0	10.0	25.25

Section 15 - Ongoing Tasks and Costs

Property Title: Greenbelts

PAR ID: MB063

08/11/2015

Task List	Specific Description	Unit	Number of Units	Cost / Unit	Annual Cost	Years Divide	Cont %	Total Cost
Infrastructure	Barn, Etc.	Contract	1.00	500.00	500.00	1.0	10.0	550.00
Infrastructure	Contract Coordination	L. Hours	3.00	54.57	163.71	1.0	10.0	180.08
Infrastructure	Contract Preparation	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Infrastructure	Contract Preparation	L. Hours	1.00	80.21	80.21	1.0	10.0	88.23
Infrastructure	Contract Preparation	L. Hours	1.00	94.84	94.84	1.0	10.0	104.32
Infrastructure	Contract Preparation	L. Hours	0.50	229.00	114.50	1.0	10.0	125.95
Road Maintenance	Contract Coordination	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Road Maintenance	Contract Preparation	L. Hours	4.00	54.57	218.28	1.0	10.0	240.10
Road Maintenance	Contract Preparation	L. Hours	1.00	80.21	80.21	1.0	10.0	88.23
Road Maintenance	Contract Preparation	L. Hours	1.00	94.84	94.84	1.0	10.0	104.32
Road Maintenance	Contract Preparation	L. Hours	0.50	229.00	114.50	1.0	10.0	125.95
Road Maintenance	Road Maintenance	Contract	1.00	500.00	500.00	1.0	10.0	550.00
Vehicular Gate -	Contract Coordination	L. Hours	4.00	54.57	218.28	20.0	10.0	12.00
Vehicular Gate -	Contract Preparation	L. Hours	8.00	54.57	436.56	20.0	10.0	24.01
Vehicular Gate -	Contract Preparation	L. Hours	2.00	80.21	160.42	20.0	10.0	8.82
Vehicular Gate -	Contract Preparation	L. Hours	2.00	94.84	189.68	20.0	10.0	10.43
Vehicular Gate -	Contract Preparation	L. Hours	1.00	229.00	229.00	20.0	10.0	12.59
Vehicular Gate -	Vehicular Gate	Each	13.00	600.00	7,800.00	20.0	10.0	429.00
Sub-Total								8,917.47
Subtotal								137,045.51
Administration								32,890.92
Total								169,936.44

Section 16 - Financial Summary

Property Title: Greenbelts

Date: 08/11/2015

1st Budget Year: 2031

State: CA

PAR Code: MB063

<i>Item Descriptions</i>	<i>Total</i>
<i>Initial & Capital Financial Requirements</i>	
Revenues	\$0
Management Costs	\$0
Contingency Expense	\$0
<i>Initial & Capital Management Total Costs</i>	\$0
Administrative Costs of Total Management Costs	\$0
<i>Initial & Capital Gross Costs</i>	\$0
<i>Initial & Capital Net Costs</i>	\$0
<i>Annual Ongoing Financial Requirements</i>	
Revenues	\$0
Ongoing Costs	\$124,587
Contingency Expense	\$12,459
<i>Ongoing Management Total Costs</i>	\$137,046
Administrative Costs of Total Management Costs	\$32,891
<i>Ongoing Gross Costs</i>	\$169,936
<i>Ongoing Net Costs</i>	\$169,936
<i>Endowment Requirements for Ongoing Stewardship</i>	
<i>Endowment to Produce Income of \$169,936</i>	\$3,776,365
<i>Endowment per acre \$18,882</i>	
<i>Stewardship costs are based on 4.50% of Endowment Earnings per Year</i>	
<i>Ongoing management funding per year is 169,936</i>	
<i>Resulting in a per acre per year cost of \$850</i>	
<i>Total Funding Required</i>	\$3,776,365

ATTEST: APR 24 1991

EEVE T. LEWIS

County Clerk & ex-officio Clerk of the
Board of Supervisors of the State of Cal-
ifornia, in & for the County of Sonoma
By E. Harressey Deputy

RESOLUTION NO. 91-0522

Dated: March 26, 1991

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA,
STATE OF CALIFORNIA, ESTABLISHING A POLICY WITH RESPECT TO THE
CONVEYANCE OF CURRENTLY HELD AND LATER ACQUIRED INTERESTS IN
OPEN SPACE LANDS TO THE SONOMA COUNTY AGRICULTURAL PRESERVATION
AND OPEN SPACE DISTRICT

WHEREAS, from time to time this Board, the Sonoma
County Planning Commission and the Sonoma County Board of Zoning
Adjustments condition tentative subdivision maps and other
discretionary land use approvals on the dedication of open space
easements and other non-possessory interests in open space
lands; and

WHEREAS, from time to time this Board may also acquire
by gift, devise or purchase non-possessory interests in open
space lands; and

WHEREAS, the Sonoma County Agricultural Preservation
and Open Space District (the "District") was recently formed for
the purpose of acquiring and holding such interests in open
space lands; and

WHEREAS, this Board is specifically authorized by
Government Code §26227 and the Legislature's enactment of §6 of
Chapter 186 of the Statutes of 1990 to convey interests in real
property to the District and the District is authorized to
accept such conveyances by Public Resources Code §5540; and

WHEREAS, the District, unlike the County, is subject
to more stringent state law restrictions on the transfer of real
property held by the District; and

WHEREAS, the District, when it has hired a general
manager, will be better equipped to receive, hold, manage and
account for such interests in open space lands;

NOW THEREFORE BE IT RESOLVED that this Board of
Supervisors finds, determines, declares and orders as follows:

1. that hereafter, title to non-possessory interests
in open space lands acquired pursuant to the County's land use
regulatory policies or otherwise acquired by gift, devise or
purchase shall be taken in the name and for the benefit of the
District;

2. that the Planning Director and other appropriate
County officers are directed to assist the General Manager of

the District in locating, inventorying and transferring non-possessionary interests in open space lands held by the County to the District;

3. that for the purposes of paragraph 2, above, the Chair is delegated the duty and authority to execute, on behalf of this Board, appropriate deeds of conveyance and other necessary documents;

4. that the General Manager of the District is requested to advise this Board of the written policies by which these non-possessionary interests in open space lands will be maintained and protected.

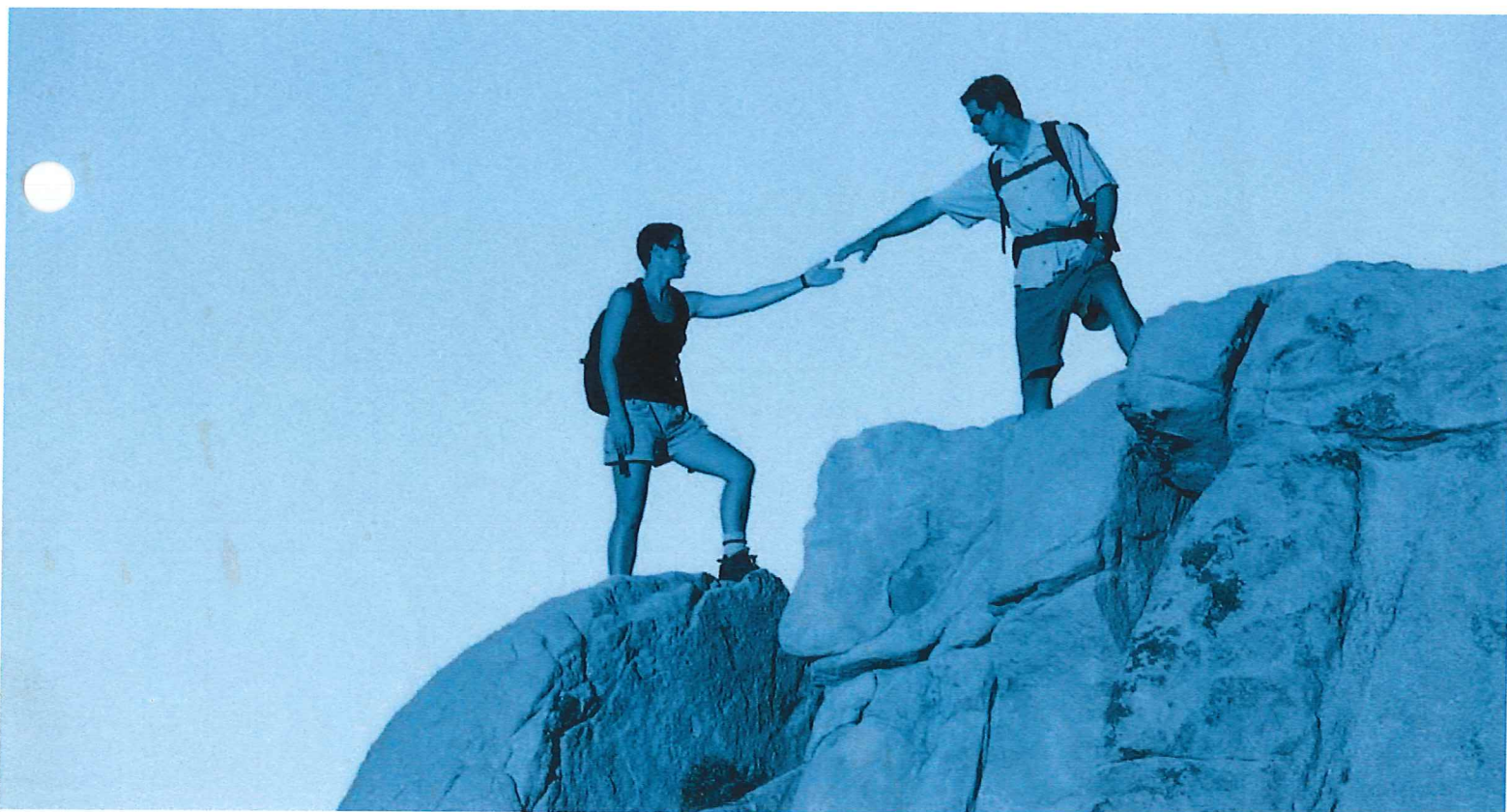
SUPERVISORS:

NICHOLAS_____HARBERSON_____SMITH_____ESPOSTI_____CARPENTER_____

AYES 5 NOES_____ABSTAIN_____ABSENT_____

SO ORDERED.

Land Trust Standards and Practices



Attachment 3 Encl. 3

Revised 2004

Introduction

Land Trust Standards and Practices are the ethical and technical guidelines for the responsible operation of a land trust. The Land Trust Alliance developed *Land Trust Standards and Practices* in 1989 at the urging of land trusts who believe a strong land trust community depends on the credibility and effectiveness of all its members and who understand that employing best practices is the surest way to secure lasting conservation. This is a living document and was revised in 1993, 2001 and 2004 to reflect changes in land trust practices and regulations governing nonprofit organizations. The 2004 revisions were prepared by a team of land trust leaders and reviewed by hundreds of conservationists to capture and share the experience of land trusts from throughout the country.

The nation's more than 1,500 nonprofit land trusts have conserved millions of acres of wildlife habitat, farms, ranches, forests, watersheds, recreation areas and other important lands. The continued success of land trusts depends both on public confidence in, and support of, the conservation efforts of these organizations, and on building conservation programs that stand the test of time. It is every land trust's responsibility to uphold this public trust and to ensure the permanence of its conservation efforts.

Implementing *Land Trust Standards and Practices* helps land trusts uphold the public trust and build strong and effective land conservation programs. The Land Trust Alliance requires that member land trusts adopt *Land Trust Standards and Practices* as the guiding principles for their operations, indicating their commitment to upholding the public trust and the credibility of the land trust community as a whole. (See the sample adoption resolution on the next page.) The Land Trust Alliance encourages all land trusts to implement *Land Trust Standards and Practices* at a pace appropriate for the size of the organization and scope of its conservation activities.

Land Trust Standards and Practices are organized into 12 standards and supporting practices to advance the standards. The practices are guidelines; there are many ways for a land trust to implement the practices, depending on the size and scope of the organization. The Land Trust Alliance provides resources to assist land trusts in the implementation of *Land Trust Standards and Practices*. General information on *Land Trust Standards and Practices* and on Alliance publications and training programs related to the standards and practices can be found at www.lta.org. Land Trust Alliance member land trusts and partners can find additional technical information and sample documents at www.LTAnet.org.

While *Land Trust Standards and Practices* are designed primarily for nonprofit, tax-exempt land trusts, they also provide important guidance for any organization or government agency that holds land or easements for the benefit of the public.

Land trusts are a respected and integral part of the nation's land conservation work. With this recognition comes responsibility to ensure that all land trusts operate effectively and that their conservation efforts are lasting. *Land Trust Standards and Practices* are a critical tool in meeting these challenges.

Standard II: Conservation Easement Stewardship

The land trust has a program of responsible stewardship for its easements.

Practices

- A. Funding Easement Stewardship. The land trust determines the long-term stewardship and enforcement expenses of each easement transaction and secures the dedicated or operating funds to cover current and future expenses. If funds are not secured at or before the completion of the transaction, the land trust has a plan to secure these funds and has a policy committing the funds to this purpose. (See 6G.)
- B. Baseline Documentation Report. For every easement, the land trust has a baseline documentation report (that includes a baseline map) prepared prior to closing and signed by the landowner at closing. The report documents the important conservation values protected by the easement and the relevant conditions of the property as necessary to monitor and enforce the easement. In the event that seasonal conditions prevent the completion of a full baseline documentation report by closing, a schedule for finalizing the full report and an acknowledgement of interim data [that for donations and bargain sales meets Treasury Regulations §1.170A-14(g)(5)(i)] are signed by the landowner at closing.
- C. Easement Monitoring. The land trust monitors its easement properties regularly, at least annually, in a manner appropriate to the size and restrictions of each property, and keeps documentation (such as reports, updated photographs and maps) of each monitoring activity.
- D. Landowner Relationships. The land trust maintains regular contact with owners of easement properties. When possible, it provides landowners with information on property management and/or referrals to resource managers. The land trust strives to promptly build a positive working relationship with new owners of easement property and informs them about the easement's existence and restrictions and the land trust's stewardship policies and procedures. The land trust establishes and implements systems to track changes in land ownership.
- E. Enforcement of Easements. The land trust has a written policy and/or procedure detailing how it will respond to a potential violation of an easement, including the role of all parties involved (such as board members, volunteers, staff and partners) in any enforcement action. The land trust takes necessary and consistent steps to see that violations are resolved and has available, or has a strategy to secure, the financial and legal resources for enforcement and defense. (See 6G and 11A.)
- F. Reserved and Permitted Rights and Approvals. The land trust has an established procedure for responding to landowner required notices or requests for approvals in a timely and consistent manner, and has a system to track notices, approvals and the exercise of any significant reserved or permitted rights.

- G. Contingency Plans/Backups. The land trust has a contingency plan for all of its easements in the event the land trust ceases to exist or can no longer steward and administer them. If a backup grantee is listed in the easement, the land trust secures prior consent of the backup grantee to accept the easement. To ensure that a backup or contingency holder will accept an easement, the land trust has complete and accurate files and stewardship and enforcement funds available for transfer. (See 11H.)
- H. Contingency Plans for Backup Holder. If a land trust regularly consents to being named as a backup or contingency holder, it has a policy or procedure for accepting easements from other land trusts and has a plan for how it will obtain the financial resources and organizational capacity for easements it may receive at a future date. (See 11G.)
- I. Amendments. The land trust recognizes that amendments are not routine, but can serve to strengthen an easement or improve its enforceability. The land trust has a written policy or procedure guiding amendment requests that: includes a prohibition against private inurement and impermissible private benefit; requires compliance with the land trust's conflict of interest policy; requires compliance with any funding requirements; addresses the role of the board; and contains a requirement that all amendments result in either a positive or not less than neutral conservation outcome and are consistent with the organization's mission.
- J. Condemnation. The land trust is aware of the potential for condemnation, understands its rights and obligations under condemnation and the IRC, and has appropriate documentation of the important conservation values and of the percentage of the full value of the property represented by the easement. The land trust works diligently to prevent a net loss of conservation values.
- K. Extinguishment. In rare cases, it may be necessary to extinguish, or a court may order the extinguishment of, an easement in whole or in part. In these cases, the land trust notifies any project partners and works diligently to see that the extinguishment will not result in private inurement or impermissible private benefit and to prevent a net loss of important conservation values or impairment of public confidence in the land trust or in easements.

Standard 12: Fee Land Stewardship

The land trust has a program of responsible stewardship for the land it holds in fee for conservation purposes.

Practices

- A. Funding Land Stewardship. The land trust determines the immediate and long-term financial and management implications of each land transaction and secures the dedicated and/or operating funds needed to manage the property, including funds for liability insurance, maintenance, improvements, monitoring, enforcement and other costs. If funds are not secured at or before the completion of the transaction, the land trust has a plan to secure these funds and has a policy committing the funds to this purpose. (See 6G.)
- B. Stewardship Principles. The land trust establishes general principles to guide the stewardship of its fee-owned properties, including determining what uses are and are not appropriate on its properties, the types of improvements it might make and any land management practices it will follow.
- C. Land Management. The land trust inventories the natural and cultural features of each property prior to developing a management plan that identifies its conservation goals for the property and how it plans to achieve them. Permitted activities are compatible with the conservation goals, stewardship principles and public benefit mission of the organization. Permitted activities occur only when the activity poses no significant threat to the important conservation values, reduces threats or restores ecological processes, and/or advances learning and demonstration opportunities.
- D. Monitoring Land Trust Properties. The land trust marks its boundaries and regularly monitors its properties for potential management problems (such as trespass, misuse or overuse, vandalism or safety hazards) and takes action to rectify such problems.
- E. Land Stewardship Administration. The land trust performs administrative duties in a timely and responsible manner. This includes establishing policies and procedures, keeping essential records, filing forms, paying insurance, paying any taxes and/or securing appropriate tax exemptions, budgeting, and maintaining files.
- F. Community Outreach. The land trust keeps neighbors and community leaders informed about its ownership and management of conservation properties.
- G. Contingency Backup. The land trust has a contingency plan for all of its conservation land in the event the land trust ceases to exist or can no longer manage the property. To ensure that a contingency holder will accept the land, the land trust has complete and accurate files and stewardship funds available for transfer.
- H. Nonpermanent Holdings. When a land trust holds fee land with the intention to sell or transfer the land, the land trust is open about its plans with the public and manages and maintains the property in a manner that retains the land trust's public credibility. (See 8L.)
- I. Condemnation. The land trust is aware of the potential for condemnation, understands its rights and obligations under condemnation, and works diligently to prevent a net loss in conservation values.