



Midpeninsula Regional
Open Space District

R-19-58
Meeting 19-13
April 24, 2019

AGENDA ITEM 10

AGENDA ITEM

Agricultural Workforce Housing at La Honda Creek Open Space Preserve

GENERAL MANAGER'S RECOMMENDATIONS

1. Based on findings in this report, *select one* of the following three options to replace the prior agricultural workforce housing unit at La Honda Creek Open Space Preserve:
 - a. Construct a new modular home at 900 Sears Ranch Road;
 - b. Construct a new manufactured home at 900 Sears Ranch Road; or
 - c. Designate an existing residential rental house at 5711 La Honda Road as the agricultural workforce housing unit for La Honda Creek Open Space Preserve.
2. If option (a) or (b) is approved, authorize the General Manager enter into a contract with Mesiti-Miller Engineering of Santa Cruz, California for a not-to-exceed base contract amount of \$139,978, and authorize a 15% contingency of \$20,997, for a grand total contract amount not-to-exceed \$160,975, to develop design plans for the approved option.
3. If option (c) is approved, adopt a resolution authorizing the General Manager to enter into a partnership agreement with San Mateo County for a forgivable ten-year, no-interest Farmworker Housing Pilot Program Phase III loan for \$100,000, and permanently designate the residence as agricultural workforce housing.

SUMMARY

The Midpeninsula Regional Open Space District (District) has an opportunity to proceed with a partnership with San Mateo County (County) to provide agriculture workforce housing under the Farmworker Housing Rehabilitation Pilot Program. The program provides funding for either new construction or rehabilitation of existing farmworker housing. In June 2017, the Board of Directors (Board) approved replacing a single-family agricultural workforce residence deemed unsalvageable due to the lack of a foundation and structural supports at La Honda Creek Open Space Preserve with the construction of modular housing (R-17-75). At this meeting, the Board considered a cost estimate of \$472,391 for the new housing unit, plus an additional \$75,000 to develop a new well.

Staff has been working diligently to move the project forward and issued a Request for Qualifications (RFQ) for design-build contractors twice, and a Request for Proposals (RFP) for design consultants once between September 2018 and February 2019. The District did not receive any proposals from design-build contractors (the ideal project approach) and only

received one design proposal (to proceed instead with a design-bid-build approach) for a not-to-exceed amount of \$160,975.

During this time, staff also reevaluated the project costs. The new, revised estimate for constructing a modular building at 900 Sears Ranch Road as originally planned increased to approximately \$800,000 (including site work). Given a 46% increase in the estimated project cost, staff is returning to the Board to confirm the direction for the project and to offer one additional option of using and designating the existing 5711 La Honda Road tenant residence, which lies in close proximity to the 900 Sears Ranch Road site, as agricultural workforce housing.

The Fiscal Year (FY) 2018-19 budget includes sufficient funds to cover costs through the end of this fiscal year. The proposed FY2019-20 Action Plan and Budget will include additional funds to complete the Board-selected option.

BACKGROUND

In May 2014, San Mateo County Board of Supervisor Don Horsley's office contacted the District to discuss a new Farmworker Housing Rehabilitation Pilot Program they were developing with funding from San Mateo County Department of Housing and San Mateo County Measure A. The intent of this Pilot Program is to build partnerships and provide the resources to enable farmers and agricultural landowners to improve family housing for the County's low-income agriculture workforce.

In June 2015, the District approved a partnership with the County to provide habitability improvements to an existing District-owned agricultural workforce housing unit at 900 Sears Ranch Road house (R-15-88). As the former Driscoll Ranch is the District's largest year round conservation grazing operation (3,681 acres), housing a ranch worker onsite provides great benefits in day-to-day management of the grazing operation, which aligns with the District's coastside mission to support agriculture and furthers the District's goals of the conservation grazing program to protect grassland habitat. The District and County reviewed the habitability improvements for the 900 Sears Ranch Road house and determined that improvements to the existing unit were infeasible due to the lack of a building foundation and overall poor condition of the structure. The County red-tagged the house, which was demolished in FY2016-17 (R-16-136). After assessing housing locations in La Honda Creek Open Space Preserve and developing cost estimates for a three (3) bedroom, two (2) bath, 1,200 square foot home, the Board approved the construction of agricultural workforce modular housing in June 2017 (R-17-75).

DISCUSSION

In June 2017, the Board approved replacing a single-family agricultural workforce residence deemed unsalvageable with the construction of new single-family modular housing (R-17-75). At this meeting, the Board considered a cost estimate of \$472,391 for the new housing unit, plus an additional \$75,000 to develop a new well. However, since this time, revised cost estimates indicate a 46% increase, anticipating a total new project cost of \$800,000. Given this increase, staff is returning to the Board to confirm the direction for the project and to offer one additional option for reduced project costs.

Agricultural Workforce Housing Options

Modular Home (option a, \$800,000) versus Manufactured Home (option b, \$670,000)

The Board originally considered two building types for replacement of the 900 Sears Ranch Road residence: modular and manufactured.

Modular homes are residences built in a controlled factory environment in sections, or modules, and then transported to the construction site. They are built at an offsite factory and transported to the destination site where they are installed atop permanent foundations. The only difference between modular homes and traditionally built homes is the construction method. Traditionally built homes are constructed entirely onsite from the ground up. Both traditionally built and modular homes are permanent structures. They do not have a predetermined lifespan, and their lifespan is determined largely by the upkeep and ongoing maintenance, similar to other existing District owned houses and facilities. The estimated cost of the modular home is approximately \$200,000, or \$170 per square foot. The associated site improvements, including new foundation, well drilling and connection, sewer system, electrical hookup, and road improvements will cost an estimated \$450,000. With design and permitting costs, and a construction contingency, the total cost for a modular home is estimated at approximately \$800,000.

A manufactured home is built to the Manufactured Home Construction and Safety Standards (U.S. Dept. of Housing and Urban Development Code) and displays a red certification label on the exterior of each transportable section. Manufactured homes are built in the controlled environment of a manufacturing plant and are transported in one or more sections on a permanent chassis. They can be installed on permanent or temporary foundations. Various sources estimate the life expectancy of manufactured homes between 30 to 60 years. However, standards have improved over the years that may help add lifespan to the structures. The estimated cost of a manufactured home is \$100,000, or \$85 per square foot. The associated site costs for the manufactured home option will be comparable to the modular home option with a total project cost of approximately \$670,000.

Repairs and Designation of an Existing District Residence (option c, \$230,000)

The ranch worker who is assisting with the grazing cattle operation at the former Driscoll Ranch area of the Preserve currently lives in District housing at 5711 La Honda Road. The District relocated the worker and his family from the 900 Sears Ranch Road residence when the house was deemed unsuitable for continued habitation in 2016. The District acquired the residence at 5711 La Honda Road as part of the Apple Orchard and Event Center properties in 2015. In lieu of constructing new housing at 900 Sears Ranch Road, a new and third option for Board consideration is to maintain the ranch worker at 5711 La Honda Road and designate the residence at agricultural worker housing.

The house is located in the southern portion of the Preserve, overlooking the event center and accessed from an unimproved dirt road. The structure is in fair to good condition. An historic structures investigation completed in 2016 indicated that the house is not of historic significance. The house is served by a domestic well, septic system, and PG&E (electricity only).

The residence was designated as employee housing in the 2015 Preliminary Use and Management Plan (PUMP) that was prepared for the Apple Orchard and Event Center properties at the time of purchase. The housing assessment noted that the home continues to be viable as potential employee housing due to its proximity to the Event Center for ongoing monitoring and

maintenance of the Event Center's current and future uses. It is worth noting that since this purchase, the District also acquired the former Cunha Property off Sears Ranch Road, which currently houses a District ranger in close proximity to the Preserve main entrance and to the Event Center. Furthermore, the District has also improved the Event Center office for use as a Coastal Area Outpost.

While the 5711 La Honda Road is in fair to good condition, it is in need of some repairs. A recent visual assessment identified the following repairs: new roof, new siding and painting, new doors, UV water filtration system, deck replacement, and minor interior repairs. An estimate for these repairs along with a contingency for potential unforeseen repairs is \$230,000.

If the Board selects this option, the General Manager recommends that adoption of the attached Resolution to formalize the forgivable loan financing that applies to this project option (see Attachment 4).

San Mateo County Farmworker Housing Pilot Program Phase III

San Mateo County is currently in Phase III of their Farmworker Housing Pilot Program (Program). The Program will facilitate the creation of new farmworker housing, the rehabilitation or repair of existing farmworker housing, and the replacement of existing dilapidated mobile home units.

To rebuild agricultural workforce housing at 900 Sears Ranch Road, the District qualifies for a no-interest, forgivable 15-year loan of \$150,000 as part of the Program. Both the modular and manufactured house options qualify under this category. To rehabilitate or repair the existing house at 5711 La Honda Road, the District qualifies for a no-interest, forgivable 10-year loan of \$100,000 as part of the Program. The option of repairing and designating the existing house at 5711 La Honda Road as agricultural workforce housing qualifies under this category. The following are requirements of the Program (see attachment 3):

1. The residence must remain as agricultural workforce housing for the life of the unit.
2. The County will forgive the no-interest loan after the term of the loan ends.
3. The County will require repayment of the loan principal if the residence is used for any use other than agricultural workforce housing or if the property is sold during the life of the loan period, unless the San Mateo County Department of Housing approves a specific exception prior to sale.
4. The property owner must provide a deed of trust securing the property.

To obtain a loan under this Program, the District would sign a partnership loan agreement with the County and agree to the requirements listed above. Additionally, a new amendment to the grazing lease with current grazing tenant AGCO Hay LLC would ensure compliance with the rent requirements by the grazing tenant. AGCO Hay LLC has indicated that they are willing to amend the grazing lease to comply with the loan agreement terms.

Summary of Options

The following table summarizes options for Board consideration:

<i>Option</i>	<i>Total Project Cost</i>	<i>Eligible County Forgivable Loan Amount</i>	<i>Pros</i>	<i>Cons</i>
New Modular Home	\$800,000	\$150,000	New building No predetermined lifespan Replaces demolished structure.	Most expensive
New Manufactured Home	\$670,000	\$150,000	New building Less expensive Replaces demolished structure.	Shortest lifespan (30 to 60 years)
Designation of Existing Building	\$230,000	\$100,000	Least expensive Designates existing residence as agricultural workforce housing.	Facility is not available for employee housing

Project Design and Delivery

If the Board selects option (a) or (b), the next steps are to prepare design documents and apply for permits to complete the construction of new modular or manufactured housing. Between September 2018 and February 2019, staff released two separate RFQs for design-build services for the project, both of which failed to receive any submissions of qualifications. In that time, staff also released an RFP for design services to proceed instead with a traditional design-bid-build project delivery approach, and received only one submission from Mesiti-Miller Engineering of Santa Cruz. If the Board selects either option (a) or (b), the General Manager recommends awarding the design contract in a design-bid-build approach to Mesiti-Miller Engineering for a not-to-exceed amount of \$160,975, including design contingency.

Selection of Contractor/Consultant

On September 19, 2018, District staff issued a RFQ for design-build services for the design, permitting, and construction of the Agricultural Workforce Housing Project. The RFQ was posted on BidSync, and eight to ten contractors and consultants were notified of the posting via email and phone calls. The District did not receive any submissions of Statements of Qualifications (SOQ), and District staff determined that the project will proceed as a Design-Bid-Build project delivery process rather than Design-Build.

A RFP for design services was issued on December 3, 2018 directly to five civil engineering consultants on the engineering pre-qualified list managed by the Engineering and Construction department. A pre-proposal meeting and site tour was held on January 8, 2019 with one firm in attendance for both days. Staff received one proposal from Mesiti-Miller Engineering (MME) on January 18, 2019. Other firms declined to propose on the Project citing lack of resources to dedicate to the Project.

Due to the fact that the District only received one proposal, in February 2019, staff elected to again release the RFQ for design-build services with additional outreach to Design-Build contractors. The RFQ was re-released on February 4, 2019 on the District's website, BidSync, and in several newspapers and publications in the peninsula and coastal cities. Notifications were also sent out directly via email to a contractor contact list developed by the General Manager's Office. One Design-build contractor showed interest but ultimately did not submit a proposal.

The District has the option to proceed with MME's proposal provided in January using the Design-Bid-Build project delivery process. MME was placed on the District's pre-qualified list through a RFQ process and has demonstrated experience in similar types of projects. Their proposal is reasonable for the required scope of work.

Design Services for Construction of Home at 900 Sears Ranch Road

The design services for constructing agricultural workforce housing at 900 Sears Ranch Road include, but are not limited to, the design of the foundation for a 1,200 square home, septic system, connection to power, connection to water well, water storage tanks for fire suppression, and improvements to the existing 2,500ft long driveway. The water well and casing will be installed in a separate contract prior to this project. The services for this project include the design of the water well pump and housing, and the connection of the well to the new home and fire suppression tanks. If the well is able to produce an adequate supply of water, a trough may also use water from the proposed well to support the onsite grazing operation. However, the primary use of water will remain for the home. The scope will also include surveying, and any other site investigations as required to complete design. The consultant team will provide structural, civil, mechanical, electrical and plumbing construction drawings along with all required specifications for County review and approval, and permit issuance. The consultant team will lead the effort in acquiring the building permit from the County. The project site is located in the Resource Management (RM) Zoning District, requiring a County of San Mateo RM Permit for agricultural workforce housing use. The District will lead the effort in acquiring the RM Permit.

FISCAL IMPACT

The Fiscal Year (FY) 2018-19 Budget and Action Plan includes \$106,800 for the *Agricultural Workforce Housing - La Honda Creek* project. There are sufficient funds in the project budget to cover the recommended action and expenditures anticipated this fiscal year. Sufficient funds will be requested for the FY2019-20 projected budget as part of the annual Budget and Action Plan approval process pending direction from the Board. The budget does not currently include the loan from the County Farmworker Housing Pilot Program.

Agricultural Workforce Housing - La Honda Creek (Project #35001)	Prior Year Actuals	FY2018-19 <i>Amended Budget</i>	FY2019-20 <i>Projected Budget</i>	Total
Project #35001 Budget:	\$25,739	\$106,800	\$390,000	\$522,539
Spent-to-Date (as of 05/01/2019):	(\$25,739)	(\$1,634)	\$0	(\$27,373)
Encumbrances:	\$0	(\$7,391)	\$0	(\$7,391)
MME Contract - Costs:	\$0	(\$50,000)	(\$89,978)	(\$139,978)
15% Contingency:	\$0	(\$7,500)	(\$13,497)	(\$20,997)
Budget Remaining (Proposed):	\$0	\$40,275	\$286,525	\$326,800

The recommended action is not funded by Measure AA.

BOARD COMMITTEE REVIEW

In June 2017 (R-17-75), the Board approved the General Manager's recommendations for construction of agricultural workforce housing in La Honda Creek Open Space Preserve to support the conservation grazing program.

At the same meeting, the Board adopted a resolution authorizing the General Manager to enter into a partnership agreement with the County for a forgivable fifteen-year, no-interest Farmworker Housing Pilot Program Phase III loan for \$150,000 to construction the new residence and permanently designate the residence as agricultural workforce housing. The Board also authorized the General Manager to amend the lease with AGCO Hay LLC, the onsite conservation-grazing tenant, to formalize the requirements of the Farmworker Housing Pilot Program Phase III between the District and the grazing tenant.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. County Supervisor Don Horsley's office and the San Mateo County Farm Bureau have been consulted on this project per the requirements of the District's Coastal Service Plan.

CEQA COMPLIANCE

In accordance with the State CEQA Guidelines, rebuilding of agricultural workforce housing at 900 Sears Ranch Road is categorically exempt from the California Environmental Quality Act (CEQA). The District's proposed use of the property would conform to all applicable County General Plan policies. In accordance with the District's Coastal Annexation Area Service Plan and the Environmental Impact Report (EIR), the project incorporates all of the Coastal Annexation Area EIR mitigation measures, which apply to construction activities within the Coastal Protection Area. All biological, cultural, and water resources avoidance and minimization measures shall adhere to those specific CEQA sections in the Coastal Service Plan EIR, the La Honda Creek Master Plan, and both programmatic and/or project specific regulatory permits obtained for each portion of the project. In the case of overlap, the most conservative measure shall apply. The District will file a Notice of Exemption with the County of San Mateo upon award of the construction contract.

If the Board decides to designate existing District owned housing at 5711 La Honda Road as agricultural workforce housing, a categorical exemption for existing facilities applies to the project (CEQA Guidelines section 15301). The District would file a Notice of Exemption with the County of San Mateo upon award of the repair contract for the structure.

NEXT STEPS

If the Board chooses to proceed with constructing a new home at 900 Sears Ranch Road, the General Manager will direct staff to enter into a contract with MME for design, engineering, permitting assistance, and construction administration services for the proposed Project. The Project would be constructed in FY2020-21. Award of the construction contract would come back to the Board for review and approval at a future date.

If the Board selects to designate District-owned housing at 5711 La Honda Road as agricultural workforce housing, staff would proceed with completing the repairs in FY2019-20. Award of the construction contract to complete the repairs would come back to the Board for review and approval at a future date. In addition, the District would proceed with the partnership loan agreement with San Mateo County that applies to repairs and rehabilitation of existing structures, and amend the grazing lease to ensure compliance with rent requirements.

Attachment(s)

1. Project Location Map.
2. Lower La Honda Creek Open Space Preserve Housing Assessment
3. Farmworker Housing Rehabilitation Pilot Program Phase III description
4. Resolution authorizing the General Manager to execute a loan agreement with San Mateo County

Responsible Department Head:

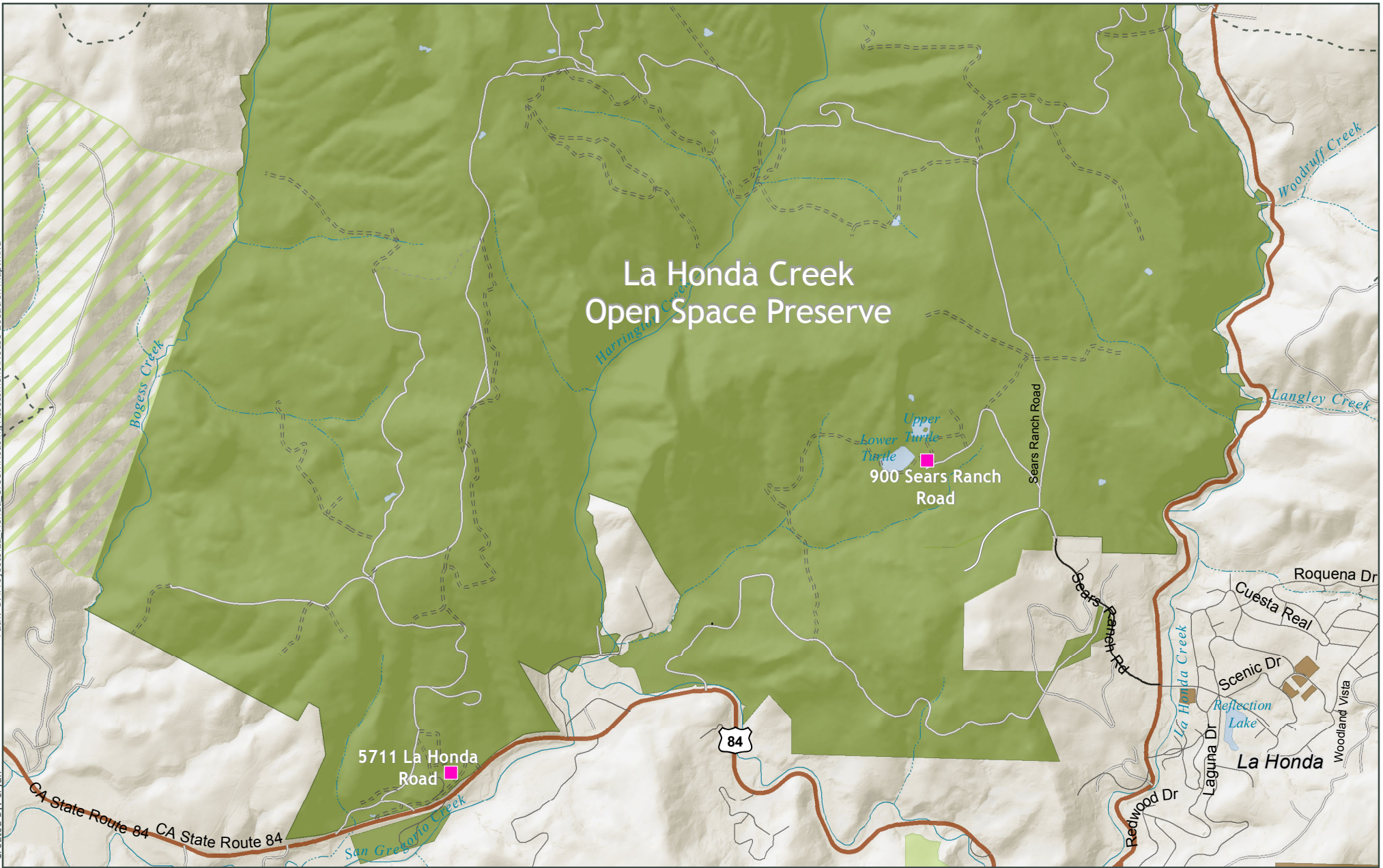
Jason Lin, Engineering and Construction Department Manager

Prepared by:

Leigh Guggemos, Capital Project Manager III, Engineering and Construction Department





Graphics prepared by:

Jamie Hawk, GIS Data Analyst I



La Honda Creek Open Space Preserve

Lower La Honda Creek Open Space Preserve Housing Locations

-  MROSD Preserves
-  House Location
-  Other Protected Open Space or Park Lands
-  Private Property

Midpeninsula Regional
Open Space District
(MROSD)

ATTACHMENT 1




May, 2016




While the District strives to use the best available digital data, this data does not represent a legal survey and is merely a graphic illustration of geographic features.


La Honda Open Space Preserve - Lower La Honda Area Housing Assessment


House Name/Address	Housing Information	
 <p data-bbox="325 987 609 1015">1150 Sears Ranch Road</p>	Rental Type	Enterprise Rental: 2BR, 1BA
	Structure Condition and Historic Significance	<p data-bbox="1094 354 1203 378">Very Poor</p> <p data-bbox="1094 399 1913 456">No foundation, new walls needed, new floors, heating, electrical, plumbing, windows, and doors.</p> <p data-bbox="1094 464 1881 521">Ancillary structures deemed unsafe and proposed for demolition in 2016 (with the exception of one storage building)</p> <p data-bbox="1094 537 1934 586">Historic structures investigation completed in 2016 indicated the house is not of historic significance.</p>
	Services & Utilities	<p data-bbox="1094 613 1686 638">Adjudicated water source: Point of Diversion (POD) 36</p> <p data-bbox="1094 662 1598 686">Septic, PG&E (electrical service. only). Propane</p>
	County Land Use designation	<p data-bbox="1094 711 1556 735">Land Zoning: RM (Resource Management)</p> <p data-bbox="1094 751 1675 776">Wildland Urban Interface: Outside of designated area</p>
	Vehicular Access	<p data-bbox="1094 808 1875 865">From Sears Ranch Road via unpaved ranch road (rocked and repaired by District in 2015)</p>
	Uses identified in 2012 Master Plan	<p data-bbox="1094 930 1703 954">Continue as part of Grazing lease w/Driscoll Ranches LLC</p>
	Current status	<p data-bbox="1094 1076 1671 1101">Proposed for demolition – see Board Report R-17-74</p> <p data-bbox="1094 1117 1896 1166">Priority 2 Agricultural Workforce Housing proposed rebuild site (pending well assessment).</p>


Additional Information:


- Originally acquired as part of Driscoll Ranch in 2006. House was occupied at the time and the 2006 Lease Agreement between District and Driscoll Ranches LLC allowed continued use of house by non-ranch worker tenant.
- POST bought out remaining interest in the lease with Driscoll Ranches LLC in Dec 2012 and District became direct property manager in November 2013.

House Name/Address	Housing Information	
 <p data-bbox="331 906 600 935">900 Sears Ranch Road</p>	Rental Type	Demolished
	Structure Condition and Historic Significance	Demolished
	Services & Utilities	Water source: Adjudicated spring Septic, PG&E (electrical service. only). Propane
	County Land Use designation	Land Zoning: RM (Resource Management) Wildland Urban Interface: Outside of designated area
	Vehicular Access	From Sears Ranch Road via unpaved ranch road (May need assessment and eventual repair)
	Uses identified in 2012 Master Plan	Continue as part of grazing lease with Driscoll Ranches LLC for use as agricultural workforce housing for grazing lessee
	Current Status	Demolished as part of 2016 La Honda OSP demolitions Priority 1 Agricultural Workforce Housing proposed rebuild site (pending well assessment).
<p data-bbox="128 1036 390 1060">Additional Information:</p> <ul data-bbox="128 1068 1902 1360" style="list-style-type: none"> • Acquired as part of Driscoll Ranch purchase in 2006. The 2006 Lease Agreement between District and Driscoll Ranches LLC allowed continued use of house as ranch worker housing. • POST bought out remaining interest in the lease with Driscoll Ranches LLC in Dec 2012 and District became direct property manager in November 2013. • Grazing Lease with Driscoll Ranches LLC terminated in December 2013 and house was included as ranch worker housing in new District grazing lease with AGCO Hay LLC. • County required demolition when SM County Farmworker Housing Rehabilitation Pilot Program indicated that the residence foundation was not capable of an upgrade in 2015. • Identified as possible candidate for receipt of no interest forgivable loan from County of San Mateo's Farmworker Housing Rehabilitation Pilot Program Phase III for \$150,000. 		

House Name/Address	Housing Information	
 <p data-bbox="342 889 590 951">Folger Ranch House 5701 La Honda Road</p>	Rental Type	Enterprise Rental: 3BR, 2BA
	Structure Condition and Historic Significance	Good – complete renovation in 2012 Historic structures investigation completed in 2016 indicated the house is not of historic significance.
	Services & Utilities	Well, Rebuilt Septic (2012), PG&E (electricity only) Propane, and back- up generator
	County Land Use designation	Land Zoning: RM (Resource Management) Wildland Urban Interface: Outside of designated area
	Vehicular Access	From La Honda Road via unpaved ranch road (rocked and repaired by District in 2012)
	Uses identified in 2012 Master Plan	MP: Identified as strategic location in Preserve for District employee housing.
	Current Status	Completely renovated by District in 2012 Rented to California Fish & Wildlife Game Warden in 2012 when offering as staff residence received no interest. Occupied Game Warden’s presence of high value to District and local community.
<p data-bbox="128 1065 390 1089">Additional Information:</p> <ul data-bbox="128 1097 1898 1222" style="list-style-type: none"> <li data-bbox="128 1097 1898 1157">• Acquired as part of Driscoll Ranch in 2006. The 2006 Lease Agreement between District and Driscoll Ranches LLC allowed continued use of house as ranch worker housing. <li data-bbox="128 1166 1898 1222">• Discontinued as ranch worker housing prior to termination of the lease with Driscoll Ranches LLC. POST bought out remaining interest in the lease with Driscoll Ranches LLC in Dec 2012. 		

House Name/Address	Housing Information	
 <p data-bbox="340 912 590 938">5711 La Honda Road</p>	Rental Type	Employee Housing: 3BR, 1BA
	Structure Condition and Historic Significance	Fair to Good Historic structures investigation completed in 2016 indicated the house is not of historic significance.
	Services & Utilities	Well, Septic, PG&E (electricity only), no Propane
	County Land Use designation	Land Zoning: RM (Resource Management) Wildland Urban Interface: Outside of designated area
	Vehicular Access	From La Honda Road by unimproved dirt road.
	Uses identified in 2012 Master Plan	Property not part of La Honda Creek OSP when Master Plan was adopted.
	Current Status	<p>Designated as Employee Housing in 2015 Preliminary Use and Management Plan (PUMP) prepared for Apple Orchard and Event Center properties at time of purchase</p> <p>Residence renovated in January 2016</p> <p>Occupied as temporary agricultural workforce housing to house AGCO Hay LLC ranch worker.</p>
<p>Additional Information:</p> <ul style="list-style-type: none"> • Acquired as part of the Apple Orchard - Event Center purchase in 2015, with residential leaseback agreement by Driscoll Ranches LLC until November 2015. • Driscoll Ranches LLC tenant vacated residence in December of 2015. • Continues to be considered viable as potential employee housing overlooking the Event Center property. Proximity to Event Center has high value to District for monitoring and maintenance of Event Center's current and future uses. 		

House Name/Address	Housing Information	
 <p data-bbox="325 927 611 954">4150 Sears Ranch Road</p>	Rental Type	Employee Housing: 2BR, 2BA (a 1BR, 1BA is located at west end of house – possible separate rental unit in the future)
	Structure Condition and Historic Significance	Good House built in 1972 by landowner at time. Unlikely to have historic value.
	Services & Utilities	Well, Septic, PG&E electricity and heating, Propane back-up generator
	County Land Use designation	Land Zoning: RM (Resource Management) Wildland Urban Interface: Outside of designated area
	Vehicular Access	From Sears Ranch Road. Improvements to driveway proposed later.
	Uses identified in 2012 Master Plan	Property not part of La Honda Creek OSP when Master Plan was adopted.
	Current Status	Designated as Employee Housing in 2016 PUMP for underlying land purchase Occupied - portion of house rented to an employee in August 2016 Proximity to Preserve entrance, staging areas, and trails of high value to District as Preserve is open to public access in 2017.
<p data-bbox="128 1068 390 1089">Additional Information:</p> <ul data-bbox="128 1101 1087 1192" style="list-style-type: none"> • Acquired as part of Cunha Trust property purchase in March 2016. • Portion of house made available for employee rental August 2016. • West wing of house may be converted into separate 1BR, 1BA rental unit in the future. 		

House Name/Address	Housing Information	
 <p data-bbox="338 899 594 964">Apple Orchard Cabin (no street address)</p>	Rental Type	Unused due to poor condition and poor access: 2BR, 1BA, loft
	Structure Condition and Historic Significance	Poor Historic Structures Report completed in 2015 indicated that the structure is not of historic significance
	Services & Utilities	Spring, Septic, PG&E (electricity only), Wood stove
	County Land Use designation	Land Zoning: RM (Resource Management) Wildland Urban Interface: Outside of designated area
	Vehicular Access	Seasonal access via ford over San Gregorio Creek or overland via Apple Orchard from Sears Ranch Road through wetland area
	Uses identified in 2012 Master Plan	Property not part of La Honda Creek OSP when Master Plan was adopted.
	Current Status	Designated for demolition in 2015 Purchase PUMP Vacant
<p data-bbox="128 1024 390 1049">Additional Information:</p> <ul data-bbox="128 1057 1770 1149" style="list-style-type: none"> <li data-bbox="128 1057 915 1081">• Acquired as part of the Apple Orchard - Event Center purchase in 2015 <li data-bbox="128 1089 1770 1114">• Structural Assessment prepared in 2012 identified structural concerns, water damage, mold, plumbing and electrical deficiencies, and safety concerns <li data-bbox="128 1122 869 1146">• Proposed for demolition but not yet scheduled due to poor access 		



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Housing Community Development
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Housing Authority of the County of San Mateo
Tel: (650) 802-3300

Board of Supervisors:

Dave Pine
Carole Groom
Don Horsley
Warren Slocum
David Canepa

Director: Kenneth Cole

FARMWORKER HOUSING PILOT PROGRAM PHASE III

The County of San Mateo is pleased to announce Phase III of the Farmworker Housing Pilot Program. The Program will facilitate the creation of new farmworker housing, the rehabilitation or repair of existing farmworker housing, and the replacement of existing dilapidated mobilehome units.

The intent of the Program is to build partnerships and provide resources to enable farmers and agricultural landowners to improve housing and expand housing opportunities for the County's very low-income farmworkers that are engaged in full-time agricultural work in San Mateo County during the agricultural season. The beneficiaries of the Program will be the very low-income farmworkers that reside in the new and rehabilitated units.

The Farmworker Housing Pilot Program has two components:

Rebuilding Together Home Repair Services. Rebuilding Together Peninsula's (RTP) Safe at Home Program provides free home repair services to low-income, qualified residents in San Mateo County. The County has provided funding to RTP to pay for up to ten (10) Safe at Home projects each year. Applications should be made directly to RTP Associate Director Cari Pang Chen at 650-366-6597 or cari@RTpeninsula.org.

Department of Housing Farmworker Housing Pilot Program Loans. The Department of Housing ("Department") is also providing loans to qualified applicants for construction of new farmworker housing units or rehabilitation and replacement of existing farmworker housing units ("project units"). The Department is offering two loan programs for qualifying projects: (1) a standard loan at a 3% interest rate, and (2) a no-interest forgivable loan. The eligibility criteria, loan parameters, performance requirements, and project parameters are detailed below.

Eligibility Criteria:

- The project units must be located in San Mateo County.
- The project units must be rented to farmworkers, or farmworkers and their families, that meet the following criteria ("Eligible Farmworkers"):
 - Very low-income (under 50% of Area Median Income or AMI).
 - In 2017, 50% AMI for a household of one is \$43,050 and for a household of four is \$61,500. The AMI income thresholds may be adjusted over time.
 - Employed in full-time agricultural work in San Mateo County during the agricultural season.
- Rent and any other housing-related expenses for the project units must remain stable for one year after occupancy and must not exceed 30% of the farmworker's gross income for the duration of the loan.
- All project units must be used as rental housing for farmworkers for the life of the unit.

Loan Parameters:

- A forgivable no-interest loan is available for project units that will be rented to Eligible Farmworkers at very low rent (e.g. \$2.00-\$4.00 per day worked).
- A standard loan with a 3% interest rate is available for project units that will be rented to Eligible Farmworkers at higher levels of rent (e.g., more than \$4.00 per day worked, but less than 30% of the farmworker's gross income).
- The applicant is required to contribute 20% of the value of the County loan to the project.
- For rehabilitation or replacement units, the maximum loan amount is \$100,000 for each unit.

- For construction of new units, the maximum loan amount is \$150,000 for each unit.
- Each applicant can apply for a maximum of two units.
- All project units must be rented to farmworkers for the life of the unit.
- Assuming satisfaction of all Program and contractual conditions, the County will forgive the no-interest over 10 years (\$100,000 loan) or 15 years (\$150,000 loan).
- Assuming satisfaction of all Program and contractual conditions, the applicant will be required to pay back the standard loan with a 3% interest rate over 10 years (\$100,000 loan) or 15 years (\$150,000 loan). Early payment is prohibited for these loans.
- The County will require repayment of the loan principal if the project unit is used for any use other than Eligible Farmworkers housing or if the property is sold during the life of the loan period, unless a specific exception is approved by the Department of Housing.
- A deed of trust secured by the property will be required.

Performance Requirements:

- Rent and any other housing-related expenses for renovation or replacement of currently occupied units may not increase from the date of the program application to one year after occupancy of the project unit.
- Rent and other housing-related expenses for new units must be agreed to with the County prior to execution of the loan agreement for new units and remain stable from execution of the agreement to one year following the occupancy date of the new units.
- Following the first year of occupancy, rent may be increased by a *maximum* of 1% per year for the duration of the loan.
- For the duration of the loan, the rent and other housing-related expenses must remain less than 30% of the farmworker's gross income.
- The Department will monitor compliance with these conditions annually. Participating owners are required to provide information reasonably requested by the Department to verify compliance.

Project Parameters:

- Participation in the Program is subject to availability of funding and execution of a loan agreement with the County.
- All new units constructed and all units rehabilitated or replaced with funding from this Program must be used for housing Eligible Farmworkers for the duration of the loan, and for farmworker housing for the lifetime of the unit.
- All mobilehome replacements will be with new mobilehome units or new construction.
- All projects must comply with any applicable permit requirements.
- An interested property owner can initiate consultation with the Department by submitting a letter of interest or a completed application.
- The Department will schedule a pre-application meeting and site visit with the applicant, the Planning and Building Department, Environmental Health, and Cal Fire upon receipt of a letter of interest or application.
- The Department will determine eligibility after receipt of a complete application and completion of the pre-application meeting and site visit.
- The Department will disburse loan funds on a reimbursement basis, up to the maximum amount of the loan, upon receipt of a satisfactory request for reimbursement. Requests for reimbursement shall include copies of invoices paid, canceled checks, or other proof that the invoices have been paid. Reimbursement will be for 80% of the invoiced request, to reflect the 20% match requirement. Reimbursement requests will be processed within ten (10) days from the date of receipt of a satisfactory request.

Terms and conditions may change, please check the Department of Housing website housing.smcgov.org before applying.

For more information about this program, please contact Ellie Dallman, Office of Supervisor Don Horsley at 650.599.1016 or edallman@smcgov.org or Heather Peters at hpeters@smchousing.org (preferred) or 650.802.5039.

RESOLUTION NO. 19- ____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AUTHORIZING AND SUPPORTING A PARTNERSHIP WITH THE COUNTY OF SAN MATEO (COUNTY) UNDER THE COUNTY’S FARMWORKER HOUSING PILOT PROGRAM PHASE III TO REPAIR AGRICULTURAL WORKFORCE HOUSING AT LOWER LA HONDA CREEK, EXECUTE A LOAN AGREEMENT FOR A NO INTEREST FORGIVABLE 10-YEAR LOAN FOR THE AMOUNT OF \$100,0000 TO OFFSET CONSTRUCTION COSTS AND DESIGNATE THE RESIDENCE AS AGRICULTURAL WORKFORCE HOUSING FOR ITS LIFETIME AND RESCIND BOARD RESOLUTION 17-17 WHICH IS SUPERSEDED BY THIS APPROVAL (COUNTY OF SAN MATEO – LA HONDA CREEK OPEN SPACE PRESERVE)

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Midpeninsula Regional Open Space District, as follows:

Section One: The Board of Directors of the Midpeninsula Regional Open Space District does hereby authorize and support a partnership with the County of San Mateo (County) through the County’s Farmworker Housing Pilot Program Phase III to repair and provide an agricultural workforce housing residence on District Land and to designate that residence as agricultural workforce housing for its lifetime.

Section Two: The General Manager, President of the Board of Directors, or other appropriate officer is authorized to execute a loan agreement with the County for a no interest, forgivable 10-year loan for \$100,000.

Section Three: The General Manager or General Manager’s designee is further authorized to execute any and all other documents necessary or appropriate to complete the project

Section Four: Resolution Number 17-17 is hereby rescinded.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2019, at a regular meeting thereof, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Secretary

Board of Directors

President

Board of Directors

APPROVED AS TO FORM:

General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

District Clerk