



Midpeninsula Regional
Open Space District

R-17-11
Meeting 17-04
February 8, 2017

AGENDA ITEM 4

AGENDA ITEM

New Board Policy Titled *Housing Policy*

GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "J. J. J.", is placed to the right of the "GENERAL MANAGER'S RECOMMENDATION" heading.

Approve the new Board *Housing Policy* as recommended by the Legislative, Funding and Public Affairs Committee, which supersedes the Board's 1982 *Employee Residence Policies*.

SUMMARY

The Board adopted its existing *Employee Residence Policies* in 1982 and last revised it in 1994. Revisions to the District's housing policy is a Board-approved Action Plan work item for Land and Facilities Services for FY2016-17. The existing policy provides guidelines for renting District residences to District employees, primarily uniformed field staff. The recommended new policy incorporates various types of rental tenants, including all employees that provide services, agricultural tenants, employees of other public agencies, and the public. In addition, a new category of District employees -- employees who rent District housing but do not provide any services -- is included. The new policy specifies rental discount guidelines applicable to various types of rental tenants, and sets forth an order of priority for selection of tenants based on the location of the housing. These policy updates are recommended by the General Manager and the Legislative, Funding and Public Affairs Committee to help address the District's business needs to fulfill the mission, and help counter the regional housing, traffic, and cost of living pressures that are increasingly challenging recruitment and retention of District employees.

MEASURE AA

This is not a Measure AA project.

DISCUSSION

The current regional housing market, especially the rental housing market, has experienced significant increases in rental rates over the last three to four years. This trend presents a current (and increasingly in the future) challenge for recruitment and retention of public-sector employees in the region, including for the District. The Board's 2015 District Environmental Scan (Scan) noted this challenge. The Scan recommended revisiting the District Housing Policy for tenant residences and the Board approved this work item in the FY2016-17 Action Plan. Additionally, the Memorandum of Understanding (MOU) between the District and the Field Employees Association (FEA) noted in Section 2.8 "During 2015, the District and the FEA will discuss updates to the District's policy governing employee use of District-owned housing." To address this Action Plan item, staff assembled a cross-departmental team to make

recommendations to the Board on a new District Housing Policy to supersede the 1982 Employee Residence Policy.

The following objectives guided staff's research and development of the new policy:

- 1) Understand the policies and types of housing offered by agencies similar to the District;
- 2) Broaden the types of District tenants to include all employees, agricultural tenants, employees of other agencies, and the general public;
- 3) Provide guidelines for potential rental discounts for each tenant classification; and
- 4) Provide criteria for what type of tenant classification will have priority for District residences.

The FEA, pertinent department managers and the General Manager's office reviewed/discussed the draft policies. A summary of the primary additions and changes, and the rationale for each change follows.

The existing policy only covers employees who provide after-hours services. The proposed policy expands tenant classifications to cover the types of tenants anticipated to be in District housing. The proposed categories and associated rental rates, in order of priority, are:

- Employees who provide services - Discount commensurate with services rendered up to 50% discount from market rate, or an affordable housing rate, whichever is lower. The affordable housing rate is based on federal guidelines, generally no more than 30% of gross household income (The affordable housing rate is added to ensure employees assigned to housing can afford to live there.). Employee housing is only eligible for these discounts when there is an operational need for onsite employees.
- Agricultural tenants, both leaseholders and laborers - Rental rates set in lease agreement, Market Rate, or affordable housing rate. Agricultural tenant housing can become a first priority if there is a need for agricultural housing on a particular property. (A category for agricultural tenants is required, since the District has acquired and manages grazing and other agricultural properties. This category allows flexibility in setting rental rates to include setting rates within the lease, in conjunction with a local affordable housing program, or setting it at market rate.)
- Employees who do not provide services - Up to 25% off Market Rate. (Affirms change in practice to allow District employees to live in District housing even if they do not provide services and adds a discount to help attract and retain employees.)
- Employees of other public agencies or non-profit - Market Rate (Adds category of tenant whose site presence assists in the land stewardship of District lands.)
- Public - Market Rate (Continues existing practice of providing market rate housing to the public.)

In addition to the above employee categories, the proposed new policy would allow the General Manager flexibility to develop policies to provide housing (if available), such as providing a housing stipend, to facilitate the recruitment and retention of employees.

Historic and caretaker lease agreements were not included in this new policy because they are generally special circumstances requiring a Board approved long-term lease.

Development of this policy discussed occupancy term limits. The FEA has requested that there are no term limits for FEA members. However, the General Manager's recommendation is to have some level of term limits to allow opportunities for new staff to have access to District housing.

The General Manager recommends this provision be set forth in the housing-related administrative policy (to be approved by the General Manager) in order to implement the Board-adopted policy.

FISCAL IMPACT

In 2017, rental income from 15 houses rented to the public will equal approximately \$354,000. The primary fiscal impact of the proposed change is the 25% off market rate policy for employees who do not provide services. Discounted residences may be more attractive to District employees than the general housing market. Over time as the public vacates District housing stock, public houses may transition to 25% off market rate employee houses. Under the current situation, that impact would be a loss of \$88,500 per year if all public houses became employee housing. That transition could take place over a period of 10 years or longer and given the remote locations of District housing, some houses may stay as general public rentals due to a lack of employee interest. See Attachment 3 and 4 for a complete listing of the District housing and a map.

*Greatest Possible Revenue Loss if all General Public Market Rate Houses
Became Discounted Employee Housing:*

Tenant	Annual Revenue
Public Market Rate (Actual)	\$354,000
Employee No Services 25% Discount from Market Rate (Projected)	\$265,500
Projected Loss of Revenue	(\$88,500)

As the District expands, it will house more employees who provide direct services, generally uniformed field employees, in District housing. While that will have a fiscal impact due to moving more of the District's housing stock into a 50% discount from market rate, that trend would occur under existing policy regardless of the proposed new policy changes.

Affordable housing rates will not have a significant impact on revenue; no current tenants would qualify for an affordable housing rental rate reduction. However, there is a potential minor future fiscal impact if rental rates continue to rise faster than income and a few tenants become eligible for affordable housing rates. There are also potential minor administrative costs to manage the program.

BOARD COMMITTEE REVIEW

The District's Legislative Funding and Public Affairs Committee held a meeting on November 15, 2016. The Committee voted 3-0 to recommend the approval of the new *Housing Policy* to the full Board of Directors.

PUBLIC NOTICE

Public notice provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

If approved by the Board, the new *Housing Policy* will be incorporated into the Board's Policy Manual. Staff will also develop a new administrative policy for the General Manager's approval to begin implementation of the new Board Policy.

Attachment(s)

1. Draft Board Policy *District Housing Policy*
2. Board Policy *Employee Residence Policies*
3. District housing stock spreadsheet
4. District housing stock map
5. November 15, 2016 LFPAC Minutes

Responsible Department Head:

Brian Malone, Land and Facilities Services Manager

Prepared by:

Elaina Cuzick, Senior Property Management Specialist

Midpeninsula Regional Open Space District

Board Policy Manual

Housing Policy	Policy # Chapter # - Chapter Name
Effective Date: XX/XX/XXXX	Revised Date: XX/XX/XXXX
Prior Versions: Employee Residence Policies 3/23/94	

Purpose:

Open space acquired by the District often includes structures. Some of these structures may be suitable for residential rentals. Residential structures may also be constructed if there is a District need to provide housing. District residential housing shall be used to support the District's mission. Such uses may include housing for District employees, housing for agricultural tenants and tenants' employees in support of resource management grazing and agriculture. Rentals may also be used to recoup the costs of structural maintenance and repair and provide financial support to the District. This policy defines tenant classifications for District Housing, guidelines for potential rental discounts and site selection criteria. Included in this policy is the process for the Board to approve filing an unlawful detainer action if the District is required to regain possession of a residential rental.

A set of administrative policies developed by the General Manager will cover occupancy criteria, required agreements, tenant rights and responsibilities, term limits and the determination of monthly rent.

Definitions:

Market Rate: Rental costs based on current market prices. The market rate will be reassessed periodically.

Affordable Housing: Housing which costs 30% or less of gross household income.

Agricultural Lands: District lands under lease for grazing, row crops or other agricultural operations.

Tenant Classifications:

1. Employee. Employed by the District
Employees who live in District housing fall into two categories:
 - a. Employees who provide direct services- generally field employees but can be any employee assigned to housing based on a District need for services.
 - b. Employees who provide no direct services- No requirements other than typical tenant responsibilities.
2. Agricultural.
Tenants who live District housing that is required to support an agricultural use on District lands.
 - a. Agricultural Lease Holder-District residential tenant who also leases District agricultural land.
 - b. Agricultural Laborer- employee of agricultural lease holder who is assigned to work on District lands as part of their responsibilities.

3. Other Agency Employees.
Tenants who are employees of another agency or non-profit who live in District housing and whose site presence assists in land stewardship of District lands. An example is a government employee in the law enforcement services.
4. General Public. Any person not in any of the above categories.

Guidelines for Potential Rental Discounts:

1. Employees.
 - a. Employees that provide direct services: The administrative policies developed by the General Manager, may provide rental discounts to an employee commensurate with the direct services they provide to the District up to 50% off market rate. The administrative policies will also include provisions for employees to apply for an affordable housing rate, if that rate is lower than 50% off the market rate.
 - b. Employees that provide no direct services: The administrative policies developed by the General Manager, may provide rental discounts to an employee up to 25% off market rate. This discount is based on the value of recruitment and retention of employees in the Bay Area housing market.
 - c. The Board of Directors authorizes the General Manager to develop policies for the recruitment and retention of employees that include housing benefits. For example, the General Manager may offer housing benefits in order to facilitate the recruitment and retention of management-level employees. Such benefits could include, but are not necessarily limited to a rental discount equivalent to the 25% discount mentioned above in paragraph 1b, or an equivalent housing stipend.
2. Agricultural.
 - a. Agricultural Lease Holder. District housing offered for agricultural lease holder will either be negotiated in conjunction with an agricultural lease or be market rate.
 - b. Agricultural Labor. District housing offered for agricultural labor is generally governed by a District lease or license. Agricultural housing rents and associated discounts are negotiated on a case-by-case basis and brought to the Board consistent with the policy regarding Improvements on District Lands (Policy 4.02). If District housing is made available to agricultural labor outside of a District Lease or License, the agricultural labor tenant is required to work for a District agricultural tenant on District Lands. Rent will either be negotiated in the agricultural lease, market rate, or an affordable housing rate.
3. Affordable Housing. The General Manager may develop affordable housing administrative policies for District employees and agricultural labor housing that provides for setting rent at an affordable housing rate. This discounted rate shall generally be 30% of gross household income. This rate is based on the federal definition of affordable housing but may not comply with all the requirements of particular federal programs. Affordable Housing rates may also conform to local applicable guidelines.
4. Other Agency Employees and the General Public. Both of these tenant classifications are not eligible for any rental discounts. Other agency employees whose site presence provides a benefit to the District may be given priority over the general public.

Site Selection Criteria:

1. Employees that Provide Services. The highest priority will generally be given to providing housing to employees when there is an operational need to have staff living on site. Typically, this will be ranger and maintenance field staff who are available for emergency response, but may include other classes of employees that provide important on-site direct services. The selection of employee housing sites shall be based on geographic location and specific needs of the District. Strategic locations for easy surveillance and access to roads and trails, public accessibility, need for increased security, and proximity to field offices will be primary considerations.
2. Agricultural. The selection of agricultural residential sites shall be based on their proximity to the District agricultural leases on District Lands. Due to the need for an on-site presence for some agricultural lands, this use may take priority over employees that provide direct services in some cases.
3. Employees that Don't Provide Services. Housing for District employees who do not perform direct services will be considered after operational and agricultural needs are met and before other agencies and the general public.
4. Other Agency/Non Profit Employees. The selection of a site for this type of housing shall be based on District need.
5. General Public. No site selection criteria. Sites for general public housing are superseded by the above noted tenant classifications.

Unlawful Detainer

If an Unlawful Detainer action is required for the District to regain possession of rental premises, initial action and any required pre-litigation procedures will be initiated by the Property Management Program in the Land and Facilities Services Department in consultation with the General Manager, and in conjunction with and under the guidance of District General Counsel. The Board of Directors will approve the filing of a required Unlawful Detainer lawsuit. If necessary to regain possession of District property in a timely manner under the procedures set out in State law, or in the event of an imminent threat to health, safety or welfare, the General Manager, with approval of the District's General Counsel, may approve the initial filing of an Unlawful Detainer action and report the filing to the Board at the earliest possible time to obtain the Board's approval and direction as to the action.

Employee Residence Policies

Adopted By
Board of Directors
November 10, 1982

Revised March 23, 1994

Definition

For the purpose of these policies, an employee residence is defined as a District-owned or rented structure occupied by a District employee as his or her primary residence.

1. **General Policy.** The Board of Directors has determined that employee residences on District lands provide an important public service. The District will maintain a planned geographic distribution of employee residences in specified open space preserves. Employee residents shall assist in protecting or maintaining open space resources during those hours when regular staff is not on duty or needs additional assistance.
2. **Specific Goals.** The District shall implement an employee residence program designed to provide: a) additional security for specific preserve areas, buildings, and facilities, b) quick response to after-hours emergencies and problems encountered by District tenants, neighbors, and the general public on or adjacent to District lands, and c) opportunities for additional contact with preserve visitors.
3. **Rental Value.** Monthly rent for employee residences shall be market value less 50%. This discount is in recognition of the improved site security and neighborhood relations, and the resident employee's limited privacy, increased availability to quickly respond to emergencies, and responsibility to perform minor maintenance and repairs.
4. **Administrative Guidelines.** The general manager shall develop administrative guidelines to implement these policies. Such guidelines will outline occupancy criteria, required agreements, resident rights and responsibilities, and the determination of monthly rental rates.
5. **Site Selection Criteria.** The selection of employee residence sites shall be based on geographic location and specific needs of the District. Strategic locations for easy surveillance and access to roads and trails, public accessibility, need for increased security, and proximity to other preserves and ranger offices will be primary considerations.

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

R-94-37
Meeting 94-09
March 23, 1994

AGENDA ITEM

Adoption of Revised Employee (Ranger) Residence Policies

GENERAL MANAGER'S RECOMMENDATION

Adopt the attached Employee Residence Policies.

DISCUSSION

The Board first adopted Ranger Residence Policies on November 10, 1982 (Report R-82-41) to provide for site security and after-hours emergency response needs on District lands. Since 1982, the ranger residence program has more than adequately served the needs of the District. However, during our first union negotiations in 1990, Local 715, which represents the District's rangers, open space technicians, and equipment mechanic-operator, expressed concern about several elements of the program. Subsequent review and research by staff and our labor relations attorney resulted in additional recommendations to improve compliance with State of California fair housing laws and the Fair Labor and Standards Act. Staff developed the attached administrative guidelines and rental agreement to address the concerns about the existing program. Given the field staff interest and involvement, the administrative guidelines were developed before recommending policy revisions to the Board. Staff delivered the initial draft of the new administrative guidelines to the bargaining unit and supervisory field staff members on July 1, 1993.

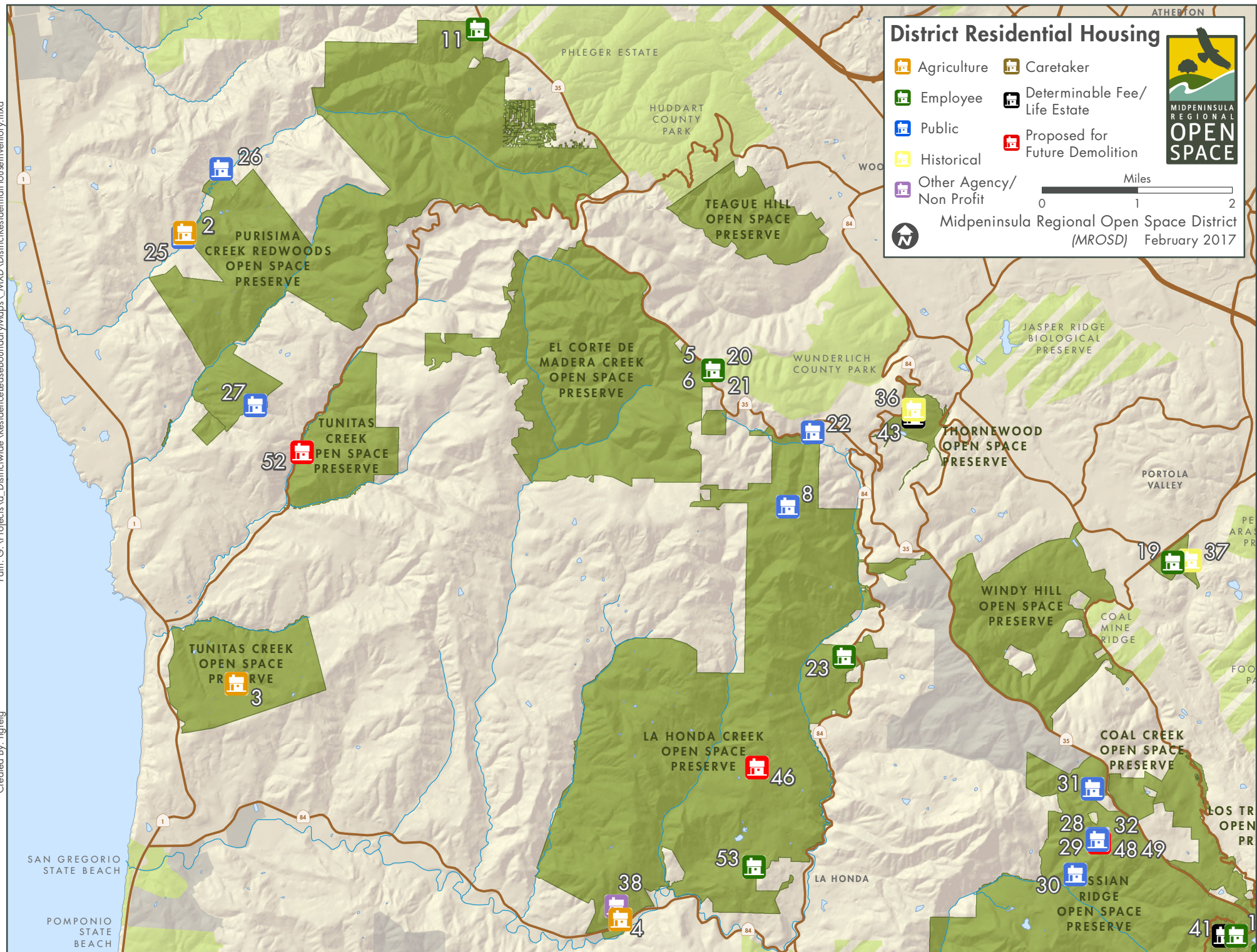
Following completion of contract negotiations in November, 1993, staff began meeting with supervisory field staff and the bargaining unit. Through the meet-and-confer process, staff addressed concerns and made modifications to the initial draft. The final draft of the administrative guidelines is attached to this report for your information. To implement this new employee residence program, the Board must first adopt the revised Employee Residence Policies, which will replace the current Ranger Residence Policies. Following your adoption of the revised policies, the General Manager will approve the attached administrative guidelines to fulfill the requirement of policy statement #4. The new program would be implemented on July 1, 1994, to coincide with the annual review of other District rental residences.

Prepared by:
John Escobar, Operations Manager
Carleen Bruins, Visitor Services Supervisor

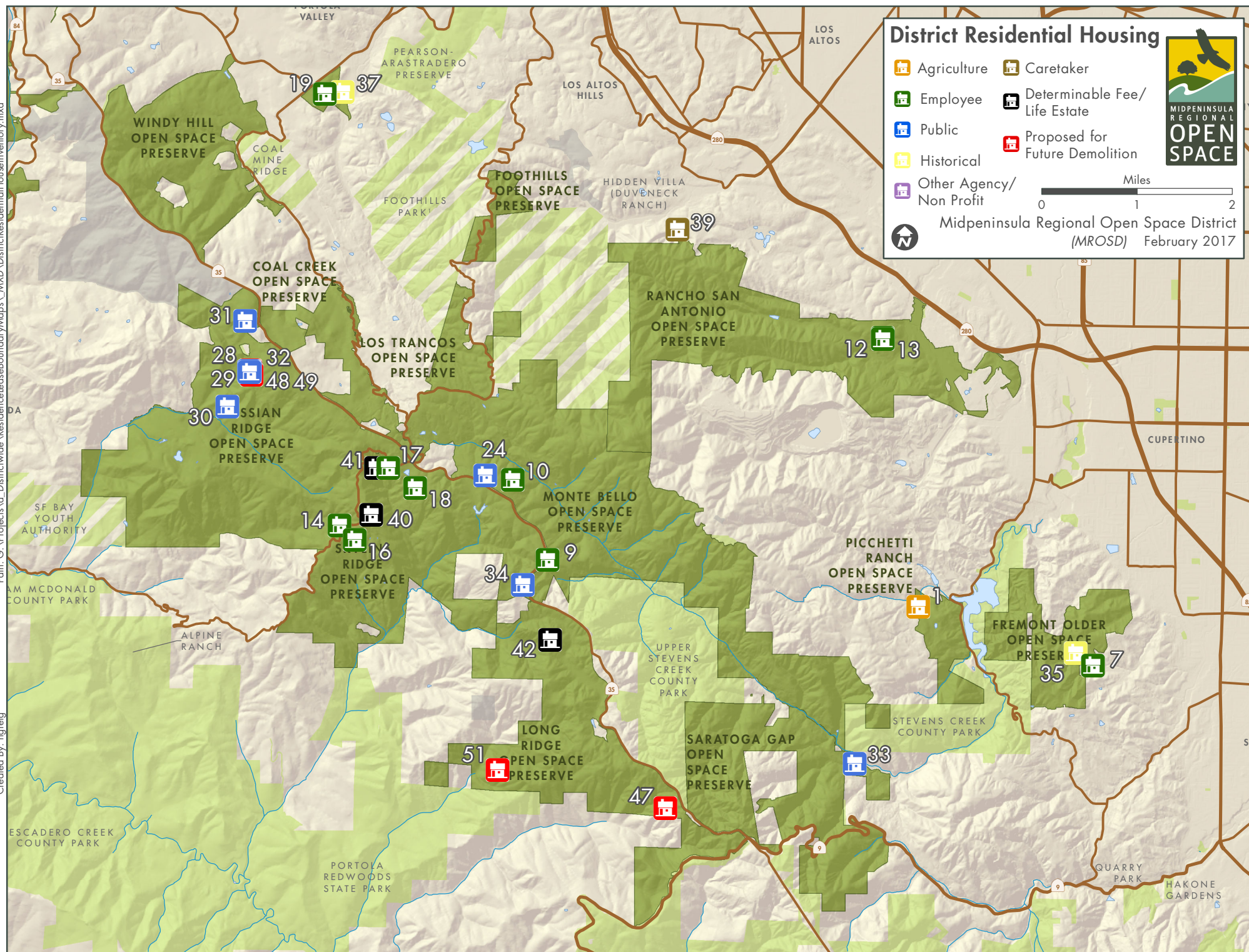
Contact person:
John Escobar, Operations Manager

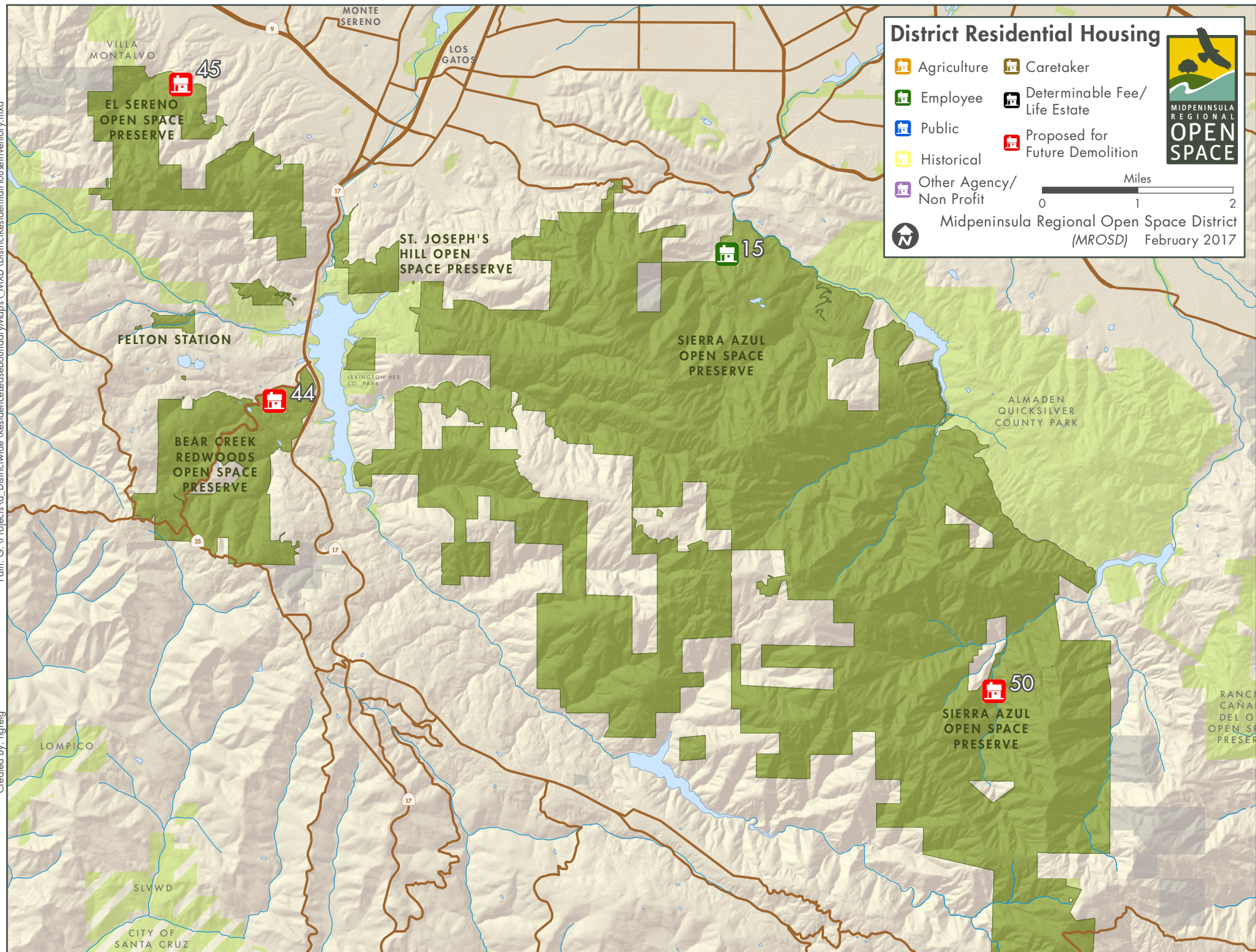
Attachment 3 - District Residential House Inventory

Agriculture		
1	Picchetti Ranch	13100 Montebello Road, Cupertino, CA 95014
2	Purisima Creek	2050 Purisima Creek Road, Half Moon Bay, CA 94019
3	Tunitas Creek	20080 Cabrillo Highway South, Half Moon Bay, CA 94019
4	La Honda Creek	5711 La Honda Rd., San Gregorio, CA
Employee		
5	El Corte de Madera Creek	16060 D Skyline Blvd, Woodside, CA 94062
6	El Corte de Madera Creek	16060 C Skyline Blvd, Woddside, CA 94062
7	Fremont Older	22500 Prospect Road, Cupertino, CA 95070
8	La Honda Creek	12049 La Honda Road, Woodside, CA 94062
53	La Honda Creek	4150 Sears Ranch Road, La Honda, CA 94020
9	Monte Bello	1405 Skyline Blvd, Palo Alto, CA 94304
10	Monte Bello	1195 Skyline Blvd, Palo Alto, CA 94304
11	Purisima Creek	13130 Skyline Blvd, Woodside, CA 94062
12	Rancho San Antonio	10688 Mora Drive, Los Altos, CA 94022
13	Rancho San Antonio	10698 Mora Drive, Los Altos, CA 94022
14	Russian Ridge	5755 Alpine Road, La Honda, CA 94020
15	Sierra Azul	18171-B Pheasant Road, Los Gatos, CA 95032
16	Skyline Ridge	5750 Alpine Rd., La Honda, CA 94020
17	Skyline Ridge	21161 Skyline Road, Woodside, CA 94062
18	Skyline Ridge	21170 Skyline Road, Woodside, CA 94062
19	Windy Hill	4411 Alpine Road, Portola Valley, CA 94028
Public		
20	El Corte de Madera Creek	16060 B Skyline Blvd, Woodside, CA 94062
21	El Corte de Madera Creek	16060 A Skyline Blvd, Woodside, CA 94062
22	La Honda Creek	16995 Skyline Blvd, Woodside, CA 94062
23	La Honda Creek	486 Allen Road, Woodside, CA 94062
24	Monte Bello	1185 Skyline Blvd, Palo Alto, CA 94304
25	Purisima Creek	2040 Purisima Creek Road, Half Moon Bay, CA 94019
26	Purisima Creek	2310 Purissima Creek Road, Half Moon Bay, CA 94019
27	Purisima Creek	2200 Lobitos Creek Road, Half Moon Bay, CA 94019
28	Russian Ridge	20000 Skyline Blvd, Redwood City, CA 94062 (Old)
29	Russian Ridge	20000 Skyline Blvd, Redwood City, CA 94062 (Main House)
30	Russian Ridge	20300 Skyline Blvd, Woodside, CA 94062
31	Russian Ridge	105 Rapley Ranch Road, Woodside, CA 94062
32	Russian Ridge	20000 Skyline Blvd, Redwood City, CA 94062 (Guest)
33	Saratoga Gap	16891 Stevens Canyon Road, Cupertino, CA 95014
34	Skyline Ridge	22322 Skyline Blvd, La Honda, CA 94020
Historical		
35	Fremont Older	22800 Prospect Rd, Cupertino, CA 95070
36	Thornewood	895 La Honda Road, Woodside, CA 94062
37	Windy Hill	800 Los Trancos Road, Portola Valley, CA 94028
Other Agency/Non Profit		
38	La Honda Creek	5701 La Honda Road, La Honda, CA 94020
Caretaker		
39	Rancho San Antonio	11924 Rhus Ridge, Los Altos, CA
Determinable Fee/Life Estate		
40	Skyline Ridge	5705 Alpine Road, La Honda CA 94020
41	Skyline Ridge	Alpine Road, La Honda, CA 94020
42	Long Ridge	3500 Portola Heights Road, La Honda, CA 94020
43	Thornewood	897 La Honda Road, Woodside, CA 94062
Proposed for Future Demolition		
44	Bear Creek Stables	19100 Bear Creek Road, Los Gatos, CA 95033 (2)
45	El Sereno	16075 Overlook Drive, Los Gatos, CA 95030
46	La Honda Creek	1150 Sears Ranch Road, La Honda, CA 94020
47	Long Ridge	12800 Skyline Blvd, Los Gatos, CA 95030
48	Russian Ridge	20000 Skyline Blvd, Redwood City, CA 94062 (Grannie)
49	Russian Ridge	20000 Skyline Blvd, Redwood City, CA 94062 (Cottage)
50	McKannay	Alamitos Road, San Jose,95120
51	Landre	100 School House Road, La Honda, CA 94020
52	Tunitas Creek	333 Tunitas Creek Road, Half Moon Bay, CA 94019



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







Midpeninsula Regional
Open Space District

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
LEGISLATIVE, FUNDING, AND PUBLIC AFFAIRS COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

Tuesday, November 15, 2016

APPROVED MINUTES*

CALL TO ORDER

Director Cyr called the meeting of the Legislative, Funding and Public Affairs Committee to order at 2:01 p.m.

ROLL CALL

Members present Jed Cyr, Nonette Hanco, and Curt Riffle

Members absent: None

Staff present: General Manager Steve Abbors, Assistant General Manager Kevin Woodhouse, Assistant General Manager Ana Ruiz, General Counsel Sheryl Schaffner, Land and Facilities Manager Brian Malone. Senior Property Management Specialist Elaina Cuzick, and District Clerk Jennifer Woodworth

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

Motion: Director Riffle moved and Director Hanco seconded to adopt the agenda.

VOTE: 3-0-0

COMMITTEE BUSINESS

1. Approve the November 8, 2016 Legislative, Funding, & Public Affairs Committee Meeting Minutes.

LFPAC
November 15, 2016

Motion: Director Hanco moved, and Director Cyr seconded the motion to approve the November 8, 2016 Legislative, Funding, and Public Affairs committee meeting minutes.

VOTE: 3-0-0

2. New Board Policy Titled Housing Policy (R-16-152)

Assistant General Manager Kevin Woodhouse provided introductory comments related to the proposed housing policy and the cost of housing in the District.

Senior Property Management Specialist Elaina Cuzick provided the staff presentation summarizing the process of developing the proposed policy, including creation of a multi-departmental team to study policies at similar public agencies, prioritize tenant classifications, and provide guidelines for potential rental discounts for each tenant classification. Ms. Cuzick described the potential fiscal impact of transitioning market rate housing to employee residences.

Director Riffle suggested including a complete inventory of the District's housing stock and inquired regarding current demand for District housing.

Ms. Cuzick explained there is a pent-up demand for District housing, especially among new members of District staff who provide a persistent demand for District housing. For agricultural housing, there is also demand from District tenants for farm labor housing. For general public housing, the District receives one to two inquiries per month with several people currently on the waiting list. Finally, for other public agencies, there are ongoing requests for District housing.

Director Riffle requested additional information related to the prioritized tenant classifications.

Ms. Cuzick explained where there is an identified agricultural need it may be prioritized above staff requests.

Director Riffle requested additional information regarding the definition of "other agencies" and whether staff considered offering a rental discount.

Ms. Cuzick explained employees from other public agencies would take priority, but the District would consider employees from other nonprofits, etc. that provide a benefit from site presence. A discounted rental rate was considered and rejected by the staff committee, but the Board may direct staff to include a discounted rate in the proposed policy.

Public comment opened at 2:39 p.m.

Sarah Rosendahl, representing San Mateo County Supervisor Don Horsley, spoke in favor of the proposed policy and expansion of farm labor housing on the San Mateo Coast and affordable housing throughout San Mateo County. Ms. Rosendahl provided to the Committee a report completed by the Home for All San Mateo County task force related to affordable housing in San Mateo County. Additionally, Ms. Rosendahl commented on the negative effect limited housing availability has on agricultural production on the San Mateo Coast.

Director Riffle inquired if the County will be able to assist with grants, permitting process, etc. to help the District invest in farm labor housing.

LFPAC
November 15, 2016

Ms. Rosendahl reported on grant funds available for farm labor housing rehabilitation and efforts to streamline the farm labor housing permit process.

Public comment closed at 2:51 p.m.

Director Hanko inquired if the District has considered making farm labor housing on District properties not located near the San Mateo Coast.

Land and Facilities Manager Brian Malone explained District residences throughout the District would be available for farm labor housing and are not limited to the San Mateo Coast.

Ms. Cuzick explained however farm labor housing is most useful when it is located close to agricultural lands.

Director Riffle commented on the importance of attracting exceptional employees to work at the District, and providing housing options may help. Additionally, the District may want to explore proactively providing housing options for employees, other public agencies, and non-profits, through building new structures and/or rehabilitating existing structures. Finally, Director Riffle commented on various operational aspects to be determined if the Board adopted the proposed housing policy.

Mr. Malone explained District staff will draft administrative policies and procedures to help administer the program similar to Director Riffle's suggestions.

Motion: Director Riffle moved, and Director Hanko seconded the motion to recommend approval of the new draft Board Housing Policy to the Board of Directors.

VOTE: 3-0-0

3. Revision of Board Policy 4.02, Improvements on District Lands and Board Policy 4.09, Factors to Consider for Structures Disposition (R-16-153)

Senior Property Management Specialist Elaina Cuzick explained several revisions are being proposed to the two policies describing how the District manages District residences and structures based on the proposed housing policy, including direction on what uses the District makes of improvements and what factors should be taken into account when making decisions on the disposition of District improvements. Proposed revisions include:

- Incorporating the need for agricultural housing.
- Language changed to allow for the maintenance of structures that are compatible with the open space character solely for the purpose of revenue generation.
- Allow retention and maintenance of structures for revenue generation that do not serve a District purpose
- Language was added so that the criteria could be used to evaluate constructing new structures as well as determining the disposition of existing structures.

Director Hanko suggested keeping structures if they serve a purpose as a wildlife habitat.

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Ms. Cuzick explained District staff evaluates District structures before there are considered for demolition, including biological surveys and monitoring and/or providing an alternate habitat.

The Committee recessed at 3:35 p.m. and reconvened at 3:38 p.m. with all Committee members present.

Director Riffle requested clarification regarding several aspects of the revised policies and suggested removing language from Board policy 4.09 (G) and combine the section with 4.09 (H). Additionally, Director Riffle suggested including creating a factor specific to agricultural uses in Board policy 4.09, including farm labor housing and associated agricultural infrastructure.

Public comment opened at 4:04 p.m.

No speakers present.

Public comment closed at 4:04 p.m.

Motion: Director Riffle moved, and Director Hanco seconded the motion to recommend approval of the amendments to the *Improvements on District Lands* and *Factors to Consider for Structures Disposition* Board policies to the Board of Directors, as amended.

VOTE: 3-0-0

ADJOURNMENT

Director Cyr adjourned the meeting of the Legislative, Funding and Public Affairs Committee at 4:05 p.m.

Jennifer Woodworth, MMC
District Clerk