



Midpeninsula Regional  
Open Space District

## LEGISLATIVE, FUNDING, AND PUBLIC AFFAIRS COMMITTEE

R-18-83

July 17, 2018

### AGENDA ITEM 3

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Revisions to Board Policy 5.01 – *Site Naming, Gift, and Special Recognition*, Section III (B)  
*Constituent Memorial Benches*

#### GENERAL MANAGER'S RECOMMENDATION *den*

Forward to the full Board of Directors the recommended revisions to Board Policy 5.01 – *Site Naming, Gift, and Special Recognition*, Section III (B) *Constituent Memorial Benches*.

#### SUMMARY

In February 2016, the Board of Directors (Board) expressed an interest in understanding the best practices of memorial bench programs at other park and open space agencies. Public Affairs staff recently completed this research and based on the findings, the General Manager is forwarding for Committee review and discussion three options with a recommendation for updating Board Policy 5.01, Section III (B) *Constituent Memorial Benches*.

#### DISCUSSION

##### *Constituent Memorial Benches and Eligibility*

Board Policy 5.01, Section III (B) *Constituent Memorial Benches* identifies eligible opportunities for constituents to honor a deceased loved one through the dedication of a memorial bench. These benches provide an opportunity for family members to memorialize a loved one with a physical tribute in a natural setting at an open space preserve. Memorial benches are also low-intensity visitor amenities that provide a stable and comfortable place to rest while out enjoying open space.

Board Policy 5.01 limits the eligibility for memorial benches to “a deceased significant supporter or volunteer” as follows (refer also to Attachment 1):

##### B. Constituent Memorial Benches

These are benches which have been requested by constituents in order to honor a member of the public and are funded by the requestors who must pay \$5,000 for the lifetime cost of the bench. LFPAC discusses requests for these benches and decides which requests will be referred to the full Board for a vote. Requests must be in reference to a deceased significant supporter or a volunteer, as defined in the following sections.

"Significant Supporters" shall be defined as individuals or group of individuals who have shown conspicuous or noteworthy support for the District through extraordinary contributions of time and effort to the advancement of the goals, philosophy and mission of the District.

"Volunteers" shall be defined as individuals or groups of individuals who donated their time to the District by working for the District's docent or volunteer program.

### ***History of Requests***

In the past 8 years, the District has formally received 15 memorial bench requests from constituents. None of the 15 constituent bench requests met the eligibility requirements under the current policy, and were therefore respectfully declined.

### ***Memorial Bench Research***

In response to Board interest for more information related to memorial bench programs, Public Affairs staff compiled bench policies from East Bay Regional Park District, Santa Clara County Parks, Marin County Parks, County of San Mateo Parks Department, Sonoma County Regional Parks Foundation, Boulder County Parks and Open Space, and Jefferson County Open Space. Memorial Bench programs are more common in traditional Park Agencies and less common in Open Space Districts. Both Jefferson County Open Space and Douglas County Open Space decided to discontinue their memorial bench program due to a lack of dedicated staffing to administer the program. Marin County Parks discontinued their memorial bench program and started a Tree Dedication program in 2017. Most park agencies with a memorial bench program implement a 10-year bench dedication timeframe and require a donation of between \$5,000 to \$10,000 for a memorial bench.

### ***District Benches***

There are a total of 63 District benches within District lands – 35 undedicated benches and 28 dedicated benches. The GIS Department has mapped the locations of all dedicated and undedicated structures into ARC GIS, an interactive mapping program. District volunteers have compiled extensive research on existing dedicated memorial benches.

### ***Policy Update: Three options to consider***

Based on research and best practices, the following are three options for Committee consideration to update the policy language under section III (B) *Constituent Memorial Benches*:

- 1) Option One – Expand Constituent Memorial Bench Eligibility

#### **GENERAL MANAGER'S RECOMMENDATION**

In this option, requestors would be eligible to select a memorial bench for a loved one from a list of 35 existing undedicated benches on District lands with a \$5,000 donation to offset the costs. Each memorial bench would have a standard plaque and a 10-year timeframe, with an opportunity to renew for an additional \$5,000 donation. The undedicated benches would be available on a first come, first serve basis. Once all 35 benches are accounted for, a waitlist would begin. Public Affairs staff would track memorial bench requests and serve as the main point of contact for memorial bench requests. Depending on the number of requests received and/or the District's desire to add new bench sites (e.g. new staging areas, newly opened preserve areas), additional bench locations may be identified and added to the list.

This option expands the eligibility of the District's memorial bench program, limits the available bench sites to those that exist now and any additional sites selected by the District in the future, and provides a funding mechanism to replace benches as these reach their lifespan.

Results from the District's Preserve Use Survey identified the lack of available facilities, including benches, as a barrier for senior community members' use of District Preserves. Another barrier to access a District Preserve was a concern for strenuous trails. A functional bench along a trail would provide a designated resting area for the senior community and the community at large. A bench also provides a respite from strenuous activities to help visitors rest between long or steep treks.

Cost of materials, installation, maintenance, and staff time for a new bench is estimated at \$2,420.

Follow-up action items for this option are listed below:

- Forward the recommended revisions to Board Policy 5.01 to the full Board for review and consideration (refer to Attachment 2).
- Develop a Constituent Memorial Bench Protocol for tracking requests and communicating with requestors.
- Update the District Website to reflect the approved revisions.

## 2) Option Two – Eligibility Clarification

This option clarifies the existing eligibility requirements for a memorial bench that is requested by a member of the public to reduce confusion or misinterpretation. The suggested update would specify the number of hours and years of service to qualify as a "Volunteer", which align with the eligibility established for the Volunteer Memorial adopted by the Board on July 23, 2014. The suggested edits are provided below and in Attachment 3.

**"Volunteers" shall be defined as individuals or groups of individuals who donated a minimum of 250 volunteer hours and 5 years of service to the District by volunteering in the District's docent or volunteer program.**

In addition, a 10-year term limit for memorial benches is also recommended (currently no term limit is expressly stated). This update is consistent with industry best practices and recognizes the limited lifespan for a typical bench facility.

Follow-up action items for this option are listed below:

- Forward the recommended revisions to Board Policy 5.01 to the full Board for review and consideration (refer to Attachment 3).
- Develop a Constituent Memorial Bench application form that is consistent with the new policy language, with Public Affairs staff assigned to review submitted applications to confirm eligibility and processing.
- Update the District Website to reflect the approved revisions.

### 3) Option Three - Discontinue Section III (B) *Constituent Memorial Benches*

In this option, the District would no longer consider public requests for constituent memorial benches. Both District Rest Benches (e.g. benches not designated as memorials) and District Memorial Benches (e.g. memorial benches initiated by Board members for deceased “Founders”, “Significant Supporters”, and “Volunteers”) would remain.

Follow-up action items for this option are listed below:

- Forward the recommended revisions to Board Policy 5.01 that removes Section III (B) to the full Board for review and consideration (refer to Attachment 4).
- Update the District Website to reflect the approved revisions.

### **FISCAL IMPACT**

All costs associated with District benches are budgeted in the General Fund Operating Budget under the Land and Facilities Department. Below are costs estimates for each option:

#### Option 1: Expand Constituent Memorial Bench Eligibility – costs are offset by \$5,000 donation

##### ➤ *For a New Bench:*

- Total Donation Contribution: \$5,000
- Total cost of a new bench dedication is \$2,420:
  - New standard bench: \$705
  - Personalized plaque: \$320
  - Shipping Costs: \$295
  - Assembly and installing of the bench and plaque: \$500
  - Maintenance of bench and plaque: \$600

##### ➤ *For an Existing Bench:*

- Total Donation Contribution: \$5,000
- Total cost for an existing bench dedication is \$1,320:
  - Personalized Plaque: \$320
  - Shipping Costs: \$150
  - Installing of plaque: \$250
  - Maintenance of bench and plaque: \$600

#### Option 2: Eligibility Clarification – costs are offset by \$5,000 donation

- Total Donation Contribution: \$5,000
- Total cost of a new bench dedication is \$2,420:
  - New standard bench: \$705
  - Personalized plaque: \$320
  - Shipping Costs: \$295
  - Assembly and installing of the bench and plaque: \$500
  - Maintenance of bench and plaque: \$600

#### Option 3: Discontinue Section III (B) *Constituent Memorial Benches* – no financial cost

### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

**CEQA COMPLIANCE**

The proposed action is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

**NEXT STEPS**

If the Legislative, Funding, and Public Affairs Committee approves the proposed update to the Board Policy, the General Manager would forward the recommendation to the full Board for review and consideration.

**Attachments:**

1. Attachment 1 - Board Policy 5.01 Site Naming, Gift, and Special Recognition
2. Attachment 2 - Option One Draft Policy 5.01 Site Naming, Gift, and Special Recognition
3. Attachment 3 - Option Two Draft Policy 5.01 Site Naming, Gift, and Special Recognition
4. Attachment 4 - Option Three Draft Policy 5.01 Site Naming, Gift, and Special Recognition

**Responsible Department Head:**

Cydney Bieber, Acting Public Affairs Manager

**Author:**

Carmen Lau, Public Affairs Specialist I

## Midpeninsula Regional Open Space District

### Board Policy Manual

<b>Site Naming, Gift, and Special Recognition</b>	<b>Policy 5.01 Chapter 5 – Historical/Cultural</b>
Effective Date: 8/25/93	Revised Date: 11/13/13
Prior Versions: 8/25/93, 9/14/94, 6/24/98, 9/12/01, 10/8/08, 1/13/10, 10/27/10	

#### I. SITE NAMING

All District site names and signs should be kept as simple and functional as possible. When a property is acquired, either as an addition to an existing preserve or for the establishment of a new preserve, a name will be recommended in the Preliminary Use and Management Plan. In most cases, "open space preserve" is appropriate as part of the name; however, there may be circumstances when another designation may be used. In some cases, a temporary name may be retained until the next Comprehensive Use and Management Plan review.

#### A. Open Space Preserves

The name given to each open space preserve should be general enough to remain suitable if the site is enlarged, but specific enough to give its location some significance. Properties added to an open space preserve may not always be contiguous with that preserve.

1. Preserves shall be named after:
  - a) Geographical features of broad, general significance to the preserve;
  - b) Historical persons, cultural names, uses, or events broadly associated with the locale.

2. Preserves shall not be named after any individuals other than historical persons as noted above.

#### B. Preserve Areas, Trails, Site Improvements, Historic Sites and Unnamed Natural Features

This designation refers to specific locations, land formations, trails, natural and physical features, staging areas and other site improvements, and areas of significance within open space preserves. Recognition of significant land gifts, including "bargain" purchases, will be negotiated at the time of the gift or bargain purchase.

1. Preserve areas, trails, site improvements including benches and bridges, historic sites and previously unnamed natural features shall ordinarily be named after:
  - a) Geographical, botanical or zoological identification;
  - b) Historical persons, uses, or events associated with the site, or persons and organizations listed in Section III: "Special Recognition".

2. Preserve areas, trails, site improvements, historic sites and unnamed natural features may in rare instances be named after a living individual who has made an outstanding contribution to the District, subject to approval by the Board of Directors.

## II. GIFT RECOGNITION

The purpose of the gift recognition policy is to provide an opportunity for the District to recognize and commend individuals or groups that have made significant contributions of cash, equipment, materials, goods or professional services toward the enhancement of the District, its programs, and its facilities.

### A. Unsolicited Cash Gifts:

Up to \$25	Postcard of thanks
\$26 to \$499	Letter signed by General Manager
\$500 to \$1,999	Letter signed by President of the Board
\$2,000 to \$4,999	Letter signed by President of the Board and District gift item (note cards, etc.)
\$5,000 to \$9,999	Letter signed by President of the Board and framed photograph of favorite District preserve
\$10,000 or more	Letter signed by President of the Board and Resolution and framed photograph of District preserve and mention in a District publication*

\*These items will be provided only if desired by the donor.

## III. SPECIAL RECOGNITION

The Legislative, Funding and Public Affairs Committee (LFPAC) shall be the committee designated to discuss all requests that meet the criteria of the policy for special recognition, made by members of the Board of Directors or by members of the public, including bench memorials and the naming of bridges, and after deliberation shall decide which requests will be referred to the full Board for a vote.

The District places benches in its preserves for three distinct purposes:

### A. District Rest Benches

These benches provide constituents with a place to rest. District staff places these benches without involving a District committee or the full Board. Regular benches must

be either a backed or a backless standard bench as described in Section V below.

B. Constituent Memorial Benches

These are benches which have been requested by constituents in order to honor a member of the public and are funded by the requestors who must pay \$5,000 for the lifetime cost of the bench. LFPAC discusses requests for these benches and decides which requests will be referred to the full Board for a vote. Requests must be in reference to a deceased significant supporter or a volunteer, as defined in the following sections.

a) Constituent memorial benches shall only be placed in locations that have been pre-determined by the District and approved by the Use and Management committee and by the full Board of Directors.

b) If a request for special recognition is approved by the Board of Directors, the requestor(s) shall pay for the cost of constructing, installing and maintaining a memorial bench by contributing \$5,000 to a Memorial Bench Fund to cover the lifetime cost of the bench. The District will put this fund into an interest-bearing account which will be used solely for memorial bench construction, installation, repair, and maintenance.

c) Bench plaques will be 2 x 6 inches in size.

d) Benches must be one of the two District standard bench

designs. C. District Memorial Benches

These are benches which are installed by the District in response to requests by members of the Board of Directors to honor deceased "Founders," "Significant Supporters", and "Volunteers".

a) LFPAC can initiate a bench request and refer a decision to the full Board or individual Board members can initiate a bench request which will be referred to LFPAC for discussion before it is referred to the full Board for a final decision. Honorees must be deceased "Founders", "Significant Supporters", and "Volunteers" (per policy Section III D below).

b) For these benches there are no design specification limits or limits on their location. The District will pay for the lifetime cost of the bench.

D. Deceased Founders, Significant Supporters, and Volunteers

"Founders", "Significant Supporters", and "Volunteers" are eligible for special recognition, including memorials.

"Founders" shall be defined as an individual or group of individuals who participated in the formation of the District, or were significant supporters of the formation of the



District.

"Significant Supporters" shall be defined as individuals or group of individuals who have shown conspicuous or noteworthy support for the District through extraordinary contributions of time and effort to the advancement of the goals, philosophy and mission of the District.

"Volunteers" shall be defined as individuals or groups of individuals who donated their time to the District by working for the District's docent or volunteer program.

#### IV. RECOGNITION OF HISTORIC SITES

A. A recognition monument, normally in plaque form, may be considered by the Board if it is in relation to a specific existing building or other remaining structure of significant historic value. In such cases, the plaque will be affixed or in close proximity to the structure itself. If there is no structure, then recognition may be considered for inclusion on District informational materials or trail signage. Such a site, in the absence of a building or structure, will ordinarily not be physically marked except as determined by the Board on a case-by-case basis as part of the Use and Management planning process for the corresponding open space preserve.

Any Board-approved memorial names shall be included in site brochures, maps, or other informational materials.

#### V. STANDARD BENCH DESIGN SPECIFICATION

A. District Rest Benches and Constituent Memorial benches, described in III(A) and (B) above, are limited to either of the two following standard bench designs:

Backed bench:

Dumor - Bench 88, recycled plastic slates (color: CEDAR), steel leg supports (color: BLACK, IMBEDDED)

6' or 8' lengths

Backless bench:

Dumor - Bench 103, recycled plastic slates (color: CEDAR), steel leg supports (color: BLACK, IMBEDDED)

103-60PL 6' long, 3 supports

103-80PL 8' long, 3 supports

B. LFPAC can at any point bring designs to the Board that differ from the District's standard bench designs.

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A. Open Space Preserves

The name given to each open space preserve should be general enough to remain suitable if the site is enlarged, but specific enough to give its location some significance. Properties added to an open space preserve may not always be contiguous with that preserve.

1. Preserves shall be named after:
  - a) Geographical features of broad, general significance to the preserve;
  - b) Historical persons, cultural names, uses, or events broadly associated with the locale.
2. Preserves shall not be named after any individuals other than historical persons as noted above.

B. Preserve Areas, Trails, Site Improvements, Historic Sites and Unnamed Natural Features

This designation refers to specific locations, land formations, trails, natural and physical features, staging areas and other site improvements, and areas of significance within open space preserves. Recognition of significant land gifts, including "bargain" purchases, will be negotiated at the time of the gift or bargain purchase.

1. Preserve areas, trails, site improvements including benches and bridges, historic sites and previously unnamed natural features shall ordinarily be named after:
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The District places benches in its preserves for three distinct purposes:

### A. District Rest Benches

These benches provide constituents with a place to rest. District staff places these benches without involving a District committee or the full Board. Regular benches must be either a backed or a backless standard bench as described in Section V below.

### B. Constituent Memorial Benches

These are benches which have been requested by constituents in order to honor a member of the public and are funded by the requestors who must pay \$5,000 for ~~the lifetime cost of a memorial the bench.~~ Bench requestors who submit a \$5,000 donation will be offered a list of undedicated bench sites to choose from. The undedicated benches will be offered at a first come, first serve basis. Once all undedicated benches have been accounted for, a waitlist will be established. Public Affairs will track memorial bench requests, maintain correspondence with bench requestors, and conduct an initial review of the requests. After review from Public Affairs, LFPAC will ~~LFPAC discusses requests for these benches and make the final decides which requests will be approval. referred to the full Board for a vote. Requests must be in reference to a deceased significant supporter or a volunteer, as defined in the following sections.~~

a) Constituent memorial benches shall only be placed in locations that have been pre-determined by the District and approved by the Use and Management committee and the Public Affairs Department. ~~and by the full Board of Directors.~~

b) If a request for ~~special recognition is approved by the Board of Directors~~ constituent memorial bench is made, the requestor(s) shall pay for the cost of constructing, installing and maintaining a memorial bench by contributing \$5,000 to a Memorial Bench Fund to cover the ~~lifetime cost of the bench, 10 year term of the bench.~~ The District will put this fund into an interest-bearing account which will be used solely for memorial bench construction, installation, repair, and maintenance.

c) Bench plaques will be 2 x 6 inches in size.

d) Benches must be one of the two District standard bench designs.

e) Constituent memorial benches will have a term limit of 10 years. After 10 years, the original donor may rededicate the bench after contributing an additional \$5,000 donation, for a second 10 year term. Should the original donor decline to rededicate an existing bench or fail to notify the District within 60 days of the expiration of the original 10 year term, the bench may be offered to the public for dedication. During the 10 year term, the District will provide maintenance of the bench, which may include repairing and replacing boards and the plaque. The District will also make repairs due to vandalism to the bench or plaque.

### C. District Memorial Benches

These are benches which are installed by the District in response to requests by members of the Board of Directors to honor deceased "Founders," "Significant Supporters", and "Volunteers".

a) LFPAC can initiate a bench request and refer a decision to the full Board or individual Board members can initiate a bench request which will be referred to LFPAC for discussion before it is referred to the full Board for a final decision. Honorees must be deceased "Founders", "Significant Supporters", and "Volunteers" (per policy Section III D below).

b) For these benches there are no design specification limits or limits on their location. The District will pay for the lifetime cost of the bench.

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Any Board-approved memorial names shall be included in site brochures, maps, or other informational materials.

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These are benches which have been requested by constituents in order to honor a member of the public and are funded by the requestors who must pay \$5,000 for ~~the lifetime cost of the memorial~~ bench. Constituents must make a bench request through the Constituent Memorial Bench Application Form. The Public Affairs Department will review all applicants before sending to LFPAC. LFPAC discusses requests for these benches and decides which requests will be referred to the full Board for a vote. Requests must be in reference to a deceased significant supporter or a volunteer, as defined in the following sections.

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c) Bench plaques will be 2 x 6 inches in size.

d) Benches must be one of the two District standard bench designs.

e) Constituent memorial benches will have a term limit of 10 years. After 10 years, the original donor may rededicate the bench after contributing an additional \$5,000 donation, for a second 10 year term. Should the original donor decline to rededicate an existing bench or fail to notify the District within 60 days of the expiration of the original 10 year term, the bench may be offered to the public for dedication. During the 10 year term, the District will provide maintenance of the bench, which may include repairing and replacing boards and the plaque. The District will also make repairs due to vandalism to the bench or plaque.

#### C. District Memorial Benches

These are benches which are installed by the District in response to requests by members of the Board of Directors to honor deceased "Founders," "Significant Supporters", and "Volunteers".

a) LFPAC can initiate a bench request and refer a decision to the full Board or individual Board members can initiate a bench request which will be referred to LFPAC for discussion before it is referred to the full Board for a final decision. Honorees must be deceased "Founders", "Significant Supporters", and "Volunteers" (per policy Section III D below).

b) For these benches there are no design specification limits or limits on their location. The District will pay for the lifetime cost of the bench.

D. Deceased Founders, Significant Supporters, and Volunteers

"Founders", "Significant Supporters", and "Volunteers" are eligible for special recognition, including memorials.

"Founders" shall be defined as an individual or group of individuals who participated in the formation of the District, or were significant supporters of the formation of the District.

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"Significant Supporters" shall be defined as individuals or group of individuals who have shown conspicuous or noteworthy support for the District ~~through extraordinary contributions of time and effort to the advancement of the goals, philosophy and mission of the District. A significant supporter must have contributed to advancement of the goals, philosophy and mission of the District through a significant contribution or partnership.~~

"Volunteers" shall be defined as individuals or groups of individuals who donated ~~their time to the District a minimum of 250 volunteer hours and 5 years of service to the District~~ by working for the District's docent program, t or volunteer program, or a partnership program.

IV. RECOGNITION OF HISTORIC SITES

A. A recognition monument, normally in plaque form, may be considered by the Board if it is in relation to a specific existing building or other remaining structure of significant historic value. In such cases, the plaque will be affixed or in close proximity to the structure itself. If there is no structure, then recognition may be considered for inclusion on District informational materials or trail signage. Such a site, in the absence of a building or structure, will ordinarily not be physically marked except as determined by the Board on a case-by-case basis as part of the Use and Management planning process for the corresponding open space preserve.

Any Board-approved memorial names shall be included in site brochures, maps, or other informational materials.

V. STANDARD BENCH DESIGN SPECIFICATION

A. District Rest Benches and Constituent Memorial benches, described in III(A) and (B) above, are limited to either of the two following standard bench designs:

Backed bench:

Dumor - Bench 88, recycled plastic slates (color: CEDAR), steel leg supports (color: BLACK, IMBEDDED)

6' or 8' lengths

Backless bench:

Dumor - Bench 103, recycled plastic slates (color: CEDAR), steel leg supports  
(color: BLACK, IMBEDDED)

103-60PL 6' long, 3 supports

103-80PL 8' long, 3 supports

B. LFPAC can at any point bring designs to the Board that differ from the District's standard bench designs.

Board Policy Manual

<b>Site Naming, Gift, and Special Recognition</b>	<b>Policy 5.01 Chapter 5 – Historical/Cultural</b>
Effective Date: 8/25/93	Revised Date: <del>11xx/13xx/13xx</del>
Prior Versions: 8/25/93, 9/14/94, 6/24/98, 9/12/01, 10/8/08, 1/13/10, 10/27/10, <u>11/13/13</u>	

I. SITE NAMING

All District site names and signs should be kept as simple and functional as possible. When a property is acquired, either as an addition to an existing preserve or for the establishment of a new preserve, a name will be recommended in the Preliminary Use and Management Plan. In most cases, "open space preserve" is appropriate as part of the name; however, there may be circumstances when another designation may be used. In some cases, a temporary name may be retained until the next Comprehensive Use and Management Plan review.

A. Open Space Preserves

The name given to each open space preserve should be general enough to remain suitable if the site is enlarged, but specific enough to give its location some significance. Properties added to an open space preserve may not always be contiguous with that preserve.

1. Preserves shall be named after:
  - a) Geographical features of broad, general significance to the preserve;
  - b) Historical persons, cultural names, uses, or events broadly associated with the locale.
2. Preserves shall not be named after any individuals other than historical persons as noted above.

B. Preserve Areas, Trails, Site Improvements, Historic Sites and Unnamed Natural Features

This designation refers to specific locations, land formations, trails, natural and physical features, staging areas and other site improvements, and areas of significance within open space preserves. Recognition of significant land gifts, including "bargain" purchases, will be negotiated at the time of the gift or bargain purchase.

1. Preserve areas, trails, site improvements including benches and bridges, historic sites and previously unnamed natural features shall ordinarily be named after:
  - a) Geographical, botanical or zoological identification;

b) Historical persons, uses, or events associated with the site, or persons and organizations listed in Section III: "Special Recognition".

2. Preserve areas, trails, site improvements, historic sites and unnamed natural features may in rare instances be named after a living individual who has made an outstanding contribution to the District, subject to approval by the Board of Directors.

## II. GIFT RECOGNITION

The purpose of the gift recognition policy is to provide an opportunity for the District to recognize and commend individuals or groups that have made significant contributions of cash, equipment, materials, goods or professional services toward the enhancement of the District, its programs, and its facilities.

### A. Unsolicited Cash Gifts:

Up to \$25	Postcard of thanks
\$26 to \$499	Letter signed by General Manager
\$500 to \$1,999	Letter signed by President of the Board
\$2,000 to \$4,999	Letter signed by President of the Board and District gift item (note cards, etc.)
\$5,000 to \$9,999	Letter signed by President of the Board and framed photograph of favorite District preserve
\$10,000 or more	Letter signed by President of the Board and Resolution and framed photograph of District preserve and mention in a District publication*

\*These items will be provided only if desired by the donor.

## III. SPECIAL RECOGNITION

The Legislative, Funding and Public Affairs Committee (LFPAC) shall be the committee designated to discuss all requests that meet the criteria of the policy for special recognition, made by members of the Board of Directors or by members of the public, including bench memorials and the naming of bridges, and after deliberation shall decide which requests will be referred to the full Board for a vote.

The District places benches in its preserves for ~~three~~two distinct purposes:

### A. District Rest Benches

These benches provide constituents with a place to rest. District staff places these benches without involving a District committee or the full Board. Regular benches must be either a backed or a backless standard bench as described in Section V below.

### ~~B. Constituent Memorial Benches~~

~~These are benches which have been requested by constituents in order to honor a member of the public and are funded by the requestors who must pay \$5,000 for the lifetime cost of the bench. LFPAC discusses requests for these benches and decides which requests will be referred to the full Board for a vote. Requests must be in reference to a deceased significant supporter or a volunteer, as defined in the following sections.~~

~~a) Constituent memorial benches shall only be placed in locations that have been pre-determined by the District and approved by the Use and Management committee and by the full Board of Directors.~~

~~b) If a request for special recognition is approved by the Board of Directors, the requestor(s) shall pay for the cost of constructing, installing and maintaining a memorial bench by contributing \$5,000 to a Memorial Bench Fund to cover the lifetime cost of the bench. The District will put this fund into an interest bearing account which will be used solely for memorial bench construction, installation, repair, and maintenance.~~

~~c) Bench plaques will be 2 x 6 inches in size.~~

~~d) Benches must be one of the two District standard bench designs. CB.~~

#### District Memorial Benches

These are benches which are installed by the District in response to requests by members of the Board of Directors to honor deceased "Founders," "Significant Supporters", and "Volunteers".

a) LFPAC can initiate a bench request and refer a decision to the full Board or individual Board members can initiate a bench request which will be referred to LFPAC for discussion before it is referred to the full Board for a final decision. Honorees must be deceased "Founders", "Significant Supporters", and "Volunteers" (per policy Section III D below).

b) For these benches there are no design specification limits or limits on their location. The District will pay for the lifetime cost of the bench.

#### D. Deceased Founders, Significant Supporters, and Volunteers

"Founders", "Significant Supporters", and "Volunteers" are eligible for special recognition, including memorials.

"Founders" shall be defined as an individual or group of individuals who participated in the formation of the District, or were significant supporters of the formation of the District

"Significant Supporters" shall be defined as individuals or group of individuals who have shown

conspicuous or noteworthy support for the District through extraordinary contributions of time and effort to the advancement of the goals, philosophy and mission of the District.

“Volunteers” shall be defined as individuals or groups of individuals who donated their time to the District by working for the District’s docent or volunteer program.

#### IV. RECOGNITION OF HISTORIC SITES

A. A recognition monument, normally in plaque form, may be considered by the Board if it is in relation to a specific existing building or other remaining structure of significant historic value. In such cases, the plaque will be affixed or in close proximity to the structure itself. If there is no structure, then recognition may be considered for inclusion on District informational materials or trail signage. Such a site, in the absence of a building or structure, will ordinarily not be physically marked except as determined by the Board on a case-by-case basis as part of the Use and Management planning process for the corresponding open space preserve.

Any Board-approved memorial names shall be included in site brochures, maps, or other informational materials.

#### V. STANDARD BENCH DESIGN SPECIFICATION

A. District Rest Benches and ~~Constituent~~ Memorial benches, described in III(A) and (B) above, are limited to either of the two following standard bench designs:

Backed bench:

Dumor - Bench 88, recycled plastic slates (color: CEDAR), steel leg supports  
(color: BLACK, IMBEDDED)  
6' or 8' lengths

Backless bench:

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(color: BLACK, IMBEDDED)  
103-60PL 6' long, 3 supports  
103-80PL 8' long, 3 supports

B. LFPAC can at any point bring designs to the Board that differ from the District’s standard bench designs.