



## MEMORANDUM REPORT

**MEETING DATE:** March 19, 2019

**TO:** Board of Commissioners of the Los Altos Hills County Fire District

**FROM:** J. Logan, General Manager

**SUBJECT:** Adopt Policy for Use of the District Lot -and, Extension of the Term of Use of DACO License Agreement

### RECOMMENDATIONS:

1. Receive Information: Extension of the Term of Use of the DACO License Agreement for District Lot
2. Adopt Resolution No. 19-7 -Resolution of the Los Altos Hills County Fire District Adopting Policy for Use of District Lot.

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### BACKGROUND

At the February 19, 2019 meeting of the Los Altos Hills County Fire District (District), the Board of Commissioners (Commission) adopted Resolution No. 19-4 that confirmed the DACO License Agreement, and ratified and approved the DACO License Agreement. In addition, the Commission directed staff to return with an agenda item that authorizes the Commission President to review and sign future license agreements that substantially conform with the terms of the Template License Agreement without the need for the Commission to approve each individual license agreement. Subsequent to the February 19, 2019 Commission meeting, unexpected delays in use of the District Lot occurred.

### DISCUSSION

As a result of the recent inclement weather, DACO requested an extension of the DACO License Agreement due to weather delaying the project. The timing was confirmed with Stu Farwell, Fire Consultant. Under Section 10 of the Agreement, the term of the Agreement can be modified with written agreement of both parties by Amendment to the License Agreement. The term was extended by Amendment, and the District received an additional \$1,500 for DACO's use of the District Lot through April 4, 2019, and reimbursement for attorney fees incurred in preparing the DACO License Agreement the Amendment.

As directed by the Commission, this item is returning for approval of Resolution No. 19-7 approving the Policy for Use of the Los Altos Hills County Fire District Real Property Located at 27500 Arastradero Road, Los Altos Hills, California ("Policy"). The Policy addresses the difficulties identified in authorizing issuance of license agreements by providing the Commission President with authority to approve license agreements for use of the District Lot that substantially conform with the terms of

the Template License Agreement attached to the Policy at Exhibit A without the need for the Commission to approve each individual license agreement.

In addition, due to the recent need for an Amendment to extend the term of use of the District Lot, Resolution No 19-7 also provides the Commission President with authority to approve Amendments that substantially conform with the terms of the Template Amendment attached to the Policy as Exhibit B.

Adoption of Resolution No. 19-7 adopts the Policy that provides the Commissioner President, or his/her designee with the authority to approve license agreements and related amendments for use of the District Lot, in accordance with the procedures set forth in the Policy.

**Attachment:**

1. Resolution No. 19-7 – Resolution of the Los Altos Hills County Fire District Adopting Policy for use of the District Lot