

# Clark County Property Management Guidelines

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Prepared by the Department of Environmental Services





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## **I. Purpose and Intent of Management Guidelines**

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- A. Articulate the county’s property management system.
- B. Articulate responsibilities of various departments with property management responsibility.
- C. Identify general procedures that will apply to all departments with property management responsibility.
- D. Provide a centralized repository for key information on county real property.
- E. Proactively manage real properties and assess suitability of existing assets for new program needs prior to acquiring new assets.

## **II. Inventory of Real Property**

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- A. An inventory of all property owned or leased by the county shall be compiled and maintained, except for road rights-of-way. The inventory shall identify, at a minimum:
  - 1. The county purposes for which specific properties were acquired, including proposed programming and interim uses.
  - 2. Current use of the properties and any improvements on the properties.
  - 3. Identify any funding sources and encumbrances that limit use or future disposition of property.
  - 4. Environmental Services will coordinate compilation and revision of the inventory with designated custodial departments.
  - 5. The database will be accessed through the Supplemental Property Information (SPI) System maintained by GIS. The SPI system will be available to all county employees, but will not be accessible to the general public.
- B. A “custodial department” shall be identified for each parcel of land the county owns and a unique user identification number will be assigned in the inventory to each property referencing the respective custodial departments<sup>1</sup>.

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<sup>1</sup> The following unique user IDs have been included in the Supplemental Property Information system: Clark County generic (#36169), Clark County contract buyer (#36192), Community Services (#513593), Environmental Services Clean Water Program (#36139), Environmental Services Legacy Lands Program (#506528), Environmental Services Solid Waste Program (#506530), General Services generic (#36113), General Services Amphitheater (#36100), General Services Fairgrounds (#36103), General Services Railroad (#36141), General Services Sheriff/Fire (#36117), Vancouver-Clark Parks and Recreation (#36136), Public Works generic (#36181), Public Works Operations (#36111), and Treasurer (#36173).

1. Custodial departments are designated based on primary responsibility for programming uses of specific properties and funding development. Other considerations include the department who provides maintenance of uses and facilities on the properties.
  2. Custodial departments are responsible for annually updating the inventory for properties under their custody. Environmental Services will coordinate update of the property inventory, including the database of county-owned properties and custodial department designations through the property coordinating committee and transmit to GIS for input into the SPI system.
  3. Custodial departments are responsible for notifying the Auditor of all real property transactions. Excise tax forms submitted to the Treasurer should identify the county real property “owner” consistent with the SPI unique user title and id number (i.e. Environmental Services – LL, No. 506528)
  4. Each custodial department shall designate staff to participate on a property coordinating committee, chaired by the Environmental Services representative. The coordinating committee will advise on:
    - a. Development of, uses for and amendment to the inventory.
    - b. Updates to and maintenance of information in the inventory.
    - c. Updates to and maintenance of the property management guidelines.
    - d. The committee may also be used as review body to advise on specific requests for acquisition of real property, in fee or lesser interest, leases of county property or county requests to lease other public or private property, surplus and disposition of county real property and property interests.
    - e. Committee may coordinate via digital media or convene as necessary.
- C. Custodial departments may enter into interdepartmental service agreements, intergovernmental agreements and contracts with private entities to acquire, develop, maintain and operate county owned properties. Appendix A identifies current departmental operational responsibilities for county real property.
- D. As properties transition with use due to development or change in program, the property coordinating committee will review and assign a new custodian for the property based on new use.

### III. Designation of Custodial Departments<sup>2</sup>

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- A. The Environmental Services Department is the custodial department for:
1. Open space, greenways, primary agriculture, forest and other natural resource properties in the unincorporated county, predominantly in an undeveloped state, except for those properties within the Greater Clark Park District (urban park area).<sup>3</sup> This includes properties that the county owns in fee, as well as properties in which the county owns lesser real property interests, such as conservation easements. Properties that are primarily in a natural state but are programmed for a level of use may have a different custodian.
  2. Undeveloped regional parks for which revenues from the county's Conservation Futures Levy contributed toward the acquisition and transfers of State Trust Lands outside of the Greater Clark Park District. Properties that are primarily in a natural state but are programmed for a level of use may have a different custodian.
  3. Water quantity and quality management facilities. This includes habitat and wetland mitigation sites, acquired and managed to comply with requirements of the county's National Pollutant Discharge Elimination System Municipal Stormwater Permit.
  4. Habitat and wetland mitigation sites for all county capital projects, subsequent to an initial ten year maintenance and monitoring period. During the ten year maintenance and monitoring period, the custodial departments responsible for the capital projects are responsible for the mitigation sites, unless mutually agreed to otherwise by affected custodial departments.
  5. Tracts dedicated to, and accepted by, the county through land division processes for purposes of stormwater management or critical areas protection.
  6. Conservation covenant and easement interests in private property acquired through critical areas permitting processes.
  7. English Pit and Leichner landfills and other closed or abandoned landfills for which the county chooses to assume responsibility.

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<sup>2</sup> Many county properties have dual/multiple purposes based on funding sources used to acquire and develop properties, permitting requirements, anticipated future use and activity programming. The inventory assigns a primary custodial department for each legal county-owned parcel. Within a geographic unit composed of multiple parcels, there may be distinct custodial departments for each parcel. In cases where multiple uses occur on the same parcel, for example a park with a stormwater facility, the custodial department is assigned on the basis of the primary use, in this case, a park.

<sup>3</sup> Many such properties were acquired all or in part with Conservation Futures Fund revenue. Acquisition funding sources are a significant factor in assigning custodial department responsibilities for undeveloped properties.

- B. The General Services Department is the custodial department for:
  - 1. The Main County Office Campus<sup>4</sup> and Community Health Campus.
  - 2. 911 Towers, county jail, jail work center and Sheriff's satellite precincts.
  - 3. The Clark County Fairgrounds and Amphitheater.
  - 4. Tri-Mountain Golf Course.
  - 5. The Clark County 78<sup>th</sup> Street Heritage Farm.
  - 6. The Lewis and Clark Rail line
- C. The Public Works Department is the custodial department for:
  - 1. County roads and rights-of-way.
  - 2. County Public Works operations center, satellite operations yards, and aggregate extraction sites.
  - 3. The Salmon Creek Wastewater Treatment Plant, land and facilities associated with water pollution abatement functions such as pump station sites and sewer line rights of way.
  - 4. Camp Bonneville.
- D. The Vancouver-Clark Parks and Recreation Department is the custodial department for:
  - 1. Properties within the Greater Clark Park District pursuant to the provisions of the parks interlocal agreement between Clark County and the City of Vancouver.
  - 2. Regional trail corridors (developed and undeveloped) pursuant to the provisions of the parks interlocal agreement between Clark County and the City of Vancouver.
  - 3. All neighborhood parks, community parks and sports fields (developed and undeveloped), pursuant to the provisions of the parks interlocal agreement between Clark County and the City of Vancouver.
  - 4. All developed regional parks and undeveloped regional parks that were specifically acquired for regional park use for which revenues other than those derived from the Conservation Futures Levy were used to acquire the parcel(s).<sup>5</sup> Notwithstanding custodial department designation,

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<sup>4</sup> The main campus includes properties and structures owned by the county in downtown Vancouver including the Public Services Center, Court House, Pepsi building, Dolle building, Wolfe building etc.

<sup>5</sup> The Comprehensive Parks, Recreation and Open Space Plan describes Regional Parks as "...recreational areas that serve residents from throughout Clark County and beyond. Regional parks are usually larger than 50 acres in size and provide opportunities for diverse recreational activities. Facilities may include sports fields, extensive trail systems, or large picnic areas. In addition, regional parks often include passive recreation space and unique features, such as significant natural areas or access to lakes or rivers. Because of their large size and broad service area, regional parks typically require more support facilities such as parking and restrooms...."

Vancouver-Clark Parks and Recreation is responsible for recreational programming on regional park properties.

- E. The Treasurers Office is responsible for tax title properties.
- F. The Department of Community Services is responsible for the Val Ogden Center.

## **IV. Board of County Commissioners Authority**

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- A. Except where otherwise indicated in Sections V-IX, the Board of County Commissioners has ultimate authority for county decisions regarding real property. Key decisions include:
  - 1. Approval and amendment of the biennial budget.
  - 2. Approval of grant application submittals.
  - 3. Execution of grant and intergovernmental agreements.
  - 4. Approval of real property purchase and sale agreements, both in fee and in lesser property interest.
  - 5. Acceptance of deeds to real property.
  - 6. Approval of leases, both as lessor and lessee.
- B. Board consideration of real property decisions are scheduled as public hearing/consent calendar items. In some cases, work sessions are advised prior to scheduling as consent calendar items. Fiscal impacts of real property decisions should be identified in the staff reports.
- C. In order to streamline review processes, the Board of County Commissioners may authorize the Chair of the Board, the county Administrative Officer, Department Heads or other appropriate officials to execute various related documents, once the initial real property decision is made. For example, the Board of County Commissioners may approve execution of a purchase and sale agreement to acquire land for a county purpose. In the approving action the Board could:
  - 1. Authorize the Chair of the Board to accept the deed to the property prior to recording, once closing occurs.
  - 2. Authorize the Chair of the Board to execute deeds of right, covenants or other documents that may be required as conditions of grant or partner funding contributions toward the acquisition, once closing occurs.
  - 3. Instruct the County Administrator to execute interlocal agreements or other contracts that may address maintenance responsibilities for the property, once acquired.
- D. County policy is to pursue purchase from willing property owners and through voluntary negotiations as a first option. However, the Board of County Commissioners may initiate the use of eminent domain proceedings,

if they determine it is in the public interest, pursuant to RCW 8.08 and CCC 2.33A.

## V. Acquisition of Real Property

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- A. Several policies may trigger acquisitions including:
  - 1. Compliance with adopted county road standards and plans.
  - 2. Compliance with adopted county park standards and plans.
  - 3. Compliance with the Clark County Comprehensive Growth Management Plan and associated Capital Facilities Plan.
  - 4. Compliance with Clean Water Act requirements and related permits.
  - 5. Conservation Futures program and Conservation Areas Acquisition Plan implementation.
  - 6. Growth in demands related to county services including criminal and juvenile justice, health and community services, general purpose government.
  - 7. Responsiveness to state and federal mandates and community priorities.
- B. Directors of custodial departments, as identified in Section III, are responsible for acquisition processes related to the respective categories of county land.
- C. Directors of custodial departments shall assess acquisition funding sources for short and long term obligations including viability of potential non-county resources and potential encumbrances that may be associated with outside funding when considering property acquisition.
- D. Directors of custodial departments may recommend conveyances of property interests to the county through development permits.
- E. Prior to acquiring land not currently owned by the county, custodial department directors will analyze whether land needs can be satisfied on existing county parcels including:
  - 1. Articulate the specific land need.
  - 2. Review the current inventory of county lands with particular attention to parcels that may be identified as potentially surplus pursuant to Section VII D.
  - 3. Discuss candidate sites (and associated encumbrances) with the respective custodial department director(s).
  - 4. Identify potential for meeting multiple county goals with the subject parcel.
  - 5. Prepare a summary of the analysis.

- F. If land needs cannot be met on existing county lands, the custodial department director may pursue acquisition on non-county owned land pursuant to the procedures articulated in Section V I.
- G. County departments may enter into interdepartmental service agreements, intergovernmental agreements and contracts with private entities to carry out acquisition responsibilities.
- H. Except as provided for in Section V I.9., county purchases of real property shall be subject to acceptance by the Board.
- I. Acquisition of real property – Standard Procedures:
  - 1. Fair Market Value is established through an appraisal.
  - 2. Appraisals are completed and approved by a real estate appraiser licensed in the state of Washington pursuant to 18.140 RCW.
  - 3. Review appraisals, when required by state or federal regulations or grant funding sources, or when determined advisable by the custodial department, shall be completed by a Member of the American Institute of Real Estate Appraisers (MAI) licensed in the state of Washington.
  - 4. Appraisal Reports and Reviews for acquisitions involving federal funding must be in compliance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA).
  - 5. For all other funding programs appraisals meeting the current Uniform Standards of Professional Appraisal Practice (USPAP) publication are acceptable with the following exceptions:
    - a. Extraordinary Assumptions and Hypothetical Conditions must be clearly listed and justified in the appraisal report.
    - b. Appraisals must consider existing encumbrances.
    - c. The restricted format for reporting appraisals is not acceptable.
    - d. Appraisers must provide a specific point value rather than a value range.
    - e. Property owners are given an opportunity to accompany each appraiser during inspection of the property.
  - 6. County Completes Due Diligence Investigations:
    - a. A title search is completed and a preliminary title report prepared and reviewed with the Prosecuting Attorney.
    - b. If no prior survey exists, a boundary survey of the property is completed and a legal description of the property is prepared.
    - c. Acquisitions involving federal funding shall prepare all required maps and exhibits, such as the Land and Water Conservation Fund 6(f)(3) map, based on the legal description of any easements or other encumbrances that may restrict use of the property.

- d. Acquisitions that may receive grant funding will meet all requirements of the anticipated funding source.
  - e. A site inspection, or series of site inspections, is/are conducted to determine that the property is suitable for the intended county purpose.
    - i) Zoning is appropriate for the intended use.
    - ii) Necessary land use permits for the intended use are identified/verified.
    - iii) Structures meet current building code requirements.
    - iv) An Americans with Disabilities Act (ADA) and/or Outdoor Accessibility (USDOJ) assessment is completed.
  - f. A hazardous materials questionnaire is completed by the property owner:
    - i) If deemed advisable by the custodial department, a Phase I Environmental Site Assessment is completed.
    - ii) The format and content of Phase I ESA reports must be in general accordance with the American Society for Testing of Materials (ASTM) Standard Practice for Environmental Site Assessments including: Site Assessment Process E-1527-05 and the United States Environmental Protection Agency's (USEPA) standards for All Appropriate Inquiries (AAI) at 40 Code of Federal Regulations (CFR) Part 312.
7. County Provides Property Owner Protections:
- a. County policy is to pursue purchase from willing property owners and through voluntary negotiations as a first option.
  - b. Except as indicated in Section IV D, county will take no action to advance condemnation, defer negotiations or condemnation, or take any other action coercive in nature in order to compel an agreement on the price to be paid for the property.
  - c. Property owners are not to be left with uneconomic remnants that the county does not offer to acquire.
  - d. County will acquire an equal interest in all buildings and facilities, etc. located upon the real property acquired.
  - e. County provides written statements of just compensation offered for the properties of interest. Compensation for damages, if any, to the remaining real property shall be separately stated in the written statements.
  - f. No property owner can voluntarily donate his property prior to being informed of the right to just compensation.

- g. As applicable, county will follow all provisions of the “Relocation Assistance Real Property Acquisition Policy.”
- 8. Acquisition of real property - Exceptions to standard procedures:
  - a. Intergovernmental Transactions: The Board may sell, trade, transfer or lease county property to another governmental agency by negotiation, upon such terms as may be agreed upon and for such consideration as may be deemed adequate by the Board.
  - b. Private Exchange: The Board may authorize the exchange of surplus county real property for privately owned real property, provided, that the exchange of tax title lands shall be governed by:
    - i) The value of the real property to be exchanged by the county and the value of the real property to be received by the county shall be determined by qualified independent appraiser(s).
    - ii) Unless the value of the real property to be exchanged is more than five (5) times the value of the real property to be received, the Board may approve the exchange and specify whether the difference in value, if any, shall be paid in cash at closing or be paid pursuant to an appropriate real estate contract or deed of trust.
  - c. Trade-ins: The county may trade in property belonging to the county when purchasing other property:
    - i) If the county elects to trade in property, it shall include in its call for bids on the property to be purchased a notice that the county has for sale or trade-in property of a specified type, description and quantity which will be sold or traded in on the same day and hour that the bids on the property to be purchased are opened. Any bidder may include in its offer to sell an offer to accept the designated county property in trade by setting forth in the bid the amount of such allowance.
    - ii) In determining the lowest and best bid, the county shall consider the net cost to the county after trade-in allowances have been deducted.
    - iii) The county may accept the bid of any bidder without trade-in of the county property, but may not require any such bidder to purchase the county property without awarding the bidder the purchase contract.
    - iv) The county shall consider offers in relation to the trade-in allowances offered to determine the next best sale and purchase combination for the county.
  - d. Emergency: In the event of an emergency, when the interest or property of the county would suffer material injury or damage by

disposition in accordance with the foregoing provisions, the Board, upon declaring the existence of such an emergency, may authorize the county administrative officer to sell or lease such property upon such terms and procedures as to the Board appear to be in the public interest.

- e. Unmarketable Parcels: A parcel of surplus real property, which in and of itself would have little utilitarian value because of its size or shape, may be offered and sold to owners of adjoining properties by private negotiation.
- f. Limited-Use Parcels—Covenant Restrictions: Where restrictive covenants, dedication limitations, grant conditions or other legally enforceable restraints, including such restraints placed upon property by the county, limit use of surplus property to a specific public purpose, such property may be conveyed by negotiation upon such terms and conditions as are consistent with such restraint and based upon an opinion of value from a Member of the American Institute of Real Estate Appraisers (MAI).
- g. Limited-Use Parcels—Restrictive Characteristics: Property determined to be surplus to the immediate needs of the county, but which because of its location, configuration or other characteristic is especially and uniquely suitable for a particular quasi-public use requiring special legal, financial or technical qualifications, all as determined by the Board, may be sold or leased through a public request for proposal process.
- h. Relocation Sales: The Board may authorize the direct sale by private negotiation of county-owned residences to a person being relocated by a county project; provided, that the sale price for such property shall not be less than its appraised value as determined by an MAI.
- i. Public Purpose Sales: The Board may convey title to county real property to a bona fide nonprofit corporation to be improved and utilized in perpetuity to further a recognized county purpose; provided, the conveyance document(s) shall contain appropriate contract provisions and/or deed or deed of trust restrictions and covenants relating to timing of improvements, disposition of revenue, accessibility by the general public, nondiscrimination, compliance with laws, removal of liens, and reversion of title.
- j. Mineral Rights: The sale of mineral rights for extraction of aggregate on county property as a portion of a larger project to prepare such property for future public use may be by request for proposals.
- k. Donations: The county may accept a donation of a property after careful review of the property, deed restrictions and its intended use. The county staff is required to assess the financial impacts of

accepting the property, including on going fees, maintenance and life cycle costs, revenue potential, as well as development for the anticipated programmed use.

- I. Land-transfers: The county may accept land transfers from other governmental or non-profit agencies upon careful review of the property, deed restrictions and its intended use. The county staff is required to assess the financial impacts of accepting the property, including on going fees, maintenance and life cycle costs, revenue potential, as well as development for the anticipated programmed use.
  - m. County staff is authorized to negotiate acquisitions on behalf of the county and is not subject to provisions of 18.85 RCW. Notwithstanding this provision, if in the judgment of the Board of County Commissioners the sale of real property of the county would be facilitated and a greater value realized through the use of the services of licensed real estate brokers or by such other method as is determined to most likely result in the receipt of full value for such property, a contract for such services may be negotiated and concluded; provided, that a minimum sales price for such property shall be set by an MAI.
9. Acquisition of real property - Conveyances of property interests to county via development permits:
- a. Conveyances not involving the direct expenditure of county funds made to satisfy conditions of short plat, conditional use permit, site plan or other county land use approval may be accepted PROVIDED,
    - i) The custodial department that will assume responsibility for managing the property has had the opportunity to review the proposed dedication during the preliminary subdivision, short plat or development permit process.
    - ii) The custodial department that will assume responsibility for managing the property agrees to placing condition(s) of approval requiring the dedication(s) on the preliminary subdivision, short plat or development permit approval(s).
    - iii) The custodial department and landowner or authorized agent will formally execute a written instrument accepting the dedication upon fulfillment of all conditions of the preliminary development approval and formal filing for final development approval.
    - iv) Acceptance of plat dedications shall be processed in accordance with RCW [58.17.165](#) through [58.17.170](#).
  - b. Conveyances of real property for county road projects, road improvement districts, stormwater quantity and quality control,

sanitary sewer rights-of-way, park projects, critical/sensitive lands, other natural resource lands and planned acquisitions/incentive programs approved by the Board may be accepted; PROVIDED:

- i) The purchase price, if any, does not exceed twenty-five thousand dollars (\$25,000); and
  - ii) The purchase price, if any, does not exceed the appraised value of the interest being acquired; and
  - iii) Sufficient funds for the acquisition have been budgeted.
- c. Directors of custodial departments, as identified in Section III, are authorized to accept on behalf of Clark County conveyances of interest in real property in accordance with their respective responsibilities.
  - d. Directors of the respective custodial departments shall note acceptance on the face of the instrument of conveyance in substantially the form set forth below and thereafter shall promptly cause such instrument to be recorded with the Clark County Auditor:

Accepted on behalf of Clark County  
under the authority of CCC Chapter \_\_\_\_\_

\_\_\_\_\_  
Department Director  
Clark County, Washington

- e. Directors of the departments, as identified in Section III, shall be responsible for incorporating all conveyances into the annual update of county lands required by Section II B 2.
  - f. Directors of custodial departments, as designated in Sections III are responsible for maintaining conveyances related to the respective categories of county land.
  - g. County departments may enter into interdepartmental service agreements, intergovernmental agreements and contracts with private entities to carry out maintenance responsibilities.
- J. Acquisition Files and Records Retention
- 1. Custodial departments are responsible for organizing and maintaining files for any real property acquisitions they pursue.
  - 2. File components include:
    - a. Status: an acquisition activity log, an example of which is located in Appendix B.
    - b. Correspondence: e-mails, letters and negotiator's diary.

- c. Physical Site Review: site analysis information and any due diligence surveys/reports such as property boundary survey, cultural resource survey, wetland delineations, hazardous/toxic substances environmental assessments, structural surveys, etc.
  - d. Maps: maps and graphics relating to the project.
  - e. Approvals and Agreements: Board of County Commissioners staff reports and authorizations, acquisition funding and grant agreements, acquisition offer letters, purchase and sale agreements, etc.
  - f. Title: title reports, insurance and deeds to property, recorded easements that affect the property, recorded deeds of right or other documents required by acquisition funding partners or that may restrict the use of the property.
  - g. Budget and Closing: documentation of acquisition expenditures, HUD escrow settlement statements, Treasurer excise tax forms, etc.
  - h. Appraisals: appraisals, review and summary appraisals conducted.
3. Custodial departments are responsible for contract services solicitation for acquisition projects pursuant to the county's procurement policies and for maintaining all required documentation prescribed by funding and grant agreements that support an acquisition.
    - a. Parallel acquisition project files, contract services files and funding agreement files may be established to facilitate contract administration and oversight and funding entity review for county compliance with funding agreement provisions.
    - b. When parallel files are established, clear cross-references among acquisition project files, contract services files and funding agreement files shall be included in all files.
  4. Once an acquisition is completed, custodial departments are responsible for review and assembly of acquisition project files in a manner that facilitates creation of an electronic or other secured back-up copies as required by the Washington State Archives and local government records retention schedule.
  5. After purging and organizing files and creating required back-up copies, custodial departments shall transmit the paper acquisition project files to Public Works Real Property Services who will serve as the central repository for county acquisition files. Paper files shall be organized in the following sequence starting from the bottom of the file:
    - a. Title report and updates.
    - b. Appraisals and reviews.
    - c. Initial offer to purchase letter.
    - d. Correspondence and e-mails.
    - e. Administrative settlement justification and approval, if applicable.

- f. Revised offer letter(s), if applicable.
- g. Donation documents, if applicable.
- h. Negotiator's diary.
- i. Copy of warrant(s) or other proof of payment to seller for the acquisition.
- j. Title policy.
- k. Copies of recorded documents.
- l. Project funding agreements.

## **VI. Leases of Real Property**

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- A. County as Lessee:
  - 1. Leases may be explored for several reasons, including:
    - a. Growth in demands related to county services that cannot be accommodated within the existing county physical plant.
    - b. When a lease provides a more cost-effective approach for satisfying expansion of the county physical plant than an acquisition.
    - c. Where a unique county use, such as a shooting range for Sheriff's training, solid waste management facility, etc. is best located on a site with attributes that are advantageous or necessary to support that use.
    - d. For interim periods where the existing county personnel or unique county uses may be temporarily displaced by major renovations.
    - e. To provide a more convenient, accessible service for the citizens of the county.
    - f. To support efficiencies in maintenance costs associated with the property.
  - 2. Directors of the departments, as identified in Section III, are responsible for assessing property restrictions and limitations, including obligations related to grant funding that may have been used to acquire or develop the property, prior to negotiating leases related to the services over which they have custody.
  - 3. Prior to leasing land not currently owned or leased by the county, custodial department directors will analyze whether lease needs can be satisfied on existing county parcels or properties that the county is already leasing including:
    - a. Articulate the specific lease need.
    - b. Review the calendar of existing leases required in Section VI A 5. and the current inventory of county lands with particular attention to

parcels that may be identified as potentially surplus pursuant to Section VII D.

- c. Discuss candidate sites that may fill the need with the respective custodial department director(s).
  - d. Analyze land use, building code, ADA, outdoor accessibility, permitting context and other property encumbrances and whether the property and/or structure(s) are appropriate for the intended use.
  - e. Analyze initial acquisition details and subsequent funding sources to insure intended use does not violate deed restrictions or grant obligations.
  - f. Prepare a summary of the analysis.
4. If land needs cannot be met on existing county lands, or lands already under lease to the county, the appropriate custodial department director shall locate and investigate properties which are adaptable to such needs and uses and prepare a report summarizing findings.
  5. Custodial department directors shall maintain a calendar of leases with their expiration or renewal dates for leases under which the county uses property owned by others. Custodial department directors shall notify each other, the County Administrative Officer and the Board of County Commissioners of pending expiration of leases and options for continuation or termination of leases, well in advance of lease expiration so that appropriate action can be taken prior to expiration of the lease.
  6. County departments may enter into interdepartmental service agreements, intergovernmental agreements and contracts with private entities to negotiate leases.
  7. Standard procedures for leasing property:
    - a. The Board shall approve leases of real property for a term in excess of one (1) year. The Board may delegate signature authority for leases, extensions of and amendments to leases, to the County Administrator, Department Heads or other appropriate officials.<sup>6</sup>
    - b. The custodial department director prepares a summary of the analyses required in VI A 3 and 4 and the director's conclusion of the fair market rental value of the property or properties available for leasing as well as terms and conditions upon which such property or properties can be leased
    - c. The custodial departments, as identified in Sections III A, are responsible for compliance with lease provisions.

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<sup>6</sup> Delegation of signature authority typically occurs through the BOCC staff report process when the initial property decision is made. Signature authority for several leases in the downtown campus, for example, has been delegated to the County Administrator through this process.

- d. County departments may enter into interdepartmental service agreements, intergovernmental agreements and contracts with private entities to comply with lease terms.
- B. Leases of real property - county as lessor:
1. Leases may be solicited for several reasons including:
    - a. To maximize revenue generation.
    - b. To provide support services for recreational use and enjoyment.
    - c. To ensure underutilized components of the county physical plant, while needed in the long term, are optimally utilized in the interim period.
    - d. To reduce county maintenance and capital improvement costs for lands and facilities.
  2. Custodial department directors, as identified in Section III, are responsible for negotiating leases of properties under their custody and for enforcing terms of lease agreements.
  3. Airspace associated with real property may also be leased and is implicit in the term, "property."
  4. County departments may enter into interdepartmental service agreements, intergovernmental agreements and contracts with private entities to negotiate and enforce leases.
  5. Standard procedures for leasing property:
    - a. Leases should not restrict future options for use according to deed or funding restrictions, or the intended purpose of the acquisition.
    - b. The Board of County Commissioners shall approve leases of real property for a term in excess of one (1) year. The Board may delegate signature authority for leases, extensions of and amendments to leases, to the County Administrator, Department Heads or other appropriate officials<sup>4</sup>.
    - c. All leases of county property shall be made to the highest responsible bidder, except as indicated in Section VI B.5.:
      - i) In determining the highest responsible bidder for leases, the custodial department director may consider the price and terms bid;
      - ii) the character, integrity, reputation and financial responsibility of the bidder; and
      - iii) previous experience, if any, of the county with the bidder.
    - d. The custodial department director shall cause notice of the prospective lease of county property to be published once each week for two successive weeks in a newspaper of the county or via

internet, the last date of publication being at least ten (10) days before the date of lease.

- e. The notice shall describe the property, the time and place where the property may be inspected, the time, place and manner of sale or lease.
  - f. The county may lease real property for a term of years and upon such terms and conditions as may be deemed in the best interests of the public and the county<sup>7</sup>. No lease shall be for a longer term in any one instance than ten (10) years with the following exceptions:
    - i) When the Board determines it to be in the best public interest, real property necessary to the support or expansion of an adjacent facility may be leased to the lessee of the adjacent facility for a term to expire simultaneously with the term of the lease of the adjacent facility, but not to exceed thirty-five (35) years.
    - ii) When the Board determines it to be in the best public interest, where the property to be leased is improved or is to be improved, and the value of the improvement is or will be at least equal to the value of the property to be leased, the county may lease such property for a term not to exceed thirty-five (35) years.
    - iii) Where the property to be leased is to be used for major airport, industrial or commercial or county fair purposes, requiring extensive improvements, the county may lease such property for a term equal to the estimated useful life of the improvements, but not to exceed fifty (50) years.
6. Exceptions to standard procedures:
- a. Public Purpose Leases: The Board may enter into rental agreements for the use of county property with bona fide nonprofit organizations or other public agencies wherein the organization is to make improvements or provide services to further a recognized county purpose. However, leases should not restrict future options for use according to deed or funding restrictions, or the intended purpose of the acquisition.
  - b. The agreement may be for less than fair market rental so long as the general public is not unreasonably restricted from access to the improvements or services so provided.
  - c. Short-Term Rentals: The custodial department director may permit use of county facilities by a third party for up to seventy-two (72) hours upon such terms as may be mutually agreed upon; provided, that such use furthers a county purpose.

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<sup>7</sup> Leases may include provisions for renewal at the end of the term.

- d. Established Rental Value: Where the fair market rental value of county real property has been established by a Member of the American Institute of Real Estate Appraisers as less than one thousand five hundred dollars (\$1,500) per month, or, in the case of rentals of one thousand five hundred dollars (\$1,500) or more per month, in accordance with accepted appraisal methods and standards, such property may be leased by private negotiation at no less than the value so established.
  - e. Watchperson's/Caretaker's Property: Leases that include watchperson's/caretaker's responsibility for adjoining county-owned property may be leased by private negotiation.
  - f. Purchase and Sale Agreements: In situations where purchase and sale agreements include provisions such as life-estates or lease back provisions to the party(ies) from which county acquired property.
  - g. Mineral Rights: The lease of mineral rights for extraction of aggregate on county property as a portion of a larger project to prepare such property for future public use may be by request for proposals.
  - h. Agricultural: Agricultural leases shall take into account a minimum numbers of years to successfully establish a viable crop. The lease shall be negotiated to allow for successful crop without infringing on the proposed future use or development schedule for the property.
  - i. Grazing: Terms of grazing leases shall be negotiated to insure that grazing does not conflict with restrictions on property, including grant obligations, does not adversely impact proposed future uses of property, nor infringe on development schedules for the property.
  - j. Timber Harvest: Harvest of timber from county-owned property will be via contract other than lease agreement and will be subject to appropriate competitive bid processes and requirements.
7. Lease revenues should be directed to the department responsible for programming the uses and funding the maintenance of the affected facilities, unless otherwise directed by the Board of County Commissioners.

## **VII. Surplus and Disposition of Real Property**

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- A. The county may consider declaring property surplus and sale of county properties for several reasons including:
  - 1. To provide efficient management and protection for all county controlled properties.
  - 2. To insure the maximum return of all sales, rentals or leases of county controlled properties, except as otherwise provided for herein.

3. To dispose of all property that is not required for county purposes.
- B. The Board shall approve all sales of real property, after considering recommendations on potential sales from appropriate advisory Boards and commissions.
- C. Custodial department directors, as identified in Section III, are responsible for analyzing whether properties under their custody are needed for continuing county purposes, and for administering surplus and disposition requests, if property is no longer needed.
- D. Directors of the departments, as identified in Section III, are responsible for annually updating the inventory of county land that will reflect acquisitions and dispositions of real property over the intervening period, including all conveyances to and conveyances by the county. Each year directors shall review the list of property under their custody and evaluate whether or not any may be considered for surplus and sale or lease. The evaluation must consider:
  1. The current public purpose for the property and whether or not the public purpose for which the county originally took ownership is still valid.
  2. Deed, grant and other funding restrictions associated with county acquisition of the property and their implications for property surplus.
  3. Encumbrances that may affect the utility and/or value of the property.
  4. A financial analysis of initial acquisition costs, the history of county investments in the property, annual costs associated with ongoing maintenance and operations and an estimate of the financial return to the county, should the property be sold as surplus.
- E. County departments may enter into interdepartmental service agreements, intergovernmental agreements and contracts with private entities to analyze and administer surplus property investigations and property sales.
- F. Surplus and disposition of county property - Standard procedures:
  1. All sales of county real property shall be made to the highest responsible bidder at public sale, except as provided in Section VII G.
  2. On sales for cash, the highest bidder shall be deemed responsible:
    - a. In determining the highest responsible bidder for other sales, the custodial department director may consider the price and terms bid;
    - b. the character, integrity, reputation and financial responsibility of the bidder; and
    - c. the previous experience, if any, of the county with the bidder.
  3. The custodial department director shall cause notice of the sale or lease of surplus county property, describing the property, the terms of sale, and the time, place and manner of sale or lease, to be published once each week for two successive weeks in a newspaper of the county, the

last date of publication being at least ten (10) days before the date of sale or lease.

4. Any notice of sale of real property shall include both its legal description and street address, if any, and the terms of sale if the sale is for other than cash.
- G. Surplus and disposition of county property - Exceptions to standard procedures:
1. Intergovernmental Transactions: The Board may sell county real property to another governmental agency by negotiation, upon such terms as may be agreed upon and for such consideration as may be deemed adequate by the Board.
  2. Private Exchange: The Board may authorize the exchange of surplus county real property for privately owned real property, subject to the provisions of this subsection; provided, that the exchange of tax title lands shall be governed by RCW [36.35.050](#):
    - a. The value of the real property to be exchanged by the county and the value of the real property to be received by the county shall be determined by qualified independent appraiser(s) licensed in the state of Washington.
    - b. Unless the value of the real property to be exchanged is more than five (5) times the value of the real property to be received, the Board may approve the exchange and specify whether the difference in value, if any, shall be paid in cash at closing or be paid pursuant to an appropriate real estate contract or deed of trust.
  3. Trade-ins: The county may trade in property belonging to the county when purchasing other property:
    - a. If the county elects to trade in property, it shall include in its call for bids on the property to be purchased a notice that the county has for sale or trade-in property of a specified type, description and quantity which will be sold or traded in on the same day and hour that the bids on the property to be purchased are opened.
    - b. Any bidder may include in its offer to sell an offer to accept the designated county property in trade by setting forth in the bid the amount of such allowance.
    - c. In determining the lowest and best bid, the county shall consider the net cost to the county after trade-in allowances have been deducted. The county may accept the bid of any bidder without trade-in of the county property, but may not require any such bidder to purchase the county property without awarding the bidder the purchase contract.

- d. The county shall consider offers in relation to the trade-in allowances offered to determine the next best sale and purchase combination for the county.
4. **Emergency:** In the event of an emergency, when the interest or property of the county would suffer material injury or damage by disposition in accordance with the foregoing provisions, the Board, upon declaring the existence of such an emergency, may authorize the county administrative officer to sell or lease such property upon such terms and procedures as to the Board appear to be in the public interest.
5. **Unmarketable Parcels:** A parcel of surplus real property, which in and of itself would have little utilitarian value because of its size or shape, may be offered and sold to owners of adjoining properties by private negotiation.
6. **Limited-Use Parcels—Covenant Restrictions:** Where restrictive covenants, dedication limitations, grant conditions or other legally enforceable restraints, including such restraints placed upon property by the county, limit use of surplus property to a specific public purpose, such property may be conveyed by negotiation upon such terms and conditions as are consistent with such restraint and based upon an opinion of value from a Member of the American Institute of Real Estate Appraisers (MAI).
7. **Limited-Use Parcels—Restrictive Characteristics:** Property determined to be surplus to the immediate needs of the county, but which because of its location, configuration or other characteristic is especially and uniquely suitable for a particular quasi-public use requiring special legal, financial or technical qualifications, all as determined by the Board, may be sold or leased through a public request for proposal process.
8. **Relocation Sales:** The Board may authorize the direct sale by private negotiation of county-owned residences to a person being relocated by a county project; provided, that the sale price for such property shall not be less than its appraised value as determined by an MAI.
9. **Public Purpose Sales:** The Board may convey title to county real property to a bona fide nonprofit corporation or other public agency to be improved and utilized in perpetuity to further a recognized county purpose; provided, the conveyance document(s) shall contain appropriate contract provisions and/or deed or deed of trust restrictions and covenants relating to timing of improvements, disposition of revenue, accessibility by the general public, nondiscrimination, compliance with laws, compliance with any grant or funding obligations, removal of liens, and reversion of title.
10. **Mineral Rights:** The sale of mineral rights for extraction of aggregate on county property as a portion of a larger project to prepare such property for future public use may be by request for proposals.

- H. Allocation of revenue from sale of surplus property:
  - 1. If the property was originally purchased with revenue from a dedicated fund, such as the Road Fund, Clean Water Fund, Conservation Futures Fund, or development impact fee district, revenue from sale of property should be directed to the dedicated fund used to acquire the property.
  - 2. If the general fund or other non-dedicated fund was used to acquire the property, surplus property revenues should be directed to the custodial departments, as indicated in Section III A, unless otherwise directed by the Board of County Commissioners.

## VIII. Easement Requests

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- A. County as Grantor:
  - 1. Temporary and permanent easements for utility purposes, other than service to county property, may be granted by the County Administrative Officer if the easements will not interfere with or hinder the programmed or future use of the property by the custodial department.
  - 2. Utility and other easements that exceed fifty thousand dollars in value shall be subject to prior approval by ordinance.
  - 3. The Board of County Commissioners may authorize other easements on county property as provided in this Section after making a finding that the request is in the public interest and complies with deed restrictions and grant obligations.
  - 4. Standard procedures for considering easement requests:
    - a. Parties requesting a new easement, amended easement or easement transfer shall pay an easement application fee as reimbursement for administrative costs and expenses incurred in the processing of the easement request.
    - b. The County Administrative Officer is authorized to require applicants to reimburse the county to the extent that the reimbursement fully covers the cost of processing the easement request.
    - c. The easement application fee is payable at the time the easement is requested.
    - d. The easement application fee and other fees are not refundable, even if the application is disapproved or not executed by the applicant.
    - e. To the extent the costs of processing the easement application exceed the revenue received through the application fee, the grantee shall pay actual cost balances in full prior to final action on the easement by the county.

5. Partnership opportunities: Partnership opportunities may be excepted from the standard procedures for considering easement requests where:
    - a. The county benefits from property enhancements and improvements to be made in the easement area by the easement applicant. For example, a utility maintenance road could be designed and constructed to serve as a public pedestrian/bicycle trail segment within the county property.
    - b. The value of the enhancements and improvements is equal to or more than the cost of processing the easement request.
  6. Custodial department directors, as identified in Section III, are responsible for review of easement applications and making recommendations to the County Administrative Officer regarding approval or denial of the applications.
  7. Custodial department directors, as identified in Section III, are responsible for recording and enforcing the provisions of granted easements.
  8. County departments may enter into interdepartmental service agreements, intergovernmental agreements and contracts with private entities to review easement applications and enforce provisions of approved easements.
  9. If the property on which the easement is solicited was originally purchased with revenue from a dedicated fund, such as the Road Fund, Clean Water Fund or Legacy Lands Fund, revenue from easements on said property should be directed to the dedicated fund used to acquire the property.
  10. If the general fund or other non-dedicated fund was used to acquire the property, revenues from execution of an easement should be directed to the custodial department, as indicated in Section III A, unless otherwise directed by the Board of County Commissioners.
- B. County as Grantee:
1. County may pursue easement or other less than fee interest in property for a variety of reasons including:
    - a. Road and utility access to county properties.
    - b. Conservation and recreational easement interest in real property may be more economical than fee purchase.
    - c. Compliance with development permits for mitigation of wetland and habitat impacts, water quality and quantity management, geologic and floodplain hazards, etc.
    - d. Trail corridor for regional trail connectivity
    - e. Access for park property to ensure safe route for citizen access to a property

2. The custodial department, as indicated in Section III, is responsible for negotiating easements that support the county purposes of those properties and budgeting for expenditures associated with acquisition of the easement.
  3. County departments may enter into interdepartmental service agreements, intergovernmental agreements and contracts with private non-profit or public entities to negotiate easements and other less than fee interests in property.
- C. Relinquishment of easements held by county:
1. County may consider relinquishing easements for a number of reasons, including:
    - a. There is no longer a county purpose for property that the easements support; or
    - b. County easement interests in property acquired through the development permitting process may be relinquished or transferred to another private or public party if:
      - i) The original permit is superseded and the easement is not needed to mitigate for the impacts of the revised permit.
      - ii) Responsibility for enforcement of the easement provisions is transferred to another party that agrees to fully implement the permit provisions.
    - c. The custodial department, as indicated in Section III, is responsible for reviewing requests to relinquish easements that support the county purposes of those properties and shall budget for such expenditures, and any revenues that may result from relinquishment.
  2. Standard procedure for relinquishing easement interests in property:
    - a. The County Administrative Officer is authorized to relinquish any easements granted to the county which are determined to be surplus to the county's foreseeable needs. The county administrative officer is also authorized to trade an easement for real property or easements of a similar nature and value.
    - b. Whenever the county is approached regarding the relinquishment of an easement, custodial department directors, as indicated in Section III, shall review planned and potential uses for the easement and recommend to the County Administrative Officer whether or not to relinquish the easement.
    - c. Relinquishment of easements where the county spent more than \$50,000 in their acquisition shall be subject to prior approval by ordinance.

# Appendix A

## Operations Framework

### I. Purpose of this Section

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- A. Articulate current departmental responsibilities for operating county properties and facilities on them.
- B. Identify revenue streams that support operations and maintenance of county property.
- C. Identify property management policies for county-owned land

### II. Departmental Responsibilities

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- A. Operating Responsibilities include (unless mutually agreed to otherwise):
  - 1. Regularly inspecting property and facilities to ensure properties are maintained to applicable standards and facilities are in good working order.
  - 2. Ensuring site improvements are consistent with deed and funding restrictions and anticipated public purpose for the property.
  - 3. Principal point of contact for citizen inquiries and complaints.
  - 4. Day-to-day management of properties including:
    - a. Open and closing gates to facilities where the public is allowed access.
    - b. Managing fee collection, reservations, special use permitting as applicable
    - c. Routine maintenance including grass mowing, leaf and litter pick-up, minor equipment repair and maintenance
    - d. Rules enforcement to ensure public safety and civility for all persons on county property.
- B. The Environmental Services Department operates:
  - 1. Environmental Services capital project mitigation sites.
  - 2. Public Works capital projects mitigation sites.
  - 3. Open spaces dedicated to the county adjacent to properties for which Environmental Services is the custodial department.
  - 4. Conservation covenant and easement interests in private property acquired through critical areas permitting processes.

5. Jointly operates with Vancouver-Clark Parks the Legacy Lands system pursuant to the provisions of the parks interlocal agreement between Clark County and the City of Vancouver.
  6. Jointly operates Leichner landfill with Public Works and jointly operates English Pit with Public Works and Vancouver-Clark Parks.
- C. The General Services Department operates:
1. The Main County Office Campus and Community Health Campus.
  2. 911 Towers, county jail, jail work center and Sheriff's satellite precincts.
  3. The Clark County Fairgrounds and Amphitheater.
  4. Tri-Mountain Golf Course.
  5. The Clark County 78<sup>th</sup> Street Heritage Farm.
  6. The Val Ogden Center.
- D. The Public Works Department operates:
1. County roads and rights-of-way.
  2. County Public Works operations center, satellite operations yards, and aggregate extraction sites.
  3. The Salmon Creek Wastewater Treatment Plant, land and facilities associated with water pollution abatement functions such as pump station sites and sewer line rights of way.
  4. Storm water facilities.
  5. Tax title properties.
  6. Camp Bonneville.
  7. Jointly operates Leichner landfill with Environmental Services and jointly operates English Pit with Environmental Services and Vancouver-Clark Parks.
- E. Vancouver Clark Parks and Recreation operates:
1. Developed and undeveloped parks and trail properties within the Greater Clark Park District and the regional parks pursuant to the provisions of the parks interlocal agreement between Clark County and the City of Vancouver.
  2. Regional trail corridors (developed and undeveloped) pursuant to the provisions of the parks interlocal agreement between Clark County and the City of Vancouver.
  3. Open spaces dedicated to the county adjacent to properties for which Parks is the operating department including conservation covenant and easement interests in private property acquired through critical areas permitting processes.
  4. Jointly operates with Public Works and Environmental Services the comprehensive parks, open space and recreation system pursuant to the

provisions of the parks interlocal agreement between Clark County and the City of Vancouver.

- F. County departments may enter into interdepartmental service agreements, intergovernmental agreements with other public agencies and contracts and agreements with private entities to maintain and operate county owned properties.

### III. Funding for Property Management

- A. A system of direct appropriations, interdepartmental transfers, and reimbursable work order numbers tied to contracted services agreements is used to implement programming and operational land/property management responsibilities.
- B. The following summary of the 2011-12 budget illustrates this system.

Property Category <sup>1</sup>	Acreage Estimate <sup>2</sup>	Activity <sup>3</sup>	Program-ming Dep't	Operations Department	2011-2012 Budget	DES	PW	Sources
DES-LL	675	Capital	DES	DES	\$5,349	\$5,049	\$300	Conservation Futures capital budget
DES-LL	2,899	M&O	DES	DES-PW	\$505	\$374	\$131	Conservation futures transfer; 144 properties
DES-LL	NA	Plan/Policy	DES	DES	\$500	\$440	\$60	Reimbursable to Conservation futures
DES-CW	NA	Capital	DES	PW-DES	\$8,482	\$1,400	\$7,082	Clean Water Fee
DES-CW	354	M&O	DES	PW-DES	\$2,716	\$416	\$2,300	Clean Water Fee; 452 properties
PW-Parks	3,672	M&O	PW	PW-DES		\$308		Metropolitan Parks District and General Fund – 256 properties
				<b>Totals</b>	<b>\$17,552</b>			

Figures in thousands

Notes

1. Department of Environmental Services- Legacy Lands (LL), Clean Water (CW), Public Works – Parks (PW-Parks)
2. Acreage estimates are as of 9/6/11 and subject to change.
3. Activities include capital construction or acquisition (Capital), maintenance and operations (M&O), Planning and Policy

## IV. Property Management Standards

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- A. County custodial departments are responsible for assuring that best management practices pursuant to the following guidance documents are implemented on the respective properties for which they are custodian:
  - 1. Stormwater Pollution Control Manual: Best Management Practices for Businesses and Government Agencies. Clark County Environmental Services, November 2000.
  - 2. Water Quality Best Management Practices for Operation and Maintenance of Publicly-Owned Property. Clark County Public Works in cooperation with the City of Vancouver, July 2000.
  - 3. Vegetation Management update to Water Quality Best Management Practices for Operation and Maintenance of Publicly-Owned Property. Clark County Vegetation Management, February 2008.
  - 4. Stormwater Facility Maintenance Manual. Clark County Public Works, July 2000.
  - 5. Clark County Environmentally Responsible Purchasing Policy. 2005.
  - 6. State of Washington Recreation and Conservation Funding Board Manual 2 – Planning Policies, as amended.
  - 7. State of Washington Recreation and Conservation Funding Board Manual 3 – Acquisition Projects, as amended.
  - 8. State of Washington Recreation and Conservation Funding Board Manual 4 – Development Projects-Policies, as amended.
  - 9. State of Washington Recreation and Conservation Funding Board Manual 5 – Restoration Projects, as amended
  - 10. State of Washington Recreation and Conservation Funding Board Manual 10a – Outdoor Recreation Account, as amended
  - 11. State of Washington Recreation and Conservation Funding Board Manual 10b – Washington Wildlife and Recreation Program, as amended
  - 12. State of Washington Recreation and Conservation Funding Board Manual 15 – Land and Water Conservation Fund, as amended.
  - 13. State of Washington Recreation and Conservation Funding Board Manual 18 – Salmon Recovery Grants
- B. County departments may enter into interdepartmental service agreements, intergovernmental agreements and contracts with private entities to implement the best management practices.

# Appendix B

## Example Acquisition Checklist/Activity Log

<b>Activity</b>	<b>Date Completed</b>	<b>Initials</b>
Title Report Ordered		
Title Report Received		
Land Survey/Legal Description Ordered		
Land Survey/Legal Description Received		
Appraiser Selection Method Documented		
Appraiser Qualifications Documented		
Land Appraisal Ordered		
Land Appraisal Received		
Timber Appraisal Ordered (as needed)		
Timber Appraisal Received		
Review Appraiser Selection Method Documented		
Review Appraiser Qualifications Documented		
Review Appraisal Ordered		
Review Appraisal Received		
Environmental Site Assessment Ordered		
Environmental Site Assessment Received		
Cultural Resources Assessment Ordered (as needed)		
Cultural Resources Assessment Received		
Site/Structural Inspection Ordered		
Site/Structural Inspection Received		

Offer to Purchase Mailed		
Purchase & Sale Agreement Completed		
Non-FMV Purchase Reasons Documented		
Escrow Opened		
Closing Statement Received		
Deed to Seller for Signature		
Deed and Staff Report to BOCC		
Deed Accepted by BOCC (Consent Agenda)		
Deed Recorded		