



Yolo Habitat Conservancy

County of Yolo • City of Davis • City of Winters • City of West Sacramento
City of Woodland • University of California, Davis

Yolo HCP/NCCP Candidate Reserve System Site Approval and Acquisition Process Authorization Policy

Date Adopted by the Yolo Habitat Conservancy Board: (PENDING)

1. PURPOSE:

The Yolo Habitat Conservancy (Conservancy) follows the acquisition process outlined in Section 7.5.2 of the Yolo HCP/NCCP when establishing conservation easements and acquiring land in fee title for inclusion in the Yolo HCP/NCCP reserve system. As part of the acquisition process the Conservancy's Executive Director seeks the Board's approval when a site is initially being considered as a candidate Yolo HCP/NCCP reserve system site (Step 5¹) and subsequently returns to the Board for final approval of relevant acquisition documents, including the final conservation easement, prior to finalizing the acquisition (Step 13²).

While the steps outlined in Section 7.5.2 are not required to occur sequentially, Conservancy staff generally refrain from conducting significant due diligence and other acquisition-related activities outlined in steps 6 through 11 until receiving initial Board approval to include the proposed site in the reserve system as described in Step 5. Under some circumstances, grant deadlines or other time sensitive issues may arise that require due diligence or other acquisition-related activities to commence prior to the next regularly scheduled Board meeting. The Candidate Reserve System Site Approval and Acquisition Process Authorization Policy specifies that the Executive Director may obtain authorization from the Board Chair and Vice Chair to proceed with due diligence and other acquisition process steps prior to the full Board approving a site as a candidate reserve system site in circumstances where the Executive Director determines that immediate action is needed due to grant deadlines or other time sensitive issues.

2. SCOPE

This policy applies to any site being considered for enrollment in the Yolo HCP/NCCP reserve system in circumstances where authorization for initial due diligence and acquisition-related activities is needed prior to the next Conservancy Board meeting.

¹ Step 5 of the acquisition process states that, "The Executive Director will make a recommendation to the Board regarding whether to include the proposed site in the reserve system. After Board approval of recommended sites, the Executive Director will seek approval from the wildlife agencies to proceed with the acquisition."

² Step 13 of the acquisition process states that, "The Conservancy completes the acquisition, including final approval by the Board of relevant easement documents."

3. POLICY

The Yolo HCP/NCCP acquisition process for acquiring conservation easements and fee title lands for enrollment in the Yolo HCP/NCCP reserve system is outlined in the acquisition process steps described in Section 7.5.2 of the Yolo HCP/NCCP. Once the Executive Director receives a Science and Technical Advisory Committee (STAC) recommendation to approve a site as a candidate reserve system site, and concurs with the recommendation, they typically request that the Board approve the recommendation prior to proceeding with due diligence and other acquisition related activities. In circumstances where the Executive Director determines that there is a need to proceed with due diligence, grant proposal preparation, or other acquisition related activities in advance of obtaining Board approval at a regularly scheduled Board meeting, the Executive Director may request preliminary candidate site approval and authorization to proceed with acquisition related activities from the Board Chair and Vice Chair. The Executive Director will request approval of a site as a candidate reserve system site from the full Board at the next regularly scheduled Board meeting.

