

Summary of Proceedings

EAST KERN HEALTH CARE DISTRICT

BOARD OF DIRECTORS

MAY 21, 2024, 5 p.m.

MISSION STATEMENT: "Building health, well-being, and resiliency."

(Note: Motions are identified by maker's name in bold **First : Second**)

Agenda Posted:

Date – October 24, 2023

Electronic posting 10:45 a.m.

Physical postings prior to 5 p.m.

Video Time Code	Item	Action
0:31	2. Roll Call and Call to Order	Present were: L. Patrick, L. Peralta, K. Macedonio, R. Macedonio, and the meeting was called to order by Chair Macedonio at 5:01 p.m.
2:08	3. Approval of Agenda	Motion: Approve agenda with changes to: add detail of the financial reports with attachments A-D numerated as per the staff report, and hold over minutes to 6/4/2024 R Macedonio: L Peralta Motion Carried, 4-0
5:45	4. Public Comment	None
5:58	5. Community Announcements	Director Patrick made an announcement about a Veterans' Event on June 7 at American Legion. The Board discussed improved methods to provide event announcements via the website and email.
7:05	6. Consent Calendar: 6A. Financial Reports	6A. Financial Reports were reviewed, including the bills paid in April, profit and loss statements. The Board asked for clarification of what expenditures relate to insurance claims. The Board stated they would like the financial statements to be available on the website more frequently. Minutes pulled during Approval of Agenda. A draft FY 24/25 Budget will be brought to the June 4 Board meeting.

	<p>6B. Approve Warrants</p> <p>6C. Minutes of 4/16 and 05/02/24</p>	<p>6B. The Board reviewed the warrant and asked clarifying questions. Direction was provided regarding payment to Meister & Meister to hold payment until permit is written.</p> <p>6C. The minutes were pulled due to incomplection.</p> <p>Motion: Approve Consent Calendar. L Partick : R Macedonio. Motion Carried, 4-0.</p>
32:10	<p>7. Facility Reports</p> <p>7A. 8101 Bay Ave. 7B. 9278 N. Loop</p> <p>7C. 9300 Minor Repair 7D. 9350 N Loop Blvd.</p>	<p>7A. No discussion. 7B. Chair Macedonio clarified that the Board is waiting for documentation related to this item. General Counsel Lemieux clarified status related to this item. 7C. Director R. Macedonio provided a brief update. 7D. Joselito Lacson provided a brief update on bidding. The Board asked clarifying questions.</p> <p>This item and reports were information-only; no votes were taken.</p>
43:53	<p>8. Staff Reports</p> <p>8A. Contract with Regional Government Services (RGS) for agency support</p>	<p>8A. Chair Macedonio reviewed this item and explained that she delineated in the agreement how much of the approved budget will be spent for each task. She stated that the contract will be executed soon. This item was for information only; no vote was taken.</p>
45:46	<p>9. Continued Business</p> <p>9A. Annexation Process Update and EKHCD and Ridgecrest Regional Hospital</p> <p>9A.1. LAFCo application is being completed for submission</p> <p>9A.2. RRH and EKHCD starting work on internal draft ideas for Strategic Plan</p> <p>9A.3. Director Macedonio attended Logic Model Training with the</p>	<p>9A.1. Chair Macedonio reported that the LAFCo application process is continuing. LAFCo will review the application once submitted.</p> <p>9A.2. The Strategic Plan is being reviewed by Ridgecrest Regional Hospital.</p> <p>9A.3. No report</p>

<p>47:15</p>	<p>10. New Business</p> <p>10A. Quality Surveying, Inc. has been contacted to request a proposal for a boundary survey and a topographical survey on the N Loop properties. Anticipate bringing proposal to Board for 6/4/2024 meeting.</p>	<p>10A. Chair Macedonio stated that a survey will provide clarity about the land boundaries. Joselito Lacson provided clarity and stated that based on documents he saw, there are multiple APN numbers, totally over 16 acres. He further stated that retracings of these APNs would provide information about the site boundaries. A survey company would draft a file and record it with Kern County. He asked about a potential third property that may need to be surveyed. The Board discussed the likelihood of a third property. Mr. Lacson said that without knowing if there is a third property, it would make sense to proceed without it.</p> <p>Mr. Lacson stated there are basic accessibility code requirements and challenges at each building. He gave examples of these challenges, such as sloped walkways and accessible restrooms.</p> <p>Mr. Lacson explained the purpose of the topographic (elevation/grading) survey.</p> <p>The attorney asked if the County Recorder could help with the boundaries questions. Chair Macedonio explained she has considered this. The Board agreed that a survey will be beneficial for the District.</p> <p>Motion: Approve Survey as Phase I of the project R Macedonio : L Peralta Motion Carried, 4-0.</p>
<p>1:11:01</p>	<p>11. Directors' Comments</p>	<p>Chair Macedonio reported on the recent East Kern Economic Alliance Meeting, where they learned of Afghanistan families being relocated to Mojave. She said that most entities did not know of this relocation and there are not many services identified for these families. She noted this may be an opportunity for strategic partnerships with non-profits to assist the families.</p>
<p>1:16:01</p>	<p>12. Future Agenda Items</p>	<p>Director Peralta noted that she would like to see an Ad Hoc Committee Handbook on a future agenda.</p> <p>Others future agenda items are the Budget Draft, a Resolution approving two regular Board meetings per month, and information on Surplus Property.</p>
<p>1:20:01</p>	<p>Adjournment</p>	<p>Motion to Adjourn at 6:21 p.m. L Peralta : R Macedonio Motion Carried, 4-0</p>

EAST KERN HEALTH CARE DISTRICT
Draft Budget
July 1, 2024-June 30, 2025

Consolidated Accounts	2024 Budget
Income	
4010 Property Tax Revenues	\$ 250,000
4011 Donations	
4015 Reimbursement	
4025 Grant Revenue	
4030 Lease Income	70,000
4040 Interest Income	17,000
4050 DONATED PROPERTY/DONATIONS	
4090 Other Revenue	
Total Income	337,000
Expense	
6150 Depreciation Expense	52,000
6155 Directors Fees	17,000
6160 Dues and Subscriptions	4,000
6165 Election Costs - Kern County	150
6166 Election Costs- San Bernadino	
6170 Groundskeeper	6,500
6180 Insurance	
6185 Liability Insurance	18,000
6190 Work Comp	1,000
6240 Miscellaneous	
6241 Donation- Senior Center Association	3,000
6243 Modular Unit Rental	8,500
6270 Professional Fees	10,000
6280 Legal Fees	20,000
6282 Consulting-Shawn Sprague	
6283 Prof Services Accounting	12,000
6284 Professional Services- District Secretary	
6285 Audit Expense	12,750
6287 Consulting -Miscellaneous Consultants	
6288 Consultants - contract	75,000
6289 Office Staff	
6281 Board Meeting Costs-Zoom Mtgs	250
6300 Repairs & Maintenance	4,000
6310 R&M- North Loop Bldg	23,000
6311 Large Item Repairs & Maint-N.Loop	900
6319 Fire Damage	20,000
6320 R & M - Bay Ave Bldg	300,000
6330 Alarm Monitoring-Bay Ave Bldg	
6335 R&M Modular Building	
6350 Conference and Travel	
6370 Meals	

EAST KERN HEALTH CARE DISTRICT
 Draft Budget
 July 1, 2024-June 30, 2025

Consolidated	2024 Budget
6380 Travel	
6383 Online Training/Webinars	250
6385 Conference Fees	
6386 Tax Collection Charges	1,600
6390 Utilities	
6395 Telephone	3,000
6400 Gas and Electric	20,000
6410 Water	4,500
6420 Trash	6,500
6440 Internet	12,000
6441 Pest Control	
6430 California City Internet, Inc.	
6500 Office Expenses	
6550 Office Supplies	2,500
6345 Supplies	
6555 Rent Expense	
6560 Payroll Expenses	11,000
6561 Payroll EDD Taxes	
6562 Payroll Federal Taxes	
6565 Payroll Wage Expenses	
Total Expense	649,400
Other Income	
4035 Cancer Fund Income	
4045 Investment FMV	
Total Other Income	
Other Expense	
6700 Annexation with Ridgecrest Regional Hospital	30,000
6710 Turning West LLC	
6720 Public information meetings costs	
Total Other Expense	30,000
Total Net Income	\$ (342,400)



HEALTH CARE DISTRICT

Date: May 31, 2024
To: Board of Directors
From: Karen Macedonio, Board President
Subject: **STATUS OF WORK WITH REGIONAL GOVERNMENT SERVICES**

BACKGROUND AND DISCUSSION

The Agreement for services with Regional Government Services was fully executed the week of May 27, 2024, and we have embarked on the work within the scope of the contract. Status highlights thus far include:

- Discussion to develop minutes for all meetings going forward, with an emphasis on actions completed/approved by the Board, and efficient turnaround time for Board review. RGS understands that there are a significant number of meetings in the past requiring minutes catch-up, however, the priority at this time is to capture current and future minutes.
- RGS has assigned a qualified advisor with the project of determining the compliance status of the District's website. The advisor will be providing a report to the District that includes recommendations should any items not meet compliance standards.
- RGS has identified and tasked staff for ongoing management services at Board meetings, and their staff will begin producing agenda packages for the Board for the June 21 meeting onward.
- Insurance claim advice: RGS has put the District in touch with an advisor for this service and an initial definition of the issue has been communicated with the advisor.
- Grand Jury Investigation response support – all documents have been provided to RGS. An advisor is reviewing the findings and crafting draft responses for the Board's review.

RECOMMENDATION

Receive information.

ALTERNATIVES CONSIDERED

None

PROPOSED ACTION

None – this item is for information purposes only.

ATTACHEMENTS

None

9-A

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East Kern

HEALTH CARE DISTRICT

To: Board of Directors
From: Karen Macedonio, Board President
Subject: **ADOPT RESOLUTION PROVIDING THAT THE BOARD SHALL HOLD TWO REGULAR MEETINGS PER MONTH**

BACKGROUND AND DISCUSSION

The Board of Directors regular meetings are typically held on the first Tuesday of the month at 5:00 p.m. To maintain efficient operations, the District has determined a need to hold two regular meetings a month. This would result in a second regular monthly meeting on the third Tuesday of the month, also at 5:00 p.m.

RECOMMENDATION

It is recommended that the Board approve the resolution to hold two regular meetings per month.

ALTERNATIVES CONSIDERED

None

PROPOSED ACTION

Adopt the resolution 2024 – 0604 – 1 providing that the Board hold two regular meetings per month, beginning June 2024. This proposed action will amend the District's administrative code.

ATTACHEMENTS

Resolution 2024 – 0604 – 1

RESOLUTION NO. 2024 – 0604 - 1

A RESOLUTION OF THE BOARD OF DIRECTORS OF EAST KERN HEALTH CARE DISTRICT PROVIDING THAT THE BOARD SHALL HOLD TWO REGULAR MEETINGS PER MONTH

WHEREAS, East Kern Healthcare District Administrative Code Section 2-1.402 provides that the Board of Directors shall hold regular meetings on the first Tuesday of each month at the hour of 5 o'clock p.m. at the District's headquarters;

WHEREAS, the East Kern Health Care District has determined a need to hold two regular meetings a month to maintain efficient operations which will decrease District costs; and

WHEREAS, the Board of Directors Board of Directors has agreed to hold two regular meetings and desire to comply with state law;

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF EAST KERN HEALTH CARE DISTRICT ("District"):

1. That commencing on June 1, 2024, this Board's regular meetings shall be held on the first and third Tuesday of each month at the hour of 5 o'clock p.m. at the District's headquarters.
2. The District's Administrative Code is hereby amended as follows:

2-1.402 REGULAR AND SPECIAL MEETINGS
(a) The Board shall hold regular meetings on the first and third Tuesday of each month at the hour of 5 o'clock p.m. at the District's headquarters.

PASSED, APPROVED AND ADOPTED this 21st Day of May, 2024.

Karen L Macedonio, President

ATTEST:

Lois Peralta, Secretary

APPROVED AS TO FORM:

Alex Lemieux, District Counsel
(SEAL)

Article 4. Meetings

2-1.401 MEETINGS: GENERAL

- (a) Meetings of the Board and committees shall be open to the public.
- (b) No action shall be taken by secret ballot.
- (c) The definitions contained in the Brown Act shall be used for this Article.

2-1.402 REGULAR AND SPECIAL MEETINGS

- (a) The Board shall hold regular meetings on the first and third Tuesday of each month at the hour of 5 o'clock p.m. at the District's headquarters.
- (b) The President, Vice President, or Secretary may call a special meeting upon a twenty-four hour actual notice to each Director. No business other than that officially noticed in the Agenda may be discussed.
- (c) Notice of all regular, special, and adjourned meetings must be provided and posted in accordance with the Brown Act: 72 hours' notice is required for regular meetings; 24 hour notice for special meetings. Notices of the meeting shall be posted at the District offices and District web site: <https://www.ekhcd.org/>
- (d) An emergency meeting may be called by a majority of the Board on less than 24 hour notice and without an agenda to deal with disruption or threatened disruption of service by work stoppage, crippling disaster, or other event severely impairing public health or safety.



May 31, 2024

**Board of Directors
East Kern Health Care District**

Via Email

Re: ANALYSIS REGARDING DISPOSAL OF SURPLUS REAL PROPERTY

Dear Hon. Members of the Board of Directors:

This memo is provided in response to a request for “a road map” for application of the Surplus Land Act to the proposed disposition of the District’s building. Though some question exists as to whether the Surplus Land Act is applicable to this developed property, for reasons set out below we recommend following the process outlined by State Law. The delay of no more than 150 days is less problematic than a 30% of the sale price penalty, which could be accessed, should a transaction consummated without following the guidelines, be deemed out of compliance

1. Definition of Surplus Property

An agency must do an annual inventory of property it owns that is in excess of its foreseeable needs. Government Code section 50569 provides:

“On or before December 31 of each year, each local agency as defined in Section 54951 shall make an inventory of all lands held, owned or controlled by it or any of its departments, agencies or authorities to determine what land, including air rights, if any, is in excess of its foreseeable needs. A description of each parcel found to be so in excess of needs shall be made a matter of public record. Any citizen, limited dividend corporation, housing corporation or nonprofit corporation, shall upon request be provided with a list of said parcels without charge.”

Government Code section 54221(b) defines surplus property: “As used in this article, the term ‘surplus land’ means land owned by any local agency, that is determined to be no longer necessary for the agency’s use, except property being held by the agency for the purpose of exchange.

There are a number of exemptions for land that is otherwise statutorily “surplus.” Exempt surplus property is:

11-B

1. Less than 5,000 square feet; or
2. Less than the minimum legal residential building lot size; or
3. Has no record access and is less than 10,000 square feet in size and is not contiguous to existing publicly owned land used for parks, recreational, open-space, affordable housing purposes, or to land in an enterprise zone. If the land is not sold to the contiguous owner, then it is not exempt.
(Govt. Code section 54221 (e)(2))

If an agency's surplus land is exempt, the agency is not required to follow the statutory procedures for its sale.

2. Procedure to Sell Non-Exempt Surplus Property

The agency is not required to sell surplus property, but if it decides to do so, there are statutory procedures that must be complied with, unless it is "exempt":

Government Code section 54220, et seq. authorizes a public agency to dispose of real property and outlines the procedural requirements. Essentially, an agency must offer surplus property for sale or lease to other public agencies in order to further statewide policies concerning education, affordable housing, open space, parks and recreation and enterprise zones.

In sum, before disposing of real property District must (1) determine and declare that the property is surplus land, (2) determine whether the property is exempt from offering to another public entity, (3) if not exempt, offer the property to eligible public entities, and (4) if not accepted, dispose of by sale or lease to third parties.

(1) The first step is consequently to declare the parcel to be surplus land, i.e. "land owned by [District] that is determined to be no longer necessary for the agency's use..." This should be done by way of a resolution at a regular public meeting. "Surplus Land" is land that the District owns but that is no longer necessary to the District's use (ie, District is not using the land, does not plan to use the land, and does not require the land to be disposed of in furtherance of District activities.) [Gov. Code § 54221]. The declaration of surplus must be supported by written findings, such as a resolution. Appraisal of the property may be done prior to the declaration of surplus. (Gov Code 54222(f).)¹

¹ Other actions the District may take prior to declaring the land surplus include: diligence prior to disposition, discussions with brokers or real estate agents not representing a potential buyer, or other studies to determine value or best use of land, issuance of a request for qualifications, development of marketing materials, or discussions conducted exclusively among local agency employees and elected officials. (Gov. Code, § 54222(f))

(2) The second step is to determine whether the surplus land is exempt from being offered to other public entities prior to sale. As discussed above, the surplus land is exempt (1) if it is transferred pursuant to Govt. Code section 25539.4 (for the purpose of building low or moderate income housing), (2) if it is less than 5,000 square feet in area, (3) if it is less than the minimum legal residential building lot size for the jurisdiction in which the parcel is located, (4) if it has no record access and is less than 10,000 square feet in area. The foregoing exemptions do not apply if the parcel is contiguous to land owned by a state or local agency that is used for park, recreational, open-space, or low and moderate income housing purposes. [Govt. Code section 54221.]

(3) The California Department of Housing & Community Development (HCD) is responsible for overseeing the compliance of local agencies with the Surplus Land Act. This includes ensuring that local agencies follow the correct procedures when declaring land as surplus and offering it for affordable housing. After declaring the land as surplus, the District must send a written Notice of Availability (“NOA”) to the HCD and certain public entities described below. The notice to HCD should be sent via email (PublicLands@hcd.ca.gov) or by certified mail (Deputy Director California Department of Housing and Community Development Division of Housing Policy Development; 2020 W. El Camino Avenue, Suite 500 Sacramento, CA 95833), and they should include the location and description of the property.

It is imperative that the District declare the land as surplus prior to sending the NOA. Any NOA sent prematurely will not be deemed valid. The NOA template form is provided in Appendix A.

If the parcel is not exempt, it must be offered to certain public entities prior to being disposed of, as follows:

- A written offer to sell or lease the surplus parcel, for the purpose of developing low and moderate income housing, shall be sent to (1) any local public entity within whose jurisdiction the parcel is located, and (2) any housing sponsors within the jurisdiction.

The following are the applicable “local public entities” that are authorized to engage in or assist in the development or operation of housing for persons and families of low or moderate income (Gov. Code, § 54222 (a1); Health & Saf. Code, § 50079):

- o Any county, city, city and county
- o The duly constituted governing body of an Indian reservation or rancheria
- o Tribally designated housing entity
- o Redevelopment agency
- o Housing authority and any housing sponsors that have notified the Department of Housing and Community Development of their interest in

developing surplus and for low- and moderate-income housing (for list of housing sponsors that have notified HCD of their interest and who thus require an NOA, see Appendix A).

- o Any state agency, public district, or other political subdivision of the state, and any instrumentality thereof, that is authorized to engage in or assist in the development or operation of housing for persons and families of low or moderate income.
- o “Local public entity” also includes two or more local public entities acting jointly.
- A written offer to sell or lease for park and recreational purposes or open-space purposes shall also be sent to (1) any park or recreation department of any city within which the land is situated, (2) any park or recreation department of the county within which the land is situated, (3) any regional park authority having jurisdiction within the area in which the land is situated, and (4) the State Resources Agency or any agency that may succeed to its powers.
- A written offer to sell or lease land suitable for school facilities construction or use by a school district for open-space purposes shall be sent to any school district in whose jurisdiction the land is located.
- A written offer to sell or lease for enterprise zone purposes any surplus property in an area designated as an enterprise zone shall be sent to the nonprofit neighborhood enterprise association corporation in that zone, if any.
- Lastly, a written offer to sell or lease for the purpose of developing property located within a designated infill opportunity zone or within an area covered by a transit village plan adopted pursuant to the Transit Village Development Planning Act of 1994 shall be sent to any county, city, city and county, community redevelopment agency, public transportation agency, or housing authority within whose jurisdiction the surplus land is located.

An important step before disposing of surplus property is consequently to determine what, if any, public entities are eligible to receive a written offer.

If any entity or association listed above desires to purchase or lease the surplus land for any of the purposes authorized above, it must notify District in writing within 60 days after receipt of District’s notification of intent to sell the land. If more than one party desires to purchase or lease the land, first priority goes to an entity that intends to use the land for low or moderate income housing.

An exception to this priority is where the land in question is already used for park and recreational purposes, or designated for those purposes in a general plan, in which case the land will be developed for that purpose if an entity so wishes.

If the District is notified that an eligible public entity is interested in the Property within those 60 days, good faith negotiations should be conducted for the next 90 days to see if a sale can be consummated. (Gov. Code §54222(e).) The District must enter into good faith negotiations to determine “a mutually satisfactory sales price or lease terms.” (Govt. Code section 54223.) If such a price or terms cannot be agreed to within 90 days, District may dispose of the land to other parties. Consequently, while the act specifically requires District to offer non-exempt land to eligible public entities, it does not require District to obtain less than fair market value for the property. (Govt. Code section 54226.)

The District is not required to sell the property, just to engage in an attempt to do so. If the price or terms cannot be agreed upon after the full 90-day negotiation period, then the District may dispose of the surplus land without further regard to the NOA requirements.

After negotiations but before finalizing any agreements or disposing of any surplus land, the District must provide HCD with a description of the NOAs sent, a description of the negotiations conducted with any responding entities, including any non-solicited expressions of interest in regard to the disposal of the surplus land, in the form prescribed by HCD, provided in Appendix B. (Gov. Code, § 54230.5)

(4) If District receives written rejections from all applicable offerees, or if the 60-day timeframe lapses without any written notifications, District may proceed by offering the surplus property for sale to other parties. The District will need to wait 60 days after the Notice of Availability is served, before it can proceed with disposition of the Property through normal commercial transaction.

Finally, if there are other District properties that are “surplus”, the District should be preparing an inventory of all real property it holds, owns, or controls and determine which property “is in excess of its foreseeable needs”. The statute provides for a December 31 deadline for each preceding year. (Gov. Code § 50569)

CHECKLIST OF REQUIRED STEPS:

1. Declare property as surplus, supported by resolution of findings.
2. Send NOA to HCD and any applicable local public entities, including those listed in Appendix A that have notified HCD of their interest.
3. Allow 60 days for housing sponsors to give notice of their interest to District.
4. If receive notification of interest, engage in 90 day good faith negotiations.
5. After negotiations but before finalizing any agreements or disposing of surplus land provide HCD with the items in Appendix B.

Appendix A – Notice of Availability Form

[Sample Notice of Availability of Surplus Land Cover Letter](#) : Sample cover letter to use to notify the following entities that surplus property is being made available and provide direction to entities interested in purchasing or leasing the land: HCD; any local public entity (e.g., city or special district) within the jurisdiction where the surplus local land is located; and developers who have notified HCD of their interest in developing affordable housing on surplus local land. (Link copied below); (see Exhibit A below for District modified template)

- https://www.hcd.ca.gov/community-development/disaster-recovery/programs/docs/1.20.21.LS.SLA_TA_NoticeAvailability_CoverLetter.docx

Developers who have notified HCD of their interest in developing affordable housing on surplus local land.

- View [list of developers](#) (XLS) that have notified HCD of their interest in surplus local public lands (Updated: 11/9/2021).

[Sample Notice of Availability of Surplus Land Property Description](#) (XLS): Sample property description form to submit with the cover letter to provide detailed characteristics of the surplus land being made available for sale or lease. If this form is not used, District must still submit these points of information when notifying entities to comply with Government Code Section 54222(a). (Link copied below)

- https://www.hcd.ca.gov/community-development/disaster-recoveryprograms/docs/SLA_TA_NoticeAvailability_PropertyDescription.xlsx

APPENDIX A; EXHIBIT A

DATE

To All Interested Parties:

RE: Notice of Availability/Offer to Sell Surplus Property

As required by Government Code Section 54220 of the State of California, East Kern Health Care District ("District") is providing notification that the District intends to sell the surplus property listed in the accompanying table.

In accordance with Government Code Section 54222, you have sixty (60) days from the date this offer was sent via certified mail or electronic mail to notify the District of your interest in acquiring the property. However, this offer shall not obligate the District to sell the property to you. Instead, the District would enter into at least ninety (90) days of negotiations with you pursuant to Government Code Section 54223. If no agreement is reached on sales price and terms, or lease terms, the District may market the property to the general public.

As required by Government Code Section 54227, if the District receives more than one letter of interest during this 60 day period, it will give first priority to entities proposing to develop housing where at least 25 percent of the units will be affordable to lower income households. If more than one such proposal is received, priority will be given to the proposal with the greatest number of affordable units. If more than one proposal specifies the same number of affordable units, priority will be given to the proposal that has the lowest average affordability level.

In the event your agency or company is interested in purchasing the property, you must notify the District in writing within sixty (60) days of the date this notice was sent via certified mail or electronic mail. Notice of your interest in acquiring the property shall be delivered to **STAFF CONTACT AND TITLE**, at **ADDRESS**. You may also direct your questions to **EMAIL ADDRESS** or by calling **PHONE NUMBER**.

Entities proposing to submit a letter of interest are advised to review the requirements set forth in the Surplus Land Act (Government Code Section 54220-54234).

Appendix B – Description of Disposition Form

When local agencies dispose of surplus land, they are required to submit a description of the disposition to HCD on this form prior to agreeing to terms for the disposition of surplus land. This form will provide the user a road map of what additional materials are required based on the nature of the disposition.

- https://www.hcd.ca.gov/community-development/disasterrecoveryprograms/docs/SLA_TA_DispositionDescriptionTemplate2.xlsx

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*ANALYSIS RE DISPOSAL OF
SURPLUS REAL PROPERTY*

Very truly yours,

ALESHIRE & WYNDER, LLP



Alex Lemieux

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