

SONOMA COUNTY OPEN SPACE AUTHORITY
Minutes of August 9, 2007



5:05 p.m. Chair Jean Kapolchok called the regular meeting of the Open Space Authority to order at 747 Mendocino Avenue, Santa Rosa.

Directors Present: Jean Kapolchok, Al Alys, Bob Anderson, Liza Prunuske, Mike Sangiacomo.

Directors Absent: None.

District Staff: Andrea Mackenzie, General Manager; Maria J. Cipriani, Assistant General Manager; Paul Rowan, Land Acquisition Specialist; Laura Hollingsworth, Financial Analyst.

Nina Donofrio, Deputy Clerk.

Public Attendees: Robert Jehn, Cloverdale City Council; Lee Weider, Project Manager, Cloverdale Land Partners; Patrice Cox, Park Planning Manager, Sonoma County Regional Parks; Randy Siple, Accountant, Sonoma County Auditor-Controller's Office.

1. **Agenda Items to be Held or Taken Out of Order; Off Agenda Items.**

Chair Kapolchok called for items to be held, taken out of order, or off the agenda. District General Manager Andrea Mackenzie requested that the Authority consider Agenda Item #6 regarding Clover Springs acquisition, first.

6. **Report from General Manager of the Sonoma County Agricultural Preservation and Open Space District**

Clover Springs **248 +/- Acres** **Resolution 2007-015:**
Ms. Mackenzie presented a proposed resolution to acquire the Clover Springs property in Cloverdale. She summarized other ventures in this area, including Cloverdale River Park, and a conservation easement was established by the District in this area also. The Clover Springs property is a significant greenbelt in Cloverdale. She introduced Paul Rowan, District Land Acquisition Specialist, to present the plans and property characteristics of this proposed acquisition. Among these are established trail access. Part of the property consists of a 49.26-acre site, which is Phase 3B of the Clover Springs subdivision, and a 199.4-acre parcel designated as Phase 4.

Part of the purchase price is an endowment for the property, in order to fund improvements and maintenance of the property, in order to facilitate its use. Many of the rehabilitative tasks have already been initiated and/or completed by District staff.

The District proposes to provide funding to acquire Clover Springs, with the close of escrow to be no later than September 28, 2007.

Robert Jehn, Councilman for the City of Cloverdale, addressed the Authority and voiced his support of the proposed acquisition. He also reported that the proposal has tremendous support in Cloverdale.

Discussion then took place regarding access to the property, and the ability to locate the site, and whether the City of Cloverdale has a preference as to the property being under control of the City or Sonoma County Regional Parks Department. Mr. Jehn noted that negotiations could take place to establish an agreement that would be acceptable to all parties involved.

Lee Weider, Project Manager, representing Cloverdale Land Partners, likewise expressed support of the proposal, noting its regional appeal and the support it has of the local citizens. He expressed his commendation on a good job done by Mr. Jehn and District staff.

Patrice Cox, Park Planning Manager, also voiced her support of the proposal, and said she was looking forward to working with the City of Cloverdale on this project. She noted that District staff needs to work with the City of Cloverdale, and that the trail on this property is a priority that needs to be addressed. She stated that there is not a master plan as of yet; therefore, the exact cost to complete work has not yet been determined.

Motion by Director Alys and second by Director Anderson to adopt the resolution determining that the acquisition of the Clover Springs property is consistent with the expenditure plan; determining that the acquisition price does not exceed fair market value; directing the Auditor, at the request of the General Manager, to draw warrants in amounts necessary to close escrow on the Clover Springs Property; and authorizing the Auditor to make any required budget adjustments. Motion carried.

5 Ayes 0 Noes 0 Abstain 0 Absent

2. **General Announcements not Requiring Deliberation.**

Chair Kapolchok called for general announcements not requiring deliberation or decision. Ms. Mackenzie reported that the Board of Directors approved two items for the District; a sales tax revenue bond series and properties and maintenance policy. AB 1063 is still pending in the legislature. The Governor has signed SB 488. This increases from 10 to 40 acres the amount of land that the Authority could exchange.

3. **Public Comment.** *(Items not on the agenda)*

Chair Kapolchok called for public comment. Hearing none, the agenda moved on to Item 4.

4. **Bookkeeper's Report and Approval of Claims.**

Resolution No. 2007-016:

Chair Kapolchok called for a motion acknowledging the bookkeeper's report and approving claims for services and supplies.

Motion by Director Alys and second by Director Prunuske to adopt the resolution approving payment of submitted claims. Motion carried.

5 Ayes 0 Noes 0 Abstain 0 Absent

5. **Approval of Authority Minutes.**

Action Item: Minutes of June 7, 2007. Director Anderson noted that numbering of the last item, Adjournment, needs to be corrected.

Motion by Director Anderson and second by Director Prunuske to approve the minutes with the correction as noted. Motion carried.

4 Ayes 0 Noes 1 Abstain 0 Absent

Minutes of May 17, 2007. Motion by Director Anderson and second by Director Prunuske to approve the minutes with the correction as noted. Motion carried.

4 Ayes 0 Noes 1 Abstain 0 Absent

Minutes of May 3, 2007. Minutes of May 17, 2007. Motion by Director Anderson and second by Director Prunuske to approve the minutes with the correction as noted. Motion carried.

4 Ayes 0 Noes 1 Abstain 0 Absent

9. **Report from General Manager of the Sonoma County Agricultural Preservation and Open Space District**

District Budget for Fiscal Year 2007/08.

Resolution 2007-017:

Ms. Mackenzie reported that on June 19, 2007, the Board of Directors approved the Authority's preliminary budget. On August 21, the Board will consider the District's budget.

Ms. Mackenzie reviewed the summary of the District's operating budget. The District completed five transactions during the past fiscal year. The District was able to adopt the new expenditure plan with the passing of Measure F. The District has also developed master plans with their partners, secured \$600,000 in a partnership grant from the State Coastal Conservancy for the north slope of Sonoma Mountain Trail, and completed and installed three new bridges along Santa Rosa Creek greenway.

Most of the outlined objectives are under way. The District is also in the process of completing a relocation and staffing plan.

In terms of their strategic plan, the District has been working with the Advisory Committee and Agency partners and stakeholders on looking at a three-to-five-year initiative that takes the acquisition plan and builds on it, and then works with the

County Auditor-Controller's office. Reporting is developed to where the District can now attribute all costs to a project - to planning, stewardship, etc.

The District has reached a total of 71,000 acres of protected land. By the end of Fiscal Year 2007/2008, the District is estimated to have approximately 12 projects.

Further discussion ensued among District staff and the Authority regarding salaries and benefits. This reflects an increase of almost 115% over last year due to health benefits and COLA.

Maria Cipriani, Assistant General Manager, explained how the new TimeSaver system attributes time spent to each project, as well as other features of this new system.

Following further discussion, Ms. Mackenzie suggested that the issue of budgeting operations and maintenance be addressed in a future agenda. Director Prunuske suggested that this be combined with a presentation on the new accounting system.

Ms. Mackenzie reported that the District is investigating the possibility of entering into a lease for vacant office space adjacent to the current office, to gain an additional 1,200 sq. ft. at \$1.83 per sq. ft., which is the same cost the District is currently paying.

Motion by Director Alys and second by Director Anderson determining that the District's Preliminary Budget for Fiscal Year 2007/08 is in compliance with the Authority's expenditure plan and authorizing transfer of funds. Motion carried.

4 Ayes 0 Noes 0 Abstain 1 Absent

7. **Closed Session.**

7:14 p.m. Board recessed to Closed Session RE: conference with Real Property Negotiator for Cresta property.

7:40 p.m. Board reconvened to Open Session.

8. **Report on Closed Session.**

Instructions were given to Real Property Negotiator. No action to report.

9. **Suggested Next Meeting.**

The next meeting is to be held August 16, 2007.

10. **Adjournment.** Meeting adjourned at 7:40 p.m. to August 16, 2007 at 5:00 p.m.

Nina Donofrio

Deputy Clerk/Recorder
Open Space Authority