

SONOMA COUNTY OPEN SPACE AUTHORITY
Minutes of June 7, 2007



5:00 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, Bob Anderson, Paul Hammond, Liza Prunuske, Mike Sangiacomo.

Directors Absent: Al Alys

District Staff: Andrea Mackenzie, General Manager; Maria J. Cipriani, Assistant General Manager.

Nina Donofrio, Deputy Clerk; Jonathan Kadlec, Bookkeeper.

Public Attendees: Susan Kirks

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. Hearing none, the agenda moved on to Item 2.

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

Chair Kapolchok called for general announcements not requiring deliberation or decision. Hearing none, the agenda moved on to Item 3.

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. 2007-013*

Jonathan Kadlec presented the May financial statement, a submittal of claims, and a journal voucher for Saddle Mountain Subdivision security, as required by the Permit Resource Management Department, and a series of claims, including the Pitkin Marsh, rent claims, and a journal voucher for the election costs of November, 2006. Chair Kapolchok confirmed with Mr. Kadlec that the election costs are a direct transfer from the Authority to the County. Lastly, Mr. Kadlec presented a journal voucher reimbursing the District for a tax payment for the Saddle Mountain escrow.

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

5 Ayes 0 Noes 0 Abstain 1 Absent

5. **Approval of Authority Minutes.**

Action Item: Minutes of May 17, 2007. This item was tabled until the next regular meeting due to lack of a quorum of those who were in attendance at this meeting.

6. **Operations and Maintenance - Recommended Policies.** *Resolution No. 2007-014*
District Manager Andrea Mackenzie presented the draft Operations and Maintenance Policy, which implements key provisions and/or new provisions of the Expenditure Plan of recently approved Measure F. She also presented the text of Measure F, and summarized key points.

Measure F includes a 2006 Expenditure Plan and lays out appropriate open space expenditures. This Plan also includes a specific reference to Operations and Maintenance, which was not included in Measure C in the 1990 Expenditure Plan.

The intent of including a provision for Operations and Maintenance in Measure F was to ensure public access to District-protected properties and control how Measure F funding is spent.

Discussion followed regarding policy language and revisions, and the original definition and intent of verbiage, including reference to “initial capital improvements and public access,” and that provisions for the District’s long-term stewardship funding should be strengthened and the District should work with the Authority to make annual recommendations regarding necessary adjustments to operations and maintenance expenditures and the designated reserve fund.

Motion by Director Prunuske and second by Director Anderson to adopt the resolution finding that the operations and maintenance policies recommended by the General Manager of the Sonoma County Agricultural Preservation and Open Space District are consistent with the 2006 Expenditure Plan and making comments and recommendations to the District’s Board of Directors. Motion carried.

5 Ayes 0 Noes 0 Abstain 1 Absent

7. **Suggested Next Meeting.**
The regular meeting to be held August 2, 2007.

10. **Adjournment.** Meeting adjourned at 7:15 p.m.

Nina Donofrio

Deputy Clerk/Recorder
Open Space Authority