

**SONOMA COUNTY OPEN SPACE
FISCAL OVERSIGHT COMMISSION**

COMMISSIONERS

Mike Sangiacomo (Sonoma)
Todd Mendoza (Petaluma)
Dee Swanhuysen (Sebastopol)

Bob Anderson (Healdsburg)
Eric Koenigshofer (Occidental)
Jeff Owen (Alternate)

APPROVED

Minutes for Meeting of January 7, 2016

Commissioners Present: Eric Koenigshofer, Chair; Bob Anderson, Vice Chair; Todd Mendoza; Mike Sangiacomo; Dee Swanhuysen; Jeff Owen, Alternate.

Staff Present: Bill Keene, General Manager; Mary Dodge, Administrative & Fiscal Services Manager; Misti Arias, Program Manager – Acquisition; Jennifer Kuszmar, Associate Planner – Matching Grant Coordinator; Sue Gallagher, Counsel; Christine Minkel, Administrative Aide to the Commission; Sue Jackson, Deputy Clerk/Recorder.

1. **Call to Order.**

Commissioner Koenigshofer called the meeting to order at 5:00 pm.

2. **Election of Officers.**

On a motion by Commissioner Mendoza and second by Commissioner Koenigshofer, Commissioner Anderson was nominated for the office of Chair. Said motion passed unanimously.

On a motion by Commissioner Swanhuysen and second by Commissioner Sangiacomo, Commissioner Mendoza was nominated for the office of Vice Chair/Clerk. Said motion passed unanimously.

On a motion by Commissioner Koenigshofer and second by Commissioner Mendoza, Commissioner Swanhuysen was nominated for the office of Chair Pro Tem. Said motion passed unanimously.

Note: Commissioner Anderson assumed the chair at this point.

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

There were none.

4. **General Announcements Not Requiring Deliberation or Decision.**

Mr. Keene made the following announcements:

- The Richardson-Kashia Purchase of a Conservation Easement and Trail Easement project closed on December 11, 2015.

- The Estero Purchase of a Conservation Easement and Recreation Covenant over the Estero Ranch project closed on December 24, 2015.
- The Initial Public Access, Operation and Maintenance Policy will go before the Board of Directors on February 2, 2016.

5. **Public Comment.**

There was none.

6. **Correspondence/Communication.**

There was none.

7. **Approval of Commission Minutes.**

The minutes of December 3, 2015 were approved unanimously by the Commission, pending two typographical corrections, as submitted.

8. **Financial Report.**

The commissioners reviewed the financial report. Alternate Commissioner Owen requested that the Budget to Actual Statement include a fund balance analysis.

9. **Ad Hoc Committee Reports.**

- Annual Report/Audit Report Review (Anderson, Swanhuysen) – The subcommittee met on December 8, 2015 at 2:00 pm. It reviewed the financial statements prepared by Maze & Associates, and made the following recommendations:
 - Modify a reference on page 36, Note 1C. from a “County contribution” to “a contribution by the Open Space Special Tax Account (OSSTA) Measure F account.”
 - Correct the graph on page 60 so that the amount for the FY14-15 agrees with the amount discussed in Note 5. It is off by \$3.00.
 - Consider adding a reference to the graph on page 60 saying that the increase in sales tax income is impacted by the implementation of the “Amazon” tax.
 - Correct a couple of minor typographical errors, post the revised report on the District’s website and send the revised report to the Auditor-Controller Treasurer-Tax Collector’s office.

Commissioner Swanhuysen referenced the committee’s memo of December 3, 2015 to the District, and thanked staff for its thorough response.

- Investment (Swanhuysen, Owen) – Inactive
- Review of County Services (Mendoza, Koenigshofer) – Inactive
- Stewardship (Mendoza, Sangiacomo) – Inactive
- Operation and Maintenance Transaction Review (Anderson, Koenigshofer) – Inactive
- Matching Grant Program (Koenigshofer, Owen) – Inactive
- Management Review Recommendations (Koenigshofer, Anderson) – Inactive

10. **Creation of Ad Hoc Committees for 2016 and Assignment of Commissioners.**

Following discussion of the role of the ad hoc committees, including the respective purpose for each existing committee and the anticipated time needed for completion of each committee’s assignment, the item was carried over to a future meeting date.

Ms. Gallagher announced that this meeting would be the last she will be attending in her capacity as Counsel. She is leaving the County of Sonoma County Counsel's office and has accepted a position with the City of Santa Rosa. She said she has loved working with the District and is proud of the work that has been done. The Commissioners responded with thanks and admiration of Ms. Gallagher's accomplishments working with the District over the past 25 years.

11. **Matching Grant Program Update.**

Ms. Kuszmar gave a presentation on the 2016 Matching Grant Program ("MGP"). The amount budgeted for this biennial program is \$2.5 Million. The schedule for this funding cycle is as follows:

January 28, 2016 – Public meeting to review Guidelines and Application

March 31, 2016 – Applications Due

Spring 2016 – Project Evaluations

Late Summer/Early Fall 2016 – District Recommendation to the Board of Directors for project approvals.

Commissioner Koenigshofer requested that there be a discussion of the definition of "urban" open space, as well as a discussion of Matching Grant Program projects that are reaching completion or have been closed. Further, he recommended that there be a binder, available to the public, which describes all matching grant projects funded by the District since its inception. This reference would complement the project summaries described on the District website. (<http://www.sonomaopenspace.org>)

Commissioner Swanhuysen requested quarterly updates of the projects, including status to date per project.

Ms. Arias conveyed that from 1996 to date, the District's Matching Grant Program has funded 46 projects, which have or will protect 454 urban acres.

12. **Suggested Next Meeting.** February 3, 2016

13. **Adjournment.**

On a motion by Commissioner Mendoza and second by Commissioner Sangiacomo, the meeting was adjourned at 6:15 pm, with all in favor.

Respectfully submitted,

Sue Jackson
Deputy Clerk