



SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION

COMMISSIONERS

Mike Sangiacomo (District 1)
Todd Mendoza (District 2)
Jean Kapolchok (District 3)

Bob Anderson (District 4)
Vacant (District 5)
Jeff Owen (Alternate)

Minutes for meeting of January 10, 2013

Commissioner Anderson called the Fiscal Oversight Commission meeting to order at 5:00 pm.

Commissioners Present: Bob Anderson, Jean Kapolchok, Jeff Owen, Mike Sangiacomo.

Staff Present: Bill Keene, General Manager; Christine Minkel, Fiscal and Administrative Services Manager, Misti Arias, Conservation Program Manager; James Botz, District Counsel; Sara Press, Associate Planner; Sue Jackson, Deputy Clerk.

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

There were none.

2. General Announcements not Requiring Deliberation or Decision.

General Manager Bill Keene made the following announcements:

- The District is preparing its FY 13-14 budget. The preliminary budget includes a placeholder for the Commission's use of outside consultant services. The District requested the Commission to confirm their intention to use or not use a consultant at the next regularly scheduled meeting.
- The District Board of Directors approved the Fitch Mountain transfer to the City of Healdsburg. The District is conducting due diligence and will return to the Board of Directors for final approval on March 26, 2013.
- The District has scheduled three projects for Board of Directors review on February 5, 2013. They are (1) the Taylor Mountain Transfer, (2) North Slope Sonoma Mountain Contract Amendment, and (3) the Creekside Park Matching Grant Project.
- The District has scheduled the Montini Open Space Preserve Transfer for Board of Directors review on February 26, 2013.
- The District has hired a Stewardship Technician, Hannah Spencer, to fill the vacancy created by Lulu Waks' resignation. Ms. Spencer was selected from a pool of over 400 applicants. She joined the District on December 26, 2012.
- Christine Minkel, Administrative and Fiscal Services Manager, will retire on January 18, 2013. Ms Minkel is credited with implementing process improvements at each phase of the District's work, with implementing new systems to monitor the District's funding measures, with providing support to the District's Fiscal Oversight Commission, all of which resulted in a clean audit for FY 11-12. Coinciding with these achievements, Ms Minkel was recognized for her superb leadership during her tenure at the District. Commissioner Anderson, on behalf of his colleagues on the Commission, thanked Ms Minkel for her support and guidance and commended her on her contributions to the District. A recruitment to fill the vacancy is underway. Levi Ehrlich, of the County's Auditor-Controller/Treasurer Tax Collector's office will support the District during the interim.

3. **Public Comment.**

There was none.

4. **Correspondence/Communication.**

There was none.

5. **Approval of Commission Minutes.**

On a motion by Commissioner Kapolchok and second by Alternate Commissioner Owen, the minutes of December 6, 2012, were approved as submitted.

6. **Sales Tax Revenue Comparison Report – Measure F (Sonoma County Agricultural Preservation and Open Space District) and Measure M (Sonoma County Transportation Authority).**

The Commission and District management discussed discrepancies between sales tax revenue received from the Board of Equalization by SCAPOSD as compared with the revenue received by SCTA. The Commissioners and District management are concerned about the differences, particularly because the allocation is based on the same percentage of sales revenue, is calculated over the same period of time, and is collected in the same jurisdiction. The management fee charged to the District and to the Authority by the BOE was discussed. Commissioner Anderson presented information contained in a written response to requests for information and clarification initiated by SCTA to the BOE. The information led to additional questions about the BOE's processes and procedures. General Manager Keene encouraged the Commission to pursue the matter, possibly working with HdL Companies, to identify and correct possible allocation errors. Ms. Minkel suggested that the FOC members collaborate with similar entities in requesting information from the Board of Equalization.

7. **Active/Pending Project List – Quarterly Update.**

Conservation Program Manager Arias provided the quarterly review of current acquisition projects and matching grant programs.

8. **Committee Reports.**

- FY 11/12 Annual Report/Audit Report Review (Anderson, Kapolchok)
The FOC annual report to the Board of Directors is being developed as part of the process of developing the annual report, the committee will meet with ACTTC staff on January 28th to discuss the annual county services costs titled "A-87" costs.
- Investment (Mendoza) – no update
- Review of County Services (Mendoza) – no update
- Stewardship (Mendoza) – no update
- Fee Land Transfers (Kapolchok, Owen)
The Committee completed its task in December.

9. **Creation of Committees for 2013 and Assignment of Commissioners.**

- FY 12/13 Annual Report/Audit Report Review
Commissioners Anderson and Kapolchok will continue their work on the annual report until its completion.
- Additional committees will be established as needed at future meetings and commission members will be assigned.

10. **Closed Session.**

The Commission adjourned to closed session at 6:10 pm

11. Report on Closed Session.

Resolution No. FOC 2013-001

The Commission reconvened at 6:25 pm. Commissioner Anderson reported that the proposed transfer of the Taylor Mountain Property to Sonoma County Regional Parks satisfies the Fair Market Value Standard and fulfills the District's requirements. All commissioners present approved and adopted the resolution.

12. Election of Officers.

Minute Order No.7

On a motion by Alternate Commissioner Owen and second by Commissioner Kapolchok, the Commission acknowledged the rotation of executive officers. Effective on this date, Commissioner Michael Sangiacomo is the Chair; Commissioner Mendoza is the Vice-Chair; Commissioner Jean Kapolchok is the Chair ProTem.

13. Suggested Next Meeting.

February 7, 2013

14. Adjournment.

Commissioner Sangiacomo adjourned the meeting at 6:30 pm.

Respectfully submitted,

Sue Jackson
Deputy Clerk