

**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 the Meeting of February 4, 2016

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

Staff Present: Bill Keene, General Manager; Mary Dodge, Administrative & Fiscal Services Manager; Misti Arias, Program Manager – Acquisition; Stuart Martin, Land Acquisition Specialist; Lisa Pheatt, Counsel; Christine Minkel, Administrative Aide to the Commission; Sue Jackson, Deputy Clerk/Recorder.

Also Present: Geoff Hornsby, MAI, SRA, SR/WA

1. **Call to Order.**

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

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

There were none.

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

Mr. Keene made the following announcements:

- On February 2, 2016, the Board of Directors approved the District’s Initial Public Access, Operation and Maintenance Policy on a 5/0 vote.
- On February 8 and February 11, 2016, the District and the University of California Cooperative Extension will hold public meetings to discuss the Young-Armos Incubator Farm Concept. The meetings will be held at Lawrence E. Jones Middle School in Rohnert Park. The meeting is being publicized on the District website, in the Santa Rosa Press Democrat, and through flyers and mailers.
- On January 28, 2016, the District held a meeting to discuss the 2016 Matching Grant Program Guidelines and the application process. Commissioners Koenigshofer and Owen (Ad Hoc Subcommittee/Matching Grant Program) attended the meeting. The meeting was publicized on the District website, in the Santa Rosa Press Democrat, and through mailers.
- Tom Robinson, Associate Planner-Conservation Planning, will leave his position at the District and will join the Bay Area Open Space Council.
- Alex Roa, Assistant Planner, will leave his position at the District to return to school.

4. **Public Comment.**

There was none.

5. **Correspondence/Communication.**

There was none.

6. **Approval of Commission Minutes.**

The minutes of January 7, 2016 were approved unanimously by the Commission as submitted.

7. **Financial Report.**

The commissioners reviewed the financial report.

8. **Ad Hoc Committee Reports.**

- **Annual Report/Audit Report Review** (Anderson, Swanhuysen)

Commissioner Anderson reported that the current report is being prepared and will be ready for review soon.

- **Investment** (Swanhuysen, Owen) – Inactive
- **Review of County Services** (Mendoza, Koenigshofer)

On February 4, 2016, the committee met with Director Efren Carrillo, County Counsel Bruce Goldstein, and the District's General Manager, Bill Keene. Commissioner Koenigshofer reported that the purpose of the meeting was to convey the committee's review of services provided by the County to the District. For this review period, the committee focused on legal services. The committee is recommending that District staff ensure the following tasks are accomplished:

- That the two parties move quickly towards the execution of a written agreement outlining the scope of legal services to be provided to the District.
- That a memo be written by County Counsel to the District demonstrating the procedures in place to prevent a conflict of interest by County Counsel regarding the District's business and the County's business.
- That County Counsel work with the County Administrator's Office to enhance the conduct of board meetings, so the public can more easily determine when the Board is acting as the District's Board and when the Board is acting as the County's Board or another entity's Board during board meetings and within the corresponding meeting minutes.

The committee will continue its review efforts of county services provided to the District and will next review the services provided by the County Administrator's Office.

- **Stewardship** (Mendoza, Sangiacomo) – Inactive
- **Operation and Maintenance Transaction Review** (Anderson, Koenigshofer) – Inactive
- **Matching Grant Program** (Koenigshofer, Owen) – See General Announcements Not Requiring Deliberation or Decision.
- **Management Review Recommendations** (Koenigshofer, Anderson) – Inactive

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

Commissioner Anderson identified the 2016 ad hoc committees and made the following assignments:

- Annual Report/Audit Report Review – Anderson and Swanhuysen
- Matching Grant Program – Owen and Swanhuysen
- Finances – Owen and Sangiacomo
- Review of County Services – Mendoza and Koenigshofer
- Management Review Recommendations – Anderson and Koenigshofer
- Stewardship – Mendoza and Sangiacomo

10. **Closed Session.**

The Commission adjourned to closed session at 5:15 pm.

Note: Commissioner Koenigshofer recused himself from the discussion at 5:25 pm.
General Manager Bill Keene left the meeting at 5:45 pm.

11. **Report on Closed Session.**

The Commission reconvened at 6:03 pm and reported the following:

Hansen Ranch

Resolution No. 2016-001

On a motion by commissioner Mendoza and second by Alternate Commissioner Owen, the Commission determined that the acquisition price for the purchase of a conservation easement over the Hansen Ranch property does not exceed fair market value.

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2 Recused: 1

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

13. **Adjournment.**

On a motion by Commissioner Mendoza and second by Alternate Commissioner Owen, the meeting was adjourned at 6:05 pm, with all in favor.

Respectfully submitted,

Sue Jackson
Deputy Clerk