



# SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION

## COMMISSIONERS

Mike Sangiacomo (Sonoma)  
Jean Kapolchok (Santa Rosa)  
Bob Anderson (Healdsburg)

Patty Fata (Bodega Bay)  
Todd Mendoza (Petaluma)  
Jeff Owen (Alternate)

## Minutes for the meeting of February 2, 2012

Commissioner Kapolchok called the meeting of the Fiscal Oversight Commission to order at 5:05 pm.

Commissioners Present: Bob Anderson, Patty Fata, Jean Kapolchok, Todd Mendoza, Mike Sangiacomo, Jeff Owen (Alternate)

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

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

Agenda Item 9 (Pending Projects Update) and Item 10 (Appraisal Standards & Guidelines Review) were moved ahead of Item 5 (Subcommittee Reports).

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

General Manager Keene made the following announcements:

- The joint meeting of the Fiscal Oversight Commission and the District Advisory Committee to preview the District's 3-Year Work Plan will be held on February 9<sup>th</sup>, at 5:00pm at the Glaser Center, Unitarian Universalist Congregation. He announced the dates and times for future stakeholder meetings, as well as the upcoming Board of Directors meetings when the Plan will be presented.
- The Bordessa project is slated to go to the Board of Directors in early March. Supervisor Carrillo will host a public meeting to address questions and concerns expressed by area property owners. The date, location and time of the meeting is yet to be determined, but is expected to be mid-February.

3. **Public Comment.**

There was none.

4. **Correspondence/Communication.**

The Fiscal Oversight Commission was copied on a letter to Mr. Keene (dated 1/30/12) from Donna Dunk, Interim Auditor-Controller, Treasurer-Tax Collection, regarding her office's analysis of the District's "Component Unit Status." At the Commission's request, Mr. Keene and James Botz, Special District Counsel, provided background information

related to the analysis and answered questions. Mr. Keene and Mr. Botz will follow up on the matter and will report any developments to the Commission.

5. **Election of Officers.** *Minute Order #4*  
On a motion by Commissioner Fata and second by Commissioner Mendoza, the Commission acknowledged the rotation of executive officers: Commissioner Bob Anderson is the Chair; Commissioner Patricia Fata is the Vice Chair; Commissioner Mike Sangiacomo is the Chair ProTem.
6. **Approval of Commission Minutes.**  
On a motion by Commissioner Fata and second by Commissioner Mendoza, the minutes of December 1, were approved as corrected, with Commissioners Kapolchok and Sangiacomo abstaining.
7. **Subcommittee Report Out.**  
Investment Subcommittee: Commissioner Fata reported that she and Commissioner Mendoza met in December and are continuing their work to research potential investment opportunities for the District.
8. **Annual Report/Audit Report Review.** *Minute Order #5*  
The Commission reviewed the draft "Annual Report" to the Board of Directors. On a motion by Commissioner Mendoza and second by Commissioner Sangiacomo, the draft was approved for final delivery to the Board of Directors.
9. **Pending Projects Update.**  
Misti Arias, Conservation Program Manager, gave an update of the District's pending projects. Commencing with the next meeting, packets will include a printed recap of pending projects. An oral recap will be presented on a quarterly basis.
10. **Appraisal Standards & Guidelines Review.** *Minute Order #6*  
Mr. Keene provided an overview of the revised "Guidelines and Standards for Preparation of Narrative Appraisal Reports." On a motion by Commissioner Kapolchok and second by Commissioner Fata, the document was approved as amended.
11. **Suggested Next Meeting.** **March 1, 2012**
12. **Adjournment.**  
The meeting was adjourned at 6:45 pm.

Respectfully submitted,

Sue Jackson  
Deputy Clerk/Recorder