

# 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 February 5, 2015

Commissioners Present: Koenigshofer (Chair), Anderson (Vice Chair), Swanhuysen, Owen

Staff Present: Bill Keene, General Manager; Mary Dodge, Fiscal and Administrative Services Manager; Sheri Emerson, Program Manager – Stewardship; Misti Arias, Program Manager – Acquisitions; Kathleen Marsh, Stewardship Coordinator; Sue Gallagher, Counsel; Christine Minkel, Administrative Aide to the Commission, Sue Jackson, Deputy Clerk/Recorder-Fiscal Oversight Commission.

1. **Call to Order.**

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

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

Item 8. Creation of Ad Hoc Committees for 2015 and Assignment of Commissioners was held over to March 5, 2015

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

Mr. Keene made the following announcements:

- On January 22, 2015, the District hosted a public meeting at the District office to discuss the Initial Public Access, Operation and Maintenance Policy currently under development.
- On January 28, 2015, the District and the University of California Cooperative Extension, and Third District Supervisor Shirlee Zane hosted a public meeting at the Crane Melon Barn to discuss incubator farms in Sonoma County, with a focus on the Young-Armos property, a District-owned property located at the north end of Rohnert Park. Approximately 100 people attended.
- On March 14, 2015, the East Slope Sonoma Mountain Trail opening and dedication will be celebrated at Jack London Park. The dedication will include a brunch and several speakers including Bill Keene and Dee Swanhuysen, Pat and Ted Eliot, and Director Gorin. The ribbon-cutting will be followed by an optional docent-led hike to the East Slope segment of the trail. The event begins at 10:30am.
- On March 23, 2015, the North Sonoma Mountain Regional Park and Open Space Preserve ribbon-cutting and dedication will take place at the Jacobs Ranch staging area. The event is from 2:00pm to 3:00pm with an optional hike after the program. Speakers will include Director Gorin, Caryl Hart, Bill Keene, Janet McBride and a representative from the Coastal Conservancy.

Commissioner Swanhuysen thanked District staff for using double sided copying when compiling the Fiscal Oversight Commission packets.

4. **Public Comment.**

There was none.

5. **Correspondence/Communication.**

There was none.

6. **Approval of Commission Minutes.**

On a motion by Commissioner Anderson and second by Commissioner Swanhuysen, the minutes of January 15, 2015 were approved as submitted.

7. **Ad Hoc Committee Reports.**

• Annual Report/Audit Report Review

Commissioners Anderson and Swanhuysen reported on the committee's review of Draft #2 of the Commission's 4<sup>th</sup> Report to the Board of Directors for content and adherence to the responsibilities as listed in Board of Directors Resolution #10-0832 (dated 12/7/10).

Referring to the Audit Report Review, Commissioner Swanhuysen requested that future reports include quantitative data, e.g., the number of appraisals, the number of acquisitions, for the applicable fiscal year.

A discussion followed regarding certification of the report by the Auditor's/Controller's Office. Prior fiscal year reports have not been certified; the current report (Fiscal 2013-2014) will be certified.

On a motion to adopt by Commissioner Anderson and second by Alternate Commissioner Owen, the report was adopted and approved for submission to the Board of Directors by all Commissioners present.

- Investment – nothing to report.
- Review of County Services – nothing to report.
- Stewardship – nothing to report.
- Operation and Maintenance Transaction Review – nothing to report.
- Matching Grant Program – nothing to report.

8. **Creation of Ad Hoc Committees for 2015 and Assignment of Commissioners.**

This item was held over to the March 5, 2015 meeting.

9. **Initial Public Access, Operation and Maintenance.**

Ms. Emerson presented a revised version of the proposed policy, based on input received during the public meeting held January 22, 2015, input from partners and stakeholders, and comparisons between the District's draft policy and the policies of other open space districts. The revised proposed policy will be further reviewed by the Advisory Committee, the Fiscal Oversight Commission, and others before it is presented to the District Board of Directors in April.

10. **Role of the Fiscal Oversight Commission.**

*Note: This is the second of two or more discussion sessions related to the “Role of the Fiscal Oversight Commission.”*

The Commission continued discussion of their role and responsibilities, particularly the degree to which it should be included in the Board Workshop on the topic, tentatively scheduled for April 2015. The Commission determined that it should meet with the Board’s liaison to the District, Director Rabbitt, to clarify the Board’s expectations of the purpose and content of the workshop. Commissioner Koenigshofer and Mr. Keene will follow up with Director Rabbitt and will report back to the Commission.

11. **Code of Conduct.**

The Board-approved SCAPOS Management Review Final Report (06.16.14) by Moss Adams, LLP, included a recommendation that a Code of Conduct be developed for and adopted by the Commission. The Report found that “interaction between the FOC and District sometimes reflects lingering confusion regarding the transition of some roles and responsibilities.”

Based on this recommendation, District staff provided a sample “code of conduct” for review and comment. The Commission determined that the Oath of Office taken at the time of appointment, the Rules of Governance of the Board of Commissioners, combined with meeting the legal requirements of filing annual economic interest statements, and participation in ethics training per AB1234 provides sufficient guidance of their conduct. The Commission requested County Counsel to draft a code that reflects the Commission’s compliance with these existing practices, as required by law.

12. **Adjournment.**

Commissioner Koenigshofer adjourned the meeting at 7:19 pm.  
Suggested Next Meeting: March 5, 2015

Respectfully submitted,

Sue Jackson  
Deputy Clerk/Recorder