



# 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 April 5, 2012

Commissioner Anderson called the meeting of the Fiscal Oversight Commission to order at 5:03 pm.

Commissioners Present: Bob Anderson, Patty Fata, Todd Mendoza, Jeff Owen (Alternate)

Staff Present: Christine Minkel, Administrative and Fiscal Services Manager; James Botz, District Counsel; 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.**  
Commissioner Fata announced that Maze and Associates was awarded the contract to perform audit services for the District. The contract will go before the Board of Directors for review and approval on April 24, 2012.
3. **Public Comment.**  
There was none.
4. **Correspondence/Communication.**  
There was none.
5. **Approval of Commission Minutes.**  
On a motion by Commissioner Mendoza and second by Commissioner Owen, the minutes of March 1, 2012 were approved as written. Commissioner Fata abstained.
6. **Ad Hoc Subcommittee Reports.**  
**Annual Report/Audit Report Review Subcommittee:** Ms Minkel will send the FY 10/11 Audit Report to all commissioners and will establish a subcommittee meeting for an in-depth review.

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7. **Stewardship Update - Ad Hoc Subcommittee Assignment.** Commissioners Mendoza and Fata were assigned to the Stewardship Ad Hoc Subcommittee. Commissioner Anderson recommended that annual reviews of properties be standard, and that appropriate funding be allocated to Stewardship for each property at the time of acquisition.
8. **District 2012-2015 Work Plan – Outcome re: Board of Directors 3/27/12 Meeting.** Commissioner Owen commended the Work Plan and suggested that future Board reports contain the phrase “as approved in the District 2012-2015 Work Plan” whenever applicable. Commissioner Owen questioned how District progress in fulfilling the Work Plan will be measured, how metrics will be used, and how variances to the Work Plan will be addressed. Ms Minkel responded that the Commission will receive regular updates that will include periodic evaluations of adherence to the Work Plan, and other information as requested.
9. **Development of the Commission’s Work Plan.** Commissioner Mendoza requested information about the status of upcoming projects, specifically those that are imminent, and those that are under future consideration, as well as how current budget realities impact the District’s stewardship responsibilities on land purchased in fee title transfer. Ms Minkel stated that the May meeting will include a presentation of District projects on its Pending and Active List. Ms Minkel will provide Commissioner Mendoza a capital project financial report. Additionally, she will forward the District’s current cannabis protocols to the commissioners.
10. **Suggested Next Meeting. May 3, 2012**
11. **Adjournment.**  
The meeting was adjourned at 6:18 pm.

Respectfully submitted,

Sue Jackson  
Deputy Clerk/Recorder