

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 June 5, 2014

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

Commissioners Present: Anderson, Koenigshofer, Mendoza, Swanhuysen, Owen (alternate).

Staff Present: Bill Keene, General Manager; Misti Arias, Program Manager – Acquisition; Sara Press, Associate Planner – Acquisition; Curtis Kendall, Acquisition Assistant; Kristine Atkinson, Assistant Planner; Sue Gallagher, Deputy County Counsel; Elizabeth Coleman, Deputy County Counsel; Christine Minkel, Administrative Aide to the Commission; Sue Jackson, Deputy Clerk.

Other County Representatives: Caryl Hart, Director of Regional Parks

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 announcement:

- The District requests that an agenda item be included in a future meeting to review current practices and procedures regarding communications, e.g., meetings format, presentation content, level of detail provided, etc., to confirm that the Commission is receiving the information it desires to support its decision-making responsibilities.

3. **Public Comment.**

There was none.

4. **Correspondence/Communication.**

There was none.

5. **Approval of Commission Minutes.**

On a motion by Commissioner Anderson and second by Commissioner Swanhuysen, the minutes of May 15, 2014 were approved as corrected, i.e., Mr. Nantell (Regional Parks) was in attendance; Item 6-corrected to read “funds not required for use until 2031; Item 6-Ms. Minkel was not present at the IPA/O&M Ad Hoc Committee meeting; Item 10-Commissioner Owen voted “aye”.

6. **Ad Hoc Committee Reports.**

Investment and Long Term Planning (Mendoza/Owen)
Nothing to report.

Review of County Services (Mendoza)

Nothing to report.

Stewardship (Mendoza/Sangiacomo)

Nothing to report.

Initial Public Access/Operations and Maintenance (Anderson, Koenigshofer)

Nothing to report.

Annual Report/Audit Report Review (Anderson)

Nothing to report.

Matching Grant Program (Koenigshofer/Owen)

The committee met on March 27, 2014 and April 28, 2014. Detail will be presented during Agenda Item 8: Matching Grant Program Reimbursement Process.

7. **AMEND Resolution #2014-004 for the Haroutunian North/Airport Boulevard at Fulton Rd. signal Project #C05016.** **Resolution No. 2014-009**

On a motion by Commissioner Koenigshofer and second by Commissioner Anderson, the amended resolution was approved.

The vote was as follows: SANGIACOMO: Absent SWANHUYSER: Aye ANDERSON: Aye
KOENIGSHOFER: Aye OWEN (alternate): Absent MENDOSA: Aye

8. **Matching Grant Program Reimbursement Process.**

Kristine Atkinson provided information on the Matching Grant Program reimbursement process for restoration and recreation development projects. Staff follows established processes and procedures to ensure that the District is not paying more than Fair Market Value for improvements associated with restoration and recreation development projects that it funds through the Program. Future reimbursement projects will be presented to the Commission, and the Commission will be asked to make a Fair Market Value determination if the grantee is conveying a conservation easement or a recreation covenant to the District at no cost as a requirement of the Program. Commissioners discussed Program issues they would like to see addressed, including:

- Clarification in the guidelines regarding what constitutes a “match”
- Security of the applicant (matching) funds
- Monitoring Activities – fiscal, project, on-site, audits, etc.
- Sustainability of a non-profit that is formed to apply for a matching grant
- Best practices of other funding models.

Staff will request the Commission to convene an Ad Hoc Subcommittee after the 2014 grant cycle has been completed to discuss possible changes to the 2016 Program Guidelines.

9. **Sonoma Garden Park Matching Grant.**

Curtis Kendall provided information on Phase II of the Sonoma Garden Park matching grant. A discussion regarding the criteria for qualifying matching funds, e.g., “in-kind” services, expenses, etc., followed. The District will bring the item to the Board of Directors this summer.

10. **Clover Springs Transferred Property Funding Request.** **Resolution No. 2014-008**

Kristine Atkinson provided information on the Clover Springs Funding Agreement and Recreation Covenant. Staff requested the Commission find that the District is not paying more than fair market value by accepting a recreation covenant from the City of Cloverdale, at no cost, as a requirement of providing funding for the construction of a new trail system and related activities necessary for initial public access.

On a motion by Commissioner Koenigshofer and second by Commissioner Anderson, the resolution was approved.

The vote was as follows: SANGIACOMO: Absent SWANHUYSER: Aye ANDERSON: Aye
KOENIGSHOFER: Aye OWEN(alternate:): Absent MENDOZA: Aye

11. **Hall Open Space Easement Update.**

Misti Arias presented an update: The Open Space Easement includes language that allows the District to charge for its services. Therefore, it is not necessary to request an endowment on this project. The project will go before the Board of Directors when Permit and Resource Management department has completed its work. Commissioner Koenigshofer requested that the District develop an endowment policy for Open Space Easements and that it be brought to the Commission for review within a few months.

12. **Closed Session.**

The Commission adjourned to Closed Session at 6:25 pm.

13. **Report on Closed Session.**

The Commission reconvened to Open Session 7:40 pm and reported the following:

Lawson Property Transfer of Interests

Resolution No. 2014-010

On a motion by Commissioner Koenigshofer and second by Commissioner Swanhuysen, the Commission determined that the value to be received by the District for the conveyance of the fee interest to the County satisfies the Fair Market Value standard.

The vote was as follows: SANGIACOMO: Absent SWANHUYSER: Aye ANDERSON: Aye
KOENIGSHOFER: Aye OWEN (alternate): Absent MENDOZA: Aye

14. **Suggested Next Meeting.** **June 12, 2014**

15. **Adjournment.**

Commissioner Mendoza adjourned the meeting at 6:50 pm.

Respectfully submitted,

Sue Jackson
Deputy Clerk