



# 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 June 7, 2012

Commissioner Anderson 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, and Jeff Owen (Alternate).

Staff Present: William J. Keene, General Manager; Christine Minkel, Administrative and Fiscal Services Manager; Misti Arias, Conservation Program Manager; Tom Robinson, Conservation Planner; Sara Press, Associate Open Space Planner; Jennifer Chong, Accounting Technician; Sue Gallagher, Deputy County Counsel; and Sue Jackson, Deputy Clerk.

1. **Agenda Items to be Held or Taken Out of Order; Off Agenda Items.**  
Staff requested that Agenda Item #8 be heard before Agenda Item #7. The change was approved.
2. **General Announcements not Requiring Deliberation or Decision.**  
There were none.
3. **Public Comment.**  
There was none.
4. **Correspondence/Communication.**  
Commissioner Anderson introduced a letter received from Donna Dunk, Assistant Auditor-Controller, dated May 21, 2012, regarding "Updated Analysis of Component Unit Status." Commissioner Kapolchok requested that discussion of the letter be agendaized for a future meeting when James Botz, District Special Counsel, and David Sundstrom, Auditor-Controller, Treasurer-Tax Collector, can both be present and can participate in the discussion.
5. **Approval of Commission Minutes.**  
The minutes of May 3, 2012, were approved as written. Commissioners Sangiacomo and Owen abstained.
6. **Ad Hoc Subcommittee Reports.**  
**Stewardship AdHoc Subcommittee:** Commissioner Mendoza reported that he and Commissioner Fata met on May 29, 2012. The focus was the fiscal impact of maintaining District-held properties that, at close of escrow, were to be transferred in fee. Because the District must maintain the properties until money is available to fund the transfers, the District will require a higher stewardship allocation, for a longer period of time, than was anticipated at the time the property was acquired. The subcommittee will continue its

analysis to determine whether or not the dollar amount budgeted for stewardship of fee lands will be sufficient.

**Investment AdHoc Subcommittee:** Commissioner Mendoza reported that he and Commissioner Fata discussed investment opportunities and strategies at their meeting of May 29, 2012.

7. **Conservation Program: New Acquisition Projects.**

Sara Press gave an overview of two acquisition projects that are being moved from the Candidate List to the Active Project List: Foppiano Vineyards and Doerksen, now referred to as "Ranchero Mark West".

Foppiano Vineyards, potentially a District-held conservation easement, covers 160 acres, and is located south of the City of Healdsburg, adjacent to Highway 101. It has been used for agriculture for 100+ years, and is considered to be a priority greenbelt.

The District holds a conversation easement over Ranchero Mark West, a 120-acre property. LandPaths is purchasing the property, while the current owners, the Doerksens, will retain a life estate. LandPaths has an approved grant from the Coastal Conservancy for the acquisition, and is requesting additional funding from the District. The District will amend the existing easement to include additional restrictions.

8. **Quantitative Ranking Model Presentation.**

Tom Robinson provided an overview of the District's method of evaluating property for potential acquisition. The quantitative assessment is used in concert with the qualitative assessment that has been in place and used since the District's inception. A discussion followed the presentation, and addressed questions raised by the Commission. The Commissioners commended the ranking model and requested periodic informational updates.

9. **Third Quarter Financial Reports.**

Christine Minkel provided a detailed review of the District's Q3 financial reports. She encouraged the Commission to investigate the amount charged to the District by the State Board of Equalization i.e., a charge of \$443,000 representing the State's fee for administering Measure F bond funds. Ms. Minkel explained the District's method of monitoring contractual obligations (encumbrances), and answered questions on certain line item expenditures.

Ms Minkel will continue to provide detailed reports on a quarterly basis. She recommended that the Commission look at specific sub-object level balances on a more frequent basis. Commissioner Fata asked that sub-objects 6175 (Maintenance - Land Easements) and 6169 (Maintenance - Open Space properties) be targeted for review at the July meeting.

10. **Suggested Next Meeting.**      July 12, 2012

11. **Adjournment.**

The meeting was adjourned at 7:20 pm.

Respectfully submitted,

Sue Jackson  
Deputy Clerk/Recorder