

**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 October 2, 2014**

Commissioner Mendoza called the meeting to order at 5:10 pm.

Commissioners Present: Anderson, Koenigshofer, Mendoza, Sangiacomo, Swanhuysen, Owen (Alternate). Note: Mr. Owen left the meeting at 6:42 pm.

Staff Present: Bill Keene, General Manager; Mary Dodge, Fiscal and Administrative Services Manager; Misti Arias, Program Manager – Acquisition; Karen Gaffney, Program Manager – Planning; Kristine Atkinson, Assistant Planner – Matching Grants; Alex Roa, Assistant Planner; Stuart Martin, Land Acquisition Specialist; Sara Press, Associate Planner – Acquisitions; Kathleen Marsh, Stewardship Coordinator; Sorrel Allen, Public Engagement Specialist; Elaine Rotondo, Administrative Aide; Sue Gallagher, Deputy County Counsel; Lisa A. Pheatt, Deputy County Counsel; Christine Minkel, Administrative Aide to the Commission; Sue Jackson, Deputy Clerk; Martha (Marty) McCoy, County Counsel.

Also Present: James Nantell, Deputy Director-Sonoma County 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.**  
There were no general announcements.  
Commissioner Swanhuysen commented on the quality of paper used for Commission packets, and requested that a lower quality grade be considered.
3. **Public Comment.**  
There were none.
4. **Correspondence/Communication.**  
There was none.
5. **Approval of Commission Minutes.**  
On a motion by Commissioner Koenigshofer and second by Commissioner Swanhuysen, the minutes of August 7, 2014, were approved as submitted.

6. **Matching Grant Program Funding Recommendations.**

Kristine Atkinson presented a recap of the District's 2014 Matching Grant Program. The District will recommend that the Board of Directors accept the District's recommendation to fund seven habitat restoration and park development projects. The recommendations will be presented to the Board of Directors on October 14, 2014.

Mr. Keene asked County Counsel to research and comment on multi-County projects, where the applicant requests funding for the component portion located in Sonoma County.

7. **Urban Farm Center Discussion.**

Karen Gaffney and Alex Roa presented the District's conceptual plans for an "urban farm center," a multi-use center for agricultural education and experiences that reflect and enhance the District's mission. The presentation included the District's criteria and approach to the project, potential program offerings, input from stakeholders, public agencies and other entities, and long-term funding plans.

Commissioners Koenigshofer, Sangiacomo, Swanhuysen, and Mendoza spoke in support of the concept; Commissioner Anderson was not supportive of the concept.

8. **Fiscal Oversight Commission Work Plan FY 14-15.**

The Annual Report/Audit Report Review Committee (Commissioners Anderson and Swanhuysen) reported the activities of the committee to date, and requested that the Commission agree to the addition of a work plan within its annual report to the District's Board. The request was agreed to by the Commission. The committee will provide a draft of the annual report to the Commission at the December or January meeting.

9. **Management Review/Internal Audit.**

Mr. Keene reported on the Management Review (Moss Adams) and the Internal Audit. The audit validated the beginning balance of the Operations and Maintenance Reserve. The Management Review, received by the Board of Directors on August 19, 2014, included operational recommendations. Specific to District governance, the Review recommended that (1) the Board of Directors direct District staff to conduct a workshop to clarify the role of the Fiscal Oversight Commission; and (2) the District craft a Code of Conduct for the Fiscal Oversight Commission.

10. **Communication & Processes: Discussion/Commission Input.**

The item was tabled until the next regular meeting.

11. **Next Meeting.** November 6, 2014

12. **Adjournment.**

Commissioner Mendoza adjourned the meeting at 8:10 pm.

Respectfully submitted,

Sue Jackson  
Deputy Clerk