



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 October 13, 2011

Commissioner Kapolchok called the meeting of the Fiscal Oversight Commission to order at 5:06 pm.

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

Staff Present: Christine Minkel, Administrative and Fiscal Services Manager; Misti Arias, Conservation Program Manager; Sue Gallagher, County Counsel; Stuart Martin, Land Acquisition Specialist; Paul Rowan, Land Acquisition Specialist; Sue Jackson, Administrative Aide, Carrie Johnson, receptionist.

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.**

Conservation Program Manager, Misti Arias made the following announcements:

- Jeff Owen is attending his first meeting as the Alternate Commissioner. She welcomed Mr. Owen and thanked him for his interest in serving on the Commission.
- The updated guidelines for the Matching Grant Program were presented to the Citizens Advisory Committee at their September 22, 2011 regular meeting. Staff will incorporate the Committee's comments and present the revised program to the Board of Directors at the November 15th meeting. She commended Deanna Kamber, Assistant Planner, for her work in revising and improving the Program.
- At their September 27, 2011 meeting, the Board of Directors approved the Sonoma Garden Park Matching Grant application for \$119,763 for development and restoration of the park.

Commissioner Kapolchok announced that she would recuse herself from the Bordessa Closed Session discussion as it represented a conflict of interest.

3. **Public Comment.**

There was none.

4. **Correspondence/Communication.**

There was none.

5. **Appointment of Chair, Vice Chair, Chair ProTem.**

Minute Order No. 2

On a motion by Commissioner Anderson and a second by Commissioner Fata, the Fiscal Oversight Commission executive officers were appointed as follows:

Commission Chair:	Jean Kapolchok
Commission Vice Chair:	Bob Anderson
Commission Chair ProTem:	Patricia Fata

6. **Appointment of Deputy Clerk.**

Minute Order No. 3

On a motion by Commissioner Anderson and a second by Commissioner Fata, the Fiscal Oversight Commission appointed Susan M. Jackson Deputy Clerk.

7. **Approval of Commission Minutes.**

On a motion by Commissioner Anderson and second by Commissioner Mendoza, the minutes of August 4, 2011 were approved as submitted, with Commission Kapolchok abstaining.

8. **Subcommittee Report Out.**

Commissioner Fata reported that she continued her review of agreements between the District and Sonoma County Regional Parks, with a focus on properties that potentially would be transferred to SCRP. Ms. Fata requested that a listing of protected lands, segmented into conservation easements and fee properties, be distributed to Commission members; and that quarterly financial reports be sent to Commission members. Ms. Fata recommended that further consideration be given to utilizing a bid process when securing maintenance vendors on District-owned parks.

The Commission requested Sheri Emerson's attendance at the next meeting to provide additional information to further the Commission's understanding of the agreements and related properties.

9. **Ad Hoc/Subcommittee Assignments (carried over from 8/4/11).**

Commissioners Fata and Mendoza were appointed to the Investment Ad Hoc SubCommittee.

10. **AdHoc/Subcommittee Assignments.**

Commissioners Anderson and Kapolchok were appointed to the Annual Report/ Audit Report Review Ad Hoc SubCommittee. Ms. Minkel said that a meeting would be set for a review of the preliminary (unapproved) FY09/10 Audit Report.

11. **Investment Policy.**

Sue Gallagher, Deputy County Counsel, reported that with continued research, she did not find any statutes that require that District funds be invested with the County

Treasury. Ms. Gallagher referred to Board of Supervisors Resolutions, including Resolution No. 01-1514, wherein the District is included, by choice, in the County of Sonoma Statement of Investment Policy under the County Treasurer. She added that the Board has the authority to revise said resolutions.

12. **Brown Act.**

Sue Gallagher presented information and facilitated discussion of the Brown Act.

13. **Closed Session.**

The commission adjourned to closed session at 6:25 pm. Commissioner Kapolchok was recused for the Closed Session discussion and did not return following the session.

14. **Report on Closed Session.**

Resolution No. FOC 2011-005

The commission reconvened at 7:23 pm. Commissioner Anderson reported that the commission reviewed the Bordessa Ranch appraisal and gave direction to staff. On a motion by Commissioner Fata and second by Commissioner Mendoza, the Commission approved the resolution with all present in favor.

15. **Suggested Next Meeting.**

November 3, 2011

16. **Adjournment.**

The Fiscal Oversight Commission meeting was adjourned at 7:25 pm.

Respectfully Submitted,

Sue Jackson
Administrative Aide