

**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 29, 2015**

Commissioners Present: Koenigshofer (Chair), Anderson (Vice Chair), Mendoza (Chair Pro Tem), Owen (Alternate).

Staff Present: Bill Keene, General Manager; Sheri Emerson, Program Manager – Stewardship; Kathleen Marsh, Stewardship Coordinator; Sue Gallagher, Counsel; Christine Minkel, Administrative Aide to the Commission, Sue Jackson, Deputy Clerk/Recorder-Fiscal Oversight Commission.

Also Present: Bert Whitaker, Park Manager, Sonoma County Regional Parks

1. **Call to Order.**

Commissioner Koenigshofer called the meeting to order at 5:04 pm.

2. **Agenda Items to be Held or Taken Out of Order; Off Agenda Items.**

Staff requested that Item 8 (Initial Public Access Operation and Maintenance Discussion) be heard after Item 6 (Approval of Committee Reports).

3. **General Announcements Not Requiring Deliberation or Decision.**

There were none.

4. **Public Comment.**

There was none.

5. **Correspondence/Communication.**

There was none.

6. **Approval of Commission Minutes.**

On a motion by Commissioner Anderson and second by Commissioner Mendoza, the minutes of September 10, 2015 were approved (with one typographical correction) as submitted.

7. **Ad Hoc Committee Reports.**

- **Annual Report/Audit Report Review** (Anderson, Swanhuysen)  
Commissioner Anderson reported that the committee completed its review of the Maze & Associates report on Applying Agreed Upon Procedures for the District's FY 14/15 Initial Public Access, Operation and Maintenance Transactions. The report found that the expenditures appeared to be in compliance with the Measure F expenditure plan and that the transfer agreements and expenditures appeared to be in agreement with the 2007 and 2013 policies.
- **Investment** (Swanhuysen, Owen) – Nothing to report
- **Review of County Services** (Mendoza, Koenigshofer)  
Commissioner Koenigshofer reported that the committee met on October 29, 2015, immediately prior to the regular meeting and will be prepared to report to the Commission at a future meeting.
- **Stewardship** (Mendoza, Sangiacomo) – Scheduled to meet on November 2, 2015. Nothing to report at this time.
- **Operation and Maintenance Transaction Review** (Anderson, Koenigshofer) – Nothing to report.
- **Matching Grant Program** (Koenigshofer, Owen) – Nothing to report.
- **Management Review Recommendations** (Koenigshofer, Anderson) – Nothing to report.

8. **Initial Public Access Operation and Maintenance Policy Discussion (IPAOM).**

Ms. Emerson presented a final draft of the IPAOM policy that was based on and included revisions recommended by the Commission at its previous reviews:

- Sequencing of past actions under "Whereas" was revised.
- Section B (Administration) Item 2 (Qualified Expenses) is more specific in its definition of eligible expenditures with an emphasis on the quality of improvements and safety.

The Commission requested slight changes in the verbiage to further clarify the intent of the policy.

Mr. Whitaker, on behalf of Regional Parks, said that the department was pleased with the progress that has been made. With respect to Section B (Administration) Item 2 (Qualified Expenses) he noted that "low-impact, low-cost improvements, and programs, including necessary improvements that facilitate safe initial public access while protecting

conservation values” will require different upfront costs, and are dependent on the circumstances of a project. He noted also the term, “natural surface trails” is difficult to define, as it is not an industry-standard term.

9. **Suggested Next Meeting.** November 12, 2015

10. **Adjournment.**

Commissioner Koenigshofer adjourned the meeting at 6:08 pm.

Respectfully submitted,

Sue Jackson  
Deputy Clerk