



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 November 3, 2011

Commissioner Anderson called the meeting of the Fiscal Oversight Commission to order at 5:05 pm. Commissioner Kapolchok arrived at 5:10 pm and assumed the Chair.

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

Staff Present: Bill Keene, General Manager; Christine Minkel, Administrative and Fiscal Services Manager; Sheri Emerson, Stewardship Program Manager; Sue Gallagher, County Counsel; Stuart Martin, Land Acquisition Specialist; Sue Jackson, Deputy Clerk, 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.

General Manager Keene made the following announcements:

- The Pryor Ranch project will go to the Board of Supervisors on November 15th.
- The Bordessa Ranch project continues to be in negotiations.
- Supervisor Zane, Bill Keene, Karen Gaffney and Jacob Newell attended the Land Trust Alliance's "Rally 2011: Milwaukee." Supervisor Zane, Mr. Keene and Ms Gaffney were presenters at the conference: "Ecosystem Services: Quantifying and Sharing Land Conservation Benefits" (Zane, Keene, Gaffney) and "Science-Based Habitat Restoration: Approaches and Techniques for Enhancing Land" (Gaffney).
- The Moore Foundation is moving forward in reviewing the District's conservation valuation grant request (\$750,000). The grant would support the District's development of new economic tools and models for prioritizing conservation investments.
- The Board of Supervisors approved a three-year contract with Mr. Keene effective November 17, 2011.

Commissioner Anderson requested an update on The Carmen Group's activities on our behalf. Mr. Keene will provide an update at the next regular meeting.

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 Fata, the minutes of October 13, 2011, were approved as corrected, with Commission Sangiacomo abstaining.

6. **Subcommittee Report Out.**

Review of County Services: Commissioner Fata suggested that the subcommittee postpone further review of County services contracts pending receipt of 2011/2012 actuals. Christine Minkel said she will provide quarterly reports on an ongoing basis.

Annual Report and Audit Review: Commissioner Kapolchok reported that she and Commissioner Anderson met with James Botz, District Special Counsel, Christine Minkel, District Administrative and Fiscal Services Manager, and Ann Hargreaves and Levi Ehrlich of the Auditor/Controller's Office on October 19, 2011. She reported that a meeting has been scheduled for a date (to be determined) in November. The Commission members have received the District's FY 09/10 audit and are in review.

7. **Overview of Fee Land Maintenance.**

Sheri Emerson, Stewardship Program Manager, provided an overview of the District's Fee Land Maintenance program. The overview included photographs of the properties, interim operations and maintenance activities and plans, and challenges.

8. **Quarterly SCAPOSD Financial Report.**

Christine Minkel, Administrative and Fiscal Services Manager, facilitated a review of the District's financial reports. The discussion included an overview of District funds, the District FY 11/12 Budget, and financial activity through September 30, 2011, as well as the District's contract management practices.

9. **Closed Session.**

The commission adjourned to closed session at 6:40.

10. **Report on Closed Session.**

Resolution No. FOC 2011-006

The commission reconvened at 8:00 pm. Commissioner Kapolchok reported that the commission reviewed the McCullough Phase 2 appraisal and gave direction to staff. On a motion by Commissioner Mendoza and second by Commissioner Fata, the Commission approved the resolution, as amended, with all present in favor.

11. **Adjournment.**

The Fiscal Oversight Commission meeting was adjourned at 8:05 pm.

Respectfully Submitted,

Sue Jackson
Administrative Aide