

**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 November 6, 2014**

Commissioner Mendoza called the meeting to order at 5:00 pm.

Commissioners Present: Anderson, Koenigshofer, Mendoza, Swanhuysen, Sangiacomo, Owen (Alternate) (arrived at 5:05).

Staff Present: Bill Keene, General Manager; Mary Dodge, Fiscal and Administrative Services Manager; Sheri Emerson, Program Manager-Stewardship; Misti Arias, Program Manager-Acquisitions; Kathleen Marsh, Stewardship Coordinator; Alex Roa, Assistant Planner; Hannah Spencer, Technician-Stewardship; Sue Gallagher, Counsel; Martha (Marty) McCoy, Counsel; Christine Minkel, Administrative Aide to the Commission.

Also Present: Steve Ehret, Park Planning Manager-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.**

General Manager Bill Keene made the following announcements:

- The District Matching Grant Program 2014 recommendations were approved by the Board of Directors on October 14, 2014.
- The Curreri acquisition closed on October 30, 2014. The District contributed to the fee purchase of 29 acres. The property has been added to the Sonoma Valley Regional Park.
- The Fitch Mountain property transfer is expected to close on or around November 17, 2014. The property will transfer to LandPaths for three years, and will then be transferred to the City of Healdsburg.
- The Board of Directors reappointed of Mr. Keene to the General Manager position for a three-year period.

3. **Public Comment.**

There were none.

4. **Correspondence/Communication.**

The Commission received a letter from Caryl Hart, Director, Sonoma County Regional Parks, regarding the District's Initial Public Access Policy. The letter, dated October 6, 2014, was received

on November 6, 2014. Discussion of the letter was held under Agenda Item #8: Fee Lands Strategy/Initial Public Access-Operations & Maintenance.

5. **Approval of Commission Minutes.**

On a motion by Commissioner Swanhuysen and second by Commissioner Anderson, the minutes of October 2, 2014, were approved as submitted. Subsequently, an error was noted, i.e., the omission of Commissioner Sangiacomo's attendance. On a motion by Alternate Commissioner Owen and second by Commissioner Anderson, the minutes were approved as amended.

6. **Ad Hoc Committee Reports.**

- Investment (Mendoza, Owen)

Nothing to report.

- Review of County Services (Mendoza, Koenigshofer)

Nothing to report.

- Stewardship (Mendoza, Sangiacomo)

Commissioner Mendoza requested an update on the District's agreement with Center for Natural Lands Management, a consultant firm that is providing guidance on projecting and managing the long-term cost of stewarding District lands. Ms. Emerson recapped work completed-to-date, next steps, and a timeline for receipt of final report and completion of the agreement, which is expected to occur in January 2016. The Commission requested information on practices of similar land management organizations in calculating long-term stewardship costs.

- Operations and Maintenance Transaction Review (Anderson, Koenigshofer)

The committee met on October 13, 2014 with District staff to review and comment on the District's draft Initial Public Access, Operations and Maintenance Policy. The committee awaits the discussion under item #8 of this agenda.

- Annual Report/Audit Report Review (Anderson/Swanhuysen)

The committee met on October 28, 2014. A format for the Commission's Annual Report was determined, which will include a work plan. A draft Annual Report may be brought to the Commission at the December or January meeting. The committee reviewed and accepted the District's FY 13/14 Audit Report that was prepared by Maze & Associates. Commissioners Swanhuysen and Anderson commended Mary Dodge on the inclusion of the new statistical section within the report, which will assist readers by providing sales tax revenue and debt service information. The committee is continuing its review of the FY 13/14 accounting transactions on recreational properties to ensure compliance with Measure F's operations and maintenance category.

- Matching Grant Program (Koenigshofer, Owen)

Projects accepted into the program will be brought before the Commission for Fair Market Value determination over the next few months.

7. **Creation of Ad Hoc Committee (Management Review).**

The Commission discussed its role in implementation of the recommendations made in the District's Management Review (Moss-Adams LLP dated June 16, 2014). Mr. Keene suggested participation in (a) development of a Commission Code of Conduct, (b) development of a workshop on the structure, crafting, and impact of conservation easements as a land conservation tool, and (c) discussion of the role and responsibilities of the Commission as described in

Resolution 10-0832. Commissioner Koenigshofer requested that a discussion of the Commission's role be placed on the December agenda.

8. **Fee Lands Strategy/Initial Public Access Operations & Maintenance**

Ms. Emerson provided an update on lands that are owned by the District, and subsequent transfers of ownership to other entities. The update included a discussion of funds made available to the transferees by the District for initial access, operations, and maintenance. The Commission discussed how funds are calculated and appropriated under Measure F (2006).

The Commission reviewed the letter received from Director Hart, regarding the District's Draft Initial Public Access Policy (see Agenda Item 4. Correspondence/Communication). The Commission requested clarification on statements made in the letter. Mr. Ehret responded on behalf of Regional Parks.

During Public Comment, Mr. Ehret, described concerns and obstacles that Regional Parks has had related to certain properties transferred from the District to Regional Parks. He recommended that Regional Parks be consulted or otherwise included in discussions and decision making earlier, e.g., in the acquisition phase of a project, so that potential problems can be identified and addressed.

9. **Communications and Processes: Discussion/Commission Input.**

The Commission commended the District on the timeliness and level of detail in financial reports, and suggested the following actions to ensure continued improvement in communication practices:

- Provide financial information monthly.
- Presentations involving land should include a property map and a reference to how the action being considered, e.g., acquisition, potential amendments, etc., fits into the Sonoma County General Plan 2020.
- Hold strategic planning sessions to allow for in-depth discussion of District programs.

10. **Next Meeting.** December 4, 2014

11. **Adjournment.**

Commissioner Mendoza adjourned the meeting at 7:50 pm.

Respectfully submitted,

Sue Jackson  
Deputy Clerk