



SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION

COMMISSIONERS

Mike Sangiacomo (Sonoma)
Jean Kapolchok (Santa Rosa)
Bob Anderson (Healdsburg)

Patty Fata (Bodega Bay)
Vacant (Petaluma)
Vacant (Alternate)

Minutes for the meeting of April 21, 2011

Commissioner Kapolchok called the first meeting of the Fiscal Oversight Commission to order at 5:04 pm.

Commissioners Present: Bob Anderson, Patty Fata, Jean Kapolchok, Mike Sangiacomo
Staff Present: Bill Keene, General Manager; Maria Cipriani, Assistant General Manager; Christine Minkel, Administration and Fiscal Services Manager; James Botz, Special Counsel; 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.**

General Manager Keene announced the upcoming Board of Directors District workshop to be held on Monday, April 25, 2011, commencing at 9:00 am, in the Board Chambers.

3. **Public Comment.**

There was none.

4. **Correspondence/Communication.**

There was none.

5. **Adoption of Rules of Governance.**

Resolution No. 2011-01

On a motion by Commissioner Fata and second by Commissioner Anderson, the Rules of Governance were adopted unanimously.

6. **Establishment of Regular Meeting Dates.**

Resolution No. 2011-02

On a motion by Commissioner Anderson and second by Commissioner Fata, the regular meeting dates were established unanimously.

7. **Workshop on Ways and Means of Accomplishing the Commission's Assigned Tasks (Board of Supervisors Resolution No. 10-0832).** *Minute Order No. 1*

Following a discussion of ways and means of reviewing the District's payments for County services, the minute order establishing an Ad Hoc Committee for Review of County Services was approved. Commissioners Fata and Sangiacomo will serve on this committee.

8. **Suggested Next Meeting.** May 12, 2011

9. **Adjournment.**

The Fiscal Oversight Commission meeting was adjourned at 6:17 pm.

Respectfully Submitted,

Sue Jackson
Administrative Aide



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Minutes for the meeting of May 12, 2011

Commissioner Kapolchok called the first meeting of the Fiscal Oversight Commission to order at 5:05 pm.

Commissioners Present: Bob Anderson, Patty Fata, Jean Kapolchok, Mike Sangiacomo
Staff Present: Bill Keene, General Manager; Maria Cipriani, Assistant General Manager; Christine Minkel, Administrative and Fiscal Services Manager; Misti Arias, Conservation Program Manager; James Botz, Special Counsel; 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.**

General Manager Keene provided a recap of the District Workshop held at the Board of Directors on April 25, 2011, and outlined follow-up activities of the workshop:

- The District will develop a 3-year workplan and will present it to the Board of Directors. and will come to the Commission for review.
- The District will develop a plan specific to the management and transition options on the District's properties held in fee.
- The District will provide a financial update to the Board.

Mr. Keene announced that the Clover Springs transfer to the City of Cloverdale will be heard at the May 17, 2011 meeting of the Board of Directors.

Mr. Keene announced that Supervisor Rabbitt (District Two) has referred a candidate to the Board of Directors for approval as an appointee to the Fiscal Oversight Commission. The appointment will be considered at the June 7, 2011 Board meeting.

3. **Public Comment.**

There was none.

4. **Correspondence/Communication.**

There was none.

5. **Approval of Commission Minutes.**

The minutes were approved as submitted.

6. **Report out: Ad Hoc Subcommittee.**

Commissioner Patty Fata reported on her review of contracts/agreements with the County's Information Systems Department. She requested clarification of certain aspects of the contracting process.

The Commission determined that a contract should be executed for every service that is provided by County departments; that each contract and subsequent invoices should be reviewed for compliance; that the methodology for indirect cost billings should be specified in the contract.

The Commission determined that the next review of contracts will be of those executed between the District and Sonoma County Regional Parks.

7. **Closed Session.**

The meeting adjourned to deliberations in closed session at 5:50 pm.

8. **Report on Closed Session.**

The meeting reconvened at 6:30 pm. The Commission reported that it will prepare a communication to the Board of Directors and will request permission to participate in the closed session related to the agenda item.

9. **Suggested Next Meeting(s).**

June 2, 2011 and June 16, 2011

10. **Adjournment.**

The Fiscal Oversight Commission meeting was adjourned at 6:45 pm.

Respectfully Submitted,

Sue Jackson
Administrative Aide



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Minutes for the meeting of June 2, 2011

Commissioner Kapolchok called the meeting of the Fiscal Oversight Commission to order at 5:05 pm.

Commissioners Present: Bob Anderson, Patty Fata, Jean Kapolchok, Mike Sangiacomo

Staff Present: Bill Keene, General Manager; Maria Cipriani, Assistant General Manager; Christine Minkel, Administrative and Fiscal Services Manager; Misti Arias, Conservation Program Manager; Sue Gallagher, Deputy County Counsel; Paul Rowan, Land Acquisition Specialist; Stuart Martin, Land Acquisition Specialist; Sara Press, Associate Open Space Planner; DeAnna Kamber, Assistant Planner; 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.**

General Manager Keene made the following announcements:

- The Clover Springs transfer to the City of Cloverdale went to the Board of Directors on May 17th. The Board approved the transfer which provided \$275,000 to the City of Cloverdale to develop a park. He noted that this transfer will greatly increase the amount of park land in the City of Cloverdale.
- Mr. Keene introduced Todd Mendoza, Supervisor David Rabbitt's appointment to the Fiscal Oversight Commission. Said appointment is calendared for consideration at the June 7, 2011 Board of Directors meeting.
- Measure F revenue collected by the Board of Equalization is transferred to the Bank of New York as the trustee under the indenture for the Measure F Sales Tax Revenue Bonds, 2007 Series A & B. The trustee manages the debt service and the remaining funds are transferred to the Open Space

Special Tax Account in the County Treasury, separate from the County's General Fund.

3. **Public Comment.**

There was none.

4. **Correspondence/Communication.**

There was none.

5. **Approval of Commission Minutes.**

The minutes of the May 12, 2011 meeting were approved as corrected.

6. **Appraisal Review Workshop.**

Mr. Keene and representatives from the Conservation Program staff (Misti Arias, Paul Rowan and Stuart Martin) lead a review and discussion of the proposed Appraisal Review Process as described in the "Guidelines and Standards for Preparation of Narrative Appraisal Reports." A draft Resolution determining that the acquisition price for the purchase of a property does not exceed fair market value was reviewed. Following the discussion, Mr. Rowan suggested that further questions or comments could be directed to him.

7. **Suggested Next Meeting(s).**

June 16, 2011

8. **Adjournment.**

The Fiscal Oversight Commission meeting was adjourned at 6:40 pm.

Respectfully Submitted,

Sue Jackson
Administrative Aide



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Minutes for the meeting of June 16, 2011

Commissioner Kapolchok called the meeting of the Fiscal Oversight Commission to order at 5:00 pm.

Commissioners Present: Jean Kapolchok, Todd Mendoza, Mike Sangiacomo

Staff Present: Bill Keene, General Manager; Maria Cipriani, Assistant General Manager; Christine Minkel, Administrative and Fiscal Services Manager; Misti Arias, Conservation Program Manager; Sheryl Bratton, Assistant County Counsel; Paul Rowan, Land Acquisition Specialist; Stuart Martin, 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.**

General Manager Keene made the following announcement:

- The meeting represented Maria Cipriani's last official attendance before the Fiscal Oversight Commission. Mr. Keene noted that she was an original member of the District's team, beginning prior to passage of Measure C. He thanked Ms Cipriani for her many years of service and acknowledged that she will be sorely missed.

Commissioner Sangiacomo thanked Ms Cipriani for her years of dedication and diligence, adding that very few careers have the opportunity to accomplish something that will be memorialized in perpetuity. He expressed that she had done much to ensure that future generations can enjoy open spaces.

Commissioner Kapolchok, on behalf of the Commissioners, presented Ms Cipriani with a gift, in gratitude for the accomplishments realized during her years with the District. Ms Kapolchok added that she and the Commissioners,

past and present, will cherish and remember Ms Cipriani as a special asset for Sonoma County.

Mr. Keene concluded the general announcements with the following:

- Spring Hills Community Church has requested permission to open a day labor center on the District's open space easement.
- He and Caryl Hart, Director of Regional Parks, are collaborating with other vested agency directors on ways to address State-park closures.

3. **Public Comment.**

There was none.

4. **Correspondence/Communication.**

There was none.

5. **Subcommittee Report Out.**

There were no subcommittee reports

6. **Closed Session.**

The commission adjourned to closed session at 5:20 pm

7. **Report on Closed Session.**

The commission reconvened at 6:08 pm. Commissioner Kapolchok reported that the commission reviewed the Cresta II appraisal and gave direction to staff.

NOTE: The Bordessa item was continued to the July 7, 2011 Commission meeting.

8. **Suggested Next Meeting(s).** July 7, 2011

9. **Adjournment.**

The Fiscal Oversight Commission meeting was adjourned at 6:12 pm.

Respectfully Submitted,

Sue Jackson
Administrative Aide



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Minutes for the meeting of July 7, 2011

Commissioner Anderson called the meeting of the Fiscal Oversight Commission to order at 5:08 pm.

Commissioners Present: Mike Sangiacomo, Jean Kapolchok (5:10 arrival), Bob Anderson, Patty Fata, Todd Mendoza.

Staff Present: Bill Keene, General Manager; Christine Minkel, Administrative and Fiscal Services Manager; Misti Arias, Conservation Program Manager; Sue Gallagher, County Counsel; Marta Puente, Land Acquisition Specialist, Paul Rowan, Land Acquisition Specialist; Sue Jackson, Administrative Aide.

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 Giorgi Park Phase 2 Matching Grant Agreement closed.
- The Clover Springs Fee Title Transfer closed.
- The District is developing a work plan for FY2012-13 through FY2014-15. It will be presented in draft form to a joint meeting of the Citizens Advisory Committee and the Fiscal Oversight Commission in October, 2011. It will be presented to the Board of Directors in January, 2012.
- Mr. Keene requested that the Auditor's Office provide an analysis of investment options available to the District, particularly those options that could impact long-term Stewardship fund enhancement.

3. **Public Comment.**

There was none.

4. **Correspondence/Communication.**

There was none.

5. **Approval of Commission Minutes.**

On a motion by Commissioner Mendoza and second by Commissioner Anderson, the minutes of June 2, 2011 were approved.

On a motion by commissioner Sangiacomo and second by Commissioner Mendoza, the minutes of June 16, 2011 were approved, with Commissioner Anderson abstaining.

6. **Subcommittee Report Out.**

Commissioner Fata reported that she would be reviewing contracts between the District and Sonoma County Regional Parks and would report out at the next regularly scheduled meeting.

Commissioner Kapolchok asked that AdHoc Subcommittee appointments be agendized for the August 4, 2011 meeting. She requested an update on a question raised at a prior meeting regarding whether the District's regular adoption of the County's Investment Policy is statutory or voluntary. Christine Minkel responded that the District is in process of having its legal counsel address this question. Commissioner Kapolchok asked that the discussion be agendized for an upcoming meeting.

General Manager Keene asked that a subcommittee be formed to research potential investment options for the District.

7. **Closed Session.**

The commission adjourned to closed session at 5:20 pm. Commissioner Kapolchok recused herself from the Closed Session as her participation represented a conflict of interest.

8. **Report on Closed Session.**

Resolution 2011-002

The commission reconvened at 6:15 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.

9. **Suggested Next Meeting.**

August 4, 2011

10. **Adjournment.**

The Fiscal Oversight Commission meeting was adjourned at 6:17 pm.

Respectfully Submitted,

Sue Jackson
Administrative Aide

ATTACHMENT 1