

**SONOMA COUNTY OPEN SPACE  
FISCAL OVERSIGHT COMMISSION**

**COMMISSIONERS**

Mike Sangiacomo (Sonoma)  
Todd Mendoza (Petaluma)  
Regina De La Cruz (Rohnert Park)

Bob Anderson (Healdsburg)  
Eric Koenigshofer (Occidental)  
Jeff Owen (Alternate)

Regular Meeting  
747 Mendocino Avenue – Suite 100, Santa Rosa, CA 95401  
June 6, 2019 5:00 pm

**AGENDA**

1. **Call to Order.**
2. **Agenda Items to be Held or Taken Out of Order; Off-Agenda Items.**
3. **General Announcements Not Requiring Deliberation or Decision.**
4. **Public Comment.**  
The Brown Act requires that time be set aside for public comment on items not agendized.
5. **Correspondence/Communication.**
6. **Approval of Commission Minutes.**  
Minutes of May 2, 2019 [Attachment 1]
7. **Financial Report.**  
Financial Statements – April 31, 2019 [Attachment 2]
8. **Ad Hoc Committee Reports.**  
Annual Report/Audit Report Review (Anderson, Owen)  
Matching Grant Program (De La Cruz/Owen)  
Real Estate Options (Koenigshofer /Owen)  
Fire Recovery Review (Anderson/Koenigshofer)
9. **Drone Presentation Sonoma Water**
10. **Closed Session**

**Conference with Real Property Negotiator**

[Attachment 3]

Property Address: 747 Mendocino Avenue, Santa Rosa

APN: 180-760-047

Owners: Papeete LLC

Negotiating Parties:

Owners' Representative: Arlene Allsman

District's Representative: William J. Keene, General Manager

Under Negotiation:

Acquisition of Real Property by the Open Space District. The Commission will give instruction to its negotiator(s) on the price. (Government Code Section 54956.8)

11. **Report on Closed Session.**
12. **Suggested Next Meeting.** July 11, 2019
13. **Adjournment.**

**AGENDAS AND MATERIALS:** Agendas and most supporting materials are available on the District's website at [sonomaopenspace.org](http://sonomaopenspace.org). Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 747 Mendocino Avenue, Santa Rosa, CA.

**SUPPLEMENTAL MATERIALS:** Materials related to an item on this agenda submitted to the Commission/Committee after distribution of the agenda packet are available for public inspection at the District office at 747 Mendocino Avenue, Santa Rosa, CA during normal business hours.

**DISABLED ACCOMMODATION:** If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact Julie Mefferd at 707-565-7368 as soon as possible to ensure arrangements for accommodation.

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**UNAPPROVED**

**Minutes for the Meeting of May 2, 2019**

Commissioners Present: Bob Anderson (Vice Chair), Eric Koenigshofer (Chair Pro Tem), Mike Sangiacomo (arrived 5:03 p.m.), Jeff Owen (Alternate)

Staff Present: Bill Keene, General Manager; Lisa Pheatt, Counsel; Julie Mefferd, Administrative and Fiscal Services Manager; Sheri Emerson, Stewardship Manager; Jennifer Kuszmar, Matching Grant Coordinator; Allison Schichtel, GIS Analyst; Monica Delmartini, Associate Planner; Stephanie Tavares-Buhler, Senior Acquisition Specialist; Sara Ortiz, Administrative Aide.

1. **Call to Order.**

Vice Chair Anderson called the meeting to order at 5:00 p.m.

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

There was none.

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

Bill Keene made the following announcements:

- Welcome Julie Mefferd, new Administrative and Fiscal Services Manager
- Porterfield Creek official opening on May 11
- The Sonoma Valley Wildlands Collaborative, of which the District is a member, was just awarded a \$1,055,575 CalFire Fire Prevention Grant to carry out fuel treatments in the Sonoma Valley

4. **Public Comment.**

Duane Dewitt spoke in support of Roseland projects. He advocated for not spending any District funds to support projects to support the Sonoma-Marine Area Rail Transit (SMART); no more buying land to pave it.

5. **Correspondence/Communication.**

There was none.

6. **Approval of Minutes.**

On a motion by Commissioner Owen and a second by Commissioner Sangiacomo, the April 4, 2019 minutes were approved.

7. **Financial Report.**

Bill Keene reviewed the monthly financial statements for March 2019.

8. **Approval of Annual Report**

Discussion of the Seventh Annual Report. Commissioners requested an update to the date and that language regarding the Stewardship Reserve be added to the document. On a motion by Commissioner Koenigshofer and a second by Commissioner Owen, the Commission approved the Annual Report with the proposed amendments and once it has been re-submitted to the subcommittee for review.

9. **Ad Hoc Committee Reports.**

- Annual Report/Audit Review (Anderson/Owen) – Nothing to report
- Matching Grant Program (Koenigshofer/Owen) – Nothing to report
- Real Estate Options (Mendoza/Owen) – Nothing to report
- Fire Recovery Policy and Review (Anderson/Koenigshofer) – Nothing to report

10. **Matching Grant Program Updates**

Jennifer Kuszmar gave a presentation on updates to the Matching Grant Program (MGP) including highlights from a few MGP projects, schedule for MGP guidelines update and the 2020 funding cycle, Vital Lands Initiative and MGP considerations, and MGP subcommittee recusal.

11. **Fire Recovery Report**

Sheri Emerson, Allison Schichtel, and Monica Delmartini gave a presentation on the damage from the 2017 Sonoma Complex on District-owned property, the District's role in the response to the fires, post-fire land management, post-fire planning & assessment, and the status of FEMA reimbursements.

12. **Suggested Next Meeting.** June 6, 2019

13. **Adjournment.**

The meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Sara Ortiz  
Deputy Clerk

Sonoma County Agricultural Preservation and Open Space District  
 Consolidated Balance Sheet - District and OSSTA Funds  
 April 30, 2019

<b>Assets</b>	
Cash and Investments	\$61,198,334
Accounts Receivable	0
Other Current Assets	215
Intergovernmental Receivables	<u>10,000</u>
<b>Total Assets</b>	<u><u>\$61,208,550</u></u>
<b>Liabilities and Fund Balance</b>	
Current Payables	\$6,584
Other Current Liabilities	21,694
Due to Other Governments	46,376
Deferred Revenue	0
Long-Term Liabilities	<u>30,000</u>
<b>Total Liabilities</b>	<u><u>104,655</u></u>
<b>Fund Balance</b>	
Nonspendable - Prepaid Expenditures	2,860
Restricted - District Activities	<u>61,101,035</u>
Total Fund Balance	<u><u>61,103,895</u></u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$61,208,550</u></u>

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<b>Cash by Fund</b>	
OSSTA - Measure F	\$50,829,039
Open Space District	3,747,571
Fiscal Oversight Commission	1,759
Stewardship Reserve*	
Cooley Reserve	151,305
Operations and Maintenance	<u>6,468,659</u>
<b>Total Cash by Fund</b>	<u><u>\$61,198,334</u></u>

\*On July 1, 2015 the County of Sonoma Measure F Sales Tax Refunding Bonds, Series 2015 were issued. The transaction provided a savings of \$13.6 million, in part by following the Commission's recommendation of paying down \$30 million in principal, as well as obtaining a lower interest rate. The Commission recommended using the \$10 million in the Stewardship Reserve Fund as part of the \$30 million paydown. Additionally, the Commission directed use of the \$7.5 million annual savings resulting from the shortened term to fund the Stewardship Reserve beginning in the fiscal year 2024-2025. FOC Minute Order #13 dated May 14, 2015 reflects this direction.

Sonoma County Agricultural Preservation and Open Space District  
 Consolidated District and OSSTA Budget to Actual  
 For the ten months ended April 30, 2019  
 83% of Year Complete

	Budget Final	Actual Year to Date	Encumbrances Year to Date	Remaining Balance	% of Remainin
<b>Revenues</b>					
Tax Revenue *	\$23,043,630	\$16,594,838		\$6,448,792	27.99%
Intergovernmental	5,500,000	4,333,437		1,166,563	21.21%
Use of Money & Prop	390,000	1,254,735		(864,735)	-221.73%
Miscellaneous	4,585,000	54,623		4,530,377	
Other Financing Sources	1,465,490			1,465,490	100.00%
<b>Total Revenues</b>	<b>34,984,120</b>	<b>22,237,633</b>		<b>12,746,487</b>	<b>36.44%</b>
<b>Expenditures</b>					
Salaries and Benefits	4,394,633	3,205,733		1,188,900	27.05%
Services and Supplies	6,563,949	2,545,372	\$3,559,313	459,264	7.00%
Other Charges	3,900,445	4,296,878	1,631,768	(2,028,201)	-52.00%
Capital Expenditures**	34,877,500	10,819,877	326,187	23,731,436	68.04%
Other Financing Uses	8,938,459	5,604,129		3,334,330	37.30%
<b>Total Expenditures</b>	<b>58,674,986</b>	<b>26,471,989</b>	<b>5,517,268</b>	<b>26,685,729</b>	<b>45.48%</b>
<b>Net Earnings (Cost)</b>	<u>(\$23,690,866)</u>	<u>(4,234,356)</u>	<u>(\$5,517,268)</u>	<u>(\$13,939,242)</u>	
Beginning fund balance		<u>65,338,251</u>			
<b>Ending Fund Balance</b>		<u><u>61,103,895</u></u>			

\* Sales tax collected as of April 30, 2018 was \$16,179,752, reflecting a 2.57% increase over the prior year. Per discussion with our sales tax consultants, HdL, problems with collection and timing at the Department of Tax and Fee Administration persist. The increase from the prior year is not known, but is estimated at less than the 8.5% previously discussed.

\*\* Capital expenditure breakdown

Wendle	\$1,651,115
Rip's Redwoods	4,330,988
Gravelly Lake	3,099,402
Cresta 3	1,665,397
CIP - Bldg & Improvemen	<u>72,975</u>
	<u><u>\$10,819,877</u></u>