

**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 12, 2015

Commissioners Present: Eric Koenigshofer (Chair) – arrived at 4:12 pm, Bob Anderson (Vice Chair), Mike Sangiacomo, Dee Swanhuysen, Jeff Owen (Alternate).

Staff Present: Mary Dodge, Administrative & Fiscal Services Manager; Misti Arias, Program Manager – Acquisition; Sheri Emerson, Program Manager – Stewardship; Stuart Martin, Land Acquisition Specialist; Sara Press, Land Acquisition Associate; Jennifer Kuszmar, Associate Planner – Matching Grant Coordinator; Sue Gallagher, Counsel; Christine Minkel, Administrative Aide to the Commission, Sue Jackson, Deputy Clerk/Recorder-Fiscal Oversight Commission.

Also Present: Geoff Hornsby, Appraiser

1. **Call to Order.**
Commissioner Anderson called the meeting to order at 4:05 pm.
2. **Agenda Items to be Held or Taken Out of Order; Off Agenda Items.**
There were none.
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 Alternate Commissioner Owen, the minutes of October 29, 2015 were approved as submitted.

7. **Ad Hoc Committee Reports.**

- Annual Report/Audit Report Review (Anderson, Swanhuysen) – Nothing to report
- Investment (Swanhuysen, Owen) – Nothing to report
- Review of County Services (Mendoza, Koenigshofer) – Nothing to report
- Stewardship (Mendoza, Sangiacomo)
Commissioner Sangiacomo reported that on November 2nd, he met with Deborah Rogers (Center for Natural Lands Management – Stewardship Reserve Fund consultant), and Mary Dodge, Sheri Emerson, Bill Keene, and Christine Minkel. Commissioner Mendoza did not attend. After reviewing information presented by CNLM, the committee had questions for the consultant that required further study. The Committee will report updates to the Commission upon receipt from CNLM.
- Operation and Maintenance Transaction Review (Anderson, Koenigshofer)
The committee did not meet. However, on a related matter, Ms. Dodge reported that on November 4th at the monthly all-staff meeting, she and Ms. Emerson conducted training on cost coding for time cards and invoices with a focus on costs that apply to the Operation and Maintenance category (code #71). She stated that staff would include additional detail on said costs on a monthly and quarterly basis during the Financial Report standing agenda item.
- Matching Grant Program (Koenigshofer, Owen) – Nothing to report.
- Management Review Recommendations (Koenigshofer, Anderson) – Nothing to report.

Note: Commissioner Koenigshofer chaired the meeting from this point forward.

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

Ms. Emerson presented the final draft of the policy to the Commission with edits and format changes incorporated as requested during previous review sessions. A discussion followed for the purpose of clarifying specific language related to budgeting for the “up-to-10%” cap of the Measure F sales tax eligible for IPAOM expenditures. The Commission members expressed satisfaction with the final product and supported presenting the policy, with minor edits from today’s discussion, to the Board of Directors, at its January 5, 2016 meeting.

9. **Sebastopol Skatergarten Expansion Matching Grant.**

Resolution No. 2015-005

Ms. Kuszmar presented an overview of the project, the third of three matching grants for this park’s development, awarded to the City of Sebastopol in the 2014 Program cycle. The project will develop 0.5 acres of public open space adjacent to the existing skate park and community gardens for more traditional park usage such as picnics. Once completed, it will

increase the protected park land by 30%. The conservation easement over the existing Skategarden Park will be amended to include the additional 0.5 acre parcels. Additionally, a recreation conservation covenant will be placed over the entire 1.5-acre property.

The Commission expressed concerns that District payments were made prior to the expenditure of the grantee's matching funds. Ms. Kuzmar explained that current policy has been to allow that and reconcile matching funds overall at the end of the project. Several methods of monitoring time of payments to matching funds were discussed. The current policy will be reviewed during the next revisions of the matching grant program guidelines which will be at the beginning of the next matching grant cycle.

On a motion by Commissioner Swanhuysen and second by Alternate Commissioner Owen, the resolution was approved.

Ayes: 5 Noes: 0 Abstain: 0 Absent: 1

10. **Closed Session.**

The Commission adjourned to closed session at 5:45 pm.

Note: Commissioner Sanjiacomo left the meeting at 6:12 pm.

11. **Report on Closed Session.**

The Commission reconvened at 6:30 pm and reported the following:

Estero Ranch

Resolution No. 2015-004

On a motion by Commissioner Swanhuysen and second by Commissioner Anderson, the Commission determined that the acquisition price for the purchase of a conservation easement over the Estero Ranch property does not exceed fair market value.

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

12. **Suggested Next Meeting.** December 3, 2015

13. **Adjournment.**

Commissioner Koenigshofer adjourned the meeting at 6:40 pm.

Respectfully submitted,

Sue Jackson
Deputy Clerk