



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 AGENDA

Virtual Meeting Due to Sonoma County's Shelter in Place Order
January 7, 2021 | 5:00 p.m.

In accordance with Executive Order N-29-20, the January 7, 2021 Fiscal Oversight Commission Meeting will be held virtually.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

***UPDATE REGARDING VIEWING AND PUBLIC PARTICIPATION IN
January 7, 2021 FISCAL OVERSIGHT COMMISSION MEETING***

The January 7, 2021 Fiscal Oversight Commission Meeting will be facilitated virtually through WebEx. Members of the public can watch or listen to the meeting using one of the three following methods:

1. Join the WebEx meeting on your computer, tablet or smartphone by clicking <https://sonomacounty.webex.com/sonomacounty/onstage/g.php?MTID=e286a8c4db609af65153984999bf0fa81>
2. If you have a WebEx account, click Join Meeting by number: 146 308 3499 password: cows707
3. Call-in and listen to the meeting: Dial 1-844-992-4726 Enter meeting ID: 146 308 3499

Public Comment During the Meeting: You may email public comment to Sara.Ortiz@sonoma-county.org. All emailed public comments will be forwarded to all Commissioners and read aloud for the benefit of the public. Please include your name and the relevant agenda item number to which your comment refers. In addition, if you have joined as a member of the public through the WebEx app or by calling in, there will be specific points throughout the meeting during which live public comment may be made via WebEx and phone.

DISABILITY ACCOMMODATION: If you have a disability which requires an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact Sara Ortiz by phone at (707)565-7346 or by email to Sara.Ortiz@sonoma-county.org. by 12 p.m. Wednesday, January 6, 2021 to ensure arrangements for accommodation.

END OF UPDATE

1. **Call to Order**
2. **Election of Officers**
3. **Agenda Items to be Held or Taken Out of Order; Off- Agenda Items**
4. **General Announcements Not Requiring Deliberation or Decision**
5. **Public Comment**
The Brown Act requires that time be set aside for public comment on items not agendized.
6. **Correspondence/ Communications**
7. **Approval of Commission Minutes**
December 10, 2020 **Attachment 1**
8. **Financial Report Attachment 2**
Julie Mefferd | Administrative & Fiscal Services Manager
9. **Ad Hoc Committee Reports**
Annual Report/Audit Report Review (Anderson, Owen)
Matching Grant Program (Anderson/Sangiacomo)
ASAP Matching Grant Program (De La Cruz/ Koenigshofer)
Real Estate Options (Koenigshofer /Owen)
Fire Recovery Review (Anderson/Koenigshofer)
10. **Creation of Ad Hoc Committees for 2021 and Assignment of Commissioners**
11. **Review of Rules of Governance Attachment 3**
12. **Suggested Next Meeting**
February 4, 2021
13. **Adjournment**

AGENDAS AND MATERIALS: Agendas and most supporting materials are available on the District's website at sonomaopenspace.org. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted will be made available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 747 Mendocino Avenue, Santa Rosa, CA after Sonoma County health officials lift the Shelter in Place order.

SUPPLEMENTAL MATERIALS: Materials related to an item on this agenda submitted to the Commission/Committee after distribution of the agenda packet will be posted on the District's website and made available for public inspection at the District office at 747 Mendocino Avenue, Santa Rosa, CA during normal business hours after Sonoma County health officials lift the Shelter in Place order. You may also email Sara.Ortiz@sonoma-county.org for materials.



ATTACHMENT 1



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)

UNAPPROVED MINUTES

Virtual Meeting Due to Sonoma County's Shelter in Place Order

December 10, 2020 | 5:00 p.m.

COMMISSIONERS PRESENT: Bob Anderson (Chair), Eric Koenigshofer (Vice Chair), Mike Sangiacomo (Chair Pro Tempore), Regina de la Cruz, Jeff Owen, Todd Mendoza (arrived 5:18 p.m.)

STAFF PRESENT: Caryl Hart, Interim General Manager; Lisa Pheatt, County Counsel; Julie Mefferd, Administrative & Fiscal Services Manager; Sara Ortiz, Administrative Aide; Jennifer Kuszmar, Matching Grant Program Coordinator; Kim Batchelder, Natural Resources Planner

PUBLIC PRESENT:

1. **Call to Order**
5:04 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**
Caryl Hart announced that the Vital Lands Initiative would be returning to the Board of Directors on January 26, 2021 without budgetary information.
4. **Public Comment**
There was none.
5. **Correspondence/ Communications**
There was none.
6. **Introduction of Interim General Manager** Caryl Hart | Interim General Manager
Caryl looks forward to working with the staff and Fiscal Oversight Commission.
7. **Approval of Commission Minutes** November 5, 2020 Minutes
On a motion by Commissioner Koenigshofer and a second by Commissioner de la Cruz, the November 5, 2020 minutes were approved.
8. **Financial Report**
Julie Mefferd reviewed the monthly financial statements for October 2020.

9. Ad Hoc Committee Reports

Annual Report/Audit Report Review (Anderson, Owen)

ASAP Matching Grant Program (De La Cruz/Koenigshofer)

The ASAP Subcommittee met 12/8/20 and will meet again 12/11/20 to discuss applications.

Real Estate Options (Koenigshofer /Owen)

Fire Recovery Review (Anderson/Koenigshofer)

Update on PG&E Settlement funds. Caryl will be making a strong case to the Board of Directors that Ag + Open Space will be able to maximize funds to assist with climate change.

10. Proposed Approval of Annual Report

Approval of Fiscal Oversight Commission's Eighth Annual Report to the Board of Directors.

11. Suggested Next Meeting

January 7, 2021

12. Adjournment

5:42 p.m.

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ATTACHMENT 2

Sonoma County Agricultural Preservation and Open Space District
Consolidated Balance Sheet - District and OSSTA Funds
November 30, 2020

Assets

Cash and Investments	\$66,003,725
Accounts Receivable	900
Other Current Assets	0
Intergovernmental Receivables	10,000

Total Assets	<u><u>\$66,014,625</u></u>
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Liabilities and Fund Balance

Current Payables	\$0
Other Current Liabilities	76,599
Due to Other Governments	0
Deferred Revenue	10,000
Long-Term Liabilities	0

Total Liabilities	<u>86,599</u>
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Fund Balance

Nonspendable - Prepaid Expenditures	1,988
Restricted - District Activities	65,926,038
Total Fund Balance	65,928,026

Total Liabilities and Fund Balance	<u><u>\$66,014,625</u></u>
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Cash by Fund

OSSTA - Measure F	\$55,307,614
Open Space District	1,587,143
Fiscal Oversight Commission	12,213
Stewardship Reserve*	0
Cooley Reserve	155,661
Operations and Maintenance	8,940,944

Total Cash by Fund	<u><u>\$66,003,575</u></u>
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*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.

ATTACHMENT 2

Sonoma County Agricultural Preservation and Open Space District
Consolidated District and OSSTA Budget to Actual
For the one month ended November 30, 2020
42% of Year Complete

	Budget Final	Actual Year to Date	Encumbrances Year to Date	Remaining Balance	% of Remaining
Revenues					
Tax Revenue *	\$25,893,797	\$7,446,735		\$18,447,062	71.24%
Intergovernmental	5,375,000	56,749		5,318,251	98.94%
Use of Money & Prop	345,000	(178,749)		523,749	151.81%
Miscellaneous Revenues	2,255,500	21,672		2,233,828	
Other Financing Sources	1,131,297	23,077		1,108,220	97.96%
Total Revenues	35,000,594	7,369,484		27,631,110	78.94%
Expenditures					
Salaries and Benefits	5,233,016	1,816,450		3,416,566	65.29%
Services and Supplies	12,108,847	1,016,262	\$6,014,466	5,078,118	41.94%
Other Charges	5,132,772	109,814	1,764,702	3,258,256	63.48%
Capital Expenditures**	30,457,039	2,107,687	171,491	28,177,861	92.52%
Other Financing Uses	8,647,974	2,577,827		6,070,147	70.19%
Total Expenditures	61,579,648	7,628,040	7,950,660	46,000,948	74.70%
Net Earnings (Cost)	(\$26,579,054)	(258,556)	(\$7,950,660)	(\$18,369,838)	
Beginning fund balance		66,186,583			
Ending Fund Balance		65,928,026			

Note: Sales tax collected as of November 30, 2019 was \$6,279,065. Current collections are 18.6% over the prior year. There continue to be collection and timing issues with CDTFA and COVID relief programs.

(California Department of Tax and Fee Administration)

Note: Negative Use of Money and Property relates to the amortization of gains and losses of investments, not the rate of return.

** Capital expenditure breakdown

Torr \$2,107,687

ATTACHMENT 3

RULES FOR GOVERNANCE OF THE BOARD OF COMMISSIONERS OF THE SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION

RULE 1: The Clerk, in consultation with the chair, shall prepare an agenda for each meeting of the Board. The agenda shall contain a brief general description of each item of business to be discussed at the meeting. At least 72 hours before a regular meeting, the Clerk shall post the agenda in a location that is freely accessible to members of the public during regular business hours.

RULE 2: When the agenda for any regular meeting has been prepared, the Clerk shall forthwith deliver a copy to each member of the Board.

RULE 3: Unless otherwise prohibited by law, the Board may make any disposition of a matter properly before it that it deems advisable.

RULE 4: The Chair shall preserve order and decorum and shall decide questions of order subject to an appeal to the Board.

RULE 5: All questions of law shall be referred to the Commission's Counsel for an opinion.

RULE 6: Each agenda shall provide an opportunity for members of the public to address the Board directly on items of interest to the public that are within the subject matter jurisdiction of the Board. The total time allocated for public testimony on any particular issue shall be 10 minutes unless the Chair deems that more time is necessary. Any person desiring to address the Board shall, when recognized by the Chair, speak from the rostrum, and give his or her name and address to the Clerk and limit his or her statement to 5 minutes. In order to facilitate the business of the Board, the Chair may further limit the time of each such address.

RULE 7: A majority of the members of the Board constitute a quorum for the transaction of business. No act of the Board shall be valid or binding unless a majority of all members concur therein.

RULE 8: A member may initiate voting on a matter by requesting the Chair to call for the question.

RULE 9: Members may vote "aye," "no," or "abstain."

RULE 10: A vote of "abstain" does not constitute concurrence and does not constitute a "no" vote.

ATTACHMENT 3

RULE 11: Emergency meetings and special meetings shall be called as provided in Sections 54956 and 54956.5 of the Government Code. Closed sessions shall not be scheduled nor conducted without prior consultation with the Commission's Counsel.

RULE 12: At the first meeting in each calendar year the Board shall elect a Chair and a Vice-Chair and a Chair Pro Tempore. When the Chair is absent, his or her duties shall be assumed by the Vice-Chair. If both the Chair and the Vice-Chair are absent, the Chair Pro Tempore shall perform the duties of the Chair. In lieu of an annual election, the Board may provide by resolution for the selection of Board officers on a rotational basis.

RULE 13: The Vice Chair shall serve, ex officio, as the Clerk of the Board and shall keep a minute book in which the proceedings of the Board shall be recorded and maintained. The Board may appoint a Deputy Clerk to assist the Vice Chair.

RULE 14: The Chair may, from time to time, appoint such standing or *ad hoc* committees of the Board as are necessary and convenient.

RULE 15: The Chair shall preserve order and decorum and shall decide all questions of order and procedure subject to an appeal to the Board. The nature of any appeal shall be briefly stated and the Chair shall have the right to state the reason for his or her decision.

A Board member wishing to speak shall refrain until he or she has been recognized by the Chair. While a member is speaking, members shall be respectful and shall not engage in or entertain private discussions.

Consistent with the purpose of the Rules, members are encouraged to use a formal style, including appropriate titles, in addressing the public, staff, and each other. All members shall refrain from the use of profanity, emotional outbursts, personal attacks, or any speech or conduct which tends to bring the organization into disrepute.

RULE 16: To assure civility in its public meetings, staff and the public are also encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. To achieve compliance with these rules, members, staff, and the public are encouraged to:

- Create an atmosphere of respect and civility where elected officials, District staff, and the public are free to express their ideas;
- Establish and maintain a cordial and respectful atmosphere during discussions;
- Foster meaningful dialogue free of personal attacks;
- Listen with an open mind to all information, including dissenting points of view, regarding issues presented to the Board;

ATTACHMENT 3

- Recognize it is sometimes difficult to speak at Board meetings, and out of respect for each person's feelings, allow them to have their say without comment, including booing, whistling, or clapping;
- Adhere to speaking time limit.

RULE 17: The Board shall refrain from emailing, texting, using social media, or otherwise engaging in electronic communications during Board meetings on matters that are listed on the Board's agenda.

RULE 18: Any member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:

- a) Publically state the nature of the conflict in sufficient detail to be understood by the public;
- b) Recuse himself/herself from discussing and voting on item; and
- c) Leave the room until after the discussion, vote, and other disposition of the matter is concluded, unless the matter has been placed on the Consent Calendar.

The member may be allowed to address the Board as a member of the public. Disclosure of a conflict shall be noted in the official Board minutes. The member must also comply with all other applicable conflicts of interest laws.

Members may not have a financial interest in a contract approved or considered by the Board. In these cases, disclosure and recusal does not remove the conflict and such a contract is considered void (Government Code §1090). The member is encouraged to discuss possible conflicts with County Counsel prior to the meeting.

RULE 19: These rules shall be reviewed by the Board at the first meeting in each calendar year.

RULE 20: The Chair, Vice-Chair, and Chair Pro Tempore shall serve at the will and pleasure of the Board of Directors.

RULE 21: The members of the Board shall be allowed their actual and necessary expenses when attending to the business of the Commission. All claims for reimbursement shall be submitted by the Commission's Bookkeeper to the Board for its approval or rejection.