



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**

**747 Mendocino Avenue—Suite 100, Santa Rosa, CA 95401**

**January 9, 2020 | 5:00pm**

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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 5, 2019 **Attachment 1**  
December 11, 2019 Special Meeting **Attachment 2**
  8. **Financial Report Attachment 3**  
Julie Mefferd | Administrative & Fiscal Services Manager
  9. **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)
  10. **Creation of Ad Hoc Committees for 2020 and Assignment of Commissioners**
  11. **Review of Rules of Governance Attachment 4**
  12. **Taylor Mountain Management Plan**  
Bert Whitaker | Sonoma County Regional Parks
  13. **Closed Session**

## **Conference with Real Property Negotiator Attachment 5**

Project Name: Matteri Conservation Easement Amendment

Property Address: 3870-3400 Petaluma Hill Rd, Santa Rosa, CA 95404

APN: 044-190-027

Owner: Sonoma County Regional Parks

Negotiating Parties:

Owner's Representative: Bert Whitaker, Sonoma County Regional Parks

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

Under Negotiation:

Terms and Conditions of Possible Amendment to the Matteri Conservation Easement by the Ag + Open Space District. The Commission will give instruction to its negotiator(s) on the price. (Government Code Section 54956.8)

### **14. Suggested Next Meeting**

February 6, 2020

### **15. Adjournment**

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**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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Attachment 1



SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION  
COMMISSIONERS

Mike Sangiacomo (Sonoma)  
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Jeff Owen (Alternate)

**UNAPPROVED MINUTES**

747 Mendocino Avenue—Suite 100, Santa Rosa, CA 95401

December 5, 2019 | 5:00 pm

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**COMMISSIONERS PRESENT:** Bob Anderson (Vice Chair), Eric Koenigshofer (Chair Pro Tem), Jeff Owen

**STAFF PRESENT:** Bill Keene, General Manager; Lisa Pheatt, County Counsel; Julie Mefferd, Administrative and Fiscal Services Manager; Sara Ortiz, Administrative Aide; Misti Arias, Acquisition Program Manager; Curtis Kendall, Acquisition Assistant; Jen Kuszmar, Associate Planner; Karen Gaffney, Conservation Planning Program Manager; Allison Schichtel, Senior Planner; Jake Newell, Stewardship Specialist; Fraser Ross, Stewardship Specialist Extra-Help.

**PUBLIC PRESENT:** Chris Bell, Appraisal Associates

**1. Call to Order**

Vice Chair Anderson called the meeting to order at 5:03 p.m.

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

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

Bill Keene made the following announcements:

- 12/10 Jacobsen Ranches Conservation Easement going to the Board of Directors
- 12/17 Vital Lands Initiative Workshop going to the Board of Directors at 2 P.M.

**4. Public Comment**

There was none.

**5. Correspondence/ Communications**

**6. Approval of Commission Minutes**

On a motion by Commissioner Owen and a second by Commissioner Koenigshofer, the November 21, 2019 minutes were approved.

**7. Ad Hoc Committee Reports**

Request for the Fire Recovery Review Committee to meet.

**8. Annual Audit**

On a motion by Commissioner Koenigshofer and a second by Commissioner Anderson, the Annual Audit was approved.

**9. Vital Lands Initiative**

Karen Gaffney gave a presentation on the Vital Lands Initiative.

**10. Closed Session**

The Commission adjourned to Closed Session at 5:57 p.m.

**11. Report on Closed Session**

The Commission reconvened to Open Session at 8:15 p.m. and reported the following:

**Conference with Real Property Negotiator**

Project Name: Taylor Mountain Cooper Creek Addition, Matching Grant Program

Property Address: Eastern terminus of Allen Way, Santa Rosa

On a motion by Commissioner Koenigshofer and second by Commissioner Owen, the Commission determined that the District is not paying more, or receiving less, than the fair market value for the interests received in connection with the Cooper Creek Addition Matching Grant Project.

Direction was given to Staff.

**12. Suggested Next Meetings**

To further discuss the Vital Lands Initiative, a Special Meeting of the Fiscal Oversight Commission will be held Wednesday, December 11<sup>th</sup> from 10:30 a.m. – 12:30 p.m.

The regular January meeting of the Fiscal Oversight Commission will be held January 9, 2020 at 5:00 p.m.

**13. Adjournment**

The meeting was adjourned at 8:24 p.m.

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SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION  
COMMISSIONERS

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Todd Mendoza (Petaluma)  
Regina De La Cruz (Rohnert Park)

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

**UNAPPROVED MINUTES SPECIAL MEETING**

747 Mendocino Avenue–Suite 100, Santa Rosa, CA 95401

December 11, 2019 | 10:30 am

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**COMMISSIONERS PRESENT:** Bob Anderson (Vice Chair), Eric Koenigshofer (Chair Pro Tem), Mike Sangiacomo, Jeff Owen

**STAFF PRESENT:** Bill Keene, General Manager; Lisa Pheatt, County Counsel; Sara Ortiz, Administrative Aide; Misti Arias, Acquisition Program Manager; Curtis Kendall, Acquisition Assistant; Jen Kuszmar, Associate Planner; Karen Gaffney, Conservation Planning Program Manager; Allison Schichtel, Senior Planner.

**PUBLIC PRESENT:**

**1. Call to Order**

Vice Chair Anderson called the meeting to order at 10:32 a.m.

**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**

There was none.

**5. Vital Lands Initiative**

Discussion of the Vital Lands Initiative.

**6. Suggested Next Meeting**

January 9, 2020

**7. Adjournment**

12:27 p.m.

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## Attachment 2

office at 747 Mendocino Avenue, Santa Rosa, CA during normal business hours.

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### ATTACHMENT 3

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

**Assets**

Cash and Investments	\$65,646,659
Accounts Receivable	0
Other Current Assets	1,254
Intergovernmental Receivables	10,000

<b>Total Assets</b>	<u><u>\$65,657,913</u></u>
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**Liabilities and Fund Balance**

Current Payables	\$19,606
Other Current Liabilities	21,694
Due to Other Governments	13,472
Deferred Revenue	0
Long-Term Liabilities	0

<b>Total Liabilities</b>	<u><u>54,773</u></u>
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**Fund Balance**

Nonspendable - Prepaid Expenditures	1,254
Restricted - District Activities	65,601,886
Total Fund Balance	65,603,140

<b>Total Liabilities and Fund Balance</b>	<u><u>\$65,657,913</u></u>
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**Cash by Fund**

OSSTA - Measure F	\$54,680,311
Open Space District	2,695,423
Fiscal Oversight Commission	4,266
Stewardship Reserve*	0
Cooley Reserve	153,002
Operations and Maintenance	8,113,658

<b>Total Cash by Fund</b>	<u><u>\$65,646,659</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 3

Sonoma County Agricultural Preservation and Open Space District  
Consolidated District and OSSTA Budget to Actual  
For the five months ended November 30, 2019  
42% of Year Complete

	Budget Final	Actual Year to Date	Encumbrances Year to Date	Remaining Balance	% of Remaining
<b>Revenues</b>					
Tax Revenue *	\$25,254,000	\$6,279,065		\$18,974,935	75.14%
Intergovernmental	7,750,000	44,638		7,705,362	99.42%
Use of Money & Prop	590,000	(161,199)		751,199	127.32%
Miscellaneous Revenues	5,340,500	31,019		5,309,481	
Other Financing Sources	1,021,444	7,500		1,013,944	99.27%
<b>Total Revenues</b>	<b>39,955,944</b>	<b>6,201,023</b>		<b>33,754,921</b>	<b>84.48%</b>
<b>Expenditures</b>					
Salaries and Benefits	5,005,078	1,689,539		3,315,539	66.24%
Services and Supplies	11,778,805	1,043,042	\$4,024,069	6,711,694	56.98%
Other Charges	7,707,333	44,638	1,301,425	6,361,270	82.54%
Capital Expenditures**	35,074,928	59,764	239,414	34,775,750	99.15%
Other Financing Uses	8,539,312	2,552,875		5,986,437	70.10%
<b>Total Expenditures</b>	<b>68,105,456</b>	<b>5,389,859</b>	<b>5,564,908</b>	<b>57,150,689</b>	<b>83.91%</b>
<b>Net Earnings (Cost)</b>	<b>(\$28,149,512)</b>	<b>811,164</b>	<b>(\$5,564,908)</b>	<b>(\$23,395,768)</b>	
Beginning fund balance		64,791,976			
<b>Ending Fund Balance</b>		<b>65,603,140</b>			

Note: Sales tax collected as of November 30, 2018 was \$4,997,723. Current collections are 26% over the prior year.

(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

Capital Expenditure - Tacoma 4x4	\$	35,817
CIP -Building & Improvement		23,948
	<u>\$</u>	<u>59,764</u>



## ATTACHMENT 4

### **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 4

**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 4

- 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.