



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
November 5, 2020 | 5:00 pm

In accordance with Executive Order N-29-20, the November 5, 2020 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
November 5, 2020 FISCAL OVERSIGHT COMMISSION MEETING*

The November 5, 2020 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=e3988012b94d749fd19660d394c5b313f>
2. If you have a WebEx account, click Join Meeting by number: 146 748 7993 password: cows707
3. Call-in and listen to the meeting: Dial 1-844-992-4726 Enter meeting ID: 146 748 7993

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.

DISABLED 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 pm Wednesday, November 4 to ensure arrangements for accommodation.

END OF UPDATE

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/ Communications**
 6. **Approval of Commission Minutes Attachment 1** October 15, 2020 Minutes
 7. **Financial Report Attachment 2** Julie Mefferd | Administrative and Fiscal Manager
 8. **Ad Hoc Committee Reports.**
Annual Report/Audit Report Review (Anderson, Owen)
Matching Grant Program (Anderson/Sangiaco)
Real Estate Options (Koenigshofer /Owen)
Fire Recovery Review (Anderson/Koenigshofer)
 9. **Consideration and possible action to approve a letter from the Commission to the Board of Directors Regarding PG&E Settlement Funds**
 10. **Suggested Next Meeting**
December 3, 2020
 11. **Adjournment**
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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.





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UNAPPROVED MINUTES

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

October 15, 2020 | 5:00 pm

COMMISSIONERS PRESENT: Bob Anderson (Chair), Eric Koenigshofer (Vice Chair), Mike Sangiacomo (Chair Pro Tempore), Regina de la Cruz, Jeff Owen

STAFF PRESENT: Bill Keene, General Manager; Lisa Pheatt, County Counsel; Sara Ortiz, Administrative Aide; Julie Mefferd, Administrative and Fiscal Manager; Jennifer Kuszmar, Matching Grant Program Coordinator; Taylor Acosta, Stewardship Technician; Jennifer Murray, Supervising Accountant (Auditor-Controller-Treasurer-Tax Collector, County of Sonoma).

PUBLIC PRESENT:

1. **Call to Order**
5:02 pm
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 announced his retirement as General Manager and the Board of Directors' plans to hold a community panel on October 21 to discuss an interim manager.
4. **Public Comment**
There was none.
5. **Correspondence/ Communications**
A letter regarding the PG&E Settlement funds was sent from the Fiscal Oversight Commission to the Board of Supervisors and the Advisory Committee.
6. **Approval of Commission Minutes**
On a motion by Commissioner Sangiacomo and a second by Commissioner Koenigshofer, the August 20, 2020 minutes were approved. On a motion by Commissioner Koenigshofer and a second by Commissioner Owen, the September 15, 2020 minutes were approved.
7. **Matching Grant Subcommittee** Jennifer Kuszmar | Matching Grant Coordinator
After discussion regarding conflict of interests, Commissioner Owen and Commissioner de la Cruz recused

themselves from the Matching Grant Subcommittee. The Chair appointed Commissioner Sangiacomo and Commissioner Anderson to the Matching Grant Subcommittee.

- 8. Financial Report** Julie Mefferd | Administrative and Fiscal Manager
Julie Mefferd reviewed the monthly financial statements for August 2020.
- 9. Annual Audit** Julie Mefferd | Administrative and Fiscal Manager
The Fiscal Oversight Commission approved the Annual Audit.
- 10. Suggested Next Meeting**
November 5, 2020
- 11. Adjournment**
6:11 pm

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

Assets	
Cash and Investments	\$62,203,870
Accounts Receivable	0
Other Current Assets	1,608
Intergovernmental Receivables	61,492
Total Assets	<u><u>\$62,266,970</u></u>
Liabilities and Fund Balance	
Current Payables	\$33,623
Other Current Liabilities	217,034
Due to Other Governments	0
Deferred Revenue	10,000
Long-Term Liabilities	0
Total Liabilities	<u><u>260,657</u></u>
Fund Balance	
Nonspendable - Prepaid Expenditures	1,988
Restricted - District Activities	62,004,325
Total Fund Balance	62,006,313
Total Liabilities and Fund Balance	<u><u>\$62,266,970</u></u>

Cash by Fund	
OSSTA - Measure F	\$52,159,422
Open Space District	720,610
Fiscal Oversight Commission	16,137
Stewardship Reserve*	0
Cooley Reserve	155,215
Operations and Maintenance	9,152,337
Total Cash by Fund	<u><u>\$62,203,720</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 one month ended September 30, 2020
 25% of Year Complete

	Budget Final	Actual Year to Date	Encumbrances Year to Date	Remaining Balance	% of Remaining
Revenues					
Tax Revenue *	\$25,893,797	\$1,058,728		\$24,835,069	95.91%
Intergovernmental	5,375,000	0		5,375,000	100.00%
Use of Money & Prop	345,000	(362,653)		707,653	205.12%
Miscellaneous Revenues	4,755,500	82		4,755,418	
Other Financing Sources	1,131,297	23,077		1,108,220	97.96%
Total Revenues	37,500,594	719,234		36,781,360	98.08%
Expenditures					
Salaries and Benefits	5,404,809	1,071,760		4,333,049	80.17%
Services and Supplies	13,235,847	385,342	\$4,293,002	8,557,503	64.65%
Other Charges	5,132,772	32,617	1,764,702	3,335,453	64.98%
Capital Expenditures**	37,456,491	2,110,000	171,491	35,175,000	93.91%
Other Financing Uses	8,647,974	1,299,785		7,348,189	84.97%
Total Expenditures	69,877,893	4,899,504	6,229,195	58,749,193	84.07%
Net Earnings (Cost)	(\$32,377,299)	(4,180,270)	(\$6,229,195)	(\$21,967,834)	
Beginning fund balance		66,186,583			
Ending Fund Balance		62,006,313			

Note: Sales tax collected as of August 31, 2019 was \$2,446,417. Current collections are 57% below 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 \$2,110,000