



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  
July 23, 2020 | 5:00 pm

**In accordance with Executive Order N-29-20, the July 23, 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  
JULY 23, 2020 FISCAL OVERSIGHT COMMISSION MEETING\***

The July 23, 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=ec62dc2ac0591221b54b11c535e46107a>
2. If you have a WebEx account, click Join Meeting by number: 146 825 2572 password: PzirsDHF633
3. Call-in and listen to the meeting: Dial 1-844-992-4726 Enter meeting ID: 146 825 2572

**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 allowed 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 12pm Wednesday, July 22nd 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** May 21, 2020 Minutes
7. **Financial Report Attachment 2** Julie Mefferd | Administrative & Fiscal Services Manager
8. **Ad-Hoc Committee Creation** Agriculture Support and Protection (ASAP) Emergency Matching Grant Program
9. **Estero Americano Initial Public Access, Operation and Maintenance Attachment 3** Louisa Morris | Acquisition Specialist

**10. Closed Session**

**Conference with Real Property Negotiator Attachment 4**

Project Name: Joseph Camozzi Dairy Conservation Easement

Property Address: 388 Mecham Road and 3255 Roblar Road, Petaluma, CA 94952

APN: 024-040-014, 024-040-015, 024-040-046, 024-080-027, 024-080-029

Owner: Joseph P. Camozzi Trust

Negotiating Parties:

Owner's Representative: Joseph P. Camozzi Trust

Ag + Open Space's Representative: William J. Keene, General Manager

Under Negotiation:

Terms and Conditions of Possible Amendment to the Joseph Camozzi Dairy 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)

**Conference with Real Property Negotiator Attachment 5**

Property Name: Mattos Dairy Conservation Easement

Property Address: 602 Hammel Road and 1795 Pepper Road, Petaluma

APNs: 022-020-001, 022-020-002, 022-020-004, 022-020-022, 022-040-021

Owners: John and Joni Mattos Trust

Negotiating Parties:

Ag + Open Space's Representative: William J. Keene, General Manager

Owner's Representative: John and Joni Mattos

Under Negotiation:

Terms and Conditions of Possible Amendment to the Mattos Dairy Conservation Easement 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)





### 11. Report Out of Closed Session

### 12. Suggested Next Meeting

August 6, 2020

### 13. 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 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](mailto:Sara.Ortiz@sonoma-county.org) for materials.

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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

Virtual Meeting Due to Sonoma County's Shelter in Place

Order May 21, 2020 | 5:00 pm

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**COMMISSIONERS PRESENT:** Bob Anderson (Chair), Eric Koenigshofer (Vice Chair), Regina de la Cruz, 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; Louisa Morris, Acquisition Specialist; Curtis Kendall, Acquisition Assistant; Jennifer Kuszmar, Matching Grant Coordinator;

**PUBLIC PRESENT:** Steve Ehret, Regional Parks Planner Manager; Bert Whitaker, Regional Parks Director.

1. **Call to Order**

5:12 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 that the contract for Prescribed Grazing at Calabazas Creek Open Space Preserve will be going before the Board of Directors on June 9, 2020.

4. **Public Comment**

There was none.

5. **Correspondence/ Communications**

There was none.

6. **Approval of Commission Minutes Attachment 1** April 16, 2020 Minutes

**Attachment 2** April 20, 2020 Minutes

On a motion by Commissioner Owen and a second by Commissioner de la Cruz, the April 16, 2020 and the April 20, 2020 minutes were approved.

7. **Financial Report Attachment 3** Julie Mefferd | Administrative & Fiscal Services Manager

Julie Mefferd reviewed the monthly financial statements for April 2020.

8. **Torr Initial Public Access, Operation and Maintenance Attachment 4** Louisa Morris | Acquisition Specialist

Steve Ehret and Bret Whitaker spoke in support of the Torr Initial Public Access, Operation and Maintenance.

## ATTACHMENT 1

9. **Carrington Coast Ranch Initial Public Access, Operation and Maintenance Attachment 5** Misti Arias  
| Acquisition Program Manager  
Steve Ehret and Bret Whitaker spoke in support of the Carrington Coast Ranch Initial Public Access, Operation and Maintenance.

10. **Closed Session**

The Commission adjourned to Closed Session at 6:05 pm.

11. **Report Out of Closed Session**

The Commission reconvened to Open Session at 6:26 p.m. and reported the following:

**Resolution 2020-003**

On a motion by Commissioner Koenigshofer and second by Commissioner Owen, the Commission determined that the value to be received by the District for the conveyance of the fee interest in the Carrington Coast Ranch to the County of Sonoma satisfies the fair market value standard.

12. **Suggested Next Meeting**

June 4, 2020

13. **Adjournment**

6:30 pm

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**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 Mary Dodge at 707-565-7349, as soon as possible to ensure arrangements for accommodation.

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## ATTACHMENT 2

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

### Assets

Cash and Investments	\$62,614,634
Accounts Receivable	3,568,658
Other Current Assets	1,988
Intergovernmental Receivables	152,089

<b>Total Assets</b>	<b><u>\$66,337,369</u></b>
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### Liabilities and Fund Balance

Current Payables	\$238,150
Other Current Liabilities	217,116
Due to Other Governments	0
Deferred Revenue	10,000
Long-Term Liabilities	0

<b>Total Liabilities</b>	<b><u>465,266</u></b>
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### Fund Balance

Nonspendable - Prepaid Expenditures	1,254
Restricted - District Activities	65,870,848
Total Fund Balance	65,872,102

<b>Total Liabilities and Fund Balance</b>	<b><u>\$66,337,369</u></b>
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### Cash by Fund

OSSTA - Measure F	\$48,585,067
Open Space District	3,554,284
Fiscal Oversight Commission	1,129
Stewardship Reserve*	0
Cooley Reserve	154,572
Operations and Maintenance	10,319,583

<b>Total Cash by Fund</b>	<b><u>\$62,614,634</u></b>
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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 twelve months ended June 30, 2020  
100% 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	\$24,468,390		\$785,610	3.11%
Intergovernmental	7,750,000	437,580		7,312,420	94.35%
Use of Money & Prop	590,000	526,426		63,574	10.78%
Miscellaneous Revenues	5,340,500	46,491		5,294,009	
Other Financing Sources	1,021,444	27,706		993,738	97.29%
<b>Total Revenues</b>	<b>39,955,944</b>	<b>25,506,593</b>		<b>14,449,351</b>	<b>36.16%</b>
<b>Expenditures</b>					
Salaries and Benefits	5,005,078	4,378,572		626,506	12.52%
Services and Supplies	11,649,486	3,796,722	\$4,303,295	3,549,470	30.47%
Other Charges	7,707,333	972,014	1,562,598	5,172,720	67.11%
Capital Expenditures**	35,074,928	7,594,262	221,888	27,258,778	77.72%
Other Financing Uses	8,539,312	7,684,896		854,416	10.01%
<b>Total Expenditures</b>	<b>67,976,138</b>	<b>24,426,467</b>	<b>6,087,781</b>	<b>37,461,890</b>	<b>55.11%</b>
<b>Net Earnings (Cost)</b>	<b>(\$28,020,194)</b>	<b>1,080,126</b>	<b>(\$6,087,781)</b>	<b>(\$23,012,539)</b>	
Beginning fund balance		64,791,976			
<b>Ending Fund Balance</b>		<b>65,872,102</b>			

Note: Sales tax collected as of June 30, 2019 was \$26,731,878. Current collections are -8.47% 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		79,817
Jacobsen Ranch		2,955,955
Gloeckner Turner Ranch		4,522,673
	<u>\$</u>	<u>7,594,262</u>



**AG + OPEN SPACE**  
SONOMA COUNTY

**DATE:** July 13, 2020 (Meeting July 23, 2020)  
**TO:** Fiscal Oversight Commissioners  
**FROM:** Louisa Morris, Acquisition Specialist  
**SUBJECT:** Estero Americano Coast Preserve Initial Public Access Operations & Maintenance Funding Agreement

**Property Background**

In December 2015, through the combined efforts of Ag + Open Space, Sonoma Land Trust, the State Coastal Conservancy, and the Gordon and Betty Moore Foundation, the Wildlands Conservancy (TWC) acquired the 547-acre Estero Americano Coast Preserve ("Estero Preserve"). The Estero Preserve fee property acquisition request was brought to the Fiscal Oversight Commission on November 12, 2015 and approved by the Commission pursuant to FOC Resolution 2015-004.

The District holds a conservation easement and recreation covenant over the Estero Preserve property. The conservation easement restricts use of the property to natural resource protection, agricultural use, and public recreation and education. The conservation easement allows for recreational uses insofar as they are consistent with natural resource protection and agricultural use. These may include, but are not limited to the following: hiking, picnicking, nature study, and other such uses similar in nature and intensity.

The recreation covenant requires the property be open to the public for low-intensity outdoor public recreation and educational uses consistent with the conservation easement. The recreation covenant required the Estero Preserve property be open to the public by December 24, 2018. Because TWC had to focus on a lawsuit brought against them by Estero Lane neighbors, Ag + Open Space has granted two extensions to this deadline, and now the property must be available for public recreational use no later than December 24, 2021. The lawsuit has now been settled, and TWC is now ready to focus on opening this coastal property to the public, which is the primary purpose of the current initial public access and operations and maintenance (IPAO&M) funding request.

**Summary**

TWC has submitted a request to the District for \$299,500 for IPAO&M activities at their Estero Preserve, as outlined in Table 1 below. The funds would be expended within three years of the date of execution of this IPAO&M contract, which is expected to happen later this calendar year. Consistent with the District's Expenditure Plan and its Initial Public Access and Operations and Maintenance Policy, the District may provide funding, on a reimbursement basis, to assist with initial public access and with operations and maintenance on recreational properties purchased with the open space sales tax.

While it has been more than three years since TWC acquired the Estero Preserve, the IPAO&M policy gives the ability to provide these funds beyond the 3-year timeframe in extraordinary circumstances.

TWC's Estero Lane lawsuit is an extraordinary circumstance that has made it difficult to open the property to the public within the IPAO&M policy's 3-year timeframe. Neighbors along Estero Lane sued TWC, wanting to limit public access to the Estero Preserve; the settlement associated with this lawsuit allows limited staff-led, guided hikes from Estero Lane, but does not affect public access from western access points and the Estero Americano itself. TWC is now ready to move ahead with planning, permitting, and construction for public access to their Estero Preserve.

### **Initial Public Access and Operations and Maintenance (IPAO&M) Fund Status**

Per the Expenditure Plan, Ag + Open Space is allowed to expend up to 10% of its sales tax revenue on IPAO&M. For FY 20-21, the unadjusted beginning IPAO&M fund balance is **\$10,319,583**.

In addition, it is anticipated that Ag + Open Space will receive approximately **\$2,231,055** in sales tax revenue in this fiscal year towards eligible IPAO&M costs for FY 20-21.

Ag + Open Space has seven existing IPAO&M agreements with recreational partners with available balances that total **\$2,907,650**. The District is in the process of developing IPAO&M contracts with Regional Parks for Carrington and Torr, for an additional amount of \$1,850,000. The District anticipates additional requests for IPAO&M funds for at least one additional property this fiscal year, McCormick Ranch. There are sufficient funds available in the IPAO&M fund for the \$299,500 Estero Americano IPAO&M request as well as other anticipated future FY20-21 requests.

### **Funding Agreement**

In order to receive District funding, the District and The Wildlands Conservancy (TWC) will execute a Funding Agreement that specifies the types of costs that are eligible for reimbursement. As shown in Table 1 and in more detail in Attachment 1, TWC is requesting the following IPAO&M funding:

- Trail Design Resource Surveys (for coastal permit)
- Coastal permit application preparation, fees, tracking, and public hearing attendance
- Public access amenities (including gate, signs, trailhead informational kiosk, portable restroom rental, picnic tables)
- Road/trail repairs, upgrades, and erosion control
- Project management and implementation
- Visitor safety and patrols (Park operations)
- Trail maintenance
- Community engagement
- Public outings

No reimbursement will occur until TWC submits, and the District approves, a Work Plan that more specifically describes the work and costs associated with these activities.

### **Next Steps**

District staff will bring the IPAOM funding agreement to the Board of Directors for consideration in late summer or early fall 2020. Staff will bring Commissioners' comments to the Board at this time.

### ATTACHMENT 3

Table 1. Proposed Budget Summary	
Cost Category	IPAOM request
Task 1: Trail Design Resource Surveys and Planning/Permitting	\$70,000
Task 2: Capital Costs and Subcontractors	\$68,000
Task 3: TWC Staff time (PM, O&M)	\$126,000
Task 4: Community Engagement and Outings	\$35,500
Total IPAOM request	\$299,500

#### Attachments

Attachment 1: TWC Estero Americano Coast Preserve IPAOM (budget detail)

# ATTACHMENT 3

## ATTACHMENT 1: The Wildlands Conservancy's Estero Americano Coast Preserve IPAO&M Request (budget detail)- Prepared July 2020, The Wildlands Conservancy

<b>TASK 1: Trail Design Resource Surveys (for coastal permit) and Planning/Permitting</b>	<b>TWC Match</b>	<b>IPAOM request</b>	<b>Total Cost</b>
Botanical Assessment	\$20,000	\$5,000	\$25,000
Wetland Delineation	\$5,000	\$10,000	\$15,000
Fauna Surveys (badger, MSS butterfly)	\$8,000	\$10,000	\$18,000
Cultural Resources Survey		\$10,000	\$10,000
Geotechnical/Geological Investigation		\$5,000	\$5,000
Survey Boundary of lease-hold	\$5,000	\$5,000	\$10,000
Parking and Vehicle Use Assessment		\$10,000	\$10,000
Permit Fees		\$15,000	\$15,000
<b>Subtotal</b>	<b>\$38,000</b>	<b>\$70,000</b>	<b>\$108,000</b>

<b>TASK 2: Capital Costs and Subcontractors</b>	<b>TWC Match</b>	<b>IPAOM request</b>	<b>Total Cost</b>
Repair buffer fence around aqua-culture farm (includes materials and contract labor)		\$10,000	\$10,000
Portable restroom and maintenance		\$5,000	\$5,000
Picnic tables		\$3,000	\$3,000
Repair road to be used as trail that leads to beach/Estero Mouth	\$10,000	\$20,000	\$30,000
Resurface roads to be used as trails for proper drainage and safety	\$25,000	\$10,000	\$35,000
Build and Install trail entrance gate at Shorttail Gulch	\$3,500	\$5,000	\$8,500
Prepare and install directional trail signage (includes materials, labor)		\$5,000	\$5,000
Prepare and install information kiosk		\$10,000	\$10,000
<b>Subtotal</b>	<b>\$38,500</b>	<b>\$68,000</b>	<b>\$106,500</b>

<b>TASK 3: TWC Staff Time (PM, O&amp;M)</b>	<b>TWC Match</b>	<b>IPAOM request</b>	<b>Total Cost</b>
Administrative Oversight: Deputy Director(\$78/hr; 150 hrs)	\$12,000		\$12,000
Financial Oversight: Chief Financial Officer: (\$51.58/hr; 60 hours)	\$3,000		\$3,000
Project Management: Regional Director (\$41/hr; 620 hrs)		\$25,000	\$25,000
Project Management: permit process (\$41/hr; 295 hrs)		\$12,000	
Project Implemenation: Preserve Manager (\$32/hr; 620 hrs)		\$20,000	\$20,000
Staffing and patrols:			
Ranger Staff (\$25/hr. approx. 1248 hours)		\$32,000	\$32,000
Trail Stewards (\$17.25/hr. approx. 312 hours)		\$6,000	\$6,000
Trail maintenance:			
Ranger Staff (\$25/hr. approx. 1000 hours)		\$25,000	\$25,000
Trail Stewards (\$17.25/hr. approx. 300 hours)		\$6,000	\$6,000
<b>Subtotal</b>	<b>\$15,000</b>	<b>\$126,000</b>	<b>\$141,000</b>

<b>TASK 4: Community Engagement and Outreach</b>	<b>TWC Match</b>	<b>IPAOM request</b>	<b>Total Cost</b>
Conduct community meetings			
Deputy Director (\$78/hr approx. 60 hours)	\$5,000		\$5,000
Regional Director (\$41/hr approx. 180 hrs)		\$7,500	\$7,500
Preserve Manager (\$32/hr approx. 300 hrs)		\$10,000	\$10,000
Equipment rental and Refreshments		\$3,000	\$3,000
Conduct guided hikes			
Preserve Manager (\$32/hr approx. 288 hrs)		\$10,000	\$10,000
Ranger Staff (\$25/hr. approx. 300 hours)	\$3,000	\$5,000	\$8,000
<b>Subtotal</b>	<b>\$8,000</b>	<b>\$35,500</b>	<b>\$43,500</b>

<b>Grand Total</b>	<b>\$99,500</b>	<b>\$299,500</b>	<b>\$399,000</b>
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