



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

April 16, 2020 | 5:00 pm

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**In accordance with Executive Order N-29-20, the April 16, 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  
APRIL 16, 2020 FISCAL OVERSIGHT COMMISSION MEETING\***

The March 16, 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://cwmsadmin.sonoma-county.org/orion/joinmeeting.do?MTID=d198e5aed5b0e5a224bcc1fa86568ca5&siteurl=mymeeting>  
Enter Password: S4z36Yvrk\$2p
2. If you have a WebEx account, click Join Meeting by number: 998 569 516 password: S4z36Yvrk\$2p
3. Call-in and listen to the meeting: Dial 707-565-4657 Enter meeting ID: 998 569 516

**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. During the meeting, 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 assigned to public comment.

**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 April, April 15th 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 March 5, 2020 Minutes**

**7. Financial Report Attachment 2 Julie Mefferd | Administrative & Fiscal Services Manager**

**8. Closed Session**

**Conference with Real Property Negotiator Attachment 3**

Project Name: Torr Fee Acquisition by Sonoma County Regional Parks

Property Address: 8610 Main Street, Monte Rio 95462

APN: 096-010-003 and 096-010-008

Owner: Regina E. Torr, deceased

Negotiating Parties:

Owner's Representative: Michele Mc Donell & Michael L. Torr

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

Under Negotiation: Terms and conditions of funding towards fee acquisition of the property by Sonoma County Regional Parks, which terms include the conveyance of a conservation easement and recreation covenant over the property to Ag + Open Space.

The Board will report out of closed session at its next regularly scheduled meeting.

**9. Suggested Next Meeting**

May 7, 2020

**10. 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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**UNAPPROVED MINUTES**

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

March 5, 2020 | 5:00pm

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**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 (via phone); Julie Mefferd, Administrative and Fiscal Services Manager; Sara Ortiz, Administrative Aide; Sheri Emerson, Stewardship Program Manager.

**PUBLIC PRESENT:**

1. **Call to Order**  
5:01 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**  
Bill Keene announced that there has been a change to the Board of Directors' process. Now almost all agenda items will go on the consent calendar.

The Gloeckner Ranch Conservation Easement will go to the Board on March 24.

4. **Public Comment**  
There was none.

5. **Correspondence/ Communications**

6. **Approval of Commission Minutes Attachment 1** February 6, 2020  
On a motion by Commissioner Koenigshofer and a second by Commissioner Sangiacomo, the February 6, 2020 minutes were approved. Commissioner de la Cruz and Commissioner Mendoza abstained.

7. **Financial Report Attachment 2** Julie Mefferd | Administrative & Fiscal Services Manager  
Julie Mefferd reviewed the monthly financial statements for January 2020.

8. **Ad Hoc Committee Reports** Fire Recovery Review (Anderson/Koenigshofer)  
Commissioner Anderson and Commissioner Koenigshofer, as part of the Fire Recovery Review Ad-Hoc Committee,

## Attachment 1

suggest a letter go out from the District to conservation easement landowners to describe the District's experience and list resources available. Ad-Hoc Committee requests to see this letter prior to mailing. Staff will discuss and report back.

### 9. Ad Hoc Committee Creation General Plan

The creation for this Ad Hoc committee has been put on hold.

### 10. Stewardship Update Sheri Emerson | Stewardship Program Manager

Commissioners voiced the desire to transfer designated fee properties to Sonoma County Regional Parks.

Commission asked for an update on transferring Carrington Coast Ranch, Wright Hill Ranch, and Calabazas Creek Open Space Preserve.

### 11. Suggested Next Meeting

April 2, 2020

### 12. Adjournment

6:43 p.m.

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## Attachment 2

Sonoma County Agricultural Preservation and Open Space District  
Consolidated Balance Sheet - District and OSSTA Funds  
February 29, 2020

### Assets

Cash and Investments	\$68,973,140
Accounts Receivable	0
Other Current Assets	0
Intergovernmental Receivables	10,000
<b>Total Assets</b>	<b>\$68,983,140</b>

### Liabilities and Fund Balance

Current Payables	\$12,318
Other Current Liabilities	21,324
Due to Other Governments	13,472
Deferred Revenue	0
Long-Term Liabilities	0
<b>Total Liabilities</b>	<b>47,114</b>

### Fund Balance

Nonspendable - Prepaid Expenditures	1,254
Restricted - District Activities	68,934,772
<b>Total Fund Balance</b>	<b>68,936,026</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$68,983,140</b>

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### Cash by Fund

OSSTA - Measure F	\$57,190,813
Open Space District	3,681,801
Fiscal Oversight Commission	9,463
Stewardship Reserve*	0
Cooley Reserve	153,796
Operations and Maintenance	7,937,117
<b>Total Cash by Fund</b>	<b>\$68,972,990</b>

\*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 eight months ended February 29, 2020  
66% 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	\$13,426,782		\$11,827,218	46.83%
Intergovernmental	7,750,000	114,559		7,635,441	98.52%
Use of Money & Prop	590,000	182,011		407,989	69.15%
Miscellaneous Revenues	5,340,500	29,158		5,311,342	
Other Financing Sources	1,021,444	22,500		998,944	97.80%
<b>Total Revenues</b>	<b>39,955,944</b>	<b>13,775,010</b>		<b>26,180,934</b>	<b>65.52%</b>
<b>Expenditures</b>					
Salaries and Benefits	5,005,078	2,671,209		2,333,869	46.63%
Services and Supplies	11,649,486	2,272,488	\$3,195,384	6,181,615	53.06%
Other Charges	7,707,333	137,035	1,209,028	6,361,270	82.54%
Capital Expenditures**	35,074,928	67,290	221,888	34,785,750	99.18%
Other Financing Uses	8,539,312	4,482,937		4,056,375	47.50%
<b>Total Expenditures</b>	<b>67,976,138</b>	<b>9,630,960</b>	<b>4,626,300</b>	<b>53,718,878</b>	<b>79.03%</b>
<b>Net Earnings (Cost)</b>	<b>(\$28,020,194)</b>	<b>4,144,050</b>	<b>(\$4,626,300)</b>	<b>(\$27,537,944)</b>	
Beginning fund balance		64,791,976			
<b>Ending Fund Balance</b>		<b>68,936,026</b>			

Note: Sales tax collected as of February 28, 2019 was \$14,527,291. Current collections are -7.58% 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		31,474
	<u>\$</u>	<u>67,290</u>