



# Parks Measure M Citizens Oversight Committee

## Meeting Agenda

Tuesday, September 21, 2021, 5:00-7:00pm

In accordance with Executive Orders N-25-20 and N25-29 the September 21, 2021 Parks Measure M Citizens Oversight Committee meeting will be held virtually.

The September 21, 2021 Parks Measure M Citizens Oversight Committee will be facilitated virtually through Zoom.

- When: Tuesday, September 21, 2021 5:00 pm to 7:00pm
- Participate by computer or smartphone: Go to <https://sonomacounty.zoom.us/j/93936695696?pwd=bGlzbnlNMblBKVEt4N2JUK1I3Q2dKQT09>  
Passcode: 511853
- Participate by phone:  
Dial US: +1 669 900 9128 or +1 346 248 7799  
Webinar ID: 939 3669 5696  
Passcode: 511853

**Public Comment During the Meeting:** *You may email public comment to [Parkspublicmeetings@sonoma-county.org](mailto:Parkspublicmeetings@sonoma-county.org). All emailed public comments will be forwarded to all Committee Members and read during the meeting 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 Zoom app, or by calling in, there will be specific points throughout the meeting during which live public comment may be made via Zoom and phone.*

**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 Regional Parks at (707) 565-2041 at least 48 hours in advance to ensure arrangements for accommodation, or e-mail us at [parkspublicmeetings@sonoma-county.org](mailto:parkspublicmeetings@sonoma-county.org) at least 2 business days before the meeting.*

## Committee Members

**Karen Collins (District 1)**  
**John Mills (District 2)**  
**Rhonda M. Ahanotu (District 3)**  
**Carol Eber (At Large)**

**Meredith Rennie (District 4)**  
**Maria Membrila (District 5)**  
**Dan Condrón (At Large)**

## Agenda

- **Welcome and Land Acknowledgement**– Melanie Parker, Deputy Director, Regional Parks
- **Comments from the Public – Public may address the Committee on matters that are not on the agenda**

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- **Approval of the Minutes** - of the May 18, 2021 meeting of the Parks Measure M Citizens Oversight Committee meeting
- **Reports and Updates**
  - Quarterly Measure M revenue update
  - Review draft reports of FY 20-21 expenditures
  - Review FY 21-22 Adopted budgets for MOE compliance
- **Action Items**
  - Approve FY 21-22 Adopted budgets for MOE compliance
  - Approve the Proposed Agenda for November 2021 Meeting

- **Adjournment**

*Materials related to an item on the Parks Measure M Citizens Oversight Committee agenda are available for public inspection (after distribution of the agenda packet) by contacting Regional Parks at [Parkspublicmeetings@sonoma-county.org](mailto:Parkspublicmeetings@sonoma-county.org).*

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# Draft



## Parks Measure M Citizens Oversight Committee Minutes

DATE: Tuesday, May 18, 2021

PLACE: Meeting held virtually via Zoom  
Sonoma County Regional Parks Office  
2300 County Center Drive  
La Plaza Building A, Rm 212  
Santa Rosa, California 95403

**1. Welcome and Land Acknowledgement** – Melanie Parker, Deputy Director of Sonoma County Regional Parks

Sonoma Regional Parks Deputy Director Melanie Parker introduced the Land Acknowledgement Statement, which will be read at all Regional Parks public meetings. She noted that Community Engagement Manager Bethany Facendini did robust outreach to tribal communities and organizations in order to create the Land Acknowledgement Statement. Deputy Director Parker read the Land Acknowledgement Statement in its entirety:

“The County of Sonoma recognizes that we are on the ancestral lands of the Coast Miwok, Pomo, and Wappo who are the original caretakers of this area. We respectfully acknowledge the Indigenous peoples who have been stewarding and maintaining relationship on this land as knowledge keepers for millennia. The County of Sonoma is dedicated to understanding and educating the public about historical and ongoing connections between land conservation and social inequities. This includes the histories of genocide, forced removal and displacement, and broken promises with Indigenous peoples as a part of American history. Indigenous people are not just in our histories. We strive to optimize Indigenous voices to share their own history, as to not perpetuate another form of being silenced. While recognizing the past, we honor the resiliency of Native people still in their ancestral territories in relationship with their land and culture.

This acknowledgement does not take the place of authentic relationships with Indigenous communities, but serves as a gesture in respect to the land we are on.”

### **Call to Order/Roll Call**

The meeting started at 5:00 p.m. In the absence of Chair John Mills, Vice-Chair Meredith Rennie called the meeting to order.

Committee Members Present: Karen Collins, Meredith Rennie, Dan Condrón, Maria Membrilla, Carol Eber and Rhonda Ahanotu

Committee Members Absent: John Mills

Staff Present: Bert Whitaker, Director, and Melanie Parker, Deputy Director.

Committee Member Carol Eber commented that she taught ethnic studies and spoke about indigenous people of the region. She said there are many positive things that could be said but she did not hear them in the Land Acknowledgement Statement.

**2. Comments from the Public – Public may address the Committee on matters that are not on the agenda**

Members of the public wishing to suggest an item for a future Commission agenda may do so during this Public comment period. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Commission from acting on any matter that is not on the agenda. Speakers are limited to three minutes each, however, the Commission Chair may adjust the time limit in light of the number of anticipated speakers.

Vice-chair Rennie asked for comments from the Public. There were none.

**3. Approval of the Minutes – of the December 8, 2020 meeting of the Parks Measure M Citizens Oversight Committee meeting**

VOTED to approve the minutes of the December 8, 2020 meeting, as follows:

MOTION:	Committee Member Dan Condrón	AYES: 6	ABSTAIN: 0
SECOND:	Committee Member Karen Collins	ABSENT: 1	VACANT: 0

**4. Reports and Updates**

- **Measure M Revenue Update – Daniel Castillo, Sonoma Regional Parks Fiscal and Administrative Manager**

Daniel Castillo stated he would present on sales tax elections and disbursements, as well as a third party review of Measure M. He noted that last quarter disbursements distributed in April. He reported positive and moderate revenue growth for all budget and introduced worksheets reflecting this. He invited questions from the Committee Members.

Carol Eber asked what CDTFA stands for. Daniel Castillo responded that it is the California Department of Tax and Fee Administration, responsible for processing the collection of tax revenue.

- **External Auditor Summary – Daniel Castillo, Sonoma Regional Parks Fiscal and Administrative Manager**

Daniel Castillo introduced the independent review conducted last summer and fall. He said the review is required as part of the review of Measure M funding. He explained that five procedures were reviewed for accuracy: reviewing tax receipts from CDTFA and their deposits into the Measure M Trust Fund for accuracy; reviewing the trust fund transactions; reviewing disbursements from the trust fund to Regional Parks Funds; reviewing disbursements to Cities funds; and a review of actual expenditures from county funds, including a sampling from the thirty largest expenditures to confirm that they were allowable. He reported no exceptions were found.

Vice-chair Rennie asked if the first four reviews were tested by sampling or just the last review. She suggested that going forward the testing of all reviews should be one hundred per cent. Daniel Castillo responded that he would confirm that and respond directly to her.

Vice-Chair Rennie invited questions from City representatives present. Hearing none, she called on City partners to report in.

- **Report on Planned Measure “M” expenditures for FY 20-21**

- Ashley Wilson, representing Cotati, reported that their project is their second biggest park, which has been a continual project for the past two years. She stated the work is a renovation of their old playground equipment at Cotati Park. She added they have gone through multiple public meetings to gain input for the design, and are currently in the final design phase and have chosen a vendor.
- Jen Santos, representing Santa Rosa, reported that Measure M funds contributed to repairing fire damaged parks including Coffee Park. She also reported that funds were dedicated to an assessment of the condition of the City’s parks system. Lastly, she reported that funds were dedicated to outreach, including video meetings, which is ongoing. Early data include expressed community support for maintenance, capital projects including improving trails and bike trails, and recreational program enhancements.

Committee Member Dan Condron asked how many members of the public participated in the outreach meetings. Jen Santos replied that an estimated 2,000 people have participated, and an upcoming meeting in Spanish is planned.

- Hector Galvan, representing Cloverdale, reported that the City Council opted to dedicate fifty per cent of funds to structure improvements and the other fifty per cent to wildfire prevention. Playground structures have been widely repaired, with the biggest highlight being the addition of certified wood chips in the playgrounds to meet fall protection guidelines. In addition, he reported

that two part-time employees were hired to undertake fire prevention work in the parks, with a focus on fuel reduction.

- David Kelley, representing Cloverdale, commented that as a small community Cloverdale is very grateful for the Measure M funding because without it, critical work would not be able to happen.
- Drew Halter, representing Petaluma, reported that four items stood out for them: a tennis court and pickle ball construction, a playground re-design, irrigation controller replacements, and general parks maintenance enhancements. He said all were long overdue and in dire need of repair. He said in the case of the playground re-design, the project had been stalled due to budgetary reasons. He said there 38 irrigation controllers that needed replacement, and many other repairs. He said the community was very grateful for these needed funds.

Committee Member Carol Eber asked if anything is planned for Oak Hill Park's playground.

Drew Halter responded that no replacement is planned. He asked for input from Petaluma Parks Maintenance Manager Cindy Chong.

Cindy Chong reported that two things accomplished at the park was painting the restrooms and planting trees, but that more is anticipated.

Committee Member Carol Eber commented that she knew from some time ago that the playground needed repair and that trails needed mowing.

Drew Halter responded that they are aware of that, and he thanked Carol Eber for her advocacy.

- Cindy Bagley, representing Rohnert Park, reported that much of the funding was used for turf replacements and general maintenance. Remaining funds have and will be used for community events and funding of new staff for the parks.

Committee Member Dan Condrón asked what percentage of community events and programs are Measure M funded.

Cindy Bagley responded that a very small percentage in comparison to the overall recreation budget, but the impact was huge by getting more community members involved.

- Lisa Janson, representing the town of Sonoma, reported that seventy-five percent of their funds were dedicated to future park improvements, with the rest allotted to Montini Preserve for trail maintenance, wildfire risk reduction and invasive plant control. She said a new task force will be examining the use of the funds going forward as well as developing a future parks master plan.

Committee Member Karen Collins commented that Sonoma does not have a City Parks Department, but rather a task force and non-profits that contribute.

- Nelle Herman, representing Windsor, reported past accomplishments including a new merry-go-round at the town green playground, as well as the bolstering of youth and senior recreation programs. Future projects include the addition of a new dog park, the replacement of a falling arbor, new pickle ball courts, and a parks and recreation scholarship program. She said the identified strategic areas that these programs belong to include increased programs and events for diverse and underserved populations; implementation of inclusive parks; park development; parking facilities; and unfunded projects.
- Daniel Castillo, representing Sonoma Regional Parks, reported that projections for these funds going forward include staffing for continued maintenance of parklands; improvements to capital projects such as Maxwell Farms, Larson Park and the Taylor mountain expansion; safety equipment, community outreach and youth crew expansion. He added that master planning for the Carrington Preserve, a class one bike path construction at Bodega Bay, and ADA improvements as well as vegetation management and fencing are also planned.

Committee member Karen Collins asked how \$200,000 allocated for Larson Park would be used.

Director Whitaker responded that the money enables planners to create a master plan in order to get additional funding to redo the whole project.

Carol Eber asked where the equestrian parking lot is located.

Director Whitaker replied that both Sonoma Valley and Tolay Parks have pending improvements to those parks' equestrian lots.

Carol Eber asked what visual identity strategy is.

Daniel Castillo responded that it is part of an overall branding strategy.

Deputy Director Melanie Parker responded that it is part of a brand refresh that involves determining a visual identity for parks visitors and the consultant is working with the Department in this effort.

Carol Eber asked what the Stillwater expansion is.

Director Whitaker replied that it expands land that connects Stillwater Cove to Salt Point.

Carol Eber stated that she was at Putnam Park and learned there are 600 sheep grazing there.

Deputy Director Melanie Parker said that represents 2400 hooves.

Vice-chair Rennie asked for public comment on the previous item. There was none.

Vice-chair Rennie asked if it would be possible to have Mark Flemming, representing Healdsburg, come to the next meeting to provide a report.

Deputy Director Parker replied that was indeed doable.

## 5. Action Items

### Approve the proposed Agenda for August Meeting

Vice-Chair Rennie asked for a vote to approve the proposed agenda for the August 17, 2021 meeting that includes the quarterly Measure M revenue update; a review of draft reports of fiscal year 2020-2021 expenditures; and a review of fiscal year 2021-2022 adopted budgets for MOE compliance.

VOTED to approve the draft Agenda for the August 17, 2021 meeting of this Committee:

MOTION:	Committee Member Dan Condron	AYES: 6	ABSTAIN: 0
SECOND:	Vice Chair Meredith Rennie	ABSENT: 1	VACANT: 0

Committee member Rhonda Ahanotu remarked that is great that the Measure M funds came at this time, when so many more people are enjoying the parks, and that it is nice to see the updates coming along.

Committee member Meredith Rennie agreed and commented that it is exciting to see the tax dollars really hitting the communities. She said Cindy's comment that the increase in community engagement was noteworthy and therefore the goals and the objectives are being met.

## 6. Adjournment

The Vice-Chair thanked all those for attending the meeting for their volunteerism and interest in the community.

Meeting adjourned at 6:00 pm.

Respectfully submitted by,

Kathleen Culhane, Executive Assistant



Sonoma County Regional Parks  
 Measure M sales tax revenue  
 Disbursement Reconciliation  
 Fiscal year 2020-2021  
 4th Quarter

Gross Proceeds per CDTFAs		
February	1,152,041.91	
March	1,131,910.01	
April	1,182,283.73	
- Less ACTTC Admin Fees	1,639.21	
- Less AUP expense	-	
- Less Election Costs	-	
- Less State of California fees	-	
- Add Interest income	2,556.21	
Net Proceeds to Disburse	3,467,152.65	

Sonoma County Regional Parks	66.70%	2,311,979.18
Cities	33.30%	1,154,256.47
	100.00%	3,466,235.65

Reconciliation	Ratio	<i>Revenue</i>		<i>Expenses</i>				Net Disbursement
		Sales Tax Revenue	Interest income	ACTTC	AUP	CDTFA Admin	Election	
- County Parks:								
Maintenance	25.00%	866,558.90	640.90	409.80	-	-	-	866,790.00
Access	23.40%	811,099.14	599.88	383.58	-	-	-	811,315.44
Protection	18.30%	634,321.12	469.12	299.95	-	-	-	634,490.29
- Total County	66.70%	2,311,979.16	1,709.90	1,093.33	-	-	-	2,312,595.73
- Cities:								
	Pop. per CA Dept of Finance 5/1/20							
Santa Rosa	48.99%	565,417.90	414.57	267.39	-	-	-	565,565.08
Petaluma	17.46%	201,488.83	147.73	95.30	-	-	-	201,541.26
Rohnert Park	12.15%	140,253.78	102.84	66.33	-	-	-	140,290.29
Windsor	7.97%	91,989.34	67.45	43.50	-	-	-	92,013.29
Healdsburg	3.41%	39,367.71	28.86	18.61	-	-	-	39,377.96
Sonoma	3.12%	35,984.22	26.38	17.02	-	-	-	35,993.58
Cloverdale	2.60%	30,002.05	22.00	14.20	-	-	-	30,009.85
Sebastopol	2.19%	25,221.52	18.49	11.94	-	-	-	25,228.07
Cotati	2.13%	24,531.14	17.99	11.59	-	-	-	24,537.54
- Total Cities	100.00%	1,154,256.49	846.31	545.88	-	-	-	1,154,556.92
<b>TOTALS</b>		<b>3,466,235.65</b>	<b>2,556.21</b>	<b>1,639.21</b>	-	-	-	<b>3,467,152.65</b>

**Ordinance 6238 "Parks Measure M" Maintenance of Effort - Exhibit A**  
**General Fund Contributions for Operations of Park and Recreation Programs, Facilities and Services.**

Jurisdiction	FY 15/16	FY 16/17	FY 17/18*	FY 18/19**	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Cloverdale	197,972	237,649	267,570		362,359	554,446	583,918			
Cotati	289,082	263,498	157,691	229,094	256,596	343,306	498,344			
Healdsburg	3,597,093	4,085,543	4,206,051	5,055,599	5,177,948	4,705,087	5,472,360			
Petaluma	3,199,757	3,395,356	3,449,829		3,480,475	3,663,059	4,239,129			
Rohnert Park	2,776,046	3,089,851	3,139,702		3,648,780	3,518,923	3,954,327			
Santa Rosa	14,692,680	15,181,057	17,021,394	18,300,505	17,921,428	18,159,876	18,453,222			
Sebastopol	412,262	573,045	595,450	652,510	649,982	651,311	704,790			
Sonoma	1,024,723	926,002	977,705		1,146,619	1,026,697	1,188,593			
Windsor	3,277,728	3,443,544	3,307,119	3,431,479	3,796,763	3,789,678	3,707,795			
County	4,599,342	4,846,839	4,739,055	4,443,198	4,739,055	4,739,824	4,739,055			

\* FY 2017/18 will serve as Baseline year for MOE compliance absent a financial downturn or unexpected event per Exhibit A

\*\* FY 2018/19 exempt from MOE requirement due to adoption of Budget prior to passage of Measure M in November 2018

**Ordinance 6238 Exhibit A: Maintenance of Effort Requirement**

The proceeds from this measure should not be used to supplant an agency's historical general fund(s) contribution in support of the operating (non-capital project) cost for providing its park and recreation programs, facilities and services. Other than during times of financial downturn or other unexpected event, General Fund contributions, adjusted for onetime funding, should not be less than allocated for the previous fiscal year. For purposes of this section a financial downturn is defined as a time where total general fund revenues for the county/city have declined by 1% or more when compared to the previous year.

Tax proceed recipients (cities and county) with reductions to General Funded Parks Departments due to financial downturn will not be deemed as in violation of the maintenance of effort requirement provided the actual amount of General Funds provided for operating Parks and Recreation programs, facilities and services is no less than the lowest amount provided over the three fiscal years of 15/16, 16/17, and 17/18 as shown in those three years' Adopted Budgets. Tax proceed recipients as part of their budgeting process shall annually determine the budgeted general fund(s) non-capital contributions, adjusted for onetime funding, for parks and recreation uses.



# Parks Measure M Citizens Oversight Committee

**\*DRAFT\* Meeting Agenda**

**Tuesday, November 16, 2021, 5:00-7:00pm**

**In accordance with Executive Orders N-25-20 and N25-29 the November 16, 2021 Parks Measure M Citizens Oversight Committee meeting will be held virtually.**

- When: Tuesday, November 16, 2021 5:00 pm to 7:00pm
- Participate by computer or smartphone application: Go to [INSERT LINK HERE](#)  
Passcode:
- Participate by phone:  
Dial US: +1 669 900 9128 or +1 346 248 7799  
Webinar ID:  
Passcode:

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- **Approval of the Minutes** - of the September 21, 2021 meeting of the Parks Measure M Citizens Oversight Committee meeting

- **Reports and Updates**

- Review Measure M Annual Report for previous fiscal year
- Provide overview of expenditure plans for the current year.

- **Action Items**

- Approve Measure M Annual Report for previous fiscal year
- Approve the Proposed Agenda for January 2022 Meeting

- **Adjournment**

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