



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

February 21, 2017

DRAFT MINUTES

ROLL CALL

Director Kishimoto called the meeting to order at 2:32 p.m.

Members Present: Curt Riffle and Yoriko Kishimoto

Members Absent: Jed Cyr

Staff Present: General Manager Steve Abbors, Chief Financial Officer Stefan Jaskulak, General Counsel Sheryl Schaffner, District Clerk/Assistant to the General Manager Jennifer Woodworth; Procurement Specialist Janine Ward, Senior Accountant Andrew Taylor

ADOPTION OF AGENDA

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to adopt the agenda.

VOTE: 2-0-0 (Director Cyr absent)

ORAL COMMUNICATIONS

No speakers present.

COMMITTEE BUSINESS

1. Selection of Committee Chair for Calendar Year 2017

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to nominate Director Cyr as the Action Plan and Budget Committee Chair for calendar year 2017.

VOTE: 2-0-0 (Director Cyr absent)

2. Approve the April 19, 2016 Action Plan & Budget Committee Minutes.

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to approve the Action Plan and Budget Committee minutes for April 19, 2016.

VOTE: 2-0-0 (Director Cyr absent)

3. Review Proposed Enhancement to District's Accounts Payable Claims Process (R-17-25)

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided the staff presentation summarizing the current process for authorizing expenditures and proposed changes to the process. Mr. Jaskulak described the various benefits to streamlining the invoice process, including using more efficient and secure electronic payments and decreasing administrative costs.

Director Riffle requested additional information regarding the proposed repeal of Resolution 14-12.

General Counsel Sheryl Schaffner explained repealing Resolution 14-12 is needed to align the District's current process with Board Policy 3.03 and Public Resources Code 5549, which allow the General Manager to enter into contracts up to \$50,000.

Director Riffle spoke in favor of streamlining the claims process and the additional enhancements proposed for the invoice process.

Director Kishimoto stated the Board would be able to ask questions regarding a contract's specifications and the recommended vendor when contracts over \$50,000 are approved by the Board of Directors.

Public comment opened at 3:07 p.m.

No speakers present.

Public comment closed at 3:07 p.m.

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to recommend to the full Board of Directors, for review and approval the following actions:

1. Authorize Accounts Payable staff to release payments over fifty thousand dollars (\$50,000) without holding for Board approval, but continue to provide the current claims report to the board for information.
2. Recommend Board approval of the revised Board Policy 1.03 – Board Agenda.

VOTE: 2-0-0 (Director Cyr absent)

4. Revised Board Policy 3.06 – Initial and Continuing Disclosures Relating to Bond Issuances (R-17-26)

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided the staff presentation describing the history of current Board Policy 3.06 *Initial and Continuing Disclosures Relating to Bond Issuances* and proposed policy revisions.

Ms. Schaffner stated the proposed revisions to policy enhance the District's ability to comply with legal requirements and removed redundant steps.

Director Kishimoto requested a summary of the substantive changes to the revised policy.

Mr. Jaskulak explained several redundancies and templates were removed that required communication between the finance and disclosure group because they are largely the same staff members.

Public comment opened at 3:19 p.m.

No speakers present.

Public comment closed at 3:19 p.m.

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to recommend Board approval of revisions to Board Policy 3.06 for disclosures relating to District bond issuances.

VOTE: 2-0-0 (Director Cyr absent)

ADJOURNMENT

Director Kishimoto adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:24 p.m.

Jennifer Woodworth, MMC
District Clerk