



Midpeninsula Regional
Open Space District

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MEASURE AA

2014 OPEN SPACE BOND

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

MEASURE AA BOND OVERSIGHT COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

Tuesday, February 21, 2017

DRAFT MINUTES

ROLL CALL

Chair Betlem called the meeting to order at 5:30 p.m.

Members present Paul Betlem, Carla Dorow, Elizabeth Eischen, Denise Gilbert, Tom Scannell, and Jo Zientek

Members absent: Bruce Tolley

Staff present: General Manager Steve Abbors, Chief Financial Officer/ Director of Administrative Services Stefan Jaskulak, General Counsel Sheryl Schaffner, Senior Accountant Andrew Taylor, Real Property Manager Mike Williams, Land and Facilities Manager Jay Lin, Natural Resources Manager Kirk Lenington, Senior Planner Meredith Manning, District Clerk/Assistant to the General Manager Jennifer Woodworth

ORAL COMMUNICATIONS

No speakers present.

Committee member Tolley arrived at 5:33 p.m.

COMMITTEE BUSINESS

1. Approve January 31, 2016 Measure AA Bond Oversight Committee Minutes

Committee member Gilbert requested the minutes for Agenda Item 3 be amended to read, "Additionally, the auditors focused on bond compliance, testing 70% of Measure AA expenditures."

Public comments opened at 5:36 p.m.

No speakers.

Public comments closed at 5:36 p.m.

Motion: Committee member Dorow moved, and Committee member Gilbert seconded the motion to approve the January 31, 2016 Measure AA Bond Oversight Committee minutes, as amended.

VOTE: 6-0-1 (Committee member Zientek abstained)

2. Review documentation supporting the Selected Sample Transactions

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak invited the Committee members to ask any questions related to documentation provided for the sample transactions.

Committee members reviewed the questions previously submitted by the Committee, and staff provided additional information in response to the questions submitted. All questions previously submitted and prepared responses are included in the record.

Committee member Betlem requested additional information related to a journal entry correction related to the Rossetta and McQueen properties.

Real Property Manager Mike Williams explained the project was initially funded under Measure AA, but the District decided all expenditures related to the Rosetta and McQueen properties would not be funded by Measure AA funds. Therefore, the previous expenditures were charged to the District's general fund and refunded to Measure AA.

Committee member Betlem requested additional information related to the transfer of labor costs to Measure AA.

Senior Accountant Andrew Taylor explained the process used by the District to track staff labor costs for Measure AA projects. For the construction labor costs completed by District staff, the costs were initially charged to the general fund, and then the costs were transferred to Measure AA. Mr. Taylor provided additional information regarding the labor tracking process, including staff timesheets and associated manager approval and hourly calculations.

Mr. Jaskulak provided additional information regarding how District staff labor time is tracked for Measure AA projects.

The Committee members made several suggestions regarding the tracking of internal labor costs, including documenting project manager review and approval, annotating the work completed, and monthly reports.

Mr. Jaskulak reported staff will assemble some samples for tracking the labor costs on a quarterly basis and provide them at the next Committee meeting.

Committee member Eischen suggested that for future annual reviews staff could provide documentation that connect the sample transactions to the accomplishments listed in the Annual Accountability Report.

Public comments opened at 6:52 p.m.

No speakers.

Public comments closed at 6:52 p.m.

3. Strawman of Final Bond Oversight Committee Report to the Board of Directors

Committee member Dorow suggested including the table for page 56 of the auditor's report in the Committee report to the Board.

Committee member Dorow suggested creation of a subcommittee to discuss the contents of the report to the Board of Directors. Committee members Betlem, Gilbert, and Dorow volunteered to serve on the Committee.

Committee member Scannell suggested the Committee report include an emphasis that the report relies on staff's internal process and the external auditor's report.

Public comments opened at 7:08 p.m.

No speakers.

Public comments closed at 7:08 p.m.

Motion: Committee member Scannell moved, and Committee member Tolley seconded the motion to form an ad hoc committee to draft the Committee report for Bond Oversight Committee review and approval.

VOTE: 7-0-0

4. Review of Timeline and Future Meetings

Mr. Jaskulak reviewed the Committee meeting currently scheduled for March 14, 2017 at 6:00 p.m. and the Committee actions planned for that meeting.

ADJOURNMENT

Chair Betlem adjourned the meeting of the Measure AA Bond Oversight Committee at 7:13 p.m.

Jennifer Woodworth, MMC
District Clerk