



Midpeninsula Regional  
Open Space District



**MEASURE AA BOND OVERSIGHT COMMITTEE OF THE  
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

Administrative Office  
330 Distel Circle  
Los Altos, CA 94022

**Wednesday, January 16, 2019**

**DRAFT MINUTES**

**ROLL CALL**

Vice-Chair Gilbert called the meeting to order at 5:32p.m.

Members present: Carla Dorow, Denise Gilbert, Timothy Tomlinson,  
Bruce Tolley, and Jo Zientek

Members absent: Paul Betlem and Tom Scannell

Staff present: Chief Financial Officer/Director of Administrative Services Stefan  
Jaskulak, General Manager Ana Ruiz, General Counsel Hilary Stevenson,  
Finance Manager Andrew Taylor, Budget & Analysis Manager Carmen  
Narayanan, Executive Assistant/Deputy District Clerk Maria Soria,  
Budget Analyst I Elissa Martinez, Budget Analyst I Lupe Hernandez

**ORAL COMMUNICAITONS**

Mike Blomquist commented that San Jose Water Company's (SJWC) new tank on La Miranda Road is a public safety, health, welfare, resource and environmental issues and violations. Mr. Blomquist urged the Bond Oversight Committee to advise the Board of Directors on SJWC's violations.

**ADOPTION OF AGENDA**

**Motion:** Committee member Tomlinson moved, and Committee member Zientek seconded the motion to adopt the agenda.

**VOTE: 5-0-0**

**COMMITTEE BUSINESS**

**1. Selection of 2019 Bond Oversight Committee Chair and Vice-Chair**

Committee member Gilbert volunteered to serve as Committee Chair.

**Motion:** Committee member Zientek nominated Committee member Gilbert to serve as committee Chair, and Committee member Dorow seconded the nomination.

**VOTE: 5-0-0**

Committee member Zientek volunteered to serve as Committee Vice-Chair.

**Motion:** Committee member Dorow nominated Committee member Zientek to serve as Vice-Chair, and Committee member Tomlinson seconded the nomination.

**VOTE: 5-0-0**

**2. Approve March 1, 2018 Measure AA Bond Oversight Committee Minutes**

Public comments opened at 5:39 p.m.

No speakers present.

Public comments closed at 5:39 p.m.

Committee member Gilbert stated that the word *changed* should be corrected to changes on page two, item number two the first sentence of the paragraph.

Executive Assistant/Deputy District Clerk Maria Soria commented the minutes will be corrected.

**Motion:** Committee member Zientek moved, and Committee member Dorow seconded the motion to approve the March 1, 2018 Measure AA Bond Oversight Committee minutes, as amended.

**VOTE 4-0-1**

Committee member Tomlinson abstained to approve the March 1, 2018 Measure AA BOC minutes due to he was not a committee member in 2018.

**3. Review Annual Accountability Report**

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the Midpeninsula Regional Open Space District's Third Annual Measure AA Accountability Report. Mr. Jaskulak stated the timeframe of the report spans from July 1, 2017 through July 30, 2018 and reflects the Measure AA expenditures during this period. An estimated \$37 million has been expended of Measure AA funds through June 30, 2018. Mr.

Jaskulak communicated that in August of 2015, the District issued its first tranche of \$45 million in general obligation bonds, and in February 2018, the second tranche of \$50 million was issued. Mr. Jaskulak stated the structure of the document is guided by Measure AA Ballot language, specifically by priority portfolio actions and by region.

Committee members requested and received clarification regarding information contained in the Annual Accountability Report.

Public comments opened at 6:11 p.m.

No speakers present.

Public comments closed at 6:11 p.m.

#### **4. Affirm the Agreed-Upon Procedures for the Review of Measure AA Expenditures and Select Sample Transactions**

Mr. Jaskulak outlined the proposed sample selection of expenditures for the Committee to review and the types of documents that would be provided as backup information for the expenditures using the Agreed-Upon Procedures.

The Committee confirmed the adopted Agreed-Upon Procedures including the following guidelines below to obtain verification and reasonable assurance to review four land purchases, the ten invoices with the highest dollar amount, and six other expenditures:

- Confirm that the amount listed on the expenditure report corresponds to the backup documentation.
- Verify that the date of the expenditures is within the timeframe of the fiscal year.
- Verify that the vendors included in any backup documentation are correctly listed in the spreadsheet of Measure AA expenditures.
- Verify project manager has signed off on invoice payment.
- Verify that the expenditures listed in the Expenditure Report are eligible for Measure AA bond funds reimbursement.
- Confirm the project number is listed within the correct portfolio.
- At least one of the sample selections should be an internal labor transfer of funds. Confirm backup documentation shows the Measure AA project associated with the labor reimbursement, the staff member's pay rate, title, date work was performed, total calculation of hours being reimbursed by Measure AA funds, and project manager sign-off on the document.
- For land purchases, confirm the Board resolution and staff report to approve the purchase is included in backup documentation, and confirm correct purchase price is listed in the wire transfer for the actual transaction.

Public comments opened at 6:33p.m.

No speakers present.

Public comments closed at 6:33 p.m.

**Motion:** Committee member Dorow moved and Committee member Tomlinson seconded the motion to affirm the Agreed-Upon Procedures for the review of Measure AA expenditures and select sample transactions.

The Committee members selected six transactions to be included in their review of sample transaction.

Public comments opened at 7:03 pm

No speakers present.

Public comments closed at 7:03 p.m.

**Motion:** Committee member Dorow moved and Committee member Tolley seconded the motion to affirm the Committee's selected six samples from additional expenditures.

**VOTE: 5-0-0**

## **5. Review of Timeline and Future Meetings**

Chair Gilbert reviewed the Committee meetings currently scheduled and the Committee actions planned for those meetings.

### **ADJOURNMENT**

Chair Gilbert adjourned the meeting of the Measure AA Bond Oversight Committee at 7:04 p.m.

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Maria Soria  
Executive Assistant/Deputy  
District Clerk