



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, March 6, 2019

DRAFT MINUTES

ROLL CALL

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

Members present: Paul Betlem, Carla Dorow, Denise Gilbert, Tom Scannell
Timothy Tomlinson, Bruce Tolley, and Jo Zientek

Members absent: None

Staff present: Chief Financial Officer/Director of Administrative Services Stefan
Jaskulak, 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 COMMUNICATIONS

No speakers present.

COMMITTEE BUSINESS

1. Approve February 7, 2019 Measure AA Bond Oversight Committee Minutes

Committee member Tolley noted on page one under Oral Communications the vote listed should be deleted as a vote was not taken during Oral Communications.

Public comments opened at 5:34 p.m.

No speakers present.

Public comments closed at 5:34 p.m.

Motion: Committee member Tomlinson moved, and Committee member Dorow seconded the motion to approve the amended February 7, 2019 Measure AA Bond Oversight Committee minutes.

VOTE 7-0-0

2. Invoice Cover Sheet Format

Chair Gilbert reviewed and verified the additional supplemental sample expenditures documents requested by Committee members Tomlinson, Dorow, Scannell and Tolley at the February 7, 2019 Committee meeting.

Committee member Tolley asked if the Committee would meet with the auditor next year. Discussion ensued.

General Counsel Hilary Stevenson stated the Committee could add this item to the January 2020 agenda to direct staff to invite the auditor to a future meeting with the entire Committee or have the Committee Chair appoint a subcommittee to meet separately with the auditor.

Committee member Dorow reported she met with a staff member and reviewed and confirmed the project managers signature that are kept in a binder for verification against the grid Finance Manager Andrew Taylor provided the Committee showing which staff members were assigned to each project.

Chair Gilbert asked the Committee if they had any additions or edits to the Invoice Cover Sheet. Committee member Dorow stated the Committee will no longer be able to verify the project managers signatures on Measure AA labor transactions timecards since the timecards for the last fiscal year were completed manually, but the District now uses an automatic timekeeping system.

Chair Gilbert agreed and asked if the system only allows the proper project manager to approve the timecards before they are paid.

Mr. Taylor explained the timecard process and approval noting the timecard routes through three different phases: submitted, pending, and approved. Mr. Taylor also mentioned a project manager is not able to approve their own timecard. Mr. Taylor showed an example of the timecard to the Committee members noting the history of the approved timecard by a Department Manager and the date and time of the approval.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak reported the Department Managers are appraised of time their staff spend on Measure AA projects, so there is another level of verification that the project manager worked on Measure AA projects.

Committee member Dorow asked if a screenshot of the history trail could be provided with the Measure AA labor transaction documents.

Mr. Taylor agreed to include the timecard history trail information in next year's documents.

Committee member Scannell asked if the Invoice Cover sheet under labor reimbursements should be changed from project manager's signature to supervisor's approval.

Chair Gilbert asked for the Committee members consensus on deleting project manager's signature and replace it with supervisor's approval. The Committee members concurred.

Committee member Tolley stated that under the header of Invoice Review Checklist the following checkmark should be removed: "Verify the invoice is in line with what is stated in the Accountability Report".

Chair Gilbert asked the Committee members consensus of removing the checkmark and the Committee agreed.

Committee member Tolley asked if the Committee will be receiving statements from the escrow account to review for land purchases.

Mr. Taylor stated there are two types of transfers for some of the land purchases. Some funds are wired directly to the escrow company by the trustee of the Measure AA funds for land purchases where the Controller or Chief Financial Officer (CFO) is authorized to sign off on the disbursements. If the money is drawn from the Santa Clara County Treasurer's Office, which is where the District's general funds are housed, the General Manager, CFO, or the Assistant General Manager's are authorized to sign off on those disbursements.

Chair Gilbert suggested changing the wording of the second checkbox under land purchase to "all wire transfers or disbursement requests are included".

Also, checkbox three was reworded to "The final escrow statement reflects total purchase price as approved by the Board".

Public comments opened at 6:51 p.m.

No speakers present.

Public comments closed at 6:51 p.m.

Motion: Committee member Betlem moved, and Committee member Tomlinson seconded the motion to approve the edited Invoice Cover Sheet.

VOTE 7-0-0

3. Draft of Annual Bond Oversight Committee Report to the Board of Directors for the review period from July 1, 2017 to June 30, 2018

Chair Gilbert asked if the committee had any changes to the Report from the Bond Oversight Committee to the Board of Directors for the review period from July 1, 2017 to June 30, 2018.

The Committee members provided suggestions and edits to the final report to the Board of Directors.

Public comments opened at 7:05 p.m.

No speakers present.

Public comments closed at 7:05 p.m.

Motion: Committee member Tomlinson moved, and Committee member Tolley seconded the motion to approve the report for the Bond Oversight Committee to present to the Board of Directors on April 10, 2019, as amended.

VOTE 7-0-0

Mr. Jaskulak along with Assistant General Manager Brian Malone gave a highlight of the projects that the Committee members will be reviewing for fiscal year 2019.

ADJOURNMENT

Committee Chair Gilbert adjourned the meeting of the Measure AA Bond Oversight Committee at 7:12 p.m.

Maria Soria
Executive Assistant/Deputy District
Clerk