



Midpeninsula Regional  
Open Space District



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

**Wednesday, January 14, 2021**

*The Bond Oversight Committee conducted this meeting in accordance with California Governor Newsom's Executive Order N-29-20. All Board members and staff participated via teleconference.*

### **DRAFT MINUTES**

#### **ROLL CALL**

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

Members present: Paul Betlem, Brian Cilker, Carla Dorow, David Emery, Denise Gilbert, Timothy Tomlinson, Bruce Tolley

Members absent: None

Staff present: Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, General Counsel Hilary Stevenson, Real Property Manager Mike Williams, Finance Manager Andrew Taylor, Budget & Analysis Manager Mike Bower, Executive Assistant/Deputy District Clerk Maria Soria, Budget Analyst II Elissa Martinez, Budget Analyst I Lupe Hernandez

Chair Gilbert announced this meeting is being held in accordance with Governor Newsom's Executive Order allowing Committee members to participate remotely. The District has done its best to conduct a meeting where everyone has an opportunity to listen to the meeting and to provide comment. The public has the opportunity to comment on the agenda, and the opportunity to listen to this meeting through the internet or via telephone. This information can be found on the meeting agenda, which was physically posted at the District's Administrative Office, and on the District website. Chair Gilbert described the process and protocols for the meeting.

#### **ORAL COMMUNICATIONS**

Deputy District Clerk Maria Soria reported no public comments were submitted for this item.

**ADOPTION OF AGENDA**

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

**ROLL CALL VOTE: 7-0-0**

**COMMITTEE BUSINESS**

**1. Selection of 2021 Bond Oversight Committee Chair and Vice-Chair**

Committee member Tomlinson nominated Committee member Tolley to serve as the 2021 Committee Chair. No further nominations were presented.

**Motion:** Committee member Tomlinson moved, and Committee member Dorow seconded the motion to nominate Committee member Tolley for Committee Chair.

**ROLL CALL VOTE: 6-0-1** (Committee member Tolley abstained)

Committee member Tomlinson nominated Committee member Dorow to serve as the 2021 Vice Chair. Committee member Dorow stated she was the Vice-Chair for the past two years and nominated Committee member Tomlinson to serve as the 2021 Vice Chair. Committee member Tomlinson accepted the nomination. No further nominations were presented.

**Motion:** Committee member Betlem moved, and Committee member Emery seconded the motion to nominate Committee member Tomlinson for Vice Chair.

**ROLL CALL VOTE: 7-0-0**

**2. Approve February 27, 2020 Measure AA Bond Oversight Committee Minutes**

**Motion:** Committee member Gilbert moved, and Committee member Tomlinson second the motion to approve the February 27, 2020 Measure AA Bond Oversight Committee minutes.

**ROLL CALL VOTE 6-0-1** (Committee member Cilker abstained)

**3. Review Annual Accountability Report**

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the District's fifth Annual Measure AA Accountability Report. The Accountability Report reflects the expenditures from July 1, 2019 to June 30, 2020. Mr. Jaskulak stated there are no changes to portfolio allocations proposed for this reporting period. In the future if a shift in portfolio allocations is needed, the MAA Bond Oversight Committee will be advised before the proposal is presented to the Board of Director's for approval.

The Committee members reviewed the 25 portfolios and discussion ensued.

Committee member Cilker suggested for Portfolio 1 (Miramontes Ridge), page 16 the word “*repair bridges*” should be changed to “*upgraded bridges*” under the last bullet point of the description.

Mr. Jaskulak reported staff would review the language.

Committee member Gilbert requested clarification on Portfolio 2 for the Ravenswood Bay Trail Design and Implementation Grant Income. She stated page 19 of the report indicates \$700,000 was received from Caltrans for public access improvements and inquired if the \$700,000 was included in the grant funding shown on page 21 for a total of \$1,339,390.

Mr. Jaskulak stated the staff would verify and report back before the next Committee meeting.

Committee Chair Tolley requested staff to verify if the Ravenwood Bay Trail Design and Implementation description is correct since the description states it is work completed for a 0.6 mile trail. The project amount is high for only the construction of a small portion of trail.

Mr. Jaskulak stated the project was complicated because the work was in the wetland and within a compressed timeframe of the year that construction could only be completed. Mr. Jaskulak commented staff has a video that could be shared with the Committee on how the trail was constructed.

Committee Chair Tolley commented on Portfolio 18 Saratoga-to-the-Sea Trail and Wildlife Corridor that the new trail is not listed on CalTopo or Gaia a mapping software applications that are available to the public to access maps. Committee Chair Tolley suggested the trail should be added to the OpenStreetMap since both CalTopo and Gaia platforms rely on OpenStreetMap data.

Assistant General Manager Brian Malone stated the District did not own or manage the trail and, noted there is a map of the trail on the City of Saratoga’s website, but would contact the City of Saratoga and request the trail be added to OpenStreetMap.

Public comments opened at 6:52 p.m.

No public comments submitted.

Public comments closed at 6:52 p.m.

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

By consensus the Committee agreed not to review the largest twelve non-land expenditures since most of the largest expenditures are from the same vendor Granite Rock for work that was completed on Portfolio 2. The Committee selected one of the highest expenditures from Granite Rock and eleven other expenditures within the twenty-five largest non-property expenditures.

**Motion:** Committee member Cilker moved, and Committee member Emery second to affirm the procedures and sampling size as previously approved and implemented by the Bond Oversight Committee for the review of the Annual Accountability Report of 6/30/2020, known as the Agreed-Upon Procedures.

**ROLL CALL VOTE 7-0-0**

The Committee selected sample transactions to review, including one land purchase, twelve non-land transactions within the list of the non-land expenditures with the highest dollar values and seven assorted project expenditures.

Public comments opened at 7:24 p.m.

No public comments submitted.

Public comments closed at 7:24 p.m.

**Motion:** Committee member Tomlinson and Committee member Dorow second the motion to review the Measure AA expenditure reports and select sample expenditures from these reports based on the Agreed-Upon Procedures.

**ROLL CALL VOTE 7-0-0**

**Motion:** Committee member Tomlinson moved, and Committee member Emery seconded the motion to affirm staff's proposal to invite the District's auditor to the February 4th meeting when the BOC reviews and discusses the invoices.

**ROLL CALL VOTE 7-0-0**

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

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

**ADJOURNMENT**

Committee Chair Tolley adjourned the meeting of the Measure AA Bond Oversight Committee at 7:31 p.m.

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Maria Soria, CMC  
Deputy District Clerk