



Midpeninsula Regional  
Open Space District



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

**Tuesday, January 11, 2022**

### **DRAFT MINUTES**

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

### **ROLL CALL**

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

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

Members absent: Paul Betlem

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

Chair Tolley announced this meeting is being held in accordance with Government Code section 54953(e) and Midpeninsula Regional Open Space District Resolution 21-33, 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 Tolley described the process and protocols for the meeting.

Committee member Betlem joined at 5:32 p.m.

### **ORAL COMMUNICATIONS**

Deputy District Clerk Maria Soria reported no comments were submitted.

**ADOPTION OF AGENDA**

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

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

**COMMITTEE BUSINESS**

**1. Selection of 2022 Bond Oversight Committee Chair and Vice-Chair**

Committee member Tomlinson nominated Committee member Tolley to serve as the 2022 Committee Chair.

No further nominations were presented.

Committee member Tolley accepted the nomination.

Public comment opened at 5:35 p.m.

No public comment had been submitted.

Public comment closed at 5:35 p.m.

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

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

Committee member Tolley nominated Committee member Tomlinson to serve as the 2022 Vice Chair.

No further nominations were presented.

Committee member Tomlinson accepted the nomination.

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

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

**2. Approve February 25, 2021 Measure AA Bond Oversight Committee Minutes**

Committee member Tomlinson moved, and Committee member Gilbert seconded the motion to approve the February 25, 2021 Measure AA Bond Oversight Committee minutes.

Public comments opened at 5:37 p.m.

No public comments submitted.

Public comments closed at 5:37 p.m.

**Motion:** Committee member Gilbert moved, and Committee member Tomlinson seconded the motion to approve the February 25, 2021 Measure AA Bond Oversight Committee minutes.

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

### **3. Review Annual Accountability Report**

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the District's sixth Annual Measure AA Accountability Report highlighting MAA project progress and providing an overview of bond expenditures for FY21. In FY21 Midpen spent \$9.9 million on MAA projects. 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.

Mr. Jaskulak reviewed Midpen's mission and Coastside mission stating the Coastside mission includes information on preserving rural character, agricultural use and land resources. Assistant General Manager Brian Malone provided an overview of the District's mission and Coastside mission. Mr. Malone reported that the Coastal mission was put in place as part of the Coastal Service Plan. The Coastal Service Plan, which includes the Coastal mission, was adopted by Midpen in 2003 and finalized in 2004 by San Mateo County Local Agency Formation Commission (LAFCO), to assist in the preservation of open space and agriculture on the San Mateo County Coast. The Service Plan outlines the goals and policies that govern Midpen's actions on the Coast since the area became part of Midpen in 2004.

Mr. Jaskulak reviewed the portfolio expenditures and progress for each of the portfolios. The committee members requested and received clarification regarding the 25 project portfolios.

Public comments opened at 6:59 p.m.

Ms. Soria reported no comments had been submitted for this item.

Public comments closed at 6:59 p.m.

Committee member Cilker expressed interest in hiking some of the completed projects and those underway and inquired if he needed permission to access the property.

Mr. Jaskulak reported committee members are only able to access trails open to the public. Projects under construction are off limits but if there is interest in a certain project it could be included in the annual committee tour in October.

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

Mr. Jaskulak reviewed the Agreed-Upon Procedures and the proposed sample selection of expenditures for the Committee to review. Mr. Jaskulak stated the auditor will be attending the February 8, 2022 committee meeting when the Committee reviews and discusses the invoices.

Mr. Jaskulak reviewed the process for selecting expenditures to review and suggested the Committee review the four land expenditures, nine highest-dollar expenditures, and each committee member select one expenditure for review.

Committee member Dorow agreed and suggested using the top nine expenditures without any vendor repetition.

By consensus the Committee selected the top nine non-land expenditures with the highest dollar amount with no vendor duplication. The Committee requested to review all expenses associated with the four land acquisitions, and each committee member selected an expenditure to be reviewed.

Public comments opened at 7:27 p.m.

Ms. Soria reported no comments had been submitted for this item.

Public comments closed at 7:27 p.m.

**Motion:** Committee member Tomlinson moved, and Committee member Cilker seconded the motion to:

1. Affirm the Bond Oversight Committee's Agreed-Upon procedures and sampling size
2. Approve the sample expenditures selected by the Committee for review.
3. Invite the District's auditor to the February 8, 2022 meeting.

**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 7:29 p.m.

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Maria Soria  
Executive Assistant/Deputy District  
Clerk