



Midpeninsula Regional  
Open Space District



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

Administrative Office  
5050 El Camino Real  
Los Altos, CA 94022

**Tuesday, January 16, 2024**

**DRAFT MINUTES**

*The Measure AA Bond Oversight Committee conducted this meeting in accordance with California Government Code section 54953.*

**ROLL CALL**

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

Members present: Paul Betlem, Brian Cilker, Curtis Cole, Kit Gordon, Steven Permut, and Bruce Tolley

Members absent: David Emery

Staff present: Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, District Clerk Maria Soria, Executive Assistant/Deputy District Clerk Loana Lumina-Hsu, Budget & Finance Manager Rafaela Ocegueda, Management Analyst II Elissa Martinez, Management Analyst I Jordan McDaniel, Public Affairs Manager Korrine Skinner, Public Affairs Specialist I Hima Tammineni, Real Property Manager Allen Ishibashi

Chair Cilker announced this meeting is being held in accordance with Government Code section 54953. 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.

**ORAL COMMUNICATIONS**

Public comments opened at 5:31 p.m.

Deputy District Clerk Loana Lumina-Hsu reported there were no public speakers for this item.

Public comments closed at 5:31 p.m.

**COMMITTEE BUSINESS**

**1. Selection of 2024 Bond Oversight Committee Chair and Vice-Chair**

Committee Chair Cilker called for nominations for the 2024 Bond Oversight Committee Chair.

Committee Member Tolley nominated Committee Member Cilker.

No further nominations were presented.

**Motion:** Committee Member Cole moved and Committee Member Tolley seconded the motion to close the nominations for Committee Chair.

**ROLL CALL VOTE: 6-0-0 (Committee Member Emery absent.)**

By a vote of 6-0-0 (Committee Member Emery absent), the Committee elected Committee Member Cilker as the 2024 Committee Chair.

Committee Member Tolley nominated Committee Member Emery to serve as the 2024 Vice Chair.

Ms. Lumina-Hsu stated Committee Member Emery contacted the District and expressed his willingness to serve as Committee Vice-Chair if nominated.

No further nominations were presented.

**Motion:** Committee Member Tolley moved, and Committee Member Cole seconded the motion to close the nominations for Committee Vice-Chair.

**ROLL CALL VOTE: 6-0-0 (Committee Member Emery absent.)**

By a vote of 6-0-0 (Committee Member Emery absent), the Committee elected Committee Member Emery as the 2024 Committee Vice-Chair.

At 5:34 p.m., there were no public speakers for this item.

**2. Approve June 6, 2023 Measure AA Bond Oversight Committee Minutes**

Committee Member Tolley reported on page four there is a typo for “General Manager.”

**Motion:** Committee Member Tolley moved, and Committee Member Permut seconded the motion to approve the June 6, 2023 Measure AA Bond Oversight Committee minutes with the correction.

Public comments opened at 5:36 p.m.

Ms. Lumina-Hsu reported there were no public speakers for this item.

Public comments closed at 5:36 p.m.

**ROLL CALL VOTE: 6-0-0 (Committee Member Emery absent.)**

### **3. Demonstration of the MAA webpage**

Public Affairs Manager Kori Skinner introduced the District Measure AA (MAA) webpage and incorporated are suggestions provided by the Committee during the June 6, 2023 meeting. She announced Measure AA will be celebrating its 10-year anniversary in 2024.

Public Affairs Specialist I Hima Tammineni provided the staff presentation of the Measure AA webpage which showcases the accomplishments completed or in-progress during the past 10 years, including milestones of preserved acres, opened trials, and Measure AA funds spent. The webpage also includes key project updates with links to detailed project webpages. The background information for each of the 25 portfolios are included, along with details on MAA, project funding; moreover, MAA resources, portfolios, accountability report, the Vision Plan, and a public access map. The updated MAA webpage will celebrate the MAA 10-year anniversary and serve as a hub of information for the public.

Committee Member Permut inquired when will the website go live and when will the trail mileage be updated.

Ms. Tammineni reported the webpage will go live later in January 2024, and the trail mileage numbers will be updated at end of Fiscal Year 2024.

Committee Member Permut asked if the MAA webpage will be readily accessible to the public.

Ms. Tammineni stated the MAA webpage will be highlighted as part of the 10-year anniversary and linked from the District's main webpage.

Committee Member Gordon suggested adding an icon under the MAA 10-Year Milestones section for species protection and enhancements information to promote District's work and use of MAA funds for species.

Ms. Skinner stated species work is not directly funded by Measure AA and will research with staff for information from MAA projects to add species information to the webpage.

Committee Member Tolley commented the “31.4 Miles of Trails” opened under the MAA 10-Year Milestones is low.

Committee Member Cole commented there is additional MAA work on and along the District trails which is not captured in the “31.4 Miles of Trails” opened statistic. He suggested capturing the additional MAA work on and along trails including preservation and species as additional information on the MAA webpage.

Committee Member Betlem inquired if proposed miles of trails can be added to the webpage.

Ms. Skinner confirmed the information is located under the summary section of significant progress as a bullet point and staff will work to highlight the information.

Committee Member Tolley suggested providing trail mileage numbers of District trails with connection and access to partner trail systems such as the Bay Area Ridge Trail.

Ms. Skinner stated staff will take the suggestion into consideration.

Committee Chair Cilker suggested listing both trail mileages to promote MAA investment in District trails and access to other trail systems.

Public comments opened at 5:51 p.m.

Ms. Lumina-Hsu reported there were no public speakers for this item.

Public comments closed at 5:51 p.m.

No Committee action required.

**4. Review the Measure AA Annual Accountability Report for Fiscal Year Ending June 30, 2023**

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the District’s Annual Measure AA Accountability Report. The Accountability Report reflects the expenditures from July 1, 2022 to June 30, 2023.

Discussion ensued and the Committee members asked clarifying questions on projects.

Committee Member Cole thanked staff for the thoroughness and clarity of the Accountability Report, and the District ability to acquire grants to leverage Measure AA funds.

Committee Member Betlem inquired if any portfolios came in significantly above or below funding allocations.

Mr. Jaskulak stated staff reviews the funding allocations and projected project budgets each year. He mentioned a better measure is to analyze a completed portfolio and if there is funding left over, it can then be allocated to other portfolios that require additional funding.

Public comments opened at 6:12 p.m.

Ms. Lumina-Hsu reported there were no public speakers for this item.

Public comments closed at 6:12 p.m.

**5. 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 announced the auditor is available to attend the February 13, 2024 committee meeting.

Mr. Jaskulak reviewed the proposal that staff is recommending for this year's transactions: three land purchases, ten non-land expenditures from the twenty-five highest dollar value, and seven assorted project expenditures not previously tested in prior BOC reviews.

Committee Member Cole asked if all land transactions would be included in the three land purchases/acquisitions.

Mr. Jaskulak proposed providing the final closing escrow documentation and agenda report with Board approval rather than numerous smaller transactions.

The Committee accepted Mr. Jaskulak's proposal.

Public comments opened at 6:17 p.m.

Ms. Lumina-Hsu reported there were no public speakers for this item.

Public comments closed at 6:17 p.m.

**Motion:** Committee Member Cole moved and Committee Member Gordon seconded the motion to:

1. 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 June 30, 2023, known as the Agreed-Upon Procedures.
2. Review the Measure AA expenditure reports and select sample expenditures from these reports based on the Agreed-Upon Procedures.
3. Affirm staff's proposal to invite the Auditor to the February 13, 2024 meeting when the Bond Oversight Committee reviews and discusses the invoices.

**ROLL CALL VOTE: 6-0-0 (Committee Member Emery absent.)**

By consensus, the Committee selected twenty sample transactions for review by the Committee members: three land acquisitions, ten non-land expenditures from the highest 25 highest dollar values, and seven assorted project expenditures not previously tested in prior Committee reviews.

Committee Chair Cilker confirmed the Committee requested the auditor to attend the February 13, 2024, committee meeting when the Committee reviews and discusses the invoices.

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

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

**ADJOURNMENT**

Committee Chair Cilker adjourned the meeting of the Measure AA Bond Oversight Committee at 6:42 p.m.

Loana Lumina-Hsu  
Deputy District Clerk