



Midpeninsula Regional  
Open Space District

FUNDLED BY

MEASURE AA

2014 OPEN SPACE BOND

## BOND OVERSIGHT COMMITTEE – MEASURE AA

February 13, 2024

AGENDA ITEM 3

### AGENDA ITEM

Documentation Review of Selected Transactions for Verification of Measure AA Expenditures

### GENERAL MANAGER'S RECOMMENDATION

Review the transaction materials for the 20 transactions selected by Bond Oversight Committee (BOC). No formal Committee action required.

### SUMMARY

At their January 16, 2024 meeting, the Bond Oversight Committee (BOC) affirmed *Agreed Upon Procedures* to select transactions for 3 land purchases, 10 of the 25 highest non-land expenditures, and 7 other expenditures to complete the annual verification process. The sample expenditures were selected for review to verify conformity with the Measure AA expenditure plan. Review of these selected samples will enable the BOC to obtain reasonable assurance that expenditures incurred by the Midpeninsula Regional Open Space District (District) were solely for uses, purposes, and projects specified in Measure AA.

### DISCUSSION

The BOC has the following three responsibilities for each of the years the Measure AA general obligation tax is collected or revenues expended:

1. Review Plan expenditures on an annual basis to verify conformity with the Expenditure Plan.
2. Review the District's Annual Audit and Annual Accountability report and present the Committee's findings to the Board at a public meeting.
3. Review any proposed amendments to the Expenditure Plan.

For the BOC to perform responsibilities 1 and 2, verification of selected expenditures is needed to provide reasonable assurance that the expenditures incurred were for projects authorized under Measure AA.

To obtain this verification and reasonable assurance, the BOC affirmed *Agreed-Upon Procedures* at their meeting on January 16, 2024, to review the 3 land purchases, 10 of the 25 highest non-land expenditures, and 7 other expenditures, as selected by the BOC for the Fiscal Year ending June 30, 2023 (FY23). The BOC also adopted procedures to be used by BOC members when analyzing the sample expenditures, which are listed below. In addition, District staff created a cover sheet for each selected transaction to support the procedure criteria.

***Agreed-Upon Procedures***

- Confirm that the amount listed on the expenditure report corresponds to the backup documentation.
- Verify that the date of the expenditures are 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 that the project manager has signed off on the invoice payment.
- Verify that the expenditures listed in the Expenditure Report are eligible for Measure AA bond funds reimbursement.
- Confirm that the project number is listed within the correct portfolio.
- If an internal labor transfer of funds is selected, confirm that 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 the correct purchase price on the final escrow statement for the actual transaction.

A summary of the selected expenditures is provided in Attachment 1. The detail of each selected sample expenditure can be found in the following attachments:

Attachment 2 - Expenditure related to the 3 land purchases for FY23

Attachment 3 - 10 of the 25 highest non-land expenditures

Attachment 4 - 7 assorted project expenditures not previously tested in prior BOC reviews

**FISCAL IMPACT**

None

**PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

**CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

**NEXT STEPS**

Incorporate the findings from the discussion and the review of the selected sample expenditures in the BOC report that will be transmitted to the Board of Directors. Discuss the draft report at the next BOC meeting on March 5, 2024 in preparation for a presentation to the Board of Directors on March 27, 2024.

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services, Office of the General Manager

Prepared by:

Rafaela Ocegüera, Budget and Finance Manager, Budget and Finance Department

Attachments:

- 1 – Summary of the Selected Sample Expenditures
- 2 - Documentation for the Expenditure related to the 3 land purchases
- 3 - Documentation for 10 of the 25 non-land expenditures with the highest dollar values
- 4 - Documentation for 7 assorted project expenditures not previously tested in prior BOC reviews

## Attachment 1

#	Type	Project	Vendor	Description	Amount
1	Land	MAA03-006		South Cowell Land Purchase	\$ 1,254,076.00
2	Land	MAA13-003		Cloverdale Land Purchase	\$ 15,408,906.31
3	Land	MAA22-006		San Jose Water Co. Land Purchase	\$ 695,125.00
4	Top 25	MAA03-005	SWCA Environmental Consultants	Purisima-to-Sea Trl & Parkg Area Feasibility Mar 2	\$ 28,624.62
5	Top 25	MAA05-009	Garrison Demolition and Engineering Inc.	La Honda Creek Redwood Cabin Demolition	\$ 91,500.00
6	Top 25	MAA10-001	Granite Rock Company	Alpine Road Trail Construction 10/01-10/20/22	\$ 658,673.00
7	Top 25	MAA10-001	Waterways Consulting	Alpine Trail Construction Monitoring/SWPPP	\$ 35,175.06
8	Top 25	MAA13-003		RCLS: Pre-purch geological sur	\$ 54,883.44
9	Top 25	MAA20-002	Aecom Technical Services Inc	Hwy 17 Wildlife & RegionTrail Cross Oct-Dec 2022	\$ 149,386.37
10	Top 25	MAA20-002	Aecom Technical Services Inc	Hwy 17 Wildlife & Reg Trail Cross 4/29/23-5/31/23	\$ 52,648.87
11	Top 25	MAA21-006	George Bianchi Construction Inc	Retention release Alma Bridge Rehab Proj	\$ 144,047.19
12	Top 25	MAA21-011	Gordon N. Ball, INC	BCR Phase II Trails Project	\$ 263,000.00
13	Top 25	MAA21-011	Questa Engineering Corp.	BCR Ph II Desgn & Engineer Srvcs 12/1/2021-7/31/22	\$ 41,283.23
14	Selected by BOC	MAA05-010	Aecom Technical Services Inc	Botanical Srvcs, Multi Preserves 3/24/22-5/27/22	\$ 25,687.25
15	Selected by BOC	MAA10-001	Granite Rock Company	Contingency - Alpine Road Trail Change Order #01	\$ 49,500.00
16	Selected by BOC	MAA20-002	Timothy C Best	Spooky Knoll Trail Geo Assessment	\$ 2,275.00
17	Selected by BOC	MAA21-006	Grassroots Ecology	Natve Plant Prod & Propagule Coll 7/1/22-3/23/23	\$ 23,603.40
18	Selected by BOC	MAA21-006	The Watershed Company	Alma Cultural Interpret Panels 10/3/22-10/30/22	\$ 9,221.88
19	Selected by BOC	MAA21-011	Stevens Creek Quarry, Inc.	Base Rock (BCR)	\$ 4,304.94
20	Selected by BOC	MAA21-011	Rich Voss Trucking Inc	Base Rock Delivery (BCR)	\$ 3,567.00
					<b>\$ 18,995,488.56</b>



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor	<u>Old Republic Title (escrow)</u>	Date	<u>06/27/2023</u>
Project #	<u>MAA03-006</u>	GL #	<u>30-20-230-8101-0000</u>
Invoice Amount	<u>\$1,254,076</u>	Invoice #	<u>N/A</u>
Project Manager*	<u>Allen Ishibashi</u>	Title*	<u>Real Property Manager</u>
Description	<u>Purchase of Remaining 33% Undivided Interest in the 611.7-acre South Cowell Land Property.</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

**Bond Oversight Committee Review:**

*Invoice Review Checklist:*

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member’s title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager’s signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory’s name & title here.



Midpeninsula Regional  
Open Space District

R-23-40  
Meeting 23-11  
April 12, 2023

**REVISED**  
**AGENDA ITEM 5**

## AGENDA ITEM

Proposed Purchase of a Remaining 33% Undivided Interest in the 611.7-acre South Cowell Property from Peninsula Open Space Trust, which is located at 1000 Verde Road, Half Moon Bay, in unincorporated San Mateo County (Assessor's Parcel Numbers 066-280-010, 066-280-020, and 066-280-051-~~and 066-280-052~~), as an addition to Purisima Creek Redwoods Open Space Preserve

## GENERAL MANAGER'S RECOMMENDATIONS *den*

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act (CEQA), as set out in the staff report.
2. Adopt a Resolution authorizing the purchase of an undivided 33% interest in the South Cowell Property for \$1,251,000.
3. Approve, execute, and accept a Public Trail Easement from the tenants in common owners.
4. Amend the South Cowell Preliminary Use and Management Plan to reflect the purchase of the Property.
5. Withhold dedication of the property as public open space at this time.
6. Allocate \$450,000 of the available interest income on Measure AA Bond Proceeds to Portfolio #03 to include the proposed South Cowell Property purchase as a Measure AA project.

## SUMMARY

The General Manager recommends the purchase of POST's remaining undivided 33% interest in the 611.7-acre South Cowell Property (Property), which includes a single-family residence, at a price of \$1,251,000 as an addition to Purisima Creek Redwoods Open Space Preserve (Preserve). The Midpeninsula Regional Open Space District (District) Board of Directors (Board) approved the purchase of a 54% undivided interest in the Property from POST on October 28, 2020 ([R-20-122](#)), and escrow closed on December 18, 2020. The purchase of the remaining 33% interest would bring the District's undivided ownership interest in the Property to 87%. This report

provides a description of the Property, an amended Use and Management Plan, findings of the environmental review, the purchase terms and condition, and financial considerations.

The applicable Measure AA (MAA) Portfolio is almost fully spent. To include this purchase as an eligible MAA cost, the General Manager requests Board authorization to allocate \$450,000 of available interest earned from Measure AA bond proceeds to fund the South Cowell property purchase. Regarding the current FY23 budget, there will be sufficient unspent funds that can be redirected to this purchase due to additional time required to address Use Permit issues with Santa Clara County related to the MAA21-004 Bear Creek Stables Project. With this net-zero FY23 budget adjustment, no additional increase is required to the District's FY23 budget.

## **DISCUSSION**

### **Background**

On December 18, 2020, the Board approved the purchase of an undivided 54% interest in the Property with the intention of completing a subsequent land division and future transfers (see Attachment 3 – Proposed Area of Land Division Map). The Property had been originally identified as 600-acres, and has since been surveyed at 611.7-acres. Under the original deal terms, upon approval of the land division application by the County of San Mateo, the property transfer would convey 100% fee title interest in the parcels created as follows:

- POST and Marsh Trust would convey the 372-acre (corrected from 371-acres) upland parcel to the District (Upland Property)
- POST and District would convey the 236-acre (corrected from 226-acres) farm parcel to the Marsh Trust (Farm Property)
- Marsh Trust and District would convey the 3.45-acre (corrected from 2-acres) residence parcel to POST (Residential Property)

The three-parcel land division application was submitted to the County of San Mateo in March 2022.

However, after extensive planning regarding future trail routes across the Property, it was determined that to best serve the public, future trails would need to cross in very close proximity to the Residential Property. POST was originally intending to retain or possibly sell the Residential Property to a private entity; however, it would be in the public's best interest for the District to own the Residential Property to ensure the long-term viability of future public trail connections (including the Purisima-to-the-Sea Trail that is currently in conceptual planning), and to provide year-round staff presence in the area. Moreover, a dedicated, onsite staff residence would facilitate better communication with the grazing tenant and neighboring farmers. A member of the District's maintenance staff currently resides at the Residential Property through a caretaker agreement with POST. If the purchase is approved, the employee would continue to reside on the property and the residence will be enrolled into the District's Housing Program.

### **Proposed Purchase**

The District proposes to purchase POST's remaining undivided 33% interest (or shared interest) in the 611.7-acre Property, which would bring the District's interest to 87% with the Marsh Trust retaining their 13% interest. With the purchase of the additional 33% interest, the District would

control the Residential Property. The District would also work to amend and simplify the land division application to eliminate the creation of a separate Residential Property parcel so that it would remain part of the Upland Property parcel.

As part of the *previous* transaction, the three parties entered into a tenancy-in-common agreement establishing exclusive use and management of the Property as follows:

- The District is responsible for the Upland property, consisting of a 372-acre area east of Verde Road (exclusive of the residence site), including a 10-acre area between Verde Road and Highway 1;
- The Marsh Trust is responsible for the farm area, consisting of a 236-acre area of farmland between Verde Road and Highway 1 and farmland west of Highway 1; and
- POST is responsible for the 3.45-acre residence site east of Verde Road.

Under the proposed purchase, the previously executed tenancy-in-common and water allocation agreements would be amended between the District and the Marsh Trust in order to remove POST's interest. Under the amended tenancy-in-common agreement, the District would be responsible for the 3.45-acre Residential Property. The District and Marsh would then work together to amend the land division application. POST has agreed to continue sharing the costs of the land division process with the District.

This purchase advances land conservation opportunities in the District's Vision Plan Portfolio #3 *Purissima Creek Redwoods: Purissima-to-the-Sea Trail Completion, Watershed Protection, and Conservation Grazing*. The purchase will preserve grazing lands, protect the Lobitos Creek watershed, and improve access to surrounding District lands. It will also provide opportunities for compatible trail use when planning the Purissima-to-the-Sea Trail, a regional trail envisioned to link the Bay Area Ridge Trail with the California Coastal Trail along the San Mateo coast. The purchase is eligible for Measure AA funding.

### **Property Description (see Attachment 2 - Location Map)**

The Property consists of one legal parcel within unincorporated San Mateo County, located three miles south of the City of Half Moon Bay. It is bisected by Verde Road and Highway 1 and abuts the 5,038-acre Preserve to the north, east, and south. The Property is visible from Highway 1 and within the State's Highway 1 Scenic Corridor.

The Upland property consists of the grasslands east of Verde Road and a 10-acre fallow field between Verde Road and Highway 1. The undulating terrain east of Verde Road rises from 200 feet to approximately 800 feet in elevation along Lobitos Ridge. The 3.45-acre Residential Property is similar to the surrounding Upland property. The land between Verde Road and Highway 1 consists of sloping fields. The land west of Highway 1 consists of sloping fields that abut private farmland to the north and south, and end at the coastal bluffs to the west.

### **Existing Land Uses and Improvements**

The grasslands of the Upland portion of the Property east of Verde Road are leased to a local rancher for cattle grazing, and the lease and rangeland management plan were assigned to the District at the close of the initial escrow. Existing improvements that support grazing include two stock ponds, a developed spring with a water trough, a large corral area, perimeter fencing and a network of ranch roads. Remnants of oil production piping are visible at two locations along the main ranch road. The 10-acre fenced field between Verde Road and Highway 1 has



not been farmed for many years and was last used for a small beekeeping operation. It is not designated as prime agricultural land.

The farm portion of the Property between Highway 1 and Verde Road is dry farmed and grazed by the Marsh family. Existing improvements that support farming include a commercial farm stand and parking lot, an agricultural center, including wood barn, outbuildings, and a materials yard - all operated by the Marsh family. The farm portion of the Property located west of Highway 1 is grazed by the Marsh family. It is improved with ranch roads, perimeter fencing, and an agricultural pond.

The 3.45-acre Residential Property is currently managed by POST and is improved with a 2,325 square foot, 4-bedroom, 2-bath, single-family home, a metal barn, landscaping, and several sheds. A historic resource evaluation of the house conducted in 2020 determined it does not qualify as a historic resource. The house was in fair to poor condition, but POST recently replaced the roof, improved the electrical and water systems, painted the house, and improved the structural integrity of the house at a cost of approximately \$200,000. After the repairs were completed, POST executed a caretaker agreement with a member of the District's maintenance staff; this agreement is currently in place.

#### **Habitat and Natural Resources Value**

The Upland property is part of a 4,000-acre terrestrial habitat patch of coastal scrub and annual grassland habitat, with mixed willow and Arroyo willow vegetation in the riparian corridors. It also contains patches of Bulrush vegetation series and Blueblossom-Jimbrush (*Ceanothus thyrsiflorus*), two locally unique and sensitive native plant communities. Oaks, alders, and riparian vegetation are found in the drainages connecting to Lobitos Creek and the drainage that flows directly to the ocean. The Upland property provides habitat for a number of species, including deer, coyotes, bobcats, and mountain lions. A wide variety of small mammals, birds, and other species occupy or migrate through it. Approximately  $\frac{3}{4}$  miles of Lobitos Creek abuts the south side of the Upland property. Lobitos Creek supports aquatic linkages between upland habitat and the Pacific Ocean, and provides potential spawning and rearing habitat for federally protected Steelhead trout. However, steelhead passage is limited in most years due to two obstructive culverts channeling stream flow under Verde Road and Highway 1.

#### **Water Rights**

The Property has water rights in Purisima Creek to serve the Residential Property, Farm Property, and grazed Uplands Property. The Purisima Creek watershed and all of its surface waters were adjudicated in San Mateo County Court in 1985. The adjudication allocated water rights to the S.H. Cowell Foundation to serve many parcels, including the Property. Point of Diversion 27 (POD27) in the adjudication provides the Property with water for inside and outside residential uses, farm uses, and stock water uses. The adjudication provides all water users with a baseline of allocation during low flow conditions, calculated in gallons per day (gpd), and additional water during high flow conditions. To serve the Property's current and potential future uses, the three parties entered into a Water Allocation Agreement to allocate the adjudicated water allotment as follows:

<b>Purisima Creek POD27 Allotment</b>	<b>Upland Property (District)</b>	<b>Residential Area (POST)</b>	<b>Farm Property (Marsh Trust)</b>
500 gpd inside residential (low flow)	-----	250 gpd inside residential	250 gpd inside residential

500 gpd outside residential (low flow)	-----	250 gpd outside residential	250 gpd outside residential
1,500 gpd stock water (low flow)	750 gpd stock water	-----	750 gpd stock water
2,000 gpd of stock water or outside residential (high flow)	750 gpd high flow stock water	250 gpd high flow outside residential	1,000 gpd high flow stock water

The Upland property is well served by local water sources (springs and ponds) and is unlikely to benefit from utilizing the above water right for stock water (which would require a significant extension of the water line uphill). If the District's purchase is approved, the Water Allocation Agreement would be amended to remove POST and to adjust other terms. Under the amended Water Allocation Agreement, POST's residential water allocations would come to the District.

### Support of Coastal Agriculture

Approximately 360-acres of the Uplands Property is leased to Mr. Vince Fontana for cattle grazing, who has run cattle on the property since 2013. POST assigned its grazing lease with Mr. Fontana to the District. The assignment is consistent with the District's Coastal Service Plan, which states that when the District acquires lands in agricultural use, the acquisition shall be subject to the continued use by the operator, pursuant to the use and management plan adopted for the property. The lease is currently managed in conjunction with Mr. Fontana's existing lease for the District's adjacent 830-acre Lobitos/Elkus grazing unit in the adjoining Preserve.

Under the current terms of the tenancy in common agreement, the Marsh family has exclusive use and management of the 236-acre Farm Property, and this will continue if the District purchases the Residential Property.

The proposed land division of the Property is not anticipated to impact existing agricultural and grazing uses. Any future planning for public recreation will follow the guidelines and mitigations adopted as part of the Coastal Service Plan, conditions of the conservation easements to protect agricultural lands (discussed separately in this Report) and will comply with all County approval processes that also serve to protect agriculture.

### Conservation Easements

There used to be four conservation easements that covered the Property. When POST owned the Property in 1989, POST granted a trail and conservation easement and a separate trail and conservation easement to the Coastal Conservancy to protect the conservation values of the Property. In 1991, POST sold the Property to the Marsh and Andreini families subject to two additional easements held by POST, both nearly identical in terms and intent to the two Coastal Conservancy easements.

In September 2022, POST and the California Coastal Conservancy (Conservancy) combined and modernized the four conservation easements into two easements: one conservation easement and one trail and conservation easement. The Conservancy quitclaimed its interest in the two amended easements to POST. The result is that POST now holds a conservation easement and a separate trail and conservation easement over the South Cowell Property. The Marsh family and the District agreed to the amended easements. These easements continue to protect the conservation values (agricultural, natural, scenic, open space and recreation) of the Property.

The conservation easement covers the Upland, Residence and Farm areas of the Property. The trail and conservation easement only covers the Farm Property. The new easements eliminate a second residence site on the Upland Property, allow for workforce housing on the Farm Property and the land division of the Upland Property to be in public ownership by the District.

### **COASTAL ANNEXATION AREA SERVICE PLAN COMPLIANCE**

The Property is within the boundaries of the District's Service Plan for the San Mateo County Coastal Annexation Area (Service Plan). The Service Plan and conditions approved by the San Mateo Local Agency Formation Commission (LAFCo) established policies for the District's Coastsides Protection Program (Program). The Program guides the District's coastal purchases and use and management of open space land within the Service Plan Area.

The District's coastal land purchases are subject to a Memorandum of Understanding between the San Mateo County Farm Bureau and the District. In accordance with the memorandum, District and POST staff presented information on the proposed purchase at a Farm Bureau meeting on October 3, 2022. Some Farm Bureau members were not in favor of the land division of the Property, but did agree that merging the Upland and Residential areas of the Property was an improvement compared to creating a separate Residential Property. The Farm Bureau expressed their concerns with the new amended conservation easements and stated that future trails could adversely impact the grazing operation and did not agree with the proposed location of the parking lot. The Farm Bureau was agreeable to the elimination of a second home site on the Upland property.

District and POST staff reinforced that farming would continue under private ownership on the Farm property, and grazing would continue on the Upland property under District ownership. The amended conservation easement would not change this intent and would continue to uphold the agricultural uses. In addition, staff consulted with the Farm Bureau regarding the Purisima-to-the-Sea Trail and Parking project on June 7, 2022. It has been the District's experience and that of many other open space agencies (including East Bay Regional Park District and Santa Clara Valley Open Space Authority) that grazing and public trail access are compatible and can successfully coexist with proper policies and practices in place. As part of the original South Cowell purchase in 2020, the District and POST also consulted with the Farm Bureau.

### **USE AND MANAGEMENT**

#### **Planning Considerations**

The Property has a General Plan designation of Agricultural Rural, with a zoning designation of Planned Agricultural Development/Coastal Development (PAD/CD). Current land uses consist of cattle grazing, pasturing, farming, and residential. Natural resource management, habitat preservation, and low intensity recreation are allowable uses within the land use designation. On September 23, 2020, the County Planning Commission confirmed that the purchase of an undivided interest in the Property by the District for open space and agricultural use complies with the County's General Plan.

If purchased, the Residential Property will be incorporated into the surrounding Preserve and the Amendment to the Preliminary Use and Management Plan as set out in this report will be implemented. Future planning processes would analyze opportunities for compatible public use when undertaken and further environmental review would be prepared as needed. Subsequent

planning would be in accordance with the District's Service Plan, including consultation with appropriate agencies, organizations, and adjoining landowners.

### **Purisima-to-the-Sea Trail and Parking Area**

A separate planning effort for the Purisima-to-the-Sea Trail and Parking Area project is underway. This project's goals are to implement a regional trail through the Preserve envisioned to link the Bay Area Ridge Trail with the California Coastal Trail along the San Mateo coast and develop a new trailhead and parking area at a new western Preserve entrance.

### **Williamson Act Considerations**

The Property is not subject to a Land Conservation Agreement under the California Land Conservation Act of 1965 (also known as the Williamson Act).

### **Partnership Recognition**

At a future date, POST and the Coastal Conservancy will be recognized for protection of the Property as open space. Recognition will comply with Board Policy 5.01 – *Site Naming, Gift, and Special Recognition*.

### **Preliminary Use and Management Plan**

In 2020, the Board adopted a Preliminary Use and Management Plan (PUMP) for the South Cowell Upland Property acquisition ([R-20-122](#)). An amendment to the PUMP for the South Cowell Upland Property is needed to include the acquisition of the 33% undivided interest in the property, which folds in the Residential Property, and to incorporate programs developed since the adoption of the PUMP, like the Wildland Fire Resiliency Program and the Open Space Management and Restoration Program. The amended PUMP will remain in effect until any future amendments, or a Comprehensive Use and Management Plan or Preserve Plan is brought to the Board for consideration of approval.

Amendments to the PUMP are shown in tracked changes as follows:

Application of the PUMP:	Apply the PUMP solely to the <del>374</del> <u>375.45</u> -acre Upland Property (which includes the <u>3.45-acre Residential Property</u> ) managed by the District, in tandem with the provisions of the <u>Amended</u> Tenants in Common Agreement identified in the Terms and Conditions of this purchase.
Name:	Name the Upland Property as an addition to Purisima Creek Redwoods Open Space Preserve after the completion of the future land division.
Dedication:	Withhold dedication of the Upland property as open space at this time.
Coastal Service Plan:	Operate and manage the Upland property in compliance with the District's Service Plan for the Coastal Annexation Area and the mitigation measures adopted pursuant to the Service Plan's Environmental Impact Report.
Public Access:	Designate the Upland property as closed to public use at this time.

<u>Residence:</u>	<u>Designate the residence as staff housing.</u>
Signs and Site Security:	Install and maintain Preserve boundary and closed area signs where appropriate in the Upland property.
Fences and Gates:	Upgrade and maintain gates and fencing as necessary <u>for conservation grazing</u> and to prevent unauthorized entry in the Upland property.
Roads and Trails:	Implement maintenance and minor erosion and sediment control measures for ranch roads in the Upland property in accordance with District's adopted <u>Service Plan, Open Space Maintenance and Restoration Program and associated environmental review document</u> , Resource Management Policies standards and regulatory permits.
Patrol:	Routinely patrol the Upland property, including the area in and around the existing house compound.
Existing Grazing Lease:	Accept assignment of existing grazing lease with Mr. Vince Fontana from POST and manage the lease in conjunction with the Lobitos/Elkus grazing unit. Prepare an amendment to the Lobitos/Elkus Rangeland Management Plan to incorporate the Upland property into that grazing unit.
	Routinely inspect existing ranch infrastructure as part of management of the assigned grazing lease.
Resource Management:	Maintain the Upland property in its existing uses of grazing land and open space. Conduct plant and animal management activities as needed, consistent with the District's adopted Resource Management Policies, Integrated Pest Management Program Guidance Manual, <u>Service Plan, Wildland Fire Resiliency Program, Open Space Maintenance and Restoration Program and associated environmental review documents</u> , Best Management Practices, and regulatory permits.
Water Resources:	Protect water resources on the Upland property consistent with the District's adopted Resource Management Policies, Integrated Pest Management Program Guidance Manual, <u>Service Plan, Wildland Fire Resiliency Program, Open Space Maintenance and Restoration Program</u> , Best Management Practices, and regulatory permits.
Water Rights:	Comply with division of adjudicated water rights from Purisima Creek POD 27 in accordance with the Water Allocation Agreement identified in the Terms and Conditions of this purchase.

Wildland Fuel Management:	Implement standard District-wide fuel management and defensible space practices on the Upland property consistent with the District's adopted <u>Wildland Fire Resiliency Program Resource Management Policies</u> .
Conservation Easements:	Comply with the conservation easements held by POST and the Coastal Conservancy on the Upland property. <del>Work with POST and Coastal Conservancy to complete amendments to the conservation easements.</del>
Subsequent Planning Considerations:	<p>Any subsequent future infrastructure improvements, changes in land management leases, or public access planning will include consultation with appropriate agencies, organizations, and the community, including public workshops to gather input and review draft and final plans for future public access. When preferred plans are identified, the District will complete the necessary environmental assessment under CEQA at that time.</p> <p>Subsequent planning considerations shall include partner recognition and interpretive signs that recognize POST and the Coastal Conservancy for their role in protection of the Property as open space as appropriate and in compliance with District policy.</p> <p>Include the Upland property in the Trail Feasibility Study for the future Purisima-to-the-Sea Trail.</p>
San Mateo County Local Coastal Program	The Property is within the San Mateo County Coastal Zone. Consult with County Planning on all subsequent actions to ensure compliance with the Local Coastal Plan (LCP) and Coastal Development (CD) permitting requirements.

## CEQA COMPLIANCE

### Project Description

The project consists of the purchase of an undivided 33% interest in the 611.7-acre Property in a coastal unincorporated area of San Mateo County as an addition to the District's open space preserve system and concurrent adoption of a PUMP for the 375.45-acre Upland portion of the Property that establishes a status quo land management approach, with no expansion or changes to its existing uses of agricultural lands and natural habitat.

The Property is within the boundaries of the District's Service Plan for the San Mateo County Coastal Annexation Area. The Service Plan and the Service Plan Final Environmental Impact Report (FEIR), certified in 2004, includes policies, guidelines, and mitigations to ensure compatibility with the County General Plan and Local Coastal Program. The actions proposed will be conducted in compliance with the Service Plan and FEIR.

Any minor erosion and sediment control measures, infrastructure repair and maintenance, wildland fuel management, and resource management activities implemented by the District or

tenants as part of the PUMP will be conducted in accordance with the District's approved Resource Management Policies and related FEIR, the adopted Wildland Fire Resiliency Program and related FEIR, Open Space Maintenance and Restoration Program and related Initial Study/Mitigated Negative Declaration (MND), and in accordance with applicable regulatory permits. Any invasive species control will be conducted in accordance with the District's adopted Integrated Pest Management (IPM) Policies and IPM Program Guidance Manual and related FEIR, and the Open Space Maintenance and Restoration Program and related MND.

Analysis for impacts as a result of any subsequent land division to create a 375.45-acre Upland Property (372-acres + 3.45-acre Residential Property) will be conducted separately as part of the process to secure County approval.

### **CEQA Determination**

The District concludes that the purchase of the Property and adoption of the Amendment to the PUMP is categorically exempt from the California Environmental Quality Act (CEQA) under Article 19, Sections 15301, 15316, and 15325 of the CEQA Guidelines:

Section 15301 exempts the operation, repair, maintenance, or minor alteration of existing public or private structures, facilities, or topographical features, involving negligible or no expansion of use beyond the existing uses. The Amended PUMP will maintain the Property as status quo with no expansion or changes to its existing uses as a residence and agricultural and open space lands. The Amended PUMP includes maintenance of the existing infrastructure as necessary, as well as maintenance of or minor alterations to the property for wildland fuel management and other natural resource management activities in accordance with the District's adopted policies and programs and their associated CEQA documents.

Section 15316 exempts the acquisition of land in order to create parks if the land is in a natural condition, and the management plan proposes to keep the area in a natural condition. The Amended PUMP for the Property specifies that the land will remain in a natural condition and will be designated as an addition to the District's Purisima Creek Redwoods Open Space Preserve.

Section 15325 exempts (a) acquisition or transfer of ownership to preserve existing natural conditions, including plant and animal habitats, (b) acquisition or transfer of ownership to allow continued agricultural uses, and (f) acquisition or transfer of ownership to preserve open space. The proposed purchase will transfer a portion of ownership of the Property to the District to ensure that its existing natural conditions will be preserved, will allow for the existing agricultural and grazing uses to continue, and preserve the Upland portion of the Property as part of the District's Purisima Creek Redwoods Open Space Preserve.

In addition, none of the exceptions listed in Section 15300.2 apply to this project.

### **TERMS AND CONDITIONS**

The proposed purchase price for POST's remaining undivided 33% interest in the Property is \$1,251,000 and is supported by an independent fair market appraisal commissioned by the District. The Marsh Trust will retain a 13% interest in the property. The property interest would be purchased on an "as-is" all-cash basis. The transaction would close escrow by June 30, 2023.

As part of this transaction, the following additional agreements will be entered into between the District and the Marsh Trust:

1. **Assignment of Caretaker Agreement:** POST would assign its month-to-month caretaker agreement with the existing tenant to the District.
2. **Amended Tenancy-in-Common Agreement:** Marsh Trust and the District would amend the existing tenancy-in-common agreement to remove POST and to adjust other terms.
3. **Trail Easement:** Marsh Trust, POST and the District would grant a Public Trail Easement to the District across the Farm Property along a short segment of Verde Road to provide for a safe crossing of the road (all tenant-in-common owners will grant the easement to the District)
4. **Amended Water Allocation Agreement:** Marsh Trust and the District would amend the existing Water Allocation Agreement to remove POST and to adjust other terms.

The Amended Tenancy in Common Agreement provides for the subsequent land division application and future property transfers. (See Attachment 3 – Proposed Area of Land Division Map.) When the Upland and Farm property boundaries are finalized, the Marsh Trust would convey 100% fee title of the 375.45-acre Upland Property (including the Residential Property) to the District, and the District would transfer fee title to the ~~3~~236-acre Farm Property to the Marsh Trust.

## FISCAL IMPACT

Land acquisitions brought before the Board for approval include a budget adjustment to the adopted budget.

South Cowell Property Purchase Amount <i>(including \$10,000 option deposit)</i>	\$1,251,000
Total Land purchases approved to date for FY23	\$19,210,180
Total Land Purchases (if approved)	\$20,461,180

There are sufficient funds in the FY23 budget that will be unspent and can thus be redirected to the proposed purchase. Upon approval of the acquisition, \$1,251,000 in Measure AA Fund 30 related to the MAA21-004 Bear Creek Stables Project would be transferred to MAA03-006 to cover the acquisition, resulting in a net-zero budget adjustment for FY23.

The following table outlines the Measure AA (MAA) Portfolio #03 *Purisima Creek Redwoods: Purisima-to-the-Sea Trail, Watershed Protection and Conservation Grazing* allocation, costs-to-date, projected future project expenditures and projected portfolio balance remaining. The table below also includes \$274,863 in FY23 project budget that will be deferred to future fiscal years. This table accounts for portfolio expenditures through FY23 and projected Quarter 3 budget adjustments that will be taken to the Board for approval at the May 10, 2023 Board meeting. Since the overall MAA Portfolio #03 allocation is insufficient to include the purchase as a MAA reimbursable expense, the General Manager recommends allocating \$450,000 of available interest earnings to MAA Portfolio #03 to ensure sufficient allocation through FY23.



<b>MAA03 Purisima Creek Redwoods — Purisima-to-the-Sea Trail, Watershed Protection and Conservation Grazing Portfolio Allocation:</b>	<b>\$7,608,000</b>
Grant Income (through FY25):	\$292,306
Interest Income Allocation:	\$450,000
<b>Total Portfolio Allocation:</b>	<b>\$8,350,306</b>
Life-to-Date Spent (as of 03/27/23):	(\$6,859,930)
Encumbrances:	(\$102,982)
South Cowell Property Acquisition:	(\$1,251,000)
MAA03-006 Title insurance, escrow fees, survey and miscellaneous costs:	(\$50,000)
Remaining FY23 Project Budgets:	(\$358,057)
Projected Quarter 3 budget adjustments:	\$274,863
<b>Total Portfolio Expenditures through FY23:</b>	<b>(\$8,347,105)</b>
<b>FY23 Portfolio Balance Remaining (Proposed):</b>	<b>\$3,201</b>
Future MAA03 project costs (projected through FY26):	(\$7,792,789)
<b>Portfolio Balance Remaining (Proposed):</b>	<b>(\$7,789,588)</b>

The following table outlines the Measure AA Portfolio 03 allocation, costs to date, and the fiscal impact related to the Property purchase. Subsequent to the acquisition, and the budget adjustments and interest income allocation to balance FY23, there is a remaining ~\$7.8 million funding gap projected in the portfolio in the foreseeable future. A future reallocation of MAA funds, allocation of interest earnings, or general fund reserves will be needed to close the funding gap.

<b>MAA03 Purisima Creek Redwoods — Purisima-to-the-Sea Trail, Watershed Protection and Conservation Grazing Portfolio Allocation:</b>	<b>\$7,608,000</b>
Grant Income (through FY26):	\$292,306
Interest Income Allocation:	\$450,000
<b>Total Portfolio Allocation:</b>	<b>\$8,350,306</b>
Projected Project Expenditures (life of project):	
03-001 Purisima Uplands Lot Line Adjustment and Property Transfer	(\$425,113)
03-002 Purisima Upland Site Clean up and Soil Remediation	(\$922,823)
03-003 Purisima Creek Fence Construction	(\$169,190)
03-004 Harkins Bridge Replacement	(\$516,916)
03-005 Purisima-to-the-Sea Trail and Parking Area - Phase I Feasibility Study	(\$618,659)
03-006 South Cowell Upland Land Conservation	(\$6,252,707)
03-007 Purisima-to-the-Sea Habitat Enhancement and Water Supply Improvement Plan	(\$568,674)
03-008 Rieser-Nelson Land Purchase	(\$16,715)
03-009 Purisima-to-the-Sea Parking	(\$3,991,687)
03-010 Purisima-to-the-Sea Trail	(\$2,120,000)
03-011 Lobitos Creek Fisheries Restoration	(\$397,410)

03-012 Purisima-to-the-Sea Comprehensive Use and Management Plan	(\$140,000)
<b>Total Portfolio Expenditures:</b>	<b>(\$16,139,894)</b>
<b>Portfolio Balance Remaining (Proposed):</b>	<b>(\$7,789,588)</b>

### Coastside Protection Area Fiscal Considerations

The Property is not located within the service area of San Mateo County Fire or the La Honda-Pescadero Unified School District. Therefore, the District is not required to pay any County Fire or School District fees.

### BOARD COMMITTEE RECOMMENDATIONS

The original purchase went before the Real Property Committee on September 1, 2020, and it was determined another committee meeting was not necessary.

### PUBLIC NOTICE

Public notice for this meeting was provided as required by the Brown Act. A copy of the agenda for this meeting was mailed to property owners of land located adjacent to or surrounding the Property, to interested parties, and to those listed on the Coastside Protection Area mailing list.

### NEXT STEPS

Upon approval, the General Manager will direct staff to proceed with the close of escrow for the purchase of the Property and implement the Amended PUMP. The District's Skyline Field Office will manage the Property as an addition to Purisima Creek Redwoods Open Space Preserve. Staff will work with the Marsh Trust and POST to update the land division application to the County of San Mateo. Upon approval of the application by the County, the General Manager is authorized to proceed with the future transfer of the Upland/Residential Property to the District.

#### Attachments:

1. Resolution Authorizing Acceptance of Purchase and Sale Agreement, Authorizing the General Manager or Other Officer to Execute Certificates of Acceptance of Grants to District and Grants for the Future Transfer of Parcels to the Marsh Trust, and Authorizing General Manager to Execute Attachments to the Agreement and any and all Other Documents Necessary or Appropriate to Closing of the Transaction (Purisima Creek Redwoods Open Space Preserve - Lands of Peninsula Open Space Trust)
2. South Cowell Ranch Property Location Map
3. South Cowell Ranch Proposed Area of Land Division Map

#### Responsible Department Head:

Michael Williams, Real Property Manager

#### Prepared by:

Michael Williams, Real Property Manager  
Allen Ishibashi, Senior Real Property Agent

**R-23-40**

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Staff Contact:

Allen Ishibashi, Senior Real Property Agent

Graphics prepared by:

Nathan Greig, Senior Technologist

Francisco Tapia, Data Analyst I

## RESOLUTION 23-07

**RESOLUTION OF THE BOARD OF DIRECTORS OF MIDPENINSULA REGIONAL OPEN SPACE DISTRICT ACCEPTING THE PURCHASE AND SALE AGREEMENT, AUTHORIZING GENERAL MANAGER OR OTHER APPROPRIATE OFFICER TO EXECUTE CERTIFICATES OF ACCEPTANCE FOR GRANTS TO DISTRICT AND GRANTS FOR THE FUTURE TRANSFER OF PARCELS TO THE MARSH TRUST, EXECUTING AND ACCEPTING A PUBLIC TRAIL EASEMENT, AND EXECUTING ATTACHMENTS TO THE AGREEMENT AND ANY AND ALL OTHER DOCUMENTS NECESSARY OR APPROPRIATE TO CLOSE THE PURISIMA CREEK REDWOODS OPEN SPACE PRESERVE - LANDS OF PENINSULA OPEN SPACE TRUST TRANSACTION**

---

**WHEREAS**, the Board of Directors (“Board”) approves the Midpeninsula Regional Open Space District’s (“District”) purchase of a partial interest in the South Cowell Property (“Property”) as set forth in the report, attached hereto and incorporated herein by this reference; and

**WHEREAS**, as part of the transaction, the District and Marsh Trust have agreed to complete a land division to create a 375.45-acre Upland parcel (includes the 3.45-acre Residential Property) to be owned in fee by the District and a 236-acre farm property retained by the Marsh Trust, and accordingly the Board wishes to authorize the appropriate District officer to grant the District’s interests in the non-Upland parcels to the Marsh Trust.

Now, therefore, the Board of Directors of Midpeninsula Regional Open Space District does hereby resolve as follows:

**SECTION ONE.** The Board of Directors of Midpeninsula Regional Open Space District does hereby accept the offer contained in that certain Purchase and Sale Agreement between Peninsula Open Space Trust (POST) and the District, a copy of which purchase agreement is attached hereto and by reference made a part hereof, and authorizes the President of the Board of Directors, General Manager, or other appropriate officer to execute the Agreement and all related transactional documents (including amendments to the tenancy-in-common agreement, water allocation agreement and assignment of caretaker agreement) on behalf of the District to acquire the real property described therein (“the POST South Cowell Ranch Property”).

**SECTION TWO.** The Board authorizes the expenditure of \$1,251,000.00 covering the purchase of the South Cowell Ranch Property, including an option deposit of \$10,000.00.

**SECTION THREE.** The General Manager or President of the Board of Directors and/or other appropriate officer is authorized to execute a Grant Deed for the future transfer of parcels to the Marsh Trust after the land division is complete and to execute and accept a public trail easement over the farm portion of the property.

**SECTION FOUR.** The General Manager, President of the Board of Directors, or other appropriate officer is authorized to execute Certificates of Acceptance and the Grant Deeds on behalf of the District.

**SECTION FIVE.** The General Manager or the General Manager's designee is authorized to provide notice of acceptance to the seller, execute all escrow documents and to extend escrow if necessary.

**SECTION SIX.** The General Manager or the General Manger's designee is authorized to expend up to \$50,000.00 to cover the cost of title insurance, escrow fees, land division, survey and miscellaneous costs related to this transaction


**SECTION SEVEN.** The General Manager and General Counsel are further authorized to approve any technical revisions to the attached Agreement and documents, which do not involve any material change to any term of the Agreement or documents, which are necessary or appropriate to the closing or implementation of this transaction.

\* \* \* \* \*


PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on April 12, 2023, at a regular meeting thereof, by the following vote:

- AYES:       CYR, GLEASON, HOLMAN, KERSTEEN-TUCKER, KISHIMOTO, MACNIVEN, RIFFLE**
- NOES:       NONE**
- ABSTAIN:   NONE**
- ABSENT:     NONE**

**ATTEST:**

  
 \_\_\_\_\_  
 Craig Gleason, Secretary  
 Board of Directors

**APPROVED:**

  
 \_\_\_\_\_  
 Yoriko Kishimoto, President  
 Board of Directors



**APPROVED AS TO FORM:**

  
 \_\_\_\_\_  
 Hilary Stevenson, General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

  
 \_\_\_\_\_  
 Maria Soria, District Clerk

**COUNTY OF SANTA CLARA  
AUTHORIZATION FOR BANK PAYMENT**

DRAWN ON:	WELLS FARGO BANK		
DOCUMENT DATE:	<u>06/21/2023</u>	EFFECTIVE DATE:	<u>06/27/2023</u> <small>(Date destination bank receives money)</small>
	<b>PAYABLE TO:</b>	<b>TYPE OF PAYMENT</b> (check one of the following):	
BANKNAME:	<u>Comerica Bank</u>	<input checked="" type="checkbox"/>	WIRE TRANSFER
BANK ADDRESS:	<u>2321 Rosecrans Ave</u> <u>El Segundo, CA 90245</u>	<input type="checkbox"/>	ACH (VENDOR NO. _____)
ABA# (9 digits):	_____	<input type="checkbox"/>	BOOK TRANSFER (transfer within Wells Fargo)
PAYEE:	<u>Old Republic Title Company</u>	FUND NUMBER	<u>1825</u>
ACCOUNT	_____	COST CENTER	_____
REFERENCE:	<u>Escrow #0623018348</u>	 <b>S. JASKULAR, CFO</b> (650) 691-1200	
AMOUNT:	<u>\$ 1,244,076.00</u>		
<u>Midpeninsula Reg Open Space District</u>		AUTHORIZATION (Print Name & Sign)	TEL # (Required)
NAME OF DEPARTMENT OR AGENCY		 <b>S. Chow, Admin</b> (650) 691-1200	TEL # (Required)

1. Submit this form, Journal Voucher and any supporting documents to [bank.desk@fin.sccgov.org](mailto:bank.desk@fin.sccgov.org) at least:
  - a. **Two (2)** business days if greater than or equal to **\$5M** but less than **\$20M**;
  - b. **Five (5)** business days if greater than or equal to **\$20M** but less than **\$60M** and
  - c. **Ten (10)** business days if **\$60M** or above.
2. Contact GAU-Bank Desk at (408) 299-5264 for any questions.

<b>CONTROLLER USE ONLY</b>			
ENTERED BY:	_____	SAP DOC #:	_____
DATE:	_____	REVIEWED BY:	_____





# OLD REPUBLIC TITLE COMPANY

A MEMBER OF THE OLD REPUBLIC TITLE INSURANCE GROUP

167 S. San Antonio Road, Suite 5 • Los Altos CA • 94022 • (650) 941-5700 • FAX (650) 403-4009

## WIRING INSTRUCTIONS

Wire information for Old Republic Title Company for the above address:

Comerica Bank  
2321 Rosecrans Ave., Ste. 5000  
El Segundo, CA 90245

Federal routing number [REDACTED]

Credit to the account of Old Republic Title Company

Account Number [REDACTED]

For credit to Escrow Number 0623018348

Please contact your Escrow Officer when you have originated your wire to ensure proper credit. You will need to reference your escrow number and the exact amount of the wire you have sent when contacting escrow.

**PLEASE CONTACT YOUR ESCROW OFFICER IF YOU RECEIVE NOTICE OF A CHANGE TO THESE WIRE INSTRUCTIONS.**

**ON-LINE BANKING TRANSFERS ARE NOT ALL THE SAME.**

"Electronic Funds Transfer" is a generic term for funds transfers, one of which is an ACH Transfer. On-line banking transfers are often completed through an ACH Transfer, not a Wire Transfer. ***Old Republic Title Company rejects all ACH Transfers and returns the funds to the sender*** (Government Entities/Agencies excluded.) Close of Escrow may be significantly delayed as a result of an ACH Transfer.

**OLD REPUBLIC TITLE COMPANY DOES NOT AUTHORIZE FUNDS TO BE DEPOSITED DIRECTLY INTO OUR ACCOUNT AT COMERICA BANK LOCAL BRANCH LOCATIONS.**

Funds deposited directly into an account of Old Republic Title Company at Comerica Bank branches are subject to verification. Verification of unauthorized deposits is not immediate or automated following deposit. Delay in credit of funds to an escrow and delay in Close of Escrow may result.

If you want to transfer funds by Wire Transfer from a non-United States financial institution, or have questions with regard to acceptable funds, please contact your Escrow or Title Officer immediately.





# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  *Land Acquisition*  *Top 10 Expenses*  *BOC Member Invoice Selection*

Vendor	<u>Old Republic Title (escrow)</u>	Date	<u>06/12/2023</u>
Project #	<u>MAA13-003</u>	GL #	<u>30-20-230-8101-0000</u>
Invoice Amount	<u>\$15,408,906.31</u>	Invoice #	<u>N/A</u>
Project Manager*	<u>Allen Ishibashi</u>	Title*	<u>Real Property Manager</u>
Description	<u>Purchase of 6,300-acre Cloverdale Ranch Uplands properties.</u>		
	<u>Phase I: 1,800-acre \$4,000,000.</u>		
	<u>Phase II: 3,300-acre \$10,700,000.</u>		
	<u>Phase III: 1,200-acre Option Agreement with POST \$500,000 (option fee).</u>		
	<u>Total \$15,200,000 less Grants/Deposits \$9,948,282 plus fees \$208,906 = Net due \$5,460,624</u>		

## Bond Oversight Committee Review:

### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



Midpeninsula Regional  
Open Space District

R-22-140  
Meeting 22-29  
December 10, 2022

## SPECIAL MEETING AGENDA ITEM 1

### AGENDA ITEM

Proposed phased purchase of the Peninsula Open Space Trust - Cloverdale Ranch Uplands properties, located along Cloverdale, Gazos Creek, Bean Hollow and Pescadero Roads and the Cabrillo Highway, in unincorporated San Mateo County, to create Cloverdale Ranch Open Space Preserve (involves San Mateo County Assessor's Parcel Numbers: 086-280-320, 086-300-200, 086-300-210, 086-310-010, 086-320-020, 086-320-040, 086-320-050, 086-330-060, 086-330-080, 086-050-030, 086-290-010, 087-190-080 and 087-220-050, 086-041-030, 086-041-040, 086-080-020, 086-080-030, 086-080-040, 086-080-050, 086-270-010, 086-270-020, 086-290-060, 086-290-090, 086-201-070, 086-340-010, 020, 030, 040, 050, 070, 080, 090, 100, 110, 120, 130, 140, 150, 160, 170, 180, 190, 230, 240, 280, 300 and 320)

### GENERAL MANAGER'S RECOMMENDATIONS

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act (CEQA), as set out in the staff report.
2. Adopt a Resolution authorizing the following transactions and related agreements:
  - A. Purchase the Peninsula Open Space Trust's southern portion of the Cloverdale Ranch Property in fee title for \$4,000,000 (Phase 1) with a corresponding authorization for a Fiscal Year 2022-2023 budget increase in the same amount.
  - B. Purchase the Peninsula Open Space Trust's eastern and northern portion of the Cloverdale Ranch Property in a combination of fee title and partial interest for \$10,700,000 (Phase 2) with a corresponding authorization for a Fiscal Year 2022-2023 budget increase in the same amount.
  - C. Enter into an option agreement with Peninsula Open Space Trust to purchase the western portion of the Cloverdale Ranch property (Phase 3) with an option fee of \$500,000 for a potential future purchase in 2025 with a corresponding authorization for a Fiscal Year 2022-2023 budget increase in the same amount.
  - D. For related consultant and miscellaneous costs associated with these transactions, authorize an additional Fiscal Year 2022-2023 budget adjustment of \$260,000, for a grand total budget adjustment of \$15,460,000.
3. Authorize the General Manager to enter into a Lease and Management Agreement with Peninsula Open Space Trust to manage the western portion of the Cloverdale Ranch property.

4. Authorize the General Manager to enter into an Assignment of Grazing Leases with Markegard Grassfed and Reno Dinelli, and an Assignment of a Pasture License with Genia Silva over portions of the properties.
5. Adopt a Preliminary Use and Management Plan, as set out in the staff report.
6. Withhold dedication of the properties as public open space at this time.

## SUMMARY

The General Manager recommends a phased purchase of 6,300 acres of the Cloverdale Ranch Uplands properties (Uplands) from Peninsula Open Space Trust's (POST) larger, 6,700-acre Cloverdale Ranch (Cloverdale Ranch). The first phase would include the 1,800-acre southern portion of the Uplands for \$4,000,000 in fee title, the second phase would include the 3,300-acre fee and partial interest purchase of the eastern and northern portion of the Uplands for \$10,700,000. The Phase 1 and 2 transactions would total over 5,100-acres and create the Cloverdale Ranch Open Space Preserve. The combined purchase price for the Phase 1 and 2 transactions would be \$14,700,000.

The Midpeninsula Regional Open Space District (District) has secured grant funds in the amount of \$9,928,282 consisting of: i) an \$8,000,000 State of California Specific Grant, ii) a \$1,428,282 State Recreational Infrastructure Revenue Enhancement (RIRE) grant, and iii) a \$500,000 San Mateo County Measure K grant. The total grant amount of \$9,928,282 would offset the purchase costs of the Phase 1 and Phase 2 transactions.

For the third phase, the General Manager recommends the District enter into an Option Agreement with POST, with a \$500,000 option fee, for the potential future purchase of the western 1,200 acres of the Uplands in 2025 and enter into a Lease and Management Agreement with POST for this Property until the District's Board of Directors (Board) determines whether to exercise the purchase option. If the District exercises the option, the option fee would be applied towards the future purchase price of \$1,500,000 for this Property.

In addition, the District would reimburse POST for site, environmental, and engineering assessments in an amount not to exceed \$170,000. Separately, the District is projecting a cost of \$200,000 for title insurance, escrow fees, costs associated with planning, environmental, survey and legal consultant fees, County permits and miscellaneous costs related to these transactions. The Fiscal year 2022-23 (FY23) project budget already includes \$110,000 towards these miscellaneous costs. The additional budget adjustment required to cover these costs is \$260,000.

This report provides a description of the Uplands properties, a Preliminary Use and Management Plan, findings of the environmental review for these actions, the purchase terms and conditions, and financial considerations. If approved, the total budget increase for all transaction costs in FY23 is \$15,460,000.

## DISCUSSION (see attachment 2)

The District proposes to purchase the 6,300-acre Uplands property portion of the 6,700-acre Cloverdale Ranch from POST, with POST retaining 400 acres of farmland. The Uplands property would involve a phased purchase as follow:

1. Phase 1: Purchase of the southern 1,800-acre property, including the Wilbur's Watch trail, in fee title in 2023.
2. Phase 2: Purchase of the eastern and northern 3,300-acre properties consisting of 1,164-acres in fee title, and 2,136-acres in partial interest as a tenancy-in-common with POST in 2023. For the partial interest property, the tenancy-in-common agreement would provide the District exclusive use and management of the Uplands area of the properties and POST exclusive use and management of the Farm areas of the properties. Once the parcel boundaries of the Uplands and Farm properties are determined by the parties, the Uplands properties would be transferred in fee title to the District, and the Farm properties would be transferred in fee title to POST for future sale to farmers subject to agricultural conservation easements.
3. Phase 3: Option to purchase the western 1,200-acre property in 2025/2026. During the option term, the parties would enter into a lease and management agreement for the District's patrol and management of the western property.

This proposed purchase advances land conservation opportunities in the District's Vision Plan Portfolio #13 *Cloverdale Ranch: Wildlife Protection, Grazing, and Trail Connections*. The proposed purchase is eligible for Measure AA funding. The purchase would preserve coastal open space, protect grazing and agricultural lands, protect habitat for multiple sensitive species, and provide opportunities for future public trail opportunities in partnership with California State Parks.

### **Property Description**

The larger 6,700-acre Cloverdale Ranch property, of which the Uplands is a portion, is located at the southern end of the Town of Pescadero. Purchase of the property would result in the creation of a new preserve, the Cloverdale Ranch Open Space Preserve. The property encompasses a series of terraced ecosystems from the coastal bluffs to the western ridge of the Coastal Range. The property connects to over 31,000-acres of open space and park land, including Butano State Park to the east, Big Basin Redwoods State Park to the east and south, Año Nuevo and Cascade Ranch to the south, Pigeon Point Light House and Bean Hollow State Beach to the west, and Pescadero Marsh to the north. The property is bounded by Pescadero Road to the north, Cloverdale Road to the east, Gazos Creek Road to the south, and Highway 1 and Bean Hollow Road to the west.

### **Existing Land Use and Improvements**

Land use on the 6,700-acre Cloverdale Ranch includes cattle grazing, irrigated row and dry farmed crops, and limited recreation on the 1.1-mile Wilbur's Watch Trail located at the southwestern corner of the property.

The grasslands on the north and east sides of the Uplands are actively grazed in four grazing units leased by two separate tenants: Butano Farms is leased by one tenant, and Holm Ranch, Hidden Valley, and Goat Ranch are leased by another. Grazing on Cloverdale Ranch is supported by a system of agricultural wells, springs, ponds and reservoirs. Additional grazing improvements include a system of ranch roads and fencing, four corrals, and a barn. The approximately 400 acres of farmland that would be retained by POST on Cloverdale Ranch includes over 250 acres of cultivated crop land and 140 acres of dry farmed land, which are currently fallow and leased to four separate farmers. This cropland comprises much of the prime

agricultural land of Cloverdale Ranch and is supplied by a water system of wells, in-stream water pumps, and reservoirs.

Existing public access on the Uplands property is limited to Wilbur's Watch, a 1.1-mile trail on the west side of the property, accessible from Highway 1 and across from Pigeon Point. An 8-vehicle public parking lot serves the trail. Currently, POST manages both the trail and the parking lot. POST also provides special use permits for access to other parts of the property.

### **Habitat and Natural Resources Value**

Cloverdale Ranch has a diverse patchwork of habitats, including California annual grassland, coastal scrub (dominated by coyote brush), riparian (dominated by white alder), pockets of Monterey pine and Douglas fir, and the largest intact native Coastal Terrace Prairie in San Mateo County. Cloverdale Ranch contains seven sensitive natural communities and five special-status plant taxa, including Scouler's catchfly, Pt. Reyes meadowfoam (Endangered), Choris's popcorn flower, harlequin lotus, and johnny-nip.

Cloverdale Ranch's diverse ecology provides habitat for a wide range of wildlife, including several special status species: the San Francisco garter snake (SFGS), California red-legged frog (CRLF), western pond turtle, American badger, and California coast steelhead. Other species of interest that occur on the property include mountain lion, bobcats, coyotes, deer, monarch butterflies and other insects, numerous migratory bird species, and several bat species.

Cloverdale Ranch encompasses over 15 miles of streams in several watersheds, primarily Butano Creek, Little Butano Creek, Arroyo de los Frijoles Creek, Gazos Creek, and several unnamed coastal creeks. Arroyo de los Frijoles Creek was impounded in the 1930s to create Lake Lucerne and the two Bean Hollow reservoirs. This water system is managed by the Lake Lucerne Mutual Water Company for the purpose of irrigating agricultural row crops on private farms located to the west and north of Cloverdale Ranch.

The property's network of springs, wells, ponds, and surface-water diversions support agricultural uses while sustaining habitat connectivity across the property. The Bean Hollow reservoirs are of high conservation value, creating extensive aquatic and riparian habitat that maintains water year-round. Taken together, the naturally occurring waterways and constructed reservoirs at Cloverdale Ranch provide a robust assemblage of aquatic resources for coastal agriculture and regionally significant populations of SFGS and CRLF.

### **Wildlife Conservation Easement**

The majority of the western 1,200-acre portion of Cloverdale Ranch is encumbered by a conservation easement held by the Wildlife Conservation Board (WCB), which was recorded when POST purchased the property in 2002. The residential parcel and two adjacent parcels are not subject to the easement (see attachment 3). The conservation easement protects the land's conservation values: natural vegetative communities (e.g., coastal terrace prairie grasses), and wildlife habitat (e.g., SFGS, steelhead). The conservation easement provides for conservation grazing subject to a rangeland management plan being approved by the WCB. The easement prohibits the growing and harvesting of agricultural crops on the property subject to the easement. Staff will further evaluate the conservation easement as part of its due diligence before returning to the Board on exercising the option to purchase the western portion of Cloverdale Ranch in 2025/26.

## COASTAL ANNEXATION AREA SERVICE PLAN COMPLIANCE

The Uplands is within the boundaries of the District's Service Plan for the San Mateo County Coastal Annexation Area (Service Plan). The Service Plan and conditions approved by the San Mateo Local Agency Formation Commission (LAFCo) establishes policies for the District's Coastside Protection Program (Program). The Program guides the District's coastal purchases and use and management of open space land within the Service Plan Area. The proposed acquisition of the Uplands is consistent with the Service Plan Policies and Guidelines to first consider use of conservation easements when preserving agricultural lands to enable land to remain in private ownership and in agricultural production. The proposed Uplands purchase would allow the District to acquire the Uplands portion of the Cloverdale Ranch, while POST would retain the farmland areas for future sale to private farmers subject to agricultural conservation easements.

The District's activities on the coast are subject to a Memorandum of Understanding between the San Mateo County Farm Bureau and the District. In accordance with the memorandum, District staff mailed a request for written comments and questions to the Farm Bureau on November 2, 2022. Farm Bureau comments were received on November 16, 2022, and District responses are attached as Attachment 4.

As part of the Coastside outreach for this acquisition, District staff presented the potential purchase to multiple agencies and community groups. District staff also led community members on two site visits: one on the property, and a second at the La Honda Creek Open Space Preserve. The focus of the outreach was to engage the South Coast and Pescadero communities. More specifically, this outreach included the following:

- Community Site Visits on June 18 and September 24 to La Honda Creek Open Space Preserve and Cloverdale Ranch to present the District's process from acquisition, through restoration, to opening for public access.
- Half Moon Bay City Council, October 4
- Midcoast Community Council, October 12
- Sustainable Pescadero, November 2
- Pescadero Municipal Advisory Council, November 9

The general consensus of the community engagement meetings was supportive of the proposed Uplands purchase. The community expressed concerns about maintaining property tax revenues for the La Honda-Pescadero Unified School District (see *Coastside Protection Area Fiscal Considerations* section of this report), and providing opportunities for public access until additional, long-term public access to the property is developed by the District (see the *Development of Interim Public Access* section below and the Public Access section of the *Preliminary Use and Management Plan*).

### Development of Interim Public Access

Long-term public access on the Uplands will require comprehensive planning and public engagement that considers existing conditions, habitat and resource protections, existing uses, and public input. While the long-term public access planning process is taking place, the District would continue to maintain access at the Wilbur's Watch trail and parking area, and implement a

three-phase interim public access plan for access to other portions of the Uplands property. Appropriate seasons and locations for interim public access will be identified following completion of a SFGS Habitat Management Plan to ensure protection of SFGS and other sensitive resources. The three-phase interim public access plan includes:

1. Phase 1 Spring/Summer 2023 – community field days: “open house” style field days with limited access to key vistas and other locations led by staff and/or docents.
2. Phase 2 Spring 2024 – docent-led hikes.
3. Phase 3 Summer 2024/Spring 2025 – limited permit access: pending the creation of an interim access plan, offer day use permits for limited self-guided access to designated areas.

To assist with the docent-led portions of the interim public access plan, District staff is planning to offer a community docent program with a shortened, preserve-specific training for community members interested in assisting with docent naturalist led activities.

## USE AND MANAGEMENT

### Planning Considerations

The Uplands has a San Mateo County General Plan designation of Agricultural Rural, with a zoning designation of Planned Agricultural Development/Coastal Development (PAD/CD). Natural resource management, habitat preservation, and low intensity recreation are allowable uses within this land use designation. On October 12, 2022, the County Planning Commission confirmed that the proposed purchase of the Uplands by the District for open space complies with the General Plan.

If purchased, the Uplands would be incorporated as the Cloverdale Ranch Open Space Preserve and the Preliminary Use and Management Plan as set out in this report would be implemented. Future planning processes would analyze opportunities for compatible public use when undertaken and further environmental review would be prepared as needed. Subsequent planning would be in accordance with the District’s Service Plan, including consultation with appropriate agencies, organizations, and adjoining landowners.

### Preliminary Use and Management Plan (Next Steps)

The Preliminary Use and Management Plan (PUMP) establishes a status quo land management approach in the interim between the purchase of a property and the completion of a future long-term plan. The PUMP takes effect at the close of escrow and remains effective until changes warrant an amendment or development of a comprehensive Preserve plan. If changes to land use or the physical environment are proposed in the future, these would be subject to further environmental review and public input.

Application of the PUMP:	Apply the PUMP to the approximately 6,300-acre Cloverdale Ranch Uplands properties that are purchased by the District.
Name:	Name the 6,300-acre Uplands properties as Cloverdale Ranch Open Space Preserve.
Dedication:	Withhold dedication of property within Cloverdale Ranch Open Space Preserve as open space at this time.

Coastal Service Plan:	Operate and manage the Cloverdale Ranch Open Space Preserve in compliance with the District's Service Plan for the Coastal Annexation Area and the mitigation measures adopted pursuant to the Service Plan's Final Environmental Impact Report.
Public Access:	<p>Continue to provide public access at the 1.1-mile Wilbur's Watch Trail and associated parking area and designate as hiking only. Designate the remainder of the Cloverdale Ranch Open Space Preserve as closed to general public use at this time.</p> <p>After identifying appropriate seasons and locations for public access that remain protective to sensitive species through a San Francisco garter snake (SFGS) Habitat Management Plan, provide limited public access through docent-led hikes and/or visitor permits (see <i>Development of Interim Public Access</i> section above).</p>
Signs and Site Security:	Install and maintain Preserve boundary and closed area signs where appropriate on the Uplands properties.
Fences and Gates:	Install and maintain gates and fencing as necessary for conservation grazing and to prevent unauthorized entry into the Cloverdale Ranch Open Space Preserve.
Ranch Roads:	Implement erosion and sediment control measures and maintenance of existing roads in the Preserve in accordance with regulatory permits and the District's adopted Open Space Maintenance and Restoration and Integrated Pest Management (IPM) Programs.
Patrol:	Routinely patrol the Cloverdale Ranch Open Space Preserve. Patrol would adhere to necessary protocols and seasonal closures to protect the Preserve's natural resource values, including protection of the San Francisco garter snake.
Existing Grazing Leases:	<p>Accept a grazing lease with Reno Dinelli from POST by mutual agreement of all parties for assigned portions of the Cloverdale Ranch Open Space Preserve.</p> <p>Accept a lease with Markegard Family Grass-Fed from POST for the remainder of the initial lease period ending in December 2024 by mutual agreement of all parties for assigned portions of the Cloverdale Ranch Open Space Preserve.</p> <p>Adopt a Rangeland Management Plan for Cloverdale Ranch Open Space Preserve at a future date.</p> <p>Issue a Request for Proposals for grazing leases for the two grazing units on the Cloverdale Ranch Open Space Preserve upon adoption of</p>



the districtwide Agricultural Policy and adoption of a Rangeland Management Plan.

Accept a pasture license with Genia Silva from POST by mutual agreement of all parties for an assigned small area of the Cloverdale Ranch Open Space Preserve.

Conservation Management Units:	Evaluate locations in the Cloverdale Ranch Open Space Preserve to be designated as Conservation Management Units (CMUs) and managed for the preservation of sensitive natural resources. Determine the recommended boundaries and limited uses within these area(s) and bring the proposed CMU designation to the Board of Directors for review and consideration of approval at a public meeting.
Resource Management:	Conduct plant and animal management activities to protect the natural resources, facilitate recovery of special status species, promote resilience to climate change, and reduce erosion and sedimentation to protect water quality and soil carbon resources. Resource management activities would be consistent with the District's adopted Resource Management Policies, Integrated Pest Management (IPM) Program Guidance Manual, Wildland Fire Resiliency Program, Open Space Maintenance and Restoration Program, and regulatory permits.
Wildland Fuel Management:	Implement District-wide fuel management and defensible space practices on the property consistent with the District's adopted Wildland Fire Resiliency Program.
Water Resources:	Maintain and restore water resources to improve habitat for special status species consistent with the Open Space Management and Restoration Program, Resource Management Policies, Integrated Pest Management (IPM) Program Guidance Manual, Wildland Fire Resiliency Program, Best Management Practices, Recovery Permits, and other regulatory permits issued to the District.
Lake Lucerne Mutual Water Company:	Coordinate with the Lake Lucerne Mutual Water Company (LLMWC) to facilitate management, maintenance, repair, and operations on District-owned land consistent with LLMWC's rights.
Wildlife Conservation Board Easement:	Where required, manage the property consistent with the existing Wildlife Conservation Board Easement. Coordinate with the easement holder regarding any proposed physical alterations to the property prior to implementation to confirm consistency with easement provisions.
Residences:	10436 Cabrillo Highway: Designate the residence as future staff housing as part of a lease and management agreement, to be effective once the house is vacated by POST.  3393 Cloverdale Road: Designate the residence as staff housing.

Subsequent Planning Considerations: Subsequent infrastructure improvements, changes in land management leases, development of management plans, designation of CMUs, and public access planning will include the appropriate level of consultation with necessary agencies, organizations, and the community, including public workshops to gather input and review draft and final plans. When preferred plans are identified, the District will complete the necessary environmental assessment under CEQA at that time.

Subsequent planning considerations shall include partner recognition and interpretive signs that recognize POST, San Mateo County, California Department of Parks and Recreation, and California Department of Conservation where appropriate for their role in protecting the Property as open space, as appropriate and in compliance with District policy.

San Mateo County Local Coastal Program: The Uplands properties are within the San Mateo County Coastal Zone. Consult with County Planning on all subsequent actions to ensure compliance with the Local Coastal Plan (LCP) and Coastal Development (CD) permitting requirements.

## PRIOR BOARD AND COMMITTEE REVIEW

The District distributed a notice of the Real Property Committee meeting that discussed this proposed purchase on October 14, 2022 to interested parties and property owners and occupants located adjacent to the subject property. The notice was also issued to the larger Pescadero community using the same distribution area as the Pescadero Municipal Advisory Council. The Real Property Committee meeting was held on October 18, 2022 at 2310 Pescadero Creek Road (adjacent to the Uplands) to review information about the Uplands properties and receive public input on the proposed purchase. Director Kersteen-Tucker attended as a substitute for Director Holman. Staff presented the reasons for purchase, terms, and described how the Uplands would remain closed at this time, and that an interim public access would be implemented to allow docent-led and/or limited permitted activities. Approximately 15 to 20 members of the public attended the meeting ([Committee meeting fact sheet](#), [minutes](#)). Comments received included questions about the official name of the new preserve, ensuring adequate coastal Ranger staffing, and how future trails on the Uplands would connect to surrounding California State Parks. The Committee unanimously recommended forwarding the proposed purchase to the Board.

## CEQA COMPLIANCE

### Project Description

The project consists of a purchase of 5,100-acres and a lease and management of 1,200-acres of the 6,300-acre Uplands portion of POST's Cloverdale Ranch property, located in an unincorporated area of San Mateo County, as an addition to the District's open space preserve system. The project includes the adoption of a PUMP for the approximately 6,300-acre Uplands that establishes a status quo land management approach, with no expansion or changes to the Uplands existing uses, which includes limited public access, agricultural uses, and natural habitat.

The Uplands are located within the boundaries of the District's Service Plan for the San Mateo County Coastal Annexation Area. The Service Plan and the Service Plan Final Environmental Impact Report (FEIR), certified in 2004, includes policies, guidelines, and mitigations to ensure compatibility with the County General Plan and Local Coastal Program. The actions proposed will be conducted in compliance with the Service Plan and the adopted findings of the Service Plan's FEIR and Mitigation Monitoring Plan.

Any minor erosion and sediment control measures, infrastructure repair and maintenance, wildland fuel management, and resource management activities implemented by the District or tenants as part of the PUMP will be conducted in accordance with the District's approved Resource Management Policies and related FEIR, the adopted Wildland Fire Resiliency Program and related FEIR, Open Space Maintenance and Restoration Program and related Mitigated Negative Declaration (MND), and in accordance with applicable regulatory permits. Any invasive species control will be conducted in accordance with the District's adopted Integrated Pest Management (IPM) Policies and IPM Program Guidance Manual and related FEIR, and the Open Space Maintenance and Restoration Program and related MND.

Total \$15,200,0 less Grants/Deposits \$9,948,718 plus escrow fees \$208,906 = Net due

### **CEQA Determination**

The District concludes that this project will not have a significant effect on the environment. It is categorically exempt under the California Environmental Quality Act (CEQA) under Article 19, Sections 15301, 15316, and 15325 of the CEQA Guidelines as follows:

Section 15301 exempts the repair, maintenance, or minor alteration of existing public or private structures, facilities, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The PUMP will maintain the Property as status quo with no expansion to its existing use as open space. The PUMP includes repair and maintenance of the existing infrastructure as necessary, as well as maintenance of or minor alterations to the property for wildland fuel management and other natural resource management activities in accordance with the District's adopted policies and programs and their associated CEQA documents.

Section 15316 exempts the acquisition of land in order to create parks if the land is in a natural condition and the management plan proposes to keep the area in a natural condition. The PUMP specifies that the land will remain in a natural condition and will be designated as Cloverdale Ranch Open Space Preserve.

Section 15325 exempts transfers of ownership of interests in land in order to preserve open space. This acquisition will transfer fee ownership of the Property to the District to be preserved as open space and incorporate it into Cloverdale Ranch Open Space Preserve.

### **TERMS AND CONDITIONS**

The District proposes to purchase 6,300-acre Uplands of the 6,700-acre Cloverdale Ranch property, with POST retaining the 400-acre farm area for future sale to farmers subject to agricultural conservation easements. The 6,300-acre Uplands properties have a fair market value of over \$50 million, and POST has agreed to sell the properties to the District at a substantial bargain sale price of approximately \$16,200,000. The District has secured three (3) grants totaling \$9,928,282: i) \$8,000,000 State Specific Grant, ii) \$1,428,282 Proposition 68

Recreational Infrastructure Revenue Enhancement (RIRE) Grant, and (iii) \$500,000 San Mateo County Measure K grant. Therefore, the District's net purchase price would be approximately \$6,271,718 (depending on any discount for State grant administrative fees).

The proposed phased purchase of the 6,300-acre Uplands properties would include two transactions (Phase 1 and 2) totaling over 5,100-acres in 2023 and an option to purchase the western 1,200-acres (Phase 3) in 2025/2026 as outlined below (see attachment 3):

**Phase 1 Purchase 2023:**

The approximately 1,800-acre southern portion of the Uplands, including the 1.1-mile Wilbur's Watch Trail, has a bargain-sale purchase price of \$4,000,000 (\$2,222 per acre). This property purchase would use the \$1,428,282 Proposition 68 RIRE grant funds. The RIRE grant requires a public trail component, which is met by the Wilbur's Watch Trail, and will require the recording of a Deed Restriction with a 30-year term held by State Parks. The property would be purchased in fee title during the first half of 2023.

**Phase 2 Purchase 2023:**

The approximately 3,300-acre eastern and northern portion of Cloverdale Ranch, including a single-family residence along Cloverdale Road, has a bargain-sale purchase price of \$10,700,000 (\$3,242 per acre). Portions of this property would be purchased in fee title and as an undivided interest with POST as a tenancy in common, as described below (see Attachment 3):

1. Fee Interest: Approximately 1,164-acres of the property, including the upper Bean Hollow reservoirs 2 and 3, the single-family residence along Cloverdale Road, and a 10-acre parcel along Butano Creek and Cloverdale Road.
2. Partial Interest: Approximately 2,136-acres of the property, including the Arroyo de Frijoles drainage and areas to the north reaching Bean Hollow and Pescadero Roads bisected by Butano Creek. This property also includes coastal bluff areas along the Cabrillo Highway at the southwest corner of the property.

For the partial interest properties, the District and POST would enter into a tenancy-in-common agreement providing the District with exclusive use and management of the upland areas and POST with exclusive use and management of the farm areas of the property. Once the parcel boundaries of the Uplands and Farm properties are determined by the parties, POST would transfer 100% fee title of the Uplands properties to the District, and District would transfer fee title of the Farm properties to POST.

The purchase price for the fee and partial interest properties would be \$10,700,000, which would be offset by the \$8 million State Specific grant and the \$500,000 County Measure K grant for a net purchase price of \$2,200,000 using Measure AA funds. The Measure K grant requires recording an Open Space Easement Agreement with the County over the northern portion of the property for a 10-year term. The State Specific Grant does not require a deed restriction.

As part of this transaction, the District would reimburse POST up to \$170,000 for consultant work, including a Phase I Environmental Assessment Report, Roads and Trail Inventory, Water System Infrastructure Assessments, Livestock Corral Upgrade Plan, and related costs for the entire Cloverdale Ranch Upland properties.

**Assignment of Leases:** For the approximately 5,100-acre Phase 1 and 2 Uplands properties identified above, POST will assign the two existing grazing leases on the properties to the District subject to a rangeland management plan. In addition, POST will assign a 1-year pasture license to the District on a 10-acre parcel along Butano Creek.

The Phase 2 properties would be purchased in the Spring/Summer of 2023.

**Phase 3 Option to Purchase 2025/2026:** As part of Phase 3, the District would enter into an option agreement with a \$500,000 option fee with POST to purchase the western 1,200-acre area of the Uplands in 2025/2026. The option would provide time for the District and POST to work with the farmer shareholders of the Lake Lucerne Mutual Water Company to address needed water infrastructure improvements, and better define the ongoing maintenance responsibilities and liabilities between the water users and the fee property owner. The Option would extend to 2025 and include an additional two 6-month extensions if needed (out to 2026). During the option term, the District would enter into a lease and management agreement with POST to patrol and manage this property. This item would come back to the Board of Directors in 2025 (unless extended by the parties) to determine whether to exercise the option to complete this purchase. If the District exercises the purchase option, the option fee of \$500,000 would apply to the purchase price of approximately \$1,500,000, and the \$1,000,000 purchase price balance would utilize District Measure AA funds. No grant funds are used for the Phase 3 purchase.

## FISCAL IMPACT

Land acquisitions brought before the Board for approval include a budget adjustment to the adopted budget for the purchase cost at minimum. If approved, a total increase of \$15,460,000 to the FY23 budget is required for the Phase 1 and 2 acquisitions, the Phase 3 option deposit of \$500,000, and \$260,000 for consultant and associated costs related to this transaction. The current FY23 budget includes \$215,000 for miscellaneous due diligence/transactional costs, of which \$110,000 is allocated for miscellaneous costs associated with these transactions.

Cloverdale Ranch Land Opportunity (Phases 1, 2, and 3, including \$10,000 option deposit each for Phase 1 and Phase 2)	\$15,200,000
Total Land purchases approved to date for FY23	\$720,000
Total Land Purchases (if approved)	\$15,920,000

The District was successful with being selected for three purchase grants totaling \$9,928,282:

1. \$8,000,000 from State of California – Specific Grant,
2. \$1,428,282 from State Parks – Recreational Improvement Revenue Enhancement (Proposition 68), and
3. \$500,000 from San Mateo County – Measure K.

These grant funds would be applied to the Phase 1 and 2 purchase of the Cloverdale Ranch property.

The following table outlines the Measure AA Portfolio 13 *Cloverdale Ranch: Wildlife Protection, Grazing, and Trail Connections* allocation, cost to date, projected future project expenditures and projected portfolio balance remaining. Life-to-date expenses for VP13-001 (as

of 11/21/22) incurred for the acquisition of Cloverdale Ranch in the amount of \$209,441 will be reclassified to MAA13-003.

<b>MAA13 Cloverdale Ranch: Wildlife Protection, Grazing and Trail Connections Portfolio Allocation:</b>	<b>\$15,712,000</b>
Grant Income (through FY26):	\$9,928,282
<b>Total Portfolio Allocation:</b>	<b>\$25,640,282</b>
MAA13 Life-to-Date Spent (as of 11/21/22):	\$0
MAA13 Encumbrances:	\$0
Cloverdale Ranch Land Opportunity (Phase 1 and Phase 2, including \$10,000 option deposit each for Phase 1 and Phase 2):	(\$14,700,000)
Option deposit for Phase 3:	(\$500,000)
MAA13-003 consultant and miscellaneous costs associated with transactions:	(\$260,000)
VP13-001 Cloverdale Ranch Land Opportunity Life-to-Date Spent (as of 11/21/22):	(\$163,805)
Remaining FY23 Project Budgets for VP13-001:	(\$94,250)
Future MAA13 project costs (projected through FY26):	(\$385,000)
<b>Total Portfolio Expenditures:</b>	<b>(\$16,103,055)</b>
<b>Portfolio Balance Remaining (Proposed):</b>	<b>\$9,537,227</b>

The following table outlines the Measure AA Portfolio 13 allocation, projected life of project expenditures and projected portfolio balance remaining.

<b>MAA13 Cloverdale Ranch: Wildlife Protection, Grazing and Trail Connections Portfolio Allocation:</b>	<b>\$15,712,000</b>
Grant Income (through FY26):	\$9,928,282
<b>Total Portfolio Allocation:</b>	<b>\$25,640,282</b>
Projected Project Expenditures (life of project):	
13-001 Cloverdale - Infrastructure Upgrades and Improvements	(\$385,000)
13-003 Cloverdale Ranch Land Opportunity	(\$15,718,055)
<b>Total Portfolio Expenditures:</b>	<b>(\$16,103,055)</b>
<b>Portfolio Balance Remaining (Proposed):</b>	<b>\$9,537,227</b>

### Coastside Protection Area Fiscal Considerations

The Cloverdale Ranch property is located in the service area of the La Honda-Pescadero Unified School District (LHPUSD) and subject to a School service fee per an agreement between the District and LHPUSD. Under the terms of the District/School agreement, the District would pay the LHPUSD \$55,341.23 during the first year and annually increase the amount by 2%. This amount would be reduced by the amount of the possessory interest tax paid by the two grazing tenants and pasture tenant. The possessory tax would not be calculated by the County until 2024 and would be deducted from the District's School service fee at that time.

Similarly, the property is located in the service area of San Mateo County Fire. However, under the terms of a separate District/County Fire agreement, the District is not required to pay a County Fire fee when the District leases the property for a private agricultural or residential use, which is subject to a possessory interest tax. This would apply to the two grazing leases, pasture lease and lease of residence on Cloverdale Road. For these leased areas, no County Fire fee is

required. Under the terms of the District/County Fire agreement, the District would pay \$1,044.06 the first year and annually increase the amount by 2%.

The School District and County Fire service fees for the Phase 3 purchase of the western portion of Cloverdale Ranch would be calculated if the option is exercised and at the time the property is purchased by the District.

## **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. A copy of the agenda for this meeting was mailed to property owners and occupants located adjacent to the subject property. The notice was also provided to the larger Pescadero community using the same distribution area as the Pescadero Municipal Advisory Council, to interested parties, and to those listed on the Coastside Protection Area mailing list.

## **NEXT STEPS**

1. Upon approval by the Board, staff would proceed with the close of escrow for the Phase 1 purchase in the spring of 2023, and Phase 2 purchase in summer 2023 of the Uplands, and take the next steps identified in the PUMP as contained in this report. The District's Skyline Field Office and Coastal Area Outpost would manage the new Cloverdale Ranch Open Space Preserve.
2. Upon the close of escrow for the Phase 2 purchase, the General Manager would enter into a Lease and Management Agreement with POST, initiating patrol and management of the western portion of the Uplands. The District's Skyline Field Office and Coastal Area Outpost would manage the Property as a new Preserve.
3. Staff would work with POST to complete the process of establishing the Uplands and Farm properties, and the General Manager is authorized to proceed with the future transfer of fee title to the partial interest Uplands properties to the District.

## **Attachment(s)**

1. Resolution of the Board of Directors of Midpeninsula Regional Open Space District Accepting Two Purchase and Sale Agreements, and Option Agreement, Amending The Fiscal Year 2022-23 General Fund Capital Budget, Authorizing General Manager or Other Appropriate Officer To Execute Certificates Of Acceptance For Grants To District and Grants to POST, and To Execute Attachments to the Agreement and any and all Other Documents Necessary or Appropriate to Closing of the Transaction (Creating Cloverdale Ranch Open Space Preserve - Lands Of Peninsula Open Space Trust)
2. Cloverdale Ranch Uplands Map
3. Cloverdale Ranch Fee and Partial Interest Map
4. Response to Farm Bureau Comments

Responsible Department Head:  
Michael Williams, Real Property Manager

**R-22-140**

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Prepared by:

Michael Williams, Real Property Manager

Aaron Peth, Real Property Planner

Contact person:

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Graphics prepared by:

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**RESOLUTION 22-54**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT ACCEPTING TWO PURCHASE AND SALE AGREEMENTS, AND AN OPTION AGREEMENT, AMENDING THE FISCAL YEAR 2022-23 GENERAL FUND CAPITAL BUDGET, AUTHORIZING GENERAL MANAGER OR OTHER APPROPRIATE OFFICER TO EXECUTE CERTIFICATES OF ACCEPTANCE FOR GRANTS TO DISTRICT, TO EXECUTE GRANTS TO POST, AND ATTACHMENTS TO THE AGREEMENT, TO EXECUTE DEED RESTRICTION WITH STATE OF CALIFORNIA AND AN OPEN SPACE EASEMENT AGREEMENT WITH THE COUNTY OF SAN MATEO FOR GRANT FUNDING FOR THE PURCHASE, AND ANY AND ALL OTHER DOCUMENTS NECESSARY OR APPROPRIATE TO CLOSING OF THE TRANSACTION (CREATING CLOVERDALE RANCH OPEN SPACE PRESERVE)**

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**WHEREAS**, the Board of Directors (Board) approves the Midpeninsula Regional Open Space District's (District) purchase of the Cloverdale Ranch Uplands Properties ("Uplands") as set forth in the report, attached hereto and incorporated herein by this reference; and

**WHEREAS**, as part of the transaction, the District and Peninsula Open Space Trust (POST) have agreed to establish Uplands properties to be owned in fee by the District, and Farm properties to be owned in fee by POST, and accordingly the Board wishes to authorize to the appropriate District officer or General Manager to execute certificates of acceptance for grants to District and grants to POST; and

**WHEREAS**, as part of an Option Agreement, the Board wishes to authorize the General Manager to enter into a Lease and Management Agreement with POST.

The Board of Directors of the Midpeninsula Regional Open Space District does hereby resolve as follows:

**SECTION ONE.** The Board of Directors of the Midpeninsula Regional Open Space District (District) does hereby accept the offer contained in the Purchase and Sale Agreements and Option Agreement between Peninsula Open Space Trust (POST) and the Midpeninsula Regional Open Space District, a copy of such agreements are attached hereto and by reference made a part hereof, and authorizes the President of the Board of Directors, General Manager, or other appropriate officer to execute the Agreement and all related transactional documents on behalf of the District to acquire the real property described therein ("the POST Cloverdale Ranch Uplands Properties").

**SECTION TWO.** The Board authorizes the expenditure of \$15,200,000.00 covering the purchase of two of the Uplands properties, including option deposits totaling \$20,000.00.

**SECTION THREE.** The Board authorizes the expenditure of \$500,000.00 covering the option deposit for the Option Agreement for the western portion of the Uplands properties.

**SECTION FOUR.** The General Manager, or General Manager’s designee is authorized to expend up to \$200,000.00 to cover the cost of title insurance, escrow fees, appraisal, San Mateo County permit application fees, planning consultant services, outside legal services, environmental consultant services, survey, recordation fees and miscellaneous costs related to this transaction. The General Manager, or General Manager’s designee is also authorized to expend an additional \$170,000 to reimburse POST for consultant, environmental and engineering costs. The current FY23 budget includes \$110,000 for these expenses, requiring an additional adjustment of \$260,000.

**SECTION FIVE.** The Board approves an amendment to the Budget and Action Plan for Fiscal Year 2022-23 by increasing the Measure AA Fund Capital budget in the amount of \$15,460,000. Except as herein modified, the FY 2022-23 Budget and Action Plan, Resolution No. 22-21 as amended, shall remain in full force and effect.

~~Total \$15,200,000 less Grant/Deposits \$9,487,178 plus escrow fees \$200,000 Net total~~

**SECTION SIX.** The General Manager or President of the Board of Directors and/or other appropriate officer is authorized to enter into Lease and Management Agreement with POST for management of the Property and any extensions thereof until the Purchase of the property and the Assignment of Grazing and Pasture Leases from POST.

**SECTION SEVEN.** The General Manager or President of the Board of Directors and/or other appropriate officer is authorized to execute Grant Deeds for the future transfer of parcels to POST.

**SECTION EIGHT.** The General Manager, President of the Board of Directors, or other appropriate officer is authorized to execute Certificates of Acceptance, and Grant Deeds on behalf of the District.

**SECTION NINE.** The General Manager or the General Manager’s designee is authorized to provide notice of acceptance to the seller, execute all escrow documents and to extend escrow if necessary

**SECTION TEN.** The General Manager or the General Manager’s designee is authorized to execute a Deed Restriction as specified in the Recreational Improvement Revenue Enhancement grant from the State of California, and an Open Space Easement Agreement with the County of San Mateo for the grant funding provided towards the purchase of the real property described therein.

**SECTION ELEVEN.** The General Manager and General Counsel are further authorized to approve any technical revisions to the attached Agreement and documents, which do not involve any material change to any term of the Agreement or documents, which are necessary or appropriate to the closing or implementation of this transaction.

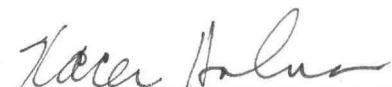
\* \* \* \* \*

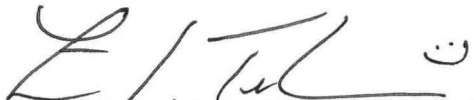
PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on December 10, 2022, at a regular meeting thereof, by the following vote:

- AYES: CYR, HASSETT, HOLMAN, KERSTEEN-TUCKER, KISHIMOTO, RIFFLE**
- NOES: NONE**
- ABSTAIN: NONE**
- ABSENT: SIEMENS**

**ATTEST:**

**APPROVED:**

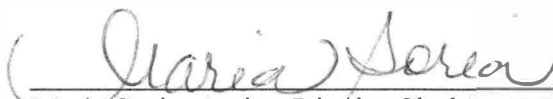
  
 \_\_\_\_\_  
 Karen Holman, Secretary  
 Board of Directors

  
 \_\_\_\_\_  
 Zoe Kersteen-Tucker, President  
 Board of Directors

**APPROVED AS TO FORM:** 0 less Grants/Deposits \$9,948,718 plus escrow fees \$208,906 = Net due \$5,460,624

  
 \_\_\_\_\_  
 Hilary Stevenson, General Counsel

I, the Acting District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

  
 \_\_\_\_\_  
 Maria Soria, Acting District Clerk

**COUNTY OF SANTA CLARA  
AUTHORIZATION FOR BANK PAYMENT**

DRAWN ON:	WELLS FARGO BANK		
DOCUMENT DATE:	<u>06/08/2023</u>	EFFECTIVE DATE:	<u>06/12/2023</u> <small>(Date destination bank receives money)</small>
BANKNAME:	PAYABLE TO: <u>Comerica Bank</u>		
	TYPE OF PAYMENT (check one of the following):		
BANK ADDRESS:	<u>2321 Rosecrans Ave</u>	<input checked="" type="checkbox"/> WIRE TRANSFER	
	<u>El Segundo, CA 90245</u>	<input type="checkbox"/> ACH (VENDOR NO. _____)	
ABA# (9 digits):	_____	<input type="checkbox"/> BOOK TRANSFER (transfer within Wells Fargo)	
PAYEE:	<u>Old Republic Title Company</u>	FUND NUMBER	<u>8310</u>
ACCOUNT	_____	COST CENTER	_____
REFERENCE:	<u>Escrow #0626033864</u>		
AMOUNT:	<u>\$ 5,460,624.31</u>		
		<i>A Ruiz, GM</i>	(650) 691-1200
		<i>[Signature]</i>	AUTHORIZATION (Print Name & Sign) TEL # (Required)
<u>Midpeninsula Reg Open Space District</u>		<i>S. Chan, AGM</i>	(650) 691-1200
NAME OF DEPARTMENT OR AGENCY		<i>[Signature]</i>	AUTHORIZATION (Print Name & Sign) TEL # (Required)

1. Submit this form, Journal Voucher and any supporting documents to [bank.desk@fin.sccgov.org](mailto:bank.desk@fin.sccgov.org) at least:
  - a. Two (2) business days if greater than or equal to \$5M but less than \$20M;
  - b. Five (5) business days if greater than or equal to \$20M but less than \$60M and
  - c. Ten (10) business days if \$60M or above.
2. Contact GAU-Bank Desk at (408) 299-5264 for any questions.

CONTROLLER USE ONLY			
ENTERED BY:	_____	SAP DOC #:	_____
DATE:	_____	REVIEWED BY:	_____



# OLD REPUBLIC TITLE COMPANY

A MEMBER OF THE OLD REPUBLIC TITLE INSURANCE GROUP

361 Lytton Avenue, Suite 100 • Palo Alto CA • 94301 • (650) 321-0510 • FAX (650) 403-4008

## WIRING INSTRUCTIONS

Wire information for Old Republic Title Company for the above address:

Comerica Bank  
2321 Rosecrans Ave., Ste. 5000  
El Segundo, CA 90245

Federal routing number

Credit to the account of Old Republic Title Company

Account Number

For credit to Escrow Number 0626033864

Please contact your Escrow Officer when you have originated your wire to ensure proper credit. You will need to reference your escrow number and the exact amount of the wire you have sent when contacting escrow.

**PLEASE CONTACT YOUR ESCROW OFFICER IF YOU RECEIVE NOTICE OF A CHANGE TO THESE WIRE INSTRUCTIONS.**

**ON-LINE BANKING TRANSFERS ARE NOT ALL THE SAME.**

"Electronic Funds Transfer" is a generic term for funds transfers, one of which is an ACH Transfer. On-line banking transfers are often completed through an ACH Transfer, not a Wire Transfer. ***Old Republic Title Company rejects all ACH Transfers and returns the funds to the sender*** (Government Entities/Agencies excluded.) Close of Escrow may be significantly delayed as a result of an ACH Transfer.

**OLD REPUBLIC TITLE COMPANY DOES NOT AUTHORIZE FUNDS TO BE DEPOSITED DIRECTLY INTO OUR ACCOUNT AT COMERICA BANK LOCAL BRANCH LOCATIONS.**

Funds deposited directly into an account of Old Republic Title Company at Comerica Bank branches are subject to verification. Verification of unauthorized deposits is not immediate or automated following deposit. Delay in credit of funds to an escrow and delay in Close of Escrow may result.

If you want to transfer funds by Wire Transfer from a non-United States financial institution, or have questions with regard to acceptable funds, please contact your Escrow or Title Officer immediately.

**Warren Chan**

---

**From:** Mike Williams  
**Sent:** Wednesday, June 7, 2023 1:17 PM  
**To:** Warren Chan  
**Cc:** Rafaela Ocegüera; Ariel Starr  
**Subject:** Cloverdale Wire Instructions  
**Attachments:** Buyer's Settlement Statement - Phase 1.pdf; Buyer's Settlement Statement 18058 Phase 2.pdf; Option Instruction - Phase 3.pdf

**Importance:** High

Warren,

Attached are two (2) settlement statements and option instruction for the 3 phases Cloverdale Ranch purchase for wiring to Old Republic Title Company::

1. Phase 1 Cloverdale Ranch purchase Escrow No. 0626033864	<b>\$2,576,501.00</b>
2. Phase 2 Cloverdale Ranch purchase Escrow No. 0623018058Z	<b>\$2,381,923.31</b>
3. Phase 3 Option Deposit Escrow No. 0626031292	<b><u>\$ 502,200.00</u></b>
<b>Total</b>	<b><u>\$5,460,624.31</u></b>

*Notes:*

*The Phase 1 purchase price is \$4,000,000 which includes \$1,428,282 State Parks RIRE grant funds. A \$10,000 purchase deposit already paid into escrow.*

*The Phase 2 purchase price is \$10,700,000 which includes \$8,000,000 State Specified grant and \$500,000 San Mateo County Measure K grant funds. A \$10,000 purchase deposit already paid into escrow. Reimbursement of consultant costs \$169,168.31.*

The wire of these funds needs to be on Monday, July 12<sup>th</sup>. The close of escrow for Phase 1 and the Phase 3 Option will occur on June 14, and for the Phase 2 purchase on June 15.

Let me know if you have any questions.

Thanks,  
Mike

**Michael Williams**

*Real Property Manager*

Midpeninsula Regional Open Space District

[mwilliams@openspace.org](mailto:mwilliams@openspace.org)





# OLD REPUBLIC TITLE COMPANY

A MEMBER OF THE OLD REPUBLIC TITLE INSURANCE GROUP

167 S. San Antonio Road, Suite 5 • Los Altos CA • 94022 • (650) 941-5700 • FAX (650) 403-4009

Midpeninsula Regional Open Space District, a Public District  
 5050 El Camino Real  
 Los Altos, CA 94022

Date: June 7, 2023  
 Escrow No.: 0623018058-AC  
 Escrow Officer: Angie Civjan  
 Settlement Date: June 15, 2023

Property: APN's 086-050-030 & 086-290-010 & 087-190-080, Pescadero, CA, 94060

### Estimated Buyer's Settlement Statement

Item	Debits	Credits
Sales Price	10,700,000.00	
Deposit to Escrow		8,510,000.00
Deposit by Midpeninsula Regional Open Space District	10,000.00	
Deposit by San Mateo County FBO Midpeninsula Regional Open Space District	500,000.00	
Deposit by State of CA Dept. of Parks & Rec FBO Midpeninsula ROSD	8,000,000.00	
District to reimburse POST for Consultants Work (Cap)	169,168.31	
Escrow Fees to Old Republic Title Company	2,850.00	
Title Charges		
CLTA Owner's Policy to Old Republic Title Company	17,380.00	
Other Title Fees	2,525.00	
Additional Work Amount to Old Republic Title Company	2,500.00	
Recording Service Fee to Old Republic Title Company	25.00	
Due from Buyer (est.)		2,381,923.31
<b>Total</b>	<b>10,891,923.31</b>	<b>10,891,923.31</b>





# OLD REPUBLIC TITLE COMPANY

A MEMBER OF THE OLD REPUBLIC TITLE INSURANCE GROUP

167 S. San Antonio Rd., Ste. 5, Los Altos, CA 94022 (650) 941-5700

## OPTION INSTRUCTION

To: Old Republic Title Company  
 361 Lytton Avenue / Suite 100  
 Palo Alto, CA 94301  
 167 S. San Antonio Road, Suite 5  
 Los Altos, CA 94022

Date: June 7, 2023  
 Escrow No.: 0626031292-AC  
 Escrow Officer: Angie Civjan

The undersigned hands you herewith a Memorandum of Option Agreement which you are specifically authorized and instructed to record when you can cause to be issued your optionee's policy of title insurance in the amount of \$500,000.00 (Money/Price) subject to items 1 and 3 through 66 of that certain preliminary report, issued by Old Republic Title Company dated May 22, 2023 and the memorandum of option agreement to record. It is herein acknowledged that said policy of title insurance shall terminate at noon on June 14, 2026.

We have read and hereby approve the above referenced preliminary report.

Our execution of the memorandum of option agreement will be deemed our full approval and/or satisfaction of all items and conditions contained therein.

Close of escrow to be on or before June 14, 2023 and thereafter unless revoked by written demand on you by the undersigned.

The undersigned optionee hereby agrees to pay the following fees, said funds being handed herewith.

1) Title insurance premium	\$875.00
2) Escrow fee	\$1,300.00
3) Notary fee	\$0.00
4) Recording memorandum	\$0.00
5) Option Money/Price	\$500,000.00
6) Commission	\$0.00
7) Other Charges – Recording Service Fee	\$25.00

The undersigned hereby acknowledges that Old Republic Title Company is authorized to comply only with these instructions and Old Republic Title Company is under no obligation and has no duties whatsoever in connection with that certain contract between the optionor and optionee dated December 10, 2022.

General provisions attached hereto are by reference thereto incorporated herein and made a part hereof, and have been read and are hereby approved by the undersigned. Any amendments hereto must be in writing.

This document may be executed in counterparts for the sole purpose of facilitating the execution thereof.

**Buyer(s):**

Midpeninsula Regional Open Space District, a Public District

By: \_\_\_\_\_  
Michael C. Williams, Real Property Manager

**Seller(s):**

Peninsula Open Space Trust, a California non-profit public benefit corporation

By: \_\_\_\_\_  
Noelle Chambers, Vice President

Received: Old Republic Title Company

By \_\_\_\_\_ Date \_\_\_\_\_

The following general provisions shall apply in this escrow:

**1. Deposit and Disbursement of Funds.** The parties acknowledge and agree that all funds received in this escrow shall be deposited in accordance with instructions provided by the parties in accordance with Sub-Section A or B, herein into an escrow account maintained by Old Republic Title Company (Old Republic or Escrow Holder) as follows:

**A. Notice of Option to Earn Interest in Interest Bearing Account**

All parties have the opportunity to earn interest on funds they deposit with Escrow Holder through a special interest bearing account arrangement (IBA) Old Republic has established with one of its depository banks. The current interest rate for these accounts is 4.75% per annum. This rate, however, will fluctuate periodically with market conditions and may change prior to or during the time the account is open. (**NOTE:** Parties may also select a depository bank of their own choice.)

Parties electing to exercise the option to earn interest in an IBA must request and submit fully completed "Instructions to Deposit Funds Into Interest Bearing Account" and provide a signed Form W-9. Upon receipt of both the fully executed Instructions and the Form W-9, Escrow Holder will place the parties' initial deposit and any subsequent deposits in the IBA at its FDIC insured depository bank in the name of Old Republic as Trustee for the Depositor(s) under the escrow number assigned to the transaction. Until such time as escrow is in a position to disburse or close escrow as provided herein, any accrued interest shall be credited to the account of the depositing party. The parties acknowledge and agree that there shall be a service charge for the establishment and servicing of the IBA and further, that deposit insurance provided by the Federal Deposit Insurance Corporation is subject to limitations.

Parties electing to earn interest through this special account arrangement will be charged an **additional minimum fee of \$50.00** to establish and maintain the account. This fee compensates Old Republic for the employee time and costs associated with the IBA, opening the account, obtaining signature(s), preparing correspondence/documentation, transferring funds, maintaining appropriate records for audits/reconciliations, and closing the account. **It is important that the parties consider this cost in making this decision**

**because the cost may exceed the interest earned.** To help approximate the interest that will be earned, simply multiply the interest rate per day by the estimated number of days until closing.

Example: A Regular savings deposit of \$1,000.00 at an average interest rate of 2.0 per annum for a 30 day period

Deposit	x Rate	/ Annual	x Days	= Total interest earned
\$1,000.00	x .02	/ 360	x 30	= \$1.67

Parties who elect to earn interest but want their funds invested in another bank and/or another type of interest-bearing account must advise Escrow Holder to make appropriate arrangements. However, the additional fee for these types of accounts will vary, but in no event exceed \$100.00.

### **B. No Interest on Funds in General Escrow Trust Account**

Parties electing not to exercise the option to earn interest will simply communicate their choice by not requesting and submitting fully completed and signed "Instructions to Deposit Funds Into Interest Bearing Account" and W-9 form, per Section 1.A. above, and, as such, it shall constitute their instruction to place the deposited funds into Old Republic's General Escrow Trust Account, which consists of funds from other escrows in one or more non-interest bearing but federally insured escrow trusts accounts in Old Republic's name in a duly licensed state, or national bank or savings and loan association ("depository institution") selected by Old Republic and such funds may be transferred to any other such account(s). A General Escrow Trust Account is restricted and protected against claims by third parties or creditors of Old Republic.

The parties acknowledge and agree that: (i) the maintenance of such General Escrow Trust account(s) may result in Old Republic receiving certain financial benefits, some or all of which may otherwise be considered interest due to the parties under California Insurance Code § 12413.5, along with various other bank services, accommodations and/or other benefits from the depository institutions, and (ii) Old Republic or its affiliates may elect to enter into other business arrangements or transactions with, or obtain loans for investment or other purposes from such depository institutions and that Old Republic shall have no obligation to account to the parties for the value of any such services, accommodations or other benefits which may accrue to Old Republic from such arrangements or transactions.

Finally, all disbursements are made by Escrow Holder's check or wire transfer unless otherwise instructed in writing, and the disbursement of funds may not take place on the same business day as recordation of the document. While Escrow Holder will diligently attempt to complete all disbursements within one business day of recordation, the parties acknowledge that recordation may not be completed with sufficient time to meet the established cutoff times for electronic transfer of funds or delivery by overnight mailing, which could result in the accrual of additional interest for any loan payoff.

**2. Prorations and Adjustments.** The parties acknowledge and agree all prorations and/or adjustments called for in this escrow are to be made on the basis of a thirty (30) day month unless otherwise instructed in writing. At closing, Escrow Holder may adjust estimated amounts and prorations and other items that may change based on the recording date. In all acts relating, but not limited to, fire/hazard insurance, rents and rental deposits, real property taxes, and interest, Escrow Holder shall presume that the information provided to Escrow Holder by the parties to this escrow, or their agent(s), is correct and that insurance premiums have been paid.

**3. Recordation of Documents.** The parties authorize Escrow Holder to cause the recordation of any documents delivered to escrow, which in the sole discretion Old Republic Title Company are necessary and proper for the issuance of a policy or policies of title insurance in connection with this escrow. Escrow Holder is

further authorized to collect a Recording Service Fee and all funds required by the applicable governmental agency to record any such documents.

**4. Authorization to Furnish Copies.** The parties authorize Escrow Holder to furnish copies of these instructions and any supplements thereto, notices of cancellation, and settlement statements to the real estate agent(s), broker(s) and lender(s) in this escrow. The parties further authorize Escrow Holder to provide copies of documents submitted or deposited by a party to any other party as necessary for compliance with Federal and State laws and regulations.

**5. Delivery of Non-Recorded Documents.** The parties acknowledge and agree that upon close of escrow, documents that are not required to be recorded may be delivered by Escrow Holder by depositing same in the United States Mail, or transmitting by email, addressed to the party entitled thereto, at the mailing address provided to Escrow Holder.

**6. Conflicting Instructions.** The parties acknowledge and agree that upon receipt of any conflicting instructions (other than cancellation instructions), Escrow Holder is no longer obligated to take any further action in connection with this escrow until further consistent instructions are received from the parties. The parties authorize Escrow Holder to hold all monies and/or instruments in this escrow until otherwise directed, either by the parties' mutual written instructions or by final order of a court of competent jurisdiction. In the event of conflicting claims to any funds or other documents, Escrow Holder shall have the absolute right, at Escrow Holder's discretion, to file an action in interpleader requiring the parties to answer and litigate their several claims and rights amongst themselves. Any such action must comply with the requisite statutes of the State of California in this regard.

**7. Disclosure.** The parties acknowledge and agree Escrow Holder shall have no duty to disclose to any party to this escrow any information which may come to Escrow Holder's attention concerning this transaction unless specifically requested to do so by any party.

**8. Right of Cancellation.** This escrow shall be deemed canceled upon Escrow Holder's receipt of any party's instruction to cancel the escrow. The parties acknowledge Escrow Holder then is no longer obligated to take any further action in connection with this escrow until receipt of mutual non-conflicting instructions from the parties. Upon receipt of mutual, non-conflicting instructions regarding the disbursement of funds in the escrow, Escrow Holder shall disburse the funds in accordance with the instructions, less fees and other costs incurred in connection with the escrow. In the absence of non-conflicting instructions regarding the disbursement of funds in the escrow, the parties authorize and instruct Escrow Holder to hold all earnest money funds in accordance with the terms of Paragraph 6 above. However, Escrow Holder may distribute all funds in excess of earnest money to the depositors of the funds or their assignees at Escrow Holder's sole discretion.

**9. Entire Agreement.** The parties acknowledge and agree these General Provisions and the escrow instructions received and accepted by Escrow Holder shall be the whole and only agreement between the parties and Old Republic Title Company regarding the obligations of Escrow Holder to complete this escrow and shall supersede and cancel any prior instructions. Escrow Holder shall disregard and assume no responsibility for complying with any other agreement(s) between the parties, whether or not such agreement(s) have been made a part of this escrow. To the extent of any conflicts between these General Provisions and escrow instructions, and any other agreement(s) between the parties, these General Provisions and escrow instructions shall control as to the Escrow Holder's duties and obligations.

**10. Preliminary Report Approval.** The parties acknowledge and agree that a copy of the preliminary report issued in conjunction with this escrow will be read and approved upon receipt and the parties will certify that there are no known liens or encumbrances, other than those shown on said report that affect the property which is the subject of this escrow. Approval shall be assumed absent an objection to any item in the preliminary report and certification shall be assumed unless Escrow Holder is provided information sufficient to identify liens or encumbrances not shown on the preliminary report.

**11. Matters Excluded from Coverage under Title Insurance Policy.** The parties acknowledge and agree Escrow Holder is not responsible or liable for determining that there has been compliance with any matters that are excluded from coverage under the title insurance policy to be issued in conjunction with close of this escrow including, but not limited to, county or municipal ordinances and state, county or municipal subdivision or land division regulations or laws. Reference is made to the policy form on file with the Insurance Commissioner of the State of California and available through Old Republic Title Company for the customer's review for a complete statement of such exclusions.

**12. Compliance with Federal, State, and Local Laws and Regulations, including Truth in Lending Act and Consumer Credit Protection Laws.** The parties acknowledge and agree Escrow Holder is not responsible or liable for determining that any person or entity is subject to Federal, State, and Local laws and regulations or that any documents submitted to or deposited with Escrow Holder comply with such laws and regulations.

**13. Licensee Status.** The parties acknowledge and agree Escrow Holder is not responsible or liable for determining that any person or entity receiving a commission or other compensation from escrow is currently and regularly licensed, or for communicating the license status of any person or entity receiving a commission or other compensation from escrow to the parties herein.

**14. Unclaimed Funds.** The parties acknowledge and agree that after three (3) years from the deposit of funds into escrow, any amounts thereafter remaining unclaimed may be escheated to the State of California in compliance with the State of California's Unclaimed Property Law and Regulations.

**15. Fees and Charges.** The parties agree to pay all charges, billings, advances and expenses, including cancellation fees, that are properly chargeable to the undersigned, and further to pay any balance for fees, costs or shortages due in connection with these instructions.

**16. Payments From Escrow.** The parties acknowledge and agree Escrow Holder is acting as the disbursing agent of the parties to this escrow for all payments, such as, but not limited to, commissions, signing service providers, notary fees and termite inspections and/or reports, owed and authorized by the parties. The parties acknowledge and agree Escrow Holder may provide identifying information to the payee to facilitate crediting of the disbursement.

**17. Inspections.** The parties acknowledge and agree Escrow Holder has no obligation to order or obtain any of the inspections or reports required by this transaction.

**18. Contingencies.** The parties acknowledge and agree Escrow Holder has no obligation to monitor, schedule the timing of, or obtain any party's compliance with, any of the contingencies required by this transaction.

**19. Compliance with Lender Requirements.** The parties authorize Escrow Holder to take any action necessary to comply with these instructions and the instructions of any lender and to execute any and all documents that may be necessary or incidental to the carrying out of these instructions.

**20. Right to Resign.** Escrow Holder, at its election, shall have the right to resign as Escrow Holder under these instructions. If this right is exercised, all funds and documents may be returned to the party who deposited them, and Escrow Holder shall have no further duty, responsibility, or liability in connection with these instructions and purchase contract, if any.

**21. Professional Advice.** The parties acknowledge and agree they have the right to seek professional advice, at the parties' sole expense, before signing this or any other documents involved with this escrow transaction.





# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  *Land Acquisition*  *Top 10 Expenses*  *BOC Member Invoice Selection*

Vendor	<u>Old Republic Title (escrow)</u>	Date	<u>12/01/2022</u>
Project #	<u>MAA22-006</u>	GL #	<u>30-20-230-8101-0000</u>
Invoice Amount	<u>\$695,125</u>	Invoice #	<u>N/A</u>
Project Manager*	<u>Allen Ishibashi</u>	Title*	<u>Real Property Manager</u>
Description	<u>Purchase of 102.3-acre San Jose Water Company Property.</u>		
	<u>Total \$720,000 less Deposit \$25,000 plus fees \$125 = Net Due \$695,125</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

## Bond Oversight Committee Review:

### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



R-22-128  
 Meeting 22-26  
 November 9, 2022

## AGENDA ITEM 6

### AGENDA ITEM

Proposed Purchase of a 102.3-acre San Jose Water Company Property, located in unincorporated Santa Clara County (Assessor's Parcel Numbers 562-08-001 and 562-04-011), as an addition to Sierra Azul Open Space Preserve

### GENERAL MANAGER'S RECOMMENDATIONS *deur*

1. Determine that the recommended actions are categorically exempt under the California Environmental Quality Act (CEQA), as set out in the staff report.
2. Adopt a Resolution authorizing the purchase of the San Jose Water Company Property for \$720,000 with a corresponding authorization for a Fiscal Year 2022-23 budget adjustment of the same amount.
3. Adopt a Preliminary Use and Management Plan for the Property, as set out in the staff report.
4. Withhold dedication of the San Jose Water Company Property as public open space at this time.

### SUMMARY

The General Manager recommends purchasing the 102.3-acre San Jose Water Company Property (Property) at a purchase price of \$720,000 (\$7,038 per acre) as an addition to Sierra Azul Open Space Preserve (Preserve). The following report provides a description of the Property, a Preliminary Use and Management Plan, findings of the environmental review, the purchase terms and conditions, and financial considerations. A budget adjustment of \$720,000 to the Fiscal Year 2022-23 (FY23) budget would be required to proceed with the acquisition.

### DISCUSSION

The Midpeninsula Regional Open Space District (District) proposes to purchase the 102.3-acre Property consisting of two legal parcels that are zoned Hillside (HS) as an addition to the adjacent 19,336-acre Sierra Azul Open Space Preserve near Mt. Umunhum and Mt. Thayer. Purchase of the Property would fill an inholding, allow for the permanent protection of forested lands and wildlife habitat within the Upper Los Gatos Creek watershed, and further the connection of protected open space and wildlife corridors. This purchase advances Measure AA Portfolio #22, *Sierra Azul: Cathedral Oaks Public Access and Conservation Projects*, as it secures additional property that would provide future opportunities for public access to the Cathedral Oaks portion of Sierra Azul. This purchase was anticipated when the California



legislature adopted Senate Bill 492 (Beall) on September 28, 2017, which amended the District's enabling legislation to facilitate property transaction(s) with San Jose Water Company.

### **Property Description and Regional Context (see Attachment 2 – Location Map)**

The rectangular-shaped Property is located west of Mt. Umunhum (0.5 miles) and southeast of Mt. Thayer (0.7 miles) on the western side of the ridgeline and is adjacent to the Cathedral Oaks Area of Sierra Azul. The lowest elevation is on the south side of the Property at approximately 2,400 feet in elevation, with the high point on the northern side of the Property at approximately 3,200 feet in elevation. A dirt road from the former Almaden Air Force Base crosses over the property from Mt. Umunhum Road. The Property has excellent views of Sierra Azul Open Space Preserve, the Upper Los Gatos Creek watershed, and the Pacific Ocean. The Property drains into the Upper Los Gatos Creek watershed.

### **Senate Bill 492**

On September 28, 2017, Senate Bill 492 (SB 492), "Midpeninsula Regional Open Space District: Purchase of Property: San Jose Water Company," authored by Senator Jim Beall, was signed into law. SB 492 made temporary modifications to the California Public Resources Code to facilitate District purchase(s) of California Public Utilities Commission (CPUC)-regulated utility lands owned by San Jose Water Company. Under SB 492, District purchases of San Jose Water Company lands prior to January 1, 2023, are permitted without approval from the CPUC, and San Jose Water Company is required to invest all net proceeds from the transaction(s) into water system infrastructure that serves the public.

### **Land Use and Improvements**

The Property is unimproved except for a dirt access road. The property has been utilized by San Jose Water Company as watershed lands.

### **Habitat and Natural Resources Value**

The Property contains a mixture of chaparral, pine woodland, mature oak, and mixed evergreen forest plant communities, as well as native vegetation types such as the fire-dependent mixed manzanita and canyon live oak. Also present are stands of Douglas fir and foothill pine woodland. The properties are generally southerly facing in aspect. A small area of the northwestern corner of the Property is within the Wildfire Influence Zone, which is the zone of susceptible vegetation within 1.5 miles of Wildland Urban Interface or Wildland Urban Intermix zones. The property is within the Very High Fire Hazard Severity Zone.

The Property also provides habitat for several large animal species, including deer, coyotes, foxes, bobcats, and mountain lions. A wide variety of small mammals, including woodrats, birds, and other species occupy or migrate through the general area. The endemic Santa Cruz kangaroo rat, a Critically Imperiled subspecies that is currently waitlisted to be included as a California species of special concern, has been documented in nearby habitat. In addition, the Property is part of a landscape level terrestrial linkage between the Santa Cruz Mountains and the Diablo and Gabilan ranges. These linkages are critical for maintaining genetic diversity, facilitating migration and dispersion, and supporting large wildlife home ranges.

### **Water Resources and Rights**

The Property falls within the Guadalupe Creek parent watershed. There are two intermittent streams that run through the southern portion of the Property. These streams are the headwaters

of Austrian Gulch, which empties into Lake Elsmar about 1.4 miles downstream. Austrian Gulch is part of the larger Upper Los Gatos Creek Watershed.

## USE AND MANAGEMENT

### Planning Considerations

The Property is located in unincorporated Santa Clara County and outside the urban service area or sphere of influence of any incorporated municipality. The Property consists of two legal parcels and has a County General Plan designation and a zoning designation of Hillside (HS). In 1999, the Santa Clara County Planning Department found that all open space acquisitions by the District in unincorporated areas that are classified as a Resource Conservation Area in the County's General Plan comply with the General Plan. Per the County's Zoning Ordinance Section 1.20.070, low-intensity recreation and open space preserves are allowable uses in an HS zoning designation and shall be exempt from the Zoning Ordinance.

If purchased, the Property will be incorporated into Sierra Azul Open Space Preserve. Subsequent planning for the Property would be coordinated with the District's planning efforts for the Preserve and include consultation with appropriate agencies and organizations.

### Preliminary Use and Management Plan

The Preliminary Use and Management Plan (PUMP) establishes a status quo land management approach in the interim between the purchase and the completion of a subsequent long-term plan. The PUMP would take effect at the close of escrow and remain effective until the PUMP is amended or a Comprehensive Use and Management Plan or Preserve Plan is approved for Sierra Azul Open Space Preserve. The PUMP includes preservation of the Property in its natural condition, as described more fully below. If changes to land use or the physical environment were proposed in the future, the plan would be subject to further environmental review and public input.

Name:	Name the Property as an addition to Sierra Azul Open Space Preserve.
Dedication:	Indicate the District's intention to withhold dedication of the subject Property as open space at this time.
Public Access:	Designate the Property as closed to public use at this time.
Signs and Site Security:	Install preserve boundary signs as needed.
Fences and Gates:	Install and maintain fences and gates as needed.
Roads and Trails:	Continue to maintain existing dirt roads in a serviceable condition in accordance with the District's adopted Resource Management Policies standards and Open Space Maintenance and Restoration Program.
Patrol:	Routinely patrol the Property.

Resource Management:	Conduct plant and animal management activities consistent with the District's adopted Open Space Maintenance and Restoration Program, Resource Management Policies, Integrated Pest Management Program Guidance Manual, Wildland Fire Resiliency Program, Best Management Practices, and regulatory permits as needed.
Water Resources and Water Rights:	Protect the creeks on the Property consistent with the District's adopted Resource Management Policies, Integrated Pest Management Program Guidance Manual, Best Management Practices and regulatory permits issued to the District as needed.
Wildfire Fuel Management:	Implement standard District-wide fuel management and defensible space practices consistent with the District's adopted Wildland Fire Resiliency Program.

## CEQA COMPLIANCE

### Project Description

The project consists of the purchase of the 102.3-acre Property as an addition to the District's Sierra Azul Open Space Preserve. The project includes the adoption of a PUMP that establishes a status quo land management approach, with no expansion or changes to the Property's existing use as open space, and maintains it in a natural condition. As directed in the proposed PUMP, maintenance and minor resource management activities will be conducted in accordance with adopted District policies and programs and their associated CEQA documents.

### CEQA Determination

The District concludes that this project will not have a significant effect on the environment. It is categorically exempt under the California Environmental Quality Act (CEQA) under Article 19, Sections 15301, 15316, and 15325 of the CEQA Guidelines as follows:

Section 15301 exempts the repair, maintenance, or minor alteration of existing public or private structures, facilities, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The PUMP will maintain the Property as status quo with no expansion to its existing use as open space. The PUMP includes maintenance of the existing dirt access road as necessary, as well as maintenance of or minor alterations to the property for wildland fuel management and other natural resource management activities in accordance with the District's adopted policies and programs and their associated CEQA documents.

Section 15316 exempts the acquisition of land in order to create parks if the land is in a natural condition and the management plan proposes to keep the area in a natural condition. The PUMP specifies that the land will remain in a natural condition and will be designated as an addition to the District's Sierra Azul Open Space Preserve.

Section 15325 exempts transfers of ownership of interests in land in order to preserve open space. This acquisition will transfer fee ownership of the Property to the District to be preserved as open space and incorporate it into the Sierra Azul Open Space Preserve.

**TERMS AND CONDITIONS**

The Property is proposed for purchase at a sale price of \$720,000 (\$7,038 per acre). The Property would be purchased as-is on an all-cash basis. Escrow would close on or before December 31, 2022.

**FISCAL IMPACT**

Land acquisitions brought before the Board of Directors (Board) for approval include a budget adjustment/increase to the adopted budget. If approved, an increase of \$720,000 to the FY23 budget is required.

San Jose Water Company Property Purchase Amount (including \$25,000 option deposit)	\$720,000
Total Land Purchases approved to date for FY23	\$0
Total FY23 Land Purchases (if approved)	\$720,000

The following table outlines the Measure AA Portfolio 22 Sierra Azul - Cathedral Oaks Public Access and Conservation Projects allocation, costs-to-date, projected future project expenditures and projected portfolio balance remaining.

<b>MAA22 Sierra Azul - Cathedral Oaks Public Access and Conservation Projects Portfolio Allocation:</b>	<b>\$6,714,000</b>
Grant Income (through FY26):	\$486,133
<b>Total Portfolio Allocation:</b>	<b>\$7,200,133</b>
Life-to-Date Spent (as of 10/06/22):	(\$1,276,232)
Encumbrances:	\$0
San Jose Water Company Lands Property Purchase (includes \$25,000 option deposit):	(\$720,000)
MAA22-006 title insurance, escrow fees, and miscellaneous costs related to this transaction:	(\$10,000)
Remaining FY23 Project Budgets:	\$640
Future MAA22 project costs (projected through FY26):	(\$567,496)
<b>Total Portfolio Expenditures:</b>	<b>(\$2,573,088)</b>
<b>Portfolio Balance Remaining (Proposed):</b>	<b>\$4,627,045</b>

The following table outlines the Measure AA Portfolio 22 allocation, projected life of project expenditures and projected portfolio balance remaining.

<b>MAA22 Sierra Azul—Cathedral Oaks Public Access and Conservation Projects Portfolio Allocation:</b>	<b>\$6,714,000</b>
Grant Income (through FY26):	\$486,133
<b>Total Portfolio Allocation:</b>	<b>\$7,200,133</b>
Projected Project Expenditures (life of project):	
22-001 Hendrys Creek Property Land Restoration	(\$528,025)
22-003 Freudenburg Land Purchase	(\$540,587)
22-004 Beatty Parking Area and Trail Connections	(\$173,807)
22-005 Beatty House Site Security Improvements	(\$100,669)
22-006 San Jose Water Company Property Purchase	(\$730,000)
22-XXX Reserved for Land Acquisition	(\$500,000)

<b>Total Portfolio Expenditures:</b>	<b>(\$2,573,088)</b>
<b>Portfolio Balance Remaining (Proposed):</b>	<b>\$4,627,045</b>

## BOARD COMMITTEE REVIEW

Due to the purchase timeline, this property was not presented to the Real Property Committee.

## PUBLIC NOTICE

Property owners and occupants of land located adjacent to or surrounding the subject Property as well as the Sierra Azul interested parties list have been mailed or emailed a copy of the agenda for this meeting. Accordingly, all notice required by the Brown Act and District policy has been provided.

## NEXT STEPS

Upon approval by the Board, staff would proceed with the close of escrow for the purchase of the Property by December 31, 2022, and take the next steps identified in the PUMP as contained in this report. The District's South Area Field Office would manage the property as an addition to the Sierra Azul Open Space Preserve.

### Attachments:

1. Resolution Authorizing Acceptance of Purchase and Sale Agreement, Amending the Fiscal Year 2022-23 General Fund Capital Budget, Authorizing the General Manager or Other Appropriate Officer to Execute Certificate of Acceptance of Grant to District, and Authorizing the General Manager to Execute any and all Other Documents Necessary or Appropriate to Closing of the Transaction (Sierra Azul Open Space Preserve - Lands of San Jose Water Company)
2. San Jose Water Company Property Location Map

Responsible Department Manager:  
Michael Williams, Real Property Manager

Prepared by:  
Allen Ishibashi, Sr. Real Property Agent, Real Property Department

Graphics prepared by:  
Anna Costanza, GIS Technician

RESOLUTION 22-47

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AUTHORIZING ACCEPTANCE OF THE PURCHASE AND SALE AGREEMENT, AMENDING THE FISCAL YEAR 2022-23 GENERAL FUND CAPITAL BUDGET, AUTHORIZING THE GENERAL MANAGER OR OTHER APPROPRIATE OFFICER TO EXECUTE A CERTIFICATE OF ACCEPTANCE AND GRANT TO DISTRICT, AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE ANY AND ALL OTHER DOCUMENTS NECESSARY OR APPROPRIATE TO CLOSING OF THE TRANSACTION (SIERRA AZUL OPEN SPACE PRESERVE - LANDS OF SAN JOSE WATER COMPANY)**

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The Board of Directors of the Midpeninsula Regional Open Space District does hereby resolve as follows:

**SECTION ONE.** The Board of Directors (Board) of the Midpeninsula Regional Open Space District (District) does hereby accept the offer contained in that certain Purchase and Sale Agreement between San Jose Water Company and the District, a copy of which purchase agreement is attached hereto and by reference made a part hereof, and authorizes the President of the Board, General Manager, or other appropriate officer to execute the Agreement and all related transactional documents on behalf of the District to acquire the real property described therein (“the San Jose Water Company Property”).

**SECTION TWO.** The Board authorizes the expenditure of \$720,000.00 covering the purchase of the San Jose Water Company Property, including an option deposit of \$25,000.00.

**SECTION THREE.** The Board approves an amendment to the Budget and Action Plan for Fiscal Year 2022-23 (FY23) by increasing the Measure AA Fund Capital budget in the amount of \$720,000.00. Except as herein modified, the FY23 Budget and Action Plan, Resolution No. 22-21 as amended, shall remain in full force and effect.

**SECTION FOUR.** The General Manager, President of the Board, or other appropriate officer is authorized to execute a Certificate of Acceptance and the Grant Deed on behalf of the District.

**SECTION FIVE.** The General Manager or designee is authorized to provide notice of acceptance to the seller, execute all escrow documents and to extend escrow if necessary.

**SECTION SIX.** The General Manager or designee is authorized to expend up to \$10,000.00 to cover the cost of title insurance, escrow fees, and miscellaneous costs related to this transaction.

**SECTION SEVEN.** The General Manager and General Counsel are further authorized to approve any technical revisions to the attached Agreement and documents, which do not involve any material change to any term of the Agreement or documents, which are necessary or appropriate to the closing or implementation of this transaction.

\* \* \* \* \*

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on November 9, 2022, at a regular meeting thereof, by the following vote:

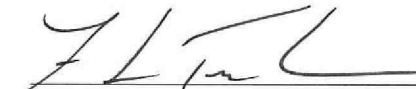
- AYES:**      **CYR, HASSETT, HOLMAN, KERSTEEN-TUCKER, RIFFLE, SIEMENS**
- NOES:**     **NONE**
- ABSTAIN:** **NONE**
- ABSENT:** **KISHIMOTO**

**ATTEST:**

**APPROVED:**



\_\_\_\_\_  
Karen Holman, Secretary  
Board of Directors



\_\_\_\_\_  
Zoe Kersteen-Tucker, President  
Board of Directors

**APPROVED AS TO FORM:**



\_\_\_\_\_  
Hilary Stevenson, General Counsel

I, the Deputy District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

  
\_\_\_\_\_  
Maria Soria, Deputy District Clerk







# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor	<u>SWCA Environmental Consultants</u>	Date	<u>05/17/2023</u>
Project #	<u>MAA03-005</u>	GL #	<u>30-30-320-8201-0000</u>
Invoice Amount	<u>\$28,624.62</u>	Invoice #	<u>165799</u>
Project Manager*	<u>Gretchen Laustsen</u>	Title*	<u>Senior Planner</u>
Description	<u>Professional Services for Landscape Architect-Led Design of Parking for Purisima-to-the-Sea Parking Area and Trails Feasibility Study</u>		
	<u></u>		
	<u></u>		
	<u></u>		

## Bond Oversight Committee Review:

### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**From:** [Gretchen Laustsen](#)  
**To:** [Accounting](#)  
**Cc:** [Lisa Jenkinson](#); [Warren Chan](#)  
**Subject:** SWCA/ Invoice 165799 - March  
**Date:** Thursday, June 8, 2023 4:19:22 PM  
**Attachments:** [Purisima-to-the-Sea Parking Area and Tra Invoice 000165799.pdf](#)

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SWCA Environmental Consultants

Invoice 164270

Contract Number 2021-79 / Amount \$ 117,130.11

PO #: 2310004

PO Balance: \$ 68,849.11    **\$68,849.31**

PO Complete: NO

Amount to pay: \$ 28,624.62

G/L Account 30-30-320-8201-0000 \$ 28,624.62

Project Number#: MAA3-5

I am approving this invoice electronically. GTL



Routing # 071922777 | Account # 7811583501 | Payable to: SWCA, Incorporated | Business Checking Account: First American Bank  
 Notification: payment@swca.com | Physical Remittance: P.O. Box 7217, Carol Stream, IL 60197- 7217 | EIN: #86-0483317

Gretchen Lausten  
 Midpeninsula Regional Open Space District  
 5050 El Camino Real  
 Los Altos, California 94022

April 26, 2023  
 Invoice No: 165799  
 Project Manager: Mark Brandi  
 Project No: 00063462-005-HMB

<b>Invoice Total</b>	<b>\$28,624.62</b>
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Purissima-to-the-Sea Parking Area and Trails Feasibility Study As Needed Services | PO 02310004  
 PO Number: 02310004  
 Contract Number: 20210079

**Professional Services from March 1, 2023 through March 31, 2023**

Phase	02.1	Parking Feasibility Study & Conceptual Cost Analysis		
Task	2.1A	Landscape Architect-Led Design of Parking		
<b>Subcontractors</b>				
	Subcontractors		707.74	
	<b>Total Subcontractors</b>	<b>1.1 times</b>	<b>707.74</b>	<b>778.51</b>
<b>Contract Limits</b>				
		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
	Total Billings	778.51	3,335.00	4,113.51
	Limit			11,698.85
	Remaining			7,585.34
			<b>Total this Task</b>	<b>\$778.51</b>

Task	2.1B	Cost Estimate		
<b>Professional Services</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
	Landscape Architect and Project Manager	1.00	185.00	185.00
	Totals	1.00		185.00
	<b>Total Professional Services</b>			<b>185.00</b>
<b>Contract Limits</b>				
		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
	Total Billings	185.00	0.00	185.00
	Limit			5,268.00
	Remaining			5,083.00
			<b>Total this Task</b>	<b>\$185.00</b>

Task	2.1C	Boundary and Topographical Survey		
<b>Subcontractors</b>				
	Subcontractors		484.01	
	<b>Total Subcontractors</b>	<b>1.1 times</b>	<b>484.01</b>	<b>532.41</b>
<b>Contract Limits</b>				
		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
	Total Billings	532.41	7,994.40	8,526.81
	Limit			9,197.00
	Remaining			670.19

Project	00063462-005-HMB	Purisima-to-the-Sea Parking Area and Tra	Invoice	165799
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**Total this Task** **\$532.41**

**Total this Phase** **\$1,495.92**

Phase 02.2 Technical Studies/Opportunities & Constraints

Task 2.2A Biological Assessment

**Professional Services**

	Hours	Rate	Amount	
Landscape Architect and Project Manager	2.00	185.00	370.00	
Biologist III	1.00	131.00	131.00	
Biologist II	1.00	119.00	119.00	
Totals	4.00		620.00	
<b>Total Professional Services</b>				<b>620.00</b>

	Current	Prior	To-Date	
<b>Contract Limits</b>				
Total Billings	620.00	8,896.75	9,516.75	
Limit			10,486.00	
Remaining			969.25	
<b>Total this Task</b>				<b>\$620.00</b>

Task 2.2D Geotechnical Engineer Assessment

**Subcontractors**

Subcontractors			10,429.00	
<b>Total Subcontractors</b>		<b>1.2 times</b>	<b>10,429.00</b>	<b>12,514.80</b>

	Current	Prior	To-Date	
<b>Contract Limits</b>				
Total Billings	12,514.80	860.00	13,374.80	
Limit			13,348.00	
<b>Amount Over Contract Value</b>				<b>-26.80</b>
<b>Total this Task</b>				<b>\$12,488.00</b>

**Total this Phase** **\$13,108.00**

Phase 02.3 Permitting Strategy

**Professional Services**

	Hours	Rate	Amount	
Landscape Architect and Project Manager	2.00	185.00	370.00	
Permitting Specialist	.50	180.00	90.00	
Biologist I	5.00	109.00	545.00	
Totals	7.50		1,005.00	
<b>Total Professional Services</b>				<b>1,005.00</b>

	Current	Prior	To-Date	
<b>Contract Limits</b>				
Total Billings	1,005.00	1,370.25	2,375.25	
Limit			3,544.50	
Remaining			1,169.25	

**Total this Phase** **\$1,005.00**

Phase 03.1 Permitting Consultation

Project	00063462-005-HMB	Purisima-to-the-Sea Parking Area and Tra	Invoice	165799
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**Professional Services**

	Hours	Rate	Amount
Landscape Architect and Project Manager	5.00	185.00	925.00
Totals	5.00		925.00
<b>Total Professional Services</b>			<b>925.00</b>

**Subcontractors**

Subcontractors			2,761.00
<b>Total Subcontractors</b>		<b>1.1 times</b>	<b>2,761.00</b>
			<b>3,037.10</b>

**Contract Limits**

	Current	Prior	To-Date
Total Billings	3,962.10	784.25	4,746.35
Limit			7,541.00
Remaining			2,794.65
<b>Total this Phase</b>			<b>\$3,962.10</b>

Phase	03.2	Crossing Feasibility Study/Conceptual Cost Estimate
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Task	3.2A	Conceptual Design
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**Professional Services**

	Hours	Rate	Amount
Landscape Architect and Project Manager	21.00	185.00	3,885.00
Biologist I	.50	109.00	54.50
Project Controls Specialist	1.00	125.00	125.00
Totals	22.50		4,064.50
<b>Total Professional Services</b>			<b>4,064.50</b>

**Subcontractors**

Subcontractors			4,031.00
<b>Total Subcontractors</b>		<b>1.1 times</b>	<b>4,031.00</b>
			<b>4,434.10</b>

**Contract Limits**

	Current	Prior	To-Date
Total Billings	8,498.60	5,056.80	13,555.40
Limit			22,370.50
Remaining			8,815.10
<b>Total this Task</b>			<b>\$8,498.60</b>

Task	3.2B	Cost Estimate
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**Professional Services**

	Hours	Rate	Amount
Landscape Architect and Project Manager	3.00	185.00	555.00
Totals	3.00		555.00
<b>Total Professional Services</b>			<b>555.00</b>

**Contract Limits**

	Current	Prior	To-Date
Total Billings	555.00	0.00	555.00
Limit			4,823.00
Remaining			4,268.00
<b>Total this Task</b>			<b>\$555.00</b>

**Total this Phase                    \$9,053.60**

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Project	00063462-005-HMB	Purisima-to-the-Sea Parking Area and Tra	Invoice	165799
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**PLEASE PAY THIS AMOUNT =====>** **\$28,624.62**

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Prof Services	7,354.50	32,168.50	39,523.00
Subcontractor	21,270.12	9,881.30	31,151.42
<b>Totals</b>	<b>28,624.62</b>	<b>42,049.80</b>	<b>70,674.42</b>

Contract Value: \$110,899.11  
Remaining Budget: \$68,849.31

For any questions regarding this invoice please contact DeJeann Johnson  
Phone: 602.274.3831 Email: [dejeann.johnson@swca.com](mailto:dejeann.johnson@swca.com)



ENVIRONMENTAL CONSULTANTS

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60 Stone Pine Road, Suite 100  
Half Moon Bay, California 94019  
Tel 650.440.4160 Fax 650.440.4165  
www.swca.com

April 24, 2023

Gretchen Laustsen  
Midpeninsula Regional Open Space District  
330 Distel Circle, Los Altos, CA 94022

**Re: Purisima-to-the-Sea Parking Area & Trails Feasibility Study Progress Report**  
**SWCA Project No. 63462-005-HMB | Purchase Order #: 02310004**  
**Invoice #: 165799**

Dear Ms. Laustsen:

Attached is Invoice #165799 for the Purisima-to-the-Sea Parking Area & Trails Feasibility Study. Services through March 2023 included:

- Landscape Architect-Led Design of Parking / Project Management (Task 2.1A)
- Cost Estimate (Task 2.1B)
- Boundary and Topographical Survey (Task 2.1C)
- Biological Assessment (Task 2.2A)
- Archaeological/Cultural Resources Study (Task 2.2B)
- Permitting Strategy (Phase 2.3)
- Permitting Consultation (Phase 3.1)
- Crossing Feasibility Study Conceptual Design (Task 3.2A)
- Cost Estimate (Task 3.2B)

Thank you, and please let us know if you have any questions or need any additional information from SWCA in order to process this invoice.

Sincerely,

A handwritten signature in black ink that reads 'Mark C Brandi'.

Mark Brandi  
Project Manager



**BKF Engineers**  
 (FEIN #94-1729773)  
**Remit to: Accounting Department**  
 255 Shoreline Drive, #200  
 Redwood City, CA 94065  
 (650) 482-6300

<b>INVOICE</b>
----------------

Mark Brandi  
 SWCA Environmental Consultants  
 60 Stone Pine Road, Suite 100  
 Half Moon Bay, CA 94019

April 25, 2023  
 Project No: C20201657-11  
 Invoice No: 23041283  
 Project Manager Cuong Tran

Project C20201657-11 Purisima-to-the-Sea Parking Area and Trails Feasibility Study  
 Not to Exceed \$37,348.76

**Project #63462-002-HMB**

**\*\*Reimbursables included in Fee - no markup\*\***

**\*\*Email Invoice: mark.brandi@swca.com; swca.com-vision@invoice.ca1.chromeriver.com and cc JTorre@swca.com\*\***

**Professional Services from February 27, 2023 to March 31, 2023**

Phase 01 2.1 Parking Feasibility Study and Conceptual Cost

**Professional Fees**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Manager	19.00	213.00	4,047.00	
Totals	19.00		4,047.00	
<b>Total Labor</b>				<b>4,047.00</b>
				<b>Total this Phase \$4,047.00</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor billing	4,047.00	109.00	4,156.00
<b>Totals</b>	<b>4,047.00</b>	<b>109.00</b>	<b>4,156.00</b>

Phase 02 2.2 Technical Studies/Opportunities and Constraints

**Total this Phase 0.00**

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor billing	0.00	17,437.00	17,437.00
Consultant fees	0.00	5,495.00	5,495.00
Reimbursables	0.00	38.19	38.19
<b>Totals</b>	<b>0.00</b>	<b>22,970.19</b>	<b>22,970.19</b>

Phase 03 3.1 Permitting Consultation



Project	C20201657-11	Purisima-to-the-Sea Feasibility Study	Invoice	23041283
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**Professional Fees**

	Hours	Rate	Amount
Project Manager	3.00	213.00	639.00
Totals	3.00		639.00
<b>Total Labor</b>			<b>639.00</b>
		<b>Total this Phase</b>	<b>\$639.00</b>

**Billings to Date**

	Current	Prior	Total
Labor billing	639.00	0.00	639.00
<b>Totals</b>	<b>639.00</b>	<b>0.00</b>	<b>639.00</b>

Phase 04 3.2 Crossing Feasibility Study/Conceptual Cost

**Professional Fees**

	Hours	Rate	Amount
Project Manager	1.00	213.00	213.00
Senior Project Engineer	5.25	165.00	866.25
Totals	6.25		1,079.25
<b>Total Labor</b>			<b>1,079.25</b>
		<b>Total this Phase</b>	<b>\$1,079.25</b>

**Billings to Date**

	Current	Prior	Total
Labor billing	1,079.25	3,641.25	4,720.50
<b>Totals</b>	<b>1,079.25</b>	<b>3,641.25</b>	<b>4,720.50</b>

Phase 05 3.3 Technical Studies/Opportunities and Constraints

**Total this Phase 0.00**

**Billings to Date**

	Current	Prior	Total
Labor billing	0.00	436.00	436.00
<b>Totals</b>	<b>0.00</b>	<b>436.00</b>	<b>436.00</b>

**Total this Invoice \$5,765.25**

**Outstanding Invoices**

Number	Date	Balance
23011023	1/23/2023	813.00
23021072	2/21/2023	6,679.00
23030539R	3/13/2023	7,983.75
<b>Total</b>		<b>15,475.75</b>

**Billings to Date**

	Current	Prior	Total
Labor billing	5,765.25	27,245.75	33,011.00
Consultant fees	0.00	5,495.00	5,495.00
Reimbursables	0.00	38.19	38.19
<b>Totals</b>	<b>5,765.25</b>	<b>32,778.94</b>	<b>38,544.19</b>

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Project	C20201657-11	Purisima-to-the-Sea Feasibility Study	Invoice	23041283
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Fee Budget	44,520.76
Consultant Fee	
Reimb. Allowance	
Total Contract	44,520.76

Project	C20201657-11	Purisima-to-the-Sea Feasibility Study	Invoice	23041283
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**Billing Backup**

Tuesday, April 25, 2023

BKF Engineers

Invoice 23041283 Dated 4/25/2023

2:23:03 PM

Project	C20201657-11	Purisima-to-the-Sea Parking Area and Trails Feasibility Study
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Phase	01	2.1 Parking Feasibility Study and Conceptual Cost
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**Professional Fees**

			Hours	Rate	Amount
Project Manager					
TRAN	Tran, Cuong	2/27/2023	2.00	213.00	426.00
TRAN	Tran, Cuong	2/28/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/1/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/6/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/9/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/10/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/13/2023	2.00	213.00	426.00
TRAN	Tran, Cuong	3/15/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/16/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/17/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/29/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/30/2023	2.00	213.00	426.00
TRAN	Tran, Cuong	3/31/2023	4.00	213.00	852.00
Totals			19.00		4,047.00
<b>Total Labor</b>					<b>4,047.00</b>
<b>Total this Phase</b>					<b>\$4,047.00</b>

Phase	03	3.1 Permitting Consultation
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**Professional Fees**

			Hours	Rate	Amount
Project Manager					
TRAN	Tran, Cuong	3/20/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/21/2023	1.00	213.00	213.00
TRAN	Tran, Cuong	3/24/2023	1.00	213.00	213.00
Totals			3.00		639.00
<b>Total Labor</b>					<b>639.00</b>
<b>Total this Phase</b>					<b>\$639.00</b>

Phase	04	3.2 Crossing Feasibility Study/Conceptual Cost
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**Professional Fees**

			Hours	Rate	Amount
Project Manager					
DELL	Dellinger, Andrew	2/8/2023	.50	213.00	106.50
DELL	Dellinger, Andrew	2/9/2023	.50	213.00	106.50
Senior Project Engineer					
CENT	Centofranchi, Jonathon	2/14/2023	1.00	165.00	165.00
CENT	Centofranchi, Jonathon	3/7/2023	1.00	165.00	165.00
CENT	Centofranchi, Jonathon	3/13/2023	1.25	165.00	206.25
CENT	Centofranchi, Jonathon	3/27/2023	.50	165.00	82.50

Project	C20201657-11	Purisima-to-the-Sea Feasibility Study			Invoice	23041283
CENT	Centofranchi, Jonathon	3/28/2023	1.25	165.00	206.25	
CENT	Centofranchi, Jonathon	3/29/2023	.25	165.00	41.25	
	Totals		6.25		1,079.25	
	<b>Total Labor</b>					<b>1,079.25</b>
					<b>Total this Phase</b>	<b>\$1,079.25</b>
					<b>Total this Project</b>	<b>\$5,765.25</b>
					<b>Total this Report</b>	<b>\$5,765.25</b>



# INVOICE

March 31, 2023  
4907-5 JF  
Invoice #32027

**Mr. Mark Brandi**  
**SWCA Environmental Consultants**  
**Midpeninsula Regional Open Space District**  
60 Stone Drive Road, Suite 100  
Halfmoon Bay, California 94019

By Email: [swca.com-vision@invoice.ca1.chromeriver.com](mailto:swca.com-vision@invoice.ca1.chromeriver.com); [mark.brandi@swca.com](mailto:mark.brandi@swca.com);  
[itorre@swca.com](mailto:itorre@swca.com)

RE: Geotechnical Services through March 31, 2023  
Purisima-to-the-Sea Parking Area  
1000 Verde Road, Half Moon Bay, California  
Per our agreement dated March 23, 2021. Project# 63462-002-HMB, Phase 2.2

## Geotechnical Engineer Assessment – Task 2.2d

Geotechnical Investigation and Report \$10,429.00

Personnel	Hours/Qty.	Rate	Amount
Principal Engineer	5.00	210.00	1,050.00
Associate Engineer	3.50	200.00	700.00
Senior Project Engineer	7.75	180.00	1,395.00
Staff Engineer	1.25	136.00	170.00
Senior Staff Geologist	1.20	133.00	159.60
Staff Geologist	13.00	128.00	1,664.00
Field Engineer	3.25	127.00	412.75
Engineering Laboratory Technician	4.50	100.00	450.00
Technical Assistant	1.00	90.00	90.00
Vehicle Charge	12.50	15.00	187.50
Access Soil Drilling, Inc.			\$3,426.11
Cooper Testing Lab, Inc.			\$724.04

**BALANCE DUE \$10,429.00**

**We appreciate the opportunity to work with you on this project. Thank You.**

Terms: Payable upon receipt. Please make checks payable to Romig Engineers, Inc. Balances over 30 days past due are subject to 0.8% interest per month (up to 10.0% annually) and a \$25.00 collection fee. Projects in arrears of 90 days will be placed on HOLD until account is current.



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor	<u>Garrison Demolition &amp; Engineering</u>	Date	<u>03/30/2023</u>
Project #	<u>MAA05-009</u>	GL #	<u>30-35-325-8601-0000</u>
Invoice Amount	<u>\$91,500</u>	Invoice #	<u>N/A</u>
Project Manager*	<u>Ivana Yeung</u>	Title*	<u>Capital Project Manager II</u>
Description	<u>Demolition of La Honda Creek Redwood Cabin.</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

## Bond Oversight Committee Review:

### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**From:** [Ivana Yeung](#)  
**To:** [Accounts Payable](#)  
**Cc:** [Warren Chan](#)  
**Subject:** Garrison March 2023 Billing for La Honda Creek Redwood Cabin - \$91,500  
**Date:** Friday, March 31, 2023 10:45:47 AM  
**Attachments:** [La Honda March Billing.pdf](#)  
[image001.png](#)

Hello Accounts Payable,

I am submitting the Progress Payment for the full amount of \$91,500, per Warren’s instructions.

Full amount billed = \$91,500  
 Expense charged = \$91,500  
 Retainage withheld = \$4,575  
 Payment = \$91,500 - \$4,575

Contract & Amount:	2023-83 \$206,000 (amount)
PO#:	2310153
PO Balance:	\$206,000
PO Complete (Y/N):	No
Amount to Pay:	\$91,500
G/L Account:	30-35-325-8601- 0000
Project#:	MAA05-009 La Honda Creek Redwood Cabin Removal
I am approving this invoice electronically – Ivana Yeung	



**Ivana Yeung**

Capital Project Manager III

Midpeninsula Regional Open Space District  
 5050 El Camino Real, Los Altos, CA 94022

**(650) 625-6552 Direct**  
**(408) 464-1682 Cell**

AIA Type Document  
Application and Certification for Payment

<b>TO (OWNER):</b> Midpeninsula Regional Open Space District 5050 El Camino Real Los Altos, CA 94022	<b>PROJECT:</b> LA HONDA CREEK REDWOOD CABIN	<b>APPLICATION NO:</b> 1 <b>PERIOD TO:</b> 3/31/2023	<b>DISTRIBUTION TO:</b> <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
<b>FROM (CONTRACTOR):</b> Garrison Demolition & Engineer 2603 CAMINO RAMON SUITE 200 SAN RAMON, CA 94583	<b>VIA (ARCHITECT):</b>	<b>ARCHITECT'S PROJECT NO:</b>	

**CONTRACT FOR:**

**CONTRACT DATE:**

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM .....	\$ 206,000.00
2. Net Change by Change Orders .....	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	206,000.00
4. TOTAL COMPLETED AND STORED TO DATE .....	91,500.00
5. RETAINAGE:	
a. 5.00% of Completed Work .....	\$ 4,575.00
b. 0.00% of Stored Material .....	\$ 0.00
Total retainage (Line 5a + 5b) .....	\$ 4,575.00
6. TOTAL EARNED LESS RETAINAGE .....	\$ 86,925.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$ 0.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE .....	\$ 86,925.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$ 119,075.00
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>
NET CHANGES by Change Order	0.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

**CONTRACTOR:** Garrison Demolition & Engineer  
2603 CAMINO RAMON SUITE 200  
SAN RAMON, CA 94583

By:  Date: 03/31/2023

Deepali Pallath / Chief Operating Officer

State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_  
Notary Public: \_\_\_\_\_  
My Commission Expires : \_\_\_\_\_

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: ..... \$ \_\_\_\_\_

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)*

ARCHITECT:  
By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The District expenses the entire invoice and the total retainage is released once the project is complete.



**AIA Type Document  
Application and Certification for Payment**

Page 2 of 2

<b>TO (OWNER):</b>	<b>PROJECT:</b> LA HONDA CREEK REDWOOD CABIN	<b>APPLICATION NO:</b> 1 <b>PERIOD TO:</b> 3/31/2023	<b>DISTRIBUTION TO:</b> _ OWNER _ ARCHITECT _ CONTRACTOR
<b>FROM (CONTRACTOR):</b> Garrison Demolition & Engineer 2603 CAMINO RAMON SUITE 200 SAN RAMON, CA 94583	<b>VIA (ARCHITECT):</b>	<b>ARCHITECT'S PROJECT NO:</b>	

**CONTRACT FOR:** \_\_\_\_\_ **CONTRACT DATE:** \_\_\_\_\_

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	General Conditions	8,000.00	0.00	8,000.00	0.00	8,000.00	100.00	0.00	400.00
2	A 1-5 Site Preperation	18,500.00	0.00	18,500.00	0.00	18,500.00	100.00	0.00	925.00
3	B 1.1 Lead Abatement	14,000.00	0.00	14,000.00	0.00	14,000.00	100.00	0.00	700.00
4	B 1.2 Septic Tank Abatement/Demolition	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
5	C 1.1 Cabin Demolition	68,000.00	0.00	51,000.00	0.00	51,000.00	75.00	17,000.00	2,550.00
6	C 1.2-1.11 Site Demolition	20,400.00	0.00	0.00	0.00	0.00	0.00	20,400.00	0.00
7	D.1 Site Restoration	34,200.00	0.00	0.00	0.00	0.00	0.00	34,200.00	0.00
8	D.2 Allowance for Debris found onsite	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
9	D.4 Reimbursables	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
10	D.5 Disposal of Pressure Treated Wood	5,900.00	0.00	0.00	0.00	0.00	0.00	5,900.00	0.00
11	D.6 Salvage Allowance	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00
<b>REPORT TOTALS</b>		<b>\$206,000.00</b>	<b>\$0.00</b>	<b>\$91,500.00</b>	<b>\$0.00</b>	<b>\$91,500.00</b>	<b>44.42</b>	<b>\$114,500.00</b>	<b>\$4,575.00</b>



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor	<u>Granite Rock Company</u>	Date	<u>10/31/2022</u>
Project #	<u>MAA10-001</u>	GL #	<u>30-35-325-8601-0000</u>
Invoice Amount	<u>\$658,673</u>	Invoice #	<u>1001521</u>
Project Manager*	<u>Ivana Yeung</u>	Title*	<u>Capital Project Manager II</u>
Description	<u>Alpine Road Trail Construction.</u>		
	<u></u>		
	<u></u>		
	<u></u>		
	<u></u>		

## Bond Oversight Committee Review:

### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**Warren Chan**

---

**From:** Ivana Yeung  
**Sent:** Tuesday, November 1, 2022 12:47 PM  
**To:** Warren Chan  
**Subject:** RE: Granite Rock Company Progress Payment 3 for \$658,673.00

Okay Warren – I will approve the amount you suggested, edited table below. Could you please reconcile my other two billings as well? Let me know what I need to do.

Contract & Amount:	2022-152 \$1,586,623.00 (amount)
PO#:	20230013
PO Balance:	\$1,269,298.00
PO Complete (Y/N):	No
Amount to Pay:	\$658,673.00
G/L Account:	30-35-325-8205.01
Project#:	MAA10-001 Alpine Road Regional Trail Improvement Project
I am approving this invoice electronically – Ivana Yeung	

Thanks,

**Ivana Yeung**

*Capital Project Manager II*  
 Midpeninsula Regional Open Space District  
[iyeung@openspace.org](mailto:iyeung@openspace.org)  
 650.625.6552 (direct)

---

**From:** Warren Chan <wchan@openspace.org>  
**Sent:** Tuesday, November 1, 2022 12:31 PM  
**To:** Ivana Yeung <iyeung@openspace.org>  
**Subject:** RE: Granite Rock Company Progress Payment 3 for \$625,739.35

Yes, you should always approve the total amount before retainage. The transaction is:



5225 Hellyer Ave, Suite 220  
 San Jose, CA 95138  
 Phone: 408-574-1400 Fax: 408-365-9548

## INVOICE

<b>Bill To:</b>	Midpeninsula Regional Open Space District 5050 El Camino Real Los Altos, CA 94022	<b>Invoice No:</b>	1001521
		<b>Application:</b>	3
<b>Job Name:</b>	Alpine Road Trail & Culverts	<b>Period Thru:</b>	10/1/22 thru 10/20/22
<b>Contract No:</b>	2022-152 PO #2023-013		
<b>Graniterock Job #:</b>	7665		

---

Total Completed To Date	1,474,423.00
Less Previous Amount Invoiced	815,750.00
<b>Current Invoice Amount</b>	<b>658,673.00</b>
Less Current Retention	32,933.65
<b>Current Amount Due</b>	<b>625,739.35</b>

The District expenses the entire invoice and the total retainage is released once the project is complete.

Job No : 7665 Alpine Road Trail & Culverts

Application: 3

Period Thru: 10/1/22 thru 10/20/22

2

Contract No : 2022-152 PO #2023-013

Invoice No: 1001521

Date Printed: 10/28/22

Item Number	Description	Unit of Measure	Unit Price	Contract Units	UNITS		AMOUNT	
					This Period	Job to Date	This Period	Job to Date
010	GEN CONDITIONS SAFETY SITE S	LS	182,500.00	1.00	0.25	1.00	45,625.00	182,500.00
020	MOBE/DEMOBE	LS	150,000.00	1.00	0.25	1.00	37,500.00	150,000.00
030	TRAFFIC CONTROL	LS	20,000.00	1.00	0.25	1.00	5,000.00	20,000.00
040	SITE SWPP/BMP'S	LS	50,000.00	1.00	0.25	1.00	12,500.00	50,000.00
050	RESHAPE ROAD	LS	8,000.00	1.00	1.00	1.00	8,000.00	8,000.00
060	4 LIME TREATED AGG BASE	SF	4.76	29,925.00	29,925.00	29,925.00	142,443.00	142,443.00
070	2 LIME TREATED AGG BASE (TRAI	SF	4.85	29,400.00	29,400.00	29,400.00	142,590.00	142,590.00
080	SUBGRADE STABILIZATION (ADD 4"	SF	13.50	2,580.00	2,580.00	2,580.00	34,830.00	34,830.00
090	GABION ROCK SUBBASE	CY	600.00	17.00	17.00	17.00	10,200.00	10,200.00
100	CLEAN OR ESTABLISH INBOARD DIT	LF	10.00	1,706.00	1,536.00	1,536.00	15,360.00	15,360.00
110	REVERSE GRADE DIP	EA	1,500.00	36.00	30.00	30.00	45,000.00	45,000.00
120	KNICKS	EA	1,300.00	5.00	0.00	0.00	0.00	0.00
130	SITE 2	LS	13,000.00	1.00	0.25	1.00	3,250.00	13,000.00
140	SITE 3	LS	24,000.00	1.00	0.25	1.00	6,000.00	24,000.00
150	SITE 4	LS	19,000.00	1.00	0.25	1.00	4,750.00	19,000.00
160	SITE 5	LS	12,500.00	1.00	0.25	1.00	3,125.00	12,500.00
170	SITE 6	LS	3,000.00	1.00	0.00	1.00	0.00	3,000.00
180	SITE 7	LS	13,500.00	1.00	0.25	1.00	3,375.00	13,500.00
190	SITE 9	LS	48,000.00	1.00	0.25	1.00	12,000.00	48,000.00
200	SITE 9.5	LS	12,500.00	1.00	0.25	1.00	3,125.00	12,500.00
210	SITE 10 & 11	LS	36,000.00	1.00	0.25	1.00	9,000.00	36,000.00
220	SITE 12	LS	11,000.00	1.00	0.25	1.00	2,750.00	11,000.00
230	SITE 13	LS	40,000.00	1.00	0.25	1.00	10,000.00	40,000.00
240	SITE 14	LS	290,000.00	1.00	0.25	1.00	72,500.00	290,000.00
250	SITE 14.1	LS	12,000.00	1.00	0.25	1.00	3,000.00	12,000.00
260	SITE 14.2	LS	9,000.00	1.00	0.25	1.00	2,250.00	9,000.00
270	SITE 15	LS	29,000.00	1.00	0.25	1.00	7,250.00	29,000.00
280	SITE 16	LS	2,500.00	1.00	0.00	1.00	0.00	2,500.00
290	SITE 17	LS	34,000.00	1.00	0.25	1.00	8,500.00	34,000.00
300	SITE 18	LS	21,000.00	1.00	0.25	1.00	5,250.00	21,000.00
310	SITE 18.5	LS	3,500.00	1.00	1.00	1.00	3,500.00	3,500.00
320	PHYTOPHTHERA ALLOWANCE	LS	25,000.00	1.00	0.00	1.00	0.00	25,000.00
330	STAND DOWN ALLOWANCE	LS	50,000.00	1.00	0.00	0.00	0.00	0.00
340	HAZ MAT ALLOWANCE	LS	20,000.00	1.00	0.00	0.00	0.00	0.00
350	TREE PROTECTION ALLOWANCE	LS	15,000.00	1.00	0.00	1.00	0.00	15,000.00
360	TREE REMOVAL ALLOWANCE	LS	25,000.00	1.00	0.00	0.00	0.00	0.00
941001	CCO#01 WATERLINE RELOCATE	LS	49,500.00	1.00	0.00	0.00	0.00	0.00
							<b>658,673.00</b>	<b>1,474,423.00</b>



Graniterock Job No. 7665  
 Subcontract No.



**CONDITIONAL WAIVER AND RELEASE  
 UPON PROGRESS PAYMENT**

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

**Identifying Information**

Name of Claimant: Granite Rock Company  
 Name of Customer: Midpeninsula Regional Open Space District  
 Job Location: Alpine Road Regional Trail Improvements  
 Owner: Midpeninsula Regional Open Space District  
 Through Date: 10/20/22

**Conditional Waiver and Release**

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: Midpeninsula Regional Open Space District  
 Amount of Check: \$ 625,739.35  
 Check Payable to: Granite Rock Company

**Exceptions**

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:


Date(s) of waiver and release: 9/20/22

Amount(s) of unpaid

(4) Contract rights, in  
 contract, and (B) the

ment, or breach of  
 nsated by the payment.

**Signature**

Claimant's Signature   
 Claimant's Title: Project Analyst  
 Date of Signature: 10/28/22



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  *Land Acquisition*  *Top 10 Expenses*  *BOC Member Invoice Selection*

Vendor	<u>Waterways Consulting</u>	Date	<u>09/12/2022</u>
Project #	<u>MAA10-001</u>	GL #	<u>30-35-325-8201.02</u>
Invoice Amount	<u>\$35,175.06</u>	Invoice #	<u>18-050-21</u>
Project Manager*	<u>Scott Reeves (no longer at the District)</u>	Title*	<u>Senior Capital Project Manager</u>
Description	<u>Alpine Road Trail Construction and Storm Water Pollution Prevention Plan.</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

## Bond Oversight Committee Review:

### *Invoice Review Checklist:*

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

### *For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

### *For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**From:** [Accounts Payable](#)  
**To:** [Lisa Jenkinson](#)  
**Subject:** FW: Waterways Invoice for Alpine Trail 18-050-21  
**Date:** Thursday, September 15, 2022 9:38:15 AM  
**Attachments:** [18-050-21.pdf](#)

---

Hi Lisa,

Here is a Waterways invoice from Scott for entry into NWS.

Thanks,  
Warren

**Warren Chan**

Accountant, CPP  
wchan@openspace.org  
650-625-6570 (direct)

---

**From:** Scott Reeves <sreeves@openspace.org>  
**Sent:** Thursday, September 15, 2022 8:51 AM  
**To:** Accounts Payable <accountspayable@openspace.org>  
**Cc:** Warren Chan <wchan@openspace.org>; Andrew Taylor <ataylor@openspace.org>  
**Subject:** Waterways Invoice for Alpine Trail 18-050-21

Good afternoon,

Please find approval of the attached invoice 18-050-21 from Waterways for the Alpine Trail project which includes base contract construction administration work under PO#2023-209.

Contract & Amount:	2019-090; \$302,429
PO#:	2023-209;
PO Balance:	\$38,403.70
PO Complete (Y/N):	N
Amount to Pay:	\$28,515.06
G/L Account:	30-35-325-8201.02
Project#:	MAA10-001
I am approving this invoice electronically	



This invoice also contains contingency work to develop and submit a Storm Water Pollution Prevention Plan under PO#2023-211.

Contract & Amount:	2019-090; \$302,429
PO#:	2023-211;
PO Balance:	\$6,660.00
PO Complete (Y/N):	Y
Amount to Pay:	\$6,660.00
G/L Account:	30-35-325-8201.02
Project#:	MAA10-001
I am approving this invoice electronically	



**Midpeninsula Regional Open Space District**  
 5050 El Camino Real, Los Altos, CA 94022  
 650.691.1200 (office)  
[openspace.org](http://openspace.org)



**From 50 to Forever: Caring for the land that cares for us** – By creating Midpen 50 years ago, our community prioritized clean air and water, healthy habitats for diverse native plants and animals, ecosystems that are resilient to the effects of our changing climate, and places for people to connect with nature – that's what Midpen provides in perpetuity. [Celebrate with us all year long >](#)

Waterways Consulting, Inc.  
 509A Swift Street  
 Santa Cruz, CA 95060  
 831.421.9291



Waterways Job #: 18-050 Alpine Trail

Bill To:  
 Midpeninsula Regional Open Space District  
 330 Distel Circle  
 Los Altos, CA. 94022-1404  
 ATTN: Scott Reeves

Date: 9/8/2022  
 Invoice #: 18-050-21  
 Payment Terms: Net 30

Task	Notes	Hours/Units	Rate	Amount
	Alpine Trail Agreement: PO#2023-209			
Task 6.3	Principal Engineer: Construction Observation	33.5	165.00	5,527.50
Task 6.3	Principal Geologist: Construction Observation	48.5	165.00	8,002.50
Task 6.3	Haro Kasunich & Associates: Construction Observation		14,866.75	14,866.75
Job Expense	Office Expenses		25.00	25.00
Job Expense	Mileage	149.3	0.625	93.31
	Alpine Trail Agreement: PO#2023-211			
Task 4.6	Principal Engineer: SWPPP	8.5	165.00	1,402.50
Task 4.6	Staff Engineer: SWPPP	38.5	135.00	5,197.50
Job Expense	Office Expenses		60.00	60.00
	Service Dates: 07/01/22 through 08/31/22			

Subtotal	\$35,175.06
Previous Payments or Credits	\$0.00
<b>Balance Due This Invoice</b>	<b>\$35,175.06</b>

**Haro, Kasunich & Associates, Inc**

116 East Lake Avenue  
 Watsonville, CA 95076  
 Tel: (831) 663-4276  
 bookkeeper@harokasunich.com

**Invoice**

**Invoice Date:** Sep 1, 2022  
**Invoice Num:** 5839  
**Billing Through:** Aug 31, 2022

Waterways Consulting, Inc.

**Alpine Rd Trail; Waterways, Plan Review & Const (11602:1 RVW/COT) - Managed by (AK)**

**Professional Services**

<u>Date</u>	<u>Employee</u>	<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
8/1/2022	AK	Tfc Ivana re: water line	0.25	\$185.00	\$46.25
8/4/2022	JD	Prevailing Wage Tech, one site visit for testing, obs, and meetings	6.00	\$150.00	\$900.00
8/5/2022	JD	Paperwork, Tech Rate	1.00	\$108.00	\$108.00
8/8/2022	JD	Prevailing Wage Tech, one site visit for obs and meetings	5.00	\$150.00	\$750.00
8/9/2022	AK	Site Inspection and testing at Site #11	8.00	\$150.00	\$1,200.00
8/11/2022	JD	Prevailing Wage Tech, one site visit for compaction tests, obs, and meetings	6.00	\$150.00	\$900.00
8/15/2022	JD	Prevailing Wage Tech	5.00	\$150.00	\$750.00
8/15/2022	JD	Paperwork, Tech Rate, photos and email	1.00	\$108.00	\$108.00
8/15/2022	AK	Compile Field Reports, Compaction logs, brief JD, Meeting with TB re: gravel filter design	1.50	\$185.00	\$277.50
8/15/2022	AK	Video Conference Meeting with Team	0.75	\$185.00	\$138.75
8/15/2022	JK	Brief Andrew K & Jeff D	0.25	\$215.00	\$53.75
8/16/2022	JD	Prevailing Wage Tech one site visit for compaction tests, obs and meetings	6.00	\$150.00	\$900.00
8/18/2022	AK	Site Insepction and compaction testing, Site 17 and 18	8.00	\$150.00	\$1,200.00
8/19/2022	AK	Brief JD and prepare compaction site maps and test log	1.50	\$108.00	\$162.00
8/22/2022	JD	Paperwork, Tech Rate	0.50	\$108.00	\$54.00
8/24/2022	JD	Prevailing Wage Tech, one site visit for observations and meetings	8.00	\$150.00	\$1,200.00
8/25/2022	JD	Prevailing Wage Tech, one site visit for observations	6.00	\$150.00	\$900.00
8/26/2022	AK	Brief JD and TB	0.50	\$185.00	\$92.50
8/29/2022	AK	Site Inspection Keyways and Benches Site 14	8.00	\$108.00	\$864.00
8/31/2022	JD	Prevailing Wage Tech one site visit for observations	5.00	\$150.00	\$750.00

**Total Service Amount:** **\$11,354.75**

**Amount Due This Invoice:** **\$11,354.75**

*This invoice is due on 9/1/2022*

**Account Summary**

<b>Services BTD</b>	<b>Expenses BTD</b>	<b>Last Inv Num</b>	<b>Last Inv Date</b>	<b>Last Inv Amt</b>	<b>Last Pay Amt</b>	<b>Prev Unpaid Amt</b>
\$15,551.75	\$820.00	5744	8/1/2022	\$3,512.00	\$277.50	\$3,512.00

**Total Amount Due Including This Invoice:** **\$14,866.75**

To pay by credit card, email your invoice # and we'll send you a secure payment link. A service charge of 1.5% per month will be applied to unpaid balances after 30 days. For questions contact Bookkeeper@HaroKasunich.com or 831-663-4276.



## Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor U.S. Geological Survey Date 06/12/2023

Project # MAA13-003 GL # 30-80-830-8301

Invoice Amount \$54,883.44 Invoice # 91063753

Project Manager\* Julie Andersen Title\* Sr Resource Management Specialist

Description San Francisco Garter Snake Population and Distribution Monitoring.

\*This transaction is a journal entry moving the expense from VP13 to MAA13.

Once the purchase of Cloverdale was finalized, these expenses became eligible for MAA.

### Bond Oversight Committee Review:

#### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

*\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.*

MROSD



JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	12	435	GNI	06/12/2023	08/03/2023	Cloverdale	gbarrera	1	N	Hist	2023	N
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB		
1	3020230	8100		MAA13			RCLS: Pre-purch Rangeland	19,906.25				
	30-20-230-8100-0000-						REAL PROPERTY SERVICES					
2	4020230	8100		MAA13			RCLS: Pre-purch Rangeland		19,906.25			
	40-20-230-8100-0000-						REAL PROPERTY SERVICES					
3	3020230	8102		MAA13			RCLS: Pre-purch Cloverdale	50,030.00				
	30-20-230-8102-0000-						Appraisal					
4	4020230	8102		MAA13			RCLS: Pre-purch Cloverdale		50,030.00			
	40-20-230-8102-0000-						Appraisal					
5	3020230	8104		MAA13			RCLS: Pre-purch legal expe	43,431.20				
	30-20-230-8104-0000-						Legal Services					
6	4020230	8104		MAA13			RCLS: Pre-purch legal expe		43,431.20			
	40-20-230-8104-0000-						Legal Services					
7	3020230	8107		MAA13			RCLS: Pre-purch escrow exp	10,344.50				
	30-20-230-8107-0000-						Title Insur/Escrow					
8	4020230	8107		MAA13			RCLS: Pre-purch escrow exp		10,344.50			
	40-20-230-8107-0000-						Title Insur/Escrow					
9	3080830	8301		MAA13			RCLS: Pre-purch geological	54,883.44				
	30-80-830-8301-0000-						Biologist Services					
10	4080830	8301		MAA13			RCLS: Pre-purch geological		54,883.44			
	40-80-830-8301-0000-						Biologist Services					
11	30	2190		MAA13			Due to General Fund		178,595.39			
	30-2190-						Due To - General Fund					
12	10	1193		MAA13			Due from MAA Fund	178,595.39				
	10-1193-						Due From - MAA GO Bond Fund					
13	10	1194		MAA13			Due From GF Capital Fund		178,595.39			
	10-1194-						Due From - GF Capital Fund					
14	40	2190		MAA13			Due to General Fund	178,595.39				
	40-2190-						Due To - General Fund					
15	30	2953		MAA13			Expenditure Control	178,595.39		C		
	30-2953-											
16	40	2953		MAA13			Expenditure Control		178,595.39	C		
	40-2953-											
** JOURNAL TOTAL								535,786.17	535,786.17			
** GRAND TOTAL								535,786.17	535,786.17			

1 Journals printed

\*\* END OF REPORT - Generated by Rafaela Ocegüera \*\*

**MROSD**



**PROJECT BUDGET REPORT**

FOR 07/01/2022 - 06/30/2023

	Original Budget	Net Budget Amendments	Revised Budget		Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
<b>Phase: VP13001 - VP13001</b>									
E VP13	-VP13001 0.00	-230 215,000.00	-8100 215,000.00	Cloverdale	0.00	0.00	19,906.25	195,093.75	9.26%
E VP13	-VP13001 0.00	-230 0.00	-8102 0.00	VP13001	0.00	30.00	50,030.00	-50,060.00	0.00%
E VP13	-VP13001 0.00	-230 0.00	-8104 0.00	VP13001	0.00	15,637.19	43,431.20	-59,068.39	0.00%
E VP13	-VP13001 0.00	-230 0.00	-8107 0.00	Title Insu	0.00	0.00	10,344.50	-10,344.50	0.00%
E VP13	-VP13001 0.00	-830 78,000.00	-8200 78,000.00	Cloverdale	0.00	0.00	0.00	78,000.00	0.00%
E VP13	-VP13001 0.00	-830 0.00	-8301 0.00	VP Cloverd	0.00	22,251.89	54,883.44	-77,135.33	0.00%
<b>TOTALS for Phase/Source: VP13001 - VP13001</b>									
	0.00	293,000.00	293,000.00		0.00	37,919.08	178,595.39	76,485.53	
<b>TOTALS FOR EXPENSE STRINGS</b>									
	0.00	293,000.00	293,000.00		0.00	37,919.08	178,595.39	76,485.53	0.00
<b>REPORT TOTAL</b>									
	Original Budget 0.00	Net Budget Amendments 293,000.00	Revised Budget 293,000.00		Requisitions 0.00	Encumbrances 37,919.08	Actuals 178,595.39	Available Budget 76,485.53	

**Gregoria Barrera**

---

**From:** Warren Chan  
**Sent:** Monday, June 26, 2023 2:46 PM  
**To:** Gregoria Barrera  
**Cc:** Rafaela Ocegüera  
**Subject:** FW: Cloverdale - VP to MAA  
**Attachments:** VP13 to MAA13.pdf

Hi Gregoria,

Please see Rafaela's instructions below. Use the "Actuals" from the attachment. Make the G/L date 6/12/2023.

Let me know if you have any questions.

--Warren



**Warren Chan**

Accountant, CPP

Midpeninsula Regional Open Space District

5050 El Camino Real, Los Altos, CA 94022

**(650) 625-6570 Direct**

[www.openspace.org](http://www.openspace.org)

---

**From:** Rafaela Ocegüera <[rocegüera@openspace.org](mailto:rocegüera@openspace.org)>

**Sent:** Friday, June 23, 2023 2:51 PM

**To:** Warren Chan <[wchan@openspace.org](mailto:wchan@openspace.org)>

**Subject:** Cloverdale - VP to MAA

Warren,

Please move all expenses from VP13001 to MA13003. Now that we've closed on Cloverdale, we can move all pre-acquisition expenses to MAA.

Please feel free to assign this to Gregoria (same goes for the previous email I sent about MAA01).

Thank you,

**Rafaela Ocegüera** (*formerly Duran*)

**Budget & Finance Manager**

Midpeninsula Regional Open Space District

5050 El Camino Real, Los Altos, CA 94022



**(650) 625-6587 Direct**

[openspace.org](http://openspace.org)



**From:** [Julie Andersen](#)  
**To:** [Accounts Payable](#)  
**Cc:** [Ariel Starr](#)  
**Subject:** FW: USGS Invoice 91063753  
**Date:** Wednesday, May 31, 2023 2:45:24 PM  
**Attachments:** [USGS Invoice #91063753.pdf](#)  
[USGS Midpeninsula Regional Open Space Report of Exp April 2023.pdf](#)  
[RE EXTERNAL RE USGS Invoice 91063753.msg](#)

---

Please see attached invoice and approval stamp below.

Contract & Amount:	23000113; \$198,363.99
PO#:	2310210
PO Balance:	\$129,992.66
PO Complete (Y/N):	No
Amount to Pay:	\$54,883.44
G/L Account:	40-80-830-8301
Project#:	VP13-001
I am approving this invoice electronically: <i>Julie Andersen</i>	

---

**From:** Gomez, Rachel V <[rvgomez@usgs.gov](mailto:rvgomez@usgs.gov)>  
**Sent:** Wednesday, April 26, 2023 3:18 PM  
**To:** Julie Andersen <[jandersen@openspace.org](mailto:jandersen@openspace.org)>  
**Cc:** Halstead, Brian J <[bhalstead@usgs.gov](mailto:bhalstead@usgs.gov)>  
**Subject:** USGS Invoice 91063753

**EXTERNAL**

Good afternoon Julie,

Attached is USGS Invoice 91063753 for billing period 01/27/2023 – 04/12/2023.

Thank you,

*Rachel Gomez*  
 Budget Analyst  
 Western Ecological Research Center  
 3020 State University Drive

DI-1040

UNITED STATES DEPARTMENT OF THE INTERIOR  
DOWN PAYMENT (BILL) REQUEST

Page:1

Make Remittance Payable To: U.S. Geological Survey  
Billing Contact: Rachel Gomez Phone: 279-782-3155

Bill #: 91063753  
Customer: 6000001955  
Date: 04/26/2023  
Due Date: 06/25/2023

Purchase Order #2310210

Remit Payment To: United States Geological Survey  
12201 Sunrise Vly Dr., RM 6A221, MS 271  
Reston, VA 20192

Payer: MIDPENINSULA REGIONAL OPEN SPACE DIST  
5050 El Camino Real  
LOS ALTOS CA 94022

Additional forms of payment may be accepted. Please email GS-A-HQ\_RMS@USGS.GOV or call 703-648-7683 for additional information.

To pay through Pay.gov go to <https://www.pay.gov>.

Checks must be made payable to U.S. Geological Survey. Please detach the top portion or include bill number on all remittances.

Amount of Payment: \$ \_\_\_\_\_

Date	Description	Qty	Unit Price		Amount
			Cost	Per	
04/26/2023	Agreement#23ZCTAAMIDPEN67 DUNS#009221656; TIN#94-2231873 Project Manager: Julie Andersen Project Title: San Francisco garter snake population and distribution monitoring.  USGS Agmt #23ZCTAAMIDPEN67 WBS#GR23ZC00TPPSU00 PI: Brian Halstead Project Title: R- MidPen SFGS Conservation 23ZCTAAMIDPEN67	1	54,883.44	1	54,883.44

Amount Due this Bill: 54,883.44

Accounting Classification:  
Sales Order: 112156  
Sales Office: GWZC  
Customer: 6000001955  
Accounting #: 10816116

TIN: \*\*\*\*\*1873

4/26/2023

## REPORT OF EXPENDITURES

CUSTOMER: Midpeninsula Regional Open space District

USGS AGREEMENT NUMBER 23ZCTAAMIDPEN67

PROJECT: Research San Francisco garter snake population and distribution monitoring techniques and management and recovery planning.

USGS ACCOUNT: GR23ZC00TPPSS00

Invoice Number: 91063753

Invoice Amount: \$54,883.44

Invoice Period: 01/27/2023 - 04/12/2023

Agmt Amount: \$198,363.99

		FY2022 - 2023				
BUDGET CATEGORIES		Invoice 91063753 01/27/2023 - 04/12/2023	Future Expenses	Future Expenses	Future Expenses	TOTALS
<b>SALARY COSTS</b>						
Salary		36,048.26	-	-	-	\$36,048.26
	<b>Subtotal</b>	<b>\$36,048.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,048.26</b>
<b>OPERATING EXPENSES</b>						
Field Supplies		500.00	-	-	-	\$500.00
		-	-	-	-	\$0.00
		-	-	-	-	\$0.00
	<b>Subtotal</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>
<b>TOTAL DIRECT EXPENSES</b>		<b>\$36,548.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,548.26</b>
	<b>Indirect Expenses</b>	<b>\$18,335.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,335.18</b>
<b>TOTAL EXPENSES</b>		<b>\$54,883.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,883.44</b>
<b>FUNDING REMAINING</b>		<b>\$143,480.55</b>	<b>\$143,480.55</b>	<b>\$143,480.55</b>	<b>\$143,480.55</b>	<b>\$143,480.55</b>
<b>INVOICED</b>		<b>\$54,883.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,883.44</b>
<b>REMAINING TO BILL</b>		<b>\$143,480.55</b>	<b>\$143,480.55</b>	<b>\$143,480.55</b>	<b>\$143,480.55</b>	<b>\$143,480.55</b>

**From:** [Gomez, Rachel V](#)  
**To:** [Julie Andersen](#)  
**Cc:** [Halstead, Brian J](#)  
**Subject:** RE: [EXTERNAL] RE: USGS Invoice 91063753  
**Date:** Tuesday, May 30, 2023 11:42:15 AM  
**Attachments:** [USGS Midpeninsula Report of Exp April 2023 Revised.pdf](#)

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EXTERNAL

Hi Julie,

Brian confirmed the invoice covers the Cloverdale work.

Thank you,

*Rachel Gomez*  
Budget Analyst  
Western Ecological Research Center  
3020 State University Drive  
Modoc Hall, Suite 4004  
Sacramento, CA 95819  
Work Cell: (279) 782-3155

---

**From:** Julie Andersen <[jandersen@openspace.org](mailto:jandersen@openspace.org)>  
**Sent:** Friday, May 26, 2023 1:48 PM  
**To:** Gomez, Rachel V <[rvgomez@usgs.gov](mailto:rvgomez@usgs.gov)>  
**Cc:** Halstead, Brian J <[bhalstead@usgs.gov](mailto:bhalstead@usgs.gov)>  
**Subject:** [EXTERNAL] RE: USGS Invoice 91063753

**This email has been received from outside of DOI - Use caution before clicking on links, opening attachments, or responding.**

Hello,

Checking in. Please let me know if all of the work associated with this invoice is for work at Cloverdale, or if any was for La Honda feasibility? The two efforts bill from separate accounts and I need a clear breakdown before I can submit the invoice for processing.

Thank you!

-Julie

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**From:** Julie Andersen  
**Sent:** Friday, May 5, 2023 3:29 PM  
**To:** Gomez, Rachel V <[rvgomez@usgs.gov](mailto:rvgomez@usgs.gov)>

**Cc:** Halstead, Brian J <[bhalstead@usgs.gov](mailto:bhalstead@usgs.gov)>

**Subject:** RE: USGS Invoice 91063753

Hi Brian/Rachel,

Are you able to tell me if all of this is for work at Cloverdale or is any of this for La Honda feasibility?  
The two efforts bill from separate accounts on my end and I need a clear breakdown.

Thanks!

-Julie

---

**From:** Gomez, Rachel V <[rvgomez@usgs.gov](mailto:rvgomez@usgs.gov)>

**Sent:** Wednesday, April 26, 2023 3:18 PM

**To:** Julie Andersen <[jandersen@openspace.org](mailto:jandersen@openspace.org)>

**Cc:** Halstead, Brian J <[bhalstead@usgs.gov](mailto:bhalstead@usgs.gov)>

**Subject:** USGS Invoice 91063753

EXTERNAL

Good afternoon Julie,

Attached is USGS Invoice 91063753 for billing period 01/27/2023 – 04/12/2023.

Thank you,

*Rachel Gomez*

Budget Analyst

Western Ecological Research Center

3020 State University Drive

Modoc Hall, Suite 4004

Sacramento, CA 95819

Work Cell: (279) 782-3155



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor	<u>Aecom Technical Services Inc</u>	Date	<u>03/08/2023</u>
Project #	<u>MAA20-002</u>	GL #	<u>30-30-320-8304</u>
Invoice Amount	<u>\$149,386.37</u>	Invoice #	<u>2000721943</u>
Project Manager*	<u>Jared Hart</u>	Title*	<u>Senior Planner</u>
Description	<u>Project Management and studies for Highway 17 Wildlife &amp; Regional Trail Crossing and Trail Connections Project (10/01/22 to 12/31/22).</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

## Bond Oversight Committee Review:

### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**From:** [Jared Hart](#)  
**To:** [Accounts Payable](#)  
**Cc:** [Julie Andersen](#); [Aaron Peth](#); [Sophie Christel](#); [Deborah Hirst](#); [Samantha Powell](#); [Warren Chan](#); [Andrew Taylor](#)  
**Subject:** AECOM Invoice # 2000726825 for MAA20-001, -002 (HWY 17); PO# 2023-079  
**Date:** Monday, March 13, 2023 4:28:42 PM  
**Attachments:** [Hwy17 Crossings Oct Nov Dec 2022 Invoice rev.pdf](#)  
[Hwy17 BudgetTracking Oct Nov Dec 2022 rev.xlsx](#)

Good afternoon –

Me and Julie have reviewed and approved attached Invoice #2000726825 from AECOM for services on the Highway 17 Crossings Project (MAA20-001 and MAA20-002) between 10/1/22 – 12/31/22. Please let me know if you have any questions.

Thank you,

Jared

(Planning) AECOM services Oct. – Dec. 2022 Invoice #2000726825

Contract & Amount:	2020-119 \$2,499,700
PO#:	2023-079
PO Balance:	\$736,586.25 (Total) \$380,637.04 (65%)
PO Complete (Y/N):	No
Amount to Pay:	\$149,386.37 (65%)
G/L Account:	30-30-320-8304-0000
Project#:	MAA20-002
I am approving this invoice electronically: <i>Jared Hart</i>	

Total Invoice = \$229,825.19  
 65% (\$149,386.37) allocated to MAA20-002

(NR) AECOM services Oct. – Dec. 2022 Invoice #2000726825

Contract & Amount:	2020-119 \$2,499,700
PO#:	2023-079
PO Balance:	\$736,586.25 (Total) \$204,958.40 (35%)

PO Complete (Y/N):	No
Amount to Pay:	\$80,438.82 (35%)
G/L Account:	30-80-830-8304-0000
Project#:	MAA20-001
I am approving this invoice electronically: Julie Andersen	



**Jared Hart, AICP, CPSWQ**

Senior Planner

Midpeninsula Regional Open Space District

5050 El Camino Real | Los Altos, CA 94022

(650) 625-6535

[jhart@openspace.org](mailto:jhart@openspace.org) | [www.openspace.org](http://www.openspace.org)

The Highway 17 Project is comprised of three elements that are being reviewed as a single Highway 17 Project under the California Environmental Quality Act (CEQA) by AECOM: 1) the wildlife undercrossing led by Natural Resources, and 2) the trail overcrossing led by Planning and 3) trail connections that bridge the gap in the Bay Area Ridge Trail, also led by Planning. The project costs are divided to reflect the three elements and their assigned departments, with Planning paying for roughly 2/3's of the cost while Natural Resources pays the remaining 1/3 from their respective project budgets. Field survey efforts, the amount of anticipated ground disturbance, and level of documentation required to clear the trails portion of the project (which is everything outside of the Highway/Caltrans Right-of-Way) are all costs related to the trails elements (Planning) and therefore coded solely to the Planning Budget for the Project.





AECOM  
 300 Lakeside Drive  
 Suite 400  
 Oakland, CA 94612  
 www.aecom.com

510 893 3600 tel  
 510 874 3268 fax

## Invoice Cover Letter

To	Jared Hart Midpeninsula Regional Open Space District	Page	1
Subject	Invoice for Contract Number 2020-119, AECOM Project Number 60635999, Purchase Order Number 2023-079 Hwy 17 Wildlife & Regional Trail Crossing and Trail Connections Project For: October 1 through December 31, 2022		
From	Lynn McIntyre, AECOM		
Date	February 26, 2023		

Hi Jared,

Attached is Invoice #2000726825 for Purchase Order #2023-079 for the Highway 17 Wildlife & Regional Trail Crossing and Trail Connections Project between Midpeninsula Regional Open Space District (Midpen) and AECOM. This invoice includes work completed during the period of October 1 through December 31, 2022. **This supersedes invoice 2000721943 submitted on February 13, 2023, for the same invoice period.**

The total invoice amount is \$229,825.19. The current total budget is \$2,192,366.00. To date, the total budget is 66.3% spent and there is \$735,024.65 remaining. Please see Table 1 for a breakdown of budget status by task.

### Tasks Performed During This Period:

#### Task 1 – Project Management

- Project management and administration related to ongoing roles and deliverables
- Prepared for and attended regular recurring Core Team meetings; prepared and distributed notes and schedule updates
- Began coordination with Cogstone on Paleontological Evaluation Report/Mitigation Plan

#### Task 2 – Environmental Studies

- Submitted Visual Impact Assessment to Midpen for review, addressed Midpen comments, submitted to Caltrans, addressed Caltrans comments and resubmitted; continued on visual simulation refinements
- Submitted Archaeological Survey Report, Historic Properties Survey Report, and APE map to Midpen for review, had short meeting about APE adjustments, addressed Midpen comments and submitted to Caltrans
- Submitted Location Hydraulic Study to Midpen for review, addressed Midpen comments, submitted to Caltrans
- Had Water Quality/Hydrology focus meeting with Caltrans; submitted Water Quality Assessment Report to Midpen for review, addressed Midpen comments, submitted to Caltrans
- Submitted Section 4(f) Memo to Midpen for review, addressed Midpen comments, submitted to Caltrans
- Addressed Caltrans comments on Aquatic Resources Delineation Report and resubmitted
- Had focus meeting with Caltrans Biology; submitted Natural Environment Study to Midpen for review, began addressing Midpen comments
- Coordinated with Midpen on trails construction emissions modeling data needs for Air Quality Memo
- Began Noise Memo

#### Task 3 – Environmental Documents

- Addressed General Manager and other Midpen comments on the Project Description and figures
- Developed preliminary alternatives comparison matrix



#### Task 4 – Public Outreach

- Participated in meetings with Caltrans
- Coordination on Landscape Renderings development

#### Task 5 – Engineering Technical Studies

- Had focus meeting with Caltrans regarding Middle Mile Broadband
- Updated GADs and construction staging
- Performed major revisions to Advanced Planned Studies and Preliminary Foundation Reports, and submitted to Caltrans for review
- Reviewed and commented on Storm Water Data Report
- Performed field visit to support HDR/WRECO deliverables

#### Task 6 – Project Report

- No work for this period

#### Task 7 – Mitigation Credit Agreement

- Coordination on MCA

#### Task 8 – Expenses

- No work for this period

#### Task 9 – Subconsultant

- WRECO continued development of the draft Location Hydraulic Study, Storm Water Data Report, and Water Quality Assessment Report; performed field visit; addressed AECOM and Midpen comments on reports and resubmitted in preparation for Caltrans review.

**Table 1. Budget Status by Task**

Task	Current Invoice	Invoiced to Date	Percent Spent	Percent Workload Complete
<b>1 – Project Management</b>	\$ 29,595.00	\$ 273,336.25	100.2%*	65.0%
<b>2 – Environmental Studies</b>	\$ 101,761.25	\$ 350,005.93	71.5%	70.0%
<b>3 – Environmental Documents</b>	\$ 7,850.00	\$ 66,377.50	32.0%	30.0%
<b>4 – Public Outreach</b>	\$ 4,102.50	\$ 50,820.00	28.1%	26.0%
<b>5 – Engineering Technical Studies</b>	\$ 58,737.50	\$ 627,696.79	79.4%	79.4%
<b>6 – Project Report</b>	\$ -	\$ 962.50	0.8%	1.0%
<b>7 – Mitigation Credit Agreement</b>	\$ 2,070.00	\$ 47,221.25	21.8%	21.8%
<b>8 – Expenses</b>	\$ --	\$ 14,533.94	90.8%	90.8%
<b>9 – Subconsultant</b>	\$ 25,662.50	\$ 27,263.25	50.94%	51%
<b>Total</b>	\$ 229,825.19	\$ 1,457,341.35	66.3%	63%

\* Authorized optional release for additional Project Management not reflected in this invoice.



**Project Budget Status:**

Total contract amount = \$2,192,366.00

Total amount of this invoice = \$229,825.19

Total invoiced to date = \$1,457,341.35

Total Amount remaining = \$735,024.65

If you have any question or concerns, please don't hesitate to contact me at 510-874-3149 or via email at: [lynn.mcintyre@aecom.com](mailto:lynn.mcintyre@aecom.com).

Thank you,

  
Lynn McIntyre  
Project Manager, AECOM

## IMPORTANT REMITTANCE INFORMATION

**Please include the AECOM invoice number when sending payment**

**INVOICE NUMBER: 2000726825**  
**Invoice Date: 24-FEB-23**  
**Invoice Due Date: 25-APR-23**  
**Amount Due: \$229,825.19 USD**  
**Project Number: 60635999**

To process your payment timely and ensure credit is given, please include the AECOM invoice number when sending payment. Including this invoice number will allow AECOM to promptly apply your payment without delay or additional information requests placed upon your organization.

Failure to reference the AECOM invoice number when sending payment may result in delay of your account being credited.

To expedite payment processing, AECOM is asking its clients to submit payments electronically by ACH (Automated Clearing House) if possible.

ACH payments provide an alternative to paper checks, affording you the following advantages:

- Certainty of delivery
- Reduced operating costs through the elimination of paper check mailing

Regards,

AECOM Cash Application Department  
[CashAppsRemittance@aecom.com](mailto:CashAppsRemittance@aecom.com)

Check Payment to:  
 AECOM Technical Services, Inc.  
 An AECOM Company  
 1178 Paysphere Circle  
 Chicago, IL 60674

ACH Payment to:  
 AECOM Technical Services, Inc.  
 An AECOM Company  
 Bank of America  
 Account Number 5800937020  
 ABA Number 071000039

Wire Transfer Payment to:  
 AECOM Technical Services, Inc.  
 An AECOM Company  
 Bank of America  
 New York, NY 10001  
 Account Number 5800937020  
 ABA Number 026009593  
 SWIFT CODE BOFAUS3N



300 Lakeside Drive, Suite 400, Oakland, CA 94612  
 Tel: 510-893-3600  
 Fax: 510-874-3268

Federal Tax ID No. 95-2661922

**ATTN : Jared Hart**  
**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**  
**5050 EL CAMINO REAL**  
**Los Altos, CA 94022**  
**United States**

**Invoice Date: 24-FEB-23**  
**Invoice Number: 2000726825**

**Agreement Number: 60635999**  
**Agreement Description:**

**Payment Term: 60 DAYS**  
 PO # 2023-079  
*Please reference Invoice Number and Project Number with Remittance*

**Project Number : 60635999**  
**Bill Through Date : 01-OCT-22 - 31-DEC-22**

**Project Name : Hwy 17 Wildlife and Trail Crossings Project**

**Task Number : 1.0**

**Task Name : Project Management**

**Labor Bill Rate**

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Carroll, Carla Marie (Carla)	Project Controls	09-DEC-22	0.50	120.00	60.00
Carroll, Carla Marie (Carla)	Project Controls	16-DEC-22	1.00	120.00	120.00
Carroll, Carla Marie (Carla)	Project Controls	23-DEC-22	2.00	120.00	240.00
Carroll, Carla Marie (Carla)	Project Controls	30-DEC-22	1.00	120.00	120.00
Edwards, Diana (Diana)	Env Prof VI	07-OCT-22	1.00	140.00	140.00
Edwards, Diana (Diana)	Env Prof VI	14-OCT-22	1.50	140.00	210.00
Edwards, Diana (Diana)	Env Prof VI	21-OCT-22	1.00	140.00	140.00
Edwards, Diana (Diana)	Env Prof VI	04-NOV-22	1.00	140.00	140.00
Edwards, Diana (Diana)	Env Prof VI	25-NOV-22	0.50	140.00	70.00
Edwards, Diana (Diana)	Env Prof VI	02-DEC-22	1.00	140.00	140.00
Edwards, Diana (Diana)	Env Prof VI	16-DEC-22	1.00	140.00	140.00
Ehde, Samuel (Sam)	Project Controls	11-NOV-22	2.00	120.00	240.00
Ehde, Samuel (Sam)	Project Controls	18-NOV-22	0.50	120.00	60.00
Ehde, Samuel (Sam)	Project Controls	25-NOV-22	1.75	120.00	210.00
Ehde, Samuel (Sam)	Project Controls	02-DEC-22	1.00	120.00	120.00
Kaneko, Shinsuke	Technical Expert II	09-DEC-22	2.50	200.00	500.00
Kaneko, Shinsuke	Technical Expert II	16-DEC-22	1.50	200.00	300.00
Kaneko, Shinsuke	Technical Expert II	23-DEC-22	0.50	200.00	100.00
Kaneko, Shinsuke	Technical Expert II	30-DEC-22	0.50	200.00	100.00
McIntyre, Lynn M	Env Prof XI	07-OCT-22	8.00	210.00	1,680.00
McIntyre, Lynn M	Env Prof XI	14-OCT-22	7.00	210.00	1,470.00
McIntyre, Lynn M	Env Prof XI	21-OCT-22	8.00	210.00	1,680.00
McIntyre, Lynn M	Env Prof XI	28-OCT-22	3.50	210.00	735.00
McIntyre, Lynn M	Env Prof XI	04-NOV-22	4.00	210.00	840.00
McIntyre, Lynn M	Env Prof XI	11-NOV-22	3.00	210.00	630.00
McIntyre, Lynn M	Env Prof XI	18-NOV-22	3.00	210.00	630.00
McIntyre, Lynn M	Env Prof XI	25-NOV-22	3.00	210.00	630.00
McIntyre, Lynn M	Env Prof XI	02-DEC-22	2.00	210.00	420.00
McIntyre, Lynn M	Env Prof XI	09-DEC-22	2.00	210.00	420.00
McIntyre, Lynn M	Env Prof XI	16-DEC-22	5.00	210.00	1,050.00
McIntyre, Lynn M	Env Prof XI	23-DEC-22	1.00	210.00	210.00
McIntyre, Lynn M	Env Prof XI	30-DEC-22	0.75	210.00	157.50
Riley, Erin M	Technical Expert II	09-DEC-22	0.50	200.00	100.00
Riley, Erin M	Technical Expert II	16-DEC-22	1.50	200.00	300.00
Riley, Erin M	Technical Expert II	23-DEC-22	0.50	200.00	100.00
Roeland, Kimberly (Kim)	Biologist III	07-OCT-22	1.50	125.00	187.50
Roeland, Kimberly (Kim)	Biologist III	14-OCT-22	6.50	125.00	812.50
Roeland, Kimberly (Kim)	Biologist III	21-OCT-22	5.50	125.00	687.50
Roeland, Kimberly (Kim)	Biologist III	04-NOV-22	2.00	125.00	250.00
Roeland, Kimberly (Kim)	Biologist III	11-NOV-22	2.50	125.00	312.50
Roeland, Kimberly (Kim)	Biologist III	18-NOV-22	4.00	125.00	500.00
Roeland, Kimberly (Kim)	Biologist III	25-NOV-22	2.50	125.00	312.50
Roeland, Kimberly (Kim)	Biologist III	02-DEC-22	3.50	125.00	437.50
Roeland, Kimberly (Kim)	Biologist III	09-DEC-22	8.00	125.00	1,000.00
Roeland, Kimberly (Kim)	Biologist III	16-DEC-22	6.00	125.00	750.00
Roeland, Kimberly (Kim)	Biologist III	23-DEC-22	0.50	125.00	62.50

<b>Labor Bill Rate</b>					
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Tharaldson, Tayler (Tayler)	Environmental Professional III	07-OCT-22	1.00	100.00	100.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	14-OCT-22	7.25	100.00	725.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	21-OCT-22	2.00	100.00	200.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	28-OCT-22	0.25	100.00	25.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	04-NOV-22	1.75	100.00	175.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	11-NOV-22	0.75	100.00	75.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	18-NOV-22	4.00	100.00	400.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	25-NOV-22	0.75	100.00	75.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	02-DEC-22	3.25	100.00	325.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	09-DEC-22	2.50	100.00	250.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	16-DEC-22	1.25	100.00	125.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	07-OCT-22	3.00	195.00	585.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	14-OCT-22	2.00	195.00	390.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	21-OCT-22	4.00	195.00	780.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	11-NOV-22	8.00	195.00	1,560.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	18-NOV-22	4.00	195.00	780.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	25-NOV-22	5.00	195.00	975.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	02-DEC-22	5.00	195.00	975.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	09-DEC-22	6.00	195.00	1,170.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	16-DEC-22	2.00	195.00	390.00
<b>Total Labor Bill Rate</b>			<b>180.75</b>		<b>29,595.00</b>
<b>Task Total : Project Management</b>					<b>29,595.00</b>

Task Number : 2.0

Task Name : Envir. Studies

<b>Labor Bill Rate</b>					
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Beck, Karin G	Environmental Professional V	14-OCT-22	6.25	125.00	781.25
Beck, Karin G	Environmental Professional V	14-OCT-22	12.00	125.00	1,500.00
Beck, Karin G	Environmental Professional V	21-OCT-22	18.00	125.00	2,250.00
Beck, Karin G	Environmental Professional V	21-OCT-22	6.00	125.00	750.00
Boice, Peter J	Environmental Professional VIII	04-NOV-22	10.00	170.00	1,700.00
Boice, Peter J	Environmental Professional VIII	11-NOV-22	5.00	170.00	850.00
Boice, Peter J	Environmental Professional VIII	02-DEC-22	0.50	170.00	85.00
Boice, Peter J	Environmental Professional VIII	09-DEC-22	0.25	170.00	42.50
Calzada, Andres (Andres)	Visualization Specialist	07-OCT-22	7.00	125.00	875.00
Calzada, Andres (Andres)	Visualization Specialist	14-OCT-22	8.00	125.00	1,000.00
Calzada, Andres (Andres)	Visualization Specialist	21-OCT-22	23.00	125.00	2,875.00
Calzada, Andres (Andres)	Visualization Specialist	04-NOV-22	4.00	125.00	500.00
Calzada, Andres (Andres)	Visualization Specialist	11-NOV-22	4.00	125.00	500.00
Cory, Pamela E	Editor / Word Processor	21-OCT-22	4.50	115.00	517.50
Duffey, Beth A	Technical Editing	21-OCT-22	8.50	135.00	1,147.50
Farazmand, Broden (Brodén)	Environmental Professional II	07-OCT-22	13.00	95.00	1,235.00
Farazmand, Broden (Brodén)	Environmental Professional II	14-OCT-22	2.00	95.00	190.00
Farazmand, Broden (Brodén)	Environmental Professional II	21-OCT-22	6.00	95.00	570.00
Farazmand, Broden (Brodén)	Environmental Professional II	11-NOV-22	4.00	95.00	380.00
Farazmand, Broden (Brodén)	Environmental Professional II	18-NOV-22	3.00	95.00	285.00
Farazmand, Broden (Brodén)	Environmental Professional II	23-DEC-22	6.00	95.00	570.00
Farazmand, Broden (Brodén)	Environmental Professional II	30-DEC-22	4.00	95.00	380.00
Jew, Deborah A	Editor / Word Processor	07-OCT-22	2.00	115.00	230.00
Jew, Deborah A	Editor / Word Processor	04-NOV-22	3.00	115.00	345.00
Kay, Michael K (Michael)	Technical Expert III	18-NOV-22	3.00	240.00	720.00
Kubal, Kathleen E	Env Prof VI	07-OCT-22	2.00	140.00	280.00
Kubal, Kathleen E	Env Prof VI	14-OCT-22	9.00	140.00	1,260.00
Kubal, Kathleen E	Env Prof VI	21-OCT-22	1.00	140.00	140.00
Lopez, Sunshine (Sunshine)	Environmental Professional II	07-OCT-22	2.50	95.00	237.50
Loyless, Alyssa Akemi (Alyssa)	Environmental Professional III	18-NOV-22	1.00	100.00	100.00
McCulloch, Roderick M (Derek)	Senior Editor	21-OCT-22	5.50	155.00	852.50
McCulloch, Roderick M (Derek)	Senior Editor	28-OCT-22	-5.50	155.00	-852.50
McIntyre, Lynn M	Env Prof XI	07-OCT-22	9.00	210.00	1,890.00
McIntyre, Lynn M	Env Prof XI	14-OCT-22	13.00	210.00	2,730.00
McIntyre, Lynn M	Env Prof XI	21-OCT-22	8.00	210.00	1,680.00
McIntyre, Lynn M	Env Prof XI	28-OCT-22	19.00	210.00	3,990.00
McIntyre, Lynn M	Env Prof XI	04-NOV-22	17.00	210.00	3,570.00
McIntyre, Lynn M	Env Prof XI	11-NOV-22	15.50	210.00	3,255.00
McIntyre, Lynn M	Env Prof XI	18-NOV-22	12.50	210.00	2,625.00
McIntyre, Lynn M	Env Prof XI	25-NOV-22	1.00	210.00	210.00
McIntyre, Lynn M	Env Prof XI	02-DEC-22	4.00	210.00	840.00
McIntyre, Lynn M	Env Prof XI	09-DEC-22	6.50	210.00	1,365.00
McIntyre, Lynn M	Env Prof XI	16-DEC-22	4.25	210.00	892.50
McIntyre, Lynn M	Env Prof XI	23-DEC-22	0.25	210.00	52.50
McIntyre, Lynn M	Env Prof XI	30-DEC-22	1.50	210.00	315.00
Niemeyer, Tony C	Visualization Specialist	07-OCT-22	18.00	125.00	2,250.00
Niemeyer, Tony C	Visualization Specialist	14-OCT-22	19.00	125.00	2,375.00

<b>Labor Bill Rate</b>		<b>Date</b>	<b>Hours</b>	<b>Bill Rate</b>	<b>Billed Amt</b>
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>				
Niemeyer, Tony C	Visualization Specialist	21-OCT-22	28.00	125.00	3,500.00
Niemeyer, Tony C	Visualization Specialist	04-NOV-22	16.00	125.00	2,000.00
Niemeyer, Tony C	Visualization Specialist	11-NOV-22	18.00	125.00	2,250.00
Plano, Jay C	Senior Editor	28-OCT-22	10.00	155.00	1,550.00
Roeland, Kimberly (Kim)	Biologist III	07-OCT-22	23.00	125.00	2,875.00
Roeland, Kimberly (Kim)	Biologist III	14-OCT-22	6.00	125.00	750.00
Roeland, Kimberly (Kim)	Biologist III	21-OCT-22	9.25	125.00	1,156.25
Roeland, Kimberly (Kim)	Biologist III	28-OCT-22	5.00	125.00	625.00
Roeland, Kimberly (Kim)	Biologist III	04-NOV-22	5.00	125.00	625.00
Roeland, Kimberly (Kim)	Biologist III	11-NOV-22	1.50	125.00	187.50
Roeland, Kimberly (Kim)	Biologist III	18-NOV-22	3.00	125.00	375.00
Roeland, Kimberly (Kim)	Biologist III	02-DEC-22	0.50	125.00	62.50
Roeland, Kimberly (Kim)	Biologist III	09-DEC-22	14.00	125.00	1,750.00
Roeland, Kimberly (Kim)	Biologist III	16-DEC-22	8.75	125.00	1,093.75
Roeland, Kimberly (Kim)	Biologist III	23-DEC-22	17.50	125.00	2,187.50
Roeland, Kimberly (Kim)	Biologist III	30-DEC-22	7.50	125.00	937.50
Rogers, Marianne Elizabeth (Mariann)	Env Prof II	07-OCT-22	2.00	95.00	190.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	07-OCT-22	15.00	110.00	1,650.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	14-OCT-22	1.00	110.00	110.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	21-OCT-22	9.00	110.00	990.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	28-OCT-22	1.00	110.00	110.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	04-NOV-22	9.00	110.00	990.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	11-NOV-22	4.00	110.00	440.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	18-NOV-22	0.50	110.00	55.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	25-NOV-22	0.50	110.00	55.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	16-DEC-22	0.50	110.00	55.00
Slakey, Daniel Joseph (Danny)	Bio III	07-OCT-22	16.50	125.00	2,062.50
Slakey, Daniel Joseph (Danny)	Bio III	14-OCT-22	3.75	125.00	468.75
Slakey, Daniel Joseph (Danny)	Bio III	21-OCT-22	1.75	125.00	218.75
Slakey, Daniel Joseph (Danny)	Bio III	28-OCT-22	3.00	125.00	375.00
Slakey, Daniel Joseph (Danny)	Bio III	11-NOV-22	2.00	125.00	250.00
Slakey, Daniel Joseph (Danny)	Bio III	23-DEC-22	0.50	125.00	62.50
Tharaldson, Tayler (Tayler)	Environmental Professional III	07-OCT-22	14.75	100.00	1,475.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	14-OCT-22	16.75	100.00	1,675.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	21-OCT-22	-2.25	100.00	-225.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	28-OCT-22	20.25	100.00	2,025.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	04-NOV-22	13.75	100.00	1,375.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	11-NOV-22	17.75	100.00	1,775.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	18-NOV-22	6.50	100.00	650.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	02-DEC-22	2.75	100.00	275.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	09-DEC-22	2.50	100.00	250.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	16-DEC-22	2.75	100.00	275.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	23-DEC-22	3.75	100.00	375.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	07-OCT-22	2.00	195.00	390.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	07-OCT-22	7.00	195.00	1,365.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	14-OCT-22	4.00	195.00	780.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	21-OCT-22	3.00	195.00	585.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	28-OCT-22	15.00	195.00	2,925.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	11-NOV-22	11.50	195.00	2,242.50
Tremain Davis, Kristin M (Kristin)	Project Manager II	18-NOV-22	7.00	195.00	1,365.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	02-DEC-22	2.00	195.00	390.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	09-DEC-22	2.00	195.00	390.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	16-DEC-22	4.00	195.00	780.00
Wright, Keith	Environmental Professional VI	14-OCT-22	2.00	140.00	280.00
<b>Total Labor Bill Rate</b>			<b>728.75</b>		<b>101,761.25</b>
<b>Task Total : Envir. Studies</b>					<b>101,761.25</b>

Task Number : 3.0

Task Name : Environmental Docs

<b>Labor Bill Rate</b>		<b>Date</b>	<b>Hours</b>	<b>Bill Rate</b>	<b>Billed Amt</b>
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>				
Farazmand, Broden (Broden)	Environmental Professional II	09-DEC-22	11.00	95.00	1,045.00
McIntyre, Lynn M	Env Prof XI	07-OCT-22	2.50	210.00	525.00
McIntyre, Lynn M	Env Prof XI	14-OCT-22	1.00	210.00	210.00
McIntyre, Lynn M	Env Prof XI	21-OCT-22	6.00	210.00	1,260.00
McIntyre, Lynn M	Env Prof XI	04-NOV-22	2.00	210.00	420.00
McIntyre, Lynn M	Env Prof XI	11-NOV-22	5.00	210.00	1,050.00
McIntyre, Lynn M	Env Prof XI	18-NOV-22	6.00	210.00	1,260.00
McIntyre, Lynn M	Env Prof XI	02-DEC-22	0.50	210.00	105.00
McIntyre, Lynn M	Env Prof XI	09-DEC-22	5.00	210.00	1,050.00
McIntyre, Lynn M	Env Prof XI	30-DEC-22	1.00	210.00	210.00
Remar, Alexander C	Lead GIS/CADD/Graphics	18-NOV-22	0.50	150.00	75.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	30-DEC-22	0.50	110.00	55.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	14-OCT-22	2.00	195.00	390.00

<b>Labor Bill Rate</b>					
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Tremain Davis, Kristin M (Kristin)	Project Manager II	11-NOV-22	1.00	195.00	195.00
<b>Total Labor Bill Rate</b>			<b>44.00</b>		<b>7,850.00</b>
<b>Task Total : Environmental Docs</b>					<b>7,850.00</b>

**Task Number : 4.0**

**Task Name : Public Outreach**

<b>Labor Bill Rate</b>					
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Bhoi, Abhijeet	Lead Project Engineer	07-OCT-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	14-OCT-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	21-OCT-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	28-OCT-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	04-NOV-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	11-NOV-22	2.00	300.00	600.00
Bhoi, Abhijeet	Lead Project Engineer	18-NOV-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	25-NOV-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	02-DEC-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	09-DEC-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	23-DEC-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	30-DEC-22	1.00	300.00	300.00
Sharma, Kelvin P	Lead Graphics	07-OCT-22	0.50	135.00	67.50
Sharma, Kelvin P	Lead Graphics	16-DEC-22	1.00	135.00	135.00
<b>Total Labor Bill Rate</b>			<b>14.50</b>		<b>4,102.50</b>
<b>Task Total : Public Outreach</b>					<b>4,102.50</b>

**Task Number : 5.0**

**Task Name : Eng. Tech Studies**

<b>Labor Bill Rate</b>					
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Bhoi, Abhijeet	Lead Project Engineer	07-OCT-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	14-OCT-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	21-OCT-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	28-OCT-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	04-NOV-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	11-NOV-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	18-NOV-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	25-NOV-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	02-DEC-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	09-DEC-22	2.00	300.00	600.00
Bhoi, Abhijeet	Lead Project Engineer	16-DEC-22	2.00	300.00	600.00
Bhoi, Abhijeet	Lead Project Engineer	23-DEC-22	1.00	300.00	300.00
Bhoi, Abhijeet	Lead Project Engineer	30-DEC-22	1.00	300.00	300.00
Demonbreun, Benjamin Zachary (Ben)	Sr Technician II	07-OCT-22	1.00	125.00	125.00
Ha, Alexander (Alex)	Senior Engineer V	25-NOV-22	1.00	235.00	235.00
Kazmi, Syed M	Engineering Project Director	25-NOV-22	1.00	325.00	325.00
Kazmi, Syed M	Engineering Project Director	16-DEC-22	2.00	325.00	650.00
Kazmi, Syed M	Engineering Project Director	23-DEC-22	2.00	325.00	650.00
Lee, Keith H	Sr Eng III	11-NOV-22	1.50	200.00	300.00
Lee, Keith H	Sr Eng III	18-NOV-22	0.50	200.00	100.00
Lee, Keith H	Sr Eng III	09-DEC-22	2.75	200.00	550.00
Lee, Keith H	Sr Eng III	16-DEC-22	0.75	200.00	150.00
McIntyre, Lynn M	Env Prof XI	07-OCT-22	1.00	210.00	210.00
McIntyre, Lynn M	Env Prof XI	21-OCT-22	5.50	210.00	1,155.00
McIntyre, Lynn M	Env Prof XI	28-OCT-22	2.00	210.00	420.00
McIntyre, Lynn M	Env Prof XI	04-NOV-22	3.00	210.00	630.00
McIntyre, Lynn M	Env Prof XI	11-NOV-22	2.50	210.00	525.00
McIntyre, Lynn M	Env Prof XI	18-NOV-22	1.00	210.00	210.00
McIntyre, Lynn M	Env Prof XI	02-DEC-22	1.00	210.00	210.00
McIntyre, Lynn M	Env Prof XI	09-DEC-22	2.00	210.00	420.00
McIntyre, Lynn M	Env Prof XI	16-DEC-22	3.50	210.00	735.00
McIntyre, Lynn M	Env Prof XI	23-DEC-22	4.25	210.00	892.50
Moore, Anne-Marie	Geotechnical Project Engineer	14-OCT-22	2.00	185.00	370.00
Moore, Anne-Marie	Geotechnical Project Engineer	11-NOV-22	4.00	185.00	740.00
Moore, Anne-Marie	Geotechnical Project Engineer	18-NOV-22	4.00	185.00	740.00
Moore, Anne-Marie	Geotechnical Project Engineer	25-NOV-22	1.00	185.00	185.00
Moore, Anne-Marie	Geotechnical Project Engineer	02-DEC-22	6.00	185.00	1,110.00
Moore, Anne-Marie	Geotechnical Project Engineer	09-DEC-22	9.00	185.00	1,665.00
Moore, Anne-Marie	Geotechnical Project Engineer	16-DEC-22	4.00	185.00	740.00
Papp, Alexander R	Senior Engineer II	28-OCT-22	6.00	150.00	900.00
Papp, Alexander R	Senior Engineer II	04-NOV-22	4.00	150.00	600.00
Papp, Alexander R	Senior Engineer II	11-NOV-22	4.00	150.00	600.00



**Labor Bill Rate**

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Papp, Alexander R	Senior Engineer II	18-NOV-22	2.00	150.00	300.00
Papp, Alexander R	Senior Engineer II	02-DEC-22	12.00	150.00	1,800.00
Papp, Alexander R	Senior Engineer II	09-DEC-22	12.00	150.00	1,800.00
Papp, Alexander R	Senior Engineer II	16-DEC-22	8.00	150.00	1,200.00
Papp, Alexander R	Senior Engineer II	23-DEC-22	6.00	150.00	900.00
Shah, Shruti	Engineer II	18-NOV-22	1.00	150.00	150.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	14-OCT-22	0.50	110.00	55.00
Simpson, David T	Lead Engineering Geologis	07-OCT-22	1.00	240.00	240.00
Simpson, David T	Lead Engineering Geologis	09-DEC-22	3.50	240.00	840.00
Sullivan, Hope F	GIS/CADD/Graphics	14-OCT-22	18.00	110.00	1,980.00
Sullivan, Hope F	GIS/CADD/Graphics	28-OCT-22	24.00	110.00	2,640.00
Sullivan, Hope F	GIS/CADD/Graphics	04-NOV-22	6.00	110.00	660.00
Sun, Tianhua (Josh)	Eng II	14-OCT-22	8.00	150.00	1,200.00
Sun, Tianhua (Josh)	Eng II	28-OCT-22	1.00	150.00	150.00
Sun, Tianhua (Josh)	Eng II	04-NOV-22	4.00	150.00	600.00
Sun, Tianhua (Josh)	Eng II	18-NOV-22	4.00	150.00	600.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	21-OCT-22	9.00	100.00	900.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	14-OCT-22	1.00	195.00	195.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	11-NOV-22	2.00	195.00	390.00
Tremain Davis, Kristin M (Kristin)	Project Manager II	18-NOV-22	1.00	195.00	195.00
Tu, Chien T	Engineer II	28-OCT-22	9.00	150.00	1,350.00
Tu, Chien T	Engineer II	04-NOV-22	34.00	150.00	5,100.00
Tu, Chien T	Engineer II	11-NOV-22	9.00	150.00	1,350.00
Tu, Chien T	Engineer II	02-DEC-22	32.00	150.00	4,800.00
Tu, Chien T	Engineer II	09-DEC-22	18.00	150.00	2,700.00
Tu, Chien T	Engineer II	16-DEC-22	20.00	150.00	3,000.00
Tu, Chien T	Engineer II	23-DEC-22	11.00	150.00	1,650.00
Tu, Chien T	Engineer II	23-DEC-22	9.00	150.00	1,350.00

**Total Labor Bill Rate**

**363.25**

**58,737.50**

**Reimbursable**

<u>Expenditure Type</u>	<u>Employee/Vendor Name</u>	<u>Date</u>	<u>Inv Number</u>	<u>Raw Cost</u>	<u>Multiplier</u>	<u>Billed Amt</u>
Mileage	Tharaldson, Tayler (Tayler)	12-OCT-22	EXP8609341	40.44	1.0000	40.44
Parking	Sun, Tianhua (Josh)	12-OCT-22	EXP8606464	6.00	1.0000	6.00

**Total Reimbursable**

**46.44**

**46.44**

**Task Total : Eng. Tech Studies**

**58,783.94**

**Task Number : 7.0**

**Task Name : Mitigation Credit**

**Labor Bill Rate**

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Edwards, Diana (Diana)	Env Prof VI	07-OCT-22	2.00	140.00	280.00
Edwards, Diana (Diana)	Env Prof VI	14-OCT-22	1.50	140.00	210.00
Edwards, Diana (Diana)	Env Prof VI	21-OCT-22	2.00	140.00	280.00
Edwards, Diana (Diana)	Env Prof VI	04-NOV-22	1.50	140.00	210.00
Edwards, Diana (Diana)	Env Prof VI	09-DEC-22	2.00	140.00	280.00
Edwards, Diana (Diana)	Env Prof VI	16-DEC-22	1.50	140.00	210.00
Hale, Madeline Lousie	Staff Technician	16-DEC-22	0.50	105.00	52.50
Hale, Madeline Lousie	Staff Technician	23-DEC-22	1.50	105.00	157.50
Tremain Davis, Kristin M (Kristin)	Project Manager II	07-OCT-22	2.00	195.00	390.00

**Total Labor Bill Rate**

**14.50**

**2,070.00**

**Task Total : Mitigation Credit**

**2,070.00**

**Task Number : 9.0**

**Task Name : Subconsultant Exp.**

**SubConsultant**

<u>Expenditure Type</u>	<u>Employee/Vendor Name</u>	<u>Date</u>	<u>Inv Number</u>	<u>Raw Cost</u>	<u>Multiplier</u>	<u>Billed Amt</u>
Professional Services	WRECO	03-NOV-22	1200475465	8,575.00	1.0000	8,575.00
Professional Services	WRECO	06-DEC-22	1200482161	17,087.50	1.0000	17,087.50

**Total SubConsultant**

**25,662.50**

**25,662.50**

**Task Total : Subconsultant Exp.**

**25,662.50**

**Project Total : Hwy 17 Wildlife and Trail Crossings Project**

**229,825.19**

**Invoice Summaries**

Total Current Amount :	229,825.19
Retention Amount :	0.00
Pre-Tax Amount :	229,825.19
Tax Amount :	0.00
<b>Total Invoice Amount :</b>	<b>229,825.19</b>

**Billing Summaries**

<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Limit</u>	<u>Remain</u>
Billings	229,825.19	1,227,516.16	1,457,341.35	2,192,366.00	735,024.65
Tax	0.00	0.00	0.00		
<b>Billing Total :</b>	<b>229,825.19</b>	<b>1,227,516.16</b>	<b>1,457,341.35</b>		

## AECOM Expense Report EXP8609341



**Employee Name** Tharaldson, Tayler (Tayler)  
**Expense Date Range** 12-OCT-22 - 12-OCT-22  
**Cost Center** 8872  
**Approver** Tremain Davis, Kristin M (Kristin)  
**Report Submit Date** 19-OCT-2022  
**Report Currency** USD  
**Project** 60635999  
**Task** 5.11  
**Draft Number** 35

ACM  
Signature

I certify the claimed business expenses contained herein are bona fide and proper business expenses incurred on behalf of AECOM, and is in accordance with AECOM travel & expense policies.

**Mileage Expense**

Start Date	End Date	Expense Type	Receipt Amount	Receipt Currency	Reimbursable Amount	Trip Distance	Mileage Rate	Justification	Expenditure Organization
12-OCT-2022	12-OCT-2022	Mileage	40.44	USD	40.44	64.7	.625	Personal mileage reimbursement for travel to and from HWY 17 BSA for HDR WRECO site visit	41.ACM.USSJO1.8872

**Total: 40.44**

## AECOM Expense Report EXP8606464



**Employee Name** Sun, Tianhua (Josh)  
**Expense Date Range** 12-OCT-22 - 12-OCT-22  
**Cost Center** 1261  
**Approver** Bhoi, Abhijeet  
**Report Submit Date** 17-OCT-2022  
**Report Currency** USD  
**Project** 60635999  
**Task** 5.9  
**Draft Number** 35

ACM  
Signature

I certify the claimed business expenses contained herein are bona fide and proper business expenses incurred on behalf of AECOM, and is in accordance with AECOM travel & expense policies.

### Supplier Expenses

Date	Expense Type	Receipt Amount	Receipt Currency	Reimbursable Amount	Merchant	Justification	Expenditure Organization
12-OCT-2022	Parking	6.00	USD	6.00		Field Parking	41.ACM.USSJO1.8872
				<b>Total:</b> 6.00			

DASH  
DISPLAY FACE UP ON DASH  
DISPLAY FACE UP ON DASH  
DIS

PARKS  
SANTA CLARA COUNTY PARKS  
SANTA CLARA COUNTY PARKS  
SANT

# Santa Clara Co Parks

## LEXINGTON



### ENTRANCE

Price: \$6.00  
 Trans: 023535  
 Time: 9:11AM Oct 12  
 night fishing ends at  
 6AM day after purchase  
 SEE BACK FOR  
 MORE DETAILS  
 Card: VISA 5065  
 Auth: 079590

PERMIT EXPIRES:  
**Oct 12/2022**  
**AT SUNSET**

Vessels Must Be off  
 Water 1/2 Hour before  
 Sunset. See Back side  
 For More Information.



## Invoice

## Please match to PO 127274 line 1

Reference Invoice Number with Payment

WRECO  
Walnut Creek, CA 94597-2098

HDR Invoice No. 1200475465  
Invoice Date 03-NOV-2022  
Invoice Amount Due \$8,575.00  
Payment Terms 30 NET

AECOM  
300 Lakeside Drive  
Suite 400  
Oakland, CA 94612

Remit To PO Box 74008202  
Chicago, IL 60674-8202  
ACH/EFT Payments Bank of America ML US  
ABA# 081000032  
Account# 355004076604

AECOM Project No: 60635999

Professional Services  
From: 25-SEP-2022 To: 22-OCT-2022

Professional Services Summarization		Hours	Billing Rate	Amount
Associate Environmental Scientist	Chan, Ashley Anne	4.00	125.00	500.00
Senior Civil Engineer II	Galindez, Patrick John	9.00	190.00	1,710.00
	Hernandez			
Staff Engineer	Myers, Alyssa Ann	67.00	95.00	6,365.00
		<b>80.00</b>		<b>\$8,575.00</b>
		<b>Total Professional Services</b>		<b>\$8,575.00</b>

<b>Amount Due This Invoice (USD)</b>	<b>\$8,575.00</b>
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Fee Amount	\$50,375.00
Fee Invoiced to Date	\$10,603.25
Fee Remaining	\$39,771.75

# Invoice

HDR Invoice No. 1200475465  
Invoice Date 03-NOV-2022

HDR Internal Reference Only	
Client Number	247522
Cost Center	10542
Project Number	10330462

## Invoice

HDR Invoice No. 1200475465  
 Invoice Date 03-NOV-2022

<b>Professional Services and Expense Detail</b>				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	002	Task Description:	Field Reconnaissance	
<b>Professional Services</b>		<b>Hours</b>	<b>Billing Rate</b>	<b>Amount</b>
Senior Civil Engineer II	Galindez, Patrick John	8.00	190.00	1,520.00
	Hernandez			
Staff Engineer	Myers, Alyssa Ann	11.00	95.00	1,045.00
		<b>19.00</b>		<b>\$2,565.00</b>
		<b>Total Professional Services</b>		<b>\$2,565.00</b>
		<b>Total Task</b>		<b>\$2,565.00</b>

<b>Professional Services and Expense Detail</b>				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	003	Task Description:	Location Hydraulic Study	
<b>Professional Services</b>		<b>Hours</b>	<b>Billing Rate</b>	<b>Amount</b>
Senior Civil Engineer II	Galindez, Patrick John	1.00	190.00	190.00
	Hernandez			
Staff Engineer	Myers, Alyssa Ann	11.00	95.00	1,045.00
		<b>12.00</b>		<b>\$1,235.00</b>
		<b>Total Professional Services</b>		<b>\$1,235.00</b>
		<b>Total Task</b>		<b>\$1,235.00</b>

<b>Professional Services and Expense Detail</b>				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	004	Task Description:	Water Quality Assessment Report	
<b>Professional Services</b>		<b>Hours</b>	<b>Billing Rate</b>	<b>Amount</b>
Associate Environmental Scientist	Chan, Ashley Anne	4.00	125.00	500.00
Staff Engineer	Myers, Alyssa Ann	38.50	95.00	3,657.50
		<b>42.50</b>		<b>\$4,157.50</b>
		<b>Total Professional Services</b>		<b>\$4,157.50</b>
		<b>Total Task</b>		<b>\$4,157.50</b>



# Invoice

HDR Invoice No. 1200475465  
 Invoice Date 03-NOV-2022

<b>Professional Services and Expense Detail</b>				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	.005	Task Description:	Stormwater Data Report	
<b>Professional Services</b>		<b>Hours</b>	<b>Billing Rate</b>	<b>Amount</b>
Staff Engineer	Myers, Alyssa Ann	6.50	95.00	617.50
		<b>6.50</b>		<b>\$617.50</b>
		<b>Total Professional Services</b>		<b>\$617.50</b>
			<b>Total Task:</b>	<b>\$617.50</b>



## PROGRESS REPORT

AECOM Project No.: 60635999  
Project Name: Highway 17 Wildlife and Trail Crossings  
HDR | WRECO Project No.: 10330462 | P20088.000  
Invoice Period: September 25, 2022 through October 22, 2022

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### **Work Performed This Period:**

- Continued development of the draft Location Hydraulic Study, Stormwater Data Report, and Water Quality Assessment Report
- Performed site visit with Project Team (10/12/22)
- Submitted draft Water Quality Assessment Report for Project Team review (10/21/22)

### **Anticipated Work For Next Period:**

- Submit draft Location Hydraulic Study and Stormwater Data Report
- Revise Water Quality Assessment Report addressing Project Team comments



## Invoice

**Please match to PO 127274 line 1**

Reference Invoice Number with Payment

**WRECO**  
Walnut Creek, CA 94597-2098

HDR Invoice No. 1200482161  
Invoice Date 06-DEC-2022  
Invoice Amount Due \$17,087.50  
Payment Terms 30 NET

**AECOM**  
300 Lakeside Drive  
Suite 400  
Oakland, CA 94612

Remit To: P O Box 74008202  
Chicago, IL 60674-8202  
ACH/EFT Payments Bank of America ML US  
ABA# 081000032  
Account# 355004076604

AECOM Project No: 60635999

Professional Services  
From: 23-OCT-2022 To: 26-NOV-2022

Professional Services Summarization		Hours	Billing Rate	Amount
Associate Environmental Scientist	Chan, Ashley Anne	9.50	125.00	1,187.50
Senior Engineer	Chin, Andrew Phillip	40.00	160.00	6,400.00
Senior Engineer II	Galindez, Patrick John	3.00	190.00	570.00
	Hernández			
Staff Engineer	Myers, Alyssa Ann	77.00	95.00	7,315.00
Tech Editor	Raney, Emmy Tsang	11.00	85.00	935.00
Tech Editor	Rek, Paula Malgorzata	8.00	85.00	680.00
		<b>148.50</b>		<b>\$17,087.50</b>
		<b>Total Professional Services</b>		<b>\$17,087.50</b>

<b>Amount Due This Invoice (USD)</b>	<b>\$17,087.50</b>
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Fee Amount	\$50,375.00
Fee Invoiced to Date	\$27,690.75
Fee Remaining	\$22,684.25

# Invoice

HDR Invoice No. 1200482161  
Invoice Date 06-DEC-2022

HDR Internal Reference Only	
Client Number	247522
Cost Center	10542
Project Number	10330462

## Invoice

HDR Invoice No. 1200482161  
 Invoice Date 06-DEC-2022

<b>Professional Services and Expense Detail</b>				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	003	Task Description:	Location Hydraulic Study	
<b>Professional Services</b>		<b>Hours</b>	<b>Billing Rate</b>	<b>Amount</b>
Senior Engineer	Chin, Andrew Phillip	20.00	160.00	3,200.00
Senior Engineer II	Galindez, Patrick John Hernandez	3.00	190.00	570.00
Staff Engineer	Myers, Alyssa Ann	25.00	95.00	2,375.00
Tech Editor	Raney, Emmy Tsang	4.00	85.00	340.00
Tech Editor	Rek, Paula Malgorzata	5.00	85.00	425.00
		<b>57.00</b>		<b>\$6,910.00</b>
		<b>Total Professional Services</b>		<b>\$6,910.00</b>
		<b>Total Task:</b>		<b>\$6,910.00</b>

<b>Professional Services and Expense Detail</b>				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	004	Task Description:	Water Quality Assessment Report	
<b>Professional Services</b>		<b>Hours</b>	<b>Billing Rate</b>	<b>Amount</b>
Associate Environmental Scientist	Chan, Ashley Anne	9.50	125.00	1,187.50
Senior Engineer	Chin, Andrew Phillip	20.00	160.00	3,200.00
Staff Engineer	Myers, Alyssa Ann	9.00	95.00	855.00
Tech Editor	Raney, Emmy Tsang	4.00	85.00	340.00
Tech Editor	Rek, Paula Malgorzata	3.00	85.00	255.00
		<b>45.50</b>		<b>\$5,837.50</b>
		<b>Total Professional Services</b>		<b>\$5,837.50</b>
		<b>Total Task:</b>		<b>\$5,837.50</b>

## Invoice

HDR Invoice No. 1200482161  
 Invoice Date 06-DEC-2022

<b>Professional Services and Expense Detail</b>				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	005	Task Description:	Stormwater Data Report	
<b>Professional Services</b>		<b>Hours</b>	<b>Billing Rate</b>	<b>Amount</b>
Staff Engineer	Myers, Alyssa Ann	42.00	95.00	3,990.00
Tech Editor	Raney, Emmy Tsang	3.00	85.00	255.00
		<b>45.00</b>		<b>\$4,245.00</b>
		<b>Total Professional Services</b>		<b>\$4,245.00</b>
		<b>Total Task:</b>		<b>\$4,245.00</b>

<b>Professional Services and Expense Detail</b>				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	006	Task Description:	Project Management & Meetings	
<b>Professional Services</b>		<b>Hours</b>	<b>Billing Rate</b>	<b>Amount</b>
Staff Engineer	Myers, Alyssa Ann	1.00	95.00	95.00
		<b>1.00</b>		<b>\$95.00</b>
		<b>Total Professional Services</b>		<b>\$95.00</b>
		<b>Total Task:</b>		<b>\$95.00</b>



## PROGRESS REPORT

AECOM Project No.: 60635999  
Project Name: Highway 17 Wildlife and Trail Crossings  
HDR | WRECO Project No.: 10330462 | P20088.000  
Invoice Period: October 23, 2022 through November 26, 2022

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### **Work Performed This Period:**

- Submitted draft Location Hydraulic Study Memorandum for AECOM review (10/31/22)
- Submitted revised Location Hydraulic Study Memorandum and Water Quality Assessment Report addressing AECOM comments (11/8/22)
- Submitted draft Stormwater Data Report for AECOM review (11/9/22)

### **Anticipated Work For Next Period:**

- Submit revised Stormwater Data Report addressing AECOM comments
- Revise Location Hydraulic Study Memorandum and Water Quality Assessment Report addressing agency comments



## Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor	<u>Aecom Technical Services Inc</u>	Date	<u>05/17/2023</u>
Project #	<u>MAA20-002</u>	GL #	<u>30-30-320-8304</u>
Invoice Amount	<u>\$52,648.87</u>	Invoice #	<u>2000765293</u>
Project Manager*	<u>Jared Hart</u>	Title*	<u>Senior Planner</u>
Description	<u>Project Management and studies for Highway 17 Wildlife &amp; Regional Trail Crossing and Trail Connections Project (4/29/23 to 5/31/23).</u>		
	<u></u>		
	<u></u>		

### Bond Oversight Committee Review:

#### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



**From:** [Jared Hart](#)  
**To:** [Accounts Payable](#)  
**Cc:** [Julie Andersen](#); [Ariel Starr](#); [Warren Chan](#); [Grants Program](#)  
**Subject:** AECOM Invoice #2000765293 for MAA20-001, -002 (HWY 17); PO# 2023-079  
**Date:** Wednesday, July 12, 2023 8:49:23 AM  
**Attachments:** [60635999 Invoice 2000765293.pdf](#)  
[Hwy17 BudgetTracking May 2023.xlsx](#)

Good morning –

Planning and NR have reviewed and approved attached Invoice #2000765293 from AECOM for services on the Highway 17 Crossings Project (MAA20-001 and MAA20-002) between 4/29/23 – 5/31/23. Please let me know if you have any questions.

Thank you,

Jared

(Planning) AECOM services May 2023 Invoice #2000765293

Contract & Amount:	2020-119 \$2,499,700
PO#:	2023-079
PO Balance:	\$142,185.69 (Total) \$92,420.70 (65%)
PO Complete (Y/N):	No
Amount to Pay:	\$52,648.87 (65%)
G/L Account:	30-30-320-8304-0000
Project#:	MAA20-002
I am approving this invoice electronically: <i>Jared Hart</i>	

\$104,570.06

\$67,970.53

Total Invoice = \$80,998.26  
 65% (\$52,648.87) allocated to MAA20-002

(NR) AECOM services May 2023 Invoice #2000765293

Contract & Amount:	2020-119 \$2,499,700
PO#:	2023-079
PO Balance:	\$142,185.69 (Total) \$49,764.99 (35%)

\$36,599.53

PO Complete (Y/N):	No
Amount to Pay:	\$28,349.39 (35%)
G/L Account:	30-80-830-8304-0000
Project#:	MAA20-001
I am approving this invoice electronically: Julie Andersen	

**Jared Hart, AICP, CPSWQ***Senior Planner*[jhart@openspace.org](mailto:jhart@openspace.org)

(650) 625-6535

The Highway 17 Project is comprised of three elements that are being reviewed as a single Highway 17 Project under the California Environmental Quality Act (CEQA) by AECOM: 1) the wildlife undercrossing led by Natural Resources, and 2) the trail overcrossing led by Planning and 3) trail connections that bridge the gap in the Bay Area Ridge Trail, also led by Planning. The project costs are divided to reflect the three elements and their assigned departments, with Planning paying for roughly 2/3's of the cost while Natural Resources pays the remaining 1/3 from their respective project budgets. Field survey efforts, the amount of anticipated ground disturbance, and level of documentation required to clear the trails portion of the project (which is everything outside of the Highway/Caltrans Right-of-Way) are all costs related to the trails elements (Planning) and therefore coded solely to the Planning Budget for the Project.



AECOM  
 300 Lakeside Drive  
 Suite 400  
 Oakland, CA 94612  
 www.aecom.com

510 893 3600 tel  
 510 874 3268 fax

## Invoice Cover Letter

To	Jared Hart Midpeninsula Regional Open Space District	Page 1
Subject	Invoice for Contract Number 2020-119, AECOM Project Number 60635999, Purchase Order Number 2023-079 Hwy 17 Wildlife & Regional Trail Crossing and Trail Connections Project For: April 29, 2023 through May 31, 2023	
From	Lynn McIntyre, AECOM	
Date	June 12, 2023	

Hi Jared,

Attached is Invoice #2000765293 for Purchase Order #2023-079 for the Highway 17 Wildlife & Regional Trail Crossing and Trail Connections Project between Midpeninsula Regional Open Space District (Midpen) and AECOM. This invoice includes work completed during the period of April 29, 2023 through May 31, 2023..

The total invoice amount is \$80,998.26. The current total budget is \$2,261,801.00. To date, the total budget is 78.3% spent and there is \$491,864.33 remaining. Please see Table 1 for a breakdown of budget status by task.

### Tasks Performed During This Period:

#### Task 1 – Project Management

- Project management and administration related to ongoing roles and deliverables
- Prepared for and attended Core Team meetings; prepared and distributed notes and schedule updates
- Researched use and effectiveness of one-way wildlife gates per Midpen request.
- Reached out to Aaron Henkel at Caltrans District 5 about structure noise and electrified mats.
- Provided input to Midpen on potential issues/concerns regarding Valley Water spillway project.
- Reached out to MTC regarding status of conformity exemption status.
- Responded to Caltrans questions and Midpen input regarding IIJA grant.

#### Task 2 – Environmental Studies

- Continued coordination with Caltrans on final review of Visual Impact Assessment, including project feature and AMM language.
- Responded to Midpen comments on combined Paleontological Evaluation Report and Paleontological Mitigation Plan (PER/PMP) and submitted to Caltrans on 4/30/23.
- Responded to Caltrans (Bruce Rymer) comments on Noise memo and resubmitted on 4/30/23.
- Revised Biological Assessment based on Midpen comments; submitted to Caltrans on 5/12/23.
- Provided HDR/WRECO with data needed to complete their reports and submitted the Location Hydraulic Study on 5/18/23 and Water Quality Assessment Report on 5/18/23.
- Revised Archaeological Survey Report and Historic Properties Survey Report based on Caltrans review comments and resubmitted on 5/26/23.
- Coordinated on data updates to construction air quality modeling and re-ran models; requested input from Caltrans on modeling approach.

#### Task 3 – Environmental Documents

- Prepared NEPA Class of Action form and submitted to Caltrans on 5/5/23.
- Continued work on text and figures for Admin Draft of IS/EA and submitted for Midpen review and comment on 5/27/23.



#### Task 4 – Public Outreach

- Continued coordination with San Jose Water on pipeline relocation.
- Prepared for and attended PDT Meeting on 5/9/23, including slide deck and meeting note preparation and detailed schedule update.
- Requested and participated in focus meeting for undercrossing design with Caltrans, Midpen, and VTA on 5/17/23.

#### Task 5 – Engineering Technical Studies

- Submitted cost estimates and ROW datasheets to Midpen for review on 5/19/23.
- Provided HDR/WRECO with data needed to complete Storm Water Data Report and submitted on 5/19/23.
- Worked on new undercrossing design option and prepared revised Advanced Planned Studies, Preliminary Foundation Reports, and GADs for resubmittal to Caltrans.

#### Task 6 – Project Report

- Continued work on Draft Project Report.

#### Task 7 – Mitigation Credit Agreement

- Continued coordination on MCA.

#### Task 8 – Expenses

- None

#### Task 9 – Subconsultant

- Cogstone provided input on Midpen comments on draft PER/PMP.
- WRECO/HDR completed revised Location Hydraulic Study, Water Quality Assessment Report, and Storm Water Data Report.

**Table 1. Budget Status by Task**

Task	Current Invoice	Invoiced to Date	Percent Spent	Percent Workload Complete
<b>1 – Project Management</b>	\$5,783.75	\$317,013.75	106.5%	80.0%
<b>2 – Environmental Studies</b>	\$9,722.50	\$410,012.30	85.1%	86.0%
<b>3 – Environmental Documents</b>	\$15,226.25	\$122,326.25	68.0%	69.0%
<b>4 – Public Outreach</b>	\$2,853.75	\$88,516.25	52.1%	52.5%
<b>5 – Engineering Technical Studies</b>	\$25,437.50	\$703,920.73	89.6%	90.0%
<b>6 – Project Report</b>	\$9,035.00	\$13,197.50	11.1%	11.5%
<b>7 – Mitigation Credit Agreement</b>	\$1,050.00	\$51,708.75	25.3%	25.3%
<b>8 – Expenses</b>	\$ -	\$14,578.55	91.1%	91.1%
<b>9 – Subconsultant</b>	\$11,889.51	\$48,662.59	82.7%	83.0%
<b>Total</b>	<b>\$80,998.26</b>	<b>\$1,769,936.67</b>	<b>78.3%</b>	<b>70.0%</b>



**Project Budget Status:**

Total contract amount = \$2,261,801.00

Total amount of this invoice = \$80,998.26

Total invoiced to date = \$1,769,936.67

Total Amount remaining = \$491,864.33

If you have any question or concerns, please don't hesitate to contact me at 510-874-3149 or via email at: [lynn.mcintyre@aecom.com](mailto:lynn.mcintyre@aecom.com).

Thank you,

A handwritten signature in black ink, appearing to read "L. McIntyre".

Lynn McIntyre  
Project Manager, AECOM

## IMPORTANT REMITTANCE INFORMATION

**Please include the AECOM invoice number when sending payment**

**INVOICE NUMBER: 2000765293**  
**Invoice Date: 08-JUN-23**  
**Invoice Due Date: 07-AUG-23**  
**Amount Due: \$80,998.26 USD**  
**Project Number: 60635999**

To process your payment timely and ensure credit is given, please include the AECOM invoice number when sending payment. Including this invoice number will allow AECOM to promptly apply your payment without delay or additional information requests placed upon your organization.

Failure to reference the AECOM invoice number when sending payment may result in delay of your account being credited.

To expedite payment processing, AECOM is asking its clients to submit payments electronically by ACH (Automated Clearing House) if possible.

ACH payments provide an alternative to paper checks, affording you the following advantages:

- Certainty of delivery
- Reduced operating costs through the elimination of paper check mailing

Regards,

AECOM Cash Application Department  
[CashAppsRemittance@aecom.com](mailto:CashAppsRemittance@aecom.com)

Check Payment to:  
AECOM Technical Services, Inc.  
An AECOM Company  
1178 Paysphere Circle  
Chicago, IL 60674

ACH Payment to:  
AECOM Technical Services, Inc.  
An AECOM Company  
Bank of America  
Account Number 5800937020  
ABA Number 071000039

Wire Transfer Payment to:  
AECOM Technical Services, Inc.  
An AECOM Company  
Bank of America  
New York, NY 10001  
Account Number 5800937020  
ABA Number 026009593  
SWIFT CODE BOFAUS3N



300 Lakeside Drive, Suite 400, Oakland, CA 94612  
Tel: 510-893-3600  
Fax: 510-874-3268

Federal Tax ID No. 95-2661922

**ATTN : Jared Hart**  
**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**  
**5050 EL CAMINO REAL**  
**Los Altos, CA 94022**  
**United States**

**Invoice Date: 08-JUN-23**  
**Invoice Number: 2000765293**

**Agreement Number: 60635999**  
**Agreement Description:**

**Payment Term: 60 DAYS**  
PO # 2023-079  
*Please reference Invoice Number and Project Number with Remittance*

**Project Number : 60635999**  
**Bill Through Date : 29-APR-23 - 31-MAY-23**

**Project Name : Hwy 17 Wildlife and Trail Crossings Project**

**Task Number : 1.0**

**Task Name : Project Management**

**Labor Bill Rate**

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Carroll, Carla Marie (Carla)	Project Controls	05-MAY-23	0.25	120.00	30.00
Carroll, Carla Marie (Carla)	Project Controls	12-MAY-23	0.50	120.00	60.00
Edwards, Diana (Diana)	Env Prof VI	05-MAY-23	1.50	140.00	210.00
Edwards, Diana (Diana)	Env Prof VI	12-MAY-23	0.50	140.00	70.00
Edwards, Diana (Diana)	Env Prof VI	26-MAY-23	1.00	140.00	140.00
McIntyre, Lynn M	Env Prof XI	05-MAY-23	9.00	210.00	1,890.00
McIntyre, Lynn M	Env Prof XI	12-MAY-23	5.00	210.00	1,050.00
McIntyre, Lynn M	Env Prof XI	19-MAY-23	4.00	210.00	840.00
Roeland, Kimberly (Kim)	Biologist III	05-MAY-23	2.00	125.00	250.00
Roeland, Kimberly (Kim)	Biologist III	12-MAY-23	3.50	125.00	437.50
Roeland, Kimberly (Kim)	Biologist III	19-MAY-23	3.25	125.00	406.25
Subramanian, Nikita Krishna (Nikita)	Environmental Professional V	12-MAY-23	1.00	125.00	125.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	05-MAY-23	1.00	100.00	100.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	12-MAY-23	0.75	100.00	75.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	19-MAY-23	1.00	100.00	100.00
<b>Total Labor Bill Rate</b>			<b>34.25</b>		<b>5,783.75</b>

**Task Total : Project Management**

**5,783.75**

**Task Number : 2.0**

**Task Name : Envir. Studies**

**Labor Bill Rate**

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Beck, Karin G	Environmental Professional V	12-MAY-23	5.50	125.00	687.50
Beck, Karin G	Environmental Professional V	19-MAY-23	3.00	125.00	375.00
Beck, Karin G	Environmental Professional V	26-MAY-23	7.00	125.00	875.00
Farazmand, Broden (Broden)	Environmental Professional II	12-MAY-23	7.00	95.00	665.00
Farazmand, Broden (Broden)	Environmental Professional II	26-MAY-23	2.00	95.00	190.00
Kay, Michael K (Michael)	Technical Expert III	05-MAY-23	0.50	240.00	120.00
Mahmodi, Mohammad I (Issa)	Environmental Professional V	12-MAY-23	14.00	125.00	1,750.00
Mahmodi, Mohammad I (Issa)	Environmental Professional V	19-MAY-23	2.00	125.00	250.00
McIntyre, Lynn M	Env Prof XI	05-MAY-23	5.50	210.00	1,155.00
McIntyre, Lynn M	Env Prof XI	12-MAY-23	3.75	210.00	787.50
McIntyre, Lynn M	Env Prof XI	19-MAY-23	2.50	210.00	525.00
Roeland, Kimberly (Kim)	Biologist III	05-MAY-23	1.00	125.00	125.00
Roeland, Kimberly (Kim)	Biologist III	12-MAY-23	3.50	125.00	437.50
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	12-MAY-23	0.50	110.00	55.00
Subramanian, Nikita Krishna (Nikita)	Environmental Professional V	05-MAY-23	6.00	125.00	750.00
Subramanian, Nikita Krishna (Nikita)	Environmental Professional V	12-MAY-23	2.00	125.00	250.00
Subramanian, Nikita Krishna (Nikita)	Environmental Professional V	19-MAY-23	3.00	125.00	375.00
Subramanian, Nikita Krishna (Nikita)	Environmental Professional V	26-MAY-23	1.00	125.00	125.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	19-MAY-23	1.50	100.00	150.00
Tharaldson, Tayler (Tayler)	Environmental Professional III	26-MAY-23	0.75	100.00	75.00

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
<b>Labor Bill Rate</b>					
<b>Total Labor Bill Rate</b>			<b>72.00</b>		<b>9,722.50</b>
<b>Task Total : Envir. Studies</b>					<b>9,722.50</b>

Task Number : 3.0

Task Name : Environmental Docs

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
<b>Labor Bill Rate</b>					
Clark, Catherine L	Environmental Professional VIII	26-MAY-23	1.00	170.00	170.00
Farazmand, Broden (Brodan)	Environmental Professional II	19-MAY-23	6.00	95.00	570.00
Hutchison, Ryan James (Ryan)	Staff Technician	12-MAY-23	5.50	105.00	577.50
McIntyre, Lynn M	Env Prof XI	05-MAY-23	5.00	210.00	1,050.00
McIntyre, Lynn M	Env Prof XI	12-MAY-23	18.75	210.00	3,937.50
McIntyre, Lynn M	Env Prof XI	19-MAY-23	19.00	210.00	3,990.00
Roeland, Kimberly (Kim)	Biologist III	05-MAY-23	11.50	125.00	1,437.50
Roeland, Kimberly (Kim)	Biologist III	12-MAY-23	8.00	125.00	1,000.00
Roeland, Kimberly (Kim)	Biologist III	19-MAY-23	10.75	125.00	1,343.75
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	05-MAY-23	0.50	110.00	55.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	19-MAY-23	1.00	110.00	110.00
Shatford, Sally Mae (Sally)	GIS/CADD/Graphics	26-MAY-23	1.00	110.00	110.00
Subramanian, Nikita Krishna (Nikita)	Environmental Professional V	05-MAY-23	4.00	125.00	500.00
Subramanian, Nikita Krishna (Nikita)	Environmental Professional V	12-MAY-23	1.00	125.00	125.00
Subramanian, Nikita Krishna (Nikita)	Environmental Professional V	26-MAY-23	2.00	125.00	250.00
<b>Total Labor Bill Rate</b>			<b>95.00</b>		<b>15,226.25</b>
<b>Task Total : Environmental Docs</b>					<b>15,226.25</b>

Task Number : 4.0

Task Name : Public Outreach

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
<b>Labor Bill Rate</b>					
Bhoi, Abhijeet	Lead Project Engineer	19-MAY-23	2.00	300.00	600.00
McIntyre, Lynn M	Env Prof XI	05-MAY-23	3.00	210.00	630.00
McIntyre, Lynn M	Env Prof XI	12-MAY-23	1.00	210.00	210.00
McIntyre, Lynn M	Env Prof XI	19-MAY-23	4.50	210.00	945.00
Roeland, Kimberly (Kim)	Biologist III	05-MAY-23	2.00	125.00	250.00
Roeland, Kimberly (Kim)	Biologist III	12-MAY-23	1.75	125.00	218.75
<b>Total Labor Bill Rate</b>			<b>14.25</b>		<b>2,853.75</b>
<b>Task Total : Public Outreach</b>					<b>2,853.75</b>

Task Number : 5.0

Task Name : Eng. Tech Studies

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
<b>Labor Bill Rate</b>					
Hom, Nelson C	Sr Engineer III	19-MAY-23	5.00	200.00	1,000.00
Kim, Sang	Senior Engineer V	12-MAY-23	4.00	235.00	940.00
Kim, Sang	Senior Engineer V	19-MAY-23	4.00	235.00	940.00
Lee, Keith H	Sr Eng III	05-MAY-23	6.00	200.00	1,200.00
Lee, Keith H	Sr Eng III	12-MAY-23	11.00	200.00	2,200.00
Lee, Keith H	Sr Eng III	19-MAY-23	2.75	200.00	550.00
Lee, Keith H	Sr Eng III	26-MAY-23	1.25	200.00	250.00
McIntyre, Lynn M	Env Prof XI	05-MAY-23	5.00	210.00	1,050.00
McIntyre, Lynn M	Env Prof XI	12-MAY-23	2.00	210.00	420.00
Moore, Anne-Marie	Geotechnical Project Engineer	05-MAY-23	4.00	185.00	740.00
Moore, Anne-Marie	Geotechnical Project Engineer	05-MAY-23	6.00	185.00	1,110.00
Moore, Anne-Marie	Geotechnical Project Engineer	12-MAY-23	0.50	185.00	92.50
Papp, Alexander R	Senior Engineer II	12-MAY-23	4.00	150.00	600.00
Papp, Alexander R	Senior Engineer II	12-MAY-23	4.00	150.00	600.00
Papp, Alexander R	Senior Engineer II	19-MAY-23	3.00	150.00	450.00
Simpson, David T	Lead Engineering Geologis	05-MAY-23	0.50	240.00	120.00
Simpson, David T	Lead Engineering Geologis	12-MAY-23	0.50	240.00	120.00
Subramanian, Nikita Krishna (Nikita)	Environmental Professional V	05-MAY-23	6.00	125.00	750.00
Subramanian, Nikita Krishna (Nikita)	Environmental Professional V	12-MAY-23	19.00	125.00	2,375.00
Sun, Tianhua (Josh)	Eng II	12-MAY-23	20.00	150.00	3,000.00
Sun, Tianhua (Josh)	Eng II	19-MAY-23	8.00	150.00	1,200.00
Tu, Chien T	Engineer II	05-MAY-23	12.00	150.00	1,800.00
Tu, Chien T	Engineer II	12-MAY-23	14.00	150.00	2,100.00
Tu, Chien T	Engineer II	19-MAY-23	9.00	150.00	1,350.00
Vasquez, Davina M	Project Controls	05-MAY-23	2.00	120.00	240.00



<b>Labor Bill Rate</b>		<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
<u>Employee Name/Title</u>	Vasquez, Davina M	Project Controls	12-MAY-23	2.00	120.00	240.00
<b>Total Labor Bill Rate</b>				<b>155.50</b>		<b>25,437.50</b>
<b>Task Total : Eng. Tech Studies</b>						<b>25,437.50</b>

**Task Number : 6.0** **Task Name : Project Report**

<b>Labor Bill Rate</b>		<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
<u>Employee Name/Title</u>						
Bhoi, Abhijeet		Lead Project Enginee	05-MAY-23	4.00	300.00	1,200.00
Bhoi, Abhijeet		Lead Project Enginee	12-MAY-23	4.00	300.00	1,200.00
Bhoi, Abhijeet		Lead Project Enginee	19-MAY-23	10.00	300.00	3,000.00
McIntyre, Lynn M		Env Prof XI	19-MAY-23	6.00	210.00	1,260.00
Subramanian, Nikita Krishna (Nikita		Environmental Professional V	12-MAY-23	2.00	125.00	250.00
Subramanian, Nikita Krishna (Nikita		Environmental Professional V	19-MAY-23	8.00	125.00	1,000.00
Subramanian, Nikita Krishna (Nikita		Environmental Professional V	26-MAY-23	9.00	125.00	1,125.00
<b>Total Labor Bill Rate</b>				<b>43.00</b>		<b>9,035.00</b>
<b>Task Total : Project Report</b>						<b>9,035.00</b>

**Task Number : 7.0** **Task Name : Mitigation Credit**

<b>Labor Bill Rate</b>		<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
<u>Employee Name/Title</u>						
Edwards, Diana (Diana)		Env Prof VI	05-MAY-23	1.50	140.00	210.00
Edwards, Diana (Diana)		Env Prof VI	12-MAY-23	1.00	140.00	140.00
Edwards, Diana (Diana)		Env Prof VI	26-MAY-23	5.00	140.00	700.00
<b>Total Labor Bill Rate</b>				<b>7.50</b>		<b>1,050.00</b>
<b>Task Total : Mitigation Credit</b>						<b>1,050.00</b>

**Task Number : 9.0** **Task Name : Subconsultant Exp.**

<b>SubConsultant</b>		<u>Date</u>	<u>Inv Number</u>	<u>Raw Cost</u>	<u>Multiplier</u>	<u>Billed Amt</u>
<u>Expenditure Type</u>	<u>Employee/Vendor Name</u>					
Professional Services	COGSTONE RESOURCE MANAGEMENT	17-MAY-23	9496	1,400.00	1.0000	1,400.00
Professional Services	WRECO	17-MAY-23	1200522915	10,489.51	1.0000	10,489.51
<b>Total SubConsultant</b>				<b>11,889.51</b>		<b>11,889.51</b>
<b>Task Total : Subconsultant Exp.</b>						<b>11,889.51</b>

**Project Total : Hwy 17 Wildlife and Trail Crossings Project** **80,998.26**

**Invoice Summaries**

Total Current Amount :	80,998.26
Retention Amount :	0.00
Pre-Tax Amount :	80,998.26
Tax Amount :	0.00
<b>Total Invoice Amount :</b>	<b>80,998.26</b>

**Billing Summaries**

<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Limit</u>	<u>Remain</u>
Billings	80,998.26	1,688,938.41	1,769,936.67	2,261,801.00	491,864.33
Tax	0.00	0.00	0.00		
<b>Billing Total :</b>	<b>80,998.26</b>	<b>1,688,938.41</b>	<b>1,769,936.67</b>		

**Outstanding Invoices**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Invoice Balance</u>
2000749469	28-APR-23	18,012.50

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**Outstanding Invoices****Invoice Number**

2000755156

2000747594

2000765293

**Invoice Date**

15-MAY-23

25-APR-23

08-JUN-23

**Invoice Balance**

67,081.25

43,752.50

80,998.26

**Outstanding Total :**

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209,747.41



PALEONTOLOGY - ARCHAEOLOGY - HISTORY

P.O. Box 7366  
Orange, CA 92863  
714-974-8300 phone

May 17, 2023  
Project No: 5743-00-00  
Invoice No: 0009496

Lynn McIntyre  
AECOM  
300 Lakeside Drive, Suite 400  
Oakland, CA 94612

Project 5743-00-00 SR-17 Los Gatos

PO 151540

Professional Services from April 1, 2023 to April 30, 2023

**Professional Personnel**

	Hours	Rate	Amount	
Task Mgr/Principal Investigator PaleoIII Scott, Eric	10.00	140.00	1,400.00	
Totals	10.00		1,400.00	
<b>Total Labor</b>				<b>1,400.00</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	1,400.00	6,562.50	7,962.50	
Limit			8,455.00	
Remaining			492.50	
		<b>Total this Invoice</b>		<b>\$1,400.00</b>

**Billings to Date**

	Current	Prior	Total
Labor	1,400.00	6,062.50	7,462.50
Expense	0.00	500.00	500.00
<b>Totals</b>	<b>1,400.00</b>	<b>6,562.50</b>	<b>7,962.50</b>

Project	5743-00-00	SR-17 Los Gatos	Invoice	0009496
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**Billing Backup**

Thursday, May 18, 2023

Cogstone Resource Management Inc.

Invoice 0009496 Dated 5/17/2023

1:23:55 PM

Project	5743-00-00	SR-17 Los Gatos
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**Professional Personnel**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
	Task Mgr/Principal Investigator Paleolll					
125	50 - Scott, Eric	4/13/2023	3.00	140.00	420.00	
	DELIVERABLE					
125	50 - Scott, Eric	4/14/2023	1.00	140.00	140.00	
	DELIVERABLE					
125	50 - Scott, Eric	4/17/2023	3.00	140.00	420.00	
	DELIVERABLE					
125	50 - Scott, Eric	4/19/2023	3.00	140.00	420.00	
	DELIVERABLE					
	Totals		10.00		1,400.00	
	<b>Total Labor</b>					<b>1,400.00</b>
				<b>Total this Project</b>		<b>\$1,400.00</b>
				<b>Total this Report</b>		<b>\$1,400.00</b>



## Invoice

Reference Invoice Number with Payment

**WRECO**  
Walnut Creek, CA 94597-2098

HDR Invoice No. 1200522915  
Invoice Date 17-MAY-2023  
Invoice Amount Due \$10,489.51  
Payment Terms 30 NET

**AECOM**  
300 Lakeside Drive  
Suite 400  
Oakland, CA 94612

Remit To PO Box 74008202  
Chicago, IL 60674-8202  
ACH/EFT Payments Bank of America ML US  
ABA# 081000032  
Account# 355004076604

AECOM Project No: 60635999

Professional Services  
From: 02-April-2023 To: 06-MAY-2023

Professional Services Summarization		Hours	Billing Rate	Amount
Associate Engineer	Rodriguez Coss Y Leon, Alejandra (Alex)	4.00	131.25	525.00
Senior Engineer	Chin, Andrew Phillip	40.00	168.00	6,720.00
Staff Engineer	Myers, Alyssa Ann	22.50	99.75	2,244.38
Staff Engineer	Tran, Anthony Trung (Anthony)	6.00	99.75	598.50
Tech Editor	Raney, Emmy Tsang	4.50	89.25	401.63
		<b>77.00</b>		<b>\$10,489.51</b>
		<b>Total Professional Services</b>		<b>\$10,489.51</b>

<b>Amount Due This Invoice (USD)</b>	<b>\$10,489.51</b>
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Fee Amount	\$50,375.00
Fee Invoiced to Date	\$41,127.59
Fee Remaining	\$9,247.41

# Invoice

HDR Invoice No. 1200522915  
Invoice Date 17-MAY-2023

HDR Internal Reference Only	
Client Number	247522
Cost Center	10542
Project Number	10330462

## Invoice

HDR Invoice No. 1200522915  
 Invoice Date 17-MAY-2023

Professional Services and Expense Detail				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	003	Task Description:	Location Hydraulic Study	
Professional Services		Hours	Billing Rate	Amount
Staff Engineer	Myers, Alyssa Ann	5.00	99.75	498.75
Tech Editor	Raney, Emmy Tsang	2.00	89.25	178.50
		<b>7.00</b>		<b>\$677.25</b>
		<b>Total Professional Services</b>		<b>\$677.25</b>
		<b>Total Task</b>		<b>\$677.25</b>

Professional Services and Expense Detail				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	004	Task Description:	Water Quality Assessment Report	
Professional Services		Hours	Billing Rate	Amount
Staff Engineer	Myers, Alyssa Ann	11.50	99.75	1,147.13
Tech Editor	Raney, Emmy Tsang	1.50	89.25	133.88
		<b>13.00</b>		<b>\$1,281.01</b>
		<b>Total Professional Services</b>		<b>\$1,281.01</b>
		<b>Total Task</b>		<b>\$1,281.01</b>

Professional Services and Expense Detail				
Project Number:	10330462	Project Description:	P20088.000 Hwy 17 Wildlife & Trail Crossings	
Task Number:	005	Task Description:	Stormwater Data Report	
Professional Services		Hours	Billing Rate	Amount
Associate Engineer	Rodriguez Coss Y Leon, Alejandra (Alex)	4.00	131.25	525.00
Senior Engineer	Chin, Andrew Phillip	40.00	168.00	6,720.00
Staff Engineer	Myers, Alyssa Ann	6.00	99.75	598.50
Staff Engineer	Tran, Anthony Trung (Anthony)	6.00	99.75	598.50
Tech Editor	Raney, Emmy Tsang	1.00	89.25	89.25
		<b>57.00</b>		<b>\$8,531.25</b>
		<b>Total Professional Services</b>		<b>\$8,531.25</b>
		<b>Total Task</b>		<b>\$8,531.25</b>



## PROGRESS REPORT

AECOM Project No.: 60635999  
AECOM PO: 127274, line 1  
Project Name: Highway 17 Wildlife and Trail Crossings  
Invoice Period: April 2, 2023 through May 6, 2023

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### **Work Performed This Period:**

- Submitted the revised the Location Hydraulic Study and Water Quality Assessment Report incorporating the changes to the Project Description and latest project files (5/5/2023).
- Revised the PA/ED phase Stormwater Data Report to incorporate changes to the Project Description and latest project files.

### **Anticipated Work For Next Period:**

- Submit the revised PA/ED phase Stormwater Data Report for approval
- Receive approval of the Location Hydraulic Study and Water Quality Assessment Report





## Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor	<u>George Bianchi Construction Inc</u>	Date	<u>12/19/2022</u>
Project #	<u>MAA21-006</u>	GL #	<u>30-35-325-8601</u>
Invoice Amount	<u>\$144,047.19</u>	Invoice #	<u>784-RET</u>
Project Manager*	<u>Leigh Guggemos</u>	Title*	<u>Capital Project Manager III</u>
Description	<u>Release of Retention for Alma Cultural Center Rehabilitation Project.</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

### Bond Oversight Committee Review:

#### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**From:** [Leigh Guggemos](#)  
**To:** [Accounts Payable](#)  
**Cc:** [Lisa Jenkinson](#)  
**Subject:** Retention Release - George Bianchi Construction  
**Date:** Tuesday, December 20, 2022 12:55:24 PM  
**Attachments:** [image001.png](#)

---

Hello,

Please release the retention for George Bianchi Construction, Inc. for the Alma Rehab project. The project and all close-out items are complete. See attached for retention invoice and below closeout.

<b>Contract &amp; Amount</b>
2022-020 \$2,644,703
<b>PO#</b>
N/A
<b>PO Balance</b>
N/A
<b>PO Complete Y/N</b>
N/A
<b>Amount to Pay</b>
\$144,047.19
<b>G/L Account</b>
30-35-325-8601
<b>Project #</b>
MAA 21-006
<b>I am approving this invoice electronically.</b>
LG
<b>Date</b>
12/20/2022

Thank you,

**Leigh Guggemos, P.E.**



Midpeninsula Regional Open Space District  
 330 Distel Circle  
 Los Altos, CA 94022-1404

**TEL # 650-691-1200**  
**FAX # 650-691-0485**

**ATTN: Scott Reeves**

**Job Name:** Alma Cultural Center Rehabilitation Project  
**Purchase Order #** 2023-167

**Customer #:** 786  
**Invoice #:** 784-RET  
**George Bianchi Const. Job #:** 784  
**Date:** 10/12/22

Bid Item #	Ref.	Description	Qty.	Units	Unit Price	Total	Quantities			Dollar Amounts		
							To Date	Previous	This Invoice	To Date	Previous	This Invoice
1		General conditions	1	LS	\$132,568.00	\$132,568.00	100%	100%	0%	\$132,568.00	\$132,568.00	\$0.00
2		Erosion Control	1	LS	\$39,488.00	\$39,488.00	100%	100%	0%	\$39,488.00	\$39,488.00	\$0.00
3		Phytophyllora contamination prevention	1	LS	\$25,968.00	\$25,968.00	100%	100%	0%	\$25,968.00	\$25,968.00	\$0.00
4		Upper Lake Overflow Improvements	1	LS	\$74,952.00	\$74,952.00	100%	100%	0%	\$74,952.00	\$74,952.00	\$0.00
5		Clearing and Grubbing	1	LS	\$87,336.00	\$87,336.00	100%	100%	0%	\$87,336.00	\$87,336.00	\$0.00
6		Selective Site Demolition	1	LS	\$118,560.00	\$118,560.00	100%	100%	0%	\$118,560.00	\$118,560.00	\$0.00
7		Grading	1	LS	\$42,336.00	\$42,336.00	100%	100%	0%	\$42,336.00	\$42,336.00	\$0.00
8		Rock Slope Protection	1	LS	\$66,336.00	\$66,336.00	100%	100%	0%	\$66,336.00	\$66,336.00	\$0.00
9		Concrete curbs and walls	1	LS	\$68,424.00	\$68,424.00	100%	100%	0%	\$68,424.00	\$68,424.00	\$0.00
10		Colored Concrete Paving	1	LS	\$24,260.00	\$24,260.00	100%	100%	0%	\$24,260.00	\$24,260.00	\$0.00
11		Paving Cells	1	LS	\$47,179.20	\$47,179.20	100%	100%	0%	\$47,179.20	\$47,179.20	\$0.00
12		Trail Paving	1	LS	\$55,224.00	\$55,224.00	100%	100%	0%	\$55,224.00	\$55,224.00	\$0.00
13		Tile Paving Rehabilitation	1	LS	\$87,040.00	\$87,040.00	100%	100%	0%	\$87,040.00	\$87,040.00	\$0.00

George Bianchi Construction Inc  
 775-A Mabury Road  
 San Jose CA 95133

14	New Tile Paving	1	LS	\$38,020.00	\$38,020.00	100%	100%	0%	\$38,020.00	\$38,020.00	\$0.00
15	Foundation Wall Parge Coating	1	LS	\$46,020.00	\$46,020.00	100%	100%	0%	\$46,020.00	\$46,020.00	\$0.00
16	Metal Guardrails	1	LS	\$405,500.00	\$405,500.00	100%	100%	0%	\$405,500.00	\$405,500.00	\$0.00
17	Metal Handrails	1	LS	\$150,500.00	\$150,500.00	100%	100%	0%	\$150,500.00	\$150,500.00	\$0.00
18	Split Rail Fence	1	LS	\$46,020.00	\$46,020.00	100%	100%	0%	\$46,020.00	\$46,020.00	\$0.00
19	Site Carpentry	1	LS	\$90,790.00	\$90,790.00	100%	100%	0%	\$90,790.00	\$90,790.00	\$0.00
20	Misc Site Features	1	LS	\$48,320.00	\$48,320.00	100%	100%	0%	\$48,320.00	\$48,320.00	\$0.00
21	Soil Prep, Seeding and Straw	1	LS	\$93,840.00	\$93,840.00	100%	100%	0%	\$93,840.00	\$93,840.00	\$0.00
22	1934 Library Hazmat Abatement	1	LS	\$113,575.00	\$113,575.00	100%	100%	0%	\$113,575.00	\$113,575.00	\$0.00
23	1934 Library Structural Rehabilitation	1	LS	\$90,790.00	\$90,790.00	100%	100%	0%	\$90,790.00	\$90,790.00	\$0.00
24	1934 Library Roof System	1	LS	\$52,500.00	\$52,500.00	100%	100%	0%	\$52,500.00	\$52,500.00	\$0.00
25	1934 Library Paint and Graffiti Coating	1	LS	\$15,252.00	\$15,252.00	100%	100%	0%	\$15,252.00	\$15,252.00	\$0.00
26	Chapel Hazmat Abatement	1	LS	\$59,194.00	\$59,194.00	100%	100%	0%	\$59,194.00	\$59,194.00	\$0.00
27	Chapel Structural Rehabilitation	1	LS	\$45,750.00	\$45,750.00	100%	100%	0%	\$45,750.00	\$45,750.00	\$0.00
28	Chapel Roof System	1	LS	\$52,500.00	\$52,500.00	100%	100%	0%	\$52,500.00	\$52,500.00	\$0.00
29	Chapel Paint and Graffiti Coating	1	LS	\$13,000.00	\$13,000.00	100%	100%	0%	\$13,000.00	\$13,000.00	\$0.00

George Bianchi Construction Inc  
775-A Mabury Road  
San Jose CA 95133

30	Marion Shrine Roof System	1	LS	\$12,500.00	\$12,500.00	100%	100%	0%	\$12,500.00	\$12,500.00	\$0.00
31	Stand-down time allowance	1	LS	\$15,000.00	\$15,000.00	0%	0%	0%	\$0.00	\$0.00	\$0.00
ALT1	Custom Metal Guardrail	1	LS	\$52,500.00	\$52,500.00	100%	100%	0%	\$52,500.00	\$52,500.00	\$0.00
ALT2	North Retaining Wall Drainage	1	LS	\$19,065.00	\$19,065.00	100%	100%	0%	\$19,065.00	\$19,065.00	\$0.00
ALT3	Infill Garage Openings	1	LS	\$72,000.00	\$72,000.00	100%	100%	0%	\$72,000.00	\$72,000.00	\$0.00
ALT4	Former Roman Plunge Improvements	1	LS	\$45,020.00	\$45,020.00	100%	100%	0%	\$45,020.00	\$45,020.00	\$0.00
ALT5	Picnic Tables	1	LS	\$10,906.00	\$10,906.00	100%	100%	0%	\$10,906.00	\$10,906.00	\$0.00
ALT6	Doors with Hinges and Padlocks	1	LS	\$20,070.00	\$20,070.00	100%	100%	0%	\$20,070.00	\$20,070.00	\$0.00
ALT7	Repaint and Graffiti Coating	1	LS	\$23,370.00	\$23,370.00	100%	100%	0%	\$23,370.00	\$23,370.00	\$0.00
ALT8	Expanded Masonry Rehabilitation	1	LS	\$20,820.00	\$20,820.00	100%	100%	0%	\$20,820.00	\$20,820.00	\$0.00
ALT9	Salvaged Units for Base Bid Masonry	1	LS	\$51,520.00	\$51,520.00	100%	100%	0%	\$51,520.00	\$51,520.00	\$0.00
ALT10	Salvaged Units for Bid Alt. 8 Masonry	1	LS	\$19,000.00	\$19,000.00	100%	100%	0%	\$19,000.00	\$19,000.00	\$0.00
ALT11	St Joseph's Shrine	1	LS	\$45,020.00	\$45,020.00	100%	100%	0%	\$45,020.00	\$45,020.00	\$0.00
CCO 1	Additional lead and asbestos remediation and abatement PO #2022-289	1	LS	\$6,670.00	\$6,670.00	100%	100%	0%	\$6,670.00	\$6,670.00	\$0.00
CCO 2	List of Extras	1	LS	\$72,709.05	\$72,709.05	100%	100%	0%	\$72,709.05	\$72,709.05	\$0.00
CCO 3	East Porch Stabilization and Guardrail modifications	1	LS	\$85,364.44	\$85,364.44	100%	100%	0%	\$85,364.44	\$85,364.44	\$0.00

George Bianchi Construction Inc  
775-A Mabury Road  
San Jose CA 95133

CCO 4	Various concrete, masonry and wood framing repairs	1	LS	\$47,093.65	\$47,093.65	100%	100%	0%	\$47,093.65	\$47,093.65	\$0.00
CCO 5	Various concrete, masonry and wood framing repairs	1	LS	\$46,073.60	\$46,073.60	100%	100%	0%	\$46,073.60	\$46,073.60	\$0.00
CCO 6	Additional concrete walkways and handrail repair	1	LS	\$11,950.80	\$11,950.80	100%	100%	0%	\$11,950.80	\$11,950.80	\$0.00
CCO 7	Rail repairs for fallen trees	1	LS	\$9,251.75	\$9,251.75	100%	100%	0%	\$9,251.75	\$9,251.75	\$0.00
<b>Total Original Contract</b>				<b>\$2,917,146.49</b>					<b>\$2,902,146.49</b>	<b>\$2,902,146.49</b>	<b>\$0.00</b>
									plus change orders	\$ -	
									total value to date	\$ 2,902,146.49	
									Less Retention		\$ -
									Less paid (1 - 12)	\$ 2,758,099.30	\$ -

Change Orders

No.	Description	Amount
1		
2		
3		
4		
5		
total		\$0.00

Totals	\$144,047.19	\$0.00
<b>Total invoice amount plus amount not yet received</b>	<b>\$144,047.19</b>	

The District expenses the entire invoice and the total retainage is released once the project is complete.

George Bianchi Construction Inc  
 775-A Mabury Road  
 San Jose CA 95133



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  *Land Acquisition*  *Top 10 Expenses*  *BOC Member Invoice Selection*

Vendor Gordon N. Ball, Inc Date 05/17/2023

Project # MAA21-011 GL # 30-35-325-8601

Invoice Amount \$263,000 Invoice # 1

Project Manager\* Zach Alexander Title\* Capital Project Manager III

Description Retention for Bear Creek Redwoods Phase II Project.

## Bond Oversight Committee Review:

### *Invoice Review Checklist:*

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

### *For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

### *For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**From:** [Zachary Alexander](#)  
**To:** [Accounts Payable](#)  
**Cc:** [Warren Chan](#); [Lisa Jenkinson](#)  
**Subject:** Gordon N Ball Invoice #1: Bear Creek Redwoods Phase II Project (MAA21-011)  
**Date:** Monday, July 10, 2023 11:27:15 AM  
**Attachments:** [PE#1 GNB BCR Phase II.pdf](#)

Please see attached for invoice number 1 from Gordon N. Ball for the Bear Creek Redwoods Phase II Project (MAA21-011).

Thanks,  
Zach

Contract & Amount:	23000143 \$2,650,463
PO#:	2310250
PO Balance:	\$263,000
PO Complete (Y/N):	Y
Amount to Pay:	\$263,000
G/L Account:	30-35-325-8601
Project#:	MAA21-011
I am approving this invoice electronically ZA	



Zachary Alexander, QSP CCM  
 Capital Project Manager III  
[zalexander@openspace.org](mailto:zalexander@openspace.org)  
 Midpeninsula Regional Open Space District  
 5050 El Camino Real, Los Altos, CA 94022  
 P: (650) 691-1200 - D: (650) 625-6582



**Application and Certificate For Payment**

To Owner: MIDPENINSULA REGIONAL OPEN SPC 5050 EL CAMINO REAL LOS ALTOS, CA 94022  From (Contractor): GORDON N. BALL, INC. 333 CAMILLE AVENUE ALAMO, CA 94507-2411  Phone: 925 838-5675	Project: BEAR CREEK REDWOODS PH II BEAR CREEK REDWOODS OPEN SPACE PRESERVE SANTA CLARA, CA  Contractor Job Number: 311  Via (Architect):  Contract For:	Application No: 1      Date: 06/30/2023 Period To: 06/30/23 Architect's Project No: PO#2310250 Contract Date:
--	--	--

**Contractor's Application For Payment**

Change Order Summary	Additions	Deductions				
Change orders approved in previous months by owner						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Number</th> <th style="width: 40%;">Date Approved</th> </tr> </thead> <tbody> <tr> <td>Change orders approved this month</td> <td></td> </tr> </tbody> </table>	Number	Date Approved	Change orders approved this month			
Number	Date Approved					
Change orders approved this month						
<b>Totals</b>						
<b>Net change by change orders</b>						

Original contract sum	2,319,750.00
Net change by change orders	0.00
Contract sum to date	2,319,750.00
Total completed and stored to date	263,000.00
Retainage	
5.0% of completed work	13,150.00
0.0% of stored material	0.00
Total retainage	13,150.00
Total earned less retainage	249,850.00
Less previous certificates of payment	0.00
0.000% of taxable amount	0.00
Current sales tax	0.00
Current payment due	249,850.00
Balance to finish, including retainage	2,069,900.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: Date: 7/7/23  
 By: \_\_\_\_\_ State of: CA County of: \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year). Notary public: \_\_\_\_\_  
 My commission expires \_\_\_\_\_.

**Architect's Certificate for Payment**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Architect: \_\_\_\_\_  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Amount Certified: \$ \_\_\_\_\_

**The District expenses the entire invoice and the total retainage is released once the project is complete.**

**Application and Certificate For Payment -- page 2**

To Owner: MIDPENINSULA REGIONAL OPEN SPC  
 From (Contractor): GORDON N. BALL, INC.  
 Project: BEAR CREEK REDWOODS PH II

Application No: 1 Date: 06/30/23 Period To: 06/30/23  
 Contractor's Job Number: 311  
 Architect's Project No:

Item Number	Description	Unit Price	Contract Quantity	UM	Scheduled Value	Work Completed Previous Application		Work Completed This Period		Completed and Stored To Date			Retention	Memo
						Quantity	Amount	Quantity	Amount	Quantity	Amount	%		
00														
101	INSPECTION & TESTING - CR	0.0000	1.00	LS	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
102	MOBILIZATION - CROSSING 3	30,000.0000	1.00	LS	30,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
103	PROTECT EXISTING TREE & W	15,000.0000	1.00	LS	15,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
104	SWPPP BMP'S	5,000.0000	1.00	LS	5,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
105	CLEARING/GRUBBING/HA ND CR	35,000.0000	1.00	LS	35,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
106	REMOVE EXISTING TREES	2,000.0000	2.00	EA	4,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
107	REMOVE EXISTING CULVERT	25,000.0000	1.00	LS	25,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
108	EXCAVATION	250.0000	50.00	CY	12,500.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
109	BACKFILL & COMPACTION	250.0000	35.00	CY	8,750.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
110	REINFORCED CONCRETE FOOTI	2,000.0000	20.00	CY	40,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
111	REINFORCED CONCRETE WINGW	2,000.0000	30.00	CY	60,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
112	SUBGRADE DRAINAGE	5,000.0000	1.00	LS	5,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
113	CULVERT	2,000.0000	20.00	LF	40,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
114	ROCK RIP RAP	250.0000	25.00	Ton	6,250.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
115	RAILING	300.0000	30.00	LF	9,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
116	STRAW & SEEDING	3,000.0000	1.00	LS	3,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
117	EROSION CONTROL FABRIC	2.0000	200.00	SF	400.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
201	INSPECTION & TESTING - CR	0.0000	1.00	LS	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
202	MOBILIZATION - CROSSING 4	30,000.0000	1.00	LS	30,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
203	PROTECT EXISTING TREE & W	15,000.0000	1.00	LS	15,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
204	SWPPP BMP'S	5,000.0000	1.00	LS	5,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
205	CLEARING/GRUBBING/HA ND CR	35,000.0000	1.00	LS	35,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
206	REMOVE EXISTING DEAD TREE	2,000.0000	2.00	EA	4,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
207	EXCAVATION	250.0000	95.00	CY	23,750.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
208	BACKFILL AND COMPACTION	50.0000	86.00	CY	4,300.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
209	ROCK RIP RAP	250.0000	132.00	Ton	33,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
210	LIVE WILLOW STAKE INSTALL	10.0000	200.00	EA	2,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
211	STRAW & SEEDING	3,000.0000	1.00	LS	3,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
212	STRAW WATTLES (7/CR4-5)	5.0000	300.00	LF	1,500.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
213	EROSION CONTROL FABRIC	1.0000	2600.00	SF	2,600.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
301	INSPECTION & TESTING - SL	0.0000	1.00	LS	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
302	MOBILIZATION - SLIDE 2	30,000.0000	1.00	LS	30,000.00	0.00 %	0.00	100.00 %	30,000.00	100.00 %	30,000.00	100.0	1,500.00	

**Application and Certificate For Payment -- page 3**

To Owner: MIDPENINSULA REGIONAL OPEN SPC  
 From (Contractor): GORDON N. BALL, INC.  
 Project: BEAR CREEK REDWOODS PH II

Application No: 1 Date: 06/30/23 Period To: 06/30/23  
 Contractor's Job Number: 311  
 Architect's Project No:

Item Number	Description	Unit Price	Contract Quantity	UM	Scheduled Value	Work Completed Previous Application		Work Completed This Period		Completed and Stored To Date			Retention	Memo
						Quantity	Amount	Quantity	Amount	Quantity	Amount	%		
303	PROTECT EXISTING TREE AND	15,000.0000	1.00	LS	15,000.00	0.00 %	0.00	100.00 %	15,000.00	100.00 %	15,000.00	100.0	750.00	
304	SWPPP BMP'S	5,000.0000	1.00	LS	5,000.00	0.00 %	0.00	100.00 %	5,000.00	100.00 %	5,000.00	100.0	250.00	
305	CLEARING/GRUBBING/HAND CR	35,000.0000	1.00	LS	35,000.00	0.00 %	0.00	100.00 %	35,000.00	100.00 %	35,000.00	100.0	1,750.00	
306	EXCAVATION	250.0000	43.00	CY	10,750.00	.00	0.00	43.00	10,750.00	43.00	10,750.00	100.0	537.50	
307	BACKFILL AND COMPACTION	50.0000	65.00	CY	3,250.00	.00	0.00	65.00	3,250.00	65.00	3,250.00	100.0	162.50	
308	ROCK RIP RAP	250.0000	20.00	Ton	5,000.00	.00	0.00	20.00	5,000.00	20.00	5,000.00	100.0	250.00	
309	4" PERFORATED PIPE SEEP D	20.0000	50.00	LF	1,000.00	.00	0.00	50.00	1,000.00	50.00	1,000.00	100.0	50.00	
310	3/4" CRUSHED ROCK SUBDRAI	150.0000	5.00	CY	750.00	.00	0.00	5.00	750.00	5.00	750.00	100.0	37.50	
311	FILTER FABRIC (6' X 300')	500.0000	1.00	EA	500.00	.00	0.00	1.00	500.00	1.00	500.00	100.0	25.00	
312	PILINGS FURNISH AND INSTA	10,000.0000	12.00	EA	120,000.00	.00	0.00	12.00	120,000.00	12.00	120,000.00	100.0	6,000.00	
313	WOOD LAGGING BOARD	45.0000	450.00	SF	20,250.00	.00	0.00	450.00	20,250.00	450.00	20,250.00	100.0	1,012.50	
314	SAFETY RAIL	300.0000	55.00	LF	16,500.00	.00	0.00	55.00	16,500.00	55.00	16,500.00	100.0	825.00	
315	STRAW & SEEDING	3,000.0000	1.00	LS	3,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
401	INSPECTION & TESTING - SL	0.0000	1.00	LS	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
402	MOBILIZATION - SLIDE 3	30,000.0000	1.00	LS	30,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
403	PROTECT EXISTING TREE & W	15,000.0000	1.00	LS	15,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
404	SWPPP BMP'S	5,000.0000	1.00	LS	5,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
405	CLEARING/GRUBBING/HAND CR	35,000.0000	1.00	LS	35,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
406	EXCAVATION	250.0000	35.00	CY	8,750.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
407	BACKFILL AND COMPACTION	50.0000	260.00	CY	13,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
408	ROCK RIP RAP	180.0000	160.00	Ton	28,800.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
409	4" PERFORATED PIPE SEEP D	10.0000	180.00	LF	1,800.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
410	3/4" CRUSHED ROCK SUBDRAI	150.0000	65.00	CY	9,750.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
411	FILTER FABRIC (6' X 300')	500.0000	3.00	EA	1,500.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
412	SLOPE DRAINS	10,000.0000	1.00	LS	10,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
413	EROSION CONTROL FABRIC	1.0000	2000.00	SF	2,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
414	SEEDING	5,000.0000	1.00	LS	5,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
501	INSPECTION & TESTING - BR	0.0000	1.00	LS	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
502	MOBILIZATION - BRIDGE 6	30,000.0000	1.00	LS	30,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
503	PROTECT EXISTING TREE AND	15,000.0000	1.00	LS	15,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
504	SWPPP BMP'S	5,000.0000	1.00	LS	5,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
505	CLEARING/GRUBBING/HAND CR	35,000.0000	1.00	LS	35,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
506	REMOVE EXISTING TREES	2,000.0000	1.00	EA	2,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
507	EXCAVATION	250.0000	168.00	CY	42,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	

Application and Certificate For Payment -- page 4

To Owner: MIDPENINSULA REGIONAL OPEN SPC  
 From (Contractor): GORDON N. BALL, INC.  
 Project: BEAR CREEK REDWOODS PH II

Application No: 1 Date: 06/30/23 Period To: 06/30/23  
 Contractor's Job Number: 311  
 Architect's Project No:

Item Number	Description	Unit Price	Contract Quantity	UM	Scheduled Value	Work Completed Previous Application		Work Completed This Period		Completed and Stored To Date			Retention	Memo
						Quantity	Amount	Quantity	Amount	Quantity	Amount	%		
508	BACKFILL AND COMPACTION	50.0000	303.00	CY	15,150.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
509	REINFORCED CONCRETE ABUTM	2,000.0000	65.00	CY	130,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
510	4" SUBDRAIN	50.0000	100.00	LF	5,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
511	PRE-STRESSED BRIDGE DECK	220.0000	930.00	SF	204,600.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
512	GUARDRAIL	300.0000	160.00	LF	48,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
513	ROCK RIP RAP	180.0000	40.00	Ton	7,200.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
514	STRAW & SEEDING	3,000.0000	1.00	LS	3,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
515	EROSION CONTROL FABRIC	1.0000	2600.00	SF	2,600.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
601	INSPECTION & TESTING - BR	0.0000	1.00	LS	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
602	MOBILIZATION - BRIDGE 7	30,000.0000	1.00	LS	30,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
603	PROTECT EXISTING TREE AND	15,000.0000	1.00	LS	15,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
604	SWPPP BMP'S	5,000.0000	1.00	LS	5,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
605	CLEARING/GRUBBING/HAND CR	35,000.0000	1.00	LS	35,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
606	EXCAVATION	100.0000	468.00	CY	46,800.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
607	BACKFILL AND COMPACTION	50.0000	305.00	CY	15,250.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
608	REINFORCED CONCRETE ABUTM	2,000.0000	65.00	CY	130,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
609	4" SUBDRAIN	50.0000	50.00	LF	2,500.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
610	PRE-STRESSED BRIDGE DECK	220.0000	800.00	SF	176,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
611	GUARDRAIL	300.0000	121.00	LF	36,300.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
612	ROCK RIP RAP	300.0000	90.00	Ton	27,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
613	ROAD DECOMMISSIONING (RIP	10,000.0000	1.00	LS	10,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
614	STRAW & SEEDING	3,000.0000	1.00	LS	3,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
615	EROSION CONTROL FABRIC	1.0000	700.00	SF	700.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
701	CREEK WATER MANAGEMENT -	4,000.0000	1.00	LS	4,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
702	COFFER DAM CROSSING 3	5,000.0000	1.00	EA	5,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
703	PUMP	8,000.0000	1.00	EA	8,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
704	WATER DIVERSION PIPE	8,000.0000	1.00	LS	8,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
801	CREEK WATER MANAGEMENT -	4,000.0000	1.00	LS	4,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
802	COFFER DAM CROSSING 4	5,000.0000	2.00	EA	10,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
803	PUMP	8,000.0000	1.00	EA	8,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
804	WATER DIVERSION PIPE	8,000.0000	1.00	LS	8,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
901	CREEK WATER MANAGEMENT -	4,000.0000	1.00	LS	4,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
902	COFFER DAM BRIDGE 6	5,000.0000	2.00	EA	10,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
903	PUMP	8,000.0000	1.00	EA	8,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	

**Application and Certificate For Payment -- page 5**

To Owner: MIDPENINSULA REGIONAL OPEN SPC  
 From (Contractor): GORDON N. BALL, INC.  
 Project: BEAR CREEK REDWOODS PH II

Application No: 1 Date: 06/30/23 Period To: 06/30/23  
 Contractor's Job Number: 311  
 Architect's Project No:

Item Number	Description	Unit Price	Contract Quantity	UM	Scheduled Value	Work Completed Previous Application		Work Completed This Period		Completed and Stored To Date			Retention	Memo
						Quantity	Amount	Quantity	Amount	Quantity	Amount	%		
904	WATER DIVERSION PIPE	8,000.0000	1.00	LS	8,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
905	CREEK WATER MANAGEMENT -	4,000.0000	1.00	LS	4,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
906	COFFER DAM BRIDGE 7	5,000.0000	2.00	EA	10,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
907	PUMP	8,000.0000	1.00	EA	8,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
908	WATER DIVERSION PIPE	8,000.0000	1.00	LS	8,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
909	TRENCHING & BACKFILL - A	120,000.0000	1.00	LS	120,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
910	4" PIPE WITH THRUST BLOCK	45.0000	2000.00	LF	90,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
913	POC AT BC01	6,000.0000	1.00	LS	6,000.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00	0.0	0.00	
914	INTERMEDIATE RISER	1,000.0000	2.00	EA	2,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
915	SHUT OFF VALVE	1,000.0000	4.00	EA	4,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
916	BLOW OFF VALVE	4,000.0000	2.00	EA	8,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
917	AIR RELIEF VALVE	4,000.0000	2.00	EA	8,000.00	.00	0.00	.00	0.00	.00	0.00	0.0	0.00	
<b>Total</b>					2,319,750.00		0.00		263,000.00		263,000.00		13,150.00	
<b>Application Total</b>					2,319,750.00		0.00		263,000.00		263,000.00		13,150.00	



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**    *Land Acquisition*    *Top 10 Expenses*    *BOC Member Invoice Selection*

Vendor	Questa Engineering Corp	Date	12/07/2022
Project #	MAA21-011	GL #	30-35-325-8202
Invoice Amount	\$41,283.23	Invoice #	25149
Project Manager*	Scott Reeves (no longer at the District)	Title*	Senior Capital Project Manager
Description	Regulatory permit coordination and engineering design for Bear Creek Redwoods Phase II Project.		

**Bond Oversight Committee Review:**

*Invoice Review Checklist:*

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member’s title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager’s signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

*\* If Project Manager did not approve invoice or transaction, include authorized signatory’s name & title here.*

**From:** [Accounts Payable](#)  
**To:** [Lisa Jenkinson](#)  
**Subject:** FW: Questa Engineering - Invoice #25149 - Approved  
**Date:** Friday, December 9, 2022 4:09:22 PM  
**Attachments:** [1900009\\_INV\\_26.pdf](#)

---

Hi Lisa,

Here is an invoice approved by Scott Reeves.

Thanks,  
Warren

**Warren Chan**

Accountant, CPP  
wchan@openspace.org  
650-625-6570 (direct)

---

**From:** Scott Reeves <sreeves@openspace.org>  
**Sent:** Thursday, December 8, 2022 10:30 AM  
**To:** Accounts Payable <accountspayable@openspace.org>  
**Cc:** Warren Chan <wchan@openspace.org>; Andrew Taylor <ataylor@openspace.org>  
**Subject:** Questa Engineering - Invoice #25149 - Approved

Hello,

Please see the attached approved invoice #25149 from Questa Engineering for regulatory permit coordination and engineering design of the Phase II Trails at Bear Creek Redwoods.

**Contract # & Amt:** 20190184; \$702,710

**PO # & Balance:** 2310067; \$63,000

**PO Complete?** No

**Amt to Pay:** \$41,283.23

**G/L Acct:** 30-35-325-8202-0000-

**Project #:** MAA21-011

**Batch #:**

**Approved By:** Scott Reeves

**Description:** Regulatory permit coordination and engineering design for BCR Phase II Trails Project

Thank you  
Scott

---

**Midpeninsula Regional Open Space District**  
5050 El Camino Real, Los Altos, CA 94022  
650.691.1200 (office)  
[openspace.org](http://openspace.org)



ENGINEERING CORP.

September 1, 2022

**INVOICE****1900009 - 26**

Midpeninsula Bear Creek Trail

PO 2310067

**Progress Billing****IN ACCOUNT WITH:**

Midpeninsula Regional Open  
Space District  
330 Distel Circle  
Los Altos, CA 94022-1404

Invoice No: **25149**  
Client ID: **Midpen**  
ITN: 36215  
Project Manager: Temple

Professional engineering services in accordance with Agreement for Professional Services of May 29, 2019, for the Bear Creek Redwoods Phase II Trails Project. Current charges cover work completed from December 01, 2021 through July 31, 2022.

**Labor:**

Sr. Hydrologist, P.E. (SAT)	45.50	Hours @ \$175.00 Per Hour	\$	7,962.50
Sr. Engineering Geologist, CEG (WNH)	1.00	Hours @ \$175.00 Per Hour		175.00
Project Civil Engineer, P.E. (CHN)	26.75	Hours @ \$165.00 Per Hour		4,413.75
Staff Engineer, EIT (KIT)	162.50	Hours @ \$125.00 Per Hour		20,312.50
<b>Total Labor</b>	<b>235.75</b>	<b>Hours</b>	<b>\$</b>	<b>32,863.75</b>

**Direct Expenses:**

Consultants	V118867	Tully Consulting Group		2,200.00
Consultants	V119007	Sequoia Ecological Consultants		6,191.50
<b>Subtotal Direct Expenses</b>			<b>\$</b>	<b>8,391.50</b>


**In-House Expenses:**

Reproduction Letter	73	Copies @ \$0.15 Per Copy	\$	10.95
Reproduction Tabloid	33	Copies @ \$0.50 Per Copy		16.50
Postage				0.53
<b>Subtotal In-House Expenses</b>			<b>\$</b>	<b>27.98</b>
<b>Total Expenses</b>			<b>\$</b>	<b>8,419.48</b>

**TOTAL AMOUNT DUE THIS INVOICE****\$ 41,283.23**

Terms: Due and payable upon receipt. A 1.0% per month (12% per annum) late fee will be charged on all overdue balances. Current billings represent charges accrued through the last day of the indicated billing period. Unless marked as a "Final Invoice," subsequent charges may be pending and will be billed in the following month.

Total project budget to date:	\$	415,400.00
Total project charges through this invoice are:		273,139.22
Remaining budget balance as of this invoice is:	\$	142,260.78

  
Questa Engineering Corporation  
Joseph E. Smiell  
Principal/CFO



Job # 1900009 - Bear Creek

1900009

Tully Consulting Group  
 1650 N Lincoln St  
 Dixon, CA 95620  
 (707) 693-1926  
 www.TullyGroup.com

Invoice 13398



**BILL TO**

Sydney Temple  
 Questa Engineering Core  
 1220 Brickyard Cove Road, #206  
 Richmond, CA 94801

DATE  
 04/07/2022

PLEASE PAY  
 \$2,200.00

DUE DATE  
 05/07/2022

PROJECT ID  
 1900009

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Bear Creek Redwoods Open Space Preserve			
	Month of March 2022			
SWPPP1	Prepare Stormwater Pollution Prevention Plan/SWPPP	1	2,200.00	2,200.00
NOI	Prepare Notice of Intent/NOI*	0	270.00	0.00

\*None this period

TOTAL DUE \$2,200.00

THANK YOU.

VR22-118867	13398		04/07/22
Tully0	B22-18613	\$	2,200.00
PA22-7242	4/7/2022		Tully0
040SAT	13398		2,200.00

**Bill From:**  
 1342 Creekside Dr  
 Walnut Creek CA 94596  
 United States  
 Phone 925-855-5500  
**Bill To:**  
 Questa  
 P.O. Box 70356  
 1220 Brickyard Cove Road Suite 206  
 Point Richmond CA 94801  
 United States  
**Date Range:**  
 1/1/2022 - 5/31/2022



**DATE:** 5/31/2022  
**INVOICE #:** 2022027  
**Client Project Number:**  
**Invoice Amount:** \$6,191.50  
**Previously Invoiced:** \$73,455.75  
**Total Invoiced to Date:** \$79,647.25  
**Task Order Total:** \$120,850.00  
**Budget Remaining:** \$41,202.75  
**Percentage of Budget Spent:** 65.91%  
**Retainer Held:** -

**Bear Creek Redwoods Trail Design Phase 2/3**

Task #	Billing Classification	Quantity	Rate	Amount
6.5 Regulatory Permitting - Mitigation and Monitoring Plan	Project Manager	10.50	\$166.00	\$1,743.00
6.6 CDFW LSAA- SFRWQCB 401 Extra Work	Principal	4.25	\$246.00	\$1,045.50
6.6 CDFW LSAA- SFRWQCB 401 Extra Work	Project Manager	20.50	\$166.00	\$3,403.00
<b>Total</b>				<b>\$6,191.50</b>

THANK YOU FOR YOUR BUSINESS!

PA22-7283 5/31/2022 Sequo3  
 025JHP 2022027 6,191.50



VR22-119007 2022027 05/31/22  
 Sequo3 B22-18676 \$ 6,191.50

1900009

Task / Service Item	Date	Employee	Notes	Hours
6.3 Regulatory Permitting - CDFW 1600 Application : Prim	6/8/2022	Hanshew, Brett	Project communications	0.25
<b>6.3 Regulatory Permitting - CDFW 1600 Application : Principal Total</b>				<b>0.25</b>
6.5 Regulatory Permitting - Mitigation and Monitoring Plz	1/21/2022	Hirth, Alex	reviewing 401 HMMP and other materials associated with Amber project handoff, MMP revisions	2.25
6.5 Regulatory Permitting - Mitigation and Monitoring Plz	1/25/2022	Hirth, Alex	MMP edits, discussion, finalization	1.25
6.5 Regulatory Permitting - Mitigation and Monitoring Plz	1/26/2022	Hirth, Alex	MMP edits, finalization	1.75
6.5 Regulatory Permitting - Mitigation and Monitoring Plz	2/2/2022	Hirth, Alex	finalization and response to Brian Wines comments	1.75
6.5 Regulatory Permitting - Mitigation and Monitoring Plz	2/4/2022	Hirth, Alex	permit package meeting	0.75
6.5 Regulatory Permitting - Mitigation and Monitoring Plz	2/9/2022	Hirth, Alex	401 HMMP finalization	0.75
6.5 Regulatory Permitting - Mitigation and Monitoring Plz	2/10/2022	Hirth, Alex	401 HMMP finalization	2.00
<b>6.5 Regulatory Permitting - Mitigation and Monitoring Plan : Project Manager Total</b>				<b>10.50</b>
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Principal	1/31/2022	Hanshew, Brett	coordination for update call and review of existing MMP	0.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Principal	2/4/2022	Hanshew, Brett	Call w/ Client and MROSD, discuss plan for moving forward with agency permitting	0.50
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Principal			MMP coordination with Alex	0.50
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Principal	2/8/2022	Hanshew, Brett	MMP discussion/approach call with Alex	0.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Principal	2/18/2022	Hanshew, Brett	Prep and meeting to discuss MMP updates with Questa and MROSD on implications of needed updates to meet Brian Wines comments	1.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Principal	3/16/2022	Hanshew, Brett	Communications to un-stick 1600 status with CDFW	0.50
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Principal	3/31/2022	Hanshew, Brett	MMRP update review with AH	0.75
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Principal	4/27/2022	Hanshew, Brett	CDFW coordination	0.25
<b>6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Principal Total</b>				<b>4.25</b>
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	2/11/2022	Hirth, Alex	401 HMMP comment responses	1.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	2/14/2022	Hirth, Alex	MROSD BCR permitting overages and prospective costs letter	2.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Manager			permitting email response	1.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	2/16/2022	Hirth, Alex	cost adjustment letter	1.00
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	2/18/2022	Hirth, Alex	Meeting with Questa and MROSD, follow-up	1.25
6.5 CDFW LSAA- SFRWQCB 401 Extra Work : Project Manager			Overages letter finalization and send off	0.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	2/24/2022	Hirth, Alex	401 MMP discussion	0.50
6.5 CDFW LSAA- SFRWQCB 401 Extra Work : Project Manager			CDFW discussion, CDFW email prep	0.50
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	2/28/2022	Hirth, Alex	analyzing permit measures against Phase 3 costs, email response to Syd	1.00
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	3/2/2022	Hirth, Alex	emails to Scott and agencies	0.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	3/3/2022	Hirth, Alex	call to Scott	0.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	3/10/2022	Hirth, Alex	emails	0.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	3/14/2022	Hirth, Alex	Permitting updates/finalization	0.50
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	3/18/2022	Hirth, Alex	permitting updates and discussion with Kristen at CDFW	1.00
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	3/29/2022	Hirth, Alex	MROSD BCR HMMP finalizing/CDFW follow-up [Placeholder]	0.50
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	3/31/2022	Hirth, Alex	HMMP impacts/mitigation and document finalization, discussion with Brett	6.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	4/6/2022	Hirth, Alex	HMMP revisions placeholder	1.00
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	4/15/2022	Hirth, Alex	Contacting Kristin Garrison	0.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	4/28/2022	Hirth, Alex	CDFW call and team email	0.25
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	5/16/2022	Hirth, Alex	Kristin email review and feedback incorporation	0.50
6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Man	5/20/2022	Hirth, Alex	Responding to Kristin Garrison	0.25
<b>6.6 CDFW LSAA- SFRWQCB 401 Extra Work : Project Manager Total</b>				<b>20.50</b>
Unbillable : Principal	1/21/2022	Hanshew, Brett	AA off boarding transition meeting	0.25
Unbillable : Principal	1/26/2022	Hanshew, Brett	Assorted project transfer from Amber to Alex/Brett	0.50
Unbillable : Principal	2/24/2022	Hanshew, Brett	Project handoff coordination with ST	0.25
<b>Unbillable : Principal Total</b>				<b>1.00</b>



## Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor	<u>Aecom Technical Services Inc</u>	Date	<u>11/30/2022</u>
Project #	<u>MAA05-010</u>	GL #	<u>30-80-850-8404</u>
Invoice Amount	<u>\$25,687.25</u>	Invoice #	<u>2000637148</u>
Project Manager*	<u>Coty Sifuentes-Winter</u>	Title*	<u>Sr Resource Management Specialist</u>
Description	<u>Botanical Services for La Honda Restoration Forestry Demonstration Project.</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

### Bond Oversight Committee Review:

#### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**From:** [Craig Beckman](#)  
**To:** [Bryan Apple](#); [Coty Sifuentes-Winter](#); [Accounts Payable](#)  
**Cc:** [Warren Chan](#); [Andrew Taylor](#); [Sophie Christel](#); [Lisa Jenkinson](#); [Christian Bonner](#); [Gloria Bell](#)  
**Subject:** RE: AECOM Invoice #2000637148  
**Date:** Wednesday, November 23, 2022 12:06:28 PM  
**Attachments:** [image001.png](#)

---

I approve the invoice for AECOM for Skyline Boulevard area surveys of fuel reduction sites 10-61-641-5218-0000 Project 61017 -DISTR -641 -5218 for \$4,418.75

**Craig Beckman**

*Area Manager*

Midpeninsula Regional Open Space District

[cbeckman@openspace.org](mailto:cbeckman@openspace.org)

Office: 650.949.1848

Direct: 650.772.3716

---

**From:** Bryan Apple <[bapple@openspace.org](mailto:bapple@openspace.org)>  
**Sent:** Wednesday, November 23, 2022 9:54 AM  
**To:** Coty Sifuentes-Winter <[csifuentes@openspace.org](mailto:csifuentes@openspace.org)>; Accounts Payable <[accountspayable@openspace.org](mailto:accountspayable@openspace.org)>; Craig Beckman <[cbeckman@openspace.org](mailto:cbeckman@openspace.org)>  
**Cc:** Warren Chan <[wchan@openspace.org](mailto:wchan@openspace.org)>; Andrew Taylor <[ataylor@openspace.org](mailto:ataylor@openspace.org)>; Sophie Christel <[schristel@openspace.org](mailto:schristel@openspace.org)>; Lisa Jenkinson <[ljenkinson@openspace.org](mailto:ljenkinson@openspace.org)>  
**Subject:** RE: AECOM Invoice #2000637148

All,

I approve the invoices from AECOM for La Honda Phase II Trails (MAA05-007) and Alpine Road Bypass Trail (MAA10-001).

Thanks,

Bryan

---

**From:** Coty Sifuentes-Winter <[csifuentes@openspace.org](mailto:csifuentes@openspace.org)>  
**Sent:** Wednesday, November 23, 2022 9:50 AM  
**To:** Accounts Payable <[accountspayable@openspace.org](mailto:accountspayable@openspace.org)>; Bryan Apple <[bapple@openspace.org](mailto:bapple@openspace.org)>; Craig Beckman <[cbeckman@openspace.org](mailto:cbeckman@openspace.org)>  
**Cc:** Warren Chan <[wchan@openspace.org](mailto:wchan@openspace.org)>; Andrew Taylor <[ataylor@openspace.org](mailto:ataylor@openspace.org)>; Sophie Christel <[schristel@openspace.org](mailto:schristel@openspace.org)>; Lisa Jenkinson <[ljenkinson@openspace.org](mailto:ljenkinson@openspace.org)>  
**Subject:** AECOM Invoice #2000637148

Good Morning, All,

FYI, this invoice has been very problematic with AECOM, but I believe we finally got it all figured out. It was originally sent to Planning because it had information on Hwy 17 on it. Turns out the AECOM Project Manager had mixed up this project (Botanical Services for Skyline Area Preserves) with Hwy

**From:** [Bryan Apple](#)  
**To:** [Coty Sifuentes-Winter](#); [Accounts Payable](#); [Craig Beckman](#)  
**Cc:** [Warren Chan](#); [Andrew Taylor](#); [Sophie Christel](#); [Lisa Jenkinson](#)  
**Subject:** RE: AECOM Invoice #2000637148  
**Date:** Wednesday, November 23, 2022 9:54:14 AM  
**Attachments:** [image001.png](#)

---

All,

I approve the invoices from AECOM for La Honda Phase II Trails (MAA05-007) and Alpine Road Bypass Trail (MAA10-001).

Thanks,  
Bryan

---

**From:** Coty Sifuentes-Winter <csifuentes@openspace.org>  
**Sent:** Wednesday, November 23, 2022 9:50 AM  
**To:** Accounts Payable <accountspayable@openspace.org>; Bryan Apple <bapple@openspace.org>; Craig Beckman <cbeckman@openspace.org>  
**Cc:** Warren Chan <wchan@openspace.org>; Andrew Taylor <ataylor@openspace.org>; Sophie Christel <schristel@openspace.org>; Lisa Jenkinson <ljenkinson@openspace.org>  
**Subject:** AECOM Invoice #2000637148

Good Morning, All,

FYI, this invoice has been very problematic with AECOM, but I believe we finally got it all figured out. It was originally sent to Planning because it had information on Hwy 17 on it. Turns out the AECOM Project Manager had mixed up this project (Botanical Services for Skyline Area Preserves) with Hwy 17.

Bryan (2 invoices) and Craig (1 invoice), please review and approve the potions for your projects.

(La Honda Forest)

Contract	20220096
Contract Amount:	\$91,987
PO#:	20230171
PO Balance:	\$62,078.50
PO Complete (Y/N):	No
Amount to Pay:	\$25,687.25
G/L Account:	30-80-850-8404-000
Project#:	MAA05-MAA05010-850-8301

I am approving this invoice electronically.	CSW
Date	11/18/2022

Bryan to Approve (La Honda Phase II):

Contract	20220096
Contract Amount:	\$91,987
PO#:	20230171
PO Balance:	\$62,078.50
PO Complete (Y/N):	No
Amount to Pay:	\$416.25
G/L Account:	30-61-641-8301-0000-
Project#:	MAA05 -MAA05007 -641 -8301
I am approving this invoice electronically.	CSW
Date	11/18/2022

Bryan to Approve (Alpine Road):

Contract	20220096
Contract Amount:	\$91,987
PO#:	20230171
PO Balance:	\$62,078.50
PO Complete (Y/N):	No
Amount to Pay:	\$6,200
G/L Account:	30-61-641-8301-0000-
Project#:	MAA10 -MAA10001 -641 -8301
I am approving this invoice electronically.	CSW
Date	11/18/2022

Craig to Approve (Fire Project in SFO):

Contract	20220096
Contract Amount:	\$91,987
PO#:	20230171
PO Balance:	\$62,078.50
PO Complete (Y/N):	No
Amount to Pay:	\$4,418.75
G/L Account:	10-61-641-5218-0000-
Project#:	61017 -DISTR -641 -5218
I am approving this invoice electronically.	CSW
Date	11/18/2022

Coty Sifuentes-Winter (he/him/his)  
 Senior Resource Management Specialist  
 Midpeninsula Regional Open Space District  
[csifuentes@openspace.org](mailto:csifuentes@openspace.org)  
 650.625.6560

---

**From:** Mahesh, Ashin <[ashin.mahesh@aecom.com](mailto:ashin.mahesh@aecom.com)>  
**Sent:** Wednesday, November 23, 2022 8:31 AM  
**To:** Coty Sifuentes-Winter <[csifuentes@openspace.org](mailto:csifuentes@openspace.org)>  
**Cc:** Slakey, Danny <[danny.slakey@aecom.com](mailto:danny.slakey@aecom.com)>; Larsen, Anna <[anna.larsen@aecom.com](mailto:anna.larsen@aecom.com)>  
**Subject:** Aecom Invoice Submittal - PN 60681172-Skyline Area Botanical Surveys Inv#2000637148

**EXTERNAL**

Greetings:

Please find the current invoice in the attachment for the project with AECOM.

If you have any questions regarding this invoice, please contact the AECOM project manager.

Regards,

**Ashin Mahesh**



Project Billing Specialist

**AECOM - Imagine it. Delivered.**

[aecom.com](http://aecom.com) | [LinkedIn](#) | [Twitter](#) | [Facebook](#) | [Instagram](#)



**Midpeninsula Regional Open Space District**

5050 El Camino Real, Los Altos, CA 94022

650.691.1200 (office)

[openspace.org](http://openspace.org)



**From 50 to Forever: Caring for the land that cares for us** – By creating Midpen 50 years ago, our community prioritized clean air and water, healthy habitats for diverse native plants and animals, ecosystems that are resilient to the effects of our changing climate, and places for people to connect with nature – that's what Midpen provides in perpetuity. [Celebrate with us all year long >](#)

Project	Firm	Status	Department	Project Manager	GL	Project #	Budget	Percent of	Scope 1	Acres	EDRR	Admin
Skyline	AECOM	Board Report with AGM	NR	Aaron H	30-80-850-8202.01	MAA05-010	\$24,820	36%	LH Forest	290.3	6.9	20
Skyline	AECOM	Board Report with AGM	NR	Matt SC	10-80-820-5218	N/A	\$2,848	4%	Turtle Pond	16	0.4	20
Skyline	AECOM	Board Report with AGM	L&F	Bryan Apple	30-61-641-8202.01	MAA05-007	\$6,205	9%	LH Phase II	38.4	0.9	40
Skyline	AECOM	Board Report with AGM	L&F	Christian	10-61-641-5218	61017	\$13,474	19%	Thornewood	152.2		20
Skyline	AECOM	Board Report with AGM	L&F	Bryan Apple	30-61-641-8202.01	MAA10-001	\$7,715	11%	Alpine Trail	58.6		40
Skyline	AECOM	Board Report with AGM	E&C	Scott			\$4,053	6%	Demos	7.1	4.7	40
Skyline	AECOM	Board Report with AGM	L&F	Christian	10-61-641-5218	61017	\$10,055	15%	Alpine Road	105.1	3.4	20

Projects sharing similar environmental factors (e.g., location, habitat, species of concern) may be combined to reduce reporting and overhead costs where feasible. Unanticipated issues, such as access to and within the projects like impenetrable vegetation, may require more or less survey time. The above table is the original breakdown of the split between projects. The total budgeted for MAA05-010 is lower than what was billed because portions of the La Honda Forest site required more time to navigate safely through areas heavily impacted by past timber operations.

## IMPORTANT REMITTANCE INFORMATION

**Please include the AECOM invoice number when sending payment**

**INVOICE NUMBER: 2000637148**  
**Invoice Date: 17-JUN-22**  
**Invoice Due Date: 16-AUG-22**  
**Amount Due: \$36,722.25 USD**  
**Project Number: 60681172**

To process your payment timely and ensure credit is given, please include the AECOM invoice number when sending payment. Including this invoice number will allow AECOM to promptly apply your payment without delay or additional information requests placed upon your organization.

Failure to reference the AECOM invoice number when sending payment may result in delay of your account being credited.

To expedite payment processing, AECOM is asking its clients to submit payments electronically by ACH (Automated Clearing House) if possible.

ACH payments provide an alternative to paper checks, affording you the following advantages:

- Certainty of delivery
- Reduced operating costs through the elimination of paper check mailing

Regards,

AECOM Cash Application Department  
[CashAppsRemittance@aecom.com](mailto:CashAppsRemittance@aecom.com)



AECOM  
300 Lakeside Drive  
Suite 400  
Oakland  
CA 94612  
aecom.com

**Project name:**  
Skyline Area Botanical Surveys

**Project ref:**  
AECOM project # 60681172

**From:**  
Danny Slakey

**Date:**  
November 23, 2022

**To: Coty Sifuentes-Winter**  
Midpeninsula Regional Open Space District  
Natural Resources Department  
5050 El Camino Real, Los Altos, CA 94022  
(650) 691-1200 | Main Line

**CC:**

**Subject:** Progress Report and Invoice #1

Dear Mr. Sifuentes-Winter:

This progress report covers work performed by AECOM from March 24 through May 27, 2022. The current invoice amount is \$36,722.25. Approximately 55% of the budget for this project has been expended as of this date.

#### TASK 1: TARGET LIST DEVELOPMENT

- Background research to develop special status species and sensitive natural community target list
- Target list submittal

#### TASK 02: FIELD SURVEYS

- Field survey coordination and scheduling
- Early season surveys from March 30 to April 7, 2022
- Mid-season surveys from May 16 to 20, 2022
- Per diem for field surveys
- Plant identification during and following survey efforts
- Preparation and submittal of Early Detection Rapid Response data deliverable to Calflora

#### TASK 4: PROJECT MANAGEMENT

- Budget tracking
- Progress reporting
- Staff additions
- Client meetings
- Preparation of a Safe Work Plan
- General project planning

*UPCOMING WORK.* Additional data processing time and report preparation time (Task 3) are anticipated in June 2022. Late season surveys are anticipated in July 2022. If you have any questions regarding our invoice or upcoming work, please do not hesitate to call me at (916)420-2977 or email me at [Danny.Slakey@aecom.com](mailto:Danny.Slakey@aecom.com).

Sincerely,

Danny Slakey

Project Manager

Check Payment to:  
 AECOM Technical Services, Inc.  
 An AECOM Company  
 1178 Paysphere Circle  
 Chicago, IL 60674

ACH Payment to:  
 AECOM Technical Services, Inc.  
 An AECOM Company  
 Bank of America  
 Account Number 5800937020  
 ABA Number 071000039

Wire Transfer Payment to:  
 AECOM Technical Services, Inc.  
 An AECOM Company  
 Bank of America  
 New York, NY 10001  
 Account Number 5800937020  
 ABA Number 026009593  
 SWIFT CODE BOFAUS3N



300 Lakeside Drive, Suite 400, Oakland, CA 94612  
 Tel: 510-893-3600  
 Fax: 510-874-3268

Federal Tax ID No. 95-2661922

**ATTN : COTY SIFUENTES-WINTER**  
**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**  
**5050 EL CAMINO REAL**  
**LOS ALTOS, CA 94022**  
**United States**

**Invoice Date: 17-JUN-22**  
**Invoice Number: 2000637148**

**Agreement Number: 60681172**  
**Agreement Description:**

**Payment Term: 60 DAYS**

*Please reference Invoice Number and Project Number with Remittance*

**Project Number : 60681172**

**Project Name : MidPen Skyline Area Botanical Surveys**

**Bill Through Date : 24-MAR-22 - 27-MAY-22**

PO # 20230171

**Task Number : 1.0**

**Task Name : Target List Dev**

<b>Labor Bill Rate</b>					
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Brown, Katherine (Katie)	GIS Lead	01-APR-22	2.00	96.00	192.00
Larsen, Anna W	Senior Tech Lead/DPM	01-APR-22	0.50	149.00	74.50
Larsen, Anna W	Senior Tech Lead/DPM	08-APR-22	0.50	149.00	74.50
Lopez, Sunshine (Sunshine)	Staff Botanist	01-APR-22	6.00	88.00	528.00
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	01-APR-22	1.00	120.00	120.00
<b>Total Labor Bill Rate</b>			<b>10.00</b>		<b>989.00</b>
<b>Task Total : Target List Dev.</b>					<b>989.00</b>

**Task Number : 2.0**

**Task Name : Field Surveys**

<b>Labor Bill Rate</b>					
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Abercrombie, Samuel (Sam)	Field Lead Botanist	01-APR-22	13.00	105.00	1,365.00
Abercrombie, Samuel (Sam)	Field Lead Botanist	08-APR-22	34.25	105.00	3,596.25
Abercrombie, Samuel (Sam)	Field Lead Botanist	15-APR-22	2.75	105.00	288.75
Abercrombie, Samuel (Sam)	Field Lead Botanist	22-APR-22	-1.25	105.00	-131.25
Abercrombie, Samuel (Sam)	Field Lead Botanist	29-APR-22	0.50	105.00	52.50
Abercrombie, Samuel (Sam)	Field Lead Botanist	20-MAY-22	21.50	105.00	2,257.50
Abercrombie, Samuel (Sam)	Field Lead Botanist	27-MAY-22	15.25	105.00	1,601.25
Brown, Katherine (Katie)	GIS Lead	01-APR-22	7.00	96.00	672.00
Brown, Katherine (Katie)	GIS Lead	08-APR-22	1.00	96.00	96.00
Kreger, Isaac Daniel (Isaac)	Staff Botanist	20-MAY-22	13.00	88.00	1,144.00
Lopez, Sunshine (Sunshine)	Staff Botanist	01-APR-22	29.50	88.00	2,596.00
Lopez, Sunshine (Sunshine)	Staff Botanist	08-APR-22	36.00	88.00	3,168.00
Lopez, Sunshine (Sunshine)	Staff Botanist	08-APR-22	3.00	88.00	264.00
Lopez, Sunshine (Sunshine)	Staff Botanist	15-APR-22	3.00	88.00	264.00
Lopez, Sunshine (Sunshine)	Staff Botanist	20-MAY-22	21.00	88.00	1,848.00
Lopez, Sunshine (Sunshine)	Staff Botanist	27-MAY-22	1.50	88.00	132.00
Macias-Wallis, Fabiola	Project Controls	01-APR-22	1.00	100.00	100.00
Milliken, Timothy (Tim)	Field Lead Botanist	20-MAY-22	12.50	105.00	1,312.50
Milliken, Timothy (Tim)	Field Lead Botanist	27-MAY-22	2.50	105.00	262.50
Shatford, Sally Mae (Sally)	GIS Lead	01-APR-22	1.50	118.00	177.00
Shatford, Sally Mae (Sally)	GIS Lead	27-MAY-22	3.00	118.00	354.00
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	01-APR-22	16.25	120.00	1,950.00
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	08-APR-22	15.75	120.00	1,890.00
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	08-APR-22	8.00	120.00	960.00
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	15-APR-22	0.50	120.00	60.00
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	22-APR-22	2.50	120.00	300.00
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	29-APR-22	1.00	120.00	120.00
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	13-MAY-22	4.25	120.00	510.00

**Labor Bill Rate**

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	20-MAY-22	39.25	120.00	4,710.00
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	20-MAY-22	7.50	120.00	900.00
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	27-MAY-22	0.50	120.00	60.00
<b>Total Labor Bill Rate</b>			<b>317.00</b>		<b>32,880.00</b>

**Reimbursable**

<u>Expenditure Type</u>	<u>Employee/Vendor Name</u>	<u>Date</u>	<u>Inv Number</u>	<u>Raw Cost</u>	<u>Multiplier</u>	<u>Billed Amt</u>
Per diem	Slakey, Daniel Joseph (Danny)	30-MAR-22		75.00	1.0000	75.00
Per diem	Abercrombie, Samuel (Sam)	01-APR-22		75.00	1.0000	75.00
Per diem	Abercrombie, Samuel (Sam)	04-APR-22		75.00	1.0000	75.00
Per diem	Lopez, Sunshine (Sunshine)	05-APR-22		75.00	1.0000	75.00
Per diem	Lopez, Sunshine (Sunshine)	06-APR-22		75.00	1.0000	75.00
Per diem	Slakey, Daniel Joseph (Danny)	06-APR-22		75.00	1.0000	75.00
Per diem	Lopez, Sunshine (Sunshine)	07-APR-22		75.00	1.0000	75.00
Per diem	Lopez, Sunshine (Sunshine)	16-MAY-22		75.00	1.0000	75.00
Per diem	Abercrombie, Samuel (Sam)	17-MAY-22		75.00	1.0000	75.00
Per diem	Slakey, Daniel Joseph (Danny)	17-MAY-22		75.00	1.0000	75.00
Per diem	Lopez, Sunshine (Sunshine)	18-MAY-22		75.00	1.0000	75.00
Per diem	Abercrombie, Samuel (Sam)	19-MAY-22		75.00	1.0000	75.00
Per diem	Abercrombie, Samuel (Sam)	20-MAY-22		75.00	1.0000	75.00
<b>Total Miscellaneous</b>						<b>975.00</b>
<b>Task Total : Field Surveys</b>						<b>33,855.00</b>

**Task Number : 4.0**

**Task Name : Project Management**

**Labor Bill Rate**

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>	
Ehde, Samuel (Sam)	Proj Controls	01-APR-22	2.00	100.00	200.00	
Ehde, Samuel (Sam)	Proj Controls	29-APR-22	0.25	100.00	25.00	
Larsen, Anna W	Senior Tech Lead/DPM	08-APR-22	0.25	149.00	37.25	
Larsen, Anna W	Senior Tech Lead/DPM	15-APR-22	0.75	149.00	111.75	
Larsen, Anna W	Senior Tech Lead/DPM	06-MAY-22	0.75	149.00	111.75	
Larsen, Anna W	Senior Tech Lead/DPM	20-MAY-22	0.50	149.00	74.50	
Larsen, Anna W	Senior Tech Lead/DPM	27-MAY-22	2.00	149.00	298.00	
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	01-APR-22	3.00	120.00	360.00	
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	08-APR-22	1.75	120.00	210.00	
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	15-APR-22	0.75	120.00	90.00	
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	06-MAY-22	0.50	120.00	60.00	
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	13-MAY-22	0.75	120.00	90.00	
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	20-MAY-22	0.75	120.00	90.00	
Slakey, Daniel Joseph (Danny)	PM/Lead Botanist	27-MAY-22	1.00	120.00	120.00	
<b>Total Labor Bill Rate</b>			<b>15.00</b>		<b>1,878.25</b>	
<b>Task Total : Project Management</b>						<b>1,878.25</b>

**Project Total : MidPen Skyline Area Botanical Surveys**

**36,722.25**

**Invoice Summaries**

Total Current Amount :	36,722.25
Retention Amount :	0.00
Pre-Tax Amount :	36,722.25
Tax Amount :	0.00
<b>Total Invoice Amount :</b>	<b>36,722.25</b>

**Task Billing Summaries**

<u>Task Number/Name</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>
1.0	989.00	0.00	989.00
2.0	33,855.00	0.00	33,855.00
4.0	1,878.25	0.00	1,878.25
<b>Task Billing Total :</b>	<b>36,722.25</b>	<b>0.00</b>	<b>36,722.25</b>

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Task Billing Summaries					
<u>Task Number/Name</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>		
<b>Billing Summaries</b>					
<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Limit</u>	<u>Remain</u>
Billings	36,722.25	0.00	36,722.25	69,170.00	32,447.75
<b>Billing Total :</b>	<u>36,722.25</u>	<u>0.00</u>	<u>36,722.25</u>		



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  *Land Acquisition*  *Top 10 Expenses*  *BOC Member Invoice Selection*

Vendor	<u>Granite Rock Company</u>	Date	<u>10/25/2022</u>
Project #	<u>MAA10-001</u>	GL #	<u>30-35-325-8601</u>
Invoice Amount	<u>\$49,500</u>	Invoice #	<u>7665-A</u>
Project Manager*	<u>Ivana Yeung</u>	Title*	<u>Capital Project Manager III</u>
Description	<u>Waterline relocation, repairs, and re-set of a culvert for Alpine Road Regional Trail Improvement Project.</u>		
	<u></u>		
	<u></u>		
	<u></u>		

## Bond Oversight Committee Review:

### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

*\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.*



**Warren Chan**

**From:** Ivana Yeung  
**Sent:** Monday, October 31, 2022 1:48 PM  
**To:** Accounts Payable  
**Cc:** Scott Reeves  
**Subject:** Granite Rock Company Change Order #1 for \$49,500  
**Attachments:** 7665 PP#01 CCO#01 Packet.pdf; MROSD PO FORM - 2310015\_B.pdf; Executed Alpine Road Change Order 01.pdf

Hello Accounts Payable,

Contract & Amount:	2022-152 \$1,586,623.00 (amount)
PO#:	02310015
PO Balance:	\$49,500.00
PO Complete (Y/N):	Yes
Amount to Pay:	\$49,500.00
G/L Account:	30-35-325-8205.01
Project#:	MAA10-001 Alpine Road Regional Trail Improvement Project
I am approving this invoice electronically – Ivana Yeung	

**Ivana Yeung**  
 Capital Project Manager II  
[iyeung@openspace.org](mailto:iyeung@openspace.org)  
 650.625.6552 (direct)



**Midpeninsula Regional Open Space District**  
 5050 El Camino Real, Los Altos, CA 94022  
 650.691.1200 (office)  
[openspace.org](http://openspace.org)





5225 Hellyer Ave, Suite 220  
 San Jose, CA 95138  
 Phone: 408-574-1400 Fax: 408-365-9548

## INVOICE

**Bill To:** Midpeninsula Regional Open Space District  
 5050 El Camino Real  
 Los Altos, CA 94022

**Invoice No:** 7665-A

**Application:** 1

**Job Name:** Change Order #01

**Period Thru:** 10/1/22 Thur 10/20/22

**Contract No:** Change Order #01

**Graniterock Job #:** 7665 PO # 02310015

---

Total Completed To Date	49,500.00
Less Previous Amount Invoiced	0.00
Current Invoice Amount	49,500.00
Less Current Retention	2,475.00
Current Amount Due	47,025.00

The District expenses the entire invoice and the total retainage is released once the project is complete.

Application: 1

Period Thru: 10/20/22 Thru 10/20/22

2

Contract No : **Alpine Road Regional Trail  
PO# 02310015**

Invoice No: **7665 -A**

Date Printed: **10/21/22**

Item Number	Description	Unit of Measure	Unit Price	Contract Units	UNITS		AMOUNT	
					This Period	Job to Date	This Period	Job to Date
001	WATERLINE RELOCATION	LS	49,500.00	1.00	1.00	1.00	49,500.00	49,500.00
							<b>49,500.00</b>	<b>49,500.00</b>



Midpeninsula Regional  
Open Space District

### Change Order No. #1

**Project** Alpine Road Regional Trail Improvement Project

**Purchase  
Order No.** 02310015

**Contractor** Granite Rock Company **Date of Issue** 09/20/22

Contractor is directed to, and hereby agrees to, proceed promptly with the specific changes to the Work attached hereto and incorporated herein, in conformity with the Contract Documents:

Description of Change – Waterline relocation and incurred costs for waterline repair during project; re-set culvert at Site 5 due to waterline conflict.	Dollar Amount	
The <b>ADDITIONAL CHARGE</b> or DEDUCTION for the above work is	\$ 49,500.00	
The original Contract Sum was	\$ 1,586,623.00	
Net change by previous Change Orders	\$ 0.00	
<b>The Contract Sum prior to this Change Order was</b>	\$ 1,586,623.00	
The Contract Sum will be <b>(increased)</b> (decreased) (unchanged) by	\$ 49,500.00	
The new Contract Sum including this Change Order will be	\$ 1,636,123.00	
The Contract Time will be (increased) (decreased) <b>(unchanged)</b> by	N/A	
The Completion Date as of the date of this Change Order is	10/15/22	

### Change Order No. 1 Line Items as follows:

Line item #	Description of Change	Dollar Amount	PCO #
1	Waterline Relocation	\$39,000.00	1
2	Re-set culvert at Site 5	\$ 3,500.00	2
3	Time and Material for Waterline Repair	\$ 7,000.00	3
	<b>TOTAL:</b>	<b>\$ 49,500.00</b>	

*Kevin Jones*  
Contractor

Date: 9/20/22

*[Signature]*  
District Representative

Date: 9/21/22



September 7, 2022

Ivana Yeung  
Capital Project Manager II  
Midpeninsula Regional Open Space District

RE: Rough Estimate Cost Proposal  
Abandon Existing Waterline and Install New Waterline

Dear Ms. Yeung

Please see Graniterock's rough estimate cost proposal for abandoning existing waterline and installation of new waterline.

The following identifies our scope of work.

I. Items Included in proposal:

- a. Abandoning in place existing waterline
- b. Install approximately 2400 LF 2" Poly Pipe w/ fittings and shutoff valve from Pony Track entrance gate between site 2 and site 3 to the tie in point at site 11.
- c. New waterline will follow the alignment of the trail and installed roughly 24" below new trail design grade.
- d. Pipe will be backfilled using native material, no additional materials will be used for backfilling. Tracer wire will be included on the installation.
- e. Day shift rates / 4-5 shifts are anticipated
- f. Equipment, Material and Labor needed to complete the work

**Approximate Lump Sum price of \$ 39,000**

Breakdown of pricing as follows:

Labor Costs - \$15,000

Equipment Costs - \$5,300

Material Costs - \$17,700

Mobilization Equipment/Materials – \$1,000

If you have any questions, feel free to give me a call at 408-497-0110.

Sincerely

Graniterock Company

A handwritten signature in blue ink, appearing to read "Jim Mitchell".

Jim Mitchell  
Project Manager



Exhibit 2

September 19, 2022

Ivana Yeung  
Capital Project Manager II  
Midpeninsula Regional Open Space District

RE: Rough Estimate Cost Proposal  
Site 5 additional work

Dear Ms. Yeung

Pursuant to our discussions regarding the current location of the culvert at site 5, the price to remove the installed pipe and re-install it in the new location as directed by the engineers is \$ 3,500. This is a combination of labor and equipment.

We are requesting a change order in the amount of \$ 3,500

If you have any questions, feel free to give me a call at 408-497-0110.

Sincerely

Graniterock Company

A handwritten signature in blue ink, appearing to read "Jim Mitchell".

Jim Mitchell  
Project Manager

Exhibit 3



September 12, 2022

Ivana Yeung  
Capital Project Manager II  
Midpeninsula Regional Open Space District

RE: Rough Estimate Cost Proposal  
Existing Water line conflict cost

Dear Ms. Yeung

Pursuant to our discussion regarding the existing water line along Alpine road and the conflicts the line has created at the culvert crossings, the cost to date that we have incurred is \$ 6,700. This is a combination of labor and equipment.

We are requesting a change order in the amount of \$ 6,700

If you have any questions, feel free to give me a call at 408-497-0110.

Sincerely

Graniterock Company

A handwritten signature in blue ink, appearing to read "Jim Mitchell", is written over a light blue horizontal line.

Jim Mitchell  
Project Manager

**Mariana Viera**

---

**From:** Ivana Yeung <iyeung@openspace.org>  
**Sent:** Thursday, October 20, 2022 10:25 AM  
**To:** Jim Mitchell  
**Cc:** Scott Reeves; Tanner Mah; Mariana Viera; Procurement  
**Subject:** RE: Alpine Road - Change Order 01 - Executed and Purchase Order  
**Attachments:** Executed Alpine Road Change Order 01 - GRC.pdf

**CAUTION:** This message was sent by an external sender.

Hello Jim, Mariana –

Please find in the attached the executed Change Order 01. The associated Purchase Order # is 02310015

This PO # should be used to bill for Change Order 01, as it is paid out of contingency and is separate from your regular contract billing.

Let me know if you have any questions,

**Ivana Yeung**

*Capital Project Manager II*  
Midpeninsula Regional Open Space District  
[iyeung@openspace.org](mailto:iyeung@openspace.org)  
650.625.6552 (direct)

---

**From:** Jim Mitchell <jmitchell@Graniterock.com>  
**Sent:** Tuesday, September 20, 2022 2:27 PM  
**To:** Ivana Yeung <iyeung@openspace.org>  
**Cc:** Scott Reeves <sreeves@openspace.org>; Tanner Mah <tmah@Graniterock.com>  
**Subject:** RE: Alpine Road - Change Order 01 - Waterline - review and sign

**EXTERNAL**

Hi Ivana

This is great news, thanks for all the hard work you and Scott did on this.

Here is the signed change order.

Thanks,

Jim Mitchell | Project Manager  
5225 Hellyer Ave Suite 220 | San Jose, CA 95138  
Direct: 408-574-1435 | Cell : 408-497-0110







# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor	<u>Timothy C Best</u>	Date	<u>03/08/2023</u>
Project #	<u>MAA20-002</u>	GL #	<u>30-30-320-8402</u>
Invoice Amount	<u>\$2,275</u>	Invoice #	<u>23-5-920-1</u>
Project Manager*	<u>Jared Hart</u>	Title*	<u>Senior Planner</u>
Description	<u>Completed field review and geological assessments of the proposed Spooky Knoll Trail.</u>		
	<u></u>		
	<u></u>		
	<u></u>		

## Bond Oversight Committee Review:

### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**From:** [Jared Hart](#)  
**To:** [Bryan Apple](#); [Accounts Payable](#)  
**Cc:** [Caitlin Amarillas](#)  
**Subject:** RE: Timothy C. Best - Invoice #23-5-920-1 - Approved  
**Date:** Wednesday, March 8, 2023 9:54:30 AM  
**Attachments:** [image001.png](#)  
[Invoice TCB 23-5-920-1 20230306.pdf](#)

---

Good morning –

I've reviewed and approve of Invoice #23-5-920-1 from Tim Best for work on the Spooky Knoll Trail Project.

**Spooky Knoll Trail – MAA20-002**

**Contract # & Amt:** 23000091 \$19,665

**PO # & Balance:** 02310150 \$17,100

**PO Complete (N) Amt to Pay:** \$2,275

**G/L Acct:** 30-30-320-8402-0000

**Project #:** MAA20-002

**Batch #:**

**Approved By:** Jared Hart

**Description:** Spooky Knoll Trail Assessment

**Signature:** *Jared Hart*

Thank you,

Jared

**Jared Hart, AICP, CPSWQ**

*Senior Planner*

[jhart@openspace.org](mailto:jhart@openspace.org)

(650) 625-6535

---

**From:** Bryan Apple <bapple@openspace.org>  
**Sent:** Wednesday, March 8, 2023 9:04 AM  
**To:** Accounts Payable <accountspayable@openspace.org>  
**Cc:** Caitlin Amarillas <camarillas@openspace.org>; Jared Hart <jhart@openspace.org>  
**Subject:** Timothy C. Best - Invoice #23-5-920-1 - Approved

Hello,

Please see the attached approved invoice for Tim Best on the Spooky Knoll Trail. Jared Hart will need to approve as well since the project work is being completed under a Planning GL.

**Spooky Knoll Trail – MAA20-002**

**Contract # & Amt:** 23000091 \$19,665

**TIMOTHY C. BEST, CEG****Engineering Geology and Hydrology**

1002 Columbia Street

Santa Cruz, CA 95060

831.425.5832 (O) 831.425.5830 (F)

timbest@coastgeo.com

**INVOICE**

**TO** Bryan Apple  
 Capital Projects Field Manager  
 Midpeninsula Regional Open Space District  
 330 Distel Circle  
 Los Altos, CA 94022

**DATE** March 1, 2023  
**INVOICE** 23-5-920-1  
**JOB** MPEN-SPOOKYKNOLL-920  
**Purchase Order** 02310150

**PROJECT: SPOOKY KNOLL TRAIL PROJECT**

<b>DATE</b>	<b>ITEM</b>	<b>HOURS</b>	<b>RATE</b>	<b>LINE TOTAL</b>
3/1/2023	Project Engineering Geologist	13.00	\$175	\$ 2,275.00
<b>INVOICE TOTAL</b>				<b>\$2,275.00</b>

Comment: **Field and LiDAR review**

**PO # & Balance:** 02310150 \$17,100

**PO Complete (N) Amt to Pay:** \$2,275

**G/L Acct:** 30-30-320-8402-0000

**Project #:** MAA20-002

**Batch #:**

**Approved By:** Bryan Apple, Needs Jared Hart's Approval

**Description:** Spooky Knoll Trail Assessment

**Signature:** 

Thanks,

**Bryan Apple**

Capital Projects Field Manager

Midpeninsula Regional Open Space District

[bapple@openspace.org](mailto:bapple@openspace.org)

Direct: (650) 625-6527



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor Grassroots Ecology Date 03/22/2023

Project # MAA21-006 GL # 30-80-820-8603

Invoice Amount \$23,603.40 Invoice # MPROSD032323

Project Manager\* Amanda Mills Title\* Resource Management Specialist II

Description Nursery plants and seed for Alma Cultural Landscape Rehabilitation Project.

## Bond Oversight Committee Review:

### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



(650) 772-3632

[openspace.org](http://openspace.org)

---

**From:** Amanda Mills <[amills@openspace.org](mailto:amills@openspace.org)>  
**Sent:** Thursday, March 23, 2023 3:05 PM  
**To:** Accounts Payable <[accountspayable@openspace.org](mailto:accountspayable@openspace.org)>  
**Cc:** Lisa Jenkinson <[ljenkinson@openspace.org](mailto:ljenkinson@openspace.org)>; Ariel Starr <[astarr@openspace.org](mailto:astarr@openspace.org)>; Warren Chan <[wchan@openspace.org](mailto:wchan@openspace.org)>; Andrew Taylor <[ataylor@openspace.org](mailto:ataylor@openspace.org)>  
**Subject:** Grassroots Ecology Nursery Inv#MPROSD032323

Hello,

Please see attached Grassroots Ecology Nursery invoice MPROSD032323 for task orders outlined on separate tabs of the excel workbook, also attached here. I've broken down the charges by Project # and GL below.

Contract & Amount: 2020-112, \$160,000  
 PO#: 2310156  
 PO Balance: \$48,653  
 PO Complete: N

Amount to pay: \$31,694.82 (From multiple Projects and GLs below)

1. Project #: n/a

GL#: 10-80-820-7403-0000

Amount to pay: \$7,341.42

(task orders MPTO1-2022, MPTO2-2022)

2. Project #: MAA21-006

GL#: 30-80-820-8603-0000

Amount to pay: \$23,603.40

(task orders MPTO3-2022, MPT13-2021)

3. Project #: MAA10-001

GL#: 30-80-820-8603-0000

Amount to pay: \$750  
(task order MPTO4-2022)

**Amanda Mills**

*Resource Management Specialist II*

Midpeninsula Regional Open Space District

[amills@openspace.org](mailto:amills@openspace.org)

650.625.6558





**From:** [Amanda Mills](#)  
**To:** [Accounts Payable](#)  
**Subject:** Re: Dates of service --RE: Grassroots Ecology Nursery Inv#MPROSD032323  
**Date:** Monday, March 27, 2023 12:55:10 PM  
**Attachments:** [image001.png](#)  
[Grassroots Ecology Nursery Invoice MPROSD032323.pdf](#)

---

Good morning,

Please see the updated invoice with dates of services included.

Thank you,

**Amanda Mills**

*Resource Management Specialist II*

Midpeninsula Regional Open Space District

[amills@openspace.org](mailto:amills@openspace.org)

650.625.6558

---

**From:** Amanda Mills <[amills@openspace.org](mailto:amills@openspace.org)>  
**Sent:** Friday, March 24, 2023 9:48 AM  
**To:** Accounts Payable <[accountspayable@openspace.org](mailto:accountspayable@openspace.org)>  
**Subject:** Re: Dates of service --RE: Grassroots Ecology Nursery Inv#MPROSD032323

Sure thing, I'll request that now.

**Amanda Mills**

*Resource Management Specialist II*

Midpeninsula Regional Open Space District

[amills@openspace.org](mailto:amills@openspace.org)

650.625.6558

---

**From:** Accounts Payable <[accountspayable@openspace.org](mailto:accountspayable@openspace.org)>  
**Sent:** Friday, March 24, 2023 9:47 AM  
**To:** Amanda Mills <[amills@openspace.org](mailto:amills@openspace.org)>  
**Subject:** Dates of service --RE: Grassroots Ecology Nursery Inv#MPROSD032323

On the invoice can we have the dates of service in one spot rather than going through each of the task tabs?

**Lisa Jenkinson**

HR/Accounting Technician

Midpeninsula Regional Open Space District  
5050 El Camino Real, Los Altos, CA 94022



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  *Land Acquisition*  *Top 10 Expenses*  *BOC Member Invoice Selection*

Vendor The Watershed Company Date 01/31/2023

Project # MAA21-006 GL # 30-35-325-8612

Invoice Amount \$9,221.88 Invoice # 2022-2790

Project Manager\* Scott Reeves (no longer at the District) Title\* Senior Capital Project Manager

Description Interpretive Design Panels for Alma Cultural Landscape Rehabilitation Project.

## Bond Oversight Committee Review:

### *Invoice Review Checklist:*

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

### *For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

### *For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.

**From:** [Scott Reeves](#)  
**To:** [Renee Fitzsimons](#); [Accounts Payable](#)  
**Subject:** RE: Email approval from Scott -RE: Invoice Payment Request-Watershed Company #2022-2790  
**Date:** Thursday, January 5, 2023 8:42:21 AM

---

Yes, I approve the invoice as well. Thanks

**Scott Reeves**

*Senior Capital Project Manager*  
Midpeninsula Regional Open Space District  
[sreeves@openspace.org](mailto:sreeves@openspace.org)  
650.772.3645 (direct)

---

**From:** Renee Fitzsimons <[rfitzsimons@openspace.org](mailto:rfitzsimons@openspace.org)>  
**Sent:** Wednesday, January 4, 2023 5:01 PM  
**To:** Accounts Payable <[accountspayable@openspace.org](mailto:accountspayable@openspace.org)>  
**Cc:** Scott Reeves <[sreeves@openspace.org](mailto:sreeves@openspace.org)>  
**Subject:** RE: Email approval from Scott -RE: Invoice Payment Request-Watershed Company #2022-2790

Hi Lisa,  
Attached is email thread – Scott indicating he had reviewed invoice and it is accurate. Cc’g Scott  
Thanks, Renée

Renée Fitzsimons  
*Interpretation & Education Program Manager*  
Visitor Services Department  
[rfitzsimons@openspace.org](mailto:rfitzsimons@openspace.org)  
[docent@openspace.org](mailto:docent@openspace.org)  
650.625.6536 (direct)

---

**From:** Accounts Payable <[accountspayable@openspace.org](mailto:accountspayable@openspace.org)>  
**Sent:** Wednesday, January 4, 2023 2:31 PM  
**To:** Renee Fitzsimons <[rfitzsimons@openspace.org](mailto:rfitzsimons@openspace.org)>; Accounts Payable <[accountspayable@openspace.org](mailto:accountspayable@openspace.org)>  
**Subject:** Email approval from Scott -RE: Invoice Payment Request-Watershed Company #2022-2790

Hi Rene,

Please send a copy of Scott’s approval.

Thank you,  
Lisa

**Lisa Jenkinson**  
*HR/Accounting Technician*

Midpeninsula Regional Open Space District  
[ljenkinson@openspace.org](mailto:ljenkinson@openspace.org)  
650.772.3632

---

**From:** Renee Fitzsimons <[rfitzsimons@openspace.org](mailto:rfitzsimons@openspace.org)>  
**Sent:** Tuesday, December 13, 2022 5:29 PM  
**To:** Accounts Payable <[accountspayable@openspace.org](mailto:accountspayable@openspace.org)>  
**Cc:** Renee Fitzsimons <[rfitzsimons@openspace.org](mailto:rfitzsimons@openspace.org)>  
**Subject:** Invoice Payment Request-Watershed Company #2022-2790

Hello Accounts Payable,  
Please process and pay the attached >> The Watershed Company - Invoice 2022-2790.  
My approval below; Scott R. has reviewed also.  
Thank you, Renée

---

Contract Number 2022139 / Amount \$46,400  
PO #: 2023-0110  
PO Balance: \$24,480  
PO Complete: No  
Amount to pay: \$9,221.88  
G/L Account: 30-35-325-8612-000  
Project Number#: MAA21006

I am approving this invoice electronically:

*RMF 12/13/22*

---

Renée Fitzsimons  
*Interpretation & Education Program Manager*  
Visitor Services Department  
[rfitzsimons@openspace.org](mailto:rfitzsimons@openspace.org)  
[docent@openspace.org](mailto:docent@openspace.org)  
650.625.6536 (direct)

**From:** Brooke Taylor [BTaylor@watershedco.com](mailto:BTaylor@watershedco.com)  
**Sent:** Tuesday, November 15, 2022 12:35 PM  
**To:** Renee Fitzsimons [rfitzsimons@openspace.org](mailto:rfitzsimons@openspace.org)  
**Cc:** Debra Klein [dklein@watershedco.com](mailto:dklein@watershedco.com)  
**Subject:** The Watershed Company - Invoice 2022-2790

EXTERNAL

Attached please find Invoice 2022-2790 for work completed through October 31, 2022.

Please let us know if you have any questions.

To make a payment online via credit card or E-check, please click the link below.

<https://www.watershedco.com/make-a-payment>

Thank you,  
The Watershed Company

**Brooke Taylor** (she/her)

*Accountant / Project Administrator*

Direct: (425) 650-1305 | Main Office (425) 822-5242

The Watershed Company | [Watershedco.com](http://Watershedco.com)

750 6th Street South, Kirkland, WA 98033



**Midpeninsula Regional Open Space District**

5050 El Camino Real, Los Altos, CA 94022

650.691.1200 (office)

[openspace.org](http://openspace.org)



**From 50 to Forever: Caring for the land that cares for us** — By creating Midpen 50 years ago, our community prioritized clean air and water, healthy habitats for diverse native plants and animals, ecosystems that are resilient to the effects of our changing climate, and places for people to connect with nature – that's what Midpen provides in perpetuity. [Celebrate with us all year long >](#)



750 Sixth Street South | Kirkland | WA 98033  
p 425.822.5242 f 425.827.8136

**The Watershed Company**  
750 Sixth Street South  
Kirkland, WA 98033  
(425) 822-5242

Midpeninsula Regional Open Space District  
330 Distel Circle  
Los Altos, CA 94022

Invoice number 2022-2790  
Date 11/15/2022

Project **220209 ALMA CULTURAL LANDSCAPE-  
BEAR CREEK REDWOODS  
INTERPRETIVE DESIGN**

Environmental consulting services through October 31, 2022

PO# 2023-0110

**Invoice Summary**

Description	Percent Complete	Contract Amount	Total Billed	Prior Billed	Current Billed
<b>Interpretive Design</b>					
Task 1: Kick-off	100.00	570.00	570.00	570.00	0.00
Task 2: 30% Design	100.00	4,425.00	4,425.00	4,425.00	0.00
Task 3: 60% Design	100.00	6,930.00	6,930.00	6,930.00	0.00
Task 4: Final Design	95.00	2,700.00	2,565.00	2,565.00	0.00
Est. Other Expenses	0.00	60.00	0.00	0.00	0.00
Optional Task: Project Site Visit	100.00	2,300.00	2,300.00	2,300.00	0.00
Subtotal	98.85	16,985.00	16,790.00	16,790.00	0.00
Wayfinding Panel	50.00	4,000.00	2,000.00	1,000.00	1,000.00
Rehabilitation Panels	60.00	14,200.00	8,520.00	2,130.00	6,390.00
<b>Manufacturing</b>					
Task 5: Manufacturer Coordination	75.00	2,442.50	1,831.88	0.00	1,831.88
Fabrication Cost	0.00	8,005.00	0.00	0.00	0.00
Subtotal	17.53	10,447.50	1,831.88	0.00	1,831.88
Total	63.86	45,632.50	29,141.88	19,920.00	9,221.88

	Amount	
<b>Wayfinding Panel</b>		
Contract Amount	4,000.00	
Percent Complete	50.00	
Prior Billed	1,000.00	
Total Billed	2,000.00	
		Current Billed 1,000.00

	Amount		
<b>Rehabilitation Panels</b>			
Contract Amount	14,200.00		
Percent Complete	60.00		
Prior Billed	2,130.00		
Total Billed	8,520.00		
		Current Billed	6,390.00
<b>Manufacturing</b>			
<b>Task 5: Manufacturer Coordination</b>			
Contract Amount	2,442.50		
Percent Complete	75.00		
Prior Billed	0.00		
Total Billed	1,831.88		
		Current Billed	1,831.88
		Total	9,221.88
		Invoice total	9,221.88

*Current invoice and all outstanding balances due upon receipt.*

**Invoice Supporting Detail**

**220209 Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design**

Interpretive Design  
Task 4: Final Design

Phase Status: Active

Billing Cutoff: 10/31/2022

Date	Units	Rate	Amount
------	-------	------	--------

**Labor** WIP Status: Billable

Administration

Brooke Taylor

Billable Time 10/14/2022 0.25 110.00 27.50

*Billing*

Subtotal	<b>0.25</b>		<b>27.50</b>
Labor total	<b>0.25</b>		<b>27.50</b>

**Manufacturing**

Task 5: Manufacturer Coordination

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor	2,442.50		4.50	75	1,831.88	75		1,831.88
<b>Subtotal</b>	<b>2,442.50</b>		<b>4.50</b>	<b>75</b>	<b>1,831.88</b>	<b>0.00</b>	<b>75</b>	<b>1,831.88</b>

Billing Cutoff: 10/31/2022

Date	Units	Rate	Amount
------	-------	------	--------

**Labor** WIP Status: Billable

Interpretive Planner

Angela R. Mele

Billable Time 10/05/2022 0.25 105.00 26.25

*coord w/client*

Billable Time 10/06/2022 0.25 105.00 26.25

*PM*

Subtotal	<b>0.50</b>		<b>52.50</b>
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Senior Landscape Architect

Amber Mikluscak Champoux

Billable Time 10/19/2022 0.25 180.00 45.00

*Schedule coord fabrication/follow up*

Billable Time 10/20/2022 1.00 180.00 180.00

*Fabrication/mounting coord mtg w/ Midpen team*

Billable Time 10/26/2022 0.25 180.00 45.00

*Coord w/ Fossil*

Subtotal	<b>1.50</b>		<b>270.00</b>
Labor total	<b>2.00</b>		<b>322.50</b>

**Amendment 1**

Wayfinding Panel

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor	4,000.00		34.75	50	2,000.00	25		1,000.00
<b>Subtotal</b>	<b>4,000.00</b>		<b>34.75</b>	<b>50</b>	<b>2,000.00</b>	<b>0.00</b>	<b>25</b>	<b>1,000.00</b>



**Invoice Supporting Detail**

**220209 Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design**

**Amendment 1  
Wayfinding Panel**

Phase Status: Active

**Billing Cutoff: 10/31/2022**

Date	Units	Rate	Amount
------	-------	------	--------

**Labor** WIP Status: Billable

Graphic Designer

Amity Femia

Billable Time 10/17/2022 1.50 95.00 142.50

*flow text and image into template*

Subtotal **1.50 142.50**

Interpretive Planner

Angela R. Mele

Billable Time 10/03/2022 1.50 105.00 157.50

*design/PM*

Billable Time 10/07/2022 0.75 105.00 78.75

*design/PM*

Billable Time 10/10/2022 0.25 105.00 26.25

*PM*

Billable Time 10/11/2022 1.50 105.00 157.50

*design/pm*

Billable Time 10/12/2022 1.00 105.00 105.00

*PM/design*

Billable Time 10/17/2022 1.50 105.00 157.50

*design/PM*

Billable Time 10/24/2022 0.25 105.00 26.25

*pm*

Subtotal **6.75 708.75**

Senior Landscape Architect

Amber Mikluscak Champoux

Billable Time 10/17/2022 0.50 180.00 90.00

*75% QC discussion*

Subtotal **0.50 90.00**

Labor total **8.75 941.25**

**Consultant** WIP Status: Billable

Amity Femia

Contract Employees 10/30/2022 1.50

Subtotal **1.50 0.00**

Consultant total **1.50 0.00**

**Amendment 1  
Rehabilitation Panels**

Phase Status: Active

	Contract		Previously Billed			To Bill		
	Units	Amount	Units	%	Amount	Units	%	Amount
Labor		14,200.00	17.00	60	8,520.00		45	6,390.00
<b>Subtotal</b>		<b>14,200.00</b>	<b>17.00</b>	<b>60</b>	<b>8,520.00</b>	<b>0.00</b>	<b>45</b>	<b>6,390.00</b>

**Invoice Supporting Detail**

**220209 Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design**

**Amendment 1  
Rehabilitation Panels**

Phase Status: Active

**Billing Cutoff: 10/31/2022**

Date	Units	Rate	Amount
------	-------	------	--------

**Labor** WIP Status: Billable

Graphic Designer

Amity Femia

Billable Time 10/11/2022 0.50 95.00 47.50

*flow text and image into template*

Billable Time 10/14/2022 4.00 95.00 380.00

*flow text and image into template*

Subtotal **4.50 427.50**

Interpretive Planner

Angela R. Mele

Billable Time 10/11/2022 1.50 105.00 157.50

*design/pm*

Billable Time 10/12/2022 0.50 105.00 52.50

*invoicing, PM*

Billable Time 10/17/2022 1.75 105.00 183.75

*design/PM*

Billable Time 10/24/2022 0.50 105.00 52.50

*PM*

Subtotal **4.25 446.25**

Senior Landscape Architect

Amber Mikluscak Champoux

Billable Time 10/17/2022 0.50 180.00 90.00

*75% QC discussion*

Subtotal **0.50 90.00**

Labor total **9.25 963.75**

**Consultant** WIP Status: Billable

Amity Femia

Contract Employees 10/16/2022 4.50

Subtotal **4.50 0.00**

Consultant total **4.50 0.00**

**Invoice Summary**

	Contract	Billed	%	Remaining	%
<b>Labor</b>	45,632.50	29,141.88	64	16,490.62	36
<b>Expense</b>					
<b>Consultant</b>					
<b>Total</b>	45,632.50	29,141.88	64	16,490.62	36

**Amber Mikluscak Champoux**

**Timesheet Date: 10/30/2022**

Project	Phase	Activity	Employee Type	Mon-24	Tue-25	Wed-26	Thu-27	Fri-28	Sat-29	Sun-30	Total
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Manufacturing Task 5: Manufacturer Coordination	Billable Time	Senior Landscape Architect			0.25					0.25
Regular total				0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.25
Timesheet total				0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.25

**Timesheet Date: 10/23/2022**

Project	Phase	Activity	Employee Type	Mon-17	Tue-18	Wed-19	Thu-20	Fri-21	Sat-22	Sun-23	Total
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Wayfinding Panel	Billable Time	Senior Landscape Architect	0.50							0.50
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Rehabilitation Panels	Billable Time	Senior Landscape Architect	0.50							0.50
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Manufacturing Task 5: Manufacturer Coordination	Billable Time	Senior Landscape Architect			0.25	1.00				1.25
Regular total				1.00	0.00	0.25	1.00	0.00	0.00	0.00	2.25
Timesheet total				1.00	0.00	0.25	1.00	0.00	0.00	0.00	2.25

**Amity Femia**

**Timesheet Date: 10/23/2022**

Project	Phase	Activity	Employee Type	Mon-17	Tue-18	Wed-19	Thu-20	Fri-21	Sat-22	Sun-23	Total
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Wayfinding Panel	Billable Time	Graphic Designer	1.50							1.50
Regular total				1.50	0.00	0.00	0.00	0.00	0.00	0.00	1.50
Timesheet total				1.50	0.00	0.00	0.00	0.00	0.00	0.00	1.50

**Timesheet Date: 10/16/2022**

Project	Phase	Activity	Employee Type	Mon-10	Tue-11	Wed-12	Thu-13	Fri-14	Sat-15	Sun-16	Total
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Rehabilitation Panels	Billable Time	Graphic Designer		0.50			4.00			4.50
Regular total				0.00	0.50	0.00	0.00	4.00	0.00	0.00	4.50
Timesheet total				0.00	0.50	0.00	0.00	4.00	0.00	0.00	4.50

**Angela R. Mele**

**Timesheet Date: 10/30/2022**

Project	Phase	Activity	Employee Type	Mon-24	Tue-25	Wed-26	Thu-27	Fri-28	Sat-29	Sun-30	Total
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Wayfinding Panel	Billable Time	Interpretive Planner	0.25							0.25
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Rehabilitation Panels	Billable Time	Interpretive Planner	0.50							0.50
Regular total				0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.75
Timesheet total				0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.75

**Timesheet Date: 10/23/2022**

Project	Phase	Activity	Employee Type	Mon-17	Tue-18	Wed-19	Thu-20	Fri-21	Sat-22	Sun-23	Total
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Wayfinding Panel	Billable Time	Interpretive Planner	1.50							1.50
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Rehabilitation Panels	Billable Time	Interpretive Planner	1.75							1.75

Angela R. Mele

Timesheet Date: 10/23/2022

Regular total	3.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.25
Timesheet total	3.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.25

Timesheet Date: 10/16/2022

Project	Phase	Activity	Employee Type	Mon-10	Tue-11	Wed-12	Thu-13	Fri-14	Sat-15	Sun-16	Total
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Wayfinding Panel	Billable Time	Interpretive Planner	0.25	1.50	1.00					2.75
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Rehabilitation Panels	Billable Time	Interpretive Planner		1.50	0.50					2.00
Regular total				0.25	3.00	1.50	0.00	0.00	0.00	0.00	4.75
Timesheet total				0.25	3.00	1.50	0.00	0.00	0.00	0.00	4.75

Timesheet Date: 10/09/2022

Project	Phase	Activity	Employee Type	Mon-03	Tue-04	Wed-05	Thu-06	Fri-07	Sat-08	Sun-09	Total
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Amendment 1 Wayfinding Panel	Billable Time	Interpretive Planner	1.50				0.75			2.25
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Manufacturing Task 5: Manufacturer Coordination	Billable Time	Interpretive Planner			0.25	0.25				0.50
Regular total				1.50	0.00	0.25	0.25	0.75	0.00	0.00	2.75
Timesheet total				1.50	0.00	0.25	0.25	0.75	0.00	0.00	2.75

Brooke Taylor

Timesheet Date: 10/16/2022

Project	Phase	Activity	Employee Type	Mon-10	Tue-11	Wed-12	Thu-13	Fri-14	Sat-15	Sun-16	Total
Alma Cultural Landscape- Bear Creek Redwoods Interpretive Design	Interpretive Design Task 4: Final Design	Billable Time	Administration					0.25			0.25
Regular total				0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.25
Timesheet total				0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.25



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)



**Invoice Details:**  *Land Acquisition*  *Top 10 Expenses*  *BOC Member Invoice Selection*

Vendor	<u>Stevens Creek Quarry, Inc</u>	Date	<u>09/08/2022</u>
Project #	<u>MAA21-011</u>	GL #	<u>30-61-631-8205.02</u>
Invoice Amount	<u>\$4,304.94</u>	Invoice #	<u>1006723</u>
Project Manager*	<u>Cody Fickes</u>	Title*	<u>Special Projects Maintenance Supervisor</u>
Description	<u>Base rock for Phase 2 Trail Improvements at Bear Creek Redwoods.</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

## Bond Oversight Committee Review:

### *Invoice Review Checklist:*

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed in the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

### *For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

### *For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



**Stevens Creek Quarry, Inc.**

12100 Stevens Canyon Road  
 Cupertino, CA 95014-5415  
 Tel (408) 253-2512  
 FAX (408) 257-4614

INVOICE	1006723
PAGE	1
DATE	8/26/2022
TERMS	Due By 25th

ACCOUNT NO. 13051

SOLD TO MIDPENINSULA REGIONAL OPEN SPACE  
 Attn: Accounts Payable  
 330 DISTEL CIR  
 LOS ALTOS, CA 94022

2022 ALL MATERIALS AND DUMPING  
 19350 BEAR CREEK RD, LG  
 CODY FICKES 408-624-0629

Ticket	Date	P.O.	Order	Loc	Product	Qty	--Material--		--Freight--		Tax	Total
							Rate	Amount	Rate	Amount	Amount	
5982819	08/26/22	2023-0130	2022	1	CL2 NATIVE AB W	15.51	24.00	372.24	0.00	0.00	33.97	413.71
					ENVIRONMENTAL FEI	1.00	7.50	7.50				
5982840	08/26/22	2023-0130	2022	1	CL2 NATIVE AB W	16.55	24.00	397.20	0.00	0.00	36.24	440.94
					ENVIRONMENTAL FEI	1.00	7.50	7.50				
5982884	08/26/22	2023-0130	2022	1	CL2 NATIVE AB W	16.58	24.00	397.92	0.00	0.00	36.31	441.73
					ENVIRONMENTAL FEI	1.00	7.50	7.50				
5982907	08/26/22	2023-0130	2022	1	CL2 NATIVE AB W	16.58	24.00	397.92	0.00	0.00	36.31	441.73
					ENVIRONMENTAL FEI	1.00	7.50	7.50				
5982943	08/26/22	2023-0130	2022	1	CL2 NATIVE AB W	15.74	24.00	377.76	0.00	0.00	34.47	419.73
					ENVIRONMENTAL FEI	1.00	7.50	7.50				
5982974	08/26/22	2023-0130	2022	1	CL2 NATIVE AB W	16.75	24.00	402.00	0.00	0.00	36.68	446.18
					ENVIRONMENTAL FEI	1.00	7.50	7.50				
5983001	08/26/22	2023-0130	2022	1	CL2 NATIVE AB W	15.89	24.00	381.36	0.00	0.00	34.80	423.66
					ENVIRONMENTAL FEI	1.00	7.50	7.50				
5983029	08/26/22	2023-0130	2022	1	CL2 NATIVE AB W	16.81	24.00	403.44	0.00	0.00	36.81	447.75
					ENVIRONMENTAL FEI	1.00	7.50	7.50				
5983055	08/26/22	2023-0130	2022	1	CL2 NATIVE AB W	15.14	24.00	363.36	0.00	0.00	33.16	404.02
					ENVIRONMENTAL FEI	1.00	7.50	7.50				
5983079	08/26/22	2023-0130	2022	1	CL2 NATIVE AB W	15.96	24.00	383.04	0.00	0.00	34.95	425.49
					ENVIRONMENTAL FEI	1.00	7.50	7.50				
Subtotal Contract # & Amt:							161.51	Ton	\$3876.24	\$0.00	\$353.70	\$4304.94

PO # & Balance: 2023-0130 / 31,809.27  
 PO Complete  Amt to Pay: 4304.94  
 G/L Acct: 30-61-631-8205.02  
 Project #: MAA21-011 Batch #: 79  
 Approved By: CF

PAYMENT TERMS DUE BY THE 25TH OF THE MONTH FOLLOWING THE DATE OF PURCHASE Prompt payment discounts will be allowed on invoices paid on or before the 15th of the month following the date of purchase, PROVIDED buyer owes NO PAST DUE balance on said date of payments. Any discrepancies not brought to our attention within 60 days of invoice date will not be honored.

REC'D SEP 13 2022  
 from AO



**Stevens Creek Quarry, Inc.**

12100 Stevens Canyon Road  
 Cupertino, CA 95014-5415  
 Tel (408) 253-2512  
 FAX (408) 257-4614

INVOICE	1006723
PAGE	2
DATE	8/26/2022
TERMS	Due By 25th

ACCOUNT NO. 13051

SOLD TO MIDPENINSULA REGIONAL OPEN SPACE  
 Attn: Accounts Payable  
 330 DISTEL CIR  
 LOS ALTOS, CA 94022

2022 ALL MATERIALS AND DUMPING  
 19350 BEAR CREEK RD, LG  
 CODY FICKES 408-624-0629

Ticket	Date	P.O.	Order	Loc	Product	Qty	--Material--		--Freight--		Tax	Total
							Rate	Amount	Rate	Amount	Amount	
Invoice Total						161.51		\$3876.24		\$0.00	\$353.70	\$4304.94

Total Invoice ----- >

**\$4,304.94**

DEDUCT DISCOUNT AMOUNT IF PAID BY 15TH OF MONTH FOLLOWING ---> 44.08



# Bond Oversight Committee

Invoice Cover Sheet (FY2022-23)

FUNDED BY

MEASURE AA

2014 OPEN SPACE BOND

**Invoice Details:**  Land Acquisition  Top 10 Expenses  BOC Member Invoice Selection

Vendor	<u>Rich Voss Trucking Inc</u>	Date	<u>09/08/2022</u>
Project #	<u>MAA21-011</u>	GL #	<u>30-61-631-8205.02</u>
Invoice Amount	<u>\$3,567</u>	Invoice #	<u>56977</u>
Project Manager*	<u>Cody Fickes</u>	Title*	<u>Special Projects Maintenance Supervisor</u>
Description	<u>Base rock delivery for Phase 2 Trail Improvements at Bear Creek Redwoods.</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

## Bond Oversight Committee Review:

### Invoice Review Checklist:

- Confirm the date of the expenditure is within the timeframe of the fiscal year in review
- Verify that the vendor listed on the invoice matches what is listed in the expenditure report
- Confirm the amount listed on the invoice matches what is listed in the expenditure report
- Confirm the project number listed is within the correct portfolio
- Verify that the scope of work listed on the invoice is eligible for reimbursement
- Verify the project manager\* has signed off on the invoice payment
- Verify the invoice is in line with what is stated in the Accountability Report

*For staff labor reimbursements, confirm the following are present on the backup documentation:*

- Project number
- Staff members pay rate
- Staff member's title
- Date work was performed
- Total calculation of reimbursable hours
- Project manager's signature

*For land purchases, confirm the following:*

- The Board resolution and board report to approve purchase are included
- The correct purchase price is listed in the wire transfer
- The escrow statement is included

\* If Project Manager did not approve invoice or transaction, include authorized signatory's name & title here.



INVOICE: 56977

Date: 08/31/2022

RICH VOSS TRUCKING, INC.  
 12100 STEVENS CANYON RD  
 CUPERTINO CA 95014  
 Office: 408 253-2512 Fax: 408 253-5177  
 Lic#: 0026651

Origin: SCQ1  
 Destination: 19350 BEAR CREEK RD  
 Cust Job: BEAR CREEK RD  
 P.O.: 2023-0162

MIDPENINSULA REGIONAL OPEN SPACE  
 (OPEN SPACE DIST.)  
 330 DISTEL CIRCLE  
 LOS ALTOS CA 94022

Date	Tag	Truck	P. O.	Description	Material	Qty	Rate	Amount
08/24/22	288770	03	2023-0162	SCQ1/19350 BEAR CREEK RD LOS GATOS		7.00	145.00	1,015.00
08/24/22	292104	101	2023-0162	SCQ1/19350 BEAR CREEK RD LOS GATOS		8.80	145.00	1,276.00
08/24/22	292108	108	2023-0162	SCQ1/19350 BEAR CREEK RD LOS GATOS		8.80	145.00	1,276.00

Item	Qty	Amount	Amount:	3,567.00
HOURS	24.60	3,567.00		

Contract # & Amt: \_\_\_\_\_  
 PO # & Balance: 2023-0162 / 18071.5  
 PO Complete  Amt to Pay: 3,567  
 G/L Acct: 30-61-631-8205.02  
 Project #: MAAZI-011 Batch #: 79  
 Approved By: CF

TRUCKING

Please Pay This Amount: 3,567.00

THANK YOU FOR DOING BUSINESS WITH RICH VOSS TRUCKING