



Midpeninsula Regional
Open Space District

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2014 OPEN SPACE BOND

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

Administrative Office
5050 El Camino Real
Los Altos, CA 94022

Tuesday, February 25, 2025

DRAFT MINUTES

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

ROLL CALL

Committee Chair Gordon called the meeting to order at 5:32 p.m.

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

Members absent: None

Staff present: Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, District Clerk Maria Soria, Executive Assistant/Deputy District Clerk Shaylynn Nelson, Budget & Finance Manager Rafaela Ocegüera, and Management Analyst I Jordan McDaniel

Chair Gordon announced that the public has the opportunity to comment on the agenda, and the opportunity to listen to this meeting through the internet or via telephone. This information can be found on the meeting agenda, which was physically posted at the District's Administrative Office, and on the District website.

ORAL COMMUNICATIONS

Public comments opened at 5:33 p.m.

Deputy District Clerk Shaylynn Nelson reported there were no public speakers for this item.

Public comments closed at 5:33 p.m.

COMMITTEE BUSINESS

1. Approve January 21, 2025 Measure AA Bond Oversight Committee Minutes

Motion: Committee Member Esser moved, and Committee Member Cilker seconded the motion to approve the January 21, 2025 Measure AA Bond Oversight Committee minutes.

ROLL CALL VOTE: 6-0-1 (Abstained by Committee Member Cole)

2. Oral presentation from auditor Chavan and Associates regarding audit of Measure AA Expenses

Sheldon Chavan, Auditor with Chavan and Associates, presented.

Public comments opened at 5:48 p.m.

Ms. Nelson reported there were no public speakers for this item.

Public comments closed at 5:48 p.m.

No Committee action required.

3. Documentation Review of Selected Transactions for Verification of Measure AA Expenditures

Budget and Finance Manager Rafaela Ocegüera presented.

Ms. Ocegüera stated that there were some questions about which staff members are signing off on invoices since the approver is not always the project manager who is listed on the cover sheet. She explained that it is not uncommon for other staff members to approve an invoice depending on the project, but historically their name and title would be included if they approved the invoice instead of the project manager. She noted this and planned to make it clearer next year.

Committee Member Permut suggested updating the cover sheet to avoid confusion when the invoice approver does not match the project manager.

Ms. Ocegüera welcomed the Committee to submit suggestions for the cover sheet, which staff can return with during next fiscal year's procedures discussion.

Committee Member Tolley suggested not including acronyms in the report.

Chair Gordon suggested that staff include a reference sheet of common acronyms.

Public comments opened at 6:10 p.m.

Ms. Nelson reported there were no public speakers for this item.

Public comments closed at 6:10 p.m.

No Committee action required.

4. Appointment of Bond Oversight Committee Ad Hoc Committee

Budget and Finance Manager Rafaela Ocegüera presented.

Public comments opened at 6:15 p.m.

Ms. Nelson reported there were no public speakers for this item.

Public comments closed at 6:15 p.m.

The Ad Hoc Committee Members selected March 4, 2025 at 4:00 p.m. as the Ad Hoc Committee meeting date.

Motion: Committee Member Cole, and Committee Member Cilker seconded the motion to appoint a three-member ad hoc subcommittee comprised of Committee Members Cole, Cilker, and Betlem, with Chair Gordon as an alternate to prepare a draft Measure AA Bond Oversight Committee Report for submittal to the Board of Directors.

ROLL CALL VOTE: 7-0-0

ADJOURNMENT

Committee Chair Gordon adjourned the meeting of the Measure AA Bond Oversight Committee at 6:16 p.m.

Shaylynn Nelson
Deputy District Clerk