



Midpeninsula Regional  
Open Space District



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

**Thursday, February 4, 2021**

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

### **DRAFT MINUTES**

#### **ROLL CALL**

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

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

Members absent: David Emery

Staff present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Finance Manager Andrew Taylor, Budget & Analysis Manager Mike Bower, Planning Manager Jane Mark, Natural Resources Manager Kirk Lenington, Real Property Manager Mike Williams, Engineering and Construction Manager Jay Lin, Senior Planner Tina Hugg, Senior Capital Project Manager Scott Reeves, Capital Project Manager II Sean Smith, Sr. Resource Management Specialist Coty Sifuentes-Winter, Executive Assistant/Deputy District Clerk Maria Soria, Budget Analyst II Elissa Martinez, Budget Analyst II Lupe Hernandez

#### **ORAL COMMUNICATIONS**

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

#### **ADOPTION OF AGENDA**

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

**ROLL CALL VOTE: 6-0-0**

**COMMITTEE BUSINESS**

**1. Approve January 14, 2021 Measure AA Bond Oversight Committee Minutes**

Committee member Gilbert pointed out a spelling error on page 3 third and fourth paragraphs the word “trial” should be corrected to “trail”.

**Motion:** Committee member Tomlinson moved, and Committee member Dorow seconded the motion to approve the January 14, 2021 Measure AA Bond Oversight Committee minutes as revised.

**ROLL CALL VOTE 6-0-0**

**2. Review from Chavan and Associates regarding audit of Measure AA Expenses**

Finance Manager Andrew Taylor introduced the District’s external auditor Sheldon Chavan from Chavan & Associates who provided a brief overview of the audit process.

Mr. Chavan provided a summary of the work completed during the audit process and reported the bond audit is consolidated into the District’s overall financial compliance audit. The bond audit focused on the disbursements related to the bond program and ensured the District is in compliance with the bond measure, additionally a review of 70% of the expenditures were tested, including reviewing selected contracts to ensure contracts are within the bond parameters. Additionally, auditors reviewed the bidding process to confirm vendors or contractors are hired through the appropriate bidding process per the government code. Mr. Chavan stated that a separate financial statement is not issued for the bond audit, but a supplemental schedule of project expenditures is issued with the District’s Comprehensive Annual Financial report. Mr. Chavan reported that the audit found no instances where funds were inappropriately charged to Measure AA.

Committee member Tomlinson inquired what percentage of invoices was reviewed by the auditor.

Mr. Chavan stated he would provide the information to Mr. Taylor to be shared with the Committee.

Committee member Tomlinson requested staff invite the auditor to next year’s meeting.

Chair Tolley supported Committee member Tomlinson’s request.

Public comments opened at 5:51 p.m.

No public comments submitted.

Public comments closed at 5:51 p.m.

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

Mr. Taylor reported the committee members submitted questions and requests for additional documentation on the transactions they reviewed. Staff provided responses and additional documentation to the Committee via email.

Mr. Taylor reviewed the questions previously submitted by the Committee and staff's responses. Committee members requested and were provided clarification regarding the various selected transactions.

Public comments opened at 7:00 p.m.

No public comments submitted.

Public comments closed at 7:00 p.m.

Committee member Tomlinson thanked staff for the detailed responses provided to the Committee ahead of the meeting.

Chair Tolley agreed stating it was as great to have the work done prior to the meeting.

### **4. Appointment of Bond Oversight Committee Ad Hoc Committee**

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak stated a three-member ad hoc committee should be appointed to prepare a draft Measure AA Bond Oversight Committee Report to submit to the Board of Directors. The draft report will be reviewed at the February 25 Committee meeting for edits and approval.

**Motion:** Committee member Tomlinson moved, and Committee member Betlem seconded the motion to appoint a three-member ad hoc subcommittee to prepare a draft Measure AA Bond Oversight Committee Report for submittal to the Board of Directors.

### **ROLL CALL VOTE 6-0-0**

Committee members Tolley, Cilker and Dorow volunteered to serve on the ad hoc committee.

The ad hoc committee members agreed to meet on February 9, 2021 at 10:00 am.

Public comments opened at 7:06 p.m.

No public comments submitted.

Public comments closed at 7:06 p.m.

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

Mr. Jaskulak reviewed the Committee meetings currently scheduled and the Committee actions planned for those meetings.

**ADJOURNMENT**

Committee Chair Tolley adjourned the meeting of the Measure AA Bond Oversight Committee at 7:09 p.m.

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Maria Soria  
Executive Assistant/Deputy  
District Clerk