

**FINAL MINUTES**  
**Measure Q Expenditure Oversight Committee**  
**December 13, 2017**  
**Meeting 17-02**



**CALL MEETING TO ORDER / ROLL CALL**

Chair Susan Skorey called the meeting of the Santa Clara Valley Open Space Authority (Authority) Measure Q Expenditure Oversight Committee (MQEOC) to order at 6:06 pm at the Administration Office, 33 Las Colinas, San Jose, California.

**Committee Members Present**

Chris Kangas, Susan Skorey, Frank Cancilla, Marilyn Rodgers, and William Kirkpatrick were present for Roll Call. Jeff Micko arrived to the meeting at 6:10 pm.

**Staff Present**

Andrea Mackenzie, General Manager  
Lauren Monack, Director of Administration and Finance  
Justina Tien, Accounting and Financial Analyst  
Kellie Guerra, Clerk of the Board

**ADOPTION OF AGENDA**

Ms. Skorey asked if there were any members of the public that wished to comment on the Agenda. There were none.

**MOTION:** Mr. Cancilla moved to approve the agenda. Ms. Rodgers seconded the motion. The motion passed unanimously. (Vote: 5-0-0. Ayes: Kangas, Skorey, Cancilla, Rodgers, Kirkpatrick. Noes: 0. Abstention: 0)

**PUBLIC PRESENTATIONS**

Ms. Skorey asked if there were any Public Presentations on any matter not on the Agenda. There were none.

**WRITTEN COMMUNICATIONS**

Ms. Skorey asked if there were any Written Communications. There were none.

**APPROVAL OF MINUTES**

**February 1, 2017**

Ms. Skorey asked if there were any members of the public that wished to comment on the February 1, 2017 Minutes. There were none.

**MOTION:** Mr. Cancilla moved to approve the February 1, 2017 minutes. Mr. Kangas seconded the motion. The motion passed unanimously. (Vote: 5-0-0. Ayes: Kangas, Skorey, Cancilla, Rodgers, Kirkpatrick. Noes: 0. Abstention: 0)

**NEW BUSINESS**

1. Presentation of FY 2016/2017 Measure Q Audit

Lauren Monack, Director of Administration and Finance, introduced Justina

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Tien, Accounting and Financial Analyst to present the FY 2016/2017 audit. Ms. Tien reviewed the role of the MQEOC, and referenced the independent financial audit, prepared by Chavan and Associates, as a key component for the MQEOC's review of Measure Q expenditures and preparing their Measure Q Oversight Report. She referenced the audit report included in the packet and reviewed major expenditures and categories. She also noted that additional project details were available in the Measure Q Project Status Report, that would be presented to the Board for acceptance the following evening and that was available in hard copy for Committee members and the public.

Ms. Tien introduced Paul Pham, with Chavan and Associates, to review the audit. Mr. Pham indicated that the opinion of the audit was clean, and there were no issues identified. Mr. Pham reviewed the process of preparing the audit, that included an examination of controls and processes, and that these were found to be properly designed and implemented.

Committee discussion ensued.

**INFORMATIONAL  
REPORTS**

Ms. Skorey inquired about the process for setting agenda items.

Mr. Kirkpatrick revealed that for health reasons he would not continue to sit on the Committee. Ms. Skorey requested that a process for filling the vacant seat be agendized for the January 10<sup>th</sup> meeting.

Kellie Guerra, Clerk of the Board, reviewed a potential schedule for upcoming meetings in 2018, beginning on January 10<sup>th</sup> at which the Authority's Leadership Team would be in attendance to support the presentation of the Measure Q Project Status Report, and February 14<sup>th</sup> was proposed as a 2<sup>nd</sup> calendared meeting for 2018. Discussion ensued.

Ms. Monack announced to the Committee that she was retiring in early March and that it had been a pleasure to work with the group.

Mr. Kangas announced he had recently been sworn in as a Santa Clara County Parks Commissioner and that he looks forward to the work.

**ADJOURNMENT**

At 6:54 pm, Ms. Skorey adjourned the meeting.

Respectfully submitted by  
Kellie Guerra, Clerk of the Board