

**SAN MATEO COUNTY TRANSIT DISTRICT  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**MINUTES OF MEASURE W CITIZENS OVERSIGHT COMMITTEE (COC) MEETING  
APRIL 19, 2021**

**MEMBERS PRESENT (Via Teleconference):** M. Adler, L. Bennett, A. Brandt, E. Gonzalez, R. Hedges, S. Lang, A. Levin, L. Normandy, J. Lind Rupp, E. Mizzi, M. Rendon, R. Foust, J. Londer, A. Madrid

**MEMBERS ABSENT:** M. Robinson

**STAFF PRESENT:** A. Linehan, C. Mao, A. Chan, D. Hansel, J. Cassman, S. van Hoften, G. Martinez, P. Gilster, M. Torres, D. Seamans, P. Skinner, P. Ledezma, J. Brook, M. Johnston

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Rosanne Foust, Committee Chair, called the meeting to order at 10:03 am and led the Pledge of Allegiance.

**2. ROLL CALL**

Ms. Foust called the roll. A quorum was present.

**3. Election of Chair and Vice Chair for One-year Terms**

The Committee elected R. Foust as Chair for a term of one year.

Motion/Second: Rupp/Hedges

Ayes: Adler, Bennett, Brandt, Foust, Gonzalez, Hedges, Lang, Levin, Lind Rupp, Londer, Mizzi, Normandy, Rendon

Noes: None

Absent: Madrid, Robinson

The Committee elected J. Lind Rupp as Vice Chair for a term of one year.

Motion/Second: Foust/Mizzi

Ayes: Adler, Bennett, Brandt, Foust, Gonzalez, Hedges, Lang, Levin, Lind Rupp, Londer, Mizzi, Normandy, Rendon

Noes: None

Absent: Madrid, Robinson

**4. Review Role of the Measure W Citizens' Oversight Committee**

Derek Hansel, CFO, shared presentation which outlined the role of the Committee.

- Measure W defines how proceeds are to be spent by SamTrans, TA
- SamTrans and TA CACs provide input on implementation
- Measure W COC does not direct expenditure of funds

- Measure W tasks COC with providing information on how tax proceeds are being spent by:
  - Receiving District's annual audit report on receipt and expenditure of Measure W tax proceeds and expenditures under Congestion Relief Plan
  - Holding annual public hearing on audit report
  - Issue annual COC report on audit results

**5. Discuss Committee Work Plan For Annual Audit of Measure W Tax Revenues And Expenditures In Accordance With Congestion Relief Plan**

a. General cadence of meetings

- COC meetings are needed to conduct its business: reviewing the annual audits and preparing the COC Report
- When are the COC meetings required
  - Q1 (Jul-Sep) swear in new members, elect officers for year, review auditor's work plan
  - Q2 (Oct-Dec) Auditor does its work (meeting only if requested by chair/staff)
  - Q3 (Jan-Mar) Receive auditor's report, hold public hearing and provide direction on report to be drafted on behalf of the COC
  - Q4 (Apr-Jun) Receive draft COC report, make revisions and issue final COC report

*Alex Madrid joined the meeting at 10:10 a.m.*

b. Specifically, related to the Fiscal Year 2020 Audit Work Plan, CFO Derek Hansel discussed the following:

- Financial Statement Review
  - Confirmation of receipts
  - Audit of disbursements
  - Review of appropriate segregation of funding
    - Audit of Measure Compliance
- Compliance with laws and regulations in accordance with Government Auditing Standards
- Audit of expenditures to ensure compliance with Measure W
- Sampling
- Review purpose of expenditures
- Review of internal controls
- Reporting

c. Meetings needed for Fiscal Year 2020 Audit and Committee Report

- Review of FY 2020 Audit Work Plan (April 19)
- Conduct FY 2020 Audit, Produce Audit Report (April - June)
- COC Review FY 2020 Audit Report, Public Hearing (July)
- Develop COC Report on FY 2020 Audit – draft (July - September)
- COC consideration/approval of COC Report on FY 2020 Audit (September)

The Committee acknowledged acceptance of the FY 2020 Audit Work Plan.

Motion/Second: Hedges/Lang

Ayes: Adler, Bennett, Brandt, Gonzalez, Hedges, Lang, Levin, Lind Rupp, Londer, Madrid, Mizzi, Normandy, Rendon, Robinson

Noes: None

Absent: Foust (technical issue), Robinson

**6. Finalize and Adopt Committee Bylaws**

The Committee voted to adopt the bylaws with the updates discussed below.

4.3 The conduct of the Committee's meetings will be informed by Rosenberg's Rules of Order but the Commission will not be obligated to strictly comply with Rosenberg's Rules of Order.

4.5 Each member of the Committee will have one vote. Members must be present to vote. Adoption of the annual Committee report and amendment of these Bylaws requires nine votes to pass. All other action items must have at least a simple majority vote of the quorum of the Committee to pass.

4.6 The Committee Clerk will endeavor to send the proposed agenda to the Chairperson for approval 72 hours prior to the final agenda being posted. The Committee Clerk will endeavor to provide the complete agenda packet, including a complete correspondence file compiled up to the date of distribution, to each Committee member and post the same to the District's website at least one week prior to the meeting date.

4.8 Each member of the public speaking before the Committee shall be limited to three minutes, unless the Chairperson, at his or her discretion, permits additional time. Any person addressing the Committee may submit written statements, petitions, or other documents to complement his or her presentation.

Updates to the Bylaws will be distributed as part of the Member Handbook.

Motion/Second: Hedges/Mizzi

Ayes: Adler, Bennett, Brandt, Foust, Gonzalez, Hedges, Lang, Levin, Lind Rupp,  
Londer, Mizzi, Normandy, Rendon

Noes: None

Absent: Madrid (muted), Robinson

**7. Approval of Meeting Minutes from March 15, 2021**

Motion/Second: Hedges/Lang

Ayes: Adler, Bennett, Brandt, Foust, Gonzalez, Hedges, Lang, Levin, Lind Rupp,  
Londer, Madrid, Mizzi, Normandy, Rendon

Noes: None

Abstain: Levin

Absent: Robinson

**8. Public Comment for Items Not on the Agenda**

There were no comments.

**9. Committee Member Comments/Communications Regarding Transportation Matters**

There were no comments.

**10. Next Meeting: [day], [date] at 10:00 am, via Zoom teleconference**

The next meeting will be held via Zoom teleconference, and will be scheduled.

**11. Adjournment**

The meeting adjourned at 11:23 am.