

**Measure Q Oversight Committee**  
Monterey Bay Unified Air Pollution Control District  
24580 Silver Cloud Ct., Monterey

**Minutes**

July 6, 2015  
10:30 a.m.

**Present:** Members: Susan Kleber, Juan Pablo Lopez, Kathy Merritt, Harry Mucha, Kazuko Wessendorf, Sid Williams

**Absent:** John Hart

**Staff:** Hunter Harvath, Asst. GM of Finance and Administration; Dave Laredo, General Counsel; Deanna Smith, Executive Asst./Clerk to the Board

**Public:** Michael D. Laredo, Associate Attorney at De Lay & Laredo

**1. Call to Order.**

**2. Public Comment on Matters Not on the Agenda.**

No public comment.

**3. Introductions of Committee Members and Staff.**

*3-1. Assistant General Manager of Finance & Administration, Hunter Harvath, will lead committee member and staff introductions.*

MST staff and members of the committee introduced themselves and expressed their expectations for serving on the committee.

**4. Presentation of Bylaws**

*4-1. Measure Q Oversight Committee (MQC) Bylaws as adopted by the MST Board of Directors on March 2, 2015.*

Hunter Harvath directed members to the Measure Q Oversight Committee (MQC) Bylaws, which will serve as the primary document of reference for the rest of the meeting. He stated that the committee will meet approximately twice per year, typically near the beginning of the fiscal year (July) to review the Measure Q (MQ)-funded portions of the MST capital and operating budget, and again at the middle of the fiscal year (January or February) to review the MQ annual audit.

**5. Review of Committee Purpose, Scope of Responsibilities, Membership and Composition, and Expenditure Plan.**

*5-1. Review of the Preamble, and Sections 1, 2, and 3 of the MQC Bylaws.*

Mr. Harvath reviewed Sections 1-3 of the Bylaws and provided a summary of what were considered allowable expenses under the MQ Expenditure Plan, as detailed in Ordinance 2015-01 establishing the MQ sales and use tax.

**6. Elect Officers and Establish Committee Member Terms of Service.**

*6-1. Review of Sections 4 and 5 of the MQC Bylaws.*

*6-2. Conduct Election of Officers.*

**Kathy Merritt nominated Susan Kleber to serve as the Chairperson of the MQC and the committee expressed their support for the nomination.**

Public Comment – none.

**Ms. Merritt made a motion to close the nomination and was seconded by Mr. Williams. The election of Susan Kleber as Chairperson of the MQC passed unanimously.**

Chairperson Kleber requested nominations for the position of Vice-Chair of the MQC.

**Kazuko Wessendorf nominated Sid Williams to serve as Vice-Chair of the MQC and the committee expressed their support for the nomination.**

Public Comment – none.

**Harry Mucha made a motion to close the nomination and was seconded by Ms. Merritt. The election of Sid Williams as Vice-Chair of the MQC passed unanimously.**

**7. Measure Q-eligible Operating and Capital Expenses.**

*7-1 Review MST Operating and Capital Expenses that are eligible for Measure Q designation.*

Mr. Harvath reviewed a handout listing and describing typical MQ eligible expenses per the MQ Expenditure Plan and answered questions related each item.

Mr. Williams asked how much revenue MQ was expected to generate. Mr. Harvath stated that MST staff expects to receive approximately \$6.5 million per year, enough to maintain and enhance current services to seniors, persons with disabilities, and veterans.

Mr. Mucha is interested in travel training to learn more about MST's mobility services.

Ms. Merritt requested MST brochures and pamphlets for placement at senior centers in South County.

**8. Review Committee Procedures.**

*8-1. Review of Section 6-1 through 6-10 of the MQC Bylaws and schedule committee meetings for FY 2016.*

The committee discussed possible locations for future MQC meetings. Mr. Harvath stated that committee member terms would be established at the next meeting and will be staggered so only two to three members' would expire each year. Committee members may serve on the committee as long as they like.

*8-2. Review Section 6-11 of the MQC Bylaws regarding Conflict of Interest Requirements.*


Mr. Laredo explained the requirement for each member to submit a Form 700 Statement of Economic Interests and take an ethics course (AB 1234) per the MQC Bylaws.

**9. Staff and Committee Member Comments or Questions.**

**10. Adjourn.**

There being no further business, Chairperson Kleber adjourned the meeting at 11:45 a.m.

Prepared by:

  
Deanna Smith, Deputy Secretary