



Santa Monica Community College District
Citizens' Bond Oversight Committee
MINUTES

A meeting of the Santa Monica Community College District Citizens' Bond Oversight Committee was held on Wednesday, April 30, 2003 at 8 a.m. at Santa Monica College, Drescher Hall Room 300E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

1. CALL TO ORDER – 8:06 a.m.

2. ROLL CALL

Graham Pope, Chair - Present
 Linda Sullivan, Vice-Chair - Present
 Luis Barrera - Present
 Paul Leoni - Present
 Eleanore Meyer - Present
 Ed Moosbrugger - Present
 James Mount - Present
 Herb Reich - Present
 Herb Rose – Present
 Bertrand Staggers - Present
 Irma Vargas - Present
 Pierce Watson - Present
 Joe Weichman - Present
 Allen Weiss - Present

Others Present: Dr. Thomas J. Donner, Executive Vice-President,
 Business and Administration
 John Jalili, Committee Advisor
 Bruce Smith, Public Information Officer
 Letty Edwards, Staff Assistant
 Lisa Rose, Committee Coordinator

3. APPROVAL OF MINUTES - Meeting of the Citizens' Bond Oversight Committee,
 January 29, 2003

Motion was made by Irma Vargas and seconded by Bertrand Staggers to approve the minutes of October 16, 2002. *Unanimously approved.*

4 REPORTS (enclosed)

- Internal Control Environment Report
There are a number of checks and balances, including authorization by the Board of Trustees. All expenditures go through the County of Los Angeles.
- Audit Statement (as of June 30, 2002)
The letter from the Auditor states that there were no funds expended by the District from Measure U during the first year, 2001-02. There were projects that that could have been covered, but expenditures were not charged back to the bond. Alternate funding possibilities are considered because there are more projects than bond funds.

The auditors will return in May to start the District audit. Their review and report on the expenditure of bond funds as a separate fund will be part of the total audit report.

- Project List and Timeline
All projects on the list were identified in Measure U. The project list is based on priority of need and priority of constructability. The report shows changes in reallocations and priority since the last report submitted to the Committee. In some cases, a project is higher priority because outside funding is available or Measure U funding has been reduced; in other cases a project is a lower priority because obtaining an alternate source(s) of funding is a priority. Campus perimeter projects are included in 6, 10, 11, 12, 13, and 14. Of \$160 million, about \$17 million has been expended for projects in the first nine projects.

Matching funds vary according to projects. Requests for federal and state funding is handled through the Office of Planning and Development and the Facilities Office. Requests for funding from the Santa Monica Redevelopment Agency is coordinated by Tom Donner. Grants for equipment are submitted as available.

If BAE is leased by the District, the lease payment would go into a fund held by the trustee (U.S. Bank) to be used to pay the Certificate of Participation (COP). Any rent in excess of the payment goes into the same fund for future payments on the COP.

Chair Graham Pope asked members to track charts as they are received so adjustments can be clearly identified.

In response to a question about bonds funds drawing interest, only \$25 million of the bonds have been sold. The proceeds are held by the County and invested in the County pool, which earns interest at the short-term U.S. Treasury rate. The rest of the bond authorization will be sold only as needed for Measure U projects.

5. SCHEDULE OF MEETINGS, 2003-2004

Quarterly meetings on the third Wednesday of the month at 8 a.m., location to be determined:

July 16, 2003 (annual meeting)*
October 15, 2003
January 21, 2004
April 21, 2004

**No election of officers (officers were elected in 2002 for a two -year term)*

6. PUBLIC COMMENTS

None

7.. ADJOURNMENT – 9:08 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, July 16, 2003 at 8 a.m. This is the annual meeting at which the committee will review and approve its annual report to be submitted to the Board of Trustees.

Attached: Summary of Internal Control Environment Report
 Auditor's Statement
 Project List and Timeline

Notes (not for minutes)

For Next meeting:

- Annual Report
- Updated Project List/Timeline
- Schedule of Meetings, 2003-04