



**Minutes**  
**May 17, 2010**  
**SMMUSD**

**Measure BB Citizens' Bond Oversight Committee**  
**Location: District Office Board Conference Room**  
**1651 16<sup>th</sup> Street., Santa Monica, CA**

Attendance: Committee Members: Jeffrey Jarow (*Chair*), Neil Carrey (*Vice Chair*), Laurie Charchut, Ralph Erickson, Robert Tompkins, Jan Maez (*Staff*), None (*Public*). *Absent*: Jerry Nickelsburg, Steven Rodman, Ralph Mechur (*Board Liaison*), Oscar de la Torre (*Board Liaison*).

I. Call to Order:

Mr. Jarow called the meeting to order at 4:00 p.m.

II. Approval of Minutes: April 19, 2010

Upon motion made by Mr. Erickson and seconded by Ms. Charchut the minutes of the April 19, 2010 meeting were approved as corrected.

III. Public Comments:

No comments were made from the public.

IV. Update from Chief Financial Officer: (*Janece L. Maez, Chief Financial Officer*)

Ms. Maez distributed two handouts to the committee for information. The first gave a summary review of each of the core projects in the program. The scope, architect, budget and status of each project were all described. She also distributed a spreadsheet that detailed all Board actions related to Measure BB budget since the program began in 2007. Also included was the status of environmental reviews for each project as well as an update on the smaller safety projects within the program. Committee members had questions related to the projects and received answers.

V. New Business:

The Committee briefly discussed the 2008-09 audit report that had been distributed to committee members. On motion made by Mr. Carrey and seconded by Mr. Erickson the committee directed the Financial Reporting Subcommittee to analyze the report and return at the next meeting with their comments. Mr. Tompkins noted a typographical error on page 2 of the report where the fiscal year should have been 2008-09 in the second bullet. There was also a suggestion that a Q and A section be formatted to provide additional information.

The committee requested additional information from district staff. They would like to review reports with expenditures by project or location with detail expenditures. Ms. Maez stated that those reports would be provided at the next meeting.

There was a discussion of membership of the committee and that several members' terms were expiring at the end of June 2010. Ms. Maez asked those members present whose term ends in June if they wished to continue on the committee. All those present responded positively. Ms. Maez will contact Mr. Nickelsburg with the same question. A Board item reappointing those members for a second term will be prepared for action on June 3<sup>rd</sup>.

A suggestion was made that another subcommittee be formed with the responsibility to review the expenditures of the program in detail for fiscal year 2008-09. The purpose of the subcommittee would be to report their findings to full committee on a regular basis. Ms. Maez indicated that monthly expenditures reports could be provided for their review. They would be asked to verify that project and expenditures were allowable thereby forming an opinion on program cost.

VI. Old Business:

- a. Receive and File – None
- b. As Needed - None

VII. VIII. Next meeting:

The next meeting will be scheduled at the district offices on June 7, 2010.

VIII. IX. Adjournment:

Meeting adjourned at 6:00 p.m.