



**Minutes AMENDED
September 30, 2009**

SMMUSD

Prop 39 Bond Oversight Committee

**Location: SMMUSD Testing Room
1651 16th St./Santa Monica, CA**

I. Call to Order: Mr. Jarow called the meeting to order at 5:10 p.m. Introductions were made of all members present and Ms. Maez introduced Stuart Sam, Director of Facilities Improvement Projects, and Judy Sember, Senior Administrative Assistant.

II. Approval of Minutes – June 29, 2009.

A motion was made by Mr. Carrey and seconded by Mr. Tompkins to approve the Minutes, as amended. Changes have been made in the Section IV, item C. Subcommittee Reports. regarding the Financial Reporting Subcommittee and the Procedural Committee. Motion passed unanimously.

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

Ms. Maez spoke briefly regarding public comment limitations and procedures. In addition, Ms. Maez informed the committee of the successful \$80 million bond sale, issuance and retained AA rating for Santa Monica-Malibu Unified School District. Handouts were distributed that included: closing information on the Series B, and Series B-1 bonds. The committee discussed the security and costs of these bonds.

Ms. Maez also discussed deferred maintenance. She recommended placing an item on the agenda for the next committee meeting to have the Maintenance and Operations Department update the committee. Ms. Maez stated that she felt part of the committee responsibility is to make sure deferred maintenance monies are spent wisely and that maintenance is current. Mr. Carrey would also like to discuss what deferred maintenance has been completed and what was not able to be completed because of budget cutbacks and/or shortfalls.

IV. New Business

A. Status Update of Measure BB Program: Mr. Stuart Sam presented the status update of the Measure BB projects. He explained that this is an abbreviated version of the presentation given to the Measure BB Committee and what will be presented to the Board of Education on October 1, 2009. Mr. Carrey asked if the Facilities Improvement Projects were on target for the monies budgeted. Ms. Maez explained that there are reserves for escalations and the projects are on target for cost estimates. She also explained the potential for add alternates and setting priorities to add to projects if the bid environment is good. She stated that any and all projects that are outside the scope of work or that have been commented on, will be brought to the committee for oversight and approval. The site project portion of the presentation was tabled for another meeting due to time constraints.

V. Old Business

A Subcommittee Reports

- i. Financial Reporting Subcommittee: (*Ms. Charchut, Mr. Nickelsburg and Mr. Tompkins*) The Financial Reporting Subcommittee presented a draft report outlining several areas of concern that need to be addressed by District staff. It was discussed. Ms. Maez discussed several items and said it is anticipated that the District will request from its external auditors an update to the 2007-08 Measure BB report as they are preparing the report for the most recent fiscal year (2008-09)

Ms. Maez raised the question as to the submittal of a Committee report to meet its annual reporting requirement. She volunteered to prepare a draft of the report and after review and editing by Jeff Jarow, Chairman and Robert Tompkins, Chairperson of the Financial Reporting Subcommittee. It will be submitted to the Committee for review, editing and approval.

- ii. Procedural Subcommittee: A procedural recommendation handout was discussed. Changes and updates were made and discussed with no objections. In addition, the Citizens' Bond Oversight Committee Bylaws were discussed with recommended changes for Ms. Maez to take to the Board.
- iii. Annual Report (Jeffrey Jarow, Chairman, Neil Carrey, Vice Chairman, Robert Tompkins): A proposed report intended to meet the Committee annual reporting requirement to the Board of Education was distributed, along with a brief discussion. The plan is for the Committee to discuss, edit and finalize the report at its next meeting.

VI. Public Comments: None

VII. Next meeting: TBD – Committee will receive email from Mr. Jarow, Committee Chair.

Meeting adjourned at 7:15 p.m.

Committee Members:

Jeffrey Jarow, Chair
Neil Carrey, Vice Chair
Laurie Charchut (not present)
Jerry Nickelsburg
Steven Rodman
Robert Tompkins
Ralph Erickson (not present)

Board Liaisons:

Ralph Mechur
Barry Snell (not present)

SMMUSD. Staff

Jan Maez, Chief Financial Officer
Stuart Sam, Director, Facilities Improvement Projects
Judy Sember, Senior Administrative Assistant
(Public) None.