MEASURE E BOND  
CITIZENS’ OVERSIGHT COMMITTEE  
MINUTES  
LONG BEACH COMMUNITY COLLEGE DISTRICT  
4901 E. CARSON STREET  
LONG BEACH, CA  90808  

Approved: January 6, 2003  

LIBERAL ARTS CAMPUS  
BUILDING I  

Minutes of the September 26, 2002 Meeting  

Welcome and Introductions  
The meeting was opened at 7:15 P.M. Mr. Roberto Uranga, LBCCD Board President, welcomed the members of the Citizens’ Oversight Committee, thanking them for their participation. Dr. E. Jan Kehoe, LBCCD Superintendent-President, also welcomed the members and expressed her gratitude to the committee. Mr. Eloy Oakley, Assistant Superintendent-Vice President, Administrative Services, introduced himself and discussed his role as the District’s liaison to the Oversight Committee. The members of the Citizens’ Oversight Committee introduced themselves. Dr. William Marmion inquired about the level of indemnification that members of the Committee would be provided. Mr. Oakley stated that the Committee was covered by the provisions of the District’s property and liability insurance program since they were appointed by the Board of Trustees.  

Bond Process Update  (Eloy Oakley)  
Mr. Oakley updated the committee on the bond process. He stated that the District was convening a planning taskforce to support the implementation planner recently hired. The planner, Ms. Roberta Jorgensen, comes to us from the architectural firm of RobinsJorgensenChristopher. Ms. Jorgensen will be responsible for developing an implementation plan for the bond projects. As the planner develops data for bond implementation, it will be shared with the committee. Mr. Oakley stated that the firm of RBC Dain Raucher will serve as the financial advisor/underwriter for the bonds. Dan Lowenthal inquired as to the type of debt instrument the District was considering issuing and Mr. Oakley stated that the Committee would be receiving a briefing from the advisor on all aspects of the bond sale.  

Committee Role: Responsibilities  (Lisalee Wells)  
Ms. Wells, an attorney for the law firm of Fulbright & Jaworski L.L.P., serves as bond counsel for the Measure E Bond. Ms. Wells gave the committee an overview of the purpose, minimum membership, role, and reporting responsibilities of the committee as outlined in Education Code sections 15278-82. As described in code, the purpose of this committee is “To inform the public concerning expenditure of bond revenues.” She explained that this committee falls under the Brown Act and serves in an advisory role with no control over
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bond proceeds and/or projects. Committee responsibilities highlighted from the Ed Code were:
- Receive and Review the annual independent performance audit and annual independent financial audit.
- Inspect college facilities and grounds (where bond proceeds are being spent).
- Receive and review Deferred Maintenance plans.
- Review district efforts to implement cost efficiency.

Election of Officers (ACTION)
Ms. Wells advised the committee to nominate and elect a chair and vice-chair of the committee as required in their bylaws. Ms. Patricia L. Lofland was selected as the temporary chair to initiate the nomination process. Nominations were received for Mr. W. Gary Westling and for Mr. William H. Marmion. A confidential ballot was administered and the results tallied by Mr. Oakley. There were five votes counted for Mr. Marmion, and three votes counted for Mr. Westling. The committee congratulated Mr. Marmion, the newly elected Citizens’ Oversight Committee chair and agreed to appoint Mr. Westling, as runner-up to the position of vice-chair.

The committee questioned how the bylaws were drafted and approved as well as whether they could change or amend the bylaws. Trustee Clark stated that the bylaws were drafted by legal counsel and approved by the Board. Ms. Wells stated that the Committee could amend the bylaws as long as they maintained their statutory requirements.

Calendar of Meetings
Mr. Oakley recommended that the committee set a quarterly meeting schedule. He stated that quarterly meetings would allow enough time to establish project progress reports and develop expenditure reports for the committee to review. After discussing the expected timelines of the bond process the Committee stated that they should be in control of scheduling the frequency of meetings. The committee agreed with initial quarterly meetings and set the next meeting for January 9, 2003, at 7:00 p.m. in Building I. [NOTE: the meeting date has been changed to Monday, January 6, 2003. The time and location remain the same.]

Adjournment
The meeting was adjourned at 9:05 P.M.