

SUMMARY OF DISTRICT RESPONSIBILITIES REGARDING BOND CITIZENS' OVERSIGHT

1. Recruit and Maintain Membership

- Recruit and appoint at least 7 members to the COC.
- Document best efforts to recruit and keep COC at full membership.
- Immediately upon vacancies, commence recruitment process.
- COC may disband when bond proceeds are fully expended and the COC has prepared a final report.

2. Provide Appropriate Membership Materials

- Provide each COC member with a binder containing:
 - Copy of Election Resolution and related Bond Project List
 - COC Bylaws which were adopted by the District Board
 - List of current COC members
 - Model/Example Annual Report

3. Support meetings of the COC

- Provide space for assembling in a meeting open to the public.
- Provide notice of COC meetings in accordance with Brown Act.
- Assist in preparing an agenda in accordance with the Brown Act.
- Provide assistance with taking minutes of the meeting to be approved at the next subsequent meeting of the COC.
- Note: No bond funds can be spent on supporting the COC.

4. Other Support of COC

- At meetings, a District official reports on bond fund expenditures to date. District might take opportunity to describe project status and progress, and forthcoming projects. However, the technical role of the COC is to review expenditures that have been made and make a determination if it was within the scope of the Bond Project List presented to voters. If members have views on project prioritization, those views are best expressed by the individual to the District Board at a District Board meeting.
- Assist COC members in reading expenditure reports and tying expenditures to voter-approved bond projects.
- Answer any questions.
- Provide a model annual report which the COC can use as a starting point in preparing its Annual Report of findings.
- Assist COC in determining its next meeting date. One meeting annually is the legal requirement. District official familiar with bond projects and project timing might have insight into when the next most productive meeting should occur and make a recommendation. Either identify a firm date for the next meeting or identify the next month in which a meeting will occur and District official can offer to take a doodle poll or otherwise schedule a date-specific when the meeting time approaches. Typically, meetings are held approximately 2 times per year.

5. District Web Site and COC

- Ensure that there is a link to the Bond Measure/COC.
- Post the Election Resolution and COC Bylaws.
- Post COC meeting dates, minutes and any reports prepared and approved the COC as a group. One COC report is required annually, with respect to expenditures in the preceding fiscal year.
- Post District's Financial and Performance Bond Audits which are prepared by outside auditors.

6. Reports of District and COC

- District must engage outside auditors to perform a bond performance and financial audit for each fiscal year during which bond funds are expended.
- District's audits must be provided to the COC at the same time they are provided to the District Board, and in any even no later than March 30 of each year.
- If the District's audits include findings, recommendations or concerns about the bond funds or expenditures, the District must provide the COC with responses to such findings within 3 months of receiving the audits.
- District audits and COC Annual Report must be posted on the web site
- If bonds are issued in July or later, which is the beginning of the fiscal year, the first reports (auditor and COC) will not be due until after that fiscal year has ended (the following June 30). At that time, the auditor will begin preparing its audits, and when those are available, the COC reviews the audits, and prepares its report. In the meantime, the agenda and COC minutes can be posted online.