



# WEST HILLS COLLEGE COALINGA

WEST HILLS COMMUNITY COLLEGE DISTRICT  
9900 Cody Street  
Coalinga, CA 93210

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## AGENDA OF THE CITIZENS OVERSIGHT COMMITTEE FOR SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) No. 1 - MEASURE Q

**DATE:** Tuesday, February 19, 2013  
**TIME:** 6:30 p.m. (dinner at 6:00 p.m.)  
**LOCATION:** North District Center – Room 26  
1511 Ninth Street  
Firebaugh, CA 93622

*Any writings or documents that are public records and are provided to a majority of the Citizens Oversight Committee regarding an open session item on this agenda will be made available for public inspection in the West Hills Community College District Office located at 9900 Cody Street, Coalinga, CA 93210 during normal business hours.*

### 1. Call to Order

- A. Flag Salute
- B. Public Comments

*This time has been reserved for the public to comment on non-agenda items. If an individual wishes to address the Citizens Oversight Committee, he/she should state his/her name and occupation/affiliation and proceed with comments.*

### 2. Action Items

- A. Consideration of approval of minutes from:  
January 31, 2012  
April 17, 2012  
October 16, 2012
- B. Annual Report – January 2013
- C. Consideration of 2013 Meeting Schedule

### 3. Information/Discussion/Presentations

- A. Introductions (Jose Ochoa)
- B. Review of Audit Report 2011/2012 (AP Architects)
- C. Trustee Report – Facilities January 2013 (AP Architects)
- D. Annual Review of the Bylaws/Membership (Carole Goldsmith)
- E. Committee Re-elections (Carole Goldsmith)
- F. Potential Shared Use with MHS (Carole Goldsmith)
- G. Measure Q/SFID 1 Projects, Cash Flow and Expenditures (AP Architects/Carole Goldsmith)
- H. Outreach/Learning Centers Update (AP Architects/Carole Goldsmith)
- I. Property Acquisition (Ken Stoppenbrink/Carole Goldsmith)

### 4. Announcements and Upcoming Events

Next meetings of the Citizens Oversight Committee for SFID 1

- October 17, 2013 - TBD

### 5. Committee Members Comments and Requests

### 6. Adjournment

**WEST HILLS COMMUNITY COLLEGE DISTRICT**  
**9900 Cody Street**  
**Coalinga, CA 93210**

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**MINUTES OF THE CITIZENS OVERSIGHT COMMITTEE FOR MEASURE Q/SFID 1**

**DATE:** Tuesday, January 31, 2012  
**TIME:** 6:30 p.m. (dinner at 6:00 p.m.)  
**LOCATION:** North District Center  
1511 Ninth Street  
Firebaugh, CA 93622

**COC Attendees:** Jose Ochoa, Bill Pucheu, Marcia Sablan, Gilbert Coelho, Miguel Arias

**WHCCD Staff and AP Architects:** Willard Lewallen, Jill Stearns, Kevin Cobb, Richard Treece, Byron Woods, Elisa Lopez, Marcel Hetu

**Guests:** Elsa Lopez, Firebaugh Police Chief

**1. Call to Order**

**A. Flag Salute**

The Flag Salute was conducted by Marcia Sablan.  
The meeting was called to order by Gilbert Coelho at 6:30 p.m.

**B. Public Comments**

None

**2. Action Items**

**A. Election of a new chair for COC**

Bill Pacheu made the motion to elect Jose Ochoa as the new chair, Gilbert Coelho seconded the motion. Motion carried.

**B. Consideration of approval of minutes from June 21, 2011 and September 6, 2011.**

Gilbert Coelho made the motion to approve the minutes from the June 21 and Sept 6 meetings, Bill Pucheu seconded the motion. Motion carried.

**C. WHCCD District Audit (Ken Stoppenbrink) <no action required, but tied to annual report item>**

Ken Stoppenbrink reported on the WHCCD Audit. He discussed all items related to budget fund balances and bond activities. Ken stated that the audit report was unqualified, that there were no findings, and it is accessible online.

D. Consideration of 2010-11 SFID 1 Annual Report

President Lewallen discussed the Annual 2010-11 SFID 1 Annual Report. Gilbert Coelho moved to approve the 2010-11 SFID Annual Report, Marcia Sablan seconded the motion. Motion carried.

**3. Information/Discussion/Presentations**

A. Web site for Measure Q/SFID 1 demonstration - [www.measure-q.org](http://www.measure-q.org)

President Lewallen demonstrated some of the aspects of the new website that is now available. He noted that Byron Woods continues to develop the website that will allow anyone to access information about Measure Q/SFID 1. The President highlighted such areas as agendas and minutes of meetings, bylaws, committee members, ongoing projects, and current/future activities.

B. Trustees Facilities Report January 2012

President Lewallen reviewed the Trustees Facilities Report for January 2012. He mentioned that it is a "snapshot" of current facilities projects for Measure Q/SFID 1.

C. Measure Q/SFID 1 Projects, Cash Flow and Expenditures

Richard Treece of AP Architects presented an overview of the completion recap for SFID 1 up to January 19, 2012. Since there were some new members, he spent time explaining the various categories, allocated and spent dollars, and the existing budget lines for all items. He also discussed different fund sources related to Measure Q. Miguel Arias requested an update on the plans for a Mendota learning/outreach center. He wanted to make sure that the dollars designated for the proposed Mendota project were still allocated. President Lewallen stated that there had been challenges with plans in Mendota due to transitional changes made in the local school district as well as with the organizational leadership of city hall. Vice President Stearns added that there had been progress made with the previous Mendota Unified School District Superintendent with the plan to establish a learning center on the high school site. However, there was a decision made to construct another school building on a previously proposed site, and later there was a change in the school district's leadership that caused progress to cease. President Lewallen stated that he was going to make every effort to re-establish a relationship with the Mendota Unified School District and Miguel also agree to become more involved. Miguel asked if the next Citizens Oversight Committee Meeting could be conducted in Mendota, and the committee agreed with the proposal. Firebaugh Police Chief Elsa Lopez asked about the demolition plans for the six homes the district purchased. Both Ken Stoppenbrink and Byron Woods of AP Architect stated that the bid was going to go out by mid-February and that the

homes should be demolished by the end of March. Chief Lopez also asked about the dollars that were allocated for Community Field Sports. She stated that the city was under the impression that West Hills Community College District had committed to paying certain dollars for a soccer field located at Maldonado Park. President Lewallen and Vice Chancellor Stoppenbrink clarified the amount of money that was earmarked for Community Field Sports in Phase 1 and clarified that the dollars were not earmarked for any particular project or city. The dollars are available for projects within the SFID taxing district. No one from the city had come to the district with any proposal that would be necessary to begin discussions for any community field sports projects. They explained the process to the chief, and she stated that she would be meeting with her city manager to notify her of the process.

- D. Assessed valuation and projected sales of future bond series  
Vice Chancellor Stoppenbrink explained that there is a plan to issue the remainder of the Measure Q funds in one issuance rather than in several more series. This is possible due to the assessed valuation of property within SFID 1.

#### **4. Announcements and Upcoming Events**

- A. President Lewallen reviewed the dates of the next meetings of the Citizens Oversight Committee for SFID 1.
- Tuesday, April 17, 2012, 6:30pm (Mendota, location tbd)
  - Tuesday, July 17, 2012, 6:30pm (NDC)
  - Tuesday, October 16, 2012, 6:30pm (NDC)

#### **5. Committee Members Comments and Requests**

- A. Jose Ochoa asked if he could meet with President Lewallen so he could gain more knowledge about Measure Q/SFID 1, particularly in light of his new role as chair of the COC. President Lewallen and Chairman Ochoa will schedule a time to meet before the next COC meeting.

#### **6. Adjournment**

- A. Miguel Arias made a motion to adjourn the meeting, Marcia Sablan seconded the motion. Motion carried. The meeting was adjourned at 7:35 p.m.

**WEST HILLS COMMUNITY COLLEGE DISTRICT**  
**9900 Cody Street**  
**Coalinga, CA 93210**

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**MINUTES OF THE CITIZENS OVERSIGHT COMMITTEE FOR MEASURE Q/SFID 1**

**DATE:** Tuesday, April 17, 2012  
**TIME:** 6:30 p.m. (dinner at 6:00 p.m.)  
**LOCATION:** MUSD Office  
115 McCabe Ave.  
Mendota, CA 93640

**COC Attendees:** Jose Ochoa, Marcia Sablan, Amarpreet Dhaliwal

**WHCCD Staff and AP Architects Attendees:** Willard Lewallen, Marcel Hetu, Ken Stoppenbrink, Richard Treece

**1. Call to Order**

**A. Flag Salute**

The meeting was called to order by Jose Ochoa and he then led the Flag Salute

**B. Public Comments**

None

**2. Action Items**

**A. Consideration of approval of minutes from January 31, 2012**

No action due to lack of a quorum.

Jose Ochoa then noted that the Superintendent of Mendota Unified School District, Mike Crass, sent his apology for not being in attendance today due to illness.

**3. Information/Discussion/Presentations**

**A. Trustees Facilities Report March 2012**

Dr. Willard Lewallen discussed the Trustees Facilities Report which was shared with the WHCCD Board of Trustees on March 6, 2012.

**B. Measure Q/SFID 1 Projects, Cash Flow and Expenditures**

Richard Treece from AP Architects and Dr. Lewallen reviewed all facilities projects on the recap document.

Different members asked about the status of Mendota and San Joaquin's future projects. Dr. Lewallen stated that he and the district are still working with San Joaquin's city officials to see if the initial building is now a possibility for housing an outreach/learning center. A visit will be arranged for inspection and assessment. Also under review is a former bank building. Discussions are underway with Mendota Unified School District to deliver educational services utilizing the new facilities currently under construction on the high school campus. West Hills staff are attending MUSD meetings that involve planning for the use of the facilities.

a. **Demonstration of Video Surveillance System**

Dr. Lewallen was unable to demonstrate the district's Video Surveillance System due to internet connectivity challenges. A demonstration will be viewed at the next meeting at NDC.

b. **9<sup>th</sup> Stree Properties**

The demolition project for the 9<sup>th</sup> street properties is out to bid and is planned to be awarded at the May meeting of the board of trustees.

#### **4. Announcements and Upcoming Events**

Next meetings of the Citizens Oversight Committee for SFID 1

- Tuesday, July 17, 2012, 6:30pm (NDC)
- Tuesday, October 16, 2012, 6:30pm (NDC)

Mr. Ochoa stated "the next meeting will be an important meeting to talk about filling currently vacant and future term-ending vacancies of committee members."

#### **5. Committee Members Comments and Requests**

None

#### **6. Adjournment**

The meeting was adjourned at 7:44 p.m.

**WEST HILLS COMMUNITY COLLEGE DISTRICT**  
**9900 Cody Street**  
**Coalinga, CA 93210**

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**MINUTES OF THE CITIZENS OVERSIGHT COMMITTEE FOR MEASURE Q/SFID 1**

**DATE:** Tuesday, October 16, 2012  
**TIME:** 6:30 p.m. (dinner at 6:00 p.m.)  
**LOCATION:** North District Center- Room 31  
1511 Ninth Street  
Firebaugh, CA 93622

**COC Attendees:** Jose Ochoa, and William Pucheu

**WHCCD Staff and AP Architects Attendees:** Tom Harris, Marcel Hetu, and Richard Treece

**1. Call to Order**

- A. Flag Salute  
The meeting was called to order by Jose Ochoa. Bill Pucheu then led the Flag Salute.
- B. Public Comments  
None

**2. Action Items**

- A. Consideration of approval of minutes from January 31, 2012 and April 17, 2012  
No action taken. The item was tabled due lack of quorum and the ineligibility of members to vote (terms are over) per Dr. Harris.

**3. Information/Discussion/Presentations**

- A. Introductions  
Chairman Ochoa had each of today's participants introduce themselves.
- B. Bylaws/Membership  
Dr. Harris discussed the present term status of all members of the committee:  
Miguel Arias- Served both his first and second terms and no longer on committee.  
Gilbert Coelho- Served both his first and second terms and no longer on committee.  
Amarpreet Dhaliwal – Served first term and second term ends on December 17, 2012.  
Jorge Lazo- Student representative has transferred to Fresno State.  
William Pucheu- Served both first and second terms that ended on Sept 22, 2012.  
Marsha Sablan- Served first term and second term ends on July 25, 2013.

Bill Pucheu asked about the "sit out" term for past committee members who would like to be a member again. Bylaw 5.6 was discussed and it was determined that some research had to be done to better understand the policies, procedures, and processes

related to finding candidates, determining the eligibility of past members, etc. Dr. Harris recommended that he and Dr. Hetu (NDC Director) be charged with the necessary research as well as dealing with the clarification and revision of the bylaws. Chairman Ochoa agreed with that recommendation as did the rest of the members.

C. Trustee Report - Facilities September 2012

Richard Treece covered the Trustee report related to NDC projects including the parking repairs that had were going to be completed, the Master plan, and the NDC demolition project. Dr. Harris asked about the progress of the demolition and the implementation date of the sod and concrete repairs. Both Richard and Dr. Hetu stated that there was a target date around the end of October to the middle of November for completion of the entire demolition project.

D. Measure Q/SFID 1 Projects, Cash Flow and Expenditures

Richard Treece stated that all Series B bonds had been sold. He then discussed how much money had been spent on different projects as well as how much money was remaining from the entire 11.7+ million dollars from the bond. He also discussed some Revisions (see attached memo named Revisions) and went over the status of various projects. Some were completed, reduced, adjusted, reallocated, and increased from a budget standpoint. All members raised questions as to why there were different changes made especially with the monies allocated those projects in Mendota, San Joaquin, and Firebaugh. The members all feel that they need a more current project/monetary status sent to them on a more consistent basis (i.e. monthly) so that everyone is aware of the progress that is taking place and how money is being spent. Dr. Harris stated he will be talking with Chancellor Gornick about these matters and also the Mendota projects monies that were going to be possibly used for a recent Mendota Unified School proposal that had been sent to Dr. Harris.

E. Outreach/Learning Centers Update

Dr. Hetu discussed the progress made with the San Joaquin Center (discussed under # D above) as well as the status of the Maldonado Park lighting project. The San Joaquin Center is almost totally completed. Roof repairs were done, and the Center's computers were to be put in during this semester. The Maldonado Park lighting project has started and Richard was going to check on the completion date. Chairman Ochoa asked how these projects were initiated. Dr. Hetu stated that both projects were initiated by the City Managers of Firebaugh and San Joaquin and proposals were sent to the previous WHC Coalinga President, Dr. Willard Lewallen. Dr. Hetu also mentioned that President Lewallen, VP of Educational Service, Jill Stearns, and he had met with Mendota Unified School officials at least 8 times over the past 3 years trying to work with them to develop a learning center, offer different courses, and enhance the WIT opportunities with Mendota. Dr. Lewallen and Dr. Hetu had also attended various Mendota Board of Education meetings and City Council meetings trying to develop different educational opportunities for the citizens and students of Mendota. It wasn't until this semester (Fall 2012) that Mendota had brought any proposals forward to a West Hills College President.



F. Property Acquisition

Dr. Hetu mentioned that two additional properties next to two lots that were part of the demolition project were still being considered for district acquisition. One is near to being in escrow, and the other is still being discussed with the owners and district officials.

**4. Announcements and Upcoming Events**

There was discussion to conduct the meetings every quarter. That was agreed upon, and the next meeting will be on January 15, 2013 at 6:30 p.m. There was also discussion about holding the meetings in San Joaquin, Mendota, and Firebaugh. All members agreed that was appropriate. Dr. Hetu, on behalf of the district, thanked Bill Pucheu for his contributions to the committee during his term.

**5. Committee Members Comments and Requests**

None

**6. Adjournment**

Jose Ochoa adjourned the meeting at 7:36 p.m.

**Citizens' Bond Oversight Committee  
SFID #1 (Firebaugh Area) / Measure Q**

**Committee Members and Terms**

**Current/Active Members:**

<b>Name of Committee Member</b>	<b>Date of Board Appointment</b>	<b>Representation</b>	<b>Committee First Term</b>	<b>Committee Second Term</b>	<b>Committee Third Term (effective 1/1/13)</b>
Miguel Arias	9/9/2008	Community Member/At-Large	9/9/08 – 9/8/10	9/9/10 – 9/8/12	
Gilbert Coelho	9/9/2008	Senior Citizen Group Representative	9/9/08 – 9/8/10	9/9/10 – 9/8/12	
Amarpreet Dhaliwal	12/16/2008	Business Representative	12/16/08 – 12/15/10	12/16/10 – 12/15/12	
Jorge Lazo	8/24/2010	Student	8/24/10 – 8/23/12		
Jose Ochoa	7/26/11	Community Member/At-Large	7/26/11 – 7/25/13		
Bill Pucheu	9/23/2008	Community Member/At-Large	9/23/08 – 9/22/10	9/23/10 – 9/22/12	
Marcia Sablan	7/26/11	Community Member/At-Large	7/26/11 – 7/25/13		
VACANT		College Support Organization Member			
VACANT		Taxpayer Organization Member			

**Past Members:**

<b>Name of Committee Member</b>	<b>Date of Board Appointment</b>	<b>Representation</b>	<b>Committee First Term</b>	<b>Committee Second Term</b>	<b>Committee Third Term (effective 1/1/13)</b>
Rosa Elena Espinoza	9/9/2008	Student	9/9/08 – 9/8/10		
Vernon Gordon	9/23/2008	Community Member/At-Large	9/23/08 – 9/22/10	9/23/10 – 9/22/12	
Sean Howard	9/23/2008	Community Member/At-Large	9/23/08 – 9/22/09	9/23/09 – 9/22/11	
Jose Antonio Ramirez	9/9/2008	Business Representative	9/9/08 – 9/8/10	9/9/10 – 9/8/12	
Gilbert Rossette	9/23/2008	Community Member/At-Large	9/23/08 – 9/22/10	9/23/10 – 9/22/12	
Oscar Sablan	9/9/2008	College Support Organization Member	9/9/08 – 9/8/09	9/9/09 – 9/8/11	

The Committee shall consist of a minimum of seven (7) members:

- One (1) member active in a business organization representing the business community located in the District
- One (1) member active in a senior citizen's organization
- One (1) member active in a bona-fide taxpayers association
- One (1) member shall be a student who is both currently enrolled in the District and active in a community college group, such as student government
- One (1) member shall be active in the support and organization of a community college or the community colleges of the District
- Two (2) members of the community at-large appointed by the Board

**SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 1  
WEST HILLS COMMUNITY COLLEGE DISTRICT  
CITIZENS' BOND OVERSIGHT COMMITTEE**

**BYLAWS**

**Section 1. Committee Established.** The West Hills Community College District (the "District") was successful at the election conducted on June 3, 2008 (the "Election"), in obtaining authorization from the voters within School Facilities Improvement District No. 1 to issue up to \$11,800,000 aggregate principal amount of the District's general obligation bonds, pursuant to a 55% vote. The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Oversight Committee to satisfy the accountability requirements of Prop 39. The Board of Trustees of the West Hills Community College District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

**Section 2. Purposes.** The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support at District expense to the Committee as consistent with the Committee's purposes as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under the ballot measure. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee review.

**Section 3. Duties.** To carry out its stated purposes, the Committee shall perform the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditures of bond proceeds.

3.2 **Review Expenditures.** The Committee may review quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses.

3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

(c) At the annual meeting the committee shall review the Bylaws; specifically the duties and responsibilities of the committee

3.4 Duties of the Board/Chancellor. Either the Board or the Chancellor, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of construction contracts,
- (ii) Approval of construction change orders,
- (iii) Appropriation of construction funds,
- (iv) Handling of all legal matters,
- (v) Approval of construction plans and schedules,
- (vi) Approval of Deferred Maintenance Plan, and
- (vii) Approval of the sale of bonds.

3.5 Voter-Approved Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the District has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soil engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry activities set forth in Prop 39 and included herein.

(g) The adoption of a plan for publicizing the activities of the Committee and the determination as to whether a mailer, a newspaper notice or website materials would best suit the distribution of the Committee's findings and recommendations.

(h) The amendment or modification of the Bylaws for the Committee as provided herein, subject to the legal requirements of Prop 39.

(i) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its functions under Prop 39.

(1) Once an appointment has been made to the committee, subsequent terms may be re-appointed by a majority vote of the committee and must be noted in the annual report to the Board.

#### **Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIIA of the California Constitution.

(b) Tour school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Chancellor.

(c) Review copies of deferred maintenance proposal or plans developed by the District for projects that are specifically bond related projects.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

#### **Section 5. Membership.**

5.1 Number. The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizen's organization.

- One (1) member active in a bona-fide taxpayers association.
- One (1) member shall be a student who is both currently enrolled in the District and active in a community college group, such as student government.
- One (1) member shall be active in the support and organization of a community college or the community colleges of the District.
- Two (2) members of the community at-large appointed by the Board.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age and reside within the District's geographic boundary, in accordance with Government Code Section 1020.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*). Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, beginning September 10, 2008. No member may serve more than three (3) consecutive terms effective January 1, 2013. At the Committee's first meeting, members will draw lots to select a minimum of two (2) members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Term appointment(s) shall be effective as of the date of the Board action/approval.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) appropriate local groups will be solicited for applications; (b) the Chancellor or his designee will review the applications; (c) the Chancellor or his designee will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two (2) consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. Vacant seats that are filled will be for the two (2) year term and shall be effective as of the date of the Board action/approval.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District. (b) Individual members of the Committee retain the right to address the Board as an individual.

**Section 6. Meetings of the Committee.**

6.1 Regular Meetings. The Committee is required to meet at least once a year including an annual organizational meeting to be held as the first meeting of the calendar year; which shall be within the first quarter.

6.2 Location. All meetings shall be held within the voting District area.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

**Section 7. District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Ralph M. Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds shall be used to provide District support to the Committee.

**Section 8. Reports.** In addition to the Annual Report required in Section 3.2, the Committee may report to the Board at least semi-annually in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9. Officers.** The Chancellor shall appoint the initial Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the

Chair is absent, which positions shall continue for two (2) year terms. No person shall serve as Chair for more than three (3) consecutive terms effective January 1, 2013.

**Section 10. Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire Board.

**Section 11. Termination.** The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.

Adopted by the WHCCD Board of Trustees: September 9, 2008  
Revision adopted by the WHCCD Board of Trustees: March 6, 2012  
Revisions adopted by the WHCCD Board of Trustees: February 12, 2013



**CITIZENS' BOND OVERSIGHT COMMITTEE  
ETHICS POLICY STATEMENT**

This following Ethics Policy Statement provides general guidelines for Committee members to perform their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

**POLICY**

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the West Hills Community College District;

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interest of the District above any personal or business interest of the member.

The undersigned acknowledges he or she has received a copy of this Ethics Policy Statement, understands the provisions of this policy and agrees to adhere to its requirements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of Committee Member



## Measure Q – SFID #1, Northern Area Citizens’ Bond Oversight Committee

### APPLICATION FORM

**(Please Print or Type)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

I can represent the following constituencies located in SFID #1, Northern Area (check all that apply):

- Business Representative – Active in a business organization representing the business community located within the SFID  
*Name of organization:* \_\_\_\_\_
- Senior Citizen Group Representative – Active member in a senior citizens’ organization  
*Name of organization:* \_\_\_\_\_
- Taxpayer Organization Member – Active in a bona fide taxpayers’ organization  
*Name of organization:* \_\_\_\_\_
- West Hills College, North District Center Student – Enrolled at North District Center and active in a college group  
*College Group(s):* \_\_\_\_\_
- Member of College Support Organization – Active in the support and organization of the District (i.e. West Hills Community College Foundation, Boosters, etc.)  
*Name of organization:* \_\_\_\_\_
- At Large Community Member – Resident of the area represented by SFID #1.

Current affiliate organizations and/or community group memberships: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your interest in serving on the Citizens’ Bond Oversight Committee and what specific experience you may have that may be helpful: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am applying to serve on the Citizens’ Bond Oversight Committee. I have read the conflict of interest information in the Ethics Policy Statement and I do not have a conflict of interest that would prevent me from serving on the committee. I agree to report any such conflicts to the committee chair and district administration should it arise. I understand that this position is a community service, unpaid, volunteer position. I certify that I am not an employee, vendor, contractor, consultant, or official of the West Hills Community College District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this application to:  
West Hills Community College District  
Attention: Chancellor’s Office  
9900 Cody Street – Coalinga, CA 93210  
Tel. (559) 934-2102 Fax (559) 934-2810  
Email: [donnaisaac@whccd.edu](mailto:donnaisaac@whccd.edu)