



**CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT  
CITIZENS' BOND OVERSIGHT COMMITTEE  
QUESTIONNAIRE AND APPLICATION FOR PROSPECTIVE MEMBERS**

CC Chabot – Las Positas Community College District (the “District”) is appointing members to Citizens’ Bond Oversight Committee (“CBOC”). A CBOC is a committee required by the statute that authorizes districts to pass local general obligation bonds.

The CBOC’s purpose is to “inform the public concerning the expenditure of bond revenues.” (Education Code §15278(b).)

The District would like to hear from you if you are interested in being a member of its CBOC. Please fill out this Questionnaire & Application and send it or email it to:

Chabot - Las Positas Community College District  
7600 Dublin Blvd., 3rd Floor, Dublin, CA 94568  
Attn: Owen Letcher, Vice Chancellor, Facilities/Bond Programs and Operations  
oletcher@clpccd.org

Thank you!

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Name:

Address:

Telephone:

Mobile Telephone:

E-mail:

Occupation:

Current Employer:

Is your current employer a vendor, contractor, or consultant of the District?  Yes  No

Are you an employee or official of the District?  Yes  No

Are you a vendor, contractor, or consultant of the District?  Yes  No

For each of the following questions, if you need more room, please continue on a separate sheet of paper and attach to this questionnaire.

1. What involvement have you had with Chabot College and/or Las Positas College?
  
2. Please indicate your other community involvement (work with public agencies, volunteering, other committees, group, etc.):
  
3. Please explain briefly your interest in serving on this Committee:
  
4. Do you fit into one or more of the following categories, which are as indicated in Education Code §15278(a)? Failing to fit into one of these categories will not disqualify you from serving on the COC.
  - a. Active in a business organization representing the business community located within the District Yes    No
  - b. Active in a senior citizens' organization Yes    No
  - c. Active in a bona fide taxpayers' organization Yes    No
  - d. Current Student at one of the colleges? Yes    No

Please note: Members of the CBOC shall abide by the prohibitions related to conflicts of interest that are found in, without limitation, Section 1090 and Section 1125 of the Government Code.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Signature  
Date

## Independent Citizens' Bond Oversight Committee Purpose and Duties

**Purposes:** The purposes of the Committee are set forth in Prop 39, and the Committee Bylaws. The Committee shall be deemed 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 to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of the general obligation bonds issued pursuant to the Elections are hereinafter referred to as "bon proceeds". The committee shall confine itself specifically to bond proceeds generated under Measure B and Measure A. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review. However, to the extent that facilities are financed with a combination of Measure B and measure A monies and other non-bond funds, such projects shall be subject to Committee oversight and review.

**Duties:** To carry out its stated purposes, the Committee shall perform only the duties set forth in the Bylaws of the Committee, and shall refrain from those activities specifically excluded.

1. **Inform the Public:** The committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.
2. **Review Expenditures:** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure B and Measure A; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.
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.
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:
  - a. Approval of contracts,
  - b. Approval of change orders,
  - c. Expenditure of bond funds,
  - d. Handling of legal matters,
  - e. Approval of project plans and schedules,

- f. Approval of all deferred maintenance plans, and
  - g. Approval of the sale of bonds.
5. Measure B and Measure A Projects Only: In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board 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 proceed 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, soils 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) which shall be determined by the Board in its sole discretion and shall report to the Committee on any cost savings 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 out the activities set forth in Prop 39 and indicated in the Bylaws.
  - g. The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based upon criteria adopted in the Board's sole discretion as part of carrying out its functions under Prop 39.

**Authorized Activities:** In order to perform the duties of the Committee, the Committee may engage in the following authorized activities:

1. Receive copies of the District's annual, independent performance audits and annual, independent financial audit required by Prop 39 at the same time the Audits are submitted to the District, no later than March 31 of each year, and review the Audits.
2. Inspect District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedures established by the District's Vice Chancellor, Business Services.
3. Review copies of deferred maintenance proposals, facilities master plan, or plans developed by the District.
4. Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.
5. Receive from the Board, within three months of the District receiving the Audits, response to any and all findings, recommendations, and concerns addressed in the Audits, and review said responses.

**Qualification of Committee Members:** To be a qualified person, he or she must:

1. Be at least 18 years of age,
2. May not be an employee, official of the District or any vendor, contractor or consultant of the District.

**Term:** Each member of the Committee shall serve a term of two (2) years, commencing as of the date of the appointment by the Board. No member may serve more than three (3) consecutive terms.

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

**Meetings of the Committee:** The Committee is required to meet at least once a year including an annual organizational meeting to be held in November. Current practice is to meet quarterly. All meetings shall be held within the boundaries of the Chabot-Las Positas Community College District, typically one (1) meeting per year at each Chabot College, Hayward and Las Positas College, Livermore and two (2) meetings per year at the District Offices, Dublin.