CITIZENS’ BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow while carrying out their roles. Not all ethics 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 business 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 Rancho Santiago Community College District.

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.
CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

Section 1. Committee Established. The Rancho Santiago Community College District (the “District”) School Facilities Improvement No. 1 (“Improvement District”) was successful at the election conducted on November 6, 2012 (the “Bond Election”) in obtaining authorization from the Improvement District’s voters to issue up to $198,000,000 aggregate principal amount of the District’s general obligation bonds (“Measure Q”). 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 Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Rancho Santiago 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 legal capacity independent 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 to the Committee as shall be 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 Measure Q. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee’s review.

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

3.1 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.

3.2 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 the Measure Q; and (b) no bond proceeds were used for teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.

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.

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 Measure Q projects to get funded;

(ii) Approval of contracts;

(iii) Approval of change orders;

(iv) Expenditures of bond funds;

(v) Handling of all legal matters;

(vi) Approval of project plans and schedules;

(vii) Approval of all deferred maintenance plans; and

(viii) Approval of the sale of bonds.

3.5 Measure Q 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 proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which 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.

(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 its activities.
(g) 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 function under Prop 39.

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 XllIA of the California Constitution.

(b) Inspect 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 Vice Chancellor, Business Operations/Fiscal Services.

(c) Review copies of scheduled maintenance plans developed by the District.

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

Section 5. Membership.

5.1 Number.

The Board of Trustees have determined that the Committee shall consist of at least seven (11) members appointed by the Board of Trustees from a list of candidates submitting written applications and through the online application process, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for Santa Ana College, such as a foundation.
- Six (6) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.
(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. Members of the Committee are not subject to 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.), and are not required to complete the Form 700. However, 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, commencing on the date of the first meeting of the Committee. No member may serve more than three (3) consecutive terms. At the Committee’s first meeting, members will draw lots, or otherwise select a minimum majority (6) for an initial two (2) year term and the remaining members for an initial one (1) year term.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District will advertise in the local newspapers, on its website and in other customary forums as well as solicit appropriate local groups for applications; (b) the Chancellor will review the applications; and (c) the Chancellor 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 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. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed.

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; (c) the Committee shall not establish sub-committees for any purpose; and (d) the Committee shall have the right to request and receive copies of any public records relating to Measure Q funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, but no more frequently than quarterly.

6.2 Location. All meetings shall be held within the Improvement District, located in Orange County, California.

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, a minimum of six out of the eleven (11) membership categories, for the transaction of any business.
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 *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 Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. **Reports.** In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order 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. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. **Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the Board of Trustees of the District.

Section 11. **Termination.** The Committee shall automatically terminate and disband concurrently with the Committee’s submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure Q monies.
Measure Q Citizens’ Bond Oversight Committee

Meeting of October 16, 2014
6:00 p.m.
District Board Room – District Office

Members Present:
Eric Alderete
Alex Flores
Rene Guzman
Nellie Caudillo Kaniski
Irma Avila Macias
Kenneth Nguyen
Jorge Rocha

Members Absent:
Alexandria Castro
Max Madrid
Eddie Marquez

District Staff Present:
Peter Hardash, Vice Chancellor
Erlinda Martinez, President – Santa Ana College
Carri Matsumoto, Assistant Vice Chancellor, Facility Planning
Adam O’Connor, Assistant Vice Chancellor, Fiscal Services

1. Meeting called:  Mr. Nguyen called the meeting at 6:05 p.m.

   Public Comments - There were no public comments.

2. Approval of Meeting Minutes – October 24, 2013 – Mr. Nguyen called for a motion to approve the Meeting Minutes of the October 24, 2013 meeting. A motion was made by Mr. Flores, seconded by Ms. Macias and approved unanimously.

3. Measure Q Citizens’ Bond Oversight Committee - Mr. Hardash informed the committee that the Chancellor will not be present this evening and thanks the committee for their participation.

   Mr. Hardash reviewed the current membership, the taxpayer association position is still vacant, this position is required and the district is actively seeking a person to fill this spot. This committee is an eleven member committee; six are needed for a quorum. No quorum was reached for the two previously scheduled meetings; therefore, the meetings were cancelled.
Mr. Hardash shared with the committee the changes in the bylaws, the revision now allows for members to serve for three consecutive two year terms if a member wishes to continue serving. The bylaws were amended and approved by the Board of Trustees.

The Board of Trustees has asked the District to prepare an RFP for Bond Counsel. After review of the proposals by the committee which included Mr. Alderete as chair of this committee, the firm of Nixon Peabody has been hired as bond counsel to the Measure Q bond.

Mr. Hardash concluded by informing the committee that making a quorum has been difficult and asked the committee for their preference in communication regarding information and meetings. The committee agreed that email is the best way to receive communication from the District. The Board of Trustees preference is that the committee continues to meet as scheduled and not cancel meetings when possible.

Mr. Alderete arrived at this time.

4. **Measure Q Projects Update and Sequencing** – Ms. Matsumoto presented an update listing all projects to be funded by Measure Q:

- **Dunlap Hall Renovation:** This project is to renovate and replace the aging guard rails around the pedestrian walkways on all levels of Dunlap Hall including a new elevator and stair tower. Construction began in April 2014 with completion by the end of June 2015 if the project is on schedule. The budget for this project is $15.27 million.

- **Central Plant and Infrastructure:** This project is the construction of a new Central Plant Building and will be built in phases. Phase I includes the utility replacement. Phase II will be the central plant building and Phase III will be the mechanical upgrades to eight buildings and includes a new central cooling plant, underground chilled water piping loop, upgrading existing gas, domestic water lines, sewer, drainage and fire water systems. This project is currently in the design phase with a target construction date of June 2015 through the Fall of 2017. The budget is $67.9 million.

- **Johnson Student Center:** Construction of a new Johnson Student Center, the current Johnson Center and bookstore annex will be demolished. The architect selected for this project is HPI Architecture which was Board approved on September 8, 2014. Demolition is scheduled for August 2016, but still under review. The budget is $28.49 million.

- **STEM Building:** Construction of a new 63,000 sq. ft. science and math complex which will house modern laboratories, classrooms, lecture halls and faculty offices. The architect selected for this project is HGA Architects and will be sent to the Board of Trustees for their approval on October 13, 2014. The budget is $62.94 million.
Health Sciences Building: Construction of a 55,000 sq. ft. building to allow for the consolidation and growth of the Health Science Programs including Nursing, Occupational Therapy Assistant, Medical Assistant, Emergency Medical Technician and Pharmacy Technology. This project has been submitted to the state for future funding. The budget for this project is $41.25 million (approximately) however additional funds are needed to start construction. This building is eligible for $19 million in state bond funding should the funds become available. A bond may not be on the ballot until 2016 or 2018. Any funds remaining in other projects, after completion will be held for this building.

Parking Lot at 17th and Bristol Streets: This project is the new surface parking lot. This parking lot is currently being utilized as parking for contractors working on Dunlap Hall in order to not impact student parking. This property was acquired by Measure E funds but will be completed with Measure Q funds. The budget is $1.65 million.

5. Measure Q Bond Issuance, Series A – Mr. Hardash informed the committee that Measure E fronted funds for some of the Measure Q projects and will be reimbursed by Measure Q, after review from legal counsel, approximately $4.8 million. The $198 million cannot be issued all at once and issuances must be spent within a three year window. Measure Q Bonds, Series A for $71 million was sold yesterday morning at great rates as the stock market tanked; a rate of 3.55%. Our taxpayers will repay $1.70 for every $1 of bonds issued through the life of the bond. The next issuance, Series B will be issued in 2017 for approximately $50 million followed by the remainder, Series C in 2020.

6. Santa Ana College Update – Dr. Martinez thanked all for participating on this committee and supporting Measure Q. The college is undergoing major renovations such as hacienda type walls at the entrances, new lighting and uniform building facades to give a hint of the old rancho feel. Dr. Martinez shared plans for the centennial celebrations; contributions towards scholarships to meet the $1 million goal, and Santa Ana College submitting an application for a pilot program to offer a, baccalaureate degree. The degree must be offered in an area that is not currently being offered at a four year college. Only 15 community colleges will be selected.

7. Future Meetings: The next meeting is scheduled for January 22, 2015 at 6:00 p.m.

8. Adjournment: Mr. Alderete adjourned the meeting at 7:00 p.m.
CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING
FEBRUARY 5, 2015
ACTIVE PROJECTS

- Dunlap Hall Renovation
- Central Plant
- Johnson Student Center
- Science, Technology, Engineering and Mathematics (STEM) Building
- Health Sciences Building
- 17th & Bristol Parking Lot
Project Summary:

- Renovate and replace the aging guard rails around the pedestrian walkways on all levels of Dunlap Hall, as well as, providing a new elevator and stair tower.
- Remodel the existing restrooms.

Current Status:

- Construction began in April 2014 with a target completion expected at the end of September 2015.
- Current activities include installation and erection of structural steel.
- Upcoming activities include installation of exterior guardrail system and interior drywall system.
- This project is delayed due to delays on fabrication of structural steel and discovery of unforeseen roof leaks.
- The roof will need to be replaced following the renovation of work and completed under another contract for work.

Budget:

- $17.22 million
PROJECT UPDATE
SANTA ANA COLLEGE
CENTRAL PLANT AND INFRASTRUCTURE

Project Summary:

- Construction of a new Central Plant Building.
- Phase 1: utility replacement. Phase 2: central plant and Phase 3: mechanical upgrades to 8 buildings and includes a new central cooling plant, underground chilled water piping loop, upgrading existing gas, domestic water lines, sewer, drainage and fire water systems.
- Includes HVAC system conversion for 8 existing buildings to be connected to the new Central Cooling Plant, including a new campus wide energy management system (EMS).
- Includes 10 DSA plan submittals.
- The central plant building will be designed to meet LEED Silver certification.

Current Status:

- Project is in design.
- Four plan submittals have been approved by DSA.
- Target construction: July 2015 – Winter 2017

Budget:

- $68.17 million
Project Summary:

- Construction of a new Johnson Student Center.
- The old bookstore annex and the Johnson Center Building will be demolished.

Current Status:

- Project is in program confirmation phase and HPI Architects continues with user group meetings.
- Development of a draft program document underway.
- Preconstruction firm selection under review.
- Target demolition summer 2016.

Budget:

- $28.49 million
# Project Process

<table>
<thead>
<tr>
<th>Program Confirmation</th>
<th>Schematic Design</th>
<th>Design Development</th>
<th>Construction Documents</th>
<th>Construction</th>
<th>Move-In</th>
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<tr>
<td>Project Kick Off / Vision Meeting</td>
<td>Alternatives: Space / Building Plans, Site Plan, Character</td>
<td>Fixtures, Furnishings and Equipment Review</td>
<td>Architectural &amp; Engineering Documents and Specifications</td>
<td>Contractor Prequalification</td>
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<td>User Group Meetings</td>
<td>Review Alternatives</td>
<td>Refinement of Plans / Building Exterior / Site Plan</td>
<td>User Group Reviews for Specialty Spaces</td>
<td>Bidding</td>
<td>Equipment Set Up</td>
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<td>Program Documentation / Reconciliation</td>
<td>Program Review / Space Diagrams</td>
<td>Conceptual Engineering Design</td>
<td>Engineering Documents</td>
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<td>Completion of Data System</td>
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Project Summary:

► Construction of a new 63,100 square foot science and math complex housing modern laboratories, classrooms, lecture halls, and faculty offices.

Current Status:

► HGA Architects in the programming phase and continuing meetings with user groups.
► Preconstruction firm selection under review.
► Demolition activities target start August 2016 (under review).

Budget:

► $62.94 million
Project Summary:

- Construction of a 55,138 square feet facility to allow for the consolidation and growth of the Health Sciences Programs including Nursing, Occupational Therapy Assistant, Medical Assistant, Emergency Medical Technician and Pharmacy Technology.

Current Status:

- This project has been submitted to the state for future funding.
- Programming phase to be concurrent with the programming of the STEM project.
- Design and construction start to be determined.

Budget:

- $41.25 million (under review).
- Need additional funds to start construction.
Project Summary:

- New surface parking lot.

Current Status:

- The project is in design development phase.
- Design document to be reviewed by District prior to submitting to DSA.
- Parking lot to be utilized for contractor worker parking for Dunlap Hall renovation on an interim basis.
- Start of construction is to be determined.

Budget:

- $1.65 million
- Acquisition of property was paid by Measure E funds.
MASTER PROGRAM BUDGET
(BASED ON NO STATE FUNDING)

**ESTIMATED**

<table>
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<tr>
<th>PROJECT</th>
<th>TOTAL BUDGET</th>
<th>STATUS</th>
<th>CONSTRUCTION</th>
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<tr>
<td>Dunlap Hall Renovation</td>
<td>$17.22 M</td>
<td>Under Construction</td>
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<td>17th &amp; Bristol Parking Lot</td>
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<td>Johnson Student Center</td>
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<td>Summer 2016 demolition</td>
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<td>STEM Building</td>
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<td>Programming</td>
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<td>*Health Sciences Building</td>
<td>$41.25 M</td>
<td>Pending</td>
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TOTAL $219.72M

Escalation $10.95 M

NEW TOTAL $230.67M

*State Funding Eligible $19 M

**Includes construction, design and owner contingencies
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<tr>
<th>Special Project Numbers</th>
<th>Description</th>
<th>Project Allocation</th>
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**SOURCE OF FUNDS**

**ORIGINAL Bond Proceeds**

**Totals** 198,000,000