

**WEST KERN COMMUNITY COLLEGE DISTRICT
CITIZENS' OVERSIGHT COMMITTEE MEETING**

January 27, 2005

The regular quarterly meeting of the Citizens' Oversight Committee of the West Kern Community College District was called to order at 4:00 p.m. by Chairman Neil Sawyer. Other Committee Members present were Emmanuel Campos, Fern Garratt, Don Koenig and Teffoni (Moor) Hammons. Committee Members Andy Anderson and Dawn Cole were absent. Superintendent/President Dr. Roe Darnell and Secretary Shelley Klein were also in attendance.

COMMUNICATIONS

Chairman Neil Sawyer declared a quorum present.

APPROVAL OF MINUTES

On a motion by Don Koenig, seconded by Fern Garratt and unanimously carried, the minutes of the meeting held October 28, 2004 were approved as mailed.

AUDITOR SELECTION – REQUEST FOR PROPOSALS (RFP) REVIEW

Vice President of Administrative Services, William Duncan, reported that he and his staff have been working to put together the Request for Proposals (RFP) for audit services to perform the District annual financial audit and/or the Proposition 39 bond funds audit (Measure A). Administrative Services Accountant, Jim Nicholas, distributed copies of the draft RFP for committee review (copy attached to official minutes). Mr. Duncan elaborated that each section of the two-part audit can be performed by the same or different firms. Firms submitting bids may include one or both audits. The District Board will make the choice once all bids are collected. Committee Chairman Sawyer mentioned that the Committee's role is advisory and that the audit fees are paid by District general funds, not Measure A funds.

Mr. Nicholas reviewed the RFP and reported that, once complete, the audit will be submitted to the Citizens' Oversight Committee prior to its presentation to the WKCCD Board of Trustees. Following discussion, it was agreed to request the auditor to present an "out" report to the committee. It was also agreed to provide comments or suggestions relating to the draft RFP to Mr. Duncan by Monday, February 7th.

PROJECT REPORT

Construction Project Update

Mr. Duncan distributed copies of the WKCCD Facility Capital Improvement Plan Current Status of Projects at 1/26/05 (copy attached to official minutes) and reviewed each project that will be funded from Bond Sales A as follows:

Project #303 – CEQA/Master Planning

The Environmental Impact Report has been completed by the firm, Quad Knopf. The report has been distributed to all affected agencies. A public hearing has been scheduled for March 3, 2005 at 6:00 pm.

Project #309 – Child Development Center

The final plans for the Child Development Center have been submitted to the Department of State Architects (DSA) for their review. Once received, the required changes will be implemented in the plan by the District's architects and those revised plans will then be submitted to the California Community College Chancellor's Office for their final approval. At this point bids for the project will be solicited. It is known that the current cost estimates appreciably exceed the original and, as a result, efforts are being made to adjust the project to accommodate the increased costs.

Project #317 – Child Development Center Parking Development

This project is currently on hold. The goal is to locate the parking lot behind the Center, which land is currently owned by Taft Union High School District.

Project #316 – Utility Circulation Infrastructure (Phase 1)

The phone system equipment has been moved from the Administration Building to the Science Building.

Project #314 – Swing Space

Planning for "swing space" (temporary relocation of classrooms and offices during construction periods) is ongoing. Efforts are being made to utilize existing space, and modular buildings will be rented as necessary.

Project #301 – Community Technology Center (Administration/Library RFE)

This project has also been submitted to DSA for review. The Facilities Committee continues to meet in order to "fine tune" the project. It is anticipated that the plans will be returned from DSA in six to eight months.

Project #315 – Technology Upgrade

This project represents a new management information system (software) to replace the 20-year old system currently in use. The campus is undergoing an intense review of the college's current and future needs in preparation to solicit for bids.

Project #319 – Land Acquisition (Phase 1)

The budgeted \$125,000 is to be utilized for land purchases as needed as projects are initiated. No purchases have been made to date.

Project #308 – Science Modernization

The planning stage for this project is being initiated. A campus-wide committee will be convened to begin designing the space. An initial design has been submitted to the Chancellor's Office.

Dr. Darnell pointed out that the bolded and shaded areas of the document indicate changes from the former version. Explanations of the changes appear in the "Remarks" column. Mr. Kevin Cobb, Principal Architect with The Addington Partnership, reviewed each change.

Financial Report – Measure A Projects

The WKCCD Facility Capital Improvement Plan Completion Recap and the 2004 Measure A General Obligation Bond Fund Financial Report at 12/31/04 were distributed and reviewed by Messrs. Cobb, Duncan and Nicholas (copies attached to official minutes). Both reports reflect the funds expended on the itemized projects to date. The Recap is prepared by Mr. Cobb of The Addington Partnership and the Financial Report is compiled by Mr. Nicholas. Mr. Nicholas pointed out that the District's Financial Report reconciles with the Architect's Recap, which is the intent and purpose of the two reports.

Rising Construction Costs Report

Mr. Cobb distributed and reviewed copies of a PowerPoint presentation that had previously been made to the WKCCD Board of Trustees regarding rising construction costs (and implementation of UPCCA). The report indicates that the major factor influencing the increase in construction costs is the cost of materials, which has risen at unprecedented rates. Additionally, increased costs in petroleum (shipping) and overhead, a weak labor market and high demand for limited building supplies has intensified the problem. As the individual campus projects are initiated, the District will must react appropriately to maximize the available funding and maintain the integrity of the planned projects.

Implementation of UPCCA (Uniform Public Construction Cost Accounting)

Mr. Cobb's PowerPoint presentation included information regarding the Uniform Public Construction Cost Accounting procedures. The process raises the limits on the formal bid requirements, thereby allowing shorter project delivery time, but also

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imposes audit obligations, project advertisements and trade notifications. It was noted that the District Board of Trustees adopted the process at their meeting held January 12, 2005.

ADJOURNMENT

There being no further business, Chairman Sawyer adjourned the meeting at 5:05 p.m.

Respectfully Submitted:

Shelley Klein, Secretary