

# WEST KERN COMMUNITY COLLEGE DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEETING

February 3, 2010

The regular quarterly meeting of the Citizens' Oversight Committee of the West Kern Community College District was called to order at 4:02 p.m. by Committee Member Don Koenig. Also present were Andy Winter and Student Representative Patricia Garcia. Secretary Shelley Klein was also in attendance.

## **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held November 11, 2009 was postponed due to the lack of a quorum.

## **CONSTRUCTION PROJECTS UPDATE**

On behalf of Superintendent/President William Duncan, Mr. Kevin Cobb, Principal Architect of AP Architects, presented the following project updates:

### **Science Building Modernization**

The Science Building was completed and occupied at the beginning of the 2009 fall semester.

### **Transition to Independent Living Program Complex**

Final drawings are in progress for the TIL Project. It has also been submitted for Department of State Architect in Sacramento for final approval. It is planned to put the project out to bid in April.

### **Technical Arts Building Modernization**

Initially the project was modified slightly by the Department of State Architects but the project has also been somewhat delayed due to the state approval process. Bids have been solicited and it is hoped to award the project in March.

### **Horticulture Lab**

A horticulture lab (greenhouse) which is being funded by the Title 5 STEM (Science, Technology, Engineering and Math) Grant, is being built (manufactured off site) that will be located at the east end of the Science Building. The lab will provide the setting to facilitate STEM Grant-directed educational experiences. Measure A funds may be utilized to equip the lab, but the project is not part of the original master facilities plan.

*CONSTRUCTION PROJECTS UPDATE (continued):*

**Campus Quad Landscaping**

Strong progress is being made on the quad landscaping project which has been under construction for six months. Although the original completion date was October 31, 2009, it is now projected to finish by the end of February or first of March.

**Maintenance and Operations Building**

The Maintenance and Operations Building, which is a non-DSA project, is progressing well and should be completed by the end of March.

**Vocational Building**

The Final Project Proposal has been submitted to the Chancellor's Office for the Vocational Building project. Because it is dependent upon the state matching funds which are facilitated by the passage of a state-wide bond, the construction date of the project is unknown at this time.

**Land Acquisition**

The District recently purchased a lot and improvements located at 1017 6<sup>th</sup> Street in Taft, California which is the current location of a retail store. Several options are being discussed regarding the immediate usage of the property.

**Student Center**

Meetings have begun with staff and students to plan the Student Center project.

**Gymnasium**

A Final Project Proposal has been submitted for the renovation and modernization of the gymnasium.

**QUARTERLY FINANCIAL REPORTS - MEASURE A PROJECTS**

**Completion Recap at December 31, 2009**

Mr. Kevin Cobb, principal partner of AP Architects, distributed and reviewed the Completion Recap for the WKCCD Capital Improvement Plan funded by Measure A as of 12/31/09 (copy attached to official minutes). He indicated that the report had changed very little from the previous meeting. Mr. Winter inquired about a project

*QUARTERLY FINANCIAL REPORTS (continued):*

comparison that would indicate per cent completion and expenditures to date. Mr. Cobb will attempt to incorporate the information into future reports.

**QUARTERLY FINANCIAL REPORTS - MEASURE A PROJECTS**

**Measure A General Obligation Bond Fund Financial Report at 12/31/09**

Director of Business Services Jim Nicholas distributed and reviewed the Bond Fund Financial Report for the period ending December 31, 2009, indicating total liabilities and net assets of \$20,360,501.41 (copy attached to official minutes). A total of \$746,348.90 in expenditures over revenues was reported for the quarter. Included in the report are the Statement of Net Assets; Statement of Revenues, Expenditures and Changes in Fund Balance; Statement of Cash Flows; and Reconciliation Statements as of 12/31/09 (copies attached to official minutes). He noted that the report includes \$11,000.00 in interest earned from the County Treasury and, additionally, during the previous year \$1.1 million in interest was earned from Measure A money that is held the District Investment Accounts, which will appear once the gain is realized.

**ANNUAL REPORT TO THE WKCCD BOARD OF TRUSTEES FY 2007/08**

Jim Nicholas, Director of Business Services, distributed and reviewed the draft Citizens Oversight Committee Annual Report for the period July 1, 2008 to June 30, 2009 (copy attached to official minutes.) He reviewed that the report is presented to the WKCCD Board of Trustees annually following completion of the financial review (audit) of Measure A funds each year and indicates whether or not the District has complied with Article XIII A, Section I(b)3 of the California Constitution which limits bond funds to be expended on those projects that were voter-approved. The report was originally scheduled to be presented by Chairman Neil Sawyer to the WKCCD Board of Trustees at their meeting scheduled for February 11, 2010. However, due to the lack of a quorum, approval of the report was postponed.

**Measure A General Obligation Bonds Agreed-Upon Procedures Report & General Obligation Bond (Construction Fund) Financial Report FY June 2009**

Mr. Nicholas distributed and reviewed the WKCCD Measure A General Obligation Agreed-Upon Procedures Report and the General Obligation Bonds Financial Report for the year ending June 30, 2009. Both documents were prepared by the audit firm of Vavrinek, Trine, Day & Co., LLP. The financial report received an "unqualified opinion" from the auditor that the District is in compliance with the Article XIII A, Section 1(b)3 of the state constitution and the terms of the original bond ballot. The Measure A audit report is scheduled to be presented to the WKCCD Board for approval at their meeting on March 11, 2010.

**ADJOURNMENT**

There being no further business, Mr. Koenig adjourned the meeting at 4:45 p.m.

Respectfully Submitted:

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Shelley Klein, Secretary