

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

February 4, 2009

The regular quarterly meeting of the Citizens' Oversight Committee of the West Kern Community College District was called to order at 4:05 p.m. by Chairman Neil Sawyer. Other Committee Members present were Michael Long, Don Koenig and Student Representative Ashley Joplin. Superintendent/President William Duncan and Secretary Shelley Klein were also in attendance.

APPROVAL OF MINUTES

On a motion by Don Koenig, seconded by Michael Long and unanimously carried, the minutes of the meeting held November 5, 2008 were approved.

CONSTRUCTION PROJECTS UPDATE

Superintendent/President William Duncan presented the following project updates:

Science Building Remodel Project

The Science Building is nearing completion. The decision was made not to move into the building during the winter break in order to allow time for quality completion and satisfaction of the punch list items. The move into the building is scheduled at the end of the spring semester which concludes on May 22, 2009.

Maintenance and Operations Building

Plans for the Maintenance and Operations Building are nearly finalized. The project must be completed prior to the beginning of the Transition to Independent Living Program building complex. It is anticipated to go to bid with a construction start date in mid to late spring.

State Financial Crisis/Suspension of State Matching Funds

Mr. Duncan updated the committee on the current state financial crisis and its affect on community college capital outlay projects. Due to critical revenue deficit caused by the tax shortfall and the state's inability to sell bonds on the open market, payments of all state matching funds have been suspended indefinitely. This translates to postponement of all WKCCD projects that are eligible for the state matching funds, specifically remodeling of the Technical Arts Building and the new construction of the Transition to Independent Living Complex.

Campus Quad Landscaping

Because the campus quad landscaping project is not eligible for state matching funds, efforts will focus on the final design and planning process and start of construction.

CONSTRUCTION PROJECTS UPDATE (continued):

Preliminary plans for the quad project include an amphitheater, water fountain, seating areas and shade structures. A patio area is also planned for the area outside of the Cougar Room next to the Library.

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, 2007 to June 30, 2008 (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 is scheduled to be presented by Chairman Neil Sawyer to the WKCCD Board of Trustees at their meeting scheduled for February 12, 2009. Following discussion, on a motion by Don Koenig, seconded by Michael Long and unanimously carried, the annual report was approved.

Measure A General Obligation Bonds Agreed-Upon Procedures Report & General Obligation Bond (Construction Fund) Financial Report FY June 2008

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, 2008 (copies attached to official minutes). 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 XII 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 February 12, 2009.

QUARTLY FINANCIAL REPORTS - MEASURE A PROJECTS

Measure A General Obligation Bond Fund Financial Report 12/31/08

Mr. Nicholas distributed and reviewed the Bond Fund Financial Report for the period ending December 31, 2008, indicating total liabilities and net assets of \$23,838,714.25 (copy attached to official minutes). A total of \$20,999,210.54 has been expended to date. 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 (copies attached to official minutes). He noted that a discrepancy of \$147,816.33 with the architect's reports (Completion Recap and Overall Budgets) was due to the matching of accounting expenditures of potentially reimbursable state matching projects due to the current state revenue deficit.

Completion Recap and Overall Budgets at January 22, 2009

Mr. Kevin Cobb, principal partner of AP Architects, distributed and reviewed the Completion Recap and Overall Budgets Reports for the WKCCD Capital Improvement Plan funded by Measure A as of January 22, 2009 (copies attached to official minutes). The report indicates a total of \$20,851,394.21 in Measure A funds expended to date with a balance remaining of \$18,483,403.44.

ADJOURNMENT

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

Tour of Science Building Remodel Project

An unofficial tour of the Science Building Remodel project was conducted. An official tour is planned for the next scheduled meeting on May 4, 2009.

Respectfully Submitted:

Shelley Klein, Secretary