

# WEST KERN COMMUNITY COLLEGE DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEETING

February 7, 2007

The regular quarterly meeting of the Citizens' Oversight Committee of the West Kern Community College District was called to order at 4:06 p.m. by Chairman Neil Sawyer. Other Committee Members present were Andy Anderson, Fern Garratt, Don Koenig and Michael Long. Committee Member Dawn Cole was absent. Superintendent/President Dr. Roe Darnell and Secretary Shelley Klein were also in attendance.

## **APPROVAL OF MINUTES**

On a motion by Andy Anderson, seconded by Don Koenig and unanimously carried, the minutes of the meeting held November 1, 2006 were approved.

## **CONSTRUCTION PROJECTS STATUS UPDATE**

Willy Duncan, Executive Vice President, presented the following project updates:

### **Child Development Center**

The Child Development Center project is essentially 99% complete with punch list items currently being performed. Office staff members have moved into their new space and the children will begin utilizing the classrooms on Monday, 2/12/07. Work continues on the installation of the playground, swing set and possibly artificial grass. Discussion took place regarding the possible connection of the sidewalk on Ash Street to continue around to Lincoln in collaboration with the City of Taft. Mr. Duncan will follow-up.

### **Remodel for Efficiency of Administration/Library/Learning Resource Center**

The RFE project is 25% complete with 90% completion of the Administration Building roof. Work is continuing on the foundation of the Library and LRC, and the overall project is running smoothly. Dr. Roe Darnell explained that the picketing activity on Harrison Street has been initiated by the Carpenters Union in response to the utilization of a non-union subcontractor. He went on to explain that the District is required to pay prevailing (union) wages, but not obligated to hire union subcontractors. The Carpenters Union, through the picketing activity, is hoping to influence the District to persuade the general contractor to use only union subs.

### **Swing Space Phase II** *(temporary relocation of classrooms and offices)*

The contract for the site work for Phase II of the Swing Space project was approved by the WKCCD Board of Trustees at their meeting held January 29<sup>th</sup>. The actual work is slated to begin at the end of the month. The target date for occupancy is prior to the beginning of the summer session which is June 4, 2007.

Construction Project Status Update (continued):

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

The TIL Program Building design process is nearly complete. The next step will be the submission of plans to the Department of State Architects for their review and approval. Dr. Darnell reported that engagement of a consultant is being presented to the WKCCD Board for their approval for the purpose of writing a case study and fund raising strategy to identify funds for the required local match and, hopefully, an additional amount to fund the ongoing maintenance of the building. The consultant will be paid from Title V funds that are provided for fund raising training.

### **Maintenance & Operations Building**

Drawings for the Maintenance and Operations buildings project, which will be located behind the Child Development Center, are 80% complete. The project will be fully funded by Measure A and does not require the approval of the Department of State Architects. Plans are for the project to go to bid in mid-March.

### **Technical Arts Building**

The Technical Arts Building planning process is also nearly complete and will be submitted to the Department of State Architects for their review and approval.

Dr. Darnell added that, with the passage of Measure 1D, the funds for the state match will be available for the projects previously discussed. He also mentioned that the District received improved scores from the financial ratings companies of Standard & Poor and Moody's prior to the second sale of bonds in the amount of \$15MM which took place in November.

## **FINANCIAL REPORTS - MEASURE A PROJECTS**

### **Completion Recap and Overall Budgets at 1/18/07**

Mr. Duncan distributed and reviewed the Completion Recap and Overall Budgets Reports for the WKCCD Capital Improvement Plan funded by Measure A (copies attached to official minutes). The Completion Recap report indicates the total project costs and expenditures of Measure A funds to date. He noted that the yellow highlighted figures on both reports indicate an augmentation of District reserve funds for those projects, including the Student Union.

### **Measure A General Obligation Bond Fund Financial Report**

Jim Nicholas, Director of Business Services, distributed and reviewed the Bond Fund Financial Report as of December 31, 2006, indicating total liabilities and net assets of

Financial Report (continued):

\$24,410,312.07. Included in the report are the Statement of Net Assets, Statement of Revenues, Expenditures and Changes in Fund Balance, Statement of Cash Flows, Reconciliation Statement and Notes (copies attached to official minutes). He reported the increase in net assets was due to the sale of the second set of bonds which resulted in the deposit of \$12MM into Fund 42. Mr. Nicholas reported that the financial records match exactly with those of the District architects with no outstanding invoices.

### **Citizen's Oversight Committee Annual Report for 2005/06**

Mr. Nicholas distributed and reviewed the COC Annual Report for 2005/06 (copy attached to official minutes). The report will be presented to the WKCCD Board of Trustees at their meeting scheduled for February 8, 2007. Because Chairman Sawyer is unavailable to attend, committee member, Michael Long, agreed to make the presentation.

### **Child Development Center Opening Event**

Discussion took place regarding the timing of an official opening event for the Child Development Center. Dr. Darnell suggested that, because the CDC is the first project to be completed using bond funds, it would be appropriate to schedule an event to thank the community for passing Measure A. It was suggested that two events actually be planned -- one during daytime hours when children can be observed utilizing the building and possibly a Chamber Mixer in the early evening which would include a ribbon cutting ceremony.

### **ADJOURNMENT**

There being no further business, Chairman Sawyer adjourned the meeting at 4:55 p.m.

Respectfully Submitted:

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Shelley Klein, Secretary