

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

**August 1, 2007**

The regular quarterly meeting of the Citizens' Oversight Committee of the West Kern Community College District was called to order at 4:10 p.m. by Chairman Neil Sawyer. Other Committee Members present were Andy Anderson and Fern Garratt. Committee Members Dawn Cole, Don Koenig and Michael Long were absent. Interim Superintendent/President William Duncan and Secretary Shelley Klein were also in attendance.

**APPROVAL OF MINUTES**

Approval of the minutes of the meeting held May 2, 2007, was postponed due to the lack of a quorum.

**Revision of Committee Charter and Reappointment of Members Andy Anderson,  
Don Koenig and Neil Sawyer**

Mr. Duncan distributed and reviewed a copy of the Citizens' Bond Oversight Committee Charter which eliminated the initial restriction which limited the number of terms committee members may serve (copy attached to official minutes). He reported that the revision had been approved by the West Kern Community College District Board of Trustees at the meeting held May 10, 2007, as well as the unanimous reappointment of committee members Anderson, Koenig and Sawyer to a second term. With the term elimination, it is anticipated that the committee will function with greater continuity and improved effectiveness over time.

**CONSTRUCTION PROJECTS UPDATE**

Interim Superintendent/President, William Duncan, presented the following project updates:

**Child Development Center**

Mr. Duncan reported that work is underway on the final components to the overall project. Kevin Cobb, principal architect with AP Architects, reported that a stairway will be installed where the natural slope occurs on the site. Also, a large area will be covered with rubber fall surface materials, a shade structure will be erected, and artificial grass surface and a fence along 10<sup>th</sup> Street will be installed. Lastly, the monument sign will be installed.

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

Mr. Duncan reported that the modular classrooms and offices are nearly ready for occupation. The classrooms and instructor offices are being furnished first in order to be ready for the beginning of the fall semester. Administrative offices will follow.

*Construction Project Status Update (continued):*

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

Mr. Duncan reported that the target date for completion of the RFE project is December 1, 2007. However, there are indications that the Library/LRC portion of the project may be delayed. Meetings are currently taking place with the contractor regarding this issue. A suggestion was made to tour the project at the conclusion of the next COC meeting which is scheduled for November 7, 2007.

### **Science Modernization**

Mr. Duncan reported that the District has made the decision not to go out to bid for the overall project but to use a Construction Manager Multi-prime approach. With this concept, a construction manager is identified (in this case, the same manager on the RFE project) with 15 prime subcontractors (15 trades) performing the work. This concept minimizes the risk of awarding the bid to an unknown contractor. Since this project is relatively small, it might attract smaller, less experienced contractors. Bids were solicited for the 15 trades but two of the trades did not attract qualified bidders. A second solicitation for bids for those two trades will be conducted.

### **Technical Arts Building**

Mr. Duncan reported that design of the project is complete and awaiting approval by the Department of State Architects. It is anticipated that the project will be completed during the summer of 2008 which will leave the modular buildings available for occupancy by the faculty and staff of the Technical Arts buildings when that project is initiated in the fall of 2008.

### **Transition to Independent Living Center**

Mr. Duncan reported that the architectural plans for the TIL Center project will be submitted to the Department of State Architects a few months following submission of the Technical Arts project. Efforts to identify a method to raise the required local matching funds are underway.

### **Maintenance and Operations Facility**

Mr. Duncan reported that the M&O facility project is fully funded by Measure A without the matching state funds the other projects receive. Because students will not have access to the building, this project does not require DSA approval. The project is currently in design and plans are to have it completed in order to free up the location for the TIL Center.

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

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

Jim Nicholas, Director of Business Services, distributed and reviewed the Bond Fund Financial Report for the year ended June 30, 2007, indicating total liabilities and net assets of \$23,183,663.54. 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 Statement and Notes (copies attached to official minutes). Mr. Nicholas also distributed and reviewed a Financial Analysis as of June 30, 2005, June 30, 2006 and June 30, 2007 (copy attached to official minutes). He reported that the analysis reflects the true figures and the larger report matches the County figures.

### **Completion Recap and Overall Budgets at June 30, 2007**

Mr. Cobb distributed and reviewed the Completion Recap and Overall Budgets Reports for the WKCCD Capital Improvement Plan funded by Measure A at June 30, 2007 (copies attached to official minutes). He indicated that the reports contain the same basic data as the previous report. He reported that there will be small changes made in the future to the Science Modernization and Tech Arts Projects as a result of additional state funds received that will require additional matches in District funds. He added that the Science Modernization and Land Acquisition Project numbers will be "trued" up with the next Completion Recap Report once the bidding process for the Science Project is complete.

### **Possible Final Sale of General Obligation Bonds**

Mr. Duncan reported that annually the District and representatives from the financial advisory firm, Caldwell Flores Winters, meet and review the status of assessed valuations with the District. The information is important because it determines how the bonds will be repaid. With rising property values, the District must decide whether to wait or issue the final bond at this time. The timing is important because the District must have a reasonable expectation that 85% of the funds will be expended within three years from the time of issuance. The WKCCD Board of Trustees will consider the subject at their upcoming meeting.

## **ADJOURNMENT**

There being no further business, Chairman Sawyer adjourned the meeting at 4:58 p.m.

Respectfully Submitted:

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Shelley Klein, Secretary