

**SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 2 (COALINGA AREA)
WEST HILLS COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE**

Date: April 29, 2014

To: Members of the Board of Trustees,
West Hills Community College District

Subject: Annual Report to the Board of Trustees

As chairperson of the West Hills Community College District Citizens' Bond Oversight committee I am pleased to submit this final annual report to the Board of Trustees of the West Hills Community College District. As stated in the West Hills Community College District Citizens' Bond Oversight Committee Bylaws, Section 3.3. (a); this final annual report states whether or not the West Hills Community College District (WHCCD) is in compliance with Article XIII A, Section 1(b) (3) of the California Constitution. It also summarizes the major topics dealt with by the Committee since the inception of the School Facilities Improvement District No. 2 (Coalinga Area) (SFID-2/ Measure C) bond.

Once again, I would like to thank my fellow committee members for their time and efforts in ensuring that SFID-2/ Measure C bond funds were being utilized as outlined in the general obligation bond measure approved by the voters. I also wish to thank those staff members of the WHCCD who have continued to work with us to set up the processes to ensure that independent oversight bond project expenditures is possible.

As the voice of the committee, I would like to state that the committee looked forward in its efforts to ensure that SFID-2/ Measure C bond revenues were spent judiciously and in keeping the community informed on the progress of facilities projects that involve bond funds.

Respectfully submitted,



Richard Hill, Chairperson
School Facilities Improvement District No. 2 (Coalinga Area)
Measure C
West Hills Community College District
Citizens' Bond Oversight Committee

**SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 2 (COALINGA AREA)
WEST HILLS COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE**

Annual Report

July 1, 2012 – June 30, 2013

I. Description of School Facilities Improvement District No. 2 (Coalinga Area):

In the November 4, 2008 general election, the West Hills Community College District (WHCCD) succeeded in obtaining authorization from the Coalinga area's voters to issue \$11,600,000 in general obligation bonds. The School Facilities Improvement District No. 2 (Coalinga Area) (SFID-2/ Measure C) was a facilities and equipment bond measure on the ballot. Proceeds from the sale of the bonds were to be used for financing the long-term construction and facilities improvement projects at West Hills College Coalinga (WHCC).

II. Citizens' Bond Oversight Committee:

The following persons held positions on the Citizens' Bond Oversight Committee (the Committee), since the inception, which were appointed by the WHCCD Board of Trustees:

Mike Isaac	Support of a Community College
Carol Kreamer	Senior Citizen's Representative
Dixie Welborn	Senior Citizen's Representative
Ralph Gorrill	Local Business Representative
James Yates	Local Business Representative
Ron Lander, Vice Chairperson	At-Large Representative
Richard Hill, Chairperson	At-Large Representative
Roger Campbell	At-Large Representative
Sylvia Chavez	At-Large Representative
Lisa Carrana	Student Representative
Gerald Butler	Student Representative

The Committee does not make decisions regarding the use of SFID-2/ Measure C funds, but it does inform the public of bond revenue expenditures. To carry out its stated purpose, the following duties are set forth in the Committee Charter:

Inform the public concerning information regarding the WHCCD's expenditures of revenues received from the sale of SFID-2/ Measure C approved bonds.

Review expenditures to ensure that the bond proceeds are expended only for purposes set forth in the ballot.

Ensure that no bond proceeds are used for teacher or administrative salaries or other operating expenses.

The Committee shall present to the WHCCD Board of Trustees an Annual Report in written format which shall include a statement indicating whether the WHCCD is in compliance with the requirements of Article XIII A, Section 1(b) 3 of the California Constitution; and a summary of the Committee's proceedings and activities of the preceding fiscal year.

III. Meetings:

The Committee held its final annual organizational meeting on April 29, 2014 at which time the following issues were discussed:

- Annual Review of By-Laws
- WHCCD Audit Report Review
- SFID No.2/Measure C Annual Report – Draft
- Completion Recap/Project Updates and Expenditures
- Outreach/Learning Centers Update
- DSPS Open House (April 29, DSPS Lab, at 5pm)
- WHCC/Workforce Connection Job Fair/Career Fair
- WHCCD Foundation Golf Tournament
- WHCC 2014 Student Art Exhibition and Reception
- WHCC Awards and Scholarships Recognition Ceremony
- WHCC Commencement
- Annual Horned Toad Derby Golf Tournament

The Committee has attempted to meet every four months at the West Hills College Coalinga (WHCC) campus. Due to the unavailability of Committee members, a quorum has not always been present. Project updates were provided at each meeting along with financial reports by WHCCD staff, along with performance presentations from WHCCD consultants on topics of project planning, execution and completion. Agendas were developed from Committee member's request for data and staff input.

All agendas and minutes were posted at the WHCC office bulletin board and also on the Measure C web site (www.measure-c.org). Meetings are held in accordance with the Ralph M. Brown Act (Open Meeting Laws).

IV. Activities of the Committee:

The following are activities in which the Committee regularly participated in:

- Approval of minutes from prior Committee meetings.

- The Committee reviews budget, construction project analysis reports and reconciliation for SFID-2/ Measure C revenues and expenditures as presented by Mr. Richard Treece, Planner AP Architects or Mr. Byron Woods, Project Manager AP Architects.

- The financial reports for SFID-2/ Measure C revenues are presented by Mr. Ken Stoppenbrink, Deputy Chancellor Business/ Human Resources WHCCD.

The Committee took periodic tours of the construction projects to review the progress. Any questions or concerns can be discussed on the sites so that a full understanding of all projects is achieved.

Any changes in the status or budgets of the projects were discussed openly and fully to the satisfaction of the Committee.

V. Establishment of Committee Member Terms:

Establishment of terms for Committee Members as well as voting for continuation of membership or replacement of members due to expiration of term or resignation of members is the duty of the WHCCD Board of Trustees. All original Committee Members drew lots to determine the initial terms of their membership; lots were for one (1) or two (2) year assignments. The Committee Bylaws state that all members may serve a maximum of three consecutive terms.

For the 2012 / 2013 fiscal year, terms for the current members and dates appointed by the WHCCD Board of Trustees were as follows:

Name of Committee Member	Date of Board Appointment	Representation	Committee First Term	Committee Second Term	Committee Third Term (effective 1/1/13)
Ralph Gorrill	3/20/2009	Business Representative	3/20/09 – 3/19/11	3/20/11 – 3/19/13	3/20/13 – 3/19/15
Richard Hill	3/20/2009	Community Member/At-Large	3/20/09 – 3/19/11	3/20/11 – 3/19/13	3/20/13 – 3/19/15
Mike Isaac	3/20/2009	College Support Organization Member	3/20/09 – 3/19/11	3/20/11 – 3/19/13	3/20/13 – 3/19/15
Gerald Butler	4/26/2011	Student	4/26/11 – 4/25/13	4/26/13 – 4/25/15	
Roger Campbell	4/26/2011	Community Member/At-Large	4/26/11 – 4/25/13	4/26/13 – 4/25/15	
Sylvia Chavez	5/17/2011	Community Member/At-Large	5/17/11 – 5/16/13	5/17/13 – 5/16/15	
VACANT		Senior Citizen Group Representative			
VACANT		Taxpayer Organization Member			

Past Member Terms

Name of Committee Member	Date of Board Appointment	Representation	Committee First Term	Committee Second Term	Committee Third Term (effective 1/1/13)
Lisa Carrana	3/20/2009	Student	3/20/09 – 3/19/11		
Carol Kreamer	10/27/2009	Senior Citizen Group Representative	10/27/09 – 10/26/11		
Ron Lander	3/20/2009	Community Member/At-Large	3/20/09 – 3/19/10	3/20/10 – 3/19/12	
Dixie Welborn	3/20/2009	Senior Citizen Group Representative	3/20/09 – 3/19/11		
James Yates	3/20/2009	Business Representative	3/20/09 – 3/19/10		

VI. Projects

There were 26 various capital improvement projects ranging from utility upgrades to new construction of campus facilities budgeted through SFID-2/ Measure C funds. The following is the final list of projects of which SFID-2/ Measure C funds were spent:

#301	Master Planning/ CEQA	#310	Residence Halls Ph. 1
#311	CDC Relocatables	#312	Elm St Improvements Ph 1
#313	Switch Replacement	#314	CDC Expansion Payment
#315	City Soccer	#317	Switch Maintenance
#318	PV/ Energy	#319	Technology
#326	Initial Buildings Mod (RFE)	#327	SAM Modernization
#328	Scheduled Maint Ph. 2	#329	Residence Hall Ph. 2
#330	Huron Ph. 2	#342	Residence Hall Ph. 3
#352	Health Careers	#354	Shade Structures
#355	Baseball Landscape	#356	Ag Science Parking
#357	Farm Office	#358	SM Planning & Programming
#359	Instructional Replacement	#759	Wellness Center
#786	Ag Science	#232-110	Scheduled Maint Ph. 1

Due to the lack of state funding i.e. Scheduled Maintenance (SM), Capital Outlay (CO) funding and that some projects were combined with earlier projected phases, four projects were closed. As of December 31, 2013 the following SFID-2/ Measure C projects were closed:

#316	Huron Ph. 1	#340	Huron Ph. 3
#341	Scheduled Maintenance Ph. 3	#343	Health Careers

VII. Audit:

As dictated by state law, the SFID-2/ Measure C bond requires a financial and performance audit which examines the usage of the bond funds. The firm of Vavrinek, Trine, Day & Company, LLP audited the SFID-2/ Measure C bond program for the fiscal year 2012 / 2013 ending June 30, 2013.

The audit report fiscal year 2012 / 2013 was presented to the Committee during its April 29, 2014 meeting and the audit was supportive of the program and its management.

The auditor's report gave an unqualified opinion that the financial statements fairly presented, in all material respects, the financial position and changes of the SFID-2/ Measure C bond funds in conformity with accounting principles and generally accepted accounting standards.

In regards to the performance audit, the auditor's report noted no instances of noncompliance with the terms of Prop 39 for SFID-2/ Measure C. Nothing examined came to auditor's attention to indicate that WHCCD didn't implement appropriate management

controls to ensure the bond proceeds are administered economically, efficiently and effectively.

VIII. Statement of Compliance:

Based on the information provided by WHCCD, the Committee finds that as of this reporting for SFID-2/ Measure C from July 1, 2012 to June 30, 2013, that WHCCD is in compliance with the standards of Article XIII A Section 1(b) 3 of the California State Constitution and the terms of the original bond ballot.

Respectfully submitted,



Richard Hill, Chairperson
School Facilities Improvement District No. 2 (Coalinga Area)
Measure C
West Hills Community College District
Citizens' Bond Oversight Committee