

**SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 1  
WEST HILLS COMMUNITY COLLEGE DISTRICT  
CITIZENS' BOND OVERSIGHT COMMITTEE**

Date: January 31, 2012

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

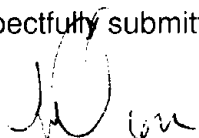
Subject: Annual Report to the Board of Trustees

As Chairperson of the West Hills Community College District Citizens' Bond Oversight Committee I am pleased to submit this 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 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. 1 (SFID-1) bond.

Once again, I would like to thank my fellow Committee members for their time and efforts in ensuring that the Measure Q bond funds are 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 of the bond project expenditures is possible.

As the voice of the Committee, I would like to state that the Committee looks forward to continuing its efforts to ensure that SFID-1 bond revenues are spent appropriately and to keep the community informed on the progress of the projects that involve bond funds.

Respectfully submitted,



Jose Ochoa, Chairperson  
School Facilities Improvement District No. 1  
West Hills Community College District  
Citizens' Bond Oversight Committee

**SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 1  
WEST HILLS COMMUNITY COLLEGE DISTRICT  
CITIZENS' BOND OVERSIGHT COMMITTEE**

**Annual Report**

**July 1, 2010 – June 30, 2011**

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**I. Description of School Facilities Improvement District No. 1:**

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. 1 (SFID-1) 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 North District Center (NDC).

**II. Citizens' Bond Oversight Committee:**

The following persons held positions on the Citizens' Bond Oversight Committee (the Committee), since the previous annual report dated March 22, 2011, which were appointed by the WHCCD Board of Trustees:

Oscar Sablan	Support of a Community College
Gilbert Coelho, Vice Chairperson	Senior Citizen's Representative
Amarpreet Dhaliwal	Local Business Representative
Jose Ramirez, Chairperson	Local Business Representative
Miguel Arias	At-Large Representative
Vernon Gordon	At-Large Representative
Sean Howard	At-Large Representative
William Pucheu	At-Large Representative
Marcia Sablan	At-Large Representative
Jose Ochoa	At-Large Representative
Jorge Lazo	Student
VACANT	Taxpayer's Organization

The Committee does not make decisions regarding the use of SFID-1 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-1 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 XIIA, 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 annual organizational meeting on January 31, 2012 and the following issues were discussed:

- Election of new Chairperson
- Approval of the June 21, 2011 and September 6, 2011 meeting minutes
- Review of Audit Report Dated June 30, 2011
- Review of Draft Annual Report
- Presentation of Measure Q website
- Review of the Trustees Facilities Report January 2012
- SFID-1 Completion Recap expenditure report 20111130
- Projected SFID-1 Series sales
- Consideration of future Oversight Committee meeting schedule

The Committee has met quarterly at the NDC facility in one of the available classrooms; with the exception of the September 6, 2011 meeting which was held at the WIT building in Mendota. Project updates are 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 are developed from Committee member's request for data and staff input.

The meeting dates for the upcoming year are scheduled to be:

- January 31, 2012 NDC
- April 17, 2012 Mendota – Location TBD
- July 17, 2012 NDC
- October 16, 2012 NDC

All agendas and minutes are posted on the NDC office bulletin board and also on the Measure Q website ([www.measureq.org](http://www.measureq.org)). Meetings are held in accordance with the Ralph M. Brown Act (Open Meeting Laws).

### **IV. Activities of the Committee:**

The following are activities that the Committee regularly participates in:

- Approval of minutes from prior Committee meetings

The Committee reviews budget, construction project analysis reports and reconciliation for SFID-1 revenues and expenditures as presented by Mr. Kevin Cobb, Principal Architect of AP Architects or Richard Treece, Planner AP Architects

The financial reports for SFID-1 revenues are presented by Mr. Ken Stoppenbrink, Vice Chancellor Business/ Human Resources WHCCD

The Committee takes 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 are 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 will serve an initial two (2) year term with two (2) Committee Members to draw lots, to determine an additional one (1) year term assignment. The Committee Bylaws state that all members may serve a maximum of two consecutive terms.

For the 2010 / 2011 fiscal year, terms for the current members and dates appointed by the WHCCD Board of Trustees were as follows:

<u>Member</u>	<u>Term</u>	<u>Expiration of Current Term</u>	<u>Date Appointed</u>
Miguel Arias	Second term	September 9, 2012	September 9, 2008
Gilbert Coelho	Second term	September 9, 2012	September 9, 2008
William Pucheu	Second term	September 22, 2012	September 23, 2008
Amarpreet Dhaliwal	Second term	December 17, 2012	December 16, 2008
George Lazo	First Term	August 23, 2012	August 24, 2010
Marcia Sablan	First term	July 25, 2013	July 26, 2011
Jose Ochoa	First term	July 25, 2013	July 26, 2011
Oscar Sablan	Term Expired	September 9, 2011	September 9, 2008
Jose Ramirez	Moved	September 9, 2012	September 9, 2008
Sean Howard	Term Expired	September 22, 2011	September 23, 2008
Gilbert Rossette	Vacated	September 22, 2012	September 23, 2008
Vernon Gordon	Moved	September 22, 2012	September 23, 2008

**VI. Projects:**

There are currently 33 various capital improvement projects ranging from utility upgrades to new construction of campus facilities budgeted through SFID-1 funds. As of December 31, 2011 the following SFID-1 projects have been completed:

- NDC Restrooms
- NDC HVAC Phase I

Switch Maintenance  
Switch Replacement

**VII. Audit:**

As dictated by state law, the SFID-1 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-1 bond program for the fiscal year 2010 / 2011 ending June 30, 2011.

The audit report fiscal year 2010 / 2011 was presented to the Committee during its January 31, 2012 meeting and the audit was supportive of the program and its management.

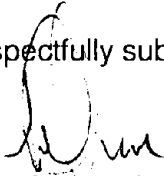
The auditor's report gave an unqualified opinion that the financial statements fairly presented, in all material respects, the financial position and changes of the SFID-1 bond fund in conformity with accounting principles and generally accepted accounting standards.

In regards to the performance audit, the auditor's report noted no instances of noncompliance with the terms of Prop 39 for SFID-1. 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-1 from July 1, 2010 to June 30, 2011, 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,



Jose Ochoa, Chairperson  
School Facilities Improvement District No. 1  
West Hills Community College District  
Citizens' Bond Oversight Committee