

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

Date: March 24, 2011

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 (WHDCCD) 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 overseeing the WHCCD's long-term construction and facilities improvement project. 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 projects 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 judiciously and to keep the community informed on the progress of the projects.

Respectfully submitted,

Jose Ramirez, 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, 2009 – June 30, 2010**

---

**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 inception, which were appointed by the WHCCD Board of Trustees:

Oscar Sablan	Support of a Community College
Gilbert Coelho, Vice Chair	Senior Citizen's Representative
Amarpreet Dhaliwal	Local Business Representative
Jose Ramirez, Chair	Local Business Representative
Miguel Arias	At-Large Representative
Vernon Gordon	At-Large Representative
Sean Howard	At-Large Representative
William Pucheu	At-Large Representative
Gilbert Rossette	At-Large Representative
Rosa Elena Espinoza	Student Representative
Jorge Lazo	Student Representative
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 March 22, 2011 and the following issues were discussed:

- Approval of the September 7, 2010 and December 14, 2010 meeting minutes
- Review of Draft Annual Report
- Consideration of future Oversight Committee meeting schedule
- Re-election/ appointment of committee members
- Facility Committee Activity Report
- SFID-1 Facility Project Update
- Review of Audit Report Dated June 30, 2010
- Projected SFID-1 Series B sales and Bond Ratings

The Committee has met quarterly at the NDC facility in one of the available classrooms. 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 dates for the quarterly Committee meetings for the 2009 / 2010 fiscal year were established per the August 4, 2009 meeting; where the meeting dates were set on the second Tuesday of the last month of every quarter. The meeting time was at 7:00 p.m. The 2009 / 2010 meeting dates were:

August 4, 2009	December 15, 2009
March 9, 2010	June 29, 2010

At the March 22, 2011 meeting the Committee voted to establish the 2011 / 2012 schedule with the meetings to be held on Tuesday's quarterly with the meeting time changing to 6:30 pm. The committee also elected to rotate the meeting locations between the NDC – Firebaugh, San Joaquin, and Mendota areas as indicated in the schedule below. This will accommodate more frequent updates, timely review of reports and schedule the annual meeting in January. The 2010/2011 meeting dates are scheduled to be:

June 21, 2011	San Joaquin Center
September 6, 2011	Mendota
January 31, 2012	NDC
April 17, 2012	San Joaquin Center
July 17, 2012	Mendota
October 16, 2012	NDC

All agendas and minutes are posted at the NDC office bulletin board. 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 are presented by Mr. Kevin Cobb, Principal Architect of 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 2008 / 2009, 2009 / 2010 and 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
Oscar Sablan	Second term	September 9, 2011	September 9, 2008
Jose Ramirez	Second term	September 9, 2012	September 9, 2008
Vernon Gordon	Second term	September 22, 2012	September 23, 2008
Sean Howard	Second term	September 22, 2011	September 23, 2008
William Pucheu	Second term	September 22, 2012	September 23, 2008
Gilbert Rossette	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

## **VI. Projects**

There are currently 27 various capital improvement projects ranging from utility upgrades to new construction of campus facilities budgeted through SFID-1 funds. As of December 31, 2010 the following SFID-1 projects have been completed:

NDC Restrooms  
Switch Maintenance

NDC HVAC Phase I  
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 2008 / 2009 ending June 30, 2009 the fiscal year 2009 / 2010 ending June 30, 2010.

The audit report fiscal year 2008 / 2009 and the audit report for the fiscal year 2009 / 2010 were presented to the Committee during the March 22, 2011 meeting. Both audits were 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 from the inception of the SFID-1 through June 30, 2010, 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 Ramirez, Chairperson  
School Facilities Improvement District No. 1  
West Hills Community College District  
Citizens' Bond Oversight Committee