

**SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 3 (LEMOORE AREA)
WEST HILLS COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE**

Date: January 30, 2013

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. 3 (Lemoore Area) 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-3 bond revenues are spent judiciously and to keep the community informed on the progress of the projects.

Respectfully submitted,

Les Brown, Chairperson
School Facilities Improvement District No. 3 (Lemoore Area)
West Hills Community College District
Citizens' Bond Oversight Committee

**SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 3 (LEMORE AREA)
WEST HILLS COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE**

Annual Report

July 1, 2011 – June 30, 2012

I. Description of School Facilities Improvement District No. 3 (Lemoore Area):

In the November 4, 2008 general election, the West Hills Community College District (WHCCD) succeeded in obtaining authorization from the Lemoore area's voters to issue \$31,000,000 in general obligation bonds. The School Facilities Improvement District No. 3 (Lemoore Area) (SFID-3) 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 Lemoore (WHCL).

II. Citizens' Bond Oversight Committee:

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

Lynda Lahodny	Support of a Community College
Les Brown, Chair	Senior Citizen's Representative
Maureen Azevedo	Local Business Representative
Tom Hernandez, Vice Chair	At-Large Representative
James (Buddy) Brooks	At-Large Representative
VACANT	Student Representative
VACANT	Taxpayer's Organization

The Committee does not make decisions regarding the use of SFID-3 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-3 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 proceeding fiscal year.

III. Meetings:

The Committee held its annual organizational meeting on January 30, 2013. At the meeting the Committee voted for the reappointment of Les Brown as the Chairperson and Tom Hernandez as the Vice Chairperson.

The following issues were also discussed:

- Approval of the October 24, 2012 meeting minutes
- Election of officers – Chairperson and Vice Chairperson
- Review of Audit Report 2011/ 2012
- Review of the Bylaws
- Review and Approval of Annual Report to the Board of Trustees
- SFID-3 Facility Project Completion Recap & Project Update
- SFID-3 Measure L (Re-Authorization)
- Review 2013 Meeting Schedule

The Committee has met every four months at the West Hills College Lemoore (WHCL) Golden Eagle conference room. 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 2013 meeting dates are scheduled to be:

- January 30, 2013
- May 29, 2013
- September 25, 2013
- January 29, 2014
- May 28, 2014

All agendas and minutes are posted at the WCHL 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-2 revenues and expenditures as presented by Mr. Richard Treece, Planner AP Architects.

- The financial reports for SFID-3 revenues are presented by Mr. Ken Stoppenbrink, VP Business Service WHCCD

The Committee takes periodic tours of the construction projects. In this manner, they are able to see what the details as to what has been reported upon. 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 drew lots to determine the initial terms of their membership; lots were for one (1) or two (2) year assignments. The Committee Bylaws currently state that all members may serve a maximum of two consecutive terms.

For the 2011 / 2012 fiscal year, terms for the current members and dates appointed by the WHCCD Board of Trustees were as follows:

Name of Committee Member	Representation	Committee First Term	Committee Second Term
Maureen Azevedo	Business Representative	1/18/11 – 1/17/13	
James Brooks	Community Member/At-Large	3/21/09 – 3/20/11	3/21/11 – 3/20/13
Les Brown	Senior Citizen Group Representative	3/21/09 – 3/20/11	3/21/11 – 3/20/13
Tom Hernandez	Community Member/At-Large	3/21/09 – 3/20/11	3/20/11 – 3/20/13
Lynda Lahodny	College Support Organization Member	3/21/09 – 3/20/11	3/20/11 – 3/20/13
Jim McGee	Community Member/At-Large	6/26/12 – 6/24/14	
VACANT	Taxpayer Organization Member		

Past Member Terms

Name of Committee Member	Representation	Committee First Term	Committee Second Term
Salli Day	Business Representative	3/21/09 – 3/20/10	3/21/10 – 3/20/12
Linda Balcazar	Student	3/21/09 – 3/20/10	3/21/10 – 3/20/12
Donna Elliott	Community Member/At-Large	3/21/09 – 3/20/10	3/21/10 – 3/20/12

VI. Projects

There are currently 12 various active capital improvement projects ranging from utility upgrades to new construction of campus facilities budgeted through SFID-3 funds.

As of December 31, 2011 the following SFID-3 projects have been completed:

#511 Infrastructure	#515 Switch Maintenance
#517 Switch Replacement	#526 Tech/ Equip/ Infras Ph. 1
#559 Parking Repairs	#560 Video Surveillance
#232-220 Scheduled Maintenance Ph. 1	

As of December 31, 2012 the following SFID-2 projects have been closed:

#528 Avenal Ph. 2	#529 Riverdale Ph. 2
#527 Security/ Safety Ph.1	#536 Tech/ Equip/ Infras Ph. 2
#537 Security/ Safety Ph.2	#539 Student Service Expansion
#540 Avenal Ph. 3	#541 Riverdale Ph. 3
#547 Performing Arts Center	#548 Avenal Ph. 4
#549 Riverdale Ph. 4	#550 Tech/ Equip/ Infras Ph. 3

VII. Audit:

As dictated by state law, the SFID-3 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-3 bond program for the fiscal year 2011 / 2012 ending June 30, 2012.

The audit report fiscal year 2011 / 2012 was presented to the Committee during their January 30, 2013 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-3 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-3. 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-3 from July 1, 2011 to 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,

Les Brown, Chairperson
School Facilities Improvement District No. 3 (Lemoore Area)
West Hills Community College District
Citizens' Bond Oversight Committee