

**ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT**  
**Lancaster, California**  
**MINUTES OF THE REGULAR MEETING OF THE CITIZENS' OVERSIGHT COMMITTEE**  
**May 14, 2009**

**CALL TO ORDER**

The regular meeting of the Citizens' Oversight Committee was held on May 14, 2009 at Antelope Valley College, 3041 West Avenue K, Lancaster, California, in the Board Room (SSV 151).

**ATTENDANCE**

Citizen's Oversight Committee Present

Darren Parker, Chairman  
Thomas Lacey  
Chris Grado  
Shunnon Thomas  
Dorothea Thompson  
Vance Pomeroy  
Michael Adams  
June Burcham  
Jordan Aquino  
Janette Crawford  
Gregory Dougherty  
Josh Mann  
Charles Church

College Staff/Representatives Present

Doug Jensen  
Deborah Wallace  
Erin Hitchman  
Dr. Jackie Fisher

Committee Members Absent

Gilbert Snow  
Paul Scott  
Tim Cotton

Other Individuals Present

David Casanocha (Attorney for Antelope Valley College)  
Phil Klassen (Klassen Corporation)  
Sam Kamand (Klassen Corporation)

*Recorded by: Erin Hitchman*

- I. **CALL TO ORDER, ROLL CALL & INTRODUCTONS** – Meeting was called to order at 6:00 p.m. by Mr. Doug Jensen, Director of Facilities Planning at Antelope Valley College. Roll was called.
- II. **COMMENTS FROM COMMUNITY GROUPS AND INDIVIDUALS REGARDING AGENDA ITEMS** - No community members were present.
- III. **WELCOME AND INTRODUCTIONS** - Introductions of new committee members, Antelope Valley College Staff, and other individuals present.

- IV. **SELECTION OF COMMITTEE CHAIR** - Mr. Jensen called for nominations for a new chair, as the previous chair's term was over. Mr. Parker, Mr. Adams, and Ms. Thompson were nominated. Ms. Thompson declined the nomination due to prior commitments. Mr. Parker and Mr. Adams made brief statements for the chair position. The committee voted with results being seven votes in favor for Mr. Parker and six votes for Mr. Adams. The new chair is Mr. Parker.
  
- V. **COMMENTS FROM COMMUNITY RE: AGENDA ITEMS** – No community members were present.
  
- VI. **APPROVAL OF PREVIOUS MINUTES** – Mr. Pomeroy questions if the attached newsletter labeled “Building the Future: A Letter to the AV Community from the members of the Measure R Citizen’s Oversight Committee” is the Committee’s letter to the Board and to the public as mentioned in the previous minutes. Mr. Jensen confirmed that it was the previous Citizen’s Oversight Committee’s letter to the Board of Trustees and the public. Mr. Thomas made a motion to approve the minutes of the previous meeting, held October 30, 2008 which Mr. Church seconded. Motion was unanimously passed.
  
- VII. **ROLES AND RESPONSIBILITIES OF THE COMMITTEE** – Mr. Casanocha provided the history of Measure R and Proposition 39. Through Measure R and Proposition 39, the College’s obligation was one, to establish and populate a Citizen’s Oversight Committee, secondly, to prepare annual financial and performance audits with the expenditures of bond monies, and thirdly, to inform the voters in the context of the ballot proposition more particular information about the projects that the voters have authorized. The committee had been formed as part of the District’s compliance obligations with the conditions of Proposition 39. The roles and responsibilities were covered through two documents:
  - 1. Citizen’s Oversight Committee Bylaws
  - 2. Resolution No.1 – Resolution of the Board of Trustees of the Antelope Valley Community College District Ordering an Election, and Establishing Specifications of the Election Order.

Ms. Crawford requested that copies of all annual reports presented by the previous Committee to be sent to the new Committee members prior to the next meeting for their review.

Motion was made by Ms. Crawford to recess from regular agenda to nominate vice chair. Mr. Adams seconded. Motion passed. Nominations for vice chair were made for Charles Church and Michael Adams. After brief statements from both candidates, the committee voted with results being six votes for Mr. Church and seven votes for Mr. Adams. The new vice-chair is Mr. Adams.

Terms are determined through drawing lots and are as follows:

P. Ward	2 Year Term	J. Crawford	1 Year Term
C. Grado	2 Year Term	G. Dougherty	2 Year Term
V. Pomeroy	2 Year Term	J. Mann	2 Year Term
M. Adams	2 Year Term	C. Church	2 Year Term
J. Burcham	1 Year Term	D. Parker, Chair	2 Year Term
J. Aquino	2 Year Term	G. Snow	1 Year Term

Motion was made by Ms. Burcham to return to order of business. This was seconded by Mr. Thomas. Motion was passed unanimously.

**VIII. CITY OF PALMDALE LITIGATION (Complaint for Declaratory and Injunctive Relief Update)** – Dr. Fisher stated that there are two lawsuits:

1. Antelope Valley College filed a demurrer. The Judge accepted the demurrer. City of Palmdale appealed the demurrer.
2. A second demurrer was filed on issue of the Citizen's Oversight Committee. The judge did not accept this demurrer. Antelope Valley College legal counsel will be going ahead with preparations for this lawsuit. All projects at this point are moving forward.

Ms. Crawford motioned for five minute recess. This was seconded by Mr. Adams. Motion passed unanimously. Committee took a five minute recess.

Motion was made by Ms. Burcham to return to the meeting. This was seconded by Mr. Pomeroy. Motion passed unanimously. Committee reconvened at 7:26PM.

**IX. MEASURE R FINANCE REPORT** – Ms. Wallace presented the performance audit report. Ms. Crawford inquired about the process and tracking system for payments made to contractors. Mr. Klassen and Mr. Kamand informed the committee of the processes that are used to follow up with contractors regarding labor compliance and prevailing wage as well as financial tracking. Ms. Wallace also presented the financial report, comprising of revenue detail, trial balance fund information, cash and check registers, and the expenditure recap report. It was noted that no funds were used that were not previously approved. Mr. Pomeroy requested that any reports or items that may be reviewed which are on the meeting agenda, be e-mailed or sent in some form to the Committee members for review prior to scheduled meetings.

**X. MEASURE R FACILITIES REPORT** –

1. Measure R Program Review – Mr. Jensen gave a PowerPoint presentation on a brief history of the Educational Master Plan and the Facilities Master Plan.
2. Measure R Project Management Overview – Mr. Phil Klassen gave a PowerPoint presentation that gave the committee a general overview of Klassen Corporation, Klassen's project goals and objectives, and Klassen's contractor compliance and construction services.
3. Measure R Project Status Report – Mr. Jensen gave a PowerPoint presentation which gave a status of each project that is currently under construction on campus. The inflation increase for construction was discussed.
4. Measure R Website Overview – Mr. Jensen explains that the webpage should belong to the committee and that feedback from them would be necessary to determine what the information should be relayed to the community through the webpage.

**XI. OLD BUSINESS** - No old business for discussion.

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- VII. **NEW BUSINESS** – No new business for discussion.
  
- XII. **NEXT MEETING DATE** - It was proposed that the meetings would be scheduled quarterly, but the next meeting date would ultimately be decided by Deborah Wallace and Doug Jensen and would be conveyed to the committee through the chair.
  
- XIII. **ADJOURNMENT** - No further business. Mr. Thomas motioned to adjourn the meeting, which Mr. Pomeroy seconded, and meeting was adjourned at 9:15 p.m.