



WCTC District Board Regular Meeting

Tuesday March 10, 2026
Waukesha County Technical College
Classic Room, A161
5:00 pm

Upcoming Meetings

Regular Board Meeting	Tuesday April 14, 2026	5:00 pm	RTA, C051/C057
Public Hearing and Regular Board Meeting	Tuesday May 12, 2026	5:00 pm	RTA, C051/C057
Regular Board Meeting	Tuesday June 9, 2026	5:00 pm	RTA, C051/C057

The modern comprehensive regional college that ignites people to thrive in a changing world.



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

**Waukesha County Area Technical College District Board Meeting
March 10, 2026 - 5:00 PM
Classic Room, A161**

Optional campus tour scheduled at 4:30 pm (no board business conducted during tour)

AGENDA

- I. Call to Order – Courtney Bauer**
 - A. Pledge of Allegiance

- II. Public/Staff Remarks***

- III. President’s Report – Dr. Richard G. Barnhouse**

- IV. Approval of Consent Agenda Items**
 - A. Minutes Dated February 10, 2026 (page 4-6)
 - B. Accounts Payable Summary for February 2026 (page 7-8)
 - C. 38.14 Contract Report for February 2026 (page 9)
 - D. Approval of Hire Report (page 10)
 - E. Out of State 38.14 Contract Approval (page 11)

- V. Action Items**
 - A. Resolution Authorizing the Sale of \$3,750,000 General Obligation Promissory Notes, Series 2026A, of Waukesha County Area Technical College District – Kristine Golz (page 12-32)
 - B. Approval of External Audit Services – Kristine Golz (page 33-35)
 - C. Resolution Approving Remodel Interior Design Labs S205/S207 – Rich Haen (page 36-37)
 - D. Presentation and Bid Approval for HVAC Program RTU Project and Fire Training Splash Board Project – Rich Haen (page 38-39)

- VI. Presentation/Discussion**
 - A. 2026/27 Budget Overview Presentation – Kristine Golz
 - B. Applied AI Lab Next Phase – Laura Krohn

- VII. Adjournment – Courtney Bauer**



Dr. Richard G. Barnhouse, President

*** Board Meeting Rules of Conduct**

District Board meetings are to be conducted in accordance with the published agenda. Public remarks are allowed but must be made during the “public/staff remarks” section of the agenda and are limited to three (3) minutes per person and fifteen (15) minutes in total. This is not a public hearing. Persons who wish to address the district Board may make a statement as long as it pertains to a specific current agenda item. The District Board Chairperson may or may not respond to statements made.

Public/Staff Remarks Procedure:

1. Public Comments must pertain to a current agenda item.
2. Comment request forms must be completed and submitted to the District Board Executive Assistant prior to the meeting.
3. The Board Chairperson will ask the requesting speaker to come forward to present their comments to the District Board.
4. Speakers must adhere to the three (3) minute limit per individual.
5. Total time allotted for all public remarks shall not exceed fifteen (15) minutes.
6. The Board Chairperson reserves the right to stop unprofessional discussion or discussion targeted toward a specific individual.

Unless requested by the Board Chairperson from the audience regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the board meeting and/or discussion. Interruptions or disruptive behavior may result in security being notified. Public comments or communications may also be directed to the Board through the President’s office in Room C211.

Attention Individuals with Disabilities:

Every reasonable effort will be made for special accommodations for individuals with disabilities for public board meetings. Please contact the District Board Executive Assistant at 262/691-5211 at least 72 hours prior to the meeting if you require special accommodations.

**Waukesha County Technical College
District Board Meeting Minutes
February 10, 2026 - 5:00 PM
Richard T. Anderson Education Center, C051/057**

Present:

Brian Baumgartner, Chairperson
Courtney Bauer, Board Vice Chairperson
Ryan Clark, Secretary/Treasurer
Michael Cady, Board Member
Rob Ewing, Board Member
Amanda Busche, Board Member
Barb Dittrich, Board Member
Jamie Stahulak, Board Member

Absent:

Stephanie Reisner, Board Member

Also Present:

Richard Barnhouse
Jennifer Hagen

18 guests

REGULAR MEETING

I. Call to Order – Brian Baumgartner 5:00 pm

II. Public/Staff Remarks*

III. Delegates to be Heard

A. Student Leadership Council – Isabelle Erickson

- First-year student Isabelle Erickson was elected Student Leadership Council (SLC) president for the remainder of the 2025–26 year, and SLC welcomed three new members this semester, expanding representation across nearly all academic schools.
- The SLC successfully hosted a Children’s Holiday Party for Waukesha County families, featuring club-led activities, crafts, food service support, and interactive attractions, reinforcing community connection and student involvement.
- SLC kicked off the term with Welcome (Back) Week events and plans to continue regular programming (e.g., Paint & Sip, building pop-ups) alongside special events such as Cupid Bingo, Cesar Chavez programming, the Cosmetology Fashion Show, and a Versiti Blood Drive.

IV. President’s Report – Dr. Richard G. Barnhouse

- A.** Dr. Barnhouse welcomed everyone to the February WCTC District Board meeting.
- B.** On Monday Dr. Barnhouse attended a meet and greet with gubernatorial candidate Mandela Barnes. Dr. Barnhouse will attend other meet and greets with other candidates.
- C.** Dr. Barnhouse attended the signing of a Shared AI Degree program with Mid-State. Students from Mid-State will take AI classes through WCTC.

- D. Dr. Barnhouse discussed tonight’s presentation on the next phase for the Applied AI Lab which includes a Spin Out of the Applied AI Lab.
- E. The college has met with UW Madison and the Wisconsin Tech Council to discuss quantum computing. Starting to have conversations on what this program looks like in a two-year space.
- F. Dr. Barnhouse, Alli Jerger, and Rich Haen attended the WTCS Board meeting in January to discuss the second-floor addition of the Applied AI Lab in the Q Building.
- G. WCTC was a co-sponsor of the Waukesha County Business Alliance State of Waukesha County event last month.
- H. Blessings in a Backpack hosted their Race to Feed event last month in the AJN. This event packs food for children who do not have access to food on the weekends.
- I. The Wisconsin Senate hearing regarding TCS10 legislation is on February 25. Dr. Barnhouse will attend.
- J. Chancellor Gibson of UW-Milwaukee visited campus to see the UWM University Center in the L Building and to meet with Dr. Barnhouse.
- K. The March WCTC District Board meeting will be held in the Classic Room in the A Building.

V. Approval of Consent Agenda Items

- A. Minutes dated January 13, 2026
- B. Accounts Payable Summary January 2025
- C. 38.14 Contract Report January 2025
- D. Approval of Hire
- E. Board Monitoring Report 2025/26 Second Quarter Financials
- F. FY25 Report on Compliance with Federal and State Awards

Mr. Ewing motioned to approve the Consent Agenda Items, receiving a second from Mr. Stahulak. **Approved, carried unanimously.**

VI. Action Items

- A. Resolution Authorizing the Issuance of \$3,750,000 General Obligation Promissory Notes, Series 2026A, of Waukesha County Area Technical College District, Wisconsin, and Setting the Sale of the Notes – Kristine Golz
 - Funding will be used for building roof improvement projects on the G Building and movable capital equipment in academics and operations.

Dr. Cady motioned to authorize the issuance of \$3,750,000 General Obligation Promissory Notes and Setting the Sale of the Notes, receiving a second from Mr. Clark. **Approved, carried unanimously.**

VII. Presentation/Discussion

- A. Remodel Interior Design Labs S205/S207 – Rich Haen and Angie Todd
 - Renovation plans focus on modernizing Interior Design Studio S-203/S-205 and Classroom S-207 to better align with current industry standards and the recently updated Kitchen and Bath Lab.
 - Upgrades aim to enhance team-based learning, improve classroom technology, and update lighting to mirror professional environments.

- Enrollment trends show strong and growing program numbers across Interior Design, Kitchen & Bath Design, and related dual-degree pathways, with retention well above college averages.
- Project timeline spans February – October 2026, including approvals, bidding construction, and completion ahead of Fall Term 2 classes.

B. Applied AI Lab Next Phase – Laura Krohn

- The Applied AI Lab is accelerating growth to meet regional economic and workforce needs, respond to emerging technologies, and shape the future of higher education.
- The team conducted planning through landscape analysis, benchmarking, and understanding headwinds and opportunities to explore opportunities for expansion.
- The potential opportunity for expansion would focus on applied AI, quantum, and robotics, offering technical assistance, workforce training, applied research, and entrepreneurial support.

VIII. Adjournment – Brian Baumgartner

- A.** Mr. Stahulak motioned to adjourn the meeting, receiving a second from Ms. Busche. Meeting adjourned at 6:06 pm.

Respectfully Submitted by
Jennifer Hagen

Signed: _____
Ryan Clark, Board Secretary/Treasurer

ACCOUNTS PAYABLE SUMMARY
February 2026

**To the Secretary/Treasurer of the Waukesha County Area
Technical College District Board:**

**The Vice President of Finance and Administration submits for approval the
attached claims for payment, which include payroll deductions, of \$1,362,852.33.**

**The Waukesha County Area Technical College
District Board and President have examined these claims
and approve their payment this 10th day of March, 2026**

Chair

Secretary/Treasurer

President

Check Register Report

Accounts Payable account code "WA". Dated 2/27/26 Database instance PROD-Native

Number	Date	Payee	Amount
!0042896	02/24/26	Aladdin Food Management Services LLC	\$ 7,176.85
!0042862	02/19/26	Aladdin Food Management Services LLC	\$ 6,451.23
!0042811	02/12/26	braXos Security Software LLC	\$ 12,000.00
!0042729	02/03/26	Capital Data Inc	\$ 156,047.80
C0807105	02/17/26	ClassRanked Inc	\$ 14,000.00
!0042866	02/19/26	Clear Channel	\$ 11,312.50
C0807106	02/17/26	Constellation NewEnergy Gas Division LLC	\$ 24,425.57
!0042788	02/10/26	Ellucian Company LLC	\$ 36,052.00
!0042815	02/12/26	Evisions LLC	\$ 13,177.00
!0042902	02/24/26	Filtration Concepts Inc	\$ 5,216.75
!0042939	02/26/26	Franklin Covey	\$ 32,957.11
C0807107	02/17/26	Froedtert Health Inc	\$ 6,110.00
!0042940	02/26/26	Gallagher Student Health & Special Risk	\$ 21,424.50
!0042757	02/05/26	Gannett Wisconsin LocalIQ	\$ 13,764.44
C0806851	02/03/26	Higher Education Aids Board	\$ 5,465.00
C0806945	02/05/26	Hyland Software Inc	\$ 49,999.00
C0807049	02/12/26	Independence Painting LLC	\$ 20,480.62
C0807051	02/12/26	Jefferson Fire & Safety Inc	\$ 8,696.23
!0042737	02/03/26	Johnson Controls Inc	\$ 170,094.00
C0806853	02/03/26	Jones and Bartlett Publishers Inc	\$ 7,782.75
C0806916	02/03/26	Level Up Construction Inc	\$ 9,987.35
!0042760	02/05/26	Macco's Commercial Interiors Inc	\$ 5,255.51
!0042821	02/12/26	Madison National Life Insurance Co	\$ 9,272.26
!0042793	02/10/26	McGraw Hill Education Inc	\$ 9,284.40
C0807108	02/17/26	Midwest Energy Efficiency Alliance	\$ 5,085.00
!0042875	02/19/26	Midwest Fiber Networks LLC	\$ 7,159.87
C0807146	02/19/26	Milwaukee Business Journal	\$ 8,500.00
!0042876	02/19/26	Paragon Development Systems (PDS)	\$ 5,737.50
C0806859	02/03/26	Pearson Education	\$ 5,194.55
!0042908	02/24/26	PFM Asset Management LLC	\$ 5,564.75
!0042822	02/12/26	Pitney Bowes Inc	\$ 148,430.01
!0042945	02/26/26	Quarles & Brady LLP	\$ 68,768.88
!0042742	02/03/26	Rote Oil Ltd	\$ 8,789.71
C0807696	02/26/26	Shadow Soft LLC	\$ 17,752.31
!0042795	02/10/26	Staff Electric Company Inc	\$ 86,661.51
C0806865	02/03/26	Stryker Medical	\$ 9,578.22
!0042947	02/26/26	Supervision Professionals	\$ 20,240.00
!0042825	02/12/26	Symetra Life Insurance Company	\$ 25,865.75
C0807060	02/12/26	Truck Country	\$ 6,226.40
C0807583	02/24/26	United Mailing Services	\$ 6,316.05
C0806988	02/10/26	Vicon Industries INC.	\$ 16,401.00
C0806917	02/03/26	Village of Pewaukee	\$ 41,516.03
C0806989	02/10/26	Village of Pewaukee	\$ 25,281.68
C0807112	02/17/26	Wallcur Inc	\$ 5,752.22
C0806991	02/10/26	WE Energies	\$ 74,402.52
C0806867	02/03/26	WE Energies	\$ 6,110.24
C0807064	02/12/26	Zimmerman Design Group	\$ 77,282.81
C0807065	02/12/26	Zorn-Cochrane Compressor & Equipment Inc	\$ 23,802.45
48	Payments TOTAL:		\$ 1,362,852.33

WCTC CORPORATE TRAINING CENTER CONTRACT APPROVAL REPORT - FEBRUARY, 2026

Contract #	Start Date	Customer	Service Description	Total Participants	Total Revenue	Direct Cost	Variance (1)	Full Cost	Variance (2)
Instructional Contracts									
9264	1/9/2026	Sussex IM	Conversational Spanish	3	2,900	1,582	1,318	2,006	894
9287	2/17/2026	Prolec - GE Waukesha Inc.	Train the Trainer	20	3,910	1,383	2,527	1,747	2,163

Technical Assistance Contracts <i>(Non-instructional activities provided to a company, no enrollment #s are available)</i>									
9237	10/24/2026	Sussex IM	Coaching 1:1	N/A	2,584	917	1,667	1,162	1,422

CONTRACT TOTALS: **9,394 3,882 5,512 4,915 4,479**

Definitions
Total Revenue: Contract Amount (Selling price based on Board's pricing structure) + any related revenue from grants
Direct Cost: Salary and Benefits plus all Direct Expenses
Full Cost calculation: [Salary & Benefits + (Salary & Benefits x the appropriate State Indirect Cost Factor)]
Variance: (1) The difference between Total Revenue and Direct Cost
Variance: (2) The difference between Total Revenue and Full Cost



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Michelle Skinder, Vice President of Human Resources and Legal Affairs
DATE: March 10, 2026
RE: Approval of Hire Report

The following individuals are recommended for hire based on the Colleges recruitment, hiring and promotion process:

Tyler Kaiser

Start Date: 07/01/26
Position: Instructor – Automotive Technology



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Mike Shiels, Associate Vice Provost, Academic Affairs
DATE: March 10, 2026
SUBJECT: Out-of-State 38.14 Contract Approval

The Corporate Training Center contracts with Eaton Corporation to provide Coil Winding training at our Pewaukee campus. Eaton has requested a 3-day series of this training to be facilitated by a WCTC instructor at their Nacogdoches, Texas location.

In addition to applying our 38.14 contract standard pricing rates, all instructor travel expenses will be included in the total contract price. Estimated details are as follows:

- Dates - 3/16/26, 3/17/26, and 3/18/26
- Instructional hours - 24 hours
- Instructor travel expenses - \$3,500 (airfare and associated fees, rental vehicle and associated expenses, lodging, meals, mileage, and parking)

Action Requested: As dictated by Wisconsin State Statute 38.14, we are seeking your approval to provide this customized training to an entity outside of Wisconsin.



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Kristine Golz, Vice President Finance and Administration
DATE: March 10, 2026
SUBJECT: Resolution Awarding the Sale of \$3,750,000 General Obligation Promissory Notes, Series 2026A

At the June Board meeting, the WCTC Board adopted the 2025/26 budget. Included in the budget was a plan to issue \$11,500,000 general obligation promissory notes to fund capital expenditures for 2025/26. At the February Board meeting, the WCTC Board authorized the borrowing of \$3,750,000 General Obligation Promissory Notes. The public sale of these G.O. Promissory Notes is scheduled for 9:30 am on Tuesday, March 10, 2026.

We request the WCTC Board to award the sale for the issuance of \$3,750,000 general obligation promissory notes for this fiscal year for building remodeling projects and equipment.

- \$1,350,000 for building roof improvement projects on the G building
- \$2,400,000 for movable capital equipment in academics and operations

Resolutions and documents will be distributed at the March 10, 2026, Board meeting and a presentation will explain the results of the public sale that is scheduled to be held that same morning.

The draft legal resolution follows this memo for informational purposes only. Updated information related to this debt issue will be distributed at the Board meeting.

This is the second of three borrowings planned for this fiscal year.

Staff will be available at the board meeting to answer any questions you may have regarding this request.

Action requested: We request the WCTC District Board of Trustees to award the sale of \$3,750,000 General Obligation Promissory Notes, Series 2026A.

RESOLUTION NO. _____

RESOLUTION AWARDING THE SALE OF \$3,750,000
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2026A

WHEREAS, on February 10, 2026, the District Board of the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes in the amount of \$1,350,000 for the public purpose of financing building remodeling and improvement projects; and in the amount of \$2,400,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in The Freeman on February 14, 2026 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building remodeling and improvement projects and the acquisition of movable equipment;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on March 16, 2026;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the District's general obligation promissory notes (the "Notes") to pay the cost of the Project;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on March 10, 2026;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on March 10, 2026;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The District Board hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of THREE MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$3,750,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal [(as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein)], plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted (subject to the condition that no valid petition for referendum is filed by March 16, 2026 with respect to the Notes). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2026A"; shall be issued in the aggregate principal amount of \$3,750,000; shall be dated March 26, 2026; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on October 1, 2026. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes are not subject to optional redemption.

[The Proposal specifies that [some of] the Notes shall be subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.]

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2026 through 2030 for the payments due in the years 2026 through 2031 in the amounts set forth on the Schedule. The amount of tax levied in the year 2026 shall be the total amount of debt service due on the Notes in the years 2026 and 2027; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of interest on the Notes in the year 2026.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The District hereby appropriates from taxes levied in anticipation of the issuance of the Notes, proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Notes coming due in 2026 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2026A, dated March 26, 2026" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished.

There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 11. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter into a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide,

among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 12. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 15. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 16. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of

certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 17. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 18. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded March 10, 2026.

Brian K. Baumgartner
Chairperson

ATTEST:

Ryan J. Clark
Secretary

(SEAL)

DRAFT

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

[EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on April 1, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____ (maturity)]

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
NO. R-___ WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2026A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:

April 1, _____ March 26, 2026 _____ % _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on October 1, 2026 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$3,750,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects (\$1,350,000); and the acquisition of movable equipment (\$2,400,000), as authorized by resolutions adopted on February 10, 2026 and March 10, 2026. Said resolutions are recorded in the official minutes of the District Board for said dates.

This Note is not subject to optional redemption.

【The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolutions referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation and date of the Notes called for redemption, CUSIP number, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes after the Record Date. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

WAUKESHA COUNTY AREA TECHNICAL
COLLEGE DISTRICT, WISCONSIN

By: _____
Brian K. Baumgartner
Chairperson

(SEAL)

By: _____
Ryan J. Clark
Secretary

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolutions of the Waukesha County Area Technical College District, Waukesha, Jefferson, Dodge and Racine Counties, Wisconsin.

ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION

By _____
Authorized Signatory

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

DRAFT



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Kristine Golz, VP Finance & Administration
DATE: March 10, 2026
RE: Approval of External Audit Services

Every five years, WCTC is required to issue a Request for Proposal (RFP) for external audit services. Per the WCTC Board’s Executive Limitation 3.13 – Procurement, the WCTC Board is required to approve the awarding of all external audit service contracts.

WCTC participated in a joint RFP with 13 other technical college districts, most of their foundations, and the Wisconsin Technical College Employee Benefits Consortium. The RFP included provisions to allow each college, foundation, or consortium to select the audit firm that best meet its needs. The RFP covered external audit services for the fiscal years ending June 30, 2026, through 2030.

WCTC received proposals from four audit firms.

- Proposals were evaluated and scored based on multiple factors including:
 - Qualifications of the firm, including experience with the WTCS system
 - Technical approach
 - References and responsiveness to the RFP
 - Fees
- Interviews and Reference Checks were conducted for top choices

Recommendation

Based on the evaluation of proposals and determination of the best firm to provide these services to the college, WCTC’s recommendation is:

- Award the contract for external audit services to CliftonLarsonAllen LLP, for the audits covering the fiscal years ending June 30, 2026, 2027, 2028, 2029, and 2030. This firm has effectively performed the annual audit for the last five fiscal years.
- The fees for this period of time would be:

Fiscal Year	Audit Fees
2026	\$58,520
2027	\$59,775
2028	\$61,445
2029	\$63,120
2030	\$64,790
Total	\$307,650

- For the current five year contract (fiscal years 2021 through 2025), WCTC paid \$245,000 for external audit fees. WCTC’s accounting guidance is frequently updated with new and changed standards, with significant accounting standards implemented over the last few fiscal years. WCTC will also implement additional accounting standards over the course of the

upcoming contract. These requirements, combined with CPI, resulted in a proposed fee increase of 25.6% over the prior contract.

Action Requested: We are seeking approval to award the contract for auditing services covering FY26-30 to CliftonLarsonAllen.

RESOLUTION

WHEREAS WCTC is required to have an annual audit of its financial statements and desires to obtain auditing services at a reasonable cost, considering qualifications and experience of the accounting firm performing the audit, and

WHEREAS the WCTC Board is required to approve the awarding of all external audit service contracts per the WCTC Board's Executive Limitation 3.13 – Procurement Policy, and

WHEREAS WCTC's administration participated in a joint Request for Proposal (RFP) for external audit services with other technical colleges, foundations, and consortiums, and

WHEREAS the RFP included provisions to allow each college, foundation, or consortium to select the audit firm that best meets its needs for the fiscal years ending June 30, 2026, through 2030.

THEREFORE, BE IT RESOLVED that the WCTC Board award the contract for external audit services to CliftonLarsonAllen LLP, for the audits covering the fiscal years ending June 30, 2026, 2027, 2028, 2029, and 2030.



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Richard Haen, District Facilities Director
DATE: March 10, 2026
SUBJECT: Approval S Building S205/S207 Interior Design Remodel Project

We propose the renovation of approximately 2,014 sq. ft. of existing space that consists of the Interior Design Studio (S205 and S205A) and the Interior Design Classroom (S207) to modernize learning environments that have not been updated since the early 1990's. The project will transform these outdated rooms into flexible, collaborative, and technology-rich studios that mirror current professional design practices. Improvements include new collaborative work zones, upgraded presentation areas, modern instructional technology, enhanced lighting to support accurate material evaluation, and redesigned storage systems that streamline and update the extensive material library.

Additionally, the renovation will expand classroom capacity from 18 to 24 students by replacing outdated drafting tables with modern, flexible furniture and incorporating ADA-compliant stations. These updates respond to rising enrollment, persistent course waitlists, and industry expectations for hands-on, studio-based learning. Overall, the project will strengthen student readiness, support growing program demand, and ensure WCTC maintains a competitive, industry-aligned design learning environment.

Action requested: We request the WCTC District Board of Trustees to approve the remodel of Interior Design Labs S205/S207.

**RESOLUTION APPROVING THE REMODELING OF EXISTING FACILITIES AND
REQUESTING APPROVAL BY
THE WISCONSIN TECHNICAL COLLEGE SYSTEM BOARD**

WHEREAS, the Waukesha County Technical College Board of Trustees is required by Wisconsin Technical College System Board, Directive FBF, dated December 10, 1987 to approve certain remodeling of existing facilities;

AND WHEREAS, the Waukesha County Technical College Board of Trustees has approved Project Number 5830CB in the FY26 Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Waukesha County Technical College Board of Trustees that the following project described is approved:

5830CB - S205/S207 Interior Design Lab Remodel

AND THEREFORE, BE IT FURTHER RESOLVED, the Waukesha County Technical College Board of Trustees requests that the Wisconsin Technical College System Board approve the above-described remodeling.

Board Chair

Brian Baumgartner
(Typed or printed name)

March 10, 2026
Date



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Richard Haen, Director - District Facilities
DATE: March 10, 2026
SUBJECT: Project Approval – HVAC Program On-Grade RTU Project and Fire Training Grounds: Splash Tower Improvements

Requesting project approval to proceed with a facilities project that will support the installation of two small roof-top HVAC units that were recently donated to the College's HVAC program. The project scope includes installing a new concrete pad adjacent to the I Building to properly support the units and creating the necessary openings in the existing brick/CMU wall for electrical and mechanical connections. These improvements are essential to ensure the units can safely and effectively be integrated into our instructional infrastructure, providing enhanced hands-on training opportunities for students.

Requesting project approval to proceed with essential repairs to the wooden splash tower which had been deemed unsafe and taken out of service for use due to significant deterioration. An inspection last year found that most of the wooden structure has rotted and deteriorated beyond repair, creating structural instability and posing safety risks for students and staff. To restore the tower to a safe and functional condition, the damaged components will be removed and replaced in accordance with current building and safety standards. Approval of this work will allow us to address the hazard promptly and ensure the tower can be safely utilized for instructional purposes.



MEMORANDUM

TO: WCTC District Board of Trustees
FROM: Richard Haen, Director - District Facilities
DATE: March 10, 2026
RE: Bid Information – HVAC Program On-Grade RTU Project and Fire Training Grounds Splash Tower Improvements

Bid approval to proceed with construction of a concrete pad and the creation of necessary openings in the existing brick/CMU wall of the I Building to accommodate electrical and mechanical connections for the installation of two small roof-top HVAC units that will be used for instruction by the HVAC program. Restoration of the Fire Training Grounds wooden splash tower, necessitating the removal and replacement of deteriorated structural components to address safety deficiencies and bring the structure back into compliance with current building and safety standards.

Key information regarding this project:

- Funding for this project will come from Capital Infrastructure and Operating budgets.
- Work is expected to start around March 16, 2026, and be completed by May 8, 2026.

WCTC received one bid for the project:

- Creative Constructors, LLC 108,400

Project cost breakdown for the project:

- Creative Constructors, LLC 108,400
- Contingency (14%) 15,000
- Professional Services (14%) 15,000
- Total: 138,400

Action Requested: We request the WCTC District Board of Trustees to award the HVAC Program On-Grade RTU Project and Fire Training Grounds Splash Tower Improvements project to the lowest responsible bidder, Creative Constructors, LLC, with a total construction cost of \$138,400.