



## **COLLEGE OF THE SISKIYOU'S CITIZENS' BOND OVERSIGHT COMMITTEE**

### **MINUTES**

**Monday, February 5, 2007**

**2:00 p.m. – 4:00 p.m.**

**Board Room – Weed Campus**

**Item 1. Call to Order and Attendance**

At 2:03 p.m. President Wrobel called to order the 3<sup>rd</sup> meeting, a regular meeting, of the Citizens' Bond Oversight Committee in the Board Room at the Weed Campus. Brief introductions were made by those in attendance.

The following members were present:

Allison Leal  
Barbara Dillmann  
Dwayne Jones  
Norman Shaskey  
Jessica Thomas  
Earl Wilson  
James Wrobel  
Robert McCrillis

Absent: Tom Moore  
Rand Roselli

Also Present:

Kent Gross, Controller  
Steve Crow, Vice President, Administrative Services  
Mark Healy, Director of Maintenance, Operations/Transportation  
Robert Rice, Board of Trustees  
David Pelham, Superintendent/President  
Dan Prideaux, Project Manager  
Rose Applewhite, Recording Secretary

**Item 2. Public Comment**

There was no public comment.

### **STAFF REPORTS**

Item 3. Steve Pitman, Nystrom and Company

Mr. Pitman stated that Nystrom and Company has been the auditor of record for the District for approximately 6-7 years. A financial audit as well as a performance audit was performed on Measure A funds.

- Financial Audit – Financial statements accounted for in department service fund and capitol project fund.
- Performance Audit – Focus to assure that bond proceeds are used only for the purpose of projects set forth in Measure A; and that bond proceeds were not used for staff or administrative salaries, or any other operating expenses.
- Internal Control Structure – to be sure funds have not been commingled with District funds.

Dwayne Jones reminded Committee members that the Annual Report is due. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

- A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1 (b) (3) of the California Constitution; and
- A summary of the Committee's proceedings and activities for the preceding year.

Mr. Shaskey suggested that the next meeting would be an appropriate time to begin preparing a report to the public.

The District will cover costs for publication to the public. The report to the public can be disbursed by use of the following options:

- ✓ Electronically – Web Page
- ✓ Insert into local county newspapers

Item 4. Progress Report, Mark Healy, Director of Maintenance, Operations/Transportation

Mark provided the Committee with a brief overview of projects in progress:

- Currently working on Sewer Lift Station which will incur additional costs due to some water issues.
- Some additional work needs to be done in the bathroom area of Ponderosa Hall.
- Looking forward to all of the other projects that are coming up.

Item 5. Report from Project Manager, Dan Prideaux

Dan distributed copies of the Facilities Master Plan Update for both the Weed and Yreka Campus. The documents outlined existing building descriptions as well as future facilities planned as part of the bond program. Future options have at least six sites for major new buildings or additions on the Weed Campus. These sites are presently encumbered with two of the original buildings (Abner Weed and Greenshields Halls) outdoor basketball courts, and parking. Additional City property to the north, south, and east of the Campus may also be made available to the College for future expansion of the Yreka Campus.

### **ACTION ITEMS**

#### Consent Agenda

Item 6. Reading of the Minutes

It was moved and seconded (Wilson/Jones) to approve the minutes of the 2<sup>nd</sup> meeting, a regular meeting, held on Monday, October 2, 2006, of the College of the Siskiyous Citizens' Bond

Oversight Committee with the following amendment: Dr. Pelham designated James Wrobel and Dwayne Jones to serve ***1 year terms*** as opposed to two year terms.

Item 7. Summary of Bond Projects

It was moved and seconded (Leal/Shaskey) to approve the statement showing the summary of revenue and expenditures for bond projects. The motion carried with the following vote: 8 ayes, 0 noes, 2 absent.

Regular Agenda

Item 8. Set Date and Location for Next Committee Meeting

The next meeting will be held at the Yreka Campus on June 4, 2007.

Item 9. Other

No additional items to discuss.

Item 10. Adjournment

There being no further business to come before the Committee, the meeting was declared adjourned at 3:40 p.m.