

APPROVED

**CITRUS COMMUNITY COLLEGE DISTRICT
REGULAR MEETING MINUTES
OF THE CITIZENS' OVERSIGHT COMMITTEE
CITRUS COLLEGE**

**Thursday, December 12, 2024
3:30 p.m. in AD 109**

Regular Meeting

The Citizens' Oversight Committee met for a Regular Meeting on Thursday, December 12, 2024, at 3:30 p.m. in AD 109.

Members Present

Brian Bowcock
Susan M. Keith
Joseph Porreca
Jess Swick
Brenda J. Trainor

Staff Present

Lori Amato
Claudette Dain
Fred Diamond
Wade Ellis
Dr. Greg Schulz

Members Absent

Joshua Lao

Guests Present

Ryan Milligan, CPA

I. CALL TO ORDER/INTRODUCTIONS/COMMITTEE MEMBERSHIP

The meeting was called to order by Mrs. Keith at 3:30 p.m.

II. PUBLIC COMMENTS

None

III. APPROVAL OF MEETING MINUTES

Mrs. Keith called for a motion to accept the minutes of September 19, 2024, as presented. Mr. Porreca motioned that the minutes be approved. The motion was seconded by Ms. Trainor. The minutes of September 19, 2024, were approved as follows:

4 yes – (Bowcock, Porreca, Swick, Trainor)

1-abstain – (Keith)

Joshua Lao was absent from the meeting

Taxpayer Representative position is currently vacant

IV. MEASURE Y FINANCIAL AND PERFORMANCE AUDIT REPORT

Ms. Dain introduced Mr. Ryan Milligan, Senior Manager, from Eide Bailly, LLP, the District's audit firm, who presented the Measure Y Financial and Performance audits for the year ended June 30, 2024.

Mr. Milligan reviewed Page 1, which is the Independent Auditor's Report on Financial Statements. He explained that the wording in paragraph two, which reads "In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the General Obligation Bond Construction Fund (Measure Y) of Citrus Community College District, as of June 30, 2024, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America" is considered an unmodified opinion and is the highest level of assurance an auditor can provide. Page 4 is the beginning of the Financial Statements, which provides details and notes about the fund balance and activity of Measure Y. Page 14 is blank, which is the best outcome for an audit and confirms there are no opinions or findings to report.

The Performance Audit is completed to ensure that funds from Measure Y are being used in compliance with the Measure Y bond approved by the voters. Page 18 explains the methodology of how the audit team identified expenditures to sample. The audit team sampled transactions totaling \$492,557 which represented 72% of the total expenditures of \$681,723. This is a very high percentage for the expenditures in 2023-24. The audit team had no opinions or findings regarding the Performance Audit.

Eide Bailly, LLC also issues a Letter of Governance with the audit, and it stated that there were no past adjustments to reflect and that no disagreements arose during the course of the audit with the District.

Ms. Dain thanked Mr. Milligan and the team members at Eide Bailly who worked on the Measure Y audit.

V. BOND FINANCIAL REPORT

Mr. Ellis reviewed the financial report which recapped all revenues and expenses for the Measure Y bond program, through November 30, 2024. The column titled Revenues/Expenses through June 30, 2024, reflects revenues of \$49,786,219 for bonds that were issued prior to June 2024. A second bond issuance was completed in the current fiscal year totaling approximately \$99.3 million, bringing the total bond issuance to \$149,143,519. The interest income will supplement the bond funds. These funds are held at the Los Angeles County Treasurer's office in a separate fund. Ms. Dain shared that Citrus College monitors the various funds held at the County to ensure they reconcile with the district's records. The interest rate varies, at the highest it was slightly more than 4%. Citrus anticipates the 4th quarter interest income to be approximately \$450,000. Total expenditures for the Measure Y bond program are \$1,332,560. Planning continues to take place for the new Science Building and future expenses will be reflected in subsequent financial reports.

VI. BOND PROJECTS/STATUS UPDATE

The Bond Projects Status Update, which included information about the current activity for Measure Y, was reviewed by Mr. Diamond.

- CEQA – Comment and answer period is underway.
 - Chambers Group is preparing responses to comments received by several organizations. Once completed, the CEQA report will be submitted to the Citrus College Board of Trustees for review and approval of the Mitigated Negative Declaration.
- Science Building Design/Build
 - Balfour Beatty Construction and Westberg White Architects
 - Execution of the Contract – complete
 - Administrative Process – underway

The Notice to Proceed letter for the Science Building will be issued effective 12/16/24. The contractor and architect team are eager to get started with creating a project schedule and scheduling meetings with the new building stakeholders. Citrus College will use existing locations on campus as swing space during the construction process, in order to minimize costs.
- CTE Building
 - Proposition 2 Statewide Facilities Bond – approved by voters in November 2024
 - California Community College Chancellor's Office (CCCCO) and Department of Finance (DOF) – action pending

Mr. Diamond explained that with State funds there are exclusions on allowable expenses. One example is the infrastructure (utilities), farther than five feet from the building, are not allowed to be paid with State funds. These exclusions result in the match percentages to be more in-line with 40% funded by the State and 60% funded by the District. The cost of money has increased, and the Final Project Proposal (FPP) should be adjusted for inflation. The District anticipates receiving approximately \$35 million in State funds.
 - The CTE Building will be constructed under the Design-Bid-Build process and will be a five-year cycle. One year for design, one year for DSA review and three years for build-out.

VII. CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT (DRAFT)

A draft copy of the Citizens' Oversight Committee 2024 Annual Report was presented for review. Ms. Dain shared that a few edits are pending and include, review of the chairperson's letter, filling the current vacancy for a committee member to represent the tax-payer association which will be appointed at the December 17, 2024 Board of Trustees meeting, an update to the current Citrus College Board of Trustees roster, and a few photos will be replaced. A final copy of the 2024 Annual Report will be emailed to the committee for final review prior to presenting it to the Board of Trustees at the February 18, 2025 meeting. Mr.

Swick motioned to approve the draft copy of the annual report with the proposed edits. The motion was seconded by Ms. Trainor. The draft copy of the Citizens' Bond Oversight Committee 2024 Annual Report was approved as follows:

5 yes – (Bowcock, Keith, Porreca, Swick, Trainor)

Joshua Lao was absent from the meeting

Taxpayer Representative position is currently vacant

Ms. Dain invited the committee members to attend the February 18, 2025 Board of Trustees meeting for the presentation of the annual report.

FUTURE AGENDA ITEMS

- Bond Financial Report
- Bond Projects/Status Update
- Campus Tour – Visit the Veterans' Success Center

VIII. SCHEDULE OF MEETING DATES

Thursday, March 27, 2025

Thursday, June 5, 2025 – Campus Tour

Thursday, September 25, 2025

Thursday, December 4, 2025

IX. NEXT MEETING DATE

Thursday, March 27, 2025

X. ADJOURNMENT

Meeting adjourned at 4:48 p.m.

Respectfully submitted,

Lori Amato

Administrative Assistant

Office of the Vice President of Finance and Administrative Services