



**MEETING OF THE MEASURE H
CITIZENS' BOND OVERSIGHT COMMITTEE
THURSDAY, April 17, 2025
MINUTES**

The Measure H Citizens' Bond Oversight Committee held their regular quarterly meeting on Thursday, April 17, 2025 in the 5th Floor Board of Trustees Room of the Shasta College Community Leadership Center located at 1401 California Street, Redding, California.

1. CALL TO ORDER

The meeting was called to order by Ms. Star Alfaro at 5:02 p.m.

1.1 Roll Call

COMMITTEE MEMBERS PRESENT		AREA OF REPRESENTATION
X	Robert Adams	At-Large Representative
X	Star Alfaro	College Support Organization
X	Rick Fauss	At-Large Representative
X	Todd Jones	Taxpayers' Association
X	Bruce Kilpatrick	At-Large Representative
	Michael Logan	Business Representative
X	Raymond Nicholas	At-Large Representative
X	Jessica Sarver	Student Member
	Staci Wadley	Senior Citizens' Representative

DISTRICT STAFF & GUESTS	
X	Dr. Frank Nigro, Superintendent/President
	Becky McCall, AVP of Information Services & Technology
X	Andy Brown, Director of Physical Plant
X	Theresa Markword, Interim AVP of Facilities & Capital Construction
	Magan Kleinman, Administrative Professional III (Bond Dept.)

X	Isabella Greenleaf, Project Coordinator (Bond Dept.)
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2. CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK TO ANY ITEM ON THE AGENDA

There were no requests.

3. APPROVAL OF MINUTES (Action Item)

3.1 Approval of the October 17, 2024 Meeting Minutes

It was moved by Mr. Fauss and seconded by Mr. Adams to approve the minutes.

The vote was 5 to 0 in favor of approving the October 17, 2024 meeting minutes as presented, with Mr. Kilpatrick and Mr. Nicholas abstaining due to not being in attendance at the prior meeting.

4. INSTITUTIONAL REPORTS

Ms. Markword provided a brief summary of the purpose and responsibilities of the Citizens' Bond Oversight Committee to:

- Ensure financial accountability for Bond expenditures, including reviewing financial and performance audits
- Inspect District facilities and grounds related to Bond expenditures – touring projects during construction and/or upon completion
- Review annual scheduled maintenance plans
- Review District efforts to maximize Bond proceeds, such as using on site contractors to avoid paying for remobilization, and partnering with state and other funding agencies
- Provide an annual report to the Shasta College Board of Trustees

4.1 Bond Financial Overview

Ms. Markword provided a Powerpoint presentation (attached hereto as Exhibit A) to review highlights of the financial overview document.

It was noted that a previous cost increase for the 800 Building project was primarily due to a key lesson learned on the Library renovation regarding unknown conditions exposed by demolition which required significant additional HAZMAT remediation. Mr. Brown applied that lesson to the 800 Building project, arranging for demolition and remediation to take place before the bid walk. This transparency and completed work led to bids coming in well below what was projected, and should reduce change orders due to unexpected conditions as the project progresses.

Mr. Jones inquired about the amount of remaining funds, and their encumbered versus unencumbered status. Ms. Markword shared that the District is considering applying for a tax extension bond, which would be pursued in the 2026 election, further maximizing

Measure H Bond funds. Mr. Jones mentioned that there is a local sales tax likely to hit the 2026 ballot as well and expressed his concern that an additional bond might not be received well by voters.

Mr. Jones asked about the impact of the statewide education bond, Proposition 2. Ms. Markword stated that the District has a project approved under that bond, the 1600 Building (Life Sciences) Renovation. The District's facilities consultant advised the District to wait for the state budget revision in May before taking any action, as it could be stricken from the list.

Mr. Nicholas asked about the 2100 Building being decommissioned after the ongoing planned construction on campus. Ms. Markword conceded that this was in the prior facilities master plan, but that it is expected to remain in the revised plan. Dr. Nigro observed that it needs to remain available to provide swing space for staff and programs while other buildings are under remodel. Mr. Nicholas asked if the State was pressuring the District about being overbuilt (excessive square footage). Ms. Markword noted that there had been some changes at Chancellor's Office, and that the District works with a highly experienced facilities consultant who specializes in California community colleges. With that guidance, the square footage of a room type that is overbuilt may have its purpose reassigned so that the project is still qualified for state funding. The 800 Building remodel is a good example – it was overbuilt on lecture space, so some of that space was converted to a hi-flex/video lecture/call enabled classroom, a space type of which the campus is not overbuilt. This change qualified for the project for state funding.

4.2 Update on Bond Projects

Ms. Markword provided updates regarding the status of bond projects via the Powerpoint presentation. The following projects were discussed:

- **800 Building Renovation:** The project has received approval to start construction, with an anticipated start date of 4/21/25. Ms. Markword showed the new building diagram and discussed the floor plan and occupancy. Mr. Nicholas asked how the floor in the lecture hall will be leveled. Mr. Brown explained that it will be filled and compacted. Ms. Markword pointed out that the lecture hall will now be fully ADA compliant, with no stairs.
- **Library Renovation:** Ms. Markword showed photos of ongoing, near-complete, construction for a virtual walkthrough. She highlighted the glazing at the upper hallway to prevent sound transferring down to the quiet stacks area below, as well as additional mullion/glazing to reduce sound transference. She noted that some of the additional expense was to purchase new, seismic safety compliant library stacks, which standard the old stacks no longer met.
- **Building 5200 Restroom, Shower & Locker Addition:** This new restroom, complete with showers and locker rooms, is appended to the former racquetball courts which were refurbished into dorms and leased to CAL FIRE for cadet housing. Ms. Markword explained that the District paid for the initial construction, with CAL FIRE reimbursing the District for construction costs. The additional benefit to proceeding in this manner is that if CAL FIRE ever chooses to relocate its training program, the District retains all improvements.

- **2300 Building Bookstore Renovation:** The Bookstore reviewed and determined that they did not need the entire footprint of the space they were using and worked with the District to divide the space. This new space is being converted to meet Student Services functions previously taking place in the 100 Building, in preparation for the 100 Building's remodel.
- **2100 Building Swing Space Remodel:** Spaces in this building were also remodeled to create appropriate swing space for staff previously assigned to the 100 Building.
- **Bistro Space Refresh:** The carpet, paint, and blinds were replaced, giving the interior space a "facelift." The exterior patio was also cleaned, painted and landscaped, and arranged to allow Bistro guests to enjoy al fresco dining, as it was in the past.
- **12kV Infrastructure Replacement Project:** This took place over the course of the winter break. Ms. Markword stated that it was especially worth noting that Mr. Brown worked every single day while the campus was closed. This large project was fully completed during that two-week period, thanks to great efforts all around.

5. DISCUSSION ITEMS

5.1 Review of Financial and Performance Audits

- **Financial Audit:** As detailed in the report, the audit returned a clean review, noting that everything was done correctly. Ms. Markword commented on the excellent work of the Business Office team in collaboration with the Bond team in receiving this finding.
- **Performance Audit:** Ms. Markword explained that auditors ensure that the District is spending the Bond funds in alignment with what the voters approved. They sampled over 85% of the Bond's fiscal year 23/24 transactions and found everything to be in compliance. Ms. Markword emphasized that this is a true team effort. Mr. Nicholas asked who performed the audit. Ms. Markword shared that the District's current auditor is CWDL, with a formal request for proposal (RFP) process completed every five (5) years to ensure that the oversight is fair and impartial.

5.2 2024 Annual Report Development

Ms. Markword went over the handout (attached) and noted that approval of the report ensures that the bond stays in compliance with the California constitution.

It was moved by Mr. Jones and seconded by Mr. Fauss to approve the annual report.

The vote was seven (7) to zero (0) in favor of approval

5.3 CBOC Members Whose Term Expires 7/11/2025

Staci Wadley	Senior Citizens' Representative
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Ms. Markword will ask if she would like to continue, as she is eligible to serve another term.

5.4 Election of Chair and Vice Chair for 2025-2026 (starting July 1, 2025)

Mr. Jones moved to nominate Mr. Michael Logan as Chair, seconded by Mr. Adams. Ms. Markword noted that Mr. Logan may decline the nomination at the next meeting, as he is not in attendance to express interest.

The vote was seven (7) to zero (0) in favor of approval.

Mr. Adams moved to nominate Mr. Fauss as Vice Chair, seconded by Mr. Kilpatrick.

The vote was seven (7) to zero (0) in favor of approval.

6. ANNOUNCEMENTS

6.1 Future meetings of the committee (5:00 p.m.):

- July 17, 2025 Main Campus Library
 - Mr. Jones asked when the remodeled library will officially be opened. Ms. Markword replied that the “soft opening” will happen in summer for the Tutoring and Learning Center, with the remainder of the building to open at the start of the fall term. She noted that there will be a ribbon cutting or similar ceremony scheduled in the fall and all members of the CBOC will be invited. Dr. Nigro inquired as to the time of the event. Ms. Markword stated that the Library team is planning for lots of student involvement, so likely late morning.
- October 16, 2025 Community Leadership Center

7. PUBLIC COMMENTS

7.1 Comments from the audience

No comments were received.

8. ADJOURNMENT

It was moved by Mr. Jones and seconded by Mr. Adams to adjourn the meeting.

The vote was 7 to 0 in favor of adjournment.

Ms. Star Alfaro, Committee Chair, adjourned the meeting at 5:53 p.m.

Submitted by:

Isabella Greenleaf

Isabella Greenleaf
Substitute Recorder