

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
December 15, 2015**

**Carl T. Secor Administration Building – Board Room
5:30 P.M.**

Minutes

- I. The Chairman, Gary Summers, called the Finance Committee meeting to order at 5:30 p.m. and led those present in the Pledge of Allegiance. Secretary, Patricia Rosado called the roll.
- II. Board Committee members present were: Ronald Bradley, Gary Summers and Lisa VanWhy. Debbie Kulick was absent.

Non-Committee Board Members present were: Wayne Rohner and Judy Summers.

School Personnel Present: Jeff Bader, Paul M. Bakner, Katye Clogg, Sharon Laverdure, Tom Lesniewski, Fred Mill, and Patricia Rosado.

Community Member Present: Michal Peterson

III. APPROVAL OF AGENDA AND MINUTES

Motion was made by Ronald Bradley to approve the agenda for December 15, 2015 and with members of the Committee reserving the right to add to the agenda and take further action in the best interest of the District. Motion was seconded by Lisa VanWhy and carried unanimously, 3-0.

Motion was made by Ronald Bradley to approve the minutes of the October 12, 2015 meeting. Motion was seconded by Gary Summers and carried unanimously, 2-0. Lisa VanWhy voted no.

IV. ITEMS FOR DISCUSSION:

a. 2014-15 Audit

Mr. Dale Umbenhauer, of Maillie, presented the Annual Financial Report for year ended June 30, 2015. He stated that the report includes a Financial Section, Notes to the Basic Financial Statements and Supplementary Information. He went over page 3, which includes the Independent Auditor's Report. The results of the audit is that Auditor has issued an unmodified opinion and found no material weaknesses or significant deficiencies. The report also includes their opinions and states that the ESASD adopted new accounting guidance, implementing Governmental Accounting Standards Board Statement (GASB) No. 68, an amendment of GASB Statement No. 27. He said that pages 6 to 13 includes the Management's Discussion and Analysis (unaudited). Page 13 includes the Statement of New Position. Our Governmental Activities are 301 million dollars or which 183.4 million dollars are unfunded. Mr. Summers asked what is our Business Type Activities. Mr. Umbenhauer said it is the Food Services Department. Mr. Summers said that this leaves us 107 million dollars the Governmental Activities but what was it last year. He believes it was around 60 million dollars. Three years from now, we will have a similar discussion with the Net OPEB obligation, retirement and health care. Mr.

Umbenhauer said right now it is about 20 million dollars. Mr. Summers asked if this true for everyone or just our district. Mr. Bader said that all school districts are experiencing the same problem with GASB 68 resulting in a significant decrease in net position. GASB is driving us into the negative.

Mr. Umbenhauer said that page 14 includes the Statement of Activities. This includes 97 million dollars in properties taxes and 3.5% earned income tax with a negative of about \$155,000.

Page 15 includes the Balance Sheet – Government Funds with modified accruals. The fund balance is divided into five areas:

1. Nonspendable, prepaid expenditures
2. Restricted – by law or donor
3. Committed – by Board
4. Assigned – lowest form or resignation not necessarily by the Board.
5. Unassigned

Mr. Summers said that the Board voted to allocate 4.4 million dollars from the unassigned funds into the Capital Projects Account from the 48 million dollars fund balance.

Page 16 includes the Reconciliation of Total Governmental Funds balances to Net Position of Governmental Activities. Page 17 includes the Statement of Revenues, Expenditures and Changes in Fund Balances-Governmental Funds. Total revenues of \$143,969,210 and Total expenditures of \$144,877,870. Mr. Summers asked if the assets include the buses that are returned. Mr. Bader said buses are returned every four years.

Page 18 includes the Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement and Changes in Fund Balances to the Statement of Activities which includes a change in net position of Governmental Activities of (\$355,022).

Page 19 includes the Statement of New Position – Proprietary Fund – Food Services Department Funding. Page 20 is the Statement of Revenues, Expenditures and Changes in Fund Net Position – Propriety Fund - Food Services Department, which includes a negative amount of \$3,147,261 due to GASB. Page 21 includes the Cash Flow Statement for the Proprietary Fund – Food Services Department.

Pages 22 & 23 include the Statement of Fiduciary Net Position – Fiduciary Funds.

Pages 24-54 include Notes to the Basic Financial Statements. Page 32 includes Cash and Investments of Cash and FDIC insured, uninsured and collateral held by pledging bank's trust department not in the school District's name in a total amount of \$27,403,493. Page 35 includes the Capital Assets current and prior years. Pages 36 – 42 include all of our debt, which the district saved about 4 million dollars due to the refunding of some bonds. Mr. Summers asked what is the total of our debt as seen on page 41. Is it the total of the Principal and Interest? Mr. Umbenhauer said if we make all payments now it is \$189,438,159 otherwise with interest the total is \$261,160,094. Mr. Bader said that refunding the bonds helped the district to save money. Mr. Umbenhauer said that the new activity is to refund to the lowest interest rate to save money.

Page 42 includes the district's Defeased Debt – The School District has advance-refunded various bond issues by creating separate irrevocable trust funds containing U.S. Government securities or securities collateralized by U.S. Government securities. The securities and earnings thereon are considered sufficient to fully service the bonds until they are called or mature. For Financial reporting purposes, the bonds are considered defeased and the liability for those bonds has been removed from the accounts of the School District. As of June 30, 2015, the School District has defeased debt outstanding of \$42,785,000.

Page 43 includes Changes in Long-Term Liabilities.

Page 44 - 54 include new disclosure requirements for GASB Statement No. 68. The School District has adjusted beginning net position for the governmental activities from \$66,961,007 to (\$107,159,993). The School District has adjusted beginning net position for the proprietary fund food service fund and for the business-type activities from \$839,227 to (\$2,713,773).

Page 55 includes the Budgetary Comparison Schedule – General Fund which includes Final Total Revenues of \$140,065,481 with a \$3,903,720 Variance with Final Budget positive. The Final Expenditures total \$151,475,609 with a Variance with Final Budget Positive of \$6,597,739. The Deficiency of Revenues over Expenditures totaled \$10,501,468. Page 56 includes Note to the Budgetary Comparison Schedule.

Page 57 includes the Schedule of the School District's Proportionate Share of the Net Pension Liability. Page 58 includes the Schedule of School District Contributions. Page 59 includes post-employment Benefits other than Pension Funding Progress.

Pages 60-61 include the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards – No Findings reported.

Page 62-63 include the Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance with OMB circular A-133 – No findings reported.

Pages 64-65 include the Schedule of Expenditures of Federal Awards. Page 66 includes Notes to the Schedule of Expenditures of Federal Awards. Page 67-68 include Schedule of Findings and Questioned Costs. Page 69 includes Summary of Schedule of Prior Audit Findings.

Public Participation for the Financial Audit

None

Mr. Summers asked if someone from Maillie will be present at the Regular School Board meeting on Monday. Mr. Bader said Mr. Umbenhauer or a representative from Maillie will be present. Mr. Summers said they will make a recommendation to the entire Board to take action on the Audit Report. Mr. Bradley asked if all Board members will receive a copy of the Audit Report. Mr. Bader said they will receive the information tomorrow.

b. Band Uniforms

Mr. Paul Bakner representing the North Band and Ms. Katye Clogg representing the South Band brought New Uniform designs for the Committee members to view. Mr. Bakner said that a uniform's life span is normally from 7-10 years and currently the uniforms they have are 15 years old. Mr. Bader said that Mr. Bakner previously came before the committee and he was instructed to move forward in his search for new uniforms and to bring back to the committee samples and pricing information. Mr. Bakner showed the samples and said that they are still tweaking the Color Guard uniforms which can be looked at in the future. Mr. Bader said that the Committee needs to decide whether they would like them to go out to bids or check Costars which is State bid pricing. The advantage of going through Costars is that it avoids having to prepare bid specifications, which is very difficult with all of the factors that go into band uniforms, such as fabric content and weight, types of finishes, etc. Once bid specs are produced, it will require the time and expense of advertising and having each vendor produce a mock-up uniform. Stanbury is one of the leading band uniform manufacturers and the company that Mr. Bakner and Ms. Clogg have been working with to develop the new uniform designs. They are also a Costars vendor. Mr. Bradley asked who made the uniforms in the past. Mr. Bakner said that Stanbury did the uniforms in the past. Mr. Bader said he is not sure if they were bid out at that time. Mr. Bradley asked why not go out to bid. Mrs. Laverdure said that the problem is with writing the specifications for the bid. Mr. Bader said that we might get better pricing but it will not be a valid comparison pricing with the specifications, which will need to be rewritten. This will take time to write specification, advertise and get back samples. There are plus and minuses to bidding. The other issue is that we might not get better prices since Stanbury won the Costars contract. Mr. Summers asked what is the cost. Mr. Bakner said that for 150 North uniforms is about \$400 each and South will need about 200 uniforms. Mr. Summers said the total cost would be around \$140,000 for both schools. Mrs. Judy Summers asked if it is the same material from 15 years ago or is it synthetic. Mr. Bakner said that it is an advanced synthetic material from a new line. Fifteen years ago, they did not have snaps on the leg pants to adjust the hem as they do now. Mrs. Summers asked if they will look to use the uniforms for another 15 years. Mr. Baker said that this is their plan. Mrs. Summers asked if the band uniforms with the synthetic material have a better look. Mr. Bradley asked if the material is good for the hot and cold weather. Mr. Bakner said that they keep them warm in the winter and will not trap the heat in the summer. Mr. Summers asked what is the committee's suggestion to go with Costars or go through the bidding process. Mrs. Lisa VanWhy said that there has been an increase in pricing for any uniform. She's had experience in this area with dance uniforms but asked what is standard. Mr. Bakner said he does not have anything to compare it to since they bought the uniforms 15 years ago. Mr. VanWhy said if you pay less you will get less. She does not believe that bidding will be better. Mr. Bradley said time is of essence. Mr. Summers asked what needs to be done. Mr. Bader said that if the committee agrees, they will need to direct Mr. Bakner to move forward with getting final pricing and designs from Stanbury and purchase through the Costars contract. Mr. Summers asked if we need to forward this issue to the entire Board. Mr. Bader said not at this time. Mr. Bakner can continue working on the uniforms with Stanbury and then bring the final details to the Board for approval. Mr. Bradley asked what will the cost be. Mr. Bakner said that he will get the clear price and bring all details to the Board. Mr. Bradley asked if this will include the North and South bands. He also suggested that they both be of the same quality. Mr. Bakner said that both schools will receive the best quality. Mr. Bader said that they will

gather final pricing for March delivery. They will need to get the pricing in mid-January and the Board can take action on this item at the February Board meeting. At that time if any money is needed to cover this expense, the Board can make the final determination. Mr. Bakner said that they are turning the old uniforms into pillows in order to sell them to offset the price of the uniforms. Mrs. Laverdure said that she likes the three colors for the South Band uniforms (purple, black and white) better than just the purple and white from the previous years.

c. Bid for Network Infrastructure Equipment at JTL & LIS

Mr. Bader said that Mr. Borosh submitted a request to go out to bid for wireless infrastructure for J.T. Lambert Intermediate and Lehman Intermediate Schools. Both schools need more access points so laptop carts can be used in multiple classrooms at the same time. The district needs to go out to bid now in order to submit for eRate reimbursement. Our discount is 80%; therefore, the district would be responsible for 20% of the total cost of the eRate eligible items. The total estimated cost is \$177,150 with the eRate reimbursement of \$141,720 and the district's share would be about \$35,430. The Board will need to take action at Monday's meeting in order to process the eRate form on time for reimbursement.

d. Verizon Cell Tower Contract 279 N. Cortland St.

Mr. Summers asked if this a 3rd Verizon cell tower contract. Mr. Bader said that this is the second one and the first one was on Vine Street. This second cell tower will be situated in the Maple parking lot on North Courtland Street at the end of the High School South. This is the same License Agreement that was previously agreed upon between Verizon and our school district. Mr. Summers said this tower will be placed across from Cramers. Mr. Bradley asked what concrete was used. Mr. Bader said he is not sure of the specifications but it was approved by the Property/Facilities Committee.

e. 2016-17 Budget

Mr. Bader presented a 2016/17 budget estimate which was difficult to prepare since we do not know how much we will receive from the State. Mr. Summers asked if we were notified from Harrisburg about the budget. Mr. Bader said that Senator Scavello said that the district will be receiving over 1.5 million dollars. Mr. Bader noted that 1.5 million dollars is only enough to cover the District's share of the increase in PSERS next year. Mrs. Laverdure said she requested to receive actual amount and reminded Senator Scavello that we are underfunded.

Mr. Bader said that this first draft of the 2016-17 budget has real estate tax revenues of \$87.4M, less than what was budgeted for this school year. This is due to a reduction in assessed value of approximately \$3.9M and, in keeping with the direction of the Board in the past, no tax increase. In estimating other revenues, he typically looks at past actuals and makes adjustments for changing circumstances. The total local revenue equals \$102,358,816 which is a decrease from this school year of \$103,280,369. The total State revenue equals \$40,506,227 compared to this year of \$37,693,048. In the absence of a State budget for this year, Mr. Bader included 2016-17 Basic Ed funding at the same level as was received last year. The increase in anticipated State revenue is due to the anticipated reinstatement of the Ready to Learn Grant and the increase in the State's required share of PSERS and Social Security.

Mr. Bradley asked if we are receiving funds for Charter Schools. Mr. Bader said that the district used to receive reimbursement for Charter Schools but the State stopped that about five years ago. Mr. Bradley asked if we get reimbursements for vocational education. Mrs. Laverdure said that previously we had programs at H.S. South which were approved but that is no longer in affect. The compliance requirements were too rigorous to maintain. Mr. Bradley said that we have MCTI. Mr. Bader said that MCTI receives funding that reduces the costs to the Districts, but the Tech Ed courses we have do not qualify for Vocation subsidy. Mrs. Laverdure said that students are exposed to some skills at the high schools but they are not at a mastery level like at MCTI. Mr. Bradley said that some schools in Allentown have the courses that are reimbursed. Mrs. Laverdure said our courses are at MCTI. Mr. Bader said that because our students go to MCTI, the funds go to them. As a result, the cost to us is reduced. It is more cost effective for the district to send the students to MCTI. Mr. Summers said that we could not have the MCTI program at the district school buildings due to the amount of students that attend it would not be cost effective. Mr. Bradley asked how many students attend. Mr. Summers said around 223. Mrs. Laverdure said we also have two campuses that participate in MCTI.

Mr. Bader said that the Federal Revenues total \$2,908,929 compared to this year at \$2,801,707. Other Funding includes \$1,768,834 compared to this year at \$2,263,377. Overall the total revenues are estimated at \$147,542,806, which is a 1.3% increase from this school year.

Mr. Bader's presentation also included a breakdown of expenses at a total of \$152,965,641 compared to this school year is \$150,713,401, which is a 1.49% increase. In order to keep the Monroe County tax rate the same, there will need to be a slight reduction in the Pike County millage rate. This is because the relative market values of properties have decrease more in Pike County then in Monroe County. The salaries, retirements and PSERS drive up expenses. Healthcare cost will also increase the budget this year. There has been a decrease in Worker's Compensation since they have implemented returning employees to work on light duty. There has been an increase in the IU 20 cost. Mr. Bader will make a similar presentation to the Board and public at Monday's Board meeting.

Mr. Summers said that the 2014-2015 audit included less in the total expenses that in the 2015-2016 budget. One reason is that debt service cost is down. We spend about \$400,000 more in 2015-2016. Even with an increase in PSERS costs and the support staff got raises, we ended up with a surplus of about 2 million dollars. This year we estimate a deficit of about 4 million dollars and he hopes we can do the same job as we did this past year. He would like to prepare goals that are revenue and expenses based. He would suggest the following:

1. Reduce taxes by 3 mils.
2. Since grant money is available, the district will need to aggressively pursue them. Possibly staff a position for this purpose.

We are not getting any help out of Harrisburg; therefore, we need to figure out how to get more revenue. He would like to take this plan to the Board.

f. Act 1 Resolution

Mr. Bader said that the Act 1 Resolution requires school districts to limit tax increase to the level set by the 3.3% index. Mr. Summers asked if the Board will need to approve. Mr. Bader said he is correct. Mr. Summers said if the Board does not approve the Act 1 Resolution then the Board will need to pass a preliminary budget proposal. Mr. Bader said

this is a procedural step that requires Board approval. Mr. Bradley asked if we will move this item to Monday's Board meeting agenda. Mr. Bader said he is correct.

g. 2016-17 IU Fuel Bids

Mr. Bader presented bids for fuel from the IU Joint Purchasing Bid. These bids need to be ratified by the Board. Prices came in lower than the bids for this year and all pricing is firm with the exception of the off-road Diesel consumer tank, which is a fluctuating price. Mr. Summers said that MCTI also locked in these bids, too.

h. 2015-16 IU Catalog Discount Bid

Mr. Bader said that supplementary to bids, we already do these discounts through Joint Purchasing agreement. We need to have Board approve these Catalog Fixed Discount Program. We searched the best prices.

i. MCTCC Delegate and alternate

Mr. Bader said that Act 32 now requires a centralized Monroe County Tax Collection Committee. The Governing Body needs to approve the delegate and alternate annually. He was appointed as the delegate and Tom McIntyre was appointed as the alternate. He and Mr. McIntyre will continue to be on the Monroe County Tax Collection Committee if the Board agrees. Mr. Summers said that Mr. Bader and Mr. McIntyre can continue to serve on the Monroe County Tax Collection Committee.

j. Middle Smithfield Township Sewer Fees

Mr. Bader said that the District appealed the way Middle Smithfield Township calculates sewer fees for Middle Smithfield and Resica Elementary schools. The Township was using a rate for schools with gymnasiums, locker rooms and showers, but Resica has a multipurpose room rather than a gym and Middle Smithfield's gym does not include locker rooms and showers. The Township agreed to change the rate for Resica, but not for Middle Smithfield. The District also appealed on the grounds that the rates were based on full occupancy in each building when during the summer months there are very few people using the schools.

k. Property & Facilities Items – Mr. Bader

- i. Wind Gap COs #1, 2, and 3
- ii. Wind Gap Pay App #13 Final
- iii. Myco Mechanical CO#10
- iv. Myco Mechanical Pay App #17
- v. Myco Mechanical Pay App #18
- vi. WTI Proposal – HSN Roof

Mr. Summers asked if the Wind Gap and Myco bills are for J. T. Lambert Intermediate School with one Final bill. Mr. Bader said that Wind Gap's is final, but Myco still has some testing and balancing to do. Mr. Summers asked how much longer to get temperature balance in the building. Mr. Bader said that he is not sure since it is a large building and some areas need cooling while others need to be heated.

Mrs. VanWhy asked if the district is continuing to pay the contractors. Mr. Bader said that they are still working with the original contract. We still owe them and will not make final payment until everything is corrected.

Mr. Bader said that one item that did not make the Property/Facilities Committee agenda was the WTI Proposal for the High School North roof. We need to get the work done to avoid additional leaking. Mr. Fisher received this proposal not to exceed \$7,000. It may be less. Mr. Summers asked if this is to patch the leaks to get through the winter and will it need Board approval. Mr. Bader said that is correct.

Mr. Bradley said that there are other projects that need to be done, too, like at Resica Elementary, High School North, Middle Smithfield Elementary and Bushkill Elementary. Mr. Summers said that these items are topics for discussion at the Property/Facilities Committee meetings. Mr. Bradley said he just wants to report what was discussed last night. Mr. Summers said that items come before the Finance Committee when money needs to be spent on them.

V. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION

- A. Mr. Wayne Rohner said that on this agenda there is one item that was not presented to the Property/Facilities Committee. Mrs. Laverdure said that the H.S. North roof was discussed and they knew it would cost about \$7,000 but they did not have the proposal from WTI. Mr. Summers said that all details needed to be tightened up and now they have the proposal.
- B. Ms. Michal Peterson said that she commends Mr. Summers for trying to reduce taxes but it will cost about 35 million dollars to address all items that need to be fixed. She believes that all money should be put into the account to maintain and repair all items. If we reduce taxes now, we will need to have a major tax increase in a couple of years. There are many items such as the leaky roofs that need to be addressed at Middle Smithfield Elementary School. After the renovations that were done there, this is inexcusable. Mr. Summers said these issues will be addressed by the Property/Facilities Committee. Ms. Peterson said that Mr. Summers may want to lower taxes but it would be better just to maintain them. Mr. Summers said that as the Committee moves forward, we have to put together the issues that need to be addressed and that the taxpayers are facing. A list needs to be done. These items need to be explained to the entire Board and public. Everyone needs to be informed of what we are facing down the road. Ms. Peterson said that the district cannot afford to reduce taxes due to all projects that need to be done because of past neglect. Mr. Bradley said that D'Huy submitted a prioritized list that needs to be done. This will not be an overnight process and cost millions of dollars. Between D'Huy's, Mr. Fisher's and Mr. Rohner's expertise the work can begin to get done. Mr. Rohner said that they are meeting on Thursday to discuss the projects.
- C. Mr. Larry Dymond suggested looking into Bushkill Elementary school because why are the roofs leaking when snow guards and gutters were installed. He questioned if they were installed properly. Mrs. Laverdure said there are three minimal leaks that need to be caulked. Mr. Bader said they are typical leaks. Mr. Rohner asked if they are in the cafeteria. Mrs. Laverdure said she is not sure.

Mr. Dymond asked if they installed the air and heating at J. T. Lambert with a four pipe system. Mr. Bader said that is correct. Mr. Dymond said if there is an individual thermostat in every room, why are they having problems. Mr. Bader said that with a 270,000 square feet building, the balancing of the air system is not a simple task. This is not similar to a home system. Mr. Dymond said that we paid extra for it to be done correctly. Mr. Bader said that we need to check that all valves are working and to see what needs to be adjusted. Mr. Dymond said he worked on installing air conditioning for years. Mr. Bader said then he should understand that it takes time. Mr. Dymond said that Trane did the work but did they do it correctly. Mr. Bader said it's not easy

because it is a large structure. We will not pay the contractor until everything is working properly. Mr. Dymond said that the district used WTI previously for roofing work and we have a lot of leaks.

Mr. Dymond asked for the timeline of hiring a Director of Facilities. Mrs. Laverdure said that they will look to interview in January and have the Board approved the person at the January Board meeting.

Mr. Dymond said that the Board needs to review all items and be aware of the impact that it will have on the taxpayers. The district needs to see what items can be fixed through in-house personnel instead of hiring outside and spend more money which will also impact the students. Mr. Bader said we have hired personnel with certain expertise. Mrs. Laverdure said that we have been following this process over years such as in the masonry area. Mr. Dymond said we need to make sure we have enough personnel who can handle the work in-house. Mr. Bader said the district reviews items to see what is feasible for the staff to do vs. hiring outside contractors. Mr. Dymond said that a good Facilities Director will be a real asset to the school district.

VI. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Ronald Bradley to recommend that the Board consider for approval the following items: Motion was seconded by Lisa VanWhy and carried unanimously, 3-0.

1. To accept the independent financial audit by Maillie, LP for the Fiscal Year ending June 30, 2015.
2. To approve soliciting bids for Network Infrastructure equipment to be used at the Lehman and J. T. Lambert Intermediate schools.
3. To approve the License Agreement with Verizon Wireless to place a cell antenna on one of the light posts at 279 North Courtland St.
4. To adopt the Resolution certifying that the District will not seek exceptions to the Act 1 Index and will not raise taxes in an amount that exceeds the Act 1 Index (3.3%) for the 2016-17 tax year.
5. To confirm the award of bids by the IU Joint Purchasing Board for #2 Fuel Oil, 5% Bio-diesel and additives, and Off-road diesel effective July 1, 2016 for a period of one year.
6. To approve the District's participation in the IU Joint Purchasing Board's Catalogue Fixed Discount Program for the 2016-17 fiscal year.
7. To approve the appointment of Jeffrey Bader, Chief Financial Officer as the District's delegate and Thomas McIntyre, Assistant Business Manager as the District's alternate to the Monroe County Tax Collection Committee for a one year term effective January 1, 2016.
8. To approve the following Property & Facilities Committee Items:
 - i. Wind Gap COs #1, 2, and 3
 - ii. Wind Gap Pay App #13 Final
 - iii. Myco Mechanical CO#10
 - iv. Myco Mechanical Pay App #17
 - v. Myco Mechanical Pay App #18
 - vi. WTI Proposal – HSN Roof

VII. NEXT MEETING – The Committee discussed the dates of all meetings for 2016. Mr. Bradley suggested having it at a later time but Mr. Summers and Mrs. VanWhy said 5:30 p.m. is fine. The

meetings were scheduled for the second Monday of each month. If there is a conflict with the JOC meeting at MCTI, the committee decided to have the meetings on Tuesday instead of Monday. The next meeting will be held on Tuesday, January 12, 2016, at 5:30 p.m. in the Administration Center Board room.

VIII. **ADJOURNMENT** – Motion was made by Gary Ronald Bradley to adjourn the meeting. Motion was seconded by Lisa VanWhy and carried unanimously, 3-0. Meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Patricia L. Rosado,
Board Secretary