

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**  
**Citizens' Bond Oversight Committee**  
MINUTES

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Tuesday, March 27, 2007, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

**GENERAL MATTERS**

*Call To Order*           The meeting was called to order at 6:31 PM

<i>Members</i>	George Feola	Absent	Myron Holdenried
	Bill Jack		Joanne LaCasse
	Marty Lombardi		Sabra Lugthart
	Jim Mulheren		Charles Myers
	Diane Pauli		Timothy Poma
	Gary D. Smith		

*Support Staff*           Kathy Lehner, Superintendent/President  
David Casnocha, Bond Counsel  
Gwen Chapman, Executive Assistant II Superintendent/President  
College Support Staff: Meridith Randall, Tom Kesey, Eileen Cichocki, Mike Adams

*Public Comments*       Superintendent/President Lehner welcomed committee members and thanked them for volunteering their time. She advised members that the meetings of this Committee are governed by the Brown Act open meeting law. She gave a brief overview of the Brown Act.

*Agenda Approval*       M/S/C (Lombardi/Smith) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the agenda as presented.

*Introductions*           Committee members and College staff introduced and spoke briefly about themselves in relation to the Committee.  
David Casnocha, Bond Counsel, gave a history of his work with the College in relation to the bond. He worked with the College on the bond election and through the issuance of Series A bonds.

*Role & Responsibilities of Committee*       Casnocha reviewed the election process for passing of the bond. He discussed the requirements of a Prop 39 bond measure. Copies of the Brown Act were given to all members.  
The following are some of the items discussed/reviewed regarding the scope of the Committee as they reviewed the Committee Bylaws:

- Citizens' Bond Oversight Committee (CBOC) is an advisory committee which offers advice and feedback to the College
- The Committee, in the event that they determine bond monies were not spent correctly, can make recommendations/advise the Board of Trustees, but is not empowered to enforce Prop 39.
- In accordance with the Brown Act, Committee members may only talk

about items which appear on the agenda, so please advise staff or the Chair of the Committee, if you want something placed on the agenda for discussion.

- Teleconferencing is an option, please discuss with staff if you are going to be away.
- All discussion items for this Committee will take place in open session.
- The Committee's review and oversight is limited to Measure W monies.
- It is not illegal not to complete a listed project, building priorities may change as years go by as District priorities change.
- It is the Board of Trustee's job to prioritize the projects, but the CBOC may request clarification as to why priorities have changed.
- According to the Attorney General, employee salaries directly related to bond projects such as facilities staff, CBO, or accounting staff can be paid from bond proceeds; however, instructional staff may not. Copies of the AG's opinion were shared with the committee.  
Superintendent/President Lehner mentioned that paying staff salaries will be less expensive than hiring a program management firm to do all of it. The Committee requested that a projection of future costs of salaries related to program management be shared with the committee.
- Another of the duties of the Committee is to inform the public. Possibly ways to disseminate information are: College website, letters to the editor, College/Foundation newsletter, or appear before the Board of Trustees. Also, ads can be taken out in the local newspapers. The current College website has a page on the Bond and is designed to be the primary source of communication.
- The Committee is responsible for preparation of an annual report to be presented to the Board of Trustees.
- The Committee will be reviewing expenditures after they are expended, not approving them in advance.
- CBOC will be informed about projects, but the Committee's responsibility is to make sure that the bond dollars were spent on bond items. It is the purview of the Board of Trustees to make sure that the projects are completed on time and the construction is managed correctly. Because it is important for the Committee to inform the public, it is important that they be informed about projects and understand the Board's or administration's decisions even though they are not making the decisions.
- What recourse does the CBOC have if bond money is misspent? Advise the Superintendent/President and then if not satisfied, report to the Board of Trustees in open session that the Committee has concerns that something is not a proper Measure W expenditure. Following that, the ultimate remedy is for an individual taxpayer to file a lawsuit with the court.
- It is advisable to have the Chairperson represent the Committee. It is important to speak with one voice. The Committee acts as a whole. One Committee member may speak as an individual, but an individual cannot speak on behalf of the committee.

*Appointment/*

In accordance with the CBOC Bylaws, the Superintendent/President appointed

*Election of Officers*

Charlie Myers as chair of the committee.

M/S/C (Pauli/Jack) RESOLVED, That the Citizens' Bond Oversight Committee does hereby elect Jim Mulheren as Vice-Chair.

*Establish Terms of Office*

It is important for continuity, to have staggered terms. Jim Mulheren volunteered to serve a one-year term. Both Students on the Committee will serve while they are students and may serve up to six months after they are not enrolled as students but their term may not exceed a two-year term. Remaining Committee members drew numbers to determine who would serve two-year and one-year terms.

Members serving a two year term:	Members serving a one year term:
Charlie Myers – Chair	Joanne LaCasse
Diane Pauli	George Feola
Bill Jack	Gary D. Smith
Myron Holdenreid	Jim Mulheren – Vice Chair
Marty Lombardi	

*Future Meeting Dates*

The Committee will meet quarterly in room 1060 of the Ukiah campus, at 5:00 PM on the following dates:  
Tuesday, July 10, 2007  
Tuesday, October 9, 2007  
Tuesday, January 8, 2008  
Tuesday, April 8, 2008

The April 8, 2008 meeting will be the first meeting of the second year.

*Report on Bond Sale*

Superintendent/President Lehner reported on the sale of bonds. Bond insurance was purchased at a cost of about \$75,000 to raise the District's rating to AAA. The interest rate is locked in and the tax rate is projected to be approximately \$25 per \$100,000 of assessed valuation. Bond money must be spent within three years from the date of sale.

Casnocha explained some of the legal details relating to the bond sale and answered questions from Committee members.

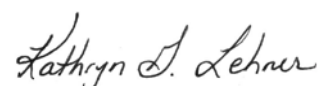
*Report on Bond Projects*

A list of Bond projects was placed in the binders. Superintendent/President Lehner reported that the latest figures show that there may be more matching funds from the State. The College Bond Implementation Planning Committee (BIP) meets weekly and will bring project updates to the Committee.

**ADJOURNMENT**

The meeting was adjourned 8:36 PM.

Submitted by:



Kathryn G. Lehner, Superintendent/President

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
MINUTES**

Citizens' Bond Oversight Committee

A regular meeting of the Mendocino-Lake Community College District Citizens' Bond Oversight Committee (CBOC) was convened on Tuesday, July 10, 2007, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

**GENERAL MATTERS**

- Call To Order*           The meeting was called to order at 5:01 PM by Chair Charles Myers.
- Members*               Charles Myers, Chair                                       Myron Holdenried  
Jim Mulheren, Vice Chair                                 Joanne LaCasse  
Marty Lombardi   George Feola  
Bill Jack   Sabra Lugthart  
Diane Pauli   Timothy Poma - absent  
Gary D. Smith
- Support Staff Present*       Kathy Lehner, Superintendent/President  
Gwen Chapman, Executive Assistant Superintendent/President  
College Support Staff: Meridith Randall, Tom Kesey, Eileen Cichocki, Mike Adams, John Hendrickson
- Public Comments*       No public comments.
- Agenda Approval*       M/S/C (Lombardi/Jack) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the agenda as presented.
- Approval of Minutes*       M/S/C (Pauli/Smith) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the minutes of March 27, 2007 as presented.
- Committee Chair Myers spoke briefly regarding the history of his experience with school districts and bond measures. He gave an overview of the changes in the law that helped the College's bond measure be successful. He mentioned that the law allows for the Citizens' Bond Oversight Committee to review bond expenditures to ensure that the bond dollars are spent as approved by the District voters.
- Report on Measure W Bond Program Budget and Expenditures and Update on Bond Projects*       A spreadsheet of Measure W Bond Program Budget and Expenditures was presented for review and discussion.
- Superintendent/President Lehner introduced staff who are currently working on bond projects and the accounting of bond projects.  
In the future, a summary sheet, as well as a detailed sheet for each project in process will be presented.  
CBOC members reviewed the Project Summary spreadsheet and staff explained State matching money, how the State determines who receives matching funds and why choices may be made not to apply for matching funds on certain projects.  
It was explained also that project management fees which are typically 4-6

percent of total project costs, are included in each estimated project cost listed. The following was discussed:

- The need for a budget of total project management costs.
- Is there a guarantee of completion of all projects on the list?  
Superintendent/President Lehner responded that it is possible that some items on the list may not be completed. This was known at the beginning of the bond measure. Since costs of construction will definitely increase while projects are in the planning stage, the District is aware that everything on this list may not be completed and that is why the items are being prioritized.
- The Bond Implementation Planning Committee will be doing the prioritizing of projects.
- There was a question about cost overrun due to possible change orders. Superintendent/President Lehner responded that the Board of Trustees is ultimately responsible to supervise the implementation of and costs of the projects. The oversight committee's responsibility is to ensure the funds are spent only on the approved projects.
- The Committee requested that on future Project Summary spreadsheets the projects be listed in priority order, rather than alphabetical order, and that the total project management budget be detailed on one line so that related costs can be readily monitored.

*Criteria for  
Prioritizing Bond  
Projects*

The criteria to be used by the Bond Implementation Planning Committee for prioritizing bond projects was presented and discussed.

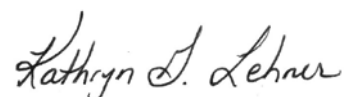
*Dates of tours of  
the Lake and  
Willits Centers*

It was proposed that two of the already scheduled meetings take place at the Lake and Willits Centers so that CBOC members can tour the existing facilities. The following meeting locations will be changed:  
October 9, 2007 Lake Center  
January 8, 2008 Willits Center  
Meet at 4 PM for tour and 5 PM for meeting

ADJOURNMENT

The meeting was adjourned 6:30 PM.

Submitted by:



Kathryn G. Lehner, Superintendent/President

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
MINUTES**

Citizens' Bond Oversight Committee

A regular meeting of the Mendocino-Lake Community College District Citizens' Bond Oversight Committee (CBOC) was convened on Tuesday, October 9, 2007, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

**GENERAL MATTERS**

*Call To Order*           The meeting was called to order at 5:02 PM by Chair Charles Myers.

<i>Members</i>	Charles Myers, Chair	Myron Holdenried
	Jim Mulheren, Vice Chair	Joanne LaCasse
	Marty Lombardi	George Feola
	Bill Jack	Sabra Lugthart
	Diane Pauli	Timothy Poma - absent
	Gary D. Smith - absent	

*Support Staff Present*           Kathy Lehner, Superintendent/President

College Staff: Meridith Randall, Larry Perryman, Mike Adams, Ross Beck, Mark Rawitsch, Carolyn Pryor, Brian Wright (TLCD)

*Public Comments*       Dottie Deerworster introduced herself as an interested community member and requested that the CBOC meeting dates and agendas be more readily accessible to the public.

*Agenda Approval*       M/S/C (Lombardi/Holdenried) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the agenda as presented.

*Approval of Minutes*     M/S/C (Mulheren/LaCasse) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the minutes of July 10, 2007 as presented.

**Follow-Up Discussion Items from July 10, 2007 Meeting**

*Library Learning Resource Center budget increases*    Superintendent/President Lehner informed the meeting that budget increases on the Library/Learning Resource Center have, and will, occur as a result of (1) increased costs of construction materials and (2) changes that are made to the plans for space, equipment, and energy systems.

- Are we confident that we will receive the matching funds we have included in the budget?
  - Lehner indicated that, based on MLCCD and State construction funding history, we are confident we will be successful in receiving matching funds.
  
- Why was this project given such a high priority?
  - Lehner responded that this project was in MLCCD's original plan 25 years ago and has never been constructed. The current Maintenance/Warehouse operations are using spaces in both the Ag/Headhouse and in the Vocational/Technical Building. It was indicated that, by completing this project, we will be freeing

*Maintenance/  
Warehouse  
Building*

educational space in these buildings to use for new or expanded instructional programs.

*Determination of Matching Funds*

Staff explained the process by which matching monies are requested from the State and how, and when, the State determines the amount of the match.

- Does MLCCD belong to an organization that lobbies for additional dollars if the State does not offer enough matching funds?
  - Staff indicated that the Chancellor's Office of the California Community College System serves as MLCCD's advocate in lobbying for construction funds.

*Budget for Bond Program Management costs*

Lehner stated that total Bond Program Management costs have been estimated by members of BIPC and are included in the current budget column of the spreadsheet. These costs include our internal Bond Planning Office expenditures plus possible additional consulting costs that may be necessary as more projects are begun and are in process at the same time.

*Quarterly Bond Status Report*

Lehner presented the Quarterly Bond Status Report to the Committee and reviewed each portion of the report.

It was requested that page numbers be added and that both current period expenditures and ongoing cumulative project totals be incorporated into the Projects Financial Summary.

It was further requested that the BIPC Quarterly Report be more widely distributed within the community.

- How sensitive is BIPC to maintaining efficiency on projects?
  - Staff indicated that the goal is to balance what is wanted by the stakeholders versus what resources are available with which to work, and to integrate as many sustainable materials as possible without adding substantial cost. Lehner added that we are trying to remain flexible so as to not sacrifice desired construction design or educational purpose.


*Future Agenda Items*

It was requested that examples of other CBOC groups' Annual Reports to the community be provided. Staff indicated that they will attempt to gather examples for CBOC members.

ADJOURNMENT

The meeting was adjourned at 6:30 PM.

Submitted by:



Kathryn G. Lehner, Superintendent/President