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, February 2, 2010, at Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order
The meeting was called to order at 5:05 PM by Bill Jack, Vice Chair, in the absence of Charles Meyers, Chair

Members
Charles Myers, Chair Absent  Myron Holdenried Absent
Dave Geck
Marty Lombardi Absent
Bill Jack
Diane Pauli
Gary D. Smith

College Support Staff Present
Larry Perryman and Meridith Randall

Public Comments
No public comments

Agenda Approval
M/S/C (Holdenried/Pauli) RESOLVED, That the Citizens’ Bond Oversight Committee does hereby approve the agenda

Approval of Minutes
M/S/C (Geck/Holdenried) RESOLVED, That the Citizens’ Bond Oversight Committee does hereby approve the minutes of November 11, 2009 as presented.

Quarterly Bond Reports
Measure W Bond Program Quarterly Status Report – December, 2009
Perryman highlighted several active projects included in the report:

• Replace Instructional Equipment
  This project is now considered complete. If there are no outstanding expenditures made during the next reporting period, it will be moved to a Project Completed status for the next report.

• Solar Technology
  This project is considered complete. Unless there are outstanding expenditures during the next reporting period, it will also be moved to a Project Completed status for the next report.

• Library/Learning Center
  The L/LC project is ready to go to bid upon final approval from DSA. The request to go to bid for this project and for the Modular Relocation Project, which is part of the L/LC project, will be presented at the February 3 Board of Trustees meeting. It is anticipated that the moving of the portable buildings in the Quad area will begin in June.

  What is the status of additional bond funds?
  Perryman advised that he would be bringing an updated cash flow to the next CBOC meeting.
• **Student Center Cafeteria**
  The planning process for this project has begun. Concept drawings have been presented by TLCD and are being reviewed. User groups are meeting to discuss design and layout requirements.

• **Maintenance/Warehouse/East Campus Development**
  The Sonoma State Building has been moved to its new location. There have been numerous weather delays; however, the project is anticipated to be completed on schedule by August 2010. It was noted that the Current Phase, as noted in the Report, should be “Construction” instead of “Working Drawings”. Perryman agreed that this change would be made. Perryman also noted that the actual moving of the SSU building was not part of the Maintenance/Warehouse portion of this project and was handled as a separate project as a result of delayed approval for the move from DSA.

• **Enterprise Resource Planning and Network Upgrade**
  Perryman announced that a presentation will be made by the IT Department and the Admissions staff at the May meeting to update members on the current status of the Datatel implementation.

• **Lake County Center**
  The purchase of the property at 2565 Parallel Drive in Lakeport closed escrow in December and planning for the new center has begun. Construction could start in 2010. The District is working with the City of Lakeport to share in the cost of extending the current water line to the property.

**Measure W Bond Program Financial Activity Report – July 1, 2009 to December 31, 2009**

Perryman provided members with a Budget Summary Report in addition to the Financial Activity Report for the period.

**Bond Audit**

Perryman presented the Audit of General Obligation Bonds for the period July 1, 2008 through June 30, 2009. He noted that the financial audit and compliance audit both earned favorable opinions, there were no adverse findings and there were no Bond Funds used for General Fund purposes.

**CBOC Report to the Community**

Perryman advised that the CBOC Annual Report to the Community would be completed before the scheduled May meeting and that the current format would be used with the text and dollar amounts updated. The possibility of inserting the report in the Hometown Shopper will be investigated as an alternative to inserting the report in the local newspapers.

**Future Agenda Items**

- Review term ending dates for members
- Presentation from Karen Christopherson, Director of IT, on the current status of the Datatel

**ADJOURNMENT**

The meeting was adjourned at 6:20PM

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, May 4, 2010, at Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order
The meeting was called to order at 5:03 PM by Charles Myers, Chair

Members
Charles Myers, Chair
Dave Geck
Marty Lombardi
Bill Jack
Diane Pauli
Tami Bertolomei

Myron Holdenried
Absent
Matt Cockerton
Absent
Al Beltrami
Michelle Chung

College Staff
Kathy Lehner, Larry Perryman, Meridith Randall, Karen Christopherson, Kristie Anderson and Carolyn Pryor

Present

Public Comments
No public comments

Agenda Approval
M/S/C (Geck/Lombardi) RESOLVED, That the Citizens’ Bond Oversight Committee does hereby approve the agenda

Approval of Minutes
M/S/C (Jack/Lombardi) RESOLVED, That the Citizens’ Bond Oversight Committee does hereby approve the minutes of February 2, 2010 as presented.

Recognition of Service to Committee
On behalf of the Citizens’ Bond Oversight Committee, retiring members Gary Smith and Joanne LaCasse were presented Certificates of Appreciation and recognized for their dedicated service to the Committee for the past three years.

Annual Organization

Membership 2010-2011
Superintendent/President Lehner introduced Tami Bartolomei and Al Beltrami as new members approved by the Board of Trustees at the April, 2010 meeting. Bartolomei is a business representative and Beltrami represents the tax payer association. Also approved was Matt Cockerton, member at large, who was unable to attend the meeting.
Lehner advised that the following CBOC members terms will end as of June 2011:

- Myron Holdenried
- Bill Jack
- Marty Lombardi
- Charles Myers
- Diane Pauli

M/S/C (Lombardi/Beltrami) RESOLVED, To adopt the membership roster, as presented, for the 2010/11 term.
Election of Officers (Chair and Vice Chair)
M/S/C (Lombardi/Beltrami) RESOLVED, That Charles Myers be appointed to the position of Chair and Bill Jack be appointed to the position of Vice Chair of the Citizens’ Bond Oversight Committee for the 2010/11 term.

Meeting Dates for 2010/11
Lehner presented a proposed meeting date schedule, noting that the schedule maintains meeting dates for the first Tuesday in the second month following the end of each quarter.
M/S/C (Pauli/Geck) RESOLVED, To accept the Meeting Dates 2010/11 schedule as presented.

Datatel Presentation
Perryman introduced Kristie Anderson, Director of Admissions and Records and Karen Christopherson, Director of Information Technology. Anderson provided members with an update on the status of the Datatel implementation noting that the student side of the program, including course offerings and selections, and program planning, had been in use during the past year and has been well received by the student population. Feedback from students confirm that the system is easy to use, saves time, and provides better links to additional information. Anderson confirmed that telephone registration has declined and the financial aid payment process has become more efficient. Anderson noted that there are still components of the program remaining to be implemented, but the overall response from students and internal users is very positive.

Quarterly Bond Reports
Measure W Bond Program Quarterly Status Report – March, 2010
Perryman advised members that due to the fact that state match funds have become less available, a re-prioritization of projects may be necessary. He noted that the Bond Implementation Planning Committee is discussing the issues and problems associated with the fact that state matching funds can no longer be considered available.
Perryman highlighted several active projects included in the report:
- **Athletic Field Renovation**
  This project is now out to bid. Award of the project will take place at the June BOT meeting.
- **Library/Learning Center**
  The L/LC project is out to bid. Bid opening will take place on May 25 and the project will be awarded at the June BOT meeting.
- **Solar Technology**
Perryman advised that the District had received a $125,000 rebate from PG&E based on four months usage of the newly installed solar array.

Perryman briefly reviewed the Financial Activity Report for the period, advising new members that this report represented a financial history of the bond program.

CBOC Minutes,
May 4, 2010
Cash Flow Analysis – Actuals and Estimates
Perryman advised that the purpose of this report was to determine, by project, when and in what amount, funds are needed. He noted that financial advisors have determined that Spring 2011 would be the best time to sell Series B bonds. However, he has scheduled a meeting with the county assessor to discuss the assumption of an average 4.5% growth during the next 25 years, which is a determinant to the size of the offering.

July 1, 2009 through June 30, 2011 Financial Activity and Budget Reports
Perryman reviewed the detail contained in both reports and how these reports relate back to the project summary reports for the benefit of new members. He then asked members if they wanted to continue to receive both reports with their Measure W Bond Program Quarterly Status Report. It was the consensus of all members that both reports continue to be provided along with the Quarterly Status Report.

CBOC Annual Report to the Community
Perryman presented a draft of the March 31, 2010 CBOC Report to the Community. The report was approved and will be distributed through the Hometown Shopper in June.

Future Agenda Items
- The use of consultants and the expenses associated with their use
- Tour of Campus

ADJOURNMENT
The meeting was adjourned at 6:50PM

Submitted by:

Kathryn G. Lehner

Kathryn G. Lehner, Superintendent/President

CBOC Minutes,
May 4, 2010

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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, August 3, 2010, at Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order
The meeting was called to order at 5:00 PM by Charles Myers, Chair

Members
Charles Myers, Chair
Myron Holdenried Absent
Dave Geck
Matt Cockerton Absent
Marty Lombardi
Al Beltrami
Bill Jack
Michelle Chung
Diane Pauli
Tami Bertolomei

College Staff Present
Kathy Lehner, Larry Perryman, Mike Adams, and Carolyn Pryor

Public Comments
No public comments

Approval of Agenda
M/S/C (Lombardi/Jack) RESOLVED, That the Citizens’ Bond Oversight Committee does hereby approve the agenda with the revision that Item #3, Tour of Ukiah Campus, be changed to Item #7

Quarterly Bond Reports

Measure W Bond Program Quarterly Status Report – June, 2010
Perryman highlighted several active projects in the report including:

- Energy Projects
  This is estimated to be a $3.5 million project. It will be partially funded with bond funds, but primarily funded through Municipal Lease funding with payback of these funds coming from energy savings. PGE is offering a new program as of August 1st which is a 10-year, interest free loan paid back from energy savings. Perryman advised that he is meeting with PG&E to discuss the benefits of the program to the District.

- Point Arena
  Based on recent evaluations completed at the Pt. Arena site, there are approximately $2 million in remodel and repair needs. Since the current budget is $500,000, the project scope will be prioritized and broken down into phases by the Point Arena Planning Committee.
• **Athletic Fields**
  This project was awarded at the June, 2010 Board of Trustees meeting and work has begun to renovate the Practice Field, the Baseball Outfield, and the Softball Outfield. The drainage systems are also being renovated to alleviate drainage issues that have plagued the fields for many years. Completion is scheduled for October 2010.

• **Library/Learning Center**
  This project was awarded at the June 2010 Board of Trustees’ meeting in the amount of $14,989,000. The winning bid was approximately $9,000,000 below the original project estimates. Perryman advised that the BIPC is currently going through a re-prioritization of outstanding projects to determine where the savings can be best utilized. Lehner noted that outstanding projects will be re-prioritized based on current needs as opposed to needs identified when each project was originated.

• **Maintenance/Warehouse/East Campus Project**
  The modular relocation portion of this project will be completed by August 16\(^{th}\) in preparation for the beginning of the fall semester on August 23\(^{rd}\). The entire project is scheduled for completion in October 2010.

• **Enterprise Resource Planning**
  The salaries and benefits payments that appear on the project detail sheet were questioned. Perryman explained that during the Datatel implementation period, the determination was made, and supported by legal counsel, that regular staff overtime or backfill positions would be paid by the Bond. It is anticipated that by June 2011, this need should no longer be required.

**Measure W Bond Program Financial Activity Report – July 1, 2009 to June 30, 2010**

Perryman briefly reviewed the Financial Activity Report for the period, advising members that this report represented a financial history of the bond program.

**Consulting Services and Fees**

Perryman provided a detailed listing of all construction consultant and contractors fees for 2009-10, summarized by vendor. He explained that all costs associated with these expenses were for services rendered.

**Library/Learning Center Groundbreaking and Celebration of East Campus Completion**

Perryman informed members that a public Groundbreaking Ceremony for the Library/Learning Center and a Celebration of the East Campus Completion would be held in the near future. All members will receive notification of the date and time when finalized and a public notice will be posted to encourage the community’s participation.

**Tour of Ukiah Campus**

Members were invited to tour the campus to see completed, in process, and upcoming projects that are part of the Measure W Bond Program.

**Future Agenda Items**

- Update on the Lake and Willits Center projects to include a presentation by TLCD.
ADJOURNMENT  The meeting was adjourned at 6:20PM

Submitted by:

Kathryn G. Lehner, Superintendent/President
A regular meeting of the Mendocino-Lake Community College District Citizens’ Bond Oversight Committee (CBOC) was convened on Tuesday, November 2, 2010, at Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

**GENERAL MATTERS**

*Call To Order* The meeting was called to order at 5:03 PM by Charles Myers, Chair

*Members* Charles Myers, Chair  Myron Holdenried
Dave Geck  Absent  Matt Cockerton
Marty Lombardi  Absent  Al Beltrami
Bill Jack  Michelle Chung  Absent
Diane Pauli
Tami Bartolomei  Absent

*College Staff Present* Kathy Lehner, Larry Perryman, Mike Adams, Meridith Randall, and Carolyn Pryor

*Public Comments* No public comments

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

*Approval of Minutes* M/S/C (Holdenried/Cockerton) RESOLVED, That the Citizens’ Bond Oversight Committee does hereby approve the minutes of August 3, 2010 with the notation that Matt Cockerton was present at said meeting.

*Presentation by TLCD Architecture* Brian Wright, Principle of TLCD Architecture, presented a Bond Projects Update that included the following updates on current projects:

- Maintenance/Warehouse Building
  - Estimated completion date of 11/10/10
- East Campus/Modular Relocation Project
  - Project completed August 2010
- Library/Learning Resource Center
  - Modular Relocation portion of project is complete
  - Start of construction was July 2010
  - Completion estimated to be spring of 2012
- Lowery Building Remodel
  - Because of DSA (Division of State Architect) code change requirements in 2011, the goal is to get the plans and specifications submitted to DSA by year end (2010) with approval anticipated to be mid-2011
- Lake Center
  - Phase I/15,000 SF is currently in Design Development
  - Start construction Phase I estimate is September 2011
- Point Arena Field Station
  - Building inspections are complete
  - Phase I is based on the Pt. Arena Planning Committee Priority List and consists of roof replacement, water and termite damage repair, siding repair and the painting of all buildings
  - Future Phases are dependent upon available funding
- Willits Center
  - CEQA (California Environmental Quality Act) documents in progress
  - Phase 1 = 10,000 SF, Phase 2 = 8,400 SF

**Quarterly Bond Reports**

**Measure W Bond Program Quarterly Status Report – September 30, 2010**
Perryman highlighted several active projects in the report including:

- Athletic Fields
  Perryman noted that this project will be presented to the BOT for final acceptance at the meeting scheduled for November 3, 2010.

- Solar Technology
  Perryman said that, due to the recent theft of several solar panels, investigation has begun into security systems including motion detectors and a security camera set-up. He has also contacted other colleges that have solar systems in place for feedback and recommendations.

**Measure W Bond Program Financial Activity Report – July 1, 2009 to September 30, 2010**
Perryman briefly reviewed the Financial Activity Report for the period. He also advised that he is currently working with financial advisors to determine how and when to proceed with the Series B bond offering.

**Bond Projects Fund Adopted Budget**
Perryman provided the Bond Projects Fund budget for 2010/11, which was adopted at the BOT meeting held in October and advised that the Bond Audit results would be presented at the February, 2011 CBOC meeting.

**CBOC Membership for 2011/12**
Lehner advised that five current CBOC members would term-out as of July, 2011: Myron Holdenried, Bill Jack, Marty Lombardi, Charley Myers, and Diane Pauli. She also noted that Dave Geck has applied for a position on the BOT. She asked for members’ suggestions for possible replacements.

**Tour of Ukiah Campus**
Members were invited to tour the campus to see completed, in process, and upcoming projects that are part of the Measure W Bond Program.

**Future Agenda Items**
No future agenda items were presented

**ADJOURNMENT**
The meeting was adjourned at 6:27PM

Submitted by:

Kathryn G. Lehner, Superintendent/President

*CBOC Minutes, November 2, 2010*