

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 1, 2011, at Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order The meeting was called to order at 5:06 PM by Diane Pauli

<i>Members</i>	Charles Myers, Chair	Absent	Myron Holdenried	
	Al Beltrami		Matt Cockerton	
	Marty Lombardi	Absent	Michelle Chung	Absent
	Richard Cooper			
	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 (Cooper/Holdenried) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the agenda as presented.

Approval of Minutes M/S/C (Beltrami/Holdenried) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the minutes of November 2, 2010 as presented.

Committee Membership Superintendent/President Lehner introduced Richard Cooper as the new Foundation Representative replacing Dave Geck, who was appointed as a College trustee in January.

Lehner advised that, according to the CBOC by-laws, members are entitled to serve a term of two years and no member may serve more than two consecutive terms. Members reaching their term limit as of June 2011 are Marty Lombardi, Myron Holdenried, Charlie Myers, Diane Pauli, and Michelle Chung. Because the next CBOC meeting, to be held in May 2011, will be the last meeting for the retiring members, Lehner noted that she will be placing ads in the local newspapers and she further encouraged members to contact her with any suggested candidates for committee membership.

Measure W Bond Program Quarterly Status Report – December 31, 2010

Perryman noted that all projects have moved from a Pending status to In Process or Completed. He then highlighted several projects from the report including:

- **Energy Project**

Perryman noted that this project will replace the entire Energy Management System (EMS) system including HVAC, boilers, and chillers. The project will be partially funded with bond funds, but primarily funded through other revenue sources, such as energy savings incentive loan programs and municipal lease funds. Payback of borrowed funds will come from energy cost savings.

- **Other Campus Infrastructure**

This project was awarded to Ukiah Electric by the BOT on January 13th in the amount of \$205,486. The high voltage electrical upgrade will protect the campus against future power failures. Completion will take place during the upcoming summer months.

- **Modernize Vocation Program Facilities and Equipment**

There are currently two task forces evaluating the space in the VocTech building and Ag Headhouse that will become available in the near future. Changes and/or remodel will be done during the summer months.

- **Lake County Center**

Plans are scheduled to be submitted to the Division of the State Architect (DSA) for review in March or April. The project will go to bid this year. Mike Adams will be meeting with the City of Lakeport this week to review their Request for Proposal (RFP) process for the extension of the water line to the property.

- **Willits/North County Center**

Work by the existing property owner on the mitigation of contaminated soil on the site is complete. The BOT accepted the Negative Declaration that meets the California Environmental Quality Act (CEQA) requirements in February. The project may require an additional \$3-4 million according to the last cost estimate of \$8.2 for construction costs. Funds from other projects may be reallocated to the Willits Center budget.

Measure W Bond Program Financial Activity Report – July 1, 2010 to December 31, 2010

Perryman briefly reviewed the Financial Activity Report for the period.

Perryman advised that he had met with District's bond financial advisors to plan for the second bond issuance. He noted that we have sold \$30 million and have \$37.5 million remaining to sell. The preferred sale would be for the entire \$37.5 million, not a portion thereof. Perryman advised that he anticipates a decision in March or soon thereafter.

Bond Audit

Perryman announced that the Independent Auditor's Report for the period from July 1, 2009 through June 30, 2010 earned an unqualified opinion.

*Future Agenda
Items*

- Tour of Library/Learning Center and Ukiah Campus

ADJOURNMENT The meeting was adjourned at 6:00PM

Submitted by:

Kathryn G. Lehner, Superintendent/President

*Meeting Dates for
2011-2012*

Superintendent/President 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 (Cooper/Bartolomei) RESOLVED, To accept the Meeting Dates 2011/12 schedule as presented.

*Quarterly Bond
Reports*

Measure W Bond Program Quarterly Status Report – March 31, 2011

Perryman highlighted several projects, including:

- **Point Arena**

The Board of Trustees (BOT) has given approval to go to bid for the repair of the siding and roofs. Discussion continues regarding the future of the Point Arena Field Station. A tour of the facility is scheduled for Friday, May 13th for BOT and Foundation members. Perryman also invited any interested CBOC members to attend the tour.

- **Library/Learning Center**

The second floor concrete deck issue has been resolved. The non-compliant area has been removed and the re-pour of the affected area is scheduled for next week. The general contractor has accepted full responsibility for the remedial work and is not anticipating a delay that would affect the contract completion date.

- **Willits/North County Center**

The Willits Planning Committee has begun the planning process by touring several related campus sites in North and West Sacramento, and St. Helena.

**Measure W Bond Program Financial Activity Report – July 1, 2010 to
March 31, 2011**

Perryman briefly reviewed the Financial Activity Report for the period. He noted that the sale of Series B of the Measure W bond program, in the amount of \$37.5 million, is anticipated to take place this summer, upon approval by BOT at the May 4th meeting.

He further advised that the Athletic Field Improvements and Renovation project appears in Projects Pending due to residual payments that were made during the period, but the project is essentially complete and will be moved to Projects Completed on the next report. The Lake County Center and Student Center/Cafeteria projects are both at the Department of State Architect (DSA) for review with approval anticipated in July, allowing both projects to go to bid before year end.

Series B Bond Issue

Perryman advised that he and President/Superintendent Lehner had met with Moody's and Standard and Poor's to give them a presentation in order for them to assign a bond rating for our District. As a result, District was assigned an Aa3 rating at Standard and Poor's and an A+ rating with Moody's. A resolution will be before the BOT on May 4th, asking for the authorization of a bond sale of up to \$37.5 million.

If the entire \$37.5 million of the remaining amount is not issued, a Series C sale will be required and bond projects would need to be re-prioritized. It could take several years before series C bond could be sold and all projects identified on the list of projects may not be able to be completed.

CBOC Annual Report to the Community

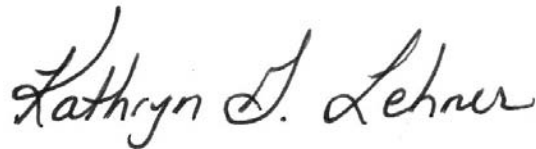
Perryman provided copies of the CBOC Report to the Community as of December 31, 2010 to members and noted that the report will be distributed to 43,500 households on May 31st.

Future Agenda Items

- Refresher Course for new members on the roles and responsibilities of CBOC members

ADJOURNMENT The meeting was adjourned at 6:12PM

Submitted by:



Kathryn G. Lehner, Superintendent/President

Measure W Bond Program Quarterly Status Report – June 30, 2011

Perryman advised members that all projects are now either In Process or Completed. He then highlighted several projects from the report including:

- **Disabled Access Improvements**
Perryman noted that the Phase 1, 2, and a majority of the Phase 3 tasks are complete. If the remaining funds in this project are not used, they will be re-allocated to other projects via the Bond Implementation Planning Committee (BIPC). BIPC is currently reviewing all projects and will make any recommendations for change to the Superintendent/President and the Board of Trustees.
- **Energy Projects**
Bond funds will be used only for the planning and design phase of this project. Additional funding will be obtained through other revenue sources, such as energy savings incentive loan programs and municipal lease funds. Payback of borrowed funds will come from energy cost savings.
- **Flooring Replacement**
Future flooring replacement is scheduled for the Center for Visual and Performing Arts (CVPA), portions of MacMillan Hall, and the current Lowery Building.
- **Other Campus Infrastructure**
The High Voltage Site Electrical Upgrade project is in the final stages of completion. Campus shutdown and switchover is scheduled for the weekend of August 6. Part of the project is cable replacement and equipment upgrade, with the remainder of the project to include the addition of a new generator to protect the campus' phone and internet systems.
- **Pt. Arena**
On August 27th, ownership of the Pt. Arena Field Station will convert to the District. The structures on the property need extensive remedial work and the total estimated cost far exceeds the current budget. The future of this project is currently under discussion, with a decision anticipated by the next CBOC meeting.
- **Renovation for Instructional & Student Services Expansion**
Perryman noted that renovations and/or remodeling has been completed in the Financial Aid/EOPS/Cal Works offices, the Counseling Center, Rooms 720 and 740, the new graphics lab, and the new Student Services Center in the former Maintenance & Operations offices.
- **Allied Health/Nursing Facility**
The full scope of this project has yet to be identified. This could be one of our last projects.
- **Library/Learning Center**
The anticipated completion date for the Library/Learning Center is summer of 2012. The bid opening for the furniture and equipment portion of the project will be held on August 30th, to be awarded at the September Board of Trustees meeting.

- **Student Center/Cafeteria (renovate current Lowery Library Building)**
Upon completion of the Library/Learning Center, renovation on this building will begin.
- **Modernize Vocation Program Facilities and Equipment**
Work is progressing on the remodel of the existing Ag Headhouse and classroom and the new Sustainable Tech Program classroom. The existing Auto Tech Program is expanding and will absorb the existing ceramics workroom.
- **Lake County Center**
The Notice Inviting Bids for this project will be published on August 3rd, and bid opening will take place on September 8th. The project will be awarded at the September 14th Board of Trustees meeting.
- **Willits/North County Center**
The project programming and schematic planning are complete. Plans are scheduled to be finalized before the first of the year, with construction planned to begin during the summer of 2012.

Measure W Bond Program Financial Activity Report – July 1, 2010 to June 30, 2011

Perryman briefly reviewed the Financial Activity Report for the period, asking members to review each project from initial proposed budget in 2007 to current project budget figures, noting that some project budgets have changed.

Series B Bonds

Perryman advised that closing on the Series B bond sale, in the amount of \$37,449,792, would take place on August 16th. He provided members with a Measure W Debt Service Graph indicating the issue date, maturity date, and par amount for both Series A and Series B funds. The graph also tracked the available revenue and debt service profile for each bond series.

Bond Audit

Perryman announced that the Independent Auditor’s Report for the period from July 1, 2009 through June 30, 2010 issued an unqualified opinion.

Future Agenda Items

No future agenda items were noted.

ADJOURNMENT

The meeting was adjourned at 6:55PM

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, November 1, 2011, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order The meeting was called to order at 5:08 PM by Al Beltrami, Vice-Chair

Members Tami Bartolomei Absent
 Al Beltrami
 Diane Clatty
 Matt Cockerton
 Richard Cooper, Chair Absent
 Richard Eschenbach
 Wade Koeninger
 Jake McGrew

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 (Eschenbach/Koeninger) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the agenda as presented.

Approval of Minutes M/S/C (Clatty/Eschenbach) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the minutes of August 2, 2011 as amended.

Welcome New Member Superintendent/President Lehner welcomed new member Jake McGrew as the Student Representative. Jake is currently Vice President of the ASMC Student Senate.

Quarterly Bond Reports **Measure W Bond Program Financial Activity Report – July 1, 2010 to September 30, 2011**
Perryman noted that the next Financial Activity Report, to be generated in December 2011, would reflect the results of a re-evaluation and re-allocation of funds process that was currently being undertaken by the BIPC.

Measure W Bond Program Quarterly Status Report – September 30, 2011
Perryman highlighted several projects from the report including:

- **Energy Projects**
Perryman noted that the Savings Bank of Mendocino County has indicated a potential interest in providing partial financing for this project via tax exempt municipal lease bond funds. Additional funds

would come from the PG&E energy savings incentive loan programs. Payback of borrowed funds will come from energy cost savings.

- **Flooring Replacement**

There are two remaining areas of the Ukiah campus scheduled for flooring replacement: the hallways in the Lowery Building and several classrooms in MacMillan Hall.

- **Point Arena Field Station**

On 8/27/11, the Point Arena Field Station became the property of the District. The site and improvements need extensive renovation and maintenance work. As a result, the future of this project is currently being discussed by BIPC.

- **Allied Health/Nursing Facility**

Perryman advised that discussion was underway to determine whether this project would involve the building of a new facility for the program or the incorporation of existing space that will be vacated once the new library is completed.

- **Library/Learning Center**

Expected completion for this project is July 2012. The bid for the furniture and equipment has been awarded. The original budget for furniture and equipment was \$1.2 million and the award was for \$860,128.

- **Lake County Center**

The Board of Trustees awarded the construction portion of this project, in the amount of \$10.2 million, at the September 2011 meeting. This project is currently being reviewed for cost savings and/or budget reallocations due to the fact that bids came in higher than anticipated.

- **Willits/North County Center**

The preliminary estimate for the design and development of this project has necessitated that cost savings are considered before the project goes to bid in the spring/summer of 2012.

History of Assessed Valuation

Statistical information regarding assessed valuation and annual percentage change from 2001 through 2012 was presented by Perryman for informational purposes. He noted that the average increase for the past 12 years has been 6.06% and that the next two years would most likely yield a 0% growth, with a gradual growth in the ensuing years.


Eschenbach requested that each year's annual percentage change be obtained, added to the current listing, and provided at the November CBOC meeting.

Future Agenda Items

- Presentation by TLCD on current and pending projects
- Audit report for Bond Funds

ADJOURNMENT The meeting was adjourned at 6:37 PM

Submitted by:

A handwritten signature in black ink that reads "Kathryn G. Lehner". The signature is written in a cursive style with a large initial 'K' and 'L'.

Kathryn G. Lehner, Superintendent/President