

**The Minutes below are dated February 7, 2011,
however they are actually for February 7, 2012.**

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 7, 2011, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order The meeting was called to order at 5:00 PM

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

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

Public Comments No public comments

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

Approval of Minutes M/S/C (Cockerton/Beltrami) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the minutes of November 1, 2011.

Reallocation of Bond Funds Perryman advised members that the reallocation of bond funds had been completed. Several project budgets were reduced and some budgets were eliminated. A total of \$1,653,259 was reallocated, which is the amount necessary to complete the remaining projects in progress.

Quarterly Bond Reports **Measure W Bond Program Financial Activity Report – July 1, 2011 to March 31, 2012**
Perryman noted that the Financial Activity Report reflects the results of the re-evaluation and re-allocation of funds process that was currently being undertaken by the BIPC.

Measure W Bond Program Quarterly Status Report – March 31, 2012
Perryman updated members on the status of several projects, including:

- **Library/Learning Center**
Expected completion for this project is July 2012. Furniture delivery and installation will begin on May 7.

- **Student Center/Cafeteria**
Working drawings for this project are complete and plans have been reviewed and approved by the Department of the State Architect (DSA). Bidding will take place in late Spring 2012 with construction commencing as soon as the building is vacated upon completion of the new Library/Learning Center building.
- **Lake County Center**
Construction has begun and is proceeding ahead of schedule. Changes to the contract are being implemented in order to incorporate savings. Neither the design nor the function of the facility will be affected by these changes.
- **Willits/North County Center**
Project design is complete and the project has been submitted to (DSA) for final review. The project will be bid and awarded upon approval from DSA.

It was the consensus of the members that the Budget Report printout will no longer be included when the CBOC Quarterly Reports are mailed. The Financial Activity Report will continue to be provided.

Bond Audit

Perryman announced that the Independent Auditor's Report for the fiscal year ended June 30, 2011 earned an unqualified opinion.

Report to the Community

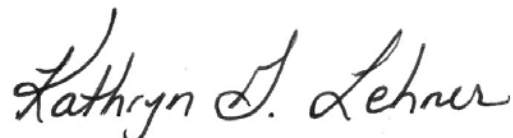
Perryman advised members that the Report to the Community, as of December 31, 2011, will be distributed as a postcard size notification serving as a reference to the College website/Measure W information and notification of the date and time of the Library/Learning Center dedication. The distribution of the Report will coincide with the selected date of the dedication ceremony.

Future Agenda Items

No future agenda items were presented.

ADJOURNMENT The meeting was adjourned at 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, May 1, 2012, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

- Call To Order* The meeting was called to order at 5:00 PM
- Members* Tami Bartolomei Wade Koeninger
 Al Beltrami Jake McGrew Absent
 Diane Clatty
 Matt Cockerton
 Richard Cooper
 Richard Eschenbach
- College Staff Present* Kathy Lehner, Larry Perryman, Mike Adams, Meridith Randall, and Carolyn Pryor
- Public Comments* No public comments
- Introduction of Interim Superintendent/President* Lehner introduced Roe Darnell, who has agreed to serve as Interim Superintendent/President. Darnell's official first day will be May 3rd. Roe retired from the Chancellor's position at Yosemite CCCD in 2010. Prior to that, he served as Superintendent/President of Taft College and held various positions during his 24 years at Cerro Coso College.
- Approval of Agenda* M/S/C (Koeninger/Cockerton) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the agenda as presented.
- Approval of Minutes* M/S/C (Cockerton/Bartolomei) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the minutes of February 7, 2012.
- Meeting Dates for 2012-2013* 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 (Koeninger/Eschenbach) RESOLVED, To accept the Meeting Dates 2012/13 schedule as presented.
- Lehner advised that the term of office for Tami Bartolomei, Al Beltrami and Matt Cockerton will expire in June and new and/or returning members would need to be appointed at the May Board of Trustees meeting. Bartolomei, Beltrami and Cockerton agreed to serve another term since they were all eligible to serve for a second, consecutive, two year term. Their appointments will be presented for approval at the May BOT meeting.

Measure W Bond Program Financial Activity Report – July 1, 2011 to March 31, 2012

Perryman noted that the Financial Activity Report reflects the fact that many projects are currently in progress, consuming the remaining Measure W Bond resources at a quickened pace.

The Library/Learning Center is proceeding on schedule and plans are being made for a Grand Opening during the month of September.

Measure W Bond Program Quarterly Status Report – March 31, 2012

Perryman updated members on the status of several projects, including:

- **Energy Project**

This project is divided into three phases to be completed in the following order:

- Retrofit for the new controller system in MacMillan Hall, Voc Tech, CVPA, PE building, and Gym
- Replacements of chillers in CVPA and PE
- Replacement of the boilers in MacMillan Hall, CVPA, Voc Tech, and the Lowery Building

Funding for this project has been obtained from the PGE incentive program, with a combination of a 0% interest loan of \$500,000 and inventive funds of \$549,400.

- **Point Arena**

As of August 2011, the Point Arena Field Station is owned by the District. Discussion continues to determine the future of the property.

- **Library/Learning Center**

Furniture for the Library/Learning Center will begin delivery on May 7. Anticipated completion of the project is July, 2012.

- **Student Center/Cafeteria**

The Notice Inviting Bids was published on April 25 and will be published again on May 2nd. Bid opening will be on May 31.

- **Lake Center**

This project is currently a month ahead of schedule.

- **Willits /North County Center**

This project is currently scheduled to go to bid either end of May or early June, 2012.

Perryman advised members that the CBOC Annual Report to the Community, as of December 31, 2011, will be distributed as a postcard size notification serving as a reference to the College website/Measure W information and notification of the date and time of the Library/Learning Center dedication. The distribution of the Report will coincide with the selected date of the dedication ceremony.

*Library/Learning Center
Grand Opening* Perryman announced that the Grand Opening Celebration for the
Library/Learning Center will be held on September 14, 2012 at 3:00 PM

Future Agenda Items Richard Eschenbach requested a listing of past and current tax rates for
Mendocino County. Perryman confirmed that he would provide the rate
tables at the next CBOC meeting.

ADJOURNMENT The meeting was adjourned at 6:00 PM

Submitted by:

Larry Perryman, Vice President of Administrative Services

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 7, 2012, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

- Call To Order* The meeting was called to order at 5:05 PM
- Members* Tami Bartolomei Wade Koeninger
 Al Beltrami Absent
 Diane Clatty
 Matt Cockerton Absent
 Richard Cooper
 Richard Eschenbach
- College Staff Present* Larry Perryman, Roe Darnell, Mike Adams, and Carolyn Pryor
- Public Comments* No public comments
- Approval of Agenda* M/S/C (Eschenbach/Bartolomei) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the agenda as presented.
- Approval of Minutes* M/S/C (Eschenbach/Bartolomei) RESOLVED, That, upon correction of the word "inventive" to "incentive" in paragraph two of the Energy Project description, the Citizens' Bond Oversight Committee does hereby approve the minutes of May 1, 2012.
- Election of Chair and Vice-Chair* By consensus, it was RESOLVED, That Richard Cooper remain in the position of Chair and Al Beltrami remain in the position of Vice-Chair of the Citizens' Bond Oversight Committee for 2012-13.
- Quarterly Bond Reports* **Measure W Bond Program Financial Activity Report – July 1, 2011 to June 30, 2012**
 Perryman advised members that revenue is coming in on the Bond Program as planned and expected. He added that the hope is to refinance the bonds after 10 years at a lower rate.
- Measure W Bond Program Quarterly Status Report – June 30, 2012**
 Perryman updated members on the status of several projects, including:
- **Library/Learning Center**
The new Library/Learning Center will officially open on August 20, the start of the fall semester. A Grand Opening celebration will be held on September 14 at 3:00 pm. There will be several speakers and

short presentations located in the Library, the Learning Center, MESA Center, DRC, and the Language Lab. A postcard has been mailed via the HomeTown Shopper that encourages recipients to access the Mendocino College website for further information about the Grand Opening and the Annual Measure W Report to the Community.

- **Energy Project**
Perryman advised that the energy upgrade in MacMillan Hall is nearing completion and final system adjustments are currently being made. Additionally, new boilers have been installed in CVPA, Voc Tech, and the Lowery Building and new chillers have been installed in CVPA and PE. Initial review by PGE is scheduled for October 1.
- **Point Arena**
Discussion continues to determine the future of the property. Perryman anticipates receipt by District of the preliminary appraisal within the next two weeks.
- **Student Center/Cafeteria**
This project was awarded to Midstate Construction, in the amount of \$2,966,000, on June 12, 2012. Construction is scheduled to begin on August 1, with completion targeted for June, 2013.
- **Lake Center**
This project is currently on-schedule with completion estimated during late December 2012.
- **Willits /North County Center**
Bid Opening for this project took place on July 25. The winning bid was from Midstate Construction in the amount of \$3,987,723. Construction is scheduled to begin on August 3. Completion by August 2013 will allow the 2013 fall semester to be the first offered at the new site.

Future Agenda Items

Perryman was requested to provide an updated schedule of Total District Assessed Valuation, including Annual Change, and an estimate for next year's assessed valuation changes at the November CBOC meeting. To be included are the total property taxes of each area covered by District and the percentage of the total that is represented by District.

ADJOURNMENT

The meeting was adjourned at 6:00 PM

Submitted by:

Larry Perryman, Vice President of Administrative Services

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 6, 2012, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order The meeting was called to order at 5:04 PM

Members Tami Bartolomei Absent Wade Koeninger
 Al Beltrami
 Diane Clatty Absent
 Matt Cockerton Absent
 Richard Cooper
 Richard Eschenbach

College Staff Present Larry Perryman, Roe Darnell, Mike Adams, and Carolyn Pryor

Public Comments No public comments

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

Approval of Minutes M/S/C (Eschenbach/Koeninger) RESOLVED, That, the Citizens' Bond Oversight Committee does hereby approve the minutes of August 7, 2012.

Quarterly Bond Reports **Measure W Bond Program Financial Activity Report – July 1, 2012 to September 30, 2012**
Perryman noted the growing number of completed projects and advised that he would be updating only the projects in progress. He confirmed that the Library/Learning Center, the Lake Center, the Willits/North County Center, and the Student Center/Cafeteria projects would be completed during 2013. The remaining substantial project will be the Allied Health/Nursing Facility, currently at DSA awaiting final approval.

Measure W Bond Program Quarterly Status Report – December 31, 2012

Perryman updated members on the status of several projects in progress, including:

- **Energy Project**
Review and assessment by PGE to confirm qualification for incentive grants is scheduled for December and will include the completed retrofit and EMS implementation of all campus buildings except the

Science Building and the new Library/Learning Center.

- **Other Campus Infrastructure**
The last phase of this project involves the re-paving of the college entrance roadway and parking lots. Current plans include the use of redevelopment funds from the City of Ukiah to complete the project.
- **Point Arena**
District has received an offer from the Trust for Public Lands that includes a 2 to 3 year option to buy at the appraised value of \$1.5-\$1.7 million. Perryman noted that if District decides not to sell, costs to completely renovate the field station could reach \$2-3 million. District is still considering the offer and will devote \$52,000 to renovate the classroom building and one of the houses.
- **Allied Health/Nursing Facility**
The planning phase of this project has been completed and the Schematic Design has been generated by the architect. Cost estimates are anticipated within the next month. The new facility will provide 4 practice labs, 2 simulation labs, and will accommodate 24 first year students and 24 second year students.
- **Library/Learning Center**
The Notice of Completion for this project will be brought to the November BOT meeting. Supplemental parts to this project will include the signage project, a security camera system, and a small landscape area between the Library and CVPA.

Perryman responded to the question of overtime payments appearing on the project detail sheet by noting that the Salaries and Benefits payments reflected overtime paid to staff involved in the move upon building completion. Staff has confirmed that overtime payments were an allowable expense under the Bond Program.

- **Lake Center**
Estimated completion date and occupancy for the Lake Center is January, 2013.
- **Willits /North County Center**
Construction is underway, with foundations being poured and on-site and off-site improvements crucial in preparation for the winter weather. Completion is scheduled for fall, 2013.

Future Agenda Items

- Perryman advised that he was working on updating the tax rate information.
- A suggestion was made to make the community aware of the many beneficial Bond activities.

ADJOURNMENT

The meeting was adjourned at 6:03 PM

Submitted by:

Larry Perryman, Vice President of Administrative Services