MINUTES OF THE MEETING OF THE MEASURE N INDEPENDENT
CITIZENS’ BOND OVERSIGHT COMMITTEE
September 12, 2011 – 7:00 p.m.
Room 1538, McPherson Administration Building
Napa Valley College, Napa, California

Members Present:  Jason Luros, Brian Kearney, Bill Lockhart, Phil Box, Rick Whatley

Members Absent:  Audrey Amundsen, Greg Evans

Staff Present:  Sue Nelson, Dan TerAvest, John Nahlen

1.  Call to Order (7:00 p.m.)
    Jason Luros called the meeting to order at 7:00 p.m.

2.  Public Comment
    None.

3.  Approval of Minutes of June 20, 2011
    M/S/C (Whatley/Box) to approve the minutes of June 20, 2011.

4.  Bond Implementation Plan Update
    Dan TerAvest provided an update on the status of bond projects currently underway including
    outstanding window negotiations at the Library Learning Resource Center, remodel of the
    1500 building, solar fence security, signage, remodel of the 1300 building, and campus wide
    fire alarm systems. Mr. TerAvest shared that the remodel of Building 1300 project had gone
    to bid but that all three bids received were over budget. The low bid was approximately
    $600,000 and the construction budget for the project was $450,000. The District will
    undertake the project by acting as the general contractor and managing multiple prime
    contracts with subcontractors. It is estimated that the District will save approximately 20%
    with this approach by cutting out all general contractor overhead. A second phase of the
    project, to add ADA compliant ramps is planned for the Spring. Mr. TerAvest said that the
    available funds for the project continue to increase as other projects reach completion and was
    now estimated at around $1 million.

    Mr. TerAvest also updated the committee on developing temporary and long-term agreements
    with Napa Valley Unified School District regarding joint use of the American Canyon High
    School property. NVC will submit a proposal to NVUSD in the next few months after
    circulation of an RFP for Joint Occupancy.
5. **Master Budget**
   Dan TerAvest provided committee members an updated Master Budget report for bond projects. He identified remaining funds for outstanding projects such as the remodel of Building 1300, at approximately $1 million. This total is approximately $200,000 higher than last quarter’s estimate and that increase is primarily due to funds released from the American Canyon High School project where equipment and other expenses came in below estimates.

   Bill Lockhart asked if funds had been set aside to deal with potentially expensive litigation related to the LLRC window dispute and Mr. TerAvest confirmed that monies had been set aside. Committee President Jason Luros asked if legal counsel had approved the expenditure of project funds on legal fees related to the dispute and Mr. TerAvest confirmed that to be the case.


   7. John Nahlen reviewed the Expenditure Report for the Period Ending June 30, 2011. The report was distributed at the meeting. Mr. Nahlen said that both Series A and Series B funds were at a zero balance and only Series C had any activity. Discussion related to budgeted staff salaries and interest income followed.

8. **Future Meetings**
   The following future meeting dates were reviewed:
   December 5, 2011       March 5, 2012

9. **Adjournment**
   M/S/C (Kearney/Whately) to adjourn at 7:40 p.m.