

James R. Wilbanks, Ph.D.
Retirement Administrator



Telephone: (707) 463-4328
(707) 467-6473
Fax: (707) 467-6472

MENDOCINO COUNTY
EMPLOYEES' RETIREMENT ASSOCIATION
625-B KINGS COURT
UKIAH, CALIFORNIA 95482-5027

Date: August 16, 2017
To: Board of Retirement
From: James Wilbanks, Retirement Administrator
Subject: Administrator Report

Strategic Planning Offsite:

The MCERA Strategic Planning Offsite meeting will be on September 13-14, 2017 at the Hill House in Mendocino. We plan to start the meeting mid-morning on the first day and end by mid-afternoon on the second day. Based on the Board's responses to the survey, and my interviews with each Trustee, I am still working on the agenda. Once we have everything finalized, I will send more details via email. As discussed, the MCERA office will be closed to the public those two days.

Board of Retirement Elections:

The notices of election have been sent to both Active General Members and Retired Members. The deadline for filing of candidates is September 1, 2017.

Board of Retirement Appointments:

The notice of appointments has been sent to the Board of Supervisors.

625 Kings Court Update:

Contracts for the patio security upgrade and parking lot repair and resurfacing have been awarded by the County facilities staff. The parking lot work is expected to be complete by September 2, 2017. The bid for the parking lot came in significantly higher than originally expected. As a reminder, County facilities originally projected a cost of \$9,900 for the project and staff suggested we budget \$20,000 for the project, which the Board approved. We learned after the budget was approved that facilities staff had only included the East parking lot in the initial projection. The contract cost to repair and resurface both lots is \$35,000.