

**PALO VERDE COMMUNITY COLLEGE DISTRICT  
MEASURE P CITIZEN'S BOND OVERSIGHT COMMITTEE  
MEETING MINUTES**

**June 6, 2016**

**1:00 P.M.**

**One College Drive, Blythe, CA - CS 234**

**(ITV held at Palo Verde College Needle Center, 725 W. Broadway, Needles, CA)**

*It is the intention of Palo Verde Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, Palo Verde Community College District will attempt to accommodate you in every reasonable manner. Please contact Carrie Mullion at (760)921-5440, as soon as possible to inform us of your particular needs so that appropriate accommodations may be made.*

<b>1. Call to Order:</b> The meeting was called to order at 1:02 p.m. by Dr. Wallace, Superintendent/President			
<b>2. Roll Call</b>			
Angelis Alvarez	<b>X</b>	Lindsey Payson <i>(via ITV to Needles Center)</i>	<b>X</b>
Ron Baker	<b>X</b>	Sandra VanDyke	<b>X</b>
Michael Burger <i>(via ITV to Needles Center)</i>	<b>X</b>		
Wayne Cusick	<b>X</b>	Guests: Dr. Wallace, Superintendent/President Russi Egan, VP of Administrative Services	
David Kehl	<b>X</b>	Carrie Mullion - Recorder	

**3. Approval of Agenda:** It was moved by Mr. Baker, seconded by Mr. Kehl and unanimously carried that the Agenda be approved.

**4. Opportunity for Public Comment**  
*At this time, members of the public have the opportunity to address the Committee on any item contained within this notice. Persons wishing to make comments are allowed five minutes per item. Please note that the Committee cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the Committee that are not on the agenda may, at the Committee's discretion, be referred to staff or placed on the next agenda for Committee consideration. The Committee requests that the public speak on matters which are on this agenda at the time that the item is considered by the Committee.*

No public comments noted.

**MINUTES**

<b>5. Committee Member Training – David G. Casnocha, Bond Counsel</b>	Mr. Casnocha stated the objective of this training is to explain the roles and responsibilities of the Oversight Committee and provide a checklist of things to do. Mr. Casnocha provided a background of why a Bond Oversight Committee exists. PVCCD passed Measure P in 2014 under the legal authority of Prop 39, so the District now has a duty to create
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a committee, and empower the committee to oversee the expenditures of the bond. The way PVC's Governing Board empowers the committee is by adopting the Bylaws [handed out at this meeting]. The Bylaws are the responsibilities that the State Legislature has defined for Citizen Bond Oversight Committees. The powers of Oversight Committees are the same at all community colleges and they must follow the provisions of ed. code. Mr. Casnocha referred to the handout titled "Palo Verde Community College District Independent Citizens' Bond Oversight Committee Bylaws". The following points were discussed.

- The name of the committee; the difference between an Oversight Committee and an Advisory Committee is that Oversight Committee members do not represent advisors to the Governing Board and consequently there is no need to file Form 700 Conflict of Interest Statement.
- The committee does not have legal capacity independent from the District.
- The committee is subject to the Brown Act. The three things relevant to Oversight Committees are: 1) All of the business of the committee should be done at an open and public meeting that has been properly noticed. 2) Prohibits serial meetings. 3) May only discuss items that are on the Agenda.
- A Chair and Vice Chair should be elected at the next meeting, and method and protocols established on how to create an agenda for CBOC meetings.
- The committee shall confine itself specifically to bond proceeds generated under Measure P. PVC passed a \$12.5M bond. \$10M was used to pay down Certificates of Participation (COP) debt, leaving approx. \$2.5M that is disposable cash that will come before the committee.
- Duties of the committee; 1) Review expenditure reports by using

	<p>Resolution 14-10 D-21 (provided to committee) as a resource to confirm expenditures are among the types of projects that the voters approved; and make sure the expenditures of bond money for salaries are appropriate and limited to time that employee spends implementing a bond project. 2) Inform the public; official communication to the Board or public shall come from the Chair acting on behalf of the committee. PVCCD has obligation to set-up an internet website for the committee and put information on the website that the committee feels is important. The chair of the committee could also collaborate with the president of the college to put a summarization of what CBOC is doing in a college newsletter, write a letter to the editor of local newspaper, or provide a report at Board of Trustees meeting. 3) Prepare a written annual report that is presented to the Board of Trustees in public session that, (a) shows money was spent for lawful Measure P purposes and no teacher or administrator salaries; and (b) shows a summary of the committee's proceedings. The staff of PVCCD should help with this by obtaining examples of other community college district's annual reports. The annual report must be submitted to the Board of Trustees by March 31, 2017. The committee will be provided a copy of the District's Audit Report and should use that information to confirm CBOC report. The timeline is: Feb.-Mar. 2017 review/markup/vote-on an annual report for fiscal year ending June 30, 2016, and submit it to the Board of Trustees.</p> <ul style="list-style-type: none"> <li>• Duties of the Board/Superintendent/President.</li> <li>• Authorized Activities of CBOC: 1) right to receive copies of the district's Audit Report at the same time that the Board</li> </ul>
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of Trustees receives it. 2) Right to inspect/tour district facilities and grounds where bond proceeds will or have been expended. 3) Review copies of deferred maintenance plan developed by the district. 4) Review efforts by the district to maximize bond proceeds by implementing various cost-saving measures.

- Terms: The law says an oversight committee member can serve no more than three consecutive terms. The committee will terminate after all the bond proceeds are spent, after the last audit is completed, and after the last annual report is submitted after the last audit is completed.
- Regular meetings: The committee will meet once a year, but not meet more frequently than quarterly.
- The district shall provide technical and administrative assistance to the committee as follows: 1) preparation of and posting of the agenda; 2) provide a meeting room; 3) provide documents, i.e. expenditure reports, audits, and any other information pertaining to how bond proceeds are being spent; 4) retention of all committee records, and providing public access to such records on an Internet website maintained by the district. The subject matter on the website is for the committee to decide, i.e. election Resolution, Bylaws, agendas, minutes, committee roster, master facilities plans.
- District staff and/or consultants shall attend committee proceedings to report on the status of projects, i.e. bond counsel or auditor.
- Officers: The committee will need to elect a chair and vice chair at the next meeting.
- Process for amending Bylaws.

Dr. Wallace appointed David Kehl to be the Chair of CBOC until the next meeting takes

	<p>place at which time there will be an election. Dr. Wallace stated that when the Comprehensive Master Plan is complete, it will be used as the basis of how the bond proceeds are spent. A draft of the Plan should be on the college website by August. Ms. Egan provided a brief summary of facility improvements to the Blythe and Needles campuses.</p>
<p><b>6. Future Agenda Items -</b></p>	<ol style="list-style-type: none"> <li>1. Elect Chair and Vice Chair.</li> <li>2. Narrative from PVC staff as to the types of projects the bond money will be spent on.</li> <li>3. Discuss website and what content to put on it.</li> <li>4. The next tentative meeting will be in the fall, once the Comprehensive Master Plan is complete.</li> </ol>
<p><b>7. Adjournment</b></p>	<p>The meeting was adjourned at 2:15 p.m.</p>