

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

**April 4, 2017**

**1:00 P.M.**

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

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

**1. Opening of Meeting**

**1.01 Call to Order**

The meeting was called to order at 1:00 by Dr. Wallace, Superintendent/President.

**1.02 Roll Call**

Present: Ron Baker  
Wayne Cusick  
Sunil Lal  
Lindsey Payson  
Sandra Van Dyke

Administrators: Donald Wallace, Superintendent/President  
Russi Egan, Vice President of Administrative Services

Absent: Michael Burger  
David Kehl

Guest: Nathan Houck, Sillman Wright Architects

**1.03 Approval of Minutes of June 6, 2016**

It was moved by Mr. Baker, second by Mr. Cusick, and unanimously carried that the Minutes be approved.

**1.04 Approval of Agenda**

It was moved by Mr. Cusick, second by Mr. Baker, and unanimously carried that the Agenda be approved.

**2. Opportunity for Public Comment**

**2.01 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.**

No public comments noted.

**3. Organizational Matters**

**3.01 Election of Chair and Vice Chair**

Motion by Mr. Baker to nominate Wayne Cusick as the Chair and Ned Hyduke, II as the Vice Chair of the committee.

Second: Sandra Van Dyke

Motion carries.

## **4. Information Items**

### **4.01 Replacement of Actively Enrolled Student Committee Member (Lal)**

Discussion: Dr. Wallace stated that the PVCCD Board of Trustees appoints the members of this committee. Mr. Sunil Lal will replace Angelis Alvarez who is no longer an actively enrolled student at Palo Verde College. This will be on the next PVCCD Board of Trustees agenda for approval.

### **4.02 New Committee Member (Hyduke)**

Discussion: Ned Hyduke, II, will be added to the committee as an additional community member. This will be on the next PVCCD Board of Trustees agenda for approval.

### **4.03 Webpage Content**

Discussion: Carrie Mullion, Executive Assistant to the Superintendent/President and Board of Trustees, provided an overview of the Measure P Citizens' Bond Oversight Committee webpage on the Palo Verde College website, and also an overview of BoardDocs, the cloud based meeting manager. The Agenda and Minutes for CBOC Meetings will now be housed on the BoardDocs webpage.

## **5. Reports**

### **5.01 Initial Sale of Bonds**

Discussion: Ms. Egan provided a summary from the Morgan Stanley documents. Due to interest rates being very low, the district was able to save a significant amount of money by refinancing the Needles Bond. The Measure P Bond was \$12.5 million. Approximately 80% of the bond funds were used to pay COP debt. COP debt was approximately \$30 million, the remaining balance is approximately \$13 million. The CBO Committee has oversight of \$2,463,615.67 that will go toward the building projects.

Ms. Egan stated that after the audit is done in December, the committee will have a Performance Report, Audit Report, and an Audit Report on the finances. These reports will be ready to view in February or March of 2018.

### **5.02 Building Fund Balance**

Discussion: Ms. Egan provided a Series A Building Fund report showing beginning balance [\$2,463,615.67], interest earned [\$8,600.21], expenditures [\$240,929,60], and ending balance [\$2,231,286.28].

## **6. Project Updates**

### **6.01 Preliminary Designs for Blythe Campus**

Discussion: Ms. Egan stated there are three main projects that were identified in the Comprehensive Master Plan. Project 1: smaller classrooms in the CL Building will be enlarged. Project 2: College Services building renovation; moving Administrative Services upstairs to enable expansion of Student Services. Project 3: completing the mezzanine at the Needles Center. The Comprehensive Master Plan provides an explanation of why these projects are suggested.

Mr. Nathan Houck with Sillman Wright Architects provided a detailed explanation of the three remodel projects. Project 3 will be more complex because DSA will be involved. The design layout for the Needles Center will be completed in two weeks. It is anticipated that construction on Project 3 will begin this year. Dr. Wallace requested a meeting take place at the Needles Center to allow input from persons interested.

Ms. Egan stated Project 1 has to take place between June 1 and July 31 so that classes are not disrupted. Projects 2 and 3 do not involve classrooms, so construction can take place anytime. Contractor bids are open to the public and guidelines on how to submit bids are on the Palo Verde College website.

Dr. Wallace provided an explanation of the ten year Comprehensive Master Plan and where to find the Facilities Master Plan in the Plan.

### **7. Future Agenda Items**

Discussion: Mr. Baker read a prepared letter, attached to these Minutes. Mr. Baker requested that as a future agenda item the committee be provided information as to using the \$2.5 million to pay off debt, and also a review of updates on specific expenditures in the category of expenditures that are listed as allowed in the full text ballot proposition that was passed by the voters.

Mr. Cusick proposed that the committee ask staff to take into consideration Mr. Baker's recommendations and present them at the next meeting. Review opportunities to reduce debt.

Dr. Wallace stated there are no other funds available to do this kind of work. Also, to go back at this point and pay down more COP debt would be very expensive. The Board of Trustees has already given their approval to use Measure P money to pay down a certain percentage [approximately 80%] of debt. The Master Plan was conceived and based on what the college promised the voters would be done with Measure P funds. Dr. Wallace stated there may be an option to refinance the bond in the future to pay down the debt sooner. Dr. Wallace explained that the bond money will be spent on two things; 1) to pay down COP debt; and 2) construction projects; and the committee will be provided an accounting of all money spent.

Mr. Cusick, future agenda item: review opportunities to reduce debt.

Dr. Wallace stated the college [Ms. Egan] could develop a response to Mr. Baker's memo and send it out to the committee members.

### **8. Adjourn**

The meeting was adjourned at 2:13 p.m.

The next meeting will take place February 2018.

### **9. Tour of Project Areas:** Committee members are invited to view the Measure P Bond project areas.

Ms. Egan stated that the college will be having a 70<sup>th</sup> Anniversary event in November that will showcase the construction that has been done with Measure P money.