

Facilities Working Group Meeting

March 23, 2020 – CAADO
Conference Room 334A
2:00p.m. – 3:30p.m.

AGENDA

- I. Welcome and Call to Order
- II. Approval of Minutes
- III. Facilities Planning Updates
 - A. Facilities Master Plans Updates
 - B. Five (5) Year Capital Construction Plans
 - C. Five (5) Year Scheduled Maintenance/Instructional Supplies
 - D. Facilities Conditions Assessment
 - E. RCCD Potential Student Housing
 - F. Board/Administrative Policies
 - G. Staffing Support
 - H. Sustainability Initiatives
 - I. Total Cost of Ownership
 - J. Long-Term Capital Facilities Program
 - K. Energy Usage Data
 - L. RFQ for CM, Architect, Engineer Services
 - M. Southern California Edison Rate Increase
- IV. Project Updates
 - A. Master Project List/Calendar
 - B. Capital Projects Status Report
 - C. Scheduled Maintenance Projects
 - D. Sustainability Projects
- V. Maintenance and Operations Updates
 - A. Key/Access Control Upgrade – Update
 - B. District-wide Alternate solution – Drinking Water
 - C. Other M&O
- VI. Other
 - A. District Strategic Planning Council
 - B. Parking/Traffic Study, RCC
 - C. Norco College Fuel Cell

FACILITIES WORKING GROUP

March 23, 2020 CAADO –
 Conference Room 334A
 2:00p.m. – 3:30p.m.

MEETING MINUTES

MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
Nathaniel Jones	Moreno Valley College - Vice President Business Services	YES
Brian Adair	Moreno Valley College – Interim Director of Facilities M&O	YES
Michael Collins	Norco College – Vice President Business Services	YES
Steven Marshall	Norco College – Director of Facilities M&O	YES
Chip West	Riverside City College – Vice President Business Services	YES
Robert Beebe	Riverside City College – Director of Facilities M&O	YES
Martin Morozowsky	Riverside City College – Interim Assistant Director of Facilities M&O	YES
Majd Askar	District – Director of Business Services	NO
Hussain Agah	District - Associate Vice Chancellor, FPD	YES
Mehran Mohtasham	District - Director of Capital Planning	YES
Bart Doering	District – Facilities Development Director	YES
Myra Nava	District – Facilities Planning Specialist, Support Services	YES
Janna Accomando	District - Facilities Planning Specialist, Accounting	YES
Evelyn Ault	District – FPD (Recorder)	YES

I. CALLED TO ORDER

A. By Hussain Agah

II. APPROVAL OF MINUTES

1. Motion to Approve February 25, 2020 Meeting Minutes by Beebe. Second by Collins.

ACTION:

- Motion approved

III. NEW DIRECTOR OF MVC M&O

1. Agah: Welcome Brian Adair, new Interim Director, MVC Director of Facilities M&O.

IV. CURRENT CONSTRUCTION DURING COVID-19

1. Agah discussed the emergency issues, the projects and the changes in the environment due to COVID-19. FPD has been in contact with legal counsel to determine the direction with regards to current construction environment. Construction has been identified as essential per the Governor's Order in

March 19th and can continue as long as the industry adheres to CDC and OSHA guidelines. Construction vendors and consultants were notified that the projects will proceed, they were requested to adhere to the guidelines.

2. Agah, Mohtasham and Doering will be alternating time in the office so the services FPD provides can continue.
3. Doering states the CM's have been contacted, there have been no reports of contractors not showing up to the sites. Some deliveries have been delayed but it has not impacted the projects.
4. Agah has been in contact with the other community college districts' Facilities Planning departments, they are using the same methods that RCCD is using.
5. Doering states RCC Greenhouse bid is proceeding, the job walk will be at the campus on April 14, 2020 and the COVID-19 guidelines will be adhered to. The MVC Welcome Center bid will be a public bid starting on April 1, 2020. The bids will be opened publicly in a Zoom environment.

V. FACILITIES PLANNING UPDATES

A. Facilities Master Plans Updates

1. **MVC:** College's facilities master plan (FMP) was BOT approved in June 2019. The comprehensive master plan will be submitted to the BOT at the end of August 2020. Not discussed.

ACTION:

- None

2. **NC:** College's facilities master plan (FMP) was BOT approved in June 2019. The FMP will not go to the BOT. DLR delivered the final draft to the college on February 24, 2020 and under review by the college. Not discussed.

ACTION:

- None

3. **RCC:** Gensler provided an update to the 2018 FMP for Phase (I) and (II) projects with programming requirements and project budgets (JCAF-32). The latest version is still being revised and the college is waiting for feedback as well as information regarding the Cosmetology Building. Not discussed.

ACTION:

- Mohtasham will send the FPP requirements from ALMA for the Cosmetology Building to Gensler.

4. The district unified FMP's prioritized projects list "preliminary" was posted under the District website, including project descriptions and conceptual budgets. The priority lists for each college was coordinated with VPBs.

5. The district-wide prioritized projects list has not been established yet. However, the 5YCCP will prioritize these projects for the SCO plan.

ACTION:

- Ault will send the links for the Unified FMPs Project List and Unified FMPs Project Descriptions to the group. They are posted on FPD's website.

B. Five (5) Year Construction Plans & Capital Outlay Proposals

1. FPD met with the three colleges on January 6, 2020 to determine next year's strategies. The 5Yr CCP will align with the college's FMPs. ALMA Strategies and FPD met with each college on January 14 and 15, 2020 to determine their own 5Yr CCP and discuss potential IPP/FPPs.

The outcome of the meetings are as follows:

- i. **RCC:**
 - a) New FPP - Cosmetology since Life Science/Physical Science reconstruction was approved and will potentially be funded. The programming of Cosmetology with the stakeholders is complete, Gensler will provide the information to ALMA.
 - b) Potential IPPs - MLK, Bradshaw, Quad and Performing Arts Complex Phase II.
 - ii. **MVC:**
 - a) Pending FPP – Library Learning Resource Center, if approved, Biological/Physical Science will move to an FPP. CannonDesign has been engaged to meet with the stakeholders and provide the programming. The college, ALMA and the stakeholders have three meetings confirmed to discuss the programming.
 - b) Potential IPPs – Kinesiology, Athletics, resubmit Ben Clark Training Center Education Center Building Phase II, and Visual Performing Arts Center.
 - iii. **NC:**
 - a) Pending FPP - Center for Human Performance and Kinesiology. If not approved, it will not be resubmitted and the Library Learning Resource Center will be submitted. Cannon Design has been engaged to meet with the stakeholders and provide the programming. The college, ALMA and the stakeholders have three meetings confirmed to discuss the programming.
 - b) Potential IPPs - STEM Phase II, Student Services Welcome Center, Social & Behavioral Science Phase I and Center for Human Performance and Kinesiology.
2. FPPs need to be finalized by the end April 2020. All IPPs will be prepared by ALMA Strategies.
 3. RCC Life Science/Physical Science FPP was submitted years ago and is now included in the Governor's budget for 2020/2021. RCC and District will secure an architect by June 2020 to be ready when the DF-14 form is received by mid-July from the State. The first submittal is due in December 2020.
 4. The State has not finalized the revised scoring methodology. The call letter could be received late, in February 2020.
 5. FPD worked with RCCD Ed Services and ALMA Strategies to update and capture the FTES and FTEF in FUSION by college, identifying off-campus and on-campus. The list was provided to the colleges.
 6. The first initial meeting to discuss the FPP's with each of the college's stakeholders has occurred. The second meeting for NC will be on March 25 at 1:00pm, MVC's meeting is scheduled on March 25 at 4:00pm, both as Zoom meetings. After providing feedback to the stakeholders they can see what is happening with the upcoming projects. The architect can make final revisions and present it at the third meeting. Another meeting will be scheduled with the VPs regarding proposed IPPs.

ACTION:

- None

C. Five (5) Year Scheduled Maintenance Plan & Instructional Supplies

1. The IS report was filed with the State Chancellor's Office (SCO) in December 2019

D. Space Inventory (SI)

1. Update to date

E. Facilities Conditions Assessment

1. Agah stated that the facilities conditions assessment built in FUSION is outdated and hard to track and manage, and the District is looking for different solutions.
2. Nava stated the latest assessments were completed in April 2017. The colleges are due for another assessment within the next year or two. Nava is waiting for notification. Usually they are done every 3 – 5 years. Not discussed.

ACTION:

- Nava will relay the information to the colleges when the notice is received from the Foundation.

F. Students Housing

1. RCCD Potential Student Housing with City of Riverside

- i. Agah stated a proposal was submitted to the City of Riverside for potential student housing near the new library. The developer, Overland Pelican Riverside (OPR), submitted the proposal to the city and named RCCD as the main beneficiary of the project. OPR/RCCD is the only proposal for the project under a proposed P3 (Public Private Partnership) arrangement with OPR. If the District is selected there will be a market study to determine how many beds will be needed district-wide, and what would be the best rent price for students. The student housing will be for all three colleges. The City interview occurred on August 28, 2019. The proposal was accepted by the evaluation committee and will move to the next level through the City Development Committee in February 2020. If approved by the development committee, it will go to the City Council.
- ii. The housing demand analysis will be done in March 2020 by Scion Advisory Services. The study will rely on student data received from the colleges.
- iii. Jones requested that the study also look at the required support services and resources that come with on and off campus student housing. It changes the operational dynamics of the institution and impacts the broader operation and requested resources are planned to deal with the cost of potential liabilities.
- iv. Agah stated the general idea is to have a property manager and no additional burden on colleges.
- v. A student survey will be conducted using the student's email. Jones requested the colleges have the opportunity to review the survey to ensure the range of questions are appropriate and the data is useable and reliable.

ACTION:

- No action

2. Districtwide Student Housing Initiative

- i. Agah stated that the Chancellor has been advocating for funding for student housing. The goal is to conduct a district-wide on and off-campus feasibility study after accreditation, focusing on RCC to see if student housing is needed, how many beds, and what the affordable rate would be to the students.
- ii. On March 12, 2020, Brown, Agah and Mohtasham conducted a site walk at each college to determine consensual budgets and locations for the student housing. NC agreed on the location by the Veterans Center. For RCC the parking lot across from the college is being considered, as well as the Press Enterprise and Central Middle School. NC's master plan identifies a middle school for a potential location on Dr. Steinback's recommendation, however, Jones suggests taking the middle school out as an option. The study was originally planned to be shared with the college VPs and Presidents but the initiative is on hold for now.

ACTION:

- Jones will provide Agah with 3 or 4 locations for potential sites.

G. Board/Administrative Policies

1. Agah and Brown will review the second draft of the BP/AP for Land Use Development, Public Private Partnership and Real Estate Management with the new General Council when that position is filled. RCCD is working with legal to develop a policy for P3. Not discussed.

ACTION:

- The BP/AP changes will be brought to the Facilities Working Group to provide their comments on the existing draft.

H. Sustainability Initiatives

1. CCCC'O BOG Policy:

- i. Agah shared the California Community College Chancellor's Office Board of Governors: Climate Action, Sustainability Policy includes Renewable energy, LEED Certified Building, Carbon Neutrality, Energy Conservation Measures, Waste Management, Recycling, etc. The State issued a new BOG policy regarding sustainability and wants all of the community colleges to adopt that policy. The existing policy was adopted by BOT in 2010. Not discussed.

2. Solar Planning Initiative:

- i. The chosen vendor, DLR Group, and the Solar Plan was presented to the February 21 District Strategic Planning Council (DSPC). It was approved at the March 2 Chancellor's Committee meeting, and the Regular BOT meeting on March 17, 2020. The funds for planning purposes was also approved. The process could take four to five months and the district hopes to have a plan done by July/August 2020. An initial meeting with the district and the college VPs and stakeholders will be set up to look at the next steps. FPD & DLR will discuss the meeting schedule. DLR will visit each campus, Mohtasham will work with the colleges to coordinate those visits which will be the first planning phase before providing the plans to FPD and the VPs.
- ii. Agah suggested providing the faculty stakeholders with a few calendar options and give them the opportunity to join the kick-off meeting. If they are not available FPD, DLR and the colleges can continue with the planning.
- iii. Collins suggests determining if the work does not need to include the faculty then they can be brought in at a later time to discuss the results and would prefer to know West's thoughts on the subject. Jones agreed and would like to have options.

ACTION:

- None

I. Total Cost of Ownership

1. Agah stated that the district will be working with the colleges to develop a TCO prototype that will be applicable to all of the colleges. The TCO prototype is a requirement for Accreditation as well as for the Bond. It will capture all utilities, maintenance, custodial and grounds. Moving forward the TCO will include language to capture architectural services. The process is ongoing. Agah requested thoughts from the colleges:
2. Jones stated there are three issues to solve when discussing TCO:
 - i. Setting standards for future buildings, re: grounds, custodial, utilities, etc.
 - ii. Operating expenses and the mechanism of how that information gets built into the budget.
 - iii. The approach to dealing with the deferred maintenance that is already at a back-log due to inadequate funding.
3. Jones inquired if the TCO includes the O&M and personnel portion and suggested developing a matrix or standard benchmark so that when the Board is approving the development of a new facility there will be some correlation to staffing needs to maintain it.
4. There are APPA standards in place to maintain custodial and grounds staffing levels. The colleges need to decide what level of the standards to put in place.
5. West stated RCC's Accrediting group requested additional documentation with regards to TCO. It will come up when they meet with the District. RCC has a template from 2015 forward that was used for TCO. They specifically wanted to know what the staffing model is.
6. Collins stated that NC has a TCO calculator that takes into consideration the APPA standards. For new construction NC has to make sure a total TCO for the building is in the design phase.
7. West suggested a standardized model of a TCO calculator should be used across the district using the same matrix.
Not discussed.

ACTION:

- Mohtasham will assemble a TCO task force to begin developing steps if/when the bond passes. If the bond does not pass a different solution can be arranged.

J. Long-Term Capital Facilities Program

1. Agah presented the plan document to the February 21 DSPC (District Strategic Planning Council), and February 24, 2020 Chancellor's Cabinet. The LTCFP will be presented to the Committee BOT meeting on March 2, 2020. BF&S has set aside some funds for Solar Initiative.
2. The LTCFP will include the following strategic facilities planning initiatives:
 - i. Sustainability Plan (SP)
 - ii. Aerial Topography Mapping Survey (ATMS)
 - iii. Underground Utilities Mapping and Conditions Assessment (UMCA) and Infrastructure Program
 - iv. Integrated Energy Plan (IEP)
 - v. District Standards (DS), and Colleges Building Design Guidelines (CBDG)
 - vi. CEQA Campus Program Environmental Impact Reports (EIR)
 - vii. ADA Transition Plan, Accessibility Compliance and Wayfinding
 - viii. Information Technology Infrastructure Plan (ITIP)
 - ix. Safety and Security Plan (SSP)
 - x. Comprehensive Facilities Conditions Assessment (FCA)
 - xi. Project Management Information System (PMIS)
 - xii. Procurement Strategies and Project Alternative Delivery Systems Assessment
3. A District-wide Sustainability Plan Steering Committee will be chaired by faculty from the colleges, and co-chaired by an FPD subject matter expert.
4. The LTCFP was BOT approved on March 17, 2020. A budget has not yet been identified for the plan, however, the identification of the top 3 sustainability initiatives should still be worked on.

ACTION:

- West will speak to Tonya Huff to be a part of the District-wide Steering Committee.

K. Energy Usage Data

1. There are no tools, dashboard or platform to calculate each college's energy usage. The information is being entered manually by Nava in an excel spreadsheet. Mohtasham provided data comparing the college's use by year. FPD is looking into an energy information and analytical platform that allows each college to check water, gas, electric and solar usage. Updates regarding Energy Use Data are combined with Item M, Southern California Rate Increase.
2. Mohtasham attended Southern California Edison (SCE) workshop and met with their representative to discuss the proposed rate increase for NC and MVC. rate changes are due to three major factors:
 - i. General Rate Case (GRC) Attrition Year Authorized Revenue Requirement.
 - ii. Year-end Balancing Revenue Account Adjustments
 - iii. Wildfire Mitigation (AB 1054) and Pathway Efforts (AB 2045)
3. A 5% rate increase is expected by the end of April 2020 and an additional 3% increase by the end of 2020.

ACTION:

- Mohtasham will provide cost information to the colleges.

L. RFQ for CM, Architectural, Engineering, and Environmental Services

1. CM, Architects and Engineers RFQ went to BOT on November 13, 2018. The RFQ stated "...the District will continue to pre-qualify new interested firms on an as-needed basis". Purchasing receives many requests to be added to that list and increasing the pool would help if/when the bond passes.
3. CM services RFQ advertisement went on February 3 meeting the April 21 BOT timelines. Architectural RFQ to be issued by the May BOT.

4. The colleges Faculty, students and administrators would be engaged at the point of choosing a vendor/firm from the prequalified list at the time it is project specific.
5. The Facilities Working Group agreed to continue with the RFQ process by reviewing qualifications and will pre-qualify the firms without conducting interviews.
6. The process of selecting a firm need to be consistent and transparent. The BP says anything under \$10,000 select one, anything over \$10,000 up to the bid threshold, get three quotes. This RFQ is related to professional services and does not fall under that policy, however, purchasing takes it to the Board if it is over the threshold.
7. Submissions for CM services RFQs are due by April 13, 2020 and will be accepted by email. A questionnaire was included to identify the CM Multi-Prime from Agency CM Agency.

ACTION:

- The FWG to develop a process for selecting professional consultant in alignment with the District BP/AP and best practices.

VI. PROJECT UPDATES

A. Master Projects List/Calendar/Capital Project Summary Form

1. Nava reminded the group that they are supposed to use the Project Summary Form at the initiation of any project at their college. There are projects that have already begun without the form being submitted. Purchasing is receiving emails from other department heads wanting to start projects without submitting the forms. Not discussed.

ACTION:

- Nava will send an email reminder to the FWG to continue using the form and requesting the form be sent to other departments.

B. Capital Projects Status Report

Doering reported on the following:

1. RCC:

- i. **RCC Greenhouse Project:** The project received DSA approval and is currently in the bidding phase. The job walk has been scheduled in April 7th. No new details.

ACTION:

- None

2. MVC:

- i. **Student Services Welcome Center Project:** The project is at DSA for back-check comments. FF&E has been reviewed with Faculty and was approved and sent to the architect. Upon DSA approval the project will be in bidding in April and targets June BOT. No new details.

ACTION:

- None

- ii. **BCTC Training Platform Facility Project:** The project is currently under construction. Grading is complete, utilities are being installed. The project is 2 weeks ahead of schedule. The block wall is up. There is an issue with Western Municipal Water District (WMWD) who contacted the architect to change from a 6" line to a 10" line. That does not meet the code requirement. The architect contacted the structural engineer to verify the information, the engineer provided the correct calculations and determined that the fire department put the wrong flow on the plans. The issue has been corrected and resubmitted to WMWD. No new details.

ACTION:

- None

- iii. **BCTC Education Center Building (Phase I):** The project is in the Design Phase. The architect's estimate included additional costs and was based on the schematic level design, it was about \$2 million over the project budget. SVA Architects provided value engineering option and pending college decisions from Jones to resume the design efforts.

ACTION:

- None

- iv. **Organic Chemistry Lab:** The project is designed to address MVC losing students due to absence of organic chemistry labs; students take these classes at other CCDs and never come back to MVC. FPD provided the college with an estimated project budget of about \$2 million. The college does not have a funding source for the project but agrees to move forward with feasibility studies and architect proposals. The project is on hold. Not discussed.

ACTION:

- None

3. NORCO:

- i. **Veterans Resource Center Project:** Plans and specs were approved by DSA. The current project estimate is over budget (\$1.2 - \$1.4 million) according to projects architect and Tilden-Coil third party independent estimate. The CEQA document went to the February 18, 2020 BOT meeting and the CEQA process is complete, Dudek can now file with the County of Riverside and the schedule can be put in place. The project is on hold pending funding sources.

ACTION:

- None

- ii. **Early Childhood Center Project:** The College received a \$5.0 million State Grant to support the planning of the development of the ECEC at NC. The Chancellor and Vice Chancellors reached out to the City Legislators and approved ECEC at Stokoe in lieu of NC site. The Stokoe Center was renovated many years ago and is still maintainable. In 2004 the District entered into a 40-year real estate agreement for the space. The college completed the Instructional Program plan that will drive the project's modernization phase. The first phase will be IT, A/V, and FF&E, for a potential four (4) month construction period. An RFQ/P was issued for an architect with a deadline to submit proposals on November 21, 2019. The site walks that were scheduled for Tuesday, November 19, 2019 and were canceled. The project is on-hold.

ACTION:

- None

- iii. **Sport Field Turf Replacement project:** Installation date was February 24, 2020. The project will go to DSA for the accessibility component. HGA Architect has been engaged. The path of travel is being funded by the college. \$495K funded by Measure C. The college and Askar worked to finalize the board report for March 17 BOT. Installation is occurring, DSA approval was received and Purchasing is getting ready to bid out the ADA portion.

ACTION:

- None

C. Scheduled Maintenance Projects Updates

1. MVC:

- i. **Elevator Modernization:** The project kick-off meeting has occurred. All MVC Scheduled Maintenance projects will be complete when the two Elevator Modernization projects are done.

SGH Architect continues to work on the drawings to receive DSA access only approval. Still waiting for SGH for update. The project is still in the design planning phase. No DSA approval yet. Hinkley & Assoc. was given a contract for the renovation and have proposed a job walk on March 26. Adair spoke to Hinkley and asked if once an elevator is modified will the State Inspector be available to put the elevator back into operation. Adair will put the project on hold and work with Jones and Mohtasham regarding the material that Hinkley said was already ordered, and schedule a walkthrough once the elevator is modified.

- ii. **File Alarm Upgrades:** The funding source is Measure C. Currently the project is in the design and planning phase. SGH architect has been engaged and working on the drawing and DSA approval. The project is still in the design planning phase. No DSA approval yet.

1. NORCO:

- i. **ADA Scheduled Maintenance, Parking Lot B&D project:** The Notice to Proceed was issued in December 2019. The Schedule of Values was received late. The contractor Cinbad was issued the Notice of Award. The project began January 13, 2020, the contractor is two weeks behind, there have been some delays due to the weather. Cinbad will come back to remove concrete that was poured incorrectly, then will sealcoat. The punch list was performed on February 26, 2020.
- ii. **Student Services Elevator:** The elevator will be upgraded for 19/20. An architect has been engaged. The plans are being developed. A general contractor will be hired then it will go to DSA for approval. Not discussed.

2. RCC:

- i. **RCC Elevator replacement:** The architect is working to revise the plans and submit to DSA for access only. The college hopes to get the final paperwork to the District this week. No new details.
- ii. **RCC Elevator Renovations SM17/18:** The project went out to bid, the bids came in well above the project's budget. As a result, Ceramic/Art elevator tower (one of the four elevator modernizations) has been eliminated but it will be demolished as part of the Master Plan upgrades. There are remaining funds from the Parking Lot ADA project that will be reconciled to see if the extra funds will cover the elevators renovations. The project will be bid again. SGH Architect worked to revise the drawings and bid documents. Purchasing is preparing to go out to bid.
- iii. **RCC Math & Science and Nursing Boiler Replacement SM 17/18:** A Capital Project Summary form was sent to the district with bid documents. The contract was awarded. Anticipated finish date: July 2020.
- iv. **Gomez ADA Phase 2 Campus Improvement Project:** The project is in the last phase to address the 25% remaining items. FPD will meet with the college to coordinate the implementation. Westberg+White Architects have been engaged. FPD sent the City of Riverside an email identifying the areas they are responsible for. The attorney will ask the courts for a two-year extension to complete the project. No new details.

D. Sustainability Projects

1. Mohtasham stated RCC will add an additional 10 EV Charging Stations through EV Connect on the campus for a total of 13. The new stations will be paid for with one-time funding. There is also a request to add charging stations at the District office. Mohtasham recommended discussing this at the Parking Committee meeting before moving forward. The services will be charged back to the consumer after the college works with the CTA and CSEA. Not discussed.

ACTION:

- Morowzowsky will send ChargePoint information for the billing information to Marshall.

2. RCC is working to implement a wireless irrigation system that will eliminate labor hours and create more efficiency in maintaining the campus-wide irrigation system. The college is working with IT to determine if the system is compatible with their network system and are verifying the system meets District Standards. Not discussed.

ACTION:

- None

VII. MAINTENANCE AND OPERATIONS

A. Key/Access Control Upgrade – Update

1. Collins stated NC met with the vendor Assa Abloy. The next step is to build the hierarchy key logic. NC has been working with MVC and RCC to understand what the universal doors look like and determine if MVC and RCC should come online now or in the future. This is only for legacy key systems, not access control systems. NC have begun upgrading their door cylinders. The three colleges will work together to develop a District Standard. MVC and RCC have provided all of their key counts to NC to move forward with building the legacy key system and hierarchy key logic. NC continues to coordinate with Assa Abloy to establish the base-line cost and met again the week of January 20, 2020. Assa Abloy indicated there are about 2,500 locks district-wide. The Medeco keying system will capture the different types of locksets and keyways needed. The hierarchy will be built starting with a doubling of the door requirements, taking into account the growth at all colleges, off-site locations and the district office. There is a data base for the different system that Assa Abloy strongly recommends rather than their in-house system. Training will be provided through a Webex, all colleges will be included. A consultant will be hired then the system will be bid, owner-purchased and installed. Pinning will be done at the factory. Not discussed.

ACTION:

- Build the legacy key system and hierarchy key logic.

B. District-wide Alternate solution – Drinking Water

1. Askar stated the Chancellor is requesting a filtered water system, the District is considering a bid for a districtwide water filtration system. Not discussed.

ACTION:

- Askar is reviewing the District's current initiatives including Drinking Water.

C. Integrated Waste Management

1. An RFP for Integrated Waste Management was drafted a few years ago but it was not approved by everyone. It can be looked at again. The goal is to consolidate with all colleges. The benefit is the economies-of-scale as well as the recycle programs. The RFQ/P is in review. Not discussed.

ACTION:

- Askar will send a draft of the RFQ/P to the colleges after the District reviews.

VIII. OTHER

A. District Strategic Planning Council (DSPC)

1. Facilities Planning and Development Council (FPDC) was presented and approved on the February 21 DSPC. The FWG will be a shared governance body. Task force(s) will be developed to focus on specific items like Student Housing Initiative and Solar Planning Initiative and will report back to the FPDC.
2. West proposed that the FPDC meetings along with DBAC, ITSC, and potentially HR meetings, be coordinated all on one day, potentially on the first Monday of every month. Not discussed.

ACTION:

- The VPs agreed to reach out to Brown/Mills to meeting on one day.

B. Parking/Traffic Study, RCC, & Districtwide

1. RCC will conduct a parking utilization study at the downtown parking structure and Fox theater overflow parking to address staff and faculty parking capacity concerns. Another survey will be done districtwide to assess the viability of students parking on staff assigned parking during certain hours of the day. A purchase order will be issued to Kimley-Horn to complete the studies at the three colleges. FPD coordinated with the colleges and District police. Not discussed.

C. Norco College Fuel Cell

1. NC is paying Doosan \$120,000 a year to maintain a Fuel Cell at the college and keep it running efficiently. Last year it missed the target emissions threshold. As a result, Southern California Edison (SCE) ended the incentive plan at a loss of a large amount of money. SCE has only one year left for the incentive plan and will probably not be able to capture \$350,000 in incentives. Not discussed.

D. Facilities Use Fees

1. Collins requested information or history related to Facilities Use/Rental Fees.
2. Jones stated NC has not done anything with those fees recently and is unaware if the fees are at a credible market rate.
3. West stated RCC has been working to update their fees. Some rates are high; others are not high enough. The update includes pulling together a list of comparable rates and to share with the group and take to the BOT for consideration to change the rates.
4. Collins stated there is a BP that governs the rates and asked if each college has its own rates.
5. West stated each facility and classroom has its own rates that are separate fee structures for the type of facility. Some do not have a structure, ie: Culinary and it is not rented. Not discussed.

ACTION:

- Dr. West will schedule a meeting with Dr. Collins and Dr. Jones to discuss fee structures.

E. Temporary Hospital Space Request

1. The Chancellor has been talking to the State Chancellor's Office who are looking for some college facilities that can be converted to temporary hospitals. They are reaching out to the community colleges, UC and CalState to find out about their existing dorms to see if the dorm beds can be converted to temporary hospitals in case they are needed.
2. Collins inquired if this is only for dorms and is not for use of RCCD facilities, auditoriums or gyms.
3. Agah stated that is correct. An email will be sent mainly to UC and CalState because most of them have dorms, nothing for our buildings thus far.

F. Contract Legal Language

1. FPD has been working with Purchasing to include some legal language as it relates to COVID-19 when issuing NTPs, invitation to bid and NTA to serve the best interest of the district in the event that construction needs to be halted.

End of Meeting Minutes-