

Facilities Planning and Development Council

June 29, 2020 – CAADO
Zoom Conference Call
9:00a.m. – 10:30a.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 Construction Plans & Capital Outlay Proposals Updates
 - C. Physical Plant/Instructional Supplies
 - D. Space Inventory (SI)
 - E. Facilities Conditions Assessment
 - F. Student Housing Initiatives
 - G. Board/Administrative Policies
 - H. Sustainability Initiatives
 - I. Total Cost of Ownership
 - J. Long-Term Capital Facilities Program
 - K. RFQ for CM, Architect, Engineer Services
 - L. Division of the State Architects
 - M. Prequalification Process
- 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. **Others**
 - A. District Strategic Planning Council
 - B. Parking Surveying Studies
 - C. Expected Facilities Modification & needs after/during COVID-19 opening

FACILITIES PLANNING and DEVELOPMENT COUNCIL

June 29, 2020 Zoom Conference Call
 9:00a.m. – 10:30a.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
Jennifer Floerke	Moreno Valley College – Faculty Representative, CTA/AS	YES
TBD	Moreno Valley College – Classified Representative, CSEA	NO
Michael Collins	Norco College – Vice President Business Services	YES
Steven Marshall	Norco College – Director of Facilities M&O	YES
Quinton Bemiller	Norco College – Faculty Representative, CTA/AS	NO
TBD	Norco College – Classified Representative, CSEA	NO
Chip West	Riverside City College – Vice President Business Services	NO
Robert Beebe	Riverside City College – Director of Facilities M&O	YES
Vacant	Riverside City College – Interim Assistant Director of Facilities M&O	NO
Paul O’Connell	Riverside City College – Faculty Representative, CTA/AS	YES
Laneshla Judon	Riverside City College – Faculty Representative, CTA/AS (Rotating)	YES
Chi Ishihara	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
Don Wilcoxson	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
TBD	Riverside City College – Classified Representative, CSEA	NO
Majd Askar	District – Director of Business Services	YES
Susanne Ma	District – Director of IT, Infrastructure and Systems	YES
Ivan Hess	District – Student Trustee	YES
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	NO
Evelyn Ault	District – FPD (Recorder)	YES

I. CALLED TO ORDER

- A. By Hussain Agah

II. INTRODUCTION

- A. Agah introduced new members and described the purpose and tasks of the Facilities Planning and Development Council.

III. APPROVAL OF MINUTES

- A. Motion to Approve May 26, 2020 Meeting Minutes by Beebe. Second by Mohtasham.

ACTION:

- Motion approved

IV. CURRENT CONSTRUCTION DURING COVID-19

1. Agah discussed the emergency issues associated with projects and the changes in the environment due to COVID-19. FPD has contacted the District's legal counsel to determine the direction with regards to current construction environment amidst COVID-19. Construction has been identified as essential per the Governor's Order since March 19th and can continue as long as the industry adheres to CDC and OSHA and Riverside County guidelines.
2. Construction vendors and consultants were notified that the projects will proceed; they were requested to adhere to the guidelines. The District updated its legal set of documents to include provision of COVID.
3. The colleges have had a lot of maintenance & operations and capital projects; those projects are moving forward. There have been several job walks since the closure with good turnout.
4. Doering stated there are no big issues. A few companies had delays in deliveries.

ACTION:

- The District continues to connect with other districts and industry to seek feedback and updates.

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 (educational and facilities) will be submitted to the BOT at the end of August 2020.
2. **NC:** The colleges facilities master plan (FMP) was BOT approved in June 2019.
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 college received the preliminary documents and has reviewed them and provided them back to Gensler.

ACTION:

- RCC and Gensler will discuss the receipt of the final deliverables in the next two weeks.

4. **District Unified FMPs:** 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 colleges' VPBs. Not discussed.

ACTION:

- None

5. Agah stated that the district-wide prioritized projects list has not been established yet. However, the 5YCCP has prioritized these projects for the CCCC'O 5YCCP. Links to the Unified FMPs Project List and Unified FMPs Project Descriptions was provided to the group.

ACTION:

- None

B. CCCC'O Facilities Planning Update:

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

- i. The District 5YCCP was board approved on June 16, 2020 and included the following submissions:
- ii. **RCC:**
 - a) New FPP – Cosmetology Project (Growth).
 - b) IPPs – 1. Visual Arts Complex (Phase I) (Growth); 2. Advanced Technology (Growth); 3. MLK Modernization.
 - c) Approved FPP: Life Science/Physical Science reconstruction was approved by SCO in the total amount of \$35,004,000 and will be funded in FY 2020-2021. The FPP went through legislation and was approved on June 26, 2020. FPD and the college have begun pre-planning. The first goal is to hire an architect. The college and stakeholders were included to develop the RFP, it was sent out on June 17, 2020. FPD received (18) eighteen requests to conduct site visits, those firms submitted RFI's (Request for Information) based on the site visits. The selection of the architect will go to the August 18 BOT.
- iii. **MVC:**
 - a) Revised FPP for 2020 submission – Library Learning Resource Center (Growth).
 - b) IPPs – 1. Biological & Physical Sciences (Growth); 2. Kinesiology, Athletics (Growth); 3. Ben Clark Training Center Education Center Building Phase II (Growth); 4. Fine & Performing Arts Complex (Growth).
- iv. **NC:**
 - a) New FPP – Library Learning Resource Center and Student Services (Growth).
 - b) IPPs – 1. STEM Phase II (Growth); 2. Student Services Welcome Center (Growth); 3. Social & Behavioral Science Phase I (Growth).
 - c) Pending Approval FPP – Center for Human Performance and Kinesiology was approved by the State Chancellor Office in FUSION and has been included in the spending plan for 2021-2022 with 0% local contribution through the hardship application. It is expected to go to the Board of Governors in September 2020 for approval and then to the Department of Finance. The FPP is in the total amount of \$35,000,000, 100% funded by the state and will potentially be funded in FY 2021-2022.

ACTION:

- The final signed 5YCCP documents will be mailed to the State by July 15 (due August 1)
- v. **New Scoring Methodology:** The State has not finalized the revised scoring methodology which includes additional points for vision of success. Other districts were against some of the criteria as it is not related to facilities. The call letter could be received late, in February 2020. All FPPs that will be submitted next year for consideration for the 2023-24 spending plan will be scored using the new metrics.
- vi. **Building Naming Reconciliation:** 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.

2. Five (5) Year Scheduled Maintenance Plan & Instructional Support

- i. There are a few PFPs from 2017-18 and 2018-19 that are still not closed out, 90% of the projects are completed. The Chancellor requests districts to spend and close these PFPs within two years.

ACTION:

- Askar to provide due dates to close PFPs based on their FY funding. FPD to identify these projects and work with colleges to close them out and update FUSION.

3. Space Inventory (SI)

- i. Nava sent an email to the colleges requesting space inventory updates from January through December 2020. Nava will provide space inventory reports. The updates are due by the end of July 2020. FPD has not received the call letter from the State yet.

ACTION:

- Update the State annual SI Report and file by or before due date.

4. Facilities Conditions Assessment

- i. Nava stated the latest assessments were completed in April 2017. The colleges are due for another assessment within the next year or two, RCCD is not on the list of colleges to be assessed this year. Usually they are done every 3 – 5 years.

ACTION:

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

C. Policies and Procedures:

1. Board/Administrative Policies:

- i. 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. No new details.
- ii. Askar stated that facilities-related BP/AP changes will be brought to the FPDC to provide their comments on the existing draft.

2. Prequalification List:

- i. The CM and Architectural Services new prequalified lists were presented and approved by the board for approval at the June 16 BOT.

3. Consultants Engagement Process:

- i. Askar/Agah discussed and presented the prequalified consultant engagement process in alignment with the District BP/AP and best practices as follows:
 - a) **Below \$25,000:** Obtain a minimum (1) one proposal from District Prequalified list of consultants; the work should not start without a PO in place; no board report is required.
 - b) **Over \$25,000 to \$95,200:** Obtain a minimum (3) three proposals from District Prequalified list of consultants; needs to use the District's small-scale RFP format; qualified-based selection; the work should not start without an executed contract and PO in place; no board report is required.
 - c) **Over \$95,200:** Send formal RFP to the entire District Prequalified list of consultants; Utilize the formal RFQ/P process with scoring methodology and selection criteria; qualified-based selection; the work should not start without an executed contract and PO in place; board report is required.

ACTION:

D. Long-Term Capital Facilities Program

1. 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.
2. Agah is working on getting funding mainly for the Sustainability Plan, Underground Utilities mapping program and Integrated Energy Plan. They are mission critical for a potential future bond and for the colleges. When the funds are available and approved the colleges will be engaged to form the committee and hire the consultant.
3. **Total Cost of Ownership (TOC):**
 - i. 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:
- ii. Jones stated there are three issues to solve when discussing TCO:
 - a. Setting standards for future buildings, re: grounds, custodial, utilities, etc.
 - b. Operating expenses and the mechanism of how that information gets built into the budget.
 - c. The approach to dealing with the deferred maintenance that is already at a back-log due to inadequate funding.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. 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.
 - vii. West suggested a standardized model of a TCO calculator should be used across the district using the same matrix.
 - viii. Every RFP sent for Architectural services will include the requirement to provide TCO for projects in design.

ACTION:

- It was agreed by FPDC to assemble TCO task force to begin developing TCO matrix and best practices.

E. 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.
- ii. One initiative is to develop a district-wide sustainability and action plan. The Long Term Capital Facilities Plan (LTCFP) was presented and approved at the BOT in March. Tonya Huff was recommended to chair of the Sustainability Committee. The committee will help to hire the consultant to develop the district-wide plan.

ACTION:

- None

2. Solar Planning Initiative:

- i. The project is currently in the feasibility and planning phase.
- ii. The kick-off meeting occurred on Thursday, May 28, 2020. DLR and District met with SCE and RPU and went over available incentives and programs for the colleges.
- iii. Site walks at each college were conducted with FPD, college facilities and DLR on June 9, 10 and 11 and inspected the locations of the electrical meters and to identify the best solution for the storage of the solar batteries or PV solar panels.

ACTION:

- FPD will conduct separate meetings with each college to provide the potential solar system options and DLR study and receive feedback from the stakeholders.

3. Energy Management:

- i. 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 (Energy Data Report).

- 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.
- ii. 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:
 - a. General Rate Case (GRC) Attrition Year Authorized Revenue Requirement.
 - b. Year-end Balancing Revenue Account Adjustments
 - c. Wildfire Mitigation (AB 1054) and Pathway Efforts (AB 2045)
 - iii. A 5% rate increase is expected by the end of April 2020 and an additional 3% increase by the end of 2020.

ACTION:

- Not discussed

F. Students Housing

1. RCCD "Potential Student Housing" with OPR and 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.
- ii. The housing demand analysis was scheduled to be done in March 2020. The study will rely on student data received from the colleges. The study is on hold due to COVID-19.
- 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.
- vi. Agah stated developers may be able to submit new proposals when the City advertises the surplus in alignment with AB 1486. The city has expressed a lot of interest for RCCD to be a part of that.

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, number of 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 conceptual 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. MVC's master plan identifies a middle school, and Dr. Steinback recommended this place for potential student housing, 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.
- iii. West indicated there was an internal conversation only regarding the potential use of the Press Enterprise facility. The college has not contacted them.

- iv. Hess inquired if the proposals can be reviewed and how far along this is in the process. Is it being framed as the solution to youth homelessness and the student housing crisis in the area, and if so what is the plan to offer economical and affordable housing, and what is the relationship between the district and OPR.
- v. Agah stated the local bond, if it had passed, could not be utilized to build student housing, as its main use is for educational facilities. Most of the student housing across the nation is done through Public Private Partnership (P3) to build student housing based on the requirements of the public entity. Any revenue received would pay the capital fee over 30-40 years. There is no contractual relationship with OPR other than their pre-established relationship with the City of Riverside and proposal submission.

ACTION:

- No action

G. Division of the State Architects (DSA)

1. Agah provided a DSA regulations update regarding IR A-22 and IR A-9 for School Site Improvements and Project Exception. Even if a project is a DSA "exempt", it still needs to comply with Title 24 and CA Building Code regardless of project size to avoid any liability and comply with the State. Example: The sun shade project at MVC BCTC was \$16,000. It was not a DSA project but we wanted to get the structural stamp on it to protect the district and make sure it is designed, engineered and built under a structural engineer certified in the State of California.
2. There is an expedited way for DSA review by the State Chancellor's office for projects impacted by COVID-19, or any new projects that need to come online because of COVID-19. The project has to be justified as an emergency project due to COVID-19.
3. The committee was provided with the email and bulletin that is received from DSA regarding the waiver of the 6-week appointment time.

ACTION:

- None

VI. PROJECT UPDATES

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

1. Nava received a Capital Project Summary Form from Beebe and will forward it to Agah and Mohtasham for review. It is for the RCC Sports Facility.

ACTION:

- None

B. Capital Projects Status Report

Doering reported on the following:

1. RCC:

- i. **RCC Greenhouse Project:** The board approved the revised budget and awarded the construction contract on June 17. The project will start in July and be completed by end of November 2020.
- ii. The contractor has been experiencing issues in getting their bonds and insurance documents delivered to Purchasing due to the closure. UPS has attempted delivery several times. FPD will address the issue with Purchasing to come up with a solution.

ACTION:

- None

2. **MVC:**

- i. **Welcome Center Project:** The board awarded prime contract in June 16. The project is within budget. The project is expected to be one year in construction. The AB-52 process to verify there are no Tribal burial grounds on the property has had good responses from the Indian tribes. Fencing and grading is expected to begin on July 7.

ACTION:

- Doering will meet with the college and the CM regarding the Pre-Construction meeting

- ii. **BCTC Training Platform Facility Project:** The project is currently under construction. The project is on schedule and is in the final stages. The water meter will be scheduled to be installed. A meeting was scheduled with Holt Architect regarding the finalized cost with WMWD, it is now over \$74,000 for connection and inspection services fee. The project is scheduled to be complete by July 15. A Groundbreaking ceremony could potentially be scheduled in August 2020.

ACTION:

- None

- iii. **BCTC Education Center Building (Phase I):** The project is in the Design Phase. The value engineering was presented to the college, the budget is still over by \$66,000, and the architect will keep reviewing the costs to keep the project within \$8.3 million. The district, college and architect will meet again in ten days to review the design. The milestone schedule will be reviewed and updated.

ACTION:

- Finalize VE options and bring the project back to budget.

- 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 still on hold.**

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 the project architect and Tilden-Coil third party independent estimate. Collins had no update regarding the project. Agah stated that FPD was told by the Chancellor & Brown on June 29 to move forward with the project and present the project budget at the August BOT. Collins inquired how the budget gap will be filled. Askar stated the project cannot move forward until the budget gap is resolved. Doering already provided the Project Summary Form to be able to move forward and meet the August BOT deadlines.

ACTION:

- Agah, Askar and Collins will meet after the FPDC meeting to discuss the project budget gap

- 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 still on hold.**

ACTION:

- None

- iii. **Sport Field Turf Replacement Project:** Installation is complete. DSA approval was received for ADA scope and Purchasing is getting ready to bid out the ADA portion then the concrete work will be bid. The site walk and punch list have been completed.

ACTION:

- None

C. Scheduled Maintenance Projects Updates

1. MVC:

- i. **Elevator Modernization:** The funding source is Measure C and other resources. The project is currently under construction; AMTEC Elevators has started installation in three buildings. The electrical and mechanical phase will be completed by the week of July 3. Phase II is for the interior work, flooring and wall finish and should be completed by the end of July 2020.
- ii. **File Alarm Upgrades:** The funding source is Measure C. Currently the project is in the design and planning phase. SGH architect was on site the week of June 22 and continues to work on the plans to submit to DSA for approval. When DSA approval is received the project can go out to bid.

2. RCC:

- i. **RCC Elevator Modernizations SM17/18:** The construction bid was presented at the June 16 BOT and was awarded to the contractor. The contractor is working with Purchasing to submit bonds then a NTP will be sent.

RCC Math & Science and Nursing Boiler Replacement SM 17/18: The project is complete and the Notice of Completion (NOC) has been issued.

Gomez ADA Phase 2 Campus Improvement Project: The project is in the last phase to address the 25% remaining items. 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. FPD is working with Budget on the cost of the consultant for the Topographical and Geological surveys.

D. Sustainability Projects

1. 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.

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 worked with MVC and RCC to understand what the universal doors look like and determined if

MVC and RCC should come online now or in the future. This is only for legacy key systems, not access control systems. NC began upgrading their door cylinders. The three colleges will work together to develop a District Standard to provide the colleges with physical facility security. 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 met with Assa Abloy during the week of January 20, 2020 to establish the base-line cost. 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 database 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. The plan will be incorporated into the district standards.

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.

D. Johnson Controls Maintenance Contract

1. Beebe inquired about the District 5 year maintenance contract with Johnson Controls, Inc. for HVAC/chillers and controls. The contract is expiring at the end of this fiscal year. Beebe stated there is (6) six months left on Johnson Controls' current contract. There will be a collaboration between the three colleges to determine what each college HVAC person wants, and will provide those specifications to the District who will put together an RFQ/P.

ACTION:

- None

VIII. OTHER

A. District Strategic Planning Council (DSPC)

1. FPDC membership has been formed pending representatives from the CSEA. The District Student Representative and Faculty that were recommended by their president have been attending the meetings since May 2020.

ACTION:

- None

B. Parking/Traffic Study, RCC, & Districtwide

1. **Riverside Downtown:** RCC conducted a parking utilization study at the downtown parking structure and Fox theater overflow parking to address staff and faculty parking capacity concerns. A draft report was received from Fehr & Peers for the downtown survey that was conducted February 26 and 27 from 8a.m. to 6p.m. The results indicate that 96% of the parking at the CAADO structure occurs between 8:30 and 9:30a.m. to 2:30p.m. At the Fox Parking Structure in the 100 spaces the study revealed expired or missing parking permits. The consultant provided four recommendations, one is to install digital signage to show how many spaces are filled, especially at CAADO. The consultant recommended changing the hours of some of the classes to later in the evening to free up spaces during the day. That recommendation would require more security and maintenance in the evening. Combining the Fox and CAADO studies indicates occupancy is not going above 89%. The parking structure will be improved by adding more signage instead of making any changes or policy changes. The report was provided to the college and campus police for review and to provide any recommendations.

ACTION:

- Meet with RCC, District Police and Safety, and finalize the recommendations.
2. **Districtwide:** Another survey will be done districtwide to assess the viability of students parking in staff assigned parking spaces during certain hours of the day.
 3. The district-wide study from Monday – Thursday from 8a.m. to 8p.m. at the colleges is on hold until students are back on campus.
 4. Jones suggest the details from the parking study that was completed as part of NC Comprehensive Master Plan Update is available if it would be of help.

ACTION:

- The project is on hold.

C. Expected Facilities Modification & Needs after/during COVID-19 Opening

1. The Chancellor assembled a task force, "Return Safe to College", which will be chaired by Dr. Steinback. Within that task force there are (7) seven working groups including Facilities and Infrastructure that will be chaired by West. FPDC had provided a lot of information and input to the working group and task force to develop strategies.

D. 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.

ACTION:

- Not discussed.

E. 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.

F. District IT Involvement

1. Ma shared IT's involvement with the COVID-19 stay-at-home order and the fast turnaround their department was able to achieve in transitioning staff into the VDI environment.
2. Ma shared the possibility of providing WIFI hotspots for students in parking lots and how that would benefit the physical distancing for a safe return to college.
3. Ma inquired about the IPP/FPP process and in what portion is the IT budgeted for. This information will enable IT to be prepared for a new building coming online and appreciates being a part of the FPDC to gain that information.

End of Meeting Minutes-