

Facilities Planning and Development Council

September 24, 2020 – CAADO
Zoom Conference Call
10:00a.m. – 11:30a.m.

AGENDA**I. WELCOME AND CALL TO ORDER****II. APPROVAL OF MINUTES****III. FACILITIES PLANNING UPDATES**

- A. Facilities Master Plans
- B. CCCC'O Facilities Planning
- C. Policies and Procedures
- D. Long-Term Capital Facilities Program
- E. Student Housing Initiatives

IV. COVID-19 AND FACILITIES IMPACTS

- A. Construction under COVID-10
- B. College COVID-19 Return Safe Taskforce

V. PROJECT UPDATES

- A. Master Projects List
- B. Division of the State Architects
- C. Capital Projects Status Report
- D. Scheduled Maintenance Projects

VI. OTHERS**VII. NEW AGENDA ITEM(S)**

- A. Community Transportation Needs Assessment Voucher



FACILITIES PLANNING and DEVELOPMENT COUNCIL

September 24, 2020 Zoom Conference Call
10:00a.m. – 11:30a.m.

MEETING MINUTES

MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
Nathaniel Jones	Moreno Valley College – Vice President Business Services	NO
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	NO
Steven Marshall	Norco College – Director of Facilities M&O	YES
Quinton Bemiller	Norco College – Faculty Representative, CTA/AS	YES
TBD	Norco College – Classified Representative, CSEA	NO
Chip West	Riverside City College – Vice President Business Services	YES
Robert Beebe	Riverside City College – Director of Facilities M&O	YES
Krystin Steranka	Riverside City College – Assistant Director of Facilities M&O	YES
Paul O’Connell	Riverside City College – Faculty Representative, CTA/AS	YES
Laneshla Judon	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
Chi Ishihara	Riverside City College – Faculty Representative, CTA/AS (Rotating)	YES
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	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	NO
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

- A. Motion to Approve July 30, 2020 Meeting Minutes by Mohtasham with correction to statement from Susanne Ma on Page 8, Item #5: Change “hotspots” to “access”. Second by Beebe.

ACTION:

- Motion approved

III. FACILITIES PLANNING UPDATES

A. Facilities Master Plans Updates

1. **MVC:** The 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 College’s facilities master plan (FMP) was BOT approved in June 2019.
3. **RCC:** The College’s facilities master plan (FMP) was BOT approved in December 2018.
4. **District Unified FMPs:** The district-wide unified FMP’s prioritized projects list “preliminary” was posted under the District website, including project descriptions and conceptual budgets.
 - a. Agah stated that the District Unified FMP’s may need to be updated regularly and should reflect the Educational Master Plan updates.

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 the State in the total amount of \$35,004,000 for FY 2020-2021.
- 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.
- v. **Final Documents:**

- a) The Board approved 5YCCP documents were mailed to the State and were received on July 17, 2020. The documents were also submitted online through FUSION on July 28, 2020.
- vi. Agah stated the process for the 2019/2020 5Yr CCP submission to the State began in December 2019. The process for FY 2020/2021 will begin earlier than December and will engaging the colleges to put the strategies together. The process will include looking to see if the same FPPs need to be submitted or changed to different FPPs to be sure to position each college for a successful funding proposal.

ACTION: None

- vii. **New Scoring Methodology:** All FPPs that will be submitted next year for consideration for the 2023-24 spending plan will be scored using the new metrics. Agah provided update: At the Association of Chief Business Officials (ACBO) Facilities Taskforce meetings, the scoring methodology was discussed. The State had included a Hardship provision last year, which tells if the District met its good faith effort for a local bond and the bond failed then the district is eligible for a 25 points' Hardship provision. That helped to get NC the Center for Human Performance and Kinesiology project approved 100% by the State with zero local funds. The District hoped that the provision would continue but it was removed and was not discussed with the ACBO Facilities Taskforce. The District has no local resources and was relying on the State for the Capital Outlay projects. Without the Hardship provision, the District will not receive the 25 points and there will be less opportunity to get any future projects funded. Agah provided additional updates on the 2021/22 capital outlay spending plan, working with the Department of Finance (DOF) on the request for hardship to include the NC Center for Human Performance and Kinesiology project, Prop 51 funding, how the new scoring methodology will impact the FPP submitted last year and how it provides additional points for six regions including the Inland Empire.
- viii. **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. More feedback is expected from ALMA before making any changes and FPD will confirm those changes with the colleges before submitting to the State. The data is also needed to put together IPPs and FPPs.

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

- i. The Scheduled Maintenance Plan is due to the State in October. Previously there were a few PFPs from 2017-18 and 2018-19 that were still not closed out. The State Chancellor Office requested districts to spend and close those PFPs within two years. Agah stated the State did not provide any funding in 2020/21, however, they still required the plan to be submitted, whether there was a locally funded project or not. The same situation applies to Instructional Support. Five (5) Year Scheduled Maintenance plans were provided by the colleges and uploaded into FUSION before the October 2020 due date.

ACTION: None

3. Space Inventory (SI)

- i. Nava sent an email to the colleges requesting space inventory updates from January through December 2020. Feedback and updates on the space inventory report were received from RCC, NC and MVC and uploaded to FUSION. Mohtasham is working on the cover sheet and reviewing to verify all changes have been implemented and modified in FUSION. The Call letter was received from the State requesting SI updates by November 2, 2020.

ACTION:

- Mohtasham will email the Directors of Facilities and cc the VPs of Business Services to request review of the cover letter and the changes and request a response in 3-4 weeks to meet the November 2 due date.
- Feedback for Instructional Support data from VPs of Business Services is due to Mohtasham by October 19, 2020 for review and upload into FUSION.

4. Facilities Conditions Assessment (FCA)

- 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: None

C. Policies and Procedures:

1. Board/Administrative Policies:

- i. Agah and Brown reviewed 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.
- ii. Askar stated that facilities-related BP/AP changes will be brought to the FPDC to provide their comments on the existing draft. Business Services is reviewing and updating the policies which includes bid limits in terms of the purchase of equipment, services, construction, and the RFQ/P process which is outlined in item #3 below. Askar described the UCCAP policy and the requirements to determine a formal bid. CCLC will review the BP/AP's that are posted online.
- iii. The District will be engaging an outside vendor, CCLC, to help with, or to review, the policies.

ACTION:

- FPDC will review the updated BP/AP's before they are presented to the BOT for approval.
- When the updates begin Askar will share the information.

2. Prequalification List:

- i. An RFQ to establish a pre-qualified list for Surveying, Environmental, Commissioning Consultants in the near future. The lists will be issued from Business and Financial Services.

ACTION: None

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.
- ii. The administrative policy regarding the process will also be developed.

ACTION: None

D. Long-Term Capital Facilities Program

1. The LTCFP was BOT approved on March 17, 2020. Some budget has been identified for the critical mission plans, however, the identification of the top (3) including sustainability initiatives and infrastructure still a priority.
2. Agah is working to secure 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. The Sustainability Master Plan is the most important of the three plans. It will be submitted to the BOT in November 2020. Funding has been set aside to procure a Sustainability Consultant to help develop the plan Districtwide.
4. **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. The process is ongoing. Agah requested thoughts from the colleges:
 - ii. 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. iii. 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.
 - iii. 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.
 - iv. 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.
 - v. West suggested a standardized model of a TCO calculator should be used across the district using the same matrix.
 - vi. Every RFP sent for Architectural services will include the requirement to provide TCO for projects in design.
 - vii. Mohtasham stated there are 3 different models at this time. Three new projects will begin soon; FPD wants to be sure that the TCO model is part of each contract.

ACTION: Not discussed

E. Climate Action and Sustainability Stewardship

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. BOT adopted the existing board policy in 2010.
- ii. One initiative is to develop a district-wide sustainability and action plan. Tonya Huff was recommended as chair of the Sustainability Committee. The committee will help to hire the consultant to develop the district-wide plan.

ACTION:

- FPD will revisit the outdated Sustainability board policy and bring it to FPDC to review before presenting it to the Cabinet, Committee and Regular BOT for approval.

2. Solar Planning Initiative

- i. The project is currently in the feasibility and planning phase.

- ii. The plan will be complete by the end of September and will be submitted to DSPC, Committee and the BOT in November 2020.
- iii. The goals and objectives of the plan align with the District Board Policy and the BOG Climate Action and Sustainability Policy to adhere to the requirement and increase renewable consumption to 25% by 2025 and 50% by 2030 and is why the Solar Planning Initiative is ahead of the Sustainability Plan.
- iv. Mohtasham presented the general highlights of the solar planning findings and potential locations at the colleges and District Office for the solar panels and battery storage.
- v. Mohtasham addressed O'Connell's question regarding new construction and explained the two phases that will consider all of the options that are best for the colleges to include new or existing buildings.

ACTION:

- A final report will be provided to the colleges by the end of September with a request for a two week review.

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. The District has not received the information regarding the due date for Energy Data Report in 2020/21.

ACTION:

- None

E. 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, 1.5 acres across from the CAADO parking structure on University Avenue. 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 land in alignment with AB 1486. The city has expressed a lot of interest for RCCD to be a part of that.
- vii. The student housing study could potentially be conducted in the Fall of 2020.
- viii. Agah provided an update regarding the potential student housing at the location on University Avenue across from the District office. The survey will collect information from students regarding their living, preferred amenities, rent tolerance, affordability, and how they would be receptive to potential student housing one mile from the RCC campus will be sent out in the middle of October.

The RCC's institutional effectiveness office and District Educational Services have been engaged to provide enrollment data.

ACTION:

- Agah will continue to provide updates when available.

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.
- vi. Agah stated the Districtwide Student Housing strategy will be presented to the Chancellor in December 2020 mainly targeting the on-site student housing and will provide a framework for student housing at all three colleges. The chancellor believes there is a lot of opportunity to leverage from the state regarding capital funding which will be a great opportunity to take advantage of.

ACTION: None

IV. COVID-19 IMPACTS

A. Construction under 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 provisions of COVID.
3. No significant impact has been reported.

ACTION:

- The District will continue to connect with other districts and industry to seek feedback and updates

B. College COVID-19 Safe Return to College Updates:

1. Agah stated that The Chancellor assembled a task force, "Return Safe to College", chaired by Dr. Steinback. Within that task force there are (7) seven working groups including Facilities and Infrastructure chaired by West. FPDC will provide a lot of good information to the working group and task force to develop strategies. Strategies used by the east coast would benefit our colleges.

2. **Norco College (July 30):** Collins provided a brief overview of the college's plan:
 - i. Potential labs for the fall term to include the following:
 - Instructional lab consideration: This is centered specifically around the lab environments to include the sanitization of the equipment in preparation for the students
 - PPE for staff and students, hand sanitizers and masks, will be available in each location and will be replenished daily
 - Sanitation
 - Signage: Posters and social distancing notifications have been received. Floor and door stickers for social distancing and path of travel exiting have been ordered
 - ii. Physical facilities
 - Ensuring the physical facilities are properly prepared for students, faculty and staff to ensure proper social distancing
 - Maximum occupancy: The labs in the classrooms have been assessed for maximum occupancy. That information was entered into 25Live for planning purposes. Academic Affairs will see the maximum occupancy to be able to schedule accordingly to serve a specific amount of students in those labs
 - Queue students: Locations have been determined to include signage
 - Social distancing guidelines have been written
 - Workstations and classroom furniture have been removed to ensure social distancing and ensuring path of travel and entrance and exiting
 - Developed comprehensive custodial guidelines using the information from the task force
 - Cleaning of restrooms, labs, hard and soft surfaces
 - Developed staffing plan to meet the needs of the cleaning in each section
 - iii. Grounds
 - Worked with Maintenance and Operations, with their input, and developed a plan to include the HVAC considerations, the domestic plumbing and water implications and how to protect staff who are on campus doing this type of work.
 - Staffing implications were considered in regards to the number of staff.
 - Grounds staffing was formulated to include the number of staff needed to ensure the outside trash receptacles are clean and sanitized regularly and pressure-washing outside pathways.
 - Marshall indicated NC has had no issues, everything is going well. The lab classes are Monday-Friday and only one class on campus at a time. There is good spacing, they are able to control cleanliness and the students flow very well. There was a brief training period for students and staff to get into the routine but that has turned out well. One minor issue is the scheduling of the DRC testing since it is specialized. There are only 2 or 3 students but they always have to work on the scheduling and be prepared for it.

3. **Moreno Valley College (July 30):** Jones provided a brief overview of the college's plan
 - i. The college identified all academic programs and courses that will be run hybrid for the fall, which means they will have an on-campus component, in accordance with the Safe to Return policy, and identified the different physical elements of that policy for those courses
 - ii. Scheduled activities include
 - Creating physical barriers with plexiglass
 - Changing air filters in the HVAC systems
 - Flushing the potable water system during the Legionnaire testing
 - Ensuring social distancing. Reducing seating
 - Ensure all staff that are on campus have the proper PPE
 - Hand sanitizers and masks available at each lab location

- Spaces are cleaned at a minimum daily, but optimally every four hours. In between the users are being provided disinfecting materials to clean until custodial teams can do the work
 - The components of the plan began the week of 7/27
- iii. Adair stated everything is running smoothly. They have disinfecting wipes in inventory, however, getting more is sometimes difficult so Facilities is buying supplies ahead of time. Working with the Union has been challenging as far as getting resources where they are needed when they are needed. The college tested 12 buildings, one came back with a low reading of legionella. It could be a false reading and will retest it. Have reached out to RCC to learn from their experience with the issue.
4. **Riverside City College (July 30):** Beebe provided a brief overview of the college's plan
- i. The same plan as NC and MVC is in place at RCC with the exception of the staffing plan. It is still being worked on. RCC just received the proposed set of classrooms that the faculty was looking at and is trying to ensure how that can be staffed accordingly.
 - ii. The college is waiting for the delivery of plexiglass that was ordered from KYA Services. Obvious areas where there is a large service counter where students will have to congregate, such as the Registrar's office at the Kane Building, have been chosen for installation. The order was doubled in the event the college needs to mobilize in other areas that were not foreseen. The college is installing it themselves, it is an easy installation and does not cause any real damage to the countertops.
 - iii. Beebe stated RCC has several labs now although it is a big decrease from normal occupancy. Custodial schedules have been adjusted, some over-night custodial were moved to day shifts. The biggest issue has been the legionella in the building water systems because the college was closed and buildings laid dormant for so long. Twenty-six buildings were tested, eight came back positive for legionella. The college followed the process on Cal/OSHA's website and flushed the pipes then retested the buildings. Seven of the eight buildings came back negative. One building only had a lower number than in the first test. The college is working with Risk Management to engage a consultant to advice of the next steps to be able to open that building. Beebe elaborated on the lessons learned to help mitigate potential future situations like this.

Q: Askar: Has the District office been included in the plexiglass installation schedule at this time?

A: Beebe stated not at this time, however, the extra stock at RCC could be used for those needs.

Q: Askar: Will NC and MVC be purchasing plexiglass as well? Purchasing sent contract information to the colleges and there is CARES funding for that.

A: Marshall stated that NC reached out to a few contractors for the plexiglass purchase. The receipt of the product could take up until January 2021. NC will contact KYA and provide a list of needs

- iv. Ma shared the possibility of providing WIFI access for students in parking lots and how that would benefit the physical distancing for a safe return to college.
- v. Agah reminded the Facilities Directors of the expedited services offered through the Division of State Architects for any modifications needed due to COVID-19. There is a six-week waiting period to get an appoint that will be waived for requests.

V. PROJECT UPDATES

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

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

ACTION: None

B. 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 codes.
2. FPD is the point of contact with DSA and should be involved in any new project at the college regardless of funding source.
3. 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.

ACTION: Not discussed

C. Capital Projects Status Report

Doering reported on the following:

1. RCC:

- i. **RCC Greenhouse Project:** The project is approximately 40% complete. The columns have been installed and the slab on grade concrete will be done on Monday, September 28. The concrete will be allowed to set for approximately 3 days then the contractor will arrive to install the greenhouse. During that time work will begin on the Head house. There was a small delay related to the delivery of the greenhouse from Conley's but they made up the time. Project completion is scheduled for November 2020. West stated the opening of the Greenhouse is scheduled during the college's Giving Week. That will be confirmed as the project progresses.

ACTION: None

- ii. **RCC Life Science/Physical Science Reconstruction Project:** State funded project that was approved for funding this year. The DF14 was received to begin preliminary planning. It is a \$35,004,000 project. The project is in the programming phase with the committee comprised of faculty, staff and students as well as the college VP of BS and AF, Facilities Director and the FPD staff. The preliminary findings are scheduled to be presented at the November BOT. The project is experiencing an issue related to the mandatory seismic requirements. It is an issue that was not brought up before by the previous consultant. The cost for the mandatory seismic requirements were not part of the original project cost so the State has been contacted to resolve the issue. Programming will continue to meet the goal of submitting the first submittal to the State by the first week of December 2020.

ACTION: None

- iii. **Throwing Sport Facility:** This is a DSA project. LPA Architects has been engaged and the project is in the design phase. The kickoff meetings and bi-weekly meetings with the architect and stakeholders for the project design have been coordinated. The drawings and cost estimates are being put together. The next meeting is scheduled in October 2020, during that time the drawing and cost will be discussed before sending it to DSA.

ACTION: None

- iv. **Gomez ADA Phase 2 Campus Improvement Project:** The project is now being funded by General Funds. 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 have asked 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. The architect is working on the Topographical layout.

ACTION: None

2. **MVC:**

- i. **Welcome Center Project:** The project is currently in construction phase. Fencing, grading and underground utilities have begun. The contractor found items underground there were not identified on the as-built drawings. There were some issues with Southern California Gas (SCE) to confirm that the plans for installation had been approved. The college & District coordinated a virtual groundbreaking ceremony that occurred on August 27, 2020 to identify and present the project to the community. The project construction has begun, the project lost ten days due to the issue of receiving concrete during the COVID-19 situation. The college wishes to celebrate the top-out in November or December 2020.

ACTION: None

- ii. **BCTC Training Platform Facility Project:** The project complete. The final punch walk occurred on July 29, 2020. The Grand Opening ceremony occurred on September 8, 2020 and was well attended and the building is already in use.

ACTION: None

- iii. **BCTC Education Center Building (Phase I):** The project's Design Development is complete and within budget. The architect has developed the construction drawings. The District issued an RFQ/P for CM services for multiple prime, (9) proposals were submitted, the committee interviewed (5) firms and chose C.W. Driver. The agreement for C.W. Driver was presented at the September BOT for approval. Construction design is at 50%, C.W. Driver will send their feedback by the end of October 2020. The drawings will be sent to DSA by December 2020. The architect is working on FF&E at the same time.

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.

ACTION:

- The project is currently on hold due to budgetary issues. Not discussed.

3. **NORCO:**

- i. **Veterans Resource Center Project:** The bid opening on July 31 resulted in many bid protests, FPD referred the protests to the District's attorney who recommended a rebid. Sixteen bids were received on September 17 at 3:00p.m. The low bidder's subs and background are being reviewed and discussed. At the same time a bid protest letter was received from the second low bidder and is being reviewed by the first low bidder to address their comments. The CM will review all three low bidder proposals. The selection of the lowest bidder is scheduled to go to the October BOT for approval.

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 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. The project is still on hold. Dr. Green is working with Alvord Unified School District Superintendent. Collins will contact Ma regarding IT needs when the project begins.

ACTION: The project is currently on-hold until further decision is being reached between RCCD/AUSD board of trustees.

- iii. **Sport Field Turf Replacement Project:** Installation is complete. DSA approval was received for ADA scope. The architect is working with DSA regarding the path of travel, approval is expected by the middle of August. Then the bid documents will be provided to purchasing to bid the ADA portion and the concrete work will be bid. Comments were received from DSA. The architect revised plans/drawings based on those comments, it will be returned to DSA early this week. It can take up to 2 weeks to hear back from them.

ACTION: None

- iv. **Norco Amphitheater Shade Structure:** DSA plan approval has been received. A purchase order is being issued to USA Shade. The college is using the CARES Act funding for the installation and the shade structure. Outdoor Wi-Fi will be enabled to ensure social distancing. A purchase order has been processed for to USA Shade, they are working on the fabrication drawings. When the drawings are complete the Form 5 for the IOR can be submitted. It takes approximately one week to receive DSA approval on the IOR.

ACTION: None

D. Scheduled Maintenance Projects Updates

1. MVC:

- i. **Elevator Modernization:** The funding source is Measure C and other resources. The elevators installation was complete in July 2020. DSA contacted the District and indicated that part of the drawings and information was not completed. The District is working with the architect to determine what was not provided and give it to DSA. Minor comments were received from DSA after the drawings were submitted. The comments were related to the building signage. The architect revised the drawings and uploaded them early last week and we should hear from DSA in the next two or three weeks.
- 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. Comments were received from DSA, information was received from the collage and the drawings will be revised and uploaded to DSA on September 25 and hope to receive approval in 2 weeks.

2. RCC:

- i. **RCC Elevator Modernizations SM17/18:** The construction bid was presented at the June 16 BOT and was awarded to the contractor. DSA contacted the District and indicated that part of the drawings and information was not completed. The District is working with the architect to determine what was not provided and give it to DSA. Construction has not been started at this time. The architect is waiting to receive drawings from the contractor. As soon as the contractor receives bid drawings from the architect they will put it together and submit for DSA approval.

3. NC:

- i. **Norco College Elevator Modernizations:** The college will be submitting a Capital Project Summary Form for the Elevator Modernization project. Waiting to bid project through purchasing.

Marshall submitted the Capital Project Summary form to purchasing a week or two ago and will follow up with the architect to get the final documents to be able to go to bid.

ACTION:

- The Council will discuss and review the BP/AP regarding sole source procurements to make recommendations to the BOT

VI. OTHERS

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. No new details.

ACTION:

- Build the legacy key system and hierarchy key logic. Not discussed.

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. At this time there are many stop-services with the water companies due to staff not being on site.

ACTION:

- Askar will follow-up to see if it is still necessary. Not discussed.

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. Not discussed.

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. 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. Mohtasham and Beebe worked on the contract, a five-month extension was granted and ends in November 2020. The current contract is missing many items that is costing the colleges large amounts of money.

ACTION:

- Askar stated the RFQ/P bid can be revisited. Not discussed.

E. 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: Not discussed

F. 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. 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.

ACTION:

- Meet with RCC, District Police and Safety, and finalize the recommendations. Not discussed.

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. The project is on hold. No new details

G. 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.

H. 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.

ACTION:

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

I. Projects Groundbreaking & Grand Opening Ceremonies

1. Agah stated that the District and colleges are in the process of developing a process to celebrate facilities related events such as groundbreaking and ribbon cutting to promote its educational mission serving the community and its students.

VII. NEW ITEM(S)

A. Community Transportation Needs Assessment Voucher

1. Agah described the carsharing program for disadvantaged communities and the \$50K grant that the district applied for. The grant was approved and will be used to conduct a needs assessment for a carsharing program at the colleges to include faculty, staff and individuals who live in the Riverside regional area. A study will be conducted to help develop a plan to indicate the number of people interested in the program and the number of EV charging stations that would be needed. If the District is successful with the needs assessment there will be an opportunity to submit for project funding up to \$1M to implement the EV charging stations and the carsharing program. The goal is submit this to the BOT in October 2020 to accept the grant, then the needs assessment will be conducted for the carsharing program. The consultant EViaShare will be engaged and will conduct committee engagement meetings and do their due diligence to determine what is needed in order to complete the needs assessment and develop the project requirements.

End of Meeting Minutes-