

# Physical Resources Committee

Meeting of September 4, 2019

1:30 p.m.

Executive Conference Room – District Office

**Attendees:** Carri Matsumoto, Darryl Taylor, Adam O’Connor, Bart Hoffman, James “Marty” Rudd, Mario Gaspar, Arleen Satele, Patricia Alvano, Ambar Nakagami, Beth Hoffman, Kelvin Leeds and Roy Shahbazian.

## Minutes

**Call to Order:** Ms. Matsumoto called the meeting to order at 1:31 p.m.

**Agenda item:** Measure Q, Scheduled Maintenance, Capital and Prop 39 Projects Update – dated September 4, 2019

**Discussion:** Ms. Matsumoto provided the committee with an overview of the following projects:

### Measure Q:

- Science Center & Building J Demolition: The target occupancy is the Fall semester in 2020.
- Johnson Student Center & Demolition: Structural steel has been delivered and erected.

### Scheduled Maintenance:

- The state allocation for 2019-2020 scheduled maintenance projects is \$229,136 for Building T at SAC.
- SM 19 SAC BR Library Restroom Upgrade: The architect provided conceptual design options to the District for review.
- SM 18 SCC BR Phase 4A East Chapman Entrance Improvements: This project includes fixing the curb and slope runoff along the east Chapman entrance (road near the gym and aquatics building).
- SM 18 SCC BR Phase 4A Concession Walkway Repairs: This project is to correct and fix the path of travel on the walkway adjacent the concession stand building.
- SM 18 SCC BR Phase 4A Lot 2 Crosswalk Repairs: This project is to correct and fix the crosswalk path of travel that connects Lot 2 to the sidewalk.
- SM 18 SCC BR Phase 4B Broadmoor Trail Repairs: This work is to fix and repair the existing pavement in the road along with the asphalt adjacent the temporary drop off and cross walks adjacent Building A and the internal road.
- SM 18 SCC BR Phase 4C Parking Ticket Kiosks: This project will replace the existing parking ticket kiosks to make them accessible and add an additional parking ticket kiosk. Scheduled maintenance funds can be used for this project at SCC since it is a barrier removal project.
- The scheduled maintenance projects that have been completed are: SM 18 SCC BR Phase 4C Lower Toilets in Building E, SM 18 SCC BR Phase 4C Science Center Stairwell Wheel Guard, and SM 18 SCC BR Phase 4C Stair Treads.

- SM17 SAC Building H Window Replacement: Mr. Leeds asked if this project was completed and Ms. Matsumoto stated the project was completed during the last winter intercession.
- SM17 SCC BR Phase 2B Paper Towel Dispenser Replacement: The first phase of work was completed this summer and the next phase will occur during winter intercession and includes Buildings D, E, G, T and Concession Stand.
- SM17 SCC BR Phase 3 Emergency Blue Phones & ADA POT: The 22 new phones have been installed and need to undergo testing.

#### Current Capital Projects:

- SAC Russell Hall Replacement (Health Sciences Building): Plans are still under review at DSA. The agreement for construction management services was awarded to Bernards who is the same construction management firm for the Science Center. The prequalification process for contractors and subcontractors is underway. Since this project is a state funded project, the bid has to be awarded to the lowest responsive and responsible bidder. Mr. Hoffman inquired what the difference is between the state funded project process versus bond project process. Ms. Matsumoto noted each year, the campuses submit projects to be listed in the Five-Year Plan and that the projects included are still the priorities based on the educational master plan and facilities master plan. Some of those projects become state initial project proposals (IPP) to qualify for funding. This process may be changing soon so the same IPPs were submitted in 2019 as 2018. Mr. Hoffman noted this a very important discussion regarding the unfunded liability of this building and understanding this process versus a bond funded project. Demolition of the existing Russell Hall Building is required at the end of this project.
- SAC Campus Entrance Improvements: The location of Russell Hall after its demolition will need restoration at minimum. The agreement for architectural services for Phase 1 Preliminary Schematic Design Phase is anticipated for approval by the Board of Trustees at an upcoming meeting.
- Secondary Effect Relocations: There have been several meetings with the college to finalize recommendations on relocation locations as a result of secondary effects related to the demolition of Russell Hall.
- SAC & SCC Campus Directory (Electronic): A mock-up demonstration at each campus is being coordinated.
- SAC Emergency Blue Phones & ADA POT: The contractor will be starting work in September following the start of the semester.
- SAC & SCC Barrier Removal Signage/Wayfinding: Selection of color type and size has been made.
- ITS Copper Wire Project: The architect's assessment is still underway with ITS for the transition at each building from the old lines to the new lines. This project is required to be submitted to DSA for approval before it can be implemented.
- SCC Orange Education Center Building Certification: The bid for demolition of the building was awarded. Physical building demolition is anticipated to start at the end of September or early October with construction activities on-going through the end of the year. A remediation plan is to be developed following demolition which requires

approval by the Orange County Health Care Agency. Design is on hold until environmental testing and review is completed.

- SCC Campus Entrance Improvements: The District's traffic consultant, LSA, has completed the traffic counts and submitted their draft report for District review.
- SCC LRC Drywall Repairs: The repairs have been completed and a deductive change order and Notice of Completion are anticipated for approval by the Board of Trustees at an upcoming meeting.
- SCC Safety Portable Offices: Work is underway.
- DO ADA Parking Lot Improvements: The parking lot and entrances need to be accessible. Work will be done in multiple phases. The schedule is under review.
- District-Wide Emergency Blue Phone & ADA Path of Travel: The award of bid for SAC and SCC were approved by the Board of Trustees on July 15, 2019. DO and CEC have yet to be scheduled.
- District-Wide Access Control & Door Hardware: The District intends to undertake several test pilots for a variety of building conditions and door types to retrofit adding or upgrading electronic access control features, changing out mechanical locks to the new lock standard, and to test pilot the new draft of the Key Distribution Procedures and Guidelines developed by the District Working Group per Administrative Regulation 6520. The electronic access control system includes adding new access control hardware and readers at selection locations across doors and integrating equipment into a new district-wide access control platform (which is planned to be installed with the new SAC Science Center). The mechanical key system will be the new Medeco key system. The test pilot is anticipated to last several years while concurrently, the District works to develop an implementation plan for all other buildings district-wide. Upcoming meetings are being scheduled with several constituent groups and committees to discuss the new Draft Key Distribution Procedures and the plan for re-keying of buildings as part of a district-wide retrofit program. The master key hierarchy has been established. The schedules for all buildings have yet to be determined but the test pilot locations are currently in the planning phase with the Santa Ana College Science Center being completed as the model test location. District Campus Safety will be the entity responsible for keys. Test pilot locations include:
  - Santa Ana College: new Science Center and Dunlap Hall
  - Santiago Canyon College: Humanities Building and Building D
  - Digital Media Center
  - District Office

Mr. Gaspar inquired if a locksmith will be hired by the District before the Medeco system goes into effect. Ms. Matsumoto stated the decision to do that has not been made yet and currently that position does not exist. There are discussions regarding how this will be handled with Safety and Human Resources. Mr. Leeds inquired if the classrooms will have the capability to lock down individually. Ms. Matsumoto stated each individual classroom will have the ability to lock or unlock the door with the electronic access control system with a key card or remotely. Newer classrooms will have a button that can be pushed for emergency lock down. Additionally, until all buildings are retrofitted, doors still have and utilize interim lock down measures where feasible.

Prop 39 Year Five Projects:

- SAC Lighting Occupancy Sensor Retrofit: This project has been completed.
- SCC U Portables HVAC Upgrades Phase 1: This project has been completed.
- SCC U Portables HVAC Upgrades Phase 2: This project has been completed.

**Agenda item:** Board of Trustees Exploring Potential 2020 General Obligation Bond Measure in March or November 2020

**Discussion:** Ms. Matsumoto noted The Board of Trustees approved an agreement with True North Research, Inc. for a bond measure feasibility study. The study was conducted in May 2019 and the information was presented at the Board meeting on July 15, 2019. Each campus will present projects for the proposed bond at the Board meeting on September 23, 2019.

**Agenda item:** Sustainability Committee Update

**Discussion:** Ms. Matsumoto stated the committee had no update and the next meeting is in two weeks.

<https://rscdd.edu/Departments/Business-Operations/sustainable-rscdd-committee/Pages/default.aspx>

**Agenda Item:** Measure Q Financial Summary

**Discussion:** Mr. O'Connor reviewed the project cost summary for Measure Q and noted the District has spent about 92%. The Central Plant is now a closed project. The third series of bonds was sold.

**Agenda item:** Campus Facilities Meetings Update

**Discussion:** Meeting minutes were distributed from the SAC Facilities Committee meeting from March 19, 2019 and April 16, 2019 and there was no update from the SAC Facilities Committee. Meeting Minutes were distributed from the SCC Facilities Committee meeting from April 15, 2019. Ms. Satele noted the campus was able to renovate three old classrooms in Building A and relocate a few departments over the summer.

**Agenda Item:** Physical Resources Committee Membership

**Discussion:** Ms. Matsumoto called for a motion to approve the committee membership list. Mr. Hoffman made a motion, seconded by Ms. Hoffman and approved unanimously.

**Agenda item:** 2019/2020 Proposed Meeting Schedule

**Discussion:** Ms. Matsumoto called for a motion to approve the 2019/2020 proposed meeting schedule. Mr. Hoffman made a motion, seconded by Mr. Rudd and approved unanimously.

**Agenda item:** Meeting Minutes – March 6, 2019 and May 1, 2019

**Discussion:** Ms. Matsumoto called for a motion to approve the PRC Minutes of the March 6, 2019 and May 1, 2019 meetings. Ms. Hoffman made a motion, seconded by Mr. O'Connor and approved unanimously.

**Agenda item:** Future Meeting Schedule

**Discussion:** The next scheduled meeting is on Wednesday, November 6, 2019 at 1:30 p.m. in the Executive Conference Room, District Office.

**Agenda item:** Other

**Discussion:** Mr. Shabazian inquired if the Hammond Hall restrooms are listed in the 2016 assessment of district-wide facilities deficiencies? Ms. Matsumoto stated that the Hammond Hall restrooms are included in the 2016 assessment. Ms. Alvano inquired who is responsible for providing lactation rooms. Ms. Matsumoto stated it is the responsibility of each campus to identify a location and execute these projects. There should be a policy and procedure in place for what to do if in a leased location.

**Adjournment:** Ms. Matsumoto called for a motion to adjourn the September 4, 2019 PRC meeting. Mr. Taylor made a motion, seconded by Mr. Rudd and approved unanimously to adjourn at 2:43 p.m.