

# Physical Resources Committee

Wednesday, May 6, 2020 – 1:30 p.m.

Zoom Meeting: <https://cccconfer.zoom.us/j/97593822554>

## Agenda

1. Call to Order – Hardash
2. Update on Measure L – Hardash
3. Projects Update – Matsumoto
  - Measure Q
  - Scheduled Maintenance
  - Capital
  - Prop 39
4. Sustainability Committee Update – Matsumoto
  - Sustainable RSCCD (SRC) Website:  
<https://rscdd.edu/Departments/Business-Operations/sustainable-rscdd-committee/Pages/default.aspx>
5. Measure Q Financial Summary Update – O'Connor
6. Update on Campus Facilities Meetings – Hoffman/Satele
  - SAC – Facilities Committee Update
    - February 18, 2020
  - SCC – Facilities Committee Update
    - February 24, 2020
7. Action - 2020/2021 Proposed Meeting Schedule – Hardash
8. Action - Approval of Meeting Minutes – November 6, 2019 – Hardash
9. Meeting Notes – March 4, 2020 – Hardash
10. Next Meeting: September 2, 2020 at 1:30 p.m. – Executive Conference Room, District Office
11. Other
12. Adjournment

**The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.**



*PHYSICAL RESOURCES COMMITTEE MEETING  
PROJECT UPDATES  
MAY 6, 2020*





## PROJECTS

- ▶ Dunlap Hall Renovation - Completed
- ▶ Central Plant & Infrastructure - Completed
- ▶ Johnson Student Center & Demolition
- ▶ Science Center & Building J Demolition



# PROJECT UPDATE SANTA ANA COLLEGE SCIENCE CENTER & BUILDING J DEMOLITION

## Project Summary:

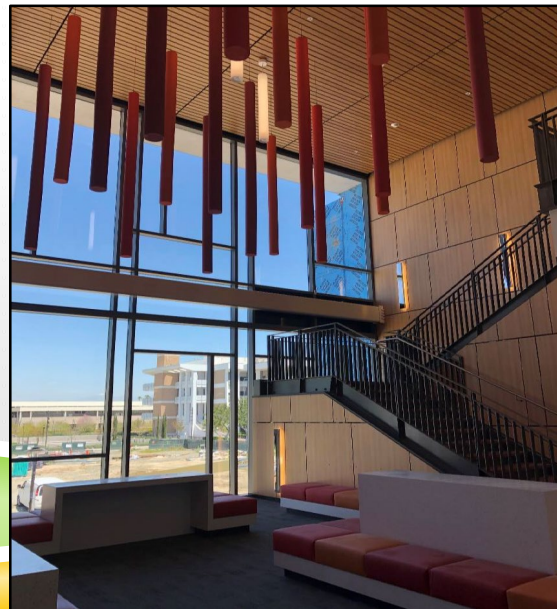
- ▶ Construction of a new three-story, 64,785 square foot science center and 880 square foot greenhouse
- ▶ Programs Include: Division Office, Faculty Offices, (2) Standard Classrooms, (1) Large Classroom, (1) Large Divisible Classroom, (1) Engineering Lab & Support Space, (6) Biology Labs & Support Space, (2) Geology Labs & Support Space, (5) Chemistry Labs & Support Space, (1) Physics Lab & Support Space, Student Collaboration Areas
- ▶ Project includes demolition of (3) J Buildings

## Current Status:

- ▶ New Completed installation of elevator, overhead low voltage systems, acoustical ceilings and exterior hardscape
- ▶ New Completed fire alarm testing
- ▶ New Move in to building will be phased beginning Fall-Winter with classes to start in Spring 2021 Semester to allow for further planning with college as a result of COVID-19 pandemic

## Budget:

- ▶ \$70.48 million





# PROJECT UPDATE SANTA ANA COLLEGE JOHNSON STUDENT CENTER

## Project Summary:

- ▶ Demolition of existing building
- ▶ Construction of a 63,642 square foot new Johnson Student Center
- ▶ Building Programs Include: Campus Store, Quick Stop/Café, DSPS, EOPS/CARE & CalWORKS, Student Business Office, SSSP/Upward Bound, Warehouse, Reprographics, Conference Center, Financial Aid, Student Placement, Health & Wellness Center, Office of Student Life, ASG, The Spot
- ▶ Site improvements include new hardscape, landscape and shade shelter around the Johnson Center as well as renovations in the West Plaza including new landscape, hardscape, a shade structure, and a campus serving kiosk (Express West)

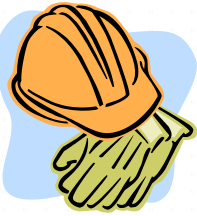
## Current Status:

- ▶ New Installation of plaster on the building exterior
- ▶ New Installation of hard lid ceilings & soffits in the building interior
- ▶ New Mechanical, electrical rough-in at roof
- ▶ Target occupancy Spring 2021

## Budget:

- ▶ \$60 million
- ▶ \$59.44 million funded by Measure Q
- ▶ Note: The budget is currently deficient by \$557,874



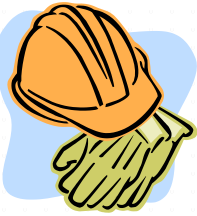


# 2019-2020 SCHEDULED MAINTENANCE (SM20) PROJECTS

## **Santa Ana College**

State Allocation 2019                      \$229,136

- ▶ Building T



# 2018-2019 SCHEDULED MAINTENANCE (SM19) PROJECTS

## **Santa Ana College**

State Allocation 2018                      \$431,479

- ▶ BR Library Restroom Upgrade

## **Santiago Canyon College**

State Allocation 2018                      \$184,920

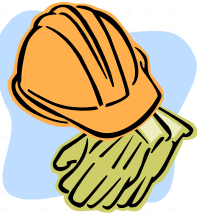
- ▶ Barrier Removal Projects



# SCHEDULED MAINTENANCE PROJECTS SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
BR Library Restroom Upgrade (SM 18-19)	The project was submitted to DSA and approved. Bid and construction schedule are currently under review.	\$431,479





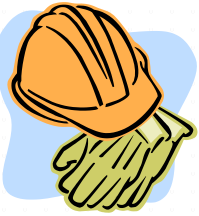
# 2017-2018 SCHEDULED MAINTENANCE (SM18) PROJECTS

## **Santiago Canyon College**

State Allocation 2017	\$1,371,504
Fund 13	\$628,000
	<hr/>
	\$1,999,504

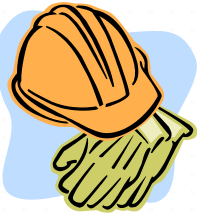
- ▶ All to be allocated to Barrier Removal projects





# 2017-2018 SCHEDULED MAINTENANCE PROJECTS (SM18) SANTIAGO CANYON COLLEGE

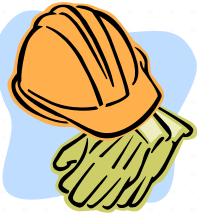
PROJECT	STATUS	ESTIMATED BUDGET
2017-2018 (SM18) Scheduled Maintenance Projects		\$1,371,504
Barrier Removal Phase 4A East Chapman Entrance Improvements	This project is related to Blaser Settlement corrective items. The Notice of Completion was approved by the Board of Trustees on April 13, 2020.	TBD
Barrier Removal Phase 4A Concession Walkway Repairs	Construction is complete and the project is in the close-out phase.	TBD
Barrier Removal Phase 4A Lot 2 and Lot 7 Crosswalk Repairs	The work for another crosswalk in Lot 2 and a crosswalk in Lot 7 is in the planning phase.	TBD



2017-2018

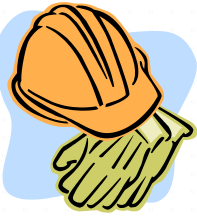
## SCHEDULED MAINTENANCE PROJECTS (SM18) SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Barrier Removal Phase 4B Broadmoor Trail Repairs	The project is in the construction document phase preparing for DSA submittal.	TBD
Barrier Removal 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. There will be a total of 13 kiosks on campus. The project is preparing for the bid phase.	TBD



# 2017-2018 COMPLETED SMI 8 PROJECTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	EXPENDED AMOUNT
Barrier Removal Phase 4C Lower Toilets in Building E	The toilets in the accessible restroom stalls were lowered to a compliant height.	\$10,970
Barrier Removal Phase 4C Science Center Stairwell Wheel Guard	This project provided metal tubing to ensure the edge height of the stairwell complies with accessibility codes and provided a plate to reduce the gap between the railing and walkway.	\$10,548
Barrier Removal Phase 4C Stair Treads	This project consisted of painting stair treads near the Science Center building to provide a color transition.	\$16,500



# 2016-2017 SCHEDULED MAINTENANCE (SM17) PROJECTS

## **Santa Ana College**

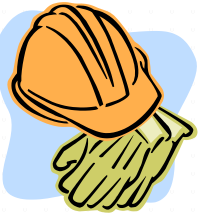
State Allocation 2017                      \$440,000

- ▶ Window Replacement (H) - Completed

## **Santiago Canyon College**

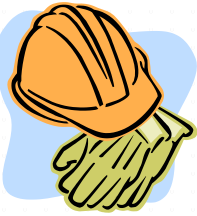
State Allocation 2017                      \$2,817,909

- ▶ Fan Coil Units (D) - Completed
- ▶ Barrier Removal Phase I- Exterior (Path of Travel and Parking) - Completed
- ▶ Barrier Removal Phase 2 A
- ▶ Barrier Removal Phase 2 B
- ▶ Barrier Removal Phase 3



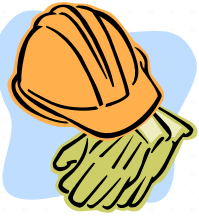
# 2016-2017 SCHEDULED MAINTENANCE PROJECTS (SM17) SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
2016-2017 (SM17) Scheduled Maintenance Projects		\$2,817,909
Barrier Removal Phase 2A Truncated Domes Repair	This project is completed and in the close-out phase.	\$21,475
Barrier Removal Phase 2A Floor Mat Replacement	This project is completed and in the close-out phase.	\$51,800
Barrier Removal Phase 2B - Barrier Removal PTD Replacement	This project is in the close-out phase and a Notice of Completion was approved by the Board of Trustees on march 23, 2020.	\$612,853



# 2016-2017 COMPLETED SMI 7 PROJECTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	EXPENDED AMOUNT
Barrier Removal Phase I – exterior (Path of Travel and Parking)	This project was part of a Settlement Agreement and was dual funded by Scheduled Maintenance and Capital Outlay funds. The NOC was approved by the Board of Trustees on February 25, 2019.	\$919,398  * \$263,398 funded from Capital Outlay (Fund 13) due to budget short fall.
Barrier Removal Phase 2A Drinking Fountains	The Notice of Completion was approved by the Board of Trustees on July 15, 2019.	\$84,573
Barrier Removal Phase 2A Cable Railing at U Portables	This project added a cable railing adjacent the hillside at the U portable village for accessibility purposes as a barrier and guide along a path for individuals who may be vision impaired. This project is complete.	\$24,099
Barrier Removal Phase 2A Tree Grate Repairs	The project has been completed.	\$16,300
Barrier Removal Phase 3 Emergency Blue Phone & ADA POT	The Notice of Completion was approved by the Board of Trustees on November 18, 2019.	TBD



# NEW BARRIER REMOVAL PROJECTS IN PLANNING SANTIAGO CANYON COLLEGE

PROJECT	ESTIMATED BUDGET
Building D First Floor Single-User Restroom Renovation	TBD
Building D First and Second Floor Multi-User Restroom Renovations	TBD
Buildings A, B, and D Elevator Modernizations	TBD





- ▶ Blaser Settlement deficiency items completed to date: 343 out of 418 exterior (82%) deficiencies have been corrected and 198 completed out of 241 items for interior (82%). Overall, the Blaser Settlement barrier corrective items are 82% complete. Multiple projects are currently in various phases of planning, design and construction.

# CURRENT CAPITAL PROJECTS

## RUSSELL HALL REPLACEMENT (HEALTH SCIENCES BUILDING)

### Project Summary:

- ▶ Construction of a new 55,563 square foot Health Sciences Building to include Nursing, Occupational Therapy Technology, Emergency Medical Services, Pharmacy Technology, general classrooms and computer labs. The new building will be located south of the existing library and north of the new Science Center
- ▶ Demolition of existing Russell Hall Building
- ▶ The District will have to adhere to a strict state process and guidelines

### Current Status:

- ▶ New DSA approval received in April
- ▶ New Plans submitted to the State Chancellor's Office for approval prior to bid
- ▶ New Additional prequalification of subcontractors pending re-advertisement
- ▶ Target construction start Fall/Winter 2020
- ▶ Target occupancy Spring 2023 (under review)
- ▶ Demolition anticipated to start Winter 2023 (under review)

### Budget:

- ▶ \$58.8 million
- ▶ \$20,475,000 state funded (estimated contribution)
- ▶ Budget under review





# RUSSELL HALL REPLACEMENT SECONDARY EFFECTS AND RELOCATIONS SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Campus Entrance Improvements	The agreement for architectural services for Phase I Preliminary Schematic Design Phase was approved by the Board of Trustees on September 23, 2019. The location of Russell Hall after its demolition will need restoration at minimum. User group meetings are being planned.	TBD (Under Review)
Secondary Effect Relocations	<p>The first round of schematic design user group meetings were held on January 13th and 16th. The second round of schematic design user group meetings are scheduled for February 25th, 26th, and March 6th. An RFP for the District's cost estimator and constructability review team is anticipated to be released in the next few weeks. The final move locations have been revised as follows:</p> <ol style="list-style-type: none"> <li>1. Relocate Human Services &amp; Technology Division from Russell Hall to Chavez Bldg</li> <li>2. Relocate Career Ed &amp; Workforce Development Dept from Russell Hall to Chavez Bldg</li> <li>3. Relocate (2) Criminal Justice Faculty from Russell Hall to H Bldg</li> <li>4. Education Media Services to remain in Library</li> <li>5. Media Systems to remain in Library</li> <li>6. Relocate Faculty Workroom/Lounge from Chavez Bldg to Library</li> <li>7. ITS Consolidation/Reconfiguration within existing Chavez Bldg</li> <li>8. Relocate (3) Fire Tech Faculty from Chavez Bldg to Dunlap Hall</li> <li>9. Fire Tech Dept Consolidation/Reconfiguration within existing Chavez Bldg</li> </ol>	TBD (Under Review)



# CURRENT CAPITAL PROJECTS

## SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Campus Directory (Electronic)	The architect provided final drawings to the District for review. The architect and electronic directory vendor are coordinating a mock-up demonstration at the campus. A schedule has yet to be determined.	\$272,613
Barrier Removal Signage/Wayfinding	The mock-up installation to test various sizes and colors of lettering has been completed on Dunlap Hall. Selection of color type and size has been made. The architect has completed final drawings and is planning to submit to DSA for a plan check review.	\$345,025
Emergency Blue Phone & ADA POT	The Notice of Completion was approved by the Board of Trustees on November 18, 2019.	\$381,350
Parking Ticket Kiosks	This project will replace the existing parking ticket kiosks to make them accessible and add an additional parking ticket kiosk. There will be a total of 12 kiosks on campus. The project is preparing for the bid phase.	TBD



# CURRENT CAPITAL PROJECTS SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
ITS Copper Wire	<p>With the completion of the Central Plant project, new twisted pair copper wire lines (25 pairs) were installed to replace the old lines as part of the infrastructure improvements across campus. These copper lines were replaced and then terminated (landed) at 22 buildings on campus at their respective Intermediate Distribution Frame (IDF) rooms or the Building Distribution Frame (BDF) rooms associated with the buildings. The new copper lines provide connectivity to support service for telephone voice systems, emergency telephone lines, elevator telephones, and fax machines. It is the intent of ITS to now abandon the old lines and utilize the new copper lines. The new copper lines are installed at each major building on the campus which are then directly connected back to the campus's main computer communication center located at the Chavez Building (A). The project has been submitted to DSA for a plan check review. This work needs to occur before the demolition of Russell Hall (which is part of the new Health Sciences Building project).</p>	\$474,339

# CURRENT CAPITAL PROJECTS SANTIAGO CANYON COLLEGE ORANGE EDUCATION CENTER BUILDING CERTIFICATION

## Project Summary:

- ▶ DSA Certification of Orange Education Center
- ▶ Upgrade to meet current structural, fire & life safety, ADA and energy codes
- ▶ Partial demolition of existing building as well as relocation of some programs and services
- ▶ Proposed rehabilitated building reduced to 63,170 gross square feet (under review)
- ▶ This project assumes operation of an Adult Education Center and Child Development Center



## Current Status:

- ▶ The demolition of the building has been completed and a Notice of Completion was approved by the Board of Trustees on March 23, 2020
- ▶ New A remediation action work plan is currently being developed to be submitted to the Orange County Health Department
- ▶ Design is on hold until environmental testing and review is completed

## Budget:

\$34.66 million target (under review)

\$33.53 million allocated

- \$1.34 million Measure E
- \$3.66 million SAC Redevelopment Funds
- \$4 million SCC Redevelopment Funds
- \$7 million Stabilization Funds
- \$14.43 million one-time Mandated Cost funds (State Budget Act)
- \$3.1 million from Settlement

Note: Budget is currently deficient by \$1.13 million (under review)



# CURRENT CAPITAL PROJECTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Campus Directory (Electronic)	Coordination ongoing with concurrent barrier removal projects as these may affect electronic directory locations. The architect provided final drawings to the District for review. The architect and electronic directory vendor are coordinating a mock-up demonstration. A schedule has yet to be determined.	\$192,087
Barrier Removal Signage & Wayfinding	Coordination ongoing with concurrent barrier removal projects as these may affect monument locations. A monument sign mock-up is being coordinated for the campus. The architect has completed final drawings and is planning to submit to DSA for a plan check review.	\$373,378
Campus Entrance Improvements	The District has been working with the architect to further define the scope of work and design options for the project. The project is now phased into two construction phases and two project areas. The first phase being the implementation and construction of a new roundabout and drop off adjacent the East side of the Library, between parking lot 6, going down from the East Chapman entry. The second phase of work includes all of the path of travel from the main Chapman entrance west sidewalk all through the front of campus adjacent the fountain and up through Strenger Plaza with hardscape work near Buildings D, E and the Library.	TBD (Under Review)



# CURRENT CAPITAL PROJECTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Safety Portable Offices	The project is in the close-out phase and a Notice of Completion was approved by the Board of Trustees on March 23, 2020. The Safety Department has moved into the new offices.	\$2,115,891







# CURRENT PROJECTS DISTRICT OFFICE

PROJECT	STATUS	ESTIMATED BUDGET
<p>ADA Parking Lot Improvements at District Office (parking lots and path of travel to building entrances)</p>	<p>The scope of work includes a new ramp at the front entrance, new accessible parking spaces, the addition of a path of travel from the Santa Clara Street sidewalk, and improvements to handrails and stairs. The District met with the design team to discuss phasing of work due to the recently updated ALTA property survey, concerns over storm drain runoff, and timelines for procurement. The scope of work is currently under review again due to concerns over phasing and construction work of the deck around the building. This project may need redesign work and may need to go back to DSA for additional approval. The schedule is under review and the District is currently reviewing the scope to see if it can undertake the project in smaller phases of work to cause less disruption.</p>	<p>\$430,763 (under review)</p>



## CURRENT PROJECTS DISTRICT-WIDE

PROJECT	STATUS	ESTIMATED BUDGET
District-Wide Emergency Blue Phone & ADA Path of Travel	The projects at SCC, SAC, DMC and OCSRTA have been completed. DO and CEC have yet to be scheduled.	\$1.9 Million



# CURRENT PROJECTS DISTRICT-WIDE

PROJECT	STATUS	ESTIMATED BUDGET
<p>District-Wide Electronic Access Control and New Key Distribution Procedures</p>	<p>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 3501. The test pilot will be on-going for several years.</p> <p><b>Test Pilot Projects:</b></p> <ul style="list-style-type: none"> <li>• District Office</li> <li>• Santa Ana College Science Center</li> </ul> <p>The District Office test pilot is complete and the Santa Ana College Science Center is planned to start in Summer 2020.</p> <p>A Request for Qualifications/Request for Proposals for architectural and engineering design services is underway for the next following test pilot project locations:</p> <ul style="list-style-type: none"> <li>• Santa Ana College Building D</li> <li>• Santa Ana College Centennial Education Center (mechanical re-key only)</li> <li>• Santiago Canyon College Buildings D and H</li> <li>• Digital Media Center</li> </ul>	<p>TBD</p>



# QUESTIONS



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

MEASURE Q

Projects Cost Summary

03/31/20 on 04/06/20

Special Project Numbers	Description	Project Allocation	Total PY Expenditures	FY 2019-2020		Cumulative Exp & Enc	Project Balance	% Spent
				Expenditures	Encumbrances			
<b>ACTIVE PROJECTS</b>								
<b>SANTA ANA COLLEGE</b>								
3035/3056	Johnson Student Center	59,442,126	12,097,425	19,116,234	24,736,339	55,949,998	3,492,128	94%
	Agency Cost		477,737	1,156	5,349	484,243		
	Professional Services		3,710,137	1,088,369	2,373,068	7,171,574		
	Construction Services		7,909,551	17,974,011	22,322,693	48,206,254		
	Furniture and Equipment		-	52,698	35,229	87,927		
3049	Science Center & Building J Demolition	70,480,861	38,623,078	15,245,330	6,102,355	59,970,762	10,510,099	85%
	Agency Cost		427,263	-	1,696	428,959		
	Professional Services		7,089,932	1,047,289	1,462,471	9,599,693		
	Construction Services		31,105,882	13,943,384	3,449,051	48,498,316		
	Furniture and Equipment		-	254,657	1,189,137	1,443,793		
<b>TOTAL ACTIVE PROJECTS</b>		<b>129,922,987</b>	<b>50,720,503</b>	<b>34,361,563</b>	<b>30,838,694</b>	<b>115,920,760</b>	<b>14,002,227</b>	<b>89%</b>
<b>CLOSED PROJECTS</b>								
3032	Dunlap Hall Renovation	12,620,659	12,620,659	-	-	12,620,659	0	100%
	Agency Cost		559	-	-	559		
	Professional Services		1,139,116	-	-	1,139,116		
	Construction Services		11,480,984	-	-	11,480,984		
	Furniture and Equipment		-	-	-	-		
3042	Central Plant Infrastructure	57,266,535	57,266,535	-	-	57,266,535	0	100%
	Agency Cost		416,740	-	-	416,740		
	Professional Services		9,593,001	-	-	9,593,001		
	Construction Services		47,216,357	-	-	47,216,357		
	Furniture and Equipment		40,437	-	-	40,437		
3043	17th & Bristol Street Parking Lot	198,141	198,141	-	-	198,141	0	100%
	Agency Cost		16,151	-	-	16,151		
	Professional Services		128,994	-	-	128,994		
	Construction Services		52,996	-	-	52,996		
	Furniture and Equipment		-	-	-	-		
<b>TOTAL CLOSED PROJECTS</b>		<b>70,085,335</b>	<b>70,085,334</b>	<b>-</b>	<b>-</b>	<b>70,085,334</b>	<b>0</b>	<b>100%</b>
<b>GRAND TOTAL ALL PROJECTS</b>		<b>200,008,322</b>	<b>120,805,837</b>	<b>34,361,563</b>	<b>30,838,694</b>	<b>186,006,095</b>	<b>14,002,227</b>	<b>93%</b>

**SOURCE OF FUNDS**

ORIGINAL Bond Proceeds	198,000,000
Interest Earned	2,008,322
<b>Totals</b>	<b>200,008,322</b>



SAC FACILITIES MEETING  
 MINUTES – FEB. 18, 2020  
 1:30P.M. – 3:00P.M.

*Santa Ana College Mission Statement: Santa Ana College inspires, transforms, and empowers a diverse community of learners.*

Administrators		Academic Senate		CSEA	
Bart Hoffman, Co-Chair	Stephanie Paramore	Marty Rudd, Co-Chair	Jaki King	Sarah Salas (a)	Mike Turrentine (a)
Jim Kennedy (a)	Christine Leon	Ben Hager (a)	Roy Shahbazian (a)		
Vaniethia Hubbard (a)	Mario Gaspar	Monica Zarske (a)		District Liaison	
Jeffrey Lamb (a)	Veronica Oforlea	John Zarske		Carri Matsumoto	Darryl Taylor
Jennie Adams					
Guests				Campus Safety & Security	
Matt Schoeneman	Rudy Delgadillo	Maria Taylor	Brian Schroeder	Scott Baker	Chief Toledo
				ASG Representative	
<b>1. WELCOME AND INTRODUCTIONS</b>					
	Self-Introductions were made.			Meeting called to order at 1:35pm Adjourned at 3:12pm.	
<b>2. PUBLIC COMMENTS</b>					
	<p>John Zarske shared his concern regarding the removal of the doorstops. He felt that someone in a wheelchair would have more difficulty entering and exiting a classroom. And it is not a good idea to meet with students with the door closed. And providing your own doorstops may result on getting lost or misplaced.</p> <p>Dr. Hoffman explained that part of our ADA compliance, doorstops had to be removed because they would be in the way of someone in a wheelchair. Some research has been done and a magnet door stop that sits behind the door when the door is opened might work best. We are looking in to these types of door stops.</p> <p>John Zarske added that the wedge doorstop is an extra cost, and they are</p>				

	<p>sometimes taken.</p> <p>Dr. Oforlea reported that she is working with our PIO to prepare a flyer to remind employees that the furniture in the office is to serve the students and they are not be chaining personal items such as fans to the DSPS tables or use the chairs as coat racks which does not allow the students to sit on the chairs. This also makes it difficult for the tables and chairs to be wiped off and cleaned.</p>	
<b>3. MINUTES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	Approval of Oct. 15, 2019 minutes	Motion moved to approve Oct. 15, 2019 minutes by Jennie Adams, 2 <sup>nd</sup> by Dawn McKenna. Motion carried unanimously.
<b>4. PROJECT UPDATES</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p><a href="#">Project Update Report</a> – Darryl Taylor/Matt Schoeneman/Rudy Delgadillo</p> <p>Rudy Delgadillo reported that the hardscape is completed, landscaping is now taking place in the new Science Center. Final equipment connections in the greenhouse and final camera placements are taking place. Exterior trim and finish and metal panels should be done in a couple of weeks. There will be a final water test on the exterior of the building as well as fire alarm testing. Starting the final cleaning and connection of the low voltage system. District IT will start building up the networks and the optics. Final commissioning will then proceed. Will be working on the inspectors list and then the final design system punch list. Shooting for substantial completion early March.</p> <p>Matt Schoeneman reported on the Johnson Student Center updates. He stated that they are at 50% completion of the project, which is on schedule. The interior framing is completed on the first floor. Installation of in-wall and overhead mechanical, electrical and plumbing. Installation of shaft walls inside the elevator and duct penetration. Walls are going up in the second floor and metal walls for the interior office spaces. The kiosk is now being worked on as well as asphalt work on Lot 9 and concrete work around auto and diesel shops.</p> <p><b>Key Distribution Procedure Presentation</b> – Carri Matsumoto/Chief Toledo Carri Matsumoto reported that presentations have been given at both colleges and at Dean meetings. They have been working on drafting a new hard key as well as an electronic access control procedure. They shared a summary that entailed all the work that has gone into the key and electronic access control procedure. Some key points are:</p>	

	<ul style="list-style-type: none"> <li>○ New key access will be an ID card form.</li> <li>○ Test piloting the access control at the District Office.</li> <li>○ A new distribution procedure for hard keys will be used.</li> <li>○ New Science Center and Dunlap Hall will be used as test sites.</li> <li>○ Mechanical key hardware changes at CEC.</li> <li>○ DMC and some buildings at SCC will be test pilots.</li> <li>○ Safety Department will maintain the records and keys.</li> <li>○ New procedures must be followed by all administration, faculty and staff.</li> <li>○ Key requests possibly going electronic vs paper request. Some may have keys in the old system and in the new system.</li> <li>○ New Science Center will start new access procedures in the spring.</li> <li>○ Everyone is responsible for their keys and their access control card.</li> <li>○ There will be a fee for lost and unreturned keys.</li> <li>○ Campus safety will not be locking and unlocking doors.</li> <li>○ Vendor cards will be issued with limited access.</li> </ul>	
5. STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/ FOLLOW UPS
Student Report	None	
HEPSS (Health, Emergency Preparedness, Safety and Security) Task Force	<p>Dr Hoffman is the co-chair of HEPSS. He is working on changing this task force to become a subcommittee of this Facilities Committee.</p> <p>The concern of lack of captains and floor wardens was discussed. There is a need to review the active list of who is the current captains/floor wardens. Dr. Hoffman is working on having the Deans appoint captains and floor wardens.</p>	
Facilities Report	<p>Mario Gaspar reported on the following:</p> <p><b>Life safety:</b></p> <ul style="list-style-type: none"> <li>- Fire Riser and Sprinkler Inspection (Repairs are done, except for A-Bldg.)</li> </ul> <p>Preventative Maintenance:</p> <ul style="list-style-type: none"> <li>-Transformer Maintenance Complete (S-bldg. Transformer needs to be replaced)</li> <li>- SAC and CEC sewer lines have been hydro jetted and grease traps have been pumped</li> <li>- Asphalt work is planned for spring break</li> <li>- Backflows will be serviced during spring break</li> <li>-Chemical Fume Hoods</li> <li>-Window Washing</li> </ul> <p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>-W &amp; L Compressor Replacement Complete</li> <li>- X-Building Window Film Complete</li> <li>- OCSRTA Canopy Painting Complete</li> <li>-Lactation Rooms to be started soon</li> </ul>	



	<p>-Tennis/Pickle Courts to be resurfaced</p> <p>-B-10, A-128, D-213 Carpets are scheduled to be replaced during spring break</p> <p>-G-108 HVAC unit is scheduled to be replaced during spring break</p> <p>-W Gym has been refinished, G-Gym will be refinished during spring break</p> <p>Dr. Hoffman added that a drone program is in the works of getting started on campus. We will be netting the courts for the drone program. A consultant is working on confirming the air flying zone area.</p>	
<b>6. ACCREDITATION</b>		<b>ACTIONS/ FOLLOW UPS</b>
	<p>Dr. Hoffman stated that you can find information on the upcoming accreditation audit on H:/public/Sac 2022 accreditation</p> <p>It contains current documents, assignments and guides.</p>	
<b>7. OLD BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p><b>Hydration station survey</b> – the sample of the survey was so small and not very significant. There is a current FMR for a hydration station to be installed in CDC building.</p> <p><b>Facilities Master Plan</b> – having conversations and planning is the best way to move forward on our Facilities Master Plan. Knowing priorities that are scheduled helps to better plan. The Facilities Master Plan is a roadmap of what we are doing in the next five years. Reviewing the impact to the college and the community. We can start with what we have first, and what has been done. Then see what the priorities are.</p>	
<b>8. NEW BUSINESS</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTIONS/ FOLLOW UPS</b>
	<p>Parking Ideas – Academic Senate has voiced a concern regarding the need for more parking. Marty Rudd asked what ideas can be discussed. Some ideas were:</p> <ul style="list-style-type: none"> <li>o faculty and staff to park off site and be shuttled to campus.</li> <li>o Shuttle from DMC</li> <li>o Reduced bus passes for faculty and staff</li> </ul> <p>It appears that the first two weeks of the semester is the busiest and there is a shortage of student parking. Also, due to construction, we have lost many parking stalls.</p> <p>The empty lot on the corner of 17<sup>th</sup> and Bristol, is only for construction workers to park not approved for students.</p> <p>Building a parking structure on any existing parking lot, will result in losing a large amount of parking spaces during the construction of the parking structure and it may take years to complete.</p>	
<b>9. FUTURE AGENDA ITEMS</b>		

10. OTHER	DISCUSSION/COMMENTS	
	Next meeting Mar. 17, 2020 – S-215	

SUBMITTED BY Maria Cardona

**Santiago Canyon College Facilities & SAFETY Committee**

**Minutes**

**February 24, 2020**

**Attendees:** Beth Hoffman, Scott Sakamoto, Arleen Satele, Ambar Nakagami, Pat Alvano, Stew Myers, Julie Peeken, Zulema Mendez

**Absent:** Martin Stringer, Jim Granitto, Rick Adams, Denise Bailey, Umaimah Memon

**Guest:** Frank Prado, Chuck Wales,

[Facilities and Safety website](#)

NEW BUSINESS	REPORT/OUTCOME	MEMBER
1. Review of Minutes from November 18, 2019 meeting	Approved	Scott Sakamoto
2. INTRODUCTIONS/ANNOUNCEMENTS		
3. District Presentations	District Facilities Update	District Facilities (See Facilities and Safety site for PP)
4. Public Safety	Safety moving to new room Friday (S Public Safety) 4 electric charging stations to be in front of the new Safety room	Frank Prado
5. College Facilities Update	<ol style="list-style-type: none"> <li>1. Construction               <ol style="list-style-type: none"> <li>a. The new security building opening has been delayed due to furniture backorder scheduled for March</li> <li>b. Phase 2 of the paper towel dispenser project is scheduled for completion this week.</li> <li>c. The East Chapman entrance sidewalk will be modified to include a runoff barrier, drains and landscape/irrigation repairs. Construction is scheduled for completion this week.</li> </ol> </li> <li>2. Café/Health Center               <ol style="list-style-type: none"> <li>a. DC Construction performed various siding and wood repairs, sealed all penetrations to the portables, painted and will replace the café doors this week. Completion is slated for Friday, February 7, 2020</li> </ol> </li> <li>3. Softball field renovations to be done this week</li> <li>4. Working on contract to service SCC trees</li> </ol>	Chuck Wales

	5. Lot 2 sink hole investigation to begin	
6. Hawk's Nest Food Pantry	Hawks Nest Food Pantry flyers (see F&S website) HNFP is Always Looking for volunteers and donations of money and food. Hours and dates of services (F&S website agendas and minutes)	Beth Hoffman
7. Campus based smoke and tobacco cessation	Smoke Free Campus Policy Revision; SCC has demonstrated Universal Support for a comprehensive smoke, VAPE and Tobacco free policy change. Students and Faculty have written Resolutions in support, our classified staff, campus leadership at OEC, CEC and SCC have all provided unanimous support. Students at SAC are also writing their own resolution and the Student Trustee is also in favor of a policy revision.  We have asked for a Board of Trustee docket assignment to present district data and ask for a policy change all support is welcomed!	Beth Hoffman
8. Final resource request rankings	See F&S website agendas and minutes	
9. Calendar of Facilities and Safety meetings.	May 18 <sup>th</sup> meeting moved to May 11 <sup>th</sup> .	
10. New key policy	Issues will be forwarded to district personnel	
11. Garden presentation from fall	F&S supports this project We are inviting the presenters to come back to answer some questions before granting full approval	
12. NEW BUSINESS /OTHER		
<b>OLD BUSINESS &amp; PROJECT STATUS REPORTS</b>		<b>OUTCOME/FOLLOW UP</b>
1. . Relocation OEC Classes	Due to environmental study, district facilities is waiting for approval from the County environmental office in order to continue construction. District facilities is looking into other options such as not including child	Ongoing

	development center inside the Batavia site. Architect has been hired to develop a design for the Batavia site. There continues to be funding issues and project target date early 2020. OEC location destructive testing is completed. Continued user group meetings and identify other additional funding sources to complete the project.	
2. Noise Transmission between SC103 and SC104, from SC 105, and between SC205 and SC206	No further action. Remains open	Pending Funding.
3. Naming of Buildings - Process	No further action has been taken.	Progress report will be provided.
4. Protocol for installing commemorative pieces, such as the proposed busts, on campus.	District is working on options regarding installing commemorative pieces.	Progress report will be provided.
Next Meetings	<b>February 24, 2020 SC-103 3:00 p.m. - 4:30 p.m.</b> March 16, 2020 April 20, 2020 May 11, 2020	

**Santiago Canyon College  
Mission Statement**

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved by RSCCD Board of Trustees, 9-23-13)

# Physical Resources Committee

## 2020/2021 Fiscal Year Proposed Meeting Schedule

All meetings will be held from 1:30 – 2:30 p.m.  
Executive Conference Room – District Office

July 2020 – No meeting

August 2020 – No meeting

September 2, 2020 – Meeting

October 7, 2020 – Email update

November 4, 2020 – Meeting

December 2020 – No meeting

January 2021 – No meeting

February 3, 2021 – Email update

March 3, 2021 – Meeting

April 2021 – No meeting

May 5, 2021 – Meeting

June 2021 – No meeting

**The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.**

# Physical Resources Committee

Meeting of November 6, 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, and Craig Rutan.

## Minutes

**Call to Order:** Ms. Matsumoto called the meeting to order at 1:32 p.m. and attendees introduced themselves.

**Agenda item:** Measure Q, Scheduled Maintenance, Capital and Prop 39 Projects Update – dated November 6, 2019

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

### Measure Q:

- Science Center & Building J Demolition: Final completion is anticipated in April 2020. Target occupancy is the Fall semester in 2020.
- Johnson Student Center & Demolition: The project is under construction and going well. New underground utilities are being installed at the Express West location.

### Scheduled Maintenance:

- The state allocation for 2019-2020 scheduled maintenance projects is \$229,136 for Building T at SAC.
- The state allocation for 2018-2019 scheduled maintenance projects at SAC is \$431,479 and will be used for the barrier removal Library restroom upgrade project.
- The state allocation for 2018-2019 scheduled maintenance projects at SCC is \$184,920 and will be used for various barrier removal projects.
- The 2017-2018 scheduled maintenance projects at SCC are to correct the Blaser Settlement items. Many exterior deficiencies have been corrected.
- 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 and was noted as a deficiency in the Blaser Settlement Agreement.
- The 2017-2018 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.
- The state allocation for 2016-2017 scheduled maintenance projects at SCC is \$2,817,909 and several projects are underway. The state has provided an allocation to RSCCD each year for the past few years but the allocation has been significantly reduced each year. The state allocation for 2017-2018 scheduled maintenance projects at SCC is \$1,371,504. It is a condition of state funding that if a district applies for capital funding for construction projects, the District must have a scheduled maintenance plan. The state

scheduled maintenance plan needs to be updated every year just like the five year capital construction plan is updated every year.

#### Current Capital Projects:

- SAC Russell Hall Replacement (Health Sciences Building): This is a state funded project and the estimated contribution from the state is \$20 million. The estimated budget for the project is \$58.8 million. The project is currently in DSA for review. Prequalification of contractor applications is currently under review. Since this project is a state funded project, each phase of the project needs to be approved by the state before moving forward into the next phase. Mr. Hoffman inquired when construction is supposed to start. Ms. Matsumoto noted that construction is anticipated to start in summer 2020 and really depends on when the project receives approval from DSA. 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 was approved by the Board of Trustees on September 23, 2019.
- Secondary Effect Relocations: There are multiple relocations of groups that need to occur as a result of secondary effects related to the demolition of Russell Hall. The project budget is to be determined because there is a lot of planning involved to determine the scope of work.
- SAC & SCC Emergency Blue Phones & ADA POT: The phones have been installed at both campuses and are being programmed and tested now.
- ITS Copper Wire Project: The architect is finalizing drawings and the District will review them before the project is submitted to DSA.
- SCC Orange Education Center Building Certification: Hazardous material abatement activities are in progress within the building and should be wrapping up this month. Physical building demolition is anticipated to start early in December 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.
- SCC Safety Portable Offices: Work is about 95% complete.
- District-Wide Emergency Blue Phone & ADA Path of Travel: DO and CEC have yet to be scheduled.
- District-Wide Access Control & Door Hardware: Several constituent groups and committee meetings have occurred 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 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). District Campus Safety will be the entity responsible for distributing keys to employees. Mr. Gaspar inquired if a key system has already been created. Ms. Matsumoto stated the master key hierarchy has been established. Mr. Gaspar inquired how and who will be cutting keys for each building. Ms. Matsumoto stated this is not clearly defined yet but Safety will be responsible for changing lock cores.



**Agenda item:** Sustainability Committee Update

**Discussion:** Ms. Matsumoto stated the committee had recently met and the committee's one campaign is still plastic reduction. The committee reviewed the draft updated programs, projects and planning list and discussed planning for the upcoming Earth Day events at the campuses. Mr. Hoffman inquired if the District has a waste disposal vendor that abides by separating trash and recyclables. Ms. Matsumoto stated that the District has a new waste hauler and there are items in the contract that require them to undertake separation as requested to conform with the law.

<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 is at 65% spent for a total of \$130 million, 27% encumbered totaling \$54 million and an 8% balance to spend down. Measure Q will hopefully be fully spent down by 2022. Ms. Satele inquired when Measure Q was approved and Mr. O'Connor stated 2012. Ms. Matsumoto noted that if a project is a major capital improvement, the programming phase takes at least two years, design and agency approval takes at least another two years, and construction takes about another two years.

**Agenda item:** Campus Facilities Meetings Update

**Discussion:** Meeting Minutes were distributed from the SCC Facilities Committee meetings from May 20, 2019 and September 16, 2019. Ms. Satele noted the president of the campus did a presentation on the proposed bond projects. Meeting minutes were distributed from the SAC Facilities Committee meetings from May 21, 2019 and September 17, 2019. Mr. Hoffman noted that more hand dryers will be installed at the campus.

**Agenda item:** Meeting Minutes – September 4, 2019

**Discussion:** Ms. Matsumoto called for a motion to approve the PRC Minutes of the September 4, 2019 meeting. Mr. O'Connor made a motion, seconded by Ms. Satele and approved unanimously.

**Agenda item:** Future Meeting Schedule

**Discussion:** It was noted that the next meeting would be by email only on February 5, 2020. The next scheduled in-person meeting is on Wednesday, March 4, 2020 at 1:30 p.m. in the Executive Conference Room, District Office.

**Adjournment:** Ms. Matsumoto called for a motion to adjourn the November 6, 2019 PRC meeting. Mr. Hoffman made a motion, seconded by Ms. Satele and approved unanimously to adjourn at 2:19 p.m.

# Physical Resources Committee

Meeting of March 4, 2020

1:30 p.m.

Executive Conference Room – District Office

**Attendees:** Carri Matsumoto, Darryl Taylor, Adam O'Connor, Mario Gaspar, Arleen Satele, Craig Rutan, Ambar Nakagami, and Kelvin Leeds.

## Meeting Notes

**Call to Order:** Ms. Matsumoto called the meeting to order at 1:36 p.m.

**Agenda item:** Measure Q, Scheduled Maintenance, Capital and Prop 39 Projects Update – dated March 4, 2020

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

### Measure Q:

- Science Center & Building J Demolition: There is a metal panel installation issue on the exterior of the building that may delay the project. Target occupancy is still on track for the Fall semester 2020.
- Johnson Student Center & Demolition: The project is about 55% complete through construction. Target occupancy is Spring 2021.

### Scheduled Maintenance:

- SM 19 SAC Barrier Removal Library Restroom Upgrade: The project was submitted to DSA and approved. The bid and construction schedule are currently under review. A meeting will occur with the campus to discuss the schedule of work. Winter Intercession may be the best time for the work to occur due to the amount of demolition that has to be done.
- SM 18 SCC Barrier Removal Phase 4A East Chapman Entrance Improvements: The project was recently completed.
- SM 18 SCC Barrier Removal Phase 4A Concession Walkway Repairs: The project was recently completed.
- SM 18 SCC Barrier Removal Phase 4A Lot 2 and Lot 7 Crosswalk Repairs: The work for another crosswalk in Lot 2 and a crosswalk in Lot 7 is in the planning phase.
- SM 18 SCC Barrier Removal Phase 4A Broadmoor Trail Repairs: The project is preparing for DSA submittal.
- SCC & SAC Parking Ticket Kiosks: The projects are preparing for the bid phase.
- SM 17 SCC Barrier Removal Phase 2B Paper Towel Dispensers Replacement: The project was recently completed. The Notice of Completion is anticipated for approval by the Board of Trustees at an upcoming meeting.
- New Barrier Removal Projects in Planning at SCC: Building D First Floor Single-User Restroom Renovation, Building D First and Second Floor Multi-User Restroom Renovations and Buildings A, B and D Elevator Modernizations.

- Blaser Settlement deficiency items completed to date: 341 out of 418 exterior (81%) deficiencies have been corrected and 198 completed out of 241 items for interior (82%). Overall, the Blaser Settlement barrier corrective items are 81% complete. Multiple projects are currently in various phases of planning, design and construction.

#### Current Capital Projects:

- SAC Russell Hall Replacement (Health Sciences Building): The project is currently awaiting DSA approval. Once approved, the project can be submitted to the state for approval to go out to bid. Prequalification of contractor applications is complete. Demolition of the existing Russell Hall Building is required at the end of this project. There is a lot of planning needed for this project and what the impacts to the campus will be. The logistics schedule is being prepared to look at staging and truck routes. Drop-off activities will need to relocate from the front of the campus to the back of the campus due to the amount of trucks that will be coming in and out for at least four to five months during the Russell Hall demolition. Pedestrian traffic will most likely change between the Target shopping center and the front entrance of the campus along the Campus Safety building.
- SAC Campus Entrance Improvements: The location of Russell Hall after its demolition will need restoration at minimum.
- Secondary Effect Relocations: There are about nine relocations of groups that need to occur as a result of secondary effects related to the demolition of Russell Hall.
- SAC & SCC Barrier Removal Signage/Wayfinding: Both projects are preparing to submit to DSA for a plan Check review.
- SAC ITS Copper Wire Project: The project has been submitted to DSA for a plan check review. The project has to be completed before the demolition of Russell Hall.
- SCC Orange Education Center Building Certification: The demolition of the building has been completed and a Notice of Completion is anticipated for approval by the Board of Trustees at an upcoming meeting. A report is being drafted about our remediation plan and will require approval by the Orange County Health Care Agency.
- SCC Safety Portable Offices: The project has been completed and the Safety department has moved into the offices.
- District-Wide Emergency Blue Phone & ADA Path of Travel: The schedule for CEC is being worked on.
- District-Wide Electronic Access Control & New Key Distribution Procedures: A slight amendment is being made to AR 3501 after District Council reviewed it at their last meeting. Test Pilot program is being added to the AR and the District will be in test pilot mode for at least a couple of years. The master key hierarchy was approved. The key procedure forms are for mechanical key distribution. The test pilot at the District Office was to test electronic access control. The Science Center at SAC is the next test pilot planned for Summer 2020. The test pilot projects that are in planning and design are Building D at SAC, Buildings D and H at SCC, DMC and mechanical re-key at CEC. District Campus Safety will be the entity responsible for distributing keys and access control cards to employees. The access control cards have a dual purpose and will serve as an identification card and access control card.

**Agenda item:** Sustainability Committee Update

**Discussion:** Ms. Matsumoto stated the committee has not recently met and the next scheduled meeting is in two weeks. The committee's one campaign is still plastic reduction. Ms. Satele noted that SCC's Earth Day will be on April 23, 2020.

<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 summary is dated January 31, 2020 and they just closed the month of February and another \$5 million was spent in February. The District is at 93% spent.

**Agenda item:** Campus Facilities Meetings Update

**Discussion:** Meeting Minutes were distributed from the SCC Facilities Committee meetings from October 21, 2019 and November 18, 2019. Ms. Satele noted the food bank would be relocating to U90 and the campus will be hosting their Community Science Night event on March 13, 2020 from 5:30pm to 8:30pm. Meeting minutes were distributed from the SAC Facilities Committee meeting from October 15, 2019.

**Agenda item:** Meeting Minutes – November 6, 2019

There was no action on this item due to lack of quorum.

**Agenda item:** Future Meeting Schedule

**Discussion:** The next scheduled in-person meeting is on Wednesday, May 6, 2020 at 1:30 p.m. in the Executive Conference Room, District Office.

**Adjournment:** Ms. Matsumoto adjourned the meeting at 2:15 p.m.