

## REVIEW OF SERVICES

Miramar College  
December 18, 2013  
1 p.m.

**Present:** Brett Bell, Donn Betz, Jim Bray, Ed Headtkke, Gerald Ramsey, Roy Kinley, Alma McGee, David Gilmore, Mike McClain, Lynne Ornelas.

**Meeting minutes from September 25, 2013 meeting approved.**

### **Old Business:**

#### **Prop S&N – J. Bray**

- A. Parking
  - No changes. Taken over lot 3.
- B. Fire Tech
  - Under construction. Will be completed May - July 2014. No issues to report.
- C. Admin Building
  - Under construction. Will be completed May - July 2014. No issues to report.
- D. Science Building
  - Recently started construction.
  - Completion of new building completion by November 2014 and other building by February 2014. Won't use building until Fall.
  - Currently having existing utilities out of the way to start foundation and other work.
- E. CE Project
  - Submitted in to DSA in November.
  - Will be under review in DSA which is a 8-month process or up to a year.
- F. Heavy Duty Advanced Transportation
  - J. Bray would like to remove from agenda.
  - L. Ornelas would like to check with Dan and make sure progress is acceptable.
  - B. Bell - Would like a finalization of FFE budget, as project is over-budget.
- G. Cafeteria/Bookstore
  - Open and working through user punch list.
- H. Thermal Energy
  - Started work on pins, and are looking to be finished by April
  - Will start to fill the tank the week of December 23<sup>rd</sup> which is a week long process.
  - January/Feb to start using the tank.
- I. Student Welcome Center
  - Under construction, completed May - July 2014. No issues to report.

J. E-100

- Was submitted to DSA.
- Received first set of DSA comments back on 12/17/13
- Will meet with architect to review comments and receive a date as to when it will come out of DSA and can begin construction.
- Tentatively start construction in June depending on when it comes out of DSA.
- Looking into remodeling A-100 building and continue using restroom facilities and science lab there until E-100 is complete. Has looked into different options to see if it makes sense cost wise.
- Now working with design team to wait to start work or possibly take it to DSA and find another method to finish.
- Direction that we will be going is to remodel A-110. Currently working through the specifics on how to do that.
- Bungalows will remain; CE will stay on CE Campus.

K. NTC Custodial Issues – D. Betz

- Cleaning has been much better
- Many improvements.
- Dealt with as of late are rodent problems
- Called pest Control Company. Baiting and trapping for 2-3 weeks.
- Rodents not taking baits or going into traps
- D. Betz asked pest Control Company what the possible causes are.
- Pest Company confirmed that it was food and entrance points
- Entrance points have been closed
- Will continue to monitor rodent problem.
- B. Bell – was there construction going on in the area or time of the year?
  - D. Betz – Pest Control did not have an answer but confirmed that rodents have been very aggressive this year.

**Transit Center Update – J. Brey**

- A. Start end of January, although Jim not convinced.
- B. Surface improvements that should go quick once they begin.
- C. Freeway will be much different matter
- D. B. Bell – pathways to and from the transit center that affect pedestrian traffic
  - Part of agreement with Caltrans, SANDAG, and MTS, have given campus \$250,000 to resolve getting pedestrians from North End where police station is to transit station.
  - District asked Jim to receive proposal and will try to complete that over the holiday break.

- B. Bell to L. Ornelas – We often hear from Dean and Faculty about pedestrians walking on roadway from Westview Pkwy on to campus. Project Jim is describing will mitigate and provide pathway for pedestrian walkway.

## LLRC – J. Bray

### A. LLRC Sidewalk Drainage Problem Resolution

- Received recommendation from CM Firm and architect which will involve long term maintenance that need to be reviewed with the District
- Bell – Will patio above the LLRC be demolished?
  - Have had 2 test locations to determine issue.
  - Eliminated several things but did not show what he thought were going to find.
  - Water is getting into concrete and not draining out. Solution recommended was surface coating which water can land on but will require maintenance periodically. Will eliminate having to demolish the patio area.
- G. Ramsey – What’s the life expectancy of surface coating?
  - J. Bray – Will review with District if this solution is acceptable or look for another solution.
- B. Bell – This solution will resolve the substance that is coming from drain pipes?
  - J. Bray – Yes
- B. Bell – So that substance is originating from above?
  - J. Bray - Coming out from above, from patio and high walk areas.

### B. Restroom Faucet Problems

- Valve was installed and will schedule final flush.

### C. Confirm Timeline for Production Studio

- 50% design development documents that staff reviewed and is waiting for comments back from that.
- Will meet with purchasing beginning of January 2014 to see if they would like to buy equipment or would like it to be part of construction package.
- Expecting to have answer ready to go by January.

### D. Telecom Room HVAC units

- Currently bidding
- Final bid 12/20/13
- Bid open January and go to February Board.

### E. Installation of 2 dedicated circuits for way finding kiosks

- Contract has been awarded.
- Brian working with Jim to schedule the work needed done.

### F. Completion of paint touch ups and cleanup of overspray

- CM needs to touch basis with staff regarding areas that were affected, to confirm that it was completed to their satisfaction.

## **A-200 Academy Facilities – Review of Services Task List**

1. No A/C proposed for new locker room construction.
  - Status changed to having A/C in the new locker rooms.
  - A/C is in the design.
2. A/C inadequate for A-200 (A-224)
  - Upgrades completed for A-224.
  - Have heard comments that it is too cold. Good considering the equipment that is there.
  - Remainder of A-200 being added and submitted to Prop 39 project proposal.
  - D. Betz – waiting for more information on SDG&E. On first submission of Prop 39, it was rejected as it does not qualify due to energy efficiency. Originally this was on SDG&E's on bill financing program which qualified. Through savings each month you pay back the cost of the loan and SDG&E funds the equipment. Previous Vice Chancellor and facilities staff agreed to have it funded under Prop 39 and to pull it off on bill financing. SDG&E asked the way that projects were submitted, which was submitted by individual projects. It was rejected and grouped it with other energy efficient projects, can average that where savings meets goal there is a possibility it can be funded.
  - Should receive word from SDG&E shortly after we return from the holiday break.
  - B. Bell- Is SDG&E responsible for both issues? The On Bill financing and approval of the overall energy efficiency for Prop 39?
    - D. Betz – Yes, both projects are routed through SDG&E on Bill. Prop 39 is reviewed by State Chancellor's office. District must submit through local utility company (SDG&E), the purpose for this is that there are guidelines and materials that explain the Prop 39 process. SDG&E helps to determine what is likely to be approved. We are finding, as far as efficiency on Prop 39, is that it has stricter guidelines. Several projects must have a great deal of savings, from very old generation lighting to new generation lighting and variable speed drives to A/C units. It has been difficult the first year, as it took about 6 month for them to roll the program out. Projects need to be completed by the end of June. The application form has been changed 3 times, meaning we have taken the information and moved it from form to form. They seem to have the process down now, it is just difficult in this first year to get as much as we are required to.
3. Exterior Walkway on 2nd floor of A-200
  - B. Bell - Has been moved to state schedule maintenance for 2014-2015 year, and has been approved for that state schedule maintenance.

- D. Betz – District putting together drawing to submit to put drains in walkway. When it is recoating, will add drains in key areas which will require work underneath. Total cost is around \$200,000 added to number that was there already. Will check with L. Lareau to confirm
4. No written alternative to facilities plan for displacement of locker rooms during construction of A-100.
    - Addressed this in the Prop S&N update.
  5. Alternative facility
    - Same as #4
  6. Complete since there is agreement between City College and Police Department on course alterations that will be in place during construction of A-100.
  7. A/V support
    - B. Bell - Dean Beitey and Dept. Chairs submitted request for funding through integrated budget development and planning process Budget Resource Development Committee to support increased A/V support equipment in A-200 building. Requests were ranked low through program review process and BRDS process, did not make it to prioritization. Faculty and I spoke to that issue at the BRDS committee meeting. As a compromise, the budget resource development sub-committee have agreed to is that within our allocation of this year which is approximately \$68,000, any or all of the savings that are realized between the quoting and actual purchase of the authorized purchases that we make this year, will be fully dedicated to A/V support this year for A-200. We strongly request Dean Beitey, faculty and our partners to submit more detailed information for A/V support next year so that we can pick-up any items that were unmet in the second year process. There is commitment to use any unused funds this year, and look at it again next year.
  8. Completed 8/19/13
  9. Additional upgrade to outlet in A-208.
    - Requested to have equipment moved before entertaining adding a new circuit to that particular room. Not just a matter of adding a new outlet, it is a new circuit that must be added. I am waiting to hear back on how the replacement and movement of the microwave and the toaster oven off of one circuit and on to another have positively or neutrally affected the breaker tripping and I haven't heard back. I would like a report on that so that we can go back and determine whether or not we need to request the additional circuit which will be a considerable project and expense and I do not want to go through that expense if we can rectify by just moving equipment. Hopefully we can hear back on how that facility is working by the beginning of the 2014 year.
  10. Completed 7/24 – The screen repair and replacement.
  11. This will be mitigated when fire technology program moves back to campus next year.

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### **New Business:**

#### **Physical agility training Storage**

- J. Bray – This is the things for the course that they brought up and put in the maintenance facility. Still on my list to do but with delaying the A-100, slid down priority list. In February will get with them to determine potential options for that storage.

#### **Facility Improvements for C-100**

- L. Ornelas - Exterior of Diesel building is in dire need of repainting which has not been done since building was built 15 years ago. The fact that the rest of the campus is being fully developed or restored in some way, this building has not been on anybody's radar and would like to request to have it repainted.
- B. Bell – D Betz, if I could know when you are going to ask the campus for State and Local scheduled maintenance input so that I could back off of those dates several months and have these types of conversations with different constituent groups on campus and bring them to our Campus Facility Committee and review and rank priority of requests so that we you and your staff are ready to ask us about our State or Local scheduled maintenance we are able to provide you with a ranked list.
- I believe the largest issue is the paint. I don't know if that is a campus responsibility or on a scheduled basis the District goes through and takes care of.
- D. Betz – We try to manage as much as we can in-house with staff and the size of each project. The larger the building the harder it is to manage. Would like for D. Betz to put C-100 on his radar.
- B. Bell – Restrooms on 2<sup>nd</sup> floor of C-100. Entrances to men and women's restroom are open walkways that are outside the Deans office, and everything can be heard to form bathrooms to the offices. I understood that we do not put doors on restrooms.
- D. Betz – Will have lance come up and walk area if there is a reason why doors cannot be installed.
- B. Bell would like to have a walkthrough with Lance to have Dean Ornelas comment.
- Ornelas – Can lance also look into making computer lab into multi-purpose room/conference room?

#### **Portable toilets in case of water shutoff**

- When utilities go down, would like to have a plan in place or contract with portable restrooms where they can bring restrooms in time for recruits.
- Jim Bray – If its 4 hours, company will not have portable toilets out in time. Will look into this.
- B. Bell - Move this to old business and receive an update from J. Bray next month.

## **Science Building**

- L. Ornelas (on behalf of P. Hopkins) - Will have training on week of 13<sup>th</sup> asking for generators available and operating so that building can be used to prepare for this training as there will be staff in building. No utilities will be on and will need power, heat, and lighting.
- J. Bray – Will look into this.
- B. Bell – would like to sit down with P. Hopkins and J. Bray to understand P. Hopkins' needs.

## **Announcements**

None.

## **Next Meeting**

Wednesday, January 22, 2014 at 1:00 pm in L-108

Meeting adjourned at 1:52pm.