

REVIEW OF SERVICES

Miramar College
January 22, 2014
1:00 p.m.

Present: Brett Bell, George Beitey, Paulette Hopkins, Adela Jacobson, Dane Lindsay, Greg Newhouse, Gerald Ramsey, Dan Gutowski, Tom Davenport, Jim Bray, Lance Lareau, Ed Hedtke, Mike McClain, Buran Haidar, Alma McGee, Roy Kinley.

Old Business:

- A. Meeting minutes from December 18, 2013 meeting approved.

Prop S&N – J. Bray

A. Parking

- No changes in next couple of month.
- There will be a change to entry of campus. In order to construct traffic circle and pedestrian entry, Westview Parkway will be shut down mid-February. No exact dates yet but before next Review of Services meeting.
 - Construction will last several months until June or July.
 - Access to parking garage will be available through Hillery Dr.

B. Fire Tech

- Under construction.
 - Will be completed May - July 2014. No issues to report.
 - G. Beitey – Will grand opening be on 9/11/14
 - J. Bray – Yes. September should be fine.
 - G. Beitey – Occupation will not be until Spring 2015 Semester

C. Admin Building

- Under construction. Will be completed May - July 2014. No issues to report.

D. Science Building

- Under construction.
- Completion of new building in November 2014
- Will be painting and removing restrooms on old building which should be done by February 2015
- Upon completion of the new building, we will get a date of when to occupy but looks like it will be Fall 2015
- B. Bell – Significant budget issues in regards to FF&E budget. Waiting to hear from Dean to reply to my request for additional cuts to the FF&E budget, which was due today.

E. CE Project – A-100

- A-100 was submitted to DSA

- DSA started review
- Will not start construction until E-100 is done. We will get it through DSA, get it approved, get it ready to construct. We are just waiting to start that.

F. Heavy Duty Advanced Transportation

- Working through owner punch list
- Will meet with Dean L. Ornelas, G. Newhouse, D. Gutowski
- Currently have 3 task requests that were submitted to the District.
 - District has been good about approving so we should receive that back soon.
- There was a question on FF&E.
 - Would like to get with B. Bell and L. Ornelas
 - There were 2 total numbers for the FF&E budget. One from purchasing and another in the GL string. I thought we had that straightened out. I need to find out if Dan's concern is based on information from a while ago or was told recently that there was no funding, but will look into that. We had enough money to buy vehicles once money moved to GL string. I need to follow up if that happened.
- G. Newhouse – The times when we have met on the punch list and separate from here, what ends up happening is that a discussion regarding A, B, C, D, & E have been addressed and taken care of. It is not unusual for that not to happen by the time we have the next meeting. I don't want to hear go through people or that route.
- B. Bell – Could I offer something? What Jim and I have found successful in other projects so that we have a common understanding of what the issues are and the status, is an excel spreadsheet we created.
- G. Newhouse – We have that. The problem is not what is on the sheet. The problem is some type of communication process where if "A" is going to be done, A is done. What happens in this project is either contractors are gone and no longer do anything on it. And nobody knows, who, when, how that item is going to be accomplished. We have changes in FF&E, which seems we started at square 1 again to go through those things. We have punch list, it's just that consistently the appearance is that nothing is being accomplished. So I do not know where to take it from here in that regard.
- J. Bray – I think Greg is right, a number of these things have taken longer than I would have liked. I think we have been making some progress when we were meeting every month and think that needs to be restarted and we just need to get the items done. It's as simple as that.
- B. Bell – Is once a month a sufficient schedule to be meeting or are these items where more frequent meetings will be beneficial?
- J. Bray – Once a month works as long as we accomplish items.

- G. Newhouse – That’s fine with us, as long as things are accomplished.
- B. Bell – What I’m trying to avoid is being (from my perspective) pulled in at the last minute saying “*we’ve asked for these things to be done and they haven’t been done*” and it’s the first time I’ve heard about it. I don’t necessarily want to be involved in the meetings, I just want to have a common understanding that we will report back if there is not any progress and not have it get to a critical point.
- G. Newhouse – It is a standard item on this list, whether I am physically here or not, is a standard item on this list. There should be nothing new. So while you personally or others here may not know of some of the details, it’s not new.
- B. Bell – I agree. Until we have gone over the details at this level, sometimes they have not been addressed to the satisfaction of instruction. My question is, *is it so voluminous that going over the details in this meeting would not be productive at this point in time?*
- G. Newhouse – I don’t believe it will be. I’m fine with meeting with Jim. I’m saying this isn’t new, it’s been an ongoing problem and issue and we need to find a way of addressing it. I would just like answers.
- B. Bell – for my benefit, since there is a list identified, can you or Lynne report back at the next Review of Services next month of the total number of agreed punch lists items and the completion rate. That will at least give us an idea of progress and if there are particular sticking points on the punch list that are not being addressed, can be addressed individually at this meeting. If that does not work then we can try something else.
- G. Newhouse – can we include on that list items that have been submitted for repair under the District’s process while the items are under warranty? And the status?
- J. Bray – There are 3 specific items that Dan said was submitted through the District’s system. Unfortunately we weren’t aware and we are trying to track down what exactly what happened with those.
- D. Lindsay – What District system? Because it is not in my queue. I just hear about these 3 items today. I need to go through B&G and everyone else. Repair request come to my office and I’m not seeing anything. Repairs that come through Miramar come to my desk and I have nothing in any of these jobs. I need to get with DSC and see if it’s in with one of the maintenance people down there. Our process is to look to see if it’s something we can adjust, we can repair, and then it goes through the warranty process. I do not have any warranty tickets on any of these items that we can find in our system.
- J. Bray – We’ll have to do some research to see where those tickets went to.
- D. Lindsay – I can find out through our system and get back to you, if it’s in our work order system. I’m just saying it’s not at my desk, I’m not saying it’s not in

my system. So I have to get with DSC to see if it's in our system. I'm not sure what process it went to.

- G. Newhouse – I will find out what process Dan uses.
- B. Bell – To confirm, Greg, Dan, Jim, and others will start meeting again on the existing punch list items for our general review on a monthly basis the total of open punch list items and the completion rate on a month to month basis. An additional list that we need to resolve is the outstanding 3 work orders. When I'm dealing with work orders, each work order that gets entered into the system is identified with a work order number, so if we can refer to those numbers moving forward I would appreciate that. I would like a report back next month if they are in plan or where they are in the system.
- D. Lindsay – as soon as I see them and there is a number we can trace them.

G. Cafeteria/Bookstore – J. Bray

- Finished the drainage in main walkway and going through the same process of working through the end user punch list. If there are specific items, please send me an email.
- A. Jacobson - What should our goal be in terms of completion of all the items on the punch list? Should it be a year after we move in? Because I am worried about warranty, I want to get things done and I'm looking at this semester as our last push before we reach our first year anniversary date. I'm seeing an urgency to complete things. Now if it goes beyond that I can step back a bit I just want to get clarification.
- J. Bray – The new buildings have a 2 year warranty. If there are any contractor related issues, we want to bring it up before the 2 years are up. What we will do roughly 20-21 months, we'll do another walk of building to address issues before the 24 months are up. For other items, what we should be doing is putting target dates down on items to finish them. I hope it doesn't take a year for most items, unfortunately sometimes it does. We may first go back to the contractor and then find out we are not going to be able to use that mechanism for example but we should basically put target dates on things to work against that. I will talk with Joel and start doing that.
- A. Jacobson – We have been making progress but it has been slow. I think my expectations were probably unrealistically high so we are adjusting. I wanted to verify that Joel is the only one working on the K building now?
- J. Bray – Joel will always be your consistent contact. We will provide him additional resources if we have some but he will let you know if he is having someone helping him.
- A. Jacobson – Where are we with the Evac chairs?
- J. Bray – We know the location now where we want it. We are getting a quote to have those installed. It's probably a month process.

- A. Jacobson - Installation? If we could have a target date?
- J. Bray - The end of February for chairs
- B. Bell – To the Cafeteria/Bookstore I would like add that during the Spring semester I would like to finalize the priority to FF&E purchasing process. Laura Faustine is ready to finalize the process now.
- A. Jacobson – will she be meeting with me and you?
- B. Bell – Yes

H. Thermal Energy – J. Bray

- You will notice light brown panels going up. That's the insulated panels which is the final color of the tank.
- Once panels are up they will put up a metal decoration that goes up and the tank will be done.
- Currently contains water. They are not going to use it until a couple of months until they work out some issues on the chemicals between the two systems.
- Between March & April we will be able to use it

I. Student Welcome Center / Old Library – J. Bray

- Under construction, complete by June - July 2014. No issues to report.
- A. Jacobson – Very appreciative, feel it is moving along quickly and smoothly.
- B. Bell – Jim do you have any feedback on the campus approval of the added security for the Outreach lobby? Or are we still waiting for me to communicate with Facilities Management on that change of order request?
- J. Bray – I believe they are fine with it, I just need something official from you guys to show.
- A. Jacobson? – What is the issue with the security? Do I already know about it?
- B. Bell – Yes. That has been approved all the way through CEC
- J. Bray – When you walk into the new welcome center portion of the Interim Library Project, to your right there are doors or screens that close off all the areas. To the left where Outreach is, they have a curved desk with no screen or anything to keep anyone out or if that portion needs to be closed while other portions need to be open.
- L. Lareau – Will Outreach be shut and The Welcome Center be open?
- J. Bray – Yes, there's different functions in there.
- A. Jacobson – That's an individual office and people will have access to computers, and personnel types of things and the desk would be wide open. They need to have a way to secure that office. Recently Sunny wanted to know what type of secured closure will there be. Will it be a gate? Chains? They would really not like the chains if at all possible but I did not have an answer for them.
- J. Bray – We do not have an answer either, once we get the approval to look at it we will come back. Because of the way the desk is curved it is not going to be

how the K building is with the gate that comes down. It will be like what they have in room 245 at the District Office. They have a fabric doors that pull over.

- J. Bray – The fabric doors will provide a visual barrier.
- A. Jacobson – is it possible to get a quote for the top and bottom tracking for the fabric doors? To see if that even possible with the curve there?
- J. Bray – Once we have it approved we can get a quote and work with the architect to look at the options.
- D. Lindsay – In front of diesel, are we moving the fence in at all? The fences are pushed in all the way towards the diesel building.
- J. Bray – Let's take a walk after the meeting to see what changed.

J. E-100 – J. Bray

- In DSA. Waiting for that to come out. Anticipating it will be in June. Could be later, could be sooner.
- 3-month bid process, 12 month construction process
- G. Beitey - 12KV project
 - Had a meeting this morning with Charlotte and contractors and a couple of issues came up. The original 12KB project was going to go through the trees and since we're losing the lunch area for the recruits we talked about moving the lunch area under the trees. Charlotte said they could save the trees and this morning the line went right through the trees. They have no assurance that trees can be saved. Would like to argue what was previously proposed.
 - L. Lareau – Dean Beitey and I talked. We will look at cost and look into the feasibility . Will try to save the trees. Is there a scheduled component to the 12KV now that I am unaware of?
 - J. Bray – The intent was to do that the other way before the E-100 project started. Will report on this next month.

K. NTC Custodial Issues – G. Beitey

- Rats have been removed.
- Have not heard of any additional issues.
- B. Bell – Can we remove this item going forward?
- G. Beitey – Yes.

Miramar College Transit Center Update – J. Bray

- CalTrans will have traffic routed through campus. Will find out what they are doing. We have told them that they cannot do that anymore.
- Ramp due to be completed end of 2014 – will make sure.
- D. Lindsay – Can we ask when irrigation will be turned on? Trees dying against building.
- J. Bray – I'll get with Roy and see when.

- They should have been done with transit center by now.
- B. Bell – Closure of Westview Pkwy – Will that be a total closure or vehicular or pedestrian closure?
- J. Bray – Both vehicular and pedestrian closure in February. Until June/July.
- D. Lindsay – Will they make pedestrian walkway?
- J. Bray - On the south side of the campus is what will be closed.
- B. Bell – What closure of Westview Pkwy, what the appropriate pedestrian walkways will work.

LLRC – J. Bray

- A. LLRC Sidewalk Drainage Problem Resolution
 - Received proposal from architect on how to resolve issue. Asked information on what they are proposing. Expect to receive this week and review with district
- B. Restroom Faucet Problems
 - Valve was installed and will schedule final flush.
- C. Confirm Timeline for Production Studio
 - Sent the 50% construction documents to the end users to look at and provide comments on. Should have ready in the next couple of months.
- D. Telecom Room HVAC units
 - Out for bid and bid should be done by end of month
- E. Installation of 2 dedicated circuits for way finding kiosks
 - Contract has been approved.
 - Waiting for kiosk to come back from South Carolina or Georgia
- F. Completion of paint touch ups and cleanup of overspray
 - Looked to see if enough carpet to replace carpet
 - Will check with B. Bell to see which style and color to get

A-200 Academy Facilities – Review of Services Task List – G. Beitey

- Gave update to advisory committee yesterday.
- Will meet with Brett, Dane, and Academy Commanders tomorrow to discuss ongoing issues with maintenance due to heavy usage of facilities.
- Jim to talk about current agility course.
- L. Lareau – Mechanical component. Going to state schedule and Prop39. Prop 39 to date, we have not been successful.
- Just received new budget of \$3million for state schedule and starts in July.
- Has been approved and will be part of the A/C in A-200
- D. Gutowski – Will the pool also make that or has not been decided?
- L. Lareau – That was submitted for Prop 39, and I cannot remember off the top of my head if approved. Will get back to you, Dan.

New Business:

Physical Agility Training Storage

- J. Bray will spend the remainder of Spring semester speaking with P. Hopkins for impacts and solutions for that and were found.
- G. Beitey - Was that related to the storage spot in the south west corner of the F building?
- J. Bray – Potentially, yes. Emptied out the fenced area as part of the demo storage. In the long term that is where the TESA for aviation goes. There is not many other areas down there where you want to put something like that down there.
- P. Hopkins – do we have more time?
- J. Bray – Originally the A-100 was to start in August/September this year but has been pushed down as we talked about, but now we have more time to talk about it.

Facility Improvements for C-100 – L. Ornelas

- B. Bell - Waiting for evaluation of that situation regarding restroom doors.
- L. Lareau – Do we have budget for paint?
- B. Bell – No we do not
- L. Lareau – Will need to go to State local schedule
- L. Lareau to look at doors.
- B. Bell – Something that you should be aware of that I asked D. Betz at the last Review of Services meeting, related to Local scheduled maintenance and State scheduled maintenance, typically what happens is through working with Dane, *please provide a list of what we want to put on local and/or state scheduled maintenance*, and the turn-around was quick. The campus Facilities committee has agreed to proactively start identifying what we want for state and local scheduled maintenance but if we had in advance what those dates are it would be better so that we could back off of those dates and plan our time appropriately in identifying on what the campus needs.
- L. Lareau – It is the same time every year and we can get you those dates.
- B. Bell – We are still waiting for those dates.

Portable toilets in case of water shutoff – G. Beitey

- B. Bell – Due to water outage, the request was made by Public Safety to have on contract portable toilets in case water shut off occurs. The request was made so that in case of water shut off, at least we have someone on contract who can quickly respond.
- L. Lareau – Will look into get in that contract but who will fund?
- G. Beitey – Those responsible for the water shut off can pay
- L. Lareau – How many do you think you will need?
- M. McClain – 10 would be reasonable

- M. McClain – Will identify two locations where to place portable locations.

Announcements

None.

Next Meeting

Wednesday, February 26, 2014 at 1:00 pm in L-108

Meeting adjourned at 2:01pm