In Attendance:  Jason Berthon-Koch, Peter Boyle, Sigrid Davison, Steve DuPont, Dennis Francois, Bob Ford, Verónica Gómez-Vilchis, Jenna Hyatt, Keith Jones, Derek Mayo, Doug Ryder, Shane Scott, Ashley-Sue Vizguerra, Bill Yarwood, Sydney Thompson, Delano Palmer, Michael Montgomery, Joseph Pearson, and Kelly Clerf

A. Approval of August 17th Minutes

Doug Ryder moved, seconded by Keith Jones, that the Enterprise Facilities Committee (EFC) approve the August 17, 2020 minutes as presented. Motion approved.

B. Palouse to Cascade Trail – Bill Yarwood

Bill Yarwood shared new route for Palouse to Cascade Trail through campus (attached). Route was revised at Campus Circulation Committee who recommended this be reviewed and approved by EFC before being sent to the VP for final approval. Route takes advantage of current pathways through the university and any new signage would be paid through grant funding. Once the final route is approved it will be incorporated into the campus master plan. Currently the Palouse to Cascades Trail shows a detour through campus and the map can be found at https://palousetocascadestrail.org/files/Thorpe-Columbia-River-PDF.pdf. Derek confirmed that this route will not need city approval because a majority is on campus property and the rest is on 11th Avenue which already has sidewalks.

Keith Jones moved, seconded by Derek Mayo, that the EFC approve the proposed Palouse to Cascade Trail through campus and send recommendation to Vice President of Operations for final approval. Motion approved.

C. Minor Works

Capital Planning just submitted our 21-23 biennium request for minor works. Minor works project list will be going to executives for review and input once funding information is received. Continuing to push forward with current minor works projects and will be doing a reassessment and possibly a reallocation of funds due to the impacts of furloughs. Currently 78% of programming funds and 39% of preservation budget have been spent to date. Delano has already asked the state about the possibility of re-appropriating $1M into the next biennium if necessary.
Campus Security Project – Funded through supplemental request last year and project includes adding electronic access to exterior doors of academic buildings and installing security campus across campus.

D. Subcommittee/Task Force Updates

Campus Circulation Committee (CCC) – Michael Montgomery
Committee has just reconvened after summertime hiatus. Number one concern at this time is the golf cart policy and will work with the city to get this approved by City Council. Draft copy of policy will be sent to Derek so it can be reviewed by the city attorney before taking to City Council.

Enterprise Communication Committee (ECC) – Keith Jones
Digital signage licensing bill is due in October. Public Affairs was able to find funding to pay for licensing for dark screens so they can be used for COVID messaging. Interior signage projects are underway with signage received and waiting to be installed by facilities.

Campus Moves Council – Doug Ryder
Move crew is headed over to Sammamish this week to deliver COVID signage and PPE. Doug has not received much feedback in terms of concerns across campus so far.

E. Project Updates

Health Sciences – On schedule for planned opening for 2022. Have had very few delays and contractor is doing an excellent job.

Health Education – Project is moving along on design and we are on track to finish design documents in December. Throughout design process they will continue to do budget check-ins. Due to the economy right now they will be discussing value engineering and possible alternates.

F. City of Ellensburg

Willow Street – Projects is substantially complete as of last week.

North Campus Signals – Both intersections currently under construction. Intent is to continue underground work and concrete in October and signal pulls aren’t anticipated until January or February.

Mt Stuart Replacement – Project progressing nicely and should be done before start of school next fall.

University Gateway Project Grant – Design should be wrapped up this year with construction being next year. Received funding for part two of gateway project which will be from Vantage Highway and Pfenning to Brick Road.
G. Other

FMD Director Updates

**Grounds & Custodial**

- Completed 4 work orders.
- Cleaned and prepared residence halls and apartments for student arrivals.
- Provided traffic control and support for residence hall move-in.

**Move Crew**
- Competed 21 work orders.
- Completed scheduled classroom and department requested furniture moves.
- Installed building circulation signage.

**Grounds**
- Completed 25 work orders.
- Installed outdoor covid signage.
- Minor Works projects continue:
  - Irrigation upgrades
  - Wildcat Way upgrade
  - Tree planting

**Administrative Services**

Don Bechtel submitted and was approved retirement effective 1 October 2020. Motor Pool has 1 FTE. Archives personnel working remotely. Central Stores – all personnel returned to .8 FTE. Shipping and Mail Services remained at .8 FTE.

Motor Pool completed work on over 20 maintenance work orders. Rental fleet approvals slowly returning.

Central Stores processed 206 purchase order requests. Invoiced 353 Line items for over $123k. Completed over 422 counter sales for customers.

Central Stores, Shipping/Receiving, Mail Services, and Kelly Clerf are directly supporting Covid material support services. Including ordering, tracking, receiving, storing, and reporting. At this time, issues and deliveries are completed upon approval. The distribution plan is finalized. Many plans can be located on the SharePoint site (Microsoft Teams, Fall 2020 Plans, Facilities).

Some functions are resuming normal operations. Archives is planning to begin scheduled destroying of authorized documents. Vehicles are scheduled to be surplussed. Custodial crew has began ordering cleaning supplies for buildings. Mail and shipping/receiving have reached their maximum capacity to deliver mail and products. At this point, we have not been granted the permissions necessary to rehire students.
Planned & Preventative Maintenance

FMD Started the month with several staff furloughed but all have since returned. The work load in the department started at a steady pace early in the month. The major focus was the annual Campus wide Steam outage. During which several mechanical issues were repaired. As we entered midmonth, Resident Hall preparation became the primary focus countered by several Apartment check outs. During the last two weeks of August FMD staff prepared app. 1,000 Resident Hall rooms for arriving students. During that same time frame we also helped in Covid related safety by hanging app. 200 sanitation stations across campus. We continue to support various Minor Works projects across the campus such as The Library roofing project, Dean Hall cladding repair, North Hall, exterior lighting upgrades and Central Plant upgrades. As we near the opening of the Fall Semester, the Department focus is on Safety related issues.

Work Order Updates

Total Work Orders completed for July were 546. The total hours associated with the work orders were 2,132.25. The following is the breakdown for the Campus Divisions.

Academics
Total work orders completed were 330 totaling 1049.5 hours
CM requests were 282 totaling 972 hours
PM requests were 48 totaling 77.5 hours

Housing
Total work orders completed were 163 totaling 689.75 hours
CM requests were 150 totaling 616.75 hours
PM requests were 13 totaling 73 hours

Dining Areas
Total work orders completed were 53 totaling 393 hours
CM requests were 52 totaling 389 hours
PM requests were 1 totaling 4 hours

Next Meeting: October 19, 2020 at 3:00 p.m.