



## Enterprise Facilities Committee Minutes

April 15, 2019

3:00 p.m. – Barge 412

**In Attendance:** Sigrid Davison, Dennis Francois, Eric Hougan, Jenna Hyatt, Keith Jones, Chris Mattinson, Derek Mayo, Michael Montgomery, Doug Ryder, Shane Scott, Patrick Stanton, Bill Yarwood, Michael Cox, Scott Carlson, Vince Foley, Joseph Pearson, Wendy Holden, Abby Chien, Duane Dowd, and Joe Rosie.

A. Approval of March 18, 2019 Minutes

Shane Scott moved, seconded by Doug Ryder, that the Enterprise Facilities Committee (EFC) approve the March 18, 2019 minutes as presented. Motion approved.

B. Minor Works – Shane Scott

Call for capitol roll out date moved from November 1<sup>st</sup> to May 15<sup>th</sup>. Presented draft for minor works projects. Updated project list will include POC's, quantitative assessment, and order of magnitude. Action Item: Shane will bring updated draft to the next meeting.

C. WSECU ATM Upgrade – Bill Yarwood

Bill clarified that ATM project is upgrading SURC ATM not drive thru ATM located at Munson and therefore is not related to exterior signage as originally thought.

D. Diversity & Equity Center Signage Request Update

Paul Ballard has approved signage and project will be completed soon. Abby thanked committee for approving signage.

E. Subcommittee/Task Force Updates

Campus Circulation Committee (CCC) – Michael Montgomery

Working on golf cart policy. Existing sidewalks cannot be used for cart crossing so roughly six curb cuts will needed to be added to facilitate new cart crossings. ADA sidewalk work is being completed. Mike Cox will present a bollard map to EFC at a later date.

Enterprise Communication Committee (ECC) – Keith Jones

The CampusBird interactive map project is underway and will include interior wayfinding for SURC and Bouillon. Bouillon signage upgrade has been completed. Upgraded signage for Hebelier has been ordered.

## F. Project Updates

Samuelson - 1 year warranty and close.

Health Sciences - Demo and utilities work contracted through Belsaas & Smith. Structural demo begins in May and ends in June. New Health Science projected completion in December 2021. Capital budget should be approved on April 25<sup>th</sup> at committee meeting.

RecEx – Dennis Francois reported that the first track meet at RecEx was a success and they have identified a couple changes that should be made. The next meet at RecEx is April 29-30.

Dugmore Hall – The issue of the Library parking lot being a 24 hour lot has come up. Jenna reported that Dugmore should be furnished in June or July. Certificate of occupancy is expected in August. The dining hall walls have gone up and Joseph hopes to have certificate of occupancy in August. The Peterson annex will be moved to aviation in June.

## G. City of Ellensburg

Main Street Extension - Project will begin in early April and will extend 14<sup>th</sup> and Main to 15<sup>th</sup> and Water. Projected project completion in July or August.

University & Wildcat Way – Construction beginning June 10<sup>th</sup> with scheduled completion in late August. University & Sprague will be closed during construction.

Cascades to Palouse Trail – Project commencement June.

Central Apartments – One apartment building is complete, and the others are projected to be done this summer.

Future city projects include the expansion of Helena, police station remodel, and the design of two new elementary schools.

## H. Other

### **FMD Director Updates:**

#### Grounds & Custodial

Work orders completed between 3/13/19 and 4/10/19: move crew 66, custodial 22 and the grounds crew 13.

Move crew continues to provide shop support for the Lind window and Hebelier carpeting projects. They have completed all fire extinguisher inspections and necessary recharges in all academic areas.

Grounds crew had the opportunity to work with Masa Mizuno in the Japanese Garden last week, making some minor improvements and plantings. The crew is performing spring cleanup. They have begun their month long irrigation start up and making the necessary repairs to damaged lines.

## Administrative Services

Central Stores: Over 350 Purchase Orders created. 350 Invoices processed for over \$230k. Over 475 Counter sales processed.

Personnel actions are completed and appear to be successful. Working on student hires for the spring and summer months.

Motor Pool: Averages over 400 rentals and work orders completed by 2 full-time personnel and 1 student. They are "filtering" in our last 3 brand new vans into the rental fleet. Two used vans have been assimilated into the maintenance fleet and one to Dining.

Inventory: We are currently working with the new auditors and Surplus completing a very meticulous inventory for all vehicles and tagged equipment. Thank you to Cheyanne Manning for volunteering her services and students for this large endeavor.

## Planned & Preventative Maintenance

### Minor Works Projects:

- Halme construction is 40% complete with the Lind window installation.
- L&L North roof replacement is in design phase. We should receive drawings next week.
- Hogue and L&L will be getting the pit sprinklers installed April 23<sup>rd</sup>. This will NOT shut down the L&L elevator service.
- Hebler interior signage is here and the shops are in the process of installation.
- Pioneer Masonry is on site doing more brick restoration on Shaw/Smyer.
- Slapjack was on campus to give an estimate. Should have that in the next couple days.
- Bouillon flooring replacement project, pre-bid meeting and site visit is on 4/11/19

### Maintenance:

- We have a new D/I water treatment contract to maintain both Sci-1 and Sci-2 systems
- Backflow contractor is continuing testing.
- 11<sup>th</sup> street house is 98% complete just a little painting is left.
- Public safety building remodel is 75% complete.
- Hebler is being prepped (painting, carpet) for international move in.
- Check out on apartments have started.
- Area shop is gearing up for summer work.
- Work order count for the month of March: Academic 457 cut, 113 complete. Housing 404 cut, 89 complete.

**Next Meeting:** May 20, 2019 at 3:00 p.m. in Barge 412