**Friday, May 19, 2023**

Cheryl Bivens (presentation) – Major project status reports

1. Required reporting twice per year in June and December
2. Provides updated project information to the SBCTC and OFM (it is an OFM document)
3. Cheryl sends out reminders with the report template or last report provided
   1. She makes the updates she can and then sends it to the reporting college to complete
4. Report includes a narrative, photos, and actual to date information
5. Cheryl has developed a template project cost tracking spreadsheet for consideration
6. CTCLink chart strings should be identified when processing invoicing
7. Brian and Tim to share cost tracking spreadsheet templates
8. QARS report option
   1. Quality assurance reporting system
   2. Log-in required (follow link for log-in request form
   3. Ties into CapTrack
   4. All projects in CTCLink will be in the QARS system
   5. Provides basic project accounting information
9. CTCLink Queries
10. Cheryl to send all presentation information to OFC

Steve Lewandowski (presentation) Capital

1. Facility Condition Survey
   1. Surveys are scheduled
   2. Information was shared
   3. Think about controls, infrastructure,
   4. Use the survey tool to load preliminary info before Steve’s visit if possible
   5. Information will be used to develop capital request for minors
   6. 9 surveys completed so far
   7. Over the past decade there has been clear indication that deficiencies peak around 17 years of age, says that older buildings are more likely to be renovated than repaired.
      1. Maybe there should be more focus on repairing older buildings
      2. We might be relying on majors rather than repairing old projects
   8. More focus on infrastructure
      1. Lots of infrastructure in the system over 45 years old
      2. Infrastructure repair needs will double in the next ten years based on data
2. Minor works (be ready, set schedules)
   1. Repair money should be used for repairs or replacement (link in kind).
      1. Roof, Facility, site, infrastructure, URF
      2. Not intended for improvement projects
      3. Energy improvements can be up to 25% of the project value
      4. 10% increase for URF in the 23-25 biennium
   2. Improvement “Program” money
      1. Program improvements
   3. Get projects started in June if possible (as soon as allotments are issued)
      1. Can also be used for repair projects
3. Minor projects schedules and anticipated expenditures show up in the minor works change tool
4. Fund swap
   1. Offerings between colleges to help those that are overspent (or will be)
   2. Steve has sent out a request for information from colleges who have or need money by June 16. No minimum dollar limit for swaps.
5. Steve to send presentation information to OFC
6. DAHP support in 23-25
   1. Steve will send out the list of projects for the 23-25 biennium that have been pre- determined to require DAHP reporting through Wizard (reporting program)
   2. General condition from DES include procedures for DAHP considerations

McKinstry (presentation) – Clean Buildings Requirements

1. HB1257 adopted in 2019
2. HB1390 adopted in 2023
   1. Requires campus with district energy systems serving over 100,000 SF of connected space to start a decarbonization plan by June 2024, and final plan must be issued to the Dept. of Commerce by 2025.
      1. Must include a 15 year horizon for the plan
      2. Some exceptions may exist for certain systems
      3. Plan will be important to understand needed changes and modification and scope funding needs
3. HB1777
   1. Update to existing performance contracting legislation RCW 39.35
   2. The contract must include transfer of property
   3. Third party is responsible for cost savings and performance requirements
   4. Could be an entire system, but could eventually extend to building controls and possibly individual pieces of equipment
4. Funding may be available through Federal grants, State grants (Dept. of Commerce), financing options, and utility incentives
5. McKinstry to provide presentation

Business Meeting

Mark called for volunteers for vice chair:

Tim Wheeler was nominated by John Gillette as chair. Nomination was unanimously supported by the council members. Tim has accepted upon approval by his VP.

Mark called for volunteers for Secretary:

John McCormick volunteered for Secretary. This was unanimously supported by the council members.

Mark called for volunteers for Vice Chair:

Rob Lenahan volunteered for Vice Chair. This was unanimously supported by the council members.

Gordon volunteered to continue in the Treasurer roll. This was unanimously supported by the council members.

* Fall 2023 Meeting, October 19 & 20 in Wenatchee.
* Connect with Dave on official bi-laws in terms of officially nominating/voting the volunteers into their positions.