



## **Board Committee Report**

**MEETING DATE: NOVEMBER 19, 2020 ITEM NO.: 10A(viii)**

**SUBJECT:** Facilities Committee

**DATE:** November 13, 2020

**FROM:** Directors Aitken and Pham

**PRESENTATION BY:** Directors Aitken and Pham

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### **SUMMARY OF COMMITTEE MEETING**

#### **Oversite Projects:**

##### **Storm Water Management**

- Facilities Director, Jerry Eldridge provided an update to the committee
  - West end project has relocation of water main to accommodate storm drain underway
  - Gate 4 ½ old building foundations found, change order pending
  - Adjustments to catch basin as coordinated with Mesa Water District
  - Part of the new gutter requires replacement
  - East end is underway, protective fencing is up; old basin has been cleaned out, awaiting engineer's review
  - Surveyors on site 11/3/2020

#### **Cap X Projects:**

- Staff updated the Cap X project spreadsheet which was reviewed by the committee (see attached)
  - Discussed possible dehumidification for container storage of archive materials
  - Updated committee on repairs to Hangar Building sewer line

#### **Additional Items:**

- Staff prepared the draft of the Janitorial Services IFB
  - The IFB was provided to the committee for review and input
  - The IFB is ready and will be released on Wednesday, November 4, 2020
- Cap X Budgets
  - Staff prepared a rough draft Capital Projects budget for 2021 for review and discussion with the committee
  - Reviewed approach to 2021 Cap X budget and projects; project allowance vs. projects identified with budget numbers
  - Conservative approach due to cash flow
  - Recommended projects tied to safety and priority for 2021 annual fair
  - Committee was in favor of continuing this approach through the budget process

- Questions surrounding parking lot repairs and asphalt work was discussed
- Timing on projects was also reviewed and discussed
- Cell Tower
  - OCFEC has been presented an opportunity for a semi-portable/semi-permanent cell tower project
  - Staff has reviewed challenges or issues internally
  - Staff is reaching out to CCA for input
  - Staff is reaching out to the City of Costa Mesa staff for input
  - Will keep the committee up to date if this project has potential

**FOLLOW-UP:**

The next meeting of the Facilities Committee is scheduled for 12/01/2020.



**DRAFT ONLY**

Facility Committee - 2020 Capital & Major Expenditure Summary

PROJECT	Completed	PROJECT NOTES
<b>2019 Carry -forward</b>		
Storm Water Infrastructure (camp ground)		10/1- Project started Monday Sept. 21st with exploration / discovery. We have a few conflicts with unknown underground utilities; we are working with Engineer to resolve, looking to pour gutter Monday.
Property Signage		10/1 - Currently working on project design.
Emergency back-up generator	6/10/2020	Complete.
Awning - Box Office		4/28 - Architect has come back with design proposal however this project will be cancelled do to revenue saving needs.
<b>Capital Expenditure</b>		
Office Improvements - Admin Building		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Light Pole Replacement - Pac Amp	8/1/2020	Complete
Fire Sprinkler Repair - Costa Mesa Building	5/1/2020	Complete.
Fire Sprinkler Repair - Huntington Beach Building	5/1/2020	Complete.
Fire Sprinkler Repair - OC Promenade	5/1/2020	Complete.
Fire Sprinkler Repair - Santa Ana Pavilion	5/1/2020	Complete.
Fire Alarm Panel - Costa Mesa Building	9/21/2020	Complete
Roof Replacement - Box Office		7/27 - We are planning to work on this project once we have labor available.
Roof Replacement - Education & Exhibits	6/1/2020	Compete.
HVAC (2) - Huntington Beach Building	6/12/2020	Complete.
HVAC (1) - Costa Mesa Building	6/12/2020	Complete.
Utilities - Lot G		10/1- Have engineering drawings. Working on getting budget numbers for 2021 cap X.
Electrical Upgrade - Administration Building	7/27	Once everyone comes back to work we can shut the power off to Admin to make the conversion final. If we turn power off now we will knock all users off "Anydesk" which would require IT to come back in and set all users up again.
Electrical Upgrade - Judging Area	6/1/2020	Complete.
Electrical Upgrade - ASA		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Transformer Replacement - Gate 1	9/21/2020	Complete.
Storm Water Pumps - Pac Amp		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Landscape - Business Development Area	6/11/2020	Complete
Seal & Stripe - Parking Lot Maintenance		10/1-Created work space and developing scope for bidding.
Parking Lot Repairs - Exterior		10/1-Created work space and developing scope for bidding.
Parking Lot Repairs - Interior		10/1- Developing work scope.
Back Flow Valve Replacement - All Grounds	7/1/2020	Complete
Resurface Exterior Walls - Administration		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Strom Water Mgmt. - Desilting Basin		8/17 - Waiting for JRH to provide confirmation of basin delivery. Once he gets that info he will provide a working schedule at which time the OCF will conduct a project review meeting with the Equestrians.
<b>Equipment</b>		
Portable Rolling Bleachers (4)		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Utility Cart - Heroes Hall		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Wi Fi - All Grounds		7/27 - Working on project
40-Yard Storage containers (3)		8/17 - The cost of the AC units are quite expensive. I am investigating the right unit for the application we are asking it to perform.
Handwashing Station - Centennial Farms	8/1/2020	Complete
Large Format Printer	3/17/2020	Complete.
Generator - Costa Mesa Building	6/15/2020	Complete.
CAD Plotter	3/17/2020	Complete.
Surveillance System	7/27/2020	Complete
PA Sound System - All Grounds	9/21/2020	Complete
Utility Cart - Maintenance	6/2/2020	Complete
Exhibit Equipment		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Temporary Gallery Walls - Heroes Hall		10/1- Heroes Hall has started a installing the new exhibit.
<b>Major Expenditures</b>		
Curb Painting - Fire Lanes		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Fumigation - Millennium Barn		10/1- Approved by Board, Orkin would not sign contract-rebid and created contract for Terminex - need Board approval in Oct. Work to be complete by 12/31
Landscape Exterior Parking Perimeter		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Retrofit Tower Lights - Main Mall		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Resurface Floor - Heroes Hall	6/1/2020	Complete.
Berm Renovation (Landscape) Pac Amp		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Replace In-ground Electrical Boxes		7/27- Purchased some product - will use these to perform the Pre Fair CFSA report repairs needed.
Replace AC Units - Ticket Booths	4/28/2020	Complete
IT Upgrades - Ticket Booths		7/27 - Work has been started.
Portable Handwashing Station	3/1/2020	Complete
Umbrellas		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Cable Ramps	4/17/2020	Complete
Picnic Tables		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Aluminum Barricades		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Storage Containers - Electrical	4/7/2020	Complete
2-Yard Dumpsters	5/1/2020	Complete
Stanchions		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Portable Electric Panels	7/1/2020	Complete
Fair Materials		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Exhibit Equipment		4/28 - This project has been determined to not be essential and will be cancelled do to revenue saving needs.
Infrastructure Audit - All Grounds		10/1-Working with Facility Committee for public meeting, scheduled for October 7th.