



# SUCCESSFUL PROJECTS

Workshop #3: February 10, 2016

## FUNDING YOUR FACILITY PROGRAM

with State & Local Bond Dollars

*Preparing for the State Facilities School Bond, Local Bonds & the Necessary Steps to Maximize Funding*

The \$9 Billion Californians for Quality Schools initiative is on the ballot, the Governor has released his January budget proposal, and schools still have a backlog of facility projects to address. Don't miss the chance to access state dollars and leverage local sources to meet your district's facility needs. This workshop will provide information on the state school bond and Governor's budget as well as provide information from industry experts on how to craft a successful local bond effort to maximize funding for your district. We will also hear from two of our local districts on their process to bring a local bond before the voters. With November rapidly approaching, if your district is considering a bond, you won't want to miss this workshop!

### WORKSHOP AGENDA

<b>8:30 AM– 9:00 AM</b>	<b>Check-in &amp; Continental Breakfast</b>	
<b>9:00 AM– 9:05 AM</b>	<b>Welcome &amp; Introductions</b>	Jeff Becker
<b>9:05 AM– 9:15 AM</b>	<b>State Agency &amp; C.A.S.H. Updates</b>	State Representatives Don Ulrich
<b>9:15 AM– 10:00 AM</b>	<b>State School Facilities Bond Update</b> Governor's Proposed Budget Response to June 2016 Bond Rumors	David Walrath
<b>10:00 AM– 10:30 AM</b>	<b>Voter Polling &amp; Passing a Local Bond Measure</b>	John Fairbank
<b>10:30 AM– 10:45 AM</b>	<b>BREAK</b>	
<b>10:45 AM– 11:35 AM</b>	<b>Local Bond Measure Planning &amp; Priority Projects</b>  Steps Necessary to Maximize Funding District Case Study: Kerman Unified School District Districts Case Study: Fresno Unified School District	Terry Bradley, Ed.D Kraig Magnussen Karin Temple
<b>11:35 AM– 12:00 PM</b>	<b>Q&amp;A</b>	
<b>12:00 PM– 1:00 PM</b>	<b>Networking Lunch</b>	

**REGISTER TODAY!**

Workshop #4: April 20, 2016

<http://www.fcoe.org/departments/facilities-and-operations/workshop-4>



# SUCCESSFUL PROJECTS

## WORKSHOP CONTACT INFORMATION

### PRESENTERS: FEBRUARY 10, 2016

**David L. Walrath**

President, Consultant, & Legislative Advocate

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**Kraig Magnussen**

Assistant Superintendent, Chief Business Official

**Kerman Unified School District**

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**Karin Temple**

Chief Operations Officer

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### 2015-2016 SERIES SPONSORS

**BUSH CONSTRUCTION** [www.bushconstruction.net](http://www.bushconstruction.net)

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Bush Construction is a dynamic group of construction professionals with a blend of experience and expertise. We share the same passion for quality work and talented, trustworthy people. We know our business and put our reputation on the line every day. Our “best-in-class” project and field management staff think outside the box to solve project complexities timely.

**DYSON SIEGRIST JANZEN ARCHITECTS, INC.** [www.dsjarchitects.com](http://www.dsjarchitects.com)

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At DSJ Architects, Inc., we believe that architecture conveys a message through its imagery and expression. The space around us affects us profoundly—emotionally, behaviorally, and cognitively. We strive to utilize the capacity of architecture to empower teachers to develop, nurture, and foster the intrinsic potential of each student. We work effectively with our clients to produce quality educational facilities that enrich the teaching environment and enhance the learning experience. Utilizing evidence-based design and environmental psychology, we often challenge conventional thought and constantly strive for pure, environmentally-responsible designs, gracefully implemented.

**HARRIS CONSTRUCTION CO., INC.** [www.harrisconstruction.com](http://www.harrisconstruction.com)

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Founded in 1914, Harris Construction Co., Inc. is a leader in building construction services in Central California, keeping pace with the constantly changing demands of architecture, materials and building techniques. Harris Construction Co., Inc. has successfully completed projects in education, dairy and food processing, industrial, healthcare, medical, corporate, religious, and civic; totaling over 1.2 billion dollars in the last 10 years alone.

**DARDEN ARCHITECTS** [www.dardenarchitects.com](http://www.dardenarchitects.com)

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Darden Architects has always believed that the core of any community lies within its educational centers, health care facilities and other spaces and structures intended to meet the needs of the public. With careful attention to utility, quality, efficiency and sustainability, Darden Architects has established the signature elements of its designs. We believe it is through our designs and those who create them that we will continue to shape the future of Central California.

**GONZALEZ ARCHITECTS** [www.gonzalez-architecture.com](http://www.gonzalez-architecture.com)

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Gonzalez Architects is an architectural firm uniquely qualified to provide comprehensive architectural services in the San Joaquin Valley with over 35 years of K-12 educational facilities experience. Gonzalez Architects was founded in 1994 by Juan Gonzalez after obtaining knowledge and expertise in the planning, design and construction of the two most stringent and sophisticated building types: educational and healthcare facilities.

**HMC ARCHITECTS** [www.hmcarchitects.com](http://www.hmcarchitects.com)

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Servicing clients for 75 years, HMC Architects’ work has been driven by the belief that design can change the world. We’re passionate about putting design to work in service of large, more meaningful goals whether societal, educational, medial or cultural. We offer our clients agility and individualized attention combined with deep resources drawn from the expertise and career-long learning of our staff. Our Fresno office, in combination with resources from our other offices, is dedicated to creating high performance learning environments—from bond planning to construction to assist our Central Valley clients.

*Continued on back*



# SUCCESSFUL PROJECTS

## WORKSHOP CONTACT INFORMATION

### 2015-2016 SERIES SPONSORS CONTINUED

**INTEGRATED DESIGNS BY SOMAM, INC.** [www.integrateddesigns.com](http://www.integrateddesigns.com)

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Since 1956, Integrated Designs by SOMAM's primary goal has been to develop strategies with school district administrators to maximize state funds for their projects. Each project team meeting is approached with a collaborative spirit, humility and humor. We clearly understand that our primary role is to represent the interests of the school district and bring the district's construction visions to fruition within the established time frame and budget.

**PAUL HALAJIAN ARCHITECTS** [www.halajianarch.com](http://www.halajianarch.com)

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Guiding the approach to the work of Paul Halajian Architects is the shared belief that each client, project, and site is unique and our approach to architecture embraces and celebrates these distinctions. We learn from these differences, viewing each as an opportunity to balance both design excellence and technical acuity under the overarching goal of comprehensive service to our clients. Using this strategy, every project we execute is an occasion to impact the greater architectural landscape in a way that makes our work a tailored fit to the project parameters.

**SOLTEK PACIFIC CONSTRUCTION** [www.soltekpacific.com](http://www.soltekpacific.com)

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Soltek Pacific Construction Company was established in 1974 and the firm has maintained a presence throughout the western United States for over 40 years with a main office located in San Diego and a Regional office in Fresno. Our company concentrates on providing general contracting and construction management services to public sector clients, consisting of educational facilities, historic structures, medical facilities, industrial complexes, specialized military facilities and correctional facilities.

**ZUMWALT CONSTRUCTION** [www.zumwaltconstruction.com](http://www.zumwaltconstruction.com)

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Zumwalt Construction, Inc. was founded in 1995 and since then we have developed a business philosophy and specific practices that stress honesty, integrity and fairness. We understand that we are a service industry and that we must provide the best service possible for each client. At Zumwalt Construction, Inc., we strive to anticipate and solve issues of products, details and coordination of installation before crews arrive at the site.

**MARK WILSON CONSTRUCTION**

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Mark Wilson Construction, Inc. is committed to providing the highest quality services to our clients, both public and private. As we approach our 100th school project, we find our client base firmly shifted to the public side. Whether the client is public or private, they are looking for creative solutions to their construction needs. In the current economy, we have reshaped our programs, systems and personnel to meet those needs. Equally important, we have the relationships with architects, subcontractors and public agencies to make your next project a success.

**S.I.M. ARCHITECTS** [www.simarchitects.com](http://www.simarchitects.com)

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S.I.M. Architects was founded in 1987 as a company that combined the art of innovative design with the efficiency of meticulous project management. Thanks to our founders' collective talent, wide-ranging experience, proven project management and the support of a dedicated team, we have fulfilled that vision. Today, S.I.M. Architects has earned a reputation for unsurpassed architectural innovation, business integrity and client satisfaction.

**TETER ARCHITECTS** [www.teterae.com](http://www.teterae.com)

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Founded in 1979, TETER's work is based on a commitment to connections. Our leadership and staff connect across the architecture and engineering professions, offering clients creative solutions to challenging problems. We take pride in working collaboratively, internally and with clients. We have a strong connection to our community, the place we choose to live and raise our families.

### COORDINATORS

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# SUCCESSFUL PROJECTS

## WORKSHOP CONTACT INFORMATION

### DAVID L. WALRATH

Dave Walrath primarily focuses on school finance, state budget, teacher retirement and school facility issues. He provides general consulting as well as direct legislative, administrative and budgetary lobbying on these issue areas.

In 1983, Dave joined Murdoch, Mockler & Associates, which became Murdoch, Walrath & Holmes in 1992. Dave has been involved with every major school finance, teacher retirement, and school facility bill since 1983. He helped draft Proposition 98 and has been involved in numerous state ballot campaigns on school finance and school facility proposals.

Dave graduated from the University of California - Davis in 1970 with a major in economics. He spent two years in the United States Army. In 1974 Dave completed a master's degree in Public Affairs from the University of Texas at Austin, Lyndon B. Johnson School of Public Affairs.

### JOHN FAIRBANK

John Fairbank has more than thirty-five years experience in public opinion research and policy analysis, specializing in ballot measures and advising candidates on national, state and local levels. As a founding partner of Fairbank, Maslin, Maullin, Metz & Associates, Mr. Fairbank has consulted for some of the most influential national clients, in the areas of government, politics, education, business, non-profit and labor.

Mr. Fairbank works extensively on ballot propositions, initiatives and referendums that focus on conservation, transportation, education, health care, public safety and financing government services—particularly state and local bond and special tax measures. Mr. Fairbank has been instrumental in statewide campaigns throughout the country that have resulted in public approval of billions of dollars of funding for services, programs and projects on behalf of state, county and city governments, special districts and K-12 and community colleges.

In the education finance arena, Mr. Fairbank has helped school districts and community colleges win voter approval for over two hundred bond and special tax measures. In total, these measures, coupled with statewide educational propositions, have provided more than \$50 billion in funding for school construction and academic improvements for elementary, high school and post-secondary education.

Mr. Fairbank has also consulted for both business and non-profit sectors. He has worked for many leading companies and organizations including The Walt Disney Company, NBC/Universal, Mercury Insurance and Credit Suisse. In the non-profit sector, Mr. Fairbank has advised such organizations as The Nature Conservancy, the Writers Guild of America, the League of Conservation Voters Education Fund, the League of California Cities and the American Lung Association. John Fairbank graduated from UCLA and serves as a Senior Fellow at the UCLA School of Public Policy and Social Research.

### KRAIG MAGNUSSEN

Kraig currently is the Assistant Superintendent/Chief Business Official for Kerman Unified School District, and has over twenty-five years of experience in management level positions throughout his career. Kraig spent the first decade of his management career working for a Fortune 500 company, and the last fifteen for California public school districts. He has managed all aspects of school business operations and finance. He holds a Master of Business Administration, and has specialized training and experience in school finance, facilities, project management, and strategic planning. He also serves as a mentor for the School Facilities Leadership Academy.

### KARIN TEMPLE

Karin Temple is Chief Operations Officer for Fresno Unified School District, the fourth largest school district in California with enrollment of approximately 73,000 students. In addition to facilities management and planning, Ms. Temple is responsible for food services, maintenance and operations, purchasing and warehouse, safety and security, and transportation. She manages 1,300 employees and \$175 million in operating budgets, and is overseeing implementation of a \$280 million bond program. Ms. Temple has served Fresno Unified since 2006. Prior to joining the District, she worked as a management consultant for a national firm that specializes in helping government leaders improve operations. She started her public service career in local government finance and budget administration positions. Ms. Temple received a Master of Public Affairs degree from Indiana University, Bloomington, and a BA in Political Science from Duke University.

### TERRY BRADLEY, ED.D

Terry Bradley is the former Superintendent for the Clovis Unified School District. Upon his retirement from the District on June 30, 2009, Dr. Bradley worked as Vice President of School Innovation & Advocacy until starting School Business Consulting July 1, 2010. Prior to his appointment as Clovis Unified Superintendent in July 2002, he served as the district's chief business official for 26 years.

Under his leadership, Clovis Unified undertook one of the most aggressive bond and facilities campaigns, resulting in more than \$1 billion invested in the District's school facilities since 1986. Clovis Unified has passed more facilities bonds than any other school district in the State since 1986, and received one of the highest sums of State matching funds to maximize local resources to benefit students.

## **PROCEDURE: ELECTRONIC BACK CHECK FOR PLAN REVIEW PROJECTS**

**DISCIPLINES:** Structural (SS), Fire/Life Safety (FLS) and Access Compliance (AC).

**PURPOSE:** This procedure provides a method for electronic back check submission, review and approval of project documents with the Division of the State Architect (DSA). Back check submittals will be made to the DSAbox, a secure, cloud-based, collaborative, online file-sharing website.

**BACKGROUND:** DSA's current, paper back check procedure requires that the design professional, when ready for back check, make an appointment with DSA staff, and bring in a hard copy set of plans incorporating all of the comments and corrections required by DSA plan review staff.

The vast majority of projects that are submitted to DSA for review and approval are originally prepared digitally using computer drafting or building information modeling software. The design professional then prints these documents and submits paper copies of the plans for initial DSA review, and for any subsequent follow-up reviews. This back and forth process, from electronic version to paper to electronic, is very resource intensive, and contrary to both the Governor's Office's and Department of General Services' sustainable policies and goals.

The DSAbox allows internal and external stakeholders to share, view, and collaborate in real time in one electronic location. Documents that historically were mailed, processed, and filed physically can now be transferred via the Internet.

Each design professional receives his or her own designated project folder to submit project documents. The ability to access documents is immediate and available to collaborators identified to work on the project.

**SCOPE:** This procedure is voluntary at this time. Over-the-Counter projects are not currently supported. Electronic back check stations in all DSA regional offices allow in-person back checks only for this procedure. Web conferencing is not supported at this time, but may be in the future. See Section 2.5 for submittal size limitations.

### **PROCEDURE:**

#### **1. SUBMITTAL—METHOD**

- 1.1 The design professional contacts the lead plan reviewer to request an electronic back check. For any project requiring structural safety review, structural safety is the lead plan review discipline. For projects requiring only Accessibility and Fire/Life Safety review that are performing back check reviews, the Accessibility reviewer is the lead plan reviewer. If plans were digitally submitted for initial review per DSA Procedure [PR 14-06](#), electronic back check is automatically allowed but not required. If the lead plan reviewer is no longer available, the design professional must contact a DSA Supervisor to provide a new lead plan reviewer for back check.
- 1.2 The lead plan reviewer checks the submittal criteria shown in Section 2.5 to verify that electronic back check is allowed for the project. If the electronic back check submittal criteria are not met, a traditional paper back check will be scheduled.

#### **Additional requirements if the marked-up plan review submittal was on paper:**

- 1.3 The design professional must submit the project to DSAbox by clicking on the link

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**ELECTRONIC BACK CHECK FOR PLAN REVIEW PROJECTS**

provided and filling out Form [DSA 95](#). The DSA 95 will then be automatically routed to the DSA 95 Intake Folder. The DSA regional office's designated document controller will be automatically notified from DSAbox.

- 1.4 The document controller will contact the lead plan reviewer to ensure he or she has verified that the project meets the criteria for electronic back check.
- 1.5 Upon verification that the project meets the criteria for electronic back check, the document controller sets up the root folder template in the project folders. The document controller then invites to the DSAbox project folder the design professional, the applicable DSA plan reviewers and all other collaborators listed on the DSA 95 at the permission levels identified on the form.
- 1.6 The design professional and collaborators accept the invitation. For more information about accepting the DSAbox Invitation, refer to [Section 2.2 Accessing/Accepting Collaborator Invitations](#) in DSAbox.
- 1.7 The design professional uploads corrected project documents to DSAbox. USB flash drives or compact discs will not be allowed.

**If the marked up plan review was digitally submitted, no additional requirements apply.**

- 1.8 The design professional contacts the lead plan reviewer to schedule an electronic back check appointment. The design professional must upload all necessary documents to DSAbox before arriving for the in-person back check. The lead plan reviewer performs a quick triage to ensure that all required documents have been submitted to DSAbox before the design professional arrives. If items are missing or incorrectly submitted (e.g. file naming convention, bookmarking, etc. in Section 2 below), the plan reviewer may require the design professional to correct these items and reschedule the back check.

## **2. SUBMITTAL—DOCUMENT REQUIREMENTS**

- 2.1 The design professional and collaborators shall submit corrected and additional project documents to the project folder in DSAbox as applicable, including:
  - Project drawings
  - Project specifications
  - Corrected and additional structural calculations
  - [DSA 103](#): Statement of Structural Tests and Special Inspections
  - California Geologic Survey approval letter
  - Fire alarm and/or sprinkler documents
  - Access compliance component documents
  - Energy calculations
  - Landscape irrigation documentation
  - Any other project-related documents

If the original submittal was on paper, the marked-up drawing sets may be scanned in portable document format (PDF) and uploaded to DSAbox, along with the applicable documents listed above, or the paper set may be brought in at back check. USB flash drives and compact discs will not be allowed.

- 2.2 Files must be uploaded in vector-based or raster PDF only. Bitmap-based PDFs are not

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- allowed, except for scanned plans as indicated in Section 2.3 below. Documents must be black and white or gray scale only; no colors are allowed. Each sheet shall be submitted as a single layer.
- 2.3 Provide a blank area 3-1/2 inches wide x 2 inches high in the same location on each drawing for the digital DSA Identification Stamp. This does not need to be in the title block. This requirement does not apply to scanned copies of previously approved drawings, such as for pre-checks or “for reference only” drawings. DSA will not accept scanned images of corrected plans.
  - 2.4 File naming convention: see Appendix B for file naming requirements.
  - 2.5 Maximum submittal size: 100 drawing sheets or \$ 2,000,000 maximum estimated construction cost, whichever is the least restrictive.
  - 2.6 Bookmarking requirements: see internal procedure PR 06-01 (attachment to DSA policy [PL 06-01](#)) for bookmarking requirements.
  - 2.7 DSA recommends providing files with hyperlinked sheet navigation to help expedite back check reviews. The hyperlinks control enables the inclusion of hyperlinks from the drawing in the resulting PDF file. Hyperlinks can include links to other sheets and named views within a drawing, as well as links to external websites and other files. For example, a plan detail could be hyperlinked to the sheet on which the detail is shown. When the detail is clicked on the plans, the sheet with the detail is shown immediately.
  - 2.8 See Appendix A for the DSAbbox folder where documents are to be submitted, and where the design professional uploads reviewed plans with comments.
  - 2.9 The design professional is to provide responses to plan review comments on the plan adjacent to the comment. A narrative response in letter format is also acceptable.
- 3. BACK CHECK REVIEW**
- 3.1 The lead plan reviewer will meet with the design professional in the back check room at one of the designated electronic back check stations. If the original review was submitted on paper, the design professional brings in the marked-up set, unless a scanned PDF version of the marked-up set was uploaded to DSAbbox. The design professional may bring in a laptop computer with CAD software for making revisions.
  - 3.2 Electronic back check review will be conducted sequentially by discipline. Concurrent reviews on multiple monitors may be available in the future. The lead plan reviewer is the last discipline to review the corrected documents, and performs the final sign-off and approval.
  - 3.3 The first plan reviewer logs on to the electronic back check station computer using his or her own account and opens the corrected drawing set with Bluebeam Revu in the DSAbbox Edit environment. If the plan review was performed digitally, the plan reviewer opens the reviewed drawing file with the original comments on the other monitor.
  - 3.4 Reviewers compare corrected documents against original comment sets. Each plan reviewer makes green marks over resolved, DSA-generated comments. The original comments may be on paper or in a PDF file if the documents were submitted digitally, or if the paper plans with comments were scanned.
  - 3.5 If unresolved or additional comments are necessary during the electronic back check, the plan reviewer may create markups in Bluebeam using the “Back Check” tool set for each affected sheet — one color for each DSA discipline. The colors to use are:

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**ELECTRONIC BACK CHECK FOR PLAN REVIEW PROJECTS**

- Red for Structural Safety
- Orange for Fire/Life Safety
- Blue for Accessibility

Upon completion by the plan reviewer of all back check comments for his or her discipline, the plan reviewer will filter comments by subject and export them to a file with the three-digit discipline name. This may not be necessary if only a few revisions are required.

- 3.6** The reviewers and the design professional discuss unresolved comments and agree to the most expeditious way to resolve them. Suggested methods of revising documents are listed below.
- For minor comments, such as revising or adding text, adding simple graphics such as lines, arrows, circles, etc., the design professional could make these revisions on Bluebeam using DSA's back check computer on the affected sheet(s) in the presence of the plan reviewer. Revisions may be performed using the computer keyboard and mouse, or by using the Wacom optical character recognition tablets supplied at each electronic back check station. These tablets have a pen stylus that allows for a simulated "hand markup" that is translated into a digital representation on the sheet.
  - For details that need to be added to a sheet: If details are created digitally, they can be imported into Bluebeam using methods such as copy and paste, the Windows snipping tool, or the snapshot tool within Bluebeam. If they are drawn by hand, they may be scanned using a DSA scanner or the design professional's smartphone. Details must be legible after being added to the drawing file.
  - If details are to be revised, the design professional may revise them in Bluebeam with concurrence of the plan reviewer. If there are too many graphic items to be revised in a timely manner, the plan reviewer may require the design professional to complete the revision with the CAD program and email it to the plan reviewer.
  - If the comments are extensive and require entire sheets to be replaced, the plan reviewer will instruct the design professional to extract the sheets from the originally submitted set into a separate file, named per the DSA naming convention and saved to DSAbbox (see item 3.8).
- 3.7** The plan reviewer saves the file and logs out of DSAbbox Edit when finished before the next plan reviewer begins. Subsequent plan reviewers follow the same procedure.
- 3.8** For sheets still requiring multiple revisions exceeding those that can be corrected in a timely manner, the plan reviewers may go back to their desks while the design professional makes corrections on his or her own computer. If the corrections are extensive, the plan reviewer may require the design professional to continue the back check on another day. The new comment file must be saved per the DSA naming convention in Appendix B.
- 3.9** This process continues until all documents are reviewed and ready for approval (see Item 3.8). If documents cannot be approved, the lead plan reviewer uploads the files to DSAbbox with the current filename and locks each file. The lead plan reviewer then re-schedules the electronic back check continuation with the design professional.
- 3.10** When all revisions have been corrected, the design professional will inform the plan reviewer that all comments generated during back check were completed and are ready



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**ELECTRONIC BACK CHECK FOR PLAN REVIEW PROJECTS**

for final review. The design professional will review the corrections and track their status in the Bluebeam “Mark Ups” panel, indicating whether the comment is accepted or rejected. Upon acceptance of all back check comments from all plan reviewers, the lead plan reviewer will instruct the design professional to extract the corrected sheets from the revised corrected set as a separate file to replace the corresponding sheets in the originally submitted project set to DSAbbox. The design professional will then upload only the corrected sheets to DSAbbox.

- 3.11** The design professional will add a corrected, DSA-provided “corrected stamp” to each revised sheet and will export a summary in .CSV format from the “Markups” panel in Bluebeam to aid as a dashboard when replacing sheets in the originally submitted set.
- 3.12** The design professional will inform the lead plan reviewer that all corrected sheets have been replaced in the original set. The lead plan reviewer will verify the replaced sheet indicates the “corrected stamp” and the sheet total is the same as the originally submitted set. The lead plan reviewer then deletes the “corrected stamp” from all inserted sheets using the “Markups” panel.

#### **4. APPROVAL**

- 4.1** The lead plan reviewer verifies with other plan reviewers that documents are ready for approval. Each plan reviewer emails the lead plan reviewer, indicating their discipline is ready for approval as a matter of record. This can be done in DSAbbox by adding the “@” symbol before the lead plan reviewer’s name in the comments field and typing a message. For example, “@ John Doe – the AC review is complete.” An email will be sent to John Doe indicating that the AC review is complete.
- 4.2** The lead plan reviewer applies his or her initials and the initials of all other plan reviewers on DSA’s digital Identification Stamp on the cover sheet of the drawings in Bluebeam. The lead plan reviewer then clicks “Apply to all sheets.” If any sheets were scanned, e.g., previously approved pre-check drawings, the lead plan reviewer verifies that the stamp is readable. The lead plan reviewer moves the stamp on each sheet if it interferes with graphics or text.
- 4.3** Once documents contain the DSA identification stamp and signature of all plan reviewers, the lead plan reviewer deselects “Allow Markup Recovery” and flattens each document file in Bluebeam. The filename must be revised to indicate approval, as noted in Appendix B.
- 4.4** The lead plan reviewer uploads approved document files to the appropriate folder in DSAbbox.
- 4.5** Post-Approval: Form DSA 145 is not required.

The plan reviewer:

- Reviews and signs the DSA 103 electronically in Bluebeam, or prints the form, signs by hand, and scans it into a PDF file. The file is then uploaded to DSAbbox.
- Completes the DSA 153 (internal form) and uploads to DSAbbox.
- Prints the Documents Required Sheet from Tracker and gives it to the client.
- Fills in the Plan Check Worksheet in eTracker as for paper plan review projects.

#### **NOMENCLATURE:**

**DSAbbox**

Project Review Box, a cloud-based storage site where DSA

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	project files are located.
<b>Document Controller</b>	A DSA administrative staff person who reviews the Form 95, invites collaborators to DSABox, and grants permissions such as viewer and uploader in DSABox.
<b>Design Professional</b>	The design professional in responsible charge of the project, or his or her authorized representative.
<b>Electronic Back Check</b>	An in-person DSA back check performed using a computer and monitors supplied in the back check room.
<b>Lead Plan Reviewer</b>	The DSA plan reviewer who arranges the back check with the design professional, and stamps and signs drawings and specifications once they are approvable, usually the structural reviewer.
<b>Project Set</b>	All documents submitted for review or back check by the design professional.
<b>Record Set</b>	Only the documents submitted in the project set required to be used by DSA for certification or determined by DSA to be beneficial.

### ADDITIONAL RESOURCES:

Intake Project Review Box information available at:

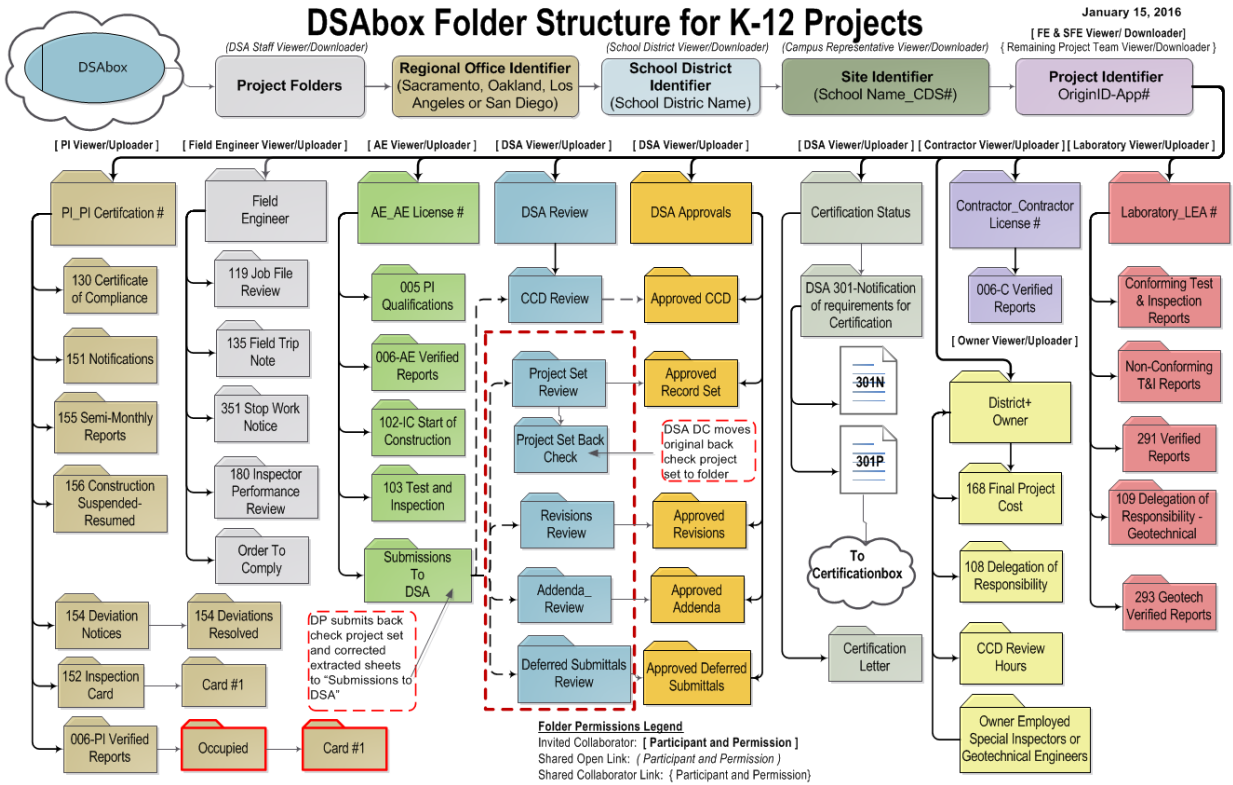
<http://www.dgs.ca.gov/dsa/Programs/progProject/dsabox.aspx>

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A Division of the State Architect (DSA) Procedure documents a process or series of steps that DSA staff and/or external stakeholders must complete in order to fulfill one or more administrative requirements of DSA's plan and construction review programs.

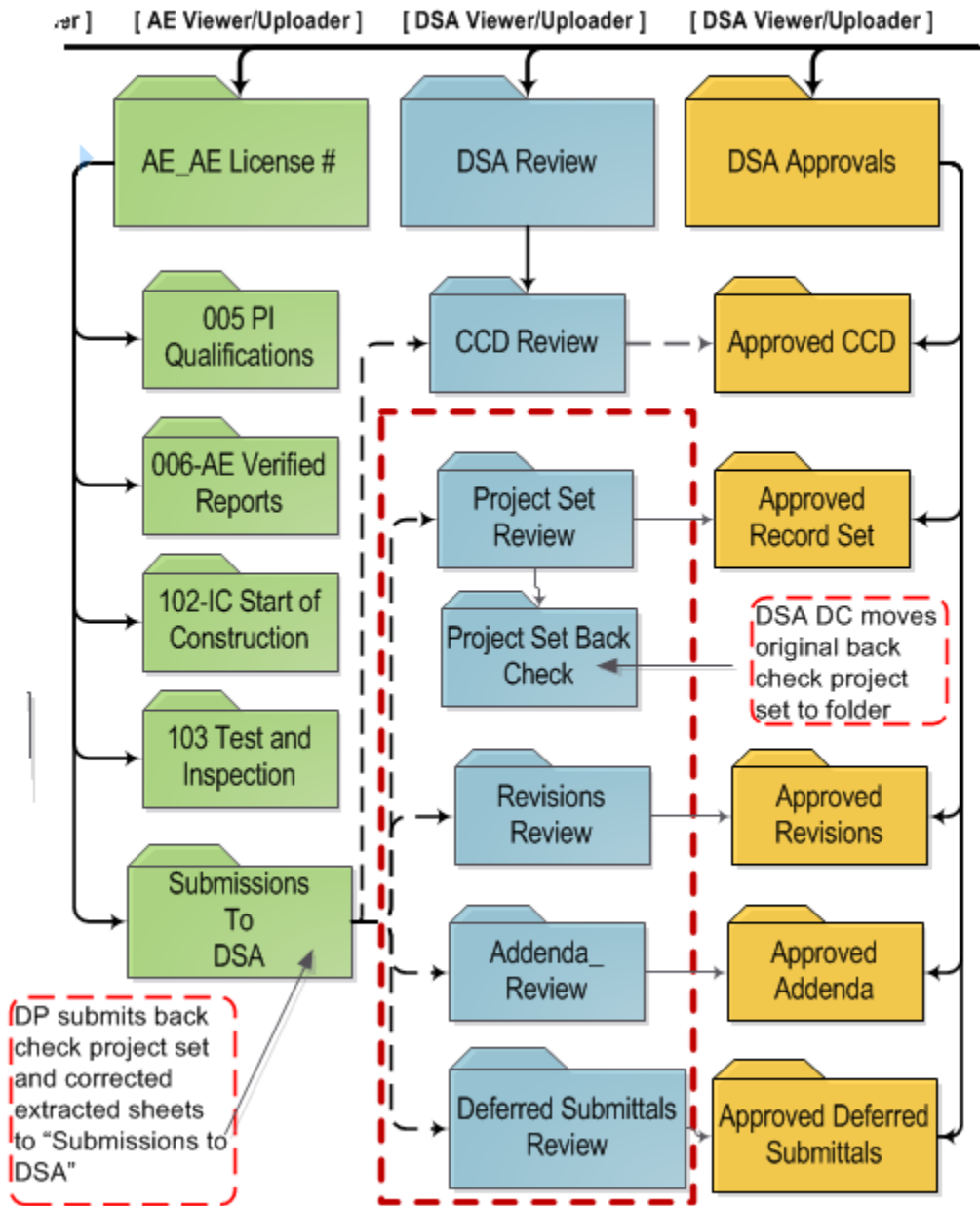
**ELECTRONIC BACK CHECK FOR PLAN REVIEW PROJECTS**

**APPENDIX A**



**ELECTRONIC BACK CHECK FOR PLAN REVIEW PROJECTS**

**APPENDIX A (Continued)**



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## ELECTRONIC BACK CHECK FOR PLAN REVIEW PROJECTS

### APPENDIX B

#### FILE NAMING SYSTEM

This file naming system is for use by the Design Professionals to establish file names for submission into the Project Folder, and by DSA when returning review files.

The file naming system comprises up to five terms, separated by an underscore.

**TERM:**                        1         2         3         4         5     
**EXAMPLE:**            **APPNO \_ INC \_ DOCTYPE \_YYYY\_MMDD \_DISCIPLINE**

**First Term:**               The **APPLICATION NUMBER**, comprising the two-digit DSA regional office number and six digit project number. (*Example: 02-114987*)

**Second Term:**           The **INCREMENT** (if required). If multiple buildings comprise one increment, this may be replaced by a designation for the building, e.g., “**BLDG-A**,” or “**ADMIN.**” If there are no increments for a project, this term should be dropped from the name. (*Example: INC1*)

**Third Term:**               The **DOCUMENT TYPE** comprising the file from a standard list of:  
                                 **DWG:** Working Drawings  
                                 **SPC:** Project manual and specifications  
                                 **STC:** Structural Calculations  
                                 **FAC:** Fire Alarm component submittal  
                                 **ACS:** Access Compliance Component submittal  
                                 **ENG:** Energy calculations

**Fourth Term:**             The **DATE** the document was created to communicate the document version. (*Example: 2016\_0307*).

**Fifth Term:**               The **DISCIPLINE** is added by the reviewer when returning reviewed files with comments. It will be SSS, FLS, or ACS. This term is omitted for documents uploaded by the design professional.

*Example: 02-114987\_INC1\_SPC\_2016\_0214\_SSS*

The lead plan reviewer will rename the file by replacing the discipline with the letter “A” when the document is approved.

*Example: 02-114987\_INC1\_DWG\_2016\_30716\_A*

## **PROCEDURE: COMPLIANCE WITH CALGREEN OUTDOOR WATER USE REGULATIONS**

**PURPOSE:** This procedure outlines the process or series of steps to be taken by Division of the State Architect (DSA) staff and external stakeholders to fulfill the administrative requirements for demonstrating compliance with the CALGreen Outdoor Water Use regulations for landscape irrigation work.

**BACKGROUND:** In response to California's continuing drought, Governor Brown issued State of Emergency proclamations in January and April of 2014. In support of the Governor's initiatives, DSA proposed regulations in the 2013 California Green Building Standards Code (also known as CALGreen Code) to reduce outdoor water use for landscape irrigation by public schools and community colleges.

DSA regulations were approved on an emergency basis by the California Building Standards Commission on July 21, 2015 with an effective date of July 23, 2015 and were based upon the 2009 Model Water Efficiency Landscape Ordinance (MWELo) regulations adopted by the Department of Water Resources (DWR). To align with DWR's recently updated 2015 MWELo which became effective December 1, 2015, the emergency regulations were revised during certifying rulemaking and became effective January 26, 2016. (See Attachment 2 for the certified rulemaking provisions referenced within this document.)

**DEFINITIONS:** For purposes of this procedure, the words and phrases below shall have the following meanings:

**Building Footprint** means total area of the furthest exterior wall of the structure projected to natural grade, not including exterior areas such as stairs, covered walkways, patios and decks.

**Evapotranspiration Factor (ETAF)** is an adjustment factor, when applied to reference evapotranspiration, that adjusts for plant factors and irrigation efficiency which are two major influences upon the amount of water that needs to be applied to the landscape.

**Model Water Efficient Landscape Ordinance (MWELo)** is the California regulation commencing with California Code of Regulations, Title 23, Division 2, Chapter 2.7, Section 490. The MWELo establishes a structure for planning, designing, installing, maintaining and managing water-efficient landscapes in new construction and rehabilitated projects.

**Special Landscape Area (SLA)** means an area of the landscape dedicated solely to edible plants, recreational areas, planting areas used for educational purposes, areas irrigated with recycled water, water features using recycled water and where turf provides a playing surface or gathering space.

**Site Landscape Area Location Plan** means a campus-level key site plan showing the location, extent and area of the landscape irrigation to be installed. The plan shall indicate the site address, facility name, school district, buildings and landscape within scope of work. The DSA intake specialist will indicate the DSA Landscape Application Number (L-Number) and the DSA Application Number, as applicable. See Attachment 1 for sample plan.

**PROCEDURE:** This procedure lists the processes and requirements for meeting the plan review and construction oversight requirements of the CALGreen Code, Section 5.304.6, for Outdoor Water Use.

### **1. SCOPE OF REGULATIONS.**

**1.1 New irrigated landscape installations.** Irrigated landscape areas installed (1) as part of the construction of a new campus or (2) on a previously un-landscaped or non-irrigated area

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**COMPLIANCE WITH CALGREEN OUTDOOR WATER USE REGULATIONS**

of an existing campus shall comply with outdoor water use regulations in CALGreen Code Sections 301.4 and 5.304.6 when the new aggregate area of irrigated landscape within the scope of a project is 500 square foot or greater.

- 1.2 Rehabilitated irrigated landscape Installations.** Existing irrigated landscape areas on existing campuses that are rehabilitated shall comply with the outdoor water use regulations in CALGreen Code Sections 301.4 and 5.304.6 when the rehabilitated aggregate area of irrigated landscape within the scope of a project is 1,200 square foot or greater.
- 1.3 Evapotranspiration factor (ETAF) for public school and community college campuses.** On public school and community college campuses, the evapotranspiration factor (ETAF) for newly installed landscape areas and existing rehabilitated landscape areas shall not exceed 0.65, except that special landscape areas shall receive an additional water allowance of 0.35 for an ETAF of 1.00.
- 1.4 Prescriptive compliance option.** Any project with an aggregate landscape area of 2,500 square feet or less may, as an alternative, comply with the prescriptive measures contained in Appendix D of the MWEL0.
- 1.5 Minimum rehabilitated landscape area.** When a new building or an addition to an existing building is constructed on an existing campus, an area of existing irrigated landscape shall be either (1) rehabilitated to comply with Section 5.304.6, or (2) removed from service. The size of the *Minimum Rehabilitated Landscape Area* shall be at least 75 percent of the footprint area of the new building or addition in accordance with CALGreen Code Section 301.4.1.
  - 1.5.1 Exceptions.** There is no requirement for the Minimum Rehabilitated Landscape Area under any one of the following conditions:
    - 1.5.1.1** The existing site’s irrigated landscape areas fully comply with Section 5.304.6, including both general and special landscape areas.
    - 1.5.1.2** The new building or addition will be totally or partially constructed on an existing irrigated landscape area which is at least 75 percent of the footprint area of the new building or addition.
    - 1.5.1.3** The total area of new buildings and/or additions to existing buildings within the project is less than 1,600 square feet in floor area.
    - 1.5.1.4** The project consists of short term temporary buildings in accordance with Title 24, Part 1, Section 4-302(b).

**2. DISTRICT LANDSCAPE ACCOUNT (DLA) FOR MEETING MINIMUM REHABILITATED LANDSCAPE AREA REQUIREMENT.** DSA will maintain a listing of all landscape irrigation installations for each district. The listing will track the irrigated landscape areas required, provided or removed for each qualifying installation. It will also track any surplus rehabilitated landscape area, which will be available for future irrigated landscape installations. Conditions of qualifying installations are as follows:

- 2.1 Existing campuses.** For irrigated landscape areas in excess of the Minimum Rehabilitated Landscape Area requirement, any surplus area for a project will be tracked on the DLA list for future use to meet the requirement within the district.
- 2.2 New campuses.** Irrigated landscape areas installed as part of a new campus development will not be included on the DLA or qualify for DLA credit.
- 2.3 Stand-alone irrigated landscape installations.** For site work only projects which include irrigated landscape areas complying with the 2015 MWEL0 per Section 5.304.6, 100

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**COMPLIANCE WITH CALGREEN OUTDOOR WATER USE REGULATIONS**

percent of the irrigated landscape area will be credited to the DLA.

**2.4 Removal of previously irrigated landscaped areas.**

**2.4.1** When removing irrigated landscape areas without constructing a building or addition on the area, 100 percent of the area shall be credited toward the DLA.

**2.4.2** When constructing a building or addition on a previously landscaped area:

**2.4.2.1** If the area of existing landscape being covered is between 75 percent and 100 percent of the building or addition’s footprint, an additional rehabilitated landscape area is not required and any additional area above 75 percent being removed will be credited to the DLA.

**2.4.2.2** If the area of existing landscape being covered is less than 75 percent of the building or addition’s footprint, an additional rehabilitated landscape area is required, which may be provided by a balance from the DLA or by a concurrent project within the district.

**3. SUBMISSION REQUIREMENTS.**

**3.1 Effective Date.** Projects submitted on or after **January 1, 2016** with landscape irrigation work or triggering landscape irrigation work to meet minimum rehabilitated landscape area requirements must provide self-certification documentation to comply with CALGreen Code Section 5.304.6.

**3.2 Initial Submission.** The architect, landscape architect or civil engineer in responsible charge of the landscape irrigation design and documentation shall certify on the form DSA 1–L that the landscape irrigation design and documentation was prepared in accordance with the regulations. The completed DSA 1-L and an 8 ½" x 11" hard copy of the Site Landscape Area Location Plan shall be submitted to the DSA intake specialist at the applicable DSA Regional Office before the back check appointment for DSA plan approval. After review, DSA will upload the completed DSA 1-L to the DSA Landscape Box and notify the lead plan reviewer of its acceptance.

**3.3 Plan Review Fees.** A nonrefundable flat fee of five hundred dollars (\$500.00) will be collected by the DSA Regional Office at the time of initial submission.

**3.4 Completion Submission.** At completion of the landscape irrigation installation, the architect, landscape architect or civil engineer in responsible charge of the landscape irrigation installation shall certify on the form DSA 1–LC that the landscape irrigation installation and documentation was completed in accordance with the regulations, and shall submit the form DSA 1-LC to the DSA intake specialist at the applicable DSA Regional Office. After review and acceptance, DSA will upload the completed DSA 1-LC to the DSA Landscape Box and add any excess landscape area credits available for future projects to the DLA balance sheet.

**4. PROJECT CERTIFICATION.** Forms DSA 1-L and 1-LC are **not** required for DSA project certification.

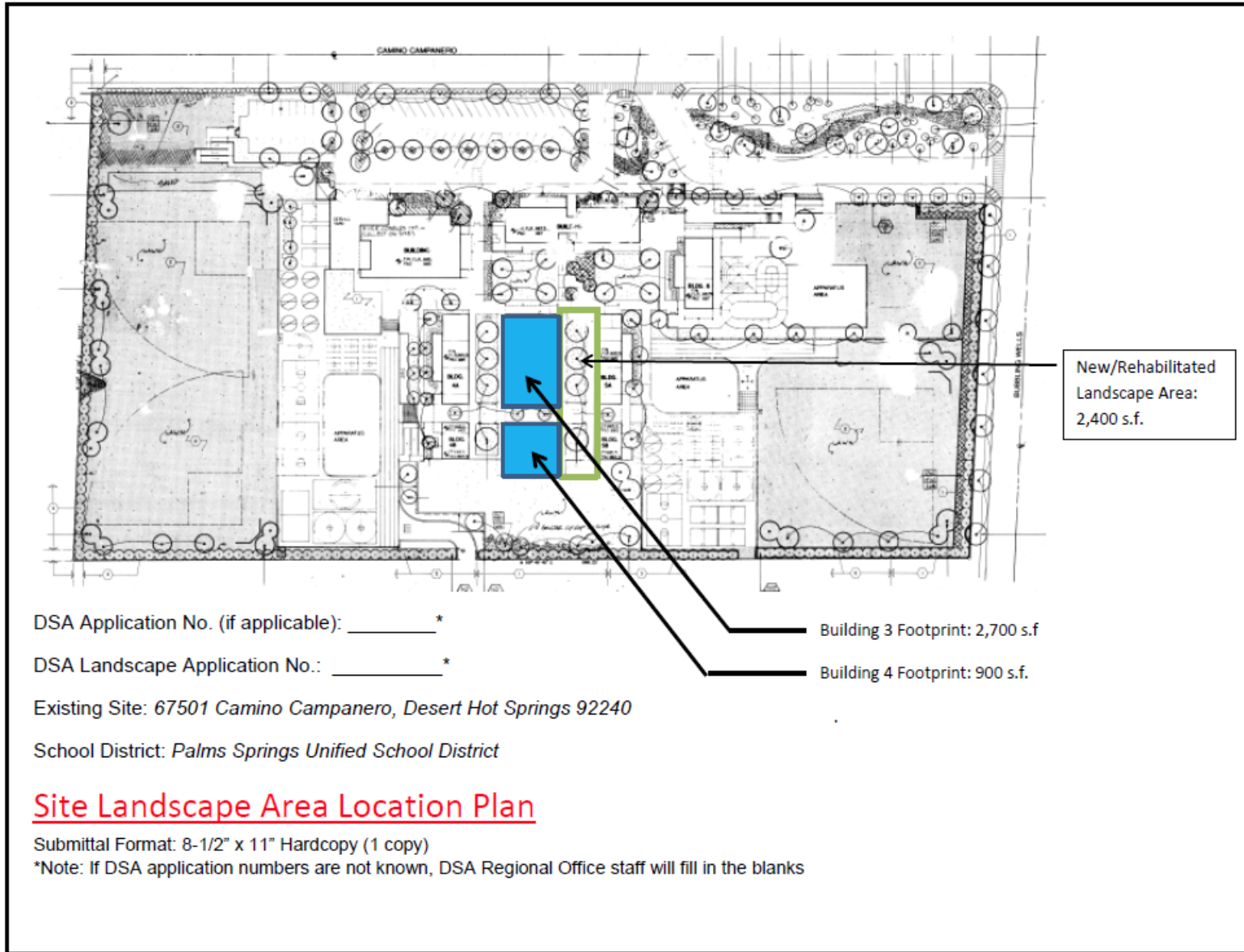
**5. DSA AUDIT OF MWELo DOCUMENTATION.** The architect, landscape architect or civil engineer in responsible charge of the landscape irrigation design, documentation and construction oversight may be required to provide copies of (1) the Landscape Documentation Package and/or (2) the Certificate of Completion with Parts 3 through 6 attachments to DSA in the event of an audit.

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A Division of the State Architect (DSA) Procedure documents a process or series of steps that DSA staff and/or external stakeholders must complete in order to fulfill one or more administrative requirements of DSA’s plan and construction review programs.



### Attachment 1



## **Attachment 2**

### **Certified Rulemaking Provisions**

#### **CALGreen Code Section 301.4 Scoping**

**301.4 Public schools and community colleges. [DSA-SS]** Newly constructed buildings on new or existing sites shall comply with Chapter 5. Additions to existing buildings, newly constructed landscape work, and rehabilitated landscape work shall comply with Chapter 5, Section 5.304.6, Outdoor Water Use.

**301.4.1 Minimum rehabilitated landscape area requirement for existing sites. [DSA-SS]** A minimum rehabilitated landscape area equal to seventy-five percent of the footprint area of a new building or of an addition to an existing building shall be provided and comply with Section 5.304.6.

**Exceptions:**

1. The new building or addition to an existing building is less than 1,600 square feet in floor area.
2. The entire existing site's irrigated landscape areas are in full compliance with Section 5.304.6.
3. The new building or addition to an existing building is be partially or entirely constructed on an existing irrigated landscape area equal to or greater than the minimum rehabilitated landscape area requirement of Section 301.4.1.

#### **CALGreen Code Section 5.304.6, Outdoor Water Use**

**5.304.6 Outdoor potable water use in landscape area. [DSA-SS]** For public schools and community colleges, landscape projects as described in Sections 5.304.6.1 and 5.304.6.2 shall comply with the California Department of Water Resources' [2015 Model Water Efficient Landscape Ordinance \(MWELo\)](#) commencing with Section 490 of Chapter 2.7, Division 2, Title 23, California Code of Regulations utilizing an evapotranspiration adjustment factor (ETAF) of 0.65 with an additional water allowance for special landscape areas (SLA) of 0.35.

**Exception:** Any project with an aggregate landscape area of 2,500 square feet or less may comply with the prescriptive measures contained in Appendix D of the MWELo.

**5.304.6.1 Newly constructed landscapes. [DSA-SS]** New construction projects with an aggregate landscape area equal to or greater than 500 square feet.

**5.304.6.2 Rehabilitated landscapes. [DSA-SS]** Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 1,200 square feet.

## Information Links for CDE January 2016 Facilities Planners Meetings Update

Follow @CDEFacilities on Twitter! <https://twitter.com/CDEFacilities>  
Contact your CDE Field Representative for additional information  
<http://www.cde.ca.gov/ls/fa/sf/fieldstaff.asp>

CDE Safe Schools Planning Web Page: <http://www.cde.ca.gov/ls/ss/vp/safeschlplanning.asp>

2016 Bid Threshold for Contracts Awarded by School Districts:  
<http://www.cde.ca.gov/fg/ac/co/bidthreshold2016.asp>

AB 496: Funding for Fresh Drinking Water (Resources)  
<http://www.cde.ca.gov/ls/fa/sf/ab496drinkingwater.asp>

Personal Protective Equipment When Using or Handling Pesticides (via DPR):  
<http://www.cdpr.ca.gov/docs/county/cacltrs/penfltrs/penf2015/2015010.htm>

State Schools Chief Tom Torlakson Announces 97 Percent Participation Rate for Smarter Balanced Assessments: <http://www.cde.ca.gov/nr/ne/yr15/yr15rel91.asp>

Greenhouse Gas Reduction Fund (GGRF) Second Investment Plan  
<http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/investmentplan.htm>

Does CEQA require an analysis of the environment on the project? California Building Industry Association v. Bay Area AQMD  
<http://www.courts.ca.gov/opinions/documents/S213478.PDF>

AB 52 (2014): CEQA and Cultural Resources  
[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201320140AB52](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB52)

DebtWatch portal from the California State Treasurer's Office: <http://debtwatch.treasurer.ca.gov/>

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### Links from December 2015 Update

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Active Transportation Program Cycle 2 Results: <http://www.catc.ca.gov/programs/ATP.htm>

Considerations for Drought-Tolerant Landscaping  
Best Practices and Resources: <http://www.cde.ca.gov/ls/fa/sf/bpdrought.asp>  
Twitter: #WaterWiseSchools

Training Opportunities with ENERGY STAR  
<https://esbuildings.webex.com/mw3000/mywebex/default.do?siteurl=esbuildings>

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### Items from Previous Updates

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School Attendance Boundary Survey 2015-16: <http://nces.ed.gov/surveys/sdds/sabs/>

School IPM Workshops: March 30, 2016 - LA County; June 8, 2016 – Shasta County  
[http://apps.cdpr.ca.gov/schoolipm/training/main.cfm#schoolipm\\_workshops](http://apps.cdpr.ca.gov/schoolipm/training/main.cfm#schoolipm_workshops)



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## FACILITY PLANNERS MEETING UPDATE FEBRUARY 2016

### UPCOMING EVENTS

#### C.A.S.H. 37<sup>th</sup> Annual Conference

February 22-24, 2016  
Sacramento, CA

#### C.A.S.H. Happy Hour/Networking Mixers

2/11/16, Ontario  
3/10/16, Orange County

Visit the C.A.S.H. website  
to register for these events.  
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### UPDATE

#### Kindergarten through Community College Public Education Facilities Bond Act of 2016

In response to the lack of state funding for school facilities, the Coalition for Adequate School Housing (C.A.S.H.) has qualified a State School Bond for the November 2016 statewide General Election ballot. C.A.S.H. will proceed with its State School Bond on the General Election ballot in November 2016.

The 2016 State School Bond would provide \$9 billion for New Construction (\$3 billion) and Modernization (\$3 billion) projects, as well as Career Technical Education (\$500 million), Charter Schools (\$500 million), and Community Colleges (\$2 billion).

In addition to the State School Bond, there will be multiple initiatives on the November 8, 2016 Statewide General Election Ballot. *We need to rise above the fray!* We need every school district and county office to pass a resolution in support of the 2016 State School Bond. Attached is a sample resolution.

Thank you to all of the school districts and county offices of education that have passed the school board resolutions supporting the 2016 State School Bond. In 96 resolutions received, we have noted over \$17 billion in need. We must pass the 2016 State School Bond!

To date, we have received the following endorsements from statewide leaders and elected officials:

- Tom Torlakson, California State Superintendent of Public Instruction
- Delaine Eastin, Former California State Superintendent of Public Instruction
- Jack O'Connell, Former California State Superintendent of Public Instruction
- The Honorable John Burton
- Joan Buchanan, Former State Assembly Education Committee Chair
- Kristin Olsen, Former California Assembly Republican Leader
- Chad Mayes, California Assembly Republican Leader
- Luis Alejo, Chair of the California Latino Legislative Caucus
- Ian Calderon, California State Assembly
- Jim Cooper, California State Assembly
- Lorena Gonzalez, California State Assembly

For more information or to contribute, please visit [www.cashissuesstateschoolbond.com](http://www.cashissuesstateschoolbond.com). We look forward to your continuing support to pass the State School Bond on November 8, 2016.

*For more information on these issues and events or for information on becoming a C.A.S.H. member, visit the C.A.S.H. website at [www.cashnet.org](http://www.cashnet.org) or call the office at (916) 448-8577.*



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**UPCOMING EVENTS**

**UPDATE**

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**State Budget Proposal 2016-17: No School Bond or New School Facilities Program**

The Governor released his 2016-17 State Budget Proposal on January 7, 2016, and the proposed budget does not include a proposal for a school bond. In the proposal, he restates his previous proposals on K-12 school facilities that were included in his last three State Budgets. The Governor also referenced the Californians for Quality Schools (CQS) initiative, objecting to the fact that it does not make changes to the existing School Facility Program (SFP), and that it would add an additional \$500 million in General Fund debt service. When asked directly if he supported the CQS initiative in his press conference, he stopped short of opposing it.

Concerning his programmatic priorities, the Governor reiterated his argument that “California needs a new program that corrects the deficiencies of the existing program,” and that, “...the Department of Finance (DOF) convened a series of meetings to discuss a new facilities program and obtain feedback from education stakeholders.” It is worth noting that the changes the Governor proposes can be accomplished by administrative action.

C.A.S.H. is pleased that key stakeholders are continuing to discuss the need for a solution to California’s school facility needs; C.A.S.H. will proceed with our State School Bond initiative and continue to advocate for adequate funding for school facilities on behalf of California’s students.

**Other Key Budget Issues**

*Drought*

The Governor proposes an additional \$323.1 million (\$212.1 million General Fund) in one-time funds to continue immediate response to the drought. These funds are proposed for programs across various agencies and departments.

*Proposition 39*

The Governor proposes \$365.4 million to support K-12 school districts and charter school energy projects, subject to California Energy Commission (CEC) plan approval in 2016-17. The proposal also includes an increase of \$45.2 million to support community college energy efficiency projects clean energy job development programs.

*Cap-and-Trade Expenditure Plan*

The Governor proposes a \$3.1 billion Cap-and-Trade Expenditure Plan that will “reduce GHG emissions through programs that support clean transportation, reduce short-lived climate pollutants, protect natural ecosystems, and benefit disadvantaged communities.”

*For more information on these issues and events or for information on becoming a C.A.S.H. member, visit the C.A.S.H. website at [www.cashnet.org](http://www.cashnet.org) or call the office at (916) 448-8577.*



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The Plan funds programs across various state agencies in categories such as “50 Percent Reduction in Petroleum Use” and “Energy Efficiency/Renewable Energy.” Addressing climate change will continue to be one of the Governor’s priorities.

General Summary and One-Time Discretionary Funds

The 2016-17 State Budget Proposal includes \$122.6 billion in General Fund spending, a 5.6% increase over the current year. While revenues are up and the economic condition is positive, the Governor emphasized the need to plan for the next inevitable downturn by avoiding new permanent spending, favoring one-time uses for additional revenues. For example, he proposes an extra \$2 billion payment to the Rainy Day Fund, for a total of \$3.7 billion. The budget includes an additional \$5.4 billion for K-14 education, including an additional \$2.8 billion investment in the Local Control Funding Formula, an increase of 5.4%. Concerning One-Time Discretionary Funds, the Governor proposes an increase of more than \$1.2 billion in one-time Proposition 98 General Funds for school districts, charter schools, and county offices of education to use at local discretion, for items such as technology, professional development, deferred maintenance, etc.

Legislation – Bill Introductions

The legislative deadline for introducing bills is February 19, and new bills have been and will continue to be introduced until this deadline. The C.A.S.H. Legislative Advisory Committee (Chaired by Rob Pierce, C.A.S.H. Board Member, Elk Grove USD) will meet during the C.A.S.H. Annual Conference to review and discuss bills that C.A.S.H. has identified as significant for the school facilities community.

*SB 47 (Hill) – Crumb Rubber/Artificial Turf*

- Introduced last year, this bill would have prohibited the use of crumb rubber on artificial turf fields (subsequent amendments would have required getting bids for alternatives to crumb rubber).
- C.A.S.H. opposed the bill based on the fact that existing research has not demonstrated that the use of crumb rubber is a health threat, that many schools are using artificial turf and crumb rubber as part of their drought mitigation strategy, and that the bill would increase costs for schools.
- The bill died in committee last year, but was resurrected and amended with new content in the second week of this Legislative Session. C.A.S.H. took an Oppose Unless Amended position, arguing that a state study is currently being conducted by the Office of Environmental Health Hazard Assessment (OEHHA) to determine the health effects of crumb rubber – making policy before the results of the study are available is putting the cart before the horse.



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**UPCOMING EVENTS**

**UPDATE**

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- The bill now proposes for districts to do the following: 1) Gather information about alternatives to crumb rubber; 2) Consider these alternatives; 3) Hold a public meeting that includes as a properly noticed agenda item a discussion of the installation of crumb rubber infill, with the opportunity for public comment.
- SB 47 failed passed in the Senate Education Committee, and therefore failed to meet deadlines to continue moving through the legislative process in 2016.

**Department of Industrial Relations Suspension of Electronic Filing**

On January 21, the Department of Industrial Relations (DIR) posted a notice informing contractors and subcontractors that enforcement of the requirement to post payroll online using its electronic certified payroll reporting (eCPR) system is temporarily on hold.

Contractors and subcontractors will not be required to submit certified payroll records (CPRs) into DIR's eCPR system until the online system is upgraded. The upgrades, which are slated for completion by June 2016, will allow contractors and subcontractors to more easily submit CPRs.

Awarding bodies must still ensure that contractors and subcontractors are registered under DIR's public works contractor registration system, and that they comply with all other prevailing wage laws including, but not limited to, the reporting of CPRs.

DIR has additional compliance information on its Public Works Page, [www.dir.ca.gov/public-works/publicworks.html](http://www.dir.ca.gov/public-works/publicworks.html). The full notice can be found on the DIR website, at [www.dir.ca.gov/DIRNews/2016/2016-04.pdf](http://www.dir.ca.gov/DIRNews/2016/2016-04.pdf).

**CMMCP Call for Core Instructor Nominations**

C.A.S.H. is currently seeking nominations for one (1) Core Instructor for the C.A.S.H. Maintenance Management Certification Program (CMMCP). The CMMCP is an educational program designed to develop current and potential maintenance staff into leading experts in the maintenance arena; it serves as an educational resource for those who would like to increase their expertise in the management of school maintenance and operations programs.

Please see the attachment for complete nomination requirements. **Nominations are due by Friday, February 5, 2016.** If you have any questions, please do not hesitate to contact Greg Golik, [ggolik@m-w-h.com](mailto:ggolik@m-w-h.com) or (916) 448-8577.



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**C.A.S.H. 37<sup>th</sup> Annual Conference**

Registration is still open for the C.A.S.H. 37<sup>th</sup> Annual Conference, being held February 22-24, 2016, at the Hyatt Regency Sacramento and Sacramento Convention Center. Join the more than 1,000 school facilities professionals that will convene in Sacramento for education, innovation and networking opportunities. Highlights of the Conference will include: the NextGen Experience, a hands-on simulated learning space where attendees gather to discover the latest advancements in classroom design right on the trade show floor, and the Networking Dinner, held Tuesday evening following the close of the trade show.

For more information or to register, please visit the C.A.S.H. website, [www.cashnet.org/meetings/2016\\_Annual\\_Conference/2016AnnualConference.htm](http://www.cashnet.org/meetings/2016_Annual_Conference/2016AnnualConference.htm) or call the C.A.S.H. office at (916) 448-8577.

*Show your support!*

Become an Annual Conference sponsor and/or exhibitor today! The Trade Show is almost sold out; there are less than 10 booths left and limited availability remains for sponsorship opportunities. To secure your sponsorship and/or booth space, contact Laurie Eaton, [leaton@m-w-h.com](mailto:leaton@m-w-h.com) or (916) 448-8577.

**Save the Date! C.A.S.H. Happy Hour/Networking Mixer**

Join your fellow school facility professionals for happy hour/networking mixers! Make sure to save these dates:

- February 11, 2016, 5:00 p.m. to 7:00 p.m.  
Rossa's Cucina  
425 North Vineyard  
Ontario, CA 95742
- March 10, 2016  
Orange County  
Location TBD

For more information, contact Mike Vail at (949) 498-8993.

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**For the latest updates on important matters affecting school facilities, be sure to check the CASH Register news website, [www.cashfacilitiesnews.org](http://www.cashfacilitiesnews.org).**

C.A.S.H. is on Facebook!

To "like" our page and connect with us, click the Facebook link on the C.A.S.H. homepage. You can also follow us on Twitter at @CASHFacilities.

*For more information on these issues and events or for information on becoming a C.A.S.H. member, visit the C.A.S.H. website at [www.cashnet.org](http://www.cashnet.org) or call the office at (916) 448-8577.*



## Call for Core Instructor Nominations

The Coalition for Adequate School Housing (C.A.S.H.) is currently seeking nominations for one (1) Core Instructor for the C.A.S.H. Maintenance Management Certification Program (CMMCP).

The CMMCP is an educational program designed to develop current and future leaders in the school facilities and maintenance arena. The curriculum is delivered through an online system supplemented with three in-person meetings. The inaugural program was held in 2014-15 and graduated more than 40 school maintenance leaders. Many have advanced in their careers in school facilities and maintenance after completing the program.

Candidates must be an active C.A.S.H. member and possess the following qualifications:

### Experience

The candidate must possess leadership skills and be well-versed in all aspects of school facilities maintenance, including: bidding and procurement; emergency preparedness; efficiency and sustainability through maintenance; accounting and budgeting; staffing and management; and planned and preventative maintenance systems. Candidates must have work experience with a school district, in a leadership capacity. Candidates may have additional experience in the private sector.

### Ability to Understand and Deliver Quality Curriculum

The candidate must be dynamic and engaging in front of a group and experienced in online curriculum delivery. They must also possess the ability to deliver quality instruction to a diverse audience, both public and private. Candidates must also be able to facilitate the various levels of expertise, organize the class into effective groups, and be capable of integrating current issues into course material.

### Teamwork

The candidate must have the ability to co-instruct with other dynamic faculty. Instructing as a team, they will bring inclusiveness and leadership to the classroom, while demonstrating unique real-world experiences and viewpoints to the students.

### Time Commitment

The candidate should be prepared to instruct at boot camp, April 19-22, 2016 at the UCLA Lake Arrowhead Conference Center; assist with a student-led session at the Fall Conference October 17-19, 2016, in Newport Beach, and graduation at the Annual Conference, February 20-22, 2017, in Sacramento. In addition, the instructor will be assigned to lead one quarter of curriculum instruction and assist the other instructors throughout the duration of the program. Other time commitments include class preparation, updating curriculum, review of online curriculum and testing, and responding to student inquiries. You will also be required to attend Steering Committee meetings as needed (typically twice a year), and work with C.A.S.H. staff on the logistics of each session. A minimal stipend is provided.

To be considered, please email a letter of nomination outlining your qualifications to Greg Golik, [ggolik@m-w-h.com](mailto:ggolik@m-w-h.com), or mail to:

C.A.S.H. Maintenance Management Certification Program  
Attention: Greg Golik, Operations Director  
1303 J Street, Suite 520  
Sacramento, CA 95814

If you have any questions, please do not hesitate to contact Greg Golik at (916) 448-8577 or [ggolik@m-w-h.com](mailto:ggolik@m-w-h.com).

**Submittal deadline: Friday, February 5, 2016**