

# California State University Mechanical Review Board

## Charter and Bylaws – July 1<sup>st</sup>, 2022

### **MISSION:**

The Mechanical Review Board is an advisory board to the California State University, Office of the Chancellor. Comprised of mechanical and electrical engineers with decades of industry experience and expertise, they provide review, guidance, and perspective for CSU capital and infrastructure projects, programs, and processes.

### **OBJECTIVE:**

The MRB aids the CSU in creating guidelines, procedures and programs that contribute to better capital and infrastructure projects, and subsequently, better campuses. These efforts serve to strengthen the CSU system's goals as they relate to energy efficiency, decarbonization, climate resilience, lifecycle cost effectiveness, and ease of operation and maintenance.

These objectives will be reviewed and updated each service agreement renewal cycle by the Office of the Chancellor staff and leadership.

### **RESPONSIBILITIES:**

1. The MRB shall meet as a board, quarterly, to discuss issues pertaining to the CSU's overall capital project program.
2. Gain familiarity with the CSU systemwide policies, processes, procedures, and guidelines for the design of new and renovated facilities.
3. Provide support to improve CSU systemwide processes, procedures, and policies for the design of new, renovated, and remodeled facilities and infrastructure.
4. Promote best practices and designs that are efficient to operate, optimized for energy utilization and resilience, balanced lifecycle costs, and where possible, identify how CSU may exceed the minimum energy codes and regulations.
5. Provide support to improve CSU systemwide processes and procedures for mechanical systems, electrical systems, commissioning, and controls.
6. Provide recommendations related to operations and maintenance of mechanical and electrical equipment and related controls systems.
7. Advise on sustainable design practices with minimal environmental impact and low maintenance cost. Where possible, inform the CSU of techniques to improve the synergy between building MEP (mechanical, electrical, plumbing) systems and adjacent components, such as building envelopes and utility infrastructure.
8. Share findings of mechanical, electrical, and related building systems' reviews under a separate agreement and recommend strategies to improve future CSU projects. Update Chief of Energy, Sustainability and Transportation, CSU Chief Building Official, University Engineer, and other CSU staff as directed, as project milestones are reached and critical items emerge.
9. Provide letters of determination in cases whereby the nature of an individual project's systems review is not warranted.

10. Keep CSU informed of the latest equipment and system technologies trends for the design of new, renovation, or infrastructure projects.
11. Inform on encountered issues related to mechanical and electrical system design and performance related to different project delivery methods.
12. Inform the CSU on project commissioning practices and challenges both internal and external to CSU.

**MEMBERSHIP:** The MRB membership will include, at a minimum, five (5) professional engineers licensed in the State of California (but not more than nine (9) including the emeritus members) with expertise in mechanical, electrical, plumbing, and commissioning as appropriate to their role on the MRB.

Potential future members shall be identified through a Request for Qualifications (RFQ) process and shall be selected following the CSU procurement process for professional services subject to the approval of the Office of the Chancellor following a pre-determined selection process.

MRB membership agreement may be with an individual or a business entity such as a firm and the CSU. With firm memberships, a qualified individual of the firm is the active member. Agreement with the firm expires if the qualified member is no longer employed with the firm.

All verification, approval of appointments, and reappointments shall be per the discretion of the CSU.

**TERM - New Members:** (Voting) Members of the MRB shall commit to a term of four (4) years with three (3) additional four (4) year reappointment options.

**TERM - Current Members as of June 2022:** Current (Voting) Members of the MRB as of June 2022 shall be considered "Charter" Board Members with unlimited four (4) year renewable terms, subject to the discretion of the CSU.

**TERM - Emeritus Members:** Upon completing New Member or Charter Member terms, the former Board Member may renew one additional four (4) year term as an Emeritus Board Member. Emeritus members shall be non-voting members and serve only voluntarily as advisors and resources to the other (voting) board members and CPDC staff; see below. All verification and approval of appointments and reappointments shall be at the discretion of the CSU.

**OFFICERS:** The MRB shall select and maintain leadership consists of (1) Chair . Office of the Chancellor staff may elect to add (1) Vice Chair position as they see fit. The officer positions shall be for a term of four (4) years. At the end of the Chair's 4-year term, the Chair shall become a regular board member. If the Vice Chair position is active, this member will subsequently become the Chair, and a new Vice Chair shall be recommended by the MRB members for appointment by CPDC. MRB members become eligible for the Vice Chair position at the beginning of their second term. All MRB members except for non-voting Emeritus Board Members shall be designated and have all the rights and privileges as "voting" board members.

**RETENTION:** The retention of new members shall be through a service agreement with each member for four (4) years with an option to renew in conjunction with the number of term(s) members serve on the MRB listed above. New members shall be recruited through a similar process as the initial MRB membership when an existing member retires off the board.

The retention of Charter Members as of July 2022 shall be through a service agreement with each member for a period of four (4) years with an option to renew an unlimited number of terms that members serve on the MRB; however, all Charter Members shall be in good standing with CPDC and/or all other board members, per the Code of Conduct. If the Charter Board Member cannot meet the requirement of good standing with the CPDC and/or other board members, then said Charter Board Member must retire off the MRB at the expiration of the current service agreement.

**RETENTION BY CAMPUSES:** Members may pursue work at any campus of the CSU; however, members are prohibited from using their position on the MRB to influence the decision of a campus when awarding contracts and/or from creating work for themselves through the Mechanical Review Board<sup>1</sup>. Work with campuses of the CSU shall be under a separate agreement.

**GOVERNANCE:** The CSU Vice Chancellor, CPDC Assistant Vice Chancellor, Chief of Energy, Sustainability & Transportation, the CSU Chief Building Official, University Engineer and designees serve as executive sponsors and liaison to the MRB. This CPDC leadership team will provide direction and guidance to the MRB tasks and responsibilities.

**MEETING Frequency:** MRB Meetings are held quarterly, with the first annual meeting in July and every 3 months thereafter on agreed-upon dates established during prior meetings. The meeting location shall be at the Office of the Chancellor or at a CSU campus. Meeting locations other than the Office of the Chancellor shall be discussed and proposed by the MRB members in the prior meeting. Meeting in special circumstances may be conducted virtually. CSU CPDC staff will arrange for the logistics of the meeting invitations and on-site facility accommodations on CSU property. CSU CPDC staff, with the advice and consent of the Chair and other members of the board, will circulate a draft agenda 10 business days in advance of the MRB meeting. The agenda must be issued as final by CSU CPDC five (5) business days before the MRB meeting.

**VOTING:** Board resolutions and recommendations shall be governed and voted upon by the voting board members; an MRB quorum is five voting members present at the meeting. First readings of proposed resolutions and recommendations shall be made by the MRB Chair or by a member who has been yielded the floor for discussion by the MRB Chair; and shall be followed by a (main or 1st) motion by a voting board member with any discussion to follow. The MRB Chair is allowed to monitor, conduct and call out other members (both voting or non-voting emeritus status) for further discussion. A second motion shall be by another voting member (other than the member that made the original main motion) with any discussion to follow and any amendments to the original motion. The first or second motion may be withdrawn at any time by the MRB member who made the motion; after the second motion, further discussion is only allowed by the MRB Chair and at which time the Chair takes a roll call for a vote if a quorum is present.

**MEETING MINUTES:** All MRB meetings shall be documented with written minutes taken based on oral, hard copy materials and A/V presentation. Notes will be taken from a designated MRB member as the author of meeting minutes; meetings are not electronically recorded. Meeting minutes shall be available for review 15 business days after the meeting and distributed to all attendees. Comments and corrections to the meeting minutes may be submitted to the author not more than five (5) business days

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<sup>1</sup> <https://www2.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/AE-19-002-Limits-on-Contracts-per-GOV-Code-1090.pdf>

after the first draft publication release. The final version of the minutes shall be published to all attendees approximately fifteen (15) business days after the first draft publication release of the meeting minutes. The minutes shall be placed in the next meeting's agenda as the second item and be voted on for approval by the MRB members with the processes listed above.

CHARTER AND BYLAWS ADOPTED: July 1, 2022

CHARTER AND BYLAWS AMENDED: n/a

ACTIVE PARTICIPANTS, AS OF DATE OF ADOPTION/MODIFICATION:

Douglas Effenberger, P.E.

Jai Agaram, P.E.

Kent Peterson, P.E.

Krista Murphy, P.E.

Steve Straus, P.E.

Steve Taylor, P.E.