

KENSINGTON COMMUNITY PARK
Restroom Project

Project Team Meeting # 2
24 August, 2009 4:00 pm

MEETING MINUTES

1. Introduction of CEQA representative attending meeting.
Attending the meeting were, Greg Harman, Jack Griffith, Italo Calpestri, Cathie Kosel and Andrew Mixer. The CEQA representative did not show. The meeting commenced just after 4:00pm and ended just before 5:30pm.

Greg Harman to again contact the CEQA rep, Vanessa.
2. Discussion of governing agencies approval process and CEQA's role in the process.
KMAC approval required in advance of submittal to CC County Planning Department. CEQA exemption required. Ryan Hernandez at the CC County Planning Department may be able to assist with contacts, etc. in other County departments. Further clarification of approval process is needed.
3. Status of Action taken since last meeting
 - a. Elevation Survey & Building Layout
 - Completed
Informal grade elevation and building layout completed 8/8/09 by Jack Griffith and Andrew Mixer. The information revealed that a four foot tall retaining wall in the north east corner of the proposed location will be required.

Concerns were raised regarding the evidence of rock (slate) in the area of the retaining wall. Further investigation required.
 - b. Revision of Digital Rendering
 - In process
Rendering by Jack Griffith perfectly suits requirements at this time.
 - c. Preliminary specifications for manufacturer prequalification.
 - Draft and Graphics regarding access/location completed by Jack Griffith for review by Project Team
Information discussed. Jack Griffith to amend draft and distribute for final review. Greg Harman to send pre-qualification request letter to manufacturers to determine who will be asked to included in the list of accepted Restroom manufacturers. Italo Calpestri to assist in review of the pre-qualification requirements
 - d. Preliminary information package to be presented to CEQA.
 - To be worked on following this meeting with CEQA representative
To be continued upon contact with CEQA

e. Sanitary Sewer Video Inspection.

- Completed 8.22.09

The video inspection revealed several places of misalignment of the cast iron sewer pipe. Sewer pipe looked clear and appears to be working adequately.

It was noted that the video tape had been taken to STEGE for review and comment by Arvin Gonzales, STEGE inspector. Andrew Mixer to follow up.

4. Site Access

a. Delivery of Modular Unit – Traffic & Parking Control.

- At Arlington Ave. & Westminster

Kensington PD to assist with clearing vehicles during the delivery of the Restroom.

- At Westminster & Windsor

Kensington PD to assist with clearing vehicles during the delivery of the Restroom

- Along Windsor to Turnaround

Kensington PD to assist with clearing vehicles during the delivery of the Restroom

b. Construction site boundaries.

Construction boundaries needed for public safety, protection of adjacent areas and to allow contractor to work with out disruption by the public.

Fencing of the boundaries to be required as part of the contract.

Actual boundaries remain to be defined. Jack Griffith and Andrew Mixer to work up proposal.

c. Public access to Turn-around area during construction.

As the turn-around is a fire department access requirement it must be kept clear at all times. Construction parking and staging to be limited to the asphalt ramp up to Building E and to the construction boundary area. Daily construction temporary parking in area immediately adjacent to construction boundary to be reviewed.

It was noted that the neighbors along Windsor Ave. use the turn around extensively to position their vehicles for parking on Windsor.

Jack Griffith pointed out that there are several vehicles which seem to be permanently parked on the west side of the access to the turn around. This area is part of the Park property and the vehicles could be removed.

5. Interaction with Neighborhood

a. Who will assist with this?

The need to positively interact with and inform the neighbors of the Restroom construction project activity was discussed. Some neighbors are apparently unhappy with the project due to the perceived increase in use of Windsor Ave. and the immediate area of the Restroom.

Cathie Kosel agreed to help with neighbor relationships.

Greg Harman will send out flyers at appropriate times informing the neighbors of the project.

6. Identify Project Sponsors/Supporters

KPPCSD (the District), the District Board, East Bay Regional Parks Department and the Kensington Community Council were identified as the principal sponsors of the project. Authorizing authority comes from KPPCSD.

7. Identify Project Beneficiaries

The Kensington community at large, the KCC recreational program and Kensington Hilltop Elementary School were identified as major project beneficiaries.

8. Confirmation of Project Team make-up
Greg Harman, Jack Griffith, Italo Calpestri, Cathie Kosel and Andrew Mixer were identified as the project team for the Restroom Project.
9. Decision making process
 - a. Within Project Team
Decisions within the Project team to be made by consensus.
 - b. Project Team vis a vis Project Sponsors, Supporters and Beneficiaries
Interaction with sponsors, supporters and beneficiaries to be made through active and direct outreach. Means and methods to be determined.
10. Communication with KPPCSD Board
*Cathie Kosel to be liaison to the Board
Project Team to make presentation to the Board at next Board meeting, Thursday Sept. 10th.*
11. Process of Disbursement of WW funds and KCC funds
Actual funding of WW funds not available until February 2010. District funds may be available to use in the interim. Important to follow the guidelines as set out by WW bond measure. KCC funds are currently in District account.

Additional clarification required.
12. Other items of discussion
 - a. *Presentation to the Board. How to best present information to the Board was discussed with out final resolve. The question of submitting cost estimates at this time is a critical issue. To be discussed before and during the next Project Team meeting.*
 - b. *Permanent parking signage in the area of the turn around to be part of project requirements. Details to be determined.*
 - c.
13. Follow-up
 - a. Action before next meeting
*Development of neighborhood information flyer. Greg Harman
Follow-up with STEGE by Andrew Mixer
Manufacturers Pre-qualifying details and letter. Jack Griffith, Greg Harman, Italo Calpestri.
Initial contact with CEQA. Greg Harman*
 - b. Next meeting date: *Friday September 4th* time: *4:00 pm*