

KENSINGTON COMMUNITY PARK  
Restroom Project

Project Team Meeting # 6  
20 October, 2009 4:00 pm

MEETING MINUTES

1. Roll of Attendees.  
Greg Harman, Jack Griffith, Italo Calpestri & Andrew Mixer
2. Account of KPPCSD October 8<sup>th</sup> Board Meeting
  - a. By Greg Harman  
Greg stated that the KPPCSD board voted 5 to 0 in favor of proceeding with the Restroom Project in the previously approved location in the Cul-de-sac area of the park.
3. Review of Items to Address to Move Forward – Assignment of Responsibility
  - a. Submittal to Contra Costa Community Development Department
    - Preliminary Building & Site Plan
      - Presentation by Jack Griffith  
Jack discussed the elements of the preliminary plan. The final version of the plan will be submitted to the Contra Costa County Community Development Department for review by Ryan Hernandez.
      - Comments & Review  
Various recommendations were suggested for inclusion in the final draft, most significant of which would inclusion of a preliminary out line of the building specifications.  
  
Jack had previously spoken to Ryan Hernandez about the project and said that Mr. Hernandez was expecting the preliminary plan and that he would help expedite its passage through the review system.
      - Distribution List  
It was decided that the final version of the plan would become the base line description and definition of the project and would be initially distributed to:  
EBRP District – Hand delivered by Greg Harman  
KPPCSD Board – Presented by Greg Harman as an update to the project  
STEGE – Hand delivered by Andrew Mixer  
  
Greg to keep a list of all who have received the final version.
  - b. KMAC  
Jack Griffith stated that Ryan Hernandez, Contra Costa County planner, said that it was not necessary to submit the preliminary plan to KMAC unless he determined it to be necessary as a result of his review.
  - c. EBRP District
    - Grant Proposal  
Greg Harman to submit the Proposal to the Jeff Rasmussen in accordance with the EBRP District time constraints for submittal and review of the proposal.

- CEQA Exemption  
Greg Harman to take responsibility for obtaining a CEQA Exemption Declaration to be submitted to the KPPCSD for its approval and signature.  
Italo Calpestri has a contact, Collette Meunier, who may be able to assist with CEQA Exemption Declaration. Italo to pass on Ms. Meunier's contact details to Greg Harman.

d. STEGE

Andrew Mixer to contact STEGE and present the Preliminary Plan final version for STEGE's review and approval.

e. Procurement Process

Greg Harman to consult with the District's attorney, David Gehrig of Hanson & Bridgett, to discover:

1. Can the District set up, declare and utilize a pre-qualification selection process for bidders on the Restroom Project.
2. Is the District bound by public works regulations that require the District to accept the lowest bidder qualified to perform the work.

f. Response to Manufacturers

Jack Griffith to send an email letter to the manufacturers who responded to the preliminary request requesting confirmation that they could meet the project specifications.

Jack to copy the team members on the email to the manufacturers.

Jack to investigate soil bearing capacity requirements of the different manufacturer's buildings.

g. Construction Boundaries

Jack and Andrew to review on site to determine proposed construction boundaries for review by the project team.

h. Site Access during Construction

- Public  
Jack and Andrew to review and present proposal
- Contractors  
Jack and Andrew to review and present proposal

i. Site ground investigation

- Shale  
Andrew to contact Boy Scout leader to request assistance in a hand dug and simple exploratory investigation regarding the extent of the shale intrusion into the proposed Restroom building pad and retaining wall area.
- Soil suitability  
Andrew to contact industry colleagues to determine if a visual inspection of the site would suffice for a determination of the soils bearing capacity of the site for the building.

Continued - Review of Items to Address to Move Forward – Assignment of Responsibility

- j. Fire Department  
Andrew to contact El Cerriton Fire Department to review on site any issues regarding fire safety during construction.
- k. Communication
  - KPPCSD  
Board to be updated every at every Board Meeting by Greg Harman or as otherwise necessary.
  - Other Stakeholders  
Via the KPPCSD board meetings.
  - Public  
Via the KPPCSD board meetings.  
Via kensingtonca.org web site
- l. Kensington Web Site  
Greg to have Stephanie add the Restroom Project to the web site and to have her update the web site as new information is available.
- m. Project records  
Greg stated that he keeps in his office hard copies of all project information and email correspondence, project team meeting agendas and minutes.

Greg stated that he has off site back up of all email and data files pertinent to the project.

4. Other

- a. Schedule  
Greg stated that it would be best to complete the construction of the Restroom prior to the commencement of the remodeling of the Kensington Community Center which will begin June 16, 2010.

Thus:

Construction to be complete by June 15, 2010.  
Ground breaking May 1, 2010 giving 45 days for on site work.  
Contract award to be early February 2010 to allow for building manufacture.

Andrew to work up preliminary schedule.

5. Follow-up

- a. Action before next meeting  
Greg Harman
  - 1. Distribution of final version of Preliminary Building and Site Plan to:
    - a. Ryan Hernandez at CCC planning department.
    - b. Jeff Rasmussen – EBRP District
  - 2. Contact Attorney re: contract and procurement requirements and options
  - 3. Establish means to obtain CEQA Exemption Declaration.
  - 4. Set up of project on Kensington Web site

Jack Griffith

1. Final version of Preliminary Building and Site Plan by Jack Griffith.
2. Letter to Manufacturers.
3. Soil bearing capacity requirements clarification
4. Work with Andrew on site boundaries and access during construction.

Italo Calpestri

1. Forward CEQA consultant information to Greg. Work with Greg to produce CEQA Exemption Declaration

Andrew Mixer

1. Contact STEGE and delivery final version of Preliminary Building and Site Plan
2. Meet with Fire Department
3. Shale extent exploration with Boy Scouts
4. Determine mean to assess soil suitability
5. Work with Jack on site boundaries and access during construction

b. Next meeting date: 11/10/2009                      time: 4:00 pm

Time and date are provisional. Progress on action items and/or Board requirements to determine actual need to meet.