

**MINUTES OF THE SPECIAL MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
September 9, 2013**

POSTING OF THE AGENDA

The agenda notice for this meeting was posted in the display case outside the administrative office of the Goleta West Sanitary District and on the District's website at least 72 hours in advance of the meeting.

CALL TO ORDER

President Turenchalk called the meeting to order at 12:02 PM.

ROLL CALL: BOARD MEMBERS PRESENT

Eva Turenchalk
David Bearman, M.D. (arrived at 12:08 PM)
Craig Geyer
Dr. David C. Lewis
Larry D. Meyer (arrived at 12:09 PM)

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Mr. Mark Nation, General Manager/Superintendent; Mr. Steve Amerikaner, General Counsel

OTHERS PRESENT

Bruce Corwin – CDM Smith
Ed Galindo – CDM Smith
Hans Papke – CDM Smith

APPROVE THE ORDER OF THE AGENDA

There was no change to the order of the agenda.

PUBLIC COMMENT

None

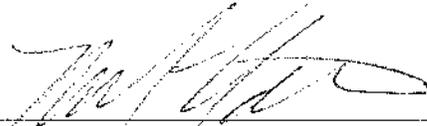
DISCUSSION-ACTION ITEMS

1) Kick-off Meeting/Workshop with CDM Smith for the Design of a New Administrative Building

Bruce Corwin from CDM Smith first discussed the CDM Smith process for Project Quality Management then turned the presentation over to Ed Galindo. Detailed minutes from the workshop are attached.

ADJOURNMENT

There being no further business, President Turenchalk adjourned the meeting at 1:52 PM.



Mark Nation, Board Secretary

APPROVED



Eva Turenchalk, President



Memorandum

To: Bruce Corwin; Ed Galindo; Mark Nation

From: Hans Papke

Date: September 9, 2013

*Subject: Goleta West Sanitary District, New Administrative Offices and Board Room
Project Quality Management (PQM) and project Kick-off Meeting minutes*

*Attendees: CDM Smith- Bruce Corwin, Ed Galindo, Hans Papke
GWSD- Mark Nation, General Manager/Superintendent
GWSD Board of Directors- Eva Turenchalk- Chair,
Dave Bearman, M.D., Craig Geyer, Dr. David Lewis, Larry Meyer
GWSD Counsel- Steven Amerikaner*

1. CDM Smith began the meeting by explaining the Project Quality Management (PQM) process and its value to the success of the project. It was noted that the PQM would be followed by an abbreviated "Design Charrette" to establish the critical design criteria for the new Administrative Offices and Board Room.
2. CDM Smith facilitated the 5 step process, beginning with the "Role" call. Those present, introduced themselves and expanded on their expectations for the project. Although there was general agreement that the project should be functional (meeting the needs of the staff and public), sustainable and cost effective; the Directors sought to ensure that the building would be aesthetically pleasing and establish a presence as a "Public" building.
3. The basic scope of work for the project was reviewed, including the Leadership in Energy and Environmental Design (LEED) aspect. CDM Smith explained the LEED process including a review of the LEED checklist. It was established that pursuing LEED Silver Certification would be appropriate for this project.
4. Extended discussion regarding the site, adjacent wetlands and property boundaries ensued. It was agreed that a site survey was paramount to development of an initial project concept. GWSD will contract for a site survey.

5. The following Mission Statement evolved from discussion, "In partnership with Goleta West Sanitary District; CDM Smith will prepare design documents for the design of a, new, Silver LEED Certified, Administrative offices and Board Room facilities. Documents are to reflect an attractive, public building that is efficient, sustainable, cost effective and constructible."
6. The group established the following, Critical Success Factors (CSFs), as priorities for the project:
 - Meeting the needs of the Public and Staff (comfortable)
 - Up to date building that is functional, ADA compliant, and have a public image
 - Energy efficient (maximize day lighting) LEED Silver
 - SB Airport Approval? ABR (permit approval)
Can add sq. ft. If needed, but work within footprint if possible
 - Communication
7. In addition it was agreed that a Concept review would be prudent prior to commencing the development of a 30% design package.
8. The balance of CSFs included:
 - Attractive, accessible, affordable facility
 - Stand up to public scrutiny
 - Functional lifespan
 - Facilitate decision making and approvals
 - Develop and agree on schedule milestones; Concept, 30, 60, 90.
9. Processes, Activities, and Tasks (PATs) necessary to address the CSFs were discussed. They included:
 - Developing a Conceptual Design package for review and approval prior to moving forward
 - Regular reviews and presentations, with both staff and the Board, similar to that established for the PS#2 upgrades
 - Have pre-submittal reviews with Agencies having jurisdiction. Steve Amerikaner will facilitate this.

10. The Board requested CDM Smith to rate the CSFs within the Risk Matrix and provide that back to them.

The following is CDM Smith's assessment:

High Concern: SB Airport Approval, ABR (permit approval)

Moderate Concern (Project Impact): Meeting needs of Public & Staff (comfortable)
Energy Efficiency (maximize natural light)

Moderate Concern (Team Performance): Up to date- ADA, Functional, Image

Low Concern: Communication

11. CDM Smith then moved onto the Design Charrette portion of the meeting.

CDM Smith explained that they had met previously with Mark Nation and the Administrative staff including Brian McCarthy and Diane Powers and had established and documented the following needs:

- Fire proof storage for petty cash and files (6' x 8' existing space) called "the Vault."
- Servers could be placed in the "Vault," if it is conditioned properly.
- Large (layout) working surface in Office Manager area
- Accessible lateral file storage, 6 file cabinets
- Copy area in close proximity to Office Manager- sound attenuation important
- SCADA can be located in, new, (Pump Station 2) Operations Building.
- Work space, with layout surface, adjacent to public area
- Closed off storage space in board room.
- 'Kitchen' area can be small. No need for full-sized refrigerator.
- Need to double check fixture count and restroom size.
- Small "checks" printer in Office Manager Area.
- Lots of natural daylight.

12. CDM Smith, with the Board of Directors, established and documented the following goals and needs:
 - View of wetlands and proximity is critical
 - Need to establish site parameters and constraints as soon as possible
 - Public entry at SW corner of property
 - Building must be “attractive” and through its presence establish itself as a “Public Building”
 - Direct Public access to Board Room
 - Incorporate landscaping into design
 - Functional staff offices and board room
 - Adequate room and accessories for presentations in Board Room
 - Enclosed storage space in Board Room
 - More parking for staff. Staff parking on east side needs to be relocated
 - Consider separate Board Room “building”
13. It was agreed that CDM Smith would develop two to three concepts (site and building) for review and approval by both the staff and the Board.
14. A site survey will be undertaken immediately.

These are CDM Smith's understanding of the meeting and direction given. These minutes will stand, as written, unless response, to the alternative, is received within five (5) business of distribution.