

PROJECT MEETING NOTES

Project: ISHC Visalia
Project No.: 08.595

To: Project Team (names listed below)

In Attendance:

Christina Frankel (CDBF)	Derivi Const & Architect (DCA)
Linda Derivi (LMD)	Derivi Const & Architect (DCA)
Dino Khloth (DK)	Siegfried Engineering (SCI)
Kimihiro Sera (KS)	Structcon (SC)
Garen Lencioni (GL)	LP Engineers (LP)
Tom Holloway (TH)	KLA
Bhupendra Patel (BP)	HCS Engineering (HCS)

Meeting Location: DCA Conference Room
Meeting Date: Thursday, December 11 at 10:00 am

The purpose of this meeting was to have a kick-off (first meeting) of the CD's portion of the project: Gave an overview of the project, the status of CUP process, to hear reports from the consultants about the existing systems for their discipline, verify contact information and discuss method of communication individually and on a project website.

1. Introductions

- a. All team members were present for the meeting and made introductions. Everyone signed in. Pool consultant was not invited to the meeting, but is part of the team.
- b. LMD left after introductions.

2. Overview of the Project

- a. **Timeframe for Project:** CDBF defined that the client would like to be done with construction in November 2009, including time for a general bid. This is different than what the client has done in the past (not with a preferred contractor). The client believes that he can achieve a more competitive bidding climate due to economic times. Therefore, DCA has determined that the project needs to run concurrent with Conditional Use Permit (CUP) process to not delay the project.
- b. **CUP Process:** CDBF stated that DCA will have submitted plans for the CUP to the City of Visalia (COV) on Monday. Shortly thereafter, and within a month, COV will deem the package complete. Then the public review period will be defined, and either will require full environmental

review, which will take a 45-60 days public notice period, or will be classified as categorically exempt and can be reviewed within 2 weeks. From discussions with planner, it is possible that DCA will get a hearing date for the Planning Commission as early as late January to as late as the end of February.

- c. **History of Project:** CDBF gave a brief overview of the known history project, which was the original Racquet and Tennis Club was built around 1976 (original CUP is in 1976) and expanded from the two-story CMU building housing the racquetball courts many times with wood framed one-story expansions. The expansions may or may not have been done with permit, as the old plans and amended CUP application show expansions not done.
- d. **Existing Conditions:** The existing conditions of the wood framed portion of the building are poor. The roof on the CMU portion is 'spongy' and lacks wall to roof flashing and leaks in places (evidenced by blue tarp held in place with roofing tar), with algae growing in the standing water on the flat roofs. It is believed that the main electrical line is under the building, the main water connection is inside the building, and there are electrical panels everywhere.
- e. **Scope of Remodel:** The scope of the proposed remodel and expansion are primarily outside the CMU portion of the building. At the two-story portion, the floor framing will be retained, but most of the two story walls and roof will be removed, and the few remaining walls will be increased in height. The existing one-story portion will be for the most demolished, including the foundation: Not many first walls are being kept, existing bearing lines are not know, nor could hold up new loads. The existing and expanded building will require fire sprinklers, a whole new system to integrate and coordinate with. DCA will suggest to the client to have a fire sprinkler design/build consultant provide assistance before CD's are complete.
- f. **Elevator:** CDBF explained that an elevator is planned for, and showed the team the location, which is west of the existing electrical room. CDBF stated that the elevator will not be placed, however it will be located if COV requires it, and directed the team to keep the area free of conflicts, and to plan for its future placement. GL brought up that the elevator equipment room required outside venting.
- g. **Club Operational During Construction:** CDBF informed the team that the client will keep the club open during the remodel and expansion, and that each consultant needed to think about how to design to keep their systems operational during the construction. Team asked how it was possible? CDBF explained that DCA's suggested plan was to keep the CMU portion of the building operational as a mini club. This would work for everything except for restrooms, which the contractor had an idea might be housed in a trailer in the parking lot. However, DCA also believes that the client may not provide restrooms during a portion of the expansion, as there is another club just down the street. DCA is suggesting that the Cardio expansion would be built first, as it outside the area of the building and has a toilet. Then the entrance expansion and the remodel to the lockers rooms would follow, but timing and number of phases have not been finalized or reviewed by the client.

3. Existing Conditions Report: Structural

- a. **Existing Structural Conditions:** KS reiterated that providing a report of the existing structural system is difficult because there are no existing plans and framing conditions are not known. KS didn't believe that any of the one story walls, or foundation would be of any value to keep, based on the amount of demolition, especially around the locker rooms as all the existing plumbing fixtures will be removed, further tearing up the slab. **Action Item:** *DCA will research with COV if any existing plans exist.*
- b. **Seismic Joint:** KS suggests that the Cardio two-story expansion be done beyond face of existing building, with a seismic joint between, so as to not impact structural integrity of building that needs to be occupied during construction.
- c. **Types of Construction:** CDBF discussed that Contractor had suggested exterior CMU walls as a cost savings even for those exterior walls that would be retained (creating a cavity wall). KS didn't think that CMU was necessary; He felt wood framing was less expensive. CDBF said that a framing system for new exterior walls, new floor framing and new roof framing needed to be determined quickly. **Action Item:** *DCA and KS need to talk before next meeting to determine what the proposed framing system will be.*

4. Existing Conditions Report: Electrical

- a. **Power Company Drawings:** BP got information from the power company for the project, Southern California Edison and showed it to the team. The power company drawings are showing a jog around the building, rather than a straight line from the existing transformer to the existing main. The building outline was not shown on the drawing, so it was hard to determine if the conduit was outside the limit of the multiple expansions. If the conduit is outside the building line, then it is in the way of the future expansion of the entrance and the pool. Where the conduit is, affects what can be built before the new power is in place. **Action Item:** *BP will provide a copy of the power company drawings.*
- b. **Existing Electrical Vault:** Representatives from the power company informed BP that there was a vault in the street (just outside the driveway) that had a conduit up to the property line that was not being used, and could possibly be used to connect to new transformer.
- c. **Residential Service:** BP said that the existing electrical system was not designed for a commercial use, and that is the reason why there is a transformer next to the existing main and numerous panels everywhere.
- d. **Location of Power Controls:** BP found out from on-site staff that the main power controls were in a cabinet behind the reception desk, and the power for all areas of the club were flipped on individually (like tennis courts, etc). BP discussed that as that area that had the power controls was in the demolition zone, that a temporary place needed to be found in the CMU building to keep the building and tennis courts powered during the expansion. BP preferred a wall on the northeast face of the CMU, and suggested a path over the CMU building to power the Cardio expansion and tennis courts, while the remaining remodel and expansion was being

worked on. Discussed whether the location would be temporary or permanent, and where the templated location would be: at the Reception Desk.

- e. **Routing of Power to Cardio:** CDBF discussed the routing of the new power to the Cardio would cross an area that had no ceiling or roof: Existing two-story roof would be removed as the ceiling is too low for required activities. CDBF told the team that the ceiling can be no lower than 11'-6" in group activity rooms. BP said that the conduit can be in fresh air above the roof, until roof and ceiling between the CMU and Cardio is complete.
 - f. **Additional Site Visit:** BP needed to go back to the site and get a power plan of the main power controls and all the panels. He felt that the on-site was knowledgeable about what all the switches worked. **Action Item:** *BP will provide an as-built power drawing by the next meeting.*
5. **Existing Conditions Report: Mechanical and Plumbing**
- a. **Existing Mechanical Units:** GL explained that most of the mech units on the roof that were not functioning, or barely functioning, including on the existing roof at the CMU. CDBF explained the situation with the roof over the CMU believing that it needed some repair: At the very least, roof to wall flashing needed to be added (as there was none), however the roof was 'spongy', bouncing considerably when walked on and may need to be reinforced as well. KS did not go on roof, but GL agreed. CDBF asked if GL believed that all the mech units on the CMU portion should be replaced, (especially if the roof needed replacement) and he said yes. CDBF was concerned with maintaining the low profile of the existing units to screen from adjacent residential. Team discussed if a mech unit per racquetball court was required? GL said it was a way of zoning, but CDBF explained that for the low use, maybe units could be shared? GL believed that only a couple mech could be reused. **Action Item:** *GL will verify which units are functioning, and those that can be reused. DCA will review roof condition w/KS to determine if reinforcing is necessary.*
 - b. **Existing Roof Drainage:** GL noticed the blue tarp temporary fix for the low second floor roof. CDBF discussed that the existing roof drainage is sheet flowed, and with the poor condition of the soil, and the relatively flat site, the water is pooling around the building. CDBF wanted the new roof drainage to be tied to the storm drain system. TH agreed. **Action Item:** *DCA will provide a roof background to show proposed roof drainage. GL will verify roof drainage. DK will tie roof drainage to storm drainage.*
 - c. **Existing Water Service:** GL could not find the water connection outside the building. CDBF said that the water connection was inside the building in the west Massage room in a closet, and showed the team pictures of its location (on computer). GL could not determine size based on pictures and was not sure that existing line would support expanded fixture count. TH stated that existing water line could be used for irrigation water. Team asked what the water pressure was, and it was not known. **Action Item:** *GL will verify size of existing water main. DK will contact COV to get water pressure.*

- d. **New Water Connections:** CDBF discussed that the building would be required to have fire sprinklers, and both GL and DK confirmed the existing line could not support fire sprinklers and expanded water needs. Therefore, a new water tap would be required, however it is not clear whether fire department will allow domestic to be used as well for fire service. **Action Item:** *DK will contact COV and find out requirements for fire service.*
- e. **Fire Sprinkler Connections:** Team discussed possible locations for new water connections (assuming a domestic and fire line combined). CDBF suggested the tap be south of transformer to avoid conflict with undergrounding. TH would prefer to keep the fire apparatus in the south parking lot for aesthetics. CDBF hoped that an exterior fire riser could be on the south side, but needs input from a fire sprinkler designer, as a fire riser room may also be required. Another difficulty would be phasing a fire sprinkler system to allow operation of the Cardio before the other expansions. **Action Item:** *DCA will contact client to see if a fire sprinkler design/build designer can be used to provide team guidance.*
- f. **Existing Water Heating:** GL said that he would propose a boiler system for the hot water heating in the existing electrical room, rather than multiple water heaters. GL said new boiler would need venting that could be routed horizontally. **Action Item:** *GL will provide venting restrictions for proposed boiler.*
- g. **Existing Electrical/WH room:** Team discussed use of existing electrical room, as BP would no longer need any connections. Disruption to security system was not known. CDBF asked BP if a portion of the new exterior electrical room could be used, i.e. for routing boiler venting or potential elevator equipment room venting? BP said that he had more room than he needed. **Action Items:** *BP will provide to DCA minimum size needed for new electrical room. DCA to contact client to find out who is the security system run by and receive input from them for temporary and future security system.*
- h. **Existing Gas Line:** GL found the existing gas meter, but did not have gas pressure. BP showed the team the location of the gas connection, south of the existing driveway, the lid painted yellow. Future gas demand would depend on whether the exterior pool was heated? CDBF didn't know. **Action Items:** *GL and/or DK will confirm the gas line size and pressure. CDBF will determine from client if outside pool is heated and contact pool designer regarding loads.*
- i. **Hot Water to Single Toilets:** GL discussed routing hot water to remote toilets, especially during construction. CDBF suggested instant hot water heaters for the Kids Club toilet (which was in the CMU) and possibly the Family restrooms in the Cardio expansion, which would be operational first. (Note: It was not discussed if this would be for just the sink, or the showers as well.)
- j. **Sewer Line:** GL reported that he could only find one clean-out at the back of the building (west face). GL was concerned that the added fixtures beyond the length of the fall couldn't be accommodated within the existing system, with the two new family restrooms, and new pool equipment northwest of the pool. Team discussed possibly using a lift station for the pool equipment, as it would be a low, defined use. GL said the depth of the existing line is not known, and the team discussed

unsophisticated ways to determine (like stick in hole) that wouldn't guarantee accuracy. **Action Item:** *GL will see if he can determine depth at clean-out, and visit site to see if there are any other wall clean-outs on walls that were at some time in the past exterior walls, or under carpet.*

6. Existing Conditions Report: Landscape

- a. **Location of Trash Enclosure:** TH suggested an alternate location for the trash enclosure, suggesting it be located in south parking lot, where it is now. He also would like to save the two existing trees in that area, to assist with screening from neighbors. CDBF explained that the client wanted to maximize parking, and that area originally was needed for a fire zone, which has since been determined not to be necessary. **Action Item:** *DCA will discuss the relocation of the trash enclosure with the client, and/or possibly saving the two trees.*
- b. **Timing of Parking Lot Construction:** TH asked about if the parking lot expansion would be completed at once, or if it would track with the phasing of the phased construction of the building? CDBF believed that the parking lot would be constructed first, primarily as fire access is required during construction, and it would allow construction staging to occur on a portion of the parking lot, and access to the Cardio expansion. (Note: Not discussed is that CDBF does not believe the landscaping to be completed until the end of the full project.)
- c. **Parking Lot Lighting:** BP commented that the layout for the proposed site lighting in the parking lot would have to be done again. CDBF explained that the lighting adjacent to residential needed to be a 15' max. height. DK confirmed that there was no street lighting on project frontage. BP asked if additional lighting was needed at the driveway and main path (path of travel)? DH would like to provide some. **Action Items:** *BP will provide an alternate site lighting layout. DH and DCA will review lighting options at front and provide to BP. DK to research if street lighting is required.*

7. Existing Conditions Report: Civil

- a. **Civil Plans:** DK also had all the utility contacts on the plans, and the Team asked for the grading and utility plans. **Action Items:** *DK will send civil plans created for CUP directly to Team.*
- b. **Drainage:** TH asked about drainage of parking lot, and DK explained that it was accomplished with the existing storm drain line, and CB's in parking lot at north side. DK said that COV had its own storm drain treatment plant, and didn't need grassy swales, etc on site. TH was pleased.
- c. **Grading:** CDBF explained that the only grading issue was the relationship of the spa to the adjacent doorway, as the spa is higher than the building slab. BP pointed out that the spa overflowed while he was visiting on site, another concern that needed to be addressed. **Action Item:** *TH needs to provide a solution to grade difference at spa to building slab and present to DCA.*

8. Method of Communication

- a. **Project Directory:** CDBF asked each team member to verify contact information on Project Directory. DK said that Siegfried was moving in December and provided a new address. **Action Item:** *DCA to update Project Directory and upload correct version to website.*
- b. **Preferred Method of Communication:** CDBF wanted to verify with Team that sending e-mails as a preferred method of communication was acceptable? KS confirmed that he does not read his e-mails, someone else in the office. CDBF acknowledged that she had received e-mails from KS's staff acknowledging receipt of e-mails, and that was acceptable. BP said that he too does not answer his e-mails, as he gets a printed e-mail and gives his response to an assistant, but he is working on being more responsive. CDBF stated that communication could occur between consultants, but to remember to cc DCA in all communications.
- c. **Website:** CDBF explained that a project website was being set-up for all communication, and that all documents, from backgrounds, and drawings, to soils reports, meeting minutes, conditions of approval, project schedule and photos, etc. would be loaded on website. Team asked if items could be uploaded? CDBF said that all consultants would need to send items to be uploaded and DCA would need to upload them. CDBF asked for ALL photos from site visits to act a depository. **Action Item:** *Consultant will send DCA site photos. DCA will notify team when website is ready and how to access.*

9. Next Meeting: January 20, 2009

- a. **Next Meeting:** CDBF wanted to establish next meeting date as January 20 as the end of SD's, and if the team was available? CDBF explained that the meeting could be staggered so that not every consultant needed to be present for the entire meeting. Team agreed to a staggered meeting with Landscape and Civil first, followed by Electrical and Mechanical and then Structural. **Action Item:** *DCA to send out an e-mail reminding consultants of meeting date and time of meeting after holidays.*

END OF PROJECT MEETING NOTES

Signed

The above items were discussed on the date indicated. Please notify us within 48 hours if any item in this report is inaccurate or incomplete.

C: Attendees, file