

May 1, 2019

Park Meeting Attendees: Varsin, Dyan, Cindy, Margaret, Peggy

Drainage Discussion

Varsin said she spoke to Tim who advised talking to Noelle and Derek about the irrigation/drainage issue and have them work with vendors/engineers on bids etc. It was her understanding from the conversation with Tim that Derek may have ideas and suggestions for a possible solution.

Tim communicated prior to meeting that the committee should have a concept to bring to the board for approval for the next board meeting. Once the concept is approved by the board, then the community manager will work to get bids.

Scope of Work Review and Discussion

Dyan shared the lists she had from resident feedback meetings. Varsin said most of the items on the list were included in the initial scope of work/concept. The additional items were bathrooms and lights which were added. Varsin asked for a copy of the lists.

Varsin shared the scope of work with 3 phases. Additional phases were added as the discussion continued. The scope will be shared with the committee.

High Level Summary of the scope: Fixing the irrigation problem, making designated areas for 2-5 year olds and 5-12 year olds, removing sand, replacing swing chains and buckets but use existing frames, adding ADA swing, new benches, picnic tables, and climbing area. Later phases would include soccer field or baseball field, lights, bathrooms, sidewalks, water feature.

Peggy shared information she had from a playground equipment vendor. She recommends reusing one of the structures and getting replacement parts for it. (the biggest structure that is in the playground now). She also agreed to the 2-5 area. She mentioned a 10-spin which is like a modern day merry-go-round.

There was much discussion on reusing old equipment vs replacing it all. It was concluded to get bids/quotes for both. (one scope of work to include all new and one scope of work to reuse the one existing big piece) The other pieces of the scopes should be the same in terms of toddler area, new swings, benches, tables, etc. Everyone present seemed to be in agreement with the concept. The phases may be broken down differently depending on budget but preliminary all agreed to current idea.

It was stated that no members of the committee should be in contact with equipment vendors or other vendors for getting bids. The bidding process will be done through the office by Noelle once the scope of work has been defined. The committee can give Noelle names of companies or contacts that they would suggest be asked to bid on the project, but it not the role of committee members to be in contact with the companies directly.

Engineering for Drainage Discussion

Peggy said that she has been in touch with Derek and with 2 different engineering firms Stephen Cooke Engineering and Gallegos Engineering. She shared the following scope:

- 1) Design plans sufficient to obtain a city permit and provide a scope of work for bids to address the drainage problem on the west side of the Encino Park park.
- 2) Design plans for an informal parking area to the west of the existing tennis courts.
- 3) Project management of the construction job to insure that the design specifications are implemented properly.
- 4) No municipal or permit fees are to be included in the proposal.

Gallegos provided her an outline of cost for them to engineer the project. She said they do have construction companies they work with who they could subcontract the work to get it done while they oversee the project. Stephen Cooke engineering has only given her verbal estimate and no formal proposal. She is going to follow up with them. They also told her that they have companies who they work with who they could subcontract the labor.

Dyan has the proposal from T Core engineering which is more detailed.

Varsin asked Dyan and Peggy to please send her copies of the engineering documents/proposals etc.

It was decided that there will be one point of contact with the Community Manager Noelle and it will be Varsin.

There was brief discussion on fundraising. Varsin feels that residents will be willing to make donations to the park. She shared some photos of ways to recognize donors. There is the remains of a flower bed that was then a sandbox that was given in honor of someone at the park. There is a plaque on the frame of the structure but it is not currently a sandbox or flowerbed. The plaque will need to be placed somewhere else and the area repurposed.

Action Items

- Peggy and Dyan to share engineering information on drainage with Varsin.
- Varsin to talk to Tim about next step since scope/concept has been defined and was agreed upon by all members present. Does board need to review the concept before community manager gets bids?
- Varsin to talk to Noelle about drainage engineering proposals and concept.
- Varsin to share slides of concept with committee.
- Varsin will present to board on the concept and strategy for each phase based on budget.

Next meeting was not scheduled. If committee needs to wait on board approval for additional bids then there is not a need to meet until after board meeting scheduled for May 21. Plan will be to present current scope/concept at board meeting with addition of drainage details. There was discussion on best time to meet. Varsin will send email with various options for future meeting.