

**KENSINGTON FIRE PROTECTION DISTRICT  
AGENDA OF A MEETING OF THE  
BOARD OF DIRECTORS**

Date of Meeting: October 9, 2019  
Time of Meeting: 7:00 p.m.  
Place of Meeting: **Building E in Kensington Park**  
59 Arlington Avenue, Kensington, CA 94707

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Please Note: Copies of the agenda bills and other written documentation relating to each item of business referred to on the agenda are on file in the office of the Kensington Fire Protection District Administration Office, 217 Arlington Avenue, Kensington, and are available for public inspection. A copy of the Board of Directors packet can be viewed on the internet at [www.kensingtonfire.org/meetings](http://www.kensingtonfire.org/meetings).

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Manager, 510/527-8395. Notification 48 hours prior to the meeting will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

6:00 p.m.      **CALL TO ORDER**  
Directors:      Dom Dommer, Janice Kosel, Laurence Nagel, Kevin Padian and Julie Stein

**ANNOUNCE CLOSED SESSION**

**PUBLIC EMPLOYEE APPOINTMENT**  
(Pursuant to Gov't Code section 54957)  
Title: Interim District Manager

**PUBLIC EMPLOYEE APPOINTMENT**  
(Pursuant to Gov't Code section 54957)  
Title: District Manager

**RECESS TO CLOSED SESSION**

Approx.      **RECONVENE BOARD MEETING**  
7:00 p.m.

**POSSIBLE REPORT OUT OF CLOSED SESSION**

1.      **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6

All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.

2.      **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)

CC      3.      **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of August 14, 2019 (APPROVE)

CC      4.      **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** September 2019 (ACCEPT)

CC      5.      **APPROVAL OF MONTHLY FINANCIAL REPORT.** August/September 2019 (APPROVE)

CC 6. **APPROVAL OF MONTHLY TRANSMITTAL #4.** October 2019 (APPROVE)

**NEW BUSINESS**

7. Evacuation Notification Update and Polygon Project Completion Presentation by Battalion Chief Joseph Grupalo
8. Cost Estimate for Public Safety Building Renovation from Mack5 dated October 4, 2019
9. Engagement Letter from RossDrulisCusenbery Architecture to represent KFPD in meetings with the Department of State Architect and to attend and present at 11/16/19 public forum (ACTION)
10. Proposal from RossDrulisCusenbery Architecture for Extra Services Temporary Fire Station Site Feasibility Study in the amount of \$39,380 (ACTION)
11. Proposal for Concept Phase Cost Estimate for Temporary Facility from Mack5 in the amount of \$2,000 (ACTION)
12. Proposed Purchase and Mounting of Fire Danger Today signs for the Arlington median and intersection of Beloit and Grizzly Peak (ACTION)
13. Proposed Procedure for Setting Board Meeting Agendas submitted by Padian (ACTION)
14. Proposed Procedure for Handling Correspondence Received by the District submitted by Padian (ACTION)
15. **FIRE CHIEF'S REPORT**
  - a. Review of operations.
  - b. Regional issues and developments.
16. **PRESIDENT'S REPORT**
  - a. Reminder - Open House including Contract Signing Celebration – 10/12/19

17. **BOARD REPORTS**

Informational reports from Board members or staff covering the following assignments:

- a. Emergency Preparedness Committee (Padian/Nagel): Minutes of 8/28/19 meeting; report on 9/26/19 meeting
- b. Organization Committee: Public meeting on 11/16/19, 9 to 11 a.m.; Open House Tours on 11/9/19 10 am to 12 noon
- c. Diablo Fire Safe Council Representative (Nagel, Staff)
- d. East Bay Regional Parks District Liaison (Nagel)
- e. California Special Districts Association Representatives:
  - i. County (Nagel): Next meeting October 21, 2019; October quarterly newsletter
  - ii. State Professional Development and Membership Services Committees (Kosel)

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, November 13, 2019, at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 11/13/19 is Wednesday, 10/30/19 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 11/6/19 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

IF YOU CHALLENGE A DECISION OF THE BOARD OF DIRECTORS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE BOARD MEETING OR IN WRITTEN CORRESPONDENCE DELIVERED AT, OR PRIOR TO, THE BOARD MEETING

# **CONSENT CALENDAR**

**MINUTES OF THE AUGUST 14, 2019 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**     **Directors:**     Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein  
                  **Staff:**             Chief Michael Pigoni and Manager Brenda Navellier

**CALL TO ORDER:**

President Stein called the meeting to order at 7:00 p.m and called roll. All Directors were present along with Fire Chief Pigoni and Manager Navellier.

**APPROVAL OF CONSENT ITEMS:**

President Stein called for the approval of the consent calendar (items 3, 4 & 5), consisting of approval of the June 12, 2019 minutes, acceptance of the July 2019 incident activity report, and approval of the monthly transmittal #2. Director Kosel removed item 5, transmittal #2. Director Nagel made a motion to accept items 3 and 4. Director Dommer seconded the motion. The motion passed unanimously.

AYES:             Dommer, Kosel, Nagel, Padian, Stein  
NOES:             None  
ABSENT:          None  
ABSTAIN:         None

**ORAL COMMUNICATIONS:**

Director Kosel asked if the District had completed its requirements for the Transparency Certificate and the District of Distinction applications? Navellier responded that the Transparency Certificate was current through 2019 and that one Director still needs to take the required Sexual Harassment Training. Kosel requested that happen during the month and she will ask again at the September meeting.

President Stein thanked Navellier for taking the initiative and scheduling the August meeting when the Board normally recesses. She thanked the Board members for agreeing to meet. Stein thanked the crew of Engine 65 for attending National Night Out and for attending a block party two nights earlier. In addition B/C Grupalo gave an extremely well received presentation on Diablo Winds and PG&E shutdowns at that block party. Tonight's meeting will be adjourned in honor of Captain Joe Gagne who had a significant medical incident last week and is recovering. The Board's thoughts and prayers are with Gagne.

Vida Dorroh thanked Navellier for her informative minutes.

**APPROVAL OF MONTHLY A/P VOUCHER -- TRANSMITTAL #2**

Director Kosel asked what the \$497 for Outlook advertising consisted of? Stein noted that Navellier brought this to her attention as well. Navellier reported that it was content that the Emergency Preparedness Committee submitted to the Outlook. It was in regard to the parking flyers and another item. It was not an article or a letter to the editor. Kosel said that normally information in the Outlook is free to the District. Nagel said this was an advertisement. Padian said it was part of the education budget for the EPC. Linnea Due said there is a charge if it is a display item. Director Kosel made a motion to approve transmittal #2. Director Nagel seconded the motion.

AYES:             Dommer, Kosel, Nagel, Padian, Stein  
NOES:             None  
ABSENT:          None  
ABSTAIN:         None

**FIRE CHIEF'S REPORT:**

Chief Pigoni reviewed his written report. There were 30 incidents in the community of Kensington. Medical emergencies were up a little bit from the previous month. There was a fire in the 100 block of Highland that had a full structure response with Kensington, El Cerrito, Richmond and Berkeley responding. It ended up just being a smoke issue when a piece of clothing was draped over a lamp. There was no damage other than to the clothing. On August 5, Kensington responded via mutual aid with Moraga/Orinda and Berkeley into Tilden Park. All engines worked together to perform a technical rescue and rope system and a stokes basket to rescue an injured

individual who fell down a hillside. At the July meeting, the Board declared a list of properties a public nuisance in regard to vegetation management violations. The list has been reduced dramatically but there are still 25 properties that are not in compliance as of this date. The forced abatement cost sharing agenda bill will be in the Board's September packet. The number of citations this year was extremely high compared to previous years. The updated Emergency Operations Plan (EOP) is still being worked on. Some of the Board members have taken their ICS training and chain of command is a big part of that. Pighoni noted that with 50% of the ECFD management team being newly promoted and with new Board members, some of that structure has been lost in day to day operations. It is really important that all information, questions, etc. should be routed through the District Manager or the Chief and then the District Manager keeps all Board members informed. It is important to keep everyone communicating effectively and required in the event of opening an Emergency Operations Center (EOC). ECFD's 2003 OES 300 engine has been replaced this month with new OES 413. The crews are training on it and outfitting it. It will be in service soon for fire season. The old engine will be on the State website for sale.

Director Padian asked about EOC plans and where are the Directors supposed to meet. The current, outdated plan shows the Directors meeting at the community center. That is no longer the case and the new plan will show Station 65. The Board would convene and determine what actions need to be taken. The community center does not have a generator, cannot network into the fire department's communication systems and the wi-fi and cell service are not good. The station has all those items. If it is a widespread event, it is likely El Cerrito's EOC would be opened and then Kensington becomes a Department Operations Center (DOC). Padian asked if there would be any staffing in Kensington during a large scale event. Pighoni explained it depends on the incident and gave examples of a major earthquake. All staffing would be recalled and mutual aid would be requested. Padian asked if it is possible for the Board to pre-authorize any actions the department needs to take to bring in resources. Padian said any action that could be taken in advance could help with progress being made. Pighoni said as part of the EOP, an emergency vendor list is being created. Once the list is created, the Board will authorize open-ended purchase orders that will give on-duty management the ability to obtain resources. The department operates as one for El Cerrito and Kensington and will order whatever is necessary during the time of an emergency. The most important role for the Board during a major event is recovery operations from a financial standpoint. Everything must be tracked and documented for FEMA. Kosel added that the first thing FEMA will want to know is if all Directors have completed the ICS training. They will not reimburse if that has not been completed.

Anthony Knight asked for the amount of properties that were not in compliance with vegetation standards at this time last year. Pighoni said one property was abated last year. Vida Dorroh asked if the District can ask the cemetery to unlock its gate during an emergency. Pighoni said they could ask, it is private property, and both Fire and Police have keys to the gate. Pighoni does not support driving through the cemetery. The pedestrian gate is open all the time. The roads are windy or people may drive straight across the lawn. It is a viable place for refuge but there will be smoke and embers. KFPD is currently working on controlled evacuations with the polygon project.

### **PRESIDENT'S REPORT:**

President Stein also reported that all Directors are required to take ICS 100, 200 and 700. El Cerrito is offering in-person training for 100 and 700. Nagel and Pighoni said ICS 402 is also recommended though not mandatory. Pighoni will see if any nearby agencies are offering 402. Stein said the Board approved the El Cerrito contract in June but separated out the cost sharing of administrative services. El Cerrito approved the contract on July 16<sup>th</sup>. President Stein and City Manager Pinkos both had the authority from their respective Board/Council to negotiate the MOU. Both documents are currently circulating for signature and both items will be complete. Stein included a copy of the 12/31/18 KPOA letter to KFPD and KPPCSD in the packet. The letter requests that all discussions about plans and financing for the Public Safety Building and also for Emergency Planning in public to the extent possible. KPOA requested a 2 x 2 committee which doesn't seem especially practical. The KFPD has developed a standing committee on emergency preparedness that will hold all its meetings in public. KFPD has initiated several efforts to have a public dialog with KPPCSD about the public safety building. KFPD requested to be on KPPCSD's agenda in both March and May. KFPD officially requested KPPCSD to attend the meeting tonight and participate in the building agenda items.

### **BOARD REPORTS – PART 1**

**Building Committee:** Director Dommer reported that the Board rehired RDC Architects in July. A start-up meeting for remodeling the public safety building has been held. KFPD is pursuing this action because the park site never came to fruition. The committee is Dommer, Nagel, Pighoni and Navellier. The District is trying to achieve the best fire station that can be accomplished in a 50-year old building--one that will last for the next 20 or so years without more remodels. RDC brought the previous spatial program and after reviewing each space, fire alone would occupy 4,530 s.f. plus about 25% for hallways, etc. which takes occupies the entire building. Dommer had

previously thought that the police department might still fit without their admin but that is not the case. The police department does not fit and KFPD cannot house them at the station. The architects are finalizing the spatial program and then will develop some floor plans. They will have to address accessibility and code. If half the cost of building replacement is spent, all mechanical, structural, electrical, etc. need to be brought to code. Dommer would like to go out to bid in the first quarter of next year. There will be a public meeting, hopefully with some consensus. The tentative date for a public meeting is 10/12 which is very tight. Kosel wondered if item 9 is inconsistent with the idea of getting input from the community at a public forum. Item 9 is a different matter for a temporary site. Stein said last month the Board did approve hiring RDC to perform an analysis of whether there is room for the police and provide alternatives. That was not the result.

Rachelle Sherris-Watt, KPPCSD Director, asked about the 50% of replacement threshold and what the estimate is for replacement? Dommer said KFPD would have a renovation cost in October. The District has not gotten to replacement cost yet but plans on addressing that. Sherris-Watt said KPPCSD will need a letter from KFPD stating that KPPCSD will not be part of the project moving forward and also best estimate of a time line.

Stein said she thought KFPD hired the architect to create a formal analysis and document the reasons for the upgrades. She gave examples and said there should be a formal report to the Board. Nagel said that the plans the architect develops will not include the police department. That is not a feasible project. Kosel asked the purpose of the public meeting. Nagel thought that originally it was to present the two alternatives of the project – the park site and the current site. Stein and Kosel did not realize until tonight's meeting that the project was so definitive and did not include the police. Nagel said the building committee only met yesterday. The spreadsheet of the spatial program demonstrates the numbers. Dommer added that this is the third reduction the KFPD has made to its program to fit within the current footprint. The program will be serviceable but there is not any extra in it. Kosel requested that the committee share with the Board and the community how many s.f. the fire department needs and for what.

Sherris-Watt clarified that this decision is not based on any s.f. needs requested by the KPPCSD. The last informal conversation she had with the building committee, she indicated KPPCSD would be happy to exist in the same footprint or less in order to be flexible. It did appear that PD admin would need to vacate the building. She also said that as a result of this current decision, KPPCSD would not be part of the public meeting.

Director Nagel said the public forum could include what the fire station would look like after renovation, what a new police station could look like and what a new joint facility in the park could look like. Stein said that the Board decided in July that it was only pursuing renovation of the existing site and they dropped analysis of the park site based on KPPCSD's response. Stein said she created a timeline of building discussions going back to 2015. There were months and months and months that KPPCSD committed to getting a legal opinion about the park and that never happened. More discussion followed. Building costs have greatly increased. Stein suggested that the architect attend the September meeting to educate the entire Board. Kosel agreed, and said the public presentation to the community also needs to be rethought.

Lisa Caronna said the community needs to understand why the fire department needs the space that they need. Also the 25% for closets, etc. should be more concrete. Caronna said it goes hand-in-hand with what happens to the police department. The community will want to know what the other piece of the puzzle looks like. Dommer gave further explanation on the earthquake fault and how a new building can't be built. Caronna acknowledged but said not all the community is as informed. Nagel said that will be the purpose of the public meeting.

Vida Dorroh requested that if KFPD has a public meeting on the building, to ask the community if they want to see a public safety building in the park. She is a long-time supporter of the park but has changed her mind about public safety and Kensington needs a police department. Nagel confirmed that what Dorroh was asking for was a fire station option only at the current site or a public safety building at the park site. She is asking KFPD to take the lead on this and educate the community.

Anthony Knight agrees with Dorroh and is concerned about the political fallout. KFPD should write an open letter to The Outlook instead of waiting to see what is written about this. KFPD will be made into the bad guys for pushing the police out. Nagel said KFPD was also the bad guys for wanting to build in the park.

Director Padian thinks presenting the park as an option is bringing up false hopes. The park was a last resort. Studies have shown that a location needs to be on the Arlington, north of the stores. That is clear for response times and also for any available properties. It may not even be seismically possible. Community members spoke their minds to the KPPCSD Board. Sometimes public safety needs to be put in front of public popularity. We should not delay and run after suggested impractical sites that don't work. Some people may not like the fire station only option but there are no other alternatives. KFPD does not have control over the site options.

David Spath suggested an article for The Outlook before the public meeting. The vast majority of the community will not attend the public meeting. Kosel said KFPD will also have an open house before the public meeting to show the community the current condition of the building. She agreed a lot of notification has to happen. Kosel said there are not any good choices here.

Linnea Due said the September issue of The Outlook is closed. She fully supports an October article. She thinks the public forum should be held in November so people can be better informed. Dommer agreed to an October article and the District should have square footage and costs by that time.

Paul Dorroh said discussion will circulate before The Outlook comes out. KPPCSD should also have some space in The Outlook to address what will happen to the police department. Sherris-Watt said the public meeting should not be on a three-day weekend. The reason why Director Deppe and herself have heard why other suggested sites can't be chosen, they haven't seen anything quantified and that information would be helpful to the public. At the meeting on 6/24/17, there was a lot of public hostility. A new building in the park at that time was estimated to be \$10-12 million. KPPCSD cannot support that economically. Padian said there should be a serious examination of available building or rebuilding external funds by grant writers.

Organizing Committee: The committee is President Stein and Director Kosel who met with Navellier two weeks ago. A draft program is included in the packet. It is a two-part program with the first part being an open house and the second part being a special meeting of the Board of Directors. The committee originally targeted 10/5 and 10/12 but 11/9 and 11/16 are also a possibility. The committee agrees with outreach plans. They will put an article in The Fireplug, are hoping for both October and November articles in The Outlook, and the Kensington signboard. The agenda is a three-part format and there is a lot to cover. The format is: 1) current location only site due to response times; 2) seismic and functional problems with the existing site and building; and 3) the needs, cost and alternatives for a modern fire station. Nagel said he thought he just heard people say to leave the park as an option and also there should be some presentation from KPPCSD on what the police department is going to do. Sherris-Watt said KPPCSD will not promise to deliver by KFPD's timeline or at their meeting. KPPCSD's Board will discuss. Nagel spoke more about the two options. Sherris-Watt reiterated that where the police department goes is KPPCSD's issue and they will take care of it. Stein said the presentation should probably include the fact that KFPD explored the park issue and why they are pursuing the renovation of the existing site only. It could be included in The Outlook article.

Anthony Knight asked that didn't KPOA made a strong stand against building a public safety building in the park? David Spath responded that he didn't think KPOA took a stand but just brought up to weight the implications. Spath said KFPD needs to be careful how they portray the park issue. More back and forth discussion followed. Padian said the arguments should not be too simplistic. This is not a simple thing. It is not just about money either. The requests the citizens made about the park site became too burdensome. KFPD has no idea what it takes financially to maintain an independent police department and it is not their business. KPPCSD is also looking into contracting out. They need to figure out what their needs are and how to house them. KFPD needs to be in a central location but PD does not. Sherris-Watt said KPPCSD has determined there will always be a Kensington site for police. The Board agreed that Navellier will ask that the spatial program and concept floor plans be done in time for the September meeting.

#### NEW BUSINESS:

##### Proposal from RossDrulisCusenbery Architects for Extra Services Site Study in the amount of \$36,696:

Dommer said the proposal in the packet is a bit of a misfire and the architects didn't understand what KFPD wanted. KFPD has had three Chiefs say the random sites that people have suggested don't work. He questioned whether KFPD really needed to pay for an opinion at all. Kosel said the proposal includes 60 hours of driving around Kensington. Dommer said he is not going to accept the proposal. Director Nagel made a motion to reject the proposal from RDC to perform a site study as submitted in the packet. Director Dommer seconded the motion. Padian suggested that the KFPD's consultants working on the traffic study could probably do the study for a fraction of the cost. Stein said she also thought there is a lot of overlap information between this proposal and the traffic study. Nagel said he thought the proposal was to justify the idea of building a fire house in the park. If that idea is abandoned, why would KFPD spend this money? Padian said residents were pointing to other large sites in the community that could accommodate both agencies. Response time changes drastically when emergency medical services are not centrally located. Padian offered to have the EPC contact the same consultants that are conducting the traffic study. KFPD's emergency personnel already know these sites don't make sense.

AYES:	Dommer, Kosel, Nagel, Padian, Stein
NOES:	None
ABSTAIN:	None
ABSENT:	None

#### BOARD REPORTS CONTINUED:

The committee met on 8/6/19 and reviewed applications received. They accepted 7 out of 8 of the applications and are recommending those for the President to appoint at this meeting. Stein asked what the length of appointment would be? Padian said they could only be appointed by calendar year, same as Board members to committees. Nagel said the committee plans on meeting monthly in the beginning. Padian said it would be determined by discussions. The community is entering the worst season of the year and the EPC is about being prepared. All the recommended committee members are already working on a variety of activities around preparedness. Nagel reported that Wildcat Canyon is closed from 10 am to 3 pm due to the shaded fuel break. Nagel also spoke to EBRPD's Fire Chief and that fuel break behind Kensington is also progressing. Nagel also attended a meeting on the latest version of the Contra Costa County Wildfire Protection Plan. Padian reported that there is no road data available from the County for the polygon project or the traffic study. Right-of-way maps are also unavailable from the County. The traffic study consultants will have to develop the information themselves including road speeds and width. EBMUD has installed generators at Summit Reservoir. EBMUD said they will use the generators to refill the reservoirs during a PG&E shutdown. David Spath said Summit Reservoir serves Berkeley. PG&E has inspected the power lines that go through Wildcat Canyon. The EPC has submitted another Outlook ad for September about Diablo Wind Events and PG&E shut offs. Padian said KFPD should use NextDoor a lot more aggressively for District business and education. It is free and lots of people are on NextDoor. The EPC briefly met with Arrietta Chakos to talk about external funding opportunities and prequalifying may be necessary. Navellier reported that she and Padian had discussed putting Fire Danger signs and weather radios on the September agenda and if the Board wishes to pursue those items they could be added to the budget then. The EPC has requested a budget for a grant writer. It should also be considered for the public safety building. Padian does not know what grant writers cost. Nagel said the Fire Department has written successful grants. Pignoni clarified that a professional grant writer is being proposed. Anthony Knight said he contacted EBMUD and found out that Kensington gets its water from the Orinda Treatment Plant. Knight wants the Fire Chief to contact EBMUD for a presentation to clarify where Kensington's water comes from, are there generators and will they be serviced in a PG&E shutdown. Pignoni looked up the information on his phone, gave an explanation, and told Knight where it could be found on EBMUD's website.

### **NEW BUSINESS CONTINUED**

Volunteer Resident Appointments to the Emergency Preparedness Committee for Calendar Year 2019 subject to Board Approval: Stein attended the 8/6/19 EPC meeting though she was not allowed to participate. She thought the committee received eight really good applications. She noted that the committee did not interview anyone. Padian said everyone was known to the EPC except for one person. Stein pointed out that person attended the meeting. Her personal inclination is to start smaller to get the committee off the ground before reappointments in four months. Neither Nagel nor Padian thought managing a group of nine would be a problem. Two candidates are from the Pathkeepers, two are from the Public Safety Council and three are from the neighbors for Wildfire Protection. A quorum will be five people. Stein proposed to appoint all seven candidates – Lisa Caronna, Cortis Cooper, Katie Gluck, Peter Guerrero, Peter Liddell, Paul Moss and David Spath in addition to the two Board members. Director Padian made a motion to accept Stein's proposal. Director Nagel seconded the motion.

AYES:	Dommer, Kosel, Nagel, Padian, Stein
NOES:	None
ABSTAIN:	None
ABSENT:	None

### **BOARD REPORTS – PART 2:**

Finance Committee: The next meeting will be held on 8/22/19 at the Public Safety Building, 3:00 p.m.  
DFSC: The next meeting is tomorrow, 8/15/19. There is a lot of applications for DFSC grants.  
CSDA County Chapter: The last meeting was joint between Contra Costa and Alameda Chapters.

Anthony Knight asked for an update on the El Cerrito contract to which Stein gave an overview.

**ADJOURNMENT:** The meeting was adjourned at 9:24 p.m. in honor of Captain Joe Gagne.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on October 9, 2019.



Attest:

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Board Secretary



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530  
(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



October 1, 2019

**TO:** Kensington Fire Protection District Board Members

**FROM:** Michael Pioni: Fire Chief

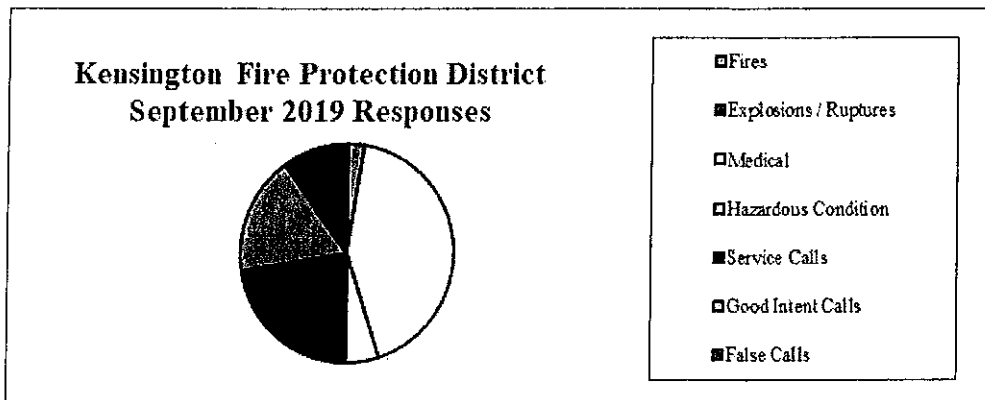
**RE:** Incident Activity Reports for the Month of September 2019

There were 40 incidents that occurred during the month of September in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 65 responded to a total of 77 calls in all districts.

There was a significant increase in calls this past month both in the community and the entire district. While there was no increase in medical emergencies, there was an increase in public services as well as smoke investigations due to the hotter weather and residents calling in any smell of smoke. There was one reported structure fire on September 19<sup>th</sup> on Oakview Drive. A full response was dispatched but upon Engine 65 arriving on scene it was determined to just be a barbeque in the back yard.

The chart below is broken down into NFIRS incident types. The following is a list of the response types, the number of responses for each type and the percentage of the total calls for each type for all the responses in the community of Kensington.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	2.50%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	17	42.50%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	5.00%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	9	22.50%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	7	17.50%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	4	10.00%
<b>Totals</b>		<b>40</b>	<b>100.00%</b>



# Kensington Fire Protection District Response Log for September 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019092848	01-Sep-19 11:03:27	39 Norwood AVE	Kensington	E172	550
2	0019092992	01-Sep-19 19:05:40	401 Yale AVE	Kensington	E165	321
3	0019093065	01-Sep-19 23:08:43	243 Colusa AVE	Kensington	E165	5000
4	0019093425	02-Sep-19 22:03:40	845 Coventry RD	Kensington	E165	5000
5	0019093545	03-Sep-19 09:06:27	7 Kensington CT	Kensington	E165	321
6	0019093796	03-Sep-19 21:12:06	5 Garden DR	Kensington	E165	321
7	0019094288	05-Sep-19 03:30:54	68 Rincon RD	Kensington	E165	5000
8	0019094823	06-Sep-19 14:29:16	67 Ardmore RD	Kensington	E172	611
9	0019094903	06-Sep-19 18:24:59	81 Edgecroft RD	Kensington	E165	321
10	0019095084	07-Sep-19 07:45:11	86 Norwood AVE	Kensington	E165	321
11	0019095219	07-Sep-19 14:37:18	1 Lawson RD	Kensington	E165	740
12	0019096051	09-Sep-19 18:34:24	61 Arlington AVE	Kensington	E165	321
13	0019096452	10-Sep-19 18:30:26	303 Berkeley Park BLVD	Kensington	E165	321
14	0019096682	11-Sep-19 12:19:36	Sunset DR	Kensington	E165	321
15	0019096969	12-Sep-19 06:29:19	45 Highland BLVD	Kensington	E165	520
16	0019097267	12-Sep-19 21:44:57	285 Arlington AVE	Kensington	E165	5000
17	0019097712	13-Sep-19 23:13:00	217 Arlington AVE	Kensington	E165	622
18	0019097917	14-Sep-19 14:11:59	81 Edgecroft RD	Kensington	E165	321
19	0019097984	14-Sep-19 16:48:22	263 Kenyon AVE	Kensington	E165	321
20	0019098067	14-Sep-19 20:36:49	147 Arlington AVE	Kensington	E165	321
21	0019098150	15-Sep-19 00:24:07	Cambridge AVE	Kensington	E165	322
22	0019099222	17-Sep-19 18:46:42	505 Coventry RD	Kensington	E165	444
23	0019099469	18-Sep-19 12:44:53	69 Stratford RD	Kensington	E165	321
24	0019099549	18-Sep-19 16:39:54	90 Highland BLVD	Kensington	E165	611
25	0019099832	19-Sep-19 12:20:35	6 Franciscan WAY	Kensington	E165	745
26	0019099983	19-Sep-19 19:39:29	411 Oak View AVE	Kensington	E165	611
27	0019100010	19-Sep-19 21:34:58	217 Arlington AVE	Kensington	E165	113
28	0019100325	20-Sep-19 19:11:05	29 Sunset DR	Kensington	E165	321
29	0019100431	21-Sep-19 00:14:27	289 Lexington RD	Kensington	E165	651
30	0019100658	21-Sep-19 15:45:04	Arlington AVE	Kensington	E172	611X

31	0019100776	21-Sep-19 22:12:15	Berkeley Park BLVD	Kensington	E165	321
32	0019101101	22-Sep-19 20:01:07	220 Arlington AVE	Kensington	E165	743
33	0019101578	24-Sep-19 05:15:08	26 Arlmont DR	Kensington	E365	554
34	0019101777	24-Sep-19 15:47:10	264 Kenyon AVE	Kensington	E365	554
35	0019102362	26-Sep-19 00:59:23	17 Sunset CT	Kensington	E165	321
36	0019102873	27-Sep-19 10:32:22	7 Kensington CT	Kensington	E165	5000
37	0019103039	27-Sep-19 16:18:52	145 Lawson RD	Kensington	E165	440
38	0019103554	28-Sep-19 21:19:21	110 Arlington AVE	Kensington	E165	743
39	0019104153	30-Sep-19 14:00:36	249 Trinity AVE	Kensington	E165	321
40	0019104308	30-Sep-19 21:11:47	256 Trinity AVE	Kensington	E165	321

\* See Attached Table for Incident Type Explanations

Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
200	(Over Pressure/Ruptures Explosions, Bombs)
300	(EMS, Vehicle Accidents, Extrication, Rescue)
400	(Chemical Spills, Leaks, Down power Lines)
500	(Distress, Water/ Smoke/Odor Problems, Public Assists)
600	(Cancelled En Route, Wrong Location)
700	(Wrong Company/Unit Dispatched)

# Kensington Fire Protection District

## Engine 65 Response Log for September 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019092992	01-Sep-19 19:05:05	401 Yale AVE	Kensington	E165	321
2	0019093065	01-Sep-19 23:04:19	243 Colusa AVE	Kensington	E165	5000
3	0019093104	02-Sep-19 02:05:50	104 Seaview DR	El Cerrito	E165	412
4	0019093425	02-Sep-19 22:01:50	845 Coventry RD	Kensington	E165	5000
5	0019093545	03-Sep-19 09:05:39	7 Kensington CT	Kensington	E165	321
6	0019093661	03-Sep-19 14:22:48	10690 San Pablo AVE	El Cerrito	E165	321
7	0019093677	03-Sep-19 15:09:10	180 E	El Cerrito	E165	622
8	0019093689	03-Sep-19 15:29:54	150 San Carlos AVE	El Cerrito	E165	700
9	0019093796	03-Sep-19 21:10:17	5 Garden DR	El Cerrito	E165	321
10	0019094288	05-Sep-19 03:27:44	68 Rincon RD	Kensington	E165	5000
11	0019094786	06-Sep-19 12:18:41	844 Balra DR	Kensington	E165	321
12	0019094836	06-Sep-19 15:04:53	2000 El Cerrito PLZ	El Cerrito	E165	611M
13	0019094843	06-Sep-19 15:14:31	815 Seaview DR	El Cerrito	E165	412
14	0019094903	06-Sep-19 18:23:29	81 Edgcroft RD	El Cerrito	E165	321
15	0019094957	06-Sep-19 19:59:21	0-0 Lake Anza RD	Kensington	E165	5000
16	0019095064	07-Sep-19 05:36:24	Wildcat Canyon RD	Orinda	E165	324
17	0019095084	07-Sep-19 07:43:57	86 Norwood AVE	Contra Costa C	E165	321
18	0019095219	07-Sep-19 14:36:17	1 Lawson RD	Kensington	E165	321
19	0019095497	08-Sep-19 10:36:07	7215 Stockton AVE	Kensington	E165	740
20	0019095651	08-Sep-19 17:05:42	Wildcat Canyon RD	El Cerrito	E165	611
21	0019095747	08-Sep-19 23:31:16	7705 Errol DR	Orinda	E165	311
22	0019095806	09-Sep-19 06:29:03	7894 Terrace DR	El Cerrito	E165	311
23	0019096051	09-Sep-19 18:33:15	61 Arlington AVE	El Cerrito	E165	321
24	0019096395	10-Sep-19 15:49:19	10690 San Pablo AVE	Kensington	E165	321
25	0019096452	10-Sep-19 18:29:39	303 Berkeley Park BLVD	El Cerrito	E165	311
26	0019096569	11-Sep-19 05:52:37	6050 El Cerrito PLZ	Kensington	E165	321
27	0019096621	11-Sep-19 09:02:49	2500 Arlington BLVD	El Cerrito	E165	745
28	0019096682	11-Sep-19 12:17:37	Sunset DR	El Cerrito	E165	611X
29	0019096782	11-Sep-19 16:18:27	3230 Carlson BLVD	El Cerrito	E165	520
30	0019096969	12-Sep-19 06:28:36	45 Highland BLVD	Kensington	E165	611M
				Kensington	E165	5000

31	0019097267	12-Sep-19 21:43:38	285 Arlington AVE	Kensington	E165	622
32	0019097403	13-Sep-19 09:35:08	421 Balra DR	El Cerrito	E165	611
33	0019097418	13-Sep-19 10:33:31	Wildcat Canyon RD	Moraga	E165	611
34	0019097492	13-Sep-19 13:29:02	245 Behrens ST	El Cerrito	E165	5000
35	0019097621	13-Sep-19 18:33:00	505 Village DR	El Cerrito	E165	321
36	0019097712	13-Sep-19 23:11:45	217 Arlington AVE	Kensington	E165	321
37	0019097768	14-Sep-19 05:11:36	Grizzly Peak BLVD	Orinda	E165	611
38	0019097917	14-Sep-19 14:11:15	81 Edgecroft RD	Kensington	E165	321
39	0019097984	14-Sep-19 16:46:00	263 Kenyon AVE	Kensington	E165	321
40	0019098067	14-Sep-19 20:36:31	147 Arlington AVE	Kensington	E165	322
41	0019098150	15-Sep-19 00:23:28	Cambridge AVE	Kensington	E165	444
42	0019098266	15-Sep-19 11:02:22	1150 Arlington BLVD	El Cerrito	E165	745
43	0019098351	15-Sep-19 15:11:20	Portola DR	El Cerrito	E165	611M
44	0019098528	16-Sep-19 01:24:37	6420 Central AVE	El Cerrito	E165	700
45	0019099222	17-Sep-19 18:46:01	505 Coventry RD	Kensington	E165	321
46	0019099417	18-Sep-19 09:50:02	7522 Leviston AVE	El Cerrito	E165	321
47	0019099469	18-Sep-19 12:44:17	69 Strafford RD	Kensington	E165	611
48	0019099488	18-Sep-19 13:47:57	1510 San Joaquin ST	Richmond	E165	611F
49	0019099549	18-Sep-19 16:38:49	90 Highland BLVD	Kensington	E165	745
50	0019099706	19-Sep-19 04:28:03	7844 Eureka AVE	El Cerrito	E165	321
51	0019099832	19-Sep-19 12:19:40	6 Franciscan WAY	Kensington	E165	611
52	0019099983	19-Sep-19 19:38:00	411 Oak View AVE	Kensington	E165	113
53	0019100010	19-Sep-19 21:34:58	217 Arlington AVE	Kensington	E165	321
54	0019100089	20-Sep-19 07:25:43	814 Contra Costa DR	El Cerrito	E165	311
55	0019100325	20-Sep-19 19:09:36	29 Sunset DR	Kensington	E165	651
56	0019100431	21-Sep-19 00:13:45	289 Lexington RD	Kensington	E365	611X
57	0019100776	21-Sep-19 22:11:34	Berkeley Park BLVD	Kensington	E165	321
58	0019101101	22-Sep-19 19:59:46	220 Arlington AVE	Kensington	E165	743
59	0019101154	22-Sep-19 23:00:41	425 Bonnie DR	El Cerrito	E165	321
60	0019101578	24-Sep-19 05:11:20	26 Arlmont DR	Kensington	E365	554
61	0019101777	24-Sep-19 15:43:43	264 Kenyon AVE	Kensington	E365	554
62	0019101800	24-Sep-19 16:31:40	Roberta DR	El Cerrito	E365	651
63	0019102014	25-Sep-19 06:47:50	805 Kensington RD	El Cerrito	E365	554
64	0019102160	25-Sep-19 13:57:11	765 Pomona AVE	El Cerrito	E165	611X
65	0019102349	25-Sep-19 23:55:13	411 Seaview DR	El Cerrito	E165	321

66	0019102362	26-Sep-19 00:57:28	17 Sunset CT	Kensington	E165	321
67	0019102873	27-Sep-19 10:25:02	7 Kensington CT	Kensington	E165	5000
68	0019103039	27-Sep-19 16:16:38	145 Lawson RD	Kensington	E165	440
69	0019103439	28-Sep-19 16:24:47	10944 San Pablo AVE	El Cerrito	E165	118
70	0019103461	28-Sep-19 16:48:21	1543 Liberty ST	El Cerrito	E165	321
71	0019103554	28-Sep-19 21:18:45	110 Arlington AVE	Kensington	E165	743
72	0019103597	29-Sep-19 00:54:01	8341 Kent DR	El Cerrito	E165	611X
73	0019103669	29-Sep-19 07:41:58	526 Everett ST	El Cerrito	E165	740
74	0019103691	29-Sep-19 08:43:01	241 Pomona AVE	El Cerrito	E165	553
75	0019103700	29-Sep-19 09:33:20	132 Key Route BLVD	El Cerrito	E165	5000
76	0019104153	30-Sep-19 13:59:29	249 Trinity AVE	Kensington	E165	321
77	0019104308	30-Sep-19 21:09:01	256 Trinity AVE	Kensington	E165	321

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200	(Over Pressure/Ruptures Explosions, Bombs)
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400	(Chemical Spills, Leaks, Down power Lines)
500	(Distress, Water/ Smoke/Odor Problems, Public Assists)
600	(Cancelled En Route, Wrong Location)
700	(Wrong Company/Unit Dispatched)

**Kensington Fire Protection District**  
**Balance Sheet**  
As of September 12, 2019

	Sep 12, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	15,230.67
General Fund	545,963.73
Special Tax Fund	12,339.98
Capital Fund	6,689.77
<b>Total Checking/Savings</b>	<b>580,424.15</b>
Accounts Receivable	
Interest Receivable	520.83
Advance on Taxes	3,891,293.68
Advance on Supplemental Taxes	60,682.81
<b>Total Accounts Receivable</b>	<b>3,952,497.32</b>
<b>Other Current Assets</b>	
E/C Salary Reimbursement Receiv	50,745.92
Deposits on Fixed Assets	220,000.00
Prepaid Services - EC	2,274,365.68
Prepaid CERBT - Retiree Trust	247,889.40
Investments	
Capital Replacement Funds	3,534,173.00
Fire Protect. Contract Reserves	3,032,487.51
E/C Contract Recon Reserves	392,943.60
Investments - Other	-54,105.41
<b>Total Investments</b>	<b>6,905,498.70</b>
<b>Total Other Current Assets</b>	<b>9,698,499.70</b>
<b>Total Current Assets</b>	<b>14,231,421.17</b>
<b>Fixed Assets</b>	
Land	5,800.00
Equipment	1,456,273.95
Accumulated Depreciation-Equip	-830,563.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,070,893.00
Current Capital Outlay	
Type III Engine	10,713.23
<b>Total Current Capital Outlay</b>	<b>10,713.23</b>
<b>Total Fixed Assets</b>	<b>1,962,912.29</b>
<b>TOTAL ASSETS</b>	<b>16,194,333.46</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Other - Issued by CCC	275,690.68
<b>Total Accounts Payable</b>	<b>275,690.68</b>
<b>Other Current Liabilities</b>	
Accrued Salary Reimb Income-EC	51,211.49
EI Cerrito Service Contract Pay	2,274,365.61
Wages & PR Taxes Payable	3,542.53
Deferred Inflow of Resources	13,794.00
<b>Total Other Current Liabilities</b>	<b>2,342,913.63</b>
<b>Total Current Liabilities</b>	<b>2,618,604.31</b>
<b>Long Term Liabilities</b>	
EI Cerrito Reconciliation Liab.	247,645.19



**Kensington Fire Protection District**  
**Balance Sheet**  
As of September 12, 2019

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	Sep 12, 19
CalPERS Settlement Payable	39,035.44
Total Long Term Liabilities	286,680.63
Total Liabilities	2,905,284.94
Equity	
Fund Equity - General	3,901,389.00
Fund Equity - Capital Projects	3,201,805.00
Fund Equity - Special Revenue	109,075.00
Fund Equity - Gen Fixed Asset	1,952,199.06
Fund Equity	1,061,368.53
Net Income	3,063,211.93
Total Equity	13,289,048.52
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,194,333.46</b>

**Kensington Fire Protection District**  
**Revenue & Expense Prev Year Comparison**  
 July 1 through September 12, 2019

	Jul 1 - Sep 12, 19	Jul 1 - Sep 12, 18	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,907,915.37	3,699,956.90	207,958.47	5.6%
Other Tax Income	161.96	0.00	161.96	100.0%
Lease Agreement	9,150.75	2,955.67	6,195.08	209.6%
Interest Income	0.00	6,220.96	-6,220.96	-100.0%
Salary Reimbursement Agreement	17,070.51	15,880.18	1,190.33	7.5%
Salary Reimb Agreement Recon(s)	99.99	0.00	99.99	100.0%
<b>Total Income</b>	<b>3,934,398.58</b>	<b>3,725,013.71</b>	<b>209,384.87</b>	<b>5.6%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Accounting	0.00	225.00	-225.00	-100.0%
Actuarial Valuation	2,900.00	0.00	2,900.00	100.0%
Contra Costa County Expenses	0.00	13.80	-13.80	-100.0%
El Cerrito Contract Fee	758,121.87	769,732.43	-11,610.56	-1.5%
El Cerrito Reconciliation(s)	34,250.01	0.00	34,250.01	100.0%
Fire Abatement Contract	0.00	665.00	-665.00	-100.0%
Fire Engineer Plan Review	373.58	0.00	373.58	100.0%
Risk Management Insurance	12,561.00	12,507.00	54.00	0.4%
LAFCO Fees	2,548.19	2,278.47	269.72	11.8%
Legal Fees	1,266.30	1,163.06	103.24	8.9%
Traffic Study	2,100.00	0.00	2,100.00	100.0%
Website Development/Maintenance	400.00	0.00	400.00	100.0%
Wildland Vegetation Mgmt	3,850.00	0.00	3,850.00	100.0%
<b>Total OUTSIDE PROFESSIONAL SERVIC...</b>	<b>818,370.95</b>	<b>786,584.76</b>	<b>31,786.19</b>	<b>4.0%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	6,572.52	67.50	6,505.02	9,637.1%
Open Houses	406.75	190.25	216.50	113.8%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>6,979.27</b>	<b>257.75</b>	<b>6,721.52</b>	<b>2,607.8%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighters' Expenses	31.14	71.32	-40.18	-56.3%
Professional Development	2,128.38	300.00	1,828.38	609.5%
<b>Building Maintenance</b>				
Needs Assess/Feasibility Study	989.05	0.00	989.05	100.0%
Janitorial Service	315.00	315.00	0.00	0.0%
Medical Waste Disposal	1,258.56	813.40	445.16	54.7%
Gardening service	350.00	120.00	230.00	191.7%
Miscellaneous Maint.	5,702.00	526.43	5,175.57	983.1%
<b>Total Building Maintenance</b>	<b>8,614.61</b>	<b>1,774.83</b>	<b>6,839.78</b>	<b>385.4%</b>
<b>Building Utilities/Service</b>				
Gas and Electric	3,395.57	1,494.00	1,901.57	127.3%
Water/Sewer	418.65	221.23	197.42	89.2%
<b>Total Building Utilities/Service</b>	<b>3,814.22</b>	<b>1,715.23</b>	<b>2,098.99</b>	<b>122.4%</b>
Memberships	650.00	650.00	0.00	0.0%
<b>Office</b>				
Office Expense	398.98	161.39	237.59	147.2%
Office Supplies	59.00	479.26	-420.26	-87.7%
Telephone	886.34	1,324.23	-437.89	-33.1%
<b>Total Office</b>	<b>1,344.32</b>	<b>1,964.88</b>	<b>-620.56</b>	<b>-31.6%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>16,582.67</b>	<b>6,476.26</b>	<b>10,106.41</b>	<b>156.1%</b>
<b>Staff</b>				
Wages	16,639.00	15,846.68	792.32	5.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	1,079.89	0.00	1,079.89	100.0%
Medical/dental Ins compensation	1,980.00	1,676.00	284.00	17.0%
Retirement Contribution	1,264.56	1,204.32	60.24	5.0%
Payroll Taxes	1,581.93	1,416.99	164.94	11.6%
Workers Compensation/Life Ins	806.35	824.99	-18.64	-2.3%
Payroll Processing	331.25	315.50	15.75	5.0%
<b>Total Staff</b>	<b>24,662.98</b>	<b>22,284.48</b>	<b>2,378.50</b>	<b>10.7%</b>
<b>Total Expense</b>	<b>866,595.87</b>	<b>815,603.25</b>	<b>50,992.62</b>	<b>6.3%</b>
<b>Net Ordinary Income</b>	<b>3,067,802.71</b>	<b>2,909,410.46</b>	<b>158,392.25</b>	<b>5.4%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - General	11,933.86	108,665.14	-96,731.28	-89.0%
<b>Total Other Income</b>	<b>11,933.86</b>	<b>108,665.14</b>	<b>-96,731.28</b>	<b>-89.0%</b>

**Kensington Fire Protection District  
Revenue & Expense Prev Year Comparison**

July 1 through September 12, 2019

	Jul 1 - Sep 12, 19	Jul 1 - Sep 12, 18	\$ Change	% Change
Other Expense				
Transfers Out - Capital	11,933.86	8,665.14	3,268.72	37.7%
Transfers Out - Special	0.00	100,000.00	-100,000.00	-100.0%
<b>Total Other Expense</b>	<b>11,933.86</b>	<b>108,665.14</b>	<b>-96,731.28</b>	<b>-89.0%</b>
Net Other Income	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>3,067,802.71</b>	<b>2,909,410.46</b>	<b>158,392.25</b>	<b>5.4%</b>

**Kensington Fire Protection District  
Revenue & Expense Budget vs. Actual**

July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,907,915.37	3,912,295.00	-4,379.63	99.9%
Special Taxes	0.00	0.00	0.00	0.0%
Other Tax Income	161.96	0.00	161.96	100.0%
Lease Agreement	6,100.50	6,100.50	0.00	100.0%
Interest Income	0.00	3,000.00	-3,000.00	0.0%
Salary Reimbursement Agreement	11,380.34	11,114.20	266.14	102.4%
Salary Reimb Agreement Recon(s)	66.66	0.00	66.66	100.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>3,925,624.83</b>	<b>3,932,509.70</b>	<b>-6,884.87</b>	<b>99.8%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Accounting	0.00	0.00	0.00	0.0%
Actuarial Valuation	2,900.00	2,900.00	0.00	100.0%
Audit	0.00	0.00	0.00	0.0%
Contra Costa County Expenses	0.00	400.00	-400.00	0.0%
El Cerrito Contract Fee	505,414.58	505,414.70	-0.12	100.0%
El Cerrito Reconciliation(s)	22,833.34	0.00	22,833.34	100.0%
Fire Abatement Contract	0.00	0.00	0.00	0.0%
Fire Engineer Plan Review	373.58	400.00	-26.42	93.4%
Grant Writer/Coordinator	0.00	0.00	0.00	0.0%
Risk Management Insurance	12,561.00	14,000.00	-1,439.00	89.7%
LAFCO Fees	2,548.19	2,450.00	98.19	104.0%
Legal Fees	1,266.30	5,500.00	-4,233.70	23.0%
Polygon Study	0.00	0.00	0.00	0.0%
RFP Consultant	0.00	0.00	0.00	0.0%
Traffic Study	0.00	0.00	0.00	0.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Website Development/Maintenance	400.00	400.00	0.00	100.0%
Wildland Vegetation Mgmt	850.00	850.00	0.00	100.0%
<b>Total OUTSIDE PROFESSIONAL SERVI...</b>	<b>549,146.99</b>	<b>532,314.70</b>	<b>16,832.29</b>	<b>103.2%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
CalPERS Settlement	0.00	0.00	0.00	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	6,075.52	7,250.00	-1,174.48	83.8%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	2,500.00	-2,500.00	0.0%
Open Houses	0.00	0.00	0.00	0.0%
Community Shredder	0.00	0.00	0.00	0.0%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	500.00	-500.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	500.00	-500.00	0.0%
Volunteer Appreciation	0.00	0.00	0.00	0.0%
Community Center Fire Alarm	0.00	0.00	0.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>6,075.52</b>	<b>10,750.00</b>	<b>-4,674.48</b>	<b>56.5%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel & PPE	0.00	0.00	0.00	0.0%
Firefighters' Expenses	-20.65	700.00	-720.65	-3.0%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	2,228.38	2,000.00	228.38	111.4%
<b>Building Maintenance</b>				
Needs Assess/Feasibility Study	902.50	17,305.00	-16,402.50	5.2%
Janitorial Service	210.00	210.00	0.00	100.0%
Medical Waste Disposal	839.24	916.00	-76.76	91.6%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	350.00	350.00	0.00	100.0%
Miscellaneous Maint.	5,702.00	5,735.00	-33.00	99.4%
<b>Total Building Maintenance</b>	<b>8,003.74</b>	<b>24,516.00</b>	<b>-16,512.26</b>	<b>32.6%</b>
<b>Building Utilities/Service</b>				
Gas and Electric	3,274.44	1,416.00	1,858.44	231.2%
Water/Sewer	418.65	400.00	18.65	104.7%
<b>Total Building Utilities/Service</b>	<b>3,693.09</b>	<b>1,816.00</b>	<b>1,877.09</b>	<b>203.4%</b>
Election	0.00	0.00	0.00	0.0%
Memberships	650.00	650.00	0.00	100.0%
<b>Office</b>				
Office Expense	86.46	150.00	-63.54	57.6%
Office Supplies	59.00	60.00	-1.00	98.3%
Telephone	743.03	750.00	-6.91	99.1%
<b>Total Office</b>	<b>888.55</b>	<b>960.00</b>	<b>-71.45</b>	<b>92.6%</b>

**Kensington Fire Protection District  
Revenue & Expense Budget vs. Actual**

July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
<b>Total DISTRICT ACTIVITIES</b>	15,443.11	30,642.00	-15,198.89	50.4%
<b>Staff</b>				
Wages	16,639.00	16,639.00	0.00	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	1,079.89	418.00	661.89	258.3%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	1,960.00	1,960.00	0.00	100.0%
Retirement Contribution	1,264.56	1,264.56	0.00	100.0%
Payroll Taxes	1,581.93	1,486.50	95.43	106.4%
Workers Compensation/Life Ins	0.00	0.00	0.00	0.0%
Payroll Processing	265.00	270.00	-5.00	98.1%
<b>Total Staff</b>	23,790.38	23,038.06	752.32	103.3%
<b>Contingency</b>				
General	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	4,166.00	-4,166.00	0.0%
<b>Total Contingency</b>	0.00	4,166.00	-4,166.00	0.0%
<b>Total Expense</b>	594,456.00	600,910.76	-6,454.76	98.9%
<b>Net Ordinary Income</b>	3,331,168.83	3,331,598.94	-430.11	100.0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - General	11,933.86	0.00	11,933.86	100.0%
<b>Total Other Income</b>	11,933.86	0.00	11,933.86	100.0%
<b>Other Expense</b>				
Transfers Out - Capital	11,933.86	0.00	11,933.86	100.0%
Transfers Out - Special	0.00	0.00	0.00	0.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	11,933.86	0.00	11,933.86	100.0%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	3,331,168.83	3,331,598.94	-430.11	100.0%

TRANSMITTAL - APPROVAL

O: Auditor Controller of Contra Costa County:

Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

KENSINGTON FPD											PY/CY:
TRANSMITTAL - APPROVAL											BATCH #:
Invoices											DATE:
											LOCATION #:
											FILENAME:
VEND	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND	SUB	ACTIVITY	ENCUM	PAYMENT	PC	AMOUNT	
				YORC	ACCT	OPR	(FOI)	AMOUNT			
50046	MUN CPAS	9/30/2019	21565 FY18-19 audit	7840	2490			12,000.00			
50131	Meyers Nave	9/13/2019	2019080089/90 legal counsel	7840	2490			6,427.08			
50146	Delta Dental	10/1/2019	BE003600483 Oct dental	7840	1061			948.79			
50147	KFPD Revolving Fund	10/4/2019	Reimburse revolving fund	7840	2490			35,394.61			
50148	CalPERS	09/16/19	7072901257 Nov medical	7840	1061			7,256.15			
50150	Vision Service Plan	09/19/19	00102777 October vision	7840	1061			323.10			
50151	City of El Cerrito	10/01/19	Oct fire protection	7840	2328			257,392.77			
50170	Kel-Aire	09/30/19	075539 HVAC repair	7840	2490			508.99			
50179	Mail Stream	09/19/19	524074 fall newsletter	7840	2490			1,358.44			
50201	RossDrullisCusenbery	08/31/19	2016029-14 ESR 002	7840	2490			16,398.02			
<b>TOTAL</b>										<b>338,007.95</b>	

Kensington FPD Approval  
 Date: 1/1/19  
*[Signature]*  
 Date: 10/14/18

October 4, 2019

To: KFPD Board Members  
Carolina Blackburne, Contra Costa County A/P  
Haj Nahal, Contra Costa County A/P

Fr: Brenda Navellier  
Manager

Re: KFPD Revolving Fund Reimbursement 10/19

---

All,

This memo is to explain the \$15,000 "Additional Funding to Cover Final Payroll" listed on the attachment to Transmittal 100419.

Since my last day with the District is October 31, 2019, and since I am a 20+ year employee that accrues 160 hours per fiscal year of vacation, at the time this memo is being written, I currently have 237.50 hours of vacation on the books.

Per my Memorandum of Understanding, most recently updated effective 7/1/19 and signed on 6/20/19, Chapter 6, item 6.3 states "Employees leaving the municipal service with accrued vacation leave shall be paid the amount of accrued vacation to the date of termination. Payment for accrued vacation shall be at the employee's current rate of pay."

In order to cover to the costs of the payout to the employee (me) plus the tax liabilities for both the District and the employee, the 10/04/19 revolving reimbursement fund request includes a one-time line item of \$15,000.

The Board will be approving this funding by voting to accept the transmittal.

October 4, 2019

**Attachment to Transmittal 100419**

Kensington Fire Protection District Revolving Fund 01406

Detailed invoice for reimbursement to the Revolving Fund for payment of the following expenditures:

INVOICE		
DATE	DESCRIPTION	AMOUNT
8/27/2019	BPXpress - project copies	86.55
8/15/2019	Wong - preliminary traffic study	2,100.00
9/6/2019	PG&E - gas	121.13
9/12/2019	SCIF - workers comp	156.90
9/1/2019	SCIF - workers comp	649.45
9/17/2019	Payroll processing	69.57
9/17/2019	Payroll -9/1-9/15/19	3,257.96
9/17/2019	Withholding payroll taxes 9/1-9/15/19	1,690.52
9/4/2019	Office Depot - office supplies	304.30
9/9/2019	Sprint - telephone	63.67
9/5/2019	AT&T - telephones	353.68
9/13/2019	CalPERS - settlement agreement	952.08
9/12/2019	Mechanics Bank- office supplies, expense, shipping	119.05
9/12/2019	PG&E - electric	1,707.82
10/1/2019	Stericycle - medical waste	419.32
9/20/2019	Russell - July accounting	200.00
9/22/2019	Streamline -website	200.00
10/2/2019	Payroll processing	69.57
10/2/2019	Payroll - 9/16-9/30/19	3,232.43
10/2/2019	Withholding payroll taxes 9/16-9/30/19	1,690.53
10/3/2019	ICMA-RC - deferred comp Sep 2019	1,882.28
9/25/2019	Galvin Appliance - refrigerator dispenser repair	199.00
9/22/2019	Comcast - internet	143.25
9/1/2019	SCIF - workers comp	725.55
10/4/2019	Additional funding to cover final payroll	15,000.00
	<b>Total</b>	<b>35,394.61</b>

Please complete the enclosed deposit ticket and mail in the attached envelope to The Mechanics Bank.



# **NEW BUSINESS**



# EVACUATION ALERT PROCESS

Diablo Wind Driven Wildfire – Tilden Little Farm, Berkeley

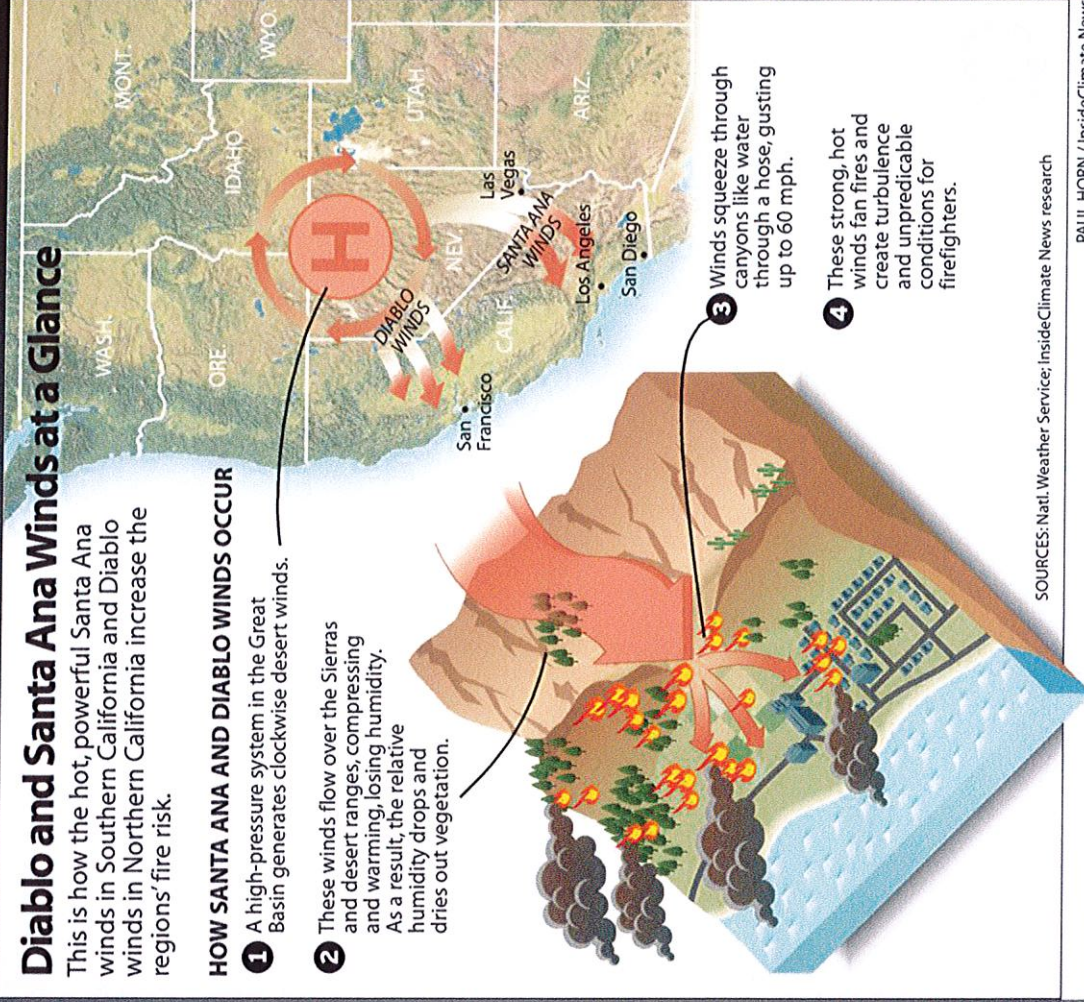
# What is a “Diablo Wind”?

## Diablo and Santa Ana Winds at a Glance

This is how the hot, powerful Santa Ana winds in Southern California and Diablo winds in Northern California increase the regions' fire risk.

### HOW SANTA ANA AND DIABLO WINDS OCCUR

- 1** A high-pressure system in the Great Basin generates clockwise desert winds.
- 2** These winds flow over the Sierras and desert ranges, compressing and warming, losing humidity. As a result, the relative humidity drops and dries out vegetation.
- 3** Winds squeeze through canyons like water through a hose, gusting up to 60 mph.
- 4** These strong, hot winds fan fires and create turbulence and unpredictable conditions for firefighters.



SOURCES: Natl. Weather Service; InsideClimate News research

PAUL HORN / InsideClimate News



Building high pressure will result in gusty north to east wind

developing today and persisting into Wednesday. Combined with

warming temperatures and lowering humidity, this will lead to

critical fire weather conditions across portions of Interior

Northern California. Cooler Thursday with wetter weather returning Friday.

CAZ218-240100-  
Carquinez Strait and Delta-  
330 AM PDT Mon Sep 23 2019

...RED FLAG WARNING IN  
EFFECT FROM 1 PM THIS  
AFTERNOON TO 11 AM  
PDT WEDNESDAY...

# NATIONAL WEATHER SERVICE

## ALERT ACTIVATED



.TODAY...  
\* Sky/Weather.....Sunny.  
Locally breezy.  
\* Max Temperature.....88-  
93.  
\* 24 HR  
Trend.....Little  
change.  
\* Min  
Humidity.....14-21  
percent.  
\* 24 HR  
Trend.....Little  
change.  
\* 20-Foot  
Winds.....Northwest  
winds up to 13 mph. Local  
gusts  
to 25 mph.  
\* LAL.....1.  
\* CWR.....0  
percent.

# NATIONAL WEATHER SERVICE

## ALERT ACTIVATED

# What does a Diablo Wind look like?

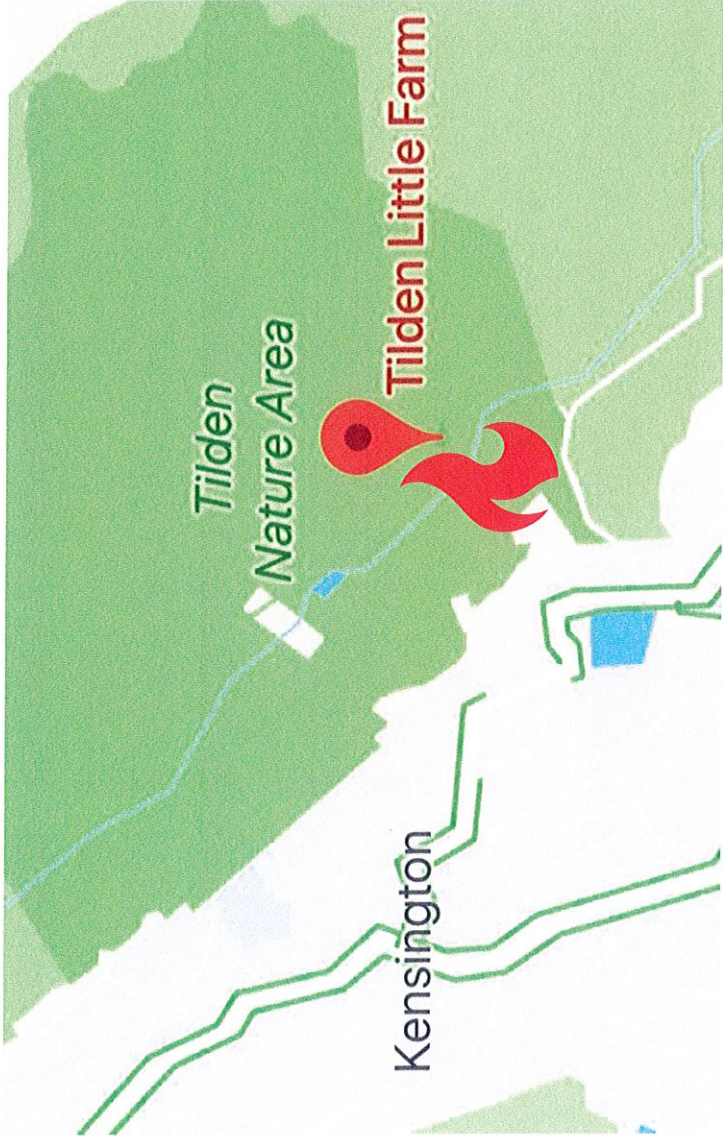


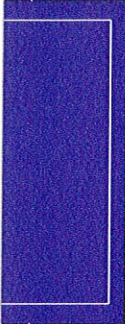
Relative Humidity: 14%

Temperature: 93 F

Wind Speed: 25 mph

IGNITION START  
TILDEN  
LITTLE FARM  
4PM





FIRST ON-SCENE  
CONFIRMS FIRE

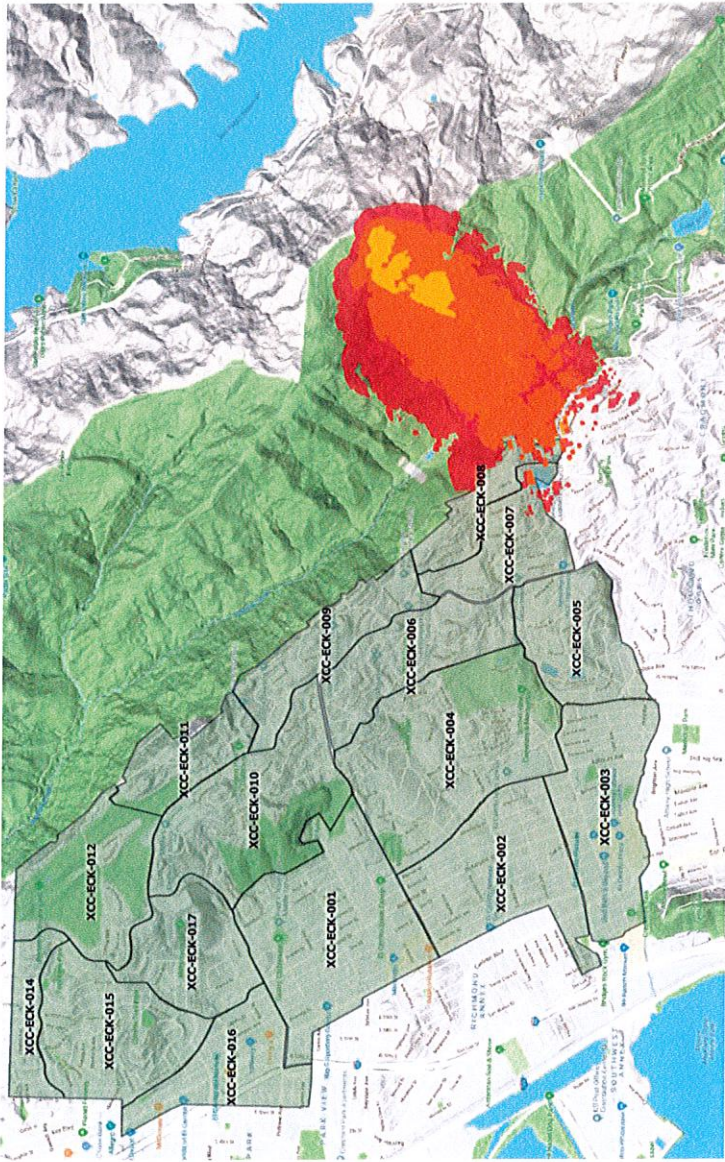
RECOGNIZES  
LIFE SAFETY  
THREAT

REQUESTS  
IMMEDIATE  
EVACUATIONS

ZONES 7, 8 & 9





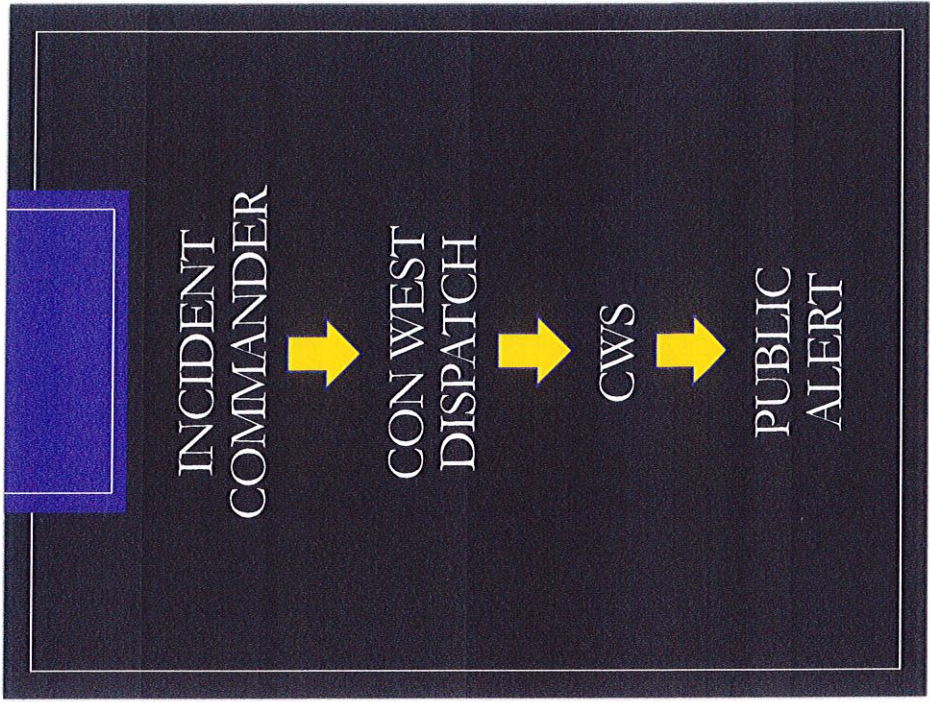


FIRST ON-SCENE  
CONFIRMS FIRE

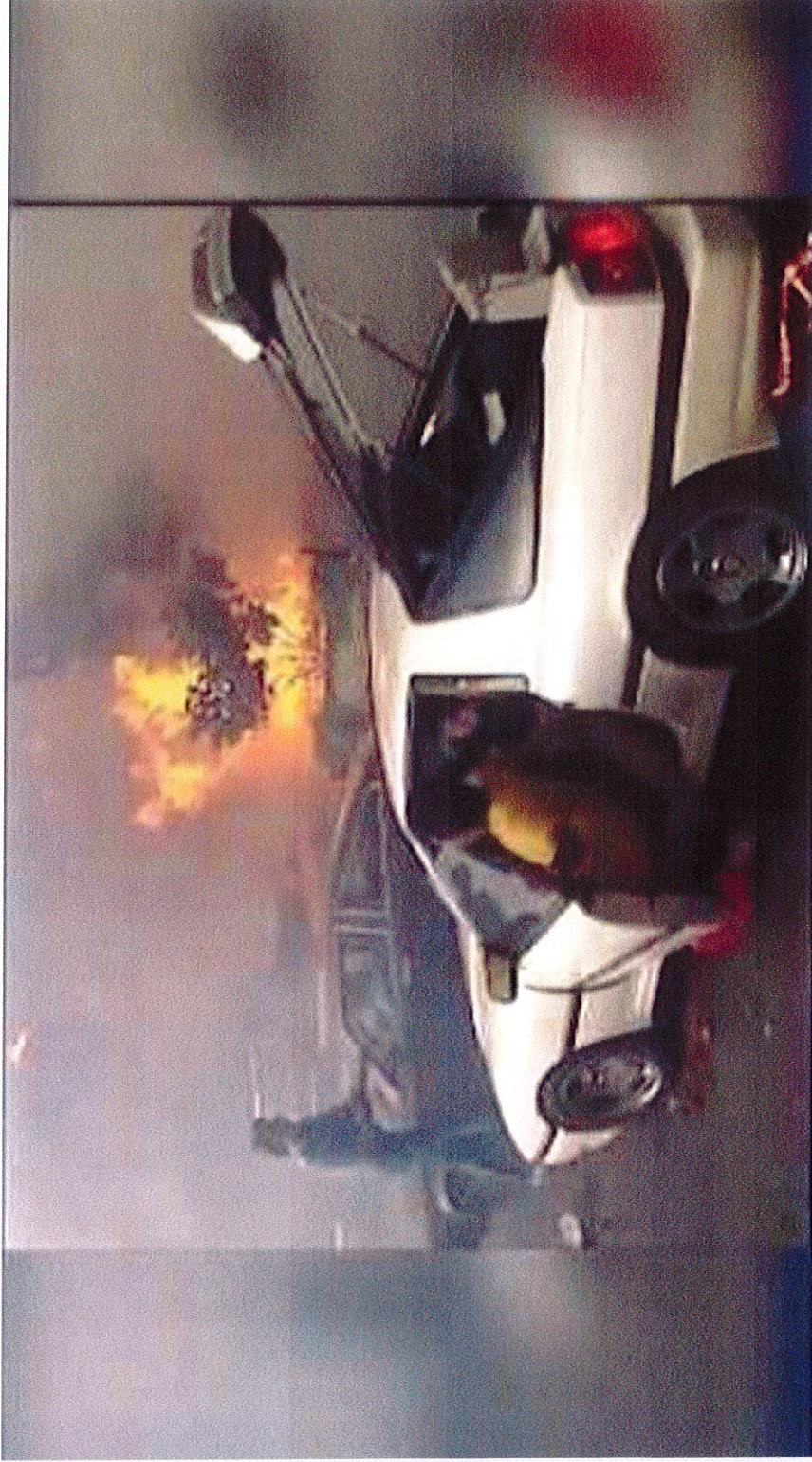
RECOGNIZES  
LIFE SAFETY  
THREAT

REQUESTS  
IMMEDIATE  
EVACUATIONS

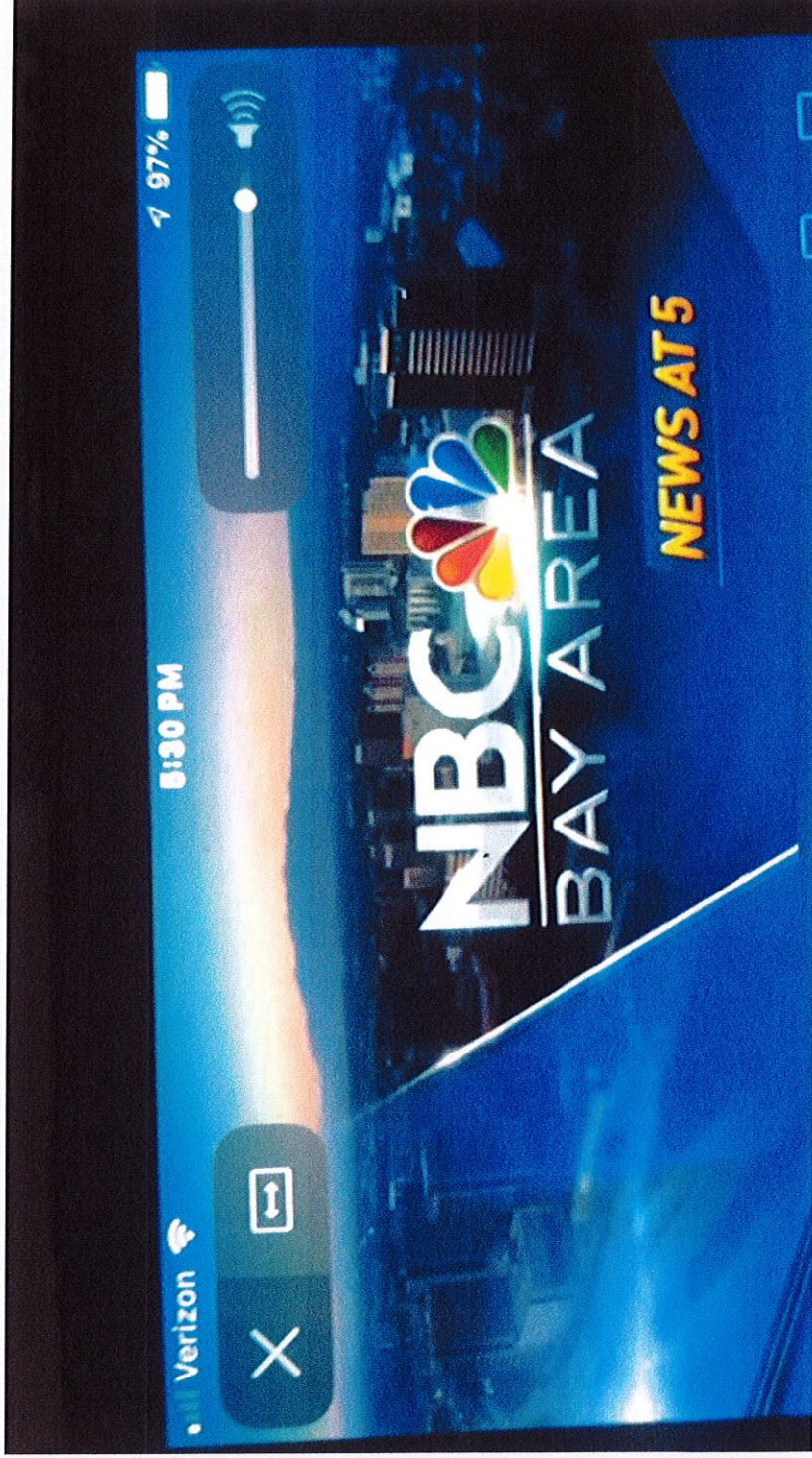
ZONES 7, 8 & 9







1991 Oakland Hills "Tunnel Fire" - Road Network Challenges



Zonehaven – Building Upon the Polygon Foundation

ZONEHAVEN

PRO BONO  
WORK FOR  
KENSINGTON

CHARLIE  
CROCKER

&

ROBERT SHEAR

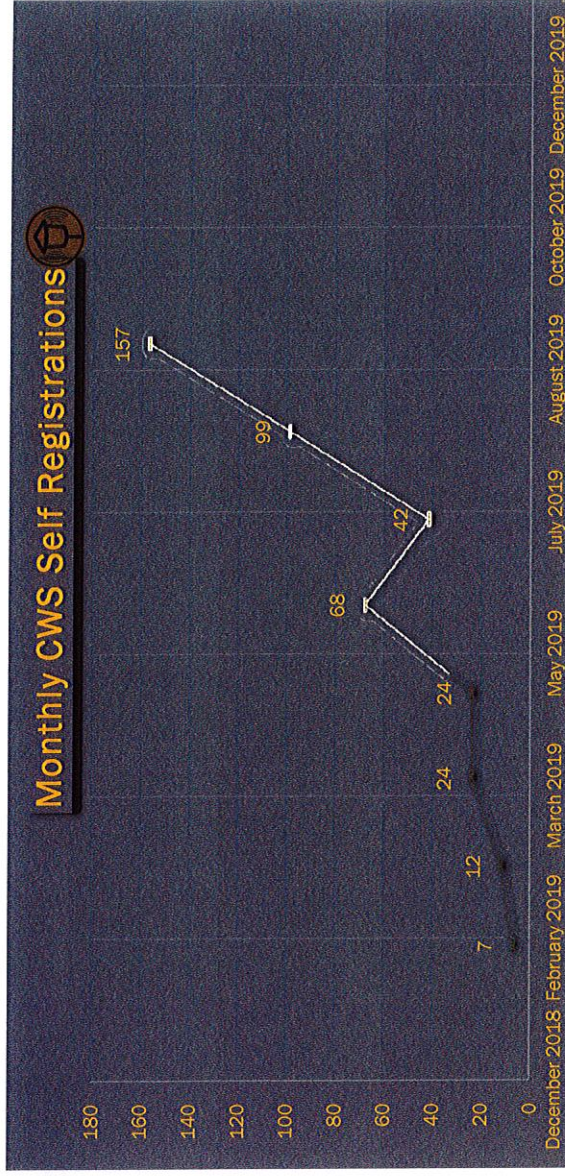


Sept 2019

# Kensington CWS Self Registrations 2019 MONTHLY REPORT

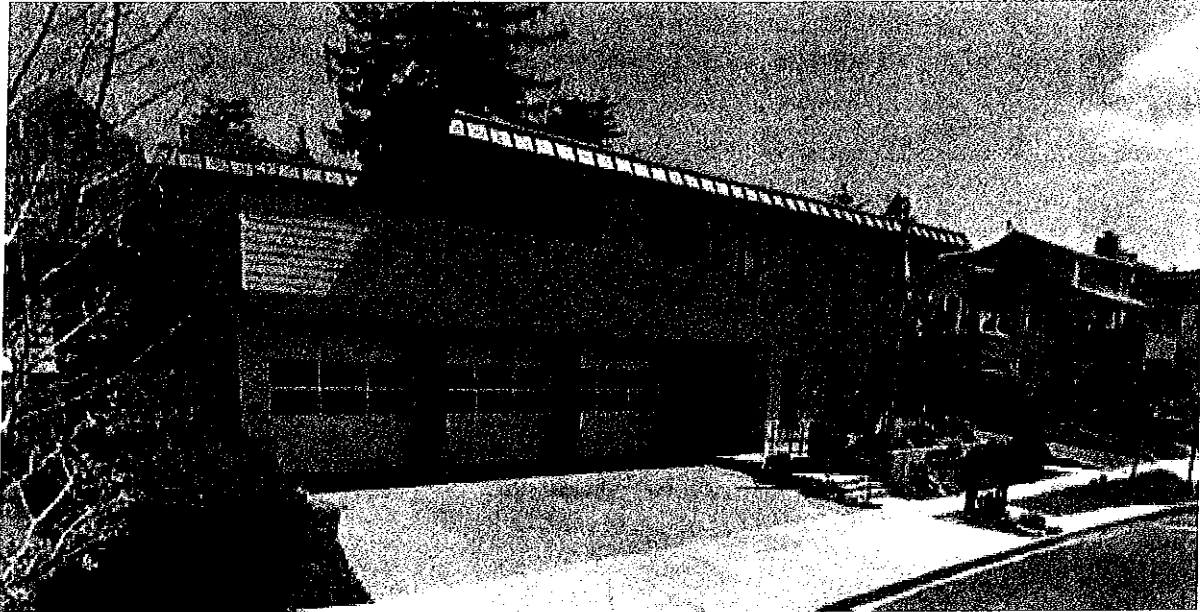
As of February 1st 2019 there were 4541 residents registered for CWS in Kensington

Month	Monthly CWS Self Registrations	February 2019 to Date Total
February 2019	7	7
March 2019	12	19
April 2019	24	43
May 2019	24	67
June 2019	68	135
July 2019	42	177
August 2019	99	276
September 2019	157	433
October 2019		433
November 2019		433
December 2019		433



Total # of registered residents to date

4,974



**Kensington Public Safety Building**  
**217 Arlington Avenue**  
**Kensington, CA 94707**

Conceptual Cost Plan  
for  
Kensington Fire Station  
Renovation

October 4, 2019

**DRAFT for REVIEW and COMMENT**

**mack**<sup>5</sup>

1900 Powell Street, Suite 470

Emeryville, CA 94603

ph. 510.595.3920

[www.mack5.com](http://www.mack5.com)



<b>CONTENTS</b>	<b>Page</b>
Commentary.....	1 - 3
Overall Summary.....	4 - 5
Building Renovation.....	6 - 17
Site Improvement.....	18 - 21

Conceptual Cost Plan

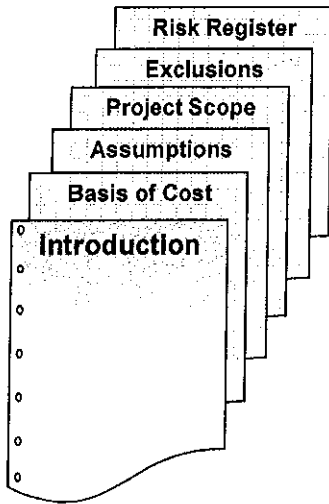
Commentary

Kensington Fire Station

Introduction  
Basis of Cost  
Assumptions  
Exclusions

October 4, 2019

**DRAFT for REVIEW and COMMENT**

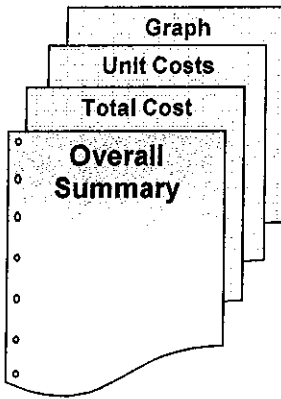


mack5 was requested to carry out a Conceptual Design Cost Plan for the renovation of existing Kensington Fire Station, located at 217 Arlington Avenue, Kensington, CA 94707

The first part of the Report contains the basis of the report, the assumptions made, description of the project scope, and exclusions to the costs which contain items that have potential to impact cost at some point in the future.

The Overall Summary section contains a Summary of Gross Floor Areas, an Overall Project Summary, and Component and Trade Cost Summaries with Graphs.

Each section contains Control Quantities, a Cost Summary and Graph, and a Detailed Breakdown of Costs.



Project Description

Kensington Fire Protection District proposes to renovate the existing fire station. The existing 6,060gsf, 2-story, Kensington Public Safety building houses the fire and police department. It is a wood & steel framed structure constructed in 1971. The building has undergone multiple renovation in 1998, 2004 and 2010. Trash and storage structures have been added behind the building at the north end of the parking lot.

The existing fire station includes 3-apparatus bays (converted to 2), apparatus support spaces including a workshop, medical storage and clean-up room, turnout storage and related janitor facilities, ADA restroom and station office, kitchen, dining, dayroom and laundry room, private sleeping quarters with unisex restrooms and mechanical/electrical/communications rooms.

Bay area construction market is expected to stay busy for the years ahead. Based on the current bid environment, if fewer than 4-5 bids are received, bids have high likelihood of coming in over estimated cost - potentially up to 25%, and more if only 1 bid is received.

Project History

narrative/drawing Preliminary Space Requirements prepared by  
 RossDrullisCusenberry Architecture, Inc., dated 08/21/2019  
 Conceptual Retrofit Design prepared by IDA, dated 09/05/2019

architectural Architectural floor plans prepared by RossDrullisCusenberry  
 Architecture, Inc., dated 09/05/2019  
 A-01 Existing first floor  
 A-02 Existing second floor  
 A-03 Renovation first floor  
 A-04 Renovation second floor - Option1  
 A-05 Renovation second floor - Option2

Proposed Conditions

- (a) Construction will start in October, 2020
- (b) A construction period of 12 months
- (c) The general contract will be competitively bid by a minimum of five (5) qualified contractors
- (d) The general contractor will have full access to the site during normal business hours
- (e) There are no phasing requirements
- (f) The contractor will be required to pay prevailing wages

- (a) Cost escalation beyond a midpoint of April, 2021
- (b) Loose furniture and equipment except as specifically identified
- (c) Compression of schedule, premium or shift work, and restrictions on the contractor's working hours
- (d) Soft Cost such as testing and inspection fees, architectural design and construction management fees, assessments, taxes, finance, legal and development charges
- (e) Scope change and post contract contingencies
- (f) Environmental impact mitigation
- (g) Temporary housing for displaced management and staff
- (h) Moving and relocation cost
- (i) Utility fees

Conceptual Cost Plan

Overall Summary  
Kensington Fire Station  
Renovation

Gross Floor Areas  
Overall Summary  
Component Summary  
Trade Summary

October 4, 2019

**DRAFT for REVIEW and COMMENT**

DRAFT for REVIEW and COMMENT

	<b>Area</b>	<b>%</b>	<b>\$/SF</b>	<b>,\$000</b>
Building Renovation	6,480	96%	\$738.27	\$4,784
Site Improvement	7,700	4%	\$27.65	\$213
<b>TOTAL CONSTRUCTION &amp; SITEWORK</b>	<b>6,480</b>	<b>100%</b>	<b>\$771.13</b>	<b>\$4,997</b>

Conceptual Cost Plan

Building Renovation  
Kensington Fire Station

Control Quantities  
Building Renovation Summary  
Detailed Cost Breakdown

October 4, 2019

**DRAFT for REVIEW and COMMENT**



**Enclosed Areas**

First floor	3,120
Second floor	3,280

Covered Area	160
--------------	-----

**CONTROL QUANTITIES**

			Ratio to Gross Area
Number of stories (x1,000)	2	EA	0.309
Gross Area	6,480	SF	1.000
Enclosed Area	6,400	SF	0.988
Covered Area	160	SF	0.025
Footprint Area	3,280	SF	0.506
Volume	83,360	CF	12.864
Gross Wall Area (excluding retaining wall)	4,110	SF	0.634
Finished Wall Area	93% 3,837	SF	0.592
Windows or Glazing Area	7% 274	SF	0.042
Roof Area - Flat	3,840	SF	0.593
Roof Area - Sloping	-	SF	0.000
Roof Area - Total	3,840	SF	0.593
Roof Glazing Area	0	SF	0.000
Interior Partition Length	640	LF	0.099
Elevators (x10,000)	0	EA	0.000
Plumbing Fixtures (x1,000)		EA	0.000

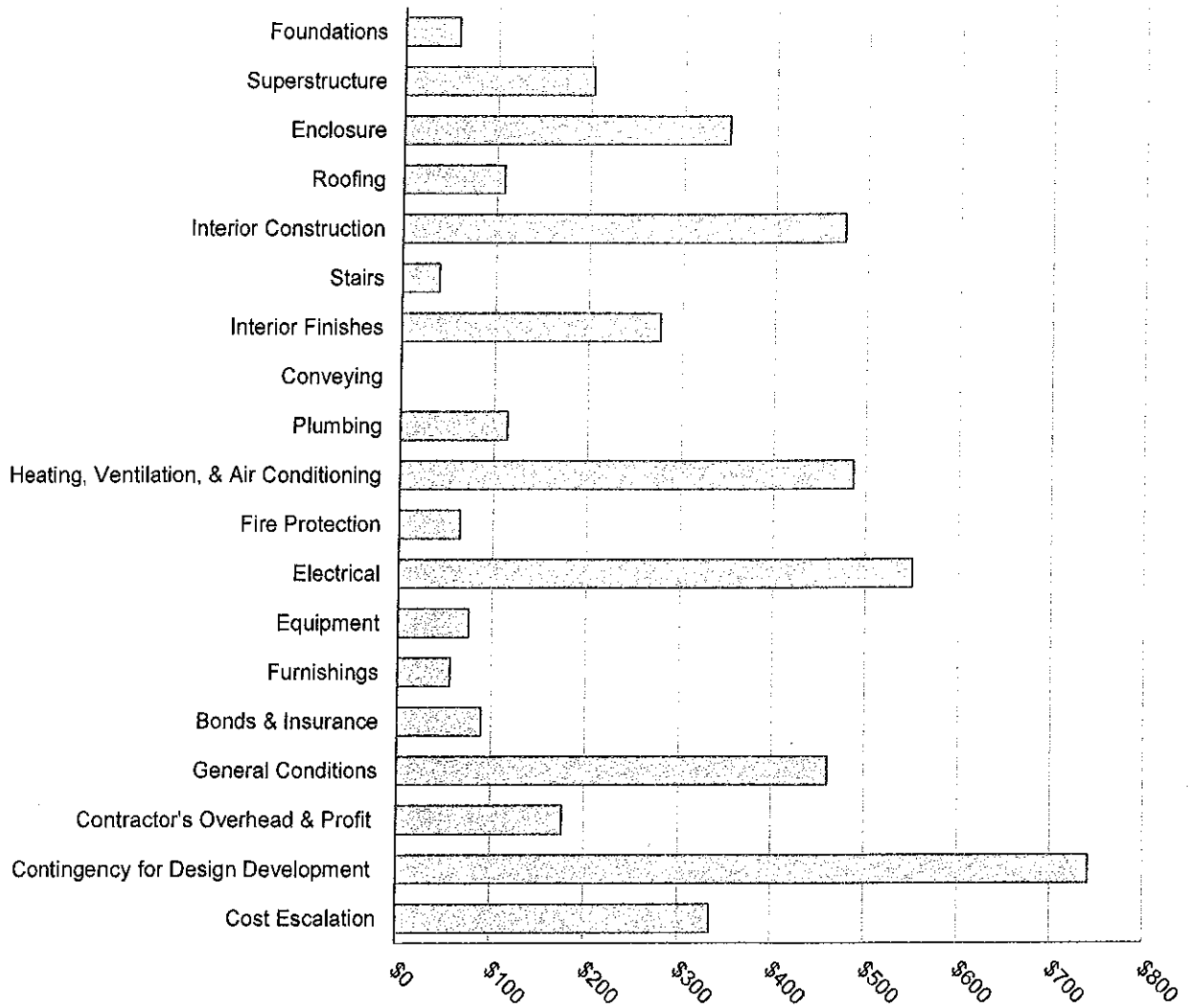
DRAFT for REVIEW and COMMENT

<b>CSI UniFormat Summary</b>	<b>6,480 SF</b>	<b>%</b>	<b>\$/SF</b>	<b>,\$000</b>
Foundations		1%	\$8.97	\$58
Superstructure		4%	\$31.27	\$203
Enclosure		7%	\$53.85	\$349
Roofing		2%	\$16.64	\$108
Interior Construction		10%	\$73.34	\$475
Stairs		1%	\$6.17	\$40
Interior Finishes		6%	\$42.71	\$277
Conveying		0%	\$0.00	\$0
Plumbing		2%	\$17.58	\$114
Heating, Ventilation, & Air Conditioning		10%	\$75.00	\$486
Fire Protection		1%	\$10.00	\$65
Electrical		12%	\$85.00	\$551
Equipment		2%	\$11.57	\$75
Furnishings		1%	\$8.66	\$56
Selective Building Demolition		3%	\$19.34	\$125
<i>Subtotal - Building Construction</i>		<i>62%</i>	<i>\$460.10</i>	<i>\$2,981</i>
Bonds & Insurance	3.00%	2%	\$13.80	\$89
General Conditions	15.00%	10%	\$71.08	\$461
Contractor's Overhead & Profit	5.00%	4%	\$27.25	\$177
<i>Subtotal</i>		<i>78%</i>	<i>\$572.23</i>	<i>\$3,708</i>
Contingency for Design Development	20.00%	16%	\$114.45	\$742
Cost Escalation	7.51%	7%	\$51.59	\$334
<b>TOTAL CONSTRUCTION BUDGET</b>		<b>100%</b>	<b>\$738.27</b>	<b>\$4,784</b>

NOTE: Inclusions and Exclusions listed in the Commentary Section.

DRAFT for REVIEW and COMMENT

**CSI UniFormat Summary**



DRAFT for REVIEW and COMMENT

FOUNDATIONS	Quantity	Unit	Rate	Total (\$)
<b>Special Foundation</b>				
11.2 Add Drilled piers to resist slope failure				
Mobilization and demobilization	1	LS	\$15,000.00	\$15,000
Testing	1	LS	\$10,000.00	\$10,000
18" diameter pier x 10' deep	3	EA	\$7,500.00	\$22,500
<b>Slab On Grade</b>				
Allowance to patch/repair existing slab on grade, affected by the seismic retrofit	1,060	SF	\$10.00	\$10,600
<b>Subtotal For Foundations:</b>				<b>\$58,100</b>

SUBSTRUCTURE	Quantity	Unit	Rate	Total (\$)
<b>Structural Mitigation</b>				
11.1 Strengthen diaphragm and vertical transition at split level, with plywood diaphragm nailing	425	SF	\$30.00	\$12,750
11.3 Strengthen shear wall at grid 1,4,7,A&E; add plywood shearwalls and holdowns or increase nailing at existing shearwalls and replace holdowns as required	3,504	SF	\$30.00	\$105,120
11.4 Provide holdown to foundation, typical at line E (allow at 12" o.c.)	52	EA	\$200.00	\$10,400
11.4 Provide posts to end of shearwall, typical at line E (allow at 12" o.c.)	44	LF	\$200.00	\$8,800
11.5 Install additional anchor bolts to strengthen connection of moment frame to foundation	1	LS	\$3,000.00	\$3,000
11.6 Strengthen moment frame beams by adding steel to build up beam section	43	LF	\$250.00	\$10,750
11.6 Columns strengthening as required	44	LF	\$250.00	\$11,000
<b>Roof Structure</b>			NIC, No work required	
Extend roof structure over exterior deck; including plywood sheathing and wood framing	160	SF	\$75.00	\$12,000

## DRAFT for REVIEW and COMMENT

	Quantity	Unit	Rate	Total (\$)
<b>Miscellaneous</b>				
Miscellaneous metal	6,400	GSF	\$1.50	\$9,600
Miscellaneous rough carpentry	6,400	GSF	\$1.00	\$6,400
Temporary scaffolding, shoring and safety measure	6,400	GSF	\$2.00	\$12,800
	<b>Subtotal For Superstructure:</b>			<b>\$202,620</b>
<b>ENCLOSURE</b>				
	Quantity	Unit	Rate	Total (\$)
<b>Enclosure to (E) exterior deck</b>				
Wood shingles, complete with water vapor membrane, sheathing, rigid insulation and metal stud frame	90	SF	\$104.00	\$9,360
<b>Exterior Wall</b>				
(N) Horizontal shingles and building paper, over existing plywood	3,592	SF	\$50.00	\$179,600
(N) gypboard, fire taped over (E) plywood - allowance	3,592	SF	\$10.00	\$35,920
<b>Interior Finish To Exterior Wall</b>				
Painted gypwall over insulation and metal stud frame	90	SF	\$16.00	\$1,440
<b>Exterior Windows</b>				
Replace (E) window to match existing	114	SF	\$130.00	\$14,755
(N) Aluminum framed window at dayroom, allow 5'-0"high	160	SF	\$130.00	\$20,800
<b>Fascias, Bands and Trims</b>				
Architectural detailing and trim	4,110	GWA	\$2.00	\$8,220
<b>Exterior Doors</b>				
Existing single leaf door, refinished & repaint	5	EA	\$300.00	\$1,500
Replace (E) double leaf door to match existing - to laundry room	1	PR	\$5,000.00	\$5,000
New single leaf door to apparatus bay	1	EA	\$3,000.00	\$3,000
Overhead roll-up door at apparatus bay (re-use existing door)	2	EA	\$15,000.00	\$30,000

**DRAFT for REVIEW and COMMENT**

ENCLOSURE	Quantity	Unit	Rate	Total (\$)
<b>Exterior Soffit</b>				
New wood soffit	160	SF	\$50.00	\$8,000
<b>Miscellaneous</b>				
Caulking and sealants	6,480	GSF	\$2.00	\$12,960
(N) flashing at foundation wall	245	LF	\$75.00	\$18,375
<b>Subtotal For Enclosure:</b>				<b>\$348,930</b>

ROOFING	Quantity	Unit	Rate	Total (\$)
<b>Roof Coverings</b>				
Redo existing asphalt built up roofing system, including rigid insulation	3,560	SF	\$20.00	\$71,200
Extend roofing system to deck area	280	SF	\$50.00	\$14,000
Modification/interface to (E) roofing system	34	LF	\$100.00	\$3,400
<b>Roofing Upstands and Sheetmetal</b>				
Flashing, gutters and rainwater downpipes	3,840	SF	\$5.00	\$19,200
<b>Roof Lights</b>				
Clerestory roof				<i>NIC, Existing to remain in place</i>
Skylights				<i>NIC, Existing to remain in place</i>
<b>Subtotal For Roofing:</b>				<b>\$107,800</b>

INTERIOR CONSTRUCTION	Quantity	Unit	Rate	Total (\$)
<b>Interior Partitions</b>				
Metal stud framing with gypwall on both sides, non-rated allow 10'high	6,400	SF	\$30.00	\$192,000
Premium for 20% rated partition	1,280	SF	\$8.00	\$10,240
Blocking and backing	6,480	GSF	\$2.00	\$12,960
<b>Window Walls</b>				
Sidelight and interior glasswall	82	SF	\$100.00	\$8,200

## DRAFT for REVIEW and COMMENT

Item Description	Quantity	Unit	Rate	Total (\$)
<b>Interior Doors &amp; Door Hardware</b>				
Single leaf door	19	EA	\$2,800.00	\$53,200
Double leaf door	2	PR	\$5,000.00	\$10,000
Double leaf door, at storage room	2	PR	\$4,000.00	\$8,000
Premium for specialty door hardwares; card key locking system and automatic openers where required	1	LS	\$10,000.00	\$10,000
<b>Fittings</b>				
Protective guards, barriers and bumpers	6,480	GSF	\$0.50	\$3,240
Prefabricated toilet compartments, showers and accessories				
Toilet Accessories, single stall	4	RM	\$1,000.00	\$4,000
Shower stall and accessories	2	EA	\$3,000.00	\$6,000
Shelving and millwork				
Janitor's shelf and mop rack	1	EA	\$500.00	\$500
Storage casework	120	SF	\$20.00	\$2,400
Hose storage	1	LS	\$4,000.00	\$4,000
Cabinets and countertops				
At workshop	16	LF	\$500.00	\$8,000
At EMS Storage & alcove	10	LF	\$500.00	\$5,000
At Radio/Map alcove	8	LF	\$500.00	\$4,000
At Decon Rm	8	LF	\$600.00	\$4,800
At training room/doc	22	LF	\$600.00	\$13,200
At kitchen	30	LF	\$1,000.00	\$30,000
At laundry	3	LF	\$500.00	\$1,500
Pantry casework	6	LF	\$700.00	\$4,200
Entertainment center at dayroom	28	LF	\$500.00	\$14,000
District/museum casework	16	LF	\$700.00	\$11,200
Built-in desk at business manager & watch office	46	LF	\$350.00	\$16,100
Allowance for miscellaneous casework	6,480	GSF	\$1.00	\$6,480
Chalkboards, insignia and graphics				
Door ID/signage	23	EA	\$200.00	\$4,600
Directional & wayfinding signs	6,480	GSF	\$1.00	\$6,480
Chalkboards/tackboards and mapping wall	1	LS	\$5,000.00	\$5,000
Retain and remount (E) exterior signage	1	LS	\$3,000.00	\$3,000
Miscellaneous				
Rough carpentry	6,480	GSF	\$2.00	\$12,960

**Subtotal For Interior Construction: \$475,260**

**DRAFT for REVIEW and COMMENT**

	Quantity	Unit	Rate	Total (\$)
<b>Stair Construction</b>				
New ADA stair, complete with handrail/guardrail	1	LS	\$30,000.00	\$30,000
Fire pole	1	LS	\$10,000.00	\$10,000
<b>Ladders and Fire Escapes</b>				
Roof access ladder				<i>NIC, Keep existing</i>
			<b>Subtotal For Stairs:</b>	<b>\$40,000</b>

	Quantity	Unit	Rate	Total (\$)
<b>Floor Finishes</b>				
Durable quality carpet tile in sleep rooms	525	SF	\$8.00	\$4,200
Sealed concrete on apparatus bay & mechanical/electrical room	1,344	SF	\$3.00	\$4,032
Athletic flooring tiles in exercise/fitness room	400	SF	\$12.00	\$4,800
Tile or similar in lobbies/hallway	580	SF	\$30.00	\$17,400
Ceramic floor tile and base at restrooms	305	SF	\$25.00	\$7,625
Resilient sheet flooring in offices, living areas, storage, kitchen & training room	3,246	SF	\$10.00	\$32,460
Water vapor emission control - allowance	4,171	SF	\$4.00	\$16,684
<b>Bases</b>				
Allow for rubber base	1,767	LF	\$4.00	\$7,068
<b>Wall finishes</b>				
Paint to interior walls	12,800	SF	\$2.50	\$32,000
Ceramic tile in bathrooms & showers, allow 6'high	696	SF	\$25.00	\$17,400
Painted plywood wainscot at apparatus bays, 8' high	928	SF	\$5.00	\$4,640
Protective wainscot at primary operational circulation, 48"high	496	SF	\$15.00	\$7,440
<b>Ceiling Finishes</b>				
Gypsum board ceilings, painted; 30%	3,802	SF	\$25.00	\$95,060
Lay-in ACT; 70%	1,630	SF	\$8.00	\$13,037
Paint exposed ceiling in apparatus bay	968	SF	\$3.00	\$2,904
Allowance for soffits	200	LF	\$50.00	\$10,000
			<b>Subtotal For Interior Finishes:</b>	<b>\$276,750</b>



**DRAFT for REVIEW and COMMENT**

Quantity	Unit	Rate	Total (\$)
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No work anticipated in this section

**Subtotal For Conveying: \$0**

Quantity	Unit	Rate	Total (\$)
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Plumbing Fixtures and connection piping; including domestic water, sanitary waste, vent and service piping

Water closet, floor, manual flush	4	EA	\$3,000.00	\$12,000
Lavatory, wall hung, lever faucet	4	EA	\$3,200.00	\$12,800
Kitchen sink, dbl, SS faucet, disposer	1	EA	\$3,300.00	\$3,300
Mop sink, floor type, trim	1	EA	\$3,400.00	\$3,400
Service sink, double	1	EA	\$3,300.00	\$3,300
Laundry sink, single	1	EA	\$3,200.00	\$3,200
Shower receptor, drain, valve & head	2	EA	\$4,400.00	\$8,800
Laundry box, recessed w/ WHA	1	EA	\$2,000.00	\$2,000
Dishwasher (connections only)	1	EA	\$350.00	\$350
Miscellaneous fixtures	6,480	GSF	\$2.00	\$12,960

Plumbing equipments; including water heater, recirculating pump and expansion tank

6,480	GSF	\$3.00	\$19,440
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Rain Water Drainage

6,480	GSF	\$2.00	\$12,960
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Trade Specialties; including testing and sterilization, pipe sleeves, fire stopping, etc.

6,480	GSF	\$3.00	\$19,440
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**Subtotal For Plumbing: \$113,950**

Quantity	Unit	Rate	Total (\$)
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Heating & Cooling System

New heating & cooling system; including trade demo, air handling equipments, air distribution system including exhaust & grille, VRF system and fan coil units, controls and instrumentation, system testing & balancing

6,480	GSF	\$75.00	\$486,000
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**Subtotal For Heating, Ventilation, & Air-Conditioning: \$486,000**

DRAFT for REVIEW and COMMENT

Quantity	Unit	Rate	Total (\$)
<b>Fire Sprinkler System</b>			
6,480	GSF	\$10.00	\$64,800
			<b>Subtotal For Fire Protection: \$64,800</b>

Quantity	Unit	Rate	Total (\$)
6,480	GSF	\$30.00	\$194,400
6,480	GSF	\$26.00	\$168,480
6,480	GSF	\$6.00	\$38,880
6,480	GSF	\$5.00	\$32,400
6,480	GSF	\$5.00	\$32,400
6,480	GSF	\$4.00	\$25,920
6,480	GSF	\$4.00	\$25,920
6,480	GSF	\$5.00	\$32,400
			<b>Subtotal For Electrical: \$550,800</b>

Quantity	Unit	Rate	Total (\$)
<b>Commercial Equipment</b>			
1	RM	\$50,000.00	\$50,000
1	LS	\$5,000.00	\$5,000
1	EA	\$10,000.00	\$10,000
1	EA	\$10,000.00	\$10,000
			NIC, FF&E
			<b>Subtotal For Equipment: \$75,000</b>

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DESCRIPTION	Quantity	Unit	Rate	Total (\$)
<b>Fixed Furnishings</b>				
<b>Light control &amp; vision equipments</b>				
Window shades, manual	274	SF	\$15.00	\$4,103
Project screens at training room	1	LS	\$5,000.00	\$5,000
<b>Amenities &amp; convenience items</b>				
Fire extinguisher cabinets	1	LS	\$3,000.00	\$3,000
Entrance mats and frames	1	LS	\$5,000.00	\$5,000
Staff mailboxes	1	LS	\$5,000.00	\$5,000
Bike storage	1	LS	\$2,000.00	\$2,000
Mirrors in exercise/fitness	1	LS	\$2,000.00	\$2,000
Wire mesh lockers at turnout room	12	EA	\$1,000.00	\$12,000
Shop finish lockers at dorm	18	EA	\$1,000.00	\$18,000
<b>Moveable Furnishings</b>				
Dayroom/Bedroom/sleep room furnishings				NIC, FF&E
Office desk and chairs				NIC, FF&E
Classroom tables and chairs				NIC, FF&E
<b>Subtotal For Furnishings:</b>				<b>\$56,103</b>

SELECTIVE BUILDING DEMOLITION	Quantity	Unit	Rate	Total (\$)
<b>Exterior Demolition</b>				
Demo and remove (E) shingles at exterior wall	3,592	SF	\$10.00	\$35,920
Demo and remove (E) window glazing	114	SF	\$30.00	\$3,405
Demo and remove (E) apparatus bay roll-up door	3	EA	\$1,500.00	\$4,500
Demo and remove (E) roofing system	3,560	SF	\$3.00	\$10,680
<b>Interior Building Demolition</b>				
Demo and remove (E) gypwall	6,400	SF	\$3.00	\$19,200
Demo and remove (E) floor, wall, ceiling finishes and casework	6,400	SF	\$3.00	\$19,200
Hazardous Materials Abatement - allowance	6,480	GSF	\$5.00	\$32,400
<b>Subtotal For Selective Building Demolition:</b>				<b>\$125,305</b>

Conceptual Cost Plan

**Site Improvement  
Kensington Fire Station**

Control Quantities  
Site Improvement Summary  
Detailed Cost Breakdown

October 4, 2019

**DRAFT for REVIEW and COMMENT**

**Site Areas**

**Site Improvement**

**7,700**

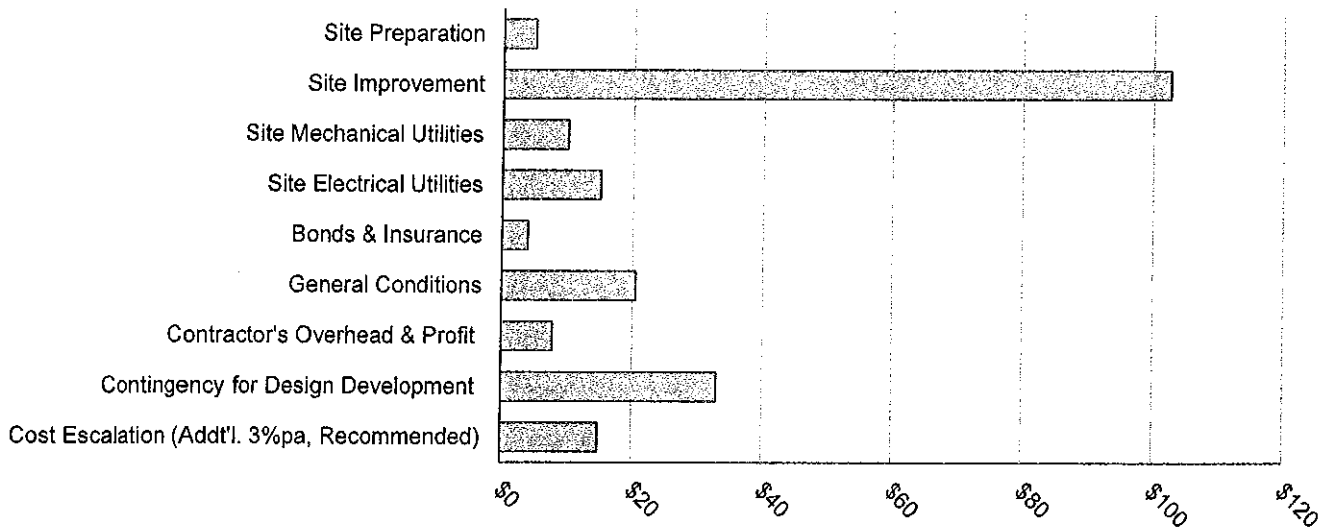
Site Improvement Control Quantities

DRAFT for REVIEW and COMMENT

<b>CSI UniFormat Summary</b>	<b>7,700 SF</b>	<b>%</b>	<b>\$/SF</b>	<b>,\$000</b>
Site Preparation		2%	\$0.65	\$5
Site Improvement		48%	\$13.34	\$103
Site Mechanical Utilities		5%	\$1.30	\$10
Site Electrical Utilities		7%	\$1.95	\$15
<i>Subtotal - Sitework</i>		<i>62%</i>	<i>\$17.23</i>	<i>\$133</i>
Bonds & Insurance	3.00%	2%	\$0.52	\$4
General Conditions	15.00%	10%	\$2.66	\$21
Contractor's Overhead & Profit	5.00%	4%	\$1.02	\$8
<i>Subtotal</i>		<i>78%</i>	<i>\$21.43</i>	<i>\$165</i>
Contingency for Design Development	20.00%	16%	\$4.29	\$33
Cost Escalation (Add'l. 3%pa, Recommended)	7.51%	7%	\$1.93	\$15
<b>TOTAL CONSTRUCTION BUDGET</b>		<b>100%</b>	<b>\$27.65</b>	<b>\$213</b>

NOTE: Inclusions and Exclusions listed in the Commentary Section.

**CSI UniFormat Summary**



DRAFT for REVIEW and COMMENT

SITE PREPARATION	Quantity	Unit	Rate	Total (\$)
Allowance for erosion control	1	LS	\$5,000.00	\$5,000
<b>Subtotal For Site Preparation:</b>				<b>\$5,000</b>

SITE IMPROVEMENT	Quantity	Unit	Rate	Total (\$)
<b>Vehicular Paving</b>				
Existing parking - allowance for concrete repair and restriping	5,100	SF	\$5.00	\$25,500
Existing driveway Apron; patch/repair as required	900	SF	\$10.00	\$9,000
Replace (E) driveway/ramp	320	SF	\$35.00	\$11,200
<b>Pedestrian Paving</b>				
Replace (E) sidewalk	440	SF	\$25.00	\$11,000
Replace (E) curb and gutter	100	LF	\$50.00	\$5,000
<b>Landscape and Irrigation</b>				
Replace (E) landscape area	240	SF	\$25.00	\$6,000
<b>Site Improvement</b>				
Modify/replace (E) concrete ramp, curbs and gutter, landscaping and concrete planters - along Arlington Avenue	700	SF	\$50.00	\$35,000
<b>Subtotal For Site Improvement:</b>				<b>\$102,700</b>

SITE MECHANICAL UTILITIES	Quantity	Unit	Rate	Total (\$)
Allowance for minor modification	1	LS	\$10,000.00	\$10,000
<b>Subtotal For Site Mechanical Utilities:</b>				<b>\$10,000</b>

SITE ELECTRICAL UTILITIES	Quantity	Unit	Rate	Total (\$)
<b>Electrical Service and Distribution</b>				
Add EV Stations (Dual) with (2)-40A Wiring	1	EA	\$15,000.00	\$15,000
Site Lighting			<i>NIC, Existing to remain</i>	
Site Communications and Security			<i>NIC, Existing to remain</i>	
<b>Subtotal For Site Electrical Utilities:</b>				<b>\$15,000</b>

## Brenda Navellier

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**From:** Cynthia Madrid [cmadrid@mack5.com]  
**Sent:** Friday, October 04, 2019 10:15 AM  
**To:** Brenda Navellier  
**Cc:** Manil Bajracharya; Erika Lopez  
**Subject:** Kensington Fire Station - Renovation  
**Attachments:** 2019.10.04RPtA Kensington Fire Station - Renovation 19650.pdf

Hi Brenda,

Attached is the DRAFT Cost report for Kensington Fire Station.

I would like to reiterate some of the Assumptions :

1. The construction will start next year October 2020 (1-year from now)
2. The construction duration is 12-months

Additional Assumptions for information:

1. EXTERIOR ENCLOSURE
  - Existing shingles will be remove and replace w/ new horizontal shingles including new building paper.
  - Allowance for new gypboard sheathing is also included.
  - Re-use existing overhead roll-up door at apparatus bay
2. ROOFING
  - Existing asphalt built-up roofing system will be remove and replace w/ new horizontal shingles including new rigid insulation
3. INTERIOR CONSTRUCTION / INTERIOR FINISHES/HVAC/ELECT/PLUMBING/FIRE PROTECTION
  - Full Gut renovation – complete renovation with new interior partition, new doors & hardware, new finishes and fixtures,  
New mechanical/electrical equipments, ductworks, piping and wiring, new plumbing fixtures and pipings.
4. SITE IMPROVEMENT – Minor site improvement cost is included to repair/replace the existing sidewalk and landscaping along  
Arlington avenue.

Let me know if you have any question.

Many thanks,

Cynthia Madrid, CPE  
Senior Cost Manager

**mack<sup>5</sup>**  
**[www.mack5.com](http://www.mack5.com)**  
1900 Powell Street  
Suite 470  
Emeryville, CA 94608  
510.595.3020 phone  
510.595.1755 fax

510.595.4730 direct  
510.303.5232 cellphone

**From:** Brenda Navellier <bnavellier@ci.el-cerrito.ca.us>  
**Sent:** Thursday, October 3, 2019 2:46 PM



October 4, 2019

To: KFPD Board Members

AGENDA ITEM

9

Fr Brenda Navellier  
Manager

*PN*

Re: RDC Engagement Letter

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The District has solicited an engagement letter from RossDrulisCusenbery Architecture to represent the KFPD in meetings with the Department of the State Architect in Oakland, California and also to attend and present all current findings at the November 16, 2019 public forum. These two tasks would be at an hourly rate. RDC's published hourly rates, as can be seen in Item #10's proposal, are \$245 per hour for a Principal of the firm and \$195 per hour for a Project Manager.

KFPD is awaiting the letter from RDC and it will be published on the District website once it is received, forwarded to all Board members, and also brought to the 10/9/19 Board meeting.

RossDrulisCusenbery Architecture

Proj No <u>2016029</u>	<b>Kensington Fire Station Master Plan</b>	Extra Service Request	<b>ESR 005r1</b>
<b>Extra Services Request</b>		Date:	<u>10/01/19</u>
<b>RossDrulisCusenbery</b>		Owner's Contract Number:	_____

<b>Description:</b>		<b>Temporary Fire Station Site Feasibility Study</b>	
Design Change - Project	<u>X</u>	Originator	<u>Mallory Cusenbery</u>
Scope Change - Services	<u>X</u>	Reference Documents	<u>None</u>
Added Consultants	<u>        </u>	ASI Number	<u>None</u>

**DESCRIPTION OF POTENTIAL CHANGE**

Scope of Services: The scope of services include the following.  
 RDC: Prepare feasibility study of one (1) site for potential use as a temporary fire station. Conceptual design of the site and temporary fire station. Tasks include: Two steering committee meetings, observe and photograph site with the Civil Engineer, develop temporary fire station architectural program and space requirements, preliminary site feasibility analysis (focus on site capacity to accommodate the program and feasible operational configuration), conceptual site and temporary fire station design, coordination with manufacturers of temporary prefabricated modular structures, general documentation and brief analysis report letter, RDC coordination and management of Civil Engineering Consultant services.

BKF: Refer to attached BKF proposal dated 10/01/2019 for Civil Engineering scope of services.

Driver of Change: The Kensington Fire Protection District (KFPD) is considering renovating the existing fire station. This will require a temporary fire station to house fire operations during construction. KFPD has identified a possible site for a temporary fire station. KFPD has requested that RDC prepare an initial site feasibility study for this temporary fire station location.

Exclusions: Per attachment RDC Summary of Architectural Fees and Exclusions dated 10/01/2019  
 Compensation: Hourly, not to exceed the total fees described below.  
 Attachments: RDC Summary of Architectural Fees and Exclusions dated 10/01/2019  
 BKF Fee Proposal dated 10/01/2019

**IMPACT OF POTENTIAL CHANGE**

		Mark Up per Contract:		<u>1.00</u>
				<u>Subtotal w/ markup per Contract</u>
<b>Schedule Impact - Days</b>		<u>Firm</u>	<u>Base Cost</u>	
Delays of Milestone (Work Days)	<u>0</u> Days	Architect	RDC Architecture	\$21,260.00
Delays Proj Completion (Work Days)	<u>0</u> Days	Fire & Emergency Services		\$0.00
		Electrical Engineer		\$0.00
		Mechanical Engineer		\$0.00
		Civil Engineer	BKF	\$17,920.00
		Kitchen Consultant		\$0.00
		Cost Estimator		\$0.00
<b>Architectural Services</b>				
<b>RDC Personnel</b>	<u>Rate</u> <u>Hours</u> <u>Subtotal</u>			
Principal	\$245 <u>12</u> \$2,940			
Proj Mgr	\$195 <u>42</u> \$8,190			
Sr Arch	\$178 <u>0</u> \$0			
Architect	\$167 <u>58</u> \$9,686			
Job Captain	\$139 <u>0</u> \$0			
Designer	\$139 <u>0</u> \$0			
Programmer	\$111 <u>4</u> \$444			
Clerical	\$90 <u>0</u> \$0			
<b>Total RDC Labor Costs</b>	<b>\$21,260</b>			
		<b>Reimbursable Costs</b>	<b>Description</b>	
		Reproduction		\$0.00
		Travel	Travel to Meetings \$TBD	\$0.00
		Other		\$0.00
			<b>Total Amount Being Requested</b>	<b>\$39,380</b>

Note: The rates above are based on the architect's current 2019 rates.

ACTION	AUTHORIZATION	DATE	COMMENTS
Decline:	Proj Mgr _____ Client _____		Optional Services: Topographic Survey (BKF) \$8,800
Proceed:	Proj Mgr _____ Client _____		
Other ( Note in Comments)	Proj Mgr _____ Client _____		

# RossDrulisCusenbery

ESR 005r1

## Kensington Fire Station Master Plan

## Temporary Fire Station Site Feasibility Study

Firm:

RossDrulisCusenbery Architecture Inc

Discipline:

Architect

Reference Documents ASK XXX Revision Drawings

Date 10/1/2019

Documents to Issued Under ASI XX

### Summary of Architectural Fees and Exclusions

Total Architectural Amount: \$ 21,260

1	Two steering committee meetings.	Principal	245	6	\$ 1,470
2	Observation and photography of site with Civil Engineer.	Project Manager	195	6	\$ 1,170
3		SR Architect	178	0	\$ -
4		Architect	167	2	\$ 334
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal RDC Scope</b>					<b>\$ 2,974</b>

1	RDC coordination and management of Civil Engineering Consultant services	Principal	245	0	\$ -
2		Project Manager	195	8	\$ 1,560
3		SR Architect	178	0	\$ -
4		Architect	167	12	\$ 2,004
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 3,564</b>

1	Develop temporary fire station architectural program and space requirements.	Principal	245	1	\$ 245
2		Project Manager	195	2	\$ 390
3		SR Architect	178	0	\$ -
4		Architect	167	2	\$ 334
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	4	\$ 444
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 1,413</b>

1	Preliminary site feasibility analysis, focus on site capacity to accommodate the program and feasible operational configuration. (RDC)	Principal	245	3	\$ 735
2		Project Manager	195	6	\$ 1,170
3		SR Architect	178	0	\$ -
4		Architect	167	10	\$ 1,670
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 3,575</b>

1	Conceptual site and temporary fire station design. Coordination with manufacturers of temporary prefabricated modular structures	Principal	245	1	\$ 245
2		Project Manager	195	12	\$ 2,340
3		SR Architect	178	0	\$ -
4		Architect	167	24	\$ 4,008
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 6,593</b>

1	General documentation and brief analysis report letter. (RDC with RDC Civil Consultant support)	Principal	245	1	\$ 245
2		Project Manager	195	8	\$ 1,560
3		SR Architect	178	0	\$ -
4		Architect	167	8	\$ 1,336
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 3,141</b>

1	Not Used	Principal	245	0	\$ -
2		Project Manager	195	0	\$ -
3		SR Architect	178	0	\$ -
4		Architect	167	0	\$ -
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ -</b>

1	TOTALS	Principal	245	12	\$ 2,940
2		Project Manager	195	42	\$ 8,190
3		SR Architect	178	0	\$ -
4		Architect	167	58	\$ 9,686
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	4	\$ 444
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				
				TOTAL	\$ 21,260

**EXCLUSIONS:**

- 1 Study of more than one site.
- 2 Construction Documents for temporary facility
- 3 Programming and design of temporary police facility.
- 4 Cost estimating
- 5 Engineering services beyond the limited civil engineering scope of work described in this ESR
- 6 Detailed site survey. (A topographic survey will be provided for an additional fee of \$8,800)
- 7 Geotechnical analysis and report.
- 8 Seismic analysis
- 9 Meetings beyond those described above.
- 10 Public presentations.
- 11 Reproduction costs of final documents.
- 12 Additional exclusions contained in the BKF proposal dated 09/04/2109.



October 1, 2019  
BKF No C2016-5111-12

Mark Zall  
Ross Drulis Cusenbery Architecture Inc.  
18294 Sonoma Highway, Sonoma, CA 95476  
707 996.8448 X 117  
*Transmitted Via Email*

**Subject: Kensington Temporary Fire Station Feasibility Study (One Lawson Site), Civil Engineering Proposal**

Dear Mr. Zall,

BKF Engineers welcomes the opportunity to submit this proposal for civil engineering services associated with the Kensington Fire Station project located in the unincorporated City of Kensington, California. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the project.

**I. PROJECT UNDERSTANDING**

Based on your proposal request and information obtained from your email and call we understand the project as:

*The purpose of this project is to explore the feasibility of placing a temporary fire facility at an offsite location while the existing fire station is renovated or replaced. The temporary station would be located in the parking lot of the Unitarian Church of Berkeley at One Lawson Drive. It is understood that the proposed location will be in the parking lot that is directly adjacent to Craft Avenue. The temporary fire station will need to accommodate two fire engines, six parking stalls and a structure for housing of the firefighters. There will also need to be space for a trash enclosure and an emergency generator. The site will also need security fencing.*

*It is unknown if a topographic survey is available for the project, so we have provided scope and fee for providing a field survey. Due to the site's size and the requirements of the temporary fire station, it will be important to understand the limit of the property available.*

**II. BASIS OF DESIGN**

Our proposal is based on the following:

1. Email from Mark Zall on September 30, 2019

### III. SCOPE OF SERVICES

#### TASK 1: CIVIL SITE FEASIBILITY STUDY

1. **Existing Conditions Review:** BKF will visit the site to review the existing site constraints and conditions. We will note any potential challenges to development and confirm our scope of survey services to support the planning and permit processes. BKF will use a smart level to determine rough grades of the site for accessibility and the accommodation of the proposed modular buildings.
2. **Site Utilities:** BKF will contact EBMUD, Stege Sanitary District and Contra Costa County to obtain block maps of the existing utilities fronting the project. We will use this to determine possible points of connection for utilities to serve the temporary site.
3. **Project Site Plan Development:** BKF will work with the architect to determine the size of the modular buildings and their placement on the site. We will also coordinate with the architect for the placement of the trash enclosure, generator and security fencing. BKF will use fire truck turn templates to determine the layout of the parking lot and drive aisle required to accommodate the station. Based on site constraints, it is understood that tandem parking may be necessary to fit the required parking space. In addition, BKF will design a suitable ingress and egress path for the fire truck based on the site's frontage to the public right of way. BKF will submit the following plans for architect and owner input:
  - a. Site Plan – preliminary site layout, parking, ADA access, vehicular access
  - b. Grading / Utility Plan – preliminary building finish floor and site spot finish grade elevations, preliminary drainage facilities/utility services
  - c. Turn Template Exhibits – fire truck ingress and egress to the site
4. **Plan Revisions:** Based on comments from the architect and owner, BKF will revise the plans to incorporate the comments received. We will update the drawings above and provide a formal submittal to the architect.
5. **Basis of Design:** Along with the revised plans, BKF will prepare a Basis of Design memorandum to document the design decisions that were implemented into the final developed plan.
6. **Meetings:** BKF anticipates attending two (2) meetings over the course of this task.

### IV. SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers' services are limited to those expressly set forth in the scope. We understand that BKF will have no other obligations or responsibilities for the project except as provided in this proposal letter, or as otherwise agreed to in writing. BKF will provide the scope of services consistent with, and limited to, the standard of care applicable to such services. Any participation in non-adversarial procedures, or other right to repair items, is considered as additional services. For the scope of work identified, we have assumed the following:

#### 1) Basis of Design and Site Information

- a) **Topographic Survey:** A current design topographic base map at a scale of 1"=10' using ground surveying methods will be provided prior to the start of schematic design. This survey will include the location, rim, and invert of gravity utilities and location only 'dry' utilities within the project area along with evidence of other buried utilities. A record boundary for the project for use in design and building permit will be part of the survey. BKF can provide this survey either directly to the Client or as an addendum to the Civil Contract if requested.
- b) **Title Report:** A current title report for the property will be provided by the owner.
- c) **Geotechnical Report:** It is understood that a geotechnical report has not been conducted for the site and would only be necessary if the project owner elects to move forward with construction at the site.
- d) **Existing Utilities:** Unless otherwise indicated or provided by others, any existing utilities identified on BKF's drawings/plans are based on information obtained by BKF, or provided to BKF, and may not be accurately documented in their horizontal location or vertical profile. Other utilities may be present that were not disclosed. BKF highly recommends that critical facilities be underground service alert (USA) located and potholed during design or prior to construction.
- e) **Potholing:** Potholing services are not included in this proposal unless specifically identified.
- f) **Existing Utility Capacities:** Unless otherwise addressed, existing utilities have adequate capacity to serve the proposed improvements, that they are adjacent to the site frontage and do not require main extensions, and that utility system capacity studies are not required.

## 2) Responsibilities

- a) **Civil Engineering Scope Items:** BKF's design tasks are limited to civil work outside of the structure(s) and utility connections 5-feet outside of the structure(s) including: site grading, non-structural concrete pavement, concrete sidewalks, concrete curbs and gutters, asphalt pavement, storm drainage, wastewater, and domestic water/fire water design. BKF will provide horizontal control for the building location relative to the project boundary.
- b) **Architect:** The architect will be responsible for the overall site plan including accessible routes of travel, details of site accessibility signage, parking counts, site coverage calculations, trash areas/enclosures, fencing and walls. A final site plan will be provided by the Architect prior to our beginning the CD phase. All work within the building (including any podium, porches, garages, or ramps) will be the architect's scope of work.
- c) **Site Dry Utilities:** All electric, gas, communications, and lighting improvements will be designed by others, unless specifically included in the civil scope of work.
- d) **Fire System:** Certification of the fire protection system from the point of connection at the public water main to the building sprinkler system must be provided by a properly-licensed fire protection engineer or contractor.
- e) **Site Landscape/Irrigation:** The landscape architect will provide landscape, irrigation design, and layout and details of walks, plazas, trails, entry monuments, walls, and/or fences. The architect and landscape architect will lead the design development efforts for the design, grading, and detailing



of interior courtyards, plaza areas, hardscape and landscape areas. BKF will utilize the provided design intent and document the exterior site grading and drainage during the Construction Documents phase

- f) **Structural Details:** Structural calculations, design, and details for such items as reinforced concrete slabs, foundations, pads, vaults, footings, ramps, stairs, sound/site walls, and/or retaining walls will be provided by others. This includes structural design and detailing for storm water treatment elements that retain ground, parking, or buildings foundations.
- g) **Mechanical, Electrical and Plumbing (MEP):** All site HVAC, power, gas, communications, and low voltage improvements, and existing water pressures will be coordinated, designed, and documented by others. MEP will also provide preliminary fire service sizing based on the California Plumbing and Fire Code requirements and provide fire service lateral locations and sizes to BKF.
- h) **Joint Trench Design:** Services to the buildings, main extensions, and/or relocation of existing 'dry' utilities (gas, electric, communication, fiber, etc.) will be led by the joint trench/electrical designers unless otherwise contracted. Utility relocation/abandonment required as part of the street vacation process is assumed to be coordinated and processed by the Joint Trench Consultant. BKF will support their efforts and coordinate with the site design. Dry utilities designed by the joint trench consultant will be shown for coordination purposes only on the civil plans.
- i) **Lighting Design & Photometric Analysis:** Lighting design and photometric analysis for the site and public roadways will be provided by others.
- j) **Traffic Signal Design:** Design or modification of traffic signals is not currently included in our scope of work. BKF can provide these services if the City conditions these improvements to the project.
- k) **Water Design:** Proposal assumes that the project will require new water services for domestic, irrigation, and fire. We have not allocated budget to install public or private fire loops within the development or main extensions within the public right of way.
- l) **Mapping:** We have not included time to prepare additional items not contained in the mapping scope of work. Additional mapping services such as subdivision maps, private easement documents, quit claims, ALTA's, right of way dedications, etc. not specifically listed in this proposal are not included.
- m) **Cost Estimating:** All cost estimating will be provided by a project estimator. BKF will review the estimates for general consistency with the plans.
- n) **Pump Stations:** Pump station design (electrical, mechanical, plumbing, and sitework) is not included in the basic scope of services. We can provide pump station design service as an additional scope item at your request.
- o) **Earthwork:** Due to the variability in soils properties, existing site conditions, foundation types and preparation, trench, imported material and other factors, no delineation of earthwork quantities

or 'site balance' is implied with the scope of work. Any earthwork quantities generated are solely for bonding and permitting of the work with the local agency and must only be used as an approximate guide as to the actual earthwork and site balance.

**3) CEQA, Entitlement, and Off-Site Improvements/Studies**

- a) **CEQA/EIR Consulting:** Some jurisdictions allow project sponsors to provide technical studies to support the CEQA document and review by the sponsor of the administrative draft document. We have not included time for assisting in this effort. Should this be requested, we can provide a separate scope to support this effort.
- b) **Off-Site Improvements:** Off-site improvements are limited to designing new curb cuts along the project frontage and construction of new curb, gutter, sidewalk, and utility services to the public mains within the fronting public roads. If additional off-site improvements are subsequently required as a result of the planning entitlement or permitting process, we will notify you of the change in scope and provide an additional service request to cover the new scope. We have assumed that the minimal public improvements currently anticipated to support this development can be design and documented with the on-site improvement plans.

**4) Meetings**

- a) **Meetings:** Meetings are assumed to be held in the Bay Area or via remote conference. Meeting time requested beyond what we have budgeted is not included in this proposal.

**5) Phasing, Delivery and Deliverables**

- a) **Phasing:** The project will be permitted and constructed in one phase and that construction phasing plan(s), or interim condition plans, will not be required for this project. Proposal does not include preparing and processing split construction permits for demolition, rough grading, backbone utilities, etc.
- b) **Submittals:** All submittals, and the coordination thereof, will be facilitated by the lead consultant and /or owner representative.
- c) **Permits:** Unless otherwise specifically delineated in the scope of services, permit processing, applications, fees, and submittals to local, state, and federal agencies and utility purveyors will be provided by others. BKF will submit to the client delineated scope deliverables for client submission to governing agencies.
- d) **Drawings:** All drawings will be prepared in AutoCAD format. We will submit copies of all drawings in both electronic and paper format.
- e) **Building Information Modeling (BIM):** We have not included time to convert civil 3D design or existing conditions AutoCAD files into BIM model files. We have assumed all conversions will be by the architect.

**6) Construction**

- a) **Utility Location Services:** BKF has not included fee to contract with an underground utility location consultant to locate private utilities within the site.

- b) **QSD Services/Storm Water Pollution and Prevention Plan (SWPPP):** BKF will provide Qualified SWPPP Developer (QSD) services in compliance with the Construction General Permit Order 2009-0009-DWQ as amended by Order 2010-0014-DWQ, administered by the State Water Resources Control Board (SWRCB). We will provide support services to the owner's Legally Responsible Person (LRP) to submit Permit Registration Documents (PRDs) to the State's online Storm Water Multiple Application and Report Tracking System (SMARTS) program website.
- c) **QSP Services:** We have assumed that the contractor will provide QSP services for the project including implementation of the SWPPP document.
- d) **Traffic Control Plan and Construction Haul Route Plan:** These will be prepared and coordinated by the Contractor. We can provide this service as an additional scope item at your request.
- e) **Construction Staking:** These services are assumed to be contracted directly with the general contractor and are not included.
- f) **Post Construction Survey:** Preparation of post construction record documents or as-built surveys are not included.
- g) **Meetings:** We have not included attendance at regularly scheduled construction meetings as part of the scope of services.

## V. OPTIONAL SERVICES

### OPTIONAL TASK 1: TOPOGRAPHIC SURVEY

1. **Topographic Field Survey:** BKF will provide the field work (see exhibit A for limit of survey) to prepare a Topographic Survey of the site where civil improvements are anticipated. BKF will gather available public data and plans for the site and its surrounding improvements. The topographic survey will be comprised of the following:
  - a. **Field Survey -** BKF will provide the field work to prepare a Topographic Map for the subject property. We only anticipate that survey will need to be performed in the front of the site up to the centerline of the public street and the parking lot at the rear of the property. The topographic survey will be comprised of identified visible site features such as roadways, pavements, evidence of significant traveled ways, walls, fences, trees 9-inches and larger in diameter and visual utility infrastructure. We will obtain a succession of spot elevations to define the general terrain of the site and immediately adjacent improvements to produce mapping at a 1-foot contour interval.
  - b. **Mapping –** BKF will provide a record boundary in AutoCAD format that will be overlaid on the field Topographic Survey. It is not anticipated that this boundary will need to be resolved for the feasibility study. If the project moves forward to construction, BKF will provide a fee to resolve the boundary.

**VI. SCHEDULE**

We understand that the design phase will commence in fall of 2019 and is anticipated to be completed by the end of the year.

**VII. COMPENSATION**

**1. BASE SCOPE OF WORK:**

BKF proposes to provide the services on a lump sum basis. We will invoice for our services on a percent complete basis per task summarized as follows:

Task	Description	Fee
1	Civil Site Feasibility Study	\$17,920
<b>Total Labor Fee</b>		<b>\$17,920</b>

In addition, please budget **\$1,000** for reimbursable expenses. Reimbursable expenses are anticipated for reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis.

**2. OPTIONAL SERVICES:**

At your request, BKF can provide the following optional services on a time and materials not to exceed basis in accordance with the attached rate schedule.

OPTIONAL TASK	FEE
Optional Task 1 - Topographic Survey	\$8,800

For tasks requested by the owner or architect not defined in this scope of services, BKF will identify them as potential extra work. We can provide a scope and fee for these items or they may be tracked separately as extra work and billed on a time and materials per our attached rate schedule.

Thank you for the opportunity to present this proposal. We look forward to assisting in developing this project. Please contact me at 925.940.2206 if you have any questions regarding our scope of services.

Respectfully,  
**BKF Engineers**



Eric Swanson, PE  
Associate

**PROFESSIONAL PERSONNEL SERVICE FEES**  
JANUARY 1, 2019 - DECEMBER 31, 2019

**PERSONNEL**

**HOURLY RATES**

**ENGINEERING**

Senior Associate	\$220.00
Associate	\$214.00
Project Manager	\$204.00 - \$210.00
Engineer IV	\$189.00
Engineer I, II, III	\$134.00 - \$154.00 - \$174.00
Engineering Assistant	\$82.00
Junior Engineer	\$70.00

**PLANNING**

Planner I, II, III, IV	\$134.00 - \$154.00 - \$174.00 - \$189.00
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**SURVEYING**

Senior Associate	\$220.00
Associate	\$214.00
Project Manager	\$204.00 - \$210.00
Surveyor I, II, III, IV	\$134.00 - \$154.00 - \$174.00 - \$189.00
Survey Party Chief	\$175.00
Survey Chainman	\$113.00
Apprentice I, II, III, IV	\$70.00 - \$93.00 - \$103.00 - \$109.00
Instrumentman	\$150.00
Surveying Assistant	\$82.00
Junior Surveyor	\$70.00
Utility Locating Superintendent	\$176.00
Utility Locator I, II, III	\$91.00 - \$129.00 - \$155.00
BIM Specialist I, II, III	\$134.00 - \$154.00 - \$174.00

**DESIGN AND DRAFTING**

Technician I, II, III, IV	\$128.00 - \$136.00 - \$148.00 - \$161.00
Drafter I, II, III, IV	\$100.00 - \$110.00 - \$118.00 - \$132.00

**CONSTRUCTION ADMINISTRATION/QSP-QSD**

Senior Construction Administrator	\$198.00
Resident Engineer	\$147.00
Field Engineer I, II, III	\$134.00 - \$154.00 - \$174.00
Senior Consultant	\$229.00

**SERVICES AND EXPENSES**

Project Assistant	\$82.00
Clerical/Administrative Assistant	\$70.00


Principals' time on projects is chargeable at \$246.00 per hour.

Charges for outside services, equipment, and facilities not furnished directly by BKF Engineers will be billed at cost plus 10%. Such charges may include, but shall not be limited to printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; special fees, permits, and insurance; transportation on public carriers, meals, and lodging; and consumable materials. Mileage will be charged at the prevailing IRS rate per mile. Monthly invoices are due within 30 days from invoice date. Interest will be charged at 0.833% per month on past due accounts. Expert witness/litigation rates are available upon request.

# Untitled Map

Write a description for your map.

## Legend

 Skytown Preschool Business Office

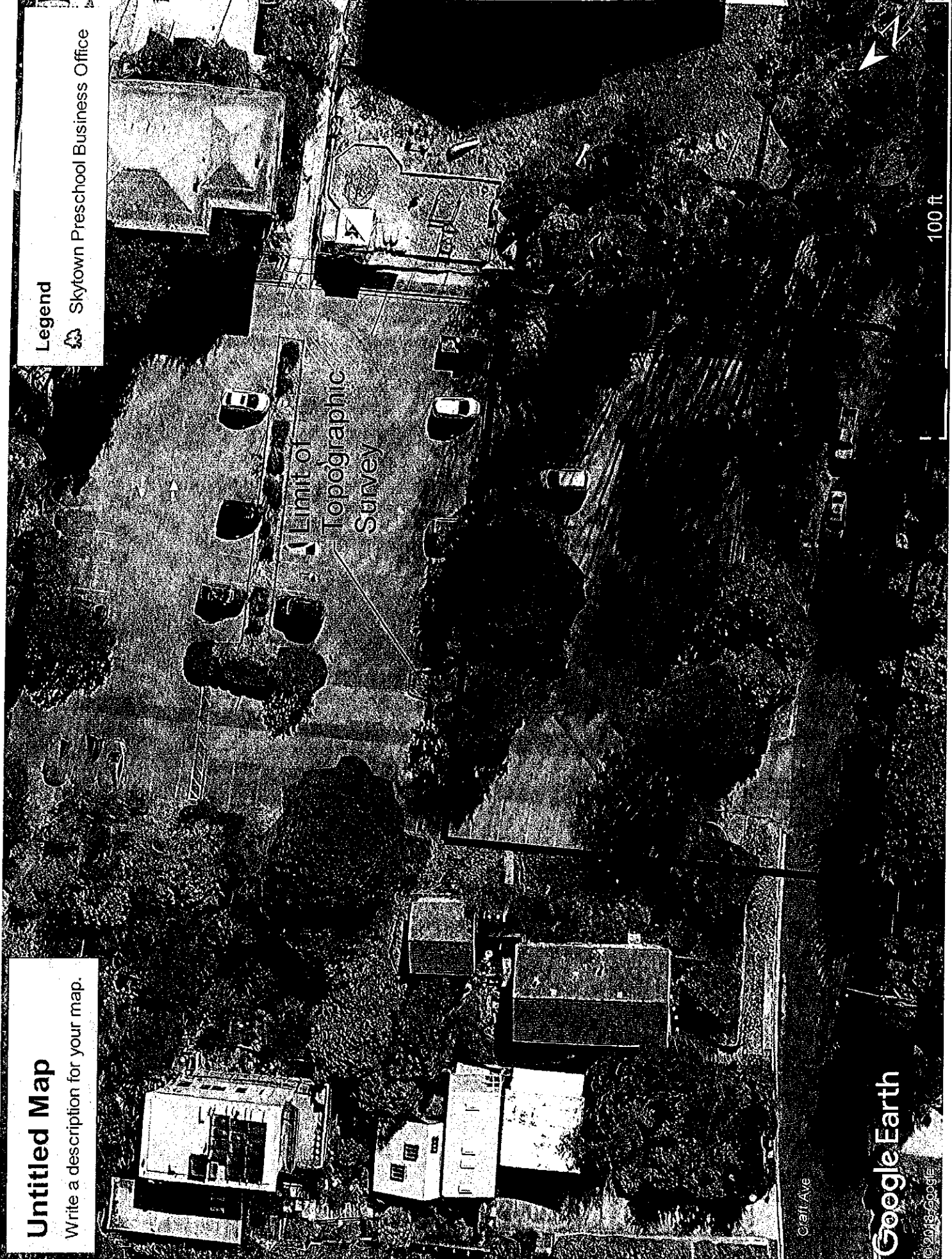
A Limit of  
Topographic  
Survey

Craft Ave

Google Earth

© 2018 Google

100 ft





## Unitarian Universalist Church of Berkeley

Rev. Kristin Grassel Schmidt & Rev. Christian Schmidt, Co-Ministers

1 Lawson Road, Kensington, CA 94707 \* 510-525-0302 \* [uucb.org](http://uucb.org)

September 26, 2019

Julie Stein, Board President  
Kensington Fire Protection District  
217 Arlington Ave.  
Kensington, CA 94707

Dear Ms. Stein,

Thank you for your interest in leasing space on our campus for a temporary fire station while the current station building is being renovated.

The Unitarian Universalist Church of Berkeley (UUCB) is very interested in working with you and your board on this project. We wholeheartedly support the work of the Kensington Fire Protection District (KFPD) and would welcome them on our campus.

We understand that you are interested in leasing our lower parking lot of approximately 5,100 square feet for approximately one year. We are very willing to work with you to explore a mutually beneficial arrangement. Should there be other spaces on our campus that better meet your needs, we would be happy to discuss these options as well.

We are committed to helping KFPD find a suitable space and working with you to ensure the safety and security of our community.


Please contact me at 510-525-0302 or at [ed@uucb.org](mailto:ed@uucb.org) to continue this conversation. I have been fully authorized by our board to enter into negotiations with KFPD.

Thank you for your time and consideration,

Tess Snook O'Riva, Executive Director  
Unitarian Universalist Church of Berkeley

October 4, 2019

To: KFPD Board Members

Fr:  Brenda Navellier  
Manager

AGENDA ITEM 11

Re: Mack5 Cost Planning and Estimating Services

---

The KFPD Board of Directors approved the Building Renovation portion of the attached proposal from Mack5 at their 9/11/19 Board meeting.

This item is coming before the Board for the Temporary Facilities portion only in the amount of \$2,000. A marked-up version will be signed and counter initialed appropriately if the Board wishes to proceed with this portion.





Kensington Fire Station Renovation  
Cost Planning and Estimating Services

August 29, 2019

Brenda Navellier  
Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 94707

Dear Ms. Navellier:

We are pleased to provide our proposal for Cost Planning and Estimating services for the proposed Kensington Fire Station Renovation.

mack<sup>5</sup> Services:

Owner's  
Representative

Project Management

Construction  
Management

Cost Management

Cost Planning

phone 510.595.3020  
fax 510.595.1755

mack<sup>5</sup>

Headquarters  
1900 Powell Street  
Suite 470  
Emeryville, CA 94608

Richmond Office  
322 Harbour Way  
Suite 16  
Richmond, CA 94801

*Background*

The Kensington Fire Protection District wishes to renovate their existing Fire Station located at 217 Arlington Ave. in Kensington, CA. In addition, the District anticipates replacing the building's existing HVAC system and roof.

The District plans to re-locate to temporary facilities during the duration of construction.

The project is currently in conceptual phase, with RossDrulisCusenbery ARCHITECTURE (RDC).

*Scope of the Assignment*

Provide conceptual design-phase cost estimating as described on the following page, prepared and presented in component or Uniformat.

scope of services / fee Our proposed fee for one Concept Phase Cost Estimate for the project is as follows:

• <del>Building Renovation</del>	<del>\$10,960</del>
• Temporary Facilities	\$2,000
<hr/>	
TOTAL FEE:	<del>\$12,960</del>

conditions The total fee is valid for ninety (90) days from the date of this proposal, should the scope of service be altered we reserve the right to adjust our fee proposal accordingly. Our fee does not include life cycle cost analysis.

schedule mack<sup>5</sup> is available to start as soon as required. Commonly we require 3 weeks to complete an estimate after receipt of documents, but may be able to complete our work in less time depending on when we receive a complete set of documents from RDC.

reimb expenses Reimbursable expenses are included in the fee proposal.

hourly rates Our 2019 hourly rates are below. Rates are adjusted annually, normally about 3% per annum.

Principal/Managing Principal	\$195 - \$222/hr
Senior Cost and Project Managers	\$170 - \$195/hr
Cost and Project Managers	\$145 - \$170/hr
Project and Cost Engineers	\$120 - \$145/hr
Administrative Support	\$80/hr

additional services Site visits, value engineering (unless specifically included above), additional estimates, estimating changes in scope, estimate comparisons, and reconciling estimates with those of a third party are not included in the scope of services/fee, and will all be deemed additional services apart from those specifically mentioned above.

other services mack<sup>5</sup> provides valuable additional services including our Cost Model Manager and Project / Construction Management.

Please do not hesitate to contact me should you require any further information or clarification.

Sincerely,



Cynthia Madrid, Senior Cost Consultant  
510-595-4730 direct, cmadrid@mack5.com

Accepted and approved by Kensington Fire Protection District:

Date:

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Printed Name/Title:

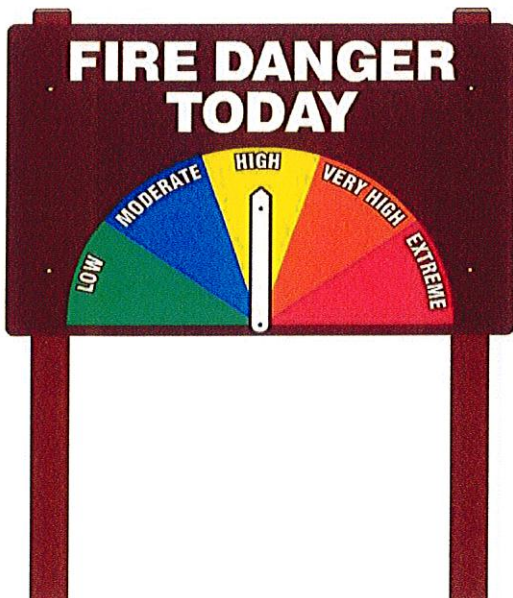
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**Agenda Item.** The Board will consider purchasing and mounting “Fire Danger Today” signs, to be placed in two locations: one (double sided) on the Arlington near the PSB, and the other at the intersection of Beloit and Grizzly Peak, both on County property (Action Item)

As described at a previous Board meeting, residents on south Lake Drive expressed the desire to mount a “fire danger today” sign, with a moveable arrow indicating the level of danger, on the corner of Beloit and Grizzly Peak (presumably NE or NW corner, on County property), which they would maintain daily. (There are several EPC members in the neighborhood.) A similar two-sided sign, which could be mounted in the median strip slightly south of the PSB, would have substantial visibility for drivers heading both north and south on the Arlington and would raise awareness for citizens who live all along this north-south axis to Richmond and beyond, and could be maintained by personnel in the PSB.

The signs are 45” x 32”, available from SmokeyZone.com. This vendor was recommended by the Glen Ellen Forum citizens’ group, which recently purchased a sign for their town after a search for a suitable vendor. The one to be mounted in the hills comes with two posts and hardware. The dual-sided sign to be mounted on the Arlington also comes with two posts and hardware, but they would need to be mounted higher than the posts for the sign in the hills. Additionally we recommend “riders” that can be mounted on the posts below the signs that say “RED FLAG DAY!”, to be hung on appropriate days. The cost of the materials including shipping is about \$2200, and beyond this the signs would need to be mounted and sunk in concrete, with higher posts for the Arlington site, at an unknown cost for County services. (The 4x4” treated redwood posts provided are considered “breakaway” construction grade and are provided at the height required.)

**MOTION:** The Board authorizes up to \$2500 (including tax) for the purchase of these signs, plus the costs to be determined of mounting them.



### **Proposed procedure for setting Board meeting agendas**

1. To submit any proposed agenda items, whether from Board members, staff, or the public, send them to either the Board President or the District Manager to be received by no later than 1 pm on the second Wednesday before the Board meeting. Late items can only be considered under the provisions of the Brown Act.
2. Requests by non-board members to present an agenda item, speak before the Board (outside normal public comment periods), or to give presentations, will be shared by the Board President and District Manager for consultation, and not accepted until approved by the Board President, on consultation with the District Manager.
3. Submit all material supplemental to proposed agenda items to the District by the Wednesday before the Board meeting at 1 pm. To maximize the efficiency of an item considered at the Board meeting, appropriate supporting and explanatory materials should be provided unless the agenda item clearly does not require them.
4. The Board President and the District Manager set the agenda by comparing submissions received, as dictated in the Policy Manual. The Board President is ultimately responsible for the content and order of agenda items and will approve the agenda (and agenda packet) before dissemination.

### **Proposed procedure for handling correspondence received by the District**

1. Correspondence not intended for the Fire Board specifically (e.g., thank-you notes to firefighters and EMT personnel) will be forwarded to the ECFD and not retained by the KFPD or included in the Board's agenda packet.
2. Correspondence received less than a week before the board meeting (i.e., by the previous Wednesday at 1 pm) will be considered not for that meeting but for the following meeting.
3. To reach all board members, citizens either email all Board members individually (addresses are on the District website) or advise the recipient (Board President, Manager, etc.) that it is intended for all members. It will not be otherwise forwarded if addressed to particular individuals. Written correspondence will be treated similarly. Only written correspondence will be considered (no phone messages, etc.).
4. Correspondence will not be considered for inclusion in the board packet unless expressly stated *in the document* that it is so intended. Absent this consent the correspondence will not be so considered, but will be filed in the District office.
5. The Board President and District Manager review correspondence intended for inclusion in the agenda packet and will include it if it is civil and constructive, and if it addresses Fire District or Fire Department matters. No anonymous correspondence will be considered. Correspondence that contains statements that might provide actionable offense to anyone, at the discretion of the District Manager or the Board President, will not be further considered.
6. The District redacts all residential and email addresses, as well as any incidental statements that might provide personal identifying information, before inclusion in the Board packet.
7. No commercial or political correspondence (i.e., that advertises goods or services, or advocates political candidates or measures) will be included in Board Packets.

The District Manager will post these guidelines for correspondence on the District website.

**CHIEF'S/PRESIDENT'S  
REPORTS**



## EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



**DATE:** October 1, 2019

**TO:** Kensington Fire Protection District Board Members

**FROM:** Michael Pigoni: Fire Chief

**RE:** **Fire Chief's Report for October 2019**

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### **Run Reports**

There were 40 incidents that occurred during the month of September in the community of Kensington. This was an increase of 7 calls in the community over last month due to an increase in smoke investigations and public assists. However, while there was one reported structure fire that turned out to be a barbeque in the backyard of a residence, there were no major fires or property loss this past month. During this same time, Engine 65 responded to a total of 77 calls in all districts. The "Incident Log" included in the Board packets will provide more details on the dates, times, locations and incident type for these calls that the Fire District responded to this past month.

### **Vegetation Management**

With the Board holding the public hearing at the August meeting and adopting a resolution confirming the report of costs of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter, or other flammable material on two parcels, the Fire District is now focusing on compliant driven inspections and working on possible updates to the Vegetation Management Standards. The existing standards were adopted over 20 years ago. With the effects of climate change and the recent history of devastating fires, there is a need for the Fire Prevention Department to review and possibly update the standards to reflect the current trends and needs. Contra Costa County is updating the County Wide Wildfire Action Plan as well as local councils and other agencies are updating their lists of vegetations that is prohibited from being planted near structures.

At this point the Fire Prevention Department is just researching information and networking with other County agencies to find out what is being discussed in the line of changes. More information will be brought forward in the coming months.

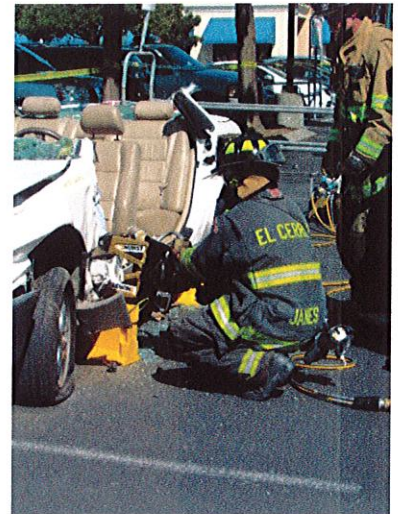
### **Statewide Fire Activity**

As we are all aware, California has experienced the deadliest and most destructive wildfires in its history the last two years. Fueled by drought, an unprecedented buildup of dry vegetation and extreme winds, the size and intensity of these wildfires caused the loss of more than 100 lives, destroyed thousands of homes and exposed millions of urban and rural Californians to unhealthy air. While wildfires are a natural part of California's landscape, the fire season in California is starting earlier and ending later each year.

Fortunately, so far this year, while there have been almost 5,500 reported vegetation fires Statewide, only approximately 158,000 acres have burned with no direct fatalities and only 39 structures damaged or destroyed. Three of the major fires last year, the Carr Fire near Redding, the Camp Fire in Paradise and the Mendocino Complex fire each exceeded these statistics. However, while we are having cooler weather and a little rain, fire season has not ended. It helps to remember that the Oakland Hills Fire in 1991 started on October 19<sup>th</sup>.

### Tri-City Safety Day

The Tri-City Safety Day was held on September 21<sup>st</sup> at the El Cerrito Plaza. Engine 365 was on display along with the Truck 171 and units from Richmond, Albany and East Bay Parks. El Cerrito PD and Albany PD were also there handing out information as well as volunteers from the El Cerrito / Kensington CERT program. The Fire Department had the Safety Trailer there and conducted a fire safety class every 30 minutes for numerous children and some parents. The highlight of the day was when the crews used the Jaws of Life to cut up a car that was donated for the demonstration.



### New Hire

Joel Ferreira-Clifton was recently hired and started his career with the El Cerrito / Kensington Fire Department on Sunday September 15<sup>th</sup> as a probationary firefighter. Joel was working for the Mill Valley Fire Department and Marin County Fire Department prior to that. He has an extensive fire background as well as he spends free time working on and restoring cars. Joel will be a great asset to the Fire Department.

### Fire Department Open House to Celebrate National Fire Prevention Week

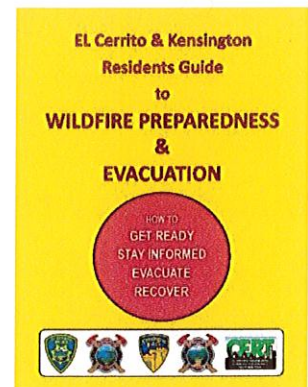
October 6 to 12 is National Fire Prevention Week. This year the theme adopted by the National Fire Prevention Associations is *"Not every hero wears a cape! Plan and Practice Your Escape!"* This ties into the Wildfire Evacuation Guide that was recently mailed to every household in the Kensington. The Department will hold its annual Open House on Saturday, October 12 from 10 a.m. to 2 p.m. in Kensington at Station 65. There will be treats and fire safety information available.

### Get Ready! Be Ready! Wildfire Evacuation Guide

*The El Cerrito & Kensington Wildfire Preparedness and Evacuation* guide has been sent to every home and business in Kensington. The booklet was designed to help residents protect their family, home, and neighborhoods as we approach wildfire season. Please review the information in the packet and commit to improving our community's ability to withstand a wildfire or other emergency.

### Register with the Contra Costa County Community Warning System

IT can not be stressed enough the importance take a moment to register cell phones with the Contra Costa County Community Warning System (CWS). CWS will alert you when life-threatening incidents, like wildfire or power shutdowns, occur. [www.cwsalerts.com](http://www.cwsalerts.com)





# The Fire Plug



## INSIDE THIS ISSUE:

## Fire Prevention Week Plan and Practice Your Escape!

The National Fire Protection Association has declared this year's Fire Prevention Week to be—*Not Every Hero Wears a Cape, Plan and Practice Your Escape!*

There are many ways to prepare for and practice escaping a fire event.

First, prepare for a home fire. You may have less than two minutes to escape safely from the time a smoke alarm sounds. Draw the layout of your home, marking two exits from every room and a path from each exit to the outside. You can find free templates at the NFPA website: <https://www.nfpa.org/Public-Education/Staying-safe/Preparedness/Escape-planning>. Pick a meeting place outside in front of your home where everyone will meet. Review the plan with your entire family and practice your plan twice each year.

Next, prepare for neighborhood

evacuation during a wildfire event. In order to be notified of an evacuation, first sign up with the Contra Costa Community Warning System at



[www.cococws.us](http://www.cococws.us). You must take this action in order to receive alerts. In addition, study the *Residents Guide to Wildfire Preparedness & Evacuation* that was mailed to all residents and businesses in early September. This document includes evacuation tips, how to prepare ahead of time and what actions should be taken at the time of evacuation. You can also find this booklet on our website at <http://www.kensingtonfire.org/safety-tips-resources>

Make a Plan to be Prepared!

## Open House & Celebration!

KFPD will be holding its annual Fire Prevention Week Open House on **Saturday, October 12th** from



10:00 a.m. until 2:00 p.m. at the Kensington Fire Station (217 Arlington Avenue). There will be lots of safety information on hand, 24-hour emer-

gency kits, fire hats for the kids and firefighters!

KFPD will be also celebrating the renewal of its contract with the El Cerrito Fire Department with a celebratory cake cutting at **11:00 a.m.** KFPD and ECFD have been partners since 1995 and are excited to have extended this mutually beneficial agreement to 2030! Come join us!

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### KFPD BOARD OF

#### DIRECTORS:

- Julie Stein, President
- Don Donner, Vice President
- Larry Nagel, Secretary
- Janice Kosel, Director
- Kevin Padian, Director

#### KFPD STAFF:

- Michael Pigoni, Chief
- Brenda Navellier, Manager



## Fall Shredding Event

KFPD's popular bi-annual shredding event will take place this fall on Saturday, **October 19th**.

This is a free event for Kensington residents only to dispose of unwanted, stockpiled flammable papers. The shredding event will take place in the parking lot next to the community center/library from **10:00 a.m. until 2:00 p.m.**



All papers are shredded on site to protect confidentiality and there is no limit to the amount of shredding material that you may bring. It is not necessary to remove staples and paper clips; however, please remove papers from binders or binding materials.

If you have any questions about this community event, please contact us at (510) 215-4450.

## Consider Your Neighbors and Park Safely

Based on an example from the Oakland Fire-safe Council, KFPD's Emergency Preparedness Committee has developed a Kensington "parking flyer" for use by Kensington residents. If you see a neighbor that is parked unsafely, you can download and print this flyer and put it on their windshield. Be

sure to allow 14 feet minimum roadway clearance at all times so that emergency responders can get through.

The flyer can be found on the KFPD website at: <http://www.kensingtonfire.org/parking-flyer-for-neighbors>

## Pharmaceutical Drop Off Event

KFPD and KPPCSD are joining together to bring the residents of Kensington a pharmaceutical drop off on **Saturday, October 26, 2019**. This free event will take place at the Kensington Public Safety Building (217 Arlington Avenue) from **10:00 a.m. until 2:00 p.m.**

This program is possible through the National Drug Enforcement Agency's "Drug Take Back Day" campaign to safely dispose of unnecessary medications. The National Prescription Drug

Take Back Day strives to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the general public about the potential for abuse of medications.

Fire and Police personnel will be available during the designated hours only to accept all unused or expired medications including narcotics, pills, syrups, inhalers, etc. Questions? Call (510) 215-4450.

## CPR/First Aid Classes

Your KFPD will be offering a CPR/First Aid class to the community on **Saturday, November 2nd** at the El Cerrito Community Center in El Cerrito.



**American Heart Association**

life is why®

All classes are American Heart Association Heart Saver courses and are registered with Kaiser Per-

manente School of Allied Health Sciences.

Space is limited and priority registration is given to Kensington and El Cerrito residents.

Cost for residents is \$43 for CPR and \$86 for both CPR and First Aid.

Additional classes will be scheduled for the following year. You can sign-up by emailing [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org) or calling (510) 215-4450.

## Public Safety Building Forum



The Kensington Fire Protection District will be hosting an informational forum on the status of the Public Safety Building (Station 65) on **Saturday, November 16th** from **9:00 a.m. until 11:00 a.m.**

at the Arlington Community Church (52 Arlington Avenue) in Kensington.

KFPD owns and manages the Public Safety Building at 217 Arlington Avenue. The building was built in 1970 and has been renovated several times over its 49-year life. However, the Public Safety Building is not up to current codes including, and most importantly, to Essential Services stan-

dards. Currently the building is not designed to withstand a major earthquake. When we need our first responders most, many may be injured or trapped inside the sub-standard building. Correcting this problem triggers accessibility requirements within the first floor at a minimum if not throughout the entire building. In addition, interior overcrowding and shared spaces do not meet current code or legal standards for fire and police.

Prior to the public forum, KFPD will be holding an Open House on **Saturday, November 9th** from **10 a.m. to 12 noon** for tours of the Public Safety Building.

You can read extensive coverage on this topic in the October *Outlook*.

## Year-Round Vegetation Management

The fall season is still prime fire season for California. Last year, KFPD personnel were responding to wildfires within the State as late as November. With the extreme fire danger in California, weed abatement standards should be observed all year long.

Here are some simple rules to abide by: Make sure to keep your grass mowed down, ensure that all bushes and trees are cut back away from your home (particularly your chimney), keep roofs and gutters clear of debris, and keep trees limbed-up.

Consider replacing hazardous plants (like junipers) with more fire resistant plants.

Kensington's vegetation management standards can be found at <http://www.kensingtonfire.org/fire-hazard-reduction-standards>



Protecting your home and community from the devastating effects of wildfire is the property owner's responsibility.

## Kensington Evacuation Zones--Community Warning System

The Kensington Fire Protection District is currently working on an evacuation "polygon" plan. These polygons will divide the community into notification zones if the need for an evacuation rises within Kensington. This will allow the Contra Costa Community Warning System to evacuate Kensington in a controlled manner by affected zone or polygon instead of a mass warning to the entire community at once.

To further refine the plan, KFPD has also commissioned a traffic study of the Kensington community. The information gathered in

this study will be fed into the polygon program to create more accurate evacuation scenarios. The traffic study is currently projected to be completed in December at which time all information will be incorporated into the county Warning System.

None of this information will be useful to Kensington residents if you are not signed-up to receive notifications from the Contra Costa County Community Warning System. In order to be notified by CWS of an evacuation or other emergency alert, go to [www.cococws.us](http://www.cococws.us)



**KENSINGTON FIRE  
PROTECTION DISTRICT**

Kensington Public Safety Building  
217 Arlington Avenue  
Kensington, CA 94708

Phone: (510) 527-8395  
Fax: (510) 527-8396  
E-mail: [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org)

*When in Doubt—  
Call Us Out!*

We're on the Web!  
[www.kensingtonfire.org](http://www.kensingtonfire.org)



## Community Emergency Supply Program

The Kensington Fire Protection District has budgeted funds for CERT sheds to be located throughout the community. CERT Area Coordinators and other Community Group Representatives can apply for an emergency supply shed and contents.

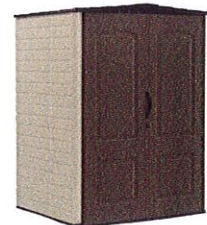
The application can be found on our website at:  
<http://www.kensingtonfire.org/cert-community-emergency-response-team>

Download the application, fill it out and return to CERT program Coordinator, Joseph Grupalo at [jgrupalo@ci.el-cerrito.ca.us](mailto:jgrupalo@ci.el-cerrito.ca.us).

Haven't taken your CERT training yet? Check our website soon for the

upcoming 2020 CERT schedule. CERT training can help you be better prepared to take care of yourself and your loved ones in the event of a major disaster in our community.

If you have any questions about the program or the application, contact Joseph Grupalo at 510-215-4353.



# **BOARD REPORTS**

**MINUTES OF THE AUGUST 28, 2019 EMERGENCY PREPAREDNESS COMMITTEE MEETING  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**      Directors:                      Kevin Padian and Larry Nagel  
                         Committee Members:       Lisa Caronna, Cortis Cooper, Katie Gluck, Peter Guerrero, Peter Liddell, David Spath  
                         Staff:                                      Brenda Navellier, Manager  
                         Absent:                                     Paul Moss

**CALL TO ORDER:**

Director Padian called the meeting to order at 3:34 p.m. All members were present except Paul Moss who was excused.

**ORAL COMMUNICATIONS:**

None.

**INTRODUCTIONS:**

The Committee members introduced themselves.

**FORMAT OF MEETINGS; BROWN ACT; COMMUNICATIONS:**

The Committee discussed potential meeting places to accommodate the public. Navellier will create a directory of members.

Protocols of the Brown Act were discussed. One-way communication of information, listed as "for information only" is the only way to share findings with other committee members, and such communications cannot include recommendations for Committee or Board decisions. A quorum of the Committee is any five members. Regarding public communication, Committee members are encouraged to discuss their work and their findings with their neighbors; they do not discuss possible actions to be recommended to the Board; and they do not speak officially for the Committee or the Board. The Committee discussed a task-oriented system instead of subcommittees. Inquiries could be funneled to Padian and Nagel.

**CHARGE OF THE COMMITTEE:**

Director Padian read the relevant portion of KFPD Policy 1140 that included the committee's charge. It was noted that KPPCSD does not have an Emergency Preparedness Committee but one Director that serves as an Emergency Preparedness Coordinator.

**DIRECTIONS OF ACTIVITIES NEEDED, AND INTERRELATIONSHIPS AMONG THEM:**

The activities of the Committee to date were discussed as a prelude to the directions of future activities by the new Standing Committee, and the relationships among the activities. The EPC has been working on advertisements and letters in *The Outlook*, a traffic study and a resident parking flyer. Navellier will contact KPPCSD to encourage use of the parking flyer.

1. Traffic Study: commissioned for the Board by the EPC, the consultants will map and measure the streets of Kensington and immediately adjacent streets; compile data on vehicle loads, traffic flows, street directions, and parking orientations; make recommendations about possible changes in traffic flow directions, parking orientations, and evacuation routes (good and bad); and provide their data to the evacuation polygon project designers. Using these data and recommendations, the Committee will present actions to the Board; the Board may elect to recommend to the County such changes as will be deemed necessary to insure safer traffic flow in case of evacuation. Guerrero recommended the consultants check with the County to ensure that their methods are consonant with County standards, so that their eventual recommendations will be recognized as valid.

2. Paths: A long-standing concern of the community that will be addressed in more depth at the next meeting.
3. Warning Systems: These include but are not limited to cameras, sensors and sirens. Because Kensington is so small, its roads are narrow and overloaded with vehicles, and much of its population is in need of early warning, pre-evacuation is seen as the most important priority. However, the District cannot invest in technology until it is clear who will control it, what the criteria are for activating it and personnel are trained. Directors Padian and Nagel will consultant County officials for answers.
4. CERT training and the institution of FireWise communities: Because residents will be largely on their own in case of a major fire or earthquake, neighborhood groups and training are critical to public safety. The EPC could take the lead at the neighborhood level to educate, provide help, identify new leaders, and help to organize meetings to raise consciousness.
5. Earthquake Preparedness: Fire preparedness and earthquake preparedness share common features, there are also distinct characteristics of each. Fire poses a more tangible immediate danger but it is just as important to educate residents about dealing with an earthquake. This will be addressed at a future meeting.

**DEPLOYMENT OF COMMITTEE MEMBERS ON ACTIVITIES:**

Spath and Caronna will spearhead the initiative on Paths. Directors Padian and Nagel will work with the County and Supervisor Gioia's office on the traffic study methodology, warning systems criteria and a regional approach to hazard mitigation within East Bay Regional Park District property. Gluck and Moss will investigate the logistics of sirens. Director Padian will discuss the topic of cell towers with County personnel. Publicizing and propagating CERT neighborhoods and FireWise communities will be under the purview of Director Nagel, along with Liddell, Cooper and Guerrero. Contributions to these efforts are fluid but cannot comprise of more than four members before recommendations are discussed in an open meeting.

**DISCUSSION OF OTHER CONCERNS:**

Encouraging a shift in priorities for mitigation work in Tilden Park was addressed at both the local and regional level. The topic of Fire Danger signs, to be placed at the intersection of Grizzly Peak and Beloit, and on the median strip of the Arlington south of the Public Safety Building, was discussed and will be on the Board's September agenda. The topic of providing emergency radios to all Kensington households, starting with a pilot program, should be investigated by the Committee at its next meeting before a possible Board recommendation.

**OBJECTIVES FOR NEXT MEETING**

A report on the paths; a discussion of emergency radios; and progress on the assigned items.

**SCHEDULE FUTURE MEETINGS:**

Several members will be absent during September. The Committee will try to schedule for late September.

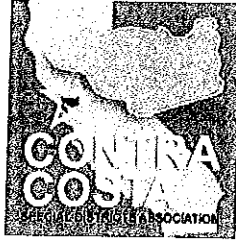
**ADJOURNMENT:** The meeting was adjourned at 5:38 p.m.

**MINUTES PREPARED BY:** Brenda J. Navellier

These minutes were approved at the Committee meeting of September 26, 2019.

Attest:

\_\_\_\_\_  
Emergency Preparedness Committee Member



# Contra Costa Special Districts Association Newsletter

Contra Costa Chapter of the California Special Districts Association

October 2019 Quarterly Newsletter

## October 21<sup>st</sup> Meeting Location

For our October meeting we will meet back at the Central Contra Costa Sanitary District Collection System Operations building (CSO) located at: 1250 Springbrook Road in Walnut Creek, Ca.

At the October meeting we will consider changing our current meeting times of quarterly to bimonthly. It is proposed that we change from January, April, July and October to January, March, May, July, September, and November.

The joint Alameda/ Contra Costa Chapter meeting was a success and we will also consider doing the same in 2020.

The October Speaker will be Jason Warner, General Manager Oro Loma Sanitary District. He will talk to us about the Horizontal Levee -an overview of lessons learned, and preliminary research findings from a full scale demonstration of one of the leading alternatives for sea rise response in the SF Bay Area and beyond.

At the January 27, 2020 meeting (our annual business meeting) we will have the Election of Officers - President, Vice President and Member at Large. If you are interested in becoming part of the chapter executive team contact Mike McGill chairperson on the nominating committee. At the January meeting we will also be voting on chapter bylaws amendments, and conduct other chapter business.

## New LAFCO Office Location

Contra Costa LAFCO has moved! The office moved from Pine Street on Thursday July 18th, and they were up-and-running on Monday, July 22nd.

New Location:

Contra Costa LAFCO  
40 Muir Road, 1st Floor  
Martinez, CA 94553

Lou Ann Texeira phone: 925-313-7133  
Executive Assistant Talbott phone: 925-313-7131

## Did You Know?

There are 77 special districts in Contra Costa County. Of these, 42 are governed by locally elected boards and four have appointed boards; these 46 districts are referred to as "independent special districts." The remaining 31 special districts are governed either by the Board of Supervisors or appointed boards and are termed "dependent special districts."

## We are always looking for Special District Highlights and News Stories!

The Contra Costa Special Districts Association welcomes information about your district, as either a speaker and/or presenter at a future meeting, or as a news story for our newsletter. If your district would like to present and be highlighted at a future meeting or can provide a news story please contact Stan Caldwell.

## Senator Steve Glazer Receives Award

The Regional Parks Foundation & East Bay Regional Park District has selected Senator Glazer as the Radke Championing Advocacy Award recipient for 2019.

They are honoring Senator Glazer for my efforts to secure \$5 million for Del Valle Regional Parks, to protect the Carnegie State Vehicular Recreation Area (SRVA) to add the Tesla Expansion Area lands, and to ban smoking in state parks and on state beaches.

"The East Bay Regional Park District & Regional Parks Foundation values your leadership and continuous support for open space, state beaches and parks, and outdoor recreation throughout California."

East Bay   
Regional Park District



## CSDA adopts support for SB268

The California Special Districts Association (CSDA) has adopted a support position on SB 268 (Wiener), related to local tax ballot measures. SB 268 will expand transparency for local tax measures while addressing recently enacted ballot label requirements that have proven to be problematic for bonds and tiered tax rate measures. The existing law is creating significant voter confusion and threatening districts ability to meet the public safety, health, flood protection, and other needs of California residents.

The Elections Code now requires local tax and bond measures to state on the ballot label: the amount of money to be raised annually; the rate of the tax to be levied; and the duration of the tax to be levied.

While these provisions were enacted with the intention of increasing transparency to voters regarding the costs of proposed ballot measures, they actually have resulted in less transparency because of voter confusion. The requirements have and will continue to have a detrimental effect on the ability of communities to pass local bonds and other local revenue measures by the required super majorities, including any tiered tax rates that incorporate social justice or other important public policy goals.

SB 268 will require a local measure that imposes or increases tiered tax rates, authorizes the issuance of bonds, or imposes a tax with a rate structure that cannot be accurately described in the ballot label, to include in the ballot label the words "See voter guide for information." The local tax measure would be exempted from the requirement to provide the rate, duration, and annual revenue in the ballot label, but would be required to include in the voter information guide key financial measures that include all those in existing law and more. Specifically: Public Benefits - How tax revenue will be spent to provide public benefits; Rates - A list of all the tax rates that would apply; Duration - An explanation of when or if the tax expires; Annual Revenue - Best estimate of annual tax revenue; this bill also would clarify that financial measures stated in the ballot label or in the voter information guide are estimates, and not caps above which a local jurisdiction would be subject to legal challenge.

SB 268 will protect the ability of local agencies and communities to support schools, roads, hospitals, flood protection, fire protection, and other vital public services, while ensuring accurate, clear cost information is provided to voters.

## California Public Employees Retirement System (CalPERS)

The California Public Employees Retirement System (CalPERS) announced their preliminary investment returns for fiscal year 2018-19. The returns came in at a 6.7 percent return on investment for the year, just shy of their 7 percent goal, resulting in a total fund value of \$373 billion. CalPERS reported the returns as follows: Fixed Income program generated a 9.6 percent net return, followed by Private Equity and Public Equity net returns of 7.7 percent and 6.1 percent returns respectively.

What does this mean for your district if you are a CalPERS member? This means you can expect a moderate rate increase in 2021-22 to cover the 0.3 percent shortfall; the difference between the 6.7 percent return and 7 percent projected return. Only a few months ago CalPERS returns were as low as 1.62 percent, which would have resulted in significant increases in rates for employers who are already facing rate increases resulting from the gradual lowering of the discount rate to match future expected returns.

While CalPERS narrowly missed their target this year, they are taking steps to increase returns in future years through increased investment in private equity, which has regularly been a top earner for the CalPERS portfolio. With the increased returns potential from private equity comes greater risk of losses. That is a risk many CalPERS members have indicated they are willing to take to reduce their annual contribution rates.

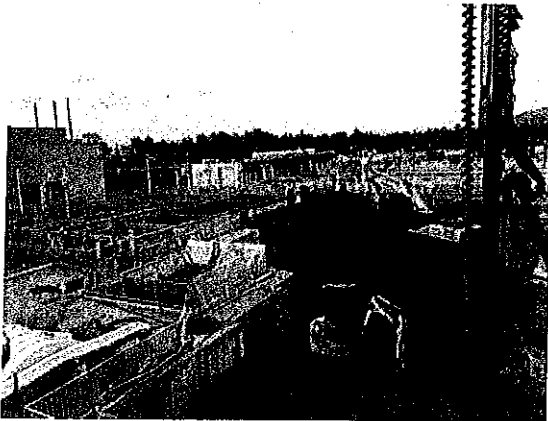
## Ironhouse Sanitary District

Thank you to the Contra Costa County Taxpayers' Association (CoCo Tax) for awarding Ironhouse Sanitary District a Bronze Medal Award for Good Government at their The Good, the Bad & the Ugly Awards event on July 12th.



## Primary Treatment Project to Increase Efficiency

The Dublin San Ramon Services District has started a major capital improvement project at the Regional Wastewater Treatment Facility in Pleasanton that will increase efficiency to improve the wastewater treatment process and reduce energy costs. The \$19 million project is the largest project undertaken by the District since a treatment plant expansion in 2000.



An aerial view of the demolished primary tank in May 2019.

Contractors began work in April on the Primary Sedimentation Expansion and Improvements Project, which will increase the primary treatment capacity by 33 percent. Construction is estimated to continue through fall 2021.

The grit tanks remove small material, such as gravel and sand, to protect equipment and prevent clogged pipes at the plant. Once the wastewater reaches the primary sedimentation step, scum is skimmed from the water's surface and solids are scraped from the bottom of each tank. From here, the sewage is split into two separate streams of treatment for liquids and solids.

Currently the primary treatment capacity is undersized for the facility's average dry weather flow of more than 10 million gallons a day. Insufficient primary treatment capacity can add stress to the next steps in the wastewater treatment process.

Once the project is complete, having two deeper tanks as well as improving the internal mechanism configuration will allow the wastewater to spend more time in the primary tanks, which will improve separation of solids and liquids. Removing solids earlier in the process will also help reduce energy use in secondary treatment.

The improvements will also enable the plant to send more solids to digesters that create biogas, a renewable fuel used to generate electricity to heat and power the plant. The expansion and improvements will provide the

needed primary treatment capacity for both current flows as well as anticipated community buildout.

## Water-Wise Gardening Workshop

The public was invited to join a free water-wise gardening workshop from 6 to 8 p.m. on Wednesday, July 31, in the Community Room at the Dublin Library.



WEDNESDAY, JULY 31, 6-8 P.M.

DUBLIN LIBRARY, COMMUNITY ROOM  
200 DAVID PLAZA, DUBLIN, CA 94568

RSVP BY JULY 25 @ [WWW.TRIVALLEYWATERWISE.COM](http://WWW.TRIVALLEYWATERWISE.COM)  
QUESTIONS? CONTACT [BLEVAS@DSRSB.COM](mailto:BLEVAS@DSRSB.COM), (925) 875-2294



### LEARN ABOUT

- Designing your garden (what to do/what not to do)
- Low-water-use plants
- Irrigation 101

### Presented by



Dublin San Ramon  
Services District  
A member of the community



### GUEST SPEAKER

Environmental Educator Frank Niccoli

- Environmental horticulture instructor
- Past president of the CA Landscape Contractors Association
- Sustainable landscape management and native plants specialist

"Grow Your Garden—Not Your Water Bill," presented by the Dublin San Ramon Services District and Zone 7 Water Agency, served as a guide for residents looking to make their yards water-smart. Attendees learned about designing their garden (including what to do and what not to do), choosing plants that only need low-water use, plus irrigation tips and tricks.

Environmental educator Frank Niccoli is the featured speaker for the event. Niccoli is an environmental horticulture instructor, past president of the California Landscape Contractors Association, and a specialist in sustainable landscape management and native plants.

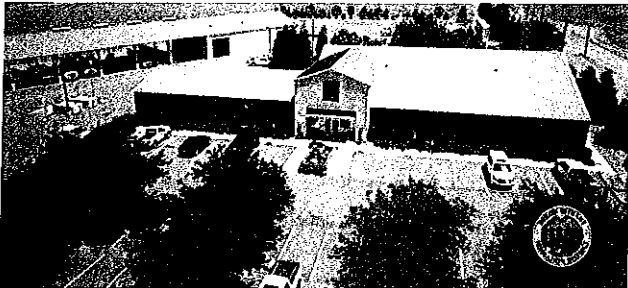


Dublin San Ramon  
Services District

Water, wastewater, recycled water

## District Consolidation One Step Closer to Reality for Byron-Bethany Irrigation District

Byron-Bethany Irrigation District (BBID) is a multi-county special district serving parts of Alameda, Contra Costa, and San Joaquin Counties across 47 square miles and 30,000 acres. The district serves 160 agricultural customers and more than 20,000 residents of the Mountain House community.



BBID also manages the West Side Irrigation District (WSID), which serves agricultural customers and provides raw water to the City of Tracy. BBID provides management services and operations & maintenance support to the Byron Sanitary District, which provides wastewater and sewer services to Byron residents.

June 13, 2019) - The proposed consolidation between the Byron-Bethany Irrigation District (BBID) and the West Side Irrigation District (WSID) took a significant step forward.

The San Joaquin County Local Agency Formation Commission (LAFCO) formally approved the updated Municipal Service Review (MSR) and Sphere of Influence (SOI) related to the consolidation. BBID and WSID have worked collaboratively with interested stakeholders in both service areas for quite some time. The planned consolidation would help secure greater water reliability and improve delivery efficiencies.

"We thank LAFCO staff and commissioners for their diligence throughout this process," said BBID GM Rick Gilmore. "We look forward to moving forward in the coming months."

## Transparency Certificate of Excellence Awarded to Contra Costa Water District

The Contra Costa Water District received the District Transparency Certificate of Excellence by the Special District Leadership Foundation (SDLF) in recognition of its outstanding efforts to promote transparency and good governance.

## BART plans to issue 2019 general obligation green bonds



BART is offering its third Green Bond issuance, certified by the Climate Bonds Initiative. BART plans to hold an early order period exclusively for individual in the counties of Alameda and Contra Costa, and the City and County of San Francisco. The Series 2019 Green Bonds are General Obligation Bonds secured by ad valorem property taxes collected in the three-county BART District.

The estimated \$600 million of proceeds from the sale of these Green Bonds represents a significant investment in climate-friendly mass transportation for the Bay Area. Bonds issued under Measure RR for the BART System Renewal Program will go toward continued work on improving BART's core infrastructure including track replacement, tunnel repair, station improvements and train control system upgrades. Bonds sold under Measure AA will finance new improvements to BART facilities or refinance prior projects completed as part of the Earthquake Safety Program. These projects include retrofitting the Transbay Tube and upgrading various portions of the BART system to ensure the safety of the public and BART employees and to prepare for a rapid return to operations after a major earthquake.

The bond issue meets the criteria established by the Climate Bonds Initiative relating to reporting and transparency and will finance projects that provide low-carbon transportation alternatives for Bay Area residents and reduce the impacts of climate change.

Green Bonds (also known as Climate Bonds) were popularized in 2010 as a method for raising capital for climate-friendly projects across the globe. In 2018, \$169 billion in Climate Bonds were issued worldwide according to the Climate Bonds Initiative, an international nongovernmental, nonprofit organization dedicated to stimulating investment in projects and assets supporting environmental sustainability. In 2017, BART was the first California transit agency to obtain third-party green bond certification.

## Interpretive Center at the Los Vaqueros Reservoir

Did you know that Contra Costa Water District has an Interpretive Center out at the Los Vaqueros Reservoir? There are exhibits on the cultural history of the area, animals, and the unique role Los Vaqueros plays in providing you clean and healthy water. The center is open on weekends.

## Announcing CASA's New Executive Director!



Adam Link new Executive Director for CASA



The California Association of Sanitation Agencies (CASA) is excited to announce the selection of CASA's new Executive Director! Following an open process, the Board of Directors was pleased to select Adam Link, CASA's current Director of Operations. Adam will assume the role in January upon Bobbi Larson's retirement.

CASA's President Traci Minamide noted, "This is a very exciting time for CASA. Adam's appointment is an affirmation of CASA's multi-year succession planning effort. He will provide a fresh leadership perspective while maintaining the high level of advocacy and service our members have come to expect."

Link has been with CASA for nearly seven years and managed numerous aspects of the organization including a variety of legal, regulatory and legislative initiatives. Prior to joining CASA, he was a practicing attorney focused on environmental and local government law. He holds degrees from the University of California, Santa Barbara and University of the Pacific, McGeorge School of Law.

Link will be working with current staff over the next several months to finalize a transition plan that ensures CASA will continue to provide excellent service to its members in the coming years. Congratulations, Adam, and well deserved!

## Celebrating P2 Month in September

"Pollution Prevention" or "P2" is any practice that reduces, eliminates, or prevents pollution at its source (also known as "source reduction"). P2 is different and more desirable than recycling, treatment, and disposal, and it's one of the simplest and most effective keys to saving our resources and moving toward sustainability.



Have you seen the MYSO Pollution Prevention Billboard along I-680?

## William Hollingsworth Award of Excellence

Each year, CSDA presents various awards during the CSDA Annual Conference & Exhibitor Showcase. There are several different categories to enter your district, chapter, and/or an individual. While an independent third-party selects nearly all of the winners in each category, the William Hollingsworth Award of Excellence is selected exclusively by the CSDA Board of Directors.

The CSDA Board may consider the following qualities and characteristics in individuals when selecting the recipient of this award:

- **Leadership:** Demonstrated significant leadership for special districts regionally or statewide over time;
- **Collaboration:** Actively worked to identify and implement programs and/or partnerships that benefit special districts regionally or statewide;
- **Commitment:** Dedicated a significant portion of their time, efforts, and/or career toward the advancement of special districts; and/or
- **Advocacy:** Advocated extensively on behalf of special districts regionally or statewide over time.



David McMurchie is the recipient of CSDA's 2019 William Hollingsworth Award of Excellence.

Some of you may recall that David's Father (Don McMurchie) also received the award in 2009 for his many years of service to CSDA, special districts, and SDRMA. Definitely a family committed to serving special districts and well-deserved recognition.

## Congratulations to the 2019 CSDA board Member of the Year Award Winner

Each year, California Special Districts Association (CSDA) presents various awards during the CSDA Annual Conference & Exhibitor Showcase. There are several different categories including Board Member of the Year, this year the Board Member of the year was awarded to Stan Caldwell, Mt. View Sanitary District. The award was presented during the opening general session of the Annual Conference

## East Bay Regional Parks News

The East Bay Regional Park District (EBRPD) has partnered with the City of Concord and the National Park Service to provide a new regional park in Concord on the former Concord Naval Weapons Station. The Concord Hills Regional Park is the working name for a world class regional park that will provide a full range of trail opportunities, wildlife preservation, and environmental and historic interpretation including a partnership with the National Park Service to develop a joint visitor center highlighting the history of the Port Chicago Naval Magazine National Memorial.

More than 2,200 acres of former Concord Naval Weapons Station (CNWS) land in eastern Concord is now in the hands of the East Bay Regional Park District, which plans to make this land the center of a new park. The park district board voted on July 2 to accept 2,216 acres of land from the U.S. Navy.

Concord Hills Regional Park, which is envisioned to eventually comprise about 2,500 acres, is a major element of a redeveloped weapons station property.

Another 2,300 acres will be transferred to the city of Concord, whose Concord Community Reuse Project has been overseeing planning for housing, businesses, a college campus and other development.

This has been a years-long planning process, and build out is expected to take many more years. The inland portion - south of state Highway 4 - of the weapons station was closed in 2005. Most of the portion of the base north of Highway 4 became Military Ocean Terminal Concord, operated by the U.S. Army.

The District will pursue creative opportunities and collaborative partnerships to provide world-class environmental education and interpretation programs and facilities throughout the CNWS to preserve and share the unique natural, cultural, social, and military history of the CNWS and the Central Contra Costa County region.

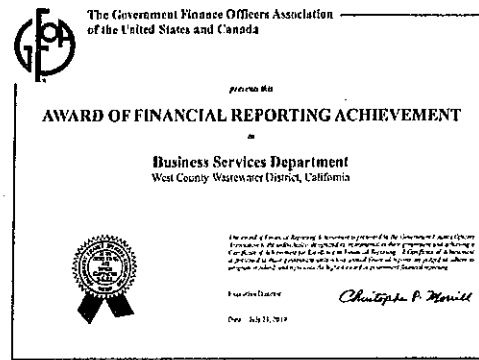


The East Bay Regional Park District has partnered with the National Park Service to develop a joint visitor center that will expand access to the Port Chicago Naval

Magazine National Memorial story and provide other natural and cultural interpretive opportunities.

The Visitor Center will interpret subjects including the history of Port Chicago during war and peace, and the area's natural history. The facility will be jointly operated by East Bay Regional Park District and the National Park Service.

## West County Wastewater District receives Certificate of Achievement from Government Finance Officers Association



The Certificate of Achievement for Excellence in financial Reporting has been awarded to West County wastewater District by 'Government finance Officers Association for its comprehensive annual financial report for the fiscal year ended June 30/ 2018.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting it represents a significant accomplishment by a government and its management. West County Wastewater received the Achievement Award for the District's 2018 Fiscal Year End Comprehensive Annual Financial Report.

## MVSD Manager Retires

Mt. View Sanitary District (MVSD) Manager Neal Allen retired September 16<sup>th</sup>. Assistant General Manager Lilia Corona was named to replace him as manager. An Ad Hoc Committee narrowed the field of perspective managers to five candidates and performing interviews the board of directors decided that Lilia would be best suited for the new role.



## California Water Environmental Association's Community Engagement Chair Angela Lowrey Recognized by CAPIO with 2019 Communicator of the Year Award

The California Association of Public Information Officials (CAPIO) has named Angela Lowrey as the state's Communicator of the Year for 2019, recognizing her dedication to clean water education and resource recovery outreach, her overall expertise in the communications field, and for award-winning creativity in her work.

"Angela stood out this year for her time, energy, and the remarkable impact she's made for her agency, as well as the California communications field as a whole," said CAPIO President Christine Brainerd, APR and communications manager for the City of Folsom. "We chose Angela for her exceptional contributions to improve Delta Diablo's outreach efforts through public and media engagement. Her ongoing advancement of the profession made her the top choice for the 2019 Communicator of the Year."

## Contra Costa Water District Board welcomes science fair winners

The future is bright for the water industry, as two students from De La Salle High School in Concord, California attended a recent CCWD Board meeting where they received certificates and monetary awards for their winning science projects. The students took second and third place in the Senior Division of the Water, Wastewater and Recycled Water Research category of the 2019 Contra Costa County Science and Engineering Fair for their water-related projects. The budding scientists were joined by their teacher and families at the Board meeting, as each student presented their projects to the audience before accepting their awards.



## A Ten Years of Partnership Helping Local Students Become Inspired Environmentalists



Since 1992, KIDS for the BAY has been introducing San Francisco Bay Area elementary school students to the Bay watershed environment that we all share. For the past 10 years, Stege Sanitary District has been part of that mission, supporting local students and teachers and inspiring a new generation of environmentalists with an increased awareness of watershed stewardship. During its decade-long partnership with KIDS for the BAY, the District has helped over 500 students in the District understand that a healthy sewer system helps our creeks and our Bay. They learned that "FOGs" (Fats, Oil, and Grease) are dangerous to the sewer because they can harden clog pipes, and cause wastewater to overflow into neighborhood creeks, storm drains.

Kids for the Bay, Hands-on science and nature field trips are a big part of KIDS for the BAY's program of environmental awareness-ss. Whether students are investigating a striped bass fish, using satellite maps to create their own estuary model, studying the rocky shore habitat, bird-watching, or cleaning up 40 gallons of trash from Keller Beach in Richmond, students learn that everyone shares responsibility for protecting their environment.



Students from Madera Elementary School in El Cerrito at Keller Beach in Richmond. Left: Studying the rocky shore Habitat Right: Birdwatching.

As a condition of funding, the District worked with KIDS for the BAY to include a wastewater component to their Watershed Action Program.

## New California Special Districts Association Board Members

The CSDA Board election was on August 13th and below are the individuals with the most votes in each network is listed below. There will be three new board members in 2020.

Northern Network (Seat B: Term = 2020-2022)  
Greg Orsini, General Manager, McKinleyville  
Community Services District (incumbent)

Sierra Network (Seat B: Term = 2020-2022)  
Jerry Gilmore, Director, Truckee Sanitary District

Bay Area Network (Seat B: Term = 2020-2022)  
Ryan Clausnitzer, General Manager, Alameda County  
Mosquito Abatement District (incumbent)

Central Network (Seat B: Term = 2020-2022)  
Lorenzo Rios, Chief Executive Officer, Clovis Veterans  
Memorial District

Coastal Network (Seat B: Term = 2020-2022)  
Jeff Hodge, SDA, General Manager, Santa Ynez  
Community Services District (incumbent)

Southern Network (Seat B: Term = 2020-2022)  
Kathy Tiegs, Director, Cucamonga Valley Water District

New board members will take office on January 1, 2020 and will be invited to sit in and will be invited on upcoming CSDA Board meetings held September 6th and at the 2019 Annual Conference & Exhibitor Showcase.

## 2020 CSDA Committee & Expert Feedback Team Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve members in the work of the association. Special districts board members and staff, as well as business affiliates bring tremendous talents and energy to CSDA and to the issues that concern special districts in California.

With this in mind, we are asking for volunteers to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA. If you or any others from your district or company would like to get involved with CSDA, please go to our Get Involved page at CSDA.net (<https://www.csdanet.org/about-csdanet/get-involved>) to view a complete list of committees and expectations for committee member service.

## New Fee on Special Districts Imposed by CalPERS Even if Your District is Not a CalPERS Member

The State Social Security Administrator (SSSA) will begin to assess fees to special districts and other public agencies that have a Section 218 Agreement. The fees are intended to cover the costs of administering the federal program on behalf of all local agencies. They will range from \$200 - \$2,500 per year based on number of employees and will be charged to agencies whether or not they are a CalPERS employer.

A Section 218 Agreement is a voluntary agreement between an agency and the Social Security Administration (SSA) to provide Social Security and Medicare Hospital Insurance (HI) or Medicare HI-only coverage for State and local government employees. These agreements are called "Section 218" Agreements because they are authorized by Section 218 of the Social Security Act.

CalPERS serve as the SSSA on behalf of all public agencies in California and have been operating up to this point using the interest that was earned from the Social Security and Medicare tax holding account. After 30 years the fund has now diminished, and it can no longer pay for the expenses required to continue to operate the SSSA. The Social Security Administration (SSA) does not provide any funding for the SSSA to operate. Additionally, the state Legislature does not allow CalPERS to use any retirement funds to cover expenses which are not related to the cost of the administration of the retirement system.

SSA regulations require each state to designate an official to administer that state's Section 218 Agreement. From 1955-1986, the SSSA was also responsible for collecting Social Security and Medicare withholdings for all public employers in California. The Omnibus Budget Reconciliation Act (OBRA) Bill of 1986 moved the responsibility of collecting taxes from the SSSA to the Internal Revenue Service (IRS).

As of July 1, 2019, there are two types of fees that are being assessed. The first fee is a contracting fee of \$650 to establish a new Section 218 Agreement or to amend an existing Section 218 Agreement for Social Security and/or Medicare coverage. The second fee is an annual maintenance fee for all employers that have an existing Section 218 Agreement. The annual maintenance fee is based on the number of employees currently employed with your agency.



## Moorhen Marsh Receives Prestigious CASA Award

Mt. View Sanitary District is very pleased to announce that the Moorhen Marsh Western Pond Turtle Habitat Enhancement Project was awarded the prestigious Outstanding Capital Project by the California Association of Sanitary Agencies (CASA) for 2019.

Moorhen Marsh, constructed in 1974, was the first wetland on the West Coast to use treated effluent as its primary water source. MVSD produced the Moorhen Marsh Management Plan (2013), which called for significant improvements to the historic constructed treatment wetland.

These improvements became the recently completed Moorhen Marsh Western Pond Turtle Habitat Enhancement Project. The two-year project provided: 1) improvements including pond excavation/deepening, levee reconstruction, replacement of water control structures, wetland to riparian habitat enhancements, additional basking habitat for western pond turtles, and nesting habitat for herons, and 2) improved visitor access and facility upgrades, including a new ADA-compliant pathway and boardwalk, viewing platform, and additional improvements.



A western pond turtle basks in the sun at Moorhen Marsh.

**amazon**smile

You shop. Amazon gives.

## Special District Leadership Foundation is now a part of Amazon Smile.

Amazon Smile is the same Amazon you already know. The same products, same prices, same service, but with the added joy of supporting (SDLF)!

When you shop at Amazon Smile, Amazon will donate to Special District Leadership Foundation. Please go to [Smile.amazon.com](https://smile.amazon.com) and select SDLF

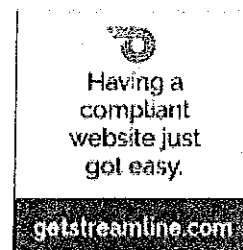
## Central Contra Costa Sanitary District Awarded CASA Excellence in Public Outreach/Education

### Pipe Protectors Student Education Program

The 2019 Awards of Excellence from the California Association of Sanitary Agencies (CASA) included the Excellence in Public Outreach/Education to Contra Costa Central Sanitary District for the Pipe Protectors Student Education Program. The Pipe Protectors was designed to fill a void in current wastewater student education, as Kindergarten through 2nd grade programming simply does not exist. As more of our schools fully transition to the Next Generation Science Standards, the need for high quality learning activities for all age groups becomes paramount.



As part of this effort, Central San wanted to create a program with accessible characters that young students could relate to. Central San felt it was especially important that our characters were representative of the heterogeneous community of students in our service area.



## STREAMLINE

Streamline Web is the only content management system designed specifically for special districts, with a meeting dashboard, agenda reminders, transparency guidelines, and an easy to use interface. Stay compliant with all existing and upcoming State and Federal Website requirements. Visit their website:

<https://www.getstreamline.com/>





*Please send your district news releases to stan\_caldwell@comcast.net to keep us informed of all the exciting things your Special District is doing and to share your news with other districts by having it appear as an article in the next newsletter.*

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**Mark your calendars with our future Chapter Meeting Date**

**~January 27, 2020~**

**The January meeting will be our bi-annual elections of officers.**

**Plan to come early there will be a meet and greet opportunity to network, with refreshments available.**

**☛ Meeting begins at 10:00 AM**

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**We will meet at the Central Contra Costa Sanitary District Collection System Operations building (CSO) located at: 1250 Springbrook Road in Walnut Creek, Ca.**

We suggest you review a map for precise directions.

From I-680 Southbound

Follow I-680 South to Olympic Blvd in Walnut Creek, turn left at bottom of the ramp.

Continue on Olympic Blvd.

Take Alpine Rd on the left, and left on Mt Diablo Blvd

Turn right onto Camino Diablo then right onto Springbrook Rd

From I-680 Northbound

Follow I-680 N to Olympic Blvd in Walnut Creek.

Take the State Route 24/Olympic Blvd exit from I-680 N

Use the right lane to take the State Route 24/Olympic Blvd exit toward Oakland/Lafayette

Take Alpine Rd, Mt Diablo Blvd and Camino Diablo to Springbrook Rd

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**Contra Costa Special Districts Association  
C/o Central Contra Costa Sanitary District  
5019 Imhoff Place  
Martinez, CA 94553**

Central Contra Costa Sanitary District contact Suzette Crayton Email: [scrayton@centralsan.org](mailto:scrayton@centralsan.org)

Stanley Caldwell - President & Newsletter Editor - Email: [stan\\_caldwell@comcast.net](mailto:stan_caldwell@comcast.net)

Edward Duarte - Vice President - Email: [duarte@dsrsd.com](mailto:duarte@dsrsd.com)

Susan Morgan - Member at Large email: [smorgan@equilytics.com](mailto:smorgan@equilytics.com)

Bert Michalczyk Treasurer - Email: [feedscourt@comcast.net](mailto:feedscourt@comcast.net)

**California Special Districts Association  
1112 "I" Street, Suite 200, Sacramento, CA 95814 877.924.2732**

**Our chapter has its own dedicated web site**

**<https://contracostasda.specialdistrict.org/>**

*Our chapter web page is powered by Streamline. Streamline is the host and creator of the web page. We thank them and appreciate the services they provide our chapter.*