


Memorandum

CS Memorandum No. 1270

To: Distribution

From: Susan MacKenzie, Document Control Manager 

Date: October 26, 2012

Reference: Project No. M544.1, Contract No. CS-149
Task No. 1-8.02, Change Control

Subject: Safety and Security Certification Review Committee Meetings
from September through December 2011

Attached please find minutes for the Safety and Security Certification Review Committee (SSCRC) meetings held from September through December 2011, listed on the Attachments below.

Number 19 was inadvertently skipped in the numbering of the minutes between the September 15, 2011 meeting and the October 20, 2011 meeting.

Attachments:

SSCRD Meeting No. 18 Rev. 0 Minutes (meeting held on 09/15/11)
SSCRD Meeting No. 20 Rev. 0 Minutes (meeting held on 10/20/11)
SSCRD Meeting No. 21 Rev. 0 Minutes (meeting held on 11/17/11)
SSCRD Meeting No. 22 Rev. 0 Minutes (meeting held on 12/15/11)

Cc: Wayne Gilles, CSP (with attachments) – via email
Carlos Campillo, CSP (with attachments) – via email
CS File No. M544.1.5.0890

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Bryant Woo, SFMTA (via email)
Roger Nguyen, SFMTA (via email)
Jim Kelly, SFMTA (via email)

Ross Edwards, CSP (via email)
Quon Chin, CSP (via email)
Jane Wang, CSP (via email)
Chuck Morganson, HNTB/B&C (via email)
Tom Tolentino, HNTB/B&C (via email)
David Coury, HNTB/B&C (via email)
Aileen Read, CSDG (via email)

Meeting Minutes

DATE: October 20, 2011

MEETING DATE: **September 15, 2011**

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: Reginald Mason (SFMTA), Bryant Woo (SFMTA) Kartik Shah (SFMTA) Albert Hoe (SFMTA), Ronnie Dobbs (PMOC), Jimmy Xia (CPUC), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Carlos Campillo (CSP)

COPIES TO: Attendees File No. M544.1, Contract No. CS-149 – Reginald Mason (SFMATA), Henry Melvyn (SFMATA), Bryant Woo (SFMATA), Roger Nguyen (SFMATA), John Funghi (SFMATA), Albert Hoe (SFMATA), Jim Kelly (SFMATA), Ronald Dobbs (PMOC), Jeffrey Davis (PMOC), Brad Lebovitz (PMOC), David Kuehn (PMOC), Jimmy Xia (CPUC), Ross Edwards (CSP), Carlos Campillo (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Quon Chin (CSP), Jane Wang (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Aileen Read (CSDG) Michie Wong (SFPD)

REFERENCE Project No. M544.1, Contract No. CS-149
Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 18 – Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Wayne Gilles distributed the CSP Safety and Security Certification Plan (SSCP) Revision 1a with updates to project titles, schedules, tasks, certification steps, role of PMCM, SSRC responsibilities, hazard matrix and design review process.	SSCRC Review by 10/20/11
2.	Reggie Mason commented on the Rev 1a SSCP. Comments include revising the Certifiable Elements and Items List, enhancing the design criteria section, further defining the procurement, construction and training elements, and providing examples of design and construction checklists. Revision 2 of the SSCP will resolve and incorporate these comments.	Wayne Gilles - after receipt of comments from SSCRC
3.	A motion to move the SSCRC meeting time to 10:30 AM from its usual time of 10:00 AM was entertained. The Committee decided the meetings would continue to convene at the regularly scheduled time of 10:00 AM.	None
4.	The Tunneling Contractor is expected to receive a NTP in Fall 2011. A draft C1252 Construction Checklist is currently under review and should be finalized and provided to the Contractor by the end of 2011. The Checklist will be updated revised to reflect current specification requirements	TBD/Open

Meeting Minutes

DATE: November 16, 2011

MEETING DATE: **October 20, 2011**

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: John Funghi (SFMTA), Kartik Shah (SFMTA), Jeff Conley (SFMTA) Jimmy Xia (CPUC), Chuck Morganson (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Carlos Campillo (CSP)

COPIES TO: Attendees File No. M544.1, Contract No. CS-149 – Reginald Mason (SFMTA), Henry Melvyn (SFMTA), Bryant Woo (SFMTA), Roger Nguyen (SFMTA), John Funghi (SFMTA), Albert Hoe (SFMTA), Jim Kelly (SFMTA), Ronald Dobbs (PMOC), Jeffrey Davis (PMOC), Brad Lebovitz (PMOC), David Kuehn (PMOC), Jimmy Xia (CPUC), Ross Edwards (CSP), Carlos Campillo (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Quon Chin (CSP), Jane Wang (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Aileen Read (CSDG) Michie Wong (SFPD)

REFERENCE Project No. M544.1, Contract No. CS-149 Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 20 – Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for September 15, 2011 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Comments received from Jimmy Xia on CSP Safety and Security Certification Plan. Comments to be resolved and incorporated as required. Signature process for Plan approval scheduled for next meeting.	Wayne Gilles by 11/17/11
3.	Draft Tunnel Contract Specification Checklist to be prepared and distributed for Committee review by next meeting.	Wayne Gilles by 11/17/11
4.	A discussion was held pursuant to the appropriate codes to be listed on the CPUC Oversight Plan. A preliminary list was compiled for potential inclusion into document. Also, the CPUC is in the process of revising and updating the document.	None
5.	Jimmy Xia requested a detailed description and schedule of surface work including signals, signage, street markings, delineators, lights, poles and related elements be provided to the CPUC.	Campillo 11/17/11

Meeting Minutes

DATE: December 15, 2011

MEETING DATE: **November 17, 2011**

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: Jimmy Xia (CPUC), Ronald Dobbs (PMOC) by phone, Brad Lebovitz (PMOC), Ross Edwards (CSP), Chuck Morganson (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Carlos Campillo (CSP)

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REFERENCE: Project No. M544.1, Contract No. CS-149 Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 21 – Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for October 20, 2011 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Comments received from Jimmy Xia on CSP Safety and Security Certification Plan Revision 1a are resolved and incorporated as required.	None
3.	Committee voted to approve CSP Safety and Security Certification Plan Revision 1. Approval granted.	None
4.	Committee voted to formally approve C1253 UMS, and C1254 CTS safety and security design criteria conformance checklists. Approval granted for noted checklists.	None
5.	Ronald Dobbs described by phone the last PMOC visit and adherence review as positive. Review included revised SSCP with CSP and SFMTA personnel. He noted that designers were following the intent of the SSCP including tracking system and hazard log. Visits will continue once a quarter.	None
6.	Draft C1252 Tunnel Contract Specification Checklist prepared and distributed for Committee review, revision and approval by next meeting.	Wayne Gilles by 12/15/11
7.	Checklist status will be added as agenda item.	Wayne Gilles by 12/15/11

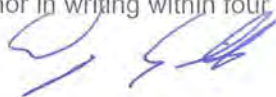
ITEM #	DISCUSSION	ACTION BY DUE DATE
8.	Jimmy Xia was provided a detailed description and schedule of surface work including signals, signage, street markings, delineators, lights, poles and related elements.	None
9.	CSP needs to apply for extension to CPUC for grade crossings by February 9, 2012. Meeting scheduled for early December to discuss progress and CPUC requirements and action items.	Carlos Campillo 12/15/11

ACTION ITEMS

ITEM #	MTG DATE	Task #	DESCRIPTION	BIC	DUE DATE	STATUS

Meeting adjourned at 10:45 AM

These meeting minutes have been prepared by Carlos Campillo and reviewed by Wayne Gilles, and are the preparer's interpretation of discussions that took place. If the reader's interpretation differs, please contact the author in writing within four (4) days of receipt of these minutes.

Signed: _____  Date: 12/15/11

Meeting Minutes

DATE: January 19, 2012

MEETING DATE: **December 15, 2011**

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: David Kuehn (PMOC-FTA), Ronald Dobbs (PMOC) by phone, John Funghi (SFMTA), Albert Hoe (SFMTA), Ross Edwards (CSP), Vincent Kwong (BART), Carlos Campillo (CSP)

COPIES TO: Attendees File No. M544.1, Contract No. CS-149 – Reginald Mason (SFMATA), Henry Melvyn (SFMTA), Bryant Woo (SFMTA), Roger Nguyen (SFMTA), John Funghi (SFMTA), Albert Hoe (SFMTA), Jim Kelly (SFMTA), Ronald Dobbs (PMOC), Jeffrey Davis (PMOC), Brad Lebovitz (PMOC), David Kuehn (PMOC), Jimmy Xia (CPUC), Ross Edwards (CSP), Carlos Campillo (CSP), Wayne Gilles (CSP), Jaswant Bhatti (CSP), Quon Chin (CSP), Jane Wang (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Aileen Read (CSDG) Michie Wong (SFPD)

REFERENCE: Project No. M544.1, Contract No. CS-149 Final Design

SUBJECT: Safety and Security Certification Review Committee Meeting No. 22 – Rev. No. 0

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for November 17, 2011 distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Vincent Kwong of BART Safety introduced. A brief discussion was held concerning tunnel safety and security certification list and remedial measures to assure integrity of BART operations and guideway at the CSP undercrossing. Tunnel checklist to be forwarded after internal review and approval.	Wayne Gilles by 1/26/12
3.	The Committee had no comments on the Specification based Tunnel Safety and Security Certification Checklist. Formal approval scheduled for next Committee meeting January 19, 2012.	None
4.	John Funghi brought up the issue of compliance to CPUC requirements for CSP at grade crossings. Jimmy Xia of the CPUC will be contacted by e-mail to verify the following 4 items: <ul style="list-style-type: none"> • The CSP authorization for at grade crossings expires in March 2013 • The CSP needs to apply for an extension by February 9, 2013 • CPUC will review response to 6 Action Items pursuant to meeting minutes dated 12/8/11 in the CSP Pre-Final Submittal in late January 2012 • Identification of any CPUC concerns not covered in Action Items 	C. Campillo 12/22/11

