

Memorandum

CS Memorandum No. 1272

To: Distribution

From: Susan MacKenzie, Document Control Manager 

Date: October 30, 2012

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

Subject: Safety and Security Certification Review Committee Meeting No. 31 Minutes Rev 0

Attached please find minutes for the Safety and Security Certification Review Committee (SSCRC) Meeting No. 31 held on September 20, 2012.

Attachments:
SSCRD Meeting No. 31 Rev. 0 Minutes

Cc: Jeffrey Davis, FTA – with attachment (jeffrey.s.davis@dot.gov)
David Kuehn, PMOC – with attachment (david.kuehn@stvinc.com)
Ronald Dobbs, PMOC – with attachment (ronald.dobbs@stvinc.com)
Michie Wong, SFFD – with attachment (michie.wong@sfgov.com)
John Funghi, SFMTA – with attachment (via email)
Albert Hoe, SFMTA – with attachment (via email)
Melvyn Henry, SFMTA – with attachment (via email)
Roger Nguyen, SFMTA – with attachment (via email)
Jim Kelly, SFMTA – with attachment (via email)
Mark Latch, CSP – with attachment (via email)
Mark Benson, CSP – with attachment (via email)
Ross Edwards, CSP – with attachment (via email)
Chuck Morganson, HNTB/B&C – with attachment (via email)
Tom Tolentino, HNTB/B&C – with attachment (via email)
David Coury, HNTB/B&C – with attachment (via email)
CS File No. M544.1.5.0910.c

Distribution:

Bradley Lebovitz, PMOC (bradley.lebovitz@stvinc.com)
Vincent Kwong, BART (vk Wong@bart.gov)
Jimmy Xia, CPUC (jx7@cpuc.ca.gov)
Kartik Shah, SFMTA (via email)
Wayne Gilles, CSP (Wayne.Gilles@ch2m.com)
Carlos Campillo, CSP (via email)

Meeting Minutes

MINUTES DATE: October 29, 2012

MEETING DATE: September 20, 2012

LOCATION: 821 Howard Street 2nd Floor

TIME: 10:00 AM

ATTENDEES: Jimmy Xia (CPUC), Vincent Kwong (BART), Brad Lebowitz (PMOC), Kartik Shah (SFMTA), Wayne Gilles (CSP), Carlos Campillo (CSP)

COPIES TO: Attendees – Melvyn Henry (SFMTA), Kartik Shah (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), Mark Latch (CSP), Mark Benson (CSP), Chuck Morganson (HNTB/B&C), Tom Tolentino (HNTB/B&C), Dave Coury (HNTB/B&C), Michie Wong (SFFD), File No. M544.1.5.0910.c

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

SUBJECT: Safety and Security Certification Review Committee Meeting No. 31– Rev. No. 0 FINAL

RECORD OF MEETING

ITEM #	DISCUSSION	ACTION BY DUE DATE
1.	Meeting Minutes for September 20, 2012 meeting distributed for review and approval. Committee voted to approve meeting minutes.	None
2.	Tunnel Construction Specification Conformance Safety and Security Certification Checklist Revision 0 is signed off by all responsible parties and now formally approved for use. SSCRC will monitor Checklist verification of Checklist items as project progresses. No checklist activity is anticipated for 6 – 9 months.	None
3.	The draft CN 1256 Trackwork, Systems, and Surface Station Design Criteria Conformance Checklist Certification Package was transmitted by the CN 1256 design team (with the exception of Element 8, Emergency Ventilation checklist items) to Wayne Gilles for audit/review on August 6, 2012. Completion of Audit was completed on September 19, 2012.	CN1256 Design Lead October 18, 2012
4.	Verification and submittal of checklist items for Element 8, Emergency Ventilation continue. Design Criteria Section 21 revised to resolve Element 8, Items 6, 7 and 9.	CN1256 Design Lead October 18, 2012
5.	The draft CN 1254 CTS Construction Specification Conformance Checklist was distributed to SSCRC members on August 15, 2012 for review and comment. Checklist was reviewed with minimal comments noted from Committee members. Comments were incorporated.	Wayne Gilles Complete

ITEM #	DISCUSSION	ACTION BY DUE DATE
6.	The CN 1254 CTS Construction Specification Conformance Checklist was brought before the 09/20/12 Committee for approval. Checklist approved by Committee. The CN 1254 checklist will be routed for final signature.	None
7.	The approved CN 1254 CTS Construction Checklist will be utilized as a baseline in the preparation of the draft CN 1253 UMS and CN 1255 MOS Construction Checklists.	Wayne Gilles Ongoing
8.	The draft CN 1253 UMS and CN 1255 MOS Construction Checklists are scheduled for distribution for Committee review on October 5 and November 2, 2012 respectively.	Wayne Gilles Ongoing

ACTION ITEMS

ITEM #	MTG DATE	Task #	DESCRIPTION	BIC	DUE DATE	STATUS

Meeting adjourned at 10:25 AM

These meeting minutes have been prepared by Wayne Gilles and reviewed by the SSCRC, 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: 10/29/12