



Cashman Stahler Group

June 2, 2021

Meeting Minutes

Meeting Date: June 2, 2021

Project: Bus Parking Lot
Administration Building
North Boone Community School District 200
CSG742

Participants:

Dr. Michael Greenlee	- North Boone CSD 200
Jim Nolen	- North Boone CSD 200
Melissa Geyman	- North Boone CSD 200
Nicole Difford	- North Boone CSD 200
Greg Stahler	- CSG

Prepared By: Mr. Greg Stahler

Meeting Purpose: Project Scope Meeting

Topics of Discussion

The following summarizes the discussions related to the proposed scope of paving and improvements for the existing bus parking lot.

1. *Survey / Samples* - The topographical survey and geotechnical soil sampling services have been authorized and are scheduled to commence as soon as next week.
2. *Vehicle Parking* - Provide 25 to 30 spaces for driver vehicle parking on the north side of the lot. Provide additional vehicle and equipment parking on the south side to the extent indicated on the original design and/or in the quantity feasible based on existing conditions.
3. *Bus Parking* - District is presently operating 25 - 28 buses. Provide atleast 30 bus parking spaces, while maintaining sufficient clearance for vehicle access to the west side of the fuel pump island.
4. *Electrical* - The existing rail mounted electrical bus box / receptacle configuration is appropriate. Provide electrical feed for automatic gate furnished and installed by fencing contractor.



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5. *Lighting* - Provide pole mounted and building mounted lighting as required to fully illuminate the parked buses and vehicles.
6. *Security* - Provide a spare conduit to each new and existing lighting standard for future security camera installation.
7. *Sealcoating / Striping* - Existing asphalt drive and parking lot will be sealcoated and re-striped.
8. *Bus Wheel Stops* - Provide concrete wheel stops for buses.
9. *Concrete Curb* - Provide continuous concrete curb for perimeter of new asphalt paving. Profile of curb to be coordinated with storm water drainage and snow removal requirements.
10. *Concrete Paving* - Provide concrete paving for all bus parking spaces and for the fuel pump island.
11. *Detention* - The Civil Engineer is reviewing the present storm water detention area design to confirm the proposed improvements are accounted for in the existing overall storm water detention computations.
12. *Bus Circulation* - The present clockwise bus circulation for parking and for fueling will be maintained. The buses fuel on the passenger side and on the east side of the pump. Other District vehicles and equipment are fueled from either side of the pump island.
13. *Schedule* - Once the survey and geotechnical documentation is available, CSG and EEA will commence preparation of construction drawings for bidding. The objective is to move forward as quickly as possible in order for the work to be completed by November 2021.

Please review these meeting minutes and advise us in writing of any additions or modifications to the information contained in this document.

cc: All Participants