



Board of Directors  
Long Term Planning Committee  
Tuesday, January 6, 2015  
PHCD Conference Room  
Minutes

1. **Call meeting to order:** Chair Daniel Ulyot, MD, Chair at 17:00.  
**Members present:** Daniel Ulyot, MD, Larry Cappel, PhD, Sarki Sarkisian, and Mark Johnson.  
**Others present:** Director Galligan, Cameron Emmott, MD., Cheryl Fama, and Ashley McDevitt  
**Guests:** Joel Roos, and Prakash Pinto  
**Absent:** Ricardo Ortiz, David Cropper, Michael Brownrigg and Wade Aubry, MD.
2. **Approval of Minutes:** It was moved and seconded to approve minutes from December 2, 2014 as presented.
3. **Follow Up on Mayo's Healthy Aging and Independent Living Program:** Mr. Pinto commented he has been in touch with key administrators at the Mayo Clinic to get a few questions answered and set up a site visit. He will report back when he has more information.
4. **Review of Master Plan Status/Update:** Mr. Pinto gave a brief overview of the Master Plan to date. He noted he has a meeting scheduled with the PUC to discuss relocating the Hetch Hetchy pipe. Relocating the pipe will allow for more efficient use of the land for parking requirements. He briefly described the options being proposed to relocate the Hetch Hetchy pipe.
5. **Review of Sub-consultants/scope added for Plan development:** Mr. Roos commented the following sub-consultants have been added to the design team and briefly discussed each consultants scope of work and role in the Master Plan:
  - Civil Engineer-BKF
  - Landscape Architect- Antonia Bava Associates
  - Site Surveyor- Martin Ron Associates
  - Traffic and Transportation Consultant- Fehr&Peers
  - Community Relations and Outreach- Candace Hathaway
6. **Review Schedule:** Mr. Roos noted a meeting with the City of Burlingame regarding the proposed schedule for the Master Plan. Overall, the project is well received and it was advised to continue the dialogue with the City of Burlingame. He noted the proposed timeline to conduct the EIR and get the entitlements is 18-20 months.
7. **Review and Discussion Outreach Strategies:** Mr. Roos noted the Master Plan will be presented on March 7<sup>th</sup> to the City Council and the Planning Commission at a joint meeting. CEO Fama commented prior to the March 7 meeting, PHCD will be hosting an open house for neighbors to learn more about the Master Plan and to hear feedback and concerns. It was recommended to use the February 3<sup>rd</sup> Long Term Planning Committee meeting as the date and time for the open house. There was consensus among the committee to schedule the open house for February 3<sup>rd</sup>. All committee members were encouraged to attend and participate. There was a robust discussion among the Committee members regarding outreach messages for the Master Plan and talking points on how to deal handle criticism of the District and its role in developing the Master Plan.
8. **Adjournment:** The meeting was adjourned at 1810 hours.

Written and submitted by: Ashley McDevitt, Community Outreach Coordinator

APPROVED: \_\_\_\_\_

Lawrence W. Cappel, PhD, Committee Chair