

BOARD OF DIRECTORS

LONG TERM PLANNING COMMITTEE

Tuesday, December 1, 2015

District Office at 1819 Trousdale

5:00-6:00 PM

Minutes

1. **Call to Order** – Chair Lawrence Cappel, PhD at 1700 hours
Present: Lawrence Cappel, PhD., Dan Quigg, Dennis Zell, Cameron Emmott, Wade Aubrey, MD, Prakash Pinto, Candace Hathaway, Mark Johnson, Helen Galligan, Sarki Sarkisian, and Cheryl Fama
Other: Ashley McDevitt, Paul Wright
2. **Approval of Minutes from September 1, 2015 and November 3, 2015.** The minutes were approved as distributed 3-0.

[Mark Johnson arrived at 1715]

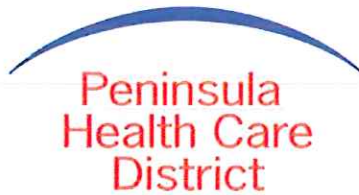
3. Master Plan Activities-

a. Community outreach letter and meeting schedule, Candace Hathaway, Ashley McDevitt

Ms. Hathaway emphasized the importance of getting public feedback so when going before the planning commission, many problems can be already be resolved. Letter are going out to 1700 community residence, and inviting them to several open meetings. Even though this is a District project, the approval will come from the City of Burlingame. **Chair Cappel** asked if there's any way to leverage the District's power with the City to make sure more people attend the meeting in favor of the project. **Ms. Hathaway** responded that we are only in preparation for the scoping session and initiate dialog, and in 9 months can go into advocacy mode. **Mr. Sarkisian** mentioned he thinks the outreach should be focused on the elderly. **Mr. Quigg** asked if there has been any adverse reaction from the community. **Ms. Hathaway** responded she has not heard anything adverse about the project.

b. Website development

Ms. Hathaway and **Ms. McDevitt** projected and reviewed the menus and content of the new pages of the website involving the Master Plan.



c. EIR schedule update

Mr. Pinto mentioned the application will be filed on December 14th, and scoping session will be in January. Then it is a 9-10 month EIR study and analysis. CEO Fama mentioned when EIR is done, have a partner identified.

4. The Trousdale:

a. Value Engineered areas

CEO Fama commenting for Joel Roos, that drawings are still being finalized, but is confident they will be done for the planning commission on December 14th. The high quality of the rooms is being maintained among all changes. General contractor should be identified by early February, 2016, and hopefully begin by April.

Chair Cappel mentioned he has heard a few large contractors may be interested in the project. Mr. Sarkisian mentioned that this will be the last opportunity for public bids as we cannot repeat the process a third time. He stated he hoped the City doesn't view the changes as a new project but just value engineering updates.

5. Proposed change in meeting day – First Wednesdays

All agreed the dates for 2016 will be changed to Wednesdays.

Adjournment: The meeting was adjourned at 1800 hours.

Written and submitted by Paul Wright, Office Coordinator

APPROVED: _____

Handwritten signature of Lawrence W. Cappel in black ink.

Lawrence W. Cappel, PhD, Committee Chair

DATE: _____

Handwritten date "2/3/16" in black ink.