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**From:** jon winston <jwinstonsf@gmail.com>  
**Sent:** Friday, March 08, 2019 1:25 PM  
**To:** Lutenski, Leigh (ECN)  
**Cc:** Hong, Seung Yen (CPC)  
**Subject:** Re: Balboa Reservoir CAC Meeting 3/11 - agenda

This is great, thank you! I don't see anything in red though.

--jon

On Fri, Mar 8, 2019 at 12:18 PM Lutenski, Leigh (ECN) <[leigh.lutenski@sfgov.org](mailto:leigh.lutenski@sfgov.org)> wrote:

Hi Jon,

Here are a few announcements that we'd like to make at Monday's CAC meeting. I suggest that you can share these during the "Opening of Meeting" item. You'll note that I added some comments in red just for you (not to be read aloud). Please review below and you can always give me a ring or shoot me an email to discuss. As always, we'll be there early to set up and will bring printed materials with us.

Also, FYI, during my presentation of the milestone schedule (ITEM #3) I will spend a couple of minutes introducing myself and Jeremy will announce his transition off the project and introduce Seung-Yen as Planning's key staff person.

Thanks, Leigh

### **General Update Announcements**

**Meeting Format:** We are making a few small changes to the meeting format to improve public feedback and CAC member comments, as well as help us to keep a better public record of meetings.

1. Each agenda item will be heard in the following order (except for Call to Order and Close of Meeting):
  - a. Presentation of the item
  - b. CAC member discussion/questions
  - c. Public comment

- d. "Lightning round" CAC clarification/follow up if needed
2. Public comment will be managed using speaker cards, whereby the public has provided their name and comment summary for each agenda item they wish to speak during. This will help keep the process organized and assist in the preparation of meeting minutes.
  - a. The submitted speaker cards will be included in the meeting minutes and help ensure accurate public records.
  - b. Anyone wishing to comment on an agenda item should please complete and submit a speaker card to City staff during the public comment time or at any time during the meeting. Cards may be found nearby the agendas.
  - c. The CAC Chair will call five speakers at a time following the order of the submitted cards -- please line up to speak in the order the names were called.

### Meeting Records:

1. Captioner: Unfortunately the City was unable to schedule a captioner for this meeting due to unavailability. Planning contacted everyone on their resource list but no firms were available. The City will do its best, as always, to accommodate requests for captioners in the future. Does anyone present desire a captioner at the next meeting or at subsequent meetings?
2. Meeting Minutes: the format of meeting minutes going forward will be adjusted in order to utilize the speaker cards that will be introduced in this meeting. Speaker cards will allow us to maintain a clear record of the public comments heard at each meeting rather than relying on note-taking.
3. Audio Recordings: the format of the audio recordings posted to the CAC website will be enhanced such that each agenda item will be broken out into a separate audio file. This will make it easier for the public to locate a specific portion of the meeting or public comment.

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**From:** Jon Winston [mailto:[jwinstonsf@gmail.com](mailto:jwinstonsf@gmail.com)]  
**Sent:** Wednesday, March 06, 2019 4:30 PM  
**To:** Lutenski, Leigh (ECN) <[leigh.lutenski@sfgov.org](mailto:leigh.lutenski@sfgov.org)>  
**Subject:** RE: Balboa Reservoir CAC Meeting 3/11 - agenda

Ok!

(I'm not used to being deferred to but I can get used to it!)

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**From:** [Lutenski, Leigh \(ECN\)](#)  
**Sent:** Wednesday, March 6, 2019 4:20 PM  
**To:** [jon winston](#)  
**Subject:** RE: Balboa Reservoir CAC Meeting 3/11 - agenda

Certainly. Also, we're preparing more detailed notes on the few process changes that we talked about when we met, so that you can present them during the "opening of meeting" agenda item. Alternatively, I can present them but I defer to your preference. We will have those for you tomorrow so you can review and we can decide after that if you'd like.

Thanks, Leigh

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**From:** jon winston [<mailto:jwinstonsf@gmail.com>]  
**Sent:** Wednesday, March 06, 2019 4:09 PM  
**To:** Lutenski, Leigh (ECN) <[leigh.lutenski@sfgov.org](mailto:leigh.lutenski@sfgov.org)>  
**Subject:** Re: Balboa Reservoir CAC Meeting 3/11 - agenda

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Thanks Liegh!

-jw

On Wed, Mar 6, 2019, 1:44 PM Lutenski, Leigh (ECN) <[leigh.lutenski@sfgov.org](mailto:leigh.lutenski@sfgov.org)> wrote:

Hello BRCAC Members,

I am providing draft presentation materials in advance of our meeting this Monday 3/11 so that you have a little time to review the content. Attached you will find the agenda and files pertaining to items 3 and 5. The other items will not include presentations.

Feel free to reach out to me with any questions or comments in advance of the meeting.

See you on Monday.

Thanks, Leigh

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Leigh Lutenski

Project Manager, Joint Development

Office of Economic and Workforce Development

San Francisco City Hall, Room 448

Direct: 415-554-6679

Email: [leigh.lutenski@sfgov.org](mailto:leigh.lutenski@sfgov.org)

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**From:** Lutenski, Leigh (ECN)

**Sent:** Wednesday, February 27, 2019 8:55 AM

**To:** 'jon winston' <[jwinstonsf@gmail.com](mailto:jwinstonsf@gmail.com)>; Michael Ahrens <[mikeahrens5@gmail.com](mailto:mikeahrens5@gmail.com)>;  
[bdavila@ccsf.edu](mailto:bdavila@ccsf.edu); Robert Muehlbauer <[rmuehlbauer@live.com](mailto:rmuehlbauer@live.com)>; Christy Godinez <[cgodinez@lwhs.org](mailto:cgodinez@lwhs.org)>;  
Howard N. Chung <[hunchung@yahoo.com](mailto:hunchung@yahoo.com)>; Maurice Rivers <[jumpstreet1983@gmail.com](mailto:jumpstreet1983@gmail.com)>; Amy O'Hair  
<[sunnyside.balboa.reservoir@gmail.com](mailto:sunnyside.balboa.reservoir@gmail.com)>; 'Mark Tang' <[tang.mark@gmail.com](mailto:tang.mark@gmail.com)>

**Cc:** Hong, Seung Yen (CPC) <[SeungYen.Hong@sfgov.org](mailto:SeungYen.Hong@sfgov.org)>; Shanahan, Thomas (ECN)  
<[thomas.shanahan@sfgov.org](mailto:thomas.shanahan@sfgov.org)>; Fisher, Lisa (CPC) <[Lisa.Fisher@sfgov.org](mailto:Lisa.Fisher@sfgov.org)>

**Subject:** Balboa Reservoir CAC Meeting 3/11 - agenda

Hello BRCAC Members,

Attached please find the agenda for our meeting on Monday, March 11<sup>th</sup> starting at 6pm. The meeting will be held in our usual location at City College's MUB room 140.

I look forward to meeting those of you that I did not get to meet at the December open house!

Best,

Leigh

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Leigh Lutenski

Project Manager, Joint Development

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