

Balboa Reservoir Project Check-In Meeting

NOTES

Tuesday, June 5, 2018, 11:00 a.m. to 11:30 a.m.

Conference Call

Dial in number: 855-339-3724

Access Code: 1013#

Host PIN: 2670

Invited Participants

Name	Affiliation	In attendance?
Jeanie Poling	SF Environmental Planning	X
Wade Wietgreffe	SF Environmental Planning	X
Elizabeth White	SF Environmental Planning	X
Jennifer McKellar	SF Environmental Planning	X
Jeremy Shaw	SF Planning	X
Robb Kapla	SF City Attorney	X
Joel Roos	Pacific Union Development Company	X
Joe Kirchofer	Avalon Bay Communities	X
Karen Murray	Van Meter Williams Pollack	X
Steve Vettel	Farella Braun + Martel LLP	X
Tim Erney	Kittelson & Associates, Inc.	X
Amanda Leahy	Kittelson & Associates, Inc.	
Mike Alston	Kittelson & Associates, Inc.	X
Susan Yogi	ESA	X
Karl Heisler	ESA	X

1. EE Application Submittal

Project Sponsor and EP

- Application was submitted on June 1. EP will review application and ideally determine it complete by July 1.
- Jeanie asked Jen/Liz to provide summary of items still needed based on initial review:
 - Dwelling unit breakdown (e.g., 1, 2, 3 BR), as this affects travel demand
 - Dwelling unit breakdown based on affordability is not needed at this point.
 - Dimensions for loading, compost/waste/recycling room
 - Construction information, duration, phasing, engine tier level, types of equipment
 - Joe noted that the buildings are all mid-rise and likely won't require use of emergency generators, but may include it for the environmental analysis. Wade noted it is fine to include 1 or 2 emergency generators and identify locations so that it can be modeled in the AQ analysis.
 - Jen/Liz to send list of items still needed to the sponsor team by Friday, 6/15. [Due to vacation schedules, this will be provided on or after Wednesday, 6/20]

2. Other Discussion Items

All

- City-Sponsored Variant Timing and Coordination

- Jeremy is working on creating this variant based on what was submitted. Will have a draft available by the end of June. Jeremy to obtain CAD or Sketchup files from the Sponsor Team.
- Confirm meeting with CCSF (mid-July)
 - Joe is working on setting up this meeting.

3. **Next Steps**

All

- Formal kick-off date
- Finalize ESA's scope of work (draft submitted 5/30/18)
 - Steve to submit scope of work comments to the team [submitted 6/5/18]. Jeanie will provide a combined set of comments to ESA by Friday, 6/8/18.
- Construction data coordination
 - ESA sent construction data request to sponsor team. Sponsor team is working on completing this information by the end of the month.

ESA and EP

ESA and Sponsor

4. **Schedule**

All

- City is discussing and reviewing the schedule. This has not been shared to the larger group yet, but will be distributed by the end of the week.

5. **Tracking Action Items**

ESA

- Susan will prepare and upload an action item tracking sheet on OneDrive. Read/write permissions to Jeanie and sponsor team. Susan to send link to the tracking sheet to the group this week.
- ESA to add sponsor deadlines within review timelines and action item list.

6. **Meetings**

All

- Next meeting (~~June 12, 2018—to be confirmed~~ possibly June 19, 2018; see below)
 - Susan to send out cancellation for June 12
 - Given that the application is being reviewed and the number of action items to follow up on, the team will check-in whether a conference call on June 19 is warranted
- Target June 26 for the formal environmental kick off meeting
- Transportation meetings and coordination with SFMTA
 - Separate scoping meeting for transportation. Liz to send placeholder appointment for the 2nd week of July.

7. **Other Notes**

- Out of Office Dates
 - Jeanie out Tuesday, June 13 – Monday, June 18
 - Wade out Wednesday, June 14–Tuesday, June 19
 - Tim Erney and Mike Alston both out week of June 25