



Steering Committee Meeting  
August 26, 2019 7:30-9:00pm  
550 Utah Street

Attending: JD Beltran, Jean Bogiages, JR Eppler, Michael Kerbow, Sheldon Trimble, Daniel Sheeter  
Attending by Phone: Dianne Bates  
Absent: Will Chang, April Ellis, Steven Solomon, Michelle Woo (PW)

## Minutes

### Vermont St. Sewer Work Discussion

Before the meeting began the group reviewed the PW file describing the sewer work in order to understand the plans for the corners at Vermont & Mariposa and Vermont & 17<sup>th</sup>. What we understood from the map was that there would be no change at the corners of Vermont & 17<sup>th</sup>, but ADA ramps were intended to be added at Mariposa & Vermont which would enable crossing Vermont on the north side. Currently there are yellow crossing lines on the south side Vermont crossing and on the east side Mariposa crossing. Daniel reported that SFMTA and Caltrans are planning stop signs on the west side Mariposa crossing.

The meeting opened at 7:40.

The group reviewed the finances for the project and the options for using the MOHCD funding.

Two meetings were held last week regarding Potrero Gateway Park. The first was with JR, Michelle, Jean, Jennifer Cooper-sabo (PW landscape architecture manager) and Lizzie (PW Landscape) and the second was with Jeff Miller, JD Beltran, Julie Christensen and Jean. The PW meeting resulted in information sharing and an understanding that PW is interested in completing the landscape design for the project. The meeting with Jeff Miller, where the project parameters were discussed, resulted in a request to Jeff for a contract with the Steering Committee to update the conceptual design plan for Potrero Gateway Park, based on the reduced scope of the project.

The group quickly reviewed the RACI chart that Jean presented. The chart is a work in progress that was started with Kelli (PW)

The discussion regarding how to go forward with design resulted in the following committee consensus:

1. The Steering Committee will sign a consulting contract with Miller Company to
  - Work with the steering committee to encapsulate the scope and project components of the complete Potrero Gateway Park project
  - Agree to a process that includes
    - Initial meeting with the committee
    - Preliminary version of a conceptual plan
    - Review meeting with the committee
    - Final version of the conceptual plan
  - Coordinate, if needed, with SF Public Works in order to identify responsible agency partners.
  - Extend timeline to complete the work to Sept16



The Steering Committee and/or GBD will fund the contract.

## 2. Working with Public Works

Using the Conceptual plan from Miller Company, the Steering Committee will work with the Public Works landscape group to use MOHCD grant to fund the complete design of the park, with the objective of using the rest of the funds promised to Potrero Gateway Park to construct the Phase 1 area of 17<sup>th</sup> Street, San Bruno and Vermont . This is predicated on defining the role of the Steering Committee, relationship between the Steering Committee and Public Works. The role involves approving a budget for the MOHCD funds as well as identifying the Steering Committee roles using a RACI chart.