



**Dogpatch & Northwest Potrero Hill Green Benefit District**  
**Board of Directors General Meeting**  
September 15, 2021 6:30– 8:30 PM  
Online

**Board Members Present to Establish Quorum:** Jean Bogiages, Susan Eslick, Barb Fritz, Kanwar Kelley, Jason Kelly Johnson, Terri McFarland, George Slack, Monique Wallace  
**Board Members Joining During the Meeting:** Janet Carpinelli, Kat Sawyer  
**Excused Board Members:** Bill Barnes, Katherine Doumani, Michael Plater, Kim Tercero

**Executive Director:** Julie Christensen

**Minutes**

1. **Open Meeting**

The meeting was opened by President Kanwar Kelly at 6:35 pm

2. **Roll Call**

President Kanwar Kelley established a quorum.

3. **Approve September Minutes**

Jean Bogiages stated that there not a whole lot of notes, but not incorrect. Julie Christensen stated that the minutes were terse and she would reach out to Bill Barnes to add additional context into the discussions.

Jean stated that she discussed the Vermont hillside and the result is we have Field Collective here tonight to present on the item. Julie suggested that Bill should include it in items for the next Board Meeting.

**ACTION: Barb Fritz moved and Jean Bogiages seconded approval of minutes as amended to include under discussion of budget that Jean discussed potential funding and it was decided she and the consultants would present regarding the Master Plan at the next meeting.**

4. **Call for Announcements/ Public Comment for items not on the agenda/Call for Future Agenda Items**

The floor was opened for announcements, public comment and items to add for future discussion.

Susan Eslick asked for an update on the UCSF funds dedicated to the Dogpatch Hub and 22<sup>nd</sup> Street stairs. It is her understanding that \$4.5 million is coming to the community and would like an update. Relative to the 22<sup>nd</sup> Street stairs, the GBD should be aware because it's a gateway to the neighborhood and funds need to be used.

Kanwar Kelley asked for clarification on whether these should be two separate items or one item. Julie stated she would reach out to J.R. Eppler to follow up. Kanwar asked whether we would need a vote and Susan responded that it would be discussion only and that we need to know what's happening for planning.

Julie pointed out \$10.5M came from UCSF, \$5M went to Esprit, \$600,000 went to streetlight improvements. More than half is unspent four and half years later and UC may claw back the funding. The GBD hasn't kept as close a relationship with some projects for the last few years.

Barb stated she met with Leah Pimentel, community affairs for UC. Julie noted that there was still \$32,000 cost savings from the train station and discussed staffing changes at UC. UC also opposed Minnesota Slow Streets, which the GBD and community support. Julie & Barb plan to reach out to UC, and Susan agrees to assist.

Kanwar asked for public comment, and there was none.

Jason Kelly Johnson asked that the 20<sup>th</sup> Street Overpass Update be given 10 minutes on the next agenda. Julie indicated it would be part of the Executive Director report.

5. **Executive Committee Report/Strategy and Leadership Training**

Kanwar announced that Cori Chipman resigned as Board member and Vice Chair. We value her contributions. She will still support the GBD however she can but cannot continue as a Board member due to work obligations.

Julie reported that it was a tough decision for Cori and stated that she had taken the lead on Board training. Based on the last conversation, Julie received a proposal from Goldes Hart. The firm delivered a proposal that is in the packet. The original proposal was for two hours training plus 90 minutes of analyzing Board needs. The new proposal is a three and a half hour training and Board self-assessment for \$6,000. This will ensure Board members are operating at their best and can perform well. The Executive Committee recommends approval.

Kanwar will help in the recruitment and application process. As we transition from the original set of Board members, we'll have to do more recruitment, and this is a nice component being added. Susan discussed the assessment of the current Board will transition as Board members who are remaining can educate new Board members. Jean asked for clarification on whether the document is current. This was confirmed by Julie. Barb discussed experience from a previous Board experience and described this as a good business planning tool.

Kanwar noted that the self-assessment would replace the Board survey for efficiency, and it will be recorded to be used for professional development.

Jason asked whether they would prepare a document at the end of the process. Julie noted that their existing work uses interactive tools and that document is used as a record of the decisions and is now a permanent record for the organization.

Jason described how some processes are useful and some are less useful. Is there a plan at the result at the end of the work? With boards in flux, important to have information at the end of the process. Julie noted that the Board changes underway, Julie's upcoming retirement and the impacts of the COVID-19 pandemic are significant issues.

Jason described how important this planning is. He noted that the onboard time for a new Board member seems like it takes people a while. He proposed recording the training to get the dynamics of the Board and help newcomers better understand the Board process.

Barb asked Julie to share other materials with Jason as an example. Julie discussed vision and mission statement development as one example of a concrete deliverable. Bylaws are another as a governance matter. Julie also discussed breakout groups to focus on deliverables.

George discussed the vision statement. He stated he normally receives a package before the meeting but didn't get those. Jean stated that the Mailchimp newsletter didn't go out.

**ACTION: Barb Fritz moved and Susan Eslick seconded accepting Goldes Hart's proposal. The motion was adopted unanimously.**

Julie asked when to schedule the item. A Doodle will be developed and circulated. Weekend mornings were suggested as best possible dates.

6. **Financial Update Review/FY20/21 Financial Review as provided by CPAs**

Susan noted that we are bringing our financial records in compliance with other benefit districts. Historically, we sent the information after the annual report was issued however we have a new deadline.

The new September 30 deadline and new accountant firm, RINA, meant that the records were received this afternoon ahead of the meeting. However, there have been multiple hours of meetings with staff and accountants to answer questions. We look forward to working with them in the future.

Susan noted the traditional introduction letter from the CPAs. Julie notes that our agreement with the City requires this review, which is not a full audit but an assessment of processes and procedures. Susan outlined our internal processes.

Susan noted the statement of the current fiscal position. There were some delays in expenditures and a higher carryover due to COVID-19 but these funds were not lost but rather could be used later. These funds will be reflected in the next Fiscal Year in the same buckets.

Susan noted that total revenue is about \$1,307,000 of assessments, donations and grants. Julie noted that we normally carryover \$600,000 due to when assessments come in the calendar year but we have a different fiscal Year. This year we received almost \$600,000 from UCSF and accrued funds for Angel's Alley that were delayed due to permitting issues.

Susan noted that we didn't have an annual meeting or print many materials due to COVID-19, saving about \$49,000. These extenuating circumstances will be addressed in the current budget which is already adopted and uses these carryover funds for revenues.

Jean asked to read it carefully, and Susan noted that there is nothing to prevent that. Susan asked for approval so this item can be submitted to Public Works. Julie noted that the format here is like the IRS Form 990 requirements and that the accountants found the processes sufficient.

Janet asked whether the item can be delayed. Julie noted that this would require a new Board meeting to vote on this prior to September 20, 2021. Barb asked that a vote be taken, stating that this would be preferable to calling another meeting. Janet noted that Jean can review and provide feedback.

**ACTION: Barb Fritz moved and Janet Carpinelli seconded: Board approves CPA report to Public Works, and if any Board member finds a concern within five days they can weigh in with staff and another meeting can be called.**

7. **Executive Director report**

Julie Christensen presented the Executive Director report, discussing progress at key projects in the GBD. The written ED report is attached to the previous meeting agenda. Julie verbally discussed the following:

Angel Alley and current permitting delays with PUC and Public Works so we should see work begin in October.

The GBD budgeted maintenance of the sidewalk garden and irrigation for 22<sup>nd</sup> Street. A \$40,000 payment will make repairs to broken items and replacing missing plants. The GBD would then take responsibility for maintenance

Progress Park fitness equipment was sanded and repainted by the manufacturer at no cost.

Minnesota Grove working with Public Works to improve ADA compliance.

Discussed the Amazon project and its impact on the community and need to make decisions on how to improve the overpass. Jason indicated a couple meetings will be scheduled to discuss short-, medium- and long-term vision for the space.

A Cal State grant for \$300 million is possible, but turnaround time to permit projects is the limiting factor. 17<sup>th</sup> Street, Iowa and 20<sup>th</sup> Street could be opportunities for funding.

Getting started on the annual report.

Monthly blast and Potrero View item also produced.

8. **17th Street Plant Palette**

Gateway Eco-Patch Improvements and 17<sup>th</sup> Street Plant Palette were moved to later in the agenda to consider the Events Committee Report.

Field Collective is requesting \$2,550 for the EcoPatch plant palette design and \$2,000 for the EcoPatch maintenance. These funds will be donated to the GBD. The Field Collective presented a thorough Powerpoint with their proposals. Julie asked about the scale of the work, especially with the barren nature of the location and stated that it is not about training existing staff but ensuring that the choices made in design are sustainable.

Alex Harker of Field Collective asked for clarification about whether the EcoPatch or 17<sup>th</sup> Street was at issue. Kanwar and Jean indicated that a master plan was more likely to be required. Field Collective agreed.

Janet Carpinelli asked whether we'd pick one of the four plant palettes. Alex responded that the microclimates would include potentially all four palettes depending on the location. Julie indicated that maintaining plants on the underside of the freeway would be too costly.

Jean stated that we are focused on the two corners of 17<sup>th</sup> Street rather than the underside of the freeway. None of the construction would begin until 2022. Julie focused on just the corners.

Alex stated that the test pilot was labor intensive but future plans would be less so. Janet asked about whether irrigation would be installed and that was confirmed by Jean.

George asked whether access to water would be provided. Given that it is serpentine, native plants might be more successful. Alex concurred that neglected soil might be more effective as native plants.

George asked about plans for weed suppression. Alex and some Board members talked about sheet mulching.

Julie also mentioned that adjacent neighbors included Maureen have proposals for removal.

Kanwar asked Jean to describe funding. Jean and Kanwar would cover the cost through donations. Kanwar stated the plan is to save funding in the GBD budget.

9. **Update from the Events Committee**

Monique presented on the Events Committee's Native Plants Treasure Hunt. A lot of work has been accomplished for the native plant treasure hunt. A request was made to spend \$300 on hard costs associated with the event. Given the small amount, the Board agreed that a formal vote was not needed, and that Julie and Susan would authorize the payment.

10. **Adjourn**

Kanwar Kelley adjourned the meeting at 8:15 PM.