



Dogpatch & Northwest Potrero Hill Green Benefit District

Board of Directors General Meeting

July 20, 2022 6:30– 8:30 PM

Online

Board Members in Attendance:, Katherine Doumani, Erin Epperson, Barb Fritz, Kanwar Kelley, Donovan Lacy, Daphne Magnawa, Terri McFarland, Sarah Miers, Michael Plater, Kat Sawyer, Paul Selmants, George Slack

Partial: Jason Kelly Johnson, Bill Barnes **Absent:** John Ramsbacher

ED: Julie Christensen

Guests: Jean Bogiages, Michael Spain, Linda James

1. Open Meeting

Kanwar Kelley started the meeting at 6:32 pm.

2. Roll Call

Kanwar Kelley completed rollcall and established quorum.

3. Vision/Mission Reminder

Daphne Magnawa reminded participants to bring their best selves to the meeting, and read the GBD mission and vision statement.

4. Approve June 2022 Meeting Minutes

Katherine has a question about how the President's role gets filled when the President steps down. The minutes reflect no nominations. She points out the Vice President should step in or asks if the group should make nomination for the position.

Julie said that the bylaws are a little bit conflicted with regard to how to handle the seat vacation. Katherine just wants to make sure the Board is following the rules that have been said up.

Katherine asked if Iowa Street maintenance cost was discussed at the June meeting; Kanwar clarified that it was not discussed.

Motion: Donovan moved to approve the minutes, Barb seconds. June minutes approved.

5. Call for Announcements

Jean announced trash collection event on August 6 from 10-11:30am with pizza after. Echo Patch team is planning on submitting a shine on SF grant and is hoping the GBD will sponsor. At the most the grant is 5k but she believes they will be asking for 3-4k.

Jean is asking the Gateway folks for a status update but she could put it in the chat a document that describes what is going to happen. She would like for the GBD board to know what is going on because she thinks activities will start happening in the next couple months. Kanwar asked her to present at either the August or September meetings. Jean said she would post the status update and we can think about if we need more information.

Michael Spain would like to see a few more tables added to Woods Yard Park. He would also like to see a couple picnic tables added to the park. He would also like to see lights in the trees on timers. Julie thinks this is a great idea and notes we will need to work with MTA. She also let the group know that Michael is the one who brought the original idea to the Board.

Kanwar asks if there are additional announcements; there are none.

Kanwar announces that John and Sarah have volunteered to join the Executive Committee.

6. August 2022 Meeting – Location & Format (VOTE)

Kanwar asks if the August GBD meeting should be online.
Donovan said he thinks we should meet online for at least August

Daphne asks if there has been a brainstorm on where we could possibly meet safely and can we pursue for the October meeting. Julie said that Barb has done extensive research on the subject and after a year of looking haven't found a space. Katherine said that the DNA has secured a space at the Minnesota Street Project but haven't met there yet because of Covid. The space lends itself to different configurations and has AV capabilities. Katherine also suggested there is a space at MOCD but doesn't know its capacity. She thinks it could fit the GBD Board. Julie said she will follow up with the Minnesota Street Project people to see if the space could be made available to us for fall.

Daphne would like to see an item on the agenda for discussion to discuss in person meeting and frequency of meeting in person. Julie said the Brown Act requires us to meet in person except for under the state of emergency and we won't have a choice once the emergency order is lifted.

Kanwar stated he has a strong preference for online meeting because they are so convenient.

Kanwar read the Covid state of emergency statement which provides for continuing online meeting.

Motion: Kanwar moved to approve meeting online, Terri seconds. Online August meeting approved.

7. Nominations for Vice President (VOTE)

Kanwar reported that Donovan has volunteered for the Vice President role. Kanwar asks if others want to volunteer themselves, sees none.

Donovan wants to confirm that Kanwar will remain president until the vote on the President role, Kanwar confirms.

Motion: Paul moved to approve Donovan as Vice President, Kat seconds. All in favor. Donovan is approved as the Vice President.

8. Buddy System

Barb asks if any of the buddies have met and if anyone could share anecdotes from the meeting.

Kawar shared that he and Erin had met over zoom and found they have mutual ties to Orinda (where Erin lives).

Barb has suggested she will join one of the buddy groups (she will join Katherine and Daphne) and thanks the group for making the recent social event such a fun time. Kanwar asks if the "tree key" can be shared. Barb said she and Katherine will share the key with the group.

9. Executive Director Report

22nd Street. Julie reports the galvanized irrigation pipes that were installed four years ago on 22nd Street by Public Works are deteriorating quickly. She understands that it may be due to underground electrical current. Bauman as contractor completed the install for Public Works. Sidewalks and benches, etc. were then installed over the irrigation pipes. Julie has reviewed the construction specifications and understands that the galvanized was supposed to be encased in PVC. She has asked Public Works if Bauman is responsible, or if it can be proven that the pipes were not installed to specification. The irrigation system has been turned off and now there are numerous planters without water and the plants need irrigation. Julie said that GBD has \$40,000 to help take care of the maintenance for the 3 years Bauman was supposed to maintain. Julie notes that GBD has a MOU with Public Works to perform the maintenance and it is now creating more work and expense for the GBD as the plants are being hand watered. Bill suggests the MOU should be negotiated. Julie responds that it is unlikely the irrigation can be replaced with something that will last long term (+/- 20 years) because the sidewalks are already in; likely that hand watering will need to continue. Julie would like to have a clear understanding for who is responsible for the defect. More to come.

Iowa Street. Julie said Public Works requires the backflow preventer to be installed before they will tell you where the water meter will go (we will find out within 65 days). Julie noticed the USA markings at the corner where the backflow was installed and has asked that the water meter work happen with the removal of the sidewalk work in that area. Julie has contacted the Public Works contact on the permit.

Vermont Street. Surfaces (designer of Land's End visitor's center, Discover Museum) has come out to look at Vermont Street and has a small pro bono budget and is interested in helping.

20th Street Amazon was supposed to start construction in June. Julie has been in contact with

them every two weeks since. They said the bids they've received for the loading docks and other improvements were higher than expected and they need approvals in order to move forward. Julie has alerted the Building Department to be on alert for this project. Steven has assured Julie that they will likely go forward. Julie expressed concern that both Esprit and Amazon projects will happen at the same time.

Angel Alley. Julie reported that we got our 65k reimbursement from CCG.

Julie said that GBD needs to let the City know if there are changes to land use / new additions to assessed properties. Last year we hired a consultant to perform an audit; this year the list was updated based on information from Planning department. The report is ready to go to the Controller.

Julie reported that she is working with [Arena] to do an extensive review of our financials as required (we do not need to complete an audit because our budget is less than \$2 million).

Julie has been working Susan Eslick to take over GBD banking responsibilities.

Julie did a presentation for Boosters last month. She and David Fletcher also did a 30 person tour for SPUR last month.

Julie asks the group if anyone has questions. Daphne asked what happens if Amazon does not move forward with the sidewalk (Sarah said that she has the same question). Julie said that we wouldn't get the sidewalk. Katherine said that the other side of the "Dogpatch Den" (as she calls it) is a legislated sidewalk. She suggests we can use our money to do the sidewalk then if the City allows. Katherine suggests if Amazon decides to leave the space it would be a win for the community. Daphne said she'd like to see a graphic of what it would look like if the sidewalk changes to the other side, or offered a site visit. Julie said we need to wait on a decision from Amazon, a lot has changed are they are reconsidering what to do with the space.

Donovan thinks it's worth noticing that the neighborhood has reduced its number of complaints against Amazon because of this improvement.

10. New Ad Hoc Committees

Kanwar said there have been a lot of questions about how to get involved and what committees exist now or have existed in the past. That information was included in the Board packet. He asks if anyone has any additional questions based on the information provided; there were none.

As far as new committees, he would like to propose that a Executive Director Search Committee be formed to find Julie's replacement. Julie will be leaving next year.

He also suggests that a Renewal Committee be formed to work on the upcoming GBD renewal effort.

A third committee has been identified to help shepherd the Wood Yard Park Music Series

Bill said he joined the Board so that he can help with the renewal process and would like to get

started as soon as possible and thinks that's where he can be most useful.

Kanwar noted for the group that non-Board members can join the Ad Hoc committees and encourages us to do outreach to community member who might be interested (their just cannot be a quorum of Board members to avoid noticing requirements).

Julie said that the most important committee for us to focus on the Search Committee for her replacement since she cannot leave until that happens. It is not just a replacement, it is determining the job description and the compensation package. Defining the role is a hugely important question. The renewal is not just about continuing GBD, it's an opportunity to review the boundaries and revise the Management Plan.

Julie said that she regularly gets emails from community members offering to volunteer and she suggests that we should engage with these folks. Katherine said the DNA has regular clean-up days and suggests that GBD have regular volunteer days. Katherine would like to participate in the Search Committee, spearhead the regular volunteer events, and can assist with Renewal as-needed.

Julie cautions that volunteer events might be more involved than some might think (need mulch, plants, and to educate volunteers on how to do the work). Nurturing the volunteers, coordinating with Juan's crews, etc. is very different from our typical events.

Kanwar would like to gauge interest in the various committees. Julie confirms quorum is 8 (so no more than 7 Board members per committee).

Barb would like to introduce the idea of GBD t-shirts, or a volunteer and win a t-shirt idea. T-shirt message could support Renewal efforts, like "I support the GBD".

Donovan echo's that getting volunteers involved is a great idea.

Katherine volunteers to be the point person for creating a list of those who would like to express their interest in one of the four committees discussed today: Volunteer, Events, Search, Renewal. People who are interested in participating in one of the four committees should express their interest by emailing Katherine and Julie. Katherine will tabulate interest. Katherine asks for everyone to let her know by next Monday 7/25.

All committees discussed will be Ad Hoc with the exception of potential Volunteer committee (which would be an ongoing effort).

Katherine asks if the opportunity to be on one of these committees should be advertised more widely to the community or through other community groups. Bill suggests we identify Board members who want to be involved before we put out to the public. Kanwar confirms once the committees are structured (frequency of meetings, lead member, etc.) we can decide if and how to reach out to public.

Julie would like to set August to report out on who is involved in the committees and how the hierarchy is defined, and this will be an agenda item for the August meeting.

11. Maintenance Contracts and Schedules

Every year GBD evaluates what the maintenance schedule will be for the next year and how much it will cost. That information has been provided to the Board. Julie invites the Board to review the information and reach out to her if there are questions. The good news is that Juan is not raising costs for next year. Julie also reports that she believes Aim to Please is doing a good job and is happy with the supervisor that has been assigned to Dogpatch (feedback from the neighborhood is also good). These costs are baked into GBD budget.

Kanwar asks if the contracts are on the same fiscal schedule as our budget. Julie confirms that they are on the same schedule.

Jean said she notices that there are a lot of people working on the same day. Julie said that is by design (so trash can be picked up before garden maintenance). Jean also said that neighbors have reported to her that they have observed contractors not working (on phones or standing). Katherine said she has observed same but that it doesn't necessarily mean they are not working. Julie has reiterated to the Aim to Please crews to wear the GBD vests so that people can report on their work more easily.

George said one half of Pennsylvania Avenue is well maintained by Juan.

Julie remind everyone to report their GBD hours.

Public comment: Linda James thanks Julie for her report on Amazon. She also wants to thank GBD for the work maintaining 22nd Street. Linda said there is a garden in front of the pre-school (on the northern end) that she has been tending and she has asked the GBD maintenance crews to water it. They have been doing so at her direction. She said the garden was built recently by renters that have since moved. The garden was vandalized and so Linda stepped in to help put it back together and has been maintaining it since (recently with GBD help). Julie cautioned that we are not responsible for this garden and we need to formalize any maintenance responsibility. She suggested Linda reach out to her directly to discuss.

12. Board Strategic Planning

Kanwar said that the question of future training sessions was discussed at the last Executive Committee meeting (a robust discussion) and that the group decided to make a recommendation to the Board to not move forward with the proposed scope of work at this time.

Julie detailed that at the time we got the proposal from Goules & Hart the Board was in transition, there was turnover and Covid, etc. That in addition to the scope of work that has already been completed with Goules & Hart the GBD had asked for a scope to help the Board take a step back and think about the direction it wanted to go. The conversation that was had in executive committee was that we pretty much know where we need to go this year and don't need to spend the \$9,000 (that by the way in not in our budget).

Bill mentioned that he would be supportive of not spending the money now if that's the conclusion that the Executive Committee is coming up with.

Katherine agreed with Bill and said that we have the skill set amongst our Board to do a strategic planning effort and said she would be happy to get that organized. Daphne suggested that the

strategic planning could be a part of the Renewal committee scope of work.

Motion: Bill moves to defer the Gouldes & Hart scope of work and not spend the \$9,000 at this time, George Slack seconds. The motion is unanimously approved.

13. Event Planning – Status of Fall Music Series

Donovan presented a more detailed schedule for the music series. The dates have been confirmed and deposits issued. The full outreach budget has been committed but will only be used if necessary. There are also a number of add-ons being considered to help draw attendance. The first event will be a family oriented event. Julie urged members to review the program and make suggestions for vendors, especially if they are local to the neighborhood.

All events will be at Woods Yard between 1-4pm.

Julie also suggested that if Board members have contacts for vendors the committee should consider, to please reach out and provide. Donovan and other planning committee members will be reaching out for support for the events (food or other contributions). Barb suggested members could volunteer to help businesses if it would get them to contribute. Julie suggested that we have the GBD tent and if there is a giveaway like ice cream that is be served out of the GBD tent.

Julie asked members to put the dates in their calendar (then offered Jessica will send invites) and encouraged members to attend as many of these events as they are able. Barb would like us to take this opportunity to promote the GBD. Donovan asks if there are GBD shirts and Julie said that Terri is working on it. Terri said the goal is to get the GBD logo out there.

Donovan encourages the group to reach out to him if you would like to become more involved.

14. Adjourn

Meeting was adjourned at 8:32 pm.