

GBD Interim Board of Director's Meeting Minutes
August 13, 2015 6pm-7:30

Present: Bruce Huie, Susan Eslick, Ron Miguel, Tony Kelly, Jesse Herzog, Jean Bogiages, Mark Dwight, Scott Wilkinson, Lydia Tan, Jonathan Goldberg (DPW), Brooke Ray Smith (BuildPublic), Jared Press (Build Public), Michael Yarne (Build Public)

Bruce opened the meeting at 6:00 by discussing the role of Build Public now that the ballot phase has completed. He stated that our relationship with Build Public has need completed and we thank them for the good work they performed. He asked Jonathan (DPW) to describe his role following the BOS vote. As DPW representative, he will work with us and make sure we are completing all the tasks necessary to go from the Interim Board to an Elected Board.

Next discussed was meeting protocol and timing. It was agreed that we need to follow the Brown Act, which means posting the meeting schedule and agenda on the GBD website and on the Potrero Hill Library website, posting minutes and financial reports and agendas. Meetings will have time allocated for public comment. It was also agreed that we should meet twice a month at locations in NW Potrero and Dogpatch. Jean and Susan will propose meeting places and times.

Brooke (BuildPublic) distributed expenses and income for the formation of the GBD, bringing us up to the election process and its positive outcome. Expenses were \$269,494 while Income was \$227,892. The Management Plan outlines repayment of \$39,399.25 to Build Public for formation costs. That amount was the deficit before the petition and election. During the petition and election process, BuildPublic performed about \$50,000 of pro-bono service. Brooke (BuildPublic) will invoice the GBD for this work as pro-bono. Jonathan (DPW) mentioned that pro-bono services could be used to satisfy the \$21,994 General Benefit outlined for collection in year 1. Jonathan (DPW) pointed out that the GBD will be following the city's calendar year, from July to June.

Bruce stressed the importance of getting the square foot measurements of parcels with zero (0%) assessment data. The SF assessor's office has agreed to assist with this task to confirm square foot of parcels. The information might be there when properties are going through the permitting process with the Department of Building Inspection (DBI) and Planning.

Bruce stated that the Planning Department Central Waterfront / Dogpatch Public Realm Plan was looking to the GBD to help pay for a lighting project in Dogpatch. The advice and recommendation was to make a request of the EN CAC at the August meeting.

A discussion started regarding the election process. Ron suggested that we contact the League of Women Voters and work with them to design the election. Jean agreed to do that. Jared (BuildPublic) pointed out that any mailing should ask for email addresses.

Dogpatch & Northwest Potrero Hill Green Benefit District



Jared proposed that we should have fixed categories and 13 members distributed as:

	A	B	C	D	E	F	G	H
4	Zone Distribution	Representation	Seats		This is fixed- need 10-3			
5	Zone 1 - Dogpatch	80%	10					
6	Zone 2 - NWP	20%	3					
7								
8	Property Owners	60%	8					
9	Primary Residence	50%	4	(minimum 50% of property owners)		Could be 100%		
10	Non-Primary Residence	50%	4	(not necessarily 50%)				
11								
12	Non-Property Owners	40%	5					
13	Res/Comm Tenant Advocate	50%	3	(not necessarily 50%)				
14	Greenspace Advocates	50%	2	(not necessarily 50%)				
15								
16	Prospective Board Members							
17	Property Owner: Primary Residence		Property Owner: Non-Primary Residence		Non-Property Owner: Res/Comm Tenant Advocate		Non-Property Owner: Greenspace Advocates	
18	Available Seats: 4	Zone	Available Seats: 4	Zone	Available Seats: 3	Zone	Available Seats: 2	Zone
19								

Michael (BuildPublic) confirmed that BuildPublic wants to continue working with us and will present us with cost estimates options for consideration. Michael offered to talk to Matt O’Grady about using SF Parks Alliance as fiscal sponsor until the 501c3 is established. He will ask about a reduced or no fiscal sponsor fee.

Michael (BuildPublic) and Bruce stressed that we need to have a good communications plan and architecture for the first few months of work to communicate with multiple constituents.

Jean presented a proposed timeline that includes establishing a 501c3, creating bylaws, holding an election and creating RFPs for manager, maintenance services and problem reporting application. Addressing the election timeline is an important part of the timeline. Jonathan (DPW) said that about 60% of the year’s assessment money is expected to arrive in December and January and 40% or so will come after April with tax payments. Commercial assessment have a different schedule.

The following tasks were assigned:

- Bylaw creation (simple, but what is minimally required for a 501c3) – Ron and Tony
- Election Process (work with League of Women Voters)– Jean
- Look into possible short-term loan sources for interim funding of startup tasks – Susan
- Meeting locations – Jean and Susan

Submitted by,
Jean Bogiages
Co-chair Dogpatch & NW Potrero Hill Green Benefit District