



**Dogpatch & Northwest Potrero Hill Green Benefit District
Board Meeting**

February 24, 2016, 6:30 PM to 8:30 PM
654 Minnesota St, San Francisco, CA 94107, USA

Board Members present:

Susan Eslick, Janet Carpinelli, Alison Sullivan, James Naylor, Michele Davis, Jesse Herzog, Jean Bogiages, Adam Mendelson, Lisa Jacobs (by phone), Phillip Pierce, Michael Yarne, Kat Sawyer

Board Members excused: Robert Broucaret

AGENDA

1. Interim Board Chair Jean Bogiages opened the meeting at 6.30 pm.

Interim Chair Ms. Bogiages reviewed the main tasks the GBD needs to accomplish by July, including: finishing the Jumpstart program; recruiting the Executive Director and supporting the new leader to build the GBD; launching requests for proposals for district-wide janitorial and landscaping services and awarding contracts; preparing and submitting financial and program reports for the city fiscal year ending June 30.

2 Board meeting minutes

Interim Board Secretary Lisa Jacobs requested input and corrections to the draft minutes circulated of the board meetings on January 20 and February 10. Board members requested more time to submit changes to the Feb 10 minutes.

3 Finance

Interim Treasurer Susan Eslick presented the updated financial statement of the GBD; there were no significant updates since the previous board meeting.

4 Executive Committee

The EC sent a thank you letter to DPW and Dept of Planning indicating its strong support for the project. All other items discussed by the EC were covered in other agenda items.

DECISIONS:

- A. The Board appointed an ad hoc 22nd Street sub-group to develop a list of recommendations from GBD to support the 22nd Street Greening Project (Chair Alison Sullivan, Kat Sawyer, Janet Carpinelli, Jim Naylor, Michele Davis). The group will report back at its next meeting so that it can be submitted to the city before its March 30 workshop.
- B. The Board requested the Executive Committee to conduct due diligence to confirm the budget figures included in the project's maintenance costs to be covered by the GBD. It would be helpful to have a better picture of projected income, given the increased tax revenue generated by the opening of new residential developments in the next year or two.

5 Service Committee

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The Jumpstart activities will launch soon; Ms Sawyer or other members of the Services Committee will be conducting walk-throughs of each site with park stewards before jumpstart work begins. The Committee is now focusing on developing the request for proposals for district-wide janitorial and landscaping services.

6 Community Relations Committee

The website ‘refresh’ will be completed by end of week and the email blast will be sent as soon as the website is finished. The email will first be shared with key city officials the day before it is sent to the broader email list.

Ms Eslick has identified vendors to produce signs carrying GBD logos that will be placed in each jumpstart site, and vests to be worn by workers on GBD contracts as they work on the sites. She will work with Build Public to provide graphic design

7 Executive Director Search

Michael Yarne introduced James Lee, who spoke about Shafer & Combs Company. Mr. Lee described the organization’s experience and approach, and explained the elements of the ED search process.

DECISIONS

DECISIONS:

- A. The Board approved the Executive Director Job Description draft circulated for the meeting.
- B. The Board approved the executive search agreement with S&C and authorized the Executive Committee to manage the process with S&C.

8 Brown Act Training

Ron Miguel presented to the Board the main components of the Brown Act and the aspects that are most relevant to the GBD’s work.

9. Public Comment

None

10. Closing

At 8:35 Ms. Bogiages adjourned the meeting.