



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

March 23, 2016, 7:30 PM to 9:00PM  
654 Minnesota St, San Francisco, CA 94107, USA

**Board:**

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

**Excused:** Robert Broucaret

**City Staff:**

Jonathan Goldberg, San Francisco Public Works

**MINUTES**

**1. President's Report**

Board President/Chair Jean Bogiages listed a summary of accomplishments of the GBD Board in its first three months:

- Full Board Meetings two times/month in space donated by UCSF
- Executive Advisory Group Meetings 2 times/month in space donated by Umpqua Bank
- Services Meetings 2 times/ month in space donated by AIC
- Board tour of Green Spaces and Service tour to select spaces for Jumpstart Program
- Jumpstart Program launched with - \$32,000 in bids; \$12,000 of which has been executed
- Developed and launched process to accept new green spaces for maintenance or new capital projects
- First new GBD public space accepted: Angel Alley
- Hired executive search firm and launched recruitment for Executive Director
- Identified law firm to support GBD on an hourly basis (to be approved at this meeting)
- Drafted RFPs for janitorial and landscaping services
- Created new GBD website
- Created lawn signs and placed them in jumpstart program locations
- Designed vests with GBD logos to be worn by workers on GBD contracts
- Developed initial email database of >350 District property owners, residents, workers and other tenants
- Initiated first email communication with District
- Scheduled and participated in training on Brown Act requirements
- Engaged in 22nd Street Greening Project, made recommendations to Planning Department on behalf of GBD
- Engaged in Waterfront-Dogpatch Public Realm Planning discussion.

**2. Minutes**

Minutes of 24 February and 9 March approved with corrections.

**3. Treasurer's report**

Treasurer Susan Eslick reviewed the GBD profit and loss statement, noting that our spending rate is low; the target spend by June 30, 2016 is \$53,000. It was noted that the Jumpstart Program had



planned to spend considerably more than has been spent to date due to unforeseen circumstances beyond the control of the GBD.

Members agreed that it takes some time for a new organization to get up and running; it is better to spend wisely than to spend money just for the sake of spending money. It is understood in city government that it does take a while to get process going and that the GBD owes it to its constituents to provide high quality service providers.

#### **4. Executive Director Recruitment**

James Lee of Schaffer & Combs reported that the Executive Director job description has been finalized and that it is on track to post the job by Friday March 25. The second email blast to the community is also targeted to be sent on Friday; it will include notice of the job search.

Mr Lee reported that in his view the job is attractive and they anticipate seeing many strong candidates.

#### **5. Executive Advisory Group recommendations**

Law firm-- The Board approved the Executive Advisory Group's recommendation to hire the law firm Renne Sloan Holtzman Sakai LLP (Public Law Group) on an as-needed basis. This firm represents the Yerba Buena and Rincon Annex CBDs and is therefore familiar with issues the GBD will need to address. Its first task will be to review the draft RFPs for city-wide janitorial and landscaping services. In the future it will advise on the Executive Director contract.

The Board authorized the Executive Advisory Group to spend up to \$5000 for legal services in Q2 2016.

Freelance writer for grant proposals – the Board did not approve the Executive Advisory Group recommendation to begin looking for freelance writers for GBD grant proposals; it will be important to spend GBD existing resources before actively seeking additional funds. However the Board did agree that it would be good to explore potential grant writers to get them on board and familiar with GBD issues so that when a grant opportunity does arise there are writers available and knowledgeable.

Benches Park- fiscal sponsor – the Board approved the Executive Advisory Group's recommendation to be fiscal sponsor for Benches Park.

Angel Alley opening – the Board approved the Executive Advisory Group's recommendation to reimburse Friends of Angel Alley for \$1900 in additional solar lighting for the space. The Services Committee reviewed the proposed lighting solution and agreed that lighting will provide an important benefit to the community and the cost of the lights are reasonable and consistent with how much these types of lights should cost.

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Furthermore the Board approved spending up to \$1000 [note: \$956.75 actually spent] as a contribution to the Angel Alley opening event as the GBD has not had its own event and this will be an opportunity to be visible in the community.

### **6. Services Working Group report**

Services Working Group Chair Kat Sawyer reported that

- Dog waste stations have been ordered
- It increased order of vests to 100 for cost savings
- Phase 2 of the Jumpstart Program will include Gears and Esprit Park
- In light of longer timeline for district-wide RFPs, the Services Committee recommended to the Board that monthly contracts be solicited for maintenance in spaces that require ongoing work. The Board approved this recommendation.

Community member Bruce Huie reported that developer Rappaport would like to build a new stairway for Minnesota Grove and it will request that the GBD maintain this space. The Services Committee will follow up to investigate the costs related to this proposal.

Michael Yarne urged the Board to keep track of investments in local spaces and report these visibly on the website in light of the GBD goal of being 'hyper-transparent'. Treasurer Eslick confirmed that spending is being tracked closely.

### **7. 22nd Street Ad Hoc Committee**

Chema Hernandez of the SF Bicycle Coalition offered the support of his organization which includes 1,000 members in the GBD area – these are very engaged individuals who keep a close watch on community developments. The Coalition is very engaged with the CBDs in San Francisco and eager to support the work of the GBD. He reported that a bike share station is very likely to open in the Dogpatch near the 22<sup>nd</sup> street station; the bike share station at the downtown station is the most heavily used station in the city.

The GBD ad hoc committee on the 22<sup>nd</sup> Street Greening Project recommends a strong recommendation in support of a bike share station near the 22<sup>nd</sup> street.

The GBD Board approved the recommendations of the GBD ad hoc committee on the 22<sup>nd</sup> Street Greening Project. The letter will be sent to Kelli at DPW.

### **8. Community Relations Advisory Group report**

Community Relations Advisory Group chair Lisa Jacobs reported that she is aiming to have all website updates complete by Friday March 25 so that the email blast can be sent.

The meeting was adjourned at 9:15pm