

# Dogpatch & Northwest Potrero Hill Green Benefit District



## Dogpatch & Northwest Potrero Hill Green Benefit District

### Board Meeting

July 20, 2016, 6:30 PM to 8:15 PM

654 Minnesota St, San Francisco, CA 94107, USA

#### Attending:

Susan Eslick, James Naylor, Michele Davis, Jesse Herzog, Jean Bogiages, Phillip Pierce, Michael Yarne, Kat Sawyer

#### Absent:

Adam Mendelson, Lisa Jacobs, Alison Sullivan, Robert Broucaret, Janet Carpinelli

#### City Staff:

Jonathan Goldberg, San Francisco Public Works; Robin Abad, SF Planning Department

**Executive Director:** Julie Christensen

### Minutes

Jean Bogiages opened the meeting at 6:45.

#### 1. Chair's Report:

The GBD bylaws are basic; Michael Yarne will review and offer suggestions for updates.

Jean created a Non-Profit Google for Work drive that will be owned by [admin@dnwph-gbd.org](mailto:admin@dnwph-gbd.org), and that includes a GBD Calendar. Julie stressed that we need to have all possible community events listed on the calendar in order to avoid conflicts in scheduling. Board members are urged to access the calendar, add events and refer to it when scheduling GBD meetings and events.

#### 2. Minutes:

**DECISION:** The minutes were reviewed and accepted as written.

#### 3. Budget and Finance:

Susan Eslick presented a Profit & Loss statement for FY 15-16 ending June 30 for review.

Susan, Julie and Jean met with Ben Horn, a financial consultant currently working for the Union Square Business Improvement District and formerly the Director of the Top of Broadway Community Benefit District. The GBD has contracted with Ben to further refine and formalize GBD accounting and reporting formats and prepare for our annual audit.

Jean submitted a high level budget for FY 2015-16 for the Board approval.

**DECISION:** Susan made a motion for the board to approve the high level budget with corrections to the negative carry forward error. It was seconded and approved.

#### 4. Guest Presentation:

Robin Abad from the City Planning Department was invited to make a presentation on the Central Waterfront/Dogpatch Public Realm Plan. The first community meeting focused on three parks: Esprit, Tunnel Top and Warm Water Cove (only Esprit Park is part of the GBD). The second community meeting, to be held July 27, will focus on street planning, particularly Minnesota south and 24<sup>th</sup> Street and Minnesota North. The board thanked Robin and expressed its desire to continue to be involved in these planning discussions.

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### 5. Executive Director's Report:

This was Julie Christensen's first report to the Board as Executive Director.

Julie has been meeting with various groups and individuals in the past month on behalf of the GBD –Supervisor Cohen, Planning, MTA, RecPark, Public Works; with neighbors, business owners and park stewards; with developers, UCSF, AIC; with the DNA and the Dogpatch Business Association.

Julie reminded the Board of discussions on a possible headquarters for the GBD and that she has office furniture in storage that could be helpful in furnishing a GBD office.

Service providers: Contracts for janitorial and landscape services with Aim to Please and Frank and Grossman have been executed and became effective July 1.

Finance: The next important milestone is financial reporting due July through September. As previously mentioned, Ben Horne has been brought on to help organize GBD accounting structures.

Assessment database: Julie and Jean began a drive-around survey to try to identify properties where uses might have changed, impacting assessment levels.

Capital projects: We are working to clarify and formalize processes for identifying, evaluating, selecting and managing capital projects and working on drafting MOUs with projects sponsors on projects where the GBD provides grant funds and/or maintenance. Current projects have underscored the need for this - Angel Alley, Esprit Park and the Pennsylvania Street benches. Julie also highlighted longer term key capital projects - Minnesota Grove and the Gateway Loop - and large City and private sector projects that will impact the GBD area including 22<sup>nd</sup> Street, UCSF Student Housing, and, longer term, the 3<sup>rd</sup> Street Sewer replacement.

Esprit Park: Julie noted that signage attributing the Esprit Park path repairs to the GBD with the cooperation of the Recreation and Parks Department were designed and placed at the site during construction. Julie would like to have 4" x 6" cards made for dispensing by the janitorial and landscape vendors. The website needs updating. Possible sources of graphic design consulting were discussed. Julie and Susan to follow up.

UCSF Student Housing: Michele Davis expanded on the issues surrounding the new UCSF student housing development. She would like GBD input in the green space designs around the development. She pointed out that considering that the development is connected by location to Esprit Park and the planned Dogpatch Arts Plaza, it makes a lot of sense to help with design integration.

Portrero Gateway Loop: Julie noted that the Potrero Gateway Steering Committee of MUNA (Mariposa-Utah-18th Neighborhood Association), sponsors of the Potrero Gateway Loop Project, would like to change fiscal sponsorship for the Loop project from the SF Parks Alliance to the GBD.

**DECISION:** Michael Yarne moved that the GBD should become fiscal sponsor for the Potrero Gateway Loop with administration fees less than or equal to the SF Parks Alliance fee of 9%, if agreeable terms could be worked out with MUNA. The motion was seconded and passed.

Julie distributed a preliminary list of possible working or advisory groups for discussion. Noting that the GBD is a working board, she suggested Board members consider roles or projects where they could be effective. The Board will consider her proposal and it will be discussed more at the next board meeting.

### 6. Services Team Report:

Kat Sawyer gave an update on the progress at Esprit Park and presented a capital budget with two projects highlighted: Angel Alley erosion and irrigation projects and the Pennsylvania Avenue benches project. The Angel Alley irrigation project has been submitted to Jesse Herzog and Jim Naylor for review.

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**VOTE:** It was moved and seconded to approve funding the Angel Alley erosion project for \$4120 and the Pennsylvania Avenue benches for \$6,000 contingent on MOUs signed for each project that outline what responsibility the GBD accepts.

### **7. Community Relations Team Report:**

As Lisa and Alison were absent, Susan reported on the email collection contest, which was a success as we now have 50 more emails in our database. Two winners were randomly picked and will be getting their gift certificates in the mail. Susan noted that the majority of respondents were notified of the contest by the message Alison put in NextDoor.

The meeting adjourned at 8:20.

Minutes submitted by Jean Bogiages