



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

May 25, 2016, 6:30 PM to 8:00 PM  
654 Minnesota St, San Francisco, CA 94107, USA

**Board Members Present:** Janet Carpinelli, Alison Sullivan, James Naylor, Michele Davis, Jean Bogiages, Adam Mendelson, Phillip Pierce, Michael Yarne, Kat Sawyer, Lisa Jacobs, Susan Eslick

**City Staff:** Jonathan Goldberg, San Francisco Public Works

**Board Members Excused:** Robert Broucaret (arrived after meeting adjourned), Michele Davis

The meeting opened at 6:35

**1. Minutes:**

The Board approved the minutes of April 27, 2016 with corrections.

**2. Finance:**

Ms. Eslick reported that the second installment of assessment payments have now been received. She then informed the Board that due to an unclear Umpqua Bank website glitch, funds were not transferred from the GBD money market account to its checking account without her knowledge. As a result, GBD was charged bank fees and bounced a check to a vendor even though GBD had plenty of funds to cover the payment. Ms Eslick will follow up with Umpqua bank to request a refund of the charges and an overdraft protection service. The Board agreed this should be an obvious service for a community-oriented bank like Umpqua to perform.

Mr. Mendelson promised to prepare more visually interesting and easy to read financial statements that could be shared publicly.

**3. Executive Advisory Group report**

**Dogpatch Consortium.** Following the presentation by Bruce Huie on the new Dogpatch Consortium at its previous meeting the Board approved the following motions:

Motion 1. The GBD joins the Dogpatch Consortium, whose purpose is to work with local developers and city agencies to accelerate streetscape and public realm improvements throughout Dogpatch.

Motion 2. The GBD will support Dogpatch Consortium projects that fall within the purview of the Green Vision Plan and have been reviewed and approved by the GBD Board of Directors.

**Neighborhood hub:** The GBD sent a letter (drafted by Ms. Bogiages and revised by Mr. Yarne) to the BOS Land Use Committee supporting the proposal to turn the vacant police station on 3<sup>rd</sup> Street to a community resource center.

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**District Assessment Database:** The GBD is required to provide the city with any updates to the assessment database, to be submitted to Jonathan Goldberg by July 1. The Executive Group will discuss options for the most cost-effective way to do this work at its next meeting.

**Meeting with Supervisor Cohen:** The Executive Group has an update meeting scheduled with Supervisor Malia Cohen in her office on June 16 at some point during the window of 12 noon - 3pm. Precise time will be decided once the Group informs Jonathan of their availability. All Board members are invited to attend.

### 4. Services Group

The Services group recommended hiring Aim to Please for a one-year contract to do janitorial services throughout the district; this is the company that has the two-month contract currently. The group was not ready to recommend a contractor for the landscaping services; it has narrowed the options to two service providers.

The Board discussed the need to receive weekly reports from Aim to Please about its activities, and a calendar of the landscaping service providers' work in the district. The final contract should include these provisions.

Ms. Jacobs reported having seen a contractor removing graffiti from Fallen Bridges Park over the weekend, but he was not wearing a GBD vest. Ms Bogiages confirmed that this was indeed an Aim to Please contractor and she will discuss with them the need to wear GBD vests while doing GBD-financed work.

**DECISION:** The board approved accepting the bid by Aim to Please to provide janitorial services for the district for one year starting July 1, 2016. The cost will be \$81,000. However, the Board agreed that the final contract should include provisions to 1) ensure that the contractor is amenable to using an 'app'; and 2) to log their activities including hours/time spent in specific areas and provide weekly reports, so the GBD can monitor for problem areas and inform the public of GBD's cleaning activities.

**DECISION:** The board delegated to the Services Group final decision on the landscaping services contractor, up to an amount of \$75,000 for the year.

### 5. Community Relations Group

Ms. Jacobs reported on the group's main priorities in advance of the arrival of the Executive Director:

- **Email list** – LEAD: Susan Eslick. Ms. Eslick will focus on securing District property owners' email addresses
- **Park Steward meeting** – LEAD: Alison Sullivan. The meeting will be pushed back so the new ED can attend.
- **Blog (web updates/articles)** – LEAD: Lisa Jacobs. Ms. Jacobs encouraged Board members to submit text and photos for posting on the GBD 'blog'. She will check for grammatical errors and typos but will post whatever she receives.
- **Property Owner 'Town Hall'** – LEAD: Alison Sullivan. The group agreed the Board should organize this event, as a welcome to our new ED. Invitations will be mailed by post to property owners but the whole

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community will be welcome to attend. Confirmation of location and date depends on ED start date (likely to be in August).

- **Potrero View Monthly display ad – LEAD: Alison Sullivan.** Ms Sullivan wrote and Janet Carpinelli did artwork for a new display ad to appear in the June issue of the Potrero View.
- **Email Blasts – LEAD: Lisa Jacobs.** The Group agreed that email blasts should be sent not according to a set schedule but when there is news to report. With upcoming news there will likely be another email blast soon.
- **Nextdoor – LEAD: Alison Sullivan.** Ms. Sullivan has volunteered to draft updates for Nextdoor and post them in Dogpatch; Ms. Jacobs will cross-post in Potrero Hill.
- **Website management – LEAD: Lisa Jacobs.** A dynamic and newsy website requires consistent attention; this will need to wait until the new ED arrives.
- **Facebook – LEAD: Alison Sullivan.** On hold until arrival of ED.

### 5. Executive Director Recruitment

The following board members formed the interview panel: Janet Carpinelli, Michael Yarne, Kat Sawyer, Jesse Herzog, Jean Bogiages.

DECISION: The Board approved the interview panel’s recommendation to offer a contract to the panel’s first choice candidate. If she does not accept the Board approved the panel’s recommendation to offer a contract to the panel’s second choice candidate.

Ms. Bogiages will work with Schafer & Combs with the input of the interview panel to finalize the offer letter. It should include a provision that the Board will work the ED to develop a fundraising incentive structure to supplement what is currently in the budget.

Adam Mendelson promised to follow up with ‘Not for Sale’ a shared workspace/incubator on 3<sup>rd</sup> and 19<sup>th</sup> about securing office space for the ED.

The meeting was adjourned at 7.55 pm