

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

November 16, 2016, 6:30 PM to 8:00 PM  
654 Minnesota St, San Francisco, CA 94107, USA

**Attending:**

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

**Board absent:** Robert Broucaret, Adam Mendelson

**City Staff:** Jonathan Goldberg, Kelly Rudnick, Fiona Cundy, San Francisco Dept of Public Works

**Executive Director:** Julie Christensen

**Minutes**

The meeting was opened at 6:30.

**1. Minutes**

The draft minutes of the meeting on October 16, 2016 submitted to the board were incorrect. The board will receive the corrected draft minutes, along with the November minutes, for review and approval at its next meeting.

**2. Finance report**

Ms. Eslick explained the new financial report presentation which includes assessment and non-assessment income, spending to date and projected expenses, including financial services for bookkeeping, accounting and CPAs.

She reported on non-assessment income for the GBD including approximately \$13K from Friends of Progress Park the GBD is receiving as fiscal agent, \$10K donation from the Rappaports for Minnesota Grove and a \$25K contribution from the Warriors. The GBD will end the calendar year with a small positive balance, indicating alignment in our budgeting and spending for the first year of operation. The management plan calls for the GBD to raise at least \$17K in non-assessment income.

Ms. Eslick shared the proposals received from the recommended candidates for bookkeeping (Anh Wong) and a CPA for this year's tax preparation (Iryna Oreshkova). One board member questioned the bookkeeper's estimate of 5 hours per week. Ms. Christensen explained that the first audit may be more involved and require more accountant time and that Ms Wong's rate is very competitive.

**DECISIONS:**

The Board authorized a 12 month contract for Ms. Wong as bookkeeper.

The Board authorized a contract for Iryna Oreshkova, CPA for this fiscal year's financial review and tax preparation.

**3. Presentation by Kelli Rudnick, DPW**

Kelli Rudnick of DPW presented to the Board the background of the 22<sup>nd</sup> Street Greening project, its

main goals, the consultation process with other city departments and the community, and the current plan including outstanding questions for GBD Board consideration. Services team members and Ms. Christensen had met with the 22<sup>nd</sup> Street planners prior to the meeting. Ms. Christensen distributed a spreadsheet showing the various options for GBD decision.

The Board discussion focused on elements such as benches, lamps, pavement material, and the implications of using standard elements versus special requests.

The Board clarified that its deliberations should not focus on design questions that had been carefully considered with extensive community input. Instead, the GBD is being asked to inform DPW what GBD will commit to maintain in the future.

Ms. Christensen clarified that the GBD will not maintain any turf stone paving on 22<sup>nd</sup> Street. The current property owner with turf stone in front of his property will be responsible for maintaining this going forward, if he chooses to reinstall it after the reconstruction.

#### DECISIONS:

The 22<sup>nd</sup> Street Improvements that the GBD agrees on are:

- Lighting – black Esprit-type fixture
- Black wastecans
- Grey special curbside paving
- Mesquite sidewalks
- Grey Planting Scheme

#### 4. Prop E and GBD (Philip Pierce)

Phil Pierce updated the Board on the implications of the passage of Proposition E in the November 2016 local elections, which requires the city to use public funds to maintain all city trees. The financial implications included in the proposition's budget account for general costs including sidewalk repair, pruning, and tree replacement. Mr. Pierce also clarified that the new law requires developers, property owners, FUF or others (such as the GBD) who plant new trees will need to maintain them through the three-year foundational stage.

The new DPW-managed maintenance requirement is scheduled to begin July 2016. DPW has a plan to bring the more than 100K city trees up to standard, incorporating the result of a citywide tree census, which was conducted for this purpose. However, taking over maintenance of all the city's trees will entail significant scale up and staffing. It may be a gradual process.

To explore for the future: GBD could potentially act as a DPW subcontractor for maintenance of trees. This would enable us to hire smaller or niche contractors who may not be able to navigate or afford the laborious process of securing a contract with the city of SF.

#### 5. ED Report (Julie Christensen)

Ms. Christensen reported that because of the positive experience with the Warriors Pennsylvania planting day, Caltrain has been much more receptive to speak with GBD about future projects.

Ms. Christensen raised concerns that the work on 22<sup>nd</sup> Street Greening project will not include

improvements to Woods Yard and 22<sup>nd</sup> street station because there has not been a process to decide on such improvements. She is pursuing an idea to catalyze these projects by working with partners to develop potential plans, designs and budgets for improvements and presenting them to the city.

The Board welcomed this initiative; Ms. Christensen will come back to the Board with specific asks at a future meeting.

#### **6. Election committee (Jean Bogiages)**

Ms. Bogiages and Ms. Christensen explained to the Board the thinking behind and justification for the election process that the Board approved at its last meeting.

#### **DECISION**

The Board approved the following changes to the GBD bylaws: to raise the number of total board members from 14 to 15, and to hold the board election in March of every year instead of February.

#### **7. Services committee (Kat Sawyer)**

The Board discussed the need to establish a standard format when new financial requests are made to help the Board understand the request in the context of the budget, and current obligations and future projections.

#### **DECISION**

The Board approved the increase of monthly payments for Grossman in the amount of \$500 due to the new Pennsylvania park area being added to their work.

#### **8. Community relations committee (Julie Christensen)**

Graphic design: Ms. Christensen presented the two proposals received and explained the costs and elements included in each proposal. Board members asked clarifying questions to understand the specific elements and their relative costs.

#### **DECISION**

The Board authorized a contract with Meadow Communications according to the price and timeline provided in its proposal.

#### **9. Other issues:**

The Board will not hold a regularly scheduled meeting in December.

The meeting adjourned at 8.15 PM