



**Dogpatch & Northwest Potrero Hill Green Benefit District**  
**Board of Directors General Meeting**  
May 20, 2020 6:30– 8:30 PM  
Virtual via GoToMeeting

**Board Members In Attendance:** Bruce Huie, Cori Chipman, George Slack, Janet Carpinelli, Jason Kelly Johnson, Jean Bogiages, Kanwar Kelly, Kat Sawyer, Kate Eppler, Keith Goldstein, Kim Tercero, Kristel Craven, Monique Wallace, Susan Eslick

**Board Members Excused:** Terri McFarland

**Executive Director:** Julie Christensen

**Minutes**

**1. Meeting Opened** by President Kate Eppler at 6:35

**2. Roll Call (Secretary Kim Tercero)**

Tercero called roll.

**3. Approval of April Minutes (Secretary Kim Tercero)**

VOTE: the April minutes were approved with two amendments by voice vote.

**4. Announcements (All)**

Peter Belden is a community resident and a big fan of the loop. He supports bike trails. Addressed security issues at 500 block of Vermont including 2 recent break-ins.

Kanwar Kelley also lives on block and has experienced a car break-in.

Jean Bogiages lives on 500 block on Utah and is also seeing increased crime.

Susan Eslick clarified these are not GBD issues but community issues and suggested folks reach out to community groups like the Potrero Boosters for help.

Julie Christensen noted the GBD can work with property owners to improve lighting, sight lines, etc. and are open for suggestion from community. Peter Belden asked how the community can follow up and Julie Christensen confirmed residents can reach out to board members in their area. Peter Belden will connect with Kanwar Kelly, who lives in his area.

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Kate Eppler made call for future agenda items. None were made.

**5. Board Housekeeping & Administration: Attendance, participation forms**

Kim Tercero reminded board that if a member is not able to make a meeting, they must notify a member of the executive committee with 24 hours of meeting to be excused.

The bylaws state a board member is allowed 3 missed meetings per year.

Julie Christensen noted board membership is a professional obligation.

Kim Tercero reminded board to follow up on email sent last week requesting board sign Board Commitment, indicate Conflict of Interest and update contact information. Response is due this coming Friday the 22<sup>nd</sup>.

## **6. Board Housekeeping & Administration: Brown Act Overview**

Ron Miguel introduced himself. He was on the formation board of GBD and helped write the original bylaws. Ron gave the Act's context and explained key compliance items that includes:

- The act was named after Tim Brown and CA was the first state to adopt
- Reviewed preamble language – is about transparency and access by the public
- The GBD is a Legislative body because it was created by the board of supervisors
- Departments can put together organization without being a legislative body
- A standing committee of a legislative body is automatically a legislative body (requires public agenda posted, public participation)
- Ad Hoc does not require same as committee if it is a limited purpose, membership is less than quorum, and will be active less than 24 months
- What is a meeting? – When there is a quorum speaking about issues related to GBD work
- A serial Meeting is when multiple people talk in a “chain” regarding board business
- GBD members can attend external meetings
- Must post meeting details 72 hours ahead of meeting; Online is sufficient
- Location must be ADA accessible. If it is difficult to find a suitable location, the posted agenda can invite persons with special needs to notify the committee as to what accommodations are necessary to allow that person to attend the committee meeting.
- Agenda – items can be moved around but discussion cannot deviate from the agenda. Contents must be clear as to what actual item is (Ex: School posted agenda item as “school census” but it really was about a school closure).
- If someone from the general public wants to receive agenda, we must comply.
- On any particular agenda item, each member of the public should be given the exact same amount of time to speak.
- There is no such thing as defamatory comment from the public; it is legal.
- Written material must be distributed to quorum before the meeting.
- Closed session – a very limited number of reasons qualify for a closed session which includes personnel or legal issues. The agenda must state what it is and everyone that is not a member from body must be removed. The board must report what happened (ex: hired someone, settled lawsuit, etc.) but don't need to discuss.
- If not in compliance, can “DO over” and put back on agenda to cure.

Opened for questions:

- Kate Eppler asked if members are at cocktail party and there is less than a quorum talking about GBD, is that a violation? Ron Miguel responded, No, but if anyone went to another person, then yes, it would be a serial meeting.
- Ron Miguel confirmed communication includes any type such as email and snail mail
- Julie Christensen shared this is why she blind copies board on email to prevent the urge to reply all and trigger everyone to start talking about topic.
- Ron Miguel encouraged board that if they see members start talking about it, to cut them off and agendize the item.

- Cori Chipman asked what can happen inadvertently that will result in a violation. Ron Miguel gave an example where, as a member of a commission he witnessed commissioners getting off on side conversations but the president and secretary didn't stop.
- Jean Bogiages asked how ad-hoc and standing meetings are formed. Ron Miguel recalled that, according to the GBD bylaws they are authorized by the board.
- Julie Christensen noted that ADA access for meetings is a challenge as there is a lack of accessible spaces in the Dogpatch and Potrero Hill. The GBD has posted notice for attendees to advise if they need assistance with access.
- Kanwar Kelley asked if broadcasting virtual meeting meets accessibility requirement. Ron Miguel responded that it is not currently addressed in Brown Act as it a new form of meeting.

## **7. Financial Report (Susan Eslick)**

Susan Eslick and Julie Christensen reviewed the report.

Report is divided into 2 zones (Dogpatch & Potrero Hill) plus the total of those; and into 4 categories (Maintenance, Capital, Accountability & Outreach, Operations) which are required by the Management Plan. Each of those includes columns for YTD actuals, projections from now until June 30<sup>th</sup>; actuals compared to budget. The important number is the lower right where actuals are compared to where we thought we would be at this time.

Assessments come in January so we run the first half of each fiscal year on money we get from the previous year. Whatever is rolled over is what we will be operating on for the first two quarters of the next fiscal year.

We can shift funding across categories – no more than 10% in or out of a category and only 10% of the total budget. We will have to shift 20/21 to balance out budget.

We cannot alter our fiscal year: our contract with the city which forces us to follow the city's fiscal year. We need to think about how assessments will be reduced by COVID shutdown and are working through unknowns and their effect on budget.

Maintenance, Accountability, and Outreach stay on track and are more predictable. Grants/donations are transparent. Capital improvements have the most variability.

We are required by charter to spend all our money within the fiscal year (less the rollover) and we are discouraged from banking large sums. Each year, we must find a way to spend down.

We have an emergency pot for projects we don't anticipate or are more expensive.

We can roll over funds for project like Angel Alley where money was allocated but due to shut down we can't get city to move ahead. We will roll over the funding because we know we will need it.

Financial report will be posted and all previous reports can be found on Google drive.

There has been a large shift of funding to Minnesota grove. Jason Kelly Johnson requested Woods yard be budgeted in the coming year and Julie Christensen confirmed funds were set aside in 19/20 for planning but we ended up pruning sycamores.

Jean Bogiages and Julie Christensen clarified that when the board approves a budget, members approve a rolled-up version. The details are provided so the board can better understand how the budget was derived.

## **8. ED Report (Julie Christensen)**

Reviewed topline projects

**Minnesota grove** – Showed pictures of project before and now. Boulders were delivered; rock wall formed and plants installed this month. Potrero View ad will feature the site opening as there will probably not be an in-person celebration. Jean Bogiages inquired about maintenance and Julie Christensen highlighted that David Hall will be doing a lot of the ongoing care along with Juan, who is already in the grove once a week. An estimate of ongoing maintenance cost is expected shortly. It was

noted that a large number of people have expressed interest to get involved. Jean Bogiages' concern of the increasing number of projects the GBD will maintain was echoed by board and will be need to be addressed on an ongoing bases as we expand projects. The GBD will need to work with the city to balance capital and maintenance budget allocation. Janet Carpinelli asked if the city will fund more parks since there is an increase in population. Julie Christensen responded that that is an important part of GBD advocacy efforts.

**Iowa** – The north end modifications are working great but the end at 23<sup>rd</sup> street continues to be a problem. GBD has been pressing Caltrain to improve situation and address problem with polluted water and trash. Without warning, Caltrain began replacing fence in April. At the GBD's request, they agreed to move the fence back and to cut the corner to allow for improvements. GBD assembled team on a Saturday morning to clean and grade area and to try to investigate the water runoff problem. The newly installed fence is much taller and impossible to climb. GBD has opportunity to do something with the corner and needs to generate ideas. George Slack confirmed the sun hits the area at 6:30 am to 9:15 am with no evening sun. This limits what can grow in area and will most likely include coarse gravel or stone. It was suggested a dry creek can be installed behind the fence to help with runoff management.

**20<sup>th</sup> street** – Still trying to create pedestrian path of travel. A sidewalk would be alongside overpass on amazon block that would kill existing parking. An online public meeting was held with 17 neighbors in attendance all were supporting of proposed plans for the Amazon block. The group preferred that the GBD advocate for a shared street plan for the Esprit block. Amazon had a plan going through city government the GBD was not aware of that requested access for 55-foot trucks to parallel park. The details of plan seem to indicate Amazon plans to convert warehouse into an Amazon Fresh distribution center which is very concerning. Their plans have gone through preliminary approval and were on its way to permitting. SDAT has rescinded approval and instructed Amazon to go back to drawing board.

**Gears Parcel** – Friends of the Urban Forest (FUF) Deputy Director informed GBD that FUF just opened a new nursery on Joost and are not eager to open a second one soon. Julie Christensen will continue encourage FUF to occupy site and will see if there are fundraising opportunities to persuade them. Caltrans will not allow more of their parcels for green space in the GBD therefore will not give the GBD the space and the GBD is not interested in renting. Use cases for site are limited like community garden or children's playground due to proximity to freeway and policing open area is a challenge (security, homeless). Julie Christensen can go back to baseball training group to see if they are still interested.

**GBD signage** – signage is going in 2-3 weeks. They have been printed, support posts are being painted and iron worker fabricated post for free.

**Esprit park** – is getting close to a community meeting

Other projects in the works include Vermont closure, Potrero garden, chain link removal at fallen bridge, fundraising at Dogpatch Neighborhood Association

No board or public comments

## **9. Planning for 20/21: Committee Structure (All)**

There are existing committees and task forces with an opportunity to form new one.

Committee meetings require meeting notice and should ideally be ADA accessible and a task force is limited term.

Cori Chipman noted she has new ideas but prefers to support members with project to get them to completion.

Janet Carpinelli would like revive the bio diversity and habitat ad hoc committee whose members are Jean Bogiages, Terri McFarland, Janet Carpinelli, George Slack and residents, Noreen, and Eddy Bartley. Community members can participate on committees and is an opportunity to recruit them to the board. Community members cannot appropriate funds.

Multiple members voiced desire for more community engagement.

Julie Christensen requested a Volunteer committee as we have been hearing from more people that they want to help. She could also use help with corporate volunteering requests.

Kim Tercero requested an Events committee that would be both informative and social events hosted in person or online.

Kim Tercero requested a Technology committee that would manage the website and social media.

Cori Chipman would like to work with community managers of residential buildings to engage residents.

Kim Tercero suggested a Partnerships committee that would liaise with organizations like the Dogpatch Neighborhood Association, Dogpatch Business Association and Julie Christensen existing relationships exist amongst the orgs and board members.

Julie Christensen requested Kim Tercero work with Mimi Toy to potentially organize volunteers

Board discussed opportunities for social media and web content and to leverage mini-videos to tell stories from the district.

Jean Bogiages requested a Finance committee. Julie Christensen confirmed once was previously formed but has not been active since previous members left the board. Kanwar Kelley emphasized the importance of institutionalizing this knowledge and should get more board participation. Julie Christensen noted any random questions regarding finances can go to ED or Treasurer. Susan Eslick noted there is a cadence to processing invoices, donations, etc., however it needs to be memorialized and protocols should be to documented.

Cori Chipman expressed interest in assisting with fundraising. Bruce noted he would follow up.

Board to email Kim Tercero what committees they would like to form by Monday the 25<sup>th</sup>. Kim Tercero will compile and send out survey for folks to join respective committees.

## **10. Planning for 20/21: Project Planning (All)**

Referenced project related documents.

Kate Eppler requested to review new projects. Projects should be prioritized based on geographic diversity, ease of execution, project visibility, breadth of affect, and fundraising potential.

Julie Christensen reminded members that a walking tour is being organized and anyone that would like to participate must RSVP by Friday the 22<sup>nd</sup>.

Julie Christensen noted public survey is less than 10% of constituents but still encouraged members to review results.

Kate Eppler inquired if board had an opportunity to review projects and most have but noted they needed more time to review. Kate Eppler extended board additional time to review and will send out a survey for members to provide feedback.

Kate Eppler called on members to quickly pitch their newly proposed projects.

**Iowa street planting west and east** –project is in central Dogpatch, responds to the relocation of fence, is possibly a good candidate for a CCG grant. Keith Goldstein inquired why we should invest in a project that is almost double the others, is located by the 280 freeway, and is next to parking for Caltrain. Julie Christensen noted that two years worth of survey results show that people want to see rehabilitation work alongside the 280. There will be more people moving around and increase in pedestrian traffic. Bruce Huie noted that since shelter in place, it is used more like a walkway and this project will introduce walkability.

**GBD storage** – Susan Eslick shared that the GBD currently rents a storage unit and it is too small for our current needs. The storage facility does not currently have any vacant units to rent. Since the GBD does not have an office, it needs a place to store records, tools, etc. Phase I evaluates if we should purchase a container and find a place to put it. Second phase would be to put gravel/fence/lighting.

**Potrero Hill** – Jean Bogiages reported finding from board members in Potrero Hill and they ranked #1 a native habitat test garden project. The Potrero Gateway is using city money not GBD, however would like a test garden to be a GBD project. Ultimately, there will be a demonstration garden created next

year but this year, will create a test garden. There is a number of existing neighbors and volunteers ready to support the project. There will be 1,000 sq ft to test which plants grow best in serpentine soil and scientifically decide what habitat should be cultivated. Findings will be used to create the bigger demonstration garden and inform neighborhood residents what they can plan in their backyards. The second priority is the benches retaining wall which may qualify for a CCG grant. Another priority project is the Vermont tree planting. Julie Christensen advised to communicate priority project.

**Progress Park** – Bruce Huie reminded board that Progress is one of the initial parks that need to be maintained as part of the Management plan. The cow needs repainting and the bocce court needs repairs and resurfacing.

**Pedestrian pathway, Pennsylvania at George building** – George Slack has a plan to create a pedestrian path in front of his building but it needs to be modified since parking shifted to perpendicular and needs to generate a new cost estimate. Bruce said volunteers could help with project.

**IM Scott** – Kat Sawyer is requesting design support to create visualization tools to take to the community. There may be storm water reclamation grants to fund project. Project needs tools to convince community to give up parking lot.

**Storm water reclamation** – Kate Sawyer needs professional support (engineering, data, etc.) to help move work forward. She has colleagues who could generate maps to show how to manage water throughout Dogpatch. There would be an evaluation of land use, aerial data, etc. to help GBD concentrate its energy. Susan Eslick voiced concerns with embarking on more surveys but have yet to see outcomes from existing surveys. There was a graduate student that organized maps and there is currently a web page being composed to share what has happened to date, share story and maps. There is a water management issue at Caltrain's site at Iowa that has surfaced. This new issue has created an opportunity to do something at site but need engineering resources.

Another water project opportunity is at the Gap building at Indiana and 22<sup>nd</sup> where a water sculpture can be installed.

Kat Sawyer emphasized that if we want water reclamation, we need professional support.

**GBD signage** –Susa Eslick noted GBD can revisit SOM's presentation and wants to do more way finding for the area to anchor, where is GBD and what is it. There is I-beam signage with opportunities for building tatoos, building murals, etc. There was a suggestion from a survey respndent of sidewalk identification like a mosaic. The signs going in are all sourced from multiple local businesses. GBD will send Kate Eppler and Juli Christensen an email with project priorities with a call out of tops and bottoms. Members can also just send what is an absolute no.

**Wood yards** –Jason Kelly Johnson inquire if this is still a project? Julie Christensen confirmed there is \$20K in the budget not spent. Jason Kelly Johnson proposed to keep it in as it is potentially an important project for the district.

Jean Bogiages will send out a summary email to the board about the Potrero Hill projects for more information on the projects.

**VOTE:** a motion to send a survey to the board to vote on their preferred projects was approved

## **11. Planning for 20/21: Community Engagement (All)**

Kate Eppler deferred topic to new task force

## **12. Adjourn (Kate Eppler)**

Kate Eppler adjourned the meeting at 8:40 pm