

**GREATER GOLDEN HILL CLEAN, GREEN, AND SAFE  
MAINTENANCE ASSESSMENT DISTRICT OVERSIGHT COMMITTEE**

**MINUTES MONDAY, MARCH 17, 2008 – APPROVED**

**I. Call to Order**

The meeting was called to order by Kathy Vandenheuvel, acting as chair, at 6:35 pm in the Golden Hill Golf Course Club House.

**II. Roll Call**

All members were present except for: Chris Blatt, Curtis Neidert, Lisa Vella, and Stan Teliczan (resigned).

**III Public Announcements**

- The South Park Walkabout will take place Saturday, March 22 at 6:00 PM.
- The CDC will sponsor a baseball outing, April 24, Padres vs. Giants
- A Candidates Forum will be held at Christ Church between 30<sup>th</sup> St and Fern April 7 at 6:45 PM.

**Public Input**

George Mangel requested a rundown of who paid what. Information will be provided to him, as the contract has not yet been completed.

**IV. Old Business**

**a. City Contract Update**

The contract with the city has been prepared and will be sent for City Council approval in approximately two weeks. Barbara Houlton provided information regarding expenses granted in the contract for CDC/City which differ from the approved Engineer's Report.

**b. Revised Letter to the City Attorney's Office – Action Item**

David Skillman presented a letter requesting clarification of the indemnification policy, and moved that the letter be sent to the City Attorney and Bill Hillsdorf seconded.

The letter states: "Is the GGH MAD Oversight Committee eligible for inclusion in the city's indemnification policy for its activities on behalf of the District?"

The motion passed unanimously.

**V. New Business**

**a. Committee Member Update**

Stan Teliczan has resigned.

**b. Officer Election – Action Items (Chair, Vice-Chair)**

David Skillman moved that the election be tabled until the next meeting. Barbara Houlton seconded the motion, and it passed 6 in favor, 3 opposed.

**c. Budget**

**i. CDC Expenses**

Information regarding CDC expenses which have been incurred or are projected to be expended during 2007-2008 have been requested but these are not yet available because the CDC Director, Rosemary Downing, has been out of town. They will be made available before the next meeting.

**ii. 2008/2009 Budget due April 15, 2008**

As with current expenses, figures for budgeted expenses from the CDC have not been provided.

**d. Formation of Budget Committee**

Bob Hansen moved that a Budget Committee be formed. It was seconded by Ben Nichols, and passed unanimously. A budget committee was formed consisting of Bob Hansen, David Skillman, John Kroll, Norman Starr, and Kathy Vandenheuvel, with Bob Hansen as chair.

**e. February 25, 2008 Meeting Minutes – Action Item**

Ben Nicholls moved that the February 25, 2008 minutes be approved, John Kroll seconded the motion, and the motion passed unanimously. The minutes were approved.

**e. Inviting Groups or Political Candidates to Attend Meetings**

This item was discussed, and an action item taken to invite political candidates to future meetings.

**f. Subcommittee Reports**

**i. Bylaws – 1. Proposed modifications to bylaws – Action Item**

The proposed change to the bylaws for replacing committee members prepared by the Bylaws Subcommittee was presented and discussed. A motion to accept the amendment was made by Norman Starr and the motion passed with one abstaining.

**ii. Engineer's Report**

The subcommittee requested that action for the Engineer's Report be delayed until next month for presentation.

**iii. Program Management**

The Program Management subcommittee has prepared a job description for the program manager who oversees the MAD effort. Barbara Houlton made a motion to accept the description, David Skillman seconded the motion, and it passed unanimously. The description is provided as Attachment B.

**iv. RFPs**

The RFPs have to be prepared to begin services, and this committee will meet Wednesday at 5:30 at Grant's, chaired by Ben Nicholls. Banners were discussed and will be placed on the meeting Agenda for the next meeting.

**VI. Adjournment**

The meeting was adjourned by Kathy Vandenheuvel at 8:03.

**ATTACHMENT A**

**Modification to bylaws**

**REPLACEMENT OF COMMITTEE MEMBERS**

A resigning member or one who is no longer eligible under the criteria established in the Engineer's Report has the responsibility to designate a replacement in accordance with the Engineer's Report requirements. In the case that the committee member does not find a replacement, board members will have the individual responsibility to recommend replacement candidates to the vacating member for his or her selection for the remainder of the term. A designation must be made in writing to the Chair within 30 days of the effective date of the resignation.

**ATTACHMENT B  
APPROVED  
JOB DESCRIPTION  
FOR THE COORDINATOR OF THE  
GOLDEN HILL MAINTENANCE ASSESSMENT DISTRICT**

The Program Manager is the chief administrator of the Golden Hill MAD, is employed by the Golden Hill Community Development Corporation, and reports to the GGHMAD Oversight Board. This is a full time salaried position.

It is obviously not possible to anticipate every situation that may arise or provide information on every matter that may arise in the performance of the Program Manager position. Additionally, circumstances will undoubtedly require that the duties described below may change from time to time. Therefore, the GGHMAD Oversight Board reserves the right to modify, supplement, add or rescind any of the below

described duties. Such changes shall be integrated into this job description upon written presentation to Program Manager.

The primary responsibilities of the GGHMAD Program Manager are as follows:

**Contract Development and Administration.**

- Work with GGHMAD Oversight Board and its committees to develop RFPs, solicit proposals, and present to GGHMAD Oversight Board for approval.
- Develop and oversee management of service contracts on behalf of the GGHMAD Oversight Board
- Provide contract completion reports to GGHMAD Oversight Board.
- Be a liaison between the Golden Hill Community Development Corporation Board and GGHMAD Oversight Board regarding contract satisfaction and payment.
- Provide quarterly statistical reports to GGHMAD Oversight Board of accomplishments and publish for public review.

**Administration and Communications**

- Manage partnerships areas between Golden Hill Community Development Corporation Board and GGHMAD Oversight Board.
- Coordinate and manage reimbursement requests of MAD funds in compliance with contract with the City of San Diego.
- Coordinate committee members and officers in the administration of their volunteer duties such as preparing agendas, minutes, Brown Act compliance, budget development, and elections.
- Serve as liaison between community members and GGHMAD Oversight Board and develop an efficient communications method between GGHMAD Oversight Board, the public, and contractors.
- Develop relationships with community members to facilitate project implementation, troubleshooting issue, and community feedback.
- Coordinate with city agencies and build relationships to ensure city baseline services are provided, efficient use of city services, and seamless providing of city baseline services with special benefit services.
- Conduct other duties as assigned.