

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

MINUTES MONDAY, May 19, 2008 –APPROVED

I. Call to Order

The meeting was called to order by David Skillman, Chairman, at 6:36 pm in the Balboa Golf Course Club House.

II. Roll Call

All members were present except for: Michelle Dullea and Curtis Neidert. Ben Nicholls left after Agenda Item VI a discussion.

III Public Announcements

Laura Stansell invited all to attend the Fern Street Circus, performances Friday, Saturday, and Sunday.

IV. Old Business – Action Items

a. Approval of 4/21/08 Meeting Minutes

Bill Hillsdorf moved to accept the minutes, Carole Caffey seconded the motion, and the minutes were approved unanimously.

V. New Business Info-Only Items

a. Subcommittee Reports

The Program Manager item was announced by David Skillman, chairman, as deferred to the Action Item list, as the CDC has already hired the program manager. Ben Nicholls asked for clarification on moving items on the Agenda, which will be provided by the Chairman at the next meeting. The program Manager is to be Alia Kanani, e-mail: alia@goldenhillcdc.org. A cell phone will be provided to her.

1. Bylaws, Barbara Houlton, Chair: No immediate plans for meeting.
2. AER (Engineer's Report), Lisa Vella, Chair: May 5 draft of 2008-2009 AER available. Subcommittee report attached.
3. Program Manger, Ben Nicholls, Chair: Discussion deferred to Action Item
4. RFPs – Cleaning RFP, Ben Nicholls, Chair: Reported that Cleaning RFP is ready; to be followed by Action Item
5. Budget, Bob Hansen, Chair: Report Attached. Meets regularly the 2nd Tuesday of each month at 6:30 at Grant's Marketplace. The current funding level is \$371,000 in the city account, with an additional \$88,000 advanced to the CDC.
6. Public Communication, David Skillman, Chair: Brief Demonstration of Web Site, deferred to Action Item
7. CDC Board Report, Laura Stansell, CDC Representative: Statement from CDC, report attached
8. City Contacts - None

VI New Business – Action Items

a. Hiring PM

The MAD Program Manager was hired by the CDC. The perception of many members was that it was done without input from the Greater Golden Hill Maintenance Assessment Clean, Green, and Safe Committee, formed to provide oversight, and as stated, particularly to participate in the hiring process. Dissatisfaction with the process was formalized in a motion as follows: Barbara Houlton moved to write a letter to the CDC expressing our concern for the process and for future communication, with a copy to the Luis Ojeda and the City Attorney's office. The motion was seconded by John Kroll. The motion was amended by Chris Blatt to include copies to Tony Atkins and Ben Huesos. The amendment was accepted and the motion passed unanimously. The letter is provided as Attachment A.

b. Ranking List

A motion was made by Norm Starr to accept the rankings, and seconded by Laura Stansell. The motion passed unanimously. The ranking list is attached.

VII. To-Do-Review

A motion was made to table any additional Agenda items by Barbara Houlton and seconded by Bill Hillsdorf. The motion passed unanimously. A motion was then made by John Kroll to meet in two weeks, rather than at the regularly scheduled time and seconded by Bill Hillsdorf. The motion passed 5 to 4.

David Skillman, will prepare the next meeting agenda for the interim meeting, and for the regular meeting June 19, 2008 at the Balboa Golf Course Club House at 6:30 PM.

VIII. Adjournment

The meeting was adjourned by David Skillman.

City of San Diego Greater Golden Hill Maintenance Assessment District
Engineer's Report: Sub-Committee Report
May 19, 2008

Directed inquires to the SCI Consulting Group and Luis Ojeda.

Summary:

- The process for re-writing/re-looking at the Engineer's Report started in March.
- The draft of the report arrived to Luis this past Monday, 5/5/08
- Luis stated to me that only wording could be changed, but not the services.
- Arcelia from the consulting group said we cannot change the methodology section, but can clarify services and other discrepancies.

I asked about the proportions of assessments collected. 80% for zone 2, 20% for zone 1. Does this need to be followed? Money spent where money is collected. Make sense to me, however look at the budget, Zone 1 would be getting much more than 20%. I asked her to clarify this and she had to talk to the head engineer (owner of the company).

5/8/08

Girard Van Stein head engineer called:

- The intent of the money is that it should be spent where the assessments were collected.
- We can send him discrepancies in the report, i.e. if a parcel has been assessed incorrectly or if we find errors in the report.

Our committee is responsible for making sure that the money is spent where it was collected. Obviously Zone 2 should benefit the most.

City of San Diego Greater Golden Hill Maintenance Assessment District
Budget Subcommittee Meeting Report
May 19, 2008

Starting Point for FY 2009 Spending Plan

Assumption: We need to fund the activities contained in the Engineers Report (ER) but we can adjust the amount of funds committed to individual services based on our priorities.

Funds remaining after allocation to the required services can be designated for specific projects that are within the scope contained in the ER.

The amount of funds available for FY 2009 contained in the CDC Budget is \$860,820 but the actual amount should be higher as \$59k was assumed to be spent for services in May/June 2008.

Recognizing that no new assessment income will be available between July 2009 and January 2010, carryover funds from FY 2009 should be made available to fund continuing services and admin costs. I have calculated an amount of \$168,500 for that six month period. Keeping it simple, I used half of the annual amount for Basic Services in zones 1 and 2 and Basic Landscaping and Tree Maintenance contained in the ER and half of the CDC expenses. If we fund less than the ER estimated costs our carryover would be less, too. This is kind of arbitrary but will provide a basis for an amount to be set aside to cover necessary expenses during that time. And we can change the basis for determining an appropriate amount.

I would propose a two step approach to the spending plan:

1. Determine the amounts we want to spend on ER service work items
2. Authorize funding for specific projects with the balance of funds remaining

Step 2, especially, will be an on-going process.

**City of San Diego Greater Golden Hill Maintenance Assessment District
GGHCDC Board Member Representative Report
May 19, 2008**

Report on Program Manager Hire

The job description approved by the Oversight Committee was posted widely in places such as Nonprofit Works, Craigslist.org, the CDC website, and was distributed to MAD's across San Diego. We received over two dozen resumes, many of which were very high quality applicants. Several were interviewed in a first round, four candidates were selected for a second round of interviews, and two were finalists. Alia Kanani was the successful applicant because of her large body of experience fit the job description better, though the runner up was very close.

Ms.Kanani holds a Bachelor's Degree in Environmental Studies from UCSB, a Master's Degree in City Planning from SDSU, and is a resident of North Park. She has experience in the nonprofit sector, working in City government, and construction management. She worked as a Program Assistant for the Community Environmental Council and in that capacity assisted in the management of the Community Hazardous Waste Collection Center and coordinated outreach events for that organization. She then worked as first an associate and then assistant City Planner for the City of Imperial Beach before taking a position as a Project Manager for Sand and Sea Equity Group. In the Project Manager position Ms.Kanani gained valuable experience managing contractors and construction crews, originating and executing contracts for services. She has many other qualifications in addition to the above and will make a great addition to the team.

Alia will be starting work on Wednesday, May 21. That morning there is a meeting scheduled with City Staff to provide an introduction to the administrative responsibilities of the position and to familiarize her and clarify with the roles of the MAD, City, and CDC. The CDC will be purchasing a cell phone that will be used as the Clean, Green, and Safe hotline and that number will be available to everyone by May 27. The e-mail address will be alia@goldenhillcdc.org.

Ms.Kanani's first few weeks will include publishing the RFP's already approved by the committee and working with the RFP subcommittee to formulate and distribute RFP's for services specified as priorities by the Oversight Committee. During that time she will work to originate contracts for services as quickly as possible in order to deliver the benefits to our community ASAP. I will be taking her on a tour of the neighborhood during the next two weeks and would like the committee to nominate someone else to accompany us. The purpose of the tour is to familiarize Alia with the neighborhood and our needs. Alia will coordinate requests from the community and put together a priority list based on input from the Clean, Green, and Safe hotline and present that information to the Oversight Committee. Each month, Alia will appear before the Oversight Committee to report on the following items as directed by the CDC Executive Director;

1. Financial position of the MAD
2. Reimbursement requests submitted
3. RFP's published
4. Progress reports on work being completed
5. Other reports as needed, to include community input from the hotline as needed