

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

MINUTES MONDAY, September 15, 2008 – APPROVED

I. Introduction

a. Call to Order

The meeting was called to order by the Chairman, David Skillman at 6:35 pm at the Balboa Golf Course Club House

b. Roll Call and Membership

Members absent: Norm Starr, John Kroll, and Carole Caffey.

Present: Barbara Houlton, Ben Nicholls, Chris Blatt, David Skillman, Robert Hansen, Bill Hilsdorf, Laura Stansell, Curtis Niedert, Lisa Vella, and Michelle Dullea.

c. Approval of Minutes

Laura Stansell moved and Bill Hilsdorf seconded a motion to approve the August 18 2008 minutes. The vote to approve was unanimous.

II Public Comments

Dan McPherson, a community member, requested an accounting of the money and where it goes. He will be contacted by a committee member.

III Action Items

a. Program Manager

Ben Nicholls, as chair of the Program Management subcommittee, presented a motion from the subcommittee, stating

“Motion to empower Program Manager Sub-Committee to communicate to CDC Staff a request that the job description be modified to reflect a “hands on maintenance management “skills set and post in appropriate categories on Craigslist such as “real-estate, skilled trade or customer service.

And authorize Curtis Neidert to represent the group in the interview process and also that he reflect our desire for a “hands on maintenance management” skill set in the interview process.

And that subcommittee members shall email comments regarding resumes received to subcommittee chair who will then forward them to CDC staff on 9/19.

And Oversight members may email questions to Curtis Neidert to be asked, if possible, to candidates during interview process. “

The motion passed 9-0, 1 abstention.

b. Funds for 32nd St. Canyon

Bob Hanson, chair of the finance sub-committee moved “to provide as much as \$3,000 to the Friends of 32nd St. Canyon to water plants for one year.” The motion was amended to require a quarterly report. The motion passed unanimously.

c. Use of e-mail by the Committee

Laura Stansell moved that “all committee e-mail correspondence be by cc: and not Bcc:” Curtis Neidert seconded the motion, and it passed 9-1.

All committee members should provide an authorized email address, if they choose to communicate via email.

IV. Agenda Discussion Items

a. October meeting

Barbara Houlton noted that the October meeting, previously scheduled earlier than usual to be prior to the CDC meeting, fell on a holiday. The original date had been October 20. After discussion,

Barbara Houlton moved that “the October meeting be moved to October 20”, and Lisa Vella seconded the motion. The motion passed unanimously.

The discussion then turned to the previously voted position that the annual community review by the Oversight Committee was scheduled for October. Because of the late start for projects, moving it to a later date was discussed.

Barbara Houlton moved “to reschedule the annual meeting for January 2009”, seconded by Laura Stansell, and passed unanimously.

b. City Properties

Barbara Houlton introduced a proposal for assigning projects to city properties (Attachment A).

Ben Nicholls made a motion “to endorse the proposal in general and refer it to RFP and budget sub-committees for detailed analysis and discussion.” Curtis Neidert seconded the motion, and it passed 9-0-1.

City Parks & Rec will be invited to the RFP subcommittee meeting.

c. Urban Corps

There was a general discussion of the Urban Corps reporting and providing information and statistics to the Oversight Committee. Alia Kanani provided a status report to date from the Urban Corps (Appendix B).

Ben Nicholls moved that “the Urban Corps come to the October meeting and make a presentation, and that a monthly report be provided by the MAD Program Manager.” The motion passed 9-1.

d. Questions from the Finance Sub-committee

The Finance subcommittee had distributed a list of questions to be posted to the CDC Program Manger prior to the meeting.

Barbara Houlton moved and Ben Nicholls seconded that “the questions be forwarded by David Skillman, Chairman, to the CDC Program manager as questions from the Oversight Committee.” The motion passed 9-0-1.

The questions are attached as Appendix C.

VII. Next meeting

No additional items were docketed for the next meeting at this time. The next meeting is scheduled for October 20 2008 at 6:30 pm at the Balboa Golf Course Club House.

VIII. Adjournment

David Skillman adjourned the meeting at 8:00.

ATTACHMENT A - September 15 MAD Oversight Committee
Agenda Item – CITY PROJECTS
Barbara Houlton

The Ballot:

“I approve the proposed assessment for cleaning, improving and maintaining sidewalks, landscaping, **trails and canyons** in the Greater Golden Hill area.”

The State Law and Ballot Information:

“The total cost of the improvements and services **to be funded** is allocated to each property based on the estimated special benefit received.”

The City Contribution to MAD over two years:

7.80% of total
\$38,072.11 per year
TOTAL: \$76,144.42

Funds already allocated:

CDC office/web site, banners, etc. (20%) = \$15,228 (?)
4% back to City = \$3045.
7.80% of Urban Corps Services (\$262,000) = \$20,436.

Total already allocated: \$38,709.

REMAINING: \$37,435.00

Proposal:

1. Immediately allocated \$37,435.00 to City Property Use
2. Invite City Parks & Rec to co-ordinate trails on City Property
3. Invite Friends of 32nd Street Canyon to co-ordinate regarding trails on City Property
4. Consider change to Engineer’s Plan to include Parks & Rec representative on the Oversight Board

Proposed Division of Funds:

32nd Street Canyon and adjacent Vacant Lot (including current allocation): \$17,435.00
Trails in Park: \$20,000.

RESULT

A conservative and mutually agreeable use of MAD funds for permanent improvements.

ATTACHMENT B – URBAN CORPS REPORT, ALIA KANANI

August 2008 Urban Corps Services

*Street Sweeping: 82 blocks

*Litter Abatement: 516 bags of trash

*Graffiti Removal: 378 square feet

*Weed Abatement: 39 blocks

*Large Item Disposal: 55 items

*Urban Corps: 434 hours

*Leverage Hours: 240 Hours

ATTACHMENT C – LETTER TO CDC FROM OVERSIGHT COMMITTEE

From: David Skillman, Chair, GGH MAD Oversight Committee

To : Rosemary Downing, Executive Director GGH CDC

Subj : Review of Accounting Reports

The budget and financial subcommittee has reviewed accounting reports for expenditures of MAD funds for the period ending June 30, 2008 and for July and August 2008. We are submitting the following comments requesting that you follow up and determine appropriate changes.

June 30 report:

Allocation of 25% of CDC budgeted overhead costs for insurance, rent, supplies, legal and utilities is excessive since MAD was not in existence for the full year. A proportion of one quarter of the year vs the full year would be more realistic.

Allocation of overhead expenses should be based on actual, not budgeted, costs.

Costs for cell phone, computer and other start up expenses for the program manager were not included.

July and August reports:

Expenses for the cleaning contract were not included nor was rent.

It is understood that CDC will be working with an accountant to set up systems and formats for recurring reports. The budget subcommittee volunteers to work in this effort to facilitate an appropriate exchange of information. This would also form the basis for adopting operating procedures for the subcommittee.

Your response to these items will be very much appreciated.

Sincerely,

David Skillman