



UPTOWN COMMUNITY PARKING DISTRICT, INC.
Meeting Minutes

Monday, December 14, 2015 at 5:00 – 6:30 p.m.

Joyce Beers Community Center, The HUB – 3900 Vermont Street, San Diego, CA 92103

Board attendees: Tim Gahagan, Char-Lou Benedict, Roy Dahl, Bruce Reeves, Benjamin Nicholls, Chris Shaw, Michael Jacobs, Megan Garth, Cecelia Moreno, Susan McNeil-Schreyer, Selina Stockley, Ray McMakin

Board absences: Doug Scott, Jared Svendsen

Staff: Elizabeth Hannon, Ben Verdugo

Others in attendance: Joe Jimenez, Adriana Martinez, Claudia Mejia, Mike Wright, Bob Martynec, Nancy Moors, Ann Garwood, Luis Duenes, Mike Bajoua, Liz Studebaker

1. Establishment of Quorum, Call to Order, and Introductions

- Quorum was established and everyone introduced themselves

2. President's Report

- T. Gahagan announced upcoming neighborhood committee meetings as they were posted on the agenda.

3. Approval of Consent Agenda – Item A-C

- A. Approval of Minutes – November 2015
- B. Approval of Financials – November 2015
- C. Park Hillcrest Trolley – HPC funding of the Lunch Loop on a monthly basis while exploring other vendors; \$6,000/month
- **Motion:** “To approve consent agenda items A-C.” (S. McNeil Schreyer, Cecelia Moreno) Motion passes 10-0-2, 2 abstentions, (T. Gahagan, S. McNeil Schreyer)

4. University Avenue Pipeline Construction Update (Information Item)

- Claudia Mejia (community liaison), Luis Duenes (resident engineer) and Mike Bajoua (project manager) presented an update regarding the University Pipeline Replacement Project. The project started in 2015 and is anticipated that the work will be completed in the spring of 2018. The work will continue to take place in sections and is currently on 8th between University and Robinson as well as on Washington between Goldfinch and 4th. The project will replace four miles of cast iron pipes with PVC pipes, installation of new valves/service lines, slurry sealing streets, and curb ramp improvements in accordance with current ADA standards.
- Existing outreach has been accomplished by e-blasts and outreach to businesses and residences within a two-block radius via door hangers. City representatives have also presented at various community groups and are working closely with CD3 representatives.
- B. Nicholls asked if the board could get an update on the schedule, but C. Mejia said that due to the inclement weather, the City schedules up to two weeks of work at a time since timelines can change.
- C. Moreno and S. McNeil Schreyer asked about the new fire hydrant installations that have eliminated parking on Washington. M. Bajoua said that the City is conforming

- to California fire code which requires that fire hydrants are placed every 350 feet within multi-family and commercial zones. Because the City didn't inform fronting businesses or the parking district when hydrants were installed in October, B. Nicholls asked what steps will be taken to ensure that future installations will have minimal impact on parking. M. Bajoua said the City will provide a list of proposed hydrant locations for future locations and will be more flexible about installations.
- S. McNeil Schreyer asked about the hydrants that were already installed and asked about the removal/whereabouts about the removed parking meters. M. Bajoua said that the City has no plans to re-install and J. Jimenez said he will check with Parking Meter Operations about the parking meters.
 - C. Moreno said that she has been disappointed with the communication between City staff/consultants and the community. Both M. Bajoua and L. Duenes gave the board their contact information so future concerns can be appropriately handled.
 - B. Reeves asked if the project has funding allocated to assist businesses with lost revenue due to construction. He recommended that the City should look into helping impacted businesses apply for funds in the future. C. Mejia said that the City is currently conducting construction during off-business hours which allows businesses to stay open during peak operating hours. E. Hannon said that UCPD staff is researching federal programs that could potentially assist local businesses and impacts felt during construction.

5. Officer Elections (Action Item)

- Elizabeth Studebaker, Neighborhood Investment Manager was in attendance and counted ballots for officer elections along with A. Martinez and E. Hannon.
- C. Moreno said that she would like to make a motion to nominate and vote on a slate of officers.
- **Motion:** "To nominate and vote on a slate of officers ." C. Moreno, C. Benedict)
- Motion failed to get majority vote 5-3-4
- T. Gahagan invited the board to nominate officers starting with President. C. Moreno nominated C. Benedict and R. Dahl nominated himself. Ballots were counted and C. Benedict was confirmed as President and will start her term in January 2016.
- T. Gahagan nominated himself as Vice President and ran unopposed. The board unanimously voted to approve the nomination.
- C. Moreno nominated B. Reeves as Treasurer and ran unopposed. The board unanimously voted to approve the nomination.
- C. Moreno nominated S. McNeil Schreyer as Secretary and ran unopposed. The board unanimously voted to approve the nomination.

6. ADA Space on First and Walnut (Action Item)

- Hillcrest Parking Committee approved the allocation of \$316 to fund a blue zone on First Avenue at Walnut (3550 First Avenue). The blue zone would not take away parking as staff discovered a red zone that could be reduced to accommodate the gain. The HPC also voted in favor of establishing a SOP which states that the HPC will fund a blue zone if the applicant also discovers a new parking space (in addition to the blue zone).
- **Motion:** "Approve funding of a blue zone at 3550 First Avenue". (R. Dahl, C. Moreno)
- Motion passes 11-0-1, 1 abstention, (T. Gahagan)

7. Neighborhood Group Managed Parking Projects Ad-hoc (Action Item)

- The Executive Committee recently discussed a new program whereby the UCPD can partner with other organizations and can grant monies for the third parties to implement projects. This is currently underway in downtown San Diego in Little Italy and the Gaslamp District utilizing Downtown Parking District Funds. A working group has been established and is proposing to operate a pilot program for FY17, which will be implemented by both Mission Hills and Hillcrest Business Improvement Districts. Examples of projects are promotional/marketing programs and neighborhood shuttles.
- B. Nicholls asked that staff develop application process, contract and create guidelines for the program.
- **Motion:** “To ask staff to develop the application process, contract and create guidelines for the Neighborhood Group Managed Parking Projects program”. (B. Nicholls, C. Moreno)
- C. Shaw felt that this could potentially be a conflict of interest and E. Hannon said that the process still needs developed but added that a model has already been established and is working downtown.
- Motion passes 11-0-1, 1 abstention, (T. Gahagan)

8. City Report (Information Items)

- J. Jimenez reported on head in parking projects in IRR and MH. Regarding IRR, he is looking to have City Council review Chalmers in January and will be pre-marking Winder in January as well. On Goldfinch, Traffic Engineering will be pre-marking the head-in spaces in December and installation will occur within 60 days.
- J. Jimenez reported that the Parking District/SANDAG commitment letter has been drafted and will be reviewed by City management staff soon. N. Moors asked if the commitment letter addresses both the parking district funding and the administration of the funding. J. Jimenez said that an existing entity is not in place to perform the maintenance and the design is not completed either, so right now, only the commitment is in place from the parking district. J. Jimenez added that he will have an update for January’s board meeting on the next steps.

9. Neighborhood Reports – FY16 Project Priorities (Information Items)

- Bankers Hill – C. Benedict reported that the BHNPC worked on the specifics of the RFP for the residential parking permit survey. It is anticipated that work will commence later in November regarding the survey/analysis.
- International Restaurant Row – B. Verdugo reported that there is a shared use commercial/passenger loading curb that will be implemented within 30-60 days on India Street, just south of Washington.
- Mission Hills – B. Verdugo reported that he will be meeting with S. McNeil Schreyer to discuss smart meter revenue and how the MHPAC will like to receive the data.

10. Closed Session Employee Evaluations

11. GIS Project Update

- B. Verdugo provided a map of GIS work that has been committed (will be completed) towards a GIS consultant (Chen-Ryan) and SANDAG. Outside of the committed areas, remaining GIS work will need to be completed at an approximate cost of \$3,700-\$5,600. B. Verdugo added that the board already approved \$10,000 towards

GIS work which included the purchase of the GIS program and hardware, and there is a buffer in place which could absorb the balance of GIS survey work as well.

- **Motion:** “To include GIS consultant work into the \$10,000 GIS allocation previously approved at November’s board meeting”. (S. McNeil Schreyer, C. Moreno)
- Motion passes 11-0-1, 1 abstention, (T. Gahagan)
- C. Shaw left the meeting

12. Staff Reports (Information Item)

- E. Hannon reported that SANDAG no longer has a project manager for Uptown Bikeways Project as Beth Robrahn has accepted another position elsewhere.

13. Comprehensive Parking Management Strategy – (Information Item)

- E. Hannon passed out the draft of chapter 1 and asked the board to review and comment prior to January’s board meeting.
- T. Gahagan left the meeting

14. Bylaws Ad-hoc Committee – (Action Item)

- C. Benedict reported that the Bylaws Committee met and proposed the following changes:
 - *BH shall have one storefront business, HC shall have three storefront businesses*
 - *Two or more individuals who are related by marriage, domestic partnership, who live together in a sibling relationship or a parental relationship may not serve as directors or officers of the corporation at the same time.*
- M. Jacobs felt that the definition of storefront businesses in the proposed bylaws was restrictive. R. McMakin said that his business is on a second story but felt that his location would qualify as a storefront business. B. Nicholls said that a professional service versus retail has two entirely different needs with regards to parking. E. Hannon said that it might be a good idea to go back to the Ad-hoc committee to keep working on the proposed changes.
- C. Benedict said that the Ad-hoc will meet again to refine the proposed amendments to the bylaws and will have a draft available at the next meeting.
- **Motion:** “To direct the Ad-hoc Bylaws Committee to meet again and continue working on the proposed changes”. (R. Dahl, C. Benedict)
- Motion passes 8-2-0, 2 nay votes, (C. Moreno, B. Nicholls)

Adjournment – 6:30 p.m. -- Next Meeting Date, Time and Location:

UCPD’s next meeting is Monday, January 11, 2016 at 5:00 p.m. in the Joyce Beers Community Center at The HUB in Hillcrest (formerly the Uptown District). Transcribed and drafted by Ben Verdugo