



UPTOWN COMMUNITY PARKING DISTRICT, INC.
Meeting Minutes
Monday, September 8, 2014 at 5:00 p.m.
Joyce Beers Community Center
Uptown District Shopping Center – 3900 Vermont Street
San Diego, CA 92103

Board attendees: Tim Gahagan, Cecelia Moreno, Char-Lou Benedict, Selina Stockley, Susan McNeil Schreyer, Roy Dahl, Michael Jacobs, Michael Brennan, Doug Scott, J. Svendsen

Staff: Elizabeth Hannon, Ben Verdugo

Others in attendance: J. Jimenez, A. Martinez, A. Feister, H. Wangbichler, B. Nicholls, P. Jamason

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

- Quorum was established and everyone introduced themselves
- D. Scott, C. Shaw and A. Garwood have excused absences.

2. President's Report

- T. Gahagan announced that the UCPD will be conducting a work session scheduled for winter, possibly in late January. One of the items on the agenda will be looking into what kinds of projects can be funded by the UCPD. An example that will possibly be explored will be long term maintenance of the bike route.

3. Approval of Consent Agenda A-B

- Item B was removed from the consent agenda because there were some coding issues that needed to be corrected regarding allocations to specific neighborhoods. Both August and September financials will be added to the consent agenda for October.
- **A. Approval of Minutes – August 11, 2014**
- **Motion:** “To approve minutes on consent agenda.” (S. McNeil Schreyer, R. Dahl)
Motion passes 7-0-4, 4 abstentions (M. Gamwell, J. Svendsen, D. Scott, M. Brennan)

4. Bylaw Changes (Action Item)

- Two bylaw changes are proposed by staff,
 - **Section 1. Officers.** *The officers of this Corporation shall be the President, Vice-President, Secretary, and Treasurer. All officers must be Directors of the Corporation. No officer shall serve more than three consecutive years in the same office.*
 - New board members should be seated in November and the new board members first meeting will be in December:
 - **Section 4. Term.** *Terms shall conclude not before August 30th, nor after November 30th, with the outgoing board approving nominations from*

community organizations at the November board meeting. New directors shall be seated for the December board meeting. Directors shall hold office for a term of three years.

- Staff recommends that the bylaws clarify the reference to officer terms (as yearly) vs board terms (three years) and those officers can serve in that position for up to three one year terms. The officers will be renewed every year.
- R. Dahl was confused by the wording regarding the new board members because the bylaws state that the terms shall conclude not before August 30th nor after November 30th, but the proposed change calls for new board members being seated in November. He proposed to replace the word terms with elections to eliminate confusion. T. Gahagan also recommended that the timing of the November board meeting could create an issue. If the November board meeting is early in the month and an organization doesn't elect representatives until later in the month there could be a problem.
- **Motion:** "To accept the proposed amendment to *Section 1. Officers* and to accept *Section 4. Terms* with the following changes: ***Elections shall be conducted*** not before August 30th, nor after ***the November board meeting***, with the outgoing board approving nominations from community organizations at the November board meeting. New directors shall be seated for the December board meeting. Directors shall hold office for a term of three years." (C. Benedict, C. Moreno) Motion passes 9-0-2, 2 abstentions (T. Gahagan, M. Brennan)

5. **Annual Financial Audit Expenditure and Committee Members (Action Item)**

- Staff has received a quote for FY14 audit from Sonnenberg & Company CPAs in the amount of \$4,000 to conduct the annual audit. This is the same CPA that managed FY13 audit. Staff is recommending approval of this quote and to request not less than two board directors along with the treasurer (ex-officio) form an audit committee to supervise this process.
- M. Gamwell and C. Benedict volunteered to serve on the audit committee which will meet one time to review.
- **Motion:** "To accept Sonnenberg & Company to conduct the audit for a \$4,000 fee and the audit committee will meet once." (C. Moreno, C. Benedict) Motion passes 10-0-1, 1 abstention (T. Gahagan)

6. **Hillcrest Parking Committee Expenses (Action Item)**

- Annual fee for school lot lease for Farmers Market parking (shared with HBA and Market) \$3,896
- Mobile App - Park Hillcrest annual license fee annual fee \$1,500 July 14-July 15 + previously approved increase for phase 2 (up to additional \$1,000 per year)
- C. Benedict asked about the license fee and thought that \$1,500 was high, but E. Hannon clarified that the \$1,500 covers annual licensing, operations, service and support subscription.
- **Motion:** "To approve the annual fee for the school lot lease of \$3,896." (R. Dahl, M. Brennan) Motion passes 10-0-1, 1 abstention (T. Gahagan)
- **Motion:** "To approve \$1,500 annual maintenance fee for the Park Hillcrest app." (R. Dahl, M. Brennan) Motion passes 10-0-1, 1 abstention (T. Gahagan)
- E. Hannon presented the Park Hillcrest Summer 2014 Marketing Campaign which was seen by close to 200,000 people. Costs were also disclosed to the group which

was just under \$15,000 for the summer marketing campaign.

7. **Written Reports** (Information Items)

- Smart Meters – The end of September is the target to begin installations with all installed by year’s end. UCPD is requesting to meet with City’s meter operations and the vendor, IPS to review data feeds to mobile apps and to plan for a pilot study of sensors and pay by phone technology.
- City Performance Audit of Community Parking Districts will be completed on or about October 1, 2014 with the findings potentially presented by city auditor staff to the city audit committee on October 6, 2014. Staff will receive confirmation of the presentation and look to attend the session.
- Bike Share update – E. Hannon presented a list of Deco / City approved bike share locations. Installation is expected in October or November 2014. D. Scott updated the group that a location has been added in front of Wet Stone Wine Bar which is just north of the intersection of Fourth and Fir.
- C. Benedict asked if the City has looked into securing corporate sponsorships to offset the costs of the program and J. Jimenez didn’t have an answer. E. Hannon said that the board could to encourage staff to write a letter to the City to seek out sponsorships to lower user costs.

8. **Staff Verbal Reports**

- **Operations Manager Report**

- B. Verdugo reported on each neighborhood:

- **Bankers Hill**

- B. Verdugo met with J. Jimenez and Development Services regarding the submittal requirements for the Bankers Hill Walking Map. He is currently working on the packet for the submittal and updated the group that Development Services requires fees for plan review, staff time, noticing and other fees. The fees will be discussed at the next BHNPC meeting for approval.

- **Hillcrest**

- Uptown Curb Survey: 7 out of 10 work orders that were approved by J. Jimenez been submitted to Streets Division which means that they will be implemented in 30-60 days.
- City of San Diego has selected a vendor for the Electric Charging Program and Normal Street Median will be revisited shortly. Staff is going to have Program Manager Jacques Chirazi attend the next HPC meeting.

- **Mission Hills**

- Curb color changes on Ft. Stockton and Goldfinch are in process which will add two green zones and one blue zone on Goldfinch and would extend the current green zone on Ft. Stockton, just north of Goldfinch.

- **International Restaurant Row**

- Pedestrian access ramp at Winder and India is currently at ADA Compliance with the City and staff is working with J. Jimenez to come up with a shared cost. IRR stated that they would be willing to allocate up to \$50,000 towards the project. Also there are two concrete pads along India Street that would accommodate bicycle

racks. Staff has contacted the City to see if they are in the right of way and if so, then racks will be installed once the go ahead is given.

- **District Wide**

- B. Verdugo has created utilization maps for all neighborhoods and will be comparing figures from FY13 and FY14 to add to the parking toolbox that will be unveiled in 2015.

- **Chief Operating Officer Report**

- E. Hannon had an update regarding Transforming Hillcrest. SANDAG will be sharing the traffic counts regarding Washington/University ramp, and E. Hannon would like a representative from each neighborhood at the meeting. The preliminary date is Friday, September 26th at 11:00am. Also, an Ad-Hoc group has been formed which is a collaborative between the HBA, HTC and UCPD to look at the plan unveiled by Jim Frost and would also welcome other plans, including using Washington.

9. Committee Updates

- **Five Points/International Restaurant Row Report**

- J. Frost reached out to Selina regarding some suggestions for IRR and she will forward them to the group for review.

Adjournment – 6:30 p.m.

Next Meeting Date, Time and Location:

Uptown Community Parking District's next meeting is Monday, October 13, 2014 at 5:00 p.m. at the Joyce Beers Community Center in the Uptown District of Hillcrest.

Transcribed and drafted by Ben Verdugo