



**To:** CBD Board

**From:** Debra Niemann, NVA Board Secretary

**Subject:** Noe Valley Association (NVA) – Board and Annual Property Owner Meeting Minutes

**Date:** Wednesday, February 17, 2022, 9:30 AM, via Zoom

NVA board members present: Robert Roddick, President, Debra Niemann, Secretary, Al Goodwin, Meagan Wakefield, Lamisse Droubi, and Daniel Roddick

Absent: Mark Campana, Eric Alexanderson

Also present: NVA board member nominee Renzo Lujan

Guest: Chris Corgas, Senior Program Manager, Office of Economic and Workforce Development

**I.** Robert Roddick called the meeting to order at 9:36 AM.

**II.** Review and Approval of minutes from the September 2021 property owner meeting

Lamisse Droubi made a motion to approve the minutes; Al Goodwin seconded the motion, and the minutes were approved unanimously.

**III.** Treasurer's Report

Debra Niemann presented the NVA financials report for the first half of FYE22, highlighting the new bench slat replacement program. The category numbers are all within the NVA management plan guidelines. Meaghan Wakefield moved to approve the financials report, Daniel Roddick seconded, and the motion was approved unanimously

**IV.** Nomination and vote for new NVA board Vice President

Robert Roddick reminded the board that David Eiland has resigned from the board and stated that Meagan Wakefield, a local business owner, is willing to serve as board vice president. Daniel Roddick moved to nominate Meagan as vice president and Lamisse Droubi seconded; the motion carried unanimously. Al Goodwin moved to nominate Renzo Lujan as a new board director, Lamisse Droubi seconded; the motion carried unanimously.

**V.** Assessment Fee Increase/Curb Appeal Fee Increase

Debra Niemann explained that the NVA CBD assessment fee may be increased by the annual Consumer Price Index (CPI) or 5%, whichever is less. The NVA assessment fee has not been raised since 2016. This is relevant now as Curb Appeal, the company that has provided street cleaning services for the NVA for many years, has asked for a fee increase of \$7,900 effective immediately. Debra stated that their request is a fair one given that they have not asked for a fee increase in six years.

Questions were directed to OEWD's Chris Corgas. He explained that contingency funds as mandated in the management plan were generally designed to provide funding in situations where property owners don't pay their property taxes and assessment fees and when there are unexpected expenses. He also reiterated that contingency fund disbursements must follow the same budget category percentages as outlined in the NVA management plan. He further explained that there is an allowance for up to 10% variance for each fiscal year budget category, i.e. the annual fiscal year budget may have up to a 10% variance from the category percentages (up or down) as outlined in the management plan. He further explained that the annual fiscal year *actual* numbers can have up to a 10% variance from the

fiscal year *budget*; in this way there is some built-in flexibility for CBDs as their management plan category expenditures shift.

Debra Niemann further asked about the possibility of amending existing City grants, which Chris Corgas confirmed is also an option. She will be providing an updated scope of work accordingly. Robert Roddick inquired regarding city and state pandemic-related assistance; Chris Corgas replied that state assistance programs are not designed to help CBDs. At the City level, he clarified that pandemic assistance programs are not designed to help with regular fee increases such as that raised by Curb Appeal. He further stated that an assessment increase is a fully appropriate strategy for increasing management plan funding to help cover such fee increases. He said that he was working with the City generally to raise technical assistance funding for all CBDs in the future.

#### **VI. NVA bulletin board poster**

Robert Roddick suggested that there be a new poster designed for the bulletin board in the parking lot on 24<sup>th</sup> Street that would include board members. The board reviewed the current poster draft as presented. This would be a printed piece alongside a listing of current NVTS events. Lamisse Droubi agreed that providing information publicly about the NVA is a good idea. Discussion took place about what director details are presented; it was agreed to refer viewers to the NVA website – possibly with a QR code - for more details, and to include the director names only (with board positions) on the printed piece. Other details were discussed; additional layout options will be presented.

#### **VII. NVA status report**

Debra Niemann talked through the status report that she outlined for the board. Highlights included the need to work closer with Recology to empty the Bigbelly located at the Noe Valley Town Square more frequently, that new flower baskets will be installed in April, and that a grant will be submitted for replacement planter boxes as the existing ones are starting to deteriorate. Chris Corgas suggested that any NVA assessment increase decision should be made by May 2022, or June at the latest.

Al Goodwin moved to adjourn the meeting, Daniel Roddick seconded and the meeting was adjourned at 10:40AM.

The next NVA board meeting will take in person, details TBD.