

Citizens Advisory Committee of the
Eastern Neighborhoods Plan,
City and County of San Francisco

Meeting Notes

Monday, July 19, 2021

6:30 pm – 8:30 pm

Attendees

- Planning Staff: Ilaria Salvadori, Mat Snyder
- CAC Members: Andrew Cheng, J.R. Eppler, Henry Karnilowitz, Kelly Kozak, Irma Lewis, Kim-Shree Maufas, Jolene Yee. Absent: Cliff Bargar
- Presenters: Stacey Bradley, Rec and Parks; Lanita Henriquez, Community Challenge Grant

Notes

1. General administration:

- Make sure to notify CAC members via email when uploading additional documents past the official deadline. Attach files so members can review them ahead of time.
- Send email and slide deck ahead of time when a presenter comes in. Put presenter's email in the agenda for easy accessibility during future communications as needed.

1. CAC committee current vacancies

- Send letters to Supervisor Offices and Mayor offices to alert them about seats expiring on October 19, 2021. Action: Ilaria and Irma draft letters.
- D10 vacant seat: nomination should be done by September 2021 by Supervisor Office
Action: Irma on-going tracking.
- D9 vacant seat: a new communication needs to be sent again to Supervisor Rohen office. *Action*: Ilaria to check with Kim about latest communication; cc; Kim on new communication
- D9 Mayor seat: office has been alerted of vacancy. Action: Ilaria tracking; will cc: Henry in further communications with the Mayor's office.

2. CAC Chair Nomination Process

- Chair Nominated: Irma Lewis
- Vice-chair self-nominated Henry Karnilowitz
- JR Eppler – vice-secretary nominated
- We will be voting at the September 20, 2021 meeting. The vote needs quorum.
- *Action:* make sure that CAC members know that the September 2021 meeting is a voting meeting.

3. Presentation 1- 2021 Expenditures (*Mat Snyder*)

Mat Snyder presented on revised projections with 2021 expenditures. There were some questions regarding PDR fees versus other projects' fees.

Action: additional request by CAC to discuss allocation of projected funds between D10 EN CAC, and the newly separated SOMA CAC. Given the impact of COVID, the committee requested revisiting how the funds were distributed across the two CACs, and a recommendation from IPIC/Mat regarding a reallocation. Given the forecast is now known to have been too high and back loaded for EN CAC, The CAC anticipates funds moving back to EN CAC.

4. Presentation 2: Rec and Park projects in the EN Area (*Stacey Bradley*)

- *Juri Commons*
Old mural behind existing mural found. Information on Rec and Park website.
- *Jackson playground*
-Historic building on site will be renovated to secretary interior standards and will be moved to a new location on site. Jackson playground will have \$5 mil in general fund (pending).
-Concept approval coming soon. Once CEQA approves then construction drawings after that year bid 6 months then construction. Fall 2024 the bidding starts (assuming we get \$\$ by spring 2025). If \$\$ will come in earlier, we can start earlier. If \$\$ come in later, then the project might get delayed. Rec and Park still waiting for some funding. All funds need to be in hands before signing any contract to proceed with construction.
General comment from CAC: Jackson Playground done sooner than later is great – we would to track how \$\$ are spent most efficiently. Is there a way to track how dollars are spent? We would like to track timing and expenditures and make sure that costs don't go up. Answer: Rec Park can include funds up to date – we have spent \$\$ for planning so far.
- *Action:* Rec and Park EN area projects: status report requested. Stacey Bradley to provide a memo for the September 2021 meeting illustrating project progress and expenditures. Committee will then invite Stacey at November 2021 meeting to ask questions.

5. Presentation 3: Community Challenge Grant Awards in the EN Area. (*Lanita Henriquez*)

- CAC members really like the CCG Grant and would like to boost its presence in the EN CAC area. They would like to involve local groups more strategically.
Action: Organize some additional workshops to reach out to various networks; Lanita to provide CAC team with complete set of CCG Grant docs and info for distribution in the EN CAC area by members.
6. **Recognizing Keith Goldsteing.**
 - J.R Eppler and Henry Karnilowitz, supported by Ilaria Salvadori will guide an effort to recognize previous CAC board chair and member Keith Goldstein.
Action: coordinate with NEN award office.
 7. **Next Meeting: September 20, 2021- 18.30-20.30 - Online**
 8. No Public Comment.

Submit written requests or questions to EN CAC Planning staff:
Ilaria Salvadori – Ilaria.salvadori@sfgov.org

APPENDIX A:

From EN CAC Bylaws (latest revised in August 2020)

ARTICLE IV—OFFICERS

Section 1. Officers *The officers of the CAC shall consist of a Chairperson, Vice-Chairperson, Secretary, and Vice-Secretary (each, an “Officer” and together, the “Officers”).*

Section 2. Chairperson Duties. *The Chairperson shall preside at all meetings of the CAC, and shall submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the CAC. The Chairperson shall sign all correspondence, resolutions, and such other official documents necessary to carry out the business of the CAC. Further, unless another member is otherwise designated, the Chairperson shall be the spokesperson for the CAC representing the views of this body.*

Section 3. Vice-Chairperson Duties. *The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. The Vice-Chairperson shall assist the Chairperson in the conduct of the business of the CAC. In the event of the death, resignation or removal of the Chairperson, the Vice-Chairperson shall assume the Chairperson’s duties until such time as the CAC shall elect a new Chairperson.*

Section 4. Secretary Duties. *The Secretary shall be responsible to ensure that a record of the CAC’s Motions has been kept and to review this record prior to each meeting.*

Section 5. Vice-Secretary Duties. *The Vice-Secretary shall perform the duties of the Secretary*

in the absence or incapacity of the Secretary.

Section 6. Election *The Officers shall be initially elected from among the members of the CAC at a regular meeting of the CAC. Thereafter, the Officers shall be elected from among the members of the CAC at each annual meeting of the CAC. Nominations for each position shall be made at the CAC regular meeting of the CAC preceding the annual meeting or, if such regular meeting is cancelled or lacks a quorum, at a special meeting called for the purpose of nominating the Officers. In the event of an office becomes vacant, whether caused by the death, resignation or removal of an Officer, nominations for a successor shall be made at the next regular meeting, and a special election shall be held at the subsequent regularly scheduled meeting of the CAC to elect such successor. Officers of the CAC shall hold office until the next annual meeting following their election and until their successors are elected and in office. An Officer may serve for multiple terms.*

Section 7. Removal of Officers *Any Officer may be removed from office by a majority vote of the members of the CAC at a regular or special meeting of the CAC at which a quorum is present; provided, that written notice of the intent to remove an Officer must be received by such Officer at least seven days prior to the meeting in which a vote for removal will be held. The written notice of intent (a) shall be drafted by the Chairperson or 5 of the members of the CAC then in office, (b) shall state the date of the meeting at which a vote for removal shall take place, and (c) shall be delivered in person, by mail, or electronically. The Officer facing removal shall be entitled to a hearing at the meeting prior to the vote for removal.*