

Minutes of Regular Meeting

**Board of Directors  
San Jose Downtown Property Owners' Association**

May 21, 2019

A regular meeting of the Board of Directors of the San Jose Downtown Property Owners' Association (POA), a non-profit California corporation, was held at Oracle, 488 Almadend Boulevard.

Board members present: Bartl, Friese, Kline, Lambert, Mancuso, McGowan, Messinger, Ortbal, Phan and Zelalich

Members absent: Schenider

Director of Policy and Operations Michelle Azevedo, Operations Manager Chloe Verrey, Street Life Project Manager Jason Su, Business Development Manager Nate LeBlanc, Semu One Bear from Block by Block, and Eric Hon from the city of San Jose's Department of Transportation were also present.

Bartl called the meeting to order at 8:41 a.m.

The minutes for the March 19 meeting were distributed to the board prior to the meeting. The minutes were approved, Zelalich abstained from the vote.

President's Report:

- SJDA will be hosting the California Downtown Association's West Coast Urban District Forum in March 2020. Staff will be working on securing conference space, sponsorships and speakers.

New Business:

- PBID Staffing Update: Jason Su has accepted the Executive Director position at Guadalupe River Park Conservancy. Su's last day with SJDA is May 31. The Street Life Manager position has been posted online.

Staff has proposed creating a contract PBID Coordinator role for a six-month period of time. The PBID Coordinator would assist with data entry and management, research creation of collateral and maps and other small-scale projects as assigned. This role will report to the Operations Manager. The board approved the creation of the contract PBID Coordinator role for a six-month period.

- VTA Transit Mall Contract: VTA contract staff approached PBID staff on April 25 about a possible requirement to pay Groundwerx staff prevailing wage for all transit mall services. Prevailing wage ranges from two to three times the current wage rate for Groundwerx staff and are generally only applicable to highly skilled labor or trades, not janitorial services like those provided by Groundwerx. Paying prevailing wage for transit mall work would require Groundwerx to completely change deployment of staff and separately track hours worked on VTA property. This would be a fundamental departure from our current deployment along 1<sup>st</sup> and 2<sup>nd</sup> Streets, staff currently cleans from side of building to curb, doing both assessment and contract work at the same time.

The board shared concerns that separating the two tasks may have significant impacts to the cleanliness of the transit mall. PBID staff will provide updates to the board as this issue is worked on.

- 2019 Member Survey Results: The 2019 Downtown Property Owner & Resident Survey was mailed and emailed to all PBID members on March 21, with 144 members responding. A summary of survey results were provided to the board ahead of the meeting.

The board discussed methods for increased commercial property owner response as well as neighborhood specific surveying to understand block by block conditions. Suggestions also included using photos of current conditions to set baseline expectations and targeted outreach to property owners to get feedback.

Friese asked for clarification as to when the renewal process will occur and if surveying will be a part of the process. Verrey clarified that surveying and outreach will be a part of the renewal process, which could start as early as 2020. The district expires December 31, 2022.

#### Staff Reports:

- Operations Report: Verrey presented highlights from the Operations Report on pages 4-7 in the agenda packet.
- Business Development Report: LeBlanc presented highlights from the Business Development Report on pages 8-12 in the agenda packet.
- Street life Report: Su presented highlights from the Street life Report on pages 13-14 in the agenda packet.

The meeting was adjourned at 9:58 a.m.