

Chair: Bill Tribolet | Secretary: Steve Haskins | Treasurer: Ed Witt

**Meeting of the Board of Directors – Minutes**  
**Tuesday, June 13, 2017 | 4:00 pm**  
**La Jolla Riford Library, 7555 Draper Ave, La Jolla, CA 92037**

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**DRAFT MINUTES**

**In attendance:** Bill Tribolet, Steven Haskins, Ed Witt, Mark Dibella, George Hauer, Kathryn Kanjo, Leon Kassel, David Marino, Andy Nelson, Phyllis Pfeiffer, Peter Wagener, Nancy Warwick, Ruth Yansick. Joe LaCava (Consultant).

Members of the Public: Darcy Ashley, Andrea Shapiro, Luis Ojeda (City of San Diego), Betsy McClendon, Ann Dynes, Lincoln Foster, Maria Severson, James Alcorn, Tom Brady.

1. Welcome and Roll Call  
The meeting was called to order by Chair Tribolet at 4:04 pm.
2. Adopt the Agenda  
Motion by Haskins, 2<sup>nd</sup> by Witt to adopt the agenda. Passed unanimously.
3. Non-Agenda Public Comment (2 minutes or less on matters within ELJ jurisdiction and not on today's agenda. No action can be taken.)
4. Minutes Review and Approval:  
Motion by Kanjo, 2<sup>nd</sup> by Witt to adopt the minutes as amended. Passed unanimously.
5. Officers' Reports
  - a. President - No report.
  - b. Secretary - Haskins gave a brief report on the status of the litigation filed by a third party against the City of San Diego.
  - c. Treasurer - Witt reported a zero balance but checking accounts have been set up with First Citizens Bank. Will order a small batch of generic checks for now until we have a bookkeeper or CPA on board.  
Motion by Nelson, 2<sup>nd</sup> by Dibella to accept the Officers' Report. Passed unanimously.
6. Appoint Ad Hoc Committees – ACTION  
Tribolet asked for individuals to work with our consultant rather than forming ad hoc committees. Appointed were:
  - a. Bylaws - Haskins
  - b. Develop Request for Proposal (RFP) for Maintenance Sub-Contractor - Nelson
  - c. Administrative Assistance Search – Yansick and Pfeiffer

d. 2017 Initial Project Options

- i. Broad discussion on what might be possible with limited funds in the 3<sup>rd</sup> and 4<sup>th</sup> quarter. Tribolet talked about a random security team (Segway and on bike) to roam the Village on an irregular schedule. Yansick mentioned tree trimming. Marino offered general clean-up in key spots within the District. Warwick advocated for kicking off a major capital improvement such as the Prospect Promenade. Ashely (Public) talked about the maintenance of the existing benches.
- ii. Tribolet appointed an Ad Hoc Committee to recommend 3 or 4 projects that might be initiated in the 3<sup>rd</sup> or 4<sup>th</sup> quarter and report back at the September Board meeting or call for a board meeting if a decision needs to be made sooner. Dibella (chair), Kanjo, Marino, Wagener, Warwick.

7. Management Contract with City of San Diego – ACTION

General board discussion including additional information by Luis Ojeda. Ojeda added that the City Attorney's Office has not finalized their review although the contract is based on their template. The Board expressed concern regarding ELJ responsibilities of monitoring / barricading damaged sidewalks and curbs given their current state within the District. Severson (Public) asked why the agreement did not list subcontractors and how the subcontractors would be selected. LaCava replied ELJ has no subcontractors as MAD funds will not start until January 2018; subcontractor selection will follow the rules set out by the City.

Motion by Tribolet, 2<sup>nd</sup> by Dibella to accept the City's Agreement for Maintenance and Management of the MAD to be signed by the Contract Administrator (Steve Haskins) and giving Haskins discretion to review any final changes to the language as may be proposed by the City Attorney. Passed unanimously.

8. La Jolla Community Foundation – INFORMATION

LJCF has agreed to advance funds to cover the cost of the ELJ insurance. A reimbursement agreement will be prepared. Pfeiffer noted that ideas to fund an initial effort in 2017 is subject to approval by the LJCF board.

9. Insurance – ACTION

Tribolet motioned, 2<sup>nd</sup> by Nelson to accept the insurance quotes and direct Treasurer to extend payment pending securing funds from La Jolla Community Foundation. Passed unanimously.

10. Next Steps – INFORMATION

Tribolet reminded the Board of the following schedule.

- a. Issue Request for Proposal (RFP) for landscape/maintenance contractor (Sep 2017) and retain contractor (Dec 2017)
- b. Hire a contract administrative assistant (Dec 2017)
- c. Start MAD services (Jan 2018)

11. New Business - INFORMATION

No new business.

12. Adjournment

By acclamation, Tribolet adjourned the meeting to Tuesday, September 19<sup>th</sup>, 4:00 pm unless a board meeting is needed in the interim.