

## July 18, 2024 Meeting Minutes

### 1. Administrative Business

- a. Call to Order and Roll Call 7:15 – 8/10 board members present which exceeds quorum.
- b. Sam Moved to approve minutes, Breck moved to second, all approved.  
The following board and community members were in attendance.

President, Allison West

Vice President, Joanne Gold

Treasurer, Gary Emich

Secretary, Cherie Chan

At-Large, Carol Pan

At-Large, Bryan Reinero

At-Large, Sam Casillas

At-Large, Britt Kopping

At-Large, Breck Hitz

At-Large, Leo Leon

+ Bob Holden: Firehouse Manager

### 2. Firehouse Manager Report– Bob

- a. May and June were great months: July and August are light so far, which is consistent with rentals during the summer last July.
- b. Thanks to Bob and Anne for rolling out a new online reservation portal, which allows potential renters to complete a google doc rather than the legacy paper or scanned application form. This has made our rentals smoother and less ambiguous.
  - i. However, this new process did not eliminate the need for a “wet signature.”
  - ii. This process is burdensome and could also be improved.
  - iii. Bob will look into implementing DocuSign or a similar process to further streamline our process.
- c. Bob noted that it would be helpful to have more backups when he is on vacation or just out of town. Sam, Gary, Bryan, Leo, Breck, Allison, and Cherie all offered to help out. Cherie will start an emergency text chain for Bob.

### 2. Treasurer’s Report

#### Profit and Loss Comparison

Total income decreased 29.6% from Quarter 1: \$20,345 to \$14,334. If adjusted for Quarter 1’s one-time “Playground Go Fund Me” of \$3,200, actual income decreased 16.3%: \$17,132 to \$14,334. Contributing to the overall decrease was a 23.7% reduction in rental income: from \$13,280 to \$10,132.

Interest from the Vanguard Money Market Account increased 11.1% from last Quarter: \$1,075 to \$1,194. The account now averages close to \$400 interest per month and has a balance of \$91,498.

Total expenses increased 6.9%: from \$13,404 in Quarter 1 to \$14,330 in Quarter2. This was due to an increase in Commission Expenses. During the transition of Firehouse Manager from Lisa Warns to Bob Holden, the Executive Committee was alerted to some inequities and lack of clarity in the commission structure. To ensure fairness, the EC agreed to pay some commissions to both.

#### Balance Sheet Comparison

Total Bank Accounts reflect a balance of \$109,366, up 4.0% from last Quarter's \$105,181. Total Assets stand at \$163,022, up 2.6% from last Quarter's \$158,949.

#### Ease of Payments

At the suggestion of Bob Holden, efforts are underway to establish a checking account at U.S. Bank where the feasibility of using of Zelle as a payment option can be assessed (Tri-Counties Bank does not offer Zelle). Use of Zelle:

- 1) Eliminates the 3% fee deducted from payments made through PayPal.
- 2) Eliminates the need for customers to write hardcopy security deposit and rental checks.
- 3) Eliminates the need for PPCA to refund hard copy security deposit checks.
- 4) Eliminates the need to physically deposit checks at Tri-Counties Bank.

The degree of Zelle usage by customers will drive subsequent decisions and actions

### 3. Committee Updates

#### a. Events Committee: Carol Pan

- i. We have had a number of events this quarter, which were already included in the prior Newsletter!
- ii. Next two movies are Wonka and Ferris Bueller's Day Off.

There were some questions about how clean the volunteer Events Committee should leave the Firehouse after events: Bob explained that the janitor, who charges \$100 per event, washing the toilets and cleaning all spots off the mirrors.

- iii. Fog Fest is coming up.
- iv. Next Potluck will likely be October 6th
- v. We had a Firehouse Music Showcase in May

1. The next one is proposed for Thursday, October24th.

2. Board wants to make sure that the renter's checklist is completed, and the janitorial service is covered before we proceed. The Board also expressed reservations about the capacity of the Event Committee to host another event.

#### b. New Neighbor

- i. There was no New Neighbor report.

- ii. Allison noted that she will follow-up with the new neighbor committee.
- c. Planning & Development
  - i. The PPCA held an Ex-Parte meeting with Dr. Carol Hart of the California Coastal Commission about the LCLUP and the Pedro Point Field.
  - ii. At the time, it was unclear how AB 2560, in its version at the time, would affect Coastal Access and protections.
  - iii. Next LCLUP meeting will be August 25th.
  - iv. The PPCA has consistently advocated for the continued adoption and application of land use designations which are consistent with the current land use designation of Commercial Recreation, Low Intensity Visitor Serving, or Conservation.
- d. Short-Term Rental Ad-Hoc Committee
- 4. 501(c)(3) Project - Joanne
  - a. The PPCA has been moving forward with establishing a separate non-profit so community donations for maintenance of the Firehouse will be tax deductible.
  - b. In establishing a new non-profit organization under the current tax code, it came to our attention that the PPCA will also need corresponding updates to the legacy PPCA documentation.
- 5. PPCA Bylaws Project – Joanne
  - a. To that end, PPCA had been working to update its current Bylaws
  - b. On Jul 3, 2024 Bylaws had been sent to the PPCA Board Bylaws were circulated to the board: copies were also made available. had circulated prior versions .
  - c. Leo made a first motion to Bryan made a second motion.
  - d. All were in favor, none were against.
- 6. Firehouse Maintenance Report
  - a. Danny was on vacation, but submitted a Firehouse Maintenance Report.
  - b. Questions are:
    - i. Was there a preliminary cost estimate to see much would it cost to replace the siding under the stairs as well? There were concerns over the lack of a vapor barrier.
- 7. Community Comments; New Business
  - a. Pacifica Paving Project - Leo Leon
    - i. Background: For years, there was a misconception that streets in neighborhoods existing before 1957, the year of Pacifica's incorporation, were excluded from any street maintenance.
    - ii. For the first time in many years, the City's 5-year plan now includes these historic neighborhoods including Pedro Point, East Rockaway Beach, Vallemar and East Sharp Park.

iii. Ray Mueller came by last year. In the latest work orders, San Pedro Avenue to Danmann will be paved this year! Bids are out now!

iv. Leo shared a City portal which allows customers to report substantial potholes. The City of Pacifica uses the Metropolitan Transportation Commission's Streetsaver ([https://www.cityofpacific.org/?splash=https%3a%2f%2fwww.streetsaver.com%2fabout%2fmc&\\_\\_isexternal=true](https://www.cityofpacific.org/?splash=https%3a%2f%2fwww.streetsaver.com%2fabout%2fmc&__isexternal=true)) software to help determine the City's pavement maintenance projects.

8. Adjournment – 9:09

Cherie Chan, Secretary