



## **CASTRO/UPPER MARKET COMMUNITY BENEFIT DISTRICT**

**584 Castro Street #336; San Francisco CA 94114**

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**[www.CastroCBD.org](http://www.CastroCBD.org)**

### **Castro/Upper Market Community Benefits District**

#### **Minutes of the Regularly Scheduled**

**Board of Directors Meeting on December 13, 2007**

**at Eureka Valley Recreation Center, 100 Collingwood Street, San Francisco**

The Meeting was called to order at 6:10pm by President and Chair Herb Cohn with a quorum present.

Directors present: Herb Cohn, Steve Desdier, Tim Patriarca, Dave Sahagun, Gustavo Serina, Ken Stram, Kenneth Wingard;

Directors absent and excused: Dominic Campodonico, Kimberley Daniels, Dennis Richards, Pauline Scholten;

Staff, Contractors, Guests: Executive Director, Andrea Aiello; Marcello Aviles (MJM Management); Jane Warner (SFPSP); Richard Magary (taking Minutes); Brian Greene, Ms. Dakota Hare, Susana Olcese, (Property Owners).

#### **Approval of Minutes**

Minutes of the November 8, 2007 meeting were *unanimously approved* (M-GS, 2-HC) after a correction to the draft Minutes.

Revised Minutes of the August 9, 2007 Meeting were *unanimously approved* (M-GS, 2-PM) with a further correction to clarify the Tax Year for which a District Assessment Rate Increase applies.

#### **Election of Officers for Calendar Year 2008**

The following were *unanimously re-elected* (M-KW, 2-KS) as Officers of the District for the calendar year January 1 through December 31, 2008 or until their successors are duly elected and take office:

Herb Cohn, President

Gustavo Serina, Vice President

Steve Desdier, Treasurer

Dominic Campodonico, Secretary.

#### **Finance Committee**

Financial Statements as of November 30, 2007 were presented.

#### **Bylaws Change**

Upon Motion of the Finance Committee (which does not require a Second), it was *unanimously approved* to Amend the District's ByLaws in Article 8, Section 1, to change the District's Fiscal Year from beginning on January 1 and ending on December 31 each year, to a Fiscal Year beginning on July 1 and ending on June 30 each year, effective with the period beginning July 1, 2007. As a result of this change, there will be a "short" Fiscal Period of January 1, 2007 through June 30, 2007 for tax filing purposes, which has been noted by the Treasurer. It also was noted that this ByLaw change of the District's Fiscal Year does NOT affect the continued Calendar Year terms for Directors and Officers.

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## Finance Committee, continued

It was reported that the City & County of San Francisco will require a “review only” rather than a full audit of the District’s Financial Statements for the 2006 Fiscal Year and for the “short” Fiscal Period of January 1 through June 30, 2007. This has been noted by the Treasurer.

## Contractor Reports

### MJM Management

MJM’s Report dated December 5, 2007 for November 2007 was distributed and reviewed. Andrea is seeking additional information from City Departments about status and replacement timing of old individual news racks, vs. the new green pedestal multi-bin racks.

It was noted that MJM’s contract with the District is due for renewal in February 2008. Whether to seek competitive bids and to tie the next contract to the District’s new Fiscal Year were discussed.

### S.F. Patrol Special Police

Officer Jane Warner and the Board discussed continued issues with apparently homeless individuals and others creating security and maintenance problems in the Church-Market-Duboce area. Jane reported on a recent armed robbery at 19<sup>th</sup> & Castro Streets, and the expected seasonal increase in thefts and robberies during the Holidays.

Andrea and Gustavo will work with Jane to create a new, summary reporting protocol for SFPSP’s work under its contract with the District.

### LGBT Center Business Attraction Program

Ken Stram reviewed recent accomplishments and efforts to assist individual businesses, and his meeting with a major broker for retail spaces.

Ken distributed a table intended to outline and distinguish two different District website needs. The scope, design, cost and financing for a Business Attraction website were discussed. These discussions will continue between Andrea and LGBT Center representatives.

### Urban Ecology

Winston Dong was unable to attend this meeting. Andrea reported that Herb, KenW, Gustavo, TimP and Andrea will meet with Winston prior to, and to plan for the extended January 10 District Board Meeting which will focus on discussing the Urban Ecology project.

## Executive Director’s Report

- Andrea distributed an RFP forwarded by Sup. Dufty regarding a “Zero Waste Grant Program.” It was agreed that pursuing this for bid is not likely of interest to the District.
- The District’s February 2008 Board meeting will be a special weekend retreat (4 hours?) regarding the District’s Long Range Planning.
- An SF Municipal Transportation Agency outline of its upcoming Church & Duboce Trackwork Replacement Project was distributed. Andrea and Winston will coordinate that information with the District’s overall Streetscape Plan being developed with Urban Ecology.
- The Duboce Triangle Neighborhood Association (DTNA) is proposing an additional \$3/s.f. Developer Fee (on top of other Developer Fees totaling \$20/s.f.), to fund community improvements recommended from the Upper Market Workshop process. Discussion of the DTNA proposal will be deferred until CBD Director and DTNA president, Dennis Richards is attending.
- Andrea, Herb and others are preparing a letter to S.F. Planning Department to assure that the CBD’s work, plans, priorities and positions are on record with that Department, to help assure coordination with other planning efforts simultaneously under way.
- The need for a new Property Owner Survey was discussed, to help keep Property Owners informed, and to seek their input and opinions regarding the CBD’s work.

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**Director Resignation**

It was *approved unanimously* (M-HC, 2-KW) to accept Paul Moffett's resignation from the Board with regret, and with thanks for his past service.

**Director Elections**

The following were *unanimously re-elected* (M-KW, 2-TP) as Directors of the District for two year terms beginning January 1, 2008 and ending December 31, 2009 or until such time as their successors are duly elected and take office:

Dennis Richards  
Pat Sahagun  
Gustavo Serina

Herb will discuss further with Pauline Scholten her interest in serving for an additional term when her current term expires on December 31, 2007.

Nominees are being sought for the four currently-vacant Board seats.

**Public Comment**

Guests Mr. Greene, Ms. Hare, and Ms. Olcese asked questions regarding CBD operations, procedures and policies which were answered by Board Members, who also thanked these Property Owners for attending the Meeting and for their support.

**Announcements**

Producers of the feature film tentatively titled "Milk," and which will film on location in the District during January-February 2008 will hold a community information meeting on Thursday, December 20 from 9:00-11:00am at the Castro Theatre. District Directors and Property Owners are invited to attend. Andrea will represent the District and report back with any relevant information.

**Adjournment**

It was *unanimously approved* (M-HC, 2-KW) to adjourn the Meeting at 7:25pm.

Minutes taken and prepared by Richard Magary

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