

**Castro/Upper Market Community Benefit District
Minutes of the Regularly Scheduled
Board of Directors Meeting on December 11, 2008
Castro Community Room, 501 Castro Street, San Francisco**

The Meeting was called to order by President Herb Cohn at 6:10pm. A quorum was present and maintained throughout the Meeting.

Directors present: Dominic Campodonico, Herb Cohn, Kimberley Daniels, Brian Greene, Tim Patriarca, Pat Sahagun, Pauline Scholten, Gustavo Serina, Ken Stram;

Directors absent and excused: Ken Wingard

Staff, Contractors, Guests: Andrea Aiello (Executive Director); Richard Magary (taking Minutes); and four (4) members of the public.

Guests were invited (but not required) to use the sign-in sheet provided. Board Members, and guests who wished to do so, introduced themselves.

An Agenda was distributed to Board Members and guests, along with supporting materials to Board Members for use at the Meeting.

Brown Act Notice

HerbC reviewed highlights of California's Brown Act, rules of which apply to the District's Board Meetings, including provisions that Meetings are open to the public, for Public Comment on that specific item before any vote is taken, and for general Public Comment scheduled for 7:25 on this evening's Agenda.

Director Vacancy

AndreaA noted the recent passing on December 7 of former Director and Treasurer, Steve Desdier. A message of condolences from the Board will be sent to his family.

Report on Castro Street Chevron Station Renovations

PatS reported that his business is closed temporarily for renovations of the building, including expansion of the convenience store. It should re-open by year end.

Approval of Minutes from November 13, 2008

After one correction in the section "Board Development Committee," Minutes of the Board's Meeting on November 13, 2008 were *approved unanimously* (M-DC, 2-GS).

Finance Committee Report

HerbC reported that he was unable to complete planned meetings with Steve Desdier prior to his passing, but that he has all financial records and is preparing reports for October-December 2008 for presentation at the next Board Meeting. There appear to be no unusual items during that period, and current bills are being paid on a timely basis. Herb will work with other Finance Committee members, to agree on a simpler format for monthly financial reports to the Board, and also will make additional detail available at the request of any Board Member.

Election of Directors for Seats Expiring December 31, 2008

The terms of six (6) incumbent Directors are due to expire on December 31, 2008. All six have indicated to the President and Executive Director an interest in continuing to serve. Following a call for Public Comment on the item (none), each then individually was *re-elected unanimously* for a two year term as a Director of the Castro/Upper Market Community Benefit District from January 1, 2009 through December 31, 2011 as follows:

- J. Dominic Campodonico (M-HC, 2-BG)
- Herb Cohn (M-GS, 2-KD)
- Kimberley Daniels (M-HC, 2-DC)
- Tim Patriarca (M-HC, 2-KS)

Ken Stram (M-GS, 2-DC)
Ken Wingard. (M-GS, 2-HC)

AndreaA indicated that three (3) candidates for the remaining one year term of open seats expiring December 31, 2009 have indicated an interest in serving. Each has provided background information regarding their qualifications, and met with the Board Development Committee which recommends their election. Each was introduced and gave a brief verbal summary of their applicable background and interest in the District's activities. Then, the candidates group was excused while current Board Members discussed the candidates and there was one speaker during Public Comment on the item. Then, each of the following was *elected unanimously* as a Director of the Castro/Upper Market Community Benefit District, effective January 1, 2009, for the remainder of two year terms ending December 31, 2009.

Greg Bronstein
DeJauna Joseph
Richard A. Sollitto, M.D.

The newly-elected Directors were invited back to the Meeting, congratulated and welcomed in their new roles.

It was noted that there are two additional open Board seats for two year terms from January 1, 2009 through December 31, 2010. All Board Members were urged to continue to seek additional candidates for these seats.

Election of Officers for the Year 2009

HerbC reported that the Executive Committee recommended a slate of District Officers for the coming year. After a call for Public Comment (none), it was *unanimously approved* (M-TP, 2-BG) to elect the following officers of the Castro/Upper Market Community Benefit District for the year January 1 through December 31, 2009:

J. Dominic Campodonico, President
Gustavo Serina, Vice President
Herb Cohn, Treasurer
Pauline Scholten, Secretary

2008-2009 Budget Deficit

Discussion of the projected \$27,333 budget deficit for the fiscal year July 1, 2008 through June 30, 2009 was continued from the November 13 Board Meeting, with a focus on the District's spending for supplemental Security Services. While there is general satisfaction from most constituents with services provided in the area by San Francisco Patrol Special Police, more information is needed to determine whether the District's spending of \$5,760 per month for supplemental SFPSP services is achieving the desired incremental benefit. AndreaA will be facilitating a meeting on January 7th with some key business owners and others, to continue an evaluation of the District's needs and potential models for Security Services, and to determine how the CBD can participate most effectively in the future. Andrea will report further to the Board after that meeting.

After further discussion and Public Comment on the item, it was *unanimously approved* (M-DC, 2-GS) to suspend the District's current arrangement for supplemental Security Services with San Francisco Patrol Special Police, upon at least 30 days notice and effective February 1 through June 30, 2009 (a savings of \$28,800 vs. current year budget).

A letter to Property Owners regarding this change will be included in the mailing of the District's Fall 2008 Annual Report, which is scheduled for mid-December.

Maintenance Services Contract Award for February 1, 2009 through January 31, 2010.

DominicC summarized the work of the Maintenance and Security Services Committee (formerly the "RFP Committee" and composed of DominicC, KimberleyD, BrianG, TimP and AndreaA), which received a total

of five responses, and interviewed four respondents based on their initial submissions. All initial proposals exceeded the District's Maintenance Budget for the contract period. A summary of the three most-responsive bids (from SGI, GMG, MJM) was distributed to Board Members. The Board discussed the Committee's recommendation that the contract be awarded to MJM Management. Following a call for Public Comment on the item (none), it was *unanimously approved* (M-GS, 2-TP) to award a contract as negotiated to MJM Management for the period February 1, 2009 through January 31, 2010 in the total amount of \$222,000.00, and the Executive Director was authorized to finalize and sign the contract.

Public Comment

This Agenda item was called at its appointed time of 7:25pm. Two members from the public spoke. One noted an appreciation of how the Board (including newly-elected Members) seems to represent the diversity of the District and work well together, and for services being provided; the other provided a sample of a business directory published in another city that might offer ideas for one in the District's area, perhaps in cooperation with MUMC.

Business Attraction Campaign

KenS summarized the Campaign's recent work, as more fully described in three reports that were emailed to Board members earlier in the week – an Update Memo, a Vacancies Update, and a copy of a Marketing Flyer that is being distributed to interested brokers, landlords and others.

Community Challenge Grant

AndreaA said that confirming paperwork soon should be received for the City's award of a \$58,167 Community Challenge Grant to the CastroCBD effective January 1, 2009, in response to our recent application for work at Harvey Milk Plaza. The Streetscape Committee and Andrea are meeting with potential architect/civil engineering advisors to help refine original plans, and with SFMTA and others regarding supplemental funding for the project.

Annual Public Meeting

AndreaA reminded all of the District's Annual Meeting, open to the public, on Tuesday, January 13, 2009 at Home Restaurant (2100 Market Street). Those interested in attending are asked to RSVP by January 8 to Andrea at 650/355-1294 or ExecDirector@CastroCBD.org.

Adjournment: The Meeting was adjourned in memory of the late Steve Desdier at 7:50pm (M-GS, 2nd-PS)

Minutes taken and prepared by Richard Magary.

Approved January 8, 2009