



CASTRO/UPPER MARKET COMMUNITY BENEFIT DISTRICT

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Minutes of the Regularly Scheduled Board of Directors Meeting on October 8, 2009 Chase Bank, Community Room; 2112-15th Street; San Francisco California

The Meeting was called to order by Treasurer Herb Cohn at 6:07pm. He announced that he would chair the meeting at the request of President Dominic Campodonico, since both the President and Vice President Gustavo Serina were unable to attend this meeting. A quorum was present and was maintained throughout the meeting.

Directors present: Greg Bronstein, Herb Cohn, Tim Patriarca, Pat Sahagun, Pauline Scholten, Richard Sollitto, and Ken Wingard;

Directors absent: Dominic Campodonico, DeJauna Joseph, Brian Greene, Gustavo Serina, and Ken Stram;

Staff, Contractors, Guests: Andrea Aiello (Executive Director), Richard Magary (taking Minutes), Brian McCue (*MJM Management*), and four (4) members of the public.

An agenda was distributed to Board members and guests, along with supporting materials to Board members for use at the meeting. A "Friday Packet" of Board materials and then supplements had been emailed to Board members on October 2, et seq. Guests were invited (but not required) to sign in.

Brown Act Notice

At Herb's request, Andrea summarized California's Brown Act, as its rules apply to the CBD's Board meetings. They include 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 as the next-to-last item of business (Item VII) on this meeting's Agenda.

Minutes from September 10, 2009

There were no corrections to the draft dated 9/29/2009, and the Minutes of the Board's meeting on September 10, 2009 were *approved* by general consent.

Treasurer's Report

Herb presented the following Treasurer's Report which previously was emailed to all Board members:

Beginning of the month cash balances were \$342,930.49.

During the month of August 2009, the CBD received assessment revenue of \$25,800.52.

Interest earned for the month was \$297.39, for total receipts of \$26,097.91.

Expenses for the month were \$26,716.29 for our maintenance contract and administration costs.

End of the month cash balances were \$343,883.83.

Herb also presented the Financial Statements for the month of August 2009 and year to date. As requested by the President, he reviewed each element of the Balance Sheet, Profit & Loss statements, and Budget vs. Actuals report for periods ending August 31, 2009, to help assure that all Board members are familiar with the reports.

RichardS inquired on how the CBD is deciding on large capital expenditures and are there projects that need additional funding. Discussion ensued, should this be Streetscape or maybe an off-site meeting for the Board? The decision was made for the Executive Committee to develop (then report back to the full Board) a process for how the Board will decide on/develop protocols for review and budgeting of large capital expenditures and projects.

Committee Reports

Services Committee

Andrea said the Services Committee did not meet during the last month, since Dominic was away.

Brian McCue from *MJM Management* summarized *MJM's* report for September 2009 which previously was emailed to all Board members. He responded to questions and comments regarding the Report. The third round of sidewalk steam cleaning for the current contract year has been completed; the next round now is scheduled for early December prior to the major Holiday shopping period.

The new Community Guides program will start in mid-October. Coordinating meetings are being held with the CBD and *MJM*, and the City's Homeless Outreach Team, SFPD's Mission Station, etc. Well-regarded MAC worker, David Lewis, will be the initial Community Guide staff person. To start, the Community Guide shift will be 4:00-8:00 p.m. An additional *MJM* MAC worker will be assigned to the district to cover the time David is not available because of his new Community Guide position. *MJM's* monthly reports will include a separate section summarizing Community Guide program activity. Evaluation criteria are being developed.

Executive Committee

Andrea summarized the Executive Committee's report which previously was emailed to Board members. There were no questions regarding the report.

Andrea reported that representatives from both Sanchez Street and Hartford Street neighbors have contacted the CBD, asking to contract for sidewalk cleaning services for properties in their areas, outside the CBD's boundaries. Board discussion of the topic included whether and how to accommodate such requests, while not distracting from the CBD's and *MJM's* primary duties regarding such services; how to appropriately and fairly price such services, if provided; and liability issues. It was agreed to refer the matter to the Services Committee for further consideration, and to request that the Committee then provide recommendations on the issue to the full Board.

Pauline presented a motion by the Executive Committee that the Castro CBD become the fiscal agent of the proposed *Rainbow Honor Walk* project. After Board discussion, and Public Comment on the topic, it was *approved unanimously* to approve the concept of the Castro/Upper Market Community Benefit District being the fiscal agent for the *Rainbow Honor Walk*, subject to approval at a subsequent Board meeting of a written agreement between the parties which outlines roles and responsibilities for each, appropriate fiscal and administrative controls and procedures, and an appropriate fiscal agent fee not to exceed 10%.

Streetscape Committee

KenW reported that the Committee met once during the past month. He summarized the written report previously emailed to all Board members.

Harvey Milk Plaza: He confirmed that the Streetscape Committee is working on a revised presentation to seek approval from the S.F. Arts Commission for the Harvey Milk Plaza Community Challenge Grant project, and which responds to comments received during an initial presentation to that Commission.

17th St. Plaza: He recommended that Board members view and become familiar with the planters on wheels at the City's San Jose/Guerrero Street pavement-to-parks site. Such planters might also be considered for use at the local 17th Street Plaza. The creation of the 17th Street Plaza was in the CBD's Streetscape Plan and as such the CBD is looking forward to working with the City on making the Plaza permanent and more aesthetically pleasing.

Church/Duboce Rail Improvement Project: He reminded Board members that three finalist proposals for public art as part of the Church/Duboce Muni Rail Improvement Project are on view at Harvey Milk Recreation Center (Duboce at Scott) and on line and that comments may be submitted. He distributed brief written summaries and drawings of the three proposals.

As part of the Rail Improvement project, and as recommended in the CBD's Urban Ecology Streetscape Plan, Church St. will get decorative tear drop lighting on both the west and east sides of the street. Additionally, MTA has applied for funding for another element in the CBD's Streetscape Plan, the crosswalk at Church and Market between the Safeway stairs and Home Restaurant, as part of the Duboce-Church project.

KenW also reported that *Safeway* has funding to improve the landscaping near the stairs on their private property at Church-Market. The Streetscape Committee will work with *Safeway* to ensure the new landscaping will harmonize with other Church-Duboce project elements.

Executive Director's Report

The Report, previously emailed to Board members, was reviewed. Questions and comments were discussed briefly. Andrea noted that the final People in Plazas concert on September 5 was well-attended, and that the series of three concerts during the season is considered a success. Pauline reported that she attended the last concert on September 5th and that everyone was enjoying themselves, mingling, dancing and it was a true neighborhood event.

Unfinished Business

None.

New Business

Prospective Board Members

RichardS introduced Jim Laufenberg and Herb introduced Mike Wilson, each of whom has expressed interest in being a Board member. Their written applications are in process and will be reviewed by the Board Development Committee. Each was asked to plan on attending the next Board meeting on November 12, to provide a brief summary of their applicable interests and background.

Castro Street Chevron Service Entry Sign

Tim asked for further information about the entry sign promised by the City to *Castro Street Chevron Service*, when that business agreed to give up one of its customer driveways to facilitate the 17th Street Plaza. Andrea said that she is working with senior City officials, to resolve issues between two City agencies (SFMTA-DPT and SFDPW). Pat said that he feels the signage is needed to resolve safety issues.

NEN-Neighborhood Empowerment Network Awards

Andrea noted that 2009 NEN Award nominations now are open. She will email nomination forms to all Board Members.

Tenderloin CBD Event

Andrea reminded Board members that they recently received information about and an invitation to the "Wonderland" events.

Castro Street Fair

Pauline reported that the CBD's booth at the *Fair* generated good traffic. Public reaction to Harvey Milk Plaza design drawings was positive. Comments by some Fair attendees were noted, that they feel the District's eastern end needs more CBD services.

Public Comment

Public Comment was heard on the following topics:

Unkempt Private Property

The CBD was asked to consider how it could motivate private property owners (especially of vacant parcels) to clean up trash and other unsightly conditions on their property. The matter was referred to the Streetscape Committee for further consideration.

Vacant Storefronts

Concern was expressed regarding the number and duration of commercial vacancies in the area. A brief discussion followed, during which plans for various new tenants in several spaces were reviewed. It also was noted that the CBD helps sponsor the *LGBT Center's* successful Business Attraction Program.

Adjournment

The meeting was adjourned at 7:35pm (M-KS, 2nd-PS, *unanimous*).

Minutes taken and prepared by Richard Magary.

Approved November 12, 2009