



## **DISCOVER POLK COMMUNITY BENEFIT DISTRICT (DPCBD)**

**BOARD OF DIRECTORS REGULAR MEETING MINUTES  
JANUARY 16, 2019 12:00 PM  
Academy of Art, 1849 Washington Street, San Francisco, CA 94109**

### Board of Directors (Board) Members in Attendance

#### Officers:

Suzanne Markel-Fox, President and CEO (SM-F)  
Tiffany Yang, Vice President (TY)  
Christopher Bluse, Chief Financial Officer (CB)  
Judith Roddy, Secretary (JR)

#### At Large (Alphabetically by Surname):

Michael Anthony (MA)  
Stephen Cornell (SC)  
Gilbert Hoh (GH)  
Michael Petricca (MP)  
George Yu (GY)

### I. Call to order and review of public comment guidelines

A quorum was established and the meeting was called to order by SM-F at 12:00 PM. SM-F reviewed public comment guidelines.

### II. Review and approval of minutes from October meeting

Minutes from the October 12, 2018 meeting were reviewed and approved unanimously. (MA moved, CB seconded)

### III. Discussion and approval of modification of fiscal year and revision of Bylaws and other formation documents in accordance

CB explained after discussions with the Lower Polk Community Benefit District (LPCBD) and the City, he is requesting a motion to change the DPCBD's fiscal year from December 31 to June 30 so the fiscal year ends of the LPCBD and the DPCBD match. The DPCBD's attorney will handle the administrative process. After discussion, the Board unanimously approved changing the fiscal year end of the DPCBD from December 31 to June 30. (GH moved, MA seconded)

IV. Update on assessments and budget

SM-F reported the DBCBD received assessments from the City in early January that had been collected by December 19, 2018. Assessments were expected from 535 properties and received from 518 properties. The difference is the result of an error in accounting at the City Assessor's office that is being looked into. Total received by the DPCBD was \$348,777.47. It is anticipated that the Assessor's office will recover the remaining funds. Negotiations for a contract with the LPCBD have begun.

V. Discussion and approval of contract for service with Lower Polk CBD

SM-F explained it was hoped the contract with the LPCBD and a budget would be finalized for review by today; however, the accountant was not able to complete some of the requested modifications, so what is in place now is a high-level proposed contract to be discussed. CB explained the DPCBD has certain requirements per the Management Plan, and the budget in process captures the requirements. The DPCBD will be paying a pro-rata amount of the LPCBD's fixed costs to rent storage, use assets, purchase consumables, pay salaries, etc. Part of the DPCBD's budget includes allocation of the cost of the COO per the Management Plan. The proposed annual budget by the LPCBD currently is approximately \$450,000 to \$475,000. This leaves approximately \$100,000 to \$150,000 of funds that will allow the COO and Working Groups to deploy funds in the community as outlined per the Management Plan. Financial statements will be received and reviewed, and the LPCBD historical budgets have been reviewed.

CB proposes the Board authorize the Executive Board (Officers) to enter into a contract with the LPCBD for a price not-to-exceed \$450,000 for the first year with a termination for convenience provision of 90 days.

After discussion regarding the budget, the LPCBD contract and DPCBD activities in progress, the Board unanimously approved authorizing the Executive Board (Officers) to enter into a contract with the LPCBD for a price not to exceed \$450,000 for the first year with a termination for convenience provision of 90 days. (MA moved, JR seconded)

VI. Report on Working Group activities (Safe & Clean, Business Retention & Recruitment Efforts)

SM-F reported there are two Working Groups established: Safe & Clean and Business Retention & Recruitment Efforts. TY reported regarding Business Retention & Recruitment Efforts Working Group planned activities including surveys regarding businesses the neighborhood would like and improvements merchants would like, action regarding empty storefronts, merchant fairs and merchant maps. SM-F reported the Safe & Clean Working Group has been active as well regarding trash receptacles, street cleaning and community cleanups.

- VII. Review of and vote on Jake Levinson's application to serve on the Board (to fill remaining Business Owner position)

SM-F reported Business Owner Board Member Stephanie Rubenstein of CorePower Yoga is resigning from the Board because of logistics issues. Members of the Executive Board (Officers) met with Jake Levinson to replace Stephanie. SM-F proposed a motion to approve Jake Levinson's participation on the Board. The Board unanimously approved Jake Levinson's application to serve on the Board. (MA moved / CB seconded)

- VIII. Solicit ideas for Neighborhood Arts Collaborative grant application

SM-F explained the grant's non-profit provisions and the possibility of concerts in conjunction with Old First Concerts and activities with other non-profit arts organizations.

- IX. Discussion and possible action on items for future meetings

CB reported District Coordinator/COO Iana is developing action items. Items discussed included communication and marketing to the community. CB reported the 501(c)(3) application is in process and may be impacted by the government shutdown.

- X. General Public Comment

Andrew Smith asked that the Board make every possible effort going forward to communicate with the members of the DPCBD. Various methods of communication were discussed.

- XI. Adjournment

The Board unanimously approved adjourning at 1:00 PM. (JR moved / GH seconded)

Respectfully submitted,

Judith Roddy, Secretary

Approved by the Board at the March 13, 2019 meeting.