

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

**BOARD OF DIRECTORS REGULAR MEETING MINUTES
MARCH 13, 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)
Christopher Bluse, Chief Financial Officer (CB)
Judith Roddy, Secretary (JR)

At Large (Alphabetically by Surname):

Michael Anthony (MA)
Ray Bair (RB) *by phone*
Jake Levinson (JL) *by phone*
Michael Petricca (MP)
George Yu (GY)

Staff present: Christian Martin (CM), Executive Director, Lower Polk CBD; Iana Dikidjieva (ID), COO/District Coordinator, DPCBD

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 12:04 PM. SM-F reviewed public comment guidelines.

II. Review and approval of minutes from January meeting

Minutes from the January 16, 2019 meeting were reviewed and approved unanimously. (MP moved, CB seconded)

III. Financial Report

CB provided an update on DPCBD finances:

- The assessment funds were received in early January. Two potential adjustments to property assessments have been received, and are being reviewed.
- DPCBD has entered into the management contract with LPCBD, providing Clean Team and administrative services.
- DPCBD has engaged a bookkeeping firm (Reynaldo Arellano), following review of several proposals. This is the same firm used by LPCBD, and will help to ensure that all tracking, charts of accounts, etc. align correctly.
- Given the change in fiscal year to end 6/30 rather than 12/31, we will need to file

two 990 returns with the IRS this calendar year: one short return (990 e-postcard) for the fiscal year ended 12/31/19 (due May 15), and one for the fiscal year ending 6/30/19 (due Oct 15).

- CB will provide more detailed financials at the next meeting.

GY asked whether a detailed budget was available for board members to reference, as community members have asked whether certain activities were included and their cost. CB explained that the budget currently in effect is the one in the management plan, which is available publicly on the website (<https://discoverpolk.org/final-discover-polk-cbd-management-plan-amended-7-6-2018/>) and in the board Dropbox. There currently are no sub-budgets for most activities. Going forward, detailed expenditure reports and the bank statements will also be in the board dropbox. ID noted that as part of the communications planned (see below), user-friendly summaries will be available in newsletters and on the website.

IV. Operations Report

1. Board Meeting Schedule 2nd Wednesday every other month: May 8, July 10, Sept 11, Nov 13.
2. Clean Team

Operations began on February 12. Staffing: The team is still understaffed. Recruitment efforts are underway. Service is currently provided by an ambassador on foot with truck support for spot powerwashing and bulk pickup.

Clean Team stats for February:

- Trash: 152 bags, 3818 lbs
- Cardboard: 60+ lbs – significant presence in district
- Bulk trash: one truckload per day
- Graffiti (not disaggregated from LP): 40 tags
- Needles are not yet tracked separately from LP.

Cardboard & general waste: outreach to DPW and business owners on managing waste.

RB mentioned the challenges of business owners – Cheese Plus has experienced dumping; there are insufficient public trash cans; residents in apartments do not have sufficient trash receptacles and leave boxes etc. in public cans / on street / in business cans. Significant issue with businesses near Lombardi's.

Public Comment (cardboard): Mr. Andrew Smith suggested that DP should not try to disrupt the sub-economy of cardboard 'scavengers', independent entrepreneurs who pick up cardboard and dispose of it; he noted the observation that this sub-economy has been effective in disposing of cardboard without the need for an additional paid Clean Team. He suggested the possibility of consolidating block-level

cardboard pickups and potentially working with these independent cardboard-collection teams.

Upcoming Clean Team & beautification interventions:

- Placement of dog waste stations and cigarette receptacles at “hot spots” around neighborhood
- Greenscaping: DP is exploring plants/planters esp hanging planters; and will be filling up tree pits.
- Powerwashing: the DP team is researching costs/logistics of “deep clean” of the neighborhood, to be scheduled over several weeks.

Powerwashing: MA asked about DP’s powerwashing services, as he privately pays twice per month. RB also asked if property owners can contract directly with the CBD for supplementary powerwashing on an individual basis.

CM noted that DPCBD’s regular powerwashing service (provided by Clean Team staff) is to spot-clean messes on an as-needed basis; the comprehensive Deep Clean is provided by external contractors. DPCBD will look into creating a policy on how property owners can request supplemental service.

Events and activations: DP is in the process of researching the permit process etc. for farmers markets, festivals, etc., as well as working with Sunday Streets to close off sections of the street for block parties etc.

Homelessness: CB suggested that DPCBD explore what mobile health services can be brought to unhoused individuals in the district. CM noted that the team’s approach is to engage individuals, encourage them to get support, and provide eg hand sanitizer. SM-F noted that the Dept of Pubic Health may have a mobile health team.

JL asked what actions will help and support the homeless. CM and ID noted that ambassadors do direct outreach and where possible convince people to move along, and liaise with City agencies on persistent issues. DP will distribute more of the loitering forms around the neighborhood. CM noted that there are potential liabilities with more intensive interventions. MA noted that homelessness concerns were an important driver of the CBD’s formation.

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

Clean & Safe: A suggestion was made to reactivate the monthly cleanup that MPN used to organize approx. 2 years ago; Brownie’s Hardware has offered to store supplies. GY mentioned that a regular cleanup is organized by LeBeau in Nob Hill, and suggested that the CBD combine efforts. RB noted that Cheese Plus would be willing to provide food for cleanup teams. MP suggested bringing SFPD Northern District Capt. Engler to DP board

meetings for regular update.

Marketing and Business Recruitment/Retention committee has been working on consumer surveys; outreach will be conducted to businesses to see if additional merchants want to join.

VI. General Public Comment

Andrew Smith spoke on two matters:

- (1) There is an apparent overlap of the work DPCBD and the City are doing; he has noticed a greater presence along the Polk St corridor of DPW corridor stewards rather than the CBD.
- (2) He also noted that for five months he has been attempting to resolve and clarify the amount of his CBD assessment with the assessment board; he had been informed that the assessment board was not the correct avenue in this case. He asked ID if the required data for verifying and potentially correcting his assessment was available to DP staff, and emphasized that tax bills are due on April 10 so he would like a resolution before then.

There was no further comment.

CM noted that it is good that DPW is paying more attention to Polk St, and that DPCBD had pushed for DPW to improve the service provided by the corridor stewards. DPW corridor stewards do not handle much of what DPCBD ambassadors do, such as spot washing of messes, outreach to the homeless, etc.; and do not address issues on side streets. MA requested that DPCBD find out what the official scope of DPW corridor stewards is.

ID noted that DPCBD is committed to resolving any issues with assessments. The official process is review by CBD staff rather than the assessment appeals board (which only handles issues relating to the property tax assessment). Property data is obtained from the assessor and the formulas in the Engineer's Report are applied. If a discrepancy is found, it will be presented to the DPCBD board. Any change will be communicated to the assessor's office for future tax bills, and the DPCBD board may approve a refund if it is determined that the owner has overpaid. MP requested that the Academy also be double-checked.

VII. Adjournment: the meeting was adjourned at 1:14 pm (MP moved; JR seconded)

VIII. 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.

IX. Adjournment

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

Respectfully submitted,

Judith Roddy, Secretary