



Meeting Minutes

Yerba Buena Community Benefit District
Board Meeting
Tuesday, September 12, 2017
4:00pm – 6:00pm

Bloomingtondale's
865 Mission Street,
Mission View Room, 3rd Floor

- Attending: Laurel Arvanitidis, Kristin Gonsar, Peter Hartman, Jon Kimball, Kerry King, Lisa Kirvin, Lawrence Li, Frank Miskus, Misty Rasche, Gail Ringer, Scott Rowitz, Bob Sauter (alternate for John Noguchi), Wilfred Selvaraj, Dan Soine, Candace Sue, Chris Sullivan
- Not attending: Patricia Aleman, Catherine Bartels, Michelle Delaney, John Elberling, Helen Han, Richard Rendon, Brennan Zerbe
- Staff: Richard Ciccarone, Cathy Maupin, Neal Patel
- Public: Peter Bartelme, Andrew Bryant, Juan Burgos-Gil, Sue Kent, David Mabry, Wayne Patanian, Judith Propp

OPEN SESSION 4:00pm

A. CALL TO ORDER AND REVIEW OF PUBLIC COMMENT GUIDELINES

Candace Sue called the meeting to order and reviewed the public comment guidelines.

B. INTRODUCTIONS

C. APPROVAL OF MINUTES

The motion to approve the June Meeting Minutes was unanimously approved. MSC: Kirvin/King. Abstention: Hartman

D. CHAIR/EXECUTIVE COMMITTEE REPORT (4:10pm)

D-1 WELCOME Neal Patel, YBCBD Associate Executive Director.

Candace Sue welcomed Neal Patel the newest member of the YBCBD staff and shared information on his background. Neal expressed excitement on joining the team and interest in working with the board.

D-2 REPORT on conflicts of interest.

No conflicts of interest or interlocking directorships were report.

D-3 REPORT on actions taken by the Executive Committee.

Candace Sue reported that the Executive Committee approved a change to the Streets Committee's budget to allocate up to \$25,000 for waste receptacles and to authorize the Executive Director and legal counsel to finalize the terms of two (2) MOUs for Sites Unseen projects.

D-4 RECEIVE UPDATE on The Yerba Buena Gardens Conservancy.

Cathy Maupin provided an update on the work of The Yerba Buena Gardens Conservancy.

E. AUDIT COMMITTEE REPORT

E-1 REVIEW/ACCEPT FY17 audit.

On behalf of the Audit Committee, Scott Rowitz introduced Sue Kent of Marcum LLP, our audit firm. He indicated that Marcum has done our audit over the past few years.

Sue Kent of Marcum provided an overview of the FY17 audit and indicated that the firm had no findings and issued an unmodified opinion. She thanked the Audit Committee and YBCBD staff for their assistance throughout the process.

The motion to accept the FY17 Audit was unanimously approved. MSC: Miskus/Sullivan

F. FINANCE COMMITTEE REPORT

F-1 REVIEW/DISCUSS/APPROVE an updated Wire Transfer Policy.

In the absence of Committee Chair John Noguchi, Cathy Maupin discussed a revised Wire Transfer Policy. She reported that the auditors suggested we tighten our policy.

The revised policy more clearly spelled out our internal process for approving a wire transfer and the process with the bank. The board discussed and agreed not to place a cap on the amount of a wire transfer.

The motion to approve the new wire transfer policy as presented was unanimously approved. MSC: Ringer/Kimball

F-2 REVIEW/DISCUSS/APPROVE a fiscal sponsorship agreement with the proposed SoMa West Community Benefit District or APPROVE authorizing the Executive Committee or the Executive Director and legal counsel to finalize the agreement.

Cathy Maupin reported that we were recently asked by the steering committee of a newly forming CBD to serve as their fiscal sponsor. The City referred the SoMa West CBD to us for assistance as they need a fiscal sponsor in order to receive funding for formation costs. An administration fee of 3% was proposed as that amount is expected to cover our costs.

The board discussed the possible need to charge a higher percentage administrative fee, as the reporting requirements for government grants can be quite onerous.

The motion to authorize the Executive Committee to approve the final SoMa West CBD fiscal sponsorship agreement, with the possible modification of the administrative fee percentage, passed. MSC: King/Soine. Abstention: Arvanitidis.

G. SERVICES COMMITTEE REPORT

- G-1 WELCOME Steve Hillard, President of StreetPlus and RECEIVE UPDATE on the transition from MJM Management to our new service provider, StreetPlus.

Steve Hillard was unable to attend the meeting. Committee Chair, Frank Miskus, reviewed the transition from MJM Management to StreetPlus and reported that the transition is going well.

- G-2 RECEIVE UPDATE on expanded SFPD bike patrol officer hours.

Frank Miskus announced that our SFPD bike patrol officer hours have been increased from 10 hours a day to 12 hours a day. Their new schedule is:

- Sunday-Thursday: 9:00am-9:00pm
- Friday-Saturday: 10:00am-10:00pm

H. MARKETING COMMITTEE REPORT

- H-1 RECEIVE UPDATE on Yerba Buena Night – October 14, 2017.

Dan Soine reminded the board about Yerba Buena Night, scheduled for Saturday, October 14th. There will be stages in Jessie Square and on Market Street, an aerialist performance, and a MUNI bus which we plan to program, courtesy of SFMTA.

- H-2 EXPERIENCE the new neighborhood walking tour, Hidden San Francisco.

Dan Soine gave a report on the new YBCBD sponsored walking tours which began last month and is a mixture of guided information and live performances.

- H-3 REVIEW/DISCUSS the Marketing Committee Report.

Dan Soine reviewed the Marketing Report stating that Social Media has increased slightly due to Yerba Buena Night traffic and that the YBCBD launched a new organizational website in July.

I. STREETS & PUBLIC SPACE COMMITTEE

- I-1 REVIEW/DISCUSS/ APPROVE a five-year contract with Bigbelly to install nine (9) smart waste receptacles for an annual cost not to exceed \$16,000 or APPROVE authorizing the Executive Committee or the Executive Director and legal counsel to finalize the agreement.

Lisa Kirvin reported that the Streets Committee has been exploring options to improve trash cans in the District. In partnership with the Services Committee, the Streets Committee proposes to enter into a 5-year agreement with Big Belly Solar, Inc. for nine (9) Bigbelly SMART and solar powered waste receptacles. The receptacles have been thoroughly vetted by the Streets, Services, and Executive committees.

Lisa outlined the benefits of the receptacles and reported that the Port and Union Square Business Improvement District have installed them and have been pleased with them. The Union Square BID has been so pleased that they are adding additional receptacles to their District. The receptacles are self-contained and sealed, thus eliminating pilfering and leakage. We plan to locate them in the northern part of the district in areas that have high pedestrian volumes and high visibility.

Lisa presented the draft agreement with Big Belly Solar, Inc. The board expressed support for installing the receptacles and discussed how the data collected by the receptacles will be used. They asked for clarification on what data is captured, who owns the data, and if the data will be shared.

The motion to authorize the Executive Committee to approve the final Big Belly Solar, Inc. agreement was unanimously passed. MSC: Hartman/Kimball

I-2 RECEIVE UPDATE on a project to improve Annie North.

Lisa Kirvin reported that for the past 8-10 months, a small group of stakeholders has been meeting to discuss plans to improve the plaza at Annie and Market Streets. It currently has two large planter boxes and poor sight lines. The area is a hot spot for our Clean Team and Community Guides.

The group recently agreed upon a plan to remove the planter boxes to open up the area. The cost is expected to be between \$300,000 and \$350,000. Stakeholders have so far contributed 2/3 of the amount needed. Once the final 1/3 is raised, the plan is to quickly move forward with the project. Long-term goals include possible outdoor seating for restaurants in the Monadnock Building and the Palace Hotel.

I-3 RECEIVE UPDATE on Sites Unseen and a refresh of the Yerba Buena Street Life Plan.

Lisa Kirvin reported that the newest public art installation by Sites Unseen was unveiled July 29th. It includes colorfully painted niches, with accompanying seats and small tables, from artist Leah Rosenberg on the sites of the Academy of Art University building at 180 New Montgomery.

She reported that progress continues on the Hank Willis Thomas installation at 165 Jessie Street. An opening reception is planned for November 9th.

Lisa also reported that the Streets Committee plans to develop a new Street Life Plan. An RFP is scheduled to be released later this month with hope to present a vendor for approval in January.

J. EXECUTIVE DIRECTOR REPORT

J-1 RECEIVE UPDATE on neighborhood and YCBCD news.

Cathy Maupin announced that the YCBCD has been selected as for the Organizational Champion award of the Yerba Buena Alliance. We'll be recognized that their annual gala on October 18th. Everyone is encouraged to attend.

She also announced that the SFPD Southern Station Captain Daryl Fong will hold a community meeting at YBCA on September 20th. A flyer was distributed.

Cathy reminded the board of the upcoming street closures due to the Oracle OpenWorld convention. And she shared a list of development projects underway or planned in the district.

J-2 REVIEW FY17 activity report through June 2017.

Cathy Maupin reported on activities through June 2017 including internal and external meetings.

J-3 RECEIVE UPDATE on the 2017 Implementation Timeline.

Cathy Maupin gave an update on 2017 Implementation Timeline and indicated that we're on track to hit most of our goals by the end of the year.

J-4 RECEIVE UPDATE on November Board Meeting items and location.

Cathy Maupin announced that the November Board Meeting will be held on November 14th at 111 Minna Gallery. Agenda items are expected to include review and approval of the Community Benefit Fund grants, presentation on the Folsom-Howard Streetscape Project, review of the first quarter financials, and updates from all committees.

K. ANNOUNCEMENTS

There were no announcements.

L. GENERAL PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There were no general public comments.

M. ADJOURN

Candace Sue adjourned the meeting at 6:00pm.