

**Meeting Minutes**  
**Yerba Buena Community Benefit District**  
**Board Meeting**  
**Tuesday, November 14, 2017**  
**4:00pm – 6:00pm**

**111 Minna Gallery**  
**111 Minna Street**



Attending: Patricia Aleman, Laurel Arvanitidis, Catherine Bartels, Michelle Delaney, Kristin Gonsar, James Gordon, Peter Hartman, Joe Hayes (Alternate for Kerry King), Lisa Kirvin, Lawrence Li, John Noguchi, Richard Rendon, Gail Ringer, Wilfred Selvaraj, Candace Sue, Christopher Sullivan, Brennan Zerbe

Absent: John Elberling, Helen Han, Jon Kimball, Frank Miskus, Misty Rasche, Scott Rowitz, Dan Soine

Staff: Richard Ciccarone, Cathy Maupin, Neal Patel

Public: Peter Bartelme, Nicole Brennan, Andrew Bryant, Bradley Dunn, Juan Burgos-Gil, Judith Propp, Paul Stanis

**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**

Candace Sue welcomed new board member James Gordon from the St. Regis. He will be taking Lance Burwell's seat. He is new to San Francisco, will be taking Lance Burwell's seat, and stated that he looks to working with everyone.

**C. APPROVAL OF MINUTES**

The motion to approve the September Meeting Minutes was approved unanimously. MSC: Noguchi/Li

**D. PRESENTATION – SFMTA HOWARD-FOLSOM STREETScape IMPROVEMENTS PROJECT**

Candace Sue introduced Paul Stanis and Bradley Dunn from SFMTA to speak on the Folsom-Howard Streetscape Project.

Paul Stanis reported that the project was forged from the Central SoMa plan that encompasses the area between Market and Brannan, and 2<sup>nd</sup> to 6<sup>th</sup> streets. The Folsom-Howard Streetscape Project is focused between 2<sup>nd</sup> and 11<sup>th</sup> streets.

Congestion is a major problem in the South of Market area and this project is designed to improve safety along these corridors and alleviate traffic congestion. This project seeks to improve biking, pedestrian, and automobile experiences in the area. The project will include

sidewalk widening, upgraded bike lanes, upgraded transit utilities, mid-block crossings, and beautification.

They have held several open houses/community meetings to engage community feedback, sent out more than 1,000 direct mailers, and have met with hundreds of constituents through direct outreach and presentations to various community groups.

**E. CHAIR/EXECUTIVE COMMITTEE REPORT**

E-1 REPORT on conflicts of interest.

Board members Lawrence Li and Joe Hayes reported a conflict of interest on agenda item G-1.

E-2 REPORT on actions taken by the Executive Committee.

Candace Sue reported that the Executive Committee has taken several actions since the last board meeting including approving changes to the employee vacation benefits, mini-grant awards, and a contract with Big Belly Solar, Inc.

E-3 DISCUSS/APPROVE a change in employee benefits, specifically increasing the vacation time of employees with 5+ years of service to 4 weeks annually, up from 3 weeks currently.

Candace Sue reported that the Executive and Finance committees recommend a change to the employee vacation policy – increasing vacation time to 4 weeks after 5 or more years of service in order to remain competitive with other organizations. The current limit for 5 or more years of service is 3 weeks of vacation. Current policy limits accrual of vacation time to 160 hours.

In response to a board member question, the cap on sick leave is 12 days. Current accrual rate is 1 day/month.

The motion to approve 4 weeks of vacation annual for employees with 5 or more years of service was approved unanimously. MSC: Bartels/Zerbe

E-4 RECEIVE UPDATE on new neighborhood awards, categories, and potential awardees.

Candace Sue announced the creation of neighborhood Community Excellence Awards for those individuals and organizations that help to create a better Yerba Buena neighborhood. The plan is to honor the recipients at the annual board meeting each year.

Committees have been discussing recipients and the final slate of honorees will be presented for Executive Committee approval at their December meeting.

E-5 RECEIVE UPDATE on The Yerba Buena Gardens Conservancy.

Cathy Maupin provided an update on The Yerba Buena Gardens Conservancy. She reported that the loan agreement has been signed; lease negotiations with the City

continue; and transfer of the assets is expected to be delayed until the 1<sup>st</sup> or 2<sup>nd</sup> quarter of 2018. She announced that the organization is beginning the search for an Executive Director and shared the position announcement.

#### **F. FINANCE COMMITTEE REPORT**

F-1 REVIEW/DISCUSS the first quarter financials.

John Noguchi reviewed the first quarter financials for FY18 including the total amount of assessments still due, carryover from previous years, and the successful fundraising efforts from the past fiscal year.

#### **G. COMMUNITY BENEFIT FUND COMMITTEE REPORT**

G-1 REVIEW/DISCUSS/APPROVE funding recommendations for full grants.

Board members Lawrence Li and Joe Hayes recused themselves from this discussion due to a conflict of interest.

Kristin Gonsar presented grant funding recommendations from the Community Benefit Fund and Executive committees. Seven (7) proposals were received and 5 were recommended for funding including the California Historical Society, The Contemporary Jewish Museum, The MLK Foundation, SPUR, and SFMOMA. A total of \$67,500 was recommended for these organizations.

The motion to approve full grant funding as presented was passed. MSC:  
Noguchi/Hartman

G-2 RECEIVE UPDATE on approved event sponsorship and mini-grant requests.

Kristin Gonsar gave an update on the approved mini-grant requests and event sponsorships.

#### **H. SERVICES COMMITTEE REPORT**

H-1 REVIEW/DISCUSS the first quarter service statistics and trend analysis.

Brennan Zerbe reviewed the first quarter service statistics including an upward trend in quality of life incidents, sleeper/campers, needle removal, and aggressive panhandling. He specifically pointed out the significant increase in the number of discarded syringes.

There was a request to have the Community Guides focus on 2<sup>nd</sup> Street earlier in the day to address sleeper/campers.

#### **I. MARKETING COMMITTEE REPORT**

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

Michelle Delaney reported a very successful Yerba Buena Night! The event included more than 27 different performance groups and performers and a donated SFMTA

MUNI bus that served as an additional performance area. The event also collected donations for the victims of the North Bay fires.

- I-2 REVIEW/DISCUSS the Marketing Committee Report.

Michelle Delaney reviewed the Marketing Committee Report, specifically referencing the mailing of a news bulletin to all property owners that informed them of the assessment rate increase.

## **J. STREETS & PUBLIC SPACE COMMITTEE**

- J-1 RECEIVE UPDATE on the latest public art installation, *Love Over Rules*.

Lisa Kirvin reported that the latest public art installation was unveiled on November 9<sup>th</sup>. It's located on the back side of 165 Jessie and is visible from Mission and Annie Streets. The art work will be lit from 12:00pm – 10:00pm.

- J-2 RECEIVE UPDATE on installation of Bigbelly waste receptacles.

Lisa Kirvin reported that the contract with Big Belly Solar, Inc. has been signed and the receptacles are expected to be installed in mid-to-late December. Staff will plan an unveiling event that will include Supervisor Jane Kim. Information will be sent to board members as soon as more specifics are known.

- J-3 RECEIVE UPDATE on a project to improve Annie North.

Lisa Kirvin announced verbal commitments of \$300,000 for improvements to the public plaza at Annie and Market streets. We're currently in process of drafting a funding agreement for all parties to sign. Once that step is completed and work begins, the project is expected to take about 8 weeks.

- J-4 RECEIVE UPDATE on developing a new Yerba Buena Street Life Plan.

Lisa Kirvin reported that 8 firms responded to the Request for Proposal to develop a new Yerba Buena Street Life Plan. A sub-committee has interviewed the top firms and plans to make a recommendation to the Executive Committee in early December for approval. Once done, contract negotiations will begin. We plan to present the contract for approval to the full board in January.

## **K. EXECUTIVE DIRECTOR REPORT**

- K-1 RECEIVE UPDATE on neighborhood and YBCBD news.

Cathy Maupin shared information on several holiday events in the neighborhood and reminded the board of the holiday office hours for the administrative office.

- K-2 RECEIVE UPDATE on the 2017 Implementation Timeline.

Cathy Maupin reported that we're on track to achieve the goals stated in the 2017 Implementation Timeline.

K-3 RECEIVE UPDATE on January Board Meeting items and location.

The next board meeting is scheduled for January 9, 2018 at a location to be determined. She shared a list of expected agenda items and requested input from the board on a presentation. The board recommended a presentation or panel discussion on the opioid epidemic and the spike in discarded syringes.

**L. ANNOUNCEMENTS**

Michelle Delaney announced that their annual Thanksgiving event for the homeless – Gobble, Gobble, Give – will take place at 111 Minna on Thanksgiving day starting at 10:00am.

**M. GENERAL PUBLIC COMMENT ON ITEMS NOT ON AGENDA**

A member of the public came to ask what they can do to alleviate the homelessness issue in the district noting that the response times for the community guides are not very quick.

**N. ADJOURN**

Candace Sue thanked Michelle Delaney and 111 Minna for hosting and adjourned the meeting at 6:00pm.