

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

**BOARD OF DIRECTORS REGULAR MEETING MINUTES  
MAY 8, 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)  
Ray Bair (RB) *by phone*  
Stephen Cornell (SC) *by phone*  
Gilbert Hoh (GH) *by phone*  
Jake Levinson (JL) *by phone*  
Michael Petricca (MP)  
Annie Yang-Jamil (AYJ)  
George Yu (GY)

Staff: Iana Dikidjieva (ID), COO/District Coordinator, DPCBD; Jon Gordon (JG), Operations Manager, DPCBD/LPCBD

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

A quorum was established and the meeting was called to order at 12:02 PM. SM-F reviewed public comment guidelines.

**II. Review and approval of minutes from March meeting**

Minutes from the March 13, 2019 meeting were reviewed and approved. (MP moved, JR seconded)

**III. Financial Report**

CB provided an update on DPCBD finances:

- Draft budget will be circulated soon
- A short form 990 was filed with IRS before May 15 deadline; there will be a second filing in Oct to reflect the change in fiscal year to end 6/30 rather than 12/31.
- We have received the 2<sup>nd</sup> assessment payment for City FY18-19. We are short by approx. \$18k from the management plan budget (approx. \$583k rather than \$601k) due to nonpayment. SM-F noted that appx 35 owners have not paid, including 7

who have never paid; this may reflect ownership changes. We are also working with the Assessor's office to ensure that two properties that were incorrectly listed in the Assessor's data are corrected.

#### IV. Operations Report

##### 1. Clean Team

- **Stats:** Monthly and cumulative stats are published on the website at [www.discoverpolk.org/clean-team](http://www.discoverpolk.org/clean-team).
- **Staffing:** Operations team have intensified efforts to hire at least one more ambassador shared between LPCBD and DPCBD to get us to capacity.
- **Dog waste stations:** 4 of 10 have been installed, at Helen Wills Playground, Washington St, Pacific St, and Polk St in front of Wags. Community members can sponsor a station and get their dog's photo on it. See <https://discoverpolk.org/our-work/dog-stations/>.
- **Pressure washing:** We received quotes from two contractors for a "deep clean" of the whole neighborhood, which came in much higher than expected (\$60k). The team is calculating the costs of doing full-scale in-house pressure washing.
- **Homeless services:** We are advocating for DPH to bring mobile health services to Discover Polk. We continue to provide one-on-one outreach and extra cleaning where needed.

##### 2. Activations and streetscaping

- **Lights:** Researching string lights eg along Clay-Washington, Washington-Jackson.
- **Trees:** The City is far behind on its schedule to replace and plant new trees. Operations team is liaising with DPW on issue-areas, including current empty tree pits. Additionally, team is working on improving greenscaping esp along Broadway (trees & green space near park; improving maintenance of median)
- **Farm market:** Still looking for possible location. MP noted that market planning should be respectful of & include existing businesses so that vendors do not take away their business.
- **Arts and neighborhood identity:** Board members suggested connecting with Studio Gallery for "Polk St" t-shirt (used several years ago), finding artists' map of Polk St. Additional suggestion of contacting Zio Zigler (local artist) for possible mural work. We are also researching artistic banners to provide sense of place.

V. **General Public Comment:** No members of the public requested to speak.

VI. **Adjournment:** The meeting was adjourned at 12:58 pm (JR moved; TY seconded)

Respectfully submitted,  
Judith Roddy, Secretary