



DISCOVER POLK COMMUNITY BENEFIT DISTRICT (DPCBD)

BOARD OF DIRECTORS SPECIAL MEETING MINUTES

JUNE 19, 2019 6:00 PM

Lower Polk CBD offices, 1170 Sutter Street, San Francisco, CA 94109

Dial-in: (844) 875-7777 | access code: 331004#

Members of the Board of Directors in Attendance:

Officers:

Suzanne Markel-Fox, President and CEO (SM-F) – by phone

Christopher Bluse, Chief Financial Officer (CB)

Judith Roddy, Secretary (JR)

Members (Alphabetically by surname):

Michael Anthony (MA) – by phone

Ray Bair (RB) – by phone

Gilbert Hoh (GH) – by phone

Jake Levinson (JL) – by phone

Michael Petricca (MP)

Annie Yang (AY) – by phone

George Yu (GY)

Staff in Attendance: Christian Martin (CM), Executive Director, Lower Polk CBD – by phone; Iana Dikidjieva (ID), COO/District Coordinator, DPCBD; Jonathan Gordon (JG), Operations Manager, Lower Polk / Discover Polk

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

A quorum was established and the meeting was called to order by CB at 6:02 PM.

CB reviewed public comment guidelines.

George Yu noted that he would be stepping down from the DPCBD Board of Directors after this meeting, due to family relocation.

I **[Action item] Decision on special assessments for FY2019-2020**

Background: The FY 2019-20 assessment rolls are due to the City by June 28. In accordance with applicable State and municipal regulations, the DPCBD board may vote to increase the special assessment by the lesser of 5% (from the [management plan](#)) or the CPI. If using the CPI, DPCBD must decide whether to use the Feb-Feb figure or the April-April figure for this and all future years.

- Feb-Feb 12-month CPI – +3.5% current year; assessment approx. \$622,848.78
- April-April 12-month CPI – +4% current year; assessment approx. \$625,857.71
- Maintain current – yields total assessment approx. \$601,786.26

ID provided background information (above), noting that the increase to the average homeowner in DPCBD's area, using either Feb or April CPI, would be approximately \$10-\$20 per year.

Discussion

Board members discussed the agenda item. Points raised included that using the April CPI increase to will enable DPCBD to continue its momentum and scale up operations while keeping up with expected increases in labor costs and contracting costs; and that messaging and visibility around DPCBD's services and impact should continue to be strengthened by the time the increase is reflected in the tax bills (November) so that constituents are better aware.

Public comment: CB asked for public comment. No members of the public requested to speak.

Motion to use the April-April CPI increase - 4% for the current year: MP moved; CB seconded. Ayes: JR, AY, GH, SMF, JL, MA, CB, MP.

The motion was adopted to use the April-April CPI increase, and to submit DPCBD's FY 2019-20 assessment rolls to OEWD with the increase of 4% indicated by the April 2018 to April 2019 CPI.

II. Adjournment

The Board unanimously approved adjourning at 6:41 PM. (CB moved / MP seconded)

Respectfully submitted,

Judith Roddy, Secretary