



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

**BOARD OF DIRECTORS REGULAR MEETING MINUTES
DECEMBER 11, 2019 12:00 PM**

Academy of Art University, 1849 Washington Street (Room 200), San Francisco, CA 94109
Dial-in (712) 770.4856 access code: 595589#

Board of Directors (Board) Members in Attendance

Officers:

Suzanne Markel-Fox, President and CEO (SM-F)
Tiffany Yang, Vice President (TY) (By phone)
Christopher Bluse, Chief Financial Officer (CB) (By phone)
Judith Roddy, Secretary (JR)

At Large (Alphabetically by Surname):

Stephen Cornell (SC)
Michael Petricca (MP)

Others in Attendance

Streetplus: Steve Hillard and Brian Berry
Office of Economic and Workforce Development, City and County of San Francisco:
Chris Corgas
General Public: Melody Hsu, Victor Olivieri

I. Call to order and review of public comment guidelines

Members of the public may address the Board for up to two minutes with respect to each item on the agenda, and may speak for up to two minutes regarding items not on the agenda during General Public Comment.

Members of the Board are not permitted to discuss items not on the agenda. Therefore, during General Public Comment there will be no Board discussion, however the Secretary will take notes on comments.

A quorum was established and the meeting was called to order by SM-F at 12:05 PM. SM-F reviewed public comment guidelines.

II. Review and approval of minutes from November meetings [Board action]

The minutes from the November 13, 2019 Regular meeting were reviewed. A motion was made and approved unanimously to approve the minutes of the November 13, 2019 Regular meeting. (MP moved, JR seconded)

III. Financial Report from Chief Financial Officer [Information]

CB reported as of last month, finances are in great shape and expenses are running approximately 11% under budget. Current cash on hand is approximately \$207,000. A credit of \$30,000 is expected from Lower Polk CBD before December 20, 2019. Assessment revenue of approximately \$350,000 to \$365,000 is expected in January. A revised budget is in process.

- a. Termination of contract with Lower Polk CBD
- b. Contract with Streetplus for Environmental Enhancements

CB reported that items a. and b. have been completed. The termination of the contract with Lower Polk CBD was effective November 30, 2019. The contract with Streetplus became effective December 1, 2019. Steve Hillard (President) and Brian Berry (Vice President of Operations) reported regarding Streetplus' current status, logistics and expectations for the DPCBD.

IV. Operations Report [Information]

- a. Recruitment of Executive Director
SM-F provided an update and that the three current candidates all of whom are very familiar with the DPCBD neighborhood. The next step is to set up interviews. SM-F, TY, CB, JR and SC expressed interest in participating in the interview process.
- b. Real Estate search for office space, garage, storage and staff
Board member and commercial real estate agent Jake Levinson and his business partner are assisting with the search.

V. Retail vacancies: Meeting with SF Civil Grand Jury [Information]

SM-F reported that the San Francisco Civil Grand Jury is focusing on retail vacancies, specifically in the area between California and Broadway. A report is expected by June 30, 2020.

VI. Preparation for Annual Meeting, to be held on 12 February 2020 [Board action]

SM-F reported the Annual Meeting will take place on February 12, 2020. Materials will be prepared for constituents, and the meeting will be noticed 30 days in advance. The Annual Meeting time has not yet been established. A motion was made and approved unanimously for the Annual Meeting to take place on February 12, 2020. (SC moved, MP seconded) MP offered the use of St. Brigid Church. A motion was made and approved unanimously for the Annual Meeting to take place at St. Brigid Church (SC moved, MP seconded)

VII. General Public Comment

Comments included a question about the location of last year's Annual Meeting. SM-F explained a meeting did not take place last year because the DPCBD did not begin providing services until 2019. Chris Corgas confirmed there was no need for an Annual Meeting last year per State law.

VIII. Adjournment

A motion was unanimously approved to adjourn the meeting at 12:31 PM. (MP moved, JR seconded)