

## BOARD OF DIRECTORS' MEETING

Monday June 19, 5pm | TLCBD office, 512 Ellis Street

# DRAFT

Minutes subject to change, and not official until approved by the Board.

	ATTENDING	NOT ATTENDING
<b>BOARD OF DIRECTORS</b>		
Julie Burdick, Shorenstein Properties LLC-President	<b>X</b>	
Dan Williams, Piano Fight-Vice President	<b>X</b>	
Ross Stackhouse, Tidewater Capitol-Treasurer	<b>X</b>	
David Seward, UC Hastings College of Law-Secretary	<b>X</b>	
Mike Anderer, Demarlliac Academy		<b>X</b>
Terrance Alan, Property Owner	<b>X</b>	
Rosamarie Cavalho, Resident		<b>X</b>
Pedro Torres, Center for Open Recovery	<b>X</b>	
Thanh Nguyen, Resident		<b>X</b>
Tomas Riley, CounterPulse	<b>X</b>	
Paula Fleisher, UCSF	<b>X</b>	
Peter Stevens, Resident	<b>X</b>	
Pratibha Tekkey, Central City S.R.O. Collaborative	<b>X</b>	
James Neal, Property Owner	<b>X</b>	
Frank Manchen, Property Owner	<b>X</b>	
<b>STAFF</b>		
Steve Gibson, TLCBD Interim Executive Director	<b>X</b>	
Katie Gibson, TLCBD Staff	<b>X</b>	
Kent Smith, TLCBD Staff	<b>X</b>	
Kate Robinson, TLCBD Staff Safe Passage	<b>X</b>	
Fernando Pujals, TLCBD Staff		<b>X</b>
Greg Moore, TLCBD Safe Passage Senior	<b>X</b>	
Lorraine Lewis, TLCBD Staff	<b>X</b>	
Phoeut Tak, TLCBD Staff		<b>X</b>
<b>GUESTS</b>		

## Meeting of the Tenderloin CBC Board of Directors

**Monday June 19, 2017 | 5 pm**

**TLCBD Office 512 Ellis, San Francisco, CA**

### Agenda

*\* Members of the public will be permitted to comment based on a first come, first served basis. Public comment will be taken after board/committee member discussion of item and before board/committee vote on item. Members of the public must follow time limits set by the Board President when making their comments and will be asked to stop their comments once they have reached their allotted time.*

#### **A. Public Comment on non-agenda item**

#### **B. Welcome & Introductions**

**C. Approval of Minutes of May CBC Board Meeting...**Board will decide whether to approve the minutes **Action Item**

#### **D. Financial**

**1. Financials: P&L/B Sheet/Cash Flow Review...**Board will review the current financials

**2. 3rd Draft '17/'18 fiscal year budget...**Staff will present 3rd draft budget for review and approval **Action Item**

**3. Urban Place Contract Amendment...**Board will review proposed amendment and decided whether to approve. **Action Item**

**E. Board Elections...**Board will review board applications and process to approve individuals for open seats. **Action Item**

**F. August Board Meeting...**Board will decide whether there are no Board or Executive Committee meetings in August. **Action Item**

#### **G. Committee Reports**

##### **1. Community Engagement & Communications Committee (CEC) Update**

- a. Tenderloin Talk, Property Owner newsletter
- b. Tenderloin Talks Live review
- c. Other communication update

##### **2. Safe Passage Committee**

**Update**

##### **3. PROW Committee**

**Update**

- a. Hyde Turk Park Update
- b. Wellness Trail Update
- c. Taylor Street Project

#### **H. New Business**

**Next TLCBC Board Meeting will be July 17, at Office 512 Ellis St.**

**I. CALL TO ORDER**

D. Williams convened the meeting at 5:08 pm.

**II. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

**III. WELCOME & INTRODUCTIONS**

Since there were no new attendees, introductions were skipped.

**IV. APPROVAL OF MAY MINUTES**

D. Williams asked if there were any comments/questions. L. Lewis indicated one correction – to mark S. Gibson as present.

MOTION: To approve minutes for May 15 meeting.

Moved by: J. Burdick

Seconded by: R. Stackhouse

Abstained: D. Williams, T. Alan, D. Seward and P. Fleischer

Passed: YES. With following change\*

*\* S. Gibson marked as both in attendance and not in attendance; this will be changed to “attending.”*

**V. FINANCIALS**

1. **P&L/B Sheet/Cash Flow Review:** R. Stackhouse explained the P&L. For revenue, an OEWD grant is expected to be closed out by fiscal year. S. Gibson indicated that a lot of billing has taken place and should be reflected soon. R. Stackhouse explained expenses and a small pick up on the cleaning contract due to a gap between contractors; there is currently a variance of \$33,000. S. Gibson indicated that a \$28,000 Block By Block bill for May will be reflected. R. Stackhouse commented on maintenance costs for camera lenses; going forward, this expense will be absorbed as part of the cleaning contractor expense. For net operating income, there is a \$10,000 lag mostly attributable to leadership grants. Everything else is mostly attributable to staff; we are \$40,000 ahead due to fundraising which covers staff expense.

R. Stackhouse indicated that both the P&L and Balance Sheet look good; for the Balance Sheet, there is a significant negative drop in accounts receivable due to collecting some missing tax revenue.

He continued with Cash Flow - we are comfortable, this reflects the updated budget, and there is no new grant income. S. Gibson indicated that amounts for two grants – OEWD Leadership and

OEWD Safe Passage – will be higher than projected, which should put us well above the two-month operation reserve projection. D. Williams added that the worst month projected is November, and overhead/ general operating expenses are approximately 50% of that. Discussion followed on recourse for collecting as a CBD; this process is driven by the city.

- 2. Budget:** there was discussion on the comparison of the budget against the management plan. Regarding the budget, R. Stackhouse explained that the Larkin Street Association grant has approximately \$80,000 of cost. This is an approved grant with a new category, and helps offset a contingency.

R. Stackhouse explained there are two months of Executive Director salary to overlap with Urban Place for onboarding, and there is approximately \$24,000 to cover special projects for PROW. This aligns with the Urban Place Consulting contract amendment/pare back in scope and expense as discussed/agreed by the Executive Committee; this is offset by TLCBD staff expense. Larkin Street Lighting reflects an amount of \$80,000 for special projects, plus 7% assessment income as a contingency.

Regarding the Management Plan worksheet, he continued: this is stripped of all grant income except for 5%; dedicated costs are just under \$900,000 for PROW, \$140,000 for admin costs, and an additional \$60,000 for DIZZY (CEC) expense. This correlates to the management plan.

- 3. Urban Place Contract Amendment:** R. Stackhouse commented that the budget accounts for reducing Urban Place Consulting expenses by 25%, starting July 1, 2017 through June 30, 2018. This covers expense for S. Gibson and scales back expenses for other Urban Place Consulting staff. Discussion followed on next year's budget and contingency, grant funding obligation after deducting stand-alone, one-time expenses, and assessment income. S. Gibson added that after June 30, 2018, there is the possibility to negotiate a separate, future contract renewal if there is a need.

S. Gibson indicated that the Executive Director search should begin in January 2017 in order to bring someone on by May (for a two-month overlap). J. Burdick asked that a timeline be developed for discussion by the Executive Committee.

MOTION: To approve the contract extension.  
Moved by: R. Stackhouse  
Seconded by: F. Manchen  
Abstained: D. Williams, T. Alan, D. Seward and P. Fleischer  
Public comment: None  
Passed: YES.

MOTION: To approve the 3<sup>rd</sup> Draft TLCBD FY 17/18 Budget.  
Moved by: R. Stackhouse  
Seconded by: D. Seward  
Abstained: D. Williams, T. Alan, D. Seward and P. Fleischer  
Public comment: None  
Passed: YES.

## VI. BOARD ELECTIONS

S. Gibson commented on board elections. A discussion followed regarding the number of openings. There are 13 applications with 8 open seats: 4 Property Owner seats, 2 Resident seats, and 2 Business Owner seats - 1 is an at-large seat.

MOTION: To establish an Ad Hoc Board Interview Committee.  
Moved by: T. Alan  
Seconded by: J. Burdick  
Abstained: D. Williams, T. Alan, D. Seward and P. Fleischer  
Public comment: None  
Passed: YES.

The next step is to establish a committee and conduct interviews prior to the July Board meeting. J. Burdick and D. Williams expressed interest in joining the committee. J. Burdick suggested considering an edit to the by-laws in the future for minimum threshold.

S. Gibson indicated an action item for Board Elections - to follow procedure, and complete interviews prior to the next board meeting. D. Williams suggested a 2-week timeframe - by July 10 - in preparation for the July 17 meeting. K. Gibson will distribute a survey/doodle. Everyone will receive an application packet prior to the interviews. J. Burdick indicated the vote will occur at the start of the Board meeting, followed by introductions. D. Williams requested a 1 sheet on TLCBD history as outlined on the site. K. Gibson will create this.

## VII. AUGUST BOARD MEETING

There was discussion on skipping the August Board meeting. P. Torres requested we use that time for onboarding new board members.

MOTION: To cancel the August Board meeting.  
 Moved by: D. William  
 Seconded by: J. Burdick  
 Abstained: D. Williams, T. Alan, D. Seward and P. Fleischer  
 Public comment: None  
 Passed: YES.

## VIII. COMMITTEE REPORTS

**1. Tenderloin Talks** – J. Burdick commented on the 1<sup>st</sup> Tenderloin Talks LIVE in June. The feedback was positive – with close to 40 attendees, and good engagement from the community. L. Lewis to distribute the presentation from that meeting to the Board.

The next meeting will be in September (date TBD) and will include additional language translations. There was a suggestion to do more outreach, and invite more property owners.

**2. Safe Passage** – K. Robinson indicated that approval was just received for 2019-2020 at a significant increase, for just over \$240,000 for two years. The funder is Safe Routes For School, through Public Health. She continued that they are in partnership with Microsoft on their Explorer program focused on building a database platform, with the goal being to expand services company-wide, beyond Safe Passage. She indicated that they completed the 2<sup>nd</sup> youth survey, which included administration, analysis and a presentation by a Corner Captain; this will be highlighted in Tenderloin Talk.

Everyone is invited to the next evaluation meeting - July 20, 5:30pm at the 512 Ellis Street office. She commented that two more staff members have been hired – a part Lead for the Turk-Hyde project, and a Training Coordinator.

She indicated that a Karaoke Fundraiser will be held in October at Pandora, with more details to follow.

### 3. PROW

- a. Hyde-Turk - K. Robinson commented on 2 successful weeks at the park, with a focus on assessments when not at the park. We are there 3 days a week from 1-3pm with a tent, table, and Corner Captains. J. Burdick asked if there was feedback

- from the community at Tenderloin Talks on what people want for park events and uses - this will be compiled/shared soon.
- b. Taylor Street – K. Robinson indicated that a public life study was just completed with 12 hours of assessment on Taylor - from Sutter to Market Street - observing each block, and focusing on pedestrian usage. We will have our first Open House on June 28, 5pm, with MTA.
  - c. Clean Team – J. Burdick indicated they are doing a great job in some areas and in being responsive. S. Gibson indicated the Clean Team Hotline is in effect and being actively used. J. Burdick commented on discussion at Tenderloin Talks on whether we call 311 or the Hotline. K. Robinson indicated it is important to do both – call the Hotline and call 311 (or use the app, SF311) - to maintain city tracking and resources. It was also suggested that the Clean Team do the same.

A map/route for the clean team should be distributed/posted so people know when and where the team is cleaning. J, Burdick asked for stats/reports to be brought to the July Board meeting.

**IX. NEW BUSINESS**

There was no new business.

**X. ADJOURN**

There being no further business of the Board of Directors, the meeting was adjourned at 6:50 pm.

**Next TLCBC Board Meeting will be  
July 17 , 5pm | TLCBD office, 512 Ellis Street**