Meeting of the Tenderloin CBC Board of Directors  
Monday June 18, 5:00 pm  
TLCBD Office 512 Ellis, San Francisco, CA  
FINAL/APPROVED 7.16

<table>
<thead>
<tr>
<th>BOARD OF DIRECTORS</th>
<th>ATTENDING</th>
<th>NOT ATTENDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Williams, Business Owner Representative, Piano Fight - President</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Julie Burdick, Property Owner Representative, Shorenstein Properties LLC – Secretary</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ross Stackhouse, Property Owner Representative, Tidewater Capitol - Treasurer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>David Seward, At-Large Representative, UC Hastings College of Law</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Toby Shorts, Property Owner Representative, Curry Senior Center</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Curtis Bradford, Resident Representative</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Lowell Caulder, Business Owner Representative, Studio Dental</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pedro Torres, Resident Representative</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Christian Agulles - Business Owner Representative, PAE Consulting Engineers</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paula Fleisher, At-Large Representative, UCSF</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Peter Stevens, Resident Representative</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pratibha Tekkey, Property Owner Representative, Tenderloin Housing Clinic – Vice Chair</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>James Neal, Property Owner Representative</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Frank Manchen, Property Owner Representative, Hilton Hotel</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Satish Patel, Property Owner Representative, BMS Hotels</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>STAFF</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Simon Bertrang, Executive Director</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Steve Gibson, TLCBD Outgoing Executive Director</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Kate Robinson, TLCBD Staff</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Fernando Pujals, TLCBD Staff</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Greg Moore, TLCBD Staff</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Lorraine Lewis, TLCBD Staff</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>GUESTS</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Eric Rodenbeck</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sonja Schappert</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Charles Deffarges</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
The meeting was called to order at 5:12pm.

A. PUBLIC COMMENT ON NON-AGENDA ITEM

Guest introductions were made. S. Schappert is applying for Board membership, on leave 7/4 – 8/5 and unable to attend July’s elections, but available by phone/text. She gave an overview of her background and was asked to create a brief video or printed summary in absentia for the July meeting. She has been a long-time partner with Safe Passage and worked in the Tenderloin for 5 years serving the community. She is the Education Manager with the Salvation Army Croc Center, has a long history working in non-profits, and is currently working on a non-profit master’s degree at USF.

E. Rodenbeck is a Tenderloin resident and property owner, applying for Board membership. He is on the Community Arts Stabilization Trust Board, and an advocate for clean and safe streets. He distributed a one-pager outlining support that he said was for the location of the next pit stop at the 400 block of O’Farrell. He referred to a data map TLCBD is currently using to analyze the best location; this map shows priority areas in need of cleaning overlaid with existing pit stop locations. He feels that this map reflects clean up requests rather than need and asked for the Board to strongly consider changing the proposed location to O’Farrell.

S. Bertrang explained the decision process - to use the data map to identify priority locations that are both in need of cleaning and missing coverage with respect to pit stops. The PROW Committee reviewed these locations on the map and determined the area of the Tenderloin most in need is the N-W quadrant - probably on Ellis St or Eddy St. This topic was deferred to later in the agenda under “New Business.”

C. Deffarges is applying for Board membership. He is a community organizer with the SF Bicycle Coalition, has worked with many stakeholders in the Tenderloin for safer streets and traffic safety, and has participated with TLCBD’s Safe Passage. He will attend the July meeting elections and expressed his strong interest in joining the Board.

B. WELCOME & INTRODUCTIONS

C. ADMINISTRATION/OPERATION ITEMS

a. Board to review/approve May CBC Board meeting minutes.

MOTION: To approve May minutes.
Moved by: C. Bradford
Seconded by: P. Tekkey
Abstained: D. Williams, F. Manchen, and S. Patel
Passed: Yes
b. Financial/Cash flow Update
R. Stackhouse explained the financials. Expenses are closely in line with budget and approximately $100,000 under. Revenue shows two significant variances, due to a lag in a Larkin Street grant, and an Operation Leadership grant which will be collected next fiscal year. In total, we are approximately $50,000 under budget in income both for the period and fiscal year. We are trending to end the year close to $130,000 under in income, which is in line with budget for the year.

For the Balance Sheet, he indicated we received an influx of cash this month. The cash projection reflects the new budget. Based on actual contractual grant revenue, there is a cash shortfall of $50,000 next Nov 2019. We have contractual ability to float expenses for 2 months, per the management plan, so the organization is contractually solvent though end of next year.

c. 2nd Draft FY 2018/19 Budget
R. Stackhouse explained that staff revised the proposed FY 18/19 budget after the last Board meeting to cut any discretionary spending. The net result was a $137,500 savings from the previous draft budget. There is a $292,156 deficit prior to applying reserves of $258,459, which leaves a deficit of $33,697. This budget underscores the need for an early renewal and additional sources of revenue/fundraising.

S. Gibson indicated the need to keep track of trends, funds raised and opportunities to cut back services if necessary. Fundraising recommendations from the Executive Committee are encouraged. UC Hastings has offered resources to assist with grant writing. Safe Passage has a consultant to assist with grant opportunities for Safe Passage. There are opportunities with other stakeholders and the philanthropic world. We have one funded micro neighborhood, and are working on the other 5. When all 6 are funded, that covers the hard costs and allows us to reinvest back.

D. Williams requested we include context on the November/December shortfall. R. Stackhouse reinforced the need for the budget to be broken out line by line. He outlined key fundraising objectives: 1) $50,000 to cover the immediate shortfall in the proposed budget; 2) $70,000 to restore the assessment revenue contingency to offset against unplanned expenses; and 3) $150,000 to put back into the budget to deliver additional services.

MOTION: To approve the 2nd Budget for fiscal 2018/19.
Moved by: R. Stackhouse
Seconded by: T. Shorts
Abstained: No
Passed: Yes
d. **Draft Employee Handbook**
S. Bertrang explained key benefits highlighted at the Executive Committee meeting, with the goal being to offer a competitive benefits package while aligning with the organization’s fiscal needs. A revision was made to PTO, capping the accrual carryover at 4 weeks (160 hours), to be revisited in 1 year. The handbook was based on an existing non-profit organization handbook, and was vetted by an Executive Ad Hoc Committee.

**MOTION:** To approve the Draft Employee Handbook
Moved by: D. Stackhouse
Seconded by: P. Tekkey
Abstained: No
Passed: Yes

e. **TLCBD Clean/Safe 365 Value Statement**
S. Bertrang explained that staff is finalizing a TLCBD value statement for future Board approval regarding the crisis in Tenderloin street/sidewalk conditions. In the interim, staff is asking the Board for authority to go to Clean/Safe with our intent on the concept of clean/safe through 3 defined points:

i. **Clean Safe 365 needs to be about the people on the sidewalks.** We want to ensure that any solution the City and Coalition bring takes into account the needs of the most vulnerable on the street - those on the streets in some capacity, and those residing in buildings.

ii. **Clean Safe 365 needs to address the impact of drug dealing.** Specifically, the Tenderloin appears to experience a large volume of drug dealing which originates from and serves a market based outside the neighborhood, with a disproportionate impact on residents in the neighborhood.

iii. **Clean Safe 365 should also be about Equity.** As we address the problems and develop solutions, we want to ensure that the solutions do not become doing a better job of containing these issues in the Tenderloin.

Additional topics raised included stay away orders, what our actual position of influence on drug dealing is, and safe consumption sites, and it was suggested to bring these topics to the Board retreat. If the Board is comfortable with the proposed 3 points, staff advocates formally joining the coalition to allow us to bring our interests to the table.

**MOTION:** To approve TLCBD joining the Clean Safe 365 coalition with the caveat that the three defined points – people on the sidewalks, the impact of drug dealing and equity - be brought to the table, and that staff wordsmith a final value statement.
Moved by: T. Shorts
Seconded by: S. Patel
Abstained: No
Passed: Yes

f. Invest Tenderloin Update
S. Gibson gave an update on progress towards the $1 million fundraising goal. We have a $20,000 commitment from Board member C. Agulles for micro neighborhood support, and have approached Group i to be a sponsor. S. Bertrang indicated we have an ask to Supervisor Kim to support TLCBD by funding two areas at $100,000 each: 1) the renewal and 2) all 6 micro neighborhoods; he will circulate this to the Board. We are also doing private outreach for $70,000. The strategy is to match private money with city money to fund micro neighborhoods.

S. Schappert indicated there may be alignment for funding with the SF Foundation. Staff will follow up. D. Williams asked for a list of private funders. In addition, introductions to funders are needed from the Board. E. Rodenbeck indicated Community Arts Foundation Community Arts Stabilization Trust is a resource.

g. Renewal Process Update
The focus of the 1st meeting (on 6/5) was to outline processes, analyze boundaries and identify a study area. The Committee agreed to the following study area:
i. UN Plaza (reduction)
ii. O’Farrell/Geary - North to Geary (both sides)
iii. Westward to the east side of Van Ness

The 2nd meeting (on 6/26) will discuss programs and services. Staff is developing a wish list of what is needed for a thorough and energetic cleaning program – including the number of people and costs - and will prioritize programs. The 3rd meeting is 7/11. Each meeting is structured to make decisions. D. Williams requested that the Board be kept apprised on the status at each Board meeting.

D. PROJECT UPDATES
a. Board Elections
S. Gibson indicated we have 11 applicants and 7 open seats, including 3 incumbents. The open seats are: 3 Property Owners, 1 Resident, 1 Business Owner and 2 At-Large. Interviews will be June 25 – July 11. A Doodle to identify interview timeframes will be distributed. Board elections will be July 16 - for new Board members and Executive Committee Officers. For open Board positions, each current member will have 1 vote per open position; votes must be cast in person. The candidate receiving the highest number of votes per category shall be elected.
b. Project/Plan Tracker
Two plans were distributed. One plan includes the transition/close out of responsibilities from S. Gibson to S. Bertrang. The 2nd plan includes the responsibilities defined under the contract amendment. D. Williams requested a calendar with time commitments/parameters so that staff and the Board can manage expectations. S. Gibson indicated he would be in San Francisco 3 days a week effective July 1st. L. Lewis will work with S. Gibson on developing a calendar.

E. COMMITTEE REPORTS
a. Community Engagement & Communications Committee (CEC)
There was no representation for the CEC.

b. Safe Passage Committee
G. Moore indicated that Safe Passage has begun their summer schedule. There are 9 different shifts in coordination with summer programs, including taking kids from sites to the park, plus adding a walk to a seniors line dancing class. A future program includes a senior walk to the Farmers’ Market. From Nov 1 – June 1, Safe Passage Seniors has assisted 73,000 seniors safely across the street.

c. PROW Committee
S. Gibson indicated direction was received on 5 Big Belly trash cans. The proposed locations were identified as good concentration with maximum impact:

1. **NE corner Leavenworth & McCallister** (relocation of existing can elsewhere in the Tenderloin)
2. **NE corner Taylor/Golden Gate**, in front of Popsons (relocation of existing can elsewhere in the Tenderloin)
3. **SW corner Jones/Turk**, in front of Emo’s Place Cafe (relocation of existing can elsewhere in the Tenderloin)
4. **SE corner Larkin/Ellis**, in front of Uptown Market on Larkin side (new bin – no relocation)
5. **NE corner Larkin/Eddy**, in front of PG&E building (relocation of existing can elsewhere in the Tenderloin)

These 5 cans are funded by the city, with an option to buy 15 more cans at the city’s price. Replaced cans will be relocated in the Tenderloin. We are fully stocked with good participation from Public Works, Recology & Block by Block at PROW meetings.

P. Tekkey indicated property owners were cited recently for unclean sidewalks as part of an early morning Public Works program. Feedback suggests that, at least in some cases, the sidewalk condition was not unclean and the citation was unwarranted. We have asked for a list of cited owners so we can request that Public Works waive these fines if the sidewalks were not dirty. We will work with
Public Works so that TLCBD’s cleaning program can deliver on clean sidewalks and avoid unnecessary fines to property owners.

S. Bertrang stressed that pit stop public restrooms in the Tenderloin are a strong priority. As background, he indicated that in May’s PROW Committee meeting staff were instructed to gather more information – including neighborhood-wide data from city and daily operations – to determine the best pit stop location. A heat map was developed to show intense clean-up needs overlaid with existing pitstops and obvious gaps. In June’s PROW meeting, the Committee approved utilization of the map to locate the pit stop in the N-W area of the Tenderloin. E. Rodenbeck asked TLCBD to re-consider O’Farrell for this location. There was feedback that the community support presented as being in favor of the O’Farrell location might be an indicator of a general support for pit stops in the Tenderloin, not for the specific O’Farrell location. In conclusion, staff will continue with the directive from PROW Committee – to work on a data-driven and stakeholder-driven prioritization of locations for a new pit stop. Staff will conduct outreach and assess support for a location in the N-W quadrant and other locations and bring back the findings.

The Board encouraged representation from those in support of the O’Farrell location at the July PROW meeting (7/12) so an informed decision can be made within a reasonable timeframe – the end goal being to find the best location for this pit stop.

F. IMPORTANT DATES
Assessment Renewal Steering Committee Meeting #2
June 26, 3:30 - 4:30 pm, 512 Ellis Street

G. NEW BUSINESS
A mock-up of a safe consumption site will be set up in Glide Memorial Church’s Freedom Hall for one week from 8/27 – 8/31. Staff will organize a tour for the Board and send an invitation.

The meeting was adjourned at 7:10pm.

Next TL CBC Board Meeting: Monday, July 16, 5:00pm
Office - 512 Ellis Street