



CASTRO/UPPER MARKET COMMUNITY BENEFIT DISTRICT

693 14th Street San Francisco CA 94114

www.CastroCBD.org 415-500-1181

Minutes of the Regular Bi-Monthly Board of Directors Meeting on April 09, 2020

Directors Present: Daniel Bergerac, Crispin Hollings, Misha Langley, Vice President Alan Lau, Secretary Jim Laufenberg, Helen McClure, Desmond Morgan, Pat Sahagun, President Justine Shoemaker

Directors Absent and Excused: Angel Davis **Staff Present:** Andrea Aiello

Members of the Public Present and Signed In: None

Meeting Held Via Zoom Due to Coronavirus Shelter In Place Order

1. CALL TO ORDER AND INTRODUCTIONS: The meeting was called to order at 3:04 pm by Board President Justine Shoemaker. A basic quorum was present and maintained throughout the meeting.

Brown Act Notice

Justine summarized California's Brown Act, as its rules apply to the CBD's board meetings. They include provisions that meetings are publicly noticed in advance and are open to the public; for public comment before any vote is taken on each agenda item and following committee reports; and for general public comment, scheduled as Item 4 on the agenda for this meeting, to be called in order but no later than 6:55pm. Guests who interrupt or are otherwise disruptive of the meeting will be given a verbal warning. If a second interruption or disruption by the individual(s) occurs at the meeting, they will be asked to leave. A copy of the meeting agenda was publicly posted timely, in advance, on-line at www.castrocbd.org and at the S.F. Public Library, 100 Larkin Street. A copy of the board package was available for public review at the meeting.

2. General Public Comment A call for general public comment was made. There was none.

3. APPROVE FEBRUARY 13, 2019 CBD BOARD MEETING MINUTES

Discussion and consideration of February 13, 2020 board meeting minutes was made. **Motion DB1, AL2, to approve minutes.** A call for public comment was made. (there was none), **those minutes were approved.**

4. ANNOUNCEMENTS/REPORTS

A. ANNOUNCEMENTS

- 1) Coronavirus Crisis: Board Member & Staff Check-In:** Board members and staff shared experiences in the district given the shelter in place order. Discussed closed stores, drop in business even for those that are open, district is relatively clean though there is an increase in tents being set up.
- 2) EVNA Report:** EVNA will be holding a meeting next week and will be discussing how they can support the neighborhood businesses.

Castro/Upper Market CBD Minutes April 09, 2020

B. EXECUTIVE DIRECTOR'S REPORT

- 1) **Communication/Collaboration:** Andrea has been in close communication with merchants, property owners re: pertinent information related to the CBD and the shelter in place and other helpful information.
- 2) **Castro CBD Consortium Report:** CBD Consortium sent a letter (in board packet) to Director, OEWD re: virus and services being provided, awaiting a response.
- 3) **Live! In the Castro Schedule:** Schedule may have to be pushed back.

C. PRESIDENT'S REPORT

Discussed shelter in place, city's response and looking forward. Thanked Alan Lau for monitoring the district and watering the plants in Jane Warner Plaza.

D. RENEWAL COMMITTEE REPORT

On Monday March 30, 2020 Castro CBD achieved 30.68% yes votes for the petition phase of the renewal. This meets the mandate for support from 30% of the weighted assessments. The schedule moving forward is May 7th GAO committee hearing and July 14th Board of Supervisors hearing.

E. EXECUTIVE COMMITTEE REPORT

- 1) **Motion** from Executive Committee: To Approve fiscal sponsor agreement with OurTown SF for city funds to help fund the OurTown SF Non-Profit Expo 2020. Motion approved. Discussion, from the board to ensure that this is a onetime only agreement for the 2020 Expo. Motion approved.
- 2) **Motion** from Executive Committee: Discussion and Consideration for Approval, Given the Shelter In Place, to cancel and reschedule the Castro CBD's annual spring social and fundraiser. Discussion, motion approved.
- 3) **Motion** from Executive Committee: Discussion and consideration for approval: In an effort to keep the clean team safe, limit the spread of the virus and to also meet the requirements in the Castro CBD's Management Plan, to bring back clean team three days a week, pay full-time, and to include steam cleaning as much as possible. To begin Saturday April 4, 2020. Discussion, **Motion amended AL1, JL2** In an effort to keep the clean team safe, limit the spread of the virus and to also meet the requirements in the Castro CBD's Management Plan, to bring back clean team three days a week, pay full-time, and to include steam cleaning as much as possible. To begin Saturday April 4, 2020. Because the full board meets every other month, the Executive Committee is empowered to monitor the situation with the clean team and make adjustments to the schedule as needed. Discussion, Motion Approved as amended.

F. FINANCE COMMITTEE REPORT

- 1) **Motion from Finance Committee:** To accept Q3 report. Discussion, Motion approved.
- 2) **Review Projections through June 30, 2020:** Discussion
- 3) **Fiscal year 2020-21 and Cash Flow Considerations, Discussion and Consideration for approval to apply for non-profit loan through the Paycheck Protection Program:** Discussion, will monitor this situation and the CBD's cash flow.

G. DISTRICT IDENTITY AND STREETScape IMPROVEMENT REPORT

1) Update on Mural and Sidewalk Planters: Property owner for site of mural has declined. Looking at other sites. Andrea has applied for 12 month extension with the SF Arts Commission.

H. CASTRO CARES REPORT

1) Update: SF AIDS Foundation staff are sheltering in place. Patrol Special is out working and making sure they are visible to the public.

5. ADJOURN: 4:23 p.m. Motion was made by DB1, JL2 to adjourn. Approved. The meeting was adjourned.

Minutes taken and prepared by Andrea Aiello

Date Approved 6/11/2020

DocuSigned by:

James Laufenberg

6/16/2020

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Jim Laufenberg, Secretary