Minutes of the Regular Bi-Monthly Board of Directors Meeting on June 13, 2019

Directors Present: Vice President Alan Lau, Crispin Hollings, Peter Laska, Secretary Jim Laufenberg, Helen McClure, Justine Shoemaker
Directors Absent and Excused: Hubert Ban, , Pat Sahagun , Misha Langley
Staff Present: Andrea Aiello,
Guests and Members of the Public Present and Signed In: John Goldsmith

1. CALL TO ORDER AND INTRODUCTIONS: The meeting was called to order at 6:03 pm by Board Vice President Alan Lau. A basic quorum was present and maintained throughout the meeting.

Brown Act Notice
California's Brown Act, as its rules apply to the CBD’s board meetings was summarized. 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. APPROVE APRIL 11, 2019 CBD BOARD MEETING MINUTES
Discussion and consideration of April board meeting minutes was made. Motion JL1, CH 2nd, to approve minutes. A call for public comment was made. (there was none), those minutes were approved.

3. ANNOUNCEMENTS/REPORTS
A. Executive Director's Report
Andrea Aiello discussed upcoming Pride related activities.

B. President’s Report
Alan announced that Jamal has resigned from the board effective today. In Jamal’s absence Alan will chair the meeting. Board members were asked to consider running for board president and/or consider nominating someone.

C. FINANCE COMMITTEE REPORT
a. Discussion FY 19-20 Budget: Draft summary presented. This budget is just a draft and not ready for a board vote. Discussion.
b. Discussion of 18-month perspective: Andrea has requested that our accountant prepare not just a 12-month budget but also an 18-month perspective. This perspective will give the Finance Committee a solid understanding of how much contingency is predicted to be left at the end of December 2020. This is critical to know as we finalized the FY 19-20 budget.
c. Motion from the Finance Committee: Discussion & Consideration for Approval contract with RINA Accountancy for $8,500 for the preparation of annual financial review and preparation for California and Federal exempt tax returns for year ended June 30, 2019. Motion CH1 discussion. Motion passed.
d. Motion from the Finance Committee to accept the 3rd Quarter Report for FY 2018-19. Motion CH1 discussion, motion passed

Public Comment on this agenda item provided by John Goldsmith

D. SERVICES COMMITTEE REPORT
a. Discussion cleaning services, increasing wages and hours of clean team, discussed need to increase wages and number of hours of clean team. Currently, the team is staffed by 4 permanent FTE including the operations manager. We have 2 FTE that are funded through “banked hours”. The new budget is proposed to include these 2 FTE so we can maintain the current level of service. The proposed budget also includes a wage increase for clean team members. The Exec. Director and Finance Committee worked with city officials and departments to increase our grant funding to allow for a COLA (there had never been an increase/COLA in the grants, and for the CBD to increase wages for the clean team and hours. This effort successfully brought in new funding in the amount of $121,000 a year for the next two years. Discussed Bigbelly. Bigbelly’s in the district are funded through a city grant. The grant ends in May 2020. It was suggested to partner with Recology to continue funding BigBelly’s.
b. Motion from Services Committee: Discussion and consideration for approval FY 19-20 contract for $501,370 for 248 hours/week (24 hrs/week increase) and includes a $2/hr wage increase. This motion was not voted on at this time.
c. Public Comment: John Goldsmith provided public comment on this agenda item.

E. EXECUTIVE COMMITTEE REPORT
a. Discussion and consideration for authorization for FY 19-20 Budget, a salary increase for the Executive Director of 7.1% and a bonus of $11,000 to compensate for lack of COLA or bonus in FY 18-19, dependent on Finance Committee assessment. Motion: HMCI 1, JL2, To postpone this motion until the August board meeting. Motion passed. John Goldsmith commented on this agenda item.

F. DISTRICT IDENTITY & STREETSCAPE IMPROVEMENT (DISI) COMMITTEE REPORT
a. Update on sidewalk planter and mural project. The Seed and Celebratory lighting need maintenance and upgrade.
b. Motion from the committee for FY19-20 budget to use the $18,250 raised through the spring/annual report fundraising as follows: $6000 to augment the Live! In The Castro events, and $12,250 to increase the Maintenance line item to cover costs for maintenance and upgrades for the Celebratory Lights on Castro St. and The Seed. Motion PL1 discussion. Motion approved.
G. Motion From Finance Committee: Discussion and Consideration for Authorization FY 19-20 Budget as presented. Motion modified by AL, JL2 To postpone vote of budget to the August meeting and approve $110,000 in expenditures until the budget is approved. Motion approved. John Goldsmith commented on this agenda item.

H. CASTRO CARES REPORT
   a. Update provided. Castro Cares outreach worker has referred and brought 3 people to Navigation Centers. We are working with Block By Block and Patrol Special to get the Patrol Special officers using an app which can track their movements and log their data.

I. RENEWAL COMMITTEE REPORT
   a. Update provided. Renewal committee is working on array of services and budget options. This information will then be given to the engineer so he can determine the assessment rate. John Goldsmith provided public comment on this agenda item.

J. RETAIL STRATEGY COMMITTEE REPORT
   a. Update provided. Public comment was made by John Goldsmith.

4. General Public Comment
   At 7:08 pm the next Agenda item for General Public Comment was called. Member of the public, John Goldsmith commented.

5. Adjournment
   Motion was made by JL1 to adjourn at 7:10 pm, AL2. Approved. The meeting was adjourned at 7:10 pm

6. Public Comment on Closed Session John Goldsmith commented on the closed session.

Closed Session was postponed to the August 8, 2019 board meeting.

Minutes taken and prepared by Andrea Aiello

Date Approved 8/8/19

Jim Laufenberg, Secretary