



CASTRO/UPPER MARKET COMMUNITY BENEFIT DISTRICT

584 Castro Street #336; San Francisco CA 94114

www.CastroCBD.org 415-500-1181

Minutes of the Regular Monthly Board of Directors Meeting on September 8, 2016

Castro Community Meeting Room; 501 Castro Street, Second Floor; San Francisco, California

The meeting was called to order at 6:02 pm by Treasurer and Acting Chair Alan Lau. A basic quorum was present and maintained throughout the meeting.

Directors Present: Alan Lau, , Hubert Ban, Jim Laufenberg, Joel Bubeck, Secretary Pauline Scholten, Pat Sahagun, Shawn Vergara

Directors Absent and Excused: Alex Harken, Brian Gougherty, President Scott James, **Guests Present:**

Staff: Executive Direct Andrea Aiello , Program Coordinator Kristin Wojkowski (taking Minutes)

Brown Act Notice

Alan 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 7:55pm. 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.

Introductions

Board members introduced themselves and noted any current, potential conflicts of interest. Guests were invited (but not required) to introduce themselves and to sign in.

Board Meeting Minutes from August 11, 2016

Motion M-AL, JL2 to approve August 11, 2016 minutes. No changes. A call for public comment was made on the August 11, 2016 minutes (there was none), those minutes were approved.

Executive Director's Report

Andrea updated the board on the Plaza stewards. After numerous issues arose, it was decided we don't have the infrastructure to support this type of position. There is an item on agenda to terminate contract with Larkin Street. And integrate the steward services to the Block by Block contract.

The shed purchased to house tables and chairs in the plaza is broken beyond repair and needs to be replaced with something sturdier. There is a plan to replace with a custom built metal shed. A cement pad will need to be laid. Orphan Andy's will let us store chairs and tables for the meantime.

The Rainbow Crosswalks are scheduled to be replaced 9/12 and the plaza will be repaved in sea foam green on 9/19.

The CBD's Annual report is due 9/30.

Justin Santos from Block by Block has received positive community feedback for intervening & identifying a car break-in suspect. The owner of the car wrote a thank you letter to share. Ambassador language brochures are being updated to reflect the style of the Out & About Guides. Guides will be ready for the new season.

President's Report

President Scott James will be absent for the months of August and September.

District Identity and Streetscape Committee (DISI) Report

Andrea reported Brad Lautenbach residing at 38 Dolores, in the Whole Foods building, is interested in joining the DISI committee. He helped the CBD with our Survey Monkey survey for Property Owners, Residents & Merchants, gave feedback on our Castro Cares website and has attended DISI meetings. DISI recommends Brad sit on the committee. **Motion:** To appoint Brad Lautenbach to DISI. Call for public comment. There were none. Approved.

On 9/29 CBD is hosting a Meet & Greet for the CBD to introduce itself., @ 38 Dolores

DISI recommended submitting a Community Challenge Grant (CCG) to paint murals of the utility boxes. Shawn Vergara photographed and measured each utility box in our footprint so the committee could better understand the location and size of each box. Examples were shown from other cities. A requirement of the CCG is that the painting has to last 5 years. If funded we would put a call for proposals out to the community and also via Hoodline, and then a committee will recommend 3 people to develop sample murals and have the community weigh in via Hoodline and Survey. Board will select and approve along with the Arts Commission. **Motion** from DISI Committee to apply for grant, no second needed. Call for public comment, there was none. Motion approved.

Contract for The Seed art installation in Jane Warner Plaza was sent by email. Pauline asked, how long will The Seed be up? Three years. We have permission for temporary art but it's build to last. If permanent, art installation must be accompanied by an endowment to the City for maintenance. DISI recommends approval of contract for \$40,000 for The Seed. Call for public comment, there was none. Approved.

Discussed plaza steward position in detail. CBD is parting with Larkin St. amicably. Larkin also agrees that this program did not fit well into their supported employment/intern program. There was just not enough supervision and it didn't make sense to have a supervisor working alongside one plaza steward. DISI passed a motion to recommend the contract for the plaza steward program change over to Block by Block. Additionally, the \$125,000 for JWP for FY 2017-18 is now available and the city would like to amend our existing contract with them to include the \$125,000. DISI recommends CBD accepts addition of \$125,000 for FY 2017-18, as a contract amendment. **Motion** To approve amendment to the existing Jane Warner Plaza Improvement contract which changes the plaza steward contractor from Larkin St. Youth Services to Block By Block, increases the contract amount by \$125,000 and extends the end date to June 30, 2018. Joel Bubeck asked if cleaning contract was separate from the steward contract. Yes. Joel asked what the steward salary would be. About \$15/hr. Call for public comment, there was none. Approved.

Services Committee Report

Joel Bubeck talked about the survey, which will launch in October for property owners, merchants and visitors. It will be available online and a hard copy can be requested. **Motion** to approve CBD evaluation survey. Discussion, call for public comment. Approved.

Motion was made by committee to allocate \$100 a week (\$400 total) from contingency funds. We'll have a drawing for a coffee gift card to encourage participation. A call for public comment was made. There were none. Approved.

Finance Committee Report

Motion to approve Andrea to submit a grant application to CCSF for \$175,000 for Castro Cares for FY 2017-18. (Motion from the Finance Committee.) Alan Lau reported the Castro Cares budget includes raising \$85,000-\$90,000 in donations and sponsorships. Pauline asked how success is measured. Andrea responded, through data collection. We had 88% positive engagement in the month of July, overall 64% positive engagement rate since homeless outreach component began in Sept. 2014. Castro Cares case managers have secured housing for several people who had been living, un-housed, on the streets in the district. Castro Cares funded uniformed officers reported 2500 instances of intervention ranging from intervening in verbal and physical assaults, car break-in, violation of no trespassing, aggressive panhandling, etc. . Uniformed foot patrols are crime prevention and make people feel safe. Eugene (daytime Patrol Special officer for Castro Cares) is currently out on extended medical leave, but will be back in January. Andrea will report to board bi-annually on status of Castro Cares. **Motion** to apply for grant for Castro Cares. Call for public comment, there was none. Approved.

Alan Lau, Andrea Aiello and bookkeeper are getting books ready for the CPA Review. Goal is 9/30/16. 1st Quarter review will take place at the November board meeting.

Joel Bubeck asked if the Executive Committee will talk about Board retreat during the next meeting. Retreat will focus on CBD renewal and will take place in February or March.

General Public Comment

At 7:15 pm the next Agenda item for General Public Comment was called. There were no public comments.

Adjournment

Motion to adjourn HB, JB2. The meeting was adjourned at 7:16 p.m.

Minutes taken and prepared by Kristin Wojkowski

Date Approved 11/10/16



Pauline Scholten, Secretary