



Board of Directors Meeting – August 17th, 2018 – 10:00 a.m.
Lower Polk CBD Office -- 1170 Sutter Street

AGENDA

Call to order – Al Casciato - President

1. Review and Approval of Minutes (Al Casciato) (2 mins)
ACTION: Approve Minutes from LPCBD June Meeting.
2. Review and Approve Financials (Raul Avila) (2 mins)
ACTION: Approve July Financials.

New Business

3. Audit Committee to review and accept annual audit from Marcum, LLC.
ACTION: Form Ad Hoc Audit Committee and schedule review.
4. Austin Alley Gallery Tenant Improvements Plans
ACTION: Authorize E.D. to begin soliciting bids from contractors.

Old Business

5. Executive Director’s Report: (Christian Martin) (20 mins)
 - A. Middle Polk CBD/Discover Polk Steering Committee Update
 - B. Sgt. John Macaulay Park Activation Plan
 - C. Alley Construction Updates
 - D. Polk Street Blues Festival
 - E. 311 Software Development
 - F. Lower Polk Fix It Team Update
 - G. Art Walk/ First Thursday Art Walk Branding
 - H. DPW “Giant Sweep” – Citywide Clean-up Information

Announcements (5 mins)

Public Comment (5 mins)

Motion to Adjourn (Al Casciato)

The next meeting will be September 21st, 2018.

Welcome to the Lower Polk Community Benefit District Board of Directors Meeting. The CBD's board is made up of volunteers, many of whom own property in the district and/or are business owners in the district. Others live in the Lower Polk neighborhood and have a history of commitment to making it a better place to live, visit, and work. None of the board members are compensated.

The CBD's mission is to improve the quality of life in the district by supplementing services performed by the city and county of San Francisco. Those services include but are not limited to street cleaning, greening, neighborhood beautification, and public safety.

The CBD is funded by a special assessment approved by and paid by property owners in the district. It receives no public tax dollars. The assessments appear on property tax bills, are collected by the San Francisco Assessor's Office, and forwarded by that office to the CBD. Members of the public are welcome to but not required to introduce themselves and to sign in on the sheet provided. If, when a member of the public speaks, the Chair asks him or her to introduce themselves, it is done as a matter of courtesy. If the speaker does not wish to do introduce him- self/herself, he/she is free to decline. Members of the public are welcome at all board meetings and committee meetings except for closed sessions as allowed for in the California Brown Act. Members of the public are welcome to but not required to introduce themselves and to sign in on the sheet provided.

About Public Comment Public comment is taken on every agenda item, after board discussion, but before the board vote. Public comment at this time is limited to the specific agenda item. In general, public comment will be limited to 2 minutes per person per item, and 6 minutes total per item. These limits may be modified by the Chair at his/her discretion. General Public Comment is used for remarks to the Board about items not on the agenda. At Board meetings, general public comment will be taken at 5:45 PM.

Members of the Board are not permitted to discuss items not on the agenda. Therefore, during general public comment, there is no discussion, notes will be taken on comments. Pursuant to Section 54957.9 of the Brown Act, the Board shall exclude or remove all persons who willfully cause a disruption of a meeting so that the meeting cannot be conducted in an orderly manner. "Disruption" includes personal attacks, physical threats, derogatory, offensive, insolent, threatening, slanderous, obscene, etc. comments directed at members of the Board, the CBD's Executive Director and/or Administrative Staff Person, guests, or members of the public. Disruption also includes boisterous or other behavior that prevents the meeting from continuing in an orderly fashion. This behavior is to be distinguished from comments which are critical but are delivered in a manner which is not disruptive to the meeting and non-threatening.

Members of the public can also contact the Lower Polk Community Benefit District's Executive Director and request agenda items be added to the Board meeting. The Executive Director can be contacted at (415) 845-7094 or via email: cmartin@lowerpolkcbd.org

If, due to a disability, you require accommodations to attend this meeting, please contact Christian Martin – (415) 845-7094.