

**SoMa West Community Benefit District**

745 Clementina St, Unit B  
San Francisco, CA 94103



**SOMA WEST COMMUNITY BENEFIT DISTRICT (SWCBD)  
BOARD OF DIRECTORS  
MEETING MINUTES**

**December 17, 2019, 6:00 P.M.**

Persidio Knolls School – 250 10<sup>th</sup> Street  
San Francisco, CA 94103

*All SWCBD Board of Directors' meetings are open to the public. Attendees may address the Board on items appearing on the agenda and may also address the Board on items on or not on the agenda during the Public Comment periods, so long as the matters addressed fall within the scope of the Board's authority. Each speaker shall have up to 3 minutes up to address the Board. Agenda materials will be made available at the Board meeting and in advance upon request to [camila@swcbd.org](mailto:camila@swcbd.org).*

In Attendance

Tim Figuras, Barry Synoground, Victoria Lehman, Harold Hoogasian, Beth Stokes, Ryan Jackson, Ryan Dick, Adam Mensk, Lola Thrower, Debra Benedict, Brendan Tobin, James Spinello, Geoff Benjamin, Eric Lopez, Alex Ludlum (remote)

Staff: Christian Martin

I. Call to order and introductions

II. General public comment  
None

III. Review draft and action to approve Board meeting minutes of Nov 19, 2019.

**ACTION:** As moved by Harold Hoogasian and seconded by Tim Figuras, the Board unanimously approved and accepted the minutes from Nov 19, 2019.

IV. Updates Since Last Meeting

a. City contract update

The City contract was approved by the Board of Supervisors and executed by the Mayor. We are scheduled to receive our first assessment payment in the first week of January.

b. Bigbelly OEWD grant

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The Bigbelly grant application to the City was approved for \$40,000 for the procurement of 8 Bigbelly trash cans.

c. Accounting/Bookkeeper

Rey Arellano was engaged as bookkeeper. He is in the process of setting up accounting infrastructure for the organization.

d. Newsletter

Christian will send a newsletter in January and set up times to meet with committee chairs to schedule committee meetings.

e. Executive Committee update

The executive committee reviewed bookkeeping options and approved engaging Rey Arellano as bookkeeper.

The executive committee approved spending up to \$10,000 on pressure washing in December in order to begin measuring the level of pressure washing necessary in the neighborhood.

The committee discussed Supervisor Matt Haney's efforts to engage with the Soma community about drug and crime issues in the neighborhood.

The executive committee submitted a letter of recommendation for Lola Thrower's college applications.

f. Treasurer's Report and line of credit

Brendan presented the treasurer's report included in the meeting packet. The organization had a beginning cash balance of \$105,000 on 11/19/19, spent \$63,923, earned \$6 in interest income, and ended the period with \$41,803 on 12/15/19.

V. Review and discuss real estate search

- a. Christian worked with brokers to identify a lot located at 1176-1178 Folsom St. to handle cleaning operations for \$10,000/mo rent. Alex is currently working with the brokers to negotiate the lease and terms regarding triple net payment and structural improvements. Alex recommends moving forward with the lease regardless of the outcome of negotiations because triple net payments are minimal and the terms will not dramatically affect the viability of the space.

Harold asked if there is a way to place the office on the same location as the yard. Christian responded that this would be challenging because it is a rough space and there is not a good location to place offices.

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- b. Christian is still working with brokers to identify a location for the office. He is targeting a visible space with rent in the range of \$5,000/mo.

### VI. Action to approve initiating operations yard lease

**ACTION:** As moved by Debra Benedict and seconded by Harold Hoogasian, the Board unanimously approved moving forward with the lease on the operations yard located at 1176-1178 Folsom St. for a monthly rent of \$10,000/mo.

### VII. Review and discuss in-house budgeting and action to approve staffing headcount service levels

- a. Christian presented a summary of the tentative headcount plan, organization chart, and steady-state operating budget included in the board packet. Christian will work with Rey Arellano to develop a detailed monthly budget projection based on this staffing plan.

As approved by the board in the Nov. board meeting, Christian hired Matt Allen as the Director of Operations. Matt will start in the position at the beginning of January.

Geoff inquired about the cost of initial assets – Christian responded that initial purchases will be ~\$200,000 in trucks and equipment. Geoff recommended that Christian share all job descriptions with the board so that they can distribute these posts to their respective communities. Reiterated this and recommended looking at the other ED applicants because some applicants could be better suited for the lower level roles.

**ACTION:** As moved by Debra Benedict and seconded by Barry Synoground, the Board unanimously approved proceeding with the staffing plan presented by Christian.

### VIII. General public comment

Barry will select locations for the January board meeting and notify board members.

Harold suggested adding “executive director’s comments as an agenda item for future meetings.

Debra attended Union Square BID’s annual fundraiser and mentioned this could be a good future revenue source since USBID collected over \$40,000 at the event.

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IX. Adjournment and Happy Holidays

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