

**Yerba Buena Community Benefit District**  
**Interim Board of Directors Meeting**  
**September 9, 2008**  
**3:30-5pm**

**SFCVB (201 Third Street, Suite 900)**

**MINUTES**

**Present:** Almond, Bobbitt, Brennan, Bryant, Chappell, Diamond, Drake, Feldman, Field, Glick, Goldes, Hartman, Johnson, Lamb, MacFadyen, Nettles, Pickering, Sauter, Smith, Tao, Yamamoto

**Excused with Absence:** Crosson, J. Brown, L. Brown, Dura, Elberling, Lattin

**Staff:** Hoell

**I. Introductions**

**II. Minutes**

- In a unanimous vote, the Board approved the 8/27/08 minutes. **MSC Glick/Yamamoto.**

**III. CBD Overview**

- Staff provided an overview of key sections of the Management Plan including the budget (p. 3.1), services plan (p. 2.1-2.4), and governance structure (p. 6.1). Staff also discussed the line-item budget created by the Steering Committee that went into the Management Plan.

**IV. Interim Staff**

- As requested at the 8/27/08 meeting, Yerba Buena Alliance staff met with Carolyn Diamond to discuss the interim staff contract between the Market Street Association and Central Market CBD. Based on that model, the Alliance provided a proposal for interim staff support including time and materials tracking forms. In a unanimous vote, the Board approved the interim staffing proposal. **MSC Pickering/MacFadyen.** A legal opinion will be secured approving the contract.

**V. Incorporation Committee**

- The Incorporation Committee will meet for the first time 9/19; Committee members are Heather Almond, David Crosson, Matt Drake, Saul Feldman, Regina Flanagan, and Dan Goldes (Chair).

**VI. Services/RFP Committee**

- The Services/RFP Committee met for the first time 9/8; Committee members are Joe Brennan (Chair), John Brown, Steven Glick, LJ Hartman, Greg Lattin, Mike Nettles.
- The Committee recommended starting with the services that will be easiest to implement, security (the 10B contract with SFPD does not require an RFP) and cleaning (requires an RFP). To meeting the 1/09 launch goal, RFPs are expected to go out in early November. In a unanimous vote, the Board approved the Committee's recommendation to start with security and cleaning services. **MSC Pickering/Field.**

**VII. Public Comment**

- A resident raised a number of questions about the CBD's governance, timelines, transparency, benchmarks. To respond, the Board directed staff to implement an expanded FAQ section of the [www.yerbabuena.org/CBD](http://www.yerbabuena.org/CBD).

Approved 10/14/08. MSC Pickering/Berg.