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**UNION SQUARE BUSINESS IMPROVEMENT DISTRICT
EXECUTIVE COMMITTEE MEETING**

MINUTES

October 24, 2019 – 9:00 AM
Union Square BID Conference Room – Suite 203
323 Geary Street, San Francisco, CA 94102

In Attendance

Directors and Committee: Board President, Wes Tyler; Immediate Past President, Stephen Brett. Marketing Chair, Mathew Coleman; Audit Chair, Russ Keil; Treasurer, Julie Taylor; Streetscapes Committee Chair, Manuela Anne King; and Public Affairs & Advocacy Chair, Corinna Luebbe.

Staff and Guest Attendees: Karin Flood (Executive Director), Benjamin Horne (Deputy Director), Bri Caspersen (Project Coordinator), Zarrina Yousufzai (Intern); Eva Schouten (Intern); Mark Stefan (City Realty); Jana Chapital (City Center Realty).

Summary of Actions Taken by the Committee

- The committee unanimously approved the meeting minutes (including closed session minutes) of August 21, 2019, as motioned by Julie Taylor, and seconded by Manuela King.
- The committee unanimously voted to take a position on 146 Geary Street development projects as motioned Russ Keil, and seconded by Stephen Brett.
- The committee unanimously voted to approve to move forward with BPIA as motioned by Russ Keil, and seconded by Mathew Coleman.

Meeting Notes by Agenda Topic

1. Call to Order – Karin called the meeting to order at 9:05 am. Introductions were made
2. Public Comment – Karin called for public comment. Hearing none, she moved to the next agenda item.
3. Announcements & new business – The following highlights and updates were provided:
 - **SFPD Ambassador Program update**
The SFPD Ambassador Program continues to move forward.

*Agenda materials are available for inspection at the BID's office during regular office hours
323 Geary Street, Suite 203, San Francisco, CA 94102*

- **Winter Walk 2019**

Karin updated the Committee about Winter Walk. There remain to be some minor issues with the SFFD and SFMTA regarding the street closures. There has been a community meeting (where some objections were raised) and door to door outreach to gain support regarding the street closures. Robbie will be submitting an ISCOTT application today for the hearing on November 14. Karin also asked and gained support from Mark Stefan. It is likely that Winter Walk will have up to \$50K of expenses (above revenues). Members urged the staff to press on.

- **C3R and Hallidie R-Evolution update**

A meeting is scheduled today October 24 with the City Administrator. Karin and Robbie will meet with Heather Green from Capital Planning to discuss which project in Union Square is considered a capital improvement project. Furthermore, the City did not approve R-Evolution for Hallidie; the project will not be moving the forward.

- **City contract update and update on expanded services launch**

USBID suggested changing the liability section but the city disapproved. Some changes have been made regarding the reporting of vacancies and other annual report requirements. There are new requirements such as two annual meetings that all members are invited to as well as one meeting where Board candidates are discussed. The changes will be reviewed next Tuesday and signed by the Mayor early December. Ben updated the committee about the new cleaning and safety services which start November 1st. There may be a need for additional credit due to the launch of the new services and spend down of the prior year reserves. Ben is talking to Wells Fargo to potentially extend the Line of Credit from \$500,000 to \$700,000.

4. Action to approve the minutes of the August 21, 2019 meeting.

Action: The committee reviewed the minutes including the closed session minutes distributed by Ben and unanimously approved the meeting minutes of August 21, 2019, as motioned by Julie Taylor, and seconded by Manuela King.

5. City Center Realty presentation and action to take position on development project 146 Geary Street.

Mark Stefan and Jana Chapital of City Center Realty gave a presentation in regards to the 146 Geary Development Plan. It is located between Grant and Stockton Streets with frontage on both Geary and Maiden Lane. The building consists of 4 floors plus a basement. They want to renew the 1st and 2nd floor with focus on bringing new retail which will be accessible from Maiden Lane. They want to change the 3rd floor into office spaces. The 4th floor has been approved. Bri discussed the development policy to the committee.

Action: The committee unanimously voted to support the conversion from retail to office of the 3rd floor for 146 Geary Street development project as motioned Russ Keil, and seconded by Stephen Brett.

6. Update regarding Rockin' Holiday Foundation, December 11, 2019, 6-9PM

Ben updated the committee about the Rockin' Holiday foundation and went through the sponsor deck briefly. The location of the foundation will be at Lizzie's Starlight Room (in Sir Francis Drake). Everyone is welcome to attend and encouraged to help support the Union Square Cares programs.

7. Discussion regarding insurance broker RFP and possible **action** to select new insurance broker

Ben reported that he reached out to six Insurance broker firms, four of which responded to the request for information. He and Zarrina met with all 4. He further noted that the USBID has selected Business Professional Insurance Associates (BPIA) as their insurance broker due to their responsiveness, service and references. Ben suggested making the switch effective January 1, 2020 in order to give professional courtesy to the current firm.

Action: The committee unanimously voted to approve to accept BPIA as new broker as motioned by Russ Keil, and seconded by Mathew Coleman.

CLOSED SESSION DISCUSSION (See CLOSED SESSION MINUTES)

8. HR updates and **action** to approve hiring new intern and benefits discussion.

Eva Schouten, the new intern introduced herself.

9. Upcoming meetings

- Board Meeting - November 21, 2019
- Next Executive Committee Meeting - December 12, 2019

10. Adjournment – Karin adjourned the meeting at 10:20am.