



Jack London Improvement District - Meeting of the Board of Directors

September 14, 2015 – 4:00 p.m.

Jack London Headquarters – 333 Broadway

Agenda

1. Call to order and introductions- Bill 4:05
2. Public comment and announcements- Bill 4:10
Guest presentation: The Vision for Bike Solar Oakland and Jack London as Ground Zero
Annie Sartor, Bike Solar Oakland and Matt Nichols, City of Oakland Director of Transportation
3. Executive Update- Bill & Savlan 4:20
 - a. Consideration of Management Contract Addendum **Action Item**
 - b. 2016 Annual Report submitted to City **Discussion**
 - c. Approval of revision of Bylaws, Article 6 **Action Item**
4. Financial Review- Barry & Savlan 4:35
 - a. August 2015 Financial Report
5. Maintenance and Beautification Committee Update- Sara 4:40
 - a. Approval of proposed committee charter **Action Item**
Next committee meeting: September 17th – 10:00 a.m.—note new time for convenience
6. Marketing and Economic Development Committee update - Paul 4:45
 - a. Approval of proposed committee charter **Action Item**
Next committee meeting: September 17th – 4:00 p.m.
7. Land Use and Transportation Committee update- Vivian 4:50
 - a. Approval of proposed committee charter **Action Item**
Next committee meeting: September 17th – 9:00 a.m.
8. Approval of minutes- Sara
 - a. Board Meeting: August 10, 2015 (Attached)
 - b. Special Board Meeting: August 26, 2015 (Attached) **Action Item** 4:55
9. Next regular meeting: October 12, 2015, 4:00 p.m. 5:00

BROWN ACT: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts agendas with the City at 1 Frank H. Ogawa Plaza, #101. Action may not be taken on items not posted on the agenda. Copies of the agenda are available from the Jack London Improvement District at 333 Broadway, Oakland, CA 94607 or through jacklondonoakland.org. Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, please notify our office at info@jacklondonoakland.org at least 48 hours prior to the meeting. The public will be provided with an opportunity to address the board on any item described in the meeting agenda under agenda item number 2.

Executive Update, September 2015:

This month, we submitted the 2016 annual report to the City. The communications with our stakeholders in this process proved productive and insightful, and we received feedback on new outreach possibilities as well as project priorities. All stakeholders on our email mailing list will receive a monthly notice summarizing this Executive Update, and an overview of all anticipated District meetings and events to encourage additional engagement and participation in our many programs and projects. In addition to the management of normal operations, below are highlights from our work in moving special projects forward:

In our Land Use & Transportation work,

- 333 Broadway is slated to be Oakland’s first site for a Bike Solar Oakland pod in October. This beta infrastructure investment is a collaboration between local and international innovators including the District’s very own Sungevity and electric bike developer GenZe. The City’s transportation experts are also promoting this project.
- Representatives of JLID as well as District stakeholders including Gary Knecht hosted a detailed district walkthrough for the Circulation Study Team on August 18th. There were approximately 20 spots for improvement throughout the District brought to the attention to the consultant team.
- We are providing input about the Historic Resource Impact Mitigations for Carmel Partners’ 4th and Madison project through the Draft EIR process to ensure resources remain within the impacted District.

In our Maintenance and Beautification work:

- We have hosted three Neighborhood Crime Prevention Council Meetings, with good attendance from residents, the business community, and our partners in public safety throughout the district. The next meeting will be held on September 22 and will focus on community priorities and Triathlon feedback.
- We have completed a detailed permit application for banner displays on street lampposts.

In our Marketing and Economic Development work:

- We have identified hi-speed public WiFi along the Broadway corridor as a significant community benefit, made possible by leveraging the property owners’ investment in fiber optic infrastructure. This amenity could also provide a marketing platform for participating businesses and organization. Staff is continuing to provide marketing and property-owner outreach support on a weekly basis for this effort.
- We welcome 3 weekly popups to 333 Broadway including a mobile coffee cart Monday and Wednesday mornings, and STEAM Factory, an educational community maker workshop Thursday evenings.
- Look for sidewalk markers and signage--we are supporting the launch of the Oakland Urban Wine Trail, we are spreading the word that 5/10 of Oakland’s urban wineries are right here in the district.

I hope to see you all at this month’s events and committee meetings.

Savlan Hauser, Executive Director

PRIORITY Project Dashboard- SEPTEMBER 2015

See committee documents for detailed project updates		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Land Use & Transportation	Master Encroachment Permit	BICYCLE AND TREE PLANTING INITIATED. BANNER PERMITS UNDERWAY											
	Train Quiet & Safe Zone	P 1 FUNDRAISING COMPLETE			P2 PLAN INITIATED								
	Forums on economic and land development (Joint MED + LUT project)	ONGOING, QUARTERLY, NEXT PANEL TO BE SCHEDULED OCTOBER 2015 FOCUS TBD											
Marketing & Economic Development	Brand and Graphic Identity Implementation												
	Website Redux	SITE GO-LIVE DATE 4/12				ADDITIONAL FEATURES AND BUGS ARE BEING ADDRESSED							
	Fiberoptic Infrastructure Marketing & Outreach partnership with PAXIO	COMMUNITY BENEFITS DEFINED FOR BROADWAY WIFI, ADDITIONAL MARKETING AND OUTREACH COORDINATION SUPPORT VIA WEEKLY MEETINGS WITH ED											
	Coordinate Building Art Program (Joint MED + MAB Project)	CONSULTANT SELECTED. WORK PLAN TO BE DEFINED AT SEPTEMBER COMMITTEE MEETING											
Maintenance & Beautification	880 Underpass Improvement	INTENSIVE MITIGATION AND CAPITAL IMPROVEMENTS IN COORDINATION WITH CITY AND CALTRANS, COMMUNITY WORKSHOP TO BE HELD OCTOBER											
	Encroachment permit for trash bins, banners, bike parking, median plantings	DRAFT PLAN FOR PUBLIC RIGHT-OF-WAY IMPROVEMENTS TO BE REVIEWED AT JUNE COMMITTEE MEETING											
	Establishment of Neighborhood Crime Prevention Council	BEAT 1X NCPC OFFICIALLY ESTABLISHED AFTER 3RD MTG MAY 26, NEXT MEETING THIRD TUESDAY AUGUST 25TH											
Governance & Administration	Establish Onboarding, Expectations, Job Description for Board of Directors	COMMITTEE CHARTERS TO BE APPROVED 9/14, BOARD HANDBOOK AND EXPECTATIONS TO BE BROUGHT TO BOARD 10/12											

PROPOSED AMENDMENTS TO JLID BYLAWS 09/14/15

ARTICLE 6: COMMITTEES

Remove current language:

SECTION 1. EXECUTIVE COMMITTEE

The Board of Directors may, by a majority vote of Directors, designate two (2) or more of its Directors, who may also be serving as officers of the Corporation, to constitute an Executive Committee and delegate to such Committee any of the powers and authority of the Board in the management of the business and affairs of the Corporation, except with respect to:

- The filling of vacancies on the Board or any committee which has the authority of the Board;
- The fixing of compensation of the Directors for serving on the Board or on any committee;
- The amendment or repeal of Bylaws or the adoption of new Bylaws;
- The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repeal-able;
- The appointment of committees of the Board or the members thereof;
- The expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected;
- The approval of any transaction to which the Corporation is a party and in which one or more of the Directors has a material financial interest, except as expressly provided in Section 5233(d)(3) of the California Nonprofit Public Benefit Corporation Law;

By a majority vote of its members then in office, the Board may at any time revoke or modify any or all of the authority so delegated, increase or decrease but not below two (2) the number of its members, and fill vacancies therein from the members of the Board. The Committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the Board from time to time as the Board may require.

And replace with:

The Officers of the corporation, in addition to their assigned responsibilities shall:

- Collaborate with Executive Director to establish board agenda.
- Collaborate with Executive Director to manage existing contract(s) (as needed)
- Advise Executive Director on day-to-day management issues.
- Take on tasks/projects assigned by the Board; particularly around financial, governance and general management issues/initiatives.

SECTION 2. OTHER COMMITTEES

The Corporation shall have committees as may from time to time be designated by resolution of the Board of Directors. Committees may consist of persons who are not also members of the Board, and must be limited to fewer than a quorum of members of the Board of Directors. Committees shall act in an advisory capacity only.

SECTION 3. MEETINGS AND ACTION OF COMMITTEES

Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The time for special meetings of committees may also be fixed by the Board of Directors or by the committee. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

Additional Language:

Committee membership term is one year, voluntary, and may be self-terminated at any time. Removal of a member from the Committee is subject to vote of approval from the Board of Directors. The Committee may be officially terminated by a majority vote of the Board. Advisory statements and recommendations from the Committees shall be submitted by the Chair to the Board of Directors. A quorum (defined by the presence a majority of Committee members) is required to take action where the committee has been delegated decision-making authority by the Board of Directors.

Jack London Improvement District YTD Summary August 2015

Cash Available Summary	Annual Budget	Actual	Variance	Notes
Assessment Income	\$780,769.99	\$603,631.82	-\$177,138.17	Does not reflect final disbursement received September 2nd; see below
2014 Carryover	\$76,824.00	\$76,824.00	\$0.00	
Other Income	\$0.00	\$7,907.41	\$7,907.41	Bank interest; recycling; Train Quiet Zone
Less Contingency	\$45,727.00	\$45,727.00	\$0.00	
Total Cash Available	\$811,866.99	\$642,636.23	-\$169,230.76	
Expenses	Annual Budget	Actual	Remaining	Notes
Maintenance and Beautification	\$424,575.68	\$259,278.92	\$165,296.76	
Marketing and Economic Development	\$174,625.00	\$37,774.36	\$136,850.64	
Administration and Gov't/Community	\$195,806.32	\$104,954.76	\$90,851.56	
Collection Fees	\$16,737.00	\$10,567.12	\$6,169.88	Does not reflect collection fees from final disbursement
Total Expenses	\$811,744.00	\$412,575.16	\$399,168.84	
Cash Available Remaining	\$122.99	\$230,061.07		

Jack London Improvement District YTD Assessment Income - September 14, 2015

TY 2014-2015 Assessment Income	Annual Budget	Actual	Variance	Notes
Dec 2014 (50%)	\$390,396.50	\$322,214.87	-\$68,181.63	
Apr 2015 (40%)	\$312,317.20	\$277,435.41	-\$34,881.79	
Aug 2015 (10%)	\$78,079.30	\$142,170.32	\$64,091.02	Final disbursement includes full Port Assessment of \$109,868.46
Total TY 2014-2015 Assessment Income	\$780,793.00	\$741,820.60	-\$38,972.40	
Prior Year Adjustments	\$0.00	\$4,259.36	\$4,259.36	Unpaid assessments from TY 13-14
Total Assessment Income	\$780,793.00	\$746,079.96	-\$34,713.04	Within contingency budget

Jack London Improvement District 2015	ANNUAL BUDGET				ACTUAL	
	Calendar year				Period ending 08/31/15	
	ASSESSMENTS		2014 carryover	TOTALS	YTD Actual	Remaining
Revenue	Non-Port	Port Share approved on 4-7-15				
4000 Assessment Income			\$76,824.00			
4100 Assessment Income:Port of Oakland Assessments		\$109,868.46			\$0.00	
4200 Assessment Income:Non Port Assessment Income	\$670,901.53				\$603,631.82	
Total 4000 Assessment Income	\$670,901.53	\$109,868.46		\$780,769.99	\$603,631.82	\$177,138.17
4390 Individual Donations					\$7,328.84	
9100 Bank Interest					\$546.59	
4510 Program Income					\$31.98	
Total Revenue	\$670,901.53	\$109,868.46	\$76,824.00	\$857,593.99	\$611,539.23	
Total Cash Available					\$688,363.23	
Expenditures						
7000 MBSSI Maintenance, Beautification, Safety, etc.						
7100 Ambassador Services (Block By Block)	\$298,203.01	\$89,867.99		\$388,071.00	\$258,714.00	\$129,357.00
7200 Services on Tidelands Trust Lands		\$20,000.00		\$20,000.00	\$0.00	\$20,000.00
7300 Public Right of Way (Special Projects)	\$1,075.00		\$5,377.68	\$6,452.68	\$39.95	\$6,412.73
7400 Public Right of Way (Maintenance Operations)	\$10,052.00			\$10,052.00	\$524.97	\$9,527.03
Total 7000 MBSSI Maintenance, Beautification, etc.	\$309,330.01	\$109,867.99	\$5,377.68	\$424,575.68	\$259,278.92	\$165,296.76
7700 MED Marketing & Economic Development						
7710 Marketing Coordination (ED 0.30 FTE)	\$25,853.00			\$25,853.00	\$17,235.44	\$8,617.56
7720 Marketing Assistance (MAA 0.15 FTE)	\$8,618.00			\$8,618.00	\$5,745.12	\$2,872.88
7750 Marketing / Branding / Public Relations	\$50,871.00			\$50,871.00	\$4,118.33	\$46,752.67
7800 Special Projects	\$50,871.00		\$38,412.00	\$89,283.00	\$10,675.47	\$78,607.53
Total 7700 MED Marketing & Economic Development	\$136,213.00		\$38,412.00	\$174,625.00	\$37,774.36	\$136,850.64
8000 AGCR Administration & Govt/Community Relations						
8010 District Management (ED 0.70 FTE)	\$60,324.00			\$60,324.00	\$40,216.08	\$20,107.92
8020 District Management Assisance (MMA 0.35 FTE)	\$20,108.00			\$20,108.00	\$13,405.36	\$6,702.64
8050 Training & Professional Development	\$4,070.00			\$4,070.00	\$2,079.28	\$1,990.72
8080 Annual Stakeholder Meeting	\$4,578.00			\$4,578.00	\$0.00	\$4,578.00
8110 Accounting & Taxes	\$3,052.00			\$3,052.00	\$1,621.80	\$1,430.20
8130 Computer Service & Support	\$2,035.00			\$2,035.00	\$159.00	\$1,876.00
8150 Consulting & Legal Expenses	\$5,087.00			\$5,087.00	\$2,587.50	\$2,499.50
8200 Fees & Permits	\$254.00			\$254.00	\$269.25	-\$15.25
8410 Insurance (D&O)	\$616.00			\$616.00	\$600.00	\$16.00
8420 Insurance (General Liability & Auto)	\$3,322.00			\$3,322.00	\$2,862.00	\$460.00
8430 Membership Fees	\$1,750.00			\$1,750.00	\$0.00	\$1,750.00
8450 Special Projects	\$509.00		\$33,034.32	\$33,543.32	\$9,182.79	\$24,360.53
8510 Office Rent	\$28,500.00			\$28,500.00	\$18,500.00	\$10,000.00
8520 Office Improvements	\$13,000.00			\$13,000.00	\$2,023.69	\$10,976.31
8530 Office Furniture & Equipment	\$2,500.00			\$2,500.00	\$596.18	\$1,903.82
8540 Postage, Shipping, Delivery	\$1,017.00			\$1,017.00	\$370.42	\$646.58
8545 Local transportation	\$0.00			\$0.00	\$196.90	-\$196.90
8550 Printing & Copying	\$2,035.00			\$2,035.00	\$1,062.04	\$972.96
8560 Supplies	\$2,035.00			\$2,035.00	\$1,421.00	\$614.00
8570 Telephone & Telecommunications	\$2,220.00			\$2,220.00	\$1,627.33	\$592.67
8580 Utilities (Office Expenses)	\$4,380.00			\$4,380.00	\$2,756.14	\$1,623.86
8590 Utilities & Rent (Offsite Expenses)	\$1,380.00			\$1,380.00	\$3,418.00	-\$2,038.00
Total 8000 AGCR Administration & Govt/Comm Relations	\$162,772.00		\$33,034.32	\$195,806.32	\$104,954.76	\$90,851.56
8600 CFC Collection Fees & Contingency						
8610 Collection Fees	\$16,737.00			\$16,737.00	\$10,567.12	\$6,169.88
8680 Contingency Allowance for Uncollected Assessments	\$45,727.00			\$45,727.00	\$0.00	\$45,727.00
Total 8600 CFC Collection Fees & Contingency	\$62,464.00			\$62,464.00	\$10,567.12	\$51,896.88
Total Expenditures	\$670,779.01	\$109,867.99	\$76,824.00	\$857,471.00	\$412,575.16	
Cash On Hand					\$275,788.07	

Maintenance & Beautification Committee Charter

Mission:

The committee guides coordination of JLID's contracted services and engages district stakeholders with the goal of creating safe, clean, beautiful streets, sidewalks, & public spaces.

Purpose of the Committee:

The Maintenance & Beautification Committee exists to help the Board carry out the functions of the safe and clean elements of the Management District Plan and the Operating Agreement. The Committee encourages the beautification and enhancement of the District's public areas.

Reports to: Board of Directors

Staff to the Committee: Executive Director

Committee membership and operations: Members include both Board and non-Board members. All committee work is done in partnership with and through the leadership of the Executive Director. The committee does not usurp the authority of the Board, nor does it direct or oversee staff. The Executive Director makes all final staff assignments and solicits for volunteers from the committee and beyond. The committee encourages the participation by members living or working in the District who are willing to volunteer their time and skills in operations, community safety, and public right of way beautification projects. Participation with committees is encouraged for community members interested in Board membership.

Expectations for Board Members of Committees:

- Approximately 26 hours annually through participation in Committee work sessions, Task forces, and attendance at relevant District Special Events
- Engagement in Task Force work as appropriate

Frequency of meetings: once a month, the 3rd Thursday of each month

Scope of Work for the Maintenance and Beautification Committee:

- Advise the board regarding ambassador services, including contract administration and bid processes related to maintenance and beautification projects
- Inform the Board regarding trends in delivering ambassador services and changes in neighborhood safety
- Coordinate Neighborhood Crime Prevention Council meetings
- Encourage private building owners to participate in safety & beautification efforts
- Collect, develop and recommend Maintenance & Beautification projects for the public rights of way
- Form task forces around special short-term projects in the public rights of way

End-of-Meeting Questions

Each committee should adjourn with a series of questions such as:

1. What do we report & bring to the full Board, how and why?
2. What requires strategic dialogue with the Board? What kind of background information will we provide in advance and how will we set the context for the conversation?
3. How can we compliment the work of our Board colleagues?
4. What kind of personal follow-up with Board members and other committee members or volunteers is necessary? Why? Who will do what by when?

Marketing & Economic Development Committee Charter

Mission:

Through active community engagement with existing and prospective Jack London, Oakland (District) stakeholders, the Jack London Improvement District's Marketing and Economic Development (MED) Committee guides efforts to promote and enhance the district as a place to live, work, and visit. These activities include but are not limited to: on-going collaborative and independent marketing, advertising, communications, public relations, events, and sponsorships.

Purpose of the Committee:

The Marketing & Economic Development Committee exists to help the Board carry out the Marketing & Economic Development elements of the Management District Plan and the Operating Agreement. The Committee encourages the promotion and economic development of the District.

Reports to: Board of Directors

Staff to the Committee: Executive Director

Committee membership and operations: Members can include both Board and non-Board members. All committee work is done in partnership with and through the leadership of the Executive Director. The committee does not usurp the authority of the Board, nor does it direct or oversee staff. The Executive Director makes all final staff assignments and solicits for volunteers from the committee and beyond. The committee encourages the participation by members living or working in the District who are willing to volunteer their time and skills in marketing, promotion, communications, business development, event planning and public-facing projects.

Committee Member Expectations:

- Consistent attendance at Committee Meetings
- Approximately 26 hours annually through participation in Committee works sessions, Task forces, and attendance at relevant District Special Events
- Engagement in Task Force work as appropriate

Frequency of meetings: once a month, the 3rd Thursday of each month

Scope of Work for the Marketing and Economic Development Committee:

- Discuss and evaluate program and project priorities expenditures within the realm of Marketing and Economic Development for recommendation to the Board of Directors.
- Work with Staff to advance Board-approved programs and projects that foster economic development and promote Jack London, Oakland as a place to live, work, and visit.
- Programs and projects include but are not limited to development and improvement of the www.jacklondonoakland.org website, advertising, communications, event planning and production, sponsorships, public relations, stakeholder and community engagement, promotion of economic vibrancy and business activity, identification and promotion of real estate development opportunities, and development of economic development strategy.

End-of-Meeting Questions

Each committee should adjourn with a series of questions such as:

1. What do we report & bring to the full Board, how and why?
2. What requires strategic dialogue with the Board? What kind of background information will we provide in advance and how will we set the context for the conversation?
3. How can we compliment the work of our Board colleagues?
4. What kind of personal follow-up with Board members and other committee members or volunteers is necessary? Why? Who will do what by when?

Date Assigned:

Membership:

Land Use & Transportation Committee Charter

Mission:

The Land Use and Transportation committee supports Jack London's vibrancy, quality of life, accessibility and connectivity through active engagement of stakeholders and constructive, inclusive discussions about planning and development in Jack London.

Purpose of the Committee:

to provide a forum for understanding and proactive involvement in planning and development, and infrastructure projects to support the District's vision. The Committee also exists to engage the community for input and participation in projects and programs related to land use and transit for the benefit of Jack London.

Reports to: Board of Directors

Staff to the Committee: Executive Director

Committee membership and operations: Members include both Board and non-Board members. All committee work is done in partnership with and through the leadership of the Executive Director. The committee does not usurp the authority of the Board, nor does it direct or oversee staff. The Executive Director makes all final staff assignments and solicits for volunteers from the committee and beyond. The committee encourages the participation by members living or working in the District who are willing to volunteer their time and skills in land use and transit improvements.

Frequency of meetings: once a month, the 3rd Thursday of each month

Committee Member Expectations:

- Consistent attendance at Committee Meetings
- Approximately 26 hours annually through participation in Committee works sessions, Task forces, and attendance at relevant District Special Events
- Engagement in Task Force work as appropriate

Scope of Work for the Land Use and Transportation Committee:

- Monitor opportunity sites, current and prospective development projects, and other activity, actions, and planning efforts in or affecting district
- Host community meetings for current and prospective development projects and planning efforts
- Recommend Board action for Jack London development projects, planning efforts, and other activities where appropriate
- Conceptualize and produce Forums on economic and land development

End-of-Meeting Questions

Each committee should adjourn with a series of questions such as:

1. What do we report & bring to the full Board, how and why?
2. What requires strategic dialogue with the Board? What kind of background information will we provide in advance and how will we set the context for the conversation?
3. How can we compliment the work of our Board colleagues?
4. What kind of personal follow-up with Board members and other committee members or volunteers is necessary? Why? Who will do what by when?

Jack London Improvement District Board of Directors Meeting
Minutes of Monday, August 10, 2015 – 4:00 p.m.
JLID Office – 333 Broadway

Present: Bill Stotler, Sara May, Vivian Kahn, Paul Thyssen, Michael Carilli, Meredith Melville, Peter Gertler, Saied Karamooz

Absent: Barry Pilger, Jenni Koidal

Staff: Savlan Hauser, Fiona Simms

Guests: Gary Knecht

Discussions held and decisions made by the Board of Directors

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
1. Call to order and introductions	The meeting was called to order at 4:03 p.m.	
2. Public comment and announcements	Gary requested a response to the proposal that he previously submitted requesting 1) that the Names of the Steering Committee members be listed on the new website; 2) that the minutes of the Steering Committee meetings be posted on the new website; 3) that he be granted an official JLID title; and 4) that former Board members be granted access to and use of JLID email address. Staff responded that the website has been updated to include the requested Steering Committee information. There was discussion of why Gary needs a title and/or a district email address and it was noted that the granting of a title and/or email would need to be listed as an action item on the next board meeting agenda, and no final decision can be made at this meeting. Vivian encouraged Gary to attend the committee meetings that are relevant to his interest. He asked that meeting information be made easier to find on the website. Other suggestions were made for improvement.	
3. Approval of the minutes a. Regular Board Meeting: July 13, 2015	The minutes of July 13, 2015 were presented to the board for review.	Sara moved and Paul seconded the motion to approve the minutes of July 13, 2015. The motion was approved unanimously.
4. Executive update a. Should the Jack London	a. The board reviewed the recommendation draft. Vivian noted it would be helpful for the board and	a. Saied moved and Vivian seconded

<p>Improvement District raise its assessment by 5% in accordance with the Alameda County regional CPI index as is permitted in its Management District Plan?</p> <p>b. Board Workshop follow-up: select leads for governance development tasks as identified through the workshop.</p>	<p>staff to have an understanding of what other property taxes may be increasing and she agreed to compile the information.</p> <p>b. Bill reviewed the tasks that came from the board workshop. Having already agreed to take the lead on the task of refining the purpose and authority of the Executive Committee. Bill presented a draft of the bylaws revision that would be necessary. The board reviewed the draft and recommended several edits. The proposed bylaws revision will be edited per the input of the board and brought back to the next board meeting for approval. The board discussed the content and need for committee charters and agreed that the committee chairs should be responsible for bringing draft charters back to the board for approval at the next board meeting. Bill agreed to work with Savlan to create a new document that clarifies the roles and responsibilities of the Board by October's meeting Sara agreed to help Savlan curate the documents that will become the comprehensive board handbook. Sara also agreed to help create an online community submission form.</p>	<p>the motion to approve the recommendation for publication. The motion was approved unanimously.</p>
<p>5. Financial review</p>	<p>The board reviewed the presented financial report. Saied requested that the negative and positive signs in the "Remaining" and "Variance" columns be switched.</p>	
<p>6. Next regular meeting</p>	<p>Monday, September 14, 2015 – 4:00 p.m.</p>	
<p>7. Adjournment</p>	<p>The meeting adjourned at 5:27 p.m.</p>	

Minutes taken by: Fiona Simms

**Jack London Improvement District – Special Meeting of the Board of Directors
August 26, 2015 - 5:00 p.m. to 6 p.m.
Jack London Headquarters – 333 Broadway**

Present: Bill Stotler, Sara May, Barry Pilger, Paul Thyssen, Michael Carilli, Peter Gertler, Saied Karamooz, Sam Nassif

Absent: Vivian Kahn, Meredith Melville, Jenni Koidal

Staff: Savlan Hauser/Executive Director, Fiona Simms/Marketing & Administrative Assistant

Guests: Joanna Adler, Gary Knecht, Bill Baker, Don & Elizabeth Pohlman

Discussions held and decisions made by the Board of Directors

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
1. Call to order and introductions	The meeting was called to order.	
2. Public comment and announcements	Members of the public noted that they were confused and put-off by the communication about the increase. They also noted that the district website is difficult to navigate and that important information is difficult to find. There was some discussion of why the district chose to increase the assessment by 5%. Saied noted that the district did not implement an increase last year, though costs did increase, and that because of the extent of the process the district will not receive the funds from the increase until 2017. Members of the public also submitted feedback about how the budget is set up and how the funds are spent. The board noted that they welcome all community feedback and participation and encouraged the community to attend meetings or to send in their thoughts to the Executive Director.	
3. Board discussion of public comment regarding the recommended 5% Jack London Improvement District assessment increase. a. Affirmation or modification of decision to recommend a 5% Jack London Improvement District assessment increase	Savlan reviewed the process to implementing the assessment increase and Bill noted that the increase will be approved or denied at a City Council meeting where the public will have the opportunity to submit their opinions. The board chose to uphold the existing decision.	
4. Next regular meeting	Monday, September 14, 2015 – 4:00 p.m.	
5. Adjournment	The meeting adjourned.	

Minutes taken by: Fiona Simms