

**Presidio Trust Board of Directors Meeting
November 13, 2017
Minutes**

Attending Board Members:

Lynne Benioff
William Grayson
John Keker
Mark Pincus
Janet Reilly
John Reynolds

Participating Staff Members:

Joshua Bagley
Michael Boland
Carla Carvalho-DeGraff
Jean S. Fraser
Fran Gonek
Patrick Hannan
Nancy J. Koch
Mollie Matull
Sherri Schilling

Guests:

Greg Moore, President and CEO, Golden Gate National Parks Conservancy
Brian Aviles, Chief of Planning, National Park Service/Golden Gate National Recreation Area

Chairperson Keker called the meeting to order at 10:07 a.m.

Actions taken:

- Approved: Minutes of 28 September 2017 Board Meeting and 25 October 2017 Telephonic Board Meeting.
- Approved: 2017 Performance and Accountability Report.
- Approved: Fort Scott Request for Concept Proposals, as amended.
- Approved: Administrative Regulations revisions concerning Freedom of Information Act (FOIA), Privacy Act, Federal Tort Claims Act, Debt Collection.

- Approved:
 - Amendment to Art Collection Policy, Museum Collections Policy, Archaeology Collections Policy.
 - Elimination of Art Collections Manual as a Board policy.
- Approved: Staff Compensation Policy.

Discussion items:

Approval of Minutes

Upon motion duly made and seconded, the Board approved Minutes for the September 28, 2017 Board Meeting and October 25, 2017 Telephonic Board Meeting attached hereto respectively as Exhibits A1 and A2.

Approval of the 2017 Audited Financial Statements

Upon motion duly made and seconded, the Board approved the Fiscal year 2017 Audited financial statements which were presented by Ms. Carvalho-DeGraff along with the 2017 Performance and Accountability Report. Both are located on the [Presidio Trust website](#). The Board authorized Management to submit the financial statements to OMB, the GAO and the US Treasury.

CEO Report

Ms. Fraser updated the Board on work directed toward advancing our three strategic goals. Her written report is attached as Exhibit B.

Concerning Goal #1, to be visited and loved by all, she highlighted the Veterans Day events at the park, including the Trust-sponsored “Art and Service” Day. Bay Area Iraq and Afghanistan veterans led volunteer civilian teams in preparing food for North Bay shelter residents impacted by the October fires. Participants were also able to express their military service experiences through art projects.

As we strive to be a model of environmental stewardship, Goal #2, the Trust supports plant biodiversity and healthy trees in the park. Our biologists will plant acorns collected from San Francisco's only native tree – the coast live oak –throughout the Presidio to better support wildlife and reduce runoff. In mid-October, the Natural Resources team reintroduced California floater mussels to Mountain Lake to help improve the lake’s water quality. The Inn at the Presidio received the Historic Hotels of America© 2017 Award of Excellence for Sustainability Champion for its modern, energy-efficient heating, plumbing, electrical systems and appliances, and its design to maximize natural ventilation and lighting. The Inn also follows green housekeeping practices and has a rigorous recycling and composting program that diverts the majority of its waste from landfills.

To achieve Goal #3, becoming a model of operational excellence and financial sustainability, the Building Maintenance team began its FY 2018 residential cyclic maintenance projects. Additionally, our Operational Excellence team already has trained 30 staff members in identifying waste and improving operations. We have established a Policy and Procedure Committee with representatives from all divisions to evaluate existing internal policies and procedures. This committee will also review and approve new policies and procedures as we work on standardizing and then streamlining our operations.

Crissy Field Refresh Project.

Messrs. Moore and Aviles presented the Crissy Field Refresh Project which will begin early next year. Since it was opened to the public over 15 years ago this park destination has grown in popularity. The Crissy Refresh will re-visit the site and determine if any changes are needed to: serve a more diverse and inclusive array of visitors, connect seamlessly with the planned Presidio Tunnel Tops, enhance recreational opportunities, improve safety and circulation, enhance durability and sustainability, and further enhance the interpretation of natural and cultural history. The Board is pleased to have the Trust participate in this refresh effort and thanked Mr. Moore and Mr. Aviles for leading this effort.

Fort Scott Request for Concept Proposals.

Ms. Fraser and Mr. Bagley presented the Fort Scott Request for Concept Proposals outline and project timeline. During the course of discussion, the Board reserved the right to limit the number of respondents invited to submit actual proposals and limited the respondent pool to US-based, non-governmental organizations. Upon motion duly made and seconded, the Board approved the Request for Concept Proposals with these refinements and directed staff to release the document in January. Staff will conduct outreach to ensure that there is broad awareness of the opportunity. Ms. Benioff recused herself from this presentation and discussion.

Approval of Administrative Regulations.

Upon motion duly made and seconded, the Board approved the revisions to several Trust Administrative Regulations including the Freedom of Information Act (FOIA), Privacy Act, Federal Tort Claims Act, Debt Collection in the form attached hereto as Exhibit C.

Approval of Policy Revisions.

Upon motion duly made and seconded, the Board approved the revisions to the Art Collection Policy, Museum Collections Policy and Archaeology Collections Policy all in the form attached hereto as Exhibit D. The Board further eliminated the Art Collections Manual as a Board policy.

Greenwich Gate Project.

Mr. Boland presented information on the Greenwich Gate project which will complete an important link between the Presidio trails network and San Francisco's transit and bike routes on the east side of the park. The 2003 Presidio Trails and Bikeways Master Plan included the gate as part of a comprehensive internal network of Presidio trails and bike routes tied to major local and regional trail, transit, and bike networks. Mr. Boland expects construction to start in

the summer of 2018. The project design is being funded with a grant from the Federal Lands Transportation Program.

Staff Compensation Policy.

Ms. Schilling presented the Staff Compensation policy which has been developed to be fair, transparent and attractive so the Trust can meet its strategic goals. The policy will set pay ranges based on demonstrated skill level rather than seniority or years of experience. Setting pay ranges based on skill-level will establish internal consistency for compensation across positions. Following Board approval, policy implementation will begin in early 2018. The Directors engaged in a discussion and asked questions. Upon motion duly made and seconded, the Board unanimously approved the Staff Compensation Policy attached hereto as Exhibit E.

The meeting was adjourned by Chairperson Kecker at 12:38 p.m.

Exhibits Summary

Exhibits to the minutes were omitted but will be provided to any board member upon request.

A1 – Minutes from the September 28, 2017 Presidio Trust Board of Directors Meeting – Closed Session and Public Session

A2 – Minutes from the October 25, 2017 Presidio Trust Board of Directors Meeting Via Teleconference

B - November 13, 2017 – CEO Report

C – Administrative Regulations revisions concerning Freedom of Information Act (FOIA), Privacy Act, Federal Tort Claims Act, Debt Collection.

D – Amendment to Art Collection Policy, Museum Collections Policy, Archaeology Collections Policy. Elimination of Art Collections Manual as a Board policy.

E – Presidio Staff Compensation Policy