



A locally-funded nonprofit organization created to foster an economically vibrant Downtown Vacaville

313 Parker Street, Vacaville, CA 95688
707-451-2100 www.DowntownVacaville.com

**MEETING OF THE BOARD OF DIRECTORS OF THE
DOWNTOWN VACAVILLE BUSINESS IMPROVEMENT DISTRICT
Tuesday, September 20, 2022 at 8:00am
Via Zoom Call**

MEETING MINUTES

MEMBERS PRESENT: Ralph Berumen, Ted Neima, Kathleen Ramos, Kim Robinson, Leslie Silver, Matt Taynton, Morne Van Staden, Stacy Schutte, Dave McCallum, Dean Roberts, Marianna Schiavone

MEMBERS ABSENT: Kia Lutte (Medical), Jason Diavatis (sick), Lia Rivera (sick)

GUESTS - City of Vacaville: Tim Padden, Tyra Hays, Aaron Potter

GUESTS - Big Four Partners: Delaney Holden (Visit Vacaville), Debbie Egidio (Chamber of Commerce)

STAFF: Maria Alemany (DVBID)

Item	Speaker	Discussion	Action Taken/To be Taken
1. Call to Order	Dean		Meeting called to order by Dean Roberts.
2. Roll Call BODs	Dean		Roll call was taken.
3. Approval of the Agenda	Dean		Ralph Berumen motioned to approve the Agenda Morne Van Staden second the

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 all Board and committee agendas at 313 Parker Street, Vacaville, CA 95688. This meeting is noticed and conducted pursuant to §54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.

Item	Speaker	Discussion	Action Taken/To be Taken
			motion. Agenda approved.
4. Approval of the Meeting Minutes from August 15, 2022	Dean		Ted Neima motioned to approve the minutes, Ralph Berumen second the motion. Minutes approved.
5. Board President's Report	Dean	<p>a. Executive Director Search Update Search Wide Global is coordinating the second round of interviews with the candidates.</p> <p>b. Bylaws Update - Tim stated that the Bylaws were with Civitas for another set of revisions. Next step is to schedule an in-person meeting of the Board of Directors to review revised bylaws.</p> <p>Ted asked the Executive Committee members to describe the type of changes to the bylaws that were given to Civitas. Kathleen responded that the changes were primarily corrections in terminology.</p> <p>c. Nominations Committee Dean requested Board nominations from the Board members that were on the zoom meeting. The following people were recommended: Wendy Jackson (Jackson Medical), Ed Pardini (Jon Edwards Salon) and Carol (Fleet Feet).</p>	<p>Maria was not present during this part of the discussion. Dean will follow up with Maria to get the revised Bylaws distributed and schedule an in-person meeting to review the changes.</p> <p>Stacy will reach out to Ed Pardini, Dean will call Wendy and Carol. A letter with all of the Board Requirements will be given to all</p>

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 all Board and committee agendas at 313 Parker Street, Vacaville, CA 95688. This meeting is noticed and conducted pursuant to §54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.

Item	Speaker	Discussion	Action Taken/To be Taken
		<p>d. Schedule in-person meetings for October, November & December A discussion was had regarding moving toward in-person meetings for the remainder of the 2022. The Hampton Inn was suggested since we have used them in the past. In addition, Morne offered Journey Downtown @ the Library as a meeting space. An option of a hybrid meeting to include Zoom and in-person was also suggested.</p>	<p>nominees. The Executive Committee will come up with an appropriate meeting option for October.</p>
<p>6. Committee Reports</p>	<p>Organization Economic Vitality Design</p>	<p>No Report No Report a. Vandalism and Break-Ins Morne - Journey Downtown has had 3 break-ins in the past month. In addition, trespassers have been drinking and vandalizing his patio. Morne stated that it is the same person breaking in everytime. He also thanked the police department for responding within 3 minutes when the last break-in occurred. Ted - Offered to review the surveillance video from the cameras at Clipper Cargo. Officer Potter - Emphasized reporting all incidents to the police department is important so that everything is properly</p>	

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 all Board and committee agendas at 313 Parker Street, Vacaville, CA 95688. This meeting is noticed and conducted pursuant to §54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.

Item	Speaker	Discussion	Action Taken/To be Taken
	<p>Promotions</p> <p>Finance</p>	<p>recorded and documented. Furthermore, he said there is a new trespass system whereby business owners can sign a form that gives the police the authority to remove the trespassers when the business owners are not there.</p> <p>b. Graffiti</p> <p>Ted - Mentioned that he has been working with Officer Potter on the Safe Business Program. Ted provided a brief explanation of what the graffiti in the downtown area may mean. He stated that, based on his previous training, the symbols and letters are a form of communication on the type of drugs that are being sold in this area.</p> <p>No Report</p> <p>No Report</p>	
7. Big Four Partner Reports	City of Vacaville	<p>Tim Padden - The Economic Development Advisory Committee is coordinating business incentive programs such as storefront improvements that will be presented to the City Council in an upcoming meeting. The program is a 50/50 match for improvements to lighting, landscaping and other storefront improvements.</p> <p>American Rescue Plan Act (ARPA) - Staff report will be presented to Council in September for a \$1M small business grant</p>	

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 all Board and committee agendas at 313 Parker Street, Vacaville, CA 95688. This meeting is noticed and conducted pursuant to §54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.

Item	Speaker	Discussion	Action Taken/To be Taken
		<p>program. These funds are similar to those that were awarded two years ago from the CARES ACT, however, this time the requirements will be more flexible, thereby making it easier for more businesses to qualify. If approved, estimated grant amounts could be between \$20k-\$25k for businesses depending on how severely they were impacted during Covid.</p> <p>Leslie Silver - Stated that her business did not qualify for any funds in 2019 and she is definitely in need of these funds now. She asked that her type of business be taken into consideration when determining the criteria to qualify for the ARPA funds and offered to help or be a part of any discussions.</p> <p>Kathleen Ramos - Asked that a presentation on the ARPA grant program be given to the Board once it is approved and ready to be executed.</p> <p>Beer 40 - Negotiations are ongoing.</p> <p>700 Parc - Groundbreaking is still scheduled for Spring 2023.</p>	<p>Tim Padden will help coordinate an informational session on both the Storefront Improvement Program and the ARPA Grant Program. Debbie Egidio offered time to do so at the Chamber's monthly Business Forum at Travis Credit Union.</p> <p>Ted offered help from the Design Committee to help distribute information on the</p>

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 all Board and committee agendas at 313 Parker Street, Vacaville, CA 95688. This meeting is noticed and conducted pursuant to §54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.

Item	Speaker	Discussion	Action Taken/To be Taken
		<p>Sgt. Potter - The Community Response Team will need to go dormant for now due to staffing shortage. Sgt. Potter will be moving to another position, however, he will provide Ted with more information on the Trespassing Program to include in the Safe Business Program packet.</p> <p>Brian McLean, Assistant Director of Public Works, City of Vacaville</p> <p>Tree Lights - Brian has ordered the parts and lights that are needed, however, they are not expected until December. Once everything is received, they will begin installing the new lights.</p> <p>Graffiti on the Bridge - As soon as Public Works is notified of the graffiti, they immediately respond and remove it.</p>	<p>Storefront Improvement Program.</p> <p>Sgt. Potter will provide the Trespassing Letter as soon as it is finalized to Ted Neima and Debbie Egidio.</p>
	Chamber of Commerce	<p>Debbie Egidio - Candidate Forums for City Council and Mayor will be held at the Travis Credit Union Community Room on October 3rd and 5th from 6pm-8pm. A Facebook Live stream option will also be available on those nights.</p> <p>On October 18th the Chamber is hosting a program called Inspire at the Ulatis Community Center from 9:00am-3:30pm. Inspire is a hands-on career exploratory fair</p>	

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 all Board and committee agendas at 313 Parker Street, Vacaville, CA 95688. This meeting is noticed and conducted pursuant to §54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.

Item	Speaker	Discussion	Action Taken/To be Taken
		for all 8th graders in the Vacaville, Travis and Dixon Unified School Districts. The Chamber is looking for additional businesses to participate and teach students what it's like to work at their business.	
	Visit Vacaville	Delaney Holden - Visit Vacaville is continuing with Arts Week throughout our community with music and art. School of Rock and Joyful Art Studio from downtown are both participating. The Farm To Table Dinner on September 30th is almost sold out; there are 3 tickets left.	
8. Executive Director's Report	Maria	<p>a. Art, Wine & Brew Stroll Results Maria reported that the event was very successful with 22 businesses participating and that it was a sellout. At the time of the meeting, a net dollar amount had not been recorded but the event grossed approximately \$5,700.</p> <p>Maria also reported that she saw a post on Facebook of a person with a table in Town Square serving wine during the stroll. Maria asked that if anyone knew who that person was that they let her know so she can work with them to ensure they go through the DVBID to participate in future strolls.</p> <p>b. Oktoberfest Update (9/24) Maria reported that the digital advertising is working because she is receiving emails from it. There are 31 vendors scheduled plus</p>	

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 all Board and committee agendas at 313 Parker Street, Vacaville, CA 95688. This meeting is noticed and conducted pursuant to §54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.

Item	Speaker	Discussion	Action Taken/To be Taken
		<p>the Porsche Car Show. Pure Grain has scheduled the band for Town Square. They will be selling their food on Main Street. The streets will be closed from Davis to Parker.</p> <p>In addition, Journey Downtown will be hosting a Wild West Film Festival with actor reenactments of scenes from popular films and the Sheriff's Posse will also be there. They will be using part of Main Street for some of their activities.</p> <p>Leslie also added that School of Rock would be performing at Beer 40 from 6pm-9pm on Saturday night. Beer 40 will also have food trucks on site.</p> <p>c. Halloween Stroll (10/31) We are seeking as many businesses as possible to participate. The Police and Fire Departments will be out there with their vehicles and fire trucks passing out candy. The Young Conservatory of Music will be performing in Town Square free of charge. The DVBID is responsible for the event but there is no financial commitment for the stroll. Maria did ask about renting portable restrooms but Dean said that DVBID had not rented them in the past.</p> <p>Ted mentioned that this event is a great opportunity to market your business to young families so he encouraged everyone to take advantage of it.</p>	

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 all Board and committee agendas at 313 Parker Street, Vacaville, CA 95688. This meeting is noticed and conducted pursuant to §54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.

Item	Speaker	Discussion	Action Taken/To be Taken
		<p>d. Holly Days (11/5) Maria reported that she is receiving mixed feedback about the event and the closing of the streets. In addition, some businesses are concerned that these craft fairs take away from their business. Maria asked how much time she should spend going around talking to businesses to see if they want the craft fair with street closures and also suggested moving it to Andrews Park.</p> <p>Matt Taynton said that the craft fair is great for his and Ted’s business on Merchant Street. Stacy Schutte said that she doesn’t get a lot of business from the event but the street closures don’t affect her business and believes it is good exposure for all businesses downtown.</p> <p>Maria stated that she has sent out a “Save the Date” notice to all vendors but she is not sure how many vendors will commit to attending. Maria Brana of KUIC stated that she is an artist and vendor and believes that this event is important to small business entrepreneurs and our community and does not recommend canceling it.</p> <p>e. Winter Wonder Walk (11/17) Maria reported that she will be having her first meeting on this event the week of September 26th.</p>	
9. Open Discussion		No open discussion	

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 all Board and committee agendas at 313 Parker Street, Vacaville, CA 95688. This meeting is noticed and conducted pursuant to §54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.

Item	Speaker	Discussion	Action Taken/To be Taken
10. Next Meeting		October 18, 2022	
11. Adjourn			Dean motioned to adjourn the meeting, Kathleen second the motion, meeting was adjourned.

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 all Board and committee agendas at 313 Parker Street, Vacaville, CA 95688. This meeting is noticed and conducted pursuant to §54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.