



**Board Of Directors Meeting Minutes**  
**held at Sonesta Essential (formerly Hampton Inn), 800 Mason St.**  
**Tuesday, August 15th, 9am**

1. Meeting Called to Order (Matt Taynton, President)
2. Roll Call of Board of Directors (Ted Neima, Secretary)
  - a. Request to be excused: Elaine Cloutier, Chandra Crowley, Stephanie Lombard, and Stacy Shutte.
  - b. Absences: Morne Van Staten.
  - c. City Partners in Attendance:
    - i. Tim Patton, City liaison to Downtown Vacaville
    - ii. Brian McLean City of Vacaville Public Works
    - iii. Erin Morris, City of Vacaville Community Development/Planning Division Director
    - iv. David Casanova Vacaville Police Department # 726
    - v. Donald Bothwell Vacaville Police Department #702
    - vi. Andrew McCabe Vacaville Police Department # 764
  - d. Visiting BID Members
    - i. Ralph Berumen of the Chamber of Commerce,
    - ii. Visit Vacaville – No representative present.
    - iii. Sandra Over and Catherine Pollen - Vacaville Opera House
    - iv. Dulon Stevens - Fitness Explosion
    - v. Bradley Moran Realty One Group and Christmas event: Cars and Toys
3. Request for approval of the agenda (Matt Taynton, President)
  - a. Motion made by Treasurer Ed Pardini, Seconded by Secretary Ted Neima
    - i. Carried and Ordered CSO
4. Motion to Approve the July Minutes
  - a. Motion made by Secretary Ted Neima Treasurer, Seconded by Ed Pardini
    - i. Carried and Ordered - CSO
5. Public or Board Comment – Re: Issues related to Downtown Vacaville
  - a. Vice President Leslie Silver intro subject Downtown Safety –
    - i. During the meeting, Leslie Silver expressed her gratitude to the three Vacaville police officers present who will address the issue of Downtown

safety. Also, she mentioned that her earlier call to the Vacaville Police Department regarding the disruptive individual who intruded on her business space did not yield an immediate response. Later, the same individual attempted to grab a child from Andrews Park playground.

- ii. We have an urgent need for faster assistance from the Vacaville Police Department. One possible solution is to create a system that can alert businesses within a five-block radius of any immediate threats. During the meeting, Treasurer Ed Pardini shared additional information about the same suspect attempting to access his salon (John Edwards Salon). Leslie requested that the Vacaville Police Department find some resolution to provide us (the Downtown Community) with leverage or consequences for the subject in question.
- iii. Discussed that the Vacaville Police Department had responded. They understood the concerns raised by the group. They had been actively monitoring the suspect's activities (Steven Case). However, it was also noted that no law prohibits a person from being "weird," but if someone exhibits unacceptable behavior, it is essential to contact the Vacaville Police Department immediately.
- iv. Guest Dulon Stevens reported an incident where an intruder with a machete entered and exited the back of his gym to a public parking lot. Unfortunately, again, no response was received from the Vacaville Police Department that we were aware of.
- v. Secretary Ted Neima shared additional information about a large number of criminal incidents that had taken place adjacent to Trianon Way.
- vi. Karen Mikich informed the group that her business had added a significant amount of lighting, which had a beneficial effect.
- vii. Sergeant Casanova shared concerns similar to those of the board about the detainment or arrest of the suspect. However, better communication with the community was needed regarding diligent efforts in pursuing and arresting the suspect. Ultimately, the legal system's outcome may not have been what we hoped for; as explained by Sergeant Casanova, several board members thanked the three Vacaville police officers for the presentation during the meeting.

6. City of Vacaville Public Works presentation

- i. During the board meeting, Brian McLean, Director of the Public Works for the Department in the City of Vacaville, gave an update on the activities happening in Downtown Vacaville. He expressed his gratitude for the opportunity to share their program, worth 6.9 million dollars, to be executed over 18 months. Brian mentioned that many of the projects in his program would address the board's concerns with the downtown area.
- ii. Together, the group discussed three projects during the meeting. Firstly, public works aim to improve the critical sewer infrastructure beneath the downtown area, which is not visible; the city has allocated 1 million dollars to fund this project. Secondly, the City of Vacaville and Public Works are reviewing and enhancing the downtown signage throughout the city. The third project is to install lighting in three phases. Director McLean agreed with the board that lighting is a major issue and promised to speak with his staff to provide better reports on their progress.
- iii. Brian also informed the board that Public Works is expected to complete 22 capital projects this year while only completing 10 projects the year prior. Furthermore, the board members raised other public works issues they felt needed to be addressed and thanked Director McLean for attending the meeting and addressing the downtown area's needs.

7. Board President's Report by Matt Taynton

- a. President Matt Taynton discussed resolving the returned bid fees to a home business outside the downtown business district during the meeting. He also thanked Director McLean for addressing the efforts to repair the downtown sidewalks.
- b. The board then engaged in an extensive discussion regarding merchants holding private events that impeded sidewalks and streets. Downtown Vacaville aims to resolve the issue by meeting with the involved parties.
- c. Matt Taynton also reported on his meeting with Vacaville City Manager Aaron Busch, which included a discussion on developing better communication. He

shared with the city manager that they are doing a lot of good work and that some people falsely believe isn't doing anything. We are doing...

"Dirty work that hasn't been done for years," Matt emphasized.

"Communication is key to moving forward with the organization & the city."

- d. Lastly, Matt reported on efforts to repair the flagpole on Merchant Street as part of the Downtown Engagement Flag project. "The pole has been in disrepair for over a decade and has received numerous complaints from the public." Matt said, "We will not stop until US Bank gets an American Flag flying." Ted added, "We could save \$1,000 on the project by partnering with the I-80 forklift Co, which could donate the use of a lift to reach the heights of the flagpole.

#### 8. Treasurer Report by Ed Pardini

- a. During the meeting, Ed Pardini presented the Treasurer's Report and provided copies of the financial statements distributed to the board members. Although the report showed a negative balance of \$3,000, this was due to a reimbursement that we were still waiting for from the city for Creekwalk and other special events. On a positive note, Ted Neima highlighted that the weekly farmers market generated income thanks to Taylor's efforts.

#### 9. Secretary's Report by Ted Neima

- a. Ted has asked for a thorough review of the board minutes approved earlier. This is because the minutes summarize our progress in developing a robust set of bylaws. As our process has been based on transparency, we would like to get your input on three areas of the bylaws and one regarding our role on the advisory board.
- b. Thereafter, a four-part survey was given to the board members present. See the attached results of this survey.
  - i. #1 Barring running for a year, 85% No 12% Yes.
  - ii. #2 Power to remove without cause 100% No Zero Yes
  - iii. #3 Number of board meetings missed without excuse.  
63%, 12%, 25%
  - iv. #4 Should the city council appoint an officer from the district at large to the advisory board? 100% No

- c. During this portion of the secretary's report, Ed Pardini asked about the time period for excluded absences in question #3. Ted appreciated the question and said it would be addressed at the next meeting. Additionally, Ted reported that the departure of a couple of board members had resulted in a loss of quorum. As a result, while the report were still acceptable, no new business could be conducted.

#### 10. Executive Directors Report (Taylor McDonald)

- a. Farmers Market Report. They held Christmas in July. With 50 vendors, it is the largest farmers market ever. Our goal is for the market to be new and unique and continually have new and unique products. Our next step is to get the city's approval to extend the farmers market year-round. Many of the vendors Express excitement about the year-long market next week.
- b. Next Saturday is the final Creekwalk concert, the big end show. We have two groups, and we hope it will be a good fundraiser for all of us. Taylor said he will be compiling a report about Creekwalk fundraising.
- c. Also, he reported a kickoff of the Thursday and Friday Music Series. Taylor talked about the input of the School of Rock and others. Sandra Over commented that she has posters for the Thursday night event.
- d. Taylor reported hiring Desi Rodriguez as the event assistant to help when Anthony's schedule will not allow it; this will be a trial and error.
- e. Art Wine and Brew Stroll.
  - i. We have received inquiries from 11 businesses who are interested in joining us. We will then discuss with board members and visitors to determine the best day of the week for our walks. Sandra Over mentioned the Downtown Community in her comments.
  - ii. During a meeting, Vice President Leslie Silver expressed that the various strolls organized downtown affect businesses differently. She suggested that the scheduling of these events be flexible to accommodate the different businesses. Leslie also mentioned that although she enjoys the music played on Town Square, it does not benefit her business. Treasurer Ed Pardini added that the main objective of these strolls is to benefit the entire community.

- f. Taylor reported plans for Oktoberfest had to be approved by different departments through the portal. September 23. We are planning, and our website is live for vendors to sign up.
- g. We are preparing for our mid-year report to the city, we were told, either August 22 or sometime in September. President Matt said the city manager might be September 13th through the 26th. This was scheduled so the bid would receive the last portion of the \$ 75,000. Taylor added that part of the fee had been used for the power washing sidewalks (Main St., Parker St., Marchant St., and Cernon St.) in downtown Vacaville. We are also looking at murals and painting crosswalks that are fading. Seeking more information from the board and community on what projects to work on with the money and with the service fee.

11. Committees & Events Report by Leslie Silver, Vice President)

- a. No Report

12. New Business - None

13. Partner Reports

- a. City of Vacaville

- i. Economic Development – Tim Paddan gave a report earlier in the meeting.

1. Tim reported. He reported at the city council meeting on the COVID Recovery Challenge, a three-year strategy the council of 2021 adopted for significant recovery. Because of the report's length, Tim encouraged the board members to digest the information at their leisure.
2. He reported that the City of Vacaville visited roughly 350 of the 500 downtown businesses. He gave great feedback. He reported that the city manager was “pumped up” about revitalizing downtown.
3. Tim reported only 35% of the businesses knew about the downtown-specific plan. 45 % of the businesses knew about the Downtown Vacaville Business Improvement District, and about the same 45% knew about the Chamber of Commerce. Only 35% knew about Visit Vacaville. At the same time, City of Vacaville missed approx. One hundred businesses, he said we will circle back and follow up with those businesses.

- b. The Chamber of Commerce – No Report was given, as the representative left the meeting early.
- c. Visit Vacaville; no report as they did not send a representative to the meeting.
- d. Downtown Realtor and community member Bradley Moran. He reported on an event to give back to the community tentatively scheduled for the first Saturday in December. There will be a toy giveaway and the best of the best car show. Last year, over 400 toys were given to the Boys and Girls Club of Vacaville. He hoped he could bring this event downtown. He reported that a dozen businesses were willing to participate with bin receptacles. He is working with Taylor and the city to finalize the event details.

14. Motion to Adjourn by Ted Nemia, Seconded by Leslie Silver

i. Carried and Ordered - CSO