

**Downtown Modesto Partnership
Board of Directors
Meeting Minutes**

Date of Meeting:	11/08/17	Time:	4:00 PM
Minutes Prepared By:	Susan Martin	Location:	1601 I Street 5 th Floor

1. Attendance

Present	Rose Louis, Josh Bridegroom, Ryan Swehla, Fred Silva, Mike Goss, Dave Gianelli, Barrett Lipomi, Greg Reed, Lynn Dickerson, David Boring, Sue Richardson, Craig Stott
Absent	Hank Barrett, Neal Khatri, Patrick Burda,
Others	Susan Martin, Dave Lyghtle, Stephanie Burtch

2. Discussion

#	Topics	Presenter
1	<p>Welcome and Approval of Minutes</p> <ul style="list-style-type: none"> - Fred opened the meeting at 4:05 p.m. - Fred asked for approval of minutes from the September 13, 2017 board meeting. <ul style="list-style-type: none"> o Board approved the minutes as presented (B. Lipomi/L.Dickerson; unanimous) 	Fred S.
2	<p>Public Comments</p> <ul style="list-style-type: none"> - None 	Any
3	<p>Administrative Update (Recap of past month's activities and upcoming initiatives)</p> <ul style="list-style-type: none"> - Josh introduced Stephanie Burtch to the Board as the Interim Marketing and Events Coordinator. - Josh presented the updates from the Clean and Safe Staff for the month of October. Josh stated that the pounds of trash collected was high due to there being five large events downtown in the month of October. He informed the Board that the Clean and Safe Staff was fully staffed. - Josh reviewed the security report from Rank Security. - Josh confirmed the move the new office building. - Josh said that he attended the Downtown Disney Training and said it was a valuable training session to attend. He is considering having the rest of the Administrative Staff attend next year. - Josh confirmed that the Utility Art Box Project was approved at the Culture Commission and that the utility boxes will be updated with the art soon. - Josh reminded the Board that the next Visioning Session will be held on November 15th at the Double Tree Hotel. - Josh indicated he included the current financials but would discuss when they moved on to item #5. 	Josh B.

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4	<p>Executive Team Update</p> <ul style="list-style-type: none"> - Fred recapped the Executive Meeting and discussed the issues that had come up regarding the lights on 10th Street, the capstones, and having the Downtown Ambassadors covering the core area more at night. Josh and Susan confirmed that the lights on 10th Street are being monitored, but that any type of rain can cause the lights to turn off. This time of year, it is a bigger job to monitor the lights, but the night crew will be checking these often. Susan confirmed that the Ambassadors have been each assigned certain areas throughout the district during the day. The night crew has been informed that they are to focus on the "hot zone" (where the restaurant and theaters are located) after hours so that they are more visible. Josh and Susan stated that the capstones had arrived, and that the City was cutting them to size for placement. 	Fred S.	
5	<p>Action: Executive Team Recommendation – Discuss Adoption of the FY 2017/2018 Annual Operating Budget</p> <ul style="list-style-type: none"> - Josh reviewed the current budget and presented the FY 2017/2018 budget. He identified that some areas had increased budget numbers due to under-estimating the costs during the first year of business. - Board approved the Adoption of the FY 2017/2018 Annual Operating Budget (L. Dickerson/R.Louis) 	Fred S.	
6	<p>Action: Audit Committee Recommendation – Accept Final Audit Report</p> <ul style="list-style-type: none"> - Barrett presented the audit report and reviewed some of the recommendations. Barrett indicated that the audit overall was a clean audit and there are just a few recommendations that need to be reviewed. Various members of the Board suggested that there should be an outside person available to come in and conduct a reconciliation of our expenditures each month. Josh identified that he has made arrangements for somebody to do that monthly. The board also discussed having policies and procedures in place in writing to keep things in line with the audit recommendation. <ul style="list-style-type: none"> o Board accepted the final audit report. (R. Swehla/D. Gianelli; unanimous) 	Barrett L.	
7	<p>Action: Executive Team Recommendation – Discuss Cancelling December Board Meeting</p> <ul style="list-style-type: none"> - Fred discussed cancelling the December Board Meeting and reconvening for the January 10, 2018 meeting. <ul style="list-style-type: none"> o Board approved the cancelation of the December Board Meeting (R. Louis/S. Richardson) 	Fred S.	
8	<p>Discuss J Street Project Status</p> <ul style="list-style-type: none"> - Barrett recapped the Council Committee Meeting regarding J Street. He indicated that this was just an informational meeting, so no action was taken that day. He indicated that we will need to regroup and talk with City Staff to determine what our next steps need to be. 	Barrett L.	
9	<p>Discuss Parking Project Status</p> <ul style="list-style-type: none"> - Josh is working on getting an implementation draft from Nancy Hormann. Josh has been in contact with the City to try to get information from them on possible parking lots that can be used for employees downtown. He has not been able to secure a commitment. 	Josh B.	

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10	<p>Discuss Property Owner Outreach and Directory</p> <ul style="list-style-type: none"> - Josh stated that both Rose and Susan have been working on completing the property owner contact list. Rose indicated that the work should be done within the next two weeks and will send the list out for review and assistance on any any information that is missing. 	Josh B.	
11	<p>Board Members Forum (This is a time for board members to raise items of concern or make announcements. Per the Brown act, no discussion or action take place on any issue raised.)</p> <ul style="list-style-type: none"> - There was a roundtable discussion by various members of the board at the conclusion of the meeting. 	Fred S.	
8	<p>Adjourn Regular Meeting</p> <ul style="list-style-type: none"> - Fred adjourned the regular meeting at 5:17 p.m. 	Fred	

3. Action Items

Action	Owner	Due Date
Finalize potential parking options for employees downtown	Josh	ASAP
Finalize draft parking implementation plan with Nancy Hormann	Josh	ASAP

4. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	01/10/2018	Time:	4:00pm	Location:	1601 I Street Floor 5
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