



Board of Directors Meeting  
Redwood City Improvement Association  
Wednesday, November 14, 2018 Noon - 1:00 pm  
Location: Redwood City-San Mateo County Chamber of Commerce  
1450 Veterans Boulevard, Suite 125, Redwood City, CA 94063

## MINUTES

**Present:** Gloria Arteaga, Jihan Bayyari, Rosanne Foust, Don Gibson, Gary Johnson, Lori Lochtefeld, Electra McBurnie, Ben Paul, Angela Rezab, Cathy Oyster, Lisa Soutter, Carolina Webster, Alex Khojikian (for Aaron Aknin), Iliana Rodriguez (for Mike Callagy)

**Other:** Leslie Parks

**Staff:** Amy Buckmaster, Maggie Fahey

**Absent:** Aaron Aknin, Chris Beth, Mike Callagy, Mark Chrzanowski, Dani Gasparini, Eric Lochtefeld, Maria Rutenburg, Stacey Wagner

## MINUTES

### 1. Call to Order

Meeting called to order at 12:02 p.m. by President Don Gibson.

**Action Taken:** N/A

### 2. Introductions

Gibson went around Board Table and Room for introductions.

**Action Taken:** N/A

### 3. Approval of October 10, 2018 Board of Directors Minutes

A. The October 10, 2018 Minutes reviewed.

**Action Taken:** Foust moved to approve the October 10, 2018 minutes. Rezab seconded the motion and motion was approved unanimously.

### 4. Public Announcements, Public Comments

**Action Taken:** N/A

### 5. New Business

#### A. Redwood City Streetcar & Transit Center Improvement Update

Diana O'Dell, Principal Planner for the City of Redwood City, presented to the Board proposed Transit Center improvements, including more green space, bus lanes, bike racks, and a streetcar to provide transportation to areas currently too far away to bike or walk. The City is currently working out obtaining community feedback and will take the results before City Council in Spring of 2019.

### 6. Committee Updates

#### (Executive Committee)

A. **Resolution:** *The Board is requested to authorize the Executive Committee, at its sole discretion, to review the work of the CBID Management entity, the Redwood City-San*

*Mateo County Chamber of Commerce, and grant an annual bonus amount not to exceed \$36,000 per year, to be paid out of the Contingency reserve. This bonus shall be considered at the end of each CBID fiscal year. This bonus amount is based upon performance above and beyond the expectations of the Board as well as the overall improvement in the CBID area.*

**Action Taken: Oyster moved to approve the motion. L. Lochtefeld seconded the motion and motion was approved unanimously.**

**(SOBO Committee) – Co-Chairs Gloria Arteaga and Rosanne Foust**

**A. Update on Kiosk Art Exhibit & Bike Racks Art Installation**

Arteaga informed the Board that the Kiosk Art Exhibit is set to kick-off in January 2019 as one of the kiosk leases is expiring. She also announced the projected installation date for the bike racks is the end of March 2019, after the project is presented to the Cultural Commission.

**Action Taken: N/A**

**B. 2019 Sidewalk Operations, Beautification & Order Budget (December 1, 2018 – November 30, 2019)**

The 2018-2019 SOBO Committee was presented with their annual budget, which is \$490,923.69, which is 54% of the total RCIA annual budget. It was noted that approximately 53% of this budget goes towards street cleaning and maintenance.

**Action Taken: Rezab moved to approve the motion. Webster seconded the motion and motion was approved unanimously.**

**(District Identity and Signage Committee) - Co-Chairs Lori Lochtefeld and Don Gibson**

**A. PR Update from Olive PR**

L. Lochtefeld reported that the RCIA Social Media following continues to grow anywhere from 1% - 4% on a monthly basis.

**Action Taken: N/A**

**(Parking Committee) – Co-Chairs Aaron Akin and Ben Paul**

**A. Update on Downtown Redwood City Parking Guidance System Design Project with Walker Consultants**

Paul informed the Board that his Committee met with Walker Consultants on November 13 to prepare the final draft of the design project.

**Action Taken: N/A**

**7. Executive Director Report**

Buckmaster wished the Board a Happy Thanksgiving and thanked them for what they do for the RCIA and for making Redwood City a more beautiful place

**8. President's Report**

President Gibson encouraged Board members to make the Committee meetings. He noted that "everything happens" at the Committee level. He also commented on how great downtown Redwood City is looking.

**Action Taken: N/A**

**9. Other**

Soutter stated that CZI is adjusting well to their new location in Redwood City, and that many employees have said they enjoy it more than their previous location in Palo Alto. They appreciate that they can take public transportation to work and how much downtown Redwood City has to offer. They currently have about 380 staff members and expect that number to grow to over 500 in 2019.

**Action Taken: N/A**

**10. Adjournment**

Meeting adjourned at 12:37 p.m.

**Action Taken: N/A**

**Minutes taken by: Amy Buckmaster, Executive Director, Redwood City Improvement Association**

**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 1450 Veterans Boulevard, Suite 125, Redwood City, CA 94063. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Amy Buckmaster, Executive Director (650.362.5017) at least 48 hours prior to the meeting.*