



REDWOOD CITY
IMPROVEMENT
ASSOCIATION

Board of Directors Meeting
Wednesday, October 25, 2023
Time: 12:00 – 1:00 pm

Location: 255 Shoreline Dr. Suite 150, Redwood City, CA 94065

Special Meeting
MINUTES:

Present: *In Person:* Adam Ely, Angela Rezab, Alex Livadas, Ben Paul, Chris Beth, Dani Gasparini, Don Gibson, Gloria Arteaga, Jeri Richardson-Daines, Mark Nadim, Nancy Radcliffe, Paul Gadow, Stacey Wagner
Virtually (approved): Brianna Mariolle, Henry Sears

Absent: None

Staff: Amy Buckmaster – Executive Director, Felicia Basques, Nicole Gallosa

Other: *Virtual:* Eleanor Lazar – Olive Public Relations, Cree Jones, Olive Creative Strategies

1. **Call to Order – President Gloria Arteaga**
Meeting called to order at 12:07 p.m. by Treasurer Gadow.
2. **Roll Call/Attendance**
Treasurer Gadow asked for a Roll Call Attendance and introductions of all Board Members.
3. **Approval of Minutes from September 13, 2023 Board of Directors**
The September 13, 2023 Minutes were reviewed.
Action Taken: Radcliffe moved to approve. Paul seconded the motion and motion was approved unanimously. New Board Members Ely and Richardson-Daines abstained.
4. **Public Announcements, Public Comment**
None.
5. **Committee Updates:**
 - **(Executive Committee) President Gloria Arteaga**
 - **Fiscal Year December 1, 2021 – November 30, 2022 Report of Independent Auditor and Financial Statements**
Buckmaster gave a detailed report of the positive financial audit completed by Wang Associates. Buckmaster sent the report to the Redwood City City Manager, Melissa Stevenson-Diaz.
Action Taken: Rezab moved to approve the Report of Independent Auditor and Financial Statements for Fiscal Year December 1, 2021-November 30, 2022. Radcliffe seconded the motion and motion was approved unanimously.
 - **2023-2024 Committee Chair/Co-Chair Appointments**
 - Sidewalk Operations, Beautification and Order
Radcliffe volunteered to stay on as co-chair. Gadow volunteered to join as the second co-chair.

- District Identity and Signage
Gibson and Wagner both volunteered to stay on as co-chairs but were also happy to step back if someone else wanted to be chair. Buckmaster said that committee member Kate Mosley expressed interest in being a co-chair. Gibson said he would step back for Mosley to take the roll. Wagner said she will stay on with Mosley.
- Parking Management Committee
Sears said he was willing to stay on as chair of the Parking Management Committee, but expressed interest in having a co-chair. Rezab volunteered to join as the second co-chair.

Action Taken: Radcliffe moved to approve the appointments of all three committees. Gibson seconded the motion and motion was approved unanimously.

- **SOBO (Sidewalk, Operations and Beautification Committee)**

**Next Committee Meeting – November 1, 2023 – 3:00pm*

Current Committee Chair: Nancy Radcliffe

No Action Items

Radcliffe and Basques gave an update on the status of the community pianos and the new flower planter barricade covers. Two of the pianos are nearly complete and should be released in November, and the flower planters are ready and just need flowers. Buckmaster and Gadow will be working on this project.

- **DISI (District Identity and Signage Committee)**

**Next Committee Meeting – October 31, 2023 – 12:00pm*

Current Committee Co-Chairs: Don Gibson and Stacey Wagner

- **Hamilton Tree Lighting Partnership with the City of Redwood City**
Shall the Redwood City Improvement Association DISI Committee recommend a partnership with the City of Redwood City to restring the lights on the two large Hamilton Trees, not to exceed \$25,000.00.
Beth gave an overview of the project, and the status of the trees. The lights were very old and the trees were damaged due to the storms earlier in the year. A request for proposal was released for the restringing of the lights and the City of Redwood City is working to finalize this as they have very strict standards for this kind of project. Buckmaster said the Redwood City Improvement Association is in its ninth year, and this is when the Board will need to prioritize infrastructure improvements. This is the first of it, but it's very important to the community for these trees to be lit year-round.
Action Taken: Radcliffe moved to approve. Arteaga seconded the motion and motion was approved unanimously.
- **Holiday Carolers**
Shall the Redwood City Improvement Association DISI Committee recommend a spend for Holiday Carolers for up to 3 days in November/December to stroll through downtown Redwood City, not to exceed \$2,100.00.
Wagner informed the Board members that 3 dates have been secured, and will be finalized given Board approval. The community really enjoys this group.
Action Taken: Radcliffe moved to approve the motion. Gibson seconded the motion and motion was approved unanimously.

- **Project Tracker**

Project Management Fee for District Identity & Signage from April 2023 – August 2023. \$8,500 for 85 hours (see enclosed).

Buckmaster explained the Project Tracker for the new Board Members saying these hours are for projects and services executed above and beyond the contractual hours, but not to exceed 1000 hours per fiscal year. To date, there have been 410 hours recorded.

Action Taken: Ely moved to approve the Project Management Fee. Radcliffe seconded the motion and motion was approved unanimously.

- **Parking Management Committee**

Next Committee Meeting – November 13, 2023 – 9:00am

Current Committee Chair: Henry Sears

No Action Items

6. President's Report

None

7. Executive Directors Report

- Fiscal Year December 1, 2023 – November 30, 2024 Redwood City Improvement Association Budget

Buckmaster explained the details of the budget. The budget is received from the San Mateo County Assessor's Office, and the breakdown/percentages of the budget was set by the Board of Directors in 2014/2015. Presented are two budget options. The first budget presented is with the previous percentage breakdown. The second budget presented is with the new percentage breakdown with Administration moving from 15% to 20%, Contingency/Reserves from 4% to 2%, and Parking Management from 7% to 4%.

The Board of Directors asked for Buckmaster to give an update of what annual expenses Chamber San Mateo County incurs itself for running the Redwood City Improvement Association at the next Board Meeting. They also asked with the new increase of the Administration budget from 15% to 20% to be presented at the November 8th Board Meeting with these new figures.

Action Taken: Gasparini moved to approve the 2023-2024 Amended Fiscal Year Budget. Rezab seconded the motion and motion was approved unanimously.

8. Adjournment

Meeting was adjourned at 1:11pm

9. Next Board Meeting: Wednesday, November 8, 2023

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 255 Shoreline Drive, Suite 150, Redwood City, CA 94065. 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.