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|  | **Board of Directors Meeting**  **Redwood City Improvement Association**  **Wednesday, March 8, 2017 Noon - 1:15 pm**  **Location:** Redwood City-San Mateo County Chamber of Commerce 1450 Veterans Boulevard, Suite 125, Redwood City, CA 94063 |

**Present:** Stacey Wagner, Chris Beth, Aaron Aknin, Don Gibson, Angela Rezab, Ben Paul, Eric Lochtefled, Elaine Watts, Bob Oyster, Cathy Oyster,

Mark Chrzanowksi, Mike Halow, Dani Gasparini.

**Staff:** Amy Buckmaster, Carolina Webster

**Other:** Courtney Rose, Catherine Ralston,

**Absent**: Lucy Wicks, Aaron Pellarin, Stephanie Kolkka, Lori Lochtefeld, Jeff Adams

**MINUTES**

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| ***Item*** | ***Discussion*** | ***Action Taken?*** |
| 1. **Call to Order** | Meeting called to order at 12:05 p.m.  By President Stacey Wagner | **N/A** |
| 1. **Introductions** | Wagner went around Board Table and Room for introductions. | **N/A** |
| 1. **Approval of February 8, 2017 minutes** | The February 8, 2017 minutes reviewed. | **Ben Paul moved to approve the February 8, 2017 minutes. Don Gibson seconded the motion and motion was approved unanimously.** |
| 1. **Public Announcements, Public Comments:** |  | **N/A** |
| **5. New Business** | Redwood City Assistant City Manager Aaron Aknin presented to the Redwood City Improvement Board of Directors the Redwood City Fee Modification Proposal. There was good discussion and feedback from the RCIA Board of Directors. | **N/A** |
| **6.**  **Committee Update: (Executive Committee)** |  | **N/A** |
| (SOBO Committee) – Co-Chairs Eric Lochtefled and Angela Rezab | 1. Committee Co-Chairs Rezab and Lochtefeld Presented the SOBO Committee Recommendation:   **Contract Renewal of J&A Maintenance Services, Inc.**  **Resolution:** Shall the SOBO Committee Recommend to the RCIA Board of Directors the contract renewal of J&A Maintenance Services, Inc. for the 2017 Approved RCIA Budget with recommendation to spend funds not to exceed $225,000 to go towards Sidewalk Beatification with Zone 1 and Zone 2 of Downtown Redwood City to include: Pressure Washing, Sweeper, Blower, Day Porter Services, Cleaning, Umbrellas Service and Pet Waste Collection.   1. Committee Co-Chair E. Lochtefeld gave an update on the New Digital Mapping Show in Celebration Redwood City’s 150 Anniversary. He let the Board Bart Kresa was very happy with the new design. Lochtefeld let the Board knows that besides the approved RCIA spend of $59,000 to additional time to the show would cost an additional $16,000. He thanked the following people and organizations that came up with the balance of funds. They were Rosanne Foust and Jim Hartnett, Redwood City-San Mateo County Chamber of Commerce, Facebook and Fox Theatre.   First show will be debuting Tuesday, April 18 and running through Middle of November.  c.) Committee Co-Chairs Rezab and Lochtefeld announced the new Public Art done by Jane Kim was beginning along with the debut of the New Umbrellas in Courthouse Square and Theatre Way.  They would be debuting the first of April. | **Cathy Oyster moved to approve the new motion Aaron Aknin seconded the motion and motion was approved unanimously.** |
| (District Identity and Signage Committee)  Co-Chairs Lori Lochtefeld and Don Gibson | 1. Committee Co-Chair Don Gibson gave an on the launch of the new Comcast Commercial celebrating the 150 Anniversary. 2. Courtney Rose of Olive PR gave the Board and update on the current PR for RCIA for the past month. |  |
| (Parking Management Committee)  Co-Chairs Aaron Aknin and Ben Paul | 1. Committee Co-Chairs Aaron Aknin and Ben Paul presented the Parking Committee Recommendation:   **New Digital Parking Signage**  **Resolution:** Shall the Parking Committee and the President of the Redwood City Improvement Association to authorize a RFP for New Digital Directional Parking Space Signage that coordinates with Redwood City garages, including the Master Directional Sign Plan with a location to be determined within CBID – Zone 1 and Zone 2. | **Eric Lochtefeld moved to approve the new motion Elaine Watts seconded the motion and motion was approved unanimously.** |
| **7. President’s Report** |  | **N/A** |
| **8. Executive Director Update** | Amy Buckmaster presented to the Board the Annual Financial Statements with Independent Accountants Review Report for November 2015.  Buckmaster reported this was in compliance of the Contract Agreement between the Redwood City Improvement Association and the City of Redwood City. | **N/A** |
| **9. Other** |  |  |
| **10. Next Board meeting** | Next Board Meeting – April 12, 2017 at Noon | **N/A** |
| **11. Adjournment** | Meeting adjourned at 12:55 pm. | **N/A** |

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