



**Interim Board of Directors Meeting  
Redwood City Improvement Association  
Wednesday, June 10<sup>th</sup>, 2015, Noon - 1:15 pm**

**Location:** Redwood City-San Mateo County Chamber of Commerce 1450  
Veterans Boulevard, Suite 125, Redwood City, CA 94063

**Present:** Eric Lochtefeld, Ben Paul, Sean Brooks, Don Gibson, Stephanie Kolkka, Lori Lochtefeld, Bob Oyster, Angela Rezab, Lucy Wicks, Kim Wilkins, Cathy Oyster

**Staff:** Amy Buckmaster, Nina Gann, Carolina Webster

**Other:** Matt Jacobs, Dominic LiMandri, Rosanne Foust, Aaron Pellarin, Greg Rubens

**Absent:** Chris Beth, Stacey Wagner, Eileen Kong, Gus Anagnostou, Boris Zats, Jeff Adams, Mitch Postel, Heather Rangel

**MINUTES**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Call to Order</b>	Meeting called to order at 12:03 p.m.	<b>N/A</b>
<b>2. Announcements</b>	No Announcements	<b>N/A</b>
<b>3. Approval of March 11th, 2015 minutes</b>	The April 8th, 2015 minutes reviewed.	<b>Bob Oyster moved to approve the April 8<sup>th</sup> minutes. Stephanie Kolkka seconded the motion and motion was approved unanimously.</b>
<b>4. Public Comments:</b>	Vice Mayor Rosanne Foust thanked the RCIA Board of Directors for all they have done and are doing for the Redwood City Community. She expressed her appreciation for all their hard work.	
<b>5. Committee Reports:</b>		<b>N/A</b>

<p>(Executive Committee) - Eric Lochtefeld</p>	<p>a) Retaining the Law Offices of Aaronson, Dickerson and Lanzone not to exceed \$5,000 in legal costs</p>	<p><b>Don Gibson moved to approve the motion. Angela Rezab seconded the motion and it's to come out of the contingency budget.</b></p>
	<p>b) Amend the district to remove residential condo parcels at Maple and Pennsylvania. Reduction in assessments of \$1,191.40 to the 6 that already paid. The reimbursement for assessments paid in this FY. This needs to be processed for amending through the Annual Report Process. This will go to the council on July 7<sup>th</sup>, and then will go to the county for formal dismissal from the district. There will be a public hearing on this.</p>	<p><b>Ben Paul moved to approve the motion. Lori Lochtefeld seconded the motion</b></p>
	<p>c) Report to city on reduction in assessments. This allows reassessments on the new developments so there will be positive changes in the long run</p>	<p><b>Angela Rezab moved to approve the motion. Stephanie Kolkka seconded the motion</b></p>
	<p>d) Recommendation on any increase in assessments based on CPI.</p>	<p><b>N/A</b></p>
	<p>e) Selection of Nomination Committee for first Annual Elections to the Board for the RCIA, Chaired by President Eric Lochtefeld:</p> <ol style="list-style-type: none"> <li>1. Lori Lochtefeld and Stephanie Kolkka will be on the Nominations Committee to serve with the President Eric Lochtefeld.</li> <li>2. Nominations letter and application was approved by the board.</li> <li>3. The Annual meeting is set for Wednesday, September 9<sup>th</sup>, 2015 at 12 noon at the Chamber Office Conference Room.</li> <li>4. Nominations committee will met after August 28<sup>th</sup> and then present the proposed board for consideration to the board at it's annual elections meeting on</li> </ol>	<p><b>Don Gibson moved to approve the motion. Bob Oyster seconded the motion</b></p>

	September 9 <sup>th</sup> .	
(SOBO Committee) – Cathy Oyster	<ul style="list-style-type: none"> <li>a) J&amp; A Cleaning service is doing a fantastic job in the cleaning of the downtown.</li> <li>b) Travel supplement for video mapping. Lucy Wicks motioned that when we pay vendors it needs to be known about travel expense</li> </ul>	<b>Ben Paul moved to approve the motion for the expenses. Angela Rezab seconded the motion</b>
(DISI Committee) - Lori Lochtefeld and Don Gibson	<ul style="list-style-type: none"> <li>a) Update on URL is that it will be sent out to the committee for comment.</li> <li>b) To hire Olive PR Solution to see if they can improve our PR over the next 5 months beginning July 1<sup>st</sup>. Under the conditions to stay within the budget limitations for DISI, not to exceed \$2,000 per month, minimum of 5 months, the key contacts are Amy Buckmaster and Lori Lochtefeld, and Olive rep to attend each DISI Committee meeting</li> <li>c) The DISI Committee and the President of the RCIA be authorized to expend funds for new Video Digital Mapping Content including \$30,000 with Bartkresa Design.</li> <li>d) Committee to vote to allocate additional \$5,000 for Commercial Production cost with Comcast Spotlight.</li> <li>e) Committee to vote to allocate \$20,000 for Marketing efforts for the RCIA.</li> </ul>	<p><b>Cathy Oyster moved to approve the motion. Bob Oyster seconded the motion</b></p> <p><b>Lucy Wicks moved to approve the motion. Stephanie Kolkka seconded the motion</b></p> <p><b>Cathy Oyster moved to approve the motion. Bob Oyster seconded the motion</b></p> <p><b>Angela Rezab moved to approve the motion. Stephanie Kolkka seconded the motion</b></p>
(Parking Management) – Kim Wilkins	<ul style="list-style-type: none"> <li>a) All about parking facing problems with people parking in the loading zone.</li> <li>b) Amy Buckmaster explains that the school district doesn't want to rent to us.</li> </ul>	<b>N/A</b>

<b>6. Project Review</b>	Ben Paul states that there is a planning commission on June 28 <sup>th</sup> and 30 <sup>th</sup> and to show up and speak up at the meetings.	<b>N/A</b>
<b>7. President's Report</b>		<b>N/A</b>
<b>8. Executive Director Update</b>	Buckmaster reported she will be emailing the job description for the new District Manager for the RCIA to the Board with in the next couple of days	<b>N/A</b>
<b>9. Other</b>	N/A	
<b>10. Next Board meeting</b>	Next Board Meeting – September 9, 2015 at Noon	<b>N/A</b>
<b>11. Adjournment</b>	Meeting adjourned at 1:29 pm.	<b>N/A</b>

**Minutes taken by: Nina Gann, District Manager, Redwood City Improvement Association**