



Board of Directors Meeting Agenda
February 8, 2023, 2:30 – 4:30 PM
City Hall Council Chambers

Board of Directors: David Lippert (President), Greg Grimes (Treasurer), Jose Luis Melgar (Vice-President), Krys Bojanowski (Secretary), Tom Tarantino - City Representative (At-Large)

City Council Representative – Leslie Cornejo

Santa Paula Chamber Representative – John Marquez

Santa Paula City Representatives: Jonathan Royas, James Mason

1. Call to Order.
2. Public Comments – Limited to three minutes per person.
3. Review of Minutes
 - 1/11/2022 Board Meeting
4. Financials
 - PBID Financial Update
 - Chamber Contract Renewal
5. Election Process
 - Self-Nominations
 - Expansion of Executive Board Members Discussion
6. City Update
 - Projects
 - Tree Lighting
 - Welcome Baskets
 - Wayfinding signs
 - Façade program
 - Trash receptacles
7. Chamber Update
 - WEV Business Training update
 - Downtown Filming
 - Cruise Night update
 - Farmer’s Market update
8. Date for next meeting- March 8th, 2023, 2:30-4:00pm (Location: City Council Chambers)
9. Adjourn



Meeting Minutes from January 11, 2023, 3:00 – 4:30 PM PST

In Attendance: David Lippert, Jose Luis Melgar, John Marquez, Tom Tarantino, James Mason, Leslie, Cornejo, Krys Bojanowski, Miguel Perez, Greg Grimes, Jonathan Royas, Jose Gonzales (Business owner), Joseph Alvarado (City of Santa Paula), Lyzette Cornejo.

Absent: None

1. **Meeting Call to Order:** Meeting was called to order at 3:07 PM PST.

2. **Public Comments:** Business owner, Jose Gonzales expressed concern about how the PBID funding is being used within the district. David suggested that he visit the PBID page on the city's website to view current and past projects, along with the past minutes to see where the funding is being spent. James offered to meet with Jose to discuss what the PBID has been doing in the district. Jonathan did state that a newsletter is being developed for the property and business owners.

3. **Minutes:** Minutes from 12/14/2022.

One correction to the 12/14/2022 minutes. Krys Bojanowski was marked present for the meeting when in-fact he was absent.

Jose motioned to approve minutes with the minute's correction. Greg seconded. Motion carried.

4. **Financials:** Total PBID account balance as of December 31, 2022, is \$184,344.55 (PBID account - \$49,450.40 City PBID account - \$134,894.15). No report updates from the city. City reports will be updated every couple of months. Also attached with the financials was the Statement of Activity report for 2022. **Jose motioned to accept the financials as presented. Tom seconded. Motion carried.**

5. **Election Process:** Management Fellow, Lyzette Cornejo sent out 120 Board self-nomination letters to property owners and business owners on Friday January 6th. Nominations will close on February 6th. A list of nominees will be presented to the board at the February board meeting. Krys requested that a bio for each board candidate be attached to their form.

Expansion of the Board: Based on the number of candidates that are received, the current board may consider expanding the board to 7 members, as allowed per the by-laws. Tom expressed being in-favor of the expansion to give property and business owners a larger say in the decision making.

6. **City Update:**

LED Tree Lights: Foothill Electric submitted a quote. Lyzette will set up meetings with some other companies to provide additional quotes that will be brought back in February's meeting.



Welcome Baskets: Miguel Perez presented the Yifty e-card program. A one-year program that is a 50% match from the PBID. It would be specific to the Harvest residents and only used in the downtown district. Jose expressed concern that it would only help specific businesses in the district. Mainly restaurants. Greg asked if we could highlight and support other types of businesses that will eventually help the restaurants. The program is customizable. Tom expresses the long-term of the program and who will manage it if the Management Fellowship program expires.

The board decided not to move forward with the program at this time.

Wayfinding Signs: James' request from the group is to have one member sit on a review board to review the submitted proposals.

David motioned to nominate Jose to represent the board. Greg seconded. Jose abstained. Motion carried.

Façade Program: James will go to the council in February to review the program and request funding. Details to follow.

Trash Receptacles: Joseph Alvarado presented to the board that the city has vetted out the trash receptacles and decided on three to bring back to the board for review in February. The city will work on the funding of the project.

7. Chamber Update:

Business Roundtable: Scheduled for Thursday January 26th from 9:00-10:30am at the Glen Tavern.

Meeting Calendar: John provided a 2023 meeting calendar for board.

WEV Business Training Opportunity: Workshop scheduled for Tuesday February 7th at 6pm at the library. The goal is to have a cohort of 15-20 participants. An update will be given in February.

Sierra Northern Railway: Handrail cars are scheduled to start in early Spring out of the Santa Paula Depot. More information to follow.

Downtown Events: The chamber is scheduling the Citrus Music Festival for downtown in July. Cruise Night and parades will also be part of the 2023 events. Other possible events will be presented later.

Farmer's Market: Goal to restart it in the Spring closer to Main Street. More details coming soon.

9. **Next meeting date:** February 8, 2023 @ 2:30pm – City Hall Council Chambers

10. **Meeting adjourned:** 4:26pm

Respectfully submitted,
John Marquez

Santa Paula Chamber of Commerce-SPPBID

Statement of Financial Position

As of January 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
City of Santa Paula- PBID Account	134,294.15
SPPBID Account	49,450.40
Total Bank Accounts	\$183,744.55
Total Current Assets	\$183,744.55
TOTAL ASSETS	\$183,744.55
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
City of Santa Paula	50.00
Retained Earnings	184,294.55
Net Revenue	-600.00
Total Equity	\$183,744.55
TOTAL LIABILITIES AND EQUITY	\$183,744.55

Santa Paula Chamber of Commerce-SPPBID

Statement of Activity YTD Comparison

January 2023

		TOTAL	
	JAN 2023	JAN 2023 (YTD)	JAN 2022 (PY)
Revenue			
PBID Property Assessments			1,060.70
Total Revenue	\$0.00	\$0.00	\$1,060.70
GROSS PROFIT	\$0.00	\$0.00	\$1,060.70
Expenditures			
Other Business Expenses	600.00	600.00	
Total Expenditures	\$600.00	\$600.00	\$0.00
NET OPERATING REVENUE	\$ -600.00	\$ -600.00	\$1,060.70
NET REVENUE	\$ -600.00	\$ -600.00	\$1,060.70

Santa Paula Chamber of Commerce-SPPBID

Statement of Activity Detail

January 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Revenue/Expenditures							
Expenditures							
Other Business Expenses							
01/19/2023	Bill		Santa Paula Chamber of Commerce	Jan. 2023 Management Fees	Accounts Payable (A/P)	600.00	600.00
Total for Other Business Expenses						\$600.00	
Total for Expenditures						\$600.00	
Net Revenue						\$ -600.00	



Santa Paula Chamber of Commerce (CHAMBER) proposes to provide the Santa Paula Property-Based Improvement District (PBID) with the following services:

MONTHLY SERVICES

- Downtown district representative for the PBID.
- Responsive to property and business owners with inquiries they may have that are PBID related.
- Banking services, account reconciliation, and preparation of financial statements.
- Bill paying.
- Scheduling monthly Board meetings.
- Board agenda preparation.
- Attendance at monthly Board meetings.
- Preparation of Board meeting minutes.

AD HOC SERVICES

- Preparation and dissemination of Requests for Proposals/Quotations and quotations for services/products from vendors as directed by the PBID.
- Analysis of RFPs/RFQs and quotations for services/products for presentation to PBID.
- Other services as requested by PBID and agreed to by CHAMBER

FEE SCHEDULE

CHAMBER proposes the following fee schedule for the services outline above:

- Monthly Services as outlined in Monthly Services \$800 per month
- Ad Hoc Services \$ 60 per hour

CHAMBER proposes renewal of the service contract with the PBID for one year beginning January 1, 2023. Either party may cancel the agreement with 60-days' notice the other party.

(Signature)_____

(Signature)_____

(Print)_____

(Print)_____

PBID President

SP Chamber Executive Director