



**A G E N D A**

**REGULAR MEETING OF THE SUISUN CITY HISTORIC WATERFRONT  
BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS**

**MONDAY, JUNE 3, 2024**

**5:00 PM**

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**Suisun City Council Chambers - 701 Civic Center Boulevard - Suisun City, California**

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**NOTICE**

Pursuant to Government Code Section 54953(b) the following Suisun City Historic Waterfront Business Improvement District Board of Directors meeting includes teleconference participation by:

- Board Member John Harter, Waterfront Comics, 609 Main Street, Suisun City, CA 94585
- Board Member Megan Smith, Ironwood American Bistro, 203 Main Street, Suisun City, CA 94585
- Board Member Charmaine Gandy, The Vault, 700 Main St., Suite 102, Suisun City, CA 94585

MEETINGS ARE HELD IN-PERSON - PUBLIC PARTICIPATION IS ALSO AVAILABLE VIA ZOOM

Remote Public Comment is available by emailing [clerk@suisun.com](mailto:clerk@suisun.com) (prior to 4:00 pm) or via website or zoom

**ZOOM MEETING INFORMATION:**

**WEBSITE: <https://zoom.us/join>**

**WEBINAR ID: 883 6910 7411**

**CALL IN PHONE NUMBER: (707) 438-1720**

(If attending the meeting via phone press \*9 to raise your hand and \*6 to unmute/mute for public comment.)

- 1. Call Meeting to Order**
- 2. Introductions**
  - i. City Representatives, City of Suisun City
  - ii. Business Representatives
  - iii. Guests
- 3. Public Comment**
- 4. Board Comments**

**5. Approval of Minutes**

Approval of Minutes of May 20, 2024 Meeting

**6. Financial Reports - None**

**7. New Business**

A. Letter of Support of AB 817 (Pacheco) to Provide a Narrow Teleconferencing Exemption under the Brown Act for nondecision-making bodies - Cole-Rowe.

**8. Old Business**

A. Nominating Committee Report - Harter

a. Acceptance of Nominations to the Board of Directors

b. Next Steps - Ballot Mailing, Counting Votes

B. Discussion on Request for Funding from the City of Suisun City - Cole-Rowe

**9. Future Meetings:**

BID Meeting - June 17, 2024

MINUTES  
 REGULAR MEETING OF THE SUISUN CITY HISTORIC WATERFRONT BUSINESS  
 IMPROVEMENT DISTRICT BOARD OF DIRECTORS  
 Monday May 20, 2024, 5:00PM  
 Suisun City Council Chambers

Board members present: Laura Cole-Rowe, John Harter, Elaine Byers, Debra Newsome, Charmaine Gandy (5:32pm),  
 City Staff: Janet Hull  
 Guests: Arsenia Miyaji with Wiseman Group, Jason Walker with Convex Digital Solutions, Joe Joyce

Call Meeting to Order: The meeting was called to order at 5:08pm by President Laura Cole-Rowe

Introductions: Present board members introduced themselves and business.

Public Comment: Joe Joyce complimented on recent events held at the waterfront. He stated that Cinco de Mayo was well attended and hopes it continues in the future. Did mention about an incident regarding vendors who had not signed up for the event setting up outside of the venue.

Board Comment:

Laura Cole-Rowe attended the Brown Act Review Workshop on April 30, 2024. Stated it was very informative and was approximately an hour long with questions asked and answered. Will go over it with the board at a later date.

Approval of Minutes – April 15, 2024

Motion: Board Member Harter made the motion to approve the minutes. Board Member Newsome seconded the motion on the floor.

The motion passed with the following roll call vote:

Cole-Rowe -	Yes
Harter -	Yes
Byers -	Yes
Newsome-	Yes

Financial Report – March and April 2024

Motion: Board Member Harter made the motion to approve the financial report. Board Member Byers seconded the motion on the floor.

The motion passed with the following roll call vote:

Cole-Rowe -	Yes
Harter -	Yes
Byers -	Yes
Newsome-	Yes

New Business:

-Convex Digital Solutions for social media presented by Jason Walker.

\$199/monthly for 20 posts per month. On a month-to-month basis that can be cancelled.

The focus will be on events in Old Town Suisun. Businesses in Old Town will also be advertised.

The company will make the posts consistent.

Facebook; Instagram; and Twitter were mentioned as posting sites.

Motion: Board Member Newsome made the motion to approve the using Convex Digital Solutions for Social Media. Board Member Harter seconded the motion on the floor.

The motion passed with the following roll call vote:

Cole-Rowe -	Yes
Harter -	Yes
Byers -	Yes
Newsome-	Yes
Gandy-	Yes

#### Old Business

- A. Mother's Day 2024: Is showing a profit of \$1905.01. There is a surplus of champagne glasses. Will not need to order that many next year. Harter and Cole-Rowe will be doing an inventory of trailer to determine how many we have. Byers suggested that we get new banners with the address on it. Possibly a second one to place behind tables. She also suggested that we get two pop up tents with SCWBID printed on the cover. Harter suggested selling beer and wine, since several people asked and suggested it. All thought it was a great event. Laura suggested getting ice sooner. Daily Republic did not cover the event. Need for more volunteers. Especially during tear down.
- B. City Manager Brett broke leg during hiking and meeting with Cole-Rowe and Harter was cancelled. Was going to discuss how much the city will help fund BID activities/marketing.
- C. Nominating Committee Report – Harter. Stated he received the spread sheets and will be canvassing the businesses to remind them/inform them what the BID is and how it helps the city. Will find out who would like to be put on the ballot. Will need 7 members to fill position. Newsome will also help in talking to businesses. Cole-Rowe has suggested that we have a meeting Monday, June 3<sup>rd</sup> to finalize ballots and mail them out with a stamped envelope. Ballots need to be returned by the 17<sup>th</sup>. The ballots will be counted during the meeting on the 17<sup>th</sup>. If we get a lot of nominees, we can appoint them to be on committees. July 1<sup>st</sup> meeting will be with new members. Will need to determine years of service and 4 officers will be nominated.

#### Future Meetings:

June 3, 2024 – Nominating Board Members

May 20, 2024 – Regular BID Meeting

#### Adjournment

Motion: Board Member Cole-Rowe made the motion to adjourn the meeting. Board Member Newsome seconded the motion on the floor.

The meeting was adjourned at 6:01pm with the following roll call vote:

The motion passed with the following roll call vote:

Cole-Rowe -	Yes
Harter -	Yes
Gandy-	Yes
Byers -	Yes
Newsome-	Yes

## Letter of Support of AB 817

AB 817 would provide a narrow exemption under the Brown Act for nondecision-making legislative bodies to participate in online public meetings without posting their location. This legislation removes barriers to participate in local government and seeks to create a pathway for increased, diverse community input.

AB 817 is set to be heard in the Senate Local Government Committee on June 5.

Proposal is to send a letter of support for this bill. The letter would be something like:

The Suisun City Historic Waterfront Business Improvement District is pleased to express our strong support for AB 817, which would remove barriers to entry in civic participation by aligning provisions for local advisory bodies with state advisory bodies, allowing these nondecision-making sub-bodies of a legislative governing body to participate remotely via two-way virtual teleconferencing without posting their location.

Challenges associated with recruitment have been attributed to participation time commitments, time and location of meetings, physical limitations, conflicts with childcare, and work obligations.

During the pandemic, public health precautions allowed for remote participation during public meetings, which resulted in increased accessibility and resident participation. Individuals who could not previously meet the time, distance, or mandatory physical participation requirements were able to become more engaged, increasing the diversity of input and thought on several critical community proposals.

Existing law (Stats. 1991, Ch. 669) requires local bodies to publish and publicly notice opportunities that exist to participate in and serve on local regulatory and advisory boards, commissions, and committees under the Local Appointments List, known as Maddy's Act. However, merely informing the public of the opportunity to engage is not enough: addressing barriers to entry to achieve diverse representation in leadership furthers the Legislature's declared goals of equal access and equal opportunity.

AB 817 would help address these issues by giving local advisory bodies (such as ours) the same teleconferencing flexibilities that state advisory bodies currently enjoy, so that equity in opportunity to serve locally and representative diversity in leadership can be achieved.

# OFFICIAL BALLOT

## SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT

**MEMBER NAME:** \_\_\_\_\_ **BUSINESS NAME:** \_\_\_\_\_

**MEMBER ADDRESS:** \_\_\_\_\_

To be valid, ballots must include your name, business name and signature.

### **Slate of Nominees as Candidates for Directors:**

Please vote for 7 (seven) nominees. The nominees who receive the most votes shall be elected as Directors of the corporation. The BID President shall provide the election results to the Nominating Committee and Board at the next board meeting. The Board of Directors shall declare the election of the candidates with the greatest number of votes for the number of vacancies available and ratify the election results.

<input type="checkbox"/>

\_\_\_\_\_ Write-in Nomination-\_\_\_\_\_

Signature of Business Owner: \_\_\_\_\_

**Ballots must be received by: June 14, 2024**

Ballots may be mailed to:  
Suisun City Historic Waterfront BID  
P.O. Box 566,  
Suisun City, CA 94585