
**MENDOCINO COUNTY LODGING
BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD
APPROVED
MEETING MINUTES
FEBRUARY 20, 2018 – 1:00 P.M.**

**PLANNING AND BUILDING SERVICES
120 W FIR STREET, FORT BRAGG, CA 95437
TELECONFERENCE AT 860 N BUSH STREET, UKIAH, CA 95482**

1) Call to Order

The meeting was called to order at 1:07 pm.

2) Roll Call

Wendy Roberts, Alison DeGrassi, Richard Cooper, Marcus Magdaleno, and John Dixon.
Victoria Davis, Commission Services Supervisor.

3) Election of Chair of the Advisory Board

Wendy Roberts was nominated Chair. Mr. Dixon motioned to elect Ms. Robert Chair. Mr. Magdaleno seconded the motion. Motion carried unanimously. Wendy Roberts was elected Chair.

4) Election of Vice Chair of the Advisory Board

Marcus Magdaleno was nominated Vice Chair. Mr. Dixon motioned to elect Mr. Magdaleno as Vice Chair. Ms. Roberts seconded the motion. Motion carried unanimously. Marcus Magdaleno was elected Vice Chair.

5) Planning and Building Services

5A. Distribution of Bylaws

Bylaws were reviewed. Mr. Cooper stated that the term as currently defined in the Bylaws would work. Ms. Roberts requested that term be specified to “Begin” for each Commissioner on the nearest November 1st to their swearing in. At the next meeting requested edits will be reviewed and possible recommended for approval by the Board of Supervisors.

5B. Distribution of Prior Year Report

The prior year report was reviewed and discussed.

6) Communications received and filed

None.

7) Matters from the Public: *Members of the public are welcome to address the Advisory Board on items not listed on the agenda and within the jurisdiction of the Advisory Board. The Advisory Board is prohibited by law from taking action on matters not on the agenda, but may ask questions to clarify the speaker’s comment and/or briefly answer questions. The Advisory Board limits testimony on matters not on the agenda to 3 minutes per person and not more than 10 minutes for a particular subject at the discretion of the Board Chair.*

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If you wish to submit written comments, please provide 10 copies in advance to the County Department of Planning & Building Services Commission Staff, located in the Administration Center at 860 N. Bush St, Ukiah, CA 95482.

8) Regular Calendar

8a. Discussion and possible action to establish the Advisory Board's meeting Calendar for Year 2018

The Board established the 2018 meeting calendar and approved it with a unanimous voice vote.

8b. Discussion and Direction Concerning the Preparation of the Annual Report for FY 17/18.

Ms. Roberts and Ms. DeGrassi will update the standard information, Mr. Magdaleno and Ms. DeGrassi will be responsible for the budget section, general formatting and structure was discussed, and Ms. DeGrassi will have the 17/18 Annual Report outlined with the standard information updated for review at the next meeting.

9) Matters from the Advisory Board

Mrs. Davis would contact the Clerk of the Board office to learn which seat on the board is vacant. Mr. Cooper would contact Allison with the Willits Chamber of Commerce and Jitu Ishar, owner of the Holiday Inn Express, as possible commissioners to fill the vacant seat.

10) Adjournment – Meeting adjourned at 3:05 pm.