
MENDOCINO COUNTY LODGING BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD **DRAFT MINUTES**

**DECEMBER 6, 2023 – 1:00 P.M.
HYBRID**

The Mendocino County Lodging Business Improvement District (BID) Advisory Board meetings will be conducted **in person at 860 N. Bush Street, Ukiah and 120 W. Fir Street, Ft. Bragg**. Meetings are live streamed and available for viewing on the Mendocino County YouTube page, at <https://www.youtube.com/MendocinoCountyVideo>

The public may participate digitally in meetings by sending comments to pbscommissions@mendocinocounty.org or orally via telecomment in lieu of personal attendance. The telecomment form may be found at: <https://www.mendocinocounty.org/government/planning-building-services/meeting-agendas>. All public comment will be made available to the Board, staff, and the general public after processing by staff, and can be viewed as attachments to this meeting agenda at <https://www.mendocinocounty.org/government/planning-building-services/meeting-agendas/business-improvement-district-advisory-board-bid>

1) CALL TO ORDER

The meeting was called to order at 1:05 pm by Adrienne Thompson, Administrative Services Manager for Planning and Building Services.

2) ROLL CALL

Ms. Thompson noted that Board Member Wagner was absent by prearrangement; all other Board Members were present. Also present from Visit Mendocino County was Executive Director Ramon Jimenez, Carrie Shattuck as a member of the public, and Planning and Building Staff Jocelyn Gonzalez-Thies and Jim Feenan.

3) PLANNING AND BUILDING SERVICES

3A.) ELECTION OF CHAIR AND VICE CHAIR

Ms. Thompson requested a motion to elect the chair and vice chair.

Upon discussion, a motion was made by Board Member Magdaleno to elect Jon Glidewell as Chair and Cally Dym as Vice Chair.

The motion was unanimously approved by a voice vote of (4-0) with Chair Glidewell accepting his nomination as Chair and Vice Chair Dym accepting her nomination as the Vice Chair of the BID Board.

3B.) DISTRIBUTION OF THE BID ADVISORY BOARD BY-LAWS AND PREVIOUSLY ADOPTED ANNUAL REPORT FOR FY 23/24

The Bylaws were distributed to the Board via email and posted to the Department website.

4) MENDOCINO COUNTY LODGING BUSINESS IMPROVEMENT DISTRICT BID ANNUAL REPORT

4A.) DISCUSSION AND PREPARATION OF REGULAR MEETING CALENDAR

The Board selected 5 future meeting dates, including January 17th, February 7th and 21st, and March 6th and 20th which would be distributed to the Board at the January Meeting.

4B.) DISCUSSION AND DIRECTION REGARDING PREPARATION OF THE DRAFT ANNUAL REPORT FOR FY 24/25

The Board discussed the preparation of the Annual report with Mr. Jimenez. It was noted that the conversion process was underway, but information was still being gathered from the County.

The Board asked if Civitas could present on the status of the conversion during the next meeting.

5) **COMMUNICATIONS RECEIVED AND FILED**

None.

6) **MATTERS FROM THE PUBLIC**

Carrie Shattuck asked the Board for clarification about the conversion process and what the difference were between the 1989 District law and the 1994 District law.

7) **MATTERS FROM THE ADVISORY BOARD**

None.

8) **ADJOURNMENT**

The Board adjourned at 1:48 PM.

DRAFT