

**Castro/Upper Market CBD  
Executive Committee Meeting  
July 26 2016 Minutes**

Committee Members Present: President Scott James, Treasurer Alan Lau, Pauline Scholten  
Staff/Guests: Andrea Aiello, Executive Director, Chris Corgas, OEWD

- I. Introductions/Brown Act/Approve Minutes: Meeting called to order at 10:15 a.m. All members introduced themselves. Scott reviewed the Brown Act. **Motion to approve** June minutes (SJ1, AL 2) Call for public comment, there was none; minutes approved.
- II. CBD Renewal: Chris Corgas attended the meeting to give the Exec. Comm. information on the renewal process. If the CBD is not renewed, the last assessments that will be collected will be in May 2020 and the last date of service delivery will be December 2020. It is important to begin the renewal process early. The new management plan should be created at least by June 2019. During this process the existing management plan should be updated and amended, determine if the rates should be changed and/or rate/service zones created, need a new engineering report. Alan L. expressed interest in beginning the renewal process early and to have a new management plan before June 2019. Chris encouraged this and also advised the Exec. Comm. that it will be important to hire a firm to help with the renewal process.
- III. Public Comment: There was none.
- IV. Adjourn: 11:00 p.m.

Minutes taken and prepared by Andrea Aiello