



AGENDA

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

Thursday, August 19, 2021

5:00 PM

**Suisun City Council Chamber Via Zoom
701 Civic Center Blvd.
Suisun City, CA 94585**

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Suisun City Historic Waterfront Business Improvement District Meeting includes participation by teleconference. The public may attend the meeting via the Application, Zoom.

*DUE TO CORONAVIRUS COVID-19 THE HISTORIC WATERFRONT BUSINESS IMPROVEMENT
DISTRICT MEETING WILL BE HELD VIA THE APPLICATION, ZOOM*

ZOOM MEETING INFORMATION:

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

WEBINAR ID: 934 5166 1124

CALL IN PHONE NUMBER: (707) 438-1720

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 4pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

1. Call Meeting to Order

2. Introductions

- i. City Representatives, City of Suisun City
- ii. Business Representatives
- iii. Guests

3. Public Comment

4. Board Comment

5. Approve Minutes of July 15, 2021

6. Treasurer's Report



7. New Business

- A. BID Fee Waiver Requests
- B. Board Planning Session – why, when, where, how

8. Old Business

- A. Art, Wine & Music – updates/additions/ on timeline
 - a. Application
 - b. Bands
 - c. Update on vendors/booth
 - d. Website
 - e. Social Media
 - f. Volunteers
 - g. Wine List (attached) – be prepared to discuss
 - h. Other items
- B. Media & Marketing Plan Timeline Update/Report
 - a. Daily Republic
 - b. YourTown
- C. Nominations/Elections Report

9. Upcoming BID Board Meetings: Thursday, September 2 – 5:00 PM;
Thursday, September 16 – 5:00 PM



MINUTES

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

Thursday, July 15, 2021

5:00 PM – 6:00 PM

The meeting was called to order at 5:03 pm by president Laura Cole-Rowe.

Board members present – John Harter, Laura Cole-Rowe, Magda Funk, Shelley Kontogiannis, Megan Smith

City Representatives present – Kris Lofthus, City of Suisun City

Guests – Kristie Shields, Jonathan Erwin

Public Comment – none

Board Comment – Cole-Rowe mentioned that Funk brought up that we should consider having a board planning session; will schedule as item to discuss at the next board meeting.

Approve Minutes of June 17, 2021 Motion by Kontogiannis, seconded by Smith to approve minutes. Motion carried.

Treasurer's Report – Magda gave the treasurer's report. Motion by Smith, seconded by Kontogiannis to accept the report. Motion carried. Kristie Shields reported that all taxes have been filed; but that the Foundation does not seem to be registered with the State of CA. Cole-Rowe will look at her files, but does not think it was done during her previous service.

New Business

Jonathan Erwin, Resilient Neighborhoods Program Manager, Sustainable Solano gave a presentation on the Flood Resilience Action Plan. To send link for more information. Cole-Rowe suggested that he come to Art, Wine & Music and will send him the application; she will also send the board the PDF of the presentation.

BID Fee Waiver Requests – None received.

Letter of Appreciation to retiring F-S Chamber CEO, Debi Tavey As Debi Tavey is retiring, Cole-Rowe suggested that SCHWBID send her a letter of appreciation for her service to the business community. Motion by Kontogiannis, seconded by Funk to send letter. Motion carried.

Old Business

Art Wine & Music – Cole-Rowe went through the updates/additions on the timeline:



- Application – Cole-Rowe had some questions for Loftus regarding letter of support. He indicated that some of the items could be sent later.
- Insurance – Cole-Rowe thanked Funk for work on the insurance coverage, including liquor liability. The cost for this will be \$1,454.
- Band – Contract for 7th Sons was looked at – time is 2-5 pm; Harter to find the first band - more relaxed music.
- Mossa's MOU was completed and signed by her
- Beer – not sure that we can pour this year; not enough room at wine booth.
- Website – Cole-Rowe to work on during the weekend
- Social Media posts to start ASAP – Harter will help. Cole-Rowe to make timeline about posts
- Volunteers – Cole-Rowe reminded everyone to fill out the volunteer database online with the volunteers that they found. Harter volunteered to contact Boy Scouts to help with set-up and breakdown.
- Wine – Cole-Rowe spoke with her son-in-law – he suggested to have Central Coast wine – less expensive – to get some samples for tasting and get a mix of different types of wines (whites – dry & sweet; reds and rose, perhaps muscat)
- Cole-Rowe was concerned about garbage and using the dumpster behind Cast Iron – Loftus said to request a dumpster at no cost from of the city; it would be placed in the parking lot where the portable toilets are.

Media & Marketing Plan Timeline Update/Report

- Daily Republic page – this didn't happen – to try start in August
- Decision on YourTown (\$200 per month) – Funk/Cole-Rowe explained the six-month contract at \$200. Motion by Smith, seconded by Funk to proceed.

Nomination/Elections Report – Kontogiannis confirmed that Kimberlee Richards paid dues and still would like to be on the board; Cole-Rowe will proceed with the election process.

Date and Time of Next BID Board Meeting: August 19, 2021 – 5:00 PM

Motion by Harter, seconded by Funk to adjourn meeting. The meeting was adjourned at 6:05 p.m.

Management Report

Suisun City Waterfront Foundation
For the period ended July 31, 2021

Prepared by
B&K Tax Service

Prepared on
August 6, 2021

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Profit and Loss

July 2021

This report contains no data for your specified date range.

Balance Sheet

As of July 31, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
Solano First	1,159.30
Total Bank Accounts	1,159.30
Total Current Assets	1,159.30
TOTAL ASSETS	\$1,159.30
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	1,846.26
Retained Earnings	-686.96
Net Income	
Total Equity	1,159.30
TOTAL LIABILITIES AND EQUITY	\$1,159.30

Statement of Cash Flows

July 2021

	Total
OPERATING ACTIVITIES	
Net Income	
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Net cash provided by operating activities	0.00
NET CASH INCREASE FOR PERIOD	0.00
Cash at beginning of period	1,159.30
CASH AT END OF PERIOD	\$1,159.30

Suisun City Waterfront Foundation

Solano First, Period Ending 06/30/2021

RECONCILIATION REPORT

Reconciled on: 08/06/2021

Reconciled by: Kristie Shields

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	1,159.30
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>1,159.30</u>
Register balance as of 06/30/2021	1,159.30

Management Report

Suisun City Waterfront BID

For the period ended July 31, 2021

Prepared by

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Profit and Loss

July 2021

	Total
INCOME	
BID Dues	10,400.00
Total Income	10,400.00
GROSS PROFIT	10,400.00
EXPENSES	
Advertising & Marketing	50.00
Legal & Professional Services	600.00
Office Supplies & Software	70.00
Repairs & Maintenance	1,140.00
Total Expenses	1,860.00
NET OPERATING INCOME	8,540.00
NET INCOME	\$8,540.00

Balance Sheet

As of July 31, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking (7199)	29,980.15
Total Bank Accounts	29,980.15
Total Current Assets	29,980.15
Fixed Assets	
Accumulated Amortization	13,821.87
Total Fixed Assets	13,821.87
TOTAL ASSETS	\$43,802.02
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	1,311.50
Total Accounts Payable	1,311.50
Total Current Liabilities	1,311.50
Total Liabilities	1,311.50
Equity	
Opening Balance Equity	56,894.03
Retained Earnings	-11,735.34
Net Income	-2,668.17
Total Equity	42,490.52
TOTAL LIABILITIES AND EQUITY	\$43,802.02

Statement of Cash Flows

July 2021

	Total
OPERATING ACTIVITIES	
Net Income	8,540.00
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Net cash provided by operating activities	8,540.00
NET CASH INCREASE FOR PERIOD	8,540.00
Cash at beginning of period	21,440.15
CASH AT END OF PERIOD	\$29,980.15

Suisun City Waterfront BID

Checking (7199), Period Ending 07/30/2021

RECONCILIATION REPORT

Reconciled on: 08/06/2021

Reconciled by: Kristie Shields

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	22,322.82
Checks and payments cleared (6).....	-2,614.49
Deposits and other credits cleared (1).....	10,400.00
Statement ending balance.....	<u>30,108.33</u>
Uncleared transactions as of 07/30/2021.....	-128.18
Register balance as of 07/30/2021.....	<u>29,980.15</u>

Details

Checks and payments cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2021	Bill Payment	3413	HBN Hudson Business Netwo...	-50.00
06/14/2021	Bill Payment	3414	B&K Tax Service	-704.49
07/09/2021	Bill Payment	3417	B&K Tax Service	-600.00
07/09/2021	Bill Payment	3415	Solano diversified Services Inc	-1,140.00
07/09/2021	Bill Payment	3416	HBN Hudson Business Netwo...	-50.00
07/15/2021	Expense		Constant Contact	-70.00
Total				<u>-2,614.49</u>

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/06/2021	Deposit	9		10,400.00
Total				<u>10,400.00</u>

Additional Information

Uncleared checks and payments as of 07/30/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2021	Bill Payment	3411	VSC Press Printing Publishing...	-128.18
Total				<u>-128.18</u>

Suisun City Waterfront BID

Balance Sheet Detail

As of July 31, 2021

Item 6

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
Checking (7199)									
Beginning Balance									
07/08/2021	Deposit	9		BRANCH DEPOSIT	BID Dues	\$10,400.00		10,400.00	21,440.15
07/09/2021	Bill Payment (Check)	3417	B&K Tax Service		Accounts Payable (A/P)		\$600.00	-600.00	31,840.15
07/09/2021	Bill Payment (Check)	3418	HBN Hudson Business Networks		Accounts Payable (A/P)		\$50.00	-50.00	31,240.15
07/09/2021	Bill Payment (Check)	3415	Solano diversified Services Inc		Accounts Payable (A/P)		\$1,140.00	-1,140.00	30,050.15
07/15/2021	Expense		Constant Contact	CONSTANTCONTACT 8552295506 LAURA COLE	Office Supplies & Software		\$70.00	-70.00	29,980.15
Total for Checking (7199)								\$8,540.00	
Accumulated Amortization									
Beginning Balance									
Total for Accumulated Amortization									13,821.87
TOTAL ASSETS								\$8,540.00	\$43,802.02
LIABILITIES AND EQUITY									
Equity									
Opening Balance Equity									
Beginning Balance									
Total for Opening Balance Equity									56,894.03
Retained Earnings									
Beginning Balance									
Total for Retained Earnings									1,454.00
Retained Earnings									
Net Income								\$ -11,827.84	\$ -11,827.84
Total Equity								\$ -2,718.17	\$ -2,718.17
Total Liabilities and Equity								\$ -14,548.01	\$43,802.02
								\$ -14,548.01	\$43,802.02

Suisun City Waterfront BID

Transaction Detail by Account
July 2021

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Checking (7199)								
07/06/2021	Deposit	9	No		BRANCH DEPOSIT	BID Dues	10,400.00	10,400.00
07/09/2021	Bill Payment (Check)	3416	No	HBN Hudson Business Networks		Accounts Payable (A/P)	-50.00	10,350.00
07/09/2021	Bill Payment (Check)	3415	No	Solano diversified Services Inc		Accounts Payable (A/P)	-1,140.00	9,210.00
07/09/2021	Bill Payment (Check)	3417	No	B&K Tax Service		Accounts Payable (A/P)	-600.00	8,610.00
07/15/2021	Expense		No	Constant Contact	CONSTANTCONTACT 8552295506 LAURA COLE	Office Supplies & Software	-70.00	8,540.00
Total for Checking (7199)							\$8,540.00	
BID Dues								
07/06/2021	Deposit	9	No		BRANCH DEPOSIT	Checking (7199)	10,400.00	10,400.00
Total for BID Dues							\$10,400.00	
Advertising & Marketing								
07/09/2021	Bill	10155	No	HBN Hudson Business Networks	Monthly Website admin	Accounts Payable (A/P)	50.00	50.00
Total for Advertising & Marketing							\$50.00	
Legal & Professional Services								
07/09/2021	Bill	1014	No	B&K Tax Service	June Bookkeeping Charges	Accounts Payable (A/P)	600.00	600.00
Total for Legal & Professional Services							\$600.00	
Office Supplies & Software								
07/15/2021	Expense		No	Constant Contact	CONSTANTCONTACT 8552295506 LAURA COLE	Checking (7199)	70.00	70.00
Total for Office Supplies & Software							\$70.00	
Repairs & Maintenance								
07/09/2021	Bill	20-3691	No	Solano diversified Services Inc	Litter pickup Landscape Maintenance May 1st 31st	Accounts Payable (A/P)	1,140.00	1,140.00
Total for Repairs & Maintenance							\$1,140.00	

Item 6

Price Quote

GRACE'S TABLE - 32854

08/10/2021 19:28:08 PM

Totals

Amount: \$8,701.76
Items: 41
Cases: 84
Bottles: 0

Item 8.A.g

Item #	Description	BPC	Size	Cases	Bottles	List Price	Discount	Bottle Price	Net Price	Amount
954779	TOLOSA ROSE OF PINOT NOIR	12	750ML	2	0	\$168.00	\$45.00	\$10.25	\$123.00	\$246.00
954775	TOLOSA CHARDONNAY NO OAK(SC)	12	750ML	2	0	\$168.00	\$48.00	\$10.00	\$120.00	\$240.00
938194	TOAD HOLLOW MERLOT R MCDOWELL 17	12	750ML	2	0	\$140.00	\$32.00	\$9.00	\$108.00	\$216.00
968234	TOAD HOLLOW EYE TOAD P NOIR ROSE19	12	750ML	2	0	\$132.00	\$24.00	\$9.00	\$108.00	\$216.00
982084	TOAD HOLLOW CHARD FRANCINES SEL 19	12	750ML	2	0	\$132.00	\$36.00	\$8.00	\$96.00	\$192.00
390967	TOAD HOLLOW CABERNET SAUVIGNON	12	750ML	2	0	\$140.00	\$32.00	\$9.00	\$108.00	\$216.00
983468	TED RED	12	750ML	2	0	\$144.00	\$54.00	\$7.50	\$90.00	\$180.00
519346	REPUBLIC PINK ROSE(SC)20	12	750ML	2	0	\$150.00	\$30.00	\$10.00	\$120.00	\$240.00
990016	MCBRIDE SISTERS CHARDONNAY	12	750ML	2	0	\$150.00	\$30.00	\$10.00	\$120.00	\$240.00
965875	MARKHAM SAUVIGNON BLANC 18	12	750ML	2	0	\$156.00	\$42.00	\$9.50	\$114.00	\$228.00
968705	LINCOURT CHARDONNAY STEEL 19	12	750ML	2	0	\$180.00	\$72.00	\$9.00	\$108.00	\$216.00
280308	LAYER CAKE PINOT NOIR	12	750ML	3	0	\$138.00	\$54.00	\$7.00	\$84.00	\$252.00
512844	LAYER CAKE CHARDONNAY CREAMY(SC)	12	750ML	3	0	\$128.28	\$56.28	\$6.00	\$72.00	\$216.00
295968	LAYER CAKE CHARDONNAY 16	12	750ML	3	0	\$128.28	\$56.28	\$6.00	\$72.00	\$216.00
954323	LAYER CAKE CAB SAUV(SC)	12	750ML	3	0	\$138.00	\$54.00	\$7.00	\$84.00	\$252.00
523049	KUNDE SAUV BL MAGNOLIA LANE(SC)20	12	750ML	2	0	\$151.08	\$43.08	\$9.00	\$108.00	\$216.00
990632	JUSTIN SAUVIGNON BLANC(SC)20	12	750ML	2	0	\$168.00	\$60.00	\$9.00	\$108.00	\$216.00
963293	KULETO EST INDIA INK 16	12	750ML	2	0	\$220.00	\$112.00	\$9.00	\$108.00	\$216.00
514820	JOSEPH CARR CHARD CARNEROS 18	12	750ML	2	0	\$198.00	\$78.00	\$10.00	\$120.00	\$240.00
985178	J WILKES PINOT BLANC 19	12	750ML	2	0	\$168.00	\$42.00	\$10.50	\$126.00	\$252.00
514302	FLEUR VERMENTINO 18	12	750ML	1	0	\$138.00	\$24.00	\$9.50	\$114.00	\$114.00

522831	FLEUR DE CALIFORNIA CHARDONNAY	12	750ML	2	0	\$147.00	\$41.00	\$8.83	\$106.00	\$212.00
523718	FLEUR DE CALIFORNIA PETITE SIRAH	12	750ML	1	0	\$138.00	\$24.00	\$9.50	\$114.00	\$114.00
988874	DIORA P NOIR ROSE BELLE FETE(SC)20	12	750ML	2	0	\$186.00	\$66.00	\$10.00	\$120.00	\$240.00
963279	DIORA CHARD SPLENDEUR DU SOLEIL 18	12	750ML	2	0	\$186.00	\$66.00	\$10.00	\$120.00	\$240.00
522865	CRU CHARDONNAY UNOAKED(SC)20	12	750ML	2	0	\$158.00	\$38.00	\$10.00	\$120.00	\$240.00
304331	COLBY RED	12	750ML	2	0	\$120.00	\$24.00	\$8.00	\$96.00	\$192.00
994638	CLINE ZINFANDEL LODI OLD VINE 19	12	750ML	2	0	\$104.00	\$20.12	\$6.99	\$83.88	\$167.76
510727	CLINE ZINFANDEL ANCIENT VINES 19	12	750ML	2	0	\$144.00	\$24.00	\$10.00	\$120.00	\$240.00
989132	CLINE VIOGNIER NORTH COAST(SC)20	12	750ML	2	0	\$125.00	\$23.00	\$8.50	\$102.00	\$204.00
976031	CLINE SYRAH SONOMA COAST 19	12	750ML	2	0	\$144.00	\$24.00	\$10.00	\$120.00	\$240.00
511179	CLINE SAUV BLANC SEVEN RCHLD(SC)20	12	750ML	2	0	\$168.00	\$69.00	\$8.25	\$99.00	\$198.00
968449	CLINE SAUV BLANC NORTH COAST(SC)19	12	750ML	2	0	\$125.00	\$23.00	\$8.50	\$102.00	\$204.00
984105	CLINE PINOT GRIS(SC)19	12	750ML	2	0	\$125.00	\$23.00	\$8.50	\$102.00	\$204.00
511189	CLINE PETITE SIRAH 19	12	750ML	2	0	\$144.00	\$24.00	\$10.00	\$120.00	\$240.00
331055	CLINE OAKLEY EIGHTY TWO WHITE	12	750ML	2	0	\$117.00	\$45.00	\$6.00	\$72.00	\$144.00
511192	CLINE MOURVEDRE ROSE(SC)20	12	750ML	2	0	\$125.00	\$23.00	\$8.50	\$102.00	\$204.00
994984	CLINE MOURVEDRE ANCIENT VINES 19	12	750ML	2	0	\$144.00	\$24.00	\$10.00	\$120.00	\$240.00
511813	CLINE FARMHOUSE WHITE(SC)20	12	750ML	2	0	\$104.00	\$14.00	\$7.50	\$90.00	\$180.00
976030	CLINE FARMHOUSE RED(SC)19	12	750ML	2	0	\$104.00	\$14.00	\$7.50	\$90.00	\$180.00
511169	CLINE CHARD SEVEN RCHL(SC)(ON)19	12	750ML	2	0	\$168.00	\$69.00	\$8.25	\$99.00	\$198.00

Item 8 A.g

Based upon information available at this time. Final items and pricing may differ.