



**Property Based Improvement District  
Minutes  
August 15th, 2024  
Archer Hotel**

**Present:** Ryan Gregory, Chair; Sara Brooks; Kelly Moore Mike Butler; Tony Giaccio; Vin Smith  
*Staff: Bill LaLiberte*

**Excused:** Bob Johnstone; Michael Holcomb; Zen Hunter-Ishikawa

**Guest:** Steve Carlin – Oxbow Public Market  
Gabe Carlin - Oxbow Public Market  
Katrina Gregory – City of Napa Recreation & Public Art Manager  
Ed Henning – Ed Henning and Associates

1. **CALL TO ORDER** - Gregory called the meeting to order at 2:06pm

2. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** – No Public Comments.

3. **INFORMATION/ACTION ITEMS:**

**a. Approval of Minutes from May 16<sup>th</sup> Meeting**

*Tony Giaccio moved approval of the minutes, Vin Smith seconded, approved unanimously.*

**b. Oxbow District Gateway Sign**

Steve Carlin and Gabe Carlin representing Oxbow Stakeholders Group gave an update on Oxbow Stakeholders' decision to go back to the original design with a funding request of \$150,000 for design, engineering, fabrication and installation.

*Sara Brooks moved for approval of \$150,000 to design, engineer, fabricate and install the Oxbow Gateway sign with the conditional bullet points below. Mike Butler seconded, approved unanimously.*

- *Letter from the Oxbow Stakeholders Group to the PBID Committee with the formal request for the \$150,000 grant.*
- *The Downtown Napa Association will act as the pass-through organization for project funding and accounting.*
- *The Downtown Napa Association will pay project invoices directly to contracted vendors.*
- *Due to cashflow, funding not to exceed \$90,000 will be available to the project in the current 2024/2025 Fiscal Year and funding not to exceed \$60,000 will be available to the project in the 2025/2026 Fiscal Year starting July 1<sup>st</sup>, 2025.*
- *Funding is for actual project costs up to \$150,000. If the project comes in under budget any remaining balance of the \$150,000 will remain with PBID and any project overruns will be the responsibility of the Oxbow Stakeholders Group.*

**c. Napa Lighted Art Festival**

Presentation by Katrina Gregory for \$30,000 funding request to support potential Lighted Art Installations at CIA, Napa Yard, Oxbow Market, and other businesses interested in participating in the 2025 Napa Lighted Art Festival. *Kelly Moore moved for approval, Tony Giaccio seconded, approved unanimously.*

**d. PBID Renewal**

Update from Ed Henning Via Zoom Link on Topics Below

**Budget and work plan** - (if any category name changes) for Year 1 of the renewal – 2026.

You are not bound by the current 3% max budget/rate increase for Year 1 of the renewal – it should match what your actual financial and program needs will be.

**The Next Renewal term in years** – Per State Law can be renewed for up to 10 years. Many PBIDs still use 5-year renewal terms but many now are renewed for somewhere between 6 and 10 years.

**The desired/needed annual max rate increase for the renewal term** - Has been 3% per year since the PBID was formed but the most common % used in other PBIDs around the State is a discretionary 5% per year to keep up with inflation. Some PBIDs even use a higher rate.

**Any boundary and/or benefit zone changes** –

*Committee agreed to form a subcommittee of Ryan Gregory, Vin Smith, Mike Butler and Bill La Liberte as staff to bring back recommendations on the renewal topics presented by Ed Henning to the full PBID Committee for approval at a separate meeting with date, time and place to be determined.*

**e. Bob Johnstone PBID Committee Resignation -**

Accept July 1<sup>st</sup> resignation email from Bob Johnstone sent to committee chair Ryan Gregory. Discuss candidates to fill vacant committee seat and election of officers for approval at November Committee meeting. *Mike Butler moved acceptance of Bob Johnstone resignation and deferring the candidate discussion for the vacant committee seat to the November meeting, Vin Smith seconded, approved unanimously.*

**f. Approved Project Funding Updates**

Traffic Calming Crosswalk Artwork on Second Street – Katerina Gregory and Bill La Liberte gave an update on timing of the project being late 2025.

Hanging Flower Baskets – LaLiberte updated the committee on timing of the project.

Art Wrapped Utility Boxes – Katerina Gregory and Bill La Liberte gave an update on timing of the project and selection of the art. Project expected to be completed winter of 2024.

**g. Financials -**

Review and approve July 1<sup>st</sup>, 2024 – July 31<sup>st</sup>, 2024, P&L Budget vs. Actual

*Ryan Gregory motioned to accept and File financials as presented, Kelly Moore seconded, approved unanimously.*

**h. Next meeting**

Next PBID Committee meeting – Special PBID Renewal Meeting Date, Time, and Place to be determined

**4. ADJOURN** Meeting adjourned at 3:45pm