

Downtown Improvement District
Executive Committee Meeting – MINUTES
Friday, February 6, 2026 – 1:00 p.m. 1207 I Street, Modesto, CA 95354

1. Call to Order

Chair Amanda Heitlinger called the regular meeting of the Executive Committee of the Downtown Improvement District (DID) to order at 1:05 p.m. on Friday, February 6, 2026, at 1207 I Street, Modesto, California. Notice and agenda for the meeting were posted in accordance with the Ralph M. Brown Act (Gov. Code § 54950 et seq.).

2. Roll Call

Committee Members Present: Amanda Heitlinger (Chair), Sarah Aaronson, and Maria Apodaca.

Committee Members Absent: None.

Staff Present: Sandra Hilton-Kaepf

Members of the Public Present: None.

A quorum of the Executive Committee was present.

3. Public Comment

Chair Heitlinger opened the floor for public comment on matters within the subject-matter jurisdiction of the Executive Committee that were not otherwise listed on the agenda. No members of the public were present and no public comment was offered. In accordance with the Brown Act, no action was taken on any non-agenda item.

4. DID Overview (Brief)

a. General purpose of DID as a business-focused district.

A brief overview of the Downtown Improvement District's purpose as a business-focused district serving downtown Modesto property and business owners was provided to and acknowledged by the Committee. The overview was informational only; no action was taken.

5. Discussion Items

a. Preparation for the Joint Board Meeting.

The Executive Committee reviewed the agenda for the upcoming Joint Meeting of the DID and Downtown Modesto Partnership (DMP) Boards of Directors and discussed the key items expected to be addressed. The discussion was informational; no action was taken.

b. Current Priorities.

The Executive Committee discussed priorities related to reviewing the current joint efforts between DID and DMP. The discussion was informational; no action was taken.

c. Review of MOU and Past Joint Ventures.

The Executive Committee reviewed the existing Memorandum of Understanding (MOU) with DMP and reviewed previous joint initiatives and shared responsibilities between the two organizations. The discussion was informational; no action was taken.

d. Staffing Agreement, Titles, and Work Distribution.

The Executive Committee reviewed Sandra Hilton-Kaepf's current title with DMP and noted that no formal title has been established for her under DID. Discussion took place regarding the use of the "Executive Director" title for DID. The Committee further discussed the division of duties between DID and DMP, the invoicing structure

from DMP, and the hours Sandra Hilton-Kaepp works for DMP. The discussion was informational; no action was taken.

ACTION ITEM: Sandra Hilton-Kaepp will provide an estimated weekly breakdown of hours spent on DMP work for review at the next Executive Committee meeting on March 5, 2026.

6. Upcoming Meetings and Events

The next regular meeting of the DID Executive Committee is scheduled for Thursday, March 5, 2026 at 3:00 p.m., location to be announced. Notice and agenda will be posted in accordance with the Brown Act.

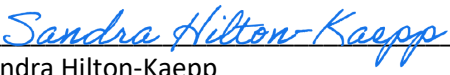
7. Committee Member Comment

No additional comments were made by members of the Executive Committee.

8. Adjournment

There being no further business before the Executive Committee, Chair Amanda Heitlinger adjourned the meeting at 2:15 p.m.

Minutes respectfully submitted by:



Sandra Hilton-Kaepp
Downtown Improvement District

Approved by the DID Executive Committee on: 03/05/2026