

Downtown Improvement District

Executive Committee Meeting – MINUTES

Thursday, May 7, 2026 – 3:00 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 3:05 p.m. on Thursday, May 7, 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-Kaepp

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. Approval of Minutes – March 5, 2026 Executive Committee Meeting

The Executive Committee reviewed the minutes of the March 5, 2026 Executive Committee meeting.

MOTION: Moved by Amanda and seconded by Maria to approve the minutes of the March 5, 2026 Executive Committee meeting as presented.

VOTE: Ayes – Heitlinger, Aaronson, Apodaca. Noes – None. Abstentions – None. Absent – None.

ACTION: The minutes were approved by the members of the Executive Committee.

5. DID Overview (Brief)

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

Staff member Sandra Hilton-Kaepp provided a brief overview of DID, including its purpose as a business-focused improvement district serving downtown Modesto property and business owners, and its ongoing work under the Cleaner, Greener & Safer service pillars. The overview was informational only; no action was taken.

6. Discussion Items

a. Discussion in Preparation for the May 13, 2026 Joint Board Meeting.

The Executive Committee discussed and identified the items it recommended be placed on the agenda for the upcoming Joint Meeting of the DID and Downtown Modesto Partnership (DMP) Boards of Directors. Discussion focused on clarifying the respective roles, responsibilities, and working relationship of the two organizations, and on the shared-service and employment arrangements between DID and DMP.

Subsequent to this meeting, the May 13, 2026 Joint Board Meeting was cancelled. The discussion points identified by the Executive Committee were carried forward and incorporated into the agenda for the Joint DID/DMP Board of Directors Meeting held June 10, 2026, a copy of which is attached to these minutes and incorporated herein by reference. The DID items carried forward included:

- Redefining the roles of DID and DMP, including a joint discussion between the Boards regarding the scope, responsibilities, and working relationship of each organization going forward;
- Continuation of joint Board meetings with DMP for collaborative efforts under well-defined alignments, in addition to separate DID-only meetings for DID-specific agenda items;
- Continuation of the MOU for sub-leased office space from DMP;
- Continuation with DMP for Clean and Safe team cost-sharing, with monthly reimbursement to DMP for areas outside the DMP boundary;
- Termination of the 70/30 joint employment arrangement for the Executive Director position;
- Transition of Sandra Hilton-Kaepp to 100% DID employment, with payroll processed through DID's contracted bookkeeper, and issuance of an offer letter;
- Authorization to plan and hold a DID-only strategic planning meeting for the development of a three-year action plan; and
- Establishment of DID-only Board meeting frequency.

b. Current Priorities.

The Executive Committee reviewed DID's current operational and administrative priorities. We will make the administrative changes for DID priority and then regroup after the changes and transitions are completed. The discussion was informational; no action was taken.

7. Upcoming Meetings and Events

The Executive Committee confirmed that the next regular meeting of the DID Executive Committee will be held on Monday, August 3, 2026 at 3:00 p.m., location to be announced. Notice and agenda will be posted in accordance with the Brown Act.

8. Committee Member Comment

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

9. Adjournment

There being no further business before the Executive Committee, Chair Amanda Heitlinger adjourned the meeting at 4:10 p.m.

Attachment

Agenda – Joint DID/DMP Board of Directors Meeting, June 10, 2026 (reflecting the discussion items carried forward from the cancelled May 13, 2026 Joint Board Meeting).

Minutes respectfully submitted by:

Sandra Hilton-Kaepp, Executive Director
Downtown Improvement District

Approved by the DID Executive Committee on: 08/06/2026