

Modesto Downtown Improvement District

Executive Committee

A California 501(c)(6) Business League — Business Improvement Area A, Modesto Municipal Code Title 6, Chapter 3

Regular Meeting – MINUTES

Thursday, August 6, 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 Modesto Downtown Improvement District (DID) to order at 3:06 p.m. on Thursday, August 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 and Establishment of Quorum

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

Committee Members Absent: None.

Staff Present: Sandra Hilton-Kaepp, Executive Director.

Consultant Present: Amy Wolfe, Mujeres Poderosas.

Members of the Public Present: None.

A quorum of the Executive Committee was established.

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 – May 7, 2026 Executive Committee Meeting

The Executive Committee reviewed the minutes of the May 7, 2026 regular meeting of the Executive Committee.

MOTION: Moved by Amanda Heitlinger and seconded by Maria Apodaca to approve the minutes of the May 7, 2026 Executive Committee meeting as presented.

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

ACTION: The motion carried. The minutes of the May 7, 2026 Executive Committee meeting were approved.

5. Old Business – Follow-Up from the May 7, 2026 Meeting

The Executive Committee reviewed outstanding items and the status of the administrative changes and transitions identified by the Committee at its May 7, 2026 meeting, including the actions taken at the June 10, 2026 Joint DID/DMP Board Meeting. The Committee was in agreement that the changes and transitions had gone smoothly, and members expressed satisfaction with the outcome. The discussion was informational; no action was taken.

6. Executive Director Development and Board Consulting Services – Amy Wolfe, Mujeres Poderosas

Amy Wolfe of Mujeres Poderosas, the Committee's consultant, presented and discussed the scope of her engagement with the Committee.

a. Executive Director coaching – status update and Committee expectations.

Ms. Wolfe provided a status update on Executive Director coaching, and the Committee discussed its expectations regarding areas of growth, focus, and priorities for the Executive Director's development in the role. The Committee confirmed that Ms. Wolfe and the Executive Director will meet monthly for ongoing coaching.

b. Executive Director evaluation tool.

The Committee reviewed the draft evaluation instrument based on the Executive Director job description, together with the performance review process. The Committee determined that the Executive Director's performance review will be conducted in October 2026.

c. DID-only strategic planning.

The Committee reviewed the proposed process and timeline for DID-only strategic planning. The Committee determined that dates for an in-person strategic planning session will be set for sometime after the first of the year.

7. Discussion – Agenda Item Placement: Joint DID/DMP Board Meeting vs. DID-Only Board Meeting

The Executive Committee discussed and identified which items it recommended be placed on the agenda for the next Joint Meeting of the DID and Downtown Modesto Partnership (DMP) Boards of Directors, scheduled for September 9, 2026, and which items were appropriate for a DID-only Board meeting agenda.

The DID items identified by the Committee for the Joint Board Meeting agenda, and subsequently placed on the September 9, 2026 Joint Board Meeting agenda, were:

- DID approval of minutes;
- Downtown Administrative Report;
- DID approval of financials;
- Discussion of the date of the November joint Board meeting; and
- DID approval of the Banner Program Protocol.

The discussion was informational; no action was taken.

8. Discussion – DID Board of Directors Meeting Schedule for the Remainder of 2026

The Executive Committee discussed a proposed schedule of DID Board of Directors meetings for the remainder of calendar year 2026, including meeting frequency, dates, times, and location. The Committee's consensus was that the DID Board of Directors should meet quarterly, with DID Board meetings held either shortly before or shortly after the joint DID/DMP Board meeting, or a few weeks prior. The Committee determined that it will seek the consensus of the full Board on the proposed schedule once all Board seats are filled. The discussion was informational; no action was taken.

9. Discussion – City-Offered Ralph M. Brown Act Orientation for the DID Board of Directors

The Executive Committee discussed the offer from the City of Modesto to conduct a session familiarizing the DID Board of Directors with the requirements of the Ralph M. Brown Act. The Committee discussed possible dates on which the session might be arranged. The discussion was informational; no action was taken.

ACTION ITEM: Sandra Hilton-Kaepp will contact the City of Modesto to offer proposed dates for the Brown Act orientation.

10. Discussion – Communication and Cross-Promotion Among Downtown Business Organizations

The Executive Committee discussed how DID and other downtown and countywide business organizations can better communicate and cross-promote events and programming, including awareness of and participation in meetings and initiatives hosted by other organizations. The Committee determined that this subject will be incorporated into the DID strategic planning discussion. The discussion was informational; no action was taken.

11. Upcoming Meetings and Events

The Executive Committee confirmed that the next regular meeting of the DID Executive Committee will be held on Thursday, October 1, 2026 at 3:00 p.m., location to be determined. Notice and agenda will be posted in accordance with the Brown Act.

12. Committee Member Comment

No announcements were made and no items were requested for a future agenda by members of the Executive Committee.

13. Adjournment

There being no further business before the Executive Committee, Chair Amanda Heitlinger adjourned the meeting at 4:03 p.m.

Action Items

- Consultant Amy Wolfe and the Executive Director to meet monthly for ongoing coaching.
- Executive Director performance review to be conducted in October 2026.
- Dates for the DID-only strategic planning session to be determined after the first of the year.
- Executive Director to contact the City of Modesto to offer dates for the Brown Act orientation.
- Consensus of the full Board to be sought on a quarterly DID Board meeting schedule once all Board seats are filled.
- Communication and cross-promotion among downtown business organizations to be addressed within the DID strategic planning discussion.

Minutes respectfully submitted by:



Sandra Hilton-Kaepp, Executive Director
Modesto Downtown Improvement District

Approved by the DID Executive Committee on: _____