

City of Capitola

CVWBIA Advisory Committee Meeting Minutes

Monday, August 11, 3:00 PM



City Hall Community Room

420 Capitola Avenue, Capitola, CA 95010

Members: Ted Burke, Daniel Castagnola, Kathleen French

Regular Meeting of the CVWBIA Advisory Committee – 3 PM

1. **Roll Call – Present:** Committee Members Burke and Castagnola. **Absent:** Committee Member French.
2. **Additions and Deletions to the Agenda – None**
3. **Additional Materials – None**
4. **Oral Communications by Members of the Public – None**
5. **Staff / Committee Comments – None**
7. **New Business**

A. Oath of Office

Recommended Action: Sign oaths of office.

The City Clerk administered the oaths of office for Committee Members Burke and Castagnola.

Public Comment: None

B. Appointment of Committee Chair

Recommended Action: Select Chair for Advisory Committee.

Public Comment:

- **Anthony Guajardo**

Motion to appoint Kathleen French as Chair of the Committee: Committee Member Burke

Second: Committee Member Castagnola

Vote: 2-0-1 (Committee Member French Absent)

C. CVWBIA Advisory Committee Overview & Meeting Schedule for 2025

Recommended Action: Review bylaws, discuss format for Advisory Committee meetings, and approve meeting schedule for 2025.

The Assistant to the City Manager presented the staff report. The City Clerk discussed the bylaws and provided information on the Brown Act pertaining to conduct of meetings.

Public Comment: None

Motion to approve a meeting schedule with the next Committee Meeting on Tuesday, January 13, 2026, at 3 PM: Committee Member Burke
Second: Committee Member Castagnola
Vote: 2-0-1 (Committee Member French Absent)

- D. Capitola BIA Annual Report and Proposed Fiscal Year 2025-26 Budget
Recommended Action: Recommend for acceptance by City Council: 1) The method and basis of levying the assessments and 2) The expenditure of revenues derived from the levy of assessments (the annual report and proposed budget).

The Assistant to the City Manager presented the staff report.

Public Comment:

- ***Anthony Guajardo***

Motion to recommend for acceptance by the City Council: 1) The method and basis of levying the assessments and 2) The expenditure of revenues derived from the levy of assessments (the BIA Annual Report and Budget): Committee Member Burke
Second: Committee Member Castagnola
Vote: 2-0-1 (Committee Member French Absent)

10. Adjournment – *The meeting adjourned at 3:37 PM.*

Approved by the CVWBIA Advisory Committee on [DATE].

Chloé Woodmansee
Assistant to the City Manager