



**SAN YSIDRO BUSINESS IMPROVEMENT DISTRICT ADVISORY COMMITTEE  
TO THE CITY OF SAN DIEGO'S SMALL BUSINESS ADVISORY BOARD**

**WORKING MEETING AGENDA**

**Wednesday, March 26, 2025 9:00AM to 10:30AM**  
**Location: 663 E San Ysidro Blvd, San Ysidro, CA 92173**

**Advisory Committee Members to Date:** Carol Kang, Donna Deberry, Jose Alfredo Ripa, Jose Sahagun, Marni Levy Wilton, Miguel Aguirre, Silvana Alaniz, Sunny Lee, and Vicky Sharma.

**Call to Order and Introductions**

Gustavo Bidart, Economic and Community Development Manager, Civic Community Partners

**Non-Agenda Public Comment**

Public comment may be made on any non-agenda topic in the committee's area of responsibility. The Chair will call on those who wish to give public comment. (*Public comments are limited to 2 minutes per speaker.*)

**1. February Meeting Minutes**

Gustavo Bidart, Economic and Community Development Manager, Civic Community Partners

**2. Nonprofit Documentation Discussion**

*Discussion regarding nonprofit documentation including a mission statement and board roles.*

Gustavo Bidart, Economic and Community Development Manager, Civic Community Partners

**3. Future BID Management Discussion**

*Continued discussion regarding the future BID management of the San Ysidro BID.*

Gustavo Bidart, Economic and Community Development Manager, Civic Community Partners

**4. Adjournment**

Gustavo Bidart, Economic and Community Development Manager, Civic Community Partners

\*Unfinished business shall be tabled and placed on the agenda for the next committee meeting.

**THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.** To request an alternative format or to request a sign language or oral interpreter for the meeting, please contact Economic Development Department at least five (5) working days before the meeting at (619) 236-6700 to ensure availability.



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**Call to Order and Introductions**

Gustavo Bidart, Economic and Community Development Manager, Civic Community Partners

- Meeting was called to order at 9:09 AM.

**Attendance**

**Advisory Committee Members:** Jose Alfredo Ripa, Marni Levy Wilton, Miguel Aguirre, and Silvana Alaniz.

**City Staff:**

Elizabeth Studebaker, Assistant Deputy Director, Economic Development Department  
Viridiana Quintana, Small Business Support Specialist, Economic Development Department

**Members of the Public:**

Alejandro Lopez	Jacqueline Schliapnik-Garcia
Alicia Jimenez	Javier Ackerman
Cris Adame	Jennifer Goudeau
Erica Reyna	Jerome Baldwin
Francisco Bates	Mary Davis
Gustavo Bidart	Sandra Compton
Israel Barron	Yahaira Aguilar
Jacqueline Reynoso	

**Non-Agenda Public Comment**

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- Jacqueline Reynoso introduced herself and her professional background. She shared legal providers who offer services at low cost and funding opportunities through the County of San Diego.
- Elizabeth Studebaker shared that the City's parking meter rates increased, there may new changes regarding the Community Parking Districts.
- Miguel Aguirre shared a webinar opportunity for businesses.
- Elizabeth Studebaker highlighted how the City oversees the Foreign Trade Zone program for the San Diego County. If a business is interested, they can contact EDD staff.

**1. Presentation from Nonprofit Legal Counsels**

*Presentation from nonprofit legal counsel providers.*

Gustavo Bidart, Economic and Community Development Manager, Civic Community Partners

- Gustavo Bidart coordinated a presentation from Kevin Davis with Procopio to give information about their legal counsel services.
- Kevin has over 15 years of experience as an attorney and over 24 years with Procopio.
- Proposed a 15% discount on rate - \$655 per hour would be \$550 with the discount. There would be a capped amount for the establishment of both entities, likely \$12,500.

- An overview was shared regarding the plan to establish a 501(c)(3) and 501(c)(6) nonprofits.
- The timeline can vary, the application can take a few days, but the filing can take several months.
- The tax-exempt status is retroactive up to 27 months during the filing process.
- General documents required for establishment include a board of directors, member's rights, by laws, among other.
- Many attorneys with Procopio have or currently participate with the San Diego Volunteer Lawyer Program (SDVLP).
- Gustavo shared the SDVLP as another legal support provider comprised of pro bono attorneys for no cost services - [www.sdvlp.org/microbusiness-nonprofit-support/](http://www.sdvlp.org/microbusiness-nonprofit-support/)
- Gustavo will complete the SDVLP intake form on behalf of the group.

2. **January Meeting Minutes**

Gustavo Bidart, Economic and Community Development Manager, Civic Community Partners

- The group voted to unanimously approve the January meeting minutes with a correction to the minutes reflecting an update to the public comment note removing Francisco Bates' name.

3. **Future BID Management Discussion**

*Continued discussion regarding the future BID management of the San Ysidro BID.*

Gustavo Bidart, Economic and Community Development Manager, Civic Community Partners

- The continued discussion regarding the future BID management of the San Ysidro BID took place during the presentation from nonprofit legal counsels.

4. **Adjournment**

Gustavo Bidart, Economic and Community Development Manager, Civic Community Partners

- Meeting was adjourned at 10:22 AM.

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