



POA BOARD MINUTES - REGULAR MONTHLY MEETING

Tuesday, March 24 2026 – 4:00 PM

City Administration Building - 220 N Santa Fe Ave. Visalia, CA 93292

MISSION STATEMENT: TO MAKE DOWNTOWN A PREFERRED LOCATION FOR BUSINESSES BY MAINTAINING SECURITY, MAKING AND MAINTAINING INFRASTRUCTURE IMPROVEMENTS, MAINTAINING LANDSCAPING AND REMOVAL OF GRAFFITI.

Property Owner's
Association, INC.
120 S. Church
Visalia, California 93291
(559) 732-7737

Members and Guests Present:

Members Attending: _Bill Kitchen, Myron Sheklian, Tom Gaebe, MaryAnn Cusenza, Kevin Fistolera, Colin Franey, William Martin, Josh Miller, Justin Mosley, Janeen Robbins, Duane Rodriguez

Support Staff Attending: DTV Gabrielle Jones

Guests: April Lancaster

Call to Order: Board Meeting called to order by Chairman Bill Kitchen at 4:00 PM. A quorum was in attendance.

Public Comments: Public comments were received from April Lancaster.

Reports:

OnSite Security: Duane Rodriguez shared this past month's statistics by reviewing a handout that included data for January and February. He shared some reports of tagging, indicated that loitering was down and vagrant contacts were up somewhat.

2025 Financial Audit Progress: Chairman Bill Kitchen that work continues to do an audit of our 2025 books. He shared that there are not many Certified Public Accountants that do audits anymore. He has had conversations with M Green and Company LLP in Visalia with hopes that this would be done later this summer. DTV Chairman Duane Rodriguez reported that their group would be contracting for a three-year forensic audit with a firm from outside this area expected to start within the next month.

Status of Administrative Overview/Assistance Provided by DTV: DTV Chairman Duane Rodriguez provided an administrative update regarding Downtown Visalia Operations. Chair Rodriguez reported that the DTV Board is reviewing internal administrative matters related to the Executive Director position. Chair Rodriguez noted that DTV office staff continue to support ongoing events and services. POA Chair Kitchen acknowledged Duane Rodriguez and Janeen Roberts for their assistance in supporting office operations during this period.

Action Items:

Approval of Minutes: Motion to approve by Janeen Robbins, second by William Martin. Motion Passed.

Approval of Financial Report: Treasurer Tom Gaebe shared a report showing this past month's receipts and disbursements and the budget versus the actuals report. Treasurer Gaebe stated this month's report was fairly typical, but he noted that looking at the budget versus actuals, "Landscaping, Streetscape and Graffiti Removal" is trending lower so far. The bank balance as of February 28, 2026, was \$210,044.68 and with the pending receipt of POA Assessments over the course of the year we are very solid. On a motion by William Martin and a second by Justin Mosley the Financial Report was approved.

Authorization Formation of Operations Committee: Chairman Kitchen shared that a motion needed to be made to formalize the establishment of the Operations Committee that was discussed at our February meeting. Kevin Fistolera has agreed to chair the committee with members including Anil Chagan, Bill Kitchen, Myron Sheklian and property owner Bill Whitlach. Mr. Whitlach was a guest at our February

Executive Board

Bill Kitchen
Chair

Myron Sheklian
V. Chair

Tom Gaebe
Treasurer

Anil Chagan
Past Chair

Board of Directors

John Bianco

MaryAnn Cusenza

Kevin Fistolera

Colin Franey

William Martin

Josh Miller

Justin Mosley

Janeen Robbins

Duane Rodriguez
(Appointment DTV)

Kevin Morrison
(Appointment KH)

Brett Taylor
(Appointment City)

Amy Shuklian
(Appointment County)

Lt. Mona Wiley
(VPD)

Chief Dan Griswold
(VFD)

meeting and expressed interest in helping out. Duane Rodriguez asked whether or not it was appropriate to have someone not on the Board sit on the committee. Nothing in the bylaws would preclude that from happening and the consensus was that input from outside the Board was beneficial. Others that are interested in serving should contact Kevin Fistolera. Motion to authorize was made by Justin Mosley and seconded by MaryAnn Cusenza. Motion passed.

Discussion Items:

Request by Visalia Lion's Club to use POA Sound System: Chairman Kitchen reported that the Lion's Club had requested to use the sound system for their May 2026 Downtown Car Show. Concerns about how to deal with the potential for numerous requests to use the system were addressed. It was shared that the Lion's Club had contributed to the purchase of the previous sound system and that the event is a good draw for Downtown. A recommendation was made that the POA co-sponsor this event (and others that we vote to support) through the in-kind donation of the sound system as a way of justifying and regulating use by one organization over another. Chairman Kitchen will review the co-sponsorship requirements which include the publicizing of the partnership with the Lion's Club.

Executive Board Secretary Position Nomination: Chairman Kitchen distributed a paper that included the duties of the Secretary from the Bylaws of the POA. It was shared that as part of the services that we pay for with Downtown Visalians, the actual development of the minutes of our meetings will be done by their staff in the future. During this interim period, Myron Sheklian agreed to take the minutes and develop a format that might be used in the future for more complete minutes of our meetings. Chairman Kitchen stated that we would be voting on an Action Item to select a secretary at the next meeting.

General Concerns and Updates: Chairman Kitchen reported that he was contacted by Visalia City staff that the Downtown Visalia Property & Business Improvement District (DTVBD) is required to submit the annual operations report by 1st and make a report to the Council on May 18th. It is also at this time that increases to the assessments to the property owners must be requested if a change is warranted. Chairman Kitchen shared that he would be making that report and that the Executive Board had discussed not requesting an increase this year.

Downtown Events/Media: Gabrielle Jones presented an update of recent events hosted by DTV and highlighted two events scheduled for April. A Wine Walk will be held on April 9 and a Cigar and Bourbon event is set for April 24.

Adjournment: Chairman Kitchen adjourned the meeting at 4:43 PM.

Next Meeting: Tuesday, April 28, 2026, at 4:00 PM.

In compliance with the American Disabilities Act, if you need special assistance to participate in meetings call (559) 732-7737 48-hours in advance.