



**2017-2018  
BID BOD SPECIAL MEETING MINUTES**

Date: May 17, 2108  
Location: HBDBID Office  
315 3<sup>rd</sup> St. Suite E  
Huntington Beach, CA 92648

Day: Thursday  
Time: 1:30PM

<b>1. Call to Order:</b> 1:30 pm
<b>2. Roll Call:</b> Board Members present: Matt Peterson, Bob Bolen, Mike Williams, Dave Shenkman, and Kate Leigh. Absent: Dick Thorpe, Susie Smith, Max Schultz, past President Steve Daniel, and Lizzie Raudenbush (on leave). City Staff: Kellee Fritzal. BID Staff: Darci Henderson.
<b>3. Public Comment:</b>  President Matt Peterson stated he had spoken with City Staff regarding information that is being passed around by a current Board Member that violates the HBDBID BOD job description. Matt added the item will be on the next agenda.
<b>4. Approve Minutes</b>  a. Recommendation: Adopt the Minutes of the May 10, 2018, Board Meeting. Dave Shenkman made the motion, Kate Leigh seconded. Vote 5-0.
<b>5. Approve Agenda</b>  a. Recommendation: Adopt the Agenda. Kate Leigh made the motion, Mike Williams seconded. Vote 5-0.
<b>6. President Report</b>  a. Information: President Matt Peterson reported on the revised Scope of Work and BID Manager Contract for Marianne Tonjes tabled at last BID BOD meeting. Attachment 6a. Contract and Statement of Work.  The Board reviewed the BID manager contract and scope of work. Bob Bolen had notes on the draft contract and scope of work and listed small changes regarding spelling, grammar, and language. Board also discussed insurance required, giving notice, and performance reviews. The Board also reviewed corrections and changes provided by Marianne Tonjes.  b. Recommendation: Approve the revised scope of work and BID Manager contract. Kate Leigh motioned to approve the contract and scope of work as amended and direct Matt Peterson to sign after Marianne Tonjes. Compensation to carryover from the prior contract to be \$65,000.00 annually / \$5,416.67 bi-monthly. Bob Bolen seconded. Vote 5-0.



**Huntington Beach Downtown Business  
Improvement District**  
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**7. Adjourned:**

Matt Peterson adjourned the meeting at 2:30 pm. Kate Leigh made the motion, Dave Shenkman seconded. Vote 5-0.

The next HBDBID Board Meeting is June 14, 2018

In accordance with the Ralph M Brown Act, Huntington Beach Downtown BID agendas are available for public review outside the City of Huntington Beach Council Chambers at 2000 Main Street and the HBDBID office 315 3<sup>rd</sup> St. Ste E, at least 72 hours prior to each meeting and 24 hours prior to special meetings. Questions on agenda items may be directed to 714-536-8300.