



**2018-2019
BID BOARD of DIRECTORS MEETING MINUTES**

Date: January 17, 2019
Location: HB Art Center
538 Main Street
Huntington Beach, CA 92648

Day: Thursday
Time: 9:00 AM

1. Call to Order 9:09am
2. 2017-18 Board of Director's Roll Call Board Members Present: Dave Shenkman, Moe Kanoudi, Murat "Coach" Koc, Brett Barnes, Mike Williams, Kate Leigh, and Danny Othman. Absent: Lizzie Raudenbush, Michelle Vespe, and Past President: Matt Peterson. HBDBID Staff: Marianne Tonjes, Darci Henderson Also, in attendance: Chief Assistant City Attorney Mike Vigliotta, City Councilperson Lyn Semeta, and Deputy Director of Business Development Kellee Fritzal.
3. Public Comments None
Move item: Kate Leigh motioned to move up agenda item #15, Brett Barnes seconded. Ayes:7, Noes:0. Motion passed.
4. Brown Act City of Huntington Beach Chief Assistant City Attorney Mike Vigliotta announced our current BID liaisons are Mayor Erik Peterson and City Councilperson Lyn Semeta. Mike Vigliotta shared there will be a formal Brown Act presentation by the City in a couple months. Mike Vigliotta stated he would present a general review today. <ul style="list-style-type: none">• The purpose of the Brown Act is for Government to conduct business openly with notice to the public and an opportunity for the public to speak.• With the current Board having nine positions, five may not meet without posting 48 hours prior.• A meeting does not mean it had to take place in a room it can be a chain conversation from one board member to another and therefore violate the Brown Act.• The Board may only discuss what is on the agenda.• The public may comment but the Board may not engage.• The streets and highway codes allow Cities to create BID's within a geographic boundary. The City sets an advisory group to provide an annual report to City Council who reviews and approves it. The public records act means you must provide records per the law.• Standing committees vs Task Force or ADHOC committees: Boards can create a sub group from the Board to continue to study an issue and follow the Brown Act.



A Task Force or ADHOC is given a issue and time frame to address and then disband.

5. Approve Minutes

- a. Adopt the Minutes of the December 13, 2018, Board Meeting. Attachment 4a. Kate Leigh motioned to adopt the December 13, 2018 BID BOD Meeting Minutes, Brett Barnes seconded. Ayes: 7, Noes: 0. Motion passed.

6. Treasurer Report – Financials

- a. Treasurer Kate Leigh reported October 2018 is the start of our fiscal year. Kate shared we are now receiving a combined accountants compilation report for HBDBID, and SCN accounts. Murat “Coach” Koc motioned to approve the October and November 2018 accountant’s compilation report, Danny Othman seconded. Ayes: 7, Noes: 0. Motion passed.

7. President Report

- a. Dave Shenkman reported Board member Lizzie Raudenbush submitted her resignation due to relocation. Dave recommends filling the vacant spot with Susie Worthy.

Moe Kanoudi motioned to approve appointing Susie Worthy as HBDBID Board Member as a replacement for Board Member Lizzie Raudenbush, Dave Shenkman seconded. Ayes:7, Noes:0. Motion passed.
- b. Dave Shenkman reported the bylaws are 8 years old. One of his goals as President is to update the bylaws.
- c. Dave Shenkman announced the Surf City Nights task force members include Tony Duran, Michelle Vespe, Brett Barnes, Steve Grabowski, and Jason Hilbert.

Committee Reports:

8. Budget and Finance

- a. Kate Leigh reported there wasn’t a committee meeting this month. She will be having a meeting soon and plans on regular monthly meetings moving forward.

Staff Reports:

9. BID Manager-Contractor

- a. Marianne Tonjes reported she has been researching and reviewing bylaws from other BID’s.
- b. Marianne stated she has been working closely with HBPD and security is helping.



Kellee Fritzal added if it an issue with the homeless you can call HBPD when it's on private property and the Homeless Taskforce if it's not. Dave Shenkman stated he had met with HBPD and learned how they prioritize calls.

- c. Marianne shared she has been working on a survey to go to BID members. She stated the survey could be reviewed and refined through a committee.
- d. Marianne and Darci met with the accountant to change some codes to allow for the combining of the financial reports. Marianne added page four and five should be easier to read but welcomes any suggestions. Maryanne stated Treasurer Kate Leigh would like to add a variance column to include comments.
- e. Marianne reported the new website still has not been delivered and she's working on getting it turned over.
- f. Marianne and Darci are assisting with BID member participation for the NCSF coming in May.
- g. Marianne added that downtown was a mess on New Year's Day and we will need to schedule extra Malco cleaning and Rainbow Disposal trash pickups for next year.

10. Events Coordinator

- a. Darci Henderson reported Surf City Nights was closed for the Christmas and New Year's holiday. Darci added even if we had chosen to be open on New Year's there were high winds and we would have had to close.
- b. Darci also reported Surf City Nights had a rain out on Tuesday, January 15th.
- c. Darci added she is excited to have a task force to address BID member space opportunities.

Other:

11. Security Contract RFP

- a. BID Board reviewed the RFP for security services and had minor changes with wording and the strike handing out flyers.

Mike Williams motioned to approve the RFP for HBDBID Security Services with discussed corrections, Moe Kanoudi seconded. Ayes: 8, Noes: 0. Motion passed.

12. Storage Garage

- a. The contract with Robert Koury is up March 1, 2019 for our storage garage at 209 Acacia, Huntington Beach. The price is the same as last year, \$4,000/year. Attachment 11a.

Murat "Coach" Koc motioned to approve the annual lease payment to Koury properties for garage rental at \$4,000 from March 1, 2019-February 29, 2020, Moe Kanoudi seconded. Ayes: 8, Noes: 0. Motion passed.

13. IDA Membership



- a. The annual dues to become a member again with the International Downtown Association is \$940. There are online resources and training available to members.

Kate Leigh motioned to approve annual membership with the International Downtown Association at a cost not to exceed \$940.00, Brett Barnes seconded.
Ayes: 8, Noes: 0. Motion passed.

14. National Main Street Center Membership

- a. The annual dues to become a member of Main Street America is \$350. Membership benefits include a networking platform, webinars, conferences, digital library, etc.

Murat "Coach" Koc motioned to approve annual membership with Main Street America at a cost not to exceed \$350.00, Kate Leigh seconded. Ayes: 8, Noes: 0.
Motion passed.

15. City of HB Business Development Update

- a. Kellee Fritzal reported the City has ordered a banner to wrap the parking lot on 1st and Walnut and should be up in a week.
b. Councilperson Lyn Semeta stated she is a big supporter of downtown and says it is a great part of our City.

16. Announcements

- 17. Adjournment** Brett Barnes motioned to adjourn the meeting, Danny Othman seconded.
Ayes: 8, Noes: 0. Motion passed. Meeting adjourned at 10:03am.

The next HBDBID Board Meeting is February 14, 2019.

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 3rd Street, Suite E at least 72 hours prior to each meeting and 24 hours prior to special meetings. Questions on agenda items may be directed to Marianne Tonjes, HBDBID Manager, at 714-536-8300.