



Uptown Whittier Community Benefit District
Interim Board of Directors Meeting # 4
Whittier Historical Society, 6755 Newland Avenue
January 18th, 2018 - 8:30 a.m.

Present: Don Lomont, Melinda Pina, Paul White, Tim Traeger, Frank Rinaldi, Mina De La Cerda, Mark St. Julien, Jeffrey Langan, Stephen Ortiz, Conal McNamara (for Jeff Collier), Bob Whittenberg (for Monica Ovieda)

Absent: Dave McCoy, Milt Pate, Jeff Langon, Dave McCoy, Milt Pate

Guests: Gabriela de la Cerda (Lim), Rick Elias, Katie Galvin-Surbatovic, Ben Pongetti, Kristen Wiberg, Jerahm Orozco, Alex Chin, Ricardo Diaz, Andrew Yanez; John Beymon, David Gonzalez, Carlos Lopez, Kristen Wiberg, Patricia de la Cerda, Laurie Perschbacher, Rene Hader, Roberto C.,

Consultant: Marco Li Mandri

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	Melinda Pina, the interim President, called the meeting of the property owners and guests present to order at 8:35. She thanked Tim for the hospitality of using the Museum for the meeting room. Paul White led the Board in the flag salute. Introductions were made as there were many guests in the room for the meeting. There are sixteen members currently on the Board so quorum was met. (11 Board members/alternates were present)	No action taken



<p>2. Review of the December 14th, 2017 Interim Board minutes</p>	<p>The minutes were reviewed. Two corrections on the members present and some changes were made to e-mail address. were made.</p>	<p>Paul moved and Ron seconded that the minutes of December 14th, be approved as amended. The motion was approved unanimously.</p>
<p>3. Announcements</p>		<p>No action taken</p>
<p>4 Overview of tasks: a. Status of filing with the Secretary of state; b. City contract with the UWIA; c. Opening Bank account; d. Review of Committee members, set up first meetings; e. Exec Committee meetings with the community f. Create and review of first year budget</p>	<p>a. Marco stated that the stamped articles of incorporation have been approved and were included in the Board packet. We will now be preparing the docs for the filing with the IRS. Discussion followed.</p> <p>b. The contract between the UWIA and the City has been approved and was executive due to the stamped articles of incorporation.</p> <p>c. The account with Chase was opened with the City’s payment of assessments. Melinda opened the account.</p> <p>d. Marco went over the proposed Committee list, and reiterated that all members of the Board must serve on a Committee. Conal stated that a meeting to review the Uptown Streetscape plan is set for a Council session on January 30th, all are welcome. Discussion followed on what the Plan would include.</p> <p>e. Melinda went over the meetings the Executive Committee members have continued to have with City officials and community members. Paul met with the Lions Club in early January. They donate up to 125k per year for good causes in Whittier. Melinda reported that she met with 1st Day homeless services to see if they could be incorporated into some of the UWIA’s activities. John Beymon from the United Nations Association spoke about his group’s work on Earth Day.</p>	<p>a. No action taken.</p> <p>b. No action taken.</p> <p>c. No action taken.</p> <p>d. No action taken.</p> <p>e. No action taken</p> <p>f. No action taken.</p> <p>g. No action taken</p>

	<p>They will have speakers, booths and other activities. The event will occur on Greenleaf and not lead to any road closures. Discussion followed.</p> <p>f. Marco distributed the first year working budget so the Committees can see what tasks and funds they have to work with. The numbers were not allocated properly so he will have his staff update and resubmit at the upcoming Committee meetings. A question was asked regarding the basis of the allocation of funds to specific services. Marco replied that the first-year budget was set in the Management Plan approved by property owners in the balloting vote. Discussion followed. Marco also stated that by the time services have commenced, four months will have already gone by so there should be a healthy carry forward in the second year.</p>	
<p>5. Committee tasks: Organization: a. RFP for Admin services; b. Earth Day event; c. IRS application d. Insurance</p>	<p>a. Marco handed out a sample RFP for District management services in the packet. The entire Board was asked to review and make any changes by Friday at 5p.m. Once that deadline passes, Marco’s staff will send it to the Calif. Downtown Association and the CA Main Street Alliance program for posting. He mentioned that the 48k that has been allocated for this is not a final number and that admin can also be paid out of the other Committee budgets. Also that the 48k allocated is only for part time work, based upon the conditions of the RFP. Discussion followed.</p> <p>b. The Earth Day event had already been discussed previously in the meeting.</p> <p>c. The IRS application for c3 status will be submitted by the end of the month. Paul will need to sign it.</p> <p>d. Paul gave an update on the issues he was having securing general liability and Directors and Officers insurance for the Board. Marco</p>	<p>a. Melinda moved and Don seconded that the RFP be approved with changes allowable by Board members by 5p.m. on Friday, sent to Marco. Board members are free to distribute it. The motion was approved unanimously.</p> <p>b. Melinda moved and Tim seconded that the UWIA endorse the event. No funds were requested for support. The motion was approved unanimously.</p> <p>c. No action taken</p>

	suggested that he work with Shirley in the NCA office to find other sources of quotes. Discussion followed.	d. No action taken
Sidewalk Operations Committee	Marco report that the Committee will set a meeting date at the end of this Board meeting and that the key priority items will be determining the budget, issuing the RFP for maintenance and then one for security. Discussion followed	No action taken
District Identity Committee	Marco reported that the Committee will set the meeting date at the end of his Board meeting and that the key priority items for the Committee will include setting a budget, providing an RFP for a PR firm, for a web site company and developing a logo and colors for the district. He encouraged all people interested in these activities to contact Tim as Committee chair. Discussion followed	No action taken
Land Use Committee	Marco stated that he needed to get with Frank to figure out a meeting time for the Land Use Committee, especially in light of the Streetscape Committee discussions.	No action taken
6. Review of Brown Act requirement	Marco passed out a document that listed the obligations of the Board members in regards to the public records and public meeting obligations of the UWIA in the Brown Act. Discussion followed.	No action taken
6. Next Board meeting	The next Board meeting will be held on Thursday, March 1 st , at 8:30 a.m.at the Whittier Historical Society, 6755 Newland Ave. Marco stated that this will be he last meeting attending the Board meetings as his five month contract with the City will conclude at the end of February.	The meeting time was made earlier to respond to various Board members concerns.

Minutes taken by Marco Li Mandri, Interim Administrator