



**Uptown Whittier Community Benefit District**  
**Interim Board of Directors Meeting # 5**  
**Whittier Historical Society, 6755 Newland Avenue**  
**March 1<sup>st</sup>, 2018 - 8:30 a.m.**

**Present:** Don Lomont, Melinda Pina, Paul White, Jim Dunkelman, Tim Traeger, Mina De La Cerda, Mark St. Julien, Jeff Collier, Bob Whittenberg (for Monica Ovieda), Michael Burkhardt, Ron Jeffery, Milt Pate,

**Absent:** Dave McCoy, Jeff Langon, Stephen Ortiz, Frank Rinaldi,

**Guests:** Conal McNamara, Rick Elias, Katie Galvin-Surbatovic, Ben Pongetti, Alex Chin, Ricardo Diaz, Andrew Yanez, John Beymon, Carlos Lopez, Laurie Perschbacher, Rene Hader, Eric Leckey, April Gallegos, Olivia Rios, Trese Childs

**Consultant:** Marco Li Mandri

**MINUTES:**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Introductions</b>	Melinda Pina, the interim President, called the meeting of the property owners and guests present to order at 8:38. She thanked Tim for the hospitality of using the Museum for the meeting room. Tim 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. (12 Board members/alternates were present)	<b>No action taken</b>



<p><b>2. Review of the January 18<sup>th</sup>, 2018 Interim Board minutes</b></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><b>Jeff moved and Paul seconded that the minutes of January 18<sup>th</sup> Interim Board meeting be approved as amended. The motion was approved unanimously.</b></p>
<p><b>3. Announcements</b></p>	<p>Marco mentioned that Melinda had asked that the tasks of the Interim Board be listed. Marco went over that list on page 7.</p>	<p><b>No action taken</b></p>
<p><b>4 Overview of tasks:</b>  <b>a. Review of Committee first meetings;</b>   <b>b. Executive Committee outreach;</b>   <b>c. Budget review</b>   <b>d. Last meeting of New City America as per City contract</b></p>	<p>a. Marco reported that Michael will hold the second meeting of the SOBO Committee on March 14<sup>th</sup>, as well Tim with DISI on the same date. The Committee’s key RFPs are out and we should have responses by then for review.</p> <p>b. Melinda has attended meetings of the District 2 candidates.</p> <p>c. Marco went over the budget format and the year to date expenses. The QB report was included in the packet.</p> <p>d. Marco mentioned that, as per the city contract, this would be his last meeting of and interim administrator of the Board. Discussion followed</p>	<p><b>a. No action taken.</b></p> <p><b>b. No action taken.</b></p> <p><b>c. No action taken.</b></p> <p><b>d. No action taken.</b></p>
<p><b>5. Committee tasks: Executive:</b>  <b>a. RFP for Admin services to be discussed in closed session;</b>  <b>b. Completion of insurance;</b>  <b>c. Search for office space;</b>  <b>d. Venice BID article</b></p>	<p>a. Marco stated that the Board will have a closed session meeting at the end of the meeting to discuss the two proposals that have been submitted in response to the RFP for admin services;</p> <p>b. Paul reported that with the help of Shirley in New City America, D and O and general liability insurance has been secured for the corporation, we were bound as of Feb. 9<sup>th</sup>;</p> <p>c. The Exec Committee continues to search</p>	<p><b>a. No action taken</b></p> <p><b>b. No action taken The</b></p> <p><b>c. No action taken</b></p>

	<p>for office space, Melinda gave an update</p> <p>d. Marco handed out an article on the Venice BID and the delay in delivering services. Marco stated that this is the reason why the RFPs have gone out and there is a need to demonstrate services to the property owners asap. Discussion followed.</p>	<b>d. No action taken</b>
<b>Sidewalk Operations Committee</b>	<p>Michael reported that the RFP responses for maintenance will be reviewed at the meeting on the 14<sup>th</sup> at 8:00 a.m. at Ravello Bar and Grill. The recommendations for the services provider will be forthcoming to the Board in April.</p>	<b>No action taken</b>
<b>District Identity Committee</b>	<p>Tim reported that the RFP responses for the PR/Social Media and web site will be reviewed at the meeting on the 14<sup>th</sup> at noon at the Museum. Discussion followed.</p> <p>The RFP recommendations for the Social Media/PR, web site and logo will all be forthcoming at the next Board meeting in April</p>	<b>No action taken</b>
<b>Land Use Committee</b>	<p>Conal stated that he will be meeting with Frank this coming Friday to talk about the status of the streetscape plan. A Land Use Committee will be set after that meeting.</p>	<b>No action taken</b>
<b>6. CLOSED SESSION TO REVIEW ADMINISTRATIVE RESPONSES</b>	<p>Only Board members were present to review the two respondents to the RFP for Admin services for the UWIA.</p> <p>The Board went into closed session at 10:00 and reopened at 10:30 to announce their decision. The Board is recommending that New City America be selected to continue its interim administration from March 1<sup>st</sup> – August 30<sup>th</sup> based upon an amended agreement discussed by the Board. The amended agreement will include a</p>	<p><b>(motion and seconded not recorded due to the closed session).</b></p> <p><b>New City America will continue administering the district for the next six-month, concluding on August 30<sup>th</sup> in an amount not to exceed \$33,000.</b></p>

	compliance agreement with city services to mitigate complaints. Marco Li Mandri will serve as the principal but the proposal includes supplemental administrative support services.	
<b>7. Reopen closed session</b>	The Closed session was reopened to the public and the announcement of New City America to administer the district was made	
<b>8. Adjournment</b>	The Board meeting was adjourned at 10:30 a.m.	
<b>9. Next Board meeting</b>	The next Board meeting will be held on Thursday, April 12 <sup>th</sup> at 8:30 a.m.at the Whittier Historical Society, 6755 Newland Ave.	

**Minutes taken by Marco Li Mandri, Interim Administrator**