

UWIA Executive Committee Meeting Announcement

On March 12, 2020, Governor Newsom issued Executive Order No. N-29-20, which allows board members / committee members to attend publicly announced meetings telephonically. Please be advised that some, or all, committee members may attend this meeting telephonically.

Consistent with mandates of Executive Order No. N-29-20, a physical location from which members of the public may observe the meeting or offer public comment will not be made available. GM Properties will not be open to the public for this meeting; however public comment on the attached agenda can be provided via email at info@uwia.org.

Please submit public comments and questions at least one hour before the start of the meeting to ensure the Executive Committee members receive them in time to view them at the meeting.

**Uptown Whittier Improvement Association
Executive Committee
GM Properties, 13305 Penn Street, Suite 200
Tuesday, September 28, 2021, 8:00 a.m.**

Current List of UWIA Executive Committee Members: Jim Dunkelman (Treasurer), Katie Galvin-Surbatovic (Secretary), Melinda Pina (Vice President) and Frank Rinaldi (President)

AGENDA

- 1. Call to Order: Frank Rinaldi, President**
- 2. Roll call: Brent or Stephanie**
- 3. Public Comment** - The public is invited to address the UWIA Executive Committee (EC) regarding any item of business. Speakers must limit their comments to two minutes. Pursuant to State law, the EC cannot take action or express a consensus of approval or disapproval on any oral communications which do not appear on the printed agenda.

UPTOWN WHITTIER IMPROVEMENT ASSOCIATION

c/o GM Properties ■ 13305 Penn Street, Suite 200 ■ Whittier, CA 90602
P (562) 697-5000 ■ F (562) 693-2126
info@uwia.org ■ www.uwia.org



4. **Approve the Executive Committee minutes from August 31, 2021.** *Action Item*
5. **Discuss progress report and establish the 2021 – 2022 Executive Committee budget to be presented to the UWIA Board for their approval** *Action Item*
6. **Discuss Ambassador program, next steps for RFP if necessary, assessment study if necessary, if conclusion is reached vote to present to Board for approval** *Action Item*
7. **Discuss and establish the agenda for the UWIA Board meeting on October 14, 2021.**
8. **Other Committee items.**
9. **Next UWIA Executive Committee Meeting date: October 26, 2021, 8:00 a.m., at GM Properties, 13305 Penn St, Suite 200, Whittier, CA 90602.**
10. **Adjournment:** _____

BROWN ACT:

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at the Whittier Train Depot, at the meeting location designated for the Board or Committee meeting and on their website www.uwia.org. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Brent Haskell brent@gmpropertiesinc.com or Stephanie Shamp stephanie@gmpropertiesinc.com of GM Properties at (562) 697-5000.

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**Uptown Whittier Improvement Association
Executive Committee
GM Properties, 13305 Penn Street, Suite 200, Whittier, CA 90602
TELECONFERENCE MEETING
Tuesday, August 31, 2021, 8:00 a.m.**

Present: Frank Rinaldi (President), Jim Dunkelman (Treasurer), and Stephen Ortiz (Secretary)

Absent: Katie Galvin-Surbatovic (Vice President)

Guests: David Gonzalez, Shane Cadman, Milt Pate

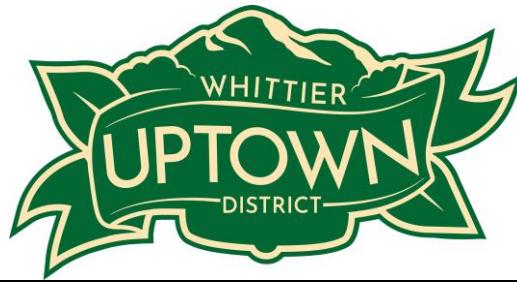
Consultant: Brent Haskell and Stephanie Shamp – GM Properties

MINUTES:

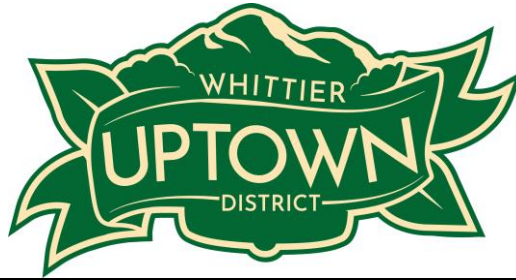
<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order	Frank Rinaldi called the meeting to order at 8:04 a.m.	1. No Action Taken
2. Roll call and announcements	Brent Haskell took roll call.	2. No Action Taken
3. Public Comment	Brent Haskell stated email received for public comment. Trying to determine if this is related to a previous email on the same topic. Linc Housing is the company. Will pass along to the Committee or Board once we know how the two are related if at all.	3. No Action Taken
4. Approve the Executive Committee	Corrections need to be made as follows:	4. Jim Dunkelman Moved to Approve the Executive Committee

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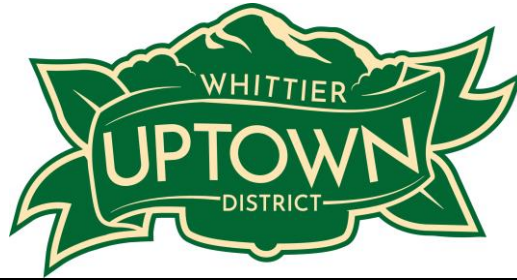
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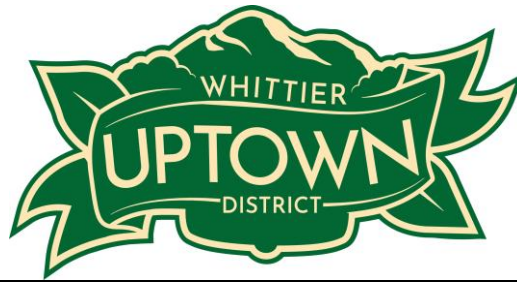
<p>Meeting Minutes from July 27, 2021</p>		<p>Meeting Minutes from July 27, 2021 as Amended. Stephen Ortiz 2nd. All in Favor. Motion Passes.</p>
<p>5. Assessments and Cash Flow Analysis Report Attached</p>	<p>For informational purposes.</p>	<p>5. No Action Taken</p>
<p>6. Review of Eide Bailly Engagement Letter to be Presented to the Board for Approval</p>	<p>Jim Dunkelman stated the 3-year engagement has been fulfilled with Eide Bailly. The August 16, 2021 Eide Bailly engagement letter needs to be presented to the Board for their approval at the next Board meeting. Jim believes there are minimal increase over the prior year of \$200.00 for the review and \$100.00 for the tax services.</p>	<p>6. No Action Taken</p>
<p>7. Nominations Committee Update</p>	<p>The Nomination Committee consists of Ginny Ball, Jim Dunkelman, Melinda Pina and Frank Rinaldi. There were three nominations with a fourth received late, but will still present to the Board. Extending nomination acceptance to the date of the meeting. Brent Haskell stated Mark St. Julien with PIH Health retired. Working on obtaining the PIH replacement representative for the Board and committee.</p>	<p>7. No Action Taken</p>
<p>8. Ambassador RFP Taskforce to Give Presentation / Update and Seek Guidance from the Executive Committee</p>	<p>Shane Cadman, David Gonzalez, and Stephen Ortiz are on the taskforce for the Ambassador RFP. Received two proposals. Inconsistencies found: 1) Insurance rating, 2) Required training, 3) One proposal is written for security and the other for ambassador service, and 4) The agreement</p>	<p>8. No Action Taken</p>



	<p>is used to benchmark the applicants. The RFP was out before the temporary agreement. Brent stated that is true but the attorney created the RFP based off the Boards desire to have an ambassador program and then the attorney created the temporary agreement based off the same language. Frank wanted clarification on what is confusing and who is confused. Further discussion followed. Discussion was held regarding insurance ratings, difference between AA and AAA as well as admitted carriers and non-admitted carriers. The insurance difference will be taken into consideration as the Committee presents their recommendation to the Board. David Gonzalez stated the RFP confusion is that it is not benchmarking off of the RFP. The Committee’s role is to report what is on paper and the Board decides looking at the RFP as the benchmark. Shane Cadman further explained that the issue is if the Board is going to consider a candidate with less restrictions on insurance requirements than requested per the RFP then the RFP process is tainted because there may be candidates that would have submitted a response but didn’t because they did not meet the insurance requirement. Shane stated he believes the choices are to accept the only candidate that met those requirements or resubmit the RFP with less restrictions on the insurance to see if additional candidates respond. Stephen Ortiz discussed the services UWIA provides. Jim Dunkelman questioned the RFP process and questioned if services,</p>	
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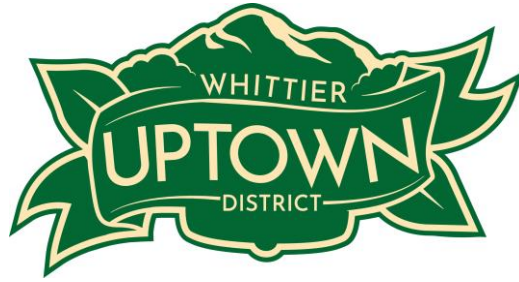


	<p>monies, and qualifications are the discrepancies. Frank wants the Ambassador RFP on the Board Agenda. Brent Haskell stated when asked by a vendor to submit a proposal with insurance that did not meet the requirements of the RFP, the response was to submit it and let the Board decide. Brent stated the attorney, Rutan & Tucker, LLP created the RFP and most likely found that the City places those insurance requirements on the UWIA so added them to RFP as a requirement for their vendor. The UWIA is not required to mandate those same insurance requirements of their vendors. The Task Force needs guidance on the insurance. The work hours and costs are the same for the two candidates. Shane Cadman recommends UWIA brings in someone to assess the matter and figure out a solution. Frank stated anything can be presented to the Board, cannot say what would be approved or not at this time, but requested the taskforce to be clear. The UWIA vision is for the Ambassadors to do what is qualified along with possibly cleaning (e.g. carrying a broom and dust pan as they walk along the district). The City is to provide safety and security and each business owner is to have their own security for their establishment. Item to be added to the Board agenda for consideration if the Board should accept the one applicant that met the RFP requirements or if the RFP process should start over with less insurance restrictions. The Board will also need information</p>	
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	regarding admitted vs. non-admitted carriers as well as AA vs. AAA ratings.	
9. Discuss and Establish the Agenda for the UWIA Board Meeting on September 9, 2021		9. No Action Taken
10. Other Committee Items		10. No Action Taken
11. Next UWIA Executive Committee Meeting	The next regularly scheduled meeting will be on Tuesday, September 28, 2021 at 8:00 a.m. at 13305 Penn Street, Suite 200, Whittier, CA 90602 or possibly telephonically.	11. No Action Taken
12. Adjournment	The meeting was adjourned at 9:19 a.m.	12. No Action Taken

Minutes taken by Brent Haskell and Stephanie Shamp with GM Properties.



UWIA – Executive Committee Progress Report - 2021

Mission

Safety, security and continued maintenance of the Uptown Whittier District

Accomplishments

Stayed within budget
Transitioned to new leadership
Helped establish and maintain protocol at meetings

Goals

1. Outreach to obtain new board members (property owners)
2. Property owner social mixers

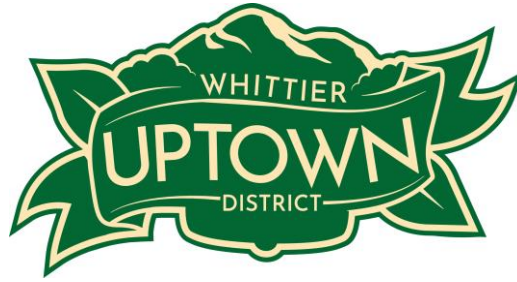


**UWIA – Executive Committee
Progress Report - 2021**

Budget

	<u>2021 - 2022</u>	<u>Actual Thru 9/17</u>	<u>2020 - 2021</u>
District management	\$54,000.00	\$40,200.00	\$48,000.00
District management allocation	(\$10,800.00)	(\$8,000.00)	(\$9,600.00)
Accounting	\$11,500.00	\$9,725.00	\$10,000.00
Legal Fees	\$10,000.00	\$8,536.71	\$8,000.00
Rent	\$700.00	\$224.00	\$700.00
Liability, D&O insurance	\$7,500.00	\$5,317.00	\$6,000.00
County fee	\$0.00	\$0.00	\$0.00
Compliance Fee	\$75.00	\$75.00	\$0.00
Memberships	\$350.00	\$0.00	\$350.00
Office expense	\$200.00	\$0.00	\$200.00
Postage	\$500.00	\$384.00	\$400.00
Subtotal	\$74,025.00	\$56,461.71	\$64,050.00
Undesignated *	\$63,095.00	\$53,212.00	\$9,970.00
Total	\$137,120.00	\$109,673.71	\$74,020.00

* \$53,212.00 is the allocated undesignated amount per the 2020 – 2021 budget. Currently it is projected that the Executive Committee will have a surplus in 2020 – 2021 of \$7,908.00 to add to undesignated amount along with an estimated \$1,975.00 from 2021 – 2022.



UWIA Board Meeting Announcement

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Consistent with mandates of Executive Order No. N-29-20, a physical location from which members of the public may observe the meeting or offer public comment will not be made available. Neither the Whittier Community Center nor GM Properties will be open to the public for this meeting; however public comment on the attached agenda can be provided via email at info@uwia.org.

Please submit public comments and questions at least one hour before the start of the meeting to ensure the Board members receive them in time to view them at the meeting.

Uptown Whittier Improvement Association Board of Directors Whittier Community Center, 7630 Washington Avenue Thursday, October 14, 2021, at 8:30 a.m.

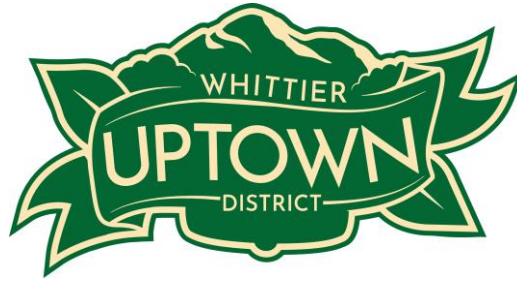
Current List of UWIA Board Members: Ginny Ball, Jim Dunkelman (Treasurer), Katie Galvin-Surbatovic (Secretary) or Ben Pongetti or Brian Saeki, David Gonzalez, Stephen Ortiz or Irene McCallister, Milt Pate, PIH, Melinda Pina (Vice President), Frank Rinaldi (President), Steven Rodriguez

AGENDA

- 1. Call to Order: Frank Rinaldi, President**
- 2. Roll call: Brent or Stephanie**
- 3. Public Comment** - The public is invited to address the UWIA Board regarding any item of business. Speakers must limit their comments to two minutes. Pursuant to State law, the Board cannot take action or express a consensus of approval or disapproval on any oral communications which do not appear on the printed agenda.

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4. **Approval of the UWIA Board meeting minutes from September 9, 2021** *Action Item*
5. **Review and approve the DISI Committee Progress Report and 2021 – 2022 fiscal year budget** *Action Item*
6. **Review and approve the Executive Committee Progress Report and 2021 – 2022 fiscal year budget** *Action Item*
7. **Review and approve the Land Use Committee Progress Report** *Action Item*
8. **Review and approve the Sidewalk Operations Committee Progress Report and 2021 – 2022 fiscal year budget** *Action Item*
9. **Board to grant Jim Dunkelman and GM Properties approval to combine the above approved budgets and submit the budget and report for the UWIA to the City of Whittier as required by the Management and Disbursement Agreement** *Action Item*

10. Committee tasks:

- a. **Executive Committee: Frank Rinaldi**
 1. Frank Rinaldi
 - Executive Committee update
 - Update on Ambassador RFP process
 - Update on District Manager RFP process
 - Other
 2. Finance report – Jim Dunkelman
 - Review of financials
 - Other
- c. **Contractor Update – If contractors / vendors are available in person or on the call they can provide any updates / revisions not included in reports or be available for questions should there be any**
 1. Aleco – Carlos (report attached)
 2. Edna Becerra (report attached)
 3. Coastal Landscape Services – Tyson (report attached)

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- d. **District Identity Committee: Andrew Yanez**
 - 1. District Identity Committee update
 - 2. Other

- e. **Sidewalk Operations Committee: Steven Rodriguez**
 - 1. Sidewalk Operations Committee update
 - 2. Other

- f. **Land Use and Project Review Committee: Frank Rinaldi**
 - 1. Land Use Committee update
 - 2. Other

11. Other Board Items

12. Next Regularly Scheduled UWIA Board Meeting: November 12, 2021, at 4:30 p.m., at the Whittier Community Center, 7630 Washington Ave

13. Adjournment: _____

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