



**2017-2018**  
**BID BOARD of DIRECTORS SPECIAL MEETING AGENDA**

Date: May 30, 2018  
Location: Huntington Beach Art Center  
538 Main Street  
Huntington Beach, CA 92648

Day: Wednesday  
Time: 3:30 PM

<b>1. Call to Order</b>
<b>2. Roll Call</b> Board Members: Matt Peterson, Bob Bolen, Mike Williams, Dick Thorpe, Susie Smith, Lizzie Raudenbush (on leave), Dave Shenkman, Kate Leigh, and Max Schultz. Past President: Steve Daniels BID Staff: Marianne Tonjes, Darci Henderson
<b>3. Public Comments</b> <i>This is the time of the meeting for the Board of Directors to receive comments from the public regarding items of interest or agenda items. Pursuant to the Brown (Open Meetings) Act, the Board of Directors may not enter into discussion regarding items not on the agenda. Each speaker is allowed three minutes, and time may not be donated to another speaker.</i>
<b>4. Approve Minutes</b> a. Recommendation: Approve the Minutes of the May 17, 2018, Board Meeting
<b>5. Approve Agenda</b> a. Recommendation: Adopt the Agenda
<b>Staff Reports:</b>
<b>6. BID Manager Contractor</b> a. Information: Marianne Tonjes will report on HBDBID activities.
<b>Standing Committee Reports</b>
<b>7. Executive Committee</b> <b>a. Board Members</b>  Information: Matt Peterson will report on the Executive Committee's discussion of individual Board member actions that do not reflect the consensus of the Board of Directors.



**b. Donation**

Information: Matt Peterson will report on the August 2017 donation to the Huntington Beach Public Art Alliance donation. \$3,000 was donated from the HBDBID, and \$516 was donated from the SCN budget. HBPAA is not a 501c3.

Recommendation: Approve a request for the City of HB attorney to draft a letter requesting a return of the \$3,516 HBDBID donation from the Huntington Beach Public Art Alliance.

**8. Finance, Budget & Governance**

**a. Administrative Assistant Job Description and Compensation**

Information: The revised Administrative Assistant job description and compensation, was tabled at the April meeting. It has been edited.

Recommendation: Approve the revised Administrative Assistant job description and compensation retroactive to May 15, 2018.

**b. Surf City Night's Set-up and Maintenance Contract**

Information: The committee received two bids for the Surf City Night's set-up and maintenance contract. The existing contract is with GRC. GRC's bid was \$2,925, and Malco's bid was \$2,728 per month based on a 4.33 Tuesday's per month.

Recommendation: Approve the contract for Malco to perform Surf City Night's set-up, take-down, and maintenance at a monthly cost of \$2,728 effective July 1, 2018 – June 30, 2019.

**c. Surf City Nights Management Contract**

Information: A RFPQ is requested for the management of Surf City Nights.

Recommendation: Approve opening a Request for Pre-Qualifications for the management of Surf City Nights.

**9. Announcements**

**10. Adjournment**

**a. 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> Street, 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, BID Manager, at 714-536-8300.