

Board Meeting Minutes

Wednesday June 22nd, 2022 at HT Grill, 1701 S Catalina Ave

I	CALL TO ORDER 8:35
II	ROLL CALL Cris Bennett, Brian Diederich, Greg Gomez, Kimberly Judy, Terry McGaughey, Orlando Novoa, Brian Poague, Allen Sanford; Non Board Members: Kyle Lofstrum (RBPD); Pamela Punzalan (Board Member elect 2022-2023 term), Nils Nehrenheim (Mayor Pro-Tem); Mike Klein (Public Works)
III	<u>CONSENT ITEMS</u>
	1. Approval of Minutes from May Meeting (Brian) (attachments Item #1)
	Motion by Terry McGaughey to approve minutes; Greg Gomez 2nd; all in favor–APPROVED
	2. Receive & File Financial Report (Treasurer) (attachments Item #2)
	Motion to receive and file financial report by Cris Bennett; 2nd by Orlando Novoa; all in favor–APPROVED
IV	<u>GUESTS & UPDATES</u>
	1. Redondo Beach Police Dept (Kyle Lofstrum)
	Discussed new program from City and RBPD allowing the RBPD volunteer access to security cameras located in/outside the business in case of emergencies
	2. Waterfront & Economic Development (Greg Kapovich, Laurie Koike)
	3. Public Works (Michael Klein)
	Will be installing more bike racks today outside Fernando's; They are way behind and short staffed to offer power washing of the sidewalks for a long time
	4. July 4 (Michael Bell, Jeff Ginsburg)
	n/a
	5. Marketing, t-shirts (Kathleen Fisher)
	AD SPEND SOCIAL & PRINT MAY 2022: \$2829.79 Social media ads running on Facebook “shop, dine, relax”, “Together for Ukraine” event, Farmers market; plus Google ad words (currently 96.2.K impressions, 1.35k clicks) Facebook 92 new follows, up 7.0% YTD Instagram 312 new follows, up 30% YTD

	<p>Print ads: 1) CA 101 Art exhibit catalog, full pg 2) 2022 Guide to Redondo Beach ½ pg) Riviera Village branded T-shirts/tanks delivered and priced to sell at 2022 Summer Festival: 1 color screenprint at \$22 inc. tac and 8-color screen print \$27 inc. tax. Total QTY 463; Cost \$3,202.24 Motion by Orlando Novoa to authorize \$1,750 for advertising in BeachLife Magazine; 2nd by Greg Gomez; all in favor–APPROVED</p>
	6. Farmers Market Financial Report (Lynda Habash)
	see filed report
	7. Recovery Committee & Parklet Enforcement (Cris Bennett)
	n/a
	8. Events Director (Kim Judy)
	n/a
	a. Next Mixer – Riviera Mexican Grill 7/20/2022 6-8PM
	Confirmed.
	b. 2022 Holiday Stroll site plan
	n/a
v.	DISCUSSION & VOTING ITEMS
	1. Plant Maintenance
	a. Seek additional competitive quotes; annual contract renewal & rate increase current vendor (Lisa’s Garden Therapy). Prior quotes for reference (attachments #3 & #4)
	Lisa has increased her prices as there were way more pots/baskets than in the original quote. Also, she is down here 3 times per week walking the village and attending to all the pots and picking up trash. Brian Diederich offered to walk the village and count all the pots and baskets to have ready at the next meeting. No new contract has been signed but she can increase her price.
	b. Misconduct complaint Lisa’s Garden Therapy (attachments #5)
	Lisa was mistaken of the ‘All Leaf Blower Ban’ as she only thought it was for gas powered leaf blowers; She now knows and will adjust accordingly.
	2. Temporary Parklets Program (Cris Bennett) There was a question as to whether Riviera House was behind on rent. Cris Bennett will confirm.
	a. Refresh: PS2, Inc quote, scope or work and second quote (attachments #6 & #7)
	b. Pest control and steam cleaning of the parklets

	3. Permanent Parklets (Allen Sanford)
	a. Parklet design & locations
	1. Review map with proposed placements (attachments #8)
	n/a
	2. Review architect's rendering (attachments #9)
	n/a
	<u>4. Cleanliness</u>
	a. Responsibility of restaurants to clear their respective sidewalk of grease, spilled food and garbage
	Restaurants need to be responsible for the sidewalks leading from the entry to the parklets; there is way too much grease and dirt
	5. Lamppost Banners "Shop, Dine Relax" (Jeff Ginsburg) n/a
	a. Review amended 2022 quote (attachments Item #10)
	no discussion
	b. Add RVA banners on Esplanade
	No discussion
	6. RVA Board Policies (attachment Item #11)
	a. Liability Insurance 3 policies. Sara suggests paying the full annual premium
	The bills were due so we authorized payment.
	7. Morgan Moore Memorial
	a. \$1,125 in prepaid acct. (cannot be categorized as a donation) .Accountant recommends spending the money by July 1, 2022
	From RVA accountant, "I had suggested the money be spent by July 1st (all of it). It is a restricted asset. This money was accepted as a form of a memorial gift and generally, it's best to not have to report these kinds of things on a tax return. The RVA is 501 C 4 and you will want to minimize any exposure to the appearance of donations. Also, those that contributed may have an expectation of the memorial being placed in the near future from the date of the gift. The amount is minimal and not necessarily a huge risk, however, having the money on the books and showing up on a tax return could lead to questions. I suggest not keeping this money any longer than you have to. Portions of your returns are public.

	8. BeachLife Ranch Festival
	a. Replace current light pole flags with BeachLife Ranch flags
	9. RVA Board of Directors 2022-2023
	a. Decide and assign the executive roles of President, Vice President, Secretary and Treasurer
	This will be discussed at the 7/19 meeting.
	b. Assignment of one area of focus for each board member throughout the year. Needed: digital directory maintenance/repair, plants, managing plants person, lamppost scheduling holiday decor & hanging banners and standard banners
	no discussion
VI.	ONGOING ITEMS
	2. Grant funding: locate and apply for grants. Grant Vantage finds them (free). Sara applies at \$85/hour. (Brian & Kathleen)
	3.WIFI by Charter/Spectrum (Jeff Ginsburg)
	4. Morgan Moore Memorial: \$1,125 in prepaid acct. (cannot be categorized as a donation) Accountant recommends spending the money by July 1, 2022 to have it off the books before 2021 tax returns are prepared.
	5. Roundabouts beginning at Avenue I & Catalina (Jeff Ginsburg)
	6. Catalina 1-way street running southbound (Jeff Ginsburg)
	7. Overhead Entry Archway/Signage at Elena/Avenue I & Catalina Ave/Palos Verdes Blvd & Esplanade/Avenue I; we received a proposal in 05/2020 from 3Vsigns to do an entry archway 152k
VII.	CITY LEADERSHIP UPDATES (City Council Member Nils Nehrenheim)
	Nils Nehrenheim discussed the city wanting \$2/square foot fee for the parklets going forward. No date was given for the start date. There is \$10,000 earmarked for bike parking, \$650,000 for pavers and \$300,000 for 'bulb outs' for pedestrians in the new city budget
VII.	PUBLIC COMMENT (Non-agenda items up to 3 minutes per individual)

IX	ADJOURNMENT
	1. Next BID meeting schedule (July 19, 2022) Motion to adjourn by Brian Diederich, 2nd by Greg Gomez; all in favor-APPROVED
	2. <u>Any agenda questions or additions, please email coordinator@rivieravillage.net</u>

CURRENT BOARD ROSTER

Bennett, Cris	Good Stuff, 1617 S PCH	
Diederich, Brian	Riviera Funding, 1801 S Catalina Ave Ste201	Secretary
Ginsburg, Jeff	Plaza Riviera, 1611 S Catalina Ave Ste115	
Gomez, Gregory	Property Owner, 1830 S Elena	
Horrell, Jessica	Horrell Realtors, 1860 S Elena Ave #B	Vice President
Judy, Kimberly	Card De A, 265 Avenida Del Norte	
McGaughey, Terry	McGaughey & Spirito, 116 Avenue I	
Novoa, Orlando	Kalihi, 1815 ½ S Catalina Ave	
Poage, Brian	The Aloha Bungalow, 1799 S Catalina Ave	
Russomano, Ralph	HT Grill, 1845 S Elena Ave Ste300	Treasurer
Sanford, Allen	Rockefeller, 1707 S Catalina	President

CURRENT VENDORS

Insurance

Chanell Jones
 Bichlmeier Insurance Services, Inc.
 Tel: 310-376-8854 X229
 Email: chanellj@bisins.com
 License #OB26427

Legal

Craig Weinstein
 LAW OFFICES OF CRAIG D. WEINSTEIN
 2381 Rosecrans Avenue, Suite 405
 El Segundo, California 90245
 (310) 798-4940 Phone

Accounting & Bookkeeping

Sara O'Conlon (Accountant)
sara3trees@gmail.com
 (805) - 620-7509

Parklet Cleaning

John | info.pathtoclean@gmail.com

Farmers Market

Lynda Habash

Plant Maintenance

Lisa's Garden Therapy

Digital Kiosk Maintenance

Pat Dacy

3V Signs | pat@3vsigns.com

RVA EVENT SCHEDULE

Date	Event	Organizer	Details	Event Planner
1/19/2022	RVA Merchant Mixer	RVA	CANCELED /postponed	
2/13/2022	Super Bowl 10K/5K	RB Chamber	Street closures:, Catalina, Vista Del Mar, Avenida del Norte	VR Promotions
3/20/2022	St. Patrick's Day 5K / Village Runner	Village Runner	CANCELED Catalina street closure	VR Promotions
4/20/2022	RVA Merchant Mixer	RVA	Vida Taqueria	
5/28/22	Together for Ukraine	RVA	20% of participants' profits to benefit Razom for Ukraine	RVA
6/24-26/2022	Summer Festival	RVA	Last weekend of June	Bell Events
7/4/2022	Fireworks & Festival	Pike Properties/Keep Esplanade Beautiful	2-10 PM	Bell Events
7/3/2022	29th Annual 4th of July 5k and Firecracker Dash / Village Runner	Village Runner	6:30 AM - 11AM Catalina street closure	VR Promotions
7/20/2022	RVA Merchant Mixer	RVA		
9/4-5/2022	Sidewalk Sale	RVA	Labor Day weekend	
10/18/2022	RVA Merchant Mixer	RVA	Restaurant TBD	
10/31/2022	Halloween Trick or Treat	RVA	3-6PM	

12/1/2022	Holiday Stroll	RVA		
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Attachments

- 1 Previous Meeting Minutes
- 2 Treasurer Report
- 3 Summer Festival site plan, schedule, costs
- 4 Lamppost banner estimate
- 5 EcoLab estimate
- 6 Vinyl wraps project images, costs, vendors