

## Board Meeting Minutes

May 16, 2023, 8:30 AM at H.T. Grill (indoor wine room), 1701 S Catalina Ave

I. **CALL TO ORDER 8:36am**

II. **ROLL CALL**

Ralph Russomano, Orlando Novoa, Jeff Ginsburg, Allen Sanford, Kim Judy, Greg Gomez, Corinne Ybara, Paul Armarillas, Elizabeth Eldred, Mike Bell, Lynda Habash, Eugene Solomon, Mike Klein

III.

IV. **CONSENT ITEMS**

1. Approval of Minutes from April 18, 2023 Meeting (Secretary) (attachments item #1)

Motion to approve Minutes by Ralph Russomano; 2nd by Greg Gomez--APPROVED

2. Receive & File Financial Report (Treasurer) (attachments item #2)

Motion to receive and file Treasurer's Report by Allen Sanford; 2nd by Kim Judy--APPROVED  
Ralph: At the Hermosa beach BID meeting there was an expert there that said BIDS need to have two accounts one is income from the City and the other is a bank account for "other". RVA should go back to two accounts. Allen will put bank account information together.

V. **GUESTS**

1. Redondo Beach Police Dept (Kyle Lofstrum)
2. Public Works (Mike Klein)

Mike Klein is happy with the work the current parklets contractor completed at Kalaveras and Mi Burrito.. Jeff Ginsburg reminded Mike of banner rod replacements. Mike said the sign crew is working on stop signs in the village currently, rods are secondary. The new planter boxes on South Catalina look good Greg Gomez said the city will provide a free planter in the future.

3. Waterfront & Economic Development (Greg Kapovich, Laurie Koike)

VI. **UPDATES**

1. Farmers Market Financial Report (Lynda Habash) (attachments item #3)

11 new vendors since January 2023 . Lynda does not agree with the 6 month amended contract. Her permits are on a one-year term. Commitments are one year long with permits operating for one year. Orlando proposes to move the market to South Catalina Avenue. Jeff commented prior to the market being in the Triangle parking lot, that specific lot was not filled on Sundays.  
Motion; Jeff Ginsburg, make it a full year contract for Lynda. Second Allen Sanford, but add market to June agenda and hear improvement ideas from Orlando

VII.

2. Social Media (Kathleen Fisher) (attachments item #4)

a. Bike parking art project

Met with Jono and Public Works, Jono is sending a contract, then will submit permit application

3. Digital directory (Brian Poage)

4. Plants (Greg Gomez)

Taking down hanging baskets and disposing of them.

5. Parklets (Cris Bennett)

Ralph regarding the most recent parklets refresh: the contractor will make modifications to the process of refreshing the parklets which will aid in lower labor costs. The contractor needs 3 weeks advance notice to order supplies.

6. Insurance (Terry McGaughey)

7. Grants (Brian Diederich)

8. Events Director

a. Next Merchant Mixer, June 21, 2023, 6-8 PM, location TBD (Kim Judy)

b. Summer Festival (Kim Judy, Orlando Novoa)

Per Mike Bell 2022 profit and loss statement - the largest fees were City compensation, licenses parking police and fire. Jeff Ginsburg suggested that overflow parking made up for parking meters income loss and that the city made money despite vendor booths on Catalina. Avenida Del Norte will have vendors and no inflatables to address complaints from merchants.

Mike paid \$28,000 for police, fire, public works in 2022.

c. Halloween & Holiday Stroll

**VIII. DISCUSSION & VOTING ITEMS**

1. Grants

a. Bollards (attachments item #5)

Break down bollards and phases. Bollards project is a grant, not a budget item. look into 2023 grants to support this. The quote should be under \$200,000 so that the project is not considered a capital Improvement project. Allen will seek quotes under \$200k. The bollards will be a "takeout" function not hydraulic.

2. Insurance

a. Bichlmeier policy renewal, 6/29/23-6/29/24. Premium: \$2494.00 (same as 2022)

Yes to renewal.

3. Events

a. Sponsorship proposals Halloween & Holiday Stroll (Lynda Habash, Kim Judy)

**4. RVA Board of Directors**

- a. Change to 2-year term for officers and directors (**attachments item #6**)
- b. Volunteers
  - 1. clear-out storage unit
  - 2. lamp post banners management
  - 3. shifts at the Summer Festival info booth Sat & Sun
- c. Election: count ballots, confirm 2023-2024 RVA BID Board of Directors

**IX. ONGOING ITEMS**

- 1. Plant Maintenance, finalize pot count and Lisa’s Garden Therapy contract (Greg Gomez)
- 2. Make more formal, a program focusing on Riviera Village sidewalk beautification
- 3. Retractable Bollards (Allen)
- 4. Permanent Parklets
- 5. Clean-up and replace elements aluminum “R”, chain & fixtures (Jeff Ginsburg)
- 6. Morgan Moore Memorial: \$1,125 in prepaid acct.
- 7. Catalina 1-way street running southbound (Jeff Ginsburg)

**X. CITY LEADERSHIP UPDATES** (City Council Member Nils Nehrenheim)

- 1. Bollards
- 2. Summer Festival (field Bell Events issues or questions)

Summerfest in 2022: Bell Events was given a credit back from the city towards police and fire department costs. Consider using less fire and police personnel. Private security will cost less.

3.

**XI. PUBLIC COMMENT** (Non-agenda items up to 3 minutes per individual)

**XII. ADJOURNMENT 9:55 AM**

- 1. Next BID meeting (June 20, 2023)
- 2. Any agenda questions or additions, please email [coordinator@rivieravillage.net](mailto:coordinator@rivieravillage.net)

**CURRENT BOARD ROSTER**

Name	License #	Address	Additional Role	Add'l Role2
Bennett, Cris	302409	Good Stuff, 1617 S PCH	Parklets	
Diederich, Brian	308860	Riviera Funding, 1801 S Catalina Ave Ste201	<b>SECRETARY</b>	
Ginsburg, Jeff	309640	Plaza Riviera, 1611 S Catalina Ave Ste115		
Gomez, Gregory	327704	Property Owner, 1830 S Elena	<b>VICE PRESIDENT</b>	Plants maintenance
Judy, Kimberly	327316	Card De A, 265 Avenida Del Norte	Events Director	Farmers Market

				Summer Festival
McGaughey, Terry	318410	McGaughey & Spirito, 116 Avenue I	Insurance	
Novoa, Orlando	328015	Kalihi, 1815 ½ S Catalina Ave	Summer Festival	Farmers Market
Poage, Brian	328043	The Aloha Bungalow , 1799 S Catalina Ave	Digital Sign	
Russomano, Ralph	1256290	HT Grill, 1845 S Elena Ave Ste30	<b>TREASURER</b>	
Sanford, Allen	327531	Rockefeller, 1707 S Catalina	<b>PRESIDENT</b>	

**CURRENT VENDORS**

**Insurance**

Joanne Covarrubias  
 Bichlmeier Insurance Services, Inc.  
 Tel: 310-376-8854 X229  
 Email: joannec@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 | [lhabash@ca.rr.com](mailto:lynda@ca.rr.com) | 310-212-0180

**Plant Maintenance**

Lisa’s Garden Therapy | Lisa | 310-504-0589 |  
[lisa@lisasgardentherapy.com](mailto:lisa@lisasgardentherapy.com)

**Digital Kiosk Maintenance**

Pat Dacy | 3V Signs | pat@3vsigns.com

**RVA EVENT SCHEDULE**

Date	Event	Organizer	Details	Event Planner
12/1/2022	Holiday Stroll	RVA	5-9PM	Lynda Habash
1/18/2023	RVA Merchant Mixer	RVA	6PM-8PM Little Sister	
2/12/2023	Super Bowl 10K/5K	RB Chamber	Street closures:, Catalina, Vista Del Mar, Avenida del Norte	VR Promotions
6/21/2023	RVA Merchant Mixer	RVA	6PM-8PM TBD	
6/23-25/2023	Summer Festival	RVA	June 23-25	Bell Events
7/4/2023	Fireworks & Festival	Pike Properties/Keep Esplanade Beautiful	2-10 PM	Bell Events
7/4/2023	29th Annual 4th of July 5k and Firecracker Dash / Village Runner	Village Runner	6:30 AM - 11 AM Catalina street closure	VR Promotions
7/19/2023	RVA Merchant Mixer	RVA	6PM-8PM	

9/3-4/2022	Sidewalk Sale	RVA	Change to August?	
			Confirm Date 8AM - Catalina closed from Vista del Mar to Ave I. Ave I closed between Catalina & Esplanade	
9/17/2023	LA Kings RB 5K	LA Kings		LA Kings
11/15/2023	RVA Merchant Mixer	RVA	6PM-8PM	
10/31/2023	Halloween Trick or Treat	RVA	3-6PM	Lynda Habash
12/7/2023	Holiday Stroll	RVA	5-9PM	Lynda Habash

Attachments

- 1 Previous meeting minutes
- 2 Treasurer report
- 3 Farmers Market financials
- 4 Social media proposed expenditures
- 5 Bollards
- 6 Amendment of by-laws