

Northridge West Neighborhood Council (NWNC)
General Public Board Meeting
Tuesday, 10 March 2020
Northridge Christian Church
18901 Chatsworth Street, Northridge 91326

1. Meeting Call to Order, Pledge of Allegiance, Roll Call, and Determination of a Quorum
 - President Peter Lasky called the meeting to order at 6:20pm, welcomed over twenty-four stakeholders, nine board members, and led us in the Pledge of Allegiance.
 - A quorum was declared via the following roll call:
 - Here (9): Abigail Bailes, Kathleen Edwards, Jennifer Krowne, Gail Lapaz, Peter Lasky, Rana Sharif, Kelly Sooter, Josh Toscano, and Glen Wilson
 - Absent (2): Pam Bolin and Bill Fox
 - Resigned (1): Lloyd Dent

2. Comments by Public Officials
 - Matt Hernandez, Public Safety Field Deputy for CD12/Councilman John Lee, who advocates for the stakeholder's behalf while interfacing with the Departments of Building, Safety, Transportation, Cannabis Regulation, Film LA as well as the LAFD and LAPD, spoke on the following:
 - Former Council Member of the 12th District Mitch Englander was indicted on obstruction of justice charges. One of the headlines was that there was a staffer that was on the Las Vegas and Palm Springs trip that was paid for by Businessman A. Councilmember John Lee admitted that he was at the Las Vegas trip. He was unaware of the actions detailed in the indictment. Matt asked that stakeholders read the indictment themselves to get the facts of the investigation which has been going on by the FBI for the past 2.5 years. He asked that questions be taken outside to not disrupt the Board meeting.
 - Stakeholder Andrew Krowne read the indictment and asked if Councilmember Lee is listed as staff member "B"? At the time of the indictment, was John Lee serving as the Chief of Staff to Mr. Englander? Matt was not aware of the timing and said that he would have to get back to Mr. Krowne. Mr. Krowne said that he would have expected Matt to come better prepared with details given the allegations. Board Member Kelly Sooter asked Matt to get back to the board with the answer.
 - Board Member Rana Sharif asked if it would be possible to have Councilman Lee appear at an upcoming meeting to address any questions or concerns that the Board and stakeholders may have? Matt asked Rana to send him dates and he would work with his schedule.
 - Two weeks ago, a street vendor taskforce met which included Matt, LAPD, Health Services and Bureau of Street Services. LAPD served as security to help Health Services and Street Services inspect non-compliant street vendors. Previously Health Services and Street Services have had hostility issues with people purchasing food, not the actual street vendors. 6 officers with 2 Health Inspectors and 2 Street Services inspectors cited 4 vendors for food violations. 2 have not been seen since. The Taskforce will continue unannounced visits in an effort to put vendors in compliance, versus getting them out of business.
 - Stakeholder Glenn Bailey commended the taskforce for the work they are doing. He also mentioned that there is a food truck with a long trailer and a second one where

they set up a table on Reseda & Dearborn. The food truck is on one side (Dunn Edwards paint store) and the dining area is on the other street. The food vendor put up cones at Dearborn which blocks bikes and scooters from using the lane. Mr. Bailey moved the cones and told them it was a safety hazard.

- Board Member Jennifer Krowne said that she saw the same thing on a different night – using the bike lane - between Vons parking lot and other establishments.
 - Stakeholder Lloyd Dent said that Tampa has a painted lane that is very narrow next to the curb near Superior. He asked if it is intended to be a bike lane? Matt said he did not believe so, but he would ask and get back to the board.
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- Tara Vahdani, School Engagement and Data Specialist for LAUSD Board Director Scott Schmerelson, addressed the NWNC:
 - Tara now covers the Winnetka area who also meets on the second Tuesday of every month. Tara is going to rotate and attend NW one month and Winnetka the following month.
 - The District has a website that is updated at least 2 times / day: achieve.lausd.net/latestnews. The website will assist in giving updates on the Coronavirus and the school schedule. There is also a designated hotline open 8:00-5:00 daily (213)-443-1300 to answer questions.
 - The Board of Education approved an emergency declaration that allows the super intendant to make purchases without going through the normal procurement procedure. Last week district warehouses ran out of hand sanitizers and other supplies. This declaration will give the super intendant approval to make purchase more efficiently and give the super intendant more authority if schools should close.
 - The School Board is recruiting for its one Senior High School seat on the Board. The role is 3 years old. The district has never had a valley student representative on the Board. She asked for any high schooler interested in education policy apply. The student volunteer would get transportation back and forth to every board meeting. There are over 640,000 students in the district. It is great exposure and advocacy. Tara provided flyers in the back of the room.
 - The district is sponsoring a Collegepalooza for high school or middle school students interested in what to do after high school at LA Trade Tech College on March 21, from 8:00 – 2:00pm. If it gets cancelled, it will still be held via online.
 - Beckford is hosting its annual golf tournament. There are applications at the back of the room. The golf tournament is March 30th at 10am at Porter Ranch Country Club.
 - Topeka Elementary is hosting a parent workshop later this month. Grab a flyer and check it out.
 - Your area high schools are hosting its annual Carnival of Knowledge April 1st from 5:00pm – 7:30/8:00pm. All of the feeder schools that go into Chatsworth High School will participate. It's a great way to get a taste of the local high school in the area.

 - Gibson Nyambura (covering for Jose Galdamez) from the Department of Neighborhood Empowerment (DONE) reported the following:
 - The Board of Commissioners took action on standardizing the board member Censure and Removal process. It was included in the last newsletter as well as Board of Commissioners agendas. They are working on next steps of how to implement.
 - Planning for the Census is happening now. The Census is going to be done online which provides a set of challenges. They are asking for Neighborhood Council liaisons to help with the Census and be a goodwill ambassador to the Mayor's office.

- DONE is also advocating a Neighborhood Council Data liaison – The department is developing an initiative to train Neighborhood Council Board members on data: what information exists, how to access it, and tools to use it. The Mayor is trying to make data transparent to the City of Los Angeles via Data.LACity.org. This tool will allow NCs to identify issues of concern specific to each area and provide access and visibility to data that addresses those concerns. EmpowerLA/data has several points of information including polling locations, Census locations, etc.
- Monday, March 16th there will be a live Ethics Training. Be sure to sign up. All board members need to be updated on their certification. The Empower website is a good start for gathering and centralizing data. They are creating data literacy programs as well to empower board members and stakeholders.
 - Board Member Abby Bailes asked if they will increase voting sites / voting booths for the next election?
 - Per Glenn Bailey, the Board of Supervisors had a multi-part motion including a 45-day report back (county vs city) trying to get the NCs to share info of what went wrong and how to fix. They Invited Registrar of LA County Dean Logan to the April NC Coalition to let them hear all of the issues that need fixing. He encouraged board members and stakeholders to compile the information and get it in. The meeting is open to anyone who wants to attend.

3. Updates by Devonshire Area Community-Police Advisory Board

- Mikkie Loi from the Devonshire Police Advisory Board, which deals with public safety issues that affect the Devonshire community, mentioned the following:
 - Crime has been relatively good except for burglary or theft from auto. Please lock car doors especially at night. You can report online as well as at the desk. Mikkie also reminded stakeholders about the Devonshire Division app (information at the back).
 - There is a new senior lead officer, Sandra Zumor, for A81 starting next Monday. The A81 BASIC CAR meeting will be held Thursday, March 19th. Officer Dan Delvalle of A23 will meet March 26th, and Officer Patti Peteque of A67 will meet on March 31st. Times and flyers are posted on the NWNC website or social media.
 - Devonshire Community Communications office coordinates 2 CERT classes per year. This year the first one will be May 5th at the Mid-Valley Regional Center from 1-3:30pm. All of the information is at CERTLA.com. Go to “find a class” and scroll down to find CERT North Hills and that’s where the first class will be.

4. Presidential Comments – Peter will delay Presidential comments until later.

5. Guest Speaker – LAFD-Battalion Chief Community Emergency Response Team (CERT) with possible comment on the Corona Virus

Glen Dollar, Coordinator with Battalion 15 for CERT was the guest speaker along with his colleague Patrick Hall.

- Mr. Dollar is also an instructor for American Red Cross for Emergency Preparedness which allows him to combine a lot of their material with the CERT material.
- CERT is a volunteer organization operating under the direction of the LA City Fire Dept. CERT is now a worldwide organization founded in 1985 and developed by the LA City Fire Dept. FEMA runs CERT in the United States. CERT has expanded to about 120 countries.
- CERT serves 2 primary functions: to promote and teach emergency preparedness and to help with major neighborhood and community emergencies.

- CERT is the call out team that does Disaster support (Chats train wreck; wires down; fires). Someone has to be on site if the wires go down until the DWP can turn off the power. CERT also relieves the firefighters so they can go do what they do best.
- There are 13 different types of disasters in the US. We have everything but hurricanes in Southern California from car and plane crashes to earthquakes, tsunamis, power outages, terrorist attacks, etc.
- #1 on the list is house fires which are the most common disaster in the United States. On average, LA City Fire responds to about 2k calls per day. 80% are medical, which means about 400 are fires including 200 house fires in LA City every day. Are you prepared?
- Things you need to prepare for:
 - Help not coming. In most cases first responders are not coming to private homes. They are going to schools, hospitals, high rises, etc. We have to be able to take care of ourselves until first responders can get to us. Depending on the type of disaster size and scope it could take a couple of weeks. There are 10k police officers in LA City and about 8k fire fighters over three shifts covering more than 10M people who work and live in Los Angeles.
 - 3 basic steps: 1. Have a kit. 2. Make a plan. 3. Be informed
 - Kit: water, non-perishable food, whistle, cash (small bills) \$1/\$5); flashlights, can opener, medication, gloves, etc. There are 3 kits to keep on hand: 1 = personal kit to carry for 3-days; 2 = Family 2-week supply of food and water; 3. By the Bed kit = shoes, flashlights, whistle, glasses, clothes.
 - Make a Plan: pandemic (what do I need?) Consider if you have others to care for such as an elderly parent. A plan for a house fire is very different as you only have 2 minutes to evacuate from a housefire. Make sure the entire family knows what to do. Small kids do better when they have a plan. What are my 2 evacuation locations? Need an in-town and out-of-town plan / location. You cannot wait until the last minute to plan.
 - Practice your plan 2xs / year. Find out what works for your family.
- CERT puts on classes throughout the year that are very good. Go to their website and select a topic you are interested in learning more about. The classes are usually 1 ½ hours.
- Mr. Dollar recommended SOS Suppliers which is the largest emergency supply company in the San Fernando Valley. They have a Parking Lot Sale coming up April 24th. They offer very good discounts.
 - Questions:
 - Gail Lapaz: Her school use to have practice drills for emergency preparedness. Do they do it still? Mr. Dollar does not believe so.

6. Committee Reports

- Govt Affairs will hold their monthly meeting from March 18th 7:00-8:00p at the Coffee Bean.
- Public Safety is working with stakeholders that have property with homeless residing in or around the property.
- Education - no updates
- Outreach held a CD12 townhall which went very well. 8 CD12 Neighborhood Councils were involved which was a great success. They are currently working on the great work Kathleen and Gail are doing with the Center for Assault Treatment Services effort (CATS) event in April.
- Beautification updated on the Utility Box art project. CD12 and DCA confirmed matching funds of \$4k to support the NWNC program. 11:11 is managing the project between the NC's, CD12, DCA and LA DOT. KS handed out the recommended locations for the boxes as well as a the 11:11 final approved proposal to CD12 and DCA. The Committee also mentioned the LA Unlitter

program scheduled for April 25th. Flyers will be available as well as posting on the NWNC website.

- Homelessness Committee updated on a few upcoming activities including the CATS music program to support the facility with cocktails and music on March 28th from 6:00—9:00pm at ToolBox in Chatsworth. Flyers are in the back. The other event is the CATS run on April 25th at Woodley Park. They had 150 runners last year. The NWNC Board approved funds to support the event at the January General Board Meeting. NWNC Board members are also going to run (3 so far). Gail said that they would love to have stakeholders participate. There will be a team running under NWNC, so please join us and sign up. Finally, the West Valley Homelessness Alliance Meeting on March 29th location tbd.

7. Reports by Liaisons - None

8. Public Comments

- Stakeholder Andrew Krowne had 2 public comments:
 - The Aliso Canyon issue should be at the forefront of every stakeholder's mind. Having a toxic gas exposure in our area has already happened. You and your family need to be prepared on what to do. 5 years after the original leakage the community is seeing a significant increase of cancers among our stakeholders, particularly at Castlebay Elementary School where Mr. Krowne cited numerous cancer cases among staff and parents of students. These cancers are related to Benzene which is what stakeholders were exposed to from Aliso Canyon.
 - Mr. Krowne is the elected representative for the NWNC Board for the Aliso Canyon Research Study Advisory Group. As part of the City, State and County lawsuit, the county has a \$25M health study. The Dept of Public Health is putting on a Townhall March 21st. Flyers are in the back and on the website. Come early. There will be numerous people to answer questions. They will be showing a 10-year study with a 3-year initial window. There is a scientific oversight committee which has been formed. You will get to meet them at the Townhall. He strongly encourages everyone to attend and get involved.
- Stakeholder Brian Reff is a Committee member on the PLUZ Committee. He wanted to express his appreciation and support of Lloyd Dent for his many years of service as a Board member of NWNC, as Chair on PLUZ, for inspiring him, and for caring for this community. Mr. Reff said that Mr. Dent always had his heart in the best interest of NWNC and the community.
- Glenn Bailey from NENC mentioned the VNACC Event - 6 NWNC board members have RSVP'd attending.
 - LADWP is underwriting the event. Although NWNC authorized funding (\$250), it won't be needed. DWP will be the sponsor of the event so there will not be any NC banners for the event. There will be information tables if you want to hand things out (150)
 - Metro Next Gen Bus Study – Copies are in the back, but on Thursday night they are having a workshop at the Chatsworth Library. They are reconfiguring the bus lines and times and which affect our area. They will have the North Valley Bus Rapid team there as well. (NWNC posted this on the website)
 - Stakeholder Andrew Krowne asked how much did NWNC commit to the VNACC event? Peter Lasky confirmed it was \$250.
- Michelle Fowl, stakeholder, lost 3 dogs. She hopes that we can push forward to shut down Aliso Canyon. She is also very concerned about the announcement that came out regarding ex-councilman Englander and businessman "B". She's very concerned and has reached out to

Councilman Lee's office. They have not returned her call. She is asking for Councilman Lee to resign.

- Stakeholder Lloyd Dent has heard at least 3 presentations about the Census and how important it is to participate. He asked that everyone participate. For every body un-reported there is a loss of approximately \$100k per individual that California would lose and goes to other states. There is about \$650B that is distributed to the states. That money goes toward roads, schools, all kinds of government spending. If we under-count than it's a lot of money to lose. It also impacts the number of representatives in the House of Representatives in Congress. It is estimated that suppression of immigration counting could result in loss of 1-2 Congress representatives for the state of California.

9. Motion to approve budget changes to allow funding for additional NPGs and to continue to have food at our meetings.

- Everyone was sent copies of the new, old and simplified copies of the budget.
- Peter Lasky motioned and Kelly Sooter seconded the motion to approve the revised budget. The motion passed unanimously.

Aye (9) Bailes, Edwards, Krowne, Lapaz, Lasky, Sharif, Sooter, Tuscano, Wilson

10. Presentation by Jasmine Dowlatashi and request for Council Approval of a Neighborhood Purposes Grant of \$2,500 for the Salute to Recreation to be held May 29-31.

- This is an annual event that Parks & Recreation put on. It is a 3-day event with lots of activities, carnival, main stage for entertainment, arts & crafts, kid bouncers, etc. Approximately 80k people attend the 3-day event. There will not be a firework show this year.
- Ms. Dowlatashi has reached out to other NC's and received the following: PRNC not participating. She has gone to GHSNC, NENC, NSNC \$1.5k, GHN \$1.5k, next month is West Hills, Reseda and Chatsworth. She currently has \$5.5k from the NCs. (unclear what the others have provided)
- Kelly Sooter confirmed that NWNC approved a \$2k NPG for the event last year.
- Funding includes sponsorship with banners, ads, and other materials.
- A stakeholder asked about the impact of the Coronavirus and whether it's a good idea to have the event. Ms Dowlastashi said that will be considered next week when she meets with the Parks & Recreation committee.
- The total cost of the event is \$61k. The main stage is estimated at \$15k
- Kelly Sooter recommended the motion be amended to \$2k. Separately there is a motion for \$500 for the Senior Dance which takes place on Friday evening of the event. The rational to spend less is based on not having fireworks. Rana Sharif motioned and Gail Lapaz seconded the motion. The motion was approved unanimously by the board.
- Abby Bailes asked for clarification of how much money was reallocated to NPG. Peter Lasky said that \$5k was moved to cover future NPGs.
- Kathleen Edwards said that she would like to stay with the \$2.5k since costs are going up, and it was a great event last year. They are in need of it for the main stage.
- Peter Lasky called for a vote on the amendment. The amendment is to reduce the amount from \$2.5k to \$2.0k. Glen (no), Gail (Yes), Kelly (Yes), Rana (Yes), Peter (Abstain), Josh (Yes), Jennifer (No), Kathleen (No), Abby (Yes). Aye (5). No (3)
- Motion to approve NPG of \$2k. Peter called for questions
 - Stakeholder Andrew Krowne urged the Board to vote in support of the event. It is a great family event that selfishly he and his family enjoy every year.

- The motion on the table is to approve an NPG that has been amended from \$2.5k to \$2.0k for the Salute to Recreation to be held May 29-31st at Northridge Park. The motion was approved unanimously.

Aye (9) Bailes, Edwards, Krowne, Lapaz, Lasky, Sharif, Sooter, Tuscano, Wilson

11. Discussion and motion to approve a request from the Beautification Committee of a funding line of up to \$200 to fix NWNC's weed trimmers.

- NWNC has two (2) weed wackers that are used for the monthly Clean Streets efforts that don't work. Kelly Sooter provided quotes to repair the two machines (\$81 / \$65). The Echo wacker (\$81) requires fuel line, fuel filter, spark plug, line head, air filter and cover. The Toro machine (\$65) needs fuel line, replace gasket, spark plug and air filter.
- Josh Toscano asked who uses the weed wackers. Kelly Sooter replied that Board members including herself, Gail Lapaz and Peter Lasky volunteer for monthly clean up days along with Chris Williams and other NWNC volunteers. It is the last Thursday of the month from 8-10am. Peter reported that there have been no injuries over the 6 years that he has been a part of it handling the equipment.
- The motion was made by Kelly Sooter and seconded by Gail Lapaz and was approved unanimously.

Aye (9) Bailes, Edwards, Krowne, Lapaz, Lasky, Sharif, Sooter, Tuscano, Wilson

12. Presentation by Austin Hahn, Civil Engineer, Jared Taylor from Brookfield Properties, and Dewayne Mitchell representing the Lazy Dog Restaurant and Brewery seeking Board approval of a Conditional Use Beverage Permit for a proposed re-development project to replace the Macaroni Grill.

- Mr. Hahn introduced the team representing the Lazy Dog Restaurant. The new restaurant property is located at 19400 Plummer St, site of the old Macaroni Grill Restaurant. The current zoning is P1 parking zone and C41 for the entirety of the property. As a result, they are not seeking any relief from the zoning code as it's written. Right now, the site does not have any environmental measures. They are planning to comply with all measures the City of Los Angeles has regarding treating of storm water.
- Mr. Mitchell provided background on Lazy Dog Restaurant which started 11-12 years ago in Jackson Hole Wyoming. The owner is Chris Sims. His father is Tom Sims. This is the same family that started Mimi's Café. The Sims family were skiing in Jackson Hole, and their Labrador retriever was laying down by the fireplace. Chris knew he wanted to start a new restaurant concept and he said "look at those lazy dogs". That's how the concept was conceived. The restaurant is an All-American menu. The concept is stone, heavy timber, realism, influence of Jackson Hole. They wanted a contemporary look to it with some realism from Jackson Hole. There is a covered patio. Dogs are allowed on the patio. There are strict guidelines for dogs to make sure it is a good experience for all guests. They want to put 250 people to work.
 - Kathleen Edwards: Is this a ground up rebuild? Per Mr. Mitchel, it is a ground up rebuild.
 - Doris Dent: What will do you do to make it sustainable. Per Mr. Hahn, they did percolation tests and will be recharging the aquifer into the ground through gradation galleries. They do not know if they are going to be using any solar.
 - Andrew Krowne: He would encourage solar (referenced Aliso Canyon). He is personally extremely excited for it to come to our area. Question – how is the footprint changing vs Macaroni Grill. Per Mr. Hahn, total gross floor change is increasing by about 1700 sq ft. It is less than 10% of the building area overall.
 - Brain Reff: Are the hours different for the conditional use permit from family restaurant to brewery and secondly, what type of liquor license are you applying for. Per Mr. Mitchell,

Operating hours M-F 11:00am – 12:00am; Sat 9:00am – 1:00am; Sun 9:00am – 12:00am because they do a brunch. The Beverage use permit was originally issued to the Macaroni Grill. Because the seat count is increasing by more than 20% they have to file for a new conditional use beverage permit. That meeting is next Wednesday. Per Mr. Reff Macaroni Grill had a type 47 beverage license. Will that be the same for Lazy Dog? Per Mr. Hahn, more than 50% of the revenue will be in food. Mr. Mitchell said that they will serve food until closing.

- Lloyd Dent – What is the status of your application? Per Mr. Hahn the application went in last December. Hopefully the application will be deemed approved next Wednesday. Mr. Dent reiterated the necessity to make the building green and the impact of solar on climate change. He also asked about charging stations for vehicles – Per Mr. Hahn, there will be electric charging stations and because it is mostly asphalt, they are planning to grind up the asphalt to reuse and recharge the aqua filtration system which is critical. There won't be 1 drop of water that will drop on our site that won't be treated.
- Gail Lapaz: Will the restaurant be take-out? Yes. There will be take out parking, but you have to come in to pick up food.
- Jennifer Krowne: How are you adjusting the building if you are enlarging? What is going to be the area that you will block off for the expansion? Per Mr. Hahn, assuming you are facing the mall, the expansion will be in that direction because the line of the P1 C41 zoning is on the Plummer side, and they can't have the building encroach on that side. P1 is parking zone so they are stuck with that building line where it is. The building expansion is less than 10% so he doesn't think that it will be significant in terms of lot coverage. In terms of parking, there were CORAs that were recorded for the Center in 1986 and there is also LA Municipal Code. In addition, there is another project that is going on with the Center that is pursuing a URI shared parking agreement. The parking requirements and what's provided changes by the day, depending on where the other project is. As of right now Lazy Dog meets all the requirements and municipal codes for parking.
- Doris: Will you be meeting ADA requirements: Per Mr. Hahn, Yes. it will be similar to the path now with parking to the North and ADA parking spaces. Per Mr. Mitchell, the Inside will meet all ADA requirements as well.
- Gail Lapaz motioned and Rana seconded the motion to support the approval of a Conditional Use Beverage Permit for a proposed re-development project of the Lazy Dog Restaurant. The motion was unanimously approved.

13. Discussion and motion to approve a change of Webmasters

- Rana Sharif referenced a 1-page document in Board member folders (and in the back / binders). The Outreach Committee is approaching the Board to discuss how NWNC has become much more active which is reflected in our digital thumbprint and increased activity on the NWNC website.
- This has presented a re-evaluation of the website and social media efforts for Outreach purposes. As a result, we have looked at different ways of expanding based on the Board needs. For example, there are 2 recent events with the Oakridge Event and the CD12 Candidate Townhall that have not been posted yet due to limited bandwidth. Given the limitation of the current contract with the webmaster we need to evaluate our needs. The website and social media platforms should represent our needs, but we need to hear from the Board in terms of what they feel is important.
- The Outreach Committee is asking for Board input on what outreach activities we engage in including a budget to support those efforts. For example, what is the purpose of the website?

How do we use our social media footprint to drive stakeholder engagement? The Outreach team has done research and has a point of view but would like Board input before making a final recommendation.

- The 2019-2020 budget has funds set aside for print advertising, previously it was the Northridge Community Connection which is no longer in print. There are other ways to use our funds to increase our digital thumbprint and social media including digital ads to prop up our events to increase visibility among our community.
- Kelly Sooter mentioned that the new Outreach team was challenged when they came on board to find a print vehicle to notify stakeholders of the monthly GBM. The Northridge Community Connection folded and there were no other feasible print options for our community. As a result, the Outreach Committee used the website, eblasts, Facebook, Instagram and Nextdoor to announce the monthly GBM agenda as well as posted the agenda at 7 local Starbucks and Coffee Bean locations. The result is that NWNC is actually getting larger stakeholder attendance over the past 9 months. It does not appear that not having a print newspaper is impacting monthly stakeholder attendance.
- In evaluating our website and social media needs, The Outreach Committee did 3 things. First, we evaluated our needs as a board and how that differed from where we were a year ago. Second, we reached out to other NC's to get their input on what they are doing to get best practices. Finally, we put our website up for RFP. NWNC has been working with Moore Business Results for 4+ years, and as a part of being fiscally responsible, the Outreach Committee looked at multiple webmasters. We received quotes from 4 webmasters whose names were supplied by the DONE vendor list. 3 of the 4 are competitive. One was not, so they were taken out of the bid process. NWNC currently spends \$200 monthly for website maintenance. Additionally, there is another \$150 for print that could be put toward our digital needs for a total of \$350 / month for outreach and communications.
- Kelly walked through the bids which included a review of activities (see handout). An example of how the activity has grown was the number of meeting agenda and minutes posted each month to the website which went from 2-4 / month in 2018-2019 to 8-12 / month in 2019-2020. The webmaster bids came in between \$200 - \$500 depending on what level of support is required.
- The Outreach Committee believes that the website should be used to house our information but not over-designed since it serves as an information hub to drive people to. People don't go to the website; we push them to the website. The Outreach Committee feels that NWNC should be investing our money to target stakeholders, drive them to the website and make sure the website is robust when they get there. Our goal is to spend more on social and less on maintenance of the website. The social takes a tremendous amount of time given the number of communications per week across multiple platforms (Facebook, Instagram, Nextdoor). The Outreach Committee recommendation is to identify where it is best to use our time and resources and then source out those things that others can do more effectively / efficiently.
 - Josh asked if there are any annual commitments. Per Peter, historically NWNC has not had an annual contract. Kelly Sooter said that one of the bids did indicate a contract but Moore Business and The Mailroom did not.
 - Glen Baily said that technically when you fill out your budget package it asks that Jeff Grille and the City Clerk's office is supposed to fill out a contract regardless of who your webmaster is. Glen does not believe that other NCs are working off of contracts
 - Kelly Sooter said that it is important that we memorialize what it is that we are asking for to ensure both parties abide by the agreement. Some of these things have not been well documented in the past which has caused confusion and frustration for all parties.

- Brian Reff said that he has been around for 2 webmasters. They had done a pretty thorough search, and one of the reasons why they went with Wendy is that she is a local person and a part of our community. The way we can save money with the website and get more out of it is if Board members get trained on how to use it. Sometimes you don't have to recreate the wheel. If you are worried about costs, figure out how to be more effective with the what you have.
 - Dave Brown said that their website is important and they try to get an annual newsletter out. They do a lot of their webmaster maintenance and trade off the responsibilities between board members. They have used Wendy Moore's services for many years, and have re-evaluated that decision many times. She has been very responsive.
 - Wendy Moore wanted to thank the Board for working with her for the past 5 years. The current program is a fixed price based on us doing less. She commends the Board for becoming more active and making a difference in the community. The volume of work has become significantly more than previously negotiated. She recognized that she is not the cheapest option but she can do any and all of the things we need including writing.
 - Per Rana Sharif, we did not invite all of the vendors to present at this meeting as we were not anticipating time for it. We are limited in our funds, and Wendy is valid for requesting what she feels is a fair price for what she is doing. She asked for Board input on what the needs are so that we can include that in making our final recommendation.
 - Andrew Krowne has first-hand experience doing what we are doing since he sat on the PRNC Board with the same service provider. Their solution was for the board to do more. Use Wendy to do what we can't do. This allows us control and flexibility.
 - Kelly Sooter reinforced that we are not looking to cut costs. Our recommendation is that the Board consider spending more since we are a much more active group. The recommendation would be to reallocate the print line item under Office in the 2019-2020 budget to a digital line item – potentially included under the webmaster line item. It should not be dropped to the bottom line or go to another category. It should continue to be used as Outreach but in a different way. We are increasing our budget, not decreasing it. We've talked a lot about how we can streamline our work. The Board would be impacted by that as we have an opportunity to streamline efforts by consolidating our posting. For example, Committee Chairs would be asked to accelerate the delivery of their meeting agendas to be included in one consolidated email posting two times a month vs eight individual emails. But it comes at a cost. A request of the Board is are we willing to work this way? Can everyone make adjustments to accommodate a more efficient way of working? This includes events – when an email goes out requesting a list of all activities it is important that all Board members responsibly reply. This would require a meaningful change to the way we currently operate.
 - Peter asked that we table the conversation to allow Board members to review the materials, provide feedback, and potentially have other webmasters present to the Board.
14. Motion to approve proposed Bylaw changes as suggested by the Bylaws Committee. Suggested changes were distributed to Board members and can be found in the Northridge West Meeting Materials Notebooks on tables at the back of the room
- Peter Lasky thanked Kathleen Edwards for all the work she put in to format the new Bylaws document. He also thanked Andrew and Kelly for participating in the meetings as well as a thank you to the Committee for all the hard work they did.
 - The changes that have been called for are primarily cleaning up grammar and updating Committees that have been formed since the last Bylaws were approved.

- Peter Lasky made the motion and Kelly Sooter seconded it. The motion was unanimously approved.

15. Budget Advocate Report and presentation of the Neighborhood Council Budget Advocates White Paper report on City Budget containing suggestion by the Advocates

- Per Glenn Bailey, they have been asked to document the presentation of the document to confirm the book is being given to the President.
- The White paper was eblasted out for review. He suggested that if you are involved in a particular committee or passionate about a certain committee or topic then you can look at those specific sections. If you find that there are issues in your NC that were not addressed or should have been addressed then they want to hear from you. The White Paper has been issued to the Mayor as well as the various LA City departments.
- Budget Advocates are meeting with the Mayor Thursday to go over the paper. The Mayor will review, primarily the first 4 pages, and respond.
- The CAO, Department that will work with the Mayor to put together his proposed budget, will evaluate all of the city budget recommendations as well as the White Paper.
- The Mayor will release the budget on or around April 20th. The City Council will then deliberate and the Budget and Finance Committee will devote a portion of their time to have the Budget Advocates sit at the table and make a presentation. They will be questioned, so the more informed we are the more prepared they will be.
- The Board has an opportunity to weigh in via CIS which can be generic by saying “we ask the City to seriously consider the recommendation of the budget advocates.” If you want to point out any particular recommendation, in support or not support, then you can. The Budget is Council File 20-06-00.
- Finally, the Budget Day is Saturday, June 20th. We can determine if we keep the same Budget Representatives or elect new Budget Reps. (we have 2).

16. Discussion and motion to approve a funding line of \$500 to purchase NWNLC logo polo shirts for Board members lacking them. Funding to come from the Outreach Budget.

- Kelly Sooter said that she has looked into 4 different vendors for polo shirts for Board members who do not have them. They are used by Board members for various events we sponsor and work the booths at. There is a need primarily for the new board members, particularly women since there are only a few XXL men’s in inventory.
- The cost range is \$25 - \$30 depending on vendor and quality of shirt and estimating between 8-10 shirts. There are a few open positions that will require shirts as well. Trying to use local vendors.
 - Gail Lapaz said that it’s important to have shirts that represent us as a Board.
- Kathleen Edwards motioned and Rana Sharif seconded to approve the funding line of \$500 for polo shirts.

Aye (9) Bailes, Edwards, Krowne, Lapaz, Lasky, Sharif, Sooter, Tuscano, Wilson

17. Discussion and Motion to approve the February 2020 Minutes. Kelly Sooter motioned and Abby Bailes seconded. The motion passed unanimously.

18. Discussion and motion to approve the February 2020 Monthly Expense Report.

- Andrew Krowne asked why there are outstanding invoices for December and January. Glen Wilson said that he had not sent them in time for processing.

- Kelly Sooter asked about the 5 invoices that were under Outstanding on the MER. Those are all expenses that were invoiced from July – January. She asked for clarification that these invoices have been received by NWNC and being processed. Will these be paid in February or March. Per Glen, he said they didn't get into the February timing but will be processed for March. (Glen needs to submit them earlier in the month to get processed.)
- Kelly Sooter asked to confirm that there were no outstanding invoices. Glen confirmed. Peter Lasky spoke to the City Clerk's office to confirm we are up to date.
- Kathleen Edwards wants to be assured that all of the NPGs have been submitted. Kelly Sooter asked about GH Robotics, Nobel Toovey Run, and the CATS event. Glen said that he would submit them this week.
- Abby Bailes motioned and Kelly Sooter seconded the February 2020 MER. The motion was unanimously approved.

Aye (9) Bailes, Edwards, Krowne, Lapaz, Lasky, Sharif, Sooter, Tuscano, Wilson

19. Comments by Board members

- Gail Lapaz – there was a suggestion to paint the wall in front of the Oakridge House on Devonshire. Oakridge seems to be very enthusiastic to do. We need to look into who owns the approval of this.
- Kelly Sooter – 2 items: the NPGs have a line item asking for Project Completion. She is following up with each of the NPG grants to get feedback. For example, the YMCA Thanksgiving Baskets did 104 baskets that went to families from 4 schools in our NWNC community. They sent pictures as well. (She will distribute). GH Street Faire completed the form and said the event was successful. They had approximately 15k people attend the fair. The cost to hold the fair was approximately \$39k, but they would not reveal how much revenue they made. Kelly said that she is 100% confident that they generated a profit from the event which should be considered next time they request an NPG to support the event. She recommends strongly against not supporting future events with NWNC funds. Information like this helps form our decisions in the future.
 - The second item was sharing booths with NENC and NSNC. She reached out to the Outreach Committee Chairs of both councils but has not heard back. This would allow us to share boothing responsibilities across the 3 NCs. Glenn Baily said that they agreedized it for their last meeting and agreed to support. We agreed that we would share boothing under one NORTHRIDGE umbrella banner and include our individual signage and handouts somewhere at the booth site for future events that we jointly support.
- Peter Lasky mentioned that there has been some contention between NWNC and NBF. A letter was sent to LA City agencies including the DONE Attorney's Office and the City Clerk's Funding Division asking for their help in our situation. Peter has gone through approximately 3 hours of near deposition with LA City Clerk Funding Division, the first time helping him prepare for meetings with the City Attorney. The second time was to help him prepare for the next meeting. The complaint has subsequently been turned over to an auditor who is going to be reaching out to NBF asking for an explanation from them. Peter wanted to bring the Board and stakeholders up to date with what's going on and progress is being made to coming to a conclusion.
- Jennifer Krowne made a recommendation to get Councilman John Lee in next month as well as follow up with the Registrar's office regarding boothing for the 2020 voting. Mason Park only opened 2 booths but they had unopened booths not being used.

- Kathleen Edwards wanted to ask if there is a template that DONE could forward that allows all Board members to work off of since it was a nightmare to work on the Bylaws document. Peter said that is a good idea and reach out to DONE since they take the document that we give them and drop it into their template then send back to us.
- Peter Lasky congratulated Abby Bailes on the Townhall she did with other involved folks on Sex Education. Abby said that the event was held February 29th and had over 300 people attended. There was a lot of great information shared with participants. There is a petition going to LAUSD to ask them to listen to the concerns that parents brought up. There are about 650 signatures on the petition. The townhall was done outside of the NWNC board as a private event.

Andrew Krowne asked when the Board is looking to fill the open positions. Per Rana Sharif, it has been posted on Nextdoor and Facebook with instructions of how to apply. Peter Lasky said that he would be sending out another notice.

20. Peter Lasky made the motion to Adjourn the meeting which was unanimously approved for 8:50pm.