



**NORTH HILLS WEST NEIGHBORHOOD COUNCIL**  
**General Board Meeting Minutes** Thursday, March 16, 2017  
New Horizons, 15725 Parthenia St., North Hills CA 91343

NHWNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motion(s) (included as stated at the Meeting, or, if not stated, as written on the Agenda); quotes (words that have quotation marks (“ ”) at the beginning and ending of a word or words); and Agenda wording copied into the Minutes.

**1. Welcome and Pledge of Allegiance.**

President Dan Gibson called the Meeting to order at 7:06 p.m. The Pledge of Allegiance was said.

**2. Roll Call and announcement of Quorum and Voting Eligibility.**

Roll Call was taken by the Secretary. Eleven of the 12 Board Members were present at the Roll Call: Dan Gibson (President), Dave Brown (Secretary), Jay Beeber, Garry Fordyce, Punam Gohel, Carol Hart, David Hyman, Sam Kwasman, Antonino Lovato, Madlena Minasian and Kreshell Ramey. Armando Diaz (Treasurer) arrived later. The NHWNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see <https://lacity.quickbase.com/db/bj3apxsp3?a=q&qid=32&qskip=0&qrppg=1000&dlt=su46~>), so the Board could take such votes. Quorum was announced. Mr. Brown reported that all Board Members were eligible to vote. Twelve of the 13 Board Seats were filled (by election or appointment). One Board Seat was vacant: (Residential Stakeholder). [To apply, email [Secretary@nhwnc.net](mailto:Secretary@nhwnc.net).] Also attended: approximately 31 Stakeholders and guests.

**3. Announcements and Comments – President.**

Application forms are available for the vacant Board Seat.

**4. Discussion and possible action to approve the February 16, 2017 General Board Meeting Minutes.**

**MOTION** (by Mr. Gibson, seconded by Mr. Gohel): The North Hills West Neighborhood Council approves the Minutes of its February 16, 2017 General Board Meeting as written.

**MOTION PASSED** by a hand vote with seven in favor; two opposed; two abstained (the NHWNC counts abstentions as “yes” votes).

**5. Discussion and possible action to approve the March 2, 2017 Special Board Meeting Minutes.**

**MOTION** (by Mr. Gibson, seconded by Mr. Lovato): The North Hills West Neighborhood Council approves the Minutes of its March 2, 2017 Special Board Meeting as written.

**MOTION PASSED** by a hand vote with eight in favor; two opposed; one abstained (the NHWNC counts abstentions as “yes” votes).

**6. Public agency speakers and announcements.**

Talene Dermenjian, Field Representative for State 46th District Assemblyman Adrin Nazarian (818.376.4246; Talene.Dermenjian@asm.ca.gov; <http://asmdc.org/members/a46>), introduced herself and encouraged requesting help.

*Board Member Armando Diaz arrived at this time (7:13), making 12 Board Members present (the NHWNC quorum is seven).*

Ms. Dermenjian announced that “women’s self-defense workshops” are available.

**7. General Public Comments**

Stakeholder Andrew Laieian was concerned about bike lanes trash and “safety issues.” Aqueduct Ave. resident Jeff Bengston reported that some residents are using cones and barricades to save parking spaces, which he believed to be illegal. Also, people are still leaving trash and doing illegal activities there, especially at night. Stakeholder Mary Armenteros reported that, “for now,” graffiti was removed from the construction site at Woodley Ave. and Woodley Place.

**8. Discussion and possible action to [see below].**

**MOTION** (by Mr. Gibson, seconded by Ms. Hart): The North Hills West Neighborhood Council accepts the resignation of Board Member David Phelps.

**DISCUSSION:** Mr. Brown recognized Mr. Phelps for “contributions” to the community. Mr. Gibson said a “Certificate of Recognition” will be given to Mr. Phelps.

**MOTION PASSED** unanimously.

**9. Discussion and possible action to ratify the President’s recommended Chair and Member appointments and changes to Standing and Ad Hoc committees.**

**MOTION** (by Mr. Gibson, seconded by Ms. Hart): The North Hills West Neighborhood Council will remove David Phelps from its Planning and Land Use Committee and from the Aqueduct Committee; appoint Jay Beeber as Chair of the Planning and Land Use Committee; and remove Mike Khalid from the Outreach Committee.

**MOTION PASSED** unanimously.

- 10. Presentation** from Helen Kuan, Outreach Assistant for Greater Los Angeles County Vector Control District which is a government and public health service agency controlling the spread of mosquitoes and preventing the diseases they transmit. For the past two years, North Hills had higher than average levels of West Nile Virus activity. This is an opportunity for the NHWNC stakeholders to learn about vector control and the current mosquito-borne threats in the surrounding area. Ms. Kuan will address awareness and prevention, especially with buzz around Zika.

Levi Sun, District Public Information Officer, introduced Helen Kuan and Wesley Collins, Operations Supervisor (free inspections and help: 818-364-9589; <https://www.glacvcd.org>), and showed slides. Mr. Sun said their role is to “control and conduct surveillance” regarding mosquitoes carrying West Nile Virus, Zika Virus and more. Large “crane flies” are “perfectly harmless.” However, “North Hills is in the high-risk area” and West Nile Virus “has very flu-like symptoms . . . there is no vaccine and no cure.” “Black-and-white-striped” Aedes mosquitoes “do not belong here . . . they bring along a lot of viruses” including Zika, which “affects newborns.” “They bite during the daytime . . . which is very unusual” and “thrive inside your home and office . . . they lay their eggs on plant stalks and other cuttings,” so be careful sharing cuttings. Mr. Collins said of Aedes mosquitoes “they’re container breeders,” so don’t leave water-collecting items around such as non-operating fountains, buckets, pet dishes, swimming pools, rain barrels, vehicle tires, planter bowls, flower pots and saucers. Mr. Sun indicated they “can do more presentations” at other groups and need help seeing and reporting eggs, mosquitoes and outbreaks. Effective mosquito repellants include DEET; IR3535; and Picaridin. Remove standing water and apply BTI to “kill the larvae” or “contact Vector Control.” In one week a mosquito can spawn 200 more.

- 11. Discussion and possible action** regarding a proposed 2,240 S.F. Starbucks development with drive through services and outdoor seating operating from 4PM to 12AM. A new Starbucks pole sign will also be constructed on the NEC of Balboa and Lassen. The traffic study has been completed and will be presented by Kelly Hayes of the Kaidence Group.

Ms. Hayes displayed a site plan and photos. She said the smaller billboard on Lassen “will be removed”; the larger billboard on Balboa will remain because “it’s under lease.” The City “approved” their “traffic report with no mitigation measures . . . [and] two curb cuts, one on Lassen, one on Balboa.” Dave Roseman, engineering consultant, said “there’s a medical office building there now” and explained the traffic study. “We looked at six different intersections . . . the new traffic didn’t create a significant impact” on “how the traffic signal operates or how people get in and out” of the area. Ms. Hayes indicated that the Starbucks at Balboa and Devonshire “is supposed to close” when this Starbucks opens. The L.A. Dept. of Transportation approved allowing full (left and right) turns from the Lassen and the Balboa driveways. The Lassen driveway “will be moved toward the Kindercare . . . over 200 feet from the intersection.” She said “they want to be open from 4:00 a.m. to

midnight,” not “4PM” as the Agenda incorrectly states. It would be “12 to 18 months before you see an opening.” Mr. Fordyce was concerned that “this is going to invite additional” turning traffic. Stakeholder Glenn Bailey suggested making eventual removal of the large billboard, “an eyesore to the community,” a condition of project approval. The Kindercare Director said “we already have” traffic and pedestrian safety concerns, however, “we . . . don’t have the same concerns we had before . . . they’ve made a lot of accommodations . . . we’re okay with them coming to us . . . we are in support of the project.” Ms. Hayes stated that “once we go to our Planning Hearing, it will be noticed to all the neighbors.”

Mr. Gibson recommended and it was agreed to POSTPONE action on this Item. Mr. Beeber and Mr. Gohel requested more information. Ms. Hayes said that “we have not been scheduled for a Hearing.” No Motion was made or vote taken.

**12. Discussion and possible action** to approve proposed Standing Rules for NHWNC.

**MOTION** (by the Rules and Elections Committee): The North Hills West Neighborhood Council approves its proposed Standing Rules.

**DISCUSSION:** Mr. Brown reported that the proposed Standing Rules have been posted on the website “for about two months” in the Bylaws section; Mr. Gibson added that it has “been on the front page.”

**MOTION to POSTPONE** (by Mr. Gohel, seconded by Ms. Hart): The North Hills West Neighborhood Council POSTPONES Agenda Item #12.

**MOTION to POSTPONE PASSED** unanimously.

**13. Discussion and possible action** to approve proposed changes to the NHWNC Bylaws.

Mr. Gohel reported that “we’re adding and we’re modifying” the Bylaws. He explained that there would be staggered NHWNC elections to “provide stability.” Mr. Brown noted that the Committee “discussed cost . . . there will still be an election every two years . . . there should be zero change in cost.” Mr. Fordyce believed there were legal issues and that “this is not a transparent system” of presenting the proposed changes. Parliamentarian Mike Kabo reminded that Bylaws changes need a two-thirds (2/3) Board vote for approval and that “we’re always voting on the current Bylaws.”

**MOTION** (by Mr. Gibson, seconded by Ms. Hart): The North Hills West Neighborhood Council supports the recommendation from its Rules and Elections Committee to implement staggered elections at the next election in 2018: the highest seven vote counts would be for four-year terms; the next six highest vote counts would be for two-year terms as is current procedure. At the following NC election in 2020: the six two-year term Seats would be up for election for a term of four years. Then, every two years of subsequent NC elections either seven or six Seats would be up for election, all for four-year terms.

**AMENDMENT to the MOTION** (by Mr. Beeber, seconded by Ms. Ramey, accepted by the Committee): to delete the phrase “at the next election in 2018” from the Motion so that the Motion would be “the North Hills West Neighborhood Council supports the recommendations from its Rules and Elections Committee to implement staggered elections.”

**AMENDMENT to the MOTION PASSED** unanimously.

**AMENDED MOTION PASSED** by a hand vote of the 12 eligible voters present with nine in favor; three opposed; zero abstained.

Mr. Beeber explained the recommendations regarding absences wording in the Bylaws. There was very extensive discussion by Board Members and Stakeholders of merits and challenges of and concerns about proposed changes.

**MOTION** (by Mr. Gibson, seconded by Ms. Hart): The North Hills West Neighborhood Council supports the recommendation from its Rules and Elections Committee to replace the absences section of its Bylaws with the following language: “There are no excused absences. Any Board Member who misses three (3) consecutive regularly scheduled Neighborhood Council Board Meetings during any twelve (12) month period, or a total of five (5) regularly scheduled Neighborhood Council Board Meetings during any twelve (12) month period, will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council’s Meeting Minutes or other manner of Council record keeping. The Secretary shall be responsible for keeping track of Board Member absences and shall notify the Presiding Officer when any Board Member misses two (2) consecutive Board Meetings during any twelve (12) month period or when any Board Member misses a total of four (4) Board Meetings during any twelve (12) month period. Upon becoming aware of said absences, the Presiding Officer, or a person designated by the Presiding Officer, shall notify the Board Member that an additional absence within a specified time period will result in their removal from the Board. The notice shall be made in any manner reasonably expected to result in the Board Member receiving notice, but at a minimum the notice shall be mailed to the Board Member’s last known address on file with the Council or the Department of Neighborhood Empowerment. Notice shall be given as soon as is reasonably possible after the Board Member’s second consecutive absence or fourth total absence. The notice specified in this section shall be considered a courtesy notice only and failure to send said notice shall not relieve a Board Member of their duty to adhere to the Council’s attendance policy or to keep track of their own attendance record. The Secretary shall notify the Presiding Officer when any Board Member misses three (3) consecutive Board Meetings during any twelve (12) month period, or when any Board Member misses a total of five (5) Board Meetings during any twelve (12) month period. Any regularly scheduled meeting of the Neighborhood Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance. If removed from the Board per this Section, the former Board Member may seek reinstatement by

following the Reinstatement Process. The Vice President shall act as the Presiding Officer in the event that the President is the Board Member in question.”

**DISCUSSION:** This wording would replace current bylaws language in its entirety.

**MOTION PASSED** by a hand vote of the 12 eligible voters present with eight in favor; four opposed; zero abstained.

**MOTION** (by Mr. Gibson, seconded by Ms. Hart): The North Hills West Neighborhood Council supports the recommendation from its Rules and Elections Committee to incorporate a Reinstatement Process into the absences section of its Bylaws with the following language:

“Reinstatement Process: If requesting reinstatement, the former Board Member must, within ten (10) calendar days of notice being sent that they have been removed from the board, notify the Presiding Officer in writing of their intent to request reinstatement. The Presiding Officer or their designee shall schedule the request to be heard at the next regularly scheduled Board Meeting. Upon hearing the former Board Member’s request for reinstatement, the Board shall vote as to reinstatement and any conditions regarding further attendance the former Board Member must meet to remain on the Board. Nothing in this section shall be construed as requiring the Board to reinstate the former Board Member.

Abstentions: Section 3: Official Actions - At a meeting in which there is a quorum, a majority vote by the Board members present and voting, not including abstentions shall be required to take official action.

**MOTION PASSED** by a hand vote of the 12 eligible voters present with eight in favor; four opposed; zero abstained.

**MOTION** (by the Rules and Elections Committee): The North Hills West Neighborhood Council supports the recommendation from its Rules and Elections Committee to add the following language to its Bylaws: “No amendment shall operate to alter the eligibility of any Board member to serve on the Council for the remainder of that Member’s term in which the amendment is approved.”

**DISCUSSION:** There was discussion about the meaning of the Motion.

**MOTION PASSED** unanimously by a hand vote.

**14. Discussion and possible action** to [see below].  
[*This Agenda Item was addressed after Item #22.*]

**MOTION** (by Mr. Gibson, seconded by Mr. Diaz): The North Hills West Neighborhood Council authorizes the NHWNC President to consult with the Office of

the City Attorney regarding the process for removal of a NHWNC Board Member as per Section 9, Part B of the NHWNC Bylaws.

**DISCUSSION:** Mr. Gibson explained the Motion.

**MOTION to CALL FOR THE QUESTION** (by Mr. Gibson); there was no opposition.

**MOTION PASSED** by a vote of the 11 eligible voters present with ten in favor (Beeber, Brown, Diaz, Gibson, Gohel, Hart, Hyman, Kwasman, Lovato and Ramey; one opposed (Fordyce); zero abstained.

- 15. Discussion and possible action** to approve the NHWNC January 2017 Monthly Expense Report.

**FUNDING MOTION** (by Mr. Gibson, seconded by Ms. Ramey): The North Hills West Neighborhood Council approves its Monthly Expenditure Report for January 2017.

**DISCUSSION:** Mr. Diaz explained that the Report “is on a cash basis.”

**FUNDING MOTION PASSED** by a roll call vote of the 12 eligible voters present with 11 in favor (“Yes” or “Aye”) (Beeber, Brown, Diaz, Fordyce, Gibson, Gohel, Hart, Hyman, Kwasman, Lovato and Minasian; zero opposed; one abstained (the NHWNC counts abstentions as “yes” votes) (Ramey).

- 16. Discussion and possible action** to approve the NHWNC February 2017 Monthly Expense Report.

Mr. Diaz requested and it was agreed to TABLE approval of the Monthly Expenditure Report for February 2017.

- 17. Discussion and possible action** to approve up to \$2,300.00 in additional printing and mailing costs for the Westsider Newsletter. (This motion is a revision of agenda Item 6 which was approved at the Special Board meeting of March 2, 2016. That motion was determined to be invalid due to a procedural error.)

**FUNDING MOTION** (by Mr. Gibson, seconded by Ms. Hart): The North Hills West Neighborhood Council approves up to \$2,300.00 in additional printing and mailing costs for the Westsider Newsletter.

**DISCUSSION:** Mr. Kwasman reported that “we got three bids” and “submitted the best one” to the Board.

**FUNDING MOTION PASSED** by a roll call vote of the 12 eligible voters present with 11 in favor (“Yes” or “Aye”) (Beeber, Brown, Diaz, Gibson, Gohel, Hart, Hyman, Kwasman, Lovato, Minasian and Ramey; one opposed (“No” or “Nay”) (Fordyce); zero abstained.

- 18. Discussion and possible action** to award a Neighborhood Purposes Grant in the amount of \$2500.00 to the Granada Hills Community Foundation. These funds would be used for “material management and supplies –trash bins, receptacles, portable toilets and water” for the 2017 Granada Hills Street Faire.

Mr. Gibson requested and it was agreed to TABLE this Item.

*Board Member Antonino Lovato left around this time (after 10:10 when Madlena Minasian left), making 10 Board Members present (the NHWNC quorum is seven).*

- 19. Discussion and possible action** to [see below].

**FUNDING MOTION** (by Mr. Gibson, seconded by Ms. Hart): The North Hills West Neighborhood Council approves its Beautification & Infrastructure Committee's proposal for a Community Clean Up Service Contract for up to \$8,000, for clean-up and weed abatement along targeted streets and public thoroughfares.

**DISCUSSION:** Ms. Hart explained the Motion, the need to allocate funding and that “it will be done in increments.” Mr. Gibson added that there is \$8,000 in that Budget category.

**FUNDING MOTION PASSED** by a roll call vote of the 10 eligible voters present with nine in favor (“Yes” or “Aye”) (Beeber, Brown, Diaz, Fordyce, Gibson, Gohel, Hart, Hyman and Kwasman; one opposed (“No” or “Nay”) (Ramey); zero abstained.

- 20. Discussion and possible action** to spend up to \$120.00 for water, coffee, and refreshments for the volunteer clean up team for each clean up event.  
Mr. Gibson requested and it was agreed to TABLE this Item.

- 21. Discussion and possible action** to approve up to \$500.00 for tools and supplies needed for clean up events and announcements/invitations to be distributed to the residents of the area involved.  
Mr. Gibson requested and it was agreed to TABLE this Item.

- 22. Discussion and possible action** for the NHWNC to support a motion passed by the Neighborhood Council Emergency Preparedness Alliance on January 28, 2017. This motion supports the inclusion of \$192,000 as a multi-departmental budget item in the 2017-18 city budget to cover the cost of 4 staff and related expenses. Two staff members for the Department of Neighborhood Empowerment and two for the Emergency Management Department, who will work on preparing a disaster preparedness plan which will lead to preplacement of supplies for first responders and training of individuals at the neighborhood level.

*[This Agenda Item was addressed after Item #25.]* Mr. Gibson requested and it was agreed to TABLE this Item.



**23. Discussion and possible action** to approve NHWNC participation in a Public Safety and Town Hall Meeting concerning unlicensed sober living and transitional housing in our neighborhood. This meeting will take place Thursday, March 20, 2017 from 6:00 – 8:00 pm at the Northridge Recreation Center Gymnasium located at 18300 Lemarsh St., Northridge, CA 91325. See proposed flyer in supporting documents.

**MOTION** (by Mr. Gibson, seconded by Mr. Beeber): The North Hills West Neighborhood Council approves its participation in a Public Safety and Town Hall Meeting concerning unlicensed sober living and transitional housing in our neighborhood. This meeting will take place Thursday, March 20, 2017 from 6:00 – 8:00 pm at the Northridge Recreation Center Gymnasium located at 18300 Lemarsh St., Northridge, CA 91325. See proposed flyer in supporting documents.

**DISCUSSION:** Peter Lasky, Northridge West Neighborhood Council President, said “this is 600 feet from an elementary school” and that State Assembly Bill 285 “would help regulate” sober living and group housing homes. Kathleen, of W.A.R.N., said “there aren’t any” effective laws to regulate them.

**MOTION PASSED** by a roll call vote of the 12 eligible voters present with 11 in favor (“Yes” or “Aye”) (Beeber, Brown, Diaz, Gibson, Gohel, Hart, Hyman, Kwasman, Lovato, Minasian and Ramey; one opposed (“No” or “Nay”) (Fordyce); zero abstained.

*Board Member Madlena Minasian left at this time (10:10), making 11 Board Members present (the NHWNC quorum is seven).*

**24. Discussion and possible action** to approve \$200.00 for supplies, such as water or chair rentals, for the above referenced Public Safety and Town Hall Meeting scheduled for Thursday, March 30, 2017.

**FUNDING MOTION** (by Mr. Gibson, seconded by Mr. Gohel): The North Hills West Neighborhood Council approves \$200.00 for supplies, such as water or chair rentals, for the above referenced Public Safety and Town Hall Meeting scheduled for Thursday, March 30, 2017.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the 11 eligible voters present with all 11 in favor (“Yes” or “Aye”) (Beeber, Brown, Diaz, Fordyce, Gibson, Gohel, Hart, Hyman, Kwasman, Lovato and Ramey; zero opposed; zero abstained.

**25. Discussion and possible action** to support the work of the Neighborhood Council Budget Advocates and their White Paper dated 3/8/2017 and approve the filing of a Community Impact Statement for Council File : 17-0600. For more information please click here: <http://ncbala.com/wp-content/uploads/2016/08/SEmpowerLA117030812520.pdf>.

Mr. Gibson requested and it was agreed to TABLE this Item.

**26. Discussion and possible action** to approve Treasurer's recommendations to revise budget category amounts.

Mr. Gibson requested and it was agreed to TABLE this Item.

**27. Website Report** – Dave Brown

Mr. Gibson requested and it was agreed to TABLE this Item.

**28. Budget Representatives Report**

Mr. Gibson requested and it was agreed to TABLE this Item.

**29. Homelessness Report** – Kreshell Ramey

Mr. Gibson requested and it was agreed to TABLE this Item.

**30. Committee Chair Reports**

- a. Outreach Sam Kwasman
- b. Beautification Carol Hart
- c. Emergency Prep/PS Dave Brown
- d. Land Use
- e. Rules & Elections Punam Gohel
- f. Education Garry Fordyce
- g. Budget & Finance Armando Diaz

Mr. Gibson requested and it was agreed to TABLE this Item.

**31. Board Member Comments**

Mr. Gibson requested and it was agreed to TABLE this Item.

**32. Requests For Future Agenda Items**

Mr. Gibson requested and it was agreed to TABLE this Item.

**33. Motion to Adjourn**

**MOTION to ADJOURN** (by Mr. Gibson, seconded by Mr. Kwasman).

**MOTION to ADJOURN PASSED** with no opposition.

The Meeting was **ADJOURNED** at 10:31 p.m.

*The first paragraph of some Items, Motions/Resolutions and other wording may have been copied from the Agenda. Minutes written by DL, possibly edited by NHWNC. The NHWNC Minutes page is <http://www.nhwnc.net/agendas-minutes/minutes-and-agendas>.*