

Paula Cracium, President Patrick Pope, Vice President
Eric Nam, Secretary Sean O'Rourke, Treasurer 1, Armando Nunez II, Treasurer 2
Becky Leveque, Susan Hammarlund, Alex Kim, Ashiley Lee, Cindy Lee, Dick Rippey

General Board Meeting Minutes

Wednesday, November 5, 2014

Porter Ranch Community School Multipurpose Room, 12450 Mason Ave., Porter Ranch

1. **Welcome**

President Paula Cracium called the Meeting to order at 6:05 p.m.

- a. Reminder to sign in and that it is completely optional and not required for attendance.
Ms. Cracium noted the above

2. **Roll Call**

Board Members who were present introduced themselves: Paula Cracium (President), Pat Pope (Vice-President), Eric Nam (Secretary), Sean O'Rourke (Treasurer 1), Armando Nunez II (Treasurer 2), Ashiley Lee, Cindy Lee, Becky Leveque, Susan Hammerlund and Alex Kim (arrived at 7:20 p.m.). The PRNC quorum (the minimum number of Board Members needed to be present to take binding votes on Agendized Items) is seven. Please see <http://empowerla.org/wp-content/uploads/2012/06/PorterRanchNC-Bylaws.pdf>, so the Board could take such votes. All 11 of the 11 Board Seats were filled either by appointment or election. Also in attendance were approximately 25-30 stakeholders and guests.

3. **Approval of September 3, 2014 Minutes**

Motion to approve the September 3, 2014 was unanimous and the minutes were approved as corrected.

4. **Approval of Special October Special Meeting Minutes**

Motion to approve the October 1, 2014 was tabled until the December 3, 2014 general meeting

5. **Approval of October 1, 2014 Minutes**

Motion to approve the October 1, 2014 was unanimous and the minutes were approved as corrected.

6. **Community/Governmental Updates and Announcement**

Alin Sahagian is with the Los Angeles City Attorney's office and has been assigned to the Devonshire area. Ms. Sahagian is a former resident of Porter Ranch. She is interested in issues that directly affect the quality of life for the residents of Porter Ranch. Ms. Sahagian refers to

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herself as a liaison to the community and works with various agencies in order to resolve the issues at hand.

7. **Treasurer's Report** – Treasurer 1, Sean O'Rourke

Mr. O'Rourke reported that the neighborhood council's were under tremendous pressure to fill out forms by DONE. Mr. Pope spoke out about the fact that there was no enough "man power" for DONE to go over all 95 neighborhood councils line by line.

8. **Discussion** – Treasurer 1, Sean O'Rourke: Motion to approve treasurer's report

9. **Motion** – Treasurer 1, Sean O'Rourke: Motion to approve MER for September 2014

Funding Motion: (by Mr. O'Rourke, seconded by Mr. Nam): The Porter Ranch Neighborhood Council approves its September 2014 MER Report.

Funding Motion Passed: unanimously by a roll call vote of seven of the eight eligible voters present with all seven in favor ("Yes" or "Aye") (Sue Hammarlund, Cindy Lee, Becky Leveque, Eric Nam, Sean O'Rourke, Pat Pope and Armando Nunez). [Presidents can choose whether or not to vote; if they don't a vote can still be unanimous.]

10. Motion- Treasurer 1, Sean O'Rourke: Motion to approve MER for October 2014

Funding Motion: (by Mr. O'Rourke, seconded by Mr. Nunez): The Porter Ranch Neighborhood Council approves its October 2014 Budget Report.

Funding Motion Passed: unanimously by a roll call vote of seven of the eight eligible voters present with all seven in favor ("Yes" or "Aye") (Sue Hammarlund, Cindy Lee, Becky Leveque, Eric Nam, Sean O'Rourke, Pat Pope and Armando Nunez). [Presidents can choose whether or not to vote; if they don't a vote can still be unanimous.]

11. **Motion** – Treasurer 1, Sean O'Rourke: Motion to approve \$500 to be used to support the North Valley YMCA Thanksgiving Baskets

Funding Motion: (by Mr. O'Rourke and seconded by Ms. Hammarland)

Discussion: Stakeholder, Dave Hasson, who is on the Board of Directors of the YMCA stated that the baskets go out to over 3,000 needy families and charities i.e. PALS and local schools. Each basket is valued at approximately \$35.00 each is filled with turkey, vegetables and items associated with Thanksgiving.

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Funding Motion Passed: unanimously by a roll call vote of seven of the eight eligible voters present with all seven in favor ("Yes" or "Aye") (Sue Hammarlund, Cindy Lee, Becky Leveque, Eric Nam, Sean O'Rourke, Pat Pope and Armando Nunez). [Presidents can choose whether or not to vote; if they don't a vote can still be unanimous.]

12. **Motion** – Dick Rippey: Motion to approve approximately ½ the new LAPD Devonshire Volunteer bike patrol shirts for \$625.00

This motion was tabled until the December 3, 2014 meeting.

13. **Motion** - Beck Leveque : Motion to approve \$625.00 for two 33.5" x 80" printed banner stand signs from "Signs of LA". Each sign will have the PRNC Logo, the City Seal and our website on it, along with any artwork that we design. The banners stands will be used for PRNC promotions.

Funding Motion: (by Ms. Leveque, seconded by Mr. O'Rourke)

Discussion - Mr. Pope wanted to know where the banners would be kept and was advised by Ms. Leveque that the banners would be stored at Porter Ranch Community School

Funding Motion Passed unanimously by a roll call vote seven of the eight eligible voters present with all seven in favor ("Yes" or "Aye") (Sue Hammarlund, Cindy Lee, Becky Leveque, Eric Nam, Sean O'Rourke, Pat Pope and Armando Nunez). [Presidents can choose whether or not to vote; if they don't a vote can still be unanimous.]

14. **Motion** - Becky Leveque: Motion to send a letter to Los Angeles Department of Transportation (West Valley District Office, 19040 Vanowen Street, Reseda, CA 91335) CC'd to Mitchell Englander, requesting a solar speed sign to be placed on the North side of Rinaldi Street, between Wilbur and Yolanda. Exact point to be determined with a walk thru with DOT and LAPD Valley Traffic Division. The intersection located at Wilbur and Rinaldi has many accidents and fatalities due to the downhill slope. Estimated cost is about \$6000. This is a process that could take up to 2 years. Our letter will put everything in motion and a traffic study will be done by DOT. There will be no fiscal impact to PRNC for 2014-2015. Possible fiscal impact for PRNC (if there is any) will probably be in 2015-2016 fiscal year.

Discussion: Mr. Nam wanted to know where the estimated cost of \$6,000 came from and he was advised by Ms. Leveque that the Council office gave that figure to her. Ms. Hammarlund questioned who would be doing the maintenance and advised by Ms. Leveque that the City

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would be responsible. Ms. Leveque stated that she would write the letter.

Motion Passed: unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor (“YES” or AYE”) (Nunez, Pope, Nam, Leveque, Hammarlund and A. Lee). [Presidents/Presiding Officers can choose whether or not to vote; if the don't a vote can still be unanimous]

15. Discussion on how to have all PRNC email on an isolated server only - Ms. Cracium began the discussion on how to keep all PRNC emails on an isolated server. The discussion was primarily brought up due to a recent FOIA request which caused many members of the board to search their PRNC emails as well as their personal email accounts. The FOIA request resulted in the PRNC having to produce the documents requested which totaled approximately 3,500 pages. Mr. O'Rourke stated that the PRNC should stop being forwarded to personal email accounts thereby isolating the emails. Mr. Nam stated that maybe everyone should set up another personal email account for PRNC emails ONLY to be forwarded to. Also discussed by the board was the matter of how long emails actually have to be retained? There will be further discussion and follow-up on this matter.

16. Discussion on the new event approval process - Ms. Cracium stated that there is a new event form that must be filled out and submitted to DONE 30 days prior to any event for approval. The permit covers things such as permits, rentals, insurance, etc. In actuality the form should be started anywhere from 60-90 days in advance of any event in order to make sure it is approved by DONE. Mr. O'Rourke proposed that a PRNC member attend a VANC meeting and bring up the issue of the event paperwork. Mr. Kim was asked to be the representative but he declined but stated that he would help whoever was selected to be the representative. Ms. Leveque was selected and said she would attend although she did not know if VANC was the proper place to start and maybe the PRNC should start with Councilman Englander and possibly have a sit down to discuss the issues at hand.

17. Discussion on Neighborhood Council Board Member Code of Conduct - Ms. Cracium stated that there was a new Code of Conduct that was emailed out to all board members and that everyone should sign and return it. It was unclear as to where and who the PRNC should return it to. The Code of Conduct comes from BONC.

18. Discussion on the Holiday Party - Ms. Cracium stated that the upcoming holiday party would be an event not only for board members to get to know one another but also to get to know stakeholders of Porter Ranch.

19. Presentation on Security Measures at the Town Center during the Holiday. Shopping Season by Senior Lead Officer Daniel Del Valle

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SLO Janine Angeles was present in SLO Daniel Del Valle's place. SLO Janine Angeles stated that crime was down in the area with no clusters and that Porter Ranch's crime rate is - 7%. She also spoke about the LAPD Volunteer Bike Patrol and that anyone interested may come directly to Devonshire Division and sign up. All volunteers will be trained and that the uniformed appearance i.e. t-shirts of the bike patrol will give the unit a more official appearance. The LAPD Volunteer Bike Patrol will be a long term organization in the community.

She began by saying that CPS currently has 30 cameras in place in the Porter Ranch Town Center. The cameras at times catch the suspects in the act of committing a crime. With LAPD Officers, Cadets, bike patrols and barricades in place this will act as a deterrent. John Love from Shapell Property (CPS) stated that there are currently 27 wireless cameras throughout the Town Center and that all cameras have online remote access. Regular monitoring of the cameras will begin when CPS decides to as there is no definite date at this time. All cameras have a 3 week retention period. There is at least one guard onsite everyday. All cameras onsite are permanent. With the upcoming holiday season security may change its hours and if possible CPS will match their hours to that of the retailers in the Town Center. Mr. Pat Pope suggested that CPS work with SLO Daniel Del Valle with regard to coordination of times of heightened break-ins within the Town Center. Mr. Sean O'Rourke inquired as to if CPS was coordinating with any of the retailers in the Town Center or with the LAPD? Mr. Pat Pope also brought up the fact that Walmart made many promises in the past and that Walmart had not followed through with regards to those promises i.e. security decreased. Mr. Pope stated he would do a follow-up with regard to the Walmart issue.

20. Public Comments – Stakeholder Dave Hasson wanted to bring to the PRNC's attention the safety issue at Holleigh Bernson Park which becomes crowded with the parking lot becoming heavily congested causing some people to double park. He would like a follow-up done on the restriping.

21. Future meetings- Before announcing the date of the next general meeting, Ms. Cracium read a letter of resignation from board member Dick Rippey. Ms. Cracium also announced that a new board member would be appointed at the next general monthly meeting. The next general monthly meeting is December 3, 2014.

22. Motion to adjourn- Meeting adjourned at 8:10 p.m.