

**Uptown Whittier Improvement Association  
Board of Directors  
Historic Train Depot, 7333 Greenleaf Avenue  
Thursday, September 12, 2019, at 8:30 a.m.  
ANNUAL MEETING**

**Current List of UWIA Board Members:** Ginny Ball, Jeff Collier or Conal McNamara (Vice President), Jim Dunkelman (Treasurer), Stephen Ortiz or Irene McCallister, Monica Oviedo (Secretary) or Steven Rodriguez, Milt Pate, Melinda Pina (President), Frank Rinaldi, Mark St. Julien

**AGENDA**

- 1. Call to Order & Introductions: Melinda Pina, President**
- 2. Flag salute**
- 3. Introductions of guests, announcements**
- 4. Public Comment** - The public is invited to address the UWIA Board regarding any item of business. Speakers must limit their comments to two minutes. Pursuant to State law, the Board cannot take action or express a consensus of approval or disapproval on any oral communications which do not appear on the printed agenda.
- 5. Approval of the UWIA Board meeting minutes from August 8, 2019** **Action Item**
- 6. Committee tasks:**
  - a. Executive Committee: Melinda Pina**
    1. President report – Melinda Pina
      - EC to recommend to the board that the UWIA hire Rutan & Tucker / Ajit Thind, Partner as legal counsel on an as needed basis for public meeting advise, contract review, UWIA document review, .... **Action Item**
      - Other
    2. Finance report – Jim Dunkelman
      - Review of budget to actual variance report and financials

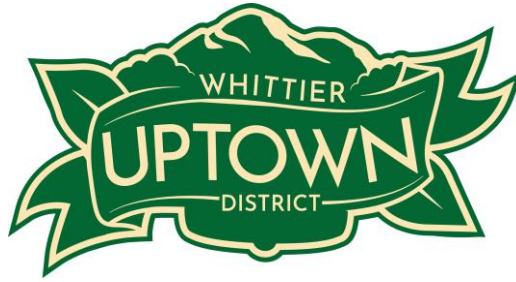
UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



3. Report from nominations committee – no change to the nomination or election guidelines adopted in 2018 - 2019
4. Recommendation from nominations committee on property owner director nominees for a two-year term;
  - a. Milt Pate *Action Item*
  - b. PIH (Mark St. Julien) *Action Item*
  - c. Whittier Union High School District (Monica Oviedo or Steven Rodriguez) *Action Item*
  - d. At this time the board will consider additional qualifying nominations of property owners, should any qualifying nominations be presented the board will vote *Action Item*
5. Appointment of community members at large (business owners and non-business owners) – No nominations were received. At this time the board will consider additional qualifying nominations of community members at large, should any qualifying nominations be presented the board will vote *Action Item*
6. List of board members serving the second year of their two-year term:
  - a. City of Whittier (Conal McNamara)
  - b. Stephen Ortiz or Irene McCallister
  - c. Melinda Pina
  - d. Frank Rinaldi
  - e. Whittier College (Jim Dunkelman)
  - f. Whittier Historical Society (Ginny Ball)
7. Election of Officers for 2019 – 2020
  - a. Nomination for President *Action Item*
  - b. Nomination for Vice President *Action Item*
  - c. Nomination for Treasurer *Action Item*
  - d. Nomination for Secretary *Action Item*
8. Nomination of committee chairs
  - a. District Identity and Streetscape Improvements *Action Item*
  - b. Executive – The president is the chair of this committee
  - c. Land Use *Action Item*
  - d. Sidewalk Operations *Action Item*

**b. Contractor Update**

1. Aleco – Carlos (report attached)
2. Edna Becerra (report attached)
3. Coastal Landscape Services – Tyson (report attached)



- c. **District Identity Committee: Ricardo Diaz**
  - 1. District Identity update
  - 2. Other
  
- d. **Land Use and Project Review Committee: Frank Rinaldi**
  - 1. Land Use update
  - 2. Other
  
- e. **Sidewalk Operations Committee: Stephen Ortiz**
  - 1. Sidewalk Operations update
  - 2. Other

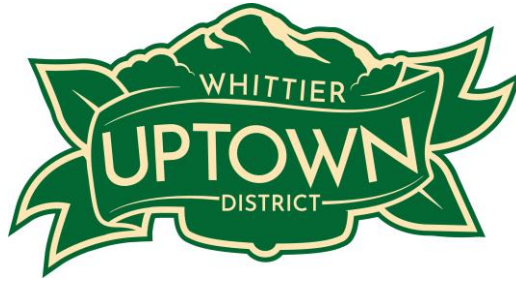
**7. Other Board Items**

**8. Next Regularly Scheduled UWIA Board Meeting: Historic Train Depot, 7333 Greenleaf Ave, October 10, 2019, 8:30 a.m.**

**9. Adjournment:** \_\_\_\_\_

**BROWN ACT:**

*Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at the Whittier Train Depot, at the office of the UWIA (GM Properties) and on their website [www.uwia.org](http://www.uwia.org). Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Brent Haskell [brent@gmpropertiesinc.com](mailto:brent@gmpropertiesinc.com) or Stephanie Shamp [stephanie@gmpropertiesinc.com](mailto:stephanie@gmpropertiesinc.com) of GM Properties at (562) 697-5000.*



**Uptown Whittier Improvement Association**  
**Board of Directors Meeting**  
**Historic Train Depot**  
**7333 Greenleaf, Whittier, CA 90601**  
**Thursday, August 8, 2019, 8:30 a.m.**

**Current Lists of UWIA Board Members:** Jeff Collier or Conal McNamara (Vice President), Jim Dunkelman (Treasurer), Stephen Ortiz or Irene McCallister, Monica Oviedo (Secretary) or Steven Rodriguez, Milt Pate, Melinda Pina (President), Frank Rinaldi, Mark St. Julien, and Ginny Ball

**Present:** Melinda Pina (President), Conal McNamara (Vice President), Jim Dunkelman (Treasurer), Ginny Ball, Milt Pate, Frank Rinaldi, Mark St. Julien, and Ginny Ball

**Absent:** Monica Oviedo (Secretary) / Steven Rodriguez and Stephen Ortiz / Irene McCallister

**Guests:** Laurie Baccus, Christine Singer-Luna, Frank Medina, and Paul White

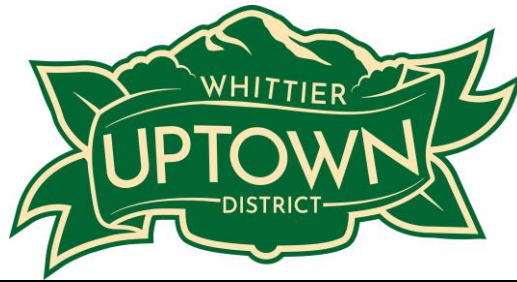
**Consultant/**

**Staff:** Brent Haskell and Stephanie Shamp – GM Properties Inc.

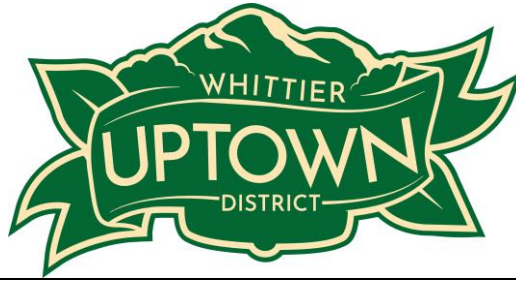
**MINUTES:**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Call to Order and Introductions</b>	Melinda Pina, the President, called the meeting to order at 8:34 a.m.	<b>1. No Action Taken</b>
<b>2. Flag Salute</b>	Ginny Ball led the Board and guests in the flag salute.	<b>2. No Action Taken</b>
<b>3. Introductions of Guests and Announcements</b> <b>4. Public Comment</b>	Melinda opened the floor for introductions and any announcements, and public comment as follows: Frank Medina stated WUA is having their annual meeting on Monday August 12,	<b>3. No Action Taken</b>  <b>4. No Action Taken</b>

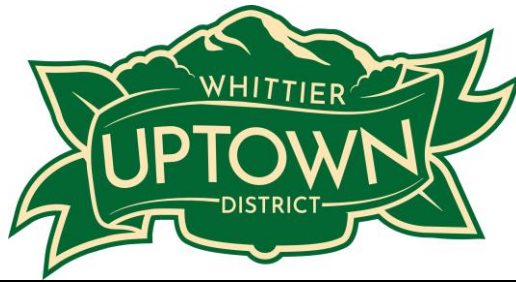
UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



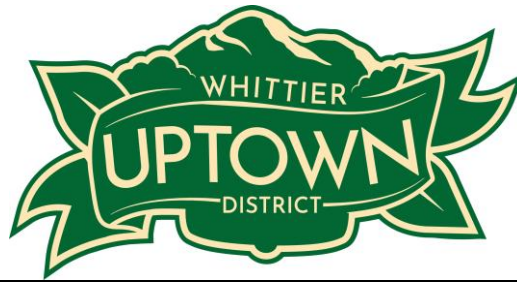
	<p>2019. Melinda Pina requested a recap of the last year. Frank stated lights, restaurants open until 2 a.m., offering 24/7 apps, graffiti, and talk about next year. Mark St. Julien asked where will the meeting be held. Frank stated at The Collab Inc.</p> <p>Laurie Baccus is a retired teacher, looking to be active, and loves uptown Whittier. Melinda stated she is glad Laurie is here.</p>	<b>No Action Taken</b>
<b>5. Approval of the July 11, 2019 Board Minutes</b>	<p>Corrections need to be made as follows:</p> <p>Jim Dunkelman stated correction on page 3, Executive Committee, a.2. Finance Report – Jim Dunkelman. Last statement reads, “Jim stated it is not a matter of time but when.” Correction “It’s not a matter of if but when.”</p>	<b>Mark St. Julien motioned to approve the July 11, 2019 Board Minutes as corrected. Conal McNamara 2<sup>nd</sup>. All in favor. None opposed. Motion passed.</b>
<b>6. Committee Tasks</b>		
<b>a. Executive Committee:</b>	Melinda and Jim went through the following items:	
<b>a.1. President report – Melinda Pina</b>	<p>a.1. Melinda Pina provided the Election Nomination update. Four ballots received. Three members 1-year term. All going as scheduled.</p> <p>Legal Counsel interviews at the next Executive Committee meeting on August 27<sup>th</sup>. An update will be provided at the next Board meeting on September 12<sup>th</sup>.</p> <p>Public speaking protocol was discussed. Executive Committee will review the process and get back to the Board on no</p>	<p><b>a.1. No Action Taken</b></p> <p><b>No Action Taken</b></p> <p><b>No Action Taken</b></p>



<p><b>a.2. Finance report – Jim Dunkelman</b></p>	<p>public communication or interaction. Brent Haskell stated unless the public is addressed or asked a direct question.</p> <p>Melinda stated she will be out of town on August 12<sup>th</sup> for the WUA meeting. Mark St. Julien and Milt Pate volunteered to attend.</p> <p>Melinda discussed the Committees providing progress reports and Committee Chairs designating a Vice Chair. Templates were included in the Board Packet for each Committee Chair to take back to their Committee as a committee project from start to completion. The intention is to help stay focused and remain goal oriented. The current Budget was also provided. Jim Dunkelman stated the Budget needs to be revised then given to GM. The Committees should work on next year’s budget, which is due October 15<sup>th</sup> so it should be completed for City submittal in October and at the next Board meeting it will be announced.</p> <p>Jim Dunkelman reviewed the financial reports. Discussed the reconciliation, cash received to assessments, and collection fees. The county completed the 4<sup>th</sup> round of payments. \$28,000.00 delinquent last year and doing better, the county still owes \$3,378.00, and \$14,988 is the prior delinquency. Two donations at \$500.00 each were made. Melinda questioned, the monies are due from the county, not the city. Jim confirmed and stated he will check with Ben P. Expenses versus budget</p>	<p><b>No Action Taken</b></p> <p><b>No Action Taken</b></p> <p><b>a.2. No Action Taken</b></p>
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<p><b>a.3. Other</b></p>	<p>were discussed. Aleco double paid in August. It should show zero owed in September.</p>	<p><b>a.3. No Action Taken</b></p>
<p><b>b. Contractor Update</b></p>	<p>Melinda Pina went through the following items and stated to email questions to Brent Haskell and he will forward them onto the vendors:</p>	
<p><b>b.1. Aleco report – Carlos Lopez</b></p>	<p>See Attached Written Report.</p> <p>Aleco incident discussed on the scuffle. Melinda Pina reached out to the owner and talked with Carlos Lopez with Aleco. Brent Haskell went over his conversation with the owner. The Ambassadors are to observe and call the police, walk ladies to their car, in which the owner replied they are good at that, and Brent invited the owner to an Executive Committee meeting and a Board meeting. Frank Medina asked if Aleco can assist at the annual WUA meeting. Frank also stated he will take it a step further and email the members. Melinda stated Brent can assist and provide Aleco’s job description.</p>	<p><b>b.1. Brent Haskell to email Frank Medina with WUA Aleco’s job description.</b></p>
<p><b>b.2. Edna Becerra – Social Media Overview</b></p>	<p>See Attached Written Report.</p> <p>Social media report reviewed. Aleco bike theft discussed.</p>	<p><b>b.2. No Action Taken</b></p>
<p><b>b.3. Coastal Landscape Services – Tyson Smith</b></p>	<p>See Attached Written Report.</p>	<p><b>b.2. No Action Taken</b></p>



<b>c.1.-2. District Identity Committee Update: Ricardo Diaz</b>	<p>c.1. Ricardo Diaz absent and no update reported to GM Properties Inc.</p> <p>c.2. Other</p>	<p><b>c.1. No Action Taken.</b></p> <p><b>c.2. No Action Taken.</b></p>
<b>d.1.-2. Land Use and Project Review Committee Update: Frank Rinaldi</b>	<p>d.1. Frank Rinaldi stated there is no update after the trees update on placement and construction.</p> <p>Mark St. Julien stated Valet Parking is under Land Use. Mark has information to provide Frank Rinaldi. Mark would like to be advised of the next scheduled meeting and attend.</p> <p>d.2. Other</p>	<p><b>d.1. No Action Taken</b></p> <p><b>Mark St. Julien to be informed of the next scheduled Land Use Meeting.</b></p> <p><b>d.2. No Action Taken</b></p>
<b>e.1.-2. Sidewalk Operations Committee Update: Stephen Ortiz</b>	<p>e.1. Stephen Ortiz absent and no update reported to GM Properties Inc.</p> <p>e.2. Other</p>	<p><b>e.1. No Action Taken</b></p> <p><b>e.2. No Action Taken</b></p>
<b>7. Other Board Items</b>	<p>Melinda Pina announced the next meeting is also the Annual Meeting.</p>	<p><b>7. No Action Taken</b></p>
<b>8. Next Meeting date</b>	<p>The next Board of Directors meeting will be on Thursday, September 12, 2019 at 8:30 a.m. at the Transportation Depot.</p>	<p><b>No Action Taken</b></p>
<b>9. Adjournment</b>	<p>The meeting was adjourned at 9:13 a.m.</p>	<p><b>No Action Taken</b></p>

**Minutes taken by Brent Haskell and Stephanie Shamp, GM Properties**



**Uptown Whittier Improvement Association  
Statement of Financial Position (Unaudited)  
Modified Cash Basis**

	12/31/2018	1/31/2019	2/28/2019	3/31/2019	4/30/2019	5/31/2019	6/30/2019	7/31/2019	8/31/2019
<b>Assets</b>									
Cash	\$ 222,715	\$ 441,893	\$ 441,893	\$ 391,893	\$ 491,082	\$ 491,082	\$ 441,082	\$ 462,454	\$ 462,454
Total assets	<u>\$ 222,715</u>	<u>\$ 441,893</u>	<u>\$ 441,893</u>	<u>\$ 391,893</u>	<u>\$ 491,082</u>	<u>\$ 491,082</u>	<u>\$ 441,082</u>	<u>\$ 462,454</u>	<u>\$ 462,454</u>
<b>Liabilities</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Assets</b>									
Unrestricted	\$ 222,715	\$ 441,893	\$ 441,893	\$ 391,893	\$ 491,082	\$ 491,082	\$ 441,082	\$ 462,454	\$ 462,454
Total liabilities and net assets	<u>\$ 222,715</u>	<u>\$ 441,893</u>	<u>\$ 441,893</u>	<u>\$ 391,893</u>	<u>\$ 491,082</u>	<u>\$ 491,082</u>	<u>\$ 441,082</u>	<u>\$ 462,454</u>	<u>\$ 462,454</u>

**Uptown Whittier Improvement Association  
Statement of Activities (Unaudited)  
Modified Cash Basis**

	Period 12/1/2018 to 12/31/2018	Period 1/1/2019 to 1/31/2019	Period 2/1/2019 to 2/28/2019	Period 3/1/2019 to 3/31/2019	Period 4/1/2019 to 4/30/2019	Period 5/1/2019 to 5/31/2019	Period 6/1/2019 to 6/30/2019	Period 7/1/2019 to 7/31/2019	Period 8/1/2019 to 8/31/2019	Fiscal Year 12/1/2018 to 8/31/2019
<b>Revenues</b>	\$ -	\$ 269,178	\$ -	\$ -	\$ 149,204	\$ -	\$ -	\$ 71,387	\$ -	\$ 489,769
<b>Expenses</b>										
Administration										
4150-0001 Distict management admin	-	-	-	-	-	-	-	-	-	-
4150-0009 Bank charges	-	-	-	-	15	-	-	15	-	30
4150-0010 Compliance	-	-	-	-	-	-	-	-	-	-
Total Administration	-	-	-	-	15	-	-	15	-	30
Sidewalk Operations										
Total expenses	-	-	-	-	15	-	-	15	-	30
<b>Transfers</b>										
Transfer to GM Properties	45,000	50,000	-	50,000	50,000	-	50,000	50,000	-	295,000
Incr (decr) in net assets from operating activities	(45,000)	219,178	-	(50,000)	99,189	-	(50,000)	21,372	-	194,739
<b>Net assets</b>										
Beginning net assets, unrestricted	267,715	222,715	441,893	441,893	391,893	491,082	491,082	441,082	462,454	267,715
Ending net assets, unrestricted	<u>\$ 222,715</u>	<u>\$ 441,893</u>	<u>\$ 441,893</u>	<u>\$ 391,893</u>	<u>\$ 491,082</u>	<u>\$ 491,082</u>	<u>\$ 441,082</u>	<u>\$ 462,454</u>	<u>\$ 462,454</u>	<u>\$ 462,454</u>
<b>Proposed designated reserves:</b>										
Parklets										(80,000)
Valet parking										(25,000)
Parking										(40,000)
Lighting										(20,000)
Carryforward equity for operations										<u>\$ 297,454</u>
<b>Reconciliation of cash received to assessments</b>										
Total assessment revenue earned										\$ 492,727
County collection fee										(99)
Total assessment revenue due										<u>492,628</u>
Delinquencies at 4th payment										<u>(15,469)</u>
Net assessment revenue										477,159
Due from County/City (delinquencies?)										(9,156)
Prior delinquent assessments received										20,766
Donations										1,000
Total annual cash received to date										<u>\$ 489,769</u>



**Balance Sheet (Cash)**  
**UWIA - (uwia)**  
**August 2019**

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ASSETS

Cash	
1103-0000 Checking Account	40,436.82
Total Cash	<u>40,436.82</u>
TOTAL ASSETS	40,436.82

LIABILITIES & CAPITAL

Liabilities

Capital	
2525-0283 UWIA - Capital	295,000.00
2710-0000 Current Earnings	<u>-254,563.18</u>
Total Owner's Capital	40,436.82
TOTAL LIAB. & CAPITAL	<u>40,436.82</u>

# Income-12 Statement (Cash)

UWIA - (uwia)  
December 2018 - November 2019

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Account Name	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
<b>EXPENSE</b>													
UWIA -AE - DM Alloca		9,600	3,200		3,200	6,400		3,200	6,400				32,000
UWIA -AE - Accountin		3,100		2,400	3,675								9,175
UWIA -AE - Rent					320				320				640
UWIA -AE - Insuranc			4,996										4,996
UWIA -AE -Membersh					300								300
UWIA -AE-Office Exp				25	265			129					419
UWIA - AE Bank Char			15	15	2			2					33
UWIA - SO - Admin		1,200	400		400	800		400	600				3,800
UWIA - SO - Maint Co	12,500	12,500	12,500	25,000		12,500	12,500	12,500	12,500				112,500
UWIA - SO - Ambassa	4,800	4,800	4,800	4,800	4,800	4,800	4,800	9,600					43,200
UWIA - DI- Admin		1,200	400		400	800		400	1,000				4,200
UWIA - DI- PR/Social	5,300	5,300	5,000	6,000	5,500	200			3,150				30,450
UWIA - DI-Content Ma									1,575				1,575
UWIA - DI-Special Ev	1,000												1,000
UWIA - DI-Website de					4,250			4,250	200				8,700
UWIA - DI-Website M									1,575				1,575
<b>TOTAL EXPENSE</b>	<b>23,600</b>	<b>37,700</b>	<b>31,311</b>	<b>38,240</b>	<b>23,112</b>	<b>25,500</b>	<b>17,300</b>	<b>30,481</b>	<b>27,320</b>				<b>254,563</b>
<b>NET INCOME</b>	<b>-23,600</b>	<b>-37,700</b>	<b>-31,311</b>	<b>-38,240</b>	<b>-23,112</b>	<b>-25,500</b>	<b>-17,300</b>	<b>-30,481</b>	<b>-27,320</b>				<b>-254,563</b>

# Ambassador Report



UWIA 9/5/19

- Continued Service
- Ambassador Update
- Holidays (Thanksgiving)
- Thank You!

Continued Service:	<p><b>Ambassadors continue to provide the following:</b></p> <ul style="list-style-type: none"><li>• <b>A visible deterrent for would be criminals</b></li><li>• <b>A means of detecting crime</b></li><li>• <b>Customer service information for visitors</b></li><li>• <b>A sense of safety for those entering and exiting businesses in the Uptown area</b></li><li>• <b>A presence during peak hours related to the uptown restaurants and shops</b></li><li>• <b>A first response communication role to safety organizations, such as police and fire departments</b></li><li>• <b>Digitally reporting actions and incidents through Proxiguard</b></li></ul>
Ambassador Update:	<p>Operations Manager Stephen Monroy was able present in front of the Uptown Whittier Association and deliver the role of the Ambassadors, which is to be a deterrent to crime, observe and report, and provide information to the visitors to the uptown area.</p>
Holidays (Thanksgiving):	<ul style="list-style-type: none"><li>• Thanksgiving in the uptown area has observably been inactive. Is it possible to switch the Ambassador patrol to Wednesday of that week?</li></ul>
Thank You!	<ul style="list-style-type: none"><li>• Thank you all for allowing us the opportunity to serve our community!</li></ul>

Coastal Report 08-30-2019

We have just completed our pressure washing this time around. It takes about 7-8 weeks to do the job in its entirety. Now we are focusing on our clean up duties and doing our deep cleaning. Working in conjunction with the city on the graffiti removal is going great. At times we are cleaning up behind the contractor doing the blowing of the city parking lots and Greenleaf. All in all, we have found a good system and are doing our thing. Any comments for us would be beneficial as well. Thanks Brent, Tyson

