



Uptown Whittier Improvement Association
Board of Directors Meeting
Historic Train Depot
7333 Greenleaf, Whittier, CA 90601
Thursday, October 11, 2018, 8:30 a.m.

Present: Melinda Pina, Conal McNamara (for Jeff Collier), Mina De La Cerda & Gabriela De La Cerda-Lim, Jim Dunkelman, Ron Jeffery, Milt Pate, Frank Rinaldi, Mark St. Julien, Tim Traeger

Absent: Don Lomont, Stephen Ortiz, Monica Oviedo, Paul White, Cree Jones/Lauren Spinelli – Olive, Tyson Smith – Coastal

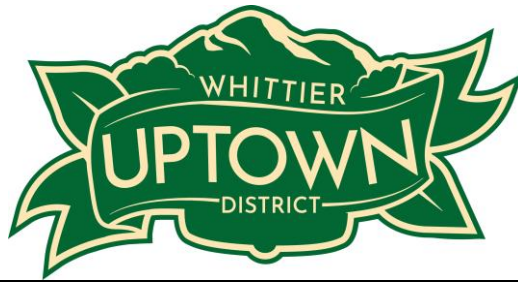
Guests: Ralph D. Gamajo, Aaron Adame, Marcy Monaco, Ed Ortiz, Cathy Warner, Jeff Langan, Andrew Yanez

Consultant/Staff: Brent Haskell, Stephanie Shamp – GM Properties Inc.
Steve Monroy – Aleco Security

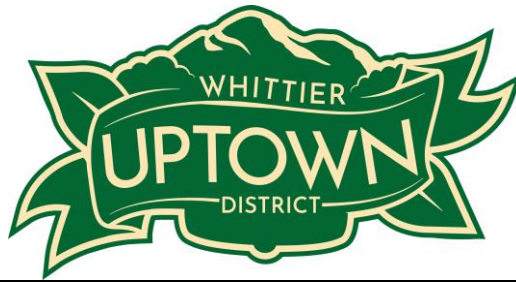
MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order and Introductions	Melinda Pina, the interim President, called the meeting of the property owners and guests present to order at 8:38am. Brent Haskell led the Board in the flag salute. Introductions were made.	No Action Taken
2&3. Introductions of guests, announcements, and public comment	Melinda opened the floor for any introductions, announcements, or public comment. a. Ralph Daniel Gamajo, resident, spoke about valet parking & provided a packet	No Actions Taken

UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



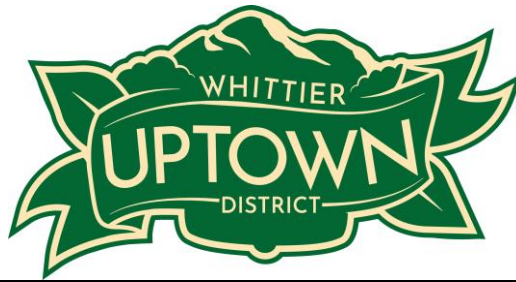
	<p>with implementation on revenue shared contingency and looking to facilitate it.</p> <p>b. Jeff Langan stated the City is changing its tone due to pressure. UWIA Board of Directors need to make a stronger stance.</p> <p>c. Cathy Warner stated it is extremely helpful to not be swayed or be swaying but to encourage to attend city meetings. Express organized opinion.</p>	
<p>4. Approval of September 6, 2018 Interim Board Minutes</p>		<p>Ronald Jeffery motioned and Tim Traeger 2nd the approval of the September 6, 2018 minutes. The minutes were approved. Motion passed unanimously.</p>
<p>5. Committee Tasks</p>		
<p>a. Executive Committee:</p>	<p>Melinda and Jim went through the following items:</p>	
<p>a.1. Report from the President;</p>	<p>a.1. Melinda Pina reported an armed robbery on the 6700 block on Bright during the time the ambassadors are not there. Conal not aware of any report.</p>	<p>a.1. No action taken</p>
<p>a.2. Secretary Report;</p>	<p>a.2. Paul White not present to provide IRS application status update.</p>	<p>a.2. Status Report Tabled.</p>
<p>a.3. Finance Report;</p>	<p>a.3. Jim Dunkelman gave a financial report. Reviewed the Sidewalk Operations Committee Budget, DISI Committee Budget and the 2018-2019 Work Plan and</p>	<p>a.3. Tim Traeger moved and Ron Jeffery 2nd Approval of Sidewalk Operations</p>



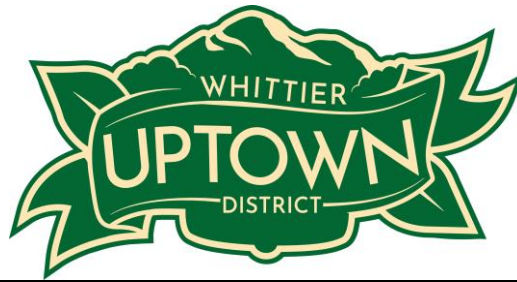
	<p>Budget for submittal to the City of Whittier. Discussed budget of \$332,000, spending \$27,000 monthly. With a balance of \$282,000 ± subject to spending \$10,000 on the website. For 2018-19 Budget October 15th requirement him and Don are working on statements of compliance without capital projects & special considerations. On Assessment Data and Formula line items, maps, zones district properties the assessment calculations based on formula & lot size with a total of \$492,727.44 & ready for submittal to the city. Jim opened the floor for discussion on any questions. There were none. Jim proceeded to discuss owner non-payment. 1st year \$40,000 so provided \$20,000 allowance for this budget. Further discussion on future revenue projected on the estimated \$280,000 with \$80,000 retained for parklets costs. Will amend to \$200,000. Don & Jim to work on corrections for city submittal for the next meeting. Frank and Mina questioned parklets. Melinda discussed they are a wooden stage area that creates outdoor art display and dining experience. Melinda stated pursuant to board approval UWIA will partner with the city for potential income. Mina requested materials information and pictures. Melinda will mail them out. Jim estimated \$17,000 each parklet. Crafted budget to reserve for it. Frank discussed potential issue, though they are great, UWIA would be responsible for maintenance and repair. Tim questioned images/look. Conal stated there was a meeting with the</p>	<p>Committee Budget, Approval of DISI Committee Budget, and Approval of FY 2018 – 2019 Work Plan budget for presentation to the City of Whittier as amended. Motion passed.</p>
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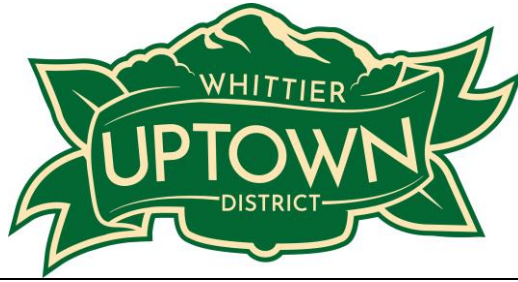
<p>a.4. Resolution to change interim principal business address and related phone numbers from New City America, Inc., San Diego, CA to GM Properties, Whittier, CA</p> <p>a.5. Resolution to allow GM Properties to establish a trust account for the UWIA in order to pay Executive Committee approved invoices on behalf of the UWIA.</p> <p>a.6. RFP for CPA services to be considered for Board Approval</p>	<p>public and the council required a hybrid concept with three options. Required a more finalized option to present to the city with safely barricade new concrete, paved street, pedestrian integrated as they move forward. Jim moved forward with the budget discussion. Accounting line item moved from \$5,000 to \$12,000</p> <p>a.5. Tim questioned the difference between an account and a trust account. Brent discussed how this process saves steps for vendor payment with Executive Committee approval. The trust account can have a cap but the bank requires a minimum balance of \$5,000 or \$10 monthly service fee.</p> <p>a.6. A CPA and an audit are required. The city will not accept anything less than a review. Jim stated UWIA needs to begin with an RFP for review services/CPA firm. He listed Harvey and Parmelee, Whittier and Carmody, Meach & Choo, LLP, Pasadena. Ron discussed a CPA needs to do a non-profit review and standards are to be met. Melinda asked Ron and Jim to organize a committee.</p>	<p>a.4. Tim Traeger motioned Mark St. Julien 2nd. Motion passed.</p> <p>a.5. Ron Jeffery motioned Milt Pate 2nd. All in favor. Motion passed.</p> <p>a.6. Jim Dunkelman will work with GM properties on timing and dates. Ron Jeffery and Jim Dunkelman will organize a committee</p>
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<p>a.7. Amendment of Coastal Services' contract to include insurance requirements to be considered for Board Approval.</p>	<p>a.7. Brent discussed receiving an email from Paul on Coastal's expired Certificate of Insurance and the City's required insurance and Coastal's is less than the UWIA required. Brent provided two proposal options to present to Coastal at the direction of the Board – 1) No cost passed onto the UWIA or 2) Mirror the City requirements. Further discussion of the difference of coverage and costs – 1 million in liability equal to \$309.60 per month thru to May 2019. Ron stated first Coastal is responsible then UWIA. Jim asked is currently the city requirement not for Coastal but is for UWIA. Brent stated no insurance requirement is stated in Coastal's contract. Ron stated the \$309.60 cost is not a replacement but additional coverage at \$1,800, until term expiration. Ron stated the Sidewalk Operations Committee discussed it can't afford another \$5,000 not sure there is a need to move forward since UWIA is covered. Mina stated wait until contract is up and send out RFP with insurance requirements.</p>	<p>and work with a CPA firm.</p> <p>a.7. Board voted to pay the difference on Coastal's Liability Insurance until the end of term of contract. 5 = Nos 3 = Yes 1 = Abstain</p> <p>Motion did not pass. UWIA will wait until Coastal's Contract is up and send out RFP with insurance requirements and UWIA, City of Whittier, and GM Properties to be listed as additional insured.</p>
<p>b. Brown Act presentation</p>	<p>Brent and Melinda briefed the Board on the Brown Act and provided a pamphlet.</p>	<p>Brown Act follow up to be tabled for the next scheduled meeting.</p>
<p>c. Sidewalk Operations Committee: Stephen Ortiz</p>		<p>Stephen Ortiz absent. Items 1. – 6. Tabled for the next scheduled meeting.</p>



<p>d.1.-6. District Identity Committee: Tim Traeger</p>	<p>Tim stated the next scheduled meeting is October 17, 2018 at 11am at GM Properties. Brent, Melinda, & Tim walked the city for banners on cement poles with 7' clearance. He is currently working with Carlos Acosta with Deco Light. Andrew and Gabriela are working on trash can bids. Andrew has samples with no trespassing signs included. He will submit at the October 17th meeting. Gabriela obtained and submitted an estimate from Crocker signs at the last DISI meeting. Melinda stated the board needs to have numbers and plans and the Board needs to get City approval. Tim stated no RFPs to be found on the website. The Board asked Brent and Tim to request them from Stephen one more time. Tim stated \$4,000 contribution from UWIA to Buckle-Up for Love with Ford Motor was discussed and voted on at the DISI meeting. Frank stated he wants a standard process – the chair person from each committee to come back to the board with a report.</p>	<p>DISI committee to review and discuss banner estimates then report back to the board. Buckle-up for Love item to be tabled for November 8, 2018 meeting.</p>
<p>e. Land Use and Project Review Committee: Frank Rinaldi</p>	<p>Frank stated no Further update.</p>	<p>No Action Taken</p>
<p>6.Coastal Landscaping Aleco Security</p>	<p>Provided report for the Board Meeting.</p> <p>Steven from Aleco security stated Aleco met with Whittier PD Captain Bar. The ambassadors cannot ask the homeless to leave per the 9th circuit court on public</p>	<p>No Action Taken No Action Taken</p>



<p>Sidewalk Cleaning thru the City</p>	<p>area only, private property they can, unless they are doing an illegal activity.</p> <p>Melinda stated the Whittier Uptown Association (WUA) budgeted \$5,000 for sidewalk cleaning. Uncertain of the areas WUA were cleaning. Also, the WUA is using someone other than Coastal and is taking credit on social media for the sidewalk cleaning. Further discussion on possibly teaming with the WUA on this and going to meetings. WUA going to the city's public hearing on October 23, 2018 to get approval on continuing association discussion followed on how to handle communication between the WUA and UWIA.</p>	<p>No Action Taken.</p>
<p>10. Next Meeting date</p>	<p>a. The next Board of Directors meeting will be on Thursday, November 8, 2018 at 8:30 a.m. at the Transportation Depot.</p>	<p>No action taken</p>
<p>11. Adjournment</p>	<p>The meeting was adjourned at 10:08 a.m.</p>	<p>No Action Taken</p>

Minutes taken by Brent Haskell and Stephanie Shamp, GM Properties