



Uptown Whittier Improvement Association
Board of Directors Meeting
Historic Train Depot
7333 Greenleaf, Whittier, CA 90601
Thursday, December 6, 2018, 8:30 a.m.

Present: Melinda Pina, Gabriela De La Cerda-Lim, Jim Dunkelman, Ron Jeffery, Don Lomont, Stephen Ortiz, Milt Pate, Frank Rinaldi, Mark St. Julien, Nick Teel

Absent: Conal McNamara/Jeff Collier, Monica Oviedo/Steven Rodriguez, Paul White

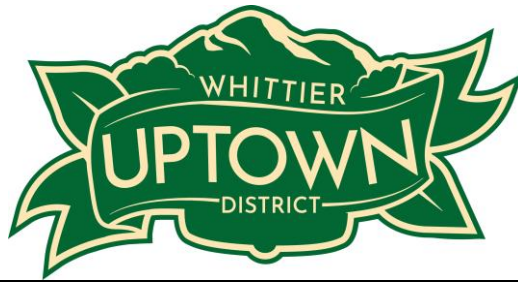
Guests: Michael Contreras, Drew Pryor, Jeff Langan, Ben Greer, Andrew Yañez, Lucas Belhumeur, Secarro Esparsa, Alex Chiu, Ralph D. Gramajo

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

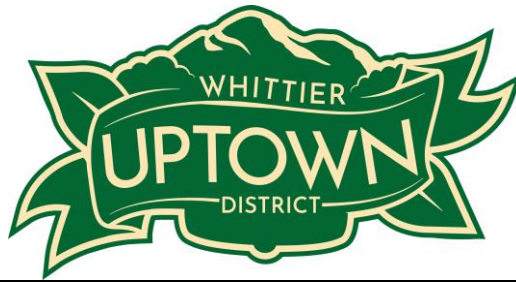
MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1&2. Call to Order and Introductions and Flag salute	Melinda Pina, the President, called the meeting of the property owners and guests present to order at 8:35am and Melinda led the Board in the flag salute.	No Action Taken
3&4. Introductions of guests, announcements, and Public Comment	Melinda opened the floor for any introductions, announcements, or public comment. a. Drew Pryor with Arcadia Fire Department. Referred to by Paul White. Him and Michael Contreras looking to start a neighborhood watch & work on public street lighting.	No Actions Taken

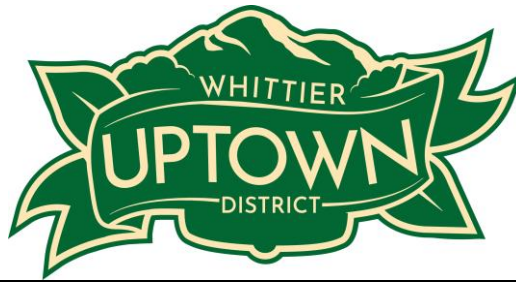
UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



	<p>b. Michael Contreras works with Los Angeles Fire Department and Los Angeles Police Department. Trained in Georgia with DHS standard & trained at USC College. InfraGard is an alliance for National infrastructure protection with members that are FBI vetted background checks into 16 different sectors. Him and Drew have two ideas 1) Uptown Whittier improvement for residents and business district shopping and within Whittier. Not enough lighting and police to spread their time 2) Crime prevention through environmental design. Morey Bass in charge of the infiltration program.</p>	
<p>5. Approval of November 8, 2018 Board Minutes</p>		<p>Mark St. Julien motioned to approve the November 8, 2018 minutes and Ron Jeffery 2nd. The minutes were approved. Motion passed unanimously as all in favor.</p>
<p>6. Committee Tasks</p>		
<p>a. Executive Committee:</p>	<p>Melinda and Jim went through the following items:</p>	
<p>a.1. President report – Melinda Pina</p>	<p>a.1. Melinda Pina announced the Whittier Museum replaced their representative Tim Traeger with Nick Teel and Tim as Chair Committee for DISI needs to be replaced. Ron stated he would like to discuss at a later time as he would like an understanding what direction DISI is heading and the strategy in place. Ron is</p>	<p>a.1. Nick Teel was welcomed as part of the Board. The DISI meeting to take place and GM to send an email to all members and attendance required.</p>



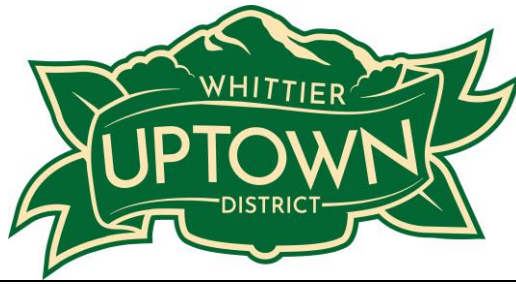
<p>a.2. Vice President report – Don Lomont</p>	<p>open for consideration. Stephen liked Ron’s idea. Committee Chair tabled for next meeting. Melinda stated she would like to move forward with the next meeting to not lose momentum. Monica asked where DISI is currently at. Melinda briefed on holiday banners and signage and stated web design, content manager, and PR to be discussed by Don. Don stated he is in agreement with Stephen. Ron asked if meeting continue as discussed. Melinda stated Brent will send out an email for all members to attend.</p> <p>Melinda discussed the outcome of Buckle-up for Love/Abrõchate por Amor. Olive advertised. Expected 50 – 75 people and exceeded expectations in attendance with over 100. Whittier PD spoke, LA County had 5 explorers attend and provided a fire truck. LA Fire Department, American Heart Association, José Diaz Romero with Branding is Social, Mayor Pro-Tem Alvarado, and Melinda spoke. In kind food donations were worked on by José Diaz Romero and Roberto Carlos Lemus. Twenty-five kids turned in essays. Athens and Republic Services gave out \$250 scholarship donations at a total of four (4) each and it is 4 – 6 weeks out for the elected winners get their funds. Melinda stated she would like to provide the funds through UWIA and will be reimbursed by Athens and Republic in the stated time period.</p> <p>a.2. Don had nothing to report at this time</p>	<p>Board voted for UWIA to pay the four \$250.00 payments to the scholarship winners. Reimbursement from Athens and Republic to arrive in 4- 6 weeks.</p> <p>0 = Nos 10 = Yes 0 = Abstain</p> <p>Motion passed for UWIA to pay the four scholarship recipients \$250.00 each.</p> <p>a.2. No Action Taken.</p>
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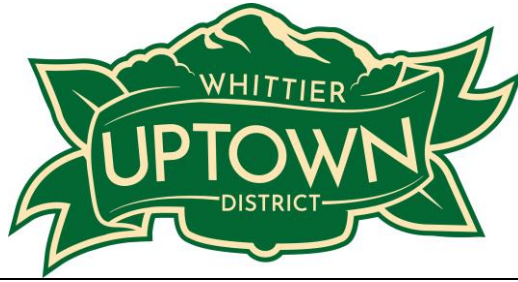
<p>a.3. Secretary report – Paul White</p>	<p>a.3. Paul was absent.</p>	<p>a.3. No Action Taken.</p>
<p>a.4. Finance report – Jim Dunkelman</p>	<p>a.4. Jim went over the RFP for CPA. The Subcommittee and Nancy Corrigan’s recommendation of Vavrinek, Trine, Day & Co. LLP (VTD). Jim also discussed their findings - Nancy’s research of one company not being licensed in the state, two firms did not show up on the day they scheduled an in-person meeting for questions, one firm higher and VTD is not the cheapest but best fit as the two lower bids not bid within the described scope of work. Nick stated with an accounting background he concurs with Jim. Ron stated this is a 3-year contract vote. Milt asked if the price is the same for the 3-year term. Jim stated no and the price is in writing.</p> <p>Jim went on to discuss UWIA’s current revenue, cash flow, and surplus. Then moved into the executive committee discussion at the city meeting on parklets revenue, conceptual costs at four (4) parklets at \$17,000 and UWIA to rent out at a revenue source. \$80,000 set aside. Parking \$40,000 and Valet Parking \$20,000. Further data & discussion on actual monies research. Jim reminded the Board of Directors in the October meeting the budget was approved to set aside these reserves. He requested to present a new budget based upon this. Melinda stated she considered all above for potential revenue & prudent to have funds set aside reserves. Jim motioned to set</p>	<p>a.4. Jim Dunkelman moved and Don Lomont 2nd Board voted to elect Vavrinek, Trine, Day & Co. LLP as CPA for UWIA for a 3-year contract.</p> <p>0 = Nos 10 = Yes 0 = Abstain</p> <p>Motion passed to select Vavrinek, Trine, Day & Co. LLP as an independent CPA firm. Jim Dunkelman thanked Ron Jeffery and stated he will send a “Thank You” to Nancy Corrigan.</p> <p>Don Lomont motioned to put funds aside. Ron Jeffery 2nd. Motioned passed all in favor.</p>



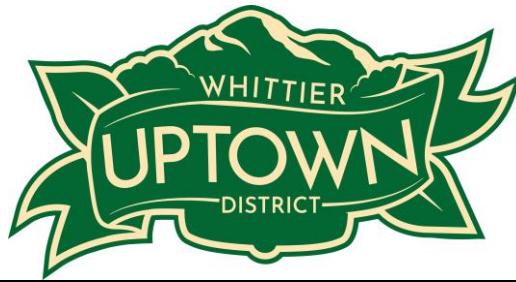
<p>a.5. Other</p>	<p>aside funds. Melinda stated if not used UWIA will be able to use in other categories thru reserves. Ron asked if UWIA is able to fund different areas and/or volume. Melinda stated yes as it is not in stone, it's a base. Gabriela would like to table this item and wanted to know how long UWIA holds monies in account and questioned helping the city if UWIA partners with them. They need to partner with us. Jim stated he has no answer at this time. Melinda stated she looks to partner with the city and believes this will lead to future UWIA revenue. UWIA is to go above & beyond the city. Melinda also stated she does not believe the board can establish a time but it can be discussed at the year mark at budget. Milt concerned holding the city responsible. Frank discussed city revenue on the parklets. UWIA revenue from the businesses. Frank stated the board needs to research the business on required parking. Thru his committee meeting nothing happening. Ron stated no meetings have taken place recently and he would like to be at a strategic stand point moving forward liability and business owner's consensus.</p> <p>Melinda announced public comment is over.</p>	<p>a.5. No Action Taken</p>
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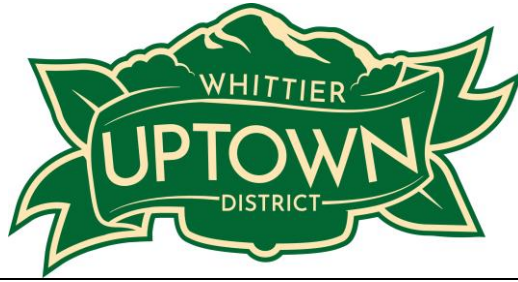
<p>b. Contractor Update</p>		
<p>1. Aleco</p>	<p>See Written Report Stephen clarified the shift hours & dates adjustment. Eliminating Thursday and substituting Sunday. Mark is in agreement. Ron questioned working Thursday not Sunday. Stephen stated, per Aleco more activity on Sunday with businesses being supported. Ron stated Thursdays are busy not Sunday. Mark stated the calls, activity, and needs are on Sunday. Ron stated the ambassador purpose is visibility so he questioned criteria. Stephen stated he will request Aleco to attend next scheduled meeting.</p>	<p>1. Stephen Ortiz to request Aleco to attend the next scheduled meeting.</p>
<p>2. Coastal Landscape Services</p>	<p>See Written Report Stephen stated city and business owners assisting. Coastal continuing cleanup. Ficus trees still an issue. Stephen recommends calling an arborist to infertile trees, which makes less droppings or sprayings or hire a 3rd party vendor. Melinda stated the city may have input on the matter as they may have previously done a review and the ficus trees may be removed so she does not want to spend a lot of time and money. Stephen stated continuing to trim the trees helps the aphids to go away. Gabriela stated the more the ficus trees are trimmed the more they grow. Stephen stated he will follow up and report. From the report and pictures the Board went into discussion on the alley trash. Gabriela stated code enforcement should assist to solve the matter. Don stated the pictures are of his property and discussed</p>	<p>2. Stephen Ortiz will follow up on the ficus trees and report back to the Board.</p> <p>Stephen Ortiz stated the Sidewalk Operations Committee will take on the</p>



	<p>the homeless and dumping problem from neighboring business employees. Gabriela stated the Board needs to start somewhere and someone needs to be responsible and start with code enforcement. Frank stated business should start with the city on locked enclosures provided by the city and maybe a proposal on that area and defer to the Sidewalk Committee. Stephen stated he will take it on.</p>	<p>business alley trash and dumping issue.</p>
<p>3. Olive</p>	<p>See Written Report</p>	<p>3. No Action Taken</p>
<p>c.1.-2. Sidewalk Operations Committee Update: Stephen Ortiz</p>	<p>Stephen stated last month there was not sufficient attendance. Like Ron stated, his goal for the Sidewalk Committee is to develop and work a strategic plan. Stephen developed an Ambassador hand out pamphlet with Olive and researched with Whittier College then presented a sample at the meeting. Stephen stated he would like the Sidewalk Committee to continue to work on this and the LED action item. Mark discussed LED replacements were done by the city but not all of the downtown streets were done. Stephen is having a meeting on the remaining areas. The lighting in the parking lots and ally are bad. They need recommendations. Coastal doing their job but see trash bag dragging marks after cleaning. Gabriela stated Starbucks employees are seen doing this and the trash should be transferred in a hard object. Stephen stated business ownership responsibility needed. Gabriela stated Athens doing trash business look to them as possible problem solvers. Mark</p>	<p>c.1.-2. Stephen Ortiz will continue to work on the Ambassador hand out pamphlets, the LED lighting, and the business trash issue.</p>



	stated the public restrooms need attention and parking lot tree maintenance needed.	
d.1. District Identity Committee Update:	d.1. Nothing to Report at this time.	d.1. No Action Taken
e.1.-2. Land Use and Project Review Committee Update: Frank Rinaldi	e.1.-2. Frank stated there is nothing further to discuss. He is waiting on what the city wants to do on the parklets. The Board needs to do the parking business survey. Frank stated the city delayed and he has not received direction from the board. Melinda stated the committee does the ground work and presents it to the Board though she understands he wants the opposite. Frank stated he wants to know which way to go. Don stated all actions need to be worked on with the city & get a plan and recommend it to the Board. Frank stated the city council needs to decide on which 3 plan options to use. Jim stated from his recollection from the city meeting one decision has been made. Gabriela stated she will go the next scheduled Land Use meeting. Melinda stated Brent needs to send out a notice. Brent stated he needs a list and will send. Gabriela stated she will send it. Mark stated it is helpful on an action plan to list five (5) action items.	e.1.-2. Gabriela De La Cerda-Lim to send the list so a meeting notice can be sent out by GM. Frank Rinaldi is to work with the city, provide a written action plan, and recommend it to the Board.
7. Other Board Items	Don stated a written action plan was created by the RPF website, design, and PR committee and will recommend to the Board so the Board can decide. It also includes an action plan with proposals due January 2, 2019 to have by the January 17, 2019 meeting. He is open to more	No Action Taken



	<p>meetings and believes the website is the most urgent with it being up in 3 – 5 months. His goal is to have the website up and running and all done by the end of summer 2019. Melinda stated to streamline as much as possible. She is not happy with the money paid to Olive for services rendered. Melinda discussed the liaison issue with Olive and Buckle-up For Love. José Diaz Romero and Roberto Carlos Lemus jump started the advertisement. She asked Olive to advertise specific services provided outside of their scope and nothing or nickel and dimed for additional services. Also distance an issue. Stephane stated he is in agreement. Don stated he talked to Olive on RFP for PR and Olive hoped the website would be up and running and is to work hand-in-hand with the company chosen by UWIA and DISI.</p>	
<p>8. Next Meeting date</p>	<p>The next Board of Directors meeting will be on Thursday, January 17, 2019 at 8:30 a.m. at the Transportation Depot.</p>	<p>No Action Taken</p>
<p>9. Adjournment</p>	<p>The meeting was adjourned at 10:14 a.m.</p>	<p>No Action Taken</p>

Minutes taken by Brent Haskell and Stephanie Shamp, GM Properties