



**Uptown Whittier Improvement Association
Executive Committee
GM Properties
13305 Penn Street, Suite 200, Whittier, CA 90602
Tuesday, August 27, 2019, 9:00 a.m.**

Current List of UWIA Executive Committee Members: Jim Dunkelman (Treasurer), Conal McNamara (Vice President), Monica Oviedo (Secretary), Melinda Pina (President)

AGENDA

- 1. Call to Order & Introductions: Melinda Pina, President**
- 2. Introductions of guests, announcements**
- 3. Public Comment** - The public is invited to address the UWIA Executive Committee (EC) regarding any item of business. Speakers must limit their comments to two minutes. Pursuant to State law, the EC cannot take action or express a consensus of approval or disapproval on any oral communications which do not appear on the printed agenda.
- 4. Approve the Executive Committee minutes from July 30, 2019** *Action Item*
- 5. Discuss attorney interviews and determine if a recommendation should be made to the board or if more interviews are required** *Action Item*
- 6. Discuss the progress report and 2019 – 2020 Executive Committee budget**
- 7. Discuss and approve the agenda for the UWIA Board meeting on September 12, 2019**
- 8. Other Committee Items**

UPTOWN WHITTIER IMPROVEMENT ASSOCIATION

c/o GM Properties ■ 13305 Penn Street, Suite 200 ■ Whittier, CA 90602
P (562) 697-5000 ■ F (562) 693-2126
info@uwia.org ■ www.uwia.org



9. Next UWIA Executive Committee Meeting date: September 24, 2019, 8:00 a.m., at GM Properties, 13305 Penn St, Suite 200, Whittier, CA 90602

10. 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 meeting location designated for the Board or Committee meeting and on their website 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 or Stephanie Shamp stephanie@gmpropertiesinc.com of GM Properties at (562) 697-5000.



**Uptown Whittier Improvement Association
Executive Committee**

**GM Properties, 13305 Penn Street, Suite 200, Whittier, CA 90602
Tuesday, July 30, 2019, 8:00 a.m.**

Present: Melinda Pina (President), Conal McNamara (Vice President), and Jim Dunkelman (Treasurer), and Monica Oviedo (Secretary)

Absent:

Guests: Milt Pate and Christine Singer-Luna

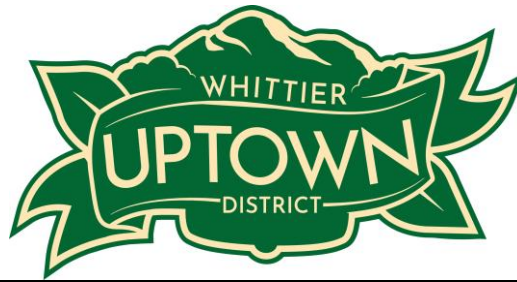
Consultant: Brent Haskell and Stephanie Shamp – GM Properties

MINUTES:

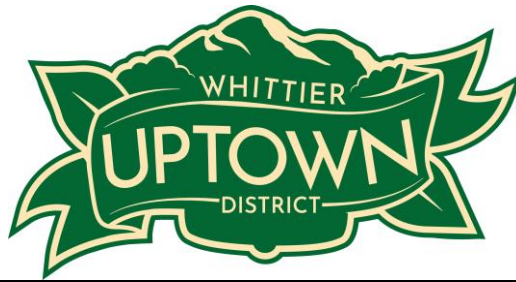
<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order & Introductions	Melinda Pina called the meeting to order at 8:03 a.m.	1. No Action Taken
2. Introduction of guests and announcements		2. No Action Taken
3. Public Comment	Milt Pate stated he and his wife went to the last city concert in the park. The band was Mariachi. It was very nice, low key, comfortable with good vendors. Melinda Pina stated nice our community can provide this service.	3. No Action Taken
4. Approve the Executive Committee Minutes dated June 25, 2019	Corrections need to be made as follows: Jim Dunkelman stated, Item 6, page 3, “doe” missing an “s”. Sentence to state,	4. Jim Dunkelman motioned to approve the June 25, 2019 Executive Committee minutes as corrected.

UPTOWN WHITTIER IMPROVEMENT ASSOCIATION

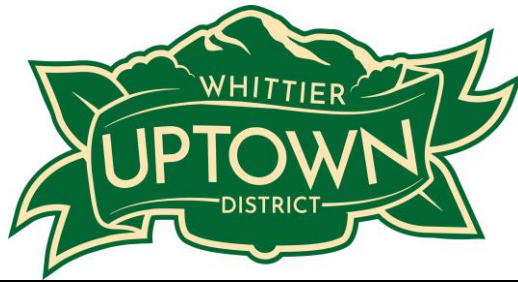
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	<p>“The other attorney does not represent the school and never replied.”</p> <p>Melina Pina stated, “WUA not UWA just hired an attorney and have a retainer for Liz Apodaca, per Frank Medina.”</p> <p>Milt Pate stated WUA is having their annual meeting on Monday, August 12, 2019 behind Chase Bank and Melinda Pena’s building, behind the alley.</p>	<p>Monica Oviedo 2nd. All in favor, motion passed.</p>
<p>5. Update on letters to owners with nomination ballots.</p>	<p>Brent Haskell stated one nomination form received. The nomination forms were mailed out Monday, July 22, 2019 and are due Thursday, August 1, 2019.</p>	<p>5. No Action Taken</p>
<p>6. Discuss altercation at The Commoner the weekend of the 20th</p>	<p>Melinda Pina discussed UWIA needs to do a little more work and provide Ambassador services on the website. Jim Dunkelman asked what was sent out on services and what is done. Monica Oviedo stated it has been talked about but nothing has gone farther than that. Melinda stated appoint the committee then create. Melinda stated the Ambassadors did exactly what was supposed to be done. It’s clear on the log and she talked to Carlos Lopez to confirm. Further discussion on the location of The Commoner. Jim asked if there is anything out on the social media platform. Brent Haskell asked Christine Singer-Luna if she heard anything. Christine stated no, and that’s why she chose to attend the meeting.</p>	<p>6. No Action Taken</p>
<p>7. Go over attorney information to</p>	<p>Melinda Pina asked who referred Alvarez-Glasman & Colvin. Brent Haskell stated</p>	<p>7. Brent Haskell to schedule interviews</p>

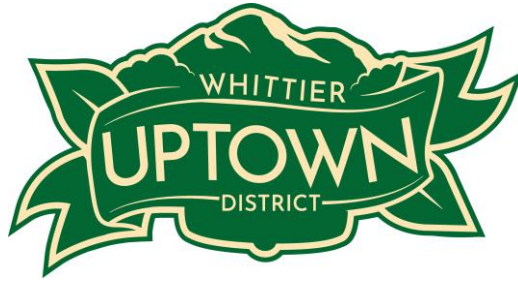


<p>proceed with negotiations for hiring an attorney on an as needed basis.</p>	<p>Ricardo Diaz. Rutan & Tucker, LLP provided the seminar and presentation on the Brown Act for UWIA. Litigation and non-litigation legal fees were discussed on both companies. Then professional services with cities. Jim Dunkelman stated to arrange conference calls at the next Executive Meeting but it was decided not to do calls. Further discussion on the interviews to be held before, during or after the next Executive Committee Meeting.</p>	<p>with both law offices on the next scheduled Executive Committee meeting August 27, 2019, beginning at 8:00am and ½ hour apart.</p>
<p>8. Discuss and approve the agenda for the UWIA Board Meeting on August 8, 2019</p>	<p>Melinda Pina went over the agenda for the Board Meeting – 6.a.1. President’s report – Reset the meeting protocols with the Board. Monica Oviedo observed public comment interaction with the community not appropriate and no more than 30 minutes on the same subject. The Board can hear but are prevented from communicating.</p> <p>6.a.2. Each Committee to stop and do a reflection on accomplishments and work on the next 12 months for a better direction, acknowledge their identified completions, and set goals. Monica asked how long has UWIA officially ran. Brent Haskell stated a year in September 2019. Monica would like to post on the website and disclose. Jim Dunkelman stated it should be in conjunction with the MDA, list the mission, lists successes and next year’s goals with an action timeline in steps in time, mission dollar amount, percent of budget, and balance realistic goals. Melinda stated to lists accomplishments – what have we done,</p>	<p>8. Monica Oviedo will look into the verbiage on public comment from the Board and look to Conal McNamara for assistance.</p> <p>6.a.2. Brent Haskell to create a draft Committee Goals lists and send to the Board for review prior to the August 8, 2019 Board Meeting.</p>



	<p>where are we now, and what are we doing. Brent Haskell asked if submitting something in writing or discussion is sufficient. Melinda stated to include it in the packet with a deadline. Monica stated create a draft and send for review. Brent stated the DISI meeting was scheduled 8/2/19 at 9:30 a.m. It was cancelled and not rescheduled. The Sidewalk meeting was scheduled 7/26/19 at 1:00pm. It was cancelled. There was no quorum. Melinda stated attendance and dwindled participation because the Committee meetings are not on a consistent basis. If the Chair cannot attend appoint a person in charge to maintain the momentum. Add to President's lists. Melinda asked if the Land Use has had a meeting. Conal McNamara stated no, not for a few months and he likes Vice Chair on a Committee. The idea of having ownership is essential.</p>	
<p>8. Other Committee Items</p>	<p>The replacement for Nick Teel with the Whittier Museum was discussed (Ginny Ball). Don Lomont reconfirmed his resignation.</p>	<p>8. No Action Taken</p>
<p>9. Next UWIA Executive Committee Meeting</p>	<p>The next regularly scheduled meeting will be on Tuesday, August 27, 2019, at 8:00 a.m. at 13305 Penn Street, Whittier, CA.</p>	<p>9. No Action Taken</p>
<p>10. Adjournment</p>	<p>The meeting was adjourned at 8:48 a.m.</p>	<p>10. No Action Taken</p>

Minutes taken by Brent Haskell and Stephanie Shamp with GM Properties.

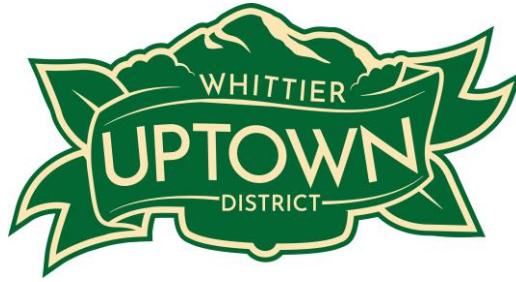


**UWIA – Executive Committee
Progress Report - 2019**

Mission

Staff and administrative cost
Directors and officers insurance
Office related expenses
Rent
Financial reporting and accounting
Legal work

Accomplishments



**UWIA – Executive Committee
Progress Report - 2019**

Goals

Project	Start Date	Completion Date	Estimated Cost
1.			
2.			
3.			
4.			
5.			

Budget

	<u>2018-19 Budget</u>	<u>Actual Thru July 2019</u>
District management	\$48,000.00	\$25,600.00
District management allocation	(\$9,600.00)	(\$6,400.00)
Accounting	\$12,000.00	\$9,175.00
Rent	\$2,000.00	\$320.00
Liability, D&O insurance	\$4,370.00	\$4,996.00
County fee	\$350.00	\$0.00
Memberships	\$250.00	\$300.00
Office expense	\$2,000.00	\$418.88
Unassigned	\$31,420.00	\$0.00
Total	\$90,790.00	\$34,409.88

Uptown Whittier Improvement Association
Fiscal 2018-19 Revised Budget
January 17, 2019

	Application of Prior Year Undesignated		Total	Allocation
	Assessments	Surplus		
Revenues				
Assessments	\$492,727		\$492,727	
Projection of uncollectable assessments	(\$28,000)		(\$28,000)	
Carry over from fiscal 2018-19 surplus		\$102,715	\$102,715	
Total cash flows available	<u>\$464,727</u>	<u>\$102,715</u>	<u>\$567,442</u>	
Expenses - by committee				
Administration	\$74,356	\$16,434	\$90,790	16%
Sidewalk Operations	\$209,127	\$46,222	\$255,349	45%
District Identity	\$162,654	\$35,950	\$198,604	35%
Contingency	\$18,590	\$4,109	\$22,699	4%
Total cash flows available	<u>\$464,727</u>	<u>\$102,715</u>	<u>\$567,442</u>	100%
Expenses - line items				
Administration				
4150-0001 Distict management admin	\$48,000		\$48,000	
DM allocation to committees (10% to each)	(\$9,600)		(\$9,600)	
4150-0002 Accounting	\$12,000		\$12,000	
4150-0003 Rent	\$2,000		\$2,000	
4150-0004 Liability, D&O Insurance	\$4,370		\$4,370	
4150-0005 County fee	\$350		\$350	
4150-0006 Memberships	\$250		\$250	
4150-0007 Office expense	\$2,000		\$2,000	
4150-0008 Unassigned admin	\$14,986	\$16,434	\$31,420 (a)	
Total	<u>\$74,356</u>	<u>\$16,434</u>	<u>\$90,790</u>	
Sidewalk Operations				
4150-0050 District management SOBO	\$4,800		\$4,800	
4150-0051 Maintenance contractor labor	\$150,000		\$150,000	
4150-0052 Maintenance contractor supplies	\$3,600		\$3,600	
4150-0053 Ambassador services	\$60,000		\$60,000	
4150-0054 Contingency SOBO	\$3,327		\$3,327	
4150-0055 Unassigned SOBO	\$0	\$33,622	\$33,622 (a)	
Application of prior year surplus	(\$12,600)	\$12,600	\$0	
Total projected	<u>\$209,127</u>	<u>\$46,222</u>	<u>\$255,349</u>	
District Identity				
4150-0100 District management DISI	\$4,800		\$4,800	
4150-0101 Banner program	\$15,000		\$15,000	
4150-0112 Logo/branding	\$15,000		\$15,000	
4150-0006 Memberships	\$125		\$125	
4150-0104 Public relations/ social media	\$63,600		\$63,600	
4150-0105 Content management	\$36,000		\$36,000	
4150-0106 Special events	\$5,120		\$5,120	
4150-0107 Website design	\$10,000		\$10,000	
4150-0108 Website maintenance	\$9,600		\$9,600	
4150-0109 Unassigned DISI	\$3,409	\$35,950	\$39,359 (a)	
Total	<u>\$162,654</u>	<u>\$35,950</u>	<u>\$198,604</u>	
Contingency	\$18,590	\$4,109	\$22,699 (a)	
Total expenses and unassigned	<u>\$464,727</u>	<u>\$102,715</u>	<u>\$567,442</u>	
Projected unassigned and contingency			\$127,100 sum (a)	



**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
 - Legal counsel update ***Potential Action Item***
 -
 -
 - Other
 2. Finance report – Jim Dunkelman
 - Review of budget to actual variance report and financials

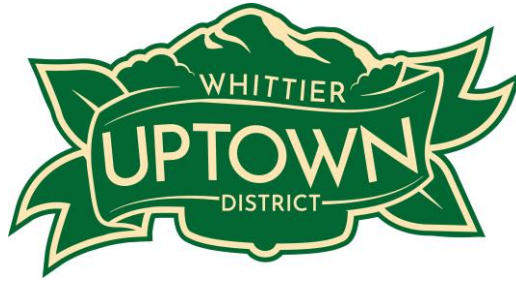
UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



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 Street Scape 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:

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