



**Uptown Whittier Community Benefit District**  
**Interim Board of Directors Meeting #7**  
**Historic Train Depot**  
**7333 Greenleaf, Whittier, CA 90601**  
**Thursday, May 3<sup>rd</sup>, 2018, 08:30 a.m.**

**Present:** Melinda Pina, Don Lomont, Paul White, Jim Dunkelman, Michael Burkhardt, Ronald Jeffery, Mark St. Julien, Stephen Ortiz, Jeff Langan, Tim Traeger, Milt Pate, Monica Ovieda, Frank Rinaldi, Conal McNamara (for Jeff Collier)

**Absent:** Gabriella De La Cerda, Dave Mccoy

**Guests:** Ben Pongetti, Carlos Lopez, Kristin Wiberg, Patricia De La Cerda, Rick Elias, Oscar Escamilla, Ben Greer, Jeff Piper

**Consultant:** Marco Li Mandri, Ryan Huffman – New City America

**MINUTES:**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Introductions</b>	Melinda Pina, the interim President, called the meeting of the property owners and guests present to order at 8:35. Tim Traeger led the Board in the flag salute. Introductions were made as there were many guests in the room for the meeting. There are sixteen members currently on the Board so quorum was met. (14 Board Members/Alternates were present)	<b>No Action Taken</b>
<b>2. Approval of April 12<sup>th</sup>, 2018 Interim Board Minutes</b>	Paul White reviewed the April 12 <sup>th</sup> , 2018 Interim Board Minutes. Discussion Followed.	<b>Jeff motioned and Michael seconded the approval of the April 12<sup>th</sup>, 2018 minutes. The</b>

		minutes were approved unanimously.
<p><b>3. Introductions of guests, announcements, public comment</b></p>	<p>Melinda opened the floor for any introductions, announcements, or public comment.</p> <p>Chief Piper from the Whittier Police Department introduced himself. He discussed many topics, including:</p> <p>The Problem Oriented Policing Team (POPT) – The POPT is responsible for identifying and dealing with problem areas and individuals in the city. The officers assigned to the POPT look for possible criminal activity. They follow up on requests from the residents or businesses to watch possible problem houses, businesses and individuals. This team also works closely with investigators, conducting surveillance details and follow-up investigations on existing criminal cases. They have completed 130 arrests, within the last 90 days, from crimes dealing with drugs, weapons, and unstable homeless behavior.</p> <p>Mental Health Evaluation Team (MET) – Chief Piper talked about the effort to deliver mental health services to homeless or anyone in need and the positive impact it has on the community. The MET includes a licensed clinical social worker and a sworn police officer to aid patrol officers in handling calls for service involving persons who may be suffering from a mental health crisis or be in need of social services. Additionally, MET will provide extensive follow up and case management for individuals with chronic mental illness, substance abuse, and homelessness. They have received over 150 calls in the past 90 days.</p> <p>Chief Piper announced that an area Lieutenant would be likely promoted in July and that the new Lieutenant would</p>	<p><b>No Action Taken</b></p>

	<p>start attending the UWIA Meetings. Marco asked Chief Piper to bring the new area Lieutenant to the next meeting and notified him that it would be important if he can attend the Sidewalk Operations meetings.</p> <p>Finally, Chief explained how dispatch operations worked and asked if there were any questions or comments for him. Many Board Members and Guests had comments to Chief Piper, to include:</p> <p>Frank – Thanked Chief Piper and said in his experience the Police Department has a 10-45-minute response time; which is very acceptable and Frank appreciates the presence of the police in Uptown. He asked how the Officers are placed throughout the city, based on density, commercial, or residential? Chief Piper explained that it is always different and an example was Santa Fe Springs is not patrolled the same as Whittier.</p> <p>Tim – Asked Chief Piper if the Uptown Bicycle team would be coming back and the cost of the program. Chief Piper explained it was 350 thousand dollars to use the bike team and it was not in the budget anymore. Tim also asked to get an email of more information on the MET team and he will email to the Board.</p> <p>Milt – Commented that citizens near Philadelphia and Bailey Street are participating in Urban Camping and living in their motor homes. Chief explained it's illegal to live in a motorhome; however, it is almost impossible to enforce. The police can cite and impound vehicles after about six months.</p> <p>Melinda thanked Chief Piper for his time.</p>	
<b>Overview of Tasks</b>	Marco went through the following items:	
<b>4a. Financial Report – in May</b>	Jim reviewed and explained the Budget for FY 2018. Jim explained that the budget	<b>No Action Taken</b>

	<p>needed a few corrections for the JAN-APR 18 column, to include:  Directors &amp; Officers Insurance should be \$2,554. General Liability Insurance should be \$1,816 and the Website \$500.  Total Budget Spent JAN-APR - \$262,643.24  Stephen asked for an explanation of the different columns and Marco explained which each column was for.</p>	
<p><b>4b. Office search – update</b></p>	<p>Melinda explained that they looked at one potential office space after the last Board meeting at the Whittier Business Center. They will be looking at other options and discussed the need for the District to have an office where files can be locked up. Melinda also asked all Board Members, Alternates, or Guests if they had any suggestions for office space. Frank announced that it should be an open process and wanted an RFP to be issued and at least sent to the Whittier Daily News.</p>	<p><b>Frank motioned and Stephen seconded that an RFP will be issued and authorized the Executive Committee to decide specifications for the office space. The motion was unanimously approved.</b></p>
<p><b>4c. Open public meeting now proposed for June 13<sup>th</sup> at 4:30pm at the Train Depot to introduce Board, Service Providers, and authorize Executive Committee and PR Firm to coordinate</b></p>	<p>Marco explained the process of the public meeting and announced the date of June 13<sup>th</sup>, at 4:30pm.  Paul announced that the Train Depot would be under construction in late May and that contributed to the date being moved to June 13<sup>th</sup>.  Melinda announced that all Board Members, Committee Members, City Staff, Other Organizations, and members of the community will be invited.</p>	<p><b>Frank motioned and Michael seconded that the Executive Committee shall coordinate the event, purchase drinks and food; not to exceed \$500, and should base the purchase on how many RSVP’s are received.</b></p>
<p><b>4d. Proposed bylaw changes</b>  <b>1. Election date cycle</b></p>	<p>Don suggested changing the annual meeting date to September and change the wording from electing to appointing. Marco explained the importance of having the Annual Meeting in September and the Budget being set by the Board who will use it for the next fiscal year. Discussion followed.</p>	<p><b>Frank motioned and Paul seconded to change the annual meeting to September and the wording from electing to appointing. The motion passed unanimously.</b></p>

	<p>Don suggested cleaning up the wording of Article 5, Section 3: Regular Meetings based on his changes that were displayed in the Board packet.</p>	<p><b>Don motioned and Ronald seconded the motion to clean up the wording as displayed in the packet for Article 5, Section 3. The motion passed unanimously.</b></p>
<p><b>4d. Proposed bylaw changes</b>  <b>2. Number of Board Members</b></p>	<p>Marco reviewed the recommend changes to the bylaws from Mina:  Mina- Suggested lowering the max Board members from 21 to 16.  Don- Explained that the City of Long Beach has 21 members.  Frank- Recommended a small number, a call-in number, and a calendar of all the meetings to be published.  Marco- Discussed with his experience a large Board still can vote and agree on items.</p> <p>Mina- Also wanted to eliminate Article 4: Section 2: Qualifications, Sub Section B, Part c) individuals who do not reside or operate a business within the District boundaries but who show a high degree of interest and concern for the welfare of the District and who understand its connection to the community at large and who the Board believes may assist the Corporation to fulfill its goal as a public benefit Corporation.</p>	<p><b>Don motioned and Ronald seconded to keep the Board Members at 21. The motion unanimously passed.</b></p> <p><b>Gabriella motioned on behalf of Mina to delete Article 4: Section 2: Qualifications, Sub Section B, Part c). There was no second. The motion failed.</b></p>
<p><b>5. Committee Tasks:</b></p>		
<p><b>Executive Committee</b></p>	<p>Marco and Melinda reviewed the following items:</p>	
<p><b>5a.</b></p>	<p>Melinda didn't have anything to report at this time.</p>	<p><b>No Action Taken</b></p>

<p><b>1. Report from the President</b></p>		
<p><b>5a. 2. Selection of Executive Director, people still requesting RFP</b></p>	<p>Marco announced that if anyone knew of anyone interested in being the Executive Director to have them contact Marco and he would send out the RFP to them.</p>	<p><b>No Action Taken</b></p>
<p><b>5a. 3. Whittier Chamber Membership and authorize Executive Committee and PR firm to coordinate advertisement</b></p>	<p>Paul reviewed the opportunity to join the Whittier Area Chamber of Commerce. Tim announced that joining the Chamber would be money well spent.</p>	<p><b>Paul motioned and Don seconded authorizing the Executive Committee to fill out the necessary forms and pay to join the Chamber of Commerce estimated cost of \$250 a year. The motion passed unanimously.</b></p> <p><b>Paul motioned to place an advertisement in the Chamber for the Public Meeting not to exceed \$950.00; however, the motion was withdrawn after discussion that the printing of the advertisement would be after the Public meeting.</b></p>
<p><b>Sidewalk Operations Committee</b></p>	<p>Marco and Michael reviewed the following items:</p>	
<p><b>5b. 1. Contract for Coastal Maintenance Status – Marco and Mark St. Julien</b></p>	<p>Marco reviewed the status of the contract for maintenance services to start. Discussion followed with many comments from members: Mark- Finalizing insurance with Coastal and they would be working five days, potentially six days a week. They would be responsible for the cleaning of the curbs, gutters, up to the property line.</p>	<p><b>No Action Taken</b></p>

	<p>Conal- Announced the city pressure washes once a year.</p> <p>Stephen- Property facades are dirty and should be reported to be cleaned up.</p> <p>Patricia- Announced she recently painted and renovated her buildings and the property owners and tenants should clean up the facades.</p> <p>Ron- The property owners set the tone for the tenants.</p> <p>Stephen- The street fair style food leaves extra trash and debris on the ground.</p> <p>Conal- Reviewed the ordinance for street style food.</p> <p>Ronald- If Coastal is picking up extra trash, they should be reimbursed.</p> <p>Katie- Reviewed and explained the conditions for clean-up process by the vendors who have special event permits.</p>	
<p><b>5b.</b> <b>2. RFP for Security</b></p>	<p>Marco announced that the Sidewalk Operations Committee would be meeting May 9<sup>th</sup> to discuss the security RFP.</p>	<p><b>No Action Taken</b></p>
<p><b>District Identity Committee</b></p>	<p>Marco and Tim reviewed the following items:</p>	
<p><b>5c.</b> <b>1. RFP Responses for Website developer – need to select in-house monitor of photos, content, and updates</b></p>	<p>Marco reviewed that the Website Developer will be reviewed at the next DISI Committee meeting.</p>	<p><b>No Action Taken</b></p>
<p><b>5c.</b> <b>2. RFP for PR Firm, Social Media</b></p>	<p>Marco announced that the contract with Olive Creative Strategies has not been finalized yet.</p> <p>Paul announced that he would like the agreements to be finalized; however, he understands that the proper due diligence needs to be completed.</p>	<p><b>No Action Taken</b></p>

<p><b>5c.</b> <b>3. Logo Finalization Task Force</b></p>	<p>Tim announced the Logo and the contest winners name, Justine Marez. He also said Ricardo Diaz was extremely helpful with the process. Justine will hopefully be able to make it June 13<sup>th</sup>, at the open house to receive her check. Tim will also do a story about her. Discussion followed: Frank- Wants the colors changed to Purple and Gold.</p>	<p><b>Ronald motioned and Time seconded to approve the top non-cursive logo as the final UWIA logo. 11 approved, 3 opposed, and 1 abstained. The motion passed.</b></p>
<p><b>Land use and Project Review Committee</b></p>	<p>Marco and Frank reviewed the following items:</p>	
<p><b>5d.</b> <b>1. Meeting May 4<sup>th</sup> at 8:00am, 2<sup>nd</sup> floor of City Hall</b></p>	<p>Conal announced that Frank and the city would meet May 4<sup>th</sup> to review an overview on Uptown to include Public Infrastructure, Hearings, Planning Commission updates, and it would last around an hour.</p>	<p><b>No Action Taken</b></p>
<p><b>6. Other</b></p>	<p>Melinda explained that protocol needed to be established to have one person respond to inquiries and that the Board needed to have a united front. Discussion followed: Ronald- Suggested having the Executive Committee respond and not the Executive Director. Frank- Suggested having the Executive Director respond.</p> <p>Frank asked for clarification on how to have an Agenda Item added to the agenda. Marco said if they email him, he can add it to the agenda.</p> <p>Patricia requested the meetings be moved back to 8:00am; however, the majority agreed on keeping them at 8:30am.</p>	<p><b>Michael motioned and Stephen seconded to have a policy for outside communication that an Executive Committee member will be the only one to respond and can consult with the Executive Director if needed. The motion was unanimous.</b></p>
<p><b>7. Next Meeting date</b></p>	<p>a. The next Board of Directors meeting will be on June 14<sup>th</sup>, 2018 at 8:30 a.m.</p>	<p><b>No Action Taken</b></p>

<b>8. Adjournment</b>	The meeting was adjourned at 10:23 a.m.	<b>No Action Taken</b>
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**Minutes taken by Ryan Huffman, consultant.**