

**Uptown Whittier Improvement Association
Executive Committee
GM Properties
13305 Penn Street, Suite 200, Whittier, CA 90602
Tuesday, September 24, 2019, 8:00 a.m.**

Current List of UWIA Executive Committee Members: Jim Dunkelman (Treasurer), Conal McNamara (Vice President), Monica Oviedo (Secretary), Mark St. Julien (President)

AGENDA

- 1. Call to Order: Mark St. Julien, 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 August 27, 2019** *Action Item*
- 5. Approve the Executive Committee progress report to be presented to the UWIA Board for their approval** *Action Item*
- 6. Approve the 2019 – 2020 Executive Committee budget to be presented to the UWIA Board for their approval** *Action Item*
- 7. Discuss if Rutan & Tucker should review any of the UWIA documents. If so, make a recommendation to the board on which documents should be reviewed at this time** *Action Item*
- 8. Discuss if the UWIA should make a donation to the WUA, as requested for \$6,000, for holiday decorations. If so, make a recommendation to the UWIA Board** *Action Item*

UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



9. Discuss and approve the agenda for the UWIA Board meeting on October 10, 2019

10. Other Committee Items

11. Next UWIA Executive Committee Meeting date: October 29, 2019, 8:00 a.m., at GM Properties, 13305 Penn St, Suite 200, Whittier, CA 90602

12. 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, August 27, 2019, 9:00 a.m.**

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

Absent:

Guests: Milt Pate and Frank Medina

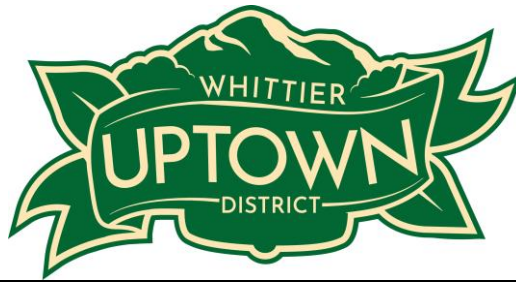
Consultant: Brent Haskell and Stephanie Shamp – GM Properties

MINUTES:

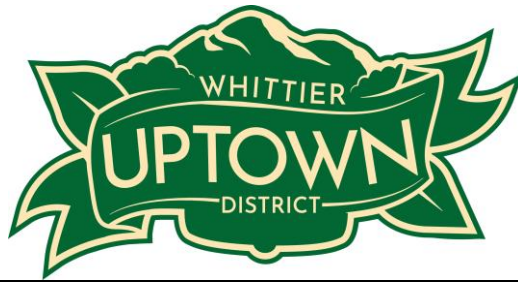
<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order & Introductions	Melinda Pina called the meeting to order at 9:08 a.m.	1. No Action Taken
2. Introduction of guests and announcements		2. No Action Taken
3. Public Comment		3. No Action Taken
4. Approve the Executive Committee Minutes dated July 30, 2019	Corrections need to be made as follows:	4. Monica Oviedo motioned to approve the July 30, 2019 Executive Committee minutes. Conal McNamara 2nd. All in favor, none opposed, motion passed.

UPTOWN WHITTIER IMPROVEMENT ASSOCIATION

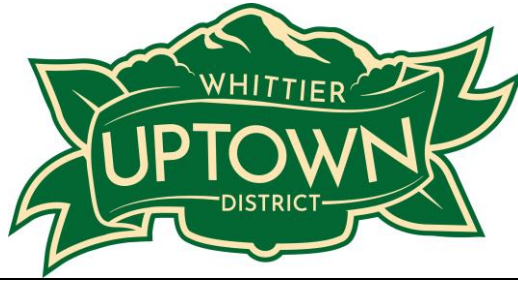
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<p>5. Discuss attorney interviews and determine if a recommendation should be made to the Board or if more interviews are required.</p>	<p>Interviews with Arnold M. Alvarez-Glasman, Roger A. Colvin, and Gloria V. Ramirez with Alvarez-Glasman & Colvin and then with Ajit Singh Thind with Rutan & Tucker, LLP took place prior to the Executive Committee meeting. The business locations were discussed. Conal McNamara stated both are capable. At this point, fit and feel. One larger firm and the other smaller. Contract and hourly rates similar. Conal is comfortable Ajit can do this job. Monica Oviedo stated she liked Ajit’s experience on public entity, level of specificity of answers, recommendations, and honesty of not knowing UWIA. Melinda Pina agreed with Conal and Monica. Melinda stated with Alvarez-Glasman & Colvin there are more years of experience, but Ajit is more knowledgeable and polished.</p>	<p>5. Monica Oviedo motioned to make the recommendation to the Board to hire Ajit Singh Thind with Rutan & Tucker, LLP. Conal McNamara 2nd. Motion passed.</p>
<p>6. Discuss the progress report and 2019 – 2020 Executive Committee budget</p>	<p>Melinda Pina and Brent discussed that the budget and progress report needs to be completed prior at the September 24th EC meeting so the EC can make the recommendation to the board at the October 10th meeting. prior to the October 15th City reporting deadline.</p>	<p>6. No Action Taken</p>
<p>7. Discuss and approve the agenda for the UWIA Board meeting on September 12, 2019</p>	<p>Melinda Pina stated change 6.a.1. from “Potential Action Item” to “Action item”.</p> <p>Brent Haskell stated in 4.d. and 5. of 6.a. the Board needs to take these items into consideration. Conal McNamara asked if the ByLaws allow this. Brent stated yes and between 9 and 21 Board members. Melinda questioned the tier system. Brent stated it applies to 5 and 4.d. does not.</p>	<p>7. No Action Taken</p>

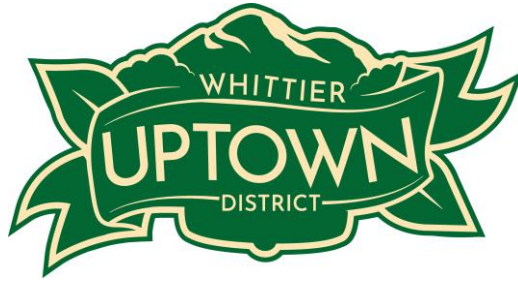


	<p>Brent will confirm. Conal stated he has no problem putting that on there - considering qualifying nominations. Brent read the ByLaws – Appointment of Board Members. Conal asked if it covered filling vacancies or adding a seat. By putting it out there it's a noble thing to do. Brent stated the items on the agenda regarding the election are pretty much the same as last year but added some information for clarity.</p> <p>Conal McNamara stated on 6.c., d., and e., to call ahead and see if Ricardo Diaz, Frank Rinaldi, and Stephen Ortiz to see if they have anything for the meeting.</p> <p>Conal McNamara stated UWIA needs to talk about the coordination, not overlap, on the uptown work being done. Frank Medina stated WUA would like to talk about the beautification of the awnings to get the fee waived, the 2nd phase of lights, and the branding of the trash cans and lights. Frank understands UWIA wants to brand so would like to coordinate along with who will pay for the awnings – the owners or the business owners. Frank would love to see the unison on what can be done together because it is time.</p>	
<p>8. Other Committee Items</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, September 24, 2019, at 8:00 a.m. at 13305 Penn Street, Whittier, CA.</p>	<p>9. No Action Taken</p>



10. Adjournment	The meeting was adjourned at 9:30 a.m.	10. No Action Taken
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Minutes taken by Brent Haskell and Stephanie Shamp with GM Properties.

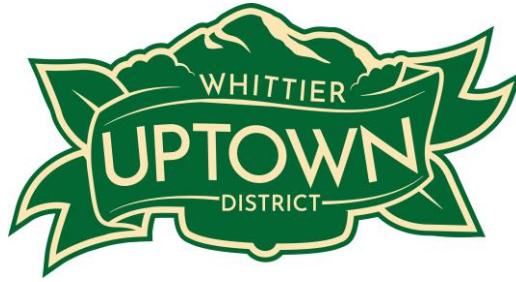


**UWIA – Executive Committee
Progress Report - 2019**

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)	

From: Olivia <olivia@whittieruptown.org>

Sent: Thursday, September 19, 2019 2:46 PM

To: franktps7@gmail.com; lapescadora562@gmail.com; Socorro Esparza <socorrousc@aol.com>; cmcnamara@cityofwhittier.org; Brent Haskell <brent@gmpropertiesinc.com>; Carol Crosby <carol@whittierchamber.com>; Fabio Soto <fabio.soto.yiz7@statefarm.com>; Mark St. Julien <Mark.St.Julien@pihhealth.org>; chris@dialmed.com; Olivia E Rios <olivia@whittieruptown.org>; Josue Alvarado <josue_1980@yahoo.com>; kgalvinsurbatovic@cityofwhittier.org

Cc: Elizabeth Martinez <Elizabeth.Martinez@merueloenterprises.com>

Subject: Holiday Decorations 2019 & 2020, next meeting 9/23 at 10am

Good Afternoon,

To follow up on our meeting earlier this month, below is a recap of information gathered at the meeting.

- 1) Josue said he would contribute \$1,000 to holiday projects.
- 2) We discussed having the 8 camphor trees lighted up during November through the middle of January. Trees are located at the intersection of Philadelphia and Greenleaf.
- 3) Installation of Phase 1 of Christmas lights. Phase 1 is from Bailey to Wardman. Lights would be on every other tree for a total of 31 trees in a zigzag configuration to maximize lighting.
- 4) Conal suggested the Association reach out to Lions Club or other organization to discuss lighting project to see if we can get a discount or if they can donate their labor.
- 5) At the last board meeting Justin Tipton, a WUA Board Director, volunteered to call Detra Light to investigate on pricing the lights with installation.

In my research, the Whittier Community Foundation (WCF) is giving / donating \$6,203.00 for decorations/banners to the City of Whittier. This is a second installation for a total of \$18,609 to be donated over a three year period.

WCF will be installing lighted snowflakes on the Greenway Trail bridge, crossing Whittier Blvd at Five Points.

Below are numbers for decorations for this year's decoration and illumination of Uptown.

For 2019 the Association is requesting contributions from all organizations, WCF, UWIA, and City of Whittier of \$6,000 each. Total cost for this year decorations is \$24,000. The total amount would be divided among the four organizations, including the WUA for \$6,000 each. The monies would be allocated as follow.

Includes the following

- Phase 1 xmas lights. Installation and removal of lights.
- Camphor Trees, installation and removal of lights.
- Candy Canes on Greenleaf and parking lots, installation and removal.

-Holiday Banner, removal of current banners, installation and removal of holiday banners, installation of current banners on Greenleaf.

For 2020, the request for funds would increase to \$40,000 since we would be adding Phase 2 Christmas Lights on Greenleaf, which include Hadley to Bailey and Wardman to Penn. Also, we would adding 28 banners and hardware on Philadelphia from Painter Ave to Pickering.

Project includes:

- Phase 1 xmas lights Bailey to Wardman
- Camphor Trees at the intersection of Greenleaf & Philadelphia, installation and removal of lights.
- Installation of Candy Canes - along Greenleaf from Hadley to Penn and two parking lots, installation and removal.
- Phase 2 xmas lights from Hadley to Bailey and Wardman to Penn, includes installation and removal of lights and may include updating electrical hardware.
- Holiday Banner on Greenleaf, removal of current banners, installation and removal of holiday banners, and reinstall current banners.
- Holiday Banners along Philadelphia - new banners and hardware. installation of hardware, installation and removal of banners.

Any monies that would not used will be allocated to the purchase of additional holiday decorations.

Our next meeting is **Monday, September 23, 2019 at 10am** at the WUA office. It will follow our monthly Board Meeting.

We look forward to sharing more ideas and appreciate any input you may have and see how we can collaborate on dressing Uptown for the holidays.

Hope to see you Monday.

Olivia E Rios
Operations Director
Whittier Uptown Association
(562) 696-2662



**Uptown Whittier Improvement Association
Board of Directors
Historic Train Depot, 7333 Greenleaf Avenue
Thursday, October 10, 2019, at 8:30 a.m.**

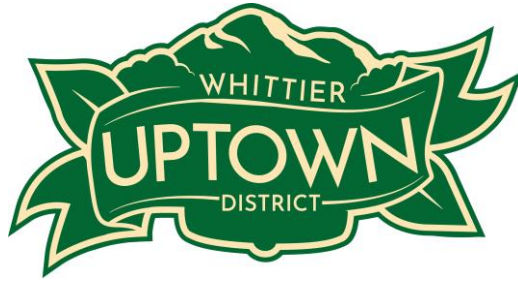
Current List of UWIA Board Members: Ginny Ball, Jeff Collier or Conal McNamara (Vice President), Jim Dunkelman (Treasurer), Stephen Ortiz or Irene McCallister, Monica Oviedo (Secretary) or Steven Rodriguez, Milt Pate, Melinda Pina, Frank Rinaldi, Mark St. Julien (President)

AGENDA

- 1. Call to Order: Mark St. Julien, President**
- 2. Introductions of guests, announcements**
- 3. Flag salute**
- 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 September 12, 2019 *Action Item***
- 6. Committee tasks:**
 - a. Executive Committee: Mark St. Julien**
 1. President report – Mark St. Julien
 - EC to recommend to the board that the UWIA have Rutan & Tucker / Ajit Thind review ***Action Item***
 - EC to recommend to the board that the UWIA contribute \$6,000 towards the holiday decorations from the ????? budget as requested by the WUA ***Action Item***
 - Discuss how the UWIA can recruit new board members and who should be responsible for such recruitment
 - Revisit the possibility of setting up board meeting times at a different time of the day to increase engagement
 - Other
 2. Finance report – Jim Dunkelman
 - Review of budget to actual variance report and financials

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- Discuss, review and approve the EC, DISI and Sidewalk Operations budgets to be presented to the City. If not already included in the DISI budget, discuss the possibility of budgeting for social gatherings with food and drink inviting property owners to attend **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. Discuss and approve the progress report
3. Other

Action Item

d. Land Use and Project Review Committee: Frank Rinaldi

1. Land Use update
2. Discuss and approve the progress report
3. Other

Action Item

e. Sidewalk Operations Committee: Stephen Ortiz

1. Sidewalk Operations update
2. Discuss and approve the progress report
3. Other

Action Item

7. Other Board Items

8. Next Regularly Scheduled UWIA Board Meeting: Historic Train Depot, 7333 Greenleaf Ave, November 7, 2019, 8:30 a.m.

9. Adjournment: _____

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