



LEGALLY REQUIRED OFFICIAL POSTING
PLEASE DO NOT REMOVE IT UNTIL AFTER THE BELOW DATE AND TIME

North Hills West Neighborhood Council
Regular Board Meeting Agenda
New Horizons Sam's Cafe
15725 Parthenia Street, North Hills, CA 91343
Thursday, June 15, 2023, 6:00 p.m.

PLEASE NOTE: This meeting will be conducted in person, not virtually on Zoom.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 1 minute per speaker unless adjusted by the presiding officer of the Board. Alternatively, public comment *may* also be sent to Secretary@nhwnc.net **at least two hours prior to the meeting starting time**; include in the email Subject Line "Public Comment" and the appropriate agenda.

ALL AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION BY THE BOARD

Supporting documents are available on our website at: www.nhwnc.net

Agenda items not completed may carry to the next GBM on Thursday, July 20, 2023

NHWNC Executive Officers:

Madlena Minasian – President, Maggie Elliott – Vice President, Pat Crone – Treasurer, Dave Brown – Secretary

Board Members:

Linda Erdman, Garry Fordyce, Punam Gohel, Carol Hart, David Hyman, Kreshell Ramey

1. Call to order and Welcome

2. Pledge of Allegiance, Roll Call, Determination of Quorum, Voting Eligibility Report, and call for agenda item(s) recusals.

3. President's Comments, Announcements, and Meeting Logistics – Madlena Minasian, President.

- Must submit Speaker Card to speak on an agenda item. Raise your hand to be recognized for Q&A about a Presentation.
- Call for new Board Members: We're currently seeking applicants for two (2) vacant Board Seats. One (1) Residential until 2025 & One (1) General until 2025; to apply, click the [Link](#).
- The July 20th Board Meeting will have a Board Members' affirmation.
- Budget Day will be June 17, 2023, 9:30 a.m. – 1 p.m. via Zoom. Register: [Link](#)
- Board members, please announce when you are leaving the meeting before adjournment.

4. Elected Officials, Public Agency Speakers, Field Representatives, and Public Service Announcements. Up to three (3) minutes per speaker.

Stakeholders are allotted one minute each for a question for each Agendized public official who visits. Questions do not count against public comment time totals. Public Officials who do not give advance notice of their participation in the NHW Neighborhood Council meeting are limited to one minute of announcements, which must include their contact information as part of their announcement.

- a. Mayor Karen Bass - [Mayor LACity](#) / West Valley Area Representative - Erin Seinfeld - [Email](#)
- b. City Council District 12 John Lee - [CD12](#) / Field Representative – Lorena Espinal - [Email](#)
- c. L.A. County Supervisor [District 3: Lindsey Horvath](#)
- d. State Senate [District 20: Caroline Menjivar](#)
- e. State Assembly District 40 [a40](#) – Pilar Schiavo / Field Representative - Gaby Gurrola - [Email](#)
- f. U.S. Congress [District 32: Brad Sherman](#)
- g. LAUSD School Board [District 3: Scott Schmerelson](#)
- h. LAPD Devonshire Division [LAPD](#) - Senior Lead Officer (SLO) - Jerome Knopp [Email](#)
- i. Mid Valley Regional Library - [Mid Valley Library](#)
- j. [L.A. Department of Neighborhood Empowerment](#) / NEA - John Darnell - [Email](#)
- k. To find your elected representatives, City agencies, departments, etc.: [NeighborhoodInfo](#)
Additional neighborhood information: [KnowYourCommunity](#)

5. General Public Comments on Non-Agenda items within the jurisdiction of the NHWNC. Each speaker may speak one time for up to one (1) minute. [PLEASE ADVISE US IF YOU ARE A PAID LOBBYIST](#)

6. Discussion and possible action to approve the May 18, 2023 Board Meeting Draft [Minutes](#).

7. Discussion and possible action to approve the May 23, 2023 Board Meeting Draft [Minutes](#).

8. Discussion and possible action to approve the May 2023 Monthly Expenditure Report. [MER](#)

9. Discussion and possible action to add NHWNC Standing Rules:

- a. Board Members must advise the President ASAP when they arrive late or leave early.
- b. Board Members must let the President know ASAP if they are unable to attend Board Meetings.

10. Guest Speakers and Informational Presentations. [Please email confirm ahead of time before the meeting.](#)

A. Presentation from SoCal SFV Community Group Consultant Timi Romolini regarding Van Nuys Airport Expansion

1. Discussion and possible action to submit an amendment to Community Impact Statement (CIS) supporting Council File CF 22-1489 Van Nuys Airport (VNY) / Development Projects / Community Impact / VNY Citizens Advisory Council. [CIS](#)
2. Discussion and possible action to approve emailing the linked letter regarding systemic issues at LAWA, a Rejection of the Bonseph Helinet Lease proposal, and support for a Moratorium on aviation development/redevelopment at VNY airport. [Letter](#)

11. Discussion and possible action to approve the [2023-2024 Fiscal Year Administrative Packet](#), including the Budget.

***** IMPORTANT FUNDING BUDGET DEADLINES 2022-2023 *****

- June 20th – Final date to make purchases with the NC bank card.

12. Discussion and possible action to purchase Neighborhood Watch signs, NTE \$1,000.
13. Discussion and possible action to purchase a three-year AppleCare warranty for a MacBook Air laptop, NTE \$200.
14. Discussion and possible action to purchase NHWNC stickers, NTE \$450.
15. Discussion and possible action to purchase microphones and additional equipment for the Board meeting sound system, NTE \$5,000.
16. Follow-up regarding status of the Neighborhood Purposes Grant of \$1,500 approved at the April 21, 2022 General Board meeting for Volunteers Cleaning Communities (VCC) for tools and supplies.
 - a. Discussion and possible action to appoint a Board Member(s) to be the liaison(s) to the VCC.
17. Discussion and possible action to find more locations for NHWNC meetings.
18. Discussion and possible action regarding the appointment of one or two Budget Representatives.
19. Board member announcements. Up to two (2) minutes each.
20. Discussion and possible action on NHWNC/Committee/Ad-hoc/Liaison/Coalition/CIS filers appointments to add/remove.
21. Committee, Ad-hoc, Coalition, Liaison and CIS filer Reports. Up to two (2) minutes each.

Committees

Liaisons

- a. DWP Advocacy and MOU Oversight Committee [DWPMOU](#)
- b. Board of Neighborhood Commissioners [BONC](#)
- c. Budget Advocates Region 2 [BudgetAdvocates](#)
- d. Los Angeles Neighborhood Council Coalition [LANCC](#)
- e. Neighborhood Council Emergency Preparedness Alliance [NCPEA](#)
- f. Neighborhood Council Sustainability Alliance [NCSA](#)
- g. Plan Check Neighborhood Councils [PlanCheckNC](#)
- h. Valley Alliance of Neighborhood Councils [VANC](#)
- i. West Valley Neighborhood Alliance on Homelessness [WVNAH](#)
- j. 2022 Congress of Neighborhoods videos and upcoming 2023 Congress [NeighborhoodCongressLA](#)

22. Requests for Future Agenda Items.

Send to: President@nhwnc.net at least 10 days before the meeting date, with "AGENDA REQUEST" in the subject line. Please attach documents, along with sufficient information, and links to support adequate description for discussion. **July 10th is the deadline to submit agenda requests for July 20th GBM.**

23. Upcoming events: In-person unless otherwise noted.

- Sepulveda Basin Vision Plan June 20th 6PM to 8PM Mid-Valley YMCA 6901 Lennox Ave
- LADWP Chatsworth Nature Preserve East Day Open House June 24th 4PM to 8PM

24. Thank outgoing Board Members for their service to our community.

25. Finishing Roll Call & Adjournment.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

Posted for public review at Uncle Joe's Donuts – 8704 Woodley – North Hills CA 91343 and posted on the NHWNC website www.nhwnc.net

- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#) Other Neighborhood Council agendas, City Dept and Agencies agendas can also be subscribed to

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at <https://www.nhwnc.net>

If you would like a copy of any record related to an item on the agenda, please contact secretary@nhwnc.net

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website <https://www.nhwnc.net/agendas-minutes/minutes-and-agendas/bylaws/>

For more information about the NHWNC please call – 818-903-2259 – or send mail to P.O. Box 2091 – North Hills CA 91393-2091 or email to: board@nhwnc.net. We look forward to hearing from you!

Please Do Not Remove Before Friday, June 16, 2023

Monthly Expenditure Report



Reporting Month: May 2023

Budget Fiscal Year: 2022-2023

**NC Name: North Hills West
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$29134.93	\$6030.51	\$23104.42	\$6601.18	\$0.00	\$16503.24

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29461.32	\$3438.23	\$16742.92	\$2410.20	\$12641.74
Outreach		\$862.78		\$1690.98	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$12091.00	\$1729.50	\$6361.50	\$2500.00	\$3861.50
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$12417.39	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	UNCLE JOES DONUTS CORP	05/18/2023	Refreshments for May 18, 2023 GBM	General Operations Expenditure	Office	\$33.00
2	FRATELLIS ITALIAN REST	05/18/2023	Food for 5/18/23 GBM	General Operations Expenditure	Office	\$114.05
3	EIG CONSTANTCONTACT.CO	05/23/2023	ConstantContact _NHWNC	General Operations Expenditure	Office	\$45.00
4	ZOOM.US 888-799-9666	05/23/2023	NHWNC Zoom Account	General Operations Expenditure	Office	\$163.39
5	ZOOM.US 888-799-9666	05/23/2023	NHWNC Phone service	General Operations Expenditure	Office	\$126.06
6	QUALITY LOGO PRODUCTS	05/26/2023	NHWNC Polo Shirts	General Operations Expenditure	Outreach	\$862.78
7	APPLE.COM/US	05/27/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$64.61
8	APPLE.COM/US	05/27/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$20.81

9	APPLE.COM/US	05/27/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$32.80
10	APPLE.COM/US	05/27/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$75.56
11	APPLE.COM/US	05/27/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$20.81
12	APPLE.COM/US	05/28/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$53.61
13	AMZN MKTP US LB2737313	05/30/2023	Name table cards and a Spinning Wheel	General Operations Expenditure	Office	\$117.14
14	APPLE.COM/US	05/30/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$20.81
15	APPLE.COM/US	05/30/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$32.80
16	APPLE.COM/US	05/30/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$11.00
17	APPLE.COM/US	05/30/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$1252.30
18	SP THE CENTER CAM	05/30/2023	Electronics for GBM teleconferencing	General Operations Expenditure	Office	\$313.66
19	Friends of the Mid-Valley Regional Library	04/24/2023	BOARD MOTION TO APPROVE AN NPG SUBMITTED BY THE MID-VALLEY REGIONAL LIBRARY FOR \$1,729.50 TO PURCHASE A VIDEO PROJECTOR.	Neighborhood Purpose Grants		\$1729.50
20	PARTNERS IN DIVERSITY, INC.	05/01/2023	Writer of Minutes, work previously approved.	General Operations Expenditure	Office	\$940.82
Subtotal:						\$6030.51

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/08/2023	Communications work done in April 2023 for website, calendar, social media and eblasts.	General Operations Expenditure	Office	\$671.88
2	Friends of Vintage Magnet	05/24/2023	The NPG will help offset the costs associated but not limited to purchasing VEX IQ kits for Vintage's six teams (consisting of 10-12 students each) and playing fields. This incl...	Neighborhood Purpose Grants		\$2500.00
3	SOS SURVIVAL PRODUCTS, INC.	05/30/2023	PAYMENT FROM SOS SURVIVAL PRODUCTS TO STAKEHOLDERS AT EVENTS TO IMPROVE SERVICES	General Operations Expenditure	Outreach	\$1690.98

4	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/31/2023	WEBSITE COMMUNICATIONS PREVIOUSLY APPROVED	General Operations Expenditure	Office	\$242.88
5	New Horizons	06/01/2023	Meeting space for General Board Meetings in April, May and June 2023	General Operations Expenditure	Office	\$1360.00
6	LINDA ERDMAN	06/01/2023	Reimburse Linda Erdman for renewal of anti-virus software.	General Operations Expenditure	Office	\$39.99
7	PARTNERS IN DIVERSITY, INC.	06/02/2023	Writer of Minutes, work previously approved.	General Operations Expenditure	Office	\$95.45
	Subtotal: Outstanding					\$6601.18

Bonseph Helinet = Jet Expansion

Jets were missing from LAWA's Oct. 6, Nov. 17 and Dec. 1, 2022 Reports to the Board of Airport Commissioners



February 10, 2023 by QSWH / Links updated 02/25/2023

This image was **not** included in LAWA's report.

Image Source: Proposal - BONSEPH HELINET LLC - REDEVELOPMENT OF NON-FBO FACILITY 10231 WATERMAN DRIVE VAN NUYS AIRPORT (VNY) September 01, 2021 - page 303 - NOT shown to Public nor in the Report to BOAC

Overview

1. What *is* Expansion?
2. Bonseph Helinet Overview
3. Project expansion identified
4. **Double-Standard** exposed
5. Breaking Policy & Precedent
6. Eliminating **Diversity**
7. Public Deception
8. **Impropriety** Concerns
9. City's Options



1. What *is* Expansion?

NOTE: these are all issues that could be **controlled by Policy** (RFP criteria, structure limits, etc) however, despite the existing [Master Plan](#) calling for said policy, **LAWA failed to comply**.

Land Acquisition

Not applicable to the Airport, HOWEVER Bonseph Helinet is seeking to acquire **more land** then currently exists for premises - while not a grand increase, that ambition was not disclosed in [LAWA's report](#) but pg 3 of the Report includes an image **including** the extra land. Did **LAWA** grant the additional 11,581 SF of ramp space? (NOTE: the desired land used to be part of the premises but was eliminated decades ago.)

Image Source: BONSEPH HELINET LLC - REDEVELOPMENT OF NON-FBO FACILITY 16231 WATERMAN DRIVE VAN NUYS AIRPORT (VNY) September 01, 2021 - pg 50 + 59



Figure 13. South Ramp and Observation / Parking Area

Ramp/Taxiways

Ramp Expansions dramatically **increase aircraft capacity** at VNY, as can expansions to Taxilanes. Expanding ramps adds more work space, and maneuvering and parking space (overnight, daily and extended) for base and transient aircraft alike.

Example: Jet Aviation's ramp dramatically increased jet storage for (then) new FBO.



Hardscape Structure

Changing the Structure of ramps, taxiways, lanes, etc is a **furtive** way to increase types and weights of aircraft at VNY. Investors & LAWA will often cite an "improvement" of an existing ramp, taxiway or taxilane when the change is **really to accommodate larger and heavier aircraft**, without the public's awareness. Examples can be found in CEQA reports and developer's plans but NOT necessarily in LAWA's reports to BOAC.

Example: facilitating more volume via ramp/hangars

BUSINESS AVIATION

Castle & Cooke Plans Major FBO Renovation at Van Nuys

by Matt Thurber - March 27, 2012 (All day)

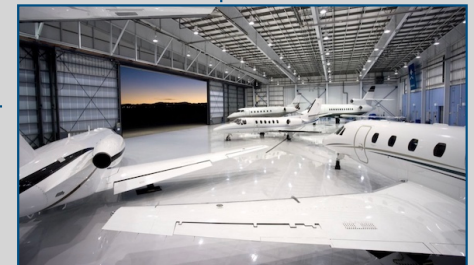
Cooke Aviation is planning a major renovation to its FBO at southern California's Van Nuys Airport, including **additional hangar and ramp space**. General manager Tony Marlow is here at ABACE (Booth H301) highlighting the planned facility renovations and also encouraging Asia-based aircraft owners and operators to visit Castle & Cooke's eight U.S. West Coast FBOs in Hawaii, Washington and California.

Construction at Van Nuys should begin within the next two weeks and will involve tearing down part of an old hangar. The current 80,000 sq ft (7,432 sq m) of hangar and office space **will expand to 125,000 sq ft (11,612 sq m)** after construction is completed.

Castle & Cooke **will also add new ramp space** with easy runway access **to accommodate greater numbers of transient aircraft** at the Van Nuys FBO.

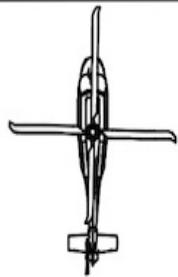
Hangar Expansions

- Demolishing T-hangars on parcels is **demolishing distribution of aircraft diversity** and is an action that accommodates hangar expansions to house corporate **charter jets**.
- Jets **increase** activity by means of charters. Even "privately owned" jets are **chartered out** (see slide 5). **Developments** that tear down 5-6k SF hangars in favor of **overbuilds** (30k+) draw in and facilitate larger aircraft and maintenance activities.



AIRCRAFT

This image **NOT** included in LAWA's report to BOAC



BLACKHAWK
UH-60L



SIKORSKY
S-76



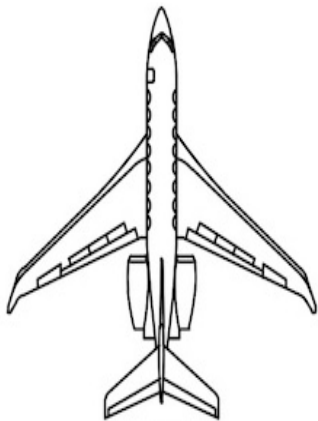
AW-109



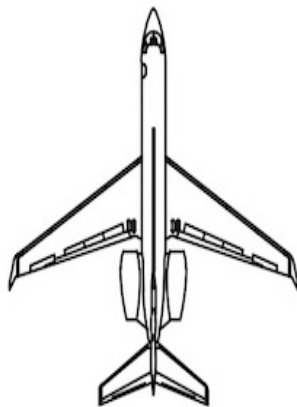
EUROCOPTER
AS-350



EUROCOPTER
AS-355



G650



G550



HAWKER
800



CESSNA
CITATION V

2. Bonseph Helinet Overview

Image Source: Proposal -BONSEPH HELINET LLC - REDEVELOPMENT OF NON-FBO FACILITY 16231 WATERMAN DRIVE
VAN NUYS AIRPORT (VNY) September 01, 2021 - page 58 + 59. ► **NOT shown to Public, NOT included in Report.**

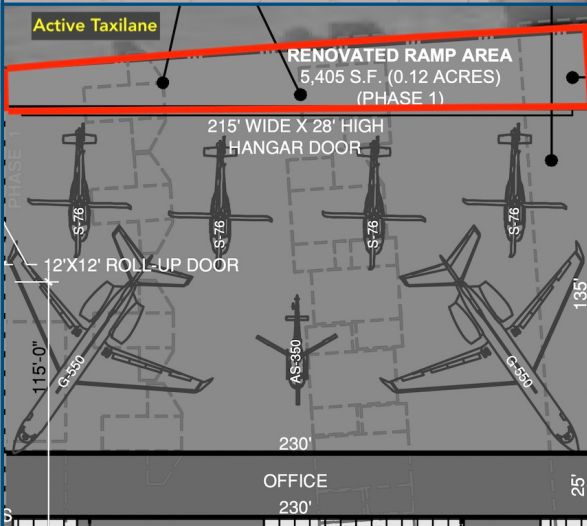
While the Bonseph Helinet team has asserted the narrative that their operations are for “critical transportation” needs supporting community, that is **not** the whole story **or** what residents are concerned about, MOREOVER organ transports and medical lifts would continue on this site without the egregious expansion, change in master tenant or introduction of **Jets for Charter for non-essential flight**. The ~525 page redevelopment proposal carries the goal of increasing charter operations for **non-essential helicopters**, as well as **introduces jets for charter** (slide 5) where none currently exist and the fact **LAWA deliberately hid the jets from their report** is suspect.

The project does NOT include critically needed modernization (electrified hangars) but rather is more of just a **significant expansion** that echos **Castagna's other projects (Aerolease)** that also eliminated (**occasional use**) propeller planes in favor of corporate charter jets (IE: Sun Air and Pegasus are 2 subtenant examples).

Per **LAWA's report** (pg 15), the project's proposed **hangar expansions** (slide 6) suggested a near **quadrupling** of existing hangar space (**12k or 17k w/ office space increased to 75k SF**) to accommodate larger, heavier aircraft (**jets**), **HOWEVER** LAWA's initial reports were **inaccurate** as they did not account for existing portable prop hangars. **LAWA's consistent failure to represent all facts is of issue**. Based on other **expansions of its kind**, **charter** volumes will further **increase** with this proposal. Click to see **another Aerolease Bonseph Group project**.

Helicopters currently exist and were **mandated to remain** (slide 13) on the property so the change comes from **expanding** (slide 3) the premises' purpose + services + hangar and maintenance space + aircraft type.

Image Source: Actual Proposal: BONSEPH HELINET LLC - REDEVELOPMENT OF NON-FBO FACILITY 16231 WATERMAN DRIVE VAN NUYS AIRPORT (VNY) September 01, 2021 - page 306



NOTE: dotted lines in image depict T-Hangars to be demolished.

Image Source: BONSEPH HELINET LLC - REDEVELOPMENT OF NON-FBO FACILITY 16231 WATERMAN DRIVE VAN NUYS AIRPORT (VNY) September 01, 2021 - page 59 - image color removed to better demonstrate unusually small ramp space

3b. Project Expansion Identified (con't)

Aircraft Hangar Expansion - from 12,480 SF to 60,000 SF.

- LAWA's **misleading, inaccurate** or **selective narrative** in their reports to BOAC are a concern. [The report](#) (pg 15) claimed the demised premises consisted of 12, 480 SF of existing aircraft hangar space, which is what is quoted above, however, when faced with confrontation on the steep hike in expansion, LAWA was quick to trickle in the SF of portable T and rectangular prop hangars they previously omitted. When LAWA receives pushback from the public, they innately **alter the facts presented** in subsequent reports (IE: [Report given to select council offices on 03/15/2023](#)). LAWA's **failure** to produce **consistent facts** is a problem for the city and its citizens.
- The image to the left depicts the proposed Hangar 1 is set back, thus providing expected ramp space however, Hangar 2 is limited to a shallow ramp at just over 5k SF. Such a shallow ramp is unusual and not a preferred design traditionally because, as shown, the lack of ramp puts the aircraft onto an active taxilane as they emerge from the hangar.
- This demonstrates an overzealous development that pushes reasonable limits of a premises' boundaries. **No less than three Jet Charter hangars** utilize that taxilane from the adjacent premises, which is also **leased by Curt Castagna (Bonseph Helinet partner)** - see slide 10. Considering Council members' goals with Motions [22-1125](#), [22-1127](#) and [22-1489](#), is such an **overbuild** to **accommodate more charters** in the City's best interest, or would another option be more compatible with communities and the City's long term goals? There was an earlier option available.

3c. Project **Expansion** Identified (con't) **Ramp** Expansion

The proposal included an option to acquire an additional 11,581 SF (0.26 acres) in order to accommodate a modest ramp expansion. LAWA eliminated this area from the premises decades ago and **failed to identify** in their report that the investor sought to acquire it or whether they granted the request, though LAWA did include this image in their [report](#).



Source: Actual Proposal- BONSEPH HELINET LLC - REDEVELOPMENT OF NON-FBO FACILITY 16231 WATERMAN DRIVE VAN NUYS AIRPORT (VNY) September 01, 2021 - page 307

4. Double-Standard Exposed -L.A. Charter Section 607(a)

LAWA cited the Charter's **limit of 50 years** on leases as the reason for the [July 19, 2021 RFP](#) on the subject premises **HOWEVER**, LAWLA's actions led to **substantiated impropriety** claims in the RFP process, and it **exposed** a Double-Standard. A **double-standard** that proves to favor others, including Curt **Castagna** (Aerolease/Aeroplex and part [owner in the Bonseph Helinet bid](#)) as seen here:

Aerolease Assoc. VNA-8369

- Comparable to Air Aviation, lessee took over lease from predecessor, the [first lease was granted in 1967](#) (CAO File No. [0150-03423-0002](#))
- Over subsequent years, lessee was granted multiple amendments, with [NO competitive process \(no RFP\)](#), yet he was granted long-term leases now [expiring in 2039](#).
- Aerolease was granted a **72 year lease**, which creates a **double-standard** and violates the City Charter (*if LAWLA's current interpretation is correct [pg3](#)*). (CAO File No. 0150-09625-0000)
- Based on this example, there should **not** have been an RFP released on Air Center's premises, and the current tenant should be retained. One must ask, **why didn't the city attorney cite the Charter for this lease?**

Clay Lacy VNA-2935

- Clay Lacy's lease commenced March [1981](#).
- In 2013 the lease was extended another 15-yr with three 5-yr extensions (30-yr lease). By this date the lease had **already been on the property 32 years**. Once again, with **NO competitive process (no RFP)**, this conditional lease is set to [expire in 2044](#).
- Clay Lacy was granted a **63 year lease**, or 58 years if BOAC exercises the terms permitting denial of the 3rd extension. Either way, this lease violates the City Charter (*if LAWLA's current interpretation is correct*) and creates a liable **double-standard**. (CAO File No. [0150-08061-0001](#))
- One must ask again, **why didn't the city attorney cite the Charter for this lease?**

Air Center Aviation Tenant blindsided by RFP

- Comparable to Aerolease, lessee took over lease from predecessor, the first lease was granted in 1967 (LAA-1188) to [Sky Cruisers Developing Company](#). **Existing tenant has only held lease on premises for 35 years.**
- Over the years, LAWLA promised lessee -in writing - that he would be granted a long term lease. (Email Exhibits provided in the VNY Development report, and ["Protest" filed 08/10/2022](#))
- In 2017 lessee states Castagna approached him to partner on a development for this premises, Air Center declined. So what happened between 2017 and 2018 when LAWLA suddenly did a 180° pivot and insisted that the premises be subjected to an RFP despite **not adhering to equal interpretation of the Charter** in Castagna's own lease VNA-8369? **LAWLA applied a liable double-standard.** Why?
- One must ask, **why did the city attorney cite the Charter for this lease but not the others?** Was the City Attorney **solicited** by LAWLA to dictate a RFP for these premises after Castagna expressed interest in the property? NOTE: City Council should educate themselves on the impropriety of the RFP process with this premises.

5. BREAKING POLICY & PRECEDENT

- **LACK OF VISION:** The May 25, 2018 Executive Committee (EC) / Deputy Committee (DC) Request Form (seen at right) demonstrates a lack of vision for the subject premises see #5.
- **BROKEN POLICY:** In section 5. LAWA acknowledges that other airports would have granted Air Center (existing tenant) a long term lease as Air Center did produce multiple capital investment plans that **met LAWA's requirements**, WHEREAS in LAWA's policy outlined in the 2012 "[VNY Airport Proposed Real Estate Redevelopment Plan](#)", Section: "Management Focus Going Forward", pg 7, fifth bullet states: "Institute a better program for expired/expiring leases - **Extensions where desired investment is proposed/warranted**". THEREFORE, **LAWA's cited obstacles raise a red flag:**
 - (a) joining the Daily Drive parcels with the Waterman parcel was never flushed out nor proved to be a viable obstacle as it was **not** a viable option.
 - (b) **BREAKING PRECEDENT:** the solicited interpretation of the Charter's 50 year Rule contradicted precedent (see slide 8).
- **BROKEN POLICY:** Section 7 of the form at right demonstrates LAWA broke policy when they failed to involve VNY CAC (community) with the anticipated RFP process.
 - Was LAWA's decision to alienate community over the anticipated RFP process what motivated LAWA to **lie** in their [initial October 6, 2022 Report](#) (pg 3) to BOAC where they falsely claimed to have done outreach to VNY CAC over the intent for the RFP?

EC/DC DECISION REQUEST FORM



3. What decision is requested?

This request is to amend the Lease with Air Center extending the term by eighteen months to expire on June 30, 2020.

The proposed Lease extension will provide Lawa sufficient time to initiate a competitive process for the future development of the site after assessing helicopter operations among the stakeholders, and defer additional redevelopment so as not to impact potential County Fire Department and scheduled Taxiway rehabilitation projects.

4. How does this item help LAWA achieve its strategic plan goals? Be specific and include metrics and a reference to an action step. (Not all items will be related to action plans.)

This item advances Strategic Plan Objective 4A by maintaining revenue sources and operating sustainably.

5. How have other airports or similar entities handled this issue?

Air Center has a storied history of short term leases even though it requested a long term development lease many years prior. Interim control ordinances, the Van Nuys Redevelopment Plan to assemble smaller parcels into larger ones, the City Charter 50-year rule have not been favorable to negotiating a long term redevelopment lease with Air Center. Other airports have not incurred the same issues and **most likely would have granted a long term lease** with appropriate capital investment for redevelopment.

This supports LAWA treated Air Center Aviation with bias, and Precedent refutes the 50-yr excuse.

6. Timeline: When is the decision needed and why? What is the impact of not getting the decision on this date?

The Lease will expire on December 31, 2018 if the term is not extended. There may not be enough time to issue an RFP for the site not knowing the future of the adjacent 7-acre parcel and whether, if negotiations for the 7-acres site fail, the two sites should be combined.

7. Stakeholders: Which stakeholders, if any, must be involved? Which divisions or stakeholders are impacted, and how? Provide written comments from external stakeholders; copies of emails are acceptable.

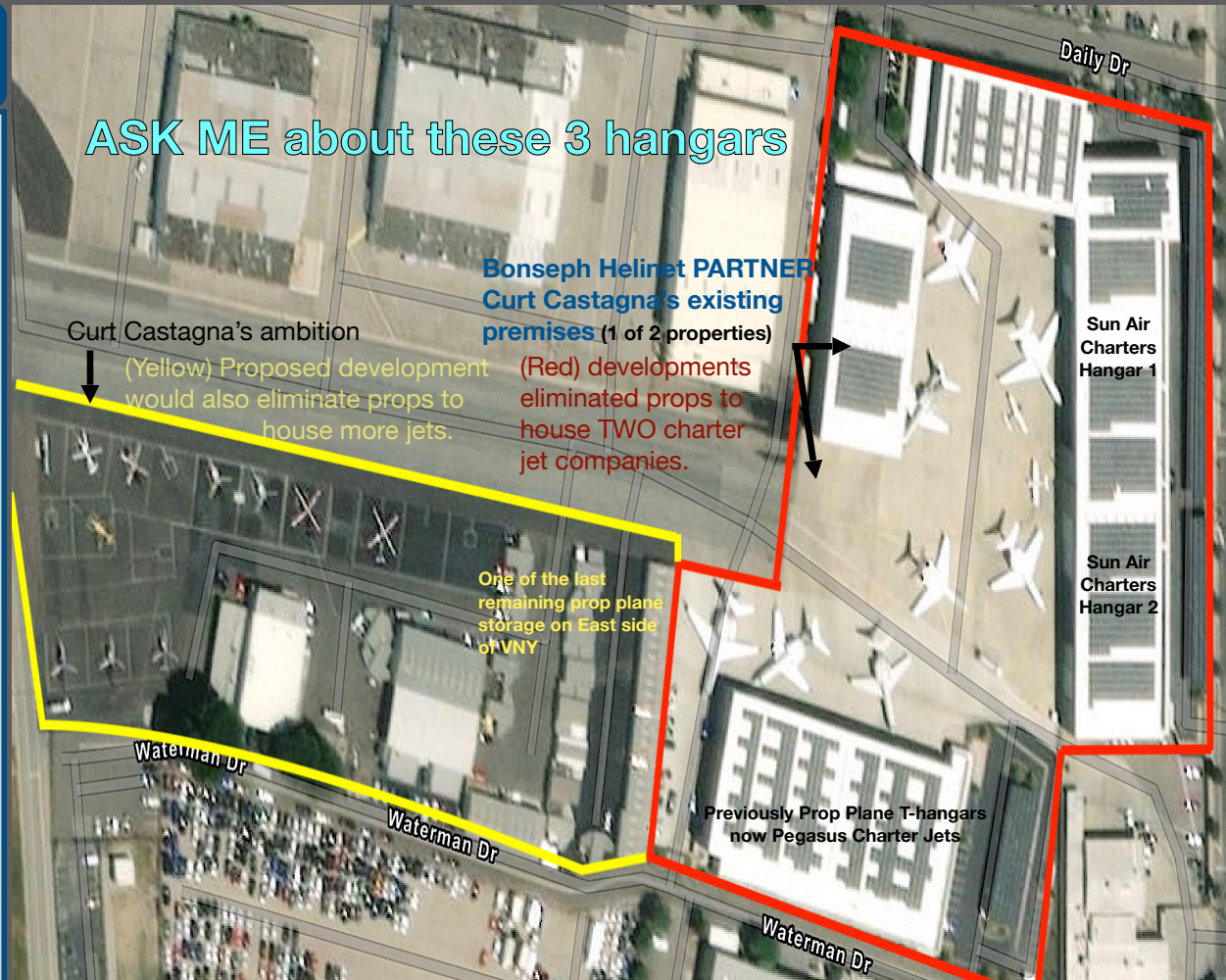
Commercial Development Group – Project Manager
VNY Management
Community – via Citizens Advisory Council (CAC)
Air Center Aviation, Inc. – current Tenant

NO community stakeholder comments are included with this decision because LAWA refused to notify impacted stakeholders.

← LAWA failed to advise tenant of 2021 RFP release

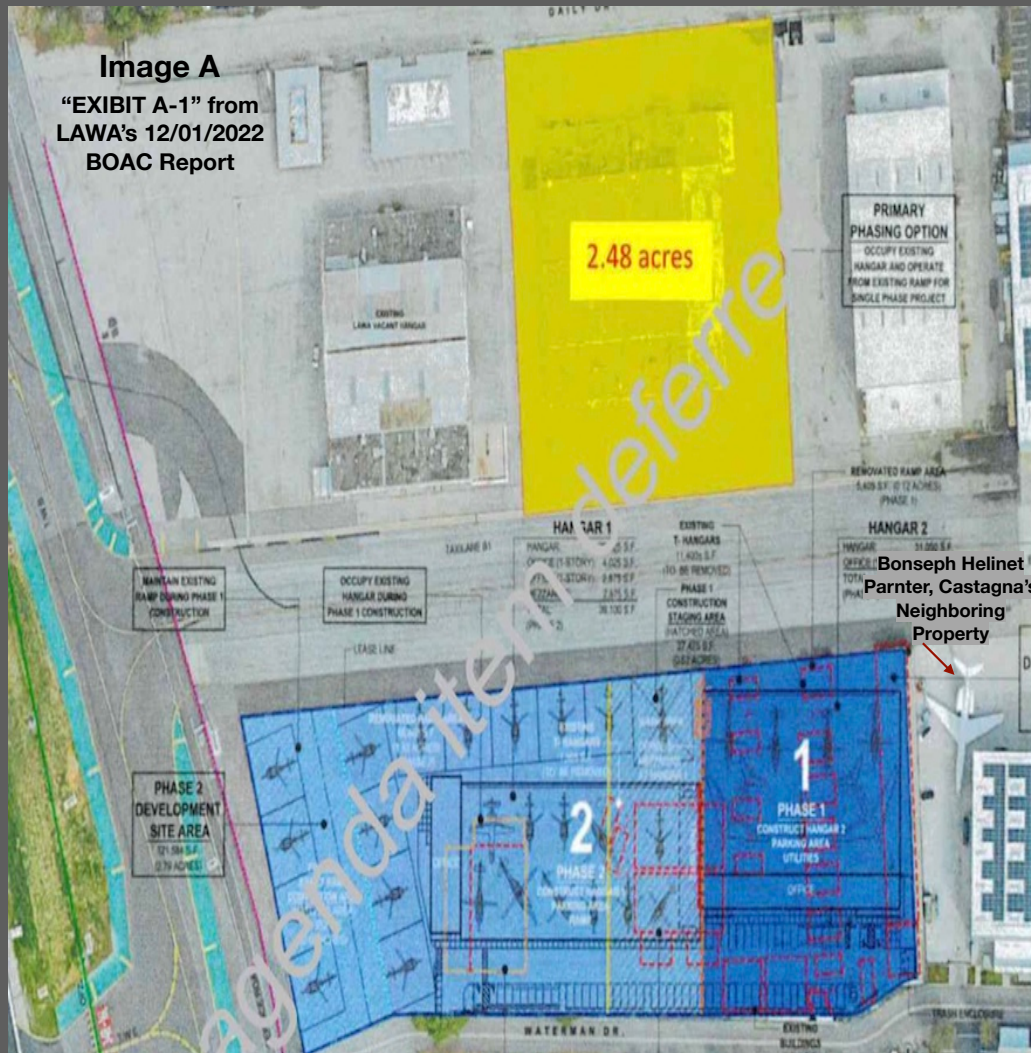
6. ELIMINATING DIVERSITY

- **ELIMINATING TENANT DIVERSITY:** Monopolies at VNY (a) reduce/eliminate options for “good neighbor” compatibility with existing communities, (b) contradict intent of Fair Competition, and (c) have resulted in disproportionate jet charter activity at VNY - related Motions [22-1125](#), [22-1127](#) and [22-1489](#). This proposal would create a monopoly on the NE corner of VNY - as depicted by image. (Helinet not included in the monopoly controversy as they **already exist** on premises.)
- **ELIMINATING AIRCRAFT DIVERSITY:** Castagna already eliminated (occasional use) prop plane diversity with his [Aerolease East development](#) (red outline in image) in favor of corporate charter jets. He proposes to do the same with the Bonseph Helinet lease. (Helicopters do not add to diversity here because they already exist on the RFP premises (yellow) as well as adjacent properties (red + LA County Fire helicopters - not shown).



7. Public Deception - slides 11 + 12

Image A
“EXHIBIT A-1” from
LAWA’s 12/01/2022
BOAC Report

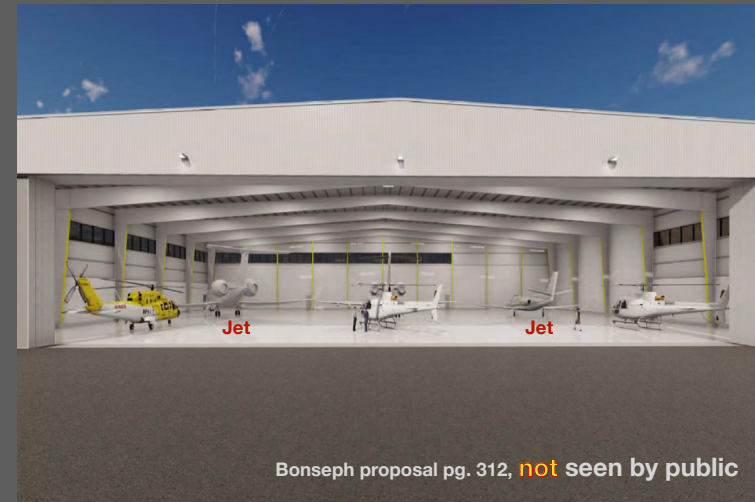


- This powerpoint includes six (6) different images from the undisclosed Bonseph Helinet Proposal that clearly demonstrate the **Jet expansion**; yet LAWA **failed** to include a single one of the images in their report. When Bonseph Helinet’s representatives found out a community group exposed the deceit, reports say that they were quick to **contact select Valley council offices** trying to **manipulate a narrative** suggesting all the Jets were (just) for organ transport, despite the lease **not** reflecting such a claim, and Helinet’s own business model and website promotion **not** supporting such an assertion.
- LAWA’s [report to BOAC](#) only included one (1) image “depicting” jets (*Image A shown at left*) and it was low-resolution (as copied here). **Do the jets grab your attention in Image A at first glance?**
- LAWA’s report omitted acknowledgement that the project would **replace occasional use** prop planes with **corporate jets available for charter**. Eliminating aircraft diversity on a premises transforms the operations away from the City’s community compatibility goal.
- LAWA’s report does **not** use the word **Jet** once in description of the property’s proposed operations. Instead they opted to use the ambiguous phrase “aeronautical use of manned aircraft” ([Lease: Section 3.1](#))
- [Castagna stated](#) that BOAC’s approval was “crucial” to Helinet’s employment and operations, including medical lifts, but that was a **manipulation**. Helinet’s operations would **continue on the premises regardless** of this project MOREOVER, this proposal enhances charter activity and not specifically organ or medical lift operations - which **appear to have been used as a distraction over the introduction of Jet Charters**.

Why wasn't community shown these images,
or ANY identifiable image of Jets in LAWA's report?



Bonseph proposal pg. 311, **not** seen by public



Bonseph proposal pg. 312, **not** seen by public



Bonseph proposal pg. 313, **not** seen by public

8. Impropriety Concerns

Administrative Code Sec. 10.17 Competitive Proposals Preferred

Except as otherwise provided by ordinance, in all cases where bids are not required by the Charter, competitive proposals or bids shall be obtained as far as reasonably practicable and compatible with the City's interests. In all cases, a public record of these proposals and agreements shall be kept. The right to reject any and all proposals or bids shall be reserved in all cases.

VNAA - One Bidder Advantage?

- As seen in the screenshot below, LAWA reported that it provided "outreach" to "potential proposers" thru the VNAA (pg3) HOWEVER, members of the VNAA, including the existing tenant on the premises subject to the RFP, confirmed that VNAA President, Curt Castagna, never shared the information with the membership WHEREAS, Castagna's partnership (Bonseph Helinet) appears to have had an early advantage in the process and (not coincidentally) was the ONLY bidder despite numerous interested parties - see: "Non-Competitive RFP"—>
- Castagna himself alluded to participation in the RFP process as early as 2018 during his 12/01/2022 public comment, this despite the RFP not being released until 2021 so, did Bonseph Helinet have a 3 yr advantage or an influence on the RFP process? LAWA failed to comply with a writ petition to produce communication records for verification.

Prior to releasing the RFP, LAWA conducted an outreach campaign to notify local stakeholders and potential proposers, such as the VNY Citizens Advisory Council and the Van Nuys Airport Association, of the intent to proceed with a competitive solicitation for the opportunity to lease the premises.

Source: LAWA's 10/06/2022 BOAC report

Non-Competitive RFP

- The RFP read that to be a "responsive bid", the proposer must accommodate helicopter operations specifically. Helinet is the only existing subtenant providing helicopter operations on the premises.
- LAWA failed to provide or facilitate access to critical information required for competitive bidders to construct a "plan detailing the Proposer's approach to accommodating the existing subtenants" . Per the RFP, all subtenants, other than Helinet, could be displaced so Helinet's criteria was required for a competitive bid.
- The "Protest" (08/10/2022) filed against this RFP process includes email communications from Helinet owner, Kathryn Purwin, citing her refusal to cooperate with competing bidders in order for them to meet the RFP's requirements. Two potential bidders cited this as a reason that the RFP only produced one (1) bid, that of Castagna and Purwin's partnership with Bonseph - AKA: Bonseph Helinet. NOTE: (Castagna) Aerolease and Bonseph already have an existing partnership on other projects (Aerolease Bonseph Group).
- LAWA's abrupt and last minute action of removing the obstacle / requirement (09/24/2021) just 4 days after Purwin's (Helinet) email was exposed, demonstrates a blatant non-competitive bias in the RFP process, and supports claims of LAWA's impropriety. LAWA's late corrective action failed to provide competitors reasonable time to construct a plan given a mere 27 day deadline extension. The "catered" (tainted) RFP had provided an unfair advantage to the sole bidder, Bonseph Helinet.

D. EXISTING OCCUPANTS ON THE PROPERTY

Proposers must provide a plan detailing the Proposer's approach to accommodating the existing subtenants on the site or the assistance that will be provided to those subtenants to vacate the site.

If Proposer does not intend to be the end-user, then the proposal must provide a list of the proposed rental rates the Proposer will charge prospective or existing occupants during the property lease up.

Proposers are encouraged, and will be evaluated on their ability, to accommodate aviation businesses on the site. The continuation of helicopter uses on this site must also be part of the proposal.

Source: pg 5 : RFP FOR LEASE NON-FBO AVIATION FACILITY, 16231 Waterman Drive at VNY, Release Date: Monday, July 19, 2021

9. City's Options

- (A) ACCEPT the proposal and **increase** jet charter activity... but does this option contradict the City's long-term goals?
- (B) REJECT the proposal and request another RFP process begin but with the Airport Plan objectives in mind (**IE: community compatibility, including cumulative impact consideration**) WHEREAS, RFP policy shall **first** be established to:
- (i) stipulate **limitations** on hangar/ramp size and ramp structure in order for bids to be considered responsive,
 - (ii) development plans must **improve the premises power capacity to support electrical infrastructure for electrified hangars and terminals** whether for immediate use or near future use as the airport ensures such modernization on the entire property.
- (C) REJECT the proposal citing acknowledgment that the City Attorney's endorsed RFP process **was honored HOWEVER**, City Council found the sole bid was **not** in the best interest of the City THEREFORE, LAWA shall be compelled to honor prior written promises by granting a long-term lease with the existing tenant providing the last capital investment submitted by the Existing Tenant is viable and can be realized with the same considerations as reflected in (B).
- (D) REJECT the proposal citing that: **Introducing jet charter activity** on a premises that **does not currently host such activity** is **not** in the best interest of the city; And move forward with placing a **moratorium** on further aviation developments and leases until a new Airport Plan has been implemented. **NOTE:** LAWA themselves acknowledged to Senator Stern's office (Feb. 2023) that **VNY is self-sustaining**, therefore there is **no economic consequence** to passing a moratorium.

After Thoughts?

Questions?

Observation Area is inconsequential - Ask me.

•

Tainted + Non-Competitive RFP - Ask me for *further* details.

•

Alternate Proposals Available - Ask me.

•

Critically flawed CEQA process being exploited by Investors - Ask me.

•

Alleged deception found on Castagna's 2005 CEQA report - Ask me.

•

Another double-standard RE: Helinet - 2014 RFP - Ask me.

•

A [fifth form of Expansion](#) is Expanding to more FBO Services - Ask me.



AMENDMENT TO CF 22-1489 COMMUNITY IMPACT STATEMENT

The North Hills West Neighborhood Council (NHWNC) at its June 15, 2023, General Board Meeting, as duly posted in accordance with the Brown Act, with a quorum of ____ members present, voted YEAS: _ Nays: _ Abstain: _ Ineligible: _ Recusals: _ to support CF 22-1489 regarding the commercial development of Van Nuys Airport (VNY) and the reasonable consideration of community impacts from development at Van Nuys Airport.

Van Nuys Airport (VNY) consistently ranks as one of the nation's busiest general aviation (GA) airports. In recent years (2017 - 2022), major redevelopments were completed that escaped the Valley public's attention, perhaps due to the fact that Los Angeles World Airports (LAWA) failed to disclose the intent of release for certain RFPs or no competitive process was sought by LAWA for these significant expansions. CF22-1489 attempts to address such furtive actions and set the groundwork for future policies that will better protect the City's interests and that of its citizens.

While communities acknowledge that the airport does bring economic benefit to the city, its cost to the public from growing health and quality of life concerns and ever-increasing toxic pollution output from non-essential air traffic, as well as any potential negative impact on local Valley businesses that may derive income from outdoor activity, has never been studied or meaningfully considered in LAWA's redevelopment process decisions. MOREOVER, the actual financial contributions to the Valley or City's economy have never been properly analyzed to produce an irrefutable study considering the "2015 Economic Impact Analysis" for VNY was reportedly commissioned by LAWA, as opposed to an independent 3rd party, and its November 2016 release may render it outdated considering the completion of multiple new VNY redevelopments since its time. Additionally, the report itself (page 4) acknowledges that the indirect and induced impacts stated in the report were produced "under the assumption that most suppliers and workers are located within the county." Assumptions do not produce a reliable window into any asset's contributions to an economy or City. Equally troubling is the report's noted metrics used to define the value of the economic impact, which is based on employment that is not isolated to airport aviation activity, nor does it define full-time vs. part-time vs. outsourced employment. Page 4 of the report also states the employment stats were measured on a "job-count basis regardless of the number of hours worked," even if that "job" was a 3rd party plumber that spent 20 minutes unclogging a toilet on the property. Such metrics skew the asset's actual employment statistics.



LAWA's report back for 22-1489 is due this week and includes:

1. List of Projects and Awards since January 2017.
2. Community Engagement - including an explanation of "...all major stakeholder groups engaged for each project like neighborhood councils, homeowners associations, the VNY Citizens Advisory Council, chambers of commerce, business improvement districts (BID), council offices, and the mayor's office". NHWNC finds this especially relevant considering the current climate over LAWAs "VNY Vision Study" which communities are citing is being rushed while they are being excluded from the process.
3. Compliance with the 2005 VNY Master Plan.
4. Environmental Impacts.
5. Proposal for Further Community Engagement.

In conclusion,

NHWNC has agreed that the residents, businesses, and property owners of the Valley that includes the North Hills West area, deserve a meaningful opportunity for input during all phases of the process for a new Specific Airport Plan (Motion 22-1127) and any proposed changes of development and redevelopment projects under consideration by VNY/LAWA and subsequent evaluation by the Board of Airport Commissioner (BOAC) THEREFORE, we support City Council ensuring LAWAs comply with Motion 22-1489 by the deadline.

MOREOVER, we support a rejection of the controversial Bonseph Helinet lease proposal that may not be in the City or citizens best interest considering it introduces Jets for Charter on a property that currently houses none and maybe modernized without such an egregious expansion that defies the City's already expressed concern over an increase of non-essential private jet charter activity at the airport. We also have concerns over the reported question of this proposal failing to meet the City's long-term goal to reduce the toxic carbon footprint and APU ground emissions.

WHEREAS, NHWNC supports a moratorium on aviation development or redevelopment at VNY until which time City Council removes the flexibility granted in an unexpected amendment to Motion 22-1227 and reaffirms the mandate of the creation of a critically needed Specific Airport Plan to replace the existing airport plan and zoning ordinance 177.327.



June 15, 2023

To: Councilman John Lee CD12: Joshua Yeager, Lorena Espinal
Traci Park (T3 – Trade, Travel, Tourism – Committee Chair): Keven Brunke, Jacob Burman
Paul Krekorian, City Council President: Sahag Yedalian, City Clerk Office.
Mayor Bass: Karren Lane, Michelle Vergara, Erin Seinfeld

RE: Systemic issues at LAWA, A Rejection of the Bonseph Helinet Lease proposal and Support for a Moratorium on aviation development/redevelopment at VNY airport.

Dear Honorable City Leadership,

The North Hills West Neighborhood Council (NHWNC) requests that the City Council, our Mayor, and the Chair of the Travel, Trade, and Tourism committee (T3, Councilwoman Traci Park) accept our consensus to seek a responsible rejection of the Bonseph Helinet lease proposal, support for a moratorium on VNY aviation development until which time a Specific Airport Plan has been adopted, and to ensure that LAWA complies with CF22-1489 by its deadline, among other cited issues.

On November 17, 2022, the NHWNC approved an action and subsequently submitted a CIS in support of CF-22-1127. After that submission, the motion was amended by PLUM via request of council district 6 HOWEVER, CD6 has no seated council member to give such a directive WHEREAS, communities were blind-sided by an amendment that effectively created a loophole for LAWA to avoid creating a Specific Airport Plan. This amendment empowered LAWA to surge forward with their “VNY Vision Study” that has, to date, circumvented meaningful community input.

On April 19, 2023, LAWA presented three VNY development/redevelopment “options” that the airport sponsor sought no documented community input on and failed to first present to VNY CAC or the VNY CAC Vision Study Ad Hoc. MOREOVER, these options were not substantiated by research or studies that would allow the public to realize any potential increases in auto or air traffic that may impact their areas based on LAWA’s presented suggestions. Moving forward with unvetted options that the public is notably rejecting is a concern to the NHWNC and is the basis for the support of a moratorium on aviation development/redevelopment at VNY airport until which time City Council reestablishes a mandate that the Dept. of City Planning, in collaboration with LAWA and the impacted communities, research and create a Specific Airport Plan to replace the existing plan and zoning ordinance 177.327.

At its regular meeting on June 15, 2023, the NHWNC was presented with a Bonseph Helinet powerpoint exposing the proposal to be a Jets for Charter expansion, a fact that LAWA’s December 1, 2022 report to the Board of Airport Commissioners (BOAC) failed to disclose. The powerpoint also highlighted plans and imagery from the proposal depicting an expansion of Hangar space that may be too egregious for property boundaries. The proposed Hangar space may fail to accommodate the City’s long-term goals of upgrading the airport’s power capacity



and modernizing the entire property to reduce toxic APU emissions from ground operations. Such upgrades are critical to the immediate health of adjacent communities and businesses. For these reasons, the NHWNC supports and requests a rejection of the Bonseph Helinet proposal and encourages the City to responsibly explore its options for the property that better meet the City and its citizens' best interests. NO contractual rights should be granted under the guise of "adjustments" to the proposal, as there is no guarantee such adjustments would be made in good faith, and granting additional opportunities for the investor to better meet the City's objectives and needs would be seen as an unfair advantage that contradicts the intent of Fair-Competition laws WHEREAS, alternatives should be sought through an unbiased and new RFP process after a new Specific Airport Plan has been adopted.

At its regular meeting on June 15, 2023, the NHWNC also approved submitting a CIS on CF22-1489. We have attached that CIS to this letter and request your attention to its content. We would like to highlight recent concerns and request that Mayor Bass, City Council, and the T3 Chair (Councilwoman Traci Park) make a note of these events and take action to work to rectify the problems and create a policy to protect the City and its citizens moving forward.

Recent events of concern include, but are not limited to:

- A staff member in CD6 unilaterally put forth an amendment to CF22-1127 without an elected official directive, AND that is seen by impacted communities in multiple council districts as undermining the intent and potency of the motion.
- LAWA's failure to timely produce the report back mandated by CF22-1125.
- LAWA's failure to timely produce the report back mandated by CF22-1489.
- LAWA's failure to meaningfully, or at all, engage with the community in creating viable, researched, and studied options for the redevelopment of VNY airport as demonstrated by the airport sponsor's April 19, 2023 "open house" where they force-fed community three contrived and unvetted "option boards" to "choose from" that (again) were void of relevant studies or pre-screening by the VNY CAC Vision Study Ad Hoc.

The NHWNC sees this as a critical time for Mayor Bass and City Council to recognize the need for transparency and accountability from leadership that includes city agencies AND to address the systemic problems recently exposed regarding policy, or lack thereof, and actions by LAWA that are not proving to be in this City or its citizens' best interests.

Sincerely,
Madlena Minasian – North Hills West NC, President

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: NORTH HILLS WEST

Fiscal Year: 2023 - 2024

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

☐ **Please check here if a new Treasurer is being appointed**

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed**_____
SIGNATURE OF THE 2nd SIGNER_____
DATE_____
PRINT NAME OF THE 2ND SIGNER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**Alternate Signer**☐ **Please check here if a new Alt. Signer is being appointed**

(If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER_____
DATE_____
PRINT NAME OF THE ALTERNATE SIGNER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**1st Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**_____
SIGNATURE OF THE 1st BANK CARD HOLDER_____
DATE_____
PRINT NAME OF THE 1st BANK CARD HOLDER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**2nd Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**_____
SIGNATURE OF THE 2nd BANK CARD HOLDER_____
DATE_____
PRINT NAME OF THE 2nd BANK CARD HOLDER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER***** Bank Cardholders, please read further next page *****

NEIGHBORHOOD COUNCIL FUNDING PROGRAM BANK CARDHOLDER ACKNOWLEDGEMENT & AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

***Sample Itemized Budget Allocations for
Office/Operational Expenditures***

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures	\$15,500.00

NORTH HILLS WEST Neighborhood Council Annual Budget for Fiscal Year: 2023 - 2024	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 32,000.00

Office/Operational Expenditures Category	
Meeting Space & Associated Costs (Facility Rental/Security)	\$ 4,000.00
Telephone (Pre-paid Account) auto-debited monthly	\$ 300.00
Minute Taking, Transcription, Admin Asst (Partners in Diversity)	\$ 4,500.00
Refreshments, snacks and hospitality items (cups, napkins, etc.)	\$1,900.00
Website Hosting (Siteground)	\$ 435.00
Webmail & Contact Data Management Service (Constant Contact)	\$ 600.00
Printing & photocopying for meetings (General Office/Outreach)	\$ 275.00
Website Maintenance & Posting (Moore Business Results)	\$ 3,000.00
P.O. Box Rental (United States Post Office, North Hills, CA	\$ 150.00
Adobe Software	\$ 650.00
Microsoft 365-Family (up to 6 people, up to 6 TB of Cloud Storage)	\$ 99.00
Total Office/Operational Expenditures	\$ 15,909.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Communications & Promotional Printing	\$ 5,591.00
Total Outreach Expenditures	\$ 5,591.00

Election Expenditures Category	
Total Election Expenditures	
	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
	\$ 5,000.00
Total NPG Expenditures	\$ 5,000.00

Community Improvement Projects (CIP) Expenditures Category	
	\$ 5,500.00
Total CIP Expenditures	\$ 5,500.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$15,909.00
Outreach Expenditures	\$ 5,591.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$21,500.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 5,000.00
Community Improvement Projects (CIP) Expenditures	\$ 5,500.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$32,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058



NORTH HILLS WEST NEIGHBORHOOD COUNCIL
Regular Board Meeting Minutes, Thursday, May 18, 2023
New Horizons, 15725 Parthenia St., North Hills, CA 91343

DRAFT Minutes [to be replaced by "Approved __[Month]__ __[date]__, 202__[year]__"]

Document copies were available at www.nhwnc.net.

NHWNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motion(s) (included as stated at the Meeting, or, if not stated, as written on the Agenda); quotes (words that have quotation marks ("")) at the beginning and ending of a word or words); and Agenda wording copied into the Minutes.

1. Welcome, Call to Order and Flag Salute.

President Madlena Minasian called the Meeting to order at 6:05 p.m. The Pledge of Allegiance was said.

2. Roll Call, Determination of Quorum, Voting Eligibility Report and call for agenda item(s) recusals.

Roll Call was taken. Eight of the 10 Board Members were present at the Roll Call: Dave Brown (Secretary), Pat Crone (Treasurer), Maggie Elliott (Vice-President), Linda Erdman, Garry Fordyce, Carol Hart, David Hyman, Madlena Minasian (President). Punam Gohel and Kreshell Ramey arrived later. The NHWNC Board quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see the Bylaws link at www.empowerla.org/nhwnc), so the Board could take such votes. Quorum was announced. Mr. Brown confirmed that all Board Members' trainings were compliant and they were eligible to vote. Ten of the 13 Board Seats were filled (by election or appointment). Three Board Seats were vacant (two General and one Residential); to apply, email Secretary@nhwnc.net. Also attended: 12 Stakeholders and guests.

3. President's Comments, Announcements and Meeting Logistics. – Madlena Minasian, President

☐ Call for new Board Members: We're currently seeking applicants for two (2) vacant Board Seats. One (1) Residential 2025 & One (1) General 2025 (to apply see the link below). <https://www.nhwnc.net/board-vacancies-seeking-new-board-member-nominees/>

- ☐ Neighborhood Council(s) (Region 2) Election Day is June 10, 2023.
- ☐ Board members please announce when leaving meeting before adjournment.

Ms. Minasian noted the above and that the NHWNC will have an affirmation, not an election.

4. Elected Officials, Public Agency Speakers, Field Representatives and Public Service Announcements.

[The next Agenda Item addressed was Mr. Doran's below presentation.]

- a. Mayor of Los Angeles Karen Bass / West Valley Representative - Erin Seinfeld
erin.seinfeld@lacity.org <https://mayor.lacity.gov/>.
Ms. Seinfeld [323-552-6730; <https://www.lamayor.orgWestValleyAreaRep>], was not present and there was no report.
- b. Council District 12 John Lee / Field Representative – Lorena Espinal
Lorena.Espinal@lacity.org <https://councildistrict12.lacity.gov/>.
Ms. Minasian relayed that Ms. Espinal had emailed that she (Ms. Espinal), a Field Deputy for L.A. City District 12 Councilmember John Lee [818-882-1212], couldn't attend this meeting
- c. County Supervisor District 3: Lindsey Horvath.
No representative was present and there was no report.
- d. State Senate District 20: Caroline Menjivar.
Andres Garcia, a District Representative for State 20th District Senator Caroline Menjivar [ofc. 818-901-5588' Andres.Garcia@sen.ca.gov; <https://senate.ca.gov/Menjivar>] was not present and there was no report.
- e. Assembly District 40 – Pilar Schiavo / Field Representative - Gaby Gurrola
gaby.gurrola@asm.ca.gov, <https://a40.asmdc.org/>.
Gaby Gurrola, a Field Representative for State 40th District Assemblymember Pilar Schiavo [661-286-1565], was not present and there was no report.
- f. US Congress District 32: Brad Sherman.
No representative was present and there was no report.
- g. LAUSD School Board District 3: Scott Schmerelson.
No representative was present and there was no report.
- h. LAPD Devonshire Division Senior Lead Officer (SLO) - Jerome Knopp
37244@lapd.online; <https://www.lapdonline.org/lapd-contact/valley-bureau/devonshire-community-policestation/>.
Ms. Minasian reported for Jerome Knopp, an LAPD Devonshire Division (east of CSUN) Senior Lead Officer [Desk: (818) 832-0633; Cell: (323) 382-1526]. She encouraged contacting him with questions. The annual National Night Out will be August 1st from 6:00 p.m. to sundown.

Board Member Punam Gohel arrived at this time (6:22), making nine Board Members present (the NHWNC quorum is seven).

- i. Mid Valley Regional Library <https://www.lapl.org/branches/mid-valley>.
No representative was present and there was no report.

- j. Department of Neighborhood Empowerment / NEA - John Darnell
john.darnell@lacity.org; <https://empowerla.org/>.
John Darnell, a Neighborhood Empowerment Advocate of the L.A. Dept. of Neighborhood Empowerment (DONE) [213-978-1551], later reminded Board Members to read the Monthly Profile emailed to them.
- k. Report from Region 2 Budget Advocate or Budget Representative.
<https://www.budgetadvocates.org/>.
Mr. Fordyce, a Budget Advocate [LABudgetAdvocates@gmail.com], reported.
- l. To find your Elected Representatives, City Agencies, Departments and more, click here: <https://neighborhoodinfo.lacity.org>.
Ms. Minasian noted the above.

Nicholas Doran, President and CEO of Meals in Motion, a non-profit organization based in North Hills, presented. They “teach healthy food education . . . with hands-on cooking classes . . . build confidence in culinary [work] . . . budgeting skills . . . how to store food appropriately . . . [with] grades 7 - 12.” The organization started with the LAPD Devonshire PALS program in October 2022 and serves the entire San Fernando Valley. “Each child gets a package with their ingredients . . . to cook for the day.” The program may expand to the L.A. basin. The Granada Hills North and also South Neighborhood Councils have funded them.

[The next Agenda Item addressed was Item #4. b.]

5. General Public Comment:

[This Agenda Item was addressed after Item #8.] Resident Jeff Bankston was concerned about possible Van Nuys Airport expansion and he wanted Whiteman Airport to stay open. Resident Debra Francisco, a Neighborhood Watch Captain, reported that a homeless encampment at Parthenia and Reseda was cleared. Lionel Mares, a Sylmar NC Board Member, encouraged supporting legislation to allow teleconferencing meetings.

6. Guest Speakers and Informational Presentations.

Presentation from LANCC/WG4CC regarding the draft Declaration of Neighborhood Council Rights. **Discussion and possible action** to support the LANCC/WG4CC Declaration of Neighborhood Council Rights.
<https://www.nhwnc.net/agendas/may-18-2023-general-board-meeting/>

No presenter attended; there was no presentation.

7. Discussion and possible action to approve the April 20, 2023 Board Meeting Draft Minutes. <https://www.nhwnc.net/minutes/april-20-2023-draft-minutes/>

No corrections or amendments were made.

MOTION (by Ms. Minasian, seconded by Ms. Hart): The North Hills West Neighborhood Council approves the Minutes of its April 20, 2023 Regular Board Meeting as written.

MOTION PASSED by a roll call vote of the nine eligible voters present with eight in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Erdman, Gohel, Hart, Hyman and Minasian); one opposed (“No” or “Nay”) (Fordyce); zero abstained

8. **Discussion and possible action** to approve the April 2023 Monthly Expenditure Report. <https://www.nhwnc.net/reports/april-2023-monthly-expense-report/>

FUNDING MOTION (by Ms. Minasian, seconded by Mr. Hyman): The North Hills West Neighborhood Council approves the Monthly Expenditure Report for April 2023.

Board Member Kreshell Ramey arrived at this time (6:27), making all 10 Board Members present (the NHWNC quorum is seven).

MOTION PASSED by a roll call vote of the 10 eligible voters present with eight in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Erdman, Gohel, Hart, Hyman and Minasian); one opposed (“No” or “Nay”) (Fordyce); one abstained (the NHWNC does not count abstentions as votes) (Ramey).

9. **Discussion and possible action**: recommendation from the NHWNC Budget & Finance Committee to approve an NPG for \$5,000 for Vintage Magnet School’s Robotics Program. Presenter - Samantha Trainor.
<https://www.nhwnc.net/agendas/may-18-2023-general-board-meeting/>

Ms. Crone noted the Committee recommendation. Mr. Fordyce relayed that Ms. Trainor was unable to attend and she promised to present at the next NHWNC Board Meeting. Resident Anita Goldbaum supported the Grant. Ms. Francisco opposed the Grant because the School is not in North Hills. Ms. Minasian noted that four applications were submitted. The Grant amount was reduced.

FUNDING MOTION (by Ms. Minasian, seconded by Ms. Hart): The North Hills West Neighborhood Council approves an NPG for \$2,500 for Vintage Magnet School’s Robotics Program.

FUNDING MOTION PASSED unanimously by a roll call vote of the 10 eligible voters present with all 10 in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Erdman, Fordyce, Gohel, Hart, Hyman, Minasian and Ramey); zero opposed; zero abstained.

10. **Discussion and possible action** to purchase a pre-approved NC Zoom account NTE \$200. <https://zoom.us/pricing>

Ms. Minasian gave background information.

FUNDING MOTION (by Ms. Minasian, seconded by Mr. Hyman): The North Hills West Neighborhood Council will purchase a pre-approved NC Zoom account NTE \$200.

FUNDING MOTION PASSED unanimously by a roll call vote of the 10 eligible voters present with all 10 in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Erdman, Fordyce, Gohel, Hart, Hyman, Minasian and Ramey); zero opposed; zero abstained.

- 11. Discussion and possible action** to purchase Emergency Preparedness (EP) items from SOS Survival Products such as Sensi-Wraps, 1 Day Student Emergency Kits, Triangle Bandages, Drinking Water Pouches, and Metal Whistles NTE \$1,800. <https://www.sosproducts.com/>

FUNDING MOTION (by Ms. Minasian, seconded by Mr. Gohel): The North Hills West Neighborhood Council will purchase Emergency Preparedness (EP) items from SOS Survival Products such as Sensi-Wraps, 1 Day Student Emergency Kits, Triangle Bandages, Drinking Water Pouches, and Metal Whistles NTE \$1,800.

DISCUSSION: Mr. Fordyce claimed that “we don’t have any details . . . we’re not supposed to have any information.” Ms. Minasian noted that “this is for . . . our Stakeholders.” Mr. Brown reported that “the owner, Jeff [Edelstein], has given us a significant discount.” Ms. Minasian added that “the invoice will actually have the quantities on it.” Ms. Francisco said “SOS is a fantastic place . . . it benefits all of our residents.”

FUNDING MOTION PASSED by a roll call vote of the 10 eligible voters present with nine in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Erdman, Gohel, Hart, Hyman, Minasian and Ramey); one opposed (“No” or “Nay”) (Fordyce); zero abstained.

- 12. Discussion and possible action** to purchase NHWNC logo Polo Shirts from Quality Logo NTE \$1,200. <https://www.qualitylogoproducts.com/>

FUNDING MOTION (by Ms. Minasian, seconded by Ms. Erdman): The North Hills West Neighborhood Council will purchase NHWNC logo Polo Shirts from Quality Logo NTE \$1,200.

DISCUSSION: Mr. Fordyce wanted to know the quantity and cost per shirt. It was explained to him that the allocation will buy as many shirts as can be bought and that some shirts will be available to Stakeholders.

FUNDING MOTION PASSED by a roll call vote of the 10 eligible voters present with nine in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Erdman, Gohel, Hart, Hyman, Minasian and Ramey); one opposed (“No” or “Nay”) (Fordyce); zero abstained.

- 13. Discussion and possible action** to purchase an outreach “Spinning Wheel” from Amazon NTE \$100. <https://a.co/d/ftvNVQU>

FUNDING MOTION (by Ms. Minasian, seconded by Mr. Hyman): The North Hills West Neighborhood Council will purchase an outreach “Spinning Wheel” from Amazon NTE \$100.

DISCUSSION: Mr. Brown “will not be part of any raffle.” Mr. Darnell said that “roll call votes are no longer needed.” Ms. Minasian asked and Mr. Darnell confirmed that that includes funding Motions no longer needing roll call votes.

FUNDING MOTION PASSED unanimously by a vote of the 10 eligible voters present with all 10 in favor; zero opposed; zero abstained.

- 14. Discussion and possible action** to purchase blank Board Member name cards from Amazon NTE \$20. <https://a.co/d/3LFEGVa>

FUNDING MOTION (by Ms. Minasian, seconded by Ms. Elliott): The North Hills West Neighborhood Council will purchase blank Board Member name cards from Amazon NTE \$20.

FUNDING MOTION PASSED unanimously by a vote of the 10 eligible voters present with all 10 in favor; zero opposed; zero abstained.

- 15. Renew Adobe Creative Cloud All Apps editing software annual subscription NTE \$650.**

FUNDING MOTION (by Ms. Minasian, seconded by Ms. Erdman): The North Hills West Neighborhood Council will renew Adobe Creative Cloud All Apps editing software annual subscription NTE \$650.

DISCUSSION: It was noted that this is the same amount as last year.

FUNDING MOTION PASSED unanimously by a vote of the 10 eligible voters present with all 10 in favor; zero opposed; zero abstained.

- 16. Discussion and possible action** to purchase an iPad for teleconferencing meetings, including a separate webcam, cabling and any adapters including thumb drives for presentations NTE \$2,500.
<https://www.apple.com/shop/buy-ipad/ipad-pro/12.9-inch-display-512gb-space-gray-wifi>
<https://thecentercam.com/products/center-cam-standard-package>
<https://a.co/d/clXujNz>

FUNDING MOTION (by Ms. Minasian, seconded by Ms. Hart): The North Hills West Neighborhood Council will purchase an iPad for teleconferencing meetings, including a separate webcam, cabling and any adapters including thumb drives for presentations NTE \$2,500.

DISCUSSION: There was discussion that the current laptop is very old.

Board Member Punam Gohel left at this time (7:15), making nine Board Members present (the NHWNC quorum is seven).

FUNDING MOTION PASSED by a vote of the nine eligible voters present with seven in favor (Brown, Crone, Elliott, Erdman, Hart, Hyman, Minasian); two opposed (Fordyce and Ramey); zero abstained.

17. Discussion and possible action to reallocate NHWNC funds to accommodate expenditure approvals.

IMPORTANT FISCAL 22-23 DATES

- ☐ May 20th – Final date to submit an event request for approval.
- ☐ June 1st - Final date to submit a check payment request including NPGs.
- ☐ June 20th – Final date to make purchases with the NC bank card.

Mr. Fordyce reported that the Budget & Finance Committee recommended reallocating \$13,000 to NPGs [Neighborhood Purposes Grants].

Board Member David Hyman left at this time (7:29), making eight Board Members present (the NHWNC quorum is seven).

There was discussion of what funding was available.

FUNDING MOTION (by Ms. Minasian, seconded by Mr. Fordyce): The North Hills West Neighborhood Council reallocates \$7,091 from the Elections budget category to the NPG category.

FUNDING MOTION PASSED unanimously by a vote of the eight eligible voters present with all eight in favor; zero opposed; zero abstained.

FUNDING MOTION (by Ms. Minasian, seconded by Mr. Brown): The North Hills West Neighborhood Council reallocates \$5,500 from the Community Improvements Projects budget category to the Operations category.

FUNDING MOTION PASSED unanimously by a vote of the eight eligible voters present with all eight in favor; zero opposed; zero abstained.

18. Discussion and possible action to submit a Community Impact Statement (CIS) supporting Council File CF 22-1489 Van Nuys Airport (VNY) / Development Projects / Community Impact / VNY Citizens Advisory Council.
<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=22-1489>

Ms. Hart reported that LAWA [L.A. World Airports] is holding public forums. A Stakeholder urged caution regarding Van Nuys airport expansion opposition. Mr. Brown said Van Nuys Airport is needed as an emergency preparation/disaster support center. Ms. Erdman reminded that the NHWNC submitted a Community Impact Statement opposing closure of Whitman Airport.

MOTION (by Ms. Minasian, seconded by Ms. Erdman): The North Hills West Neighborhood Council will submit a Community Impact Statement (CIS) supporting Council File CF 22-1489 Van Nuys Airport (VNY) / Development Projects / Community Impact / VNY Citizens Advisory Council.

MOTION PASSED by a vote of the eight eligible voters present with seven in favor (Brown, Crone, Elliott, Erdman, Hart, Minasian and Ramey); one opposed (Fordyce); zero abstained.

- 19. Discussion and possible action** to submit a Community Impact Statement (CIS) opposing Council File CF 20-0990 Diversity, Equity, and Inclusion Training / Anti-Bias Training / Los Angeles Neighborhood Council Members.
<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=20-0990>

MOTION (by Ms. Minasian, seconded by Ms. Erdman): The North Hills West Neighborhood Council will submit a Community Impact Statement (CIS) opposing Council File CF 20-0990 Diversity, Equity, and Inclusion Training / Anti-Bias Training / Los Angeles Neighborhood Council Members.

DISCUSSION: Ms. Minasian opposed additional required training. Mr. Darnell stated that “the City Council made the decision” to require training, “though there’s no consequence if a Board Member doesn’t complete it.”

MOTION PASSED by a vote of the eight eligible voters present with seven in favor (Brown, Crone, Elliott, Erdman, Hart, Minasian and Ramey); one opposed (Fordyce); zero abstained.

- 20. Discussion and possible action** to submit a Community Impact Statement (CIS) supporting Council File CF 22-1547 Coastal Live Oak (Quercus agrifolia) / City of Los Angeles / Official Tree.
<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=22-1547>

MOTION (by Ms. Minasian, seconded by Ms. Hart): The North Hills West Neighborhood Council will submit a Community Impact Statement (CIS) supporting Council File CF 22-1547 Coastal Live Oak (Quercus agrifolia) / City of Los Angeles / Official Tree.

MOTION PASSED by a vote of the eight eligible voters present with seven in favor (Brown, Crone, Elliott, Erdman, Hart, Minasian and Ramey); one opposed (Fordyce); zero abstained.

- 21. Discussion and possible action** to submit a Community Impact Statement (CIS) supporting Council File CF 23-0002-S54, SB 434 (Min) / Ridership Survey Data / Harassment / Asian American Pacific Islander Month / May 2023 (Lee – Raman – Hernandez).

<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=23-0002-S54>

MOTION (by Ms. Minasian, seconded by Ms. Erdman): The North Hills West Neighborhood Council will submit a Community Impact Statement (CIS) supporting Council File CF 23-0002-S54, SB 434 (Min) / Ridership Survey Data / Harassment /Asian American Pacific Islander Month / May 2023 (Lee – Raman – Hernandez).

DISCUSSION: Ms. Erdman explained the impetus for the survey.

MOTION PASSED by a vote of the eight eligible voters present with seven in favor (Brown, Crone, Elliott, Erdman, Hart, Minasian and Ramey); one opposed (Fordyce); zero abstained.

22. Update from Kreshell Ramey regarding the Volunteers Cleaning Communities (VCC) NPG approved April 2022 for \$1,500 for tools and supplies.

Ms. Ramey updated that Jill Mather [Founder of "Volunteers Cleaning Communities," VCC; JillMather@earthlink.net] said that VCC is available on whatever requested date. Ms. Elliott explained what the \$1,500 allocation was for. Ms. Ramey stated that "they have some of the tools." Ms. Minasian gave more information; tools were to be stored in NHWNC storage; "we paid for tools that we don't have." There was discussion of what the NPG wording and agreement was. Ms. Francisco believed that VCC needs to account for what tools were bought with NHWNC funding and provide a receipt. Ms. Minasian reported that Mr. Brown and Ms. Elliott left many unresponded to messages for Ms. Mather.

23. Board member announcements and comments.

Ms. Erdman reported that the Van Nuys Airport Vision Study, and the Ridership Survey, should be available by June 7th on the website. Ms. Hart reported on the CSUN Urban Studies Dept. update. Mr. Brown reported crime statistics and reminded not to leave valuables in vehicles.

24. Discussion and possible action on NHWNC/Committee/Liaison/CIS filers appointments to add/remove.

There were no appointments or changes at this time.

25. Committee, Liaison, Alliances, Coalitions and CIS filer Reports.

Committees

- a) Beautification & Infrastructure
- b) Budget & Finance
- c) Emergency Preparedness & Public Safety
- d) Outreach/Events/Marketing
- e) Planning & Land Use Management
- f) Rules & Elections
- g) Ad hoc Board Retreat
- h) Ad hoc Executive
- i) Ad hoc Homeless Liaison

j) Ad hoc Legislative

Ms. Minasian reported that only the Budget & Finance Committee met.

Liaisons / Alliances and Coalitions

a) CIS Filers

There was discussion of CIS Filer accounts.

b) DWP Advocacy and MOU Oversight Committee

<https://empowerla.org/DWPMOU/>

c) Board of Neighborhood Commissioners (BONC)

<https://empowerla.org/commission/policies-and-meetings/>

Ms. Minasian reported on Interim DONE General Manager Vanessa Serrano's report. In July, NCs will need to re-/confirm CIS Filers. DONE hired more staff. Five NCs are in DONE's Exhaustive Efforts. Board Members attending the BONC meeting were concerned about BONC Commissioners leaving meetings early, causing quorums to be lost; a Board Member said that "certain Commissioners are constantly not attending the BONC meetings, which does a disservice to all of us." A Board Member was "disappointed that the majority of the NEAs are non-responsive and don't show up to meetings. The NEAs need to work on their response time." A Board Member wanted BONC to convene a committee to address upcoming City Charter reform. A Board Member thought that DONE does not provide enough NC election outreach support. A Board Member noted that DONE's promised Board Member manuals have not been published and no input has been solicited from Board Members. Ms. Minasian encouraged listening to the meeting recording.

d) Los Angeles Neighborhood Council Coalition (LANCC) <http://www.lancc.org/>

Ms. Minasian reported that LANCC met May 6th and Mayor Bass presented, including regarding work to house homeless people, and public safety -- she called for intense police officer recruitment. Ms. Minasian encouraged listening to the meeting recording.

e) Neighborhood Council Emergency Preparedness Alliance (NCEPA)

<https://www.ncsa.la>

Mr. Brown reported.

f) Neighborhood Council Sustainability Alliance (NCSA) <https://www.ncsa.la>

g) Plan Check Neighborhood Councils <https://empowerla.org/planchecknc/>

h) Valley Alliance of Neighborhood Councils (VANC) <https://vanc34.org/>

Ms. Minasian reported that VANC met May 11th; speakers spoke about the City budget. Ms. Minasian encouraged listening to the meeting recording.

i) West Valley Neighborhood Alliance on Homelessness (WVNAH)

<https://wvnah.org/>

- j) 2022 Congress of Neighborhood Councils videos and upcoming 2023 Congress <https://www.neighborhoodcongress.la/>
Ms. Minasian reported that NCs are being asked to help fund the Congress.

Ms. Minasian reported that the L.A. Dept. of Public Works would have an update on May 22nd at 5:00 p.m. via Zoom.

- 26. Request for Future Agenda Items.** Send to: President@nhwnc.net minimum 10 days before desired meeting date, with "AGENDA REQUEST" in the subject line. Please attach documents, along with sufficient information, and links to support adequate description for discussion.

Ms. Minasian noted the above.

Board Member Kreshell Ramey left at this time, making nine Board Members present (the NHWNC quorum is seven).

- 27. Upcoming events:** In-person unless otherwise noted. Tuesday, May 16 CERT Battalion 15 Meeting 6:30pm at Fire Station 87, 10124 Balboa Bl. Saturday, May 20 Turtle & Tortoise Show , 11am-4pm, 5920 Shoup Ave & Oxnard. Thursday, May 25 6:30pm Basic Car 17A95 Neighborhood Watch Meeting, Zoom (link on NHWNC/Calendar).

Ms. Minasian noted the above.

28. Finishing Roll Call & Adjournment.

Seven of the 10 Board Members were present at the Finishing Roll Call: Dave Brown (Secretary), Pat Crone (Treasurer), Maggie Elliott (Vice-President), Linda Erdman, Garry Fordyce, Carol Hart and Madlena Minasian (President). Punam Gohel, David Hyman and Kreshell Ramey were absent.

MOTION to ADJOURN (by Ms. Minasian, seconded by Ms. Crone).

MOTION to ADJOURN PASSED unanimously; zero opposed; zero abstained.

The Meeting was **ADJOURNED** at 8:53 p.m.

The first paragraph of some Items, Motions/Resolutions and other wording may have been copied from the Agenda. Minutes written by DL, possibly edited by the NHWNC. The NHWNC Board Meeting Minutes page is <http://www.nhwnc.net/agendas-minutes/minutes-and-agendas>.



NORTH HILLS WEST NEIGHBORHOOD COUNCIL
Special Board Meeting Minutes, Tuesday, May 23, 2023

Mid-Valley Regional Library Computer Rm. 16244 Nordhoff St., North Hills, CA 91343
DRAFT Minutes [to be replaced by "Approved _[Month]_ _[date]_, 202_[year]_"]

Document copies were available at <https://www.nhwnc.net/event/5-22-23-special-board-meeting>.

NHWNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motion(s) (included as stated at the Meeting, or, if not stated, as written on the Agenda); quotes (words that have quotation marks ("")) at the beginning and ending of a word or words); and Agenda wording copied into the Minutes.

1. Welcome, Call to Order and Flag Salute.

President Madlena Minasian called the Meeting to order at 5:09 p.m. The Pledge of Allegiance was said.

2. Roll Call, Determination of Quorum, Voting Eligibility Report and call for agenda item(s) recusals.

Roll Call was taken by the Minutes Writer. Seven of the 10 Board Members were present at the Roll Call: Dave Brown (Secretary), Pat Crone (Treasurer), Maggie Elliott (Vice-President), Linda Erdman, Carol Hart, David Hyman and Madlena Minasian (President). Garry Fordyce, Punam Gohel and Kreshell Ramey were absent. The NHWNC Board quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see the Bylaws link at www.empowerla.org/nhwnc), so the Board could take such votes. Quorum was announced. Mr. Brown confirmed that all Board Members' trainings were compliant and they were eligible to vote. Ten of the 13 Board Seats were filled (by election or appointment). Three Board Seats were vacant (two General and one Residential); to apply, email Secretary@nhwnc.net. Also attended: two Stakeholders and guests.

3. President's Comments, Announcements, and Meeting Logistics – Madlena Minasian, President.

Ms. Minasian encouraged Nicholas Doran to apply to be a Board Member. She noted that May is National Mental Health Month and Wildfire Awareness Month.

4. Elected Officials, Public Agency Speakers, Field Representatives and Public Service Announcements. Up to three (3) minutes per speaker.

There were no speakers or announcements.

5. **General Public Comment:** Each speaker can speak one time for up to one (1) minute.

There were no comments at this time.

6. **Discussion and possible action** to rescind the motion approved on March 16, 2023 Board Meeting, agenda item #16, regarding approving New Horizons as the NHWNC Board Meeting venue at a quoted rate of \$400 per month. Explanation: New Horizons charges \$480 per meeting.

MOTION to RESCIND (by Ms. Minasian, seconded by Ms. Hart): The North Hills West Neighborhood Council rescinds the motion approved on March 16, 2023 Board Meeting, agenda item #16, regarding approving New Horizons as the NHWNC Board Meeting venue at a quoted rate of \$400 per month.

MOTION to RESCIND PASSED unanimously with all seven in favor; zero opposed; zero abstained.

7. **Discussion and possible action** to approve New Horizons as the NHWNC Board Meeting venue and allocating funding NTE \$1,500 to cover April, May and June 2023 rent.

FUNDING MOTION (by Ms. Minasian, seconded by Ms. Elliott): The North Hills West Neighborhood Council approves New Horizons as the NHWNC Board Meeting venue and allocates funding NTE \$1,500 to cover April, May and June 2023 rent.

DISCUSSION: Ms. Hart thought that New Horizons staff should ensure that their parking lot gate opens automatically for visitors. She reported that a meeting space contract with the NHWNC paying New Horizons \$400 per month for meeting space was submitted to but hasn't been approved by the City. There was extensive discussion of what happened and conversations with New Horizons staff regarding NHWNC meeting dates and the meeting space rent amount. Ms. Hart noted that the City had ruled that New Horizons was out of ADA compliance. Ms. Minasian reported that the Library offered this Community Room for NHWNC meeting space, but that meetings must end by 8:00 p.m.

FUNDING MOTION PASSED with six in favor (Brown, Crone, Elliott, Hart, Hyman and Minasian); one opposed (Erdman); zero abstained.

8. **Board Member announcements.**

Mr. Brown announced that a demolition notice was issued for 15715 Plummer St. Also, a resident was concerned about derelict motor homes and aggressive inhabitants on Gothic Ave. between Chase St. and Roscoe Blvd.

9. **Request for Future Agenda Items.**

There were no requests.

10. Finishing Roll Call & Adjournment.

Seven of the 10 Board Members were present at the Finishing Roll Call: Dave Brown (Secretary), Pat Crone (Treasurer), Maggie Elliott (Vice-President), Linda Erdman, Carol Hart, David Hyman and Madlena Minasian (President).

MOTION to ADJOURN (by Ms. Minasian).

MOTION to ADJOURN PASSED unanimously; zero opposed; zero abstained.

The Meeting was **ADJOURNED** at 5:42 p.m.

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