

**WESTCHESTER BUSINESS IMPROVEMENT ASSOCIATION /  
WESTCHESTER TOWN CENTER BID  
BOARD OF DIRECTORS**

**MEETING MINUTES**

**Thursday, May 19, 2016  
Meeting Location: Conference Room  
8929 S. Sepulveda Boulevard #130  
Westchester, CA 90045**

*In attendance: Board Members – Davis, Lemmon, Payne, Ruhlen, Saab,  
Staff – Duckworth  
Guest: Ruben Garcia, Sophia Castaneda, Brent Ruhlen*

*Meeting called to order at 10:15 AM by Acting President John Ruhlen.*

1. CALL TO ORDER -- Karen Dial, President 10:00 AM
  
2. PUBLIC COMMENTS This opportunity is reserved for any public comments to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on un-agendized subjects. It is the Board's policy that persons in the audience may address the Board in connection with any particular agenda item during the public comment period. As provided by the Brown Act, each individual's speaking time shall be limited to three minutes. Anyone desiring to speak during the public comment period must complete a speaker card and submit it to the Chair prior to the start of the meeting.
  - A. Comments from LAPD SLO  
  
*The LAPD SLO Officers Ruben Garcia and Sophia Castaneda described local crime patterns for the Board. Questions and answers ensued.*
  
3. APPROVAL OF MINUTES – Defer to Next Meeting
4. FINANCIAL REPORT – Defer to Next Meeting
5. BUSINESS ITEMS
  - A. Update re: Sponsorship of Sunday Farmer's Market in Westchester BID Area (Addition to Existing Wednesday Market)
    1. Updated, slightly revised Term Sheet
    2. Review Executive Director's Updated, Proposed Proforma "5/19/16" With WBIA Contribution for Start-Up Costs and Deferred Repayment
    3. Discussion / Action, if any

*The Executive Director presented an updated Sunday Farmers Market Proforma showing the operating cost enhancements available by a WTC BID contribution of \$25,280, including a \$5,330 start up cash flow contribution.*

***Board discussion of the proposed Farmers Market ensued. No formal action was taken.***

- B. Presentation / Discussion / Review / Approval of “Test” Installation(s) for “Tree Well Pebbles”
  - 1. City of West Hollywood Pebbles
  - 2. Xeripave Blocks

***Executive Director Duckworth reviewed the concept of installing tree well pebbles as used in the City of West Hollywood. Based upon discussions with West Hollywood City staff, pebbles and a Xeripave block alternative should be considered. Information regarding both treatments was included in the Agenda packet.***

***After discussion, Motion Lemmon, 2<sup>nd</sup> Davis: “The WBIA Board of Directors hereby approves construction of test installations of various tree well treatments in the triangle area.” Unanimously approved.***

- C. Approval of WTC BID Property Assessment Roll
  - The proposed roll for 2017 is the same as the current year.

***The Executive Director presented the proposed WTC BID 2017 assessment roll with no CPI increase from the previous year.***

***After discussion, Motion Lemmon, 2<sup>nd</sup> Payne: “The WBIA Board of Directors hereby approves the 2017 Property Assessment Roll as presented.” Unanimously approved.***

6. REPORT FROM EXECUTIVE DIRECTOR

- a. ***New Bus Stop Shelter at CVS - The Executive Director reported to the Board that a new bus stop shelter has become available per CVS Decaux as a result of his outreach and past requests. The Board felt that the new shelter was an improvement in a difficult area.***
- b. ***Letter of Appreciation for Gilbert Perez***

7. BOARD MEMBER COMMENTS

8. NEXT MEETING – June 16, 2016

9. ADJOURNMENT

12:00 PM

***Meeting adjourned at 11:15 AM.***

Reviewed and approved  
By The Westchester  
Business Improvement Association  
Board of Directors on 5/17/16

  
John Ruhien  
Board Secretary

**WESTCHESTER BUSINESS IMPROVEMENT ASSOCIATION /  
WESTCHESTER TOWN CENTER BID  
BOARD OF DIRECTORS MEETING**

**ATTENDANCE SIGN-IN SHEET**

**DATE: May 19, 2016**

**Meeting Location:  
8929 S. Sepulveda #130  
Main Conference Room  
Westchester, CA 90045**

Karen Dial, President

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John Ruhlen, Secretary

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Miki Payne, Treasurer

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Jack Davis, Board Member

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Heather Lemmon, Board Member

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Christopher H. Locke, Board Member

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Lara Saab, Board Member

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Don Duckworth, Executive Director

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Guests:

Tel.

E-Mail

Ruben Garcia (310) 622-3976 33234@lapd.lacity.org

Sophia Castaneda 310 622 3976 35080@lapd.lacity.org

Brent Ruhlen

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