

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

MEETING MINUTES

**Thursday, September 22, 2016
Meeting Location: Conference Room
8929 S. Sepulveda Boulevard #130
Westchester, CA 90045**

*In attendance: Board Members –Davis, Dial, Lemmon, Locke , Payne, Ruhlen,
Saab*

Staff – Duckworth

Meeting called to order at 10:04 AM by President Karen Dial

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

Acting SLO Karwon Villery introduced himself to the WBIA and made a presentation about crime issues and trends in the district. He also talked about Manchester Square.

Pastors Steve and Regina Weller provided an overview and report on their efforts to coordinate the provision of homeless services within the BID area. WBIA members were quick to acknowledge that Pastor Wellers’ Homeless Task Force has provided a solid foundation for addressing homelessness in the district.

3. APPROVAL OF MINUTES – July 21, 2016 & January 21, 2016

After discussion, Motion Ruhlen, 2nd Davis: “The WBIA Board of Directors hereby approves the Meeting Minutes for July 21, 2016 presented & January 21, 2016 as corrected (misspelled name “Shayan” and meeting typo “2015” on January 21, 2016 Meeting Minutes.)” Unanimously approved.

4. FINANCIAL REPORT – Through August 31, 2016

After discussion, Motion Davis, 2nd Lemmon: “The WBIA Board of Directors hereby approves the financial report through August 31, 2016 as prepared by Robert E. Smith.” Unanimously approved.

5. BUSINESS ITEMS

A. Update re: Sunday Westchester Farmer’s Market in Triangle Area

The Executive Director presented an updated Financial Pro Forma for the Sunday Farmers Market showing that operations would cost the BID slightly less than \$20,000 for 2016. The projected cost for 2017 is a similar amount.

The Executive Director also pointed out that an updated narrative report concerning the SWFM was included in the Board packet. The revenue average is ranging from \$626 to \$685 per week which is slightly above the \$600 originally projected. Realistically, the light at the end of the tunnel for the SWFM growth and sustainability is probably CIM project occupancy which is currently anticipated for the second quarter for 2018.

Board Member Lemmon suggested that the Market Manager promote SWFM through other local apartment projects including those at The Howard Hughes Center, hand delivered door knob leaflets, yard signs, the Chamber of Commerce, and various online blogs in Westchester. She also suggested that a “pumpkin patch” could attract attendance in October / November.

WBIA expressed an understanding that increasing the market to self-sustaining level is a long term project.

- B. Status Report Precision Concrete Cutting Proposal for Selected Work
- PCC reports that City permitting delayed their work, which is now scheduled for October.

Executive Director reported that PCC will begin their concrete cutting work during the first week of October. The work was delayed by City permitting process issues but has been put on track for completion.

- C. Approval for Sidewalk Repair on Westchester Parkway @ Parking Spot (NTE \$600)

The Executive Director presented his recommendation to repair broken concrete on Westchester Parkway near the Parking Sport Driveway at a cost not to exceed \$600.

There is other broken concrete in the BID area that needs repair but a final assessment on which of those require immediate work will wait until the PCC work is completed.

After discussion, Motion Ruhlen, 2nd Locke: “The WBIA Board of Directors hereby approves the recommendation to repair concrete at a cost not to exceed \$600 and

*authorizes the Executive Director to take actions as needed to effectuate this action.”
Unanimously approved.*

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

The WBIA went on a field trip to 87th Street to view the four alternate tree well installations prepared for their consideration. By consensus the Board agreed on their preferred installation (farthest west installation) and noted the need to control sidewalk splatter of epoxy. In addition, the Board would prefer to see evenly wide borders within the length and width, recognizing, however, that many trees are not planted in the center of the tree wells, which will limit symmetry.

By consensus the Board picked the western most installation as their preferred tree well treatment and approved additional “test” installations. The Executive Director reported that the construction cost per tree well was approximately \$350 dollars not including deep watering pipes.

- E. December Holiday Get Together with WSIA
 - Wednesday, November 30, 2016 at Truxton’s

By consensus the Board concurred with the November 30, 2016 holiday get together schedule.

- 6. REPORT FROM EXECUTIVE DIRECTOR
 - Didi Hirsch Alive & Running Event is scheduled for Sunday, September 25, 2016

The Executive Director briefed the board on the following items

- a. *Didi Hirsh Alive and Running Event;*
- b. *The impending completion of the WSIA website renewal would suggest that it is time for the BID to consider renewing its website as well. The Executive Director distributed a description of digital town cloud based platform which might be of interest if the Board desired to do a larger website installation. Board Member Saab asked about analytics available on the existing website;*
- c. *The strip lots rezoning and dedication to the City is progressing and it would be appropriate to approve the submission of support letters. After discussion, Motion Davis, 2nd Payne: “WBIA hereby approves proposed letters of support to be presented to the Municipal Facilities Committee and the Department of Planning relative to strip lot rezoning and dedication.” Unanimously approved.*

- 7. BOARD MEMBER COMMENTS

Board Member Ruhlen invited the Board Members to attend the Maxine Waters Phase Dedication ceremony on Sepulveda on October 3rd at 10:00 AM.


8. NEXT MEETING – October 20, 2016

9. ADJOURNMENT

12:00 PM

Meeting adjourned at 11:20AM

Reviewed and Approved
By The Westchester
Business Improvement Association
Board of Directors on 11/7/16


John Puhlen
Board Secretary

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

ATTENDANCE SIGN-IN SHEET

DATE: September 22, 2016

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

Karen Dial, President KD
John Ruhlen, Secretary JR
Miki Payne, Treasurer MP
Jack Davis, Board Member JD
Heather Lemmon, Board Member HL
Christopher H. Locke, Board Member CL
Lara Saab, Board Member LS
Don Duckworth, Executive Director DD

Guests:	Tel.	E-Mail
<u>Karwon Villery</u>	<u>(310) 622-3976</u>	<u>38717@LAPD.City.org</u>
<u>Steven Rhodes</u>	<u>W: (310) 303-8261</u> <u>H: (310) 529-7334</u>	<u>SN@RHODES4@gmail.com</u>
<u>Justin + Romania Wallace</u>	<u>(310) 699-7424</u>	<u>(310) 633-4725</u>
<u>Rita Moreno, City Clerk</u>	<u>(310) 978-1122</u>	<u>rita.moreno@city.org</u>
<u>Fabian Garcia</u>	<u>LAPD SLO</u>	