

CITY OF LOS ANGELES

California



SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Kurt Cabrera-Miller

VICE PRESIDENTS:

Administration: (open position)

Communications: Maria Silva

TREASURER: George Ortega

PUBLIC RELATIONS: David M. Rodriguez

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SYLMAR NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING – MINUTES Thursday, May 25, 2017

Osceola Street Elementary School
14940 Osceola St. Sylmar, CA 91342

Minutes are a summary of business conducted at a meeting. Only the Motions and Votes are precise. These Minutes are in meeting order, not in item number order.

1. Call to Order and Pledge of Allegiance

President Kurt Cabrera-Miller called the meeting to order at 6:35 p.m. Hector Cabrera led the Pledge of Allegiance.

2. Roll Call –

The Sylmar Neighborhood Council's quorum is 11.

14 of the 20 Board Members were present during roll call: Kathy Bloom, Hector Cabrera, Kurt Cabrera-Miller, Lucille Floresta, Ann Job, Marti Marshall, George Ortega, Peter Postlmayr, David Rodriguez, Diana Rodriguez, Christian Rubalcava, Emily Rubalcava, Maria Silva, and Diane Valencia.

1 of the Board Members arrived after roll call: Greg Hoerner arrived at 6:56pm.

5 Board Members were absent: Wilson Bell, Cheri Blose, Kathy Grubert, Derek Martin, John Pacheco

1 Board Member left Early: Maria Silva left around 9pm, just after item 27.

3. Housekeeping, Speaker Cards, and Timekeeper – David Rodriguez explained meeting protocol.

4. Welcome and Announcements – Principal Jose Velasquez welcomed us to our host facility, Osceola Elementary

5. Public Official and Community Representative Announcements & Presentations

- 1) **Ruby Chavez**, School Board Member District 6, thanked the board for their support of the schools in Sylmar and was grateful for the invitation from Maria Silva to attend the reclassification assembly for English learners who are now proficient in English. Her office is getting ready for the transition process to the new board member team in July. It's been a pleasure for Mónica Ratliff and all the staff to work with the Sylmar Neighborhood Council. Ms. Chavez shared that the Board of Education voted unanimously to recognize May as Foster Care and Kinship Awareness Month. She also read a statement from Mónica Ratliff, "I am so proud to co-sponsor Foster and Kinship Awareness Month with my fellow board members. During Foster and Kinship Awareness Month, the District continues our commitment to foster care students and their families. It is essential that the District and community determine ways to mitigate the harm that occurs when foster youth have to move multiple times leaving familiar places and people." Lastly, Ms. Chavez shared that Superintendent Dr. Michelle King received her doctorate and was named Superintendent of the year.
- 2) **Natalie Vartanian** from LA Department of Park & Recreation, shared about the upcoming summer event Parks After Dark. This event extends programming into the evenings for nice weeks during the summer. The goal is to advocate people to attend parks with their families in a safe environment. This year at El Cariso Park, the events will start on June 8th.

- 3) **Bill Larson**, City Attorney representative, focuses on nuisance abatement cases. He's been assigned citywide to deal with group homes. He gave the council an update on some of the complaints or cases he has worked on in the Sylmar neighborhood. He can be reached at 213-393-5561 or at william.larson@lacity.org.
 - 4) **Abigail Moreno** came to reintroduce herself as the field representative for Congressman Tony Cardenas and the 29th Congressional District. She invited everyone to a town hall meeting with Congressman Cardenas at Mission College on Wednesday May 31st at 6pm.
 - 5) **Vanessa Serrano** expressed her thanks to Diane Valencia for attending the Board of Commissioners meeting (BOC). She advises board members to call the office rather than email when the item is important.
6. **Public Comment on Non-Agendized Items** within the Board's subject matter jurisdiction
- 1) **Gary Gamponia** came looking for a referral in order to file for a Neighborhood Purpose Grant. His organization recruits the best musicians in the LA area, puts them into groups of 6 to 9 people and sends them out to perform for people in nursing homes. The goal is to bring people living in these facilities something special. There are four "skilled nursing facilities" in Sylmar and he hopes the Sylmar Neighborhood Council will support his organization in their efforts. Mr. Componya was connected with Kurt Cabrera-Miller and David Rodriguez at the break.
 - 2) **Victor Garza**, a resident from Havana Avenue and the block captain for his street, expressed his concerns on the Mission Wells project. His concerns were discovered by accident when his street was closed without appropriate notice. They have found containments in the soil. He has scheduled a neighborhood meeting on June 29th at 6m at Osceola Elementary with a representative from the LADWP and encouraged everyone to attend.
 - 3) **Lily Cirstoiu** shared that they are hosting a clinic to provide free dental and vision for anyone who needs it. The clinic will be in Northridge and there are flyers available at the door.
 - 4) **Alexander Ebian (spelling?)** came to speak about the maintenance of the trees in the area. Unfortunately because of the overgrowth it is darker in the area, which is a concern for the families. He went to the local city council for their help but was not able to get any attention. The council member said it would be between 2 to 3 years until the trees can get cut back. In the meantime, the families are in an unsafe environment. He is asking the Sylmar Neighborhood Council for help in pushing this concern along. Members of the board discussed this further at the break with Mr. Ebian.
 - 5) **Raul DeSilverio (Spelling?)** moved to the area a few years ago and came to express his shared concern about the trees west of Hubbard. It's very dark at night which makes the homes a larger target for burglary, one of which he was a witness to. He is asking for the council for their help in this matter.

Unfinished Business

7. **Discussion and possible action to approve expenditure** not to exceed \$500 as a contribution toward the operating costs of the 2017 Los Angeles Congress of Neighborhoods. **This item has been tabled.**
8. **Discussion and possible action** regarding the Los Angeles Neighborhood Council Coalition (LANCC) suggested Community Impact Statement regarding online voting. **This item has been tabled.**

New Business

9. **Presentation of Certificates of Recognition** to Mr. & Mrs. Vasquez of Las Lomas Restaurant and Sylmar Resident Tirso Esparza. David Rodriguez presented the certificates.
10. **Approval of minutes:** The approval of the minutes for the General Board Meeting for April 27th 2017 has been until next month. Diane Valencia would like to review further. There was some discussion of number 25 being incorrect and some typos in the report.
11. **Presentation and Discussion** by George Ortega, Sylmar Neighborhood Council Treasurer and/or Budget Committee members present the financial status and current account balance of the Council's checking account.
 - 1) As George Ortega just became the treasurer he handed the mic to Ann Job. Ms. Job handed out and reviewed the financial status documents. On the first page she shared the status of the bank account as of the time of the meeting, on the second page was a list of which items are committed for and have not yet been posted to the bank. She shared that all of the May items on the agenda, if they were approved as written, totals to \$7,000. Ms. Job created a chart that outlines what was spent vs. what was budgeted, but unfortunately it didn't make it into the packets. She will email this chart to the board. Ms. Job suggested that the board should to consider a meeting before June 11th to consider the money they may have to spend.
 - 2) Greg Hoerner & Peter Postlmayr both thanked Ann Job for getting all this information together. The information provided to the board at this meeting will help create the budget for next year. Maria Silva asked about items returned. Kathy Bloom asked about budget advocates \$500. Diane Valencia asked about ancillary amounts which

didn't seem to be listed, like for storage, name plates, etc. Greg Hoerner asked about the agenda item to earmark 7k for emergency preparedness, which was not seen in the documents from Ms. Job.

- 3) There was some discussion as to whether or not funds could be earmarked for a specific purpose and carried over into the next fiscal year's budget. Vanessa Serrano clarified that funds could not transferred into the next year's budget. She reminded the board that budgets are due June 1st, the last day for payments is June 7th, and the last day to use the purchase card is June 11th.

12. Recess – 7:40pm – 8:00pm

13. Information and reminder for Board Members on the Do's and Don'ts of a neighborhood Council Member giving support or opposing a Candidate or a ballot measure. The board received packets with two handouts. Some additional packets were available on the back table for stakeholders. A board member is legally able to give their support to any candidate or any measure, at any time so long as they are not representing the Sylmar Neighborhood Council. They can donate, volunteer, or even work as a paid employee, but only as an individual but never as a SNC representative. The Neighborhood Council does not at any time support or take support from a candidate. Neighborhood Councils may get behind a measure, but that would be done as a group and voted upon in a meeting.

14. Discussion and possible action to approve expenditure: Not to exceed \$1,000.00 for the purchase of Sylmar Neighborhood Council promotional items. Items with the Sylmar Neighborhood Council logo, hats, shirts, bumper stickers, magnets, etc. These items are to help with community awareness of the Council and the services it provides.

Presented by Maria Silva, Vice President - Communications

Moved by Maria Silva; seconded by Ann Job

Discussion: Peter Postlmayr noted that hats & shirts can be individually expensive and feels that smaller items may be more appropriate as they can be given out to more people. Maria Silva shared that shirts and hats were intended to be worn during outreach events.

Motion Passed by vote of the **14** eligible members present. Yes (12): Kathy Bloom, Hector Cabrera, Lucille Floresta, Greg Hoerner, Ann Job, Marti Marshall, George Ortega, Peter Postlmayr, David Rodriguez, Diana Rodriguez, Maria Silva, and Diane Valencia; No (0) None; Ineligible (1) Emily Rubalcava; Abstain (1) Kurt Cabrera-Miller

Note: Christian Rubalcava stepped out during item #14 and 15

15. Discussion and possible action to approve expenditure: Not to exceed \$1,000.00 for the purchase of a second Sylmar Neighborhood Council canopy (pop-up) to be used for community events and for community outreach. The previous pop-up cost \$1400. The same company could provide a similar one for \$990 but with the logo & text only on one side. Placing the logo on all 4 sides would boost the cost above \$1,000.

Presented by Kurt Cabrera-Miller – President

Moved by Kurt Cabrera-Miller; seconded by George Ortega

Discussion: Kathy Bloom noted that having the logo on all four sides is optimal as it stands out to people from all directions, and makes the set up easier. She asked if this item could be tabled and possibly discussed at a meeting before June 11th. Ann Job shared the opinion with Kathy Bloom and also expressed that adding sides which could drop down would be an asset. Kurt Cabrera-Miller hopes to avoid having a the special board meeting before June 11th as there have been some complaints about special or additional board meetings not being transparent or as open to stakeholders.

Motion Denied by vote of the **14** eligible members present. Yes (4): Hector Cabrera, Lucille Floresta, Peter Postlmayr, and Maria Silva; No (8) Kathy Bloom, Greg Hoerner, Ann Job, Marti Marshall, George Ortega, David Rodriguez, Diana Rodriguez, and Diane Valencia; Ineligible (1) Emily Rubalcava; Abstain (1) Kurt Cabrera-Miller

Note: Christian Rubalcava stepped out during item #14 and 15

16. Discussion and possible action to approve expenditure: Not to exceed \$500 for booth and participation in the 2017 "October Valley Preparedness Fair". We did not participate last year because our committee was just getting started. We are now in a position with over 60 Sylmar CERT Team members to not only staff but also market our participation. In addition the fair organizers have agreed to support our booth with a focus on the wild-land fires that our community is subject to.

Presented by Greg Hoerner

Moved by Greg Hoerner; seconded by Diane Valencia

Discussion: Diane Valencia asked where the fair would be located. Greg Hoerner heard they are working on getting a new location for this year but it has not been announced.

Motion Passed by vote of the **15** eligible members present. Yes (12): Kathy Bloom, Hector Cabrera, Lucille Floresta, Greg Hoerner, Ann Job, Marti Marshall, George Ortega, Peter Postlmayr, David Rodriguez, Diana Rodriguez, Maria Silva, and Diane Valencia; No (0) None; Ineligible (1) Emily Rubalcava, Abstain (2) Kurt Cabrera-Miller and Christian Rubalcava

- 17. Discussion and possible action:** To allow the Emergency Preparedness Committee to utilize any unspent funds from the previously approved “not to exceed \$500 allocation for MAP Your Neighborhood material acquisition” to purchase a two sided flyer to promote the program. Cost for printing and logo sticker was less than expected but we have no promotional flyer to recruit sign ups.

Presented by Greg Hoerner

Moved by Greg Hoerner; seconded by Marti Marshall

Discussion: None

Motion Passed by vote of the **15** eligible members present. Yes (13): Kathy Bloom, Hector Cabrera, Lucille Floresta, Greg Hoerner, Ann Job, Marti Marshall, George Ortega, Peter Postlmayr, David Rodriguez, Diana Rodriguez, Christian Rubalcava, Maria Silva, and Diane Valencia; No (0) None; Ineligible (1) Emily Rubalcava, Abstain (1) Kurt Cabrera-Miller

- 18. Discussion and possible action to approve expenditure:** To allow the Emergency Preparedness Committee to utilize previously allocated funds from our original budget estimate of \$7,000 to purchase CERT Response Backpacks for the graduating students from our current Sylmar CERT class in an amount not to exceed \$3,000. The success of our CERT training has put us in a position to have a well-trained and staffed CERT program Sylmar. As purchase of a bin and supplies is still months off it would be prudent to purchase these materials now. The proposed budget of \$7,000 included these items and was created before we had experienced the recent success on recruitment and training for our Sylmar Team. This would purchase 100 backpacks, which include helmets, flashlights, gloves, eye protection, etc. These are not just bare backpacks, but are ready to go emergency pieces of equipment.

Presented by Greg Hoerner

Moved by Greg Hoerner; seconded by Marti Marshall

Discussion: None

Motion Passed by vote of the **15** eligible members present. Yes (13): Kathy Bloom, Hector Cabrera, Lucille Floresta, Greg Hoerner, Ann Job, Marti Marshall, George Ortega, Peter Postlmayr, David Rodriguez, Diana Rodriguez, Christian Rubalcava, Maria Silva, and Diane Valencia; No (0) None; Ineligible (1) Emily Rubalcava, Abstain (1) Kurt Cabrera-Miller

- 19. Discussion and possible action to approve expenditure:** To carry over remainder of previously allocated \$7,000 for Emergency Supplies for Sylmar to be kept under 2016/17 budget and be utilized after the close of this current fiscal year. **As funds cannot be carried over into the next year’s budget, this item was tabled.**

- 20. Committee Reports** were made by:

Executive Committee – Maria Silva shared that Executive Committee met last week at Denny’s and it was refreshing to hear everyone’s commitment to getting out of the general board meeting quicker. Ms. Silva is working on adding a slider of pictures on the front page of the website. She encourages anyone to send her pictures of Sylmar Neighborhood Council events so she can include them on the website. She would like to add flyers and promotional items to the gallery in the future. Maria Silva acknowledged and welcomed a new family in the community. The following committees are caught up on their meeting minutes on the website: Bylaws, Outreach, Planning & Land Use, Homeless Services, Emergency Preparedness, and Equestrian Committee.

Budget Committee – George Ortega shared that the group is hard at work and looking forward to meeting the challenges of the new year.

Bylaws Committee – Diane Valencia shared that the committee is not meeting while the bylaws are being reviewed by Board of Commissioners meeting (BOC). They expect to hear back by July 1st.

Outreach Committee – David Rodriguez shared his report of the Outreach Committees work to date. He emailed the report to the board and asked them to look at it closely. Mr. Rodriguez will be revisiting the composition of his committee leadership and participation. There has been a participation problem and it has defaulted to a two-member team of David Rodriguez and Carlos Lara. He again expressed the need for board members to be involved in outreach.

Planning & Land Use Committee – Peter Postlmayr shared that things have quieted down and allowed the group to spend more time looking at the Community Plan Implementation Overlay district, CPIO. The CPIO provides design guidelines and environmental standards for the many sub areas.

Government Affairs Committee –Ann Job echoed Mr. Rodriguez’s concern about board member attendance and general participation for her events as well.

Homeless Services Committee – Peggy Courtney was absent.

Emergency Preparedness Committee – Greg Hoerner shared that the CERT class is going very well. There are about 60 to 70 people attending. Mr. Hoerner suggested that board attend the graduation of the class. On the last day of the class, June 21st, they will be going over active shooter situations. There are about 40 seats available; anyone who is interested in attending this one class should speak to Greg Hoerner.

Equestrian Committee – Cheri Blose absent.

21. Public Comments This period is for comments from the public, on matters not appearing on the Agenda, but within the Sylmar Neighborhood Council Board’s subject matter jurisdiction

- 1) **Karo Torossian**, former candidate for City Council District 7, came by to thank the board for the opportunities this past year. Regardless of how the election turned out, he would like to help the Sylmar Neighborhood Council out in anyway he can, especially in the area of land use.

22. Discussion and possible Board Action: To remove SNC Director Emily Rubalcava, per Article V, Section 7 (Absences) of the Sylmar Neighborhood Council Bylaws, dated September 1, 2015. Sylmar Neighborhood Council Bylaws, dated September 1, 2015. Article V, Section 7 (Absences) “Any Director who misses three (3) regularly scheduled consecutive Council Board Meetings during any six (6) month period or four (4) regularly scheduled meetings within any twelve (12) month period will be subject to removal by a majority vote of the Board. Absences for all Directors shall be recorded in the Council’s meeting minutes or other manner of Council record keeping. Upon missing the stated number of Board meetings, the President shall notify the Director of their absences and place the removal of the Director on the agenda of the next General or Special Board meeting, whereupon the Board shall determine the validity of the absences before taking action to remove the Director. Any regular General meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.” **A motion was made to maintain Ms. Rubalcava on the board.**

Presented by Kurt Cabrera-Miller – President

Moved by Kurt Cabreera-Miller; seconded by Kathy Bloom

Discussion: Emily Rubalcava shared that during her absences from the council she has been working on finishing her senior year and applying to college. She has been accepted to University of California, Berkeley. She intends to be an active member all summer until she leaves for school in August.

Motion Passed by vote of the 15 eligible members present. Yes (13): Kathy Bloom, Hector Cabrera, Lucille Floresta, Greg Hoerner, Ann Job, Marti Marshall, George Ortega, Peter Postlmayr, David Rodriguez, Diana Rodriguez, Christian Rubalcava, Emily Rubalcava, Maria Silva, and Diane Valencia; No (0) None; Abstain (1) Kurt Cabrera-Miller

23. Notice of available Board Seat Vacancies: This must be a standing agenda item must exist on Council agendas so long as a vacancy exists. Kurt Cabrera-Miller read the notice.

“Retail” - Stakeholders who are business owners or representatives within the neighborhood and who are 14 years or older may apply. Process to fill Vacancies As per SNC Bylaws - a vacancy on the Board shall be filled by a Stakeholder who submits a written application to the President and the Vice President of Administration and satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders, subject to a majority vote of the Board at a public meeting.

24. Report and discussion on “Make Your Horse Count!” The event successfully took place on Sunday May 21, 2017. As Cheri Blose was absent from the meeting, this item was tabled until the next month she is in attendance.

25. Discussion and possible action to the formation of an Ad Hoc Committee to address the need for an additional fire station. This item was tabled at the request of Diane Valencia.

26. Notification – Outreach Committee - to hold the Sylmar Neighborhood Council’s Fourth Community Mixer at Las Lomas Restaurant, 15677 Roxford St, Sylmar, CA 91342 on Thursday, June 8, 2017. This event will be cosponsored by the Sylmar Kiwanis Club.

27. Discussion and possible action to the formation of an Ad Hoc Committee to explore the creation and development of a “Harvest Festival” annual community event/festival, bringing community and community recourses together in a hometown festival way.

Presented by Kurt Cabrera-Miller – President

Moved by Kurt Cabrera-Miller; seconded by Marti Marshall

Discussion: None

All passed

Motion Passed by vote of the **15** eligible members present. Yes (13): Kathy Bloom, Hector Cabrera, Lucille Floresta, Greg Hoerner, Ann Job, Marti Marshall, George Ortega, Peter Postlmayr, David Rodriguez, Diana Rodriguez, Christian Rubalcava, Emily Rubalcava, Maria Silva, and Diane Valencia; No (0) None; Abstain (1) Kurt Cabrera-Miller

Kurt Cabrera-Miller appointed Kathy Bloom as the chair of the Ad Hoc Committee for the Harvest Festival. She accepted the position.

- 28. Discussion and possible action** to approve expenditure not to exceed \$1,000 to go towards funding / sponsoring / partnering a community event at El Cariso Park. "Parks After Dark" (PAD) begins June 8, 2017 thru August 5, 2017, each Thursday, Friday, and Saturday night. The events include concerts, movie, dances, skate nights, and more. Although this is a county park, we can provide funds co-sponsoring the events.

Presented by Kurt Cabrera-Miller – President

Moved by Kurt Cabrera-Miller; seconded by Christian Rubalcava

Discussion: Diana Rodriguez asked how it would work as the dates straddles the two financial years. The plan is to spend it before June 11th. Vanessa Serrano clarified the budget situation.

Motion Passed by vote of the **14** eligible members present. Yes (12): Kathy Bloom, Hector Cabrera, Lucille Floresta, Greg Hoerner, Ann Job, Marti Marshall, George Ortega, Peter Postlmayr, David Rodriguez, Diana Rodriguez, Christian Rubalcava, and Diane Valencia; No (0) None; Ineligible (1) Emily Rubalcava; Abstain (1) Kurt Cabrera-Miller

Note: Maria Silva left before this item.

- 29. City Liaison Reports** were made by:

Animal Services Liaisons – Kelli Land was not in attendance

Budget Representatives – Ann Job had nothing to report.

City Attorney Liaisons – Diane Valencia shared they have been working on a Public Records Request request this month.

Homelessness Liaison – Ann Job shared that a group has been created including people from the county to address the issues of homelessness in Sylmar.

Planning Liaisons – Cheri Blose and Ann Job have nothing to report.

Public Safety Liaison – Greg Hoerner shared after speaking with the EMD director this week and talks are in process with Mission College to open up their location in emergencies as a staging location, similar to what Pierce College does. Diane Valencia also shared that there was a brush fire earlier in the month. This was the second significant brush fire in the last 6 months, which can be traced to homeless individuals. She also noted that the Mission Community Police now have a Facebook page. They will be providing updates, maps, crime statistics and other information about events.

Public Works – Christian Rubalcava was not able to attend the 311 Event but is promoting the use of 311 and is speaking with his neighbors. Kurt Cabrera-Miller shared that while he was searching for the 311 flyers in storage, he did find several first aid cases.

Transportation Liaison – Wilson Bell was not in attendance.

- 30. Board Member Comments / Announcements**

Peter Postlmayr – Asked if anyone had been able to go to the post office box lately, as he had not been able. There was a short discussion as to how many keys exist and who might have them. The executive committee will follow up with Tammy Flores to see if she still has one.

Diane Valencia – Noted that the MER were distributed but not voted on. Kurt Cabrera-Miller shared that they do not need to be approved only distributed.

Christian Rubalcava – Shared that because of the "Clean Streets Challenge", we have an additional \$1,500 for next year.

David Rodriguez – Relating to budgeting and funding items, Mr. Rodriguez would like the board to get back to being very detailed in requests for funds. This will provide more transparency to the stakeholders and more information to the board. On a separate note, there will be more 311 events in the future and expressed thanks for those who attended. He saw a lot of results from the event. Lastly, David Rodriguez is planning on getting a petition out regarding the repair needs on the stretch of Polk Street between the on/off ramp and Gladstone.

Kurt Cabrera-Miller – After hearing Mr. Rodriguez's plan for a petition, Mr. Cabrera-Miller shared that the city has hired a contractor is to do Polk, Sayre, and Borden. (at least where they each come in to contact with the 210 freeway. The contractor will be working with CD7 on street closures.

Peter Postlmayr – Also noted that in the same area, but over on Foothill, it has been requested that a handicap ramp be added to the bus stop and sidewalk there.

31. Future Agenda Items

Write to Executive Board by email at ExecutiveBoard@SylmarNC.org or by mail at:
Executive Board c/o Sylmar Neighborhood Council, P.O. Box 921023, Sylmar, CA 91392-1023

The next General Board meeting will be:

June 22, 2017 at 6:30pm at Sylmar Charter High School, 13050 Borden Ave. Sylmar, CA 91342

32. Closing Remarks, Acknowledgements, and Adjournment. Adjourned at 9:25pm.