



Northridge East Neighborhood Council

18401 Lassen St.
 Northridge, CA 91325
 818-527-2913
 Email: info@NENC-LA.org
 Website: www.nenc-la.org

**Board Meeting
 Draft Minutes
 June 16, 2021
 7:09PM-10:36PM**

[Zoom Virtual Meeting](#)
 Meeting Access Information:
<https://zoom.us/j/92753645271>
 Meeting ID: 927 5364 5271
 Password: no password required
 Toll Free number 888-475-44999

Boardmember	Roll Call	Funding Vote Eligible*	Category
Glenn Bailey President	Present	Yes	At Large Stakeholder
Philip Dagort	Present	Yes	Resident Boardmember
Sahara Damon	Absent	Yes	CSUN Student Body
Judy Diamond Treasurer	Present	Yes	At Large Stakeholder
Rafael De La Rosa 2 nd Vice President	Present	Yes	CSUN Faculty
Don Diggins	Resigned	No	Resident Boardmember
Mike Kaiser	Resigned	Yes	Business Owner or Employee
Sean Laird	Present	Yes	Resident Boardmember
Daphne Long	Absent	No	Resident Boardmember
Sam Makarem	Absent (Excused)	No	Business Owner or Employee
Stephanie Mills Secretary	Present	Yes	Property Owner
William Parnell	Absent(Excused)	No	Youth Member
Carl Peterson	Absent (Arrived at 8:50PM)	Yes	Resident Boardmember
Ken Ross 1 st Vice President	Present	Yes	Property Owner
Sydney Thiroux	Present	No	Resident Boardmember
Vacant			Employee Representative
Stephanie Yu	Absent (Excused)		Alternate 1
Don Wiggins	Appointed Item 2ai		Alternate 2
Christopher Meredith	Appointed Item 2aii		Alternate 3
TOTAL: 13 +1 Alternate	PRESENT- 8 Absent 5+ Alternate-0 Absent-1(excused)		

1. Call to Order, Pledge of Allegiance and Welcome to Stakeholders; Introductory Comments Meeting was called to order by Mr. Bailey at 7:09PM. The Pledge of Allegiance was led by Ms. Mills. Raise hand by raising the hand on the screen or by pressing *9 on your phone.
2. Roll Call, Determination of Quorum, Voting Eligibility (Ethics, Funding, Code of Conduct), Abstentions= "No" **Roll was called. A Quorum of eight was reached. Mr. Bailey reviewed the Board vacancies. Octaviano Rios went over the trainings on Cornerstone. Of those present in the meeting all of them are eligible to vote.**

NENC ITEM: 2 Roll Call		
Present –08	Absent -04	Excused-01
Bailey, Dagort, Diamond, De la Rosa, Laird, Mills, Ross, Thiroux	Damon, Long, Makarem, Peterson	Parnell

- a. Appointment by President to fill Alternate 2 and/or Alternate 3 seats subject to Board approval. The terms of both seats expire in 2023. **Mr. Bailey explained how the Alternate positions work. Alternate 2 Don Dwiggins and Alternate 3 Christopher Meredith**

Public comment: None

Motion Passed

NENC Item-2ai. Motion to confirm the appointment of Don Dwiggins as Alternate Boardmember 2 Moved: Diamond Second: De La Rosa			
Yes –08	No- 00	Ineligible-00	Absent-05
Bailey, Dagort, Diamond, De la Rosa, Laird, Mills, Ross, Thiroux	None	None	Damon, Long, Makarem, Parnell, Peterson

Public comment: None

Motion Passed

NENC Item-2aii. Motion to confirm the appointment of Christopher Meredith as Alternate Boardmember 3 Moved: Diamond Second: Dagort			
Yes –08	No- 00	Ineligible-00	Absent-05
Bailey, Dagort, Diamond, De la Rosa, Laird, Mills, Ross, Thiroux	None	None	Damon, Long, Makarem, Parnell, Peterson

Christopher Meredith was seated for Sam Makarem

- b. Notice of Vacancy: One Resident seat (2023). Resident Stakeholders interested in serving may obtain more information by emailing: info@NENC-LA.org Documentation will be required. **This seat was previously the seat held by Don Dwiggins. There are two years available for this seat. Due to the Resignation of Mike Kaiser, The Business / Employee Seat is also vacant for and has two years available.**
3. Agenda Setting Meeting 6/7/21 Participation: Bailey, Diamond, Mills and De La Rosa- **All members were present**
 4. Appointment/Approval of Remaining Financial Officer for NC Funding Program (all positions require City Clerk’s Financial Officer Training; next session scheduled for 6/22/21, 6 pm - [RSVP](#))
 - a. Alternate Signer (previously Don Dwiggins)

Public comment: None

Motion Passed

NENC Item- 4a. Motion to approve Philip Dagort as the Alternate Signer Moved Bailey: Second: Mills			
Yes –09	No- 00	Ineligible-00	Absent-05
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross, Thiroux	None	None	Damon, Long, Makarem, Parnell, Peterson

5. Approval of Minutes – May 19, 2021 and any other prior Board meetings- **Item Postponed**

- a. Links to Zoom video recordings of Board meetings will be posted on NENC [Agendas and Minutes](#)

Public comment: None

Motion Passed

NENC Item-5a. Motion to approve the May 19, 2021 Meeting Minutes Moved: Diamond Second: Dagort			
Yes –09	No- 00	Ineligible-00	Absent-05
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross, Thiroux	None	None	Damon, Long, Makarem, Parnell, Peterson

6. Treasurer’s Report and Financial Items (10 minutes)

- a. Approval of May 2021 Monthly Expenditure Report (MER) (All NC MERs are posted on City Clerk’s [NC Funding System Dashboard](#); click on MER tab. Recent NENC MERs with back updocumentation are posted on the NENC website under Finance Committee: <https://www.nenc-la.org/committees/budget-and-finance-committee/>)

Public comment: None

Motion Passed

NENC Item-5a. Motion to approve the May Monthly Expenditure Report Moved: Diamond Second: Dagort			
Yes –09	No- 00	Ineligible-00	Absent-05
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross, Thiroux	None	None	Damon, Long, Makarem, Parnell, Peterson

- b. NENC Fiscal Year 2021-22 Administrative Packet (Budget) –**The Administrative Packet was reviewed \$8,000.00 was placed in each category for a total of \$32,000.00. Budget Categories: Office/Operational, Outreach, Election, Neighborhood Purposes Grants, Community Improvement Projects**

Public comment: None

Motion Passed

NENC Item- 6b. Motion to approve the 2021-2011 Administrative Packet Moved: Diamond Second: Meredith			
Yes –09	No- 00	Ineligible-00	Absent-05
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross, Thiroux	None	None	Damon, Long, Makarem, Parnell, Peterson

Budget Categories: Office/Operational, Outreach, Election, Neighborhood Purposes Grants, Community Improvement Projects

- c. For Fiscal 2021-22, authorize recurring monthly expenditures that may be paid by check: **Northridge Woman’s Club for facility use in the amount of \$210 per month; Bridgegap Temporary Staffing and Services Agency for Board meeting minutes preparation not to exceed \$300 per month.**

Public comment: None

Motion Passed

NENC Item 6c. Motion to approve recurring monthly expenditures that may be paid by check: Northridge Woman’s Club for facility use in the amount of \$210 per month; Bridgegap Temporary Staffing and Services Agency for Board meeting minutes preparation not to exceed \$300 per month. Moved: Diamond Second: Meredith

Yes –08	No- 00	Ineligible-00	Absent-05
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross, Thiroux	None	None	Damon, Long, Makarem, Parnell, Peterson

7. Presentations/Special Items

a. **COVID-19 Resources** - State appointment website: <https://myturn.ca.gov/>; Los Angeles County COVID-19 vaccine website: <http://publichealth.lacounty.gov/media/Coronavirus/vaccine/>; Los Angeles City COVID-19 website: <https://corona-virus.la/>; vaccination appointments encouraged but not required: <https://carbonhealth.com/covid-19-vaccines/los-angeles>

- i. **De La Rosa-The vaccination center at CSUN is now closed. They were vaccinating people at a rate of 2,500 to 3,000 a day.**
- ii. **Myrka Martinez- the city is aligning with the county guidelines.**

b. **Use of fireworks in Los Angeles is illegal.** There are several safe and secure methods for reporting fireworks in Los Angeles. These include: Use the MyLA311 smartphone app. It’s free and available here: www.lacity.org/MyLA311 The LAPD has an online fireworks form that you may fill out at: <https://complaint.lacity.org/fireworks> **IMPORTANT: Do not dial 9-1-1 unless you see someone being injured or at risk of immediate injury, or a fire or other emergency. Instead, call 1-877-275-5273 For additional information, visit <https://www.mysafela.org/fireworks/> -Reviewed**

c. **Vacation of Portion of Lindley and Etiwanda Avenues South of Halsted Street on the CSUN Campus** - Ken Rosenthal, Associate Vice President, Facilities Development & Operations and Mary Clare Smithson, Capital Programs Manager (previous [Council File 05-1589](#)) – possible. **Ken Rosenthal oversees Facility Operations. The original Street Vacation started in 2001, was approved in 2005, a designation change was required since the previous designation as a Collector Street does not allow for Street Vacations. The previous paperwork expired and has to be renewed. The Northridge East Neighborhood Council deferred making a motion pending more information in regards to additional wording in the General Plan. (Will require a General Plan Amendment) The Case Number is also needed. CSUN would like a letter of support for the General Plan Amendment.**

Q. Will Lindley remain grass or be paved?/A. No, it will not become a street.

Q. Is there any opposition/A. No, it was supported by the community

d. **Brown Act Mini-Training: Meetings** - Octaviano Rios, DONE NEA – City Attorney’s give legal advice. State Law applies to Legislative bodies and Neighborhood Councils. The Brown Act Is a State Law that was created so that the public can attend meetings and participate. The purpose is to make the process, open, inclusive, and transparent. They must be ADA All Neighborhood Council Meetings must be held within the Neighborhood Council Boundaries. There must be a quorum of the Board, for the Board to take-action. The Board also has to be aware of communicating with a compliant quorum of a quorum of Boards and committees outside of Brown Act compliant meetings. For NENC a quorum of a quorum is five Boardmembers. The Board also must be careful not to have serial meetings, Contact Mr. Rios for scenarios. Do not text during meetings. The Chair can decide how much time the public has for

comments. The City Attorney's Office, The City Clerk's Office and The Department of Neighborhood Empowerment are there to help guide you. Elise Ruden is your City Attorney.

8. Public Comments on non-agenda items (up to two minutes per speaker)- **John and Michelle, Mike and Marcy**
9. Comments/Reports from Representatives of Public Officials- **Myrka Martinez-Recap on Conversations with Councils. A presentation from the Department of Work Force Development was given at the meeting. There will be a Redistricting Commission Meeting for District 12 Residents. July 1, 2021 6:00 PM. There is a Beautify LA Grant for Public Spaces, NCs are eligible to apply. The deadline is June 30, 2021. They are getting ready for their office to re-open.**
 - a. CD 12: Conversations with Councils 6/15/21
10. Comments/Updates/Announcements by City Departments -**DONE, Mr. Rios reminded the Boardmembers to review the Monthly Profile Emails sent by the department. They are being used as a communication tool to share information. They include possible CIS, trainings and vendors. On June 17, 2021 there will be a Workshop on doing the Administrative Packets. Council File 21-0407 was brought to the Boards attention . It is in regards to Neighborhood Council Elections and standardizing Election Rules. The Department Staff are still working from home and have not gone back to work at City Hall. There are onboarding trainings where you will learn about the History, Mission and Purpose of the Neighborhood Council System, along with how to do Agenda Postings, and the legal framework.**
 - a. DONE: Onboarding training - Module I - NC Purpose and Function: How to Prepare Before the Meeting - 6/21/21, 6:30 pm; 7/29/21, 6:30 pm; 7/31/21, 9 am - [RSVP](#) -Reviewed
 - b. BONC: [Draft Digital Communication Policy](#) (aka Digital Media Policy) update-**Meeting this Monday at 1:00PM. Reviewed**
 - c. LAPD: All-Devonshire Neighborhood Watch/Basic Car Meeting 6/17/21, 6 pm via [Zoom](#) -Reviewed
 - d. CSUN reports and updates - Rafael De La Rosa and new CSUN Student Board member. **CSUN is working on plans for students to return to campus. Everything is starting back slowly department by department. The school is one of four schools that received a large sum of money, \$40 Million dollars from Mc Kinzie Scott and her husband (a private donor). Once school starts, they will start the student activities. No one has been assigned yet to take the place of Sahara Damon. Mr. Bailey is waiting to hear from CSUN. Students will need to be Vaccinated before returning to campus. Masks and social distancing will continue.**

Carl Peterson joined the Meeting at 8:50PM

- e. Northridge Vision 6/9/21 meeting report; next (virtual) meeting 7/14/21, 2 pm- **Reviewed**
- f. NC Budget Advocates: NCBA report June 2021; NC Budget Day scheduled for 8/21/21; NENCCity budget priorities; selection of two Budget Representatives (currently Bailey and Garry Fordyce).- **Reviewed** www.budgetadvocates.org/
- g. LA City Council Redistricting Commission: Community outreach meetings begin July with CD 127/1/21 (tentatively). <http://redistricting2021.lacity.org/LACCRC/index.html> **275,000 per Council District- Reviewed**
- h. Aliso Canyon Disaster Health Research Study Community Advisory Group (CAG [website](#)); LA

County [website](#)) - Dwiggin and Cristina Vega- **Reviewed**

- i. CAG meetings being held quarterly at 6pm on 6/28/21, 9/27/21 and 12/13/21 via [Zoom](#)
- i. Metro: [North San Fernando Valley Transit Corridor/Bus Rapid Transit Project](#) - sign up to receive project updates; next round of community meetings to be announced early September. -**Reviewed**
- j. US Postal Service: Relocation of Northridge Main Post Office, 9534 Reseda Blvd. Lease extended to April 2022 and potential locations are still being sought.- **Reviewed**

11. Committee Reports (30 minutes total)

- a. Appointment of Committee Chairs/Co-Chairs by President subject to confirmation by Board
 - i. Education (currently Petersen)-**Chair Peterson**
 - ii. Finance (currently Diamond and Bailey)- **Chair Diamond**
 - iii. Homelessness (currently Mills)- **Chair Mills, Co-Chair Ross**
 - iv. Outreach (currently Mills)- **Chair Mills**
 - v. Planning and Land Use (currently Dagort and Goldberg) **Chair Dagort, Co-Chair Diamond**
 - vi. Public Safety (currently Ross and Goldberg) **None**
 - vii. Sustainability (currently Dwiggin) **None**

Public comment: None

Motion Passed

NENC Item 11a. Motion to approve the Presidents appointment of Committee Chairs Moved: Meredith Second: Dagort			
Yes –10	No- 00	Ineligible-00	Absent-04
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Peterson, Ross, Thiroux	None	None	Damon, Long, Makarem, Parnell

- b. Approval of addition Committee members as requested by Committee Chair/Co-Chairs
 - i. Education- **Meredith, Manchester, Ross, Diamond**
 - ii. Finance- **Bailey**
 - iii. Homelessness- **Diamond, Peterson**
 - iv. Outreach- **Ross, Zaroff, Laird**
 - v. Planning and Land Use- **Bailey, Nitpin**
 - vi. Public Safety- **None**
 - vii. Sustainability- **None**

Public comment: **“Puppet”**

Motion Passed

NENC Item-11b. Motion to approve the Committee Members as stated. Moved: Peterson Second: Diamond			
Yes –10	No- 00	Ineligible-00	Absent-04
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Peterson, Ross, Thiroux	None	None	Damon, Long, Makarem, Parnell

Carl Peterson Left the Meeting at 9:36PM

Sydney Thiroux Left the Meeting at 9:37PM

- c. Renewal or elimination of existing Ad Hoc Committees and appointment of chairperson(s) and members: Bylaws (currently Bailey and Ross) and Dearborn Park (currently Diamond)

Public comment: **"Puppet"**

Motion Passed

NENC Item-11ci. Motion to renew the Dearborn Park Ad Hoc Committee and approve Diamond as Chair and Nitkin as Committee Member. Moved: Ross Second: Mills			
Yes -08	No- 00	Ineligible-00	Absent-06
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross	None	None	Damon, Long, Makarem, Parnell, Peterson, Thiroux

Public comment:

Motion Passed

NENC Item-11cii. Motion to renew the Ad Hoc Bylaws Committee and approve Bailey and Ross as Co-Chairs, Mills and Diamond as Committee Members Moved: Ross Second: Mills			
Yes -08	No- 00	Ineligible-00	Absent-06
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross	None	None	Damon, Long, Makarem, Parnell, Peterson, Thiroux

- d. Establishment of new Ad Hoc Committees such as Animal Rights/Welfare and/or Legislative or consider possibly revising Standing Rules to establish one or both as Standing committees.

Consideration of Legislative Committee Postponed

Public comment: **"Puppet"**

Motion Passed

NENC Item-11di. Motion to create the Animal Rights/Welfare Committee with Ken Ross as Chair. Moved: Ross Second: Diamond			
Yes -08	No- 00	Ineligible-00	Absent-06
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross	None	None	Damon, Long, Makarem, Parnell, Peterson, Thiroux

Public comment: **"Puppet"**

Motion Passed

NENC Item-11dii. Motion to postpone the creation of a Legislative Committee. Moved: Ross Second: Diamond			
Yes -08	No- 00	Ineligible-00	Absent-06
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross	None	None	Damon, Long, Makarem, Parnell, Peterson, Thiroux

- e. Announcement of upcoming Committee meeting dates: Executive 7/12/21, 5 pm; any others?
- f. Outreach: Bus bench advertising update- **The Bus Bench Ad Paperwork has been completed.**
- g. Executive: MOTION (Diamond/Mills) recommending to authorize Glenn Bailey to pick up/receive NENC election documents from the Office of the City Clerk.

Public comment: None

Motion Passed

NENC Item-11g. Motion to authorize Glenn Bailey to pick up/receive NENC election documents from the Office of the City Clerk. Moved: Diamond Second: Mills			
Yes –08	No- 00	Ineligible-00	Absent-06
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross	None	None	Damon, Long, Makarem, Parnell, Peterson, Thiroux

- h. Executive: MOTION (Diamond/Bailey) recommending to authorize the purchase of power washerto clean sidewalks and other tools for community clean-up projects not to exceed \$950.00

Public comment: **Caller User_1 “Puppet”**

Motion Passed

NENC Item-11h. Motion to authorize the purchase of power washer to clean sidewalks and other tools for community clean-up projects up to \$950.00from the NENC 2020-2021 Funding Allocation Moved: Diamond Second: Bailey			
Yes –08	No- 00	Ineligible-00	Absent-06
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross	None	None	Damon, Long, Makarem, Parnell, Peterson, Thiroux

- i. Executive: MOTION (Diamond/Ross) recommending to fund planting of trees in street parkways (StreetsLA Urban Forestry Division) and parks (Recreation and Parks) and watering not to exceed \$15,000. (It is the intent to support transferring/appropriating funds from the Department of Neighborhood Empowerment fund account for NENC to the Bureau of Street Services Fund and the Department of Recreation and Parks, for tree service in Council District 12.

Public comment: **“Puppet”, Caller User_1**

Motion Passed

NENC Item i.- Motion to recommend funding the planting of trees in street parkways (StreetsLA Urban Forestry Division) and parks (Recreation and Parks) and \$15,000. (It is the intent to support transferring/appropriating funds from the Department of Neighborhood Empowerment fund account for NENC to the Bureau of Street Services Fund and the Department of Recreation and Parks, for tree service in Council District 12. Moved: Diamond Second: Ross			
Yes –08	No- 00	Ineligible-00	Absent-06
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross	None	None	Damon, Long, Makarem, Parnell, Peterson, Thiroux

- j. Executive: Motion (Ross/Diamond) recommending purchase of outreach items including (price is approximate per item) bic sticky note (\$0.22), translucent power clip (\$0.79), wallet business card sticky pad (\$1.09), dog bone and dog house tags (\$0.11) and tape measure key light (\$0.87) not to exceed \$5,000. (Vendors: 4imprint.com, 4AllPromos.com, Pettags.com or similar) **These are all being ordered as minimums.**

Public comment: **“Puppet”, Caller User_1, Cindy**

Motion Passed

NENC Item-Motion to approve outreach items, not to exceed \$5,000. Moved: Ross Second: Diamond			
Yes –08	No- 00	Ineligible-00	Absent-06
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross	None	None	Damon, Long, Makarem, Parnell, Peterson, Thiroux

- k. Planning: Update on previously considered or new/pending cases including but limited to:
 - i. Request for 20% reduction of required parking for existing 475-unit apartment building and 95-unit expansion located at 9500 Zelzah Ave. (Case No. [ZA-1985-0189-ZV-PA3](#)) - Approved by Associate Zoning Administrator [5/11/21 Determination Letter](#); appeal deadline 5/26/21.- **No update**
 - ii. Division of one 36,708 square-foot lot located at 17730 Fullerfarm Street into two, with the second lot to be developed with a 1,500 square-foot single-family dwelling unit and detached garage. (Case No. [AA-2019-1967-PMLA](#)) - Public hearing was scheduled for 2/9/21.- **No update**
 - iii. **NEW** Subdivision of existing 206,368 square-foot parcel into two parcels for new eldercare residential facility located at 10650 Reseda Blvd./18426 Chatsworth St. (Case numbers [AA-2021-2942-PMLA-HCA](#) and [ZA-2021-2941-ELD-SPR-HCA](#))-**Referred to Planning and Land Use.**
- l. Planning: Updates and pending citywide proposals (Valley Liaison: Ariel.Jones@lacity.org)
 - i. [Northridge Community Plan](#) update process scheduled to begin in 2021-**No update**
 - ii. Proposed [Restaurant Beverage Program](#) (Case No. [CPC-2018-4660-CA](#); [CF 17-0891](#)) update; City Council Economic Development and Jobs Committee approved as amended 5/25/21.- **No update**
 - iii. Proposed Processes and Procedures Ordinance (Case No. [CPC-2016-3182-CA](#); [CF 12-0460-S4](#)) [Fact Sheet](#); [Website](#); [Annotated Draft](#) CPC approved 4/6/21; City Council Planning and Land Use Management Committee approved as amended 6/1/21.- **No update**
 - iv. Citywide Sign Ordinance update (Case Number [CPC-2015-3059-CA](#); [CF 11-1705](#)) [Fact Sheet](#); City Planning Commission approved 2/25/21; pending in City Council Planning and Land Use Management Committee-**No update**
 - v. Housing Element of the General Plan [2021-2029 Update](#); Sign up for [email list](#) -**No update**
 - vi. Healthy Buildings, Healthy Places Design Guide - [website](#) -**No update**

12. Adjournment- Meeting was adjourned at 10:36PM

Public comment: None

Motion Passed

NENC Item-12 Moved: Diamond Second: Dagort			
Yes –08	No- 00	Ineligible-00	Absent-06
Bailey, Dagort, Diamond, De la Rosa, Laird, Meredith, Mills, Ross	None	None	Damon, Long, Makarem, Parnell, Peterson, Thiroux

Next NENC Board regular meeting: July 21, 2021, 7:00 PM