



**Issam Najm, President; Susan Gorman-Chang, Vice President; Gabriel Khanlian, Secretary;  
Andrew Krowne, Treasurer; David Balen, Signer;  
Asaad Alnajjar, Jason Hector; Alex Kim; Becky Leveque; Jennifer Milbauer**

**Porter Ranch Neighborhood Council (PRNC)  
General Board Meeting**

**Wednesday, 19 April 2017**

**Porter Ranch Community School  
12450 Mason Avenue, Porter Ranch 91326**

**DRAFT MINUTES  
(PENDING BOARD APPROVAL)**

1. Meeting called to order
  - President Issam Najm called the meeting to order at 6.21PM.
2. Welcome
  - President Issam Najm welcomed over fifteen stakeholders, along with nine board members.
3. Pledge of Allegiance
  - Jennifer Milbauer led us in the Pledge of Allegiance.
4. Roll Call
  - Gabriel Khanlian performed the roll call.

Here (9)	Asaad Alnajjar, David Balen, Jason Hector, Gabriel Khanlian, Alex Kim, Andrew Krowne, Becky Leveque, Jennifer Milbauer, and Issam Najm
Absent (2)	Cheri Derohanian and Susan Gorman-Chang

5. Motion to approve Minutes from the following meetings
  - a. January 30, 2017
  - b. February 8, 2017
  - c. March 8, 2017
  - Jennifer Milbauer made a motion to approve the three minutes; Gabriel Khanlian seconded the motion, and it passed unanimously.
6. Treasurer's Report
  - Treasurer Andrew Krowne was happy to announce that all of the \$27,381.35 of requested funds identified in the misuse investigation have been deposited into the PRNC account.

Current Bank Balance	\$40,444.82
Less Pending Payment	-16.35
Net Available Cash	<u>\$40,428.47</u>

- No further deposits are scheduled for this fiscal year.

Earth Day Pending Expenditure	\$ 516.00
Constant Contact	60.00



Senior Dance	500.00
Outreach Promotional Items	2,350.00
Total Pending Agendized Funding Requests	\$ 3,426.00
Outstanding Unallocated Funds to be Spent	\$ 9,621.12
Cash available for expenditure by June 30	<u>\$13,047.12</u>

- The following are the upcoming important dates:

June 1, 2017 (Thursday)	Last Day to submit Funding Request Forms
June 7, 2017 (Wednesday)	Last Day to Issue Union Bank Online Checks
June 11, 2017 (Sunday)	Last Day to Use Bank Card and Spend Money

7. Motion to approve March 2017 Monthly Expenditure Report (MER)

- Andrew Krowne made a motion to approve the March MER; Gabriel Khanlian seconded the motion, and it passed unanimously.

Vendor	Category	Item	Amount
Porter Ranch Community School	Operations	Overtime Charges	\$ 157.50
Moore Business Results	Outreach	Website Maintenance	745.82
Ralph's	Operations	Water for Meetings	12.57
Baja Fresh Mexican Grill	Operations	Food for Meetings	197.54
PayPal – Bearsworth Promo	Outreach	100 Navy Blue Baseball Caps	763.00
Allen Silk Screen Printing	Outreach	100 T-Shirts	569.85
PayPal – Bearsworth Promo	Outreach	25 Volunteer Name Badges	358.25
		<b>TOTAL</b>	<u><b>\$2,804.53</b></u>

8. Presentations from representatives of elected officials

- Colin Crews, Field Deputy from Councilman Mitchell Englander’s office reported the following
  - Saturday, April 22, beginning at 9AM, Councilman Englander will host Planning 101, an explanation of the city planning process. Attendees will learn about zoning, general plans, community plans, and important terminology. This will be held here at the Porter Ranch Community School. For more information and to RSVP, please call 818-882-1212.
  - Wednesday, April 26, beginning at 6PM, Councilman Englander will host Conversations with Council, featuring leadership from the LAPD, including Deputy Chief John Sherman (from the Operations Valley Bureau), Captain Bryan Lium (from the Devonshire Division), and Captain Maureen Ryan (of the Topanga Division). This meeting will be held at the Ride On Therapeutic Horsemanship, 10860 Topanga Canyon Boulevard. Please RSVP to Colin at colin.crews@lacity.org or 818-882-1212.
  - Alex Kim asked regarding tree stump removals. Colin replied that Porter Ranch has received a priority status, and this issue will be turned over to the Urban Forestry Division.
  - Matthew Pakucko mentioned that Councilman Englander’s newsletter omitted an Aliso Canyon meeting held earlier that week; Colin replied that he has been away from the office, and the newsletter editor recently resigned.
- Taylor Criddle, Senior Field Representative for Assemblyman Dante Acosta asked how he and Mr. Acosta could help, distributed brochures to assist constituents, and reported the following:
  - Thursday, May 4, beginning at 5:30PM, Assemblyman Acosta will host a town hall meeting at Simi Valley City Hall. They hope to also have one in Porter Ranch.
  - Assemblyman Acosta introduced the following assembly bills:
    - AB754: The Foster Youth Enrichment Grant states that it is the policy of the state that those in foster care have specified rights, including the right to attend school and participate in

extracurricular, cultural, and personal enrichment activities, with minimal disruptions to school attendance and educational stability. This bill would allow the State Department of Social Services to require a workgroup to develop an implementation plan for the California Foster Youth Enrichment Grant Program. The bill would also require grants of up to \$500 to qualified foster youth to enable them to participate in activities that enhance their skills, abilities, self-esteem, and overall well-being.

- AB539: This law enforcement tool would make it easier to get search warrants on the grounds that the property to be seized contains evidence that a violation or crime has occurred.
- SB57: This senate bill, co-authored by Henry Stern and Robert Hertzberg, prohibits SoCalGas from injecting natural gas into the Aliso Canyon storage facility until a root-cause analysis of the well rupture in 2015 is completed. This is being amended and en route to the Appropriation Committee.
- Alex Kim requested that Assemblyman Acosta do whatever he can do to cleanup the illegal dumping around Porter Ranch.
- Jason Hector mentioned that he watched Dr. Jeffrey Nordella's presentation on YouTube; he hoped that Assemblyman Acosta is working to move the health study forward.
- Becky Leveque mentioned that she works at a doctor's office in Woodland Hills; many of her patients have walking pneumonia from spores. In addition, she wondered if Assemblyman Acosta took care of freeway exits; Taylor mentioned that he is the point person for freeway exits.
- Matt Pakucko expressed concern for the root cause analysis (RCA) that should be happening already. SB380, which already passed, requires this RCA. Taylor had no additional information on this RCA.
- Andre Hollings from the Sales and Use Tax Division of the non-partisan State Board of Equalization (BOE), reported the following
  - He serves as a liaison between business owners and the state.
  - During the first year of operation, a business's principle task is to keep the doors open. During that time, Andre and his co-workers [along with tax specialists] will give free consulting services to review books, and answer any questions. They do not want business-owners to pay any more or less than what is due to the state.
  - In September 2016 a bill passed the state assembly stating that businesses could get a 30-day extension of their taxes if they are adversely affected by a natural disaster (such as Aliso Canyon). Porter Ranch people can now apply for a 90-day extension if their business was affected by the Aliso Canyon disaster.
  - Andrew Krowne asked if the BOE could consider retroactive refunds of fees and penalties. Andre thought that was an excellent question, but he did not have a response.
  - For additional guidance and assistance, people are welcome to contact Andre at 661-219-4139.
- Grayce Liu from the Department of Neighborhood Empowerment (DONE) addressed the PRNC
  - Her job is to support the 97 neighborhood councils throughout Los Angeles, and she stopped by to say hello.
  - DONE recently hired five new field staff members; they folks will be shadow the council advocates.
  - Besides offering finance and ethics training, DONE offers training in MS Word, Excel, etc.
  - The city council requested a suspension of online voting. During the last election, the online voting vendor's product was too clunky, and they were unable to complete all the registrations. Poll workers at Sylmar's election had to manually re-enter a great deal of data, which resulted in long lines. Studio City's election was also flawed due to insufficient training of the poll workers.



- Jason Hector heard that some neighborhood councils were using non-approved vendors. Grayce reported that this was not compliant with DONE rules, and those neighborhood councils had their funds frozen.
- Matthew Pakucko was concerned about the definition of stakeholder, and will DONE research this. Grayce replied that a stakeholder is defined by the City Charter, and this definition will not change.
- It was reported that Mayor Garcetti will release his budget on Thursday, April 20.

9. General public comments on matters not on the Agenda

- Eileen Smulson, Founder and Executive Director of Operation Blankets of Love (OBOL), addressed the PRNC. Years ago, OBOL started at the Petco in Porter Ranch, where Eileen adopted her first dog. The local shelters lack a budget for comfort items, such as bedding or blankets. OBOL now has sixty drop-off locations, including the local Porter Ranch Petco, where people can drop-off blankets, towels, bedding, toys, and other necessities. In 2009, OBOL became a 503(c)(3) non-profit animal welfare and emergency relief agency dedicated to ending animal homelessness. They would like a \$500 NPG contribution from PRNC for training materials for children (including an activity booklet) to prevent animals from going to a shelter. Eileen will submit an NPG request for the next PRNC meeting.
- Lori Kelman gave a huge shout out to Granada Hills Charter High School's Robotics Team. They now have two robots, and have competed at the state, national, and world championship level. Many of their students are in Louisville, Kentucky and/or Houston, Texas to compete in the championships.
- Matthew Pakucko reported that every few months, the City Council meets around the city. Friday, April 21, the council will meet in Van Nuys. The LADWP does not need Aliso Canyon, and it is important that the city council discuss eliminating Aliso Canyon from the LADWP.
- Michael J. Benedetto, Vice President of the Granada Hills South Neighborhood Council, invited the PRNC to their Aliso Canyon event, scheduled for Monday, May 15, at 6.30PM at the Granada Hills Charter High School, 10535 Zelzah Avenue. The speakers will include a geologist, along with representatives of Councilman Englander, Assemblyman Acosta, and State Senators Hertzberg and Stern. For additional information, contact Michael at 818-723-8087.

10. Discussion of Coyote Presence in Porter Ranch and how to Handle Pets during a disaster

- Officer Dave Dinh from the Wildlife Division of the LA Animal Shelter addressed the PRNC. They have meetings twice a month, beginning at 6PM, at each of the six area shelters. The bi-monthly meetings rotate throughout the shelters, so that each shelter hosts a meeting every three months. Among the discussed topics are rodents, coyotes, vacant buildings, etc.
- No one knows how many coyotes are in the area, but they seem to be increasing. An advantage we have is that coyotes are afraid of people. They give a blank stare because they lack the facial muscle structure to show fear.
- David Balen asked about the mountain lions and bears. Porter Ranch has more lions and bears coming down the mountain because construction is getting closer to their habitat.
- Dave urged everyone to please familiarize their animals with crates and cars. That way, if and when you must evacuate, it will not be as traumatic for your pet.

BREAK

11. Presentation from Vector Control District regarding higher than average levels of West Nile Virus activity in Porter Ranch

- Kelly Middleton, Outreach Assistant for the Greater Los Angeles County Vector Control District reported that Porter Ranch is identified as having high (Tier 2) mosquito activity. The Los Angeles areas with the



highest infestation are La Mirada, San Fernando, Pacoima, Valley Village, Whittier, La Mirada, and Santa Fe Springs.

- The Centers for Disease Control has determined that Los Angeles can be a high-risk area for the most dangerous Aedes Mosquito, as we have many transitory people.
- Only female mosquitoes bite because they require blood for reproduction.
- The Aedes most dangerous bites, potentially causing West Nile Virus, were supposed to only transmit to birds. However, they now bite humans. The symptoms include body aches, rashes, and headaches. One in 150 may require hospitalization. The people that are most at risk are those with compromised immune systems and/or over age 65. Regretfully, there is no vaccine or cure. Please be on the look out for mosquito bites during the day, especially below the knee. These mosquitoes can also transmit heartworm, which can be very bad for your dogs or cats.
- Although not yet seen in Porter Ranch, Aedes mosquitoes have been sighted in Pacoima, Valley Village, and southeast areas of Los Angeles; but we do not yet know how far they could spread. They can transmit West Nile Virus, Zika, Yellow fever, and Dengue.
- As these mosquito's eggs resemble dirt flecks, simply getting rid of standing water does not take care of the problem; you must destroy the dirt that is near the water.
- Mosquitoes evolve from eggs to adult in merely seven days. You may witness mosquitoes breeding in old tires or rain barrels. If you have any old tires on your property, get rid of them. If you have a rain barrel or buckets, please keep the lid securely in place. If you lack standing water, you will not have mosquitoes.
- If you have a chlorinated swimming pool or fountain, please relax, mosquitoes hate and avoid chlorine.
- If you grow outdoor plants, please grow them in dirt rather than water. If you use saucers beneath your pottery, clean the saucers with hot soapy water and a scrubby sponge. Destroy the sponge, and allow the saucers to air dry for a few days.
- The key ingredients to look for when shopping for insect repellent are: DEET, IR3535, Picaridin, and Lemon Eucalyptus Oil (this is a natural ingredient, but could be toxic around children).
- BTI granules are a very strong mosquito killer and can be added to fountains. Read the label carefully to learn how frequently you may apply the granules.
- If you see a crane fly, which resembles a large (about the sizes of a quarter) mosquito, please do not worry; although large and scary, they do not bite and are not a threat.
- For additional information, please visit their website at [glacvcd.org](http://glacvcd.org)

12. Twelve was mis-numbered; there was no 12.

13. Thirteen was mis-numbered; there was no 13.

14. Discussion and possible action to upgrade the PRNC Constant Contact account to an Email Plus account which includes survey capabilities for an additional \$30/month

- Jason Hector made a motion to approve this agenda item; David Balen seconded the motion, and it passed unanimously.

15. Discussion and possible action to purchase promotional outreach supplies

- Jennifer Milbauer proposed the following Outreach items (shopping bags were removed from this suggested expenditure):

Qty	Item	Unit Cost	Not to Exceed
500	Flashlight Key Chains	\$1.60	\$800
1,000	Stylus Pens	.65	650
1,000	Magnets	.60	600
	Facebook Boosts for Posts		300



\$2,350

- Becky Leveque requested to see a sample of the magnet; Issam replied that would not be possible because of the schedule limitation, and these items will be reviewed by the Outreach Committee prior to purchase.
- Andrew Krowne mentioned that the PRNC is working to get a storage locker, as it is against DONE policy to maintain this material at someone’s home.
- Jennifer Milbauer made an amended motion for these Outreach supplies (less the originally proposed shopping bags) not to exceed \$2,350; Gabriel Khanlian seconded the motion, and it passed.

Aye (8)	Alnajjar, Balen, Hector, Khanlian, Kim, Krowne, Milbauer, and Najm
No (1)	Leveque
Absent (2)	Derohanian and Gorman-Chang

16. Discussion and possible action to approve and submit a Thank You letter to LAUSD Board of Education member Scott Schmerelson for his support of the PRNC position calling for the shutdown of the Aliso Canyon Gas Facility
- It was suggested that perhaps PRNC could avoid having board approval for thank you letters. However, if someone is writing on behalf of the PRNC, than it must have board approval.
  - Jason Hector made a motion to approve this agenda item; Alex Kim seconded the motion, and it passed unanimously.

17. Motion to donate \$500 to the Annual Seniors Dance and Social at the Valley Relics Museum on June 3
- Issam Najm mentioned that we should use the word “contribute” rather than “donate” in any motion.
  - Jennifer Milbauer was concerned that this would benefit merely one subset of the community.
  - David Balen had a concern about this non-profit; this \$500 will go the Valley Relics Museum, which is hosting (along with Councilman Englander) this dinner dance.
  - Andrew Krowne made a motion to approve this agenda item; Gabriel Khanlian seconded the motion, and it passed.

Aye (8)	Alnajjar, Balen, Hector, Khanlian, Kim, Krowne, Leveque, and Najm
No (1)	Milbauer
Absent (2)	Derohanian and Gorman-Chang

18. Motion to solicit nominations from PRNC stakeholders for the Porter Ranch Outstanding Senior of the Year to be submitted to the Board by April 30, and to authorize Susan Gorman-Chang to select the Outstanding Senior of the Year from the submitted nominations and then submit her/his name to the Board for approval at the May Board meeting
- A senior is considered anyone over age 55.
  - To avoid a potential conflict of interest, this award excludes PRNC board members from nominating and/or receiving this award.
  - Stakeholder Lori Kelman asked if a nomination form was available; the form is available at the PRNC website as an attachment to the agenda.
  - Issam Najm made a motion to approve this agenda item; Becky Leveque seconded the motion, and it passed unanimously.

19. Discussion and possible action to authorize the Board president or his designee to prepare a letter to the AQMD requesting information on the scope and schedule for the health study mandated by the settlement agreement with SoCalGas, and for the letter to be brought back to the Board for review and possible approval at the May general meeting



- This letter is a result of Dr. Jeffrey Nordella's YouTube video.
- Matthew Pakucko mentioned that this letter should also include a funding component; perhaps some of the \$5.6M general fund could go towards this.
- Andrew Krowne made a motion to approve this agenda item; Jason Hector seconded the motion, and it passed unanimously.

20. Discussion and possible action on providing the PRNC recommendation to DONE on elections schedule

- The city clerk needs to modify the election schedule because of conflict with the city elections. DONE distributed several options; Issam Najm numbered them 1, 2A, 2B, and 2C as follows:
  - Option 1: Conduct the 2018 NC elections as scheduled, extend all terms to 2021, and then conduct an election for all the Board members in 2021, and then the Board would have to re-stagger with two-year and four-year terms.
  - Option 2A: Extend the terms ending in 2018 by one-year and conduct their election in 2019. These board seats would then be up for election in 2023, 2027, etc. Then, extend the terms currently ending in 2020 by one-year and conduct their election 2021. These seats would then be up for election in 2025, 2029, etc.
  - Option 2B: Extend the terms ending in 2018 by one-year and reduce the terms ending in 2020 by one-year. This will result in a full-board election in 2019, which will then require the seats to be re-staggered with two-year and four-year terms.
  - Option 2C: Conduct the 2018 elections as scheduled, and then conduct elections for the entire Board seats in 2019. The Board will then need to re-stagger with two-year and four-year terms.
- DONE recommended that some board members may be elected in 2018, 2019, 2020, and 2021.
- Issam recommends that the entire board be staggered, and not face election at the same time.
- Issam Najm made a motion for the PRNC to recommend to DONE that Option 2A be adopted; Andrew Krowne seconded the motion, and it passed unanimously.

21. Update on preparations for Earth Day Event

- Jennifer Milbauer mentioned that the tools and water are all set, and requested RSVPs so that there is sufficient water and food.
- In the morning, there will be thirteen volunteers along Tampa Avenue
- From noon until 4PM, there will be an Earth Day celebration at the Holleigh Bernson Memorial Park with games (a waiver form is available). It is recommended that attendees bring chairs, blankets, and sunscreen. The Sustainability Committee will distribute reusable cups, with filtered water from jugs.
- It is requested that the afternoon's volunteers meet at the PRNC table at 11AM.
- David Balen volunteered to contact his friend Tim, General Manager of the Porter Ranch Ralph's, for permission to distribute the announcements in front of Ralph's.

22. Discussion and possible action on Committee Chair assignments

- Issam Najm mentioned that the Safety, Rules, and By-Laws Committees have not yet been initiated. He recommended renaming the Safety Committee the Public Safety and Traffic Committee, with Asaad Alnajjar as chairman. Asaad accepted this assignment.
- The Rules and By-Laws Committees will be ad hoc committees, to deal with issues as they arise. Revised by-laws can be submitted to DONE by April 2018 (rather than May 1, 2017).
- Jennifer Milbauer has received many calls regarding the Legislative Committee; Cheri Derohanian is the chair of this committee, yet she has been out of town. Andrew Krowne expressed concern about the scope of this committee.



- Alex Kim asked about the Budget Committee. Andrew replied that the budget was written and is in draft stage, pending a board vote. This will be agendized at the next board meeting on May 10.

#### 23. Board Members Comments and Announcements

- Asaad Alnajjar mentioned that if anyone has concerns about traffic and safety, please reach out to him.
- David Balen said he met with someone from Toll Brothers; a park may be completed in 18-months. He also met with John Love regarding the Vineyard. They will be breaking ground on the new shopping center in approximately two months. They will also announce the new tenants. The Land Use Committee will continue to stay on top of this.
- Jennifer Milbauer thanked Susan Gorman-Chang, Alex Kim, and others for their work on the Earth Day celebrations.
- Andrew Krowne mentioned that, coming in May, there will be formal motions and requests from elected officials, supervisors, and city council members supporting the permanent shut down of Aliso Canyon. PRNC hopes for a better relationship with Councilman Englander.
- Jason Hector said that there are concerns about the schools in Porter Ranch. Demographics representative Rena Perez and traffic coordinator Brad Smith from the LAUSD may attend PRNC meetings to address anxious citizens. Parents have expressed concerns about safety around the schools, particularly when they drop their children off in the mornings.
- Jason also hopes to get watering commitments from citizens along Sesnon Boulevard and other streets.
- Issam Najm mentioned that Dr. Barbara Ferrer, recently appointed LA County Public Health Director, toured Aliso Canyon today. She agrees that a public health assessment is needed.
- Becky Leveque requested that the PRNC board meetings not include any profanity.
- Neighborhood Council Advocate Jasmine Elbarbary mentioned that there would be no Citrus Sunday this year.
- A stakeholder has a concern about motor homes on Tampa Avenue. One of them has no license plates. As these motor homes are heavy and over-sized, the LAPD appears reluctant to tow them.

#### 24. Meeting Adjournment

- President Issam Najm adjourned the meeting at 9:08PM.