



**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; Hassan Memarian, Jennifer Milbauer**

**Porter Ranch Neighborhood Council (PRNC)
Special Board Meeting
Tuesday, 30 January 2018
Porter Ranch Community School (PRCS)
12450 Mason Avenue, Porter Ranch 91326**

DRAFT MINUTES (PENDING BOARD APPROVAL)

1. Meeting call to order
 - President Issam Najm called the meeting to order at 6.17PM.
2. Welcome
 - President Issam Najm welcomed over eight stakeholders, along with eight board members. Andrew Krowne’s daughter led us in the pledge of allegiance.
3. Roll Call
 - Gabriel Khanlian performed the roll call, eight board members were present, and a quorum was declared.

Here (8)	David Balen, Susan Gorman-Chang, Jason Hector, Gabriel Khanlian, Alex Kim, Andrew Krowne, Jennifer Milbauer, and Issam Najm
Absent (3)	Asaad Alnajjar, Becky Leveque, and Hassan Memarian

4. Motion to approve the December 2017 MER

Beginning Balance	\$58,760.32
Total Spent	4,453.84
Remaining Balance	54,306.48
Outstanding	1,861.74
Net Available	\$52,444.74

 - Jason asked about the length of the lease for the storage rental at 20550 Lassen Street; through February was the response.
 - Andrew Krowne made a motion to approve this agenda item; Gabriel Khanlian seconded the motion, and it passed unanimously.
5. Discussion and possible action to approve the submittal of the comments letter from the Land Use Committee to the City Planning Department regarding the Hidden Creeks Development Draft EIR
 - This agenda item was postponed until after the break, pending more stakeholders.
 - Jason Hector reported this 154-acre site is upper river watershed. In addition, he found references to the 2006/07 traffic study confusing.
 - Andrew Krowne would like to see traffic and safety mentioned, as there will be additional traffic in Porter Ranch from the new Vineyard and the Hidden Creeks Development. There was also concern about the strong impact this development will have on schools. Chatsworth High has room;



however, Castlebay and PRCS are at capacity. In addition, Toll Brothers is planning to build 800 to 1,000 more homes, which could lead to another 1,500 school children. Communication with LAUSD is strongly recommended.

- A stakeholder wrote to the PRNC, recommending adding neighborhood councils to the distribution of this letter.
- Stakeholder Lane Semper thanked the PRNC for doing this. In February 2017, she tried to fight the Vineyards mixed-use development, but David Hassan, who stated that the PRNC supported this project, duped them by not stating that it was the previous PRNC, not the current one.
- Jason Hector made a motion to approve this agenda item, mentioning the following:
 - That the PRNC, acting on behalf of the community, is concerned about the impact this development will have on the visual characteristics and wildlife on this 154-acre upper LA river watershed
 - Correct the attached traffic study to reflect 2007 rather than 2006.
 - Request that the Department of Transportation provide an updated traffic study for Sesnon Boulevard, Porter Ranch Drive, and Rinaldi Street, as well as adjacent egress streets
 - Perhaps begin with the grave concern regarding the lack of available lower and middle school capacity for children residing in the Hidden Creek Estates, as well as the approved [but not yet built] Toll Brothers homes.
 - Include the case number, as recommended by Glen Bailey from the Northridge East Neighborhood Council.
- David Balen seconded the motion, and it passed.

Aye (6)	Balen, Hector, Khanlian, Kim, Krowne, and Najm
Recusal (1)	Gorman-Chang
Absent (4)	Alnajjar, Leveque, Memarian, and Milbauer

6. Motion to approve the NPG request for \$5,000 from the Northridge Beautification Foundation to conduct a Clean Starts Clean Streets (CSCS) program work in Porter Ranch
 - Susan Gorman-Chang reported that she, along with David Balen and Jason Hector, have done outreach with the homeless of Porter Ranch, providing them dinner and bus tokens (to guide them towards a shelter).
 - Susan introduced Don Larson, who has successfully coordinated the CSCS work program twice in the Northridge area. As a reward for his efforts, Don showed his recently received Heart of the City award.
 - For maximum impact, Don suggested combining this twice-a-week six-week program with the Chatsworth, Porter Ranch, and Canoga Park communities.
 - A breakdown of the funds is as follows:

Expenditure	Amount
Breakfast	\$ 600
\$25 Grocery Store Gift Cards for Food	3,000
Bus Tokens or TAP Cards	420
Supplies (Gloves, Aprons, etc.)	980
Total	5,000

- First the homeless receive breakfast, followed by three hours of work; then they receive a \$25/gift card for each day's work. These gift cards cannot be used for cigarettes, alcohol, or lottery tickets. This assignment gets them used to working on a schedule.
- Any leftover funds are rolled over to the next cycle.



- Don tries to limit it to ten people per group (he is currently operating three groups). He may start with up to thirteen, but a few drop out, or are dismissed for intoxication.
- Stakeholder Laura reported that KCRW recently did an on-air interview with Don; several of these previously homeless now have jobs and apartments. One woman is on 63-days of recovery. Laura is also working with CSUN journalism students who may document this CSCS activity.
- In the beginning, CD12 gave them \$1k and helped them acquire a grant for \$4k.
- David Balen told the story of someone who was born in 1980, yet homeless since 1988 (since he was eight-years old). Such a person is not interested in the regulations that come with living in a shelter.
- Jason Hector asked how they recruit people; most of the recruits come from this area.
- Alex Kim asked how long Don has done this; a little over a year was the response.
- Thus far, Don has raised over \$60k, with \$30k on hand to continue this project. In addition to neighborhood councils, Don receives money from Kiwanis and other charitable organizations. He recently met with Supervisor Kathryn Barger, and the supervisors may allocate additional funds towards CSCS.
- Gabriel Khanlian asked about the work location; Don replied that all street maintenance tasks would be done in Porter Ranch.
- David Balen asked to reduce this to \$2,500, use it in smaller steps, and then keep it open for possibly more money later this fiscal year. Susan Gorman-Chang replied that she would like to keep it at \$5k, as this is the only program of this type in the city.
- Jason Hector asked how soon would this work start; Don is ready to start within a week.
- Stakeholder Lori showed Councilman Englander’s brochure that included four pages of CSCS.
- Issam supports CSCS, as it shows action and success.
- Susan Gorman-Chang made a motion to approve this agenda item; Jennifer Milbauer seconded the motion, and it passed.

Aye (7)	Gorman-Chang, Hector, Khanlian, Kim, Krowne, Milbauer, and Najm
No (1)	Balen
Absent (3)	Alnajjar, Leveque, and Memarian

7. Discussion and possible action approving the submittal of the attached letter of concern to the Los Angeles County Department of Public Health (LACDPH) regarding notice sent to residents, from So Cal Gas, after the latest leak at the Aliso Canyon Facility, which stated, “The release did not present a health or safety risk to the community.”
 - The PRNC has addressed this letter to the LACDPH, stating that they are the ones who decide what could be considered a health or safety risk (not SoCalGas).
 - Andrew Krowne requested that the letter include an italicized reference to California’s Proposition 65, which helps Californians make informed decisions about protecting themselves [near a facility or worksite] from chemicals known to cause cancer, birth defects, or other harm.
 - Susan Gorman-Chang made a motion to approve this agenda item, with the additional reference to Proposition 65 (as requested by Issam Najm and Andrew Krowne) and adding the north valley neighborhood councils to the distribution (as requested by Alex Kim); Andrew Krowne seconded the motion, and it passed.

Aye (7)	Balen, Gorman-Chang, Khanlian, Kim, Krowne, Milbauer, and Najm
Recusal (1)	Hector
Absent (3)	Alnajjar, Leveque, and Memarian



8. Motion to approve the funding of the Community Earth Day Celebration on Saturday, April 14 at a cost up to \$15,000

- Issam Najm reported that these estimates are up to \$15k (rather than “not to exceed”) in compliance with Department of Neighborhood Empowerment (DONE) wording. The specific obligations may fluctuate; yet this gives the chairperson more flexibility.

Item	Description	Cost
AAA Rentals	Tables, chairs, tents for shade, includes setup and breakdown, plus a Stage, generator, sound system for music, announcements, and speeches	\$ 6,000
Photo Booth	Rental for four hours of a photo booth with an Earth Day theme	1,200
City Costs	Permits, deposit	700
Park Monitor	1 staff @\$50/hour for four hours	200
Band	Music by Alexi Band for two hours	425
Food	Two food options are being considered: Subway sandwiches or Wendy’s hamburgers and cheeseburgers (grilled at the event). Plus vegan food alternatives and refreshments	3,000
Kids Crafts	To be determined, plus shipping, handling, and tax	1,000
Miscellaneous	General supplies and unforeseen items	2,475
Total		<u><u>15,000</u></u>

- The biggest cost will be AAA rentals. Last year, there was insufficient shade, thus PRNC is considering more canopies. As there is no power source at the park, a generator will be mandatory. Rather than diesel, they are attempting to acquire a more expensive solar-powered generator. As there will be numerous public speakers, a sound system and microphone will also be required.
- The photo booth will serve as a big draw for teenagers.
- The food, with a vegan alternative, will also be more expensive this year.
- They will also have craft tables for children.
- Area neighborhood councils, CSUN and high school’s sustainability teams, LADWP, YMCA, CD12, LA Parks and Recreation, the Audubon Society (who are having their year-long centennial celebration), the Santa Monica Mountain Conservatory, etc. were all invited
- The 2017 Earth Day celebration was limited by the budget; Jennifer Milbauer asked about Outreach. Perhaps PRNC could advertise in an area publication, such as the Valley Voice.
- Gabriel Khanlian feels that last year’s event was very successful with a smaller budget, and thinks this \$15k is too high. He would rather invest the money in the community with an air monitoring system.
- David Balen added that many people who come to this event might bring their own shade.
- As a cost savings, perhaps we could reach out to CD12 or Toll Brothers for the generator. In addition, the YMCA may host the crafts event.
- Jennifer Milbauer clarified that this \$15k budget assumes that we do not get any assistance from YMCA, CD12, Toll Brothers, etc.
- In addition, many of the attending charities are on a shoestring budget and lack their own shade canopies; the least PRNC could provide is shade.
- Alex Kim asked about the 2019 Earth Day celebration; will PRNC continue to host this event for \$15k? Jennifer answered that this is a unique year with the additional budget we have, and that next year’s event will be in line with next year’s budget.
- Issam Najm requested a good faith commitment from the Sustainability Committee to minimize the cost as much as possible. Jennifer replied that Susan is very good at saving money, visiting four 99-



cent stores, and hand-washing the reusable cups. Jason Hector also acknowledged Susan’s extra efforts on this big job.

- Jason suggested that PRNC purchase the [already approved] rechargeable and battery-operated sound system. Then, PRNC can provide this [not yet purchased] public address system. In addition, PRNC could waive the \$800 stage. Susan stated that the stage would be very important for speakers as well as to make public announcements.
- Issam does not want to micro-manage this event and requested a vote of confidence to trust the Sustainability Committee to make these decisions.
- Stakeholder Lane Semper supports Susan all the way.
- Stakeholder Lori is also involved with the Sustainability Committee and feels that Susan will do an excellent job.
- Stakeholder Helen recommended reaching out to Tesla for the battery power.
- Stakeholder Jennifer mentioned that it was a terrific event last year and supports anything that gets the kids involved.
- Glen Bailey was also confident that Susan would be very prudent. He offered that LA Parks and Recreation has a mobile stage; perhaps PRNC could use that? In addition, Northridge West and Northridge East neighborhood councils have canopies.
- As the PRNC has an extra \$28k this year along with storage space, perhaps they can purchase pop-up canopies, folding chairs, etc.
- Susan Gorman-Chang made a motion to approve this agenda item; Jennifer Milbauer seconded the motion, and it passed unanimously.

9. Motion for the PRNC to purchase 250 Steelys stainless steel drinking bottles, imprinted with our logo, at a cost of up to \$2,500

- Last year, PRNC inaugurated the reusable plastic bottles; merely 25% were recycled and many ended up in the ocean.
- The cheaper stainless steel has plastic on the inside whereas these more expensive bottles are stainless inside and out.
- Jason Hector said we must consider the quality; a better quality product will be kept around, and less likely to end up in the trash.
- Stakeholder Jennifer feared that if you use stainless steel, it could leach into the water.
- Susan Gorman-Chang made a motion to approve this agenda item; Jason Hector seconded the motion, and it passed.

Aye (5)	Balen, Gorman-Chang, Hector, Krowne, and Najm
No (2)	Khanlian and Kim
Absent (4)	Alnajjar, Leveque, Memarian, and Milbauer

BREAK

10. Discussion and possible action to approve the printing and mailing of the PRNC Mail-In survey, as well as the addition of the survey to our website in both English and Korean at an estimated cost of up to \$6,500



Item	Cost	Basis
Printing and Folding	\$1,600	Estimate (for 5,000 mailers) from the city's general services administration/printing office
Labeling and Processing	500	Guesstimate
Outgoing Postage	2,000	Guesstimate
Return Postage	1,000	Assumes 50% return rate
Korean Translation	160	
Website Posting	400	
Contingency	800	For unforeseen costs
Total Estimate	6,460	

- PRNC remains undecided on whether to do this with return-postage paid because that will require a USPS business account, and DONE indicated that this will cost almost \$2,500 just to set it up.
 - Assuming a 50% return rate is very optimistic. Acquiring return postage paid may be a challenge, but asking people to add their own postage will reduce the return rate. Jason recommended including “or current resident”; otherwise many surveys will be immediately returned.
 - The graphics may be moved around the sample survey; however, the words will stay.
 - The 5,000 mailers were determined from the boundaries of single-family residences within Porter Ranch; The survey will also be sent to businesses in PR.
 - Alex Kim suggested printing the survey in the Valley Voice newsletter and asking people to take a screenshot. Issam noted that this is not possible because it will be filled out by people outside our NC?
 - Jason asked how would we judge success? Issam replied that we would analyze the metrics. Each survey will include a tiny number used to track the data.
 - DONE representative Jasmine Elbarbary agreed that this was satisfactory for printing, postage, etc. and recommended voting on this tonight (as we cannot increase the number above \$6,500 at this time).
 - Issam Najm made a motion to approve this agenda item; David Balen seconded the motion, and it passed unanimously.
11. Discussion and possible action to vacate the Board’s decision from the October 2017 meeting and rescind the application to partner with the NWNC for the Clean Streets challenge to allow the PRNC Beautification Committee to do this effort on its own
- The origin motion passed in October 2017 while Alex Kim was in Korea.
 - NWNC’s medians stretch along Tampa Avenue for nearly 1½ miles, from the 118 freeway to Devonshire Street. The PRNC beautification committee is concerned that PRNC would have to partner with NWNC’s maintenance agreement, and if NWNC defaults or had their funds frozen, the PRNC would be financially responsible for all of NWNC’s lengthy medians. This is why the committee is asking the Board to rescind that decision.
 - Jasmine Elbarbary mentioned that the mayor’s Clean Streets program requires partners. An option would be to table this discussion until February. Issam suggests that we table this agenda item 11 until February to clarify the matter with the City and NWNC.
 - This agenda item was tabled.
12. Discussion and possible action to approve the Beautification Committee’s application for “Adopt-a-Median” application packet for the Tampa Median located North of the 118 Freeway and South of Rinaldi Street on Tampa Avenue in Porter Ranch, and to approve its funding of up to \$7,500



- The description of this “Adopt-a-Median” application should not include “without partners”.
- Susan Gorman-Chang asked if the water needed to be hooked up to serve this median; Jason Hector replied in the affirmative, and mentioned that the Beautification Committee is working with Marina Landscaping. Jason met with Marina and they recommended six different types of trees.
- Andrew Krowne expressed concern for the “in perpetuity” and asked about the estimated cost; Alex Kim and Jason Hector replied that the cost would be approximately \$1,500/year. Andrew added that since this median, between the 118 freeway and Rinaldi Street, is the official entrance to Porter Ranch, perhaps they should have signage.
- Issam Najm requested that PRNC sign this “Adopt-a-Median” application and move forward; if the city clerk does not approve it, then they will be certain to let PRNC know.
- Gabriel Khanlian made a motion to approve this agenda item, with additional recognition of drought tolerant plantings as much as possible; Susan Gorman-Chang seconded the motion, and it passed unanimously.

13. Board comments

- Gabriel Khanlian talked about the recent dust clouds from the construction sites. The South Coast Air Quality Management District (SCAQMD) advised the community to call them ASAP when they see these dust clouds. They will inspect and give fines to Toll Brothers and/or whoever is responsible. Gabriel took photographs, but they are not usable by SCAQMD as they must see the dust clouds with their own eyes. Issam Najm knows several apartment residents who live near the Vineyard construction site who have been negatively affected by the dust clouds.
- Jason Hector mentioned that bark beetles are attacking the city’s trees near the library. Someone advised him that all those infested trees must be removed before the beetles spread to other areas. It could cost \$15k (\$300/tree x 50-trees) to remove all those infested trees. Replanting fresh trees will require watering commitments. Alex Kim suggested perhaps someone could come to the March PRNC meeting to talk about the bark beetles.
- A stakeholder told the story of when the north valley trees died, the beetles simply jumped to an adjacent tree. Many trees died and fell over, including one that fell across and blocked Devonshire Street.
- David Balen reported that Thursday, February 1, the Homeless Solutions Committee would meet at 5PM at Starbucks, 19759 Rinaldi Street. Matt and possibly a few of his friends will talk first-hand about the homeless situation, including what they want and need.
- Susan Gorman-Chang reported that the Sustainability Committee would meet Tuesday, February 20.
- The Granada Hills South Neighborhood Council will sponsor the Emergency Plan Event “Before - During - After” to be held beginning at 6PM on Thursday, February 1 at Granada Hills Charter High School’s Rawley Hall, 10535 Zelzah Street.
- Issam reported that the SCAQMD will come to the February PRNC meeting and provide the Porter Ranch community with an update about the comments they received on the health study and their path forward. They will have 15 minutes to present, and then allow thirty-minutes of Q&A. Andrew Krowne mentioned that this is not what the community requested. Instead of merely feedback, SCAQMD should answer the questions that were posed to them. Issam replied that it is SCAQMD’s choice as to how they want to address the community.
- Susan reported that Tuesday, February 13, at 6PM, City Attorney Mike Feuer is holding a Community Town Hall meeting at the Granada Hills Women’s Club, 10666 White Oak Avenue.



- Susan also mentioned that if anyone feels that PRNC's funds should be used for other things, they are urged to speak up or contact a PRNC board member. Issam reported that a Neighborhood Purpose Grant (NPG) via a 501c3 is being prepared by David Balen to benefit PRCS.
- Principal Mary Melvin of the PRCS may attend the February 12 PRNC meeting.
- Budget Advocate Glen Bailey reported that his committee has rewritten the funding manual, to be released on Thursday, February 1. In response to Treasurer Andrew Krowne's query, this update will include a few tweaks to the portal structure.

14. Meeting Adjournment

- President Issam Najm adjourned the meeting at 9PM.

AAA RENTS AND SALES INC.
 16010 STRATHERN ST.
 VAN NUYS, CA 91406
 PHONE: 818-785-1105
 aaarents@aaarents.com
 aaarents.com

Customer ID=====Contract Number
 8188316902 RESERVATION 01-108017-01

01/09/18
 P.R.N.COUNCIL
 PORTER RANCH NATIONAL COUNCIL
 200 N SPRING ST
 LOS ANGELES, CA 90012
 PORTER RANCH NATIONAL COUNCIL
 HOLLIEGH BERNSON MEMORIAL PARK
 20500 SESNON BOULEVARD
 PORTER RANCH CA 91326

FAX: - - CELL: 818-723-0767 OTH: - - Rsvd: TUE 01/09/18 1202P
 DEL: 8AM EVENT: 11AM Delivr: SAT 04/14/18
 PU: 4PM Out: SAT 04/14/18 1200N
 contact: SusanGorman-chang@prnc.org Pickup: SAT 04/14/18
 CONTACT: ANDREW KROWNE (818-383-3673) Due: SAT 04/14/18 0400P
 andrewkrowne@prnc.org

Item No.	Qty	Description	Rate	Info	Unit	Extended
0030-0010	125	CHAIR. SAMSONITE WHITE	P1	1.25	1.25	156.25
0490-0370	2	BANNER STAND 8'X10' HANG CUSTOMERS BANNERS	P1	125.00	125.00	250.00
0240-0020	20	TABLE. 6' BANQUET	P1	9.00	9.00	180.00
0240-0070	20	TABLE. 60"RD.	P1	11.00	11.00	220.00
0500-0122	1	CANOPY 30'X40' WHITE ON GRASS 10' LEGS	P1	780.00	780.00	780.00
0500-0124	1	CANOPY 30'X60' WHITE ON GRASS 10' LEGS	P1	1170.00	1170.00	1170.00
0500-0084	1	CANOPY 20'X25' WHITE ON GRASS STAGE TOP 10' LEGS	P1	325.00	325.00	325.00
0470-0010	24	STAGE DECK 4'X4' 16'x24'x2' 3 SIDES w/SKIRTS	P1	35.00	35.00	840.00
0470-0340	3	STAGE SKIRT 24'X2' BLACK	P1	24.00	24.00	72.00
0470-0130	1	STAIR UNIT. 2STEP W/RAILS	AA	35.00	35.00	35.00
0410-0010	4	SPEAKER EON. 200WT. JBL	P1	75.00	75.00	300.00

Pd Sales Agent: 1 JEFF Date: Customer: 01/09 PORTER RANCH NATIONAL C Contract: 01-108017-01 *more*

AAA RENTS AND SALES INC.
 16010 STRATHERN ST.
 VAN NUYS, CA 91406
 PHONE: 818-785-1105
 aaarents@aaarents.com
 aaarents.com

Customer ID	RESERVATION			Contract Number		
8188316902				01-108017-01		
0410-0060	4 SPEAKER STAND	P1	6.00	6.00	24.00	
0410-0024	4 SPEAKER CABLE XLR 50'	P1	8.00	8.00	32.00	
0410-0040	5 MICROPHONE CABLE XLR. 50'	P1	2.00	2.00	10.00	
0410-0070	5 MICROPHONE STAND	P1	4.00	4.00	20.00	
0410-0130	1 MIXING CONSOLE BCH JBL	P1	150.00	150.00	150.00	
0480-0021	1 GENERATOR 20KW 200amps	P1	650.00	650.00	650.00	
0480-0200	1 POWER DISTRIBUTION FOR SOUND EQUIP AT STAGE	P1	250.00	250.00	250.00	
0480-0040	4 CABLE. 50' 5W TLG	P1	25.00	25.00	100.00	
0480-0062	2 CABLE. 60' 3-QUAD. TLG	P1	45.00	45.00	90.00	
0480-0060	2 CABLE. 30' 3-QUAD. 60AMP TLG	P1	45.00	45.00	90.00	
0190-1210	1 SPECIAL DELIVERY FEE SAME DAY DEL/PU DEL: 8AM PU: 4PM	P1	225.00	225.00	225.00	

Receipts Summary	Summary
No payments have been made	GENERAL RENTAL 3404.00 PARTY RENTAL 2565.25 Total 5969.25

SAT 04/14/18 0400P

Pa Sales Agent:
2 JEFF

Date: Customer:
01/09 PORTER RANCH NATIONAL C

Contract:
01-108017-01