

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

**Thursday, July 21, 2016  
Meeting Location: Conference Room  
8929 S. Sepulveda Boulevard #130  
Westchester, CA 90045**

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

*Staff – Duckworth*

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

1. CALL TO ORDER – Karen Dial, President 10:00 AM
  
2. PUBLIC COMMENTS This opportunity is reserved for any public comments to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on un-agendized subjects. It is the Board’s policy that persons in the audience may address the Board in connection with any particular agenda item during the public comment period. As provided by the Brown Act, each individual’s speaking time shall be limited to three minutes. Anyone desiring to speak during the public comment period must complete a speaker card and submit it to the Chair prior to the start of the meeting.
  - A. Comments from LAPD SLO
  
3. APPROVAL OF MINUTES – Defer to Next Meeting
4. FINANCIAL REPORT – Defer to Next Meeting
5. BUSINESS ITEMS
  - A. Update re: Sunday Westchester Farmer’s Market in Triangle Area
    1. Executed Term Sheet
    2. Grand Opening was Sunday, July 17, 2016
    3. Executive Director’s Updated Pro Forma “7/21/16”
    4. Discussion / Action, if any

*The Executive Director and Board Member Payne briefed the Board on the SWFM, Sunday Westchester Farmer’s Market. The grand opening held on July 17, 2016 was a tremendous success with \$1,244 in receipts. The Executive Director provided two spread sheets reflecting different assumptions for market operations ranging from \$12,000 in cost for the first 6 months to \$20,000 in costs for the same period.*

*An executed copy of the term sheet agreement between the Westchester Business Improvement Association and the Westchester Vitalization Corporation was also distributed. The Board received the report and encouraged their SWFM*

*representatives.*

B. Approval of Precision Concrete Cutting Proposal for Selected Work

*The Executive Director reviewed the engineering assessment of the Westchester sidewalks prepared by Precision Concrete Cutting (“PCC”) in December 2015. The WBIA held off with proceeding with concrete cutting / repairs amounting \$18,113 pending City budget approval that might include reimbursement for a portion of this work. At this time, after meeting with the CAO’s Office, it does not appear that the City is close to adopting a cost sharing formula. Consequently, in order to continue with district wide pedestrian enhancements the Executive Director is bringing the item back to the Board for further consideration. Should the WBIA proceed with the PCC cutting work immediately? Or, should WBIA continue to wait for the City to adopt a reimbursement formula which might reduce some cost?*

*Board Member Lemmon felt that the work should proceed as did Board Members Locke and Ruhlen.*

*After discussion, Motion Lemmon 2<sup>nd</sup> Payne: “The WBIA Board of Directors hereby authorizes the Executive Director to engage Precision Concrete Cutting in performing the work described in their sidewalk assessment dated December 5<sup>th</sup> 2015 and to execute such documents as necessary to accomplish that end. The anticipated cost is about \$18,100.” Unanimously approved.*

C. Review / Approval of “Test” Installation(s) for “Tree Well Pebbles”

1. City of West Hollywood Pebbles
2. Xeripave Blocks

*The WBIA made a field- trip to view 4 test tree well installations and express their comments.*

6. REPORT FROM EXECUTIVE DIRECTOR

- Executive Director gone Aleutian Islands Fishing August 25 to September 3

7. BOARD MEMBER COMMENTS

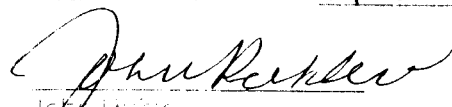
8. NEXT MEETING – August 18, 2016

9. ADJOURNMENT

12:00 PM

*Meeting was adjourned 12:00 PM*

Reviewed and Approved  
By The Westchester  
Business Improvement District  
Board of Directors on Sept 22, 2016

  
John Hester  
Board Chairman

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

**ATTENDANCE SIGN-IN SHEET**

DATE: July 21, 2016

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

Karen Dial, President	<u>KD</u>		
John Ruhlen, Secretary	<u>JR</u>		
Miki Payne, Treasurer	<u>MP</u>		
Jack Davis, Board Member	<u>JD</u>		
Heather Lemmon, Board Member	<u>HL</u>		
Christopher H. Locke, Board Member	<u>CHL</u>		
Lara Saab, Board Member	<u>LS</u>		
Don Duckworth, Executive Director	<u>DD</u>		
Guests:	Tel.	E-Mail	

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