

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

**MEETING MINUTES**

**Thursday, May 21, 2015  
Meeting Location: Conference Room  
8929 S. Sepulveda Boulevard #130  
Westchester, CA 90045**

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

*Meeting called to order at 10:04 AM by President Karen Dial.*

*Guest: Fred Sutton, Pete Abaskharon*

*Meeting called to order at 10:04 AM by President 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.
  
3. APPROVAL OF MINUTES – Defer to next meeting
4. FINANCIAL REPORT – Defer to next meeting
5. BUSINESS ITEMS

A. Accept Resignations of William Allen and Angela Salso From WBIA Board of Directors

*The Executive Director reported that Bill Allen had tendered his resignation to the Board.*

*After discussion, Motion Lemmon; 2<sup>nd</sup> Davis: "The WBIA Board of Directors hereby accepts the resignation of Bill Allen with appreciation for his service to the Board." Unanimously approved.*

B. Appointment of Christopher Locke to WBIA Board of Directors

*After discussion, Motion Lemmon; 2<sup>nd</sup> Davis: "The WBIA Board of Directors hereby appoints Christopher Locke to be a member of the Board." Unanimously approved.*

C. Recommendation to Increase Compensation for BID Ambassador and to Provide Paid Time-Off

*Executive Director Duckworth reviewed his recommendation to provide a net \$1.00/HR increase to the BID Ambassador, which will increase the CNSS Billing rate to \$24.26/hr; and, the provision of the 12 compensated days off per calendar year for sick, vacation, other time off needs per the City's Living Wage Ordinance. The Executive Director should be authorized to execute documents as needed to implement this approval.*

*After discussion, Motion Lemmon; 2<sup>nd</sup> Davis: "The WBIA Board of Directors hereby approves the Executive Directors recommendation of a \$1.00/hr increase and 12 compensated days off per calendar year. The Executive Director is authorized to execute documents to implement this approval." Unanimously approved.*

D. Recommendation to NOT Access CPI COLA Adjustment for 2016  
- Approval of 2016 Assessment Roll (Same as 2015)

*Executive Director Duckworth reported that the U.S Bureau of Labor Statistics data reflects no inflation for the past 12 month period. Consequently no CPI adjustment of BID assessments is recommended.*

*After discussion, Motion Payne; 2<sup>nd</sup> Lemmon: "The WBIA Board of Directors hereby approves the assessment role for 2016 as recommended by the Executive Director." Unanimously approved.*

E. Report on Limo, Taxi, and TNC (Transportation Network Companies) Staging in WTC BID Parking Lots and Streets  
- Miki Payne

*Board Member Payne reported to the Board on progress made in limiting limo, taxi, and TNC staging that interferes with BID parking lots and streets. A copy of recent LA Journal was also discussed.*

*No additional action was taken by the Board at this time.*

F. Approval of Letter of Support for Sale of Beer & Wine at 8736 S. Sepulveda (Sushi)

*The Executive Director reported that a Zoning Administrator Hearing was scheduled for May 28, 2015 regarding the new sushi restaurant located at 8736 South Sepulveda.*

*After discussion, Motion Payne; 2<sup>nd</sup> Davis: "The WBIA Board of Directors hereby authorizes the Executive Director to submit a letter supporting proposed sale of beer and wine at the new sushi restaurant at 8736 South Sepulveda." Unanimously approved.*

G. Approval of WTC BID Membership in LAX Coastal Chamber of Commerce

*The Executive Director asked the Board if the WBIA would like to become a member of the LAX Coastal Chamber of Commerce.*

*After discussion, Motion Payne; 2<sup>nd</sup> Davis: "The WBIA Board of Directors hereby approves joining the LAX Coastal Chamber of Commerce as a "connector level" member at a cost of \$500 per year. The Executive Director is authorized to take action as needed to implement this action." Approved 5-1 (Lemmon).*

6. REPORT FROM EXECUTIVE DIRECTOR

7. BOARD MEMBER COMMENTS

8. NEXT MEETING – June 18, 2015

9. ADJOURNMENT

12:00 PM

*Meeting Adjourned at 11:20AM*

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WESTCHESTER TOWN CENTER BID  
BOARD OF DIRECTORS MEETING**

**ATTENDANCE SIGN-IN SHEET**

**DATE: May 21, 2015**

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

Karen Dial, President \_\_\_\_\_

John Ruhlen, Secretary JR

Miki Payne, Treasurer MP

Bill Allen, Board Member \_\_\_\_\_

Christopher Hocke CH

Jack Davis, Board Member \_\_\_\_\_

Heather Lemmon, Board Member \_\_\_\_\_

Lara Saah, Board Member LS

Don Duckworth, Executive Director DD

Guests: Tel. E-Mail

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