

MAR VISTA COMMUNITY COUNCIL
BOARD OF DIRECTORS MEETING
MAY 13, 2008
MINUTES

7:00 P.M.
MAR VISTA PARK AUDITORIUM

CALL TO ORDER

The following members of the board were present or arrived shortly thereafter: Ken Alpern, Laura Bodensteiner, Stephen Boskin, Sharon Commins, Colin Hatton, JD Gaydowski, Rob Kadota, Keith Lambert, Albert Olson, and Bill Scheduling.

APPROVAL OF MINUTES

The minutes from the regular and special April board meetings were approved as presented.

PUBLIC COMMENT (I)

Linda Guagliano announced the Mar Vista Walking tour.

ELECTED OFFICIALS AND CITY DEPARTMENT REPORTS

Mar Vista Recreation Center – Director Laura Island reported on the Chivas soccer festival last weekend. She announced “Bike to the Feature” event on July 12.

CA Assembly 53 – CA Assemblymember Ted Lieu represented by Stephanie Molen reported on upcoming events, including an environmental resource fair.

Mayor of LA – Antonio Villaraigosa represented by Westside Area Representative Stephen Cheung reported on foreclosure issues in the city. He announced the emergency training program to become an ambassador and able to train others. He discussed the upcoming regional congress of NCs this weekend. He discussed the city budget and directed interested persons to read the budget online.

CD 11 - Councilman Rosendahl represented by Field Deputy Len Nguyen announced a meeting with the developer at the old UCLA apartments on May 14.

SPECIAL PRESENTATION

Presentation/Survey by Bureau of Sanitation, City of LA – Sewer Odor Survey. Mary requested that the survey be filled out and returned to her.

OFFICERS AND LIAISON REPORTS

Chair: Rob Kadota announced that Zone 1 director Roberta Golan Schiller resigned.

First Vice Chair: No report.

Second Vice Chair: Albert Olson reported that a petition was filed in Superior Court to halt the implementation of the Pico/Olympic traffic plan.

Secretary: No report.

Treasurer: No report.

LANCC Delegate Report: No report.
Neighborhood Council Review Commission: No report.
Mayor's Budget Planning: No report.
Director for Animal Awareness: No report
DWP MOU: No report.

COMMITTEE REPORTS

Executive & Finance Committee

FUNDING MOTION: Accept proposed annual MVCC Budget for 2008-2009

Outreach Committee	\$35,000
(\$24,000 for newsletter publication and distribution)	
Executive Committee	\$06,000
Standing Committees	\$09,000
(\$1,000 each x 9 committees)	
Grand total	<u>\$50,000</u>

Motion to table. Motion failed.

Motion passed, 1 abstention.

ADMINISTRATIVE MOTION: Accept proposed MVCC Standing Rules.
See Attachment A.

JD Gaydowski commented on the committee structure and having board members be committee chairs.

Motion passed.

Community Outreach Committee

FUNDING MOTION: to accept the bid of \$7,500 from SASNetDesign to design, develop, and implement a new MVCC website based on the MVCC web site design specifications.

The president of SASNet commented on designing the web site and his experience designing other NC web sites.

Christopher McKinnon commented on the yearly hosting costs.

Bill Scheduling asked about the current e-mail database.

Motion passed, 1 abstention.

ADMINISTRATIVE MOTION: to establish an Ad Hoc MVCC Web Development Management Committee (WebDev) to interface with MVCC and the selected Design Co. To be Co-Chaired by Colin Hatton and Babak Nahid with Keith Lambert, as a senior technical consultant.

Web Development Team will:

- support the work of the Design company by providing needed input and coordinating information flow between the board and Design Co.
- develop a project timeline and work with the board and Design Co. to meet mission-critical deadlines.

- regularly present to the full board for review and approval all critical decisions about general look and feel and design of web site.
- ensure that specifications are met in full.
- solicit and involve all interested parties in the development process through an open electronic forum like Google apps, email correspondence, or face-to-face meetings.
- Solicit help from any and all interested stakeholders to ensure that the end product meets or exceeds expectations.

Motion passed.

FUNDING MOTION: to approve an allocation of no more than \$500 to support the North Oval Run Block Party and Walk/Run event contingent on flyers/advertisements put out for the event reading “Partial funding provided by Mar Vista Community Council.”

This is a neighborhood outreach effort that will include renters as well as homeowners and is inspired by a similar event 25 years ago. A table/booth for MVCC identifies the MVCC involvement where we can answer questions and hand out literature.

Christopher McKinnon commented on the event and presented a map to describe the area.

Bill Scheduling commented on DONE requirements and line item budgets.

Albert Olson commented on funding block parties by the NC.

Motion passed, 3 opposed.

ADMINISTRATIVE MOTION: Review and finalize MVCC Annual Stakeholder Survey 2008

Nancy Karlin commented on affordable housing not being represented in the survey.

There was a comment on focusing the airport question on pollution/noise issues.

There was a comment about including a question about sentiments about the Mar Vista Park.

Albert Olson commented that the airport survey deals with noise/pollution issues.

Albert Olson moved to table the motion. Motion tabled.

Education, Arts and Culture

Rob Kadota commented on the ELAC meeting at Mark Twain.

Election & Bylaws Committee

Rob Kadota reported that the election is coming up on June 21 from 10am to 4pm.

Green Committee

Laura Bodensteiner announced the next meeting is Sunday, May 18 at 9 AM, followed by a presentation by GardeNerd about organic gardening.

Christopher McKinnon commented on SWIRP.

FUNDING MOTION: Allocate \$200 for Green Committee related programs and supplies Fiscal Year '07-'08.

Motion passed.

Recreation Open Space Enhancement Committee

Tom Ponton reported that the committee has not met and is looking for a project.

Safety and Security Committee

Bill Koontz reported that he met with Sr. Lead Wickes. There was a shooting in Mar Vista involving a distressed man who shot a man in the leg and then committed suicide. Bill Koontz also met with a Boy Scout troop about CERT training.

Santa Monica Airport Committee

Albert Olson gave an update on the Santa Monica City Council's ordinance to ban C and D jets. He also reported on the airport survey

FUNDING MOTION: Allocate up to \$3,500 for general administrative support and data input and analysis related to Santa Monica Airport Survey

Motion passed unanimously.

SMC Bundy Campus Ad Hoc Committee

No report.

Transportation & Infrastructure Committee

POLICY MOTION: The Mar Vista Community Council favors:

- 1) A Westside Segment of the Expo Line that is routed on the Exposition Rail Right of Way ("Expo ROW"), and not routed along Venice and Sepulveda Blvds.**
- 2) Expo Line Grade separations at the congested commercial corridors of Overland Ave., Westwood Blvd., Sepulveda Blvd. and Pico Blvd. should the Westside Segment of the Expo Line be routed on the Expo ROW**
- 3) An elevated Exposition/Sepulveda station**
- 4) Sufficient parking, bus bays, bicycle racks and pedestrian amenities at all Westside stations to maximize convenience and access to the Expo Line**
- 5) A Venice Blvd. Busway connecting the Venice/Robertson Expo Line station to the beach, with future station sites and adjacent parking/transportation centers to be established that allows enhanced, convenient and rapid regional access to the Expo Line for commuters from Palms, Mar Vista, Del Rey, Venice, Marina Del Rey and Culver City.**

Motion passed.

Neighborhood Traffic Management Sub Committee: No report.

Bi Monthly CD 11/LADOT Traffic Meeting Sub Committee: The meeting May 14 at 10am at Councilman Rosendahl's office.

Urban Planning Committee

POLICY MOTION: The MVCC Board recommends that the City of Los Angeles Planning Department notify the City of Culver City of all developments impacting Culver City's traffic, congestion and environment.

Motion passed.

ZONE REPORTS

Zone 2: Tony Sanelli was re-elected president of North Westdale.

Zone 4: MVNA Block Party on June 21.

Zone 6: Ven-Mar is looking for new members.

OLD BUSINESS

None.

NEW BUSINESS

FUNDING MOTION: from Pacific Graffiti Solutions – asking for \$5-10K per Neighborhood Council to cover increased costs and additional services.

Yvette commented on the company. Graffiti has increased 20% on the Westside.

Motion tabled and referred to Safety/Security and T&I committees.

FUNDING AND ADMINISTRATIVE MOTION: Grant the Executive Committee permission to spend MVCC budget on a list of prioritized board projects to ensure total allocated budget to date is not returned to the city as unspent funds. Possible expenditures include purchase of traffic bollards at the MV Farmers Market, Noise Measuring Instrumentation to accurately measure jet noise from nearby homes, Portable office/outreach supplies – generator, photo printer and supplies.

Bill Scheduling moved to table the motion. Motion tabled.

FUTURE AGENDA ITEMS

None.

PUBLIC COMMENT (II)

NONE.

The meeting was adjourned at 9:40 PM.

Minutes submitted by Laura Bodensteiner on May 14, 2008.

Attachment A - Mar Vista Community Council Standing Rules Approved May 13, 2008

The following rules shall in no way supersede the MVCC Bylaws. The following rules shall supersede any procedural motion passed by the MVCC Board prior to May 13, 2008. Any amendment to or addition to these Standing Rules shall be made by majority vote of the MVCC Board of Directors.

I. The Board

1. All Mar Vista Community Council communications and web postings to the general public or the full MVCC Stakeholder list must be approved by at least three directors of the MVCC Board. All such communications shall be from the Board of Directors, and not any one individual. The only exceptions to this rule are the posting of agendas, minutes, and E-calendars.
2. The Chair of the MVCC Board of Directors shall be the official representative of the Council. No individual Board member or MVCC stakeholder has the authority to speak for the Board on any topic or position unless the substance of his/her statement has been approved by the Board.
3. All MVCC expenditures:
 - a. which exceed \$1,000 shall be approved by the MVCC Board of Directors by a majority vote. These expenditures, if involving purchase of goods or services, shall be made only after consideration of alternate bids, or estimates. This requirement may be waived by action of the Board when specifics of an expenditure so dictate.
 - b. not exceeding \$1,000 but more than \$300 shall be approved by the MVCC Board of Directors by a majority vote.
 - c. under \$300 shall be approved by the Treasurer or Chair insofar as the purpose of the expenditure falls under one of the types listed in 3.d. of these Standing Rules and is in accordance with the annually approved MVCC budget.
 - d. shall be one of the following three types of purchases. These are the only acceptable purchases the City will fund:
 - i. Administrative expenses of the Mar Vista Community Council and its committees to assist in carrying out its duties.
 - ii. Outreach expenses which increase community knowledge and/or involvement in the MVCC, City, or any City department.
 - iii. Community improvement projects. All community improvement projects require that a Community Benefit Statement be submitted to the Department of Neighborhood Empowerment.
 - e. must be fully compliant with all Department of Neighborhood Empowerment regulations.
4. The MVCC Board of Directors shall approve substantive changes to the MVCC Web

site design, hosting, and choice of management (webmaster), by a majority vote. The Outreach Committee is charged with facilitating these changes, and will consider multiple options before presenting a proposal to the full Board for approval. The Outreach Committee shall make every effort to include all interested Board members in this process. In the case of a new site design, the Board will be asked to approve the choice of a website designer, and once the designer has been approved, the creation of the new website will proceed under the supervision of the Outreach Committee, or a designated ad hoc committee. The final design will be presented in appropriate detail to the full Board. The Board and public will review the design for 30 days, and at the next meeting of the Board the design will be submitted for approval.

5. Agendas for Board of Directors meetings will be posted according to MVCC By-laws and in the following places:

- a. On the official MVCC website
- b. Via email to the Board of Directors and the stakeholder email list
- c. At the following two public locations:
 - Mar Vista Park and Recreation Center
 - Mar Vista Public Library

6. Board motions will be classified in one of the following three categories:

- a. Funding motions
- b. Policy motions
- c. Administrative motions

7. Within seven days of the Board Meeting the Secretary shall forward draft minutes by e-mail to all Board members and committee chairs.

8. The Chair will ensure that notice of each board policy motion is sent by a designated Board member to all parties designated in the motion, or, at the discretion of the Chair, to appropriate interested parties. This shall be sent under the official MVCC letterhead, with the signature of the Board Chair, and should be done within ten days after the Board meeting.

9. Upon approval of the minutes by the Board at the next Board meeting the Secretary or designee shall

- a. Post the minutes to an easily accessible page on the MVCC website.
- b. Post each funding motion to an easily accessible page on the website labeled as "MVCC Funding Motions"
- c. Post each policy motion to an easily accessible page on the website labeled as "MVCC Policy Motions"
- d. Post each administrative motion to an easily accessible page on the website labeled as "MVCC Administrative Motions"
- e. Record each motion in an ongoing log of MVCC motions that can be maintained either electronically, or by hard copy, or both.

II. Committees

1. All committees shall be formed in accordance with the MVCC By-laws Article VIII. Each committee shall have the involvement of at least one (1) Board member. All Board members are expected to serve on at least one committee. All committees shall operate under Robert's Rules of Order and the Brown Act.
2. The Chair of the MVCC Board will appoint a Chair, or alternatively, Co-Chairs, for each committee at the next Board meeting after each election of Officers of the Board, or thereafter as they are formed, and submit each appointment to the Board for its approval. The Board may remove any committee Chair or Co-Chair by majority vote. A committee may appoint any additional officers it deems necessary.
3. All committees will function as one of the following:
 - a. Executive and Budget Committee: Members are the Officers of the Board of Directors.
 - b. Standing Committee: A standing committee is formed to focus and deliberate on a specific area of Board interest. It meets on a regular basis, and continues in existence until disbanded by the Board.
 - c. Ad Hoc Committee: An ad hoc committee is formed to complete a specific task. Upon completion of the assigned task and reported to the Board, or by a Board assigned date, the ad hoc committee shall be disbanded.
4. Membership on any standing or ad hoc committee is open to any Mar Vista Community Council stakeholder who wishes to attend a meeting of the Committee. Any recommendation that comes from a committee must have been approved by a majority of the Stakeholders present at the meeting. In addition, committee chairs must provide minority or opposing views from the committee when presenting a motion for the Board's approval.
5. All standing and ad hoc committees shall:
 - a. Create a mission statement (stating the committee's purpose and areas of responsibilities).
 - b. Create a properly posted agenda for each meeting at least 72 hours prior to the start of the meeting. The agenda shall be posted on the MVCC website, emailed to the MVCC Board of Directors, shall be accessible to all interested parties through the Email Notification System on the MVCC website, and posted in the public places required in Section I.5.c of these Standing Rules.
 - c. Have minutes taken, approved, and posted to the MVCC website, for each meeting.
 - d. Respond to stakeholder claims and requests in its area of responsibility
 - e. Provide recommendations to the Board
 - f. Be responsible for reasonable notification of stakeholders of any agenda item that is specific to an address in a stakeholder's immediate neighborhood. One such reasonable notification might be a distribution of flyers to the immediate

neighborhood by the appropriate zone director (or agent for the zone director). In addition, for any agenda item deemed sufficiently controversial or of immediate interest to the general stakeholder population, it is the responsibility of the committee to provide reasonable notification---over and above the previously defined posting of agendas--- to MVCC stakeholders of the agenda item. One such reasonable method shall be to post a notice of the agenda item, along with the time and location of the meeting, to the general stakeholder email list.

g. Report findings and/or recommendations to the Board. Any motion from a committee will be considered and treated as a motion made before the Board.

6. A committee, or its members, shall not in any way represent itself to the public or to any public official as conveying or representing a policy or directive from that committee, or from the MVCC, unless that policy or directive has been fully approved by the Board in a public meeting.

7. In the event that a topic is deemed to be relevant to two or more committees, a joint committee meeting may be convened. The joint meeting will be convened and will operate under Robert's Rules of Order and the Brown Act to deal with, and only with, the stated topic. Any recommendations from the joint committee will be submitted to the next Board meeting for final resolution.

8. Email notification lists used by committee chairs to communicate to committee membership shall be maintained in the MVCC website's Early Notification System, in order to insure that when committee chairs are changed or replaced, the email list will be accessible to the new committee chair.

III. Grievance Panel

1. Grievances must be filed by a Stakeholder in writing, on a form available from the MVCC Board or Secretary. Such grievance must state in brief, concise terms the allegations and facts supporting the grievance.

2. The grievance must arise out of an action of the MVCC and/or an MVCC board member acting in its official capacity and must be filed by the person who is making the grievance. Grievances cannot be filed anonymously or filed on behalf of someone else.

3. The grievance must be filed within 45 days of the action taken by the MVCC.

4. The Grievance Procedure is as follows:

a. The Grievance Panel shall have 90 days to address and review grievance after it has been considered and referred by the Board at the upcoming General Meeting.

b. Board Secretary shall have 14 days to select Panel (comprised of three (3) stakeholders who are randomly selected from a list of stakeholders who have previously

expressed interest in serving on such a Panel) and refer grievance to Panel after the Board has heard grievance.

c. At the time Board Secretary advises grievant of the hearing date and time, the notice shall contain the following directions:

1. no contact by the Grievant(s) is to be made with members of the Grievance Panel in any mail, email, phone, etc.
2. the grievance hearing is to involve only the Procedural Matters pertaining to the Mar Vista Community Council's actions pertaining to the specific issue(s) raised.

d. Only the grievant or whoever signed the appeal can appear at hearing unless requested by Panel.

e. If an organization or large numbers of people are named as grievant(s), only one person will be designated to appear on behalf of the grievant(s).

f. Board Secretary shall coordinate a time and meeting location for the Panel to meet with person(s) submitting grievance. Panel shall meet prior to hearing from Grievant(s) in order to consider the issues raised by Grievant and then hold the hearing with Grievant to prepare and forward recommendations to the Mar Vista Community Council Board of Directors.

g. Person(s) who submitted grievance(s) at the discretion of the Grievance Panel shall have up to a Maximum of 30 minutes to address the Panel.

h. If grievant has supplemental documentation, it may/may not be considered by Grievance Panel.

i. It is the Panel's discretion to call upon witnesses and/or hear written statements from the other party (ies) involved.

j. Minutes, motions and any information needed by Panel shall be provided by the Board Secretary.

k. After Grievance Panel has discussed their findings, a member of the panel shall prepare a written report to be forwarded by the Secretary of the Board outlining the panel's collective recommendations for resolving the grievance(s) to the Board.

l. Grievance Panel shall not be responsible for maintaining records. All documents that are accepted by Panel at the Grievance hearing, if any, shall be forwarded to Board Secretary to maintain.