



Officers:  
 PAT BATES • President  
 VICTORIA MILLER • Vice President  
 ALEX GARAY • Secretary  
 GLENN BAILEY • Treasurer  
 HENRY ESHELMAN • Sergeant at Arms

4924 Paso Robles Avenue • Encino • CA • 91316 (747) 284-0450 www.encinonc.org

**NOTICE AND AGENDA**  
**ENCINO NEIGHBORHOOD COUNCIL**  
**EXECUTIVE COMMITTEE MEETING**  
**Tuesday, April 19, 2022 @6:30**  
**MINUTES**

**Please click the link below to join the webinar:**

**<https://us02web.zoom.us/j/87172153317>**

Meeting ID: 871 7215 3317

Or One tap mobile :

US: +16699006833,,89413565644# or +12532158782,,89413565644#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 871 7215 3317

International numbers available: <https://us02web.zoom.us/j/87172153317>

**Zoom Webinars are recorded**

**IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION**

**Public Comment:** Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion. Public calling in, please press \*9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to 1 minutes per agenda item. Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair’s discretion.

**AB 361 Updates:** Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council’s control, the meeting must be recessed or adjourned.

1. **Call to Order. Start recording. Roll call. determination of quorum.**

- **Meeting called to order at 6:36pm**
- **Present were Pat B. Glenn B. & Alex G., quorum met.**

2. Approval of March 2022 Executive Committee [Minutes](#)

- **Pat B. moved, Alex G. 2nds.**
- **The item was opened for public comment.**
- **No public comment**
- **The item passed: 3 (Y), 0 (N), 0 (A)**

3. Reports from Public Officials/Departments/Community Agencies

A. Southern California Gas Company regarding the following project: *This pipeline safety improvement project is on the northwest corner of Burbank Blvd and Yarmouth Ave in the city of Encino. This project will improve public safety and is part of a CPUC mandated Pipeline Safety Enhancement Plan. The project is scheduled to start in July of 2022 and take 4-6 months to complete. The street will be under construction for 3-4 months and we have a traffic control plan in place for residents and traffic safety. These plans have been approved by Councilwoman Raman's office, LAPD and LAFD. Notification of this project will be made to residents in a 500-foot radius of the job site.*

- **Ben Steinberger from SoCal Gas & Charise & Daniel from SoCal Gas were also in attendance.**
- **Glenn B. commented that the reason this project was presented at the Exec Committee meeting was because the regularly scheduled PLU Committee meeting did not make a quorum.**
- **Ben introduced the item and Charise explained the details of the project, including the Pipeline Safety Enhancement Plan (PSEP).**
- **Following the presentation the item was opened to board member comment.**
- **Following board member comment, the item was opened to public comment.**
- **No action was taken by the committee**
- 
- B. Other reports.
- **No other public officers/officials were in attendance.**

4. Public Comment on Non-Agenda Items – Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair's discretion. Public calling in, please press \*9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak.

\* **No public comment on non-agenda items.**

5. Officer's Reports:

A. President's Report

1. Introduce applicant for Area 3 Representative position, Alex Ventura

- **Alex Ventura introduced himself, applying for the Area 3 Rep position**
- **Daniel Glaser introduced himself, applying for the At-Large Alternate Rep position**

B. Vice-President's Report

- **The VP was not in attendance**

C. Secretary's Report

1. Review of [March 23, 2022 Meeting Minutes](#)

- **The minutes have been on the ENC's site and sent to the board for consideration of approval at the regular board meeting.**

D. Treasurer's Report

1. March 2022 Monthly Expenditure Report (MER)

2. Discussion of LA City Attorney/DONE decree regarding any documents showing a vote count.

3. Neighborhood Purposes Grants – update on previous and potential NPGs.

- **Glenn B. provided an update regarding the MER and NPGs.**

E. Sergeant-at-Arms Report:

1. Discussion and possible action regarding current compliance situation

- **The SAA was not in attendance.**
- **Pat B. mentioned that she does review the DONE site and usually sends out reminders for anyone that has training about to expire.**

**Motion, Discussion, and Vote may be taken on all items**

6. **New and Old Business Executive Committee**

A. **Discussion and Possible Action:** Discuss removal of Melody Korehe, Walter Almora and Jonathan Gabriel from Planning and Land Use Committee for failure to complete Planning 101 and other trainings, and for failure to attend meetings. Discuss potential removals from board for failure to attend meetings and/or complete trainings.

- **Pat B. commented that she would prefer to have the conversation with the VP in attendance but did go over the concerns with the amount of meetings missed consecutively. She further commented that there are 2 alternates on the PLU Committee that have not completed the required training and have not met.**
- **Glenn B. commented that anyone that has not taken the PLU required training may be removed if it is not completed within 60 days.**
- **Pat B. will look for the council file.**
- **Glenn B. commented on the removal of Walter Almora based on our Bylaws.**

B. **Discussion and possible action:** Motion regarding Burbank Blvd. and Yarmouth Ave. project (see 3.A., above).

- **No action was taken but it was discussed that the link to the Exec Committee would be shared with the board so they can see the presentation before the meeting**
- **Alex G. suggested to have the Web Corner add a column so all the links are by the meeting (Agenda, Minutes, Supporting Document, Link to meeting recording).**

C. **Discussion and Possible Action:** Motion recommending the ENC file a Community Impact Statement approving of [CF 15-0499-S2](#), and further asking that it be heard by committee and the City Council expeditiously. The file recommends that Council instructs the Planning Department, the Department of Building and Safety, the Bureau of Street Services, the City’s Community Forest Advisory Committee, and the Board of Public Works Forest Office, with the assistance of the City Attorney, to: (1) prepare a report with recommendations relative to ongoing tree and biodiversity planning, strategies and/or efforts to protect and grow the City’s urban canopy, as instructed by the Council on August 12, 2020 (CF 15-0499-SI); and (2) provide recommendations to require the placement of trees, and timing of any tree removals, at an early phase in the land use/environmental review, and permitting review process, and thereby maximize efforts to grow tree canopy coverage; and (3) prepare and present an ordinance to effectuate these directives.

- **Pat B. introduced the item**
- **Glenn B. although supportive of the item suggested to have the item considered by the Parks Committee.**
- **Pat B. commented that this is something that the ENC has supported in the past and should be able to come with a recommendation from the Exec Committee and made a motion. Glenn B. 2nds**
- **The item was opened to public comment, no public comment**
- **The recommendation to the board passed: 3 (Y), 0 (N), 0 (A)**

D. **Discussion and possible action:** Digital Communications Policy – The proposed Digital Communications Policy was not approved by the Board of Neighborhood Commissioners (BONC), then it was reconsidered on April 5, 2022 and approved as amended without much discussion. The Policy will become effective October 4, 2022, six months after its approval. Prior to BONC approving its policy, the ENC Outreach Committee met and resolved to work on an internal policy. In view of BONC’s action, should the ENC weigh in on that action?

- **Alex G. introduced the item and discussed the action taken by BONC regarding the communications policy and expressed concerns regarding the policy and what it means for Stakeholders on committees**
- **Glenn B. further commented about the action taken at the BONC meeting. Recommended to have it as an update and to let people know when the workshops are so they can attend and be part of the conversation.**
- **Pat B. agreed to have the item as an update.**

E. **Discussion and possible action:** NC 2023 Elections - The Clerk Clerk has convened an NC Election Work Group composed of NC Board members to provide input on the upcoming 2023 NC Elections. Three voting options are under consideration: an in-person Polling Place for each NC OR only Vote By Mail (VBM) OR a hybrid of in-person and VBM. The 2023 timeline has the Valley’s four Regions at the end of the cycle (during June for in-person and hybrid voting or during May for VBM). A 2023 Election survey will be sent soon for NC consideration. In addition, the City Clerk “Election Information Worksheet” including NC Polling Place location/hours and translation requests, will be sent “around June.” Both the survey and the Worksheet will need to be agendaized for NC action. ENC should consider the formation of an Ad Hoc Election Committee.

- **Glenn B. introduced the item.**
- **Pat B. commented that she will be on the lookout for some of these items and will have the item or part of the item in the May agenda.**
- **Two members of the public commented on the item, one in favor of in person only and the other for either all mail or combination of mail and in person.**

F. **Announcement:** DONE has granted us a 30-day extension to submit Bylaws amendments. The second reading will be at the general board meeting of April 27, 2022.

- **Pat B. provided an update regarding the extension granted.**
- **Alex G. asked if we had completed item E, it was unclear if a motion was going to be made**
- **Pat B. agreed and the motion will be on the agenda.**

**G. Applications for open positions on the Encino Neighborhood Council :Open Positions Include:** At Large Alt (1), Apartment/Condo Alt (1), Business Rep Alt (2), Education Alt (1), Public Safety Rep Alt (1), Religious Alt (1), Volunteer Alt (1), Area 2 Alt (1), Area 3 Rep (1), Area 3 Alt (1) Let's get these filled!

- **Pat B. read through the open positions**

**7. Review General Board Meeting Draft Agenda**

**8. Board Member Comment on Non Agenda Items**

- **Alex G. asked a clarification question regarding the Zoom account. Glenn B, provided clarification to the questions.**
- **Alex G. asked if the current drop boxes could be used for the NC elections. Glenn B. will ask if that's possibility.**

**9. Adjournment by \_\_\_\_\_pm**

- **The meeting adjourned at 8:11pm**