



ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE SPECIAL MEETING Monday June 8, 2026 @6:00 PM

Minutes

**Women’s Club 4924 Paso Robles Ave, Encino CA 91316
 (At the Encino Community Center 4935 Balboa Bl, Encino CA 91316)**

Public comment on agenda items will be heard when the item is up for discussion. **Public comment on agenda items is limited to ONE MINUTE (1) 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.

Voting Committee Members: Roy Nwaiser (Chair), Josh Sautter, Pilar DeFreest, Jennifer Luce, Kelvin Tolbert

1. Call to Order / Roll call / Determination of quorum 6:10 PM

ENC Executive Board	8/19/25	9/16/25	10/7/25	11/18/25	1/22/26	2/17/26	3/17/26	*4/17/26	*5/11/26	*6/8/2026
P/PRESENT A/ABSENT										
NAME/SEAT/TITLE										
Josh Sautter, Area 1 Representative, Vice President	P	A	P	A	A	A	P	A	A	A
Roy Nwaiser, Homeowner Representative, President	P	P	P	P	P	P	P	P	P	P
Pilar DeFreest, Renter's Representative, Treasurer	P	P	P	P	P	P	P	P	P	P
Jennifer Luce, Community Interest Rep, Secretary	P	P	P	P	P	P	A	P	P	P

Kelvin Tolbert, Planning & Land Use Rep, Sergeant At Arms	P	P	P	P	P	P	P	P	P	A	P
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2. Comments from chair

None

3. Motion: ENC Executive Committee recommends approving additional \$100 for one year of email hosting services.

Motion: Roy Nwaisser, 2nd Jennifer Luce

VOTE YES 4/NO 0/ABSENT 1

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative						A
Roy Nwaisser, President	Home Owner Representative	Y					
Pilar DeFreest, Treasurer	Renter's Representative	Y					
Jennifer Luce, Secretary	Community Interest Rep	Y					
Kelvin Tolbert, Sergeant At Arms	Planning & Land Use	Y					

4. Motion: ENC Executive Committee recommends approving payment of \$450.00 to AAA Rents & Events for emergency sound engineering services rendered at Encino Fest due to equipment failure, and a flat gratuity of \$150.00 to stage and table setup personnel for support provided under the same emergency conditions, for a total authorized expenditure of \$600.00 to be paid from the ENC event budget in accordance with City funding procedures.

Motion will not be voted on, will be discussed for further clarification and voted on in General Board Meeting 6/8/26

5. Motion: ENC Executive Committee recommends approving payment of \$167.50 to O Lock Smith for emergency locksmith services rendered at Encino Park during Encino Fest. Services consisted of cutting a bolt lock on the power box due to the absence of an available key from the Encino Community Center and LA Recreation and Parks, which was required to provide power to the sound system and stage. To be paid from the ENC event budget in accordance with City funding procedures.

Motion: Roy Nwaisser, 2nd Jennifer Luce

VOTE YES 4/NO 0/ABSENT 1

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative						A
Roy Nwaisser, President	Home Owner Representative	Y					

Pilar DeFreest, Treasurer	Renter's Representative	Y					
Jennifer Luce, Secretary	Community Interest Rep	Y					
Kelvin Tolbert, Sergeant At Arms	Planning & Land Use	Y					

6. Discussion and Motion: ENC Executive Committee recommends approving up to \$2,500 on new ENC swag with new ENC logo. Among items to be considered are: wireless fast charging cellphone stand, mini keychain tape measure, hardcover book with various size post-it style pads, etc. See [6/8/26 Exec meeting supporting documents](#) for representative examples.

Motion: Roy Nwaisser, 2nd Jennifer Luce

VOTE YES 4/NO 0/ABSENT 1

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative						A
Roy Nwaisser, President	Home Owner Representative	Y					
Pilar DeFreest, Treasurer	Renter's Representative	Y					
Jennifer Luce, Secretary	Community Interest Rep	Y					
Kelvin Tolbert, Sergeant At Arms	Planning & Land Use	Y					

7. Discussion and Motion: ENC Executive Committee recommends official support and use of ENC logo for Wildfire Disaster Preparedness Fair on Saturday, June 27th at the Autry Museum from 10AM-2PM. This is hosted by the Office of Councilmember Raman, in partnership with MySafe:LA.

Motion: Roy Nwaisser, 2nd Jennifer Luce

VOTE YES 4/NO 0/ABSENT 1

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative						A
Roy Nwaisser, President	Home Owner Representative	Y					
Pilar DeFreest, Treasurer	Renter's Representative	Y					
Jennifer Luce, Secretary	Community Interest Rep	Y					
Kelvin Tolbert, Sergeant At Arms	Planning & Land Use	Y					

8. Discussion: Next regularly scheduled Exec meeting is 7/21 which is the day before the Board meeting on 7/22. Propose rescheduling next Exec meeting for 7/7.

9. Announcements:

Committee member announcements about items not related to ENC business.

10. Adjourn.

6:25 pm

Next Executive Committee Meeting TBD

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. **California Government Code Section 54953.8(b)(3).**

The legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. **California Government Code Section 54953.8(b)(4).**

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. **California Government Code Section 54953.8(b)(5),**

A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to paragraph (5), to provide public comment until that timed public comment period has elapsed. **California Government Code Section 54953.8(b)(6)(A),**

A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to paragraph (5), or otherwise be recognized for the purpose of providing public comment. **California Government Code Section 54953.8(b)(6)(B).**

The Encino Neighborhood Council (ENC) is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of volunteers who are ELECTED by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

THE AMERICAN WITH DISABILITIES ACT As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.encinonc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Jennifer Luce, Secretary, at (747) 282-0450 or email at: secretary@encinonc.org.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

- 4933 Balboa Blvd, Encino, CA 91316

- www.encinonc.org
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

NOTICE TO PAID REPRESENTATIVES – If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.encinonc.org