

General Board Meeting Minutes

December 11, 2024, 7pm

This meeting is held by the Sunland-Tujunga Neighborhood Council using teleconferencing pursuant to Government Code Section 54953.8(a)(2)(B).

1. Call to Order, Welcome - Lydia Grant, President, 7:08pm

- In Memory of Pati Potter – Cindy made comments about Pati who was a long time active member of the STNC and member of the LUC and Budget Committee; she passed away just before Thanksgiving.
- In Memory of Marlene Hitt – Cindy made comments about Marlene who was also a long time member of the STNC. Nina noted she was a former Poet Laureate, a longtime resident and historian.

Cindy said that both Pati and Marlene were accomplished and giving members who will be greatly missed.

2. Pledge of Allegiance – Lead by Leny Freeman

3. STNC President's Updates

A. Notice of Board Vacancies:

- **Region 2 Representative:** North-West Tujunga Region: North of Foothill Boulevard, from Mount Gleason Avenue and Big Tujunga Canyon Road to Commerce Avenue and Seven Hills Drive. **Region 4 Representative -** South of Foothill Blvd. between Sunland Blvd. on the west & Tujunga Canyon on the east. Geographical Representatives shall represent the interests of the stakeholders within their region. Geographical Representatives shall maintain lines of communication with the various neighborhoods, businesses, and other organizations operating within their districts. Geographical Representatives shall actively outreach to stakeholder groups and individuals within their regions. One (1) Geographical Representative from each region shall attend all Outreach Committee meetings. Region boundaries shall be based upon population density, distinct neighborhoods and geographical size within the community, and distribution of diverse populations and interests. It is expected that region boundaries may need to be changed over time, and that these changes will be made by means of bylaws amendments.
- **Vice President Community Improvement:** Shall perform the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board meetings. They shall be the liaison between the Board and STNC/Community Improvement Projects They shall assist Standing and or Ad

Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated. The First Vice President will chair the Community Improvements Committee.

- **Education Representative (1)** Open to Stakeholders eighteen (18) years of age or older who live, work, or own real property within the STNC boundaries. This Representative shall be elected from the pool of community stakeholders representing an interest in Education and will chair/co-chair the Education Committee.

B. Board member recusals or paid lobbyists in attendance – none identified.

C. Welcome Garden Tree Trimming - Lydia thanked Ross for his support and said that we did get trees trimmed.

D. Oro Vista Survey & Outreach – No report. Ricardo not in attendance.

E. Community Events: Wreaths Across America at Verdugo Hills Cemetery with the American Legion and American Legion Auxiliary – Event Saturday, December 14 at 9am.

F. Ross Herman commented about the recent Town Hall meeting, voicing appreciation for the support from the community and other organizations.

G. Lydia commented that the Police were immediately on the scene for the recent fight at Verdugo High School, capturing the person involved.

H. Lydia said that the STNC wrote a letter of support for speed bumps in front of the high school but speed humps were not approved.

I. Lydia also said that she will attend other community events.

J. Lydia discussed the Board vacancies (see below) and noted that there were some positions where people have applied.

K. Lydia noted that there were two events on Friday night – one hosted by DONE and the Tree Trimming event at Sunland Park. Event details are on the STNC website.

4. **Roll Call, Voting Eligibility** - Karen Moran, Recording Secretary & Completion of City / DONE Required trainings status for the STNC board & committees. Karen said that the board members at the meeting were eligible to vote.

Members of the Public included: Susan Denning, Doug Chapin, Armen Mardirousi, Deborah Ramirez and the Noyes Family

Board Member	Roll Call	Funding Voting Eligibility	Board Appointment
Lydia Grant	Present	Yes	President

Board Member	Roll Call	Funding Voting Eligibility	Board Appointment
Vacant			1st VP
Ross Herman	Present	Yes	2nd VP
Carol Hutchinson	Present	Yes	Treasurer
Cindy Cleghorn	Present	Yes	Correspondence Sec
Karen Moran	Present	Yes	Recording Sec
Leny Freeman	Present	Yes	Region 1 Rep
KT Travers	Absent	Yes	Region 1 Rep
Sherry McCoy	Present	Yes	Region 2 Rep
Vacant			Region 2 Rep
Mike Goglia	Absent	Yes	Region 3 Rep
Peter Darakjian	Absent	Yes	Region 3 Rep
Jon von Gunten	Present	Yes	Region 3 Rep
Belinda Woodruff	Absent	No	Region 4 Rep
Trevor Schmidt	Absent*	Yes	Region 4 Rep
Mark Seigel	Present	Yes	Region 4 Rep
Vacant			Education Rep
Cheryl Schmidt	Absent*	Yes	Public Safety Rep
Nina Royal	Present	Yes	Senior Rep
Vartan Keshish	Present	Yes	Community Interest Rep
Quorum: 12 present at roll call, 5 absent (17 total). <i>Note: *Cheryl Schmidt and Trevor Schmidt came in late, at 7:25pm.</i>			

5. Discussion/Action: Applications to fill the Vice President, Community Improvement and Education Representative

- a. Armen Mardirousi has applied for VP Community Improvement. Armen introduced himself. Armen said that he started his own business at a young age and has been active in many areas, including raising funds. Jon asked Armen about his previous community involvements which include working with youth and non-profits. A motion to approve Armen Mardirousi joining the Board was made by Cindy and seconded by Nina and passed unanimously.

Item 5a. Motion to approve Armen Mardirousi as Vice President, Community Improvement.					
Motion: Cleghorn, Second: Herman					
Yes	No	Abstain	Ineligible	Recuse	Absent
Grant, Herman, Hutchinson, Cleghorn, Moran, Freeman, McCoy, von Gunten, T Schmidt, Siegel, C Schmidt, Royal, Keshish 12 yes, 0 no, 0 abstain, 0 ineligible, 5 absent					Travers, Goglio, Darakjian, Woodruff

- b. Deborah Ramirez has applied for Education Representative. Deborah introduced herself. Lydia noted Deborah is eligible for the Education Rep and other positions based on where she lives. Deborah is a long time resident of the area, speaks Spanish, is a motivational speaker and has worked for women’s shelters. Deb is involved in the community and happy to get involved in STNC. Nina asked if Deborah would be interested in Outreach; Deborah is open to any area that can support the community. Jon asked if Deborah has ideas about how Education can get involved with the community. Motion made by Cindy and seconded by Ross to approve Deborah Ramirez joining the Board and passed unanimously.

Item 5b. Motion to approve Deborah Ramirez as Education Representative.					
Motion: Cleghorn, Second: Herman					
Yes	No	Abstain	Ineligible	Recuse	Absent
Grant, Herman, Hutchinson, Cleghorn, Moran, Freeman, McCoy, von Gunten, Siegel, C Schmidt, Royal, Keshish 12 yes, 0 no, 0 abstain, 0 ineligible, 4 absent					Travers, Goglio, Darakjian, T Schmidt

6. Discussion/Q&A with LAPD, LAFD, Elected Officials/Representatives, DONE, NC Budget Advocates, City Departments (2 min per Representative including Q&A)

- LAPD – not present
- Fire Dept – Scott Hilton introduced himself. Scott stressed the importance of being prepared for potential fires including evacuating animals. Lydia said we are working on evacuation routes and wanted to know if there were suggestions already in place for

egress. Scott said there were some plans in place; there previously was a meeting evacuation drill but STNC wasn't aware of it. Lydia said we should be more closely tied in and that when we had to evacuate the schools in the past, it was not very successful. Scott is supportive of setting up a meeting with STNC to address concerns. Scott's email is Scott.hilton@lacity.org Susan Dunning asked what is happening with CERT; Lydia said the CERT program is at risk of shutting down due to the reduced City budget for 2025-26. Jon said that he tried to report a person who had a lot of overgrowth in their back yard and it was daunting; Jon asked if there was a better way to report this concern. Scott said to contact the station directory, but said it is difficult to enforce. Scott said their team will go out and investigate but there is ambiguity in what qualifies for overgrowth. Jon also asked about bike lanes which can block evacuation; Scott said this is more of a traffic control question and LAPD would have the final say on the policy. Lydia suggested discussing this when we have the meeting with the Fire Department at a later time. Leny shared an incident he had some time ago where he anonymously reported someone and the matter was successfully taken care of.

- Diana Organesyan from Kathryn Barger's Office provided updates for Supervisor Kathryn Barger. Lydia said she would be reaching out to invite Diana to the meeting with the Fire Department.
- **Jose Galdamez**, DONE NEA. Neighborhood Council (NC) event Friday to commemorate 25 years of NCs, it will be at City Hall (6-9 pm). On February 22nd there is a Youth Conference at City Hall for youth (8am-4pm), ages 14-17. The deadline to register is December 20th for applications. Lydia commented that there are limited spots for students and asked how they selected the applicants, noting that last year NCs promoted the event to students but many were not accepted to attend. Jose said he was not familiar with last year's experience and will turn comments over to the team. Lydia suggested that if 100 students are allowed to attend and there are 100 NCs, then one criteria might be taking 1 student from each NC.
- Haines Canyon area closed by LADWP due to Dept. Fish & Game requirements. There are motorized vehicles that have damaged the area and it is now shut off to the public. Cindy wanted to know if it will be opened for hiking. Cindy said that the STNC website has posted a letter from LADWP.
- Tagging on Property – Cindy said it is important to report to 311. Susan said it is rival gangs that are doing the tagging and they are all over Tujunga. When we complain to 311, the gang division is aware and catalogs everything. Lydia said we should send in pictures and call 311. Leny said he is actively reporting tagging incidents to 311 and asking the info to be forwarded to the Senior Lead Officer. Lydia emphasized that reporting is important.
- Inaccessible Sidewalks – Cindy has submitted candidate sidewalks for repairs, but nothing has been done for years.
- Public - Noyes family. The Noyes family representative said that she is very involved with the schools and that the School District does not allow suspensions anymore and questioned how students are held accountable if there are no consequences. She sent a letter to the LAUSD; the schools are largely in support for having campus police. Lydia

said she has contacts and can help in this area also. The Staff is not in general trained to intervene if there are fights and on-campus police support is desirable. Lydia said that the STNC has already submitted a letter on this topic and can do a refresh on the letter. The Noyes family representative that that PTAs (over 12,000 members) support doing this also.

7. CONSENT CALENDAR ITEMS (FUNDING) - MOTION: The STNC Board approves the funding consent calendar: Discussion/Action:

- a. Motion to approve October / November 2024 MERs
- b. Motion to approve moving \$950 from \$1600 originally allotted for tree trimming into Storage budget due to Storage facility fee increase.
- c. Discussion/ Action: Motion to move remaining tree trimming funds (\$650) from Office to Outreach committee general fund.

Lydia gave some explanation about particular funding issues for clarification. Consent Calendar items (funding) were approved with a motion from Carol seconded by Leny.

Item 7. Motion to approve Consent Calendar Funding items A, B and C.					
Motion: Hutchinson, Second: Freeman					
Yes	No	Abstain	Ineligible	Recuse	Absent
Grant, Herman, Hutchinson, Cleghorn, Moran, Freeman, McCoy, von Gunten, Siegel, C Schmidt, Royal, Keshish 12 yes, 0 no, 0 abstain, 0 ineligible, 6 absent					Woodruff, Travers, Woodruff, Goglio, Darakjian, T Schmidt

8. Discussion/Action: to approve the STNC SELECTION MANUAL WITH IN PERSON SELECTION DAY ON SATURDAY MAY 17, 2025 12 NOON TO 4 PM AT NORTH VALLEY NEIGHBORHOOD CITY HALL (FIRST CHOICE) AND ELKS LODGE (2ND CHOICE) AND SUNLAND RECREATION CENTER (3RD CHOICE) AND SEATING OF NEW BOARD AT JUNE 11, 2025 STNC BOARD MEETING TO BE HELD IN PERSON AND SUBMIT STIPULATION WORKSHEET TO DONE NO LATER THAN THE JANUARY 3, 2025 DEADLINE.

Lydia requested a reword of motions to be (1) Discussion and action to approve the STNC Selection Manual with the in-person selection day on Saturday, May 17, 2025, 12 pm to 4 pm at the North Valley Neighborhood City Hall as the first choice, and the Elks Lodge as the second choice, and the Sunland Recreation Center as the third choice, and (2) seating of the new Board to be done at the June 11th STNC Board meeting to be held in person, and (3) the submission of the Stipulation Worksheet to DONE no later than January 3, 2025 deadline. Per Lydia, first a motion to approve the Selection Manual, with the understanding that there may have to be a few tweaks to it. The changes allow more time to finalize the document; we

can approve the Stipulation Worksheet to send to the City Clerk to ensure they know we are doing in-person voting.

- A. **Selection Manual.** Cindy went through the Selection Manual and made a list of changes. A motion was made to approve the Selection Manual with the stipulation that there would be some minor changes to it and to approve the City Work Sheet. The motion was made by Cindy and seconded by Ross. Lydia described the process which would be in-person. Lydia said we would turn in Stipulation and Selection Manual after the next meeting and that we are following Chatsworth NC Manual for the Selection Manual. Lydia asked that references to the Equestrian stipulations be removed for STNC. February 16, 2025 is the deadline to submit (not March 3, 2025) per Jose Galdamez. Lydia said there is a Selection Administrator from another NC and volunteers who are not members of the STNC at the polls to assist in the voting (as our STNC will support their elections as needed). Any Board members are welcomed to come to meetings, and we have Outreach material from the previous election that we can update per Lydia. Cindy asked if there was anyone not running for the Board, and invited Susan Denning to be on the Committee. Jon said he noticed 2024 needs to be changed to 2025.

Jon asked if our ballots will be numbered and if so, it would not be a secret ballot. Lydia said this is a feature that is baselined, otherwise we will have to do vote by mail; the City is separating the words election and selection; selection is not a private ballot. Jose confirmed that this is the process. Cindy felt there has to be some kind of control because these are ballots that have to be accounted for. Susan wanted to know why we can't use a sign-in register that is separate from the ballots. Lydia said that while she doesn't disagree, this is what the city has baselined. Doug Chapin asked if there was possible to have two envelopes where the outside envelope has the number and the inside envelope has no identification to help with voter secrecy. Karen commented that we are not going to change the City's dictates at this time. Susan disagrees with the way it's done and thought there could be a sign-in register. Jose re-iterated the 3 ways that the election can be done per the City. Cindy said she understood here has to be some kind of control because these are ballots to make sure all ballots are accounted for. The city has baselined a vote by mail Election or an in-person Selection.

Lydia suggested making an amendment to the motion to remove the section about numbering the ballots. Lydia said ballots can be numbered only to know how many are voting. Lydia asked if we can redact the numbers so personal information won't go out. Jose said names are not redacted, but all personal information is. Lydia said we have had threats against members in the past and this is a concern. Jose said they do not redact names but they do redact all other personal information. Lydia suggested removing numbering that coincides with our ballots.

A motion was made (Lydia/Nina) to approve the Selection Manual with edits that include removing the section about numbering the ballots.

Item 8A. Motion to approve the 2025 Selection Manual with minor edits as needed.					
Motion: Cleghorn, Second: Herman					
Yes	No	Abstain	Ineligible	Recuse	Absent
Grant, Herman, Hutchinson, Cleghorn, Moran, Freeman, McCoy, von Gunten, Siegel, C Schmidt, Royal, 11 yes, 1 no, 0 abstain, 0 ineligible, 5 absent	Keshish				Travers, Goglio, Darakjian, T Schmidt Woodruff

B. 2025 Selection Manual amended.

Item 8B. Motion as amended to approve the Selection Manual with the removal of the section that includes numbering the ballots on the applications.					
Motion: Grant, Second: Royal					
Yes	No	Abstain	Ineligible	Recuse	Absent
Grant, Herman, Hutchinson, Cleghorn, Moran, Freeman, McCoy, von Gunten, Siegel, C Schmidt, Royal, Keshish 11 yes, 0 no, 0 abstain, 0 ineligible, 5 absent					Travers, Goglio, Darakjian, T Schmidt Woodruff

C. Stipulation Worksheet. Cindy went over the Stipulation Worksheet that included locations in order of preference, voter eligibility, outreach plan, selection process, etc. Discussion with suggested edits provided by Lydia, Cindy, Sherry, Jon. Cleghorn/Grant. Motion to approve the Stipulation Worksheet with edits as discussed and removal of section that says the ballots will be numbered (Cleghorn/Grant).

Item 8C. Motion, as amended, to approve the Stipulation Worksheet with edits and with the removal of the sections that say that the ballots must be numbered.					
Motion: Cleghorn, Second: Grant					
Yes	No	Abstain	Ineligible	Recuse	Absent

Grant, Herman, Hutchinson, Cleghorn, Moran, Freeman, McCoy, von Gunten, Siegel, C Schmidt, Royal, Keshish 12 yes, 0 no, 0 abstain, 0 ineligible, 5 absent					Travers, Goglio, Darakjian, T Schmidt Woodruff
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- D. **Candidate Application Form.** Cindy showed the form based on the Chatsworth form for review. Lydia said that if a candidate can come to our meetings, the Candidate Application could be an in-person process. Susan said the form is asking for a mailing address, but noted that if a PO Box is not acceptable then it should indicate so on the form such as a Residence Address. *(Note: Power outage at this time; vote continued with resumption of meeting.)*

A motion was made to approve the Candidate Application Form (Cindy/Lydia) that passed.

Item 8D. Motion to approve the Candidate Application Form with edits as discussed.					
Motion: Cleghorn, Second: Grant					
Yes	No	Abstain	Ineligible	Recuse	Absent
Grant, Herman, Hutchinson, Cleghorn, Moran, Freeman, von Gunten, Siegel, C Schmidt, Royal, Keshish 11 yes, 0 no, 0 abstain, 0 ineligible, 6 absent					McCoy, Travers, Goglio, Darakjian, T Schmidt, Woodruff

POWER OUTAGE. Roll call repeated when people called in again. Meeting resumed at 9:31pm.

Board Member	Roll Call	Funding Voting Eligibility	Board Appointment
Lydia Grant	Present	Yes	President
Vacant			1st VP
Ross Herman	Present	Yes	2nd VP
Carol Hutchinson	Present	Yes	Treasurer

Board Member	Roll Call	Funding Voting Eligibility	Board Appointment
Cindy Cleghorn	Present	Yes	Correspondence Sec
Karen Moran	Present	Yes	Recording Sec
Leny Freeman	Present	Yes	Region 1 Rep
KT Travers	Absent	Yes	Region 1 Rep
Sherry McCoy	Absent*	Yes	Region 2 Rep
Vacant			Region 2 Rep
Mike Goglia	Absent	Yes	Region 3 Rep
Peter Darakjian	Absent	Yes	Region 3 Rep
Jon von Gunten	Present	Yes	Region 3 Rep
Woodruff	Absent	No	Region 4 Rep
Trevor Schmidt	Absent	Yes	Region 4 Rep
Mark Seigel	Present	Yes	Region 4 Rep
Vacant			Education Rep
Cheryl Schmidt	Present	Yes	Public Safety Rep
Nina Royal	Present	Yes	Senior Rep
Vartan Keshish	Present	Yes	Community Interest Rep
Quorum: 11 present at roll call, 6 absent (17 total). *Sherry rejoined later.			

E. **Voter Registration Form.** Cindy went over the Voter registration form. A motion was made to approve it by Cindy and seconded by Carol.

Item 8E. Motion to approve the Voter Registration form.					
Motion: Cleghorn, Second: Hutchinson					
Yes	No	Abstain	Ineligible	Recuse	Absent
Grant, Herman, Hutchinson, Cleghorn, Moran, Freeman, von Gunten, Siegel, C Schmidt, Royal, Keshish 11 yes, 0 no, 0 abstain, 0 ineligible, 6 absent					McCoy, Travers, Goglio, Darakjian, T Schmidt Woodruff

9. **CONSENT CALENDAR ITEMS (NON-FUNDING) MOTION:** The STNC Board approves the non-funding consent calendar:

- A. Discussion/Motion: To approve November board meeting minutes.
- B. Discussion and possible action regarding Land Use Committee recommendation to support CF21-1230-S5 Citywide Housing Incentive Program (CHIP) Draft #3 – without the options outlined in Exhibit D
- C. Discussion and possible action regarding Land Use Committee recommendation to support CF24-1312 Before Certificate of Occupancy is issued, evidence required for the replacement of any protected trees removed or relocated as part of a development project 24-1312 (CFMS). Lydia wanted to note that oak trees would have to be replanted before a project can move in.

A motion was made, and passed, to approve the non-funding consent calendar items by Cindy and seconded by Nina.

Item 9. Motion to approve Consent Calendar Non-Funding Items A, B and C.					
Motion: Cleghorn, Second: Royal					
Yes	No	Abstain	Ineligible	Recuse	Absent
Grant, Herman, Hutchinson, Cleghorn, Moran, McCoy, von Gunten, Siegel, C Schmidt, Royal, Keshish	Freeman				Travers, Goglio, Darakjian, T Schmidt Woodruff
12 yes, 1 no, 0 abstain, 0 ineligible, 5 absent					

10. **GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS** – Miran Kaladjian, from the Lake Balboa NC, asked if STNC consider a joint collaboration with his NC on homeless issues with both NC Board members. Cindy felt collaboration is a good thing. Ross would like to add this to the Outreach meeting agenda. Lydia happy to support such a meeting.

11. **Committee & Liaison Reports** - by committee chairs present: Cindy reviewed the following list:

- Land Use Committee – Next LUC meeting is Monday, 12/16 @ 7:30PM
- Community Improvement & Government Affairs (CIGA) - No meeting scheduled at this time, but Lydia said that CIGA will be meeting soon. The CERT program and the Bubblegum Dispensary are topics that will be discussed.
- Outreach Meeting - December 19 @ 7PM - virtual Zoom.
- Beautification: Dec 19 @ 6PM - in person @ ST Library

- STAT - Jan 28 @ 6PM – DECEMBER 15
- STARC: Jan 28 @ 7:30PM
- Youth & Adult Education: - No meetings
- Budget & Finance: TBA
- Executive: Jan TBA

12. **PRESENTATION & TRAINING** on the Neighborhood Council (NC) System -this item was not discussed.

- A. Bylaws, Standing Rules, BONC Policies, Brown Act (Meeting Agenda Posting, ENS)
- B. NC Meetings: Agenda Items, Presenters, Meeting Agendas, Making Motions, Community Impact Statements
- C. NC Alliances (Valley Alliance of Neighborhood Councils - VANC meets 2nd Thursday on Zoom; LANCC meets 1st Saturday at 10am; PlanCheckNC meets 2nd Saturday at 10am, STNC Community Events/Meetings, Other Training Opportunities

13. **FINAL ANNOUNCEMENTS**

- Virtual meeting 12/19 from 9-11am for the Department of Cannabis Regulation (DCR) Licensing; New applications are presented. Additional information is available on the City website.
- Ross talked about recent Chili Bowl Festival at McGroarty Arts Center with 50 signatures obtained and a couple of people showing interest in joining the STNC Board or a Committee. Ross expressed support for the event and Mark noted that Ross did a stellar job at engaging people at the event to publicize the STNC.
- Lydia said that she brought cupcakes to the New Hope Church, Sunland, event which was lovely.
- Comments about “road diets” being detrimental to our area but needs more discussion and outreach.
- Ross said that there was a ‘Hanukah in the Foothills event Dec 28th; they are looking for volunteers.
- Lydia thanked everyone for participating in these different events in our community

14. **ADJOURN**, 9:52 pm