

**CHATSWORTH BUSINESS IMPROVEMENT DISTRICT**  
**BOARD OF DIRECTORS-MEETING MINUTES**  
**February 13, 2017**

Board Members

*Present:* RON SCHULKIN, MARIAN GORMAN, JULIE LEWIS, SHEKHAR  
CHIKHALIKAR, STEVEN MURO and RON BERNHEIM

*Absent:* NICK MONTANO

*Next meeting:* March 20, 2017 11:30am

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**A. CALL TO ORDER**

Called to order by RON SCHULKIN at 11:40 am

**B. Board Agenda:**

**1. Public Stakeholder Forum & Comment**

NONE

**2. President's Report- RON SCHULKIN**

- a. Approval of minutes from January 23, 2017 meeting- RON SCHULKIN moves to approve, JULIE LEWIS 2<sup>nd</sup>/unanimous (PASS).
- b. The 990 report to the State has been completed (behind 3 years) May 2016 \$10.00 and May 2014 \$67.90. To be paid out of remaining funds in the account.

**3. FINANCIAL REPORT UPDATE-JULIE LEWIS**

- a. Julie unable to provide a print out of One West Bank account balance to-date. We will contact the bank to get online access today. Estimate of account balance is \$8000.00.
- b. Letter to Englander's office asking for help with the releasing of funds. Maybe he can speed it up. RON SCHULKIN to send out an email tomorrow and copy the board.
- c. Invoice from David Scully for \$3000.00 for his services on the audit to be paid out of remaining funds in the account.
- d. Payment to Andis for security services provided in the amount of \$2000.00 and a request for him to send all outstanding invoices to the new administrator.
- e. Payment to E-Sol in the amount of \$200.00 was issued at last board meeting.

**4. CITY CONTRACT-MARIAN GORMAN, Admin**

- a. Spoke with Eugene Van Cise at the City on Feb 17. I was told the contract for 2016-17 was received and went to the City Attorney for approval and signature. He said this takes a few days and was sent on Feb 9. Received a call back from Eugene later the same day- telling me that the contract was still in his office and he personally walked it into the City Attorney's office for signature. The process goes like this: a few days (3) for the City Attorney to approve and sign, then to the City Clerk to sign and enter the contract # (usually takes 1 day) then back to his office to process and mail out to us. It normally takes the City 7 business days to send out the payment. I confirmed our new address with him and all should be on schedule. ***This is for the funds collected in the 2015-2016 fiscal year.***
- b. I asked Eugene about the stakeholder list for this 2017-2018 fiscal year. They are behind in getting this out but said it should be available in a few weeks.
- c. STEVEN MURO moves that if funds have not been received from the City by end of month, all service providers should be notified that services will be on hold. JULIE LEWIS 2<sup>nd</sup> (PASS)
- d. All files have been moved to new location/Administrator is sorting them out and all are available for public viewing, if requested.
- e. JULIE LEWIS and I are currently working of the proposed budget and the 2017-18 Contract with the City. Board members reviewed the Stakeholder list.

**5. OLD BUSINESS: All have been Tabled.**

- a. Discussion regarding moving the trash can located in front of the Computer Business at 21000 Devonshire Street, due to complaints. NICK MONTANO will see if he can arrange to have it moved ASAP, to a vacant spot at Hooper's Camera Shop next to the bench. **Nick was unavailable for this month's meeting and will update us in March.**
- c. TABLED- All DIG Committee reports.

**6. NEW BUSINESS:**

NONE

**STEVEN MURO motion to adjourn @ 12:45 PM, MARIAN GORMAN 2<sup>nd</sup> (PASS).**