



Encino Neighborhood Council

4924 Paso Robles Avenue, Encino CA 91316 Phone: 747.282.0450

Roy Nwaiser - President
 Josh Sautter - Vice President
 Jennifer Luce - Secretary
 Pilar DeFreest - Treasurer
 Kelvin Tolbert - Sergeant-at-Arms

ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE MEETING Tuesday February 17, 2026 @7:00 PM **Minutes**

**Women’s Club @ Encino Community Center
 4935 Balboa Blvd, 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. **7:04 pm**

ENC Executive Board						
P/PRESENT A/ABSENT						
NAME/SEAT/TITLE						
	8/19/25	9/16/25	10/7/25	11/18/25	1/22/26	2/17/26
Josh Sautter, Area 1 Representative, Vice President	P	A	P	A	A	A
Roy Nwaiser, Homeowner Representative, President	P	P	P	P	P	P
Pilar DeFreest, Renter's Representative, Treasurer	P	P	P	P	P	P
Jennifer Luce, Community Interest Rep, Secretary	P	P	P	P	P	P
Kelvin Tolbert, Planning & Land Use Rep, Sergeant At Arms	P	P	P	P	P	P

2. Comments from chair

Monday 2/23 traffic mitigation starts. This Friday through Sunday the signs will be installed. There is an interactive map on the ENC website which is a link that can be accessed from the

homepage. The survey results are also on the ENC webpage.

3. Reports from Public Officials/Departments/Community Agencies. None

4. Public Comment on Non-Agenda Items (limited to 10 minutes)

Public comments on non-agenda items are limited to *TWO (2) MINUTES* per speaker. Time may be adjusted at the Chair’s discretion. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting.

Councilmembers may not answer questions from the public or respond to public comment. They may only ask brief clarifying questions.

The total Comment period shall not last more than ten minutes. At the conclusion of all business, if time allows, the Chair may, at his or her discretion, open another Comment Period.

None

5. Discussion and possible motion: ENC Public Safety Committee recommends authorizing \$35 per year for Polarismail Y35 email hosting plan.

Motion: ENC Executive Committee recommends authorizing \$35 per year for Polarismail Y35 email hosting plan.

Motion: Roy Nwaiser, 2nd Jennifer Luce

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative	Y					
Roy Nwaiser, 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. Council File 25-1514 - ENC Executive Committee recommends submitting a CIS in support of CF 25-1514. This moves to correct the removal of four Los Angeles City Council appointees to the Van Nuys Airport Citizens Advisory Council (VNY CAC).

Motion: Roy Nwaiser 2nd Josh Sautter

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

7. Discussion and possible motion: Approve second ENC Zoom “member” license.

Discussion to create a generic email for zoom so all committee chairs may have access to start meetings and have access to recordings.

8. Discussion and possible motion: Some committees are not meeting at the required once-per-quarter frequency: Airport December 2024, Education February 2025, Parks April 2025

Discussion to have these committees commit to a date at General Board meeting to hold their next meeting.

9. Update: ENC Board WhatsApp group with restricted posting

After checking with City Attorney, the WhatsApp group is fine to move forward with. One way communication will provide reminders to board members.

10. Discussion and possible motion: CIS backlog

Pilar Defreest will assign backlogged CIS, and all CIS moving forward. If a board CIS filer is in a committee that a CIS comes out of, that board member should be the filer for that particular CIS. All CIS should be completed in a timely manner.

11. Discussion and possible motion: Top level domain for short links

Motion: ENC will purchase the Encinfo.org domain name for use with short links

Motion: Roy Nwaiser, 2nd Pilar Defreest

		YES	NO	ABSTAIN	INELIGIBLE	RECUSE	ABSENT
Board Member	Seat						
Josh Sautter, VP	Area 1 Representative	Y					
Roy Nwaiser, 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					

12. Announcements:

Committee member announcements about items not related to ENC business. **None**

13. Adjourn. 8:19 pm

Next Executive Committee Meeting 3/17/26

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.

Out of an abundance of caution due to the possible attendance and participation of a majority of Encino Neighborhood Council Board Members at this Committee meeting, this meeting is noticed as a Joint Meeting of the Committee and the Board, in adherence with the State’s Brown Act. No action will be taken on behalf of the Board at this meeting of the Committee. Only Committee Members are allowed to vote.

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