



agenda

**COASTAL
SAN PEDRO
NEIGHBORHOOD COUNCIL**locally listening & leading ... cspnc.org ...

BOARD AND STAKEHOLDER MEETING AGENDA

Monday, August 21, 2017 6:30 PM

CABRILLO MARINA COMMUNITY BUILDING

224 Whalers Walk, Berth 28

San Pedro, CA 90731

The public is invited to speak on issues of general interest during the public comment periods at the beginning and end of the meeting. Comments on specific agenda items will be heard only when those items are considered. Public comment may be limited in time or number of speakers. Those wishing to make comment, but not wanting to speak publicly, may submit written communications to the Board.

1. Voluntary opportunity to say the Pledge of Allegiance
 2. Public comment on non-agenda items.
 3. Call to order and roll call.
 4. Board member comment on non-agenda items.
[May include comment on Board members' own activities/brief announcements; brief response to statements made or questions posed by persons exercising their general public comment rights or asking questions for clarification; introduction of new issues for consideration by the Board at its next meeting; or requests for research and a report back to the Board at a future time.]
 5. Approval of prior meeting minutes.
 6. Reports from government agency representatives — *LA Police Department, Council District 15, Port of LA, LA Unified School District, US Congress, State Assembly, NC Budget Advocate, others.*
 7. Motion to stop providing plastic water bottles at Coastal San Pedro Neighborhood Council Board meetings. *[Environment & Sustainability]*
 8. Motion to request the Port of Los Angeles to analyze risks posed by transportation of hazardous bulk on Gaffey Street rail tracks. *[Environment & Sustainability]*
 9. Comment on the San Pedro Bay Ports Clean Air Action Plan. *[Environment & Sustainability]*
 10. Motion to clean up Harbor/Beacon St. Park-and-Ride. *[Planning & Transportation]*
 11. Resolved, the Coastal San Pedro Neighborhood Council shall allocate and authorize the expenditure of a sum not to exceed \$200 per meeting for refreshments at Board meetings.
- Budget and Finance
12. Motion to appoint a Purchasing Card Holder and Second Signer. *[Budget & Finance]*
 13. Motion to approve form for committee funding requests. *[Budget & Finance]*
 14. Motion to help fund a note-taker for the Harbor Alliance of Neighborhood Councils. *[Budget & Finance]*
 15. Motion to allocate funding for note taking. *[Budget & Finance]*
 16. Motion to allocate funding for note taking in committee meetings. *[Budget & Finance]*
 17. Approval of Monthly Expenditure Report, invoices, and other expenses.
 18. Committee reports.
 19. Accept resignation of Board member Anise Goldfarb.
 20. Appointments of committee members and committee officers.
 21. Announcements.
 22. Public comment on non-agenda items.
 23. Adjournment.

7. Motion to stop providing plastic water bottles at Coastal San Pedro Neighborhood Council Board meetings [*Environment & Sustainability*]

Whereas, the energy required to produce bottled water is up to 2,000 times more than the energy required to produce tap water

<https://phys.org/news/2009-03-energy-bottle.html>

Whereas, In 2007, US consumers purchased more than 33 billion liters of bottled water. The total energy required to produce 33 billion liters is equivalent to 32-54 million barrels of oil.

Whereas, according to LADWP 2016 Drinking Water Report, www.ladwp.com, tap water is perfectly good for drinking, oftentimes of better quality than bottled water.

<http://abc7.com/news/la-tap-water-as-clean-as-bottled-water;-ladwp-report-finds/1861985/>

Whereas, only one in three plastic bottles gets recycled. One in three ends up in a landfill, where it may poison the ground water. One in three ends up in nature, often in lakes, rivers or the ocean.

Whereas, in the Los Angeles area alone, 10 metric tons of plastic fragments—like grocery bags, straws and soda bottles—are carried into the Pacific Ocean every day.

http://biologicaldiversity.org/campaigns/ocean_plastics/

Be it resolved, the Coastal San Pedro Neighborhood Council will lead by example, and not provide any plastic water bottles at board meetings. Tap water may be provided in glasses and a pitcher if needed.

8. Motion to request the Port of Los Angeles to analyze risks posed by transportation of hazardous bulk on Gaffey Street rail tracks. [*Environment & Sustainability*]

Be it resolved, the Coastal San Pedro Neighborhood Council shall send the attached letter to the City of Los Angeles Harbor Department.

City of Los Angeles Harbor Department
Mr. Gene Seroka, Executive Director
425 South Palo Verde Street
San Pedro, CA 90733-0151

Subject: Port of Los Angeles Risk Management Plan; Rancho LPG LLC

Reference: Northwest San Pedro Neighborhood Council 7/22/17 Letter RE Same Subject

Dear Mr. Seroka,

Please know that Coastal San Pedro Neighborhood Council has great concern regarding the Port's continuing allowance for the transport of hazardous bulk related to the Rancho LPG LLC facility on North Gaffey street and we request the Port to immediately analyze the associated hazards as would be required in the POLA Risk Management Plan where no such analysis is currently documented.

Specifically, we request that POLA immediately define the risks posed by the transportation of hazardous bulk, including liquid propane and butane, along the Gaffey Street rail tracks and to provide to the public the details and conclusions of the risk analysis.

Due to the hazards inherent in the transport of dangerous materials as liquid propane and butane, we ask that POLA proceed with urgency to complete the hazard analysis and make the results known.

Thank you.

9. Comment on the San Pedro Bay Ports Clean Air Action Plan. [*Environment & Sustainability*]

Be it resolved, the Coastal San Pedro Neighborhood Council shall send the attached letter to the Port of Los Angeles and the Port of Long Beach as a formal comment to the San Pedro Bay Ports Clean Air Action Plan.

Chris Cannon
Director of Environmental Management
Port of Los Angeles
425 South Palos Verdes Street
San Pedro CA 90731
(Email: caap@cleanairactionplan.org)

To: Ports of Los Angeles & Long Beach Harbor Commissioners and staff
From: Coastal San Pedro Neighborhood Council
Subject: San Pedro Bay Ports Clean Air Action Plan, July 19, 2017 – Comments

We appreciate the continuing efforts of the Port of Los Angeles and Port of Long Beach (PORTS) through the CAAP process to reduce health impacts to the public from the shipping and goods movement industry, and submit the below COMMENTS, as well as various numbered RECOMMENDATIONS, for which we request specific responses.

COMMENTS

- Please recognize that all CAAP references to public funding (e.g., “government subsidies,” federal, state, and local government) are costs that will be paid by the public and not by the private interests that benefit directly from port operations.
- Please note that we greatly appreciate the PORTS’ advocacy with regulatory agencies in efforts to develop and implement the most effective emission reduction rules as well as the PORTS’ efforts to require that source specific strategies developed by the PORTS be implemented as state and federal mandates.
- We note the strategies proposed for On-Road Trucks, Terminal Equipment, the Vessel Speed Reduction and Vessel At-Berth Emissions Reduction Programs, Harbor Craft, Freight Infrastructure Planning and Investments, Freight Efficiency, and Energy Resource Planning, and we request that alternative strategies be developed as backstop measures in event the plans for public funding or hoped regulatory actions do not happen.
- It is profoundly significant that the PORTS have concluded that it is cost efficient to implement the CAAP program, declaring in the CAAP that the cost of implementation are less than the public health costs of not doing so.
- Please recognize that the PORTS operate tidelands under the authority assigned by the State of California and the PORTS thus are responsible to the people of California first and foremost under the Tidelands Trust so that health impacts from port operations should never be borne by the public.

RECOMMENDATIONS

1. Past errors must be acknowledged and explained

The PORTS are responsible to the State of California for the effective business management of operations on the tidelands and for holding tenants to the requirements defined in leases and for mitigation plans filed under California Environmental law. Notably, the CAAP will only be successful if the PORTS are capable and willing to hold tenants to its requirements. Accordingly, we ask that the Port of Los Angeles define the specific root causes and the respective corrective actions it has taken to prevent recurrence of POLA’s continuing failure to hold its tenant, China Shipping Company, responsible for meeting court-approved mitigation requirements.

2. Requirements needed for public meetings and transparency

We request that the following future meetings be conducted in public and in accordance with the Brown Act:

- a. CAAP Implementation Stakeholder Group;

- b. Updates on CAAP specific projects' implementation applicable to Technology Advancement Program, Green Ports Collaborative, Freight Infrastructure Planning and Investments, Freight Efficiency, and Energy Resource Planning; and,
- c. Convene a committee to include specifically assigned / appointed representatives from the following organizations to encourage greater public understanding of the PORTS' efforts to reduce public health impacts and to increase the PORTS' credibility through oversight and participation by the representatives knowledgeable and responsible for the subjects to be discussed:
 - a. Port staff with the technical knowledge to discuss impacts, technologies, leases, operations, etc.;
 - b. South Coast Air Quality Management representative;
 - c. California Air Resources Board representative;
 - d. U.S. Environmental Protection Agency representative;
 - e. Community representatives assigned by recognized agencies such as the City of Los Angeles Neighborhood Councils, whose stakeholders are impacted by port operations;
 - f. Industry representatives as subject matter experts who may be required for the varying subjects to be discussed (e.g., engine manufacturers, fuel distributors, business agents, etc.); and,
 - g. Labor representatives as subject matter experts who may be required for the varying subjects to be discussed (e.g., scheduling, classification limitations, etc).

3. PORTS pollution baselines are outdated and distort the truth

The PORTS must stop relying on data points that compare current reductions in air pollution factors to a baseline in 2005.

The PORTS are justifiably proud of initial improvements to air quality since 2005 and the first CAAP. But this was the low-hanging fruit. The area's air remains dirty and dangerous and this is substantially due to pollutants continually being generated by the goods movement and shipping industry.

To better reflect the data and current conditions, all reporting on pollution data MUST include a comparison to the previous year. In other words, we need data that clearly shows how the PORTS have performed year-to-year in reducing AQ pollution factors. The historic, 2005 data, may also be appropriate, but cannot be used in isolation or stand alone.

The truth is that while the PORTS have reduced air pollution dramatically since 2005, there has been very little improvement in the past five years. In fact, some AQ factors have declined or shown almost no improvement in the past five years. Data and discussion MUST reflect this fact.

4. Deadlines and milestones needed for zero-emission future

The CAAP must include interim deadlines that would implement zero-emission technology in the near term, and milestones that will ensure that the PORTS **will achieve full zero-emissions for cargo handling equipment by 2030 and trucks by 2035**, in line with the directives issued by the Mayors of Los Angeles and Long Beach.

5. SB1 is not a shield against cleaner trucks programs by PORTS, says CARB

The PORTS must abandon the trucking industry view that SB1 somehow limits how the Ports can address the dirty trucks issue. CARB has said SB1 places no **restrictions on PORTS efforts to control truck pollution**.

6. Cancer acceptable-risk level is inadequate and needs improvement

We request that the PORTS recognize that cancer risk is the result of cumulative impacts from all port operations. Accordingly, the PORTS must revise and improve the CAAP goal for reduction in health risk for additional port projects from the currently stated increment threshold of 10 in a million (excess residential cancer risk) to five in a million.

7. Alternative planning for funding and regulatory contingencies

We request the CAAP be revised to provide alternative actions as may be necessary to achieve planned emission reductions applicable to the following sources:

- a. Locomotives, in the event of the following:
 - i. The US Environmental Protection Agency refuses the Air Resource Board's Petition to amend emission standards for newly built locomotives and locomotive engines and to lower emission standards for remanufactured locomotives and locomotive engines; and,
 - ii. The federal government refuses to limit federal preemption on locomotive engines to the initial useful life.
- b. Ocean-going vessels, in the event of the following:
 - i. The Green Ships Incentive Program and the Clean Ships Program are effective to the extent as was POLA's Low Sulfur Fuel Incentive Program, which failed to increase LSF use appreciably;
 - ii. The federal government denies the State's request for new engine tier levels;
 - iii. The State of California is not successful at implementation of statewide vessel speed reduction rule;
 - iv. Rule-making is not filed applicable to at-berth emission controls from non-regulated vessels.
- c. Heavy Duty Trucks, in event of the following:
 - i. The federal government denies the SCAQMD petition for a national near-zero emissions engine standard for trucks;
 - ii. The PORTS' incentive-based strategies to promote voluntary turnover to cleaner technologies are unsuccessful.
- d. Harbor craft, in event rule-making is not filed applicable to fleet turnover requirements.
- e. Cargo Handling Equipment, in event rule-making is not filed applicable to idling restrictions and fleet turnover.

8. Funding required for CAAP program

CAAP lacks and must have a specific funding plan, including the funding sources that will achieve zero emissions goals.

9. Assess Health Risk and the Externalized Costs of Goods Movement

To improve public health and reduce the industry practice of placing extraordinary externalized costs on the community, the CAAP must include a health risk assessment tied to the CAAP measures. This assessment would present and analyze the costs of legacy and continued pollution on the community, as well as the health benefits of required emissions reducing technologies. This will ensure that the costs of doing business are shifted to industry rather than borne by the community in the form of health costs.

10. Update and maintain as current key data and web pages

Update and provide the detail associated with the projects currently active under the Technology Advancement Program as well as all CAAP web pages. For example, the current TAP pages appear outdated, including no information on the current four projects listed (one from 2014) and with a reference to "preparation for grant opportunities anticipated over the 2016–2017 fiscal year."

10. Motion to clean up Harbor/Beacon St. Park-and-Ride.

[Planning & Transportation]

WHEREAS Mayor Garcetti and 15th District Councilmember Joe Busciano are both strong proponents of public transportation and reducing the amount of cars on the freeway and providing safe and reliable public transit for all Los Angeles residents; and

WHEREAS the Park-and-Ride lot located at Harbor Boulevard and Beacon Street is the first public bus system stop in San Pedro from the 110 Freeway; and

WHEREAS the lot is very dilapidated (see photos) and there is no signage to tell people where to catch the Silver Line bus; and

WHEREAS the lot is currently underused, at least in part, due to people being afraid their cars will be broken into or vandalized due to the lack of security measures; and

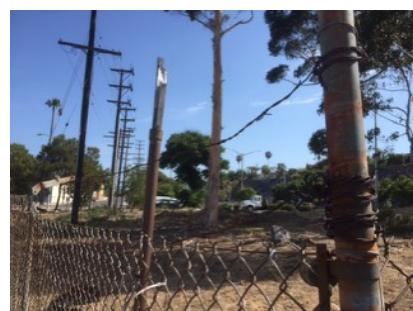
WHEREAS other park and ride facilities are safer and more attractive; and

WHEREAS the Harbor Park and Ride is the first point of entry into San Pedro for many people and there are a number of community revitalization efforts are currently underway.

NOW THEREFORE the Coastal San Pedro Neighborhood Council requests that Councilmember Joe Busciano convene a meeting with CAL TRANS, DOT, METRO, Et. Al. regarding the blighted condition of the park-and-ride lot located at Harbor Boulevard and Beacon St., San Pedro and consider the following:

- 1) The parking lot be cleared of a temporary power pole and meter that is exposed and disconnected.
- 2) The parking lot be cleaned of debris, graffiti and homeless encampments.
- 3) Better signage be placed at the park-and-ride entrance indicating where to catch the North and South bound Silver Line bus as well as an overall map of the Los Angeles Public Metro System.
- 4) Improved fencing be placed along the parking lot.
- 5) 24-hour night vision security cameras be placed in all directions on each light post.
- 6) Verification that all lights do in fact work.
- 7) Improved bus shelter to be placed in front of the rusted fence with barbed wire across the street to catch the bus to Downtown Los Angeles / El Monte.
- 8) A sidewalk be installed along the south most section of the lot going up the hill to prevent trash dumps in the dirt mountain currently in place.
- 9) The hill at the back of the park and ride lot be landscaped

All of these suggestions will improve the desirability, safety, and attractiveness to make this park-and-ride lot a much more utilized location and is modeled after the next nearest park-and-ride location located at PCH and the 110 Freeway.



11. Motion to allocate funds for refreshments at Board meetings

Resolved, the Coastal San Pedro Neighborhood Council shall allocate and authorize the expenditure of a sum not to exceed \$200 per meeting for refreshments at Board meetings.

12. Motion to appoint a Purchasing Card Holder and Second Signer.

[Budget & Finance]

The Coastal San Pedro Neighborhood Council (CSPNC) shall appoint Treasurer David Myers to be the Purchasing Card Holder for CSPNC, and shall appoint President Doug Epperhart as Second Signer.

13. Motion to approve form for committee funding requests. [Budget & Finance]

The Coastal San Pedro Neighborhood Council (CSPNC) shall require that committees of the CSPNC shall apply for funds using the following form, which shall be submitted to the Budget and Finance Committee, which shall determine the availability of the requested funds and forward the request to the board.

Request for Funding Form

Date of Request:

Committee Name:

Contact persons:

Date of Project:

Amount Requested:

Fill this form out and attach Minutes from Committee with Vote, Itemized Budget and Description of Event or Sponsorship.

Complete form and submit to Budget & Finance Committee at least one month prior to when funds are needed if possible. This is to be reviewed by Budget and Finance to see if funds available prior to being put on General Board Meeting Agenda.

Scan and email them to Bob Bryant (robertjaybryant@aol.com) or hand deliver.

14. Motion to help fund a note-taker for the Harbor Alliance of Neighborhood Councils. [Budget & Finance]

Be it resolved that the Harbor Alliance of Neighborhood Councils hire a note taker for each monthly meeting that is paid for in equal parts by each HANC member Neighborhood Council, which we are a member, at an approximate annual cost (not to exceed) of \$550 per council.

15. Motion to allocate funding for note taking. [Budget & Finance]

Be it resolved that the Coastal San Pedro Neighborhood Council shall reallocate \$550 of \$6,000 from budget line item 100 OPERATIONS Temporary Staff Bookkeeping, to 100 OPERATIONS Temporary Staff Transcription.

16. Motion to allocate funding for note taking in committee meetings.

[Budget & Finance]

Be it resolved that the Coastal San Pedro Neighborhood Council shall set aside \$5,450 in budget line item 100 OPERATIONS Temporary Staff Bookkeeping to pay for note takers for committee meetings.

For more information, please call 310-918-8650; write to CSPNC, 1840 S. Gaffey Street #34, San Pedro, CA 90731; or visit the Coastal San Pedro Neighborhood Council website at www.cspnc.org.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS — The public can address the Committee on any agenda item before the Committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee 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 Committee or Board meeting.

STATE OF CALIFORNIA PENAL CODE SECTION 403 (Amended by Stats. 1994, Ch. 923, Sec. 159. Effective January 1, 1995.) — Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.

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 at 213.978-1551.

PUBLIC ACCESS OF RECORDS — In compliance with government code section 54957.5, non-exempt writings that are distributed to all or a majority of the Board members in advance of a meeting may be viewed at 1840 S Gaffey St, San Pedro, CA 90731, at our website: www.cspnc.org, or at a scheduled meeting. In addition if you would like a copy of any record related to an item on the Agenda, please contact the Coastal San Pedro Neighborhood Council at 310.918.8650.

PUBLIC POSTING OF AGENDAS — Coastal San Pedro Neighborhood Council agendas are posted for public review as follows: • 1840 S Gaffey St, San Pedro, CA 90731 • www.cspnc.org • You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

RECONSIDERATION AND GRIEVANCE PROCESS — For information on the Coastal San Pedro Neighborhood Council's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the CSPNC Bylaws. The Bylaws are available at our Board meetings and our website <http://www.cspnc.org>

SERVICIOS DE TRADUCCION — Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a la CSPNC Secretary, al 213.978-1551 por correo electrónico board@cspnc.org para avisar al Concejo Vecinal.

Monthly Expenditure Report



Reporting Month: July 2017

Budget Fiscal Year: 2017-2018

NC Name: Coastal San Pedro

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$42000.00	\$0.00	\$42000.00	\$0.00	\$81.75	\$41918.25

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35500.00	\$0.00	\$35500.00	\$0.00	\$35500.00
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1500.00	\$0.00	\$1500.00	\$0.00	\$1500.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$81.75		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal:					

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					

Invoice #	Client #	Invoice Date	Page
6-614690	12336-100	04/23/17	1

ADELE HEALY, PRESIDENT
LA DEPT NEIGHBORHOOD COUNCIL
COASTAL SAN PEDRO
1840 S. GAFFEY STREET, BOX 34
SAN PEDRO, CA 90731

W/E Date	Employee Name	Job Title	Regular Hours	Regular Rate	OT Hours	OT Rate	Other	Amount
04/23	SHERYL AKERBLOM	TRANSCRIPTION	4.00	25.74	.00	38.61		102.96

TERMS: DUE UPON RECEIPT

▶ PLEASE PAY THIS AMOUNT

102.96

Our Mission: To excel at identifying, representing and connecting workforce talent.

Detach at Perforation

Invoice #	Client #	Invoice Date	Amount
6-614690	12336-100	04/23/2017	102.96

Please remit payment to:

Lloyd Staffing
445 Broadhollow Road, Suite 119
Melville, NY 11747

Billing inquiries:
631-370-7433

ADELE HEALY, PRESIDENT
LA DEPT NEIGHBORHOOD COUNCIL
COASTAL SAN PEDRO
1840 S. GAFFEY STREET, BOX 34
SAN PEDRO, CA 90731

You may pay by wire to:
Sterling National Bank
Routing # - 026007773
Account # - 3852541548

Credit cards accepted:



Coastal transcription

CALIFORNIA



18021 Novak Boulevard, Suite 205
Atascadero, CA 93422
Ph: 805-562-8530-2550 fax: 805-562-8531 lloydstaffing.com

COMPANY NAME **Coastal San Pedro Neighborhood Council**
(Please Print)
ADDRESS **1536 W. 25th St. #223, San Pedro, CA 90732**
TOWN **P.O.**
ZIP **90732**

EMPLOYEE PLEASE COMPLETE - Be sure to indicate AM or PM.	DATE	TIME IN	TIME OUT	LESS LUNCH & OR BREAK HOURS	TOTAL HOURS	DEPT	WEEK ENDING
MON	4/17/17	6 AM	8:30 AM	/	2 1/2	Adele Healy	4/23/17
TUES	4/18/17	8 AM	9:30 AM	/	1 1/2	President	
WED		8 AM	9 AM				
THURS		8 AM	9 AM				
FRI		8 AM	9 AM				
SAT		8 AM	9 AM				
SUN		8 AM	9 AM				
WEEK ENDING	4/23-17	TOTAL HOURS PER WEEKEND NEAREST 1/4 HOUR	PLEASE WRITE TOTAL HOURS WORKED HERE	▼	14		

INSTRUCTIONS:

1. Please firmly use a ball point pen.
2. Mail original & photocopy to Lloyd, no later than Friday night.
3. Keep client copy with client company; retain EMPLOYEE copy for yourself.
4. Unsigned timesheets will be returned without payment.

EMPLOYEE NAME Sheryl Akerblom	EMPLOYEE SIGNATURE Sheryl Akerblom
SOCIAL SECURITY NO. 123-45-6789	PRINT NAME Adele Healy
CLIENT SIGNATURE/PHONE NUMBER 123-4567	
IMPORTANT FOR CLIENT: Execution of this form by the Client constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner and agreement to bill me or my company to whom we assign this person, either (a) employ this person on permanent or temporary basis, (b) use this person's services in a consulting or fractional capacity, or (c) hire this person's services through another temporary service within one (1) year after this person's temporary assignment, we agree to pay LLOYD a fee of 25% of the total unbillable compensation rate of the employee in this new capacity.	
LLOYD guarantees satisfaction with its employees' services by extending a four (4) hour guarantee period. If, for any reason we are dissatisfied with the employee assigned to us, LLOYD will reassign his/her first four (4) hours worked by such employee, provided that LLOYD replaces the individual assigned. Unless we contact LLOYD before the end of the first four (4) hours, we agree that the employee assigned by LLOYD is satisfactory.	
I confirm the prior agreement between LLOYD and Customer with respect to the services performed hereunder and any future services, that (a) Customer shall not entitle LLOYD's employees with unearned promises, calls, negotiations or other valuable welfare benefits and (b) Customer shall not entitle LLOYD's employees from any such claim arising out of a branch of the foregoing, inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage. (b) LLOYD's insurance does not cover loss or damage caused by the operation of Customer's owned or leased motor vehicles, and Customer therefore accepts full responsibility for any claims, including the defense thereof, involving bodily injury, property damage, vehicle, or arising out of involving workers by Customer or cause(s) (e) above. (c) LLOYD is not responsible for claims made under liability and hold LLOYD harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Customer and to which LLOYD's employees are assigned and (d) under no circumstances will LLOYD be responsible for claims arising from work performed by LLOYD's temporary employees unless such claims are reported in writing to LLOYD by the Customer within ninety (90) days after the last day of the temporary employee's assignment to the Customer. Customer recognizes LLOYD's employee-employer relationship with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc., with LLOYD.	
Temporary employees are assigned to Customer's job site based upon the job description given and the known qualifications of the employees. UNAUTHORIZED WORK PERFORMED BY LLOYD'S EMPLOYEES IS STRICTLY FORBIDDEN. ANY TEMPORARY EMPLOYEE INJURED WHILE ENGAGING IN UNAUTHORIZED WORK MAY NOT BE COVERED UNDER LLOYD'S COMPENSATION INSURANCE.	
Customer acknowledges its understanding that LLOYD's invoices are for labor and agrees to pay such invoices upon receipt. If any invoices remain unpaid thirty (30) days after invoice date, Customer agrees to pay LLOYD a late payment charge at the rate of 1-1/2% per month (18% per annum) on such unpaid amounts. Customer also agrees to pay LLOYD its reasonable costs of collection, including its reasonable attorney's fees and expenses.	

EMPLOYEE INFORMATION

To avoid delays be sure timesheets are completely filled out. This includes required signatures by yourself and authorized representative of the client.

OVERTIME

You are permitted to work overtime only with the request and approval of the client. Approval must be obtained from us by the client. **WORK WEEK:** Work in excess of (40) forty hours in a work week (Monday-Sunday) will be paid at one and one-half (1-1/2) your regular rate.

LUNCH

Your lunch hour will be determined by your supervisor to whom you are assigned. When working a full day, the law requires a minimum of 1/2 hour of lunch.

ABSENCES - LATENESS

Call us immediately if you must be absent or late. Do not call the client. **LLOYD STAFFING** will call the client.

ON-THE-JOB SAFETY

Employee certifies no accident or injury was sustained while working on the assignment that has not been previously reported to the Human Resources office at Lloyd.

TRAINING

You must complete the Training Orientation every time you go to a new assignment.

TERMS & CONDITIONS FOR LLOYD STAFFING

I certify that I am authorized to sign on behalf of the named company ("Customer"), the total hours shown on the reverse side of this timesheet are correct, the work was performed in a satisfactory manner, and my signature authorizes to bill me or my company to whom we assign this person, either (a) employ this person on permanent or temporary basis, (b) use this person's services in a consulting or fractional capacity, or (c) hire this person's services through another temporary service within one (1) year after this person's temporary assignment, we agree to pay LLOYD a fee of 25% of the total unbillable compensation rate of the employee in this new capacity.

LLOYD guarantees satisfaction with its employees' services by extending a four (4) hour guarantee period. If, for any reason we are dissatisfied with the employee assigned to us, LLOYD will reassign his/her first four (4) hours worked by such employee, provided that LLOYD replaces the individual assigned. Unless we contact LLOYD before the end of the first four (4) hours, we agree that the employee assigned by LLOYD is satisfactory.

I confirm the prior agreement between LLOYD and Customer with respect to the services performed hereunder and any future services, that (a) Customer shall not entitle LLOYD's employees with unearned promises, calls, negotiations or other valuable welfare benefits and (b) Customer shall not entitle LLOYD's employees from any such claim arising out of a branch of the foregoing, inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage. (b) LLOYD's insurance does not cover loss or damage caused by the operation of Customer's owned or leased motor vehicles, and Customer therefore accepts full responsibility for any claims, including the defense thereof, involving bodily injury, property damage, vehicle, or arising out of involving workers by Customer or cause(s) (e) above. (c) LLOYD is not responsible for claims made under liability and hold LLOYD harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Customer and to which LLOYD's employees are assigned and (d) under no circumstances will LLOYD be responsible for claims arising from work performed by LLOYD's temporary employees unless such claims are reported in writing to LLOYD by the Customer within ninety (90) days after the last day of the temporary employee's assignment to the Customer. Customer recognizes LLOYD's employee-employer relationship with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc., with LLOYD.

Temporary employees are assigned to Customer's job site based upon the job description given and the known qualifications of the employees. UNAUTHORIZED WORK PERFORMED BY LLOYD'S EMPLOYEES IS STRICTLY FORBIDDEN. ANY TEMPORARY EMPLOYEE INJURED WHILE ENGAGING IN UNAUTHORIZED WORK MAY NOT BE COVERED UNDER LLOYD'S COMPENSATION INSURANCE.

Customer acknowledges its understanding that LLOYD's invoices are for labor and agrees to pay such invoices upon receipt. If any invoices remain unpaid thirty (30) days after invoice date, Customer agrees to pay LLOYD a late payment charge at the rate of 1-1/2% per month (18% per annum) on such unpaid amounts. Customer also agrees to pay LLOYD its reasonable costs of collection, including its reasonable attorney's fees and expenses.

Coastal transcription

Invoice #	Client #	Invoice Date	Page
6-614773	12336-100	05/21/17	1

ADELE HEALY, PRESIDENT
LA DEPT NEIGHBORHOOD COUNCIL
COASTAL SAN PEDRO
1840 S. GAFFEY STREET, BOX 34
SAN PEDRO, CA 90731

W/E Date	Employee Name	Job Title	Regular Hours	Regular Rate	OT Hours	OT Rate	Other	Amount
05/21	SHERYL AKERBLOM	TRANSCRIPTION	7.25	25.74	.00	38.61		186.62

TERMS: DUE UPON RECEIPT

PLEASE PAY
THIS AMOUNT ►

186.62

Our Mission: To excel at identifying, representing and connecting workforce talent.

Cut on Dotted Line

Invoice #	Client #	Invoice Date	Amount
6-614773	12336-100	05/21/2017	186.62

Please remit payment to:

Lloyd Staffing
445 Broadhollow Road, Suite 119
Melville, NY 11747

Billing inquiries:
631-370-7433

ADELE HEALY, PRESIDENT
LA DEPT NEIGHBORHOOD COUNCIL
COASTAL SAN PEDRO
1840 S. GAFFEY STREET, BOX 34
SAN PEDRO, CA 90731

You may pay by ACH / wire to:
Sterling National Bank
Routing # - 026007773
Account # - 3852541548

Credit cards accepted:



Invoice #	Client #	Invoice Date	Page
6-614872	12336-100	06/25/17	1

ADELE HEALY, PRESIDENT
LA DEPT NEIGHBORHOOD COUNCIL
COASTAL SAN PEDRO
1840 S. GAFFEY STREET, BOX 34
SAN PEDRO, CA 90731

W/E Date	Employee Name	Job Title	Regular Hours	Regular Rate	OT Hours	OT Rate	Other	Amount
06/25	SHERYL AKERBLOM	TRANSCRIPTION	6.00	25.74	.00	38.61		154.44

TERMS: DUE UPON RECEIPT

PLEASE PAY
THIS AMOUNT ►

154.44

Our Mission: To excel at identifying, representing and connecting workforce talent.

Cut on Dotted Line

Invoice #	Client #	Invoice Date	Amount
6-614872	12336-100	06/25/2017	154.44

Please remit payment to:

Lloyd Staffing
445 Broadhollow Road, Suite 119
Melville, NY 11747

Billing inquiries:
631-370-7433

You may pay by ACH/wire to:

Sterling National Bank
Routing # - 026007773
Account # - 3852541548

Credit cards accepted:



ADELE HEALY, PRESIDENT
LA DEPT NEIGHBORHOOD COUNCIL
COASTAL SAN PEDRO
1840 S. GAFFEY STREET, BOX 34
SAN PEDRO, CA 90731



18021 Norwalk Boulevard, Suite 205
Artesia, CA 90701
Phone: 562-946-2035 Fax: 562-946-2035 Email: info@lloydstaffing.com

EMPLOYEE PLEASE COMPLETE – Be sure to indicate AM or PM.

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH E. OR BREAK	TOTAL HOURS
MON	6/19/17	6:00 AM	9:00 AM	/	3
TUES	6/20/17	8:00 AM	11:00 AM	/	3
WED					
THURS					
FRI					
SAT					
SUN					
WEEK ENDING		TOTAL HOURS FOR WEEK TO DATE		16	
PLEASE WRITE TOTAL HOURS WORKED HERE					

EMERGENCY CONTACTS:

1. Home phone; use a cell phone if no.
2. One aquatic contact for each assignment.
3. Mail address. A DIVORCE copy to Lloyd, as follows Friday night.
4. Lawn CUTTER copy to client company; make EMPLOYEE copy for yourself.
5. Unsigned timecards will be returned without payment.

APPROVAL TIME:

All timecards must be approved by your supervisor before you leave work. If you leave work before approval, you will be charged for 1/2 hour per employee, per day.

EMPLOYEE INFORMATION

To avoid delays be sure timesheets are completely filled out. This includes required signatures by yourself and authorized representative of the client.

OVERTIME TIME

You are permitted to work overtime only with the request and approval of the client. Approval must be obtained from us by the client. WORK WEEK: Work in excess of (40) forty hours in a work week (Monday-Sunday) will be paid at one and one-half (1-1/2) your regular rate.

LUNCH

Your lunch hour will be determined by your supervisor to whom you are assigned. When working a full day, the law requires a minimum of 1/2 hour of lunch.

ABSENCES - LATENESS

Call us immediately if you must be absent or late. Do not call the client. LLOYD STAFFING will call the client.

ON-TIME-JOB SAFETY

Employee certifies no accident or injury was sustained while working on the assignment that has not been previously reported to the Human Resources office at Lloyd.

TRAINING

You must complete the Training Orientation every time you go to a new assignment.

COMPANY NAME	Coastal San Pedro Neighborhood Council
PHONE/PIN#	1536 W. 25th St. #223, San Pedro, CA 90732
ADDRESS	
ZIP	90732
WEEK ENDING	6/25/17

Emergency Evacuation Procedures Job Site & General Safety Rules

Policy & Procedure Review

I hereby certify that the hours shown were worked by me during the week ending above, and were properly certified by my supervisor and representative of the facility named above and that I received the required training. I understand I am to contact the office after completing the Assignment to determine if there is other work available for me. I agree that if I do not contact the office upon completion of an assignment they can assume I am not available.

EMPLOYEE NAME: Adele Healy President

SOCIAL SECURITY NO.: 111-11-1111

CLIENT SIGNATURE IF APPLICABLE: Sherry Akerblom

PRINT NAME: Sherry Akerblom

EMPLOYEE SIGNATURE: Adele Healy

EMPLOYEE SIGNATURE: Sherry Akerblom

EMPLOYEE SIGNATURE: Adele Healy

KRISTINA SMITH
THE
MAILROOM



INVOICE

The Mailroom-Virtual Office Services

Attn: Kristina Smith

Phone: 310-918-8650

ksmith@klct.com

Invoice #: 0384-CSPNC

Invoice date: Aug 1, 2017

Reference: JULY 2017 SERVICES

Due date: Aug 11, 2017

Amount due:
\$323.99

Bill To:

Coastal San Pedro NC

David Myers, Treasurer

david.myers.cspnc@gmail.com

Date	Description	Quantity	Price	Amount
Jul 31, 2017	JULY 2017 Services VIRTUAL OFFICE SERVICES: Includes printing and assembly of agenda packets for monthly meeting, printing of committee reports and agendas requested by committee chairs; and physical posting of notices at Mailroom. Also includes telephone answering service. Flat monthly rate \$99.	1	\$99.00	\$99.00
Jul 31, 2017	MONTHLY WEBSITE SERVICES JUNE 2017 Uploading and general maintenance of website files including announcement of upcoming meetings and events, posting of agendas/minutes and other related files. Flat monthly rate of \$50.	1	\$50.00	\$50.00
Jul 31, 2017	MONTHLY STORAGE FEES. JUNE 2017 Storage fees for storing sound equipment, file cabinet w/files, current printer, old outdated printer & sorter, paper goods, canopy, banners, etc.	1	\$50.00	\$50.00
Jul 31, 2017	SOCIAL MEDIA/EMAIL BLAST MONTHLY FEE APR 2017 Emails sent through Constant Contact to stakeholder list announcing upcoming committee meetings and monthly meetings. Also includes posting of meetings on CSPNC Facebook page.	1	\$25.00	\$25.00
Jul 31, 2017	Go Daddy Hosting Payment 14.99/mo. JUNE 2017 Website Hosting Monthly Renewal	1	\$14.99	\$14.99
Jul 31, 2017	Constant Contact -JUNE 2017 Constant Contact Service @ \$45 per month (reflects \$5 increase as of July 2017). Paid by Mailroom due to CSPNC purchase card on file no longer being valid.	1	\$45.00	\$45.00
May 24, 2017	Print Letters Send out 7 letters (letters can be viewed on website) \$5 per letter. Dated May 23, 2017-June 28, 2017	7	\$5.00	\$35.00
May 24, 2017	Postage Postage and envelopes	1	\$5.00	\$5.00
			Subtotal	\$323.99
			Shipping	\$0.00
			Total	\$323.99 USD

Notes

Thank you for using the Mailroom for your office needs.