September 23, 2020

TO: Beach Commission

FROM: Gary Jones, Director

SUBJECT: BEACH COMMISSION AGENDA – September 23, 2020

Enclosed is the agenda for your virtual Commission meeting of September 23, 2020, along with the reports related to Agenda Items 4A, 4B, 5A, 5B, 5C and the Beach Commission Attendance Report. The meeting will take place online via Zoom. Information about how to access the meeting online and/or by phone will be emailed to each of you and publicly posted prior to the meeting.

Please call me if you have any questions or need additional information.

GJ:CB:da

Enclosures
You are invited to a Zoom webinar.
When: Sep 23, 2020 09:30 AM Pacific Time (US and Canada)
Topic: LA County Beach Commission

Please click the link below to join the webinar:
https://zoom.us/j/94096826608
Or iPhone one-tap:
US: +14086380968,,94096826608# or +16699006833,,94096826608#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799
Webinar ID: 940 9682 6608
International numbers available: https://zoom.us/u/apoEolcuc

1. CALL TO ORDER

2. APPROVAL OF MINUTES

June 24, 2020
3. OLD BUSINESS

Department Response to COVID-19 (PRESENTATION)

4. NEW BUSINESS

A. Summer Activities Update (PRESENTATION)
B. Can the Trash! Program and Coastal Cleanup Month (PRESENTATION)
C. Bruce’s Beach (DISCUSSION)

5. STAFF REPORTS

A. Ongoing Activities Report (REPORT)
B. Beach Special Events/Activities (REPORT)
C. Beach Projects Report (REPORT)
D. Lifeguard Report (REPORT)

6. COMMISSIONER COMMENTS

7. COMMUNICATION FROM THE PUBLIC

Note: Members of the public who call into the meeting who wish to speak during public comment must provide their first and last name, email address, and topic or item number they would like to speak about.

8. NEXT MEETING DATE & LOCATION

October 28, 2020 9:30 a.m. / location to be determined.

PLEASE NOTE:

1. The Los Angeles County Board of Supervisors adopted Chapter 2.160 of the Los Angeles Code (Ord. 93-0031 § 2 (part), 1993), relating to lobbyists. Any person who seeks support or endorsement from the Beach Commission on any official actions must certify that he/she is familiar with the requirements of this ordinance. A copy of the ordinance can be provided prior to the meeting and certification is to be made before or at the meeting.

2. The agenda will be posted on the Internet and displayed at the following locations at least 72 hours preceding the meeting date:

Department of Beaches and Harbors’ Website Address: marinadelrey.lacounty.gov

Department of Beaches and Harbors Administration Building
Marina del Rey Information Center
4701 Admiralty Way
County of Los Angeles
Beach Commission
13837 Fiji Way, Marina del Rey, CA 90292
Phone: (424) 526-7900 Fax: (310) 822-0119
Web Page: http://beaches.lacounty.gov

13837 Fiji Way
Marina del Rey, CA 90292

Burton Chace Park Community Room
13650 Mindanao Way
Marina del Rey, CA 90292

Lloyd Taber – Marina del Rey Library
4533 Admiralty Way
Marina del Rey, CA 90292

Si necesita asistencia para interpretar esta informacion llame al (310) 305-9546.

ADA ACCOMMODATIONS: If you require reasonable accommodations or auxiliary aids and services such as material in alternate format or a sign language interpreter, please contact the ADA (Americans with Disability Act) Coordinator at (310) 305-9538 (Voice) or (TTY/TDD) users, please call the California Relay Service at 711. The ADA coordinator may be reached by email at rstassi@bh.lacounty.gov.

Laura Emdee, Chair
Cris B. Liban, Vice-Chair

Robert Bartlett
Jonathan M. Beutler
Drew Boyles
Kathryn E. Campbell
Rosi Dagit
Erin Darling
Teresa Furey

Keren M. Goldberg
Al Lay
Margaret Levy
Cris B. Liban
Candace Nafissi
Peter R. Olpe
Françoise Oszin

Anthea Raymond
Scott Sachs
Bruce Saito
Kurt Weideman
COUNTY OF LOS ANGELES BEACH COMMISSION
MINUTES OF JUNE 24, 2020, MEETING

COMMISSIONERS PRESENT
Laura Emdee, Chair
Cris B. Liban, Vice Chair
Robert Bartlett
Jonathan M. Beutler
Drew Boyles
Kathryn E. Campbell
Rosi Dagit
Teresa Furey
Keren M. Goldberg
Al Lay
Margaret Levy
Candace Nafissi
Peter R. Olpe
Francine Oschin
Anthea Raymond
Scott Sachs
Bruce Saito
Kurt Weideman

ABSENCES
Erin Darling

STAFF PRESENT
Gary Jones, Director, Beaches & Harbors
Amy Caves, Deputy Director
Carol Baker, Division Chief, Community & Marketing Services Division
Kenneth Foreman, Division Chief, Operational Services Division
Fernando Boiteux, Assistant Chief, Lifeguard Division, Los Angeles County Fire
Department

MEETING LOCATION
Held online via Webex

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Laura Emdee called the meeting to order at 9:30 a.m., provided meeting
instructions to participants and conducted roll call of the Commission.

2. APPROVAL OF MINUTES
Chair Emdee requested a motion to approve the February 26, 2020, minutes. Commissioner Kurt Weideman so moved; the motion was seconded by Commissioner Jonathan Beutler.

The minutes were approved.


Abstention: 1. Kathryn Campbell

3. ANNOUNCEMENTS and OLD BUSINESS

No announcements or old business.

4. NEW BUSINESS

A. DEPARTMENT RESPONSE TO COVID-19

Chair Emdee introduced Department of Beaches and Harbors Director Gary Jones, who reported on the Department’s response to COVID-19. Highlights included:

- March 16 – All County buildings are closed to the public and Department staff are instructed to telework if they can perform essential job functions. The Los Angeles County Office of Emergency Management begins moving campers to the Dockweiler RV Park for use as an isolation facility.
- March 23 – The Department closes all beach parking lots.
- March 27 – The Los Angeles County Department of Public Health (DPH) closes the beaches under the Safer at Home order through April 19.
- May 13 – Beaches reopen for active use only. Parking lots remain closed.
- May 22 – Beach bike paths and some parking lots reopen.
- June 11 – A revised public health order allows canopies, coolers and leisure activity on beaches.

Chair Emdee asked about the increase in the amount of trash at the beaches. Mr. Jones said maintenance crews are cleaning restrooms six times per day, making it difficult to keep up with the increased amount of trash the public is leaving.

Commissioner Francine Oschin asked how the Department was enforcing the face covering requirement. Mr. Jones said the Department has nine officers and limited enforcement capabilities.
The officers provide soft enforcement by educating beach patrons on COVID-19 safety. The areas adjacent to the beaches are under the authority of local law enforcement.

Commissioner Kathryn Campbell asked if regulations regarding beach sports are set at the county or city level. Mr. Jones said the DPH sets the restrictions. While DPH can establish stricter regulations for the beaches, it cannot loosen the state's restrictions. Hermosa Beach owns its beach, so it can further restrict activities at its beach.

Commissioner Goldberg asked if the beaches were in stage three or four in the reopening plan of the Department. Mr. Jones said the beaches are in stage three.

Commissioner Scott Sachs asked about COVID-19 protocols for summer beach camps. Mr. Jones said when a camp operator requests a permit, they are required to provide evidence of compliance with public health protocols. The Department's code enforcement officers periodically inspect the camps to ensure the protocols are posted.

Commissioner Anthea Raymond asked about beach restroom maintenance. She also asked if the Department is enforcing the current ban on dogs at the beach. Mr. Jones said COVID-19 cleaning and sanitation protocols have been established for beach restrooms. Crews wear N95 face masks, eye protection, and full suit coverings. The Department is still enforcing the no animals on the beach regulation.

Commissioner Margaret Levy asked if beaches will be closed over the July 4 holiday weekend. Mr. Jones said the Department has no plans to close the beaches at this time.

5. STAFF REPORTS

A. BEACH AND MARINA DEL REY SPECIAL EVENTS

Ms. Baker submitted the report. Due to strict COVID-19 protocols, almost every beach event was cancelled. The new "To Go!" format of the weekly Beach Eats! event at Marina "Mother’s" Beach has been a success. The Marina del Rey Farmers Market has had record numbers of patrons on Saturdays.

Ms. Baker also said many staff members have been working as disaster service workers (DSWs) and contact tracers while the Department's facilities remain closed to the public.

B. BEACH PROJECTS REPORT

Division Chief Kenneth Foreman submitted the report. He said the Surfrider stair project would be completed within a few weeks. Several projects are scheduled to start in the fall based on the availability of other county agencies. Enhanced beach maintenance
protocols are being followed, with 40 staff working during the day and 20 at night for restroom maintenance. Beach maintenance is difficult due to lower staff availability and higher beach attendance, and he said staff is doing a tremendous job.

C. LIFEGUARD REPORT

Assistant Chief Fernando Boiteux of the Los Angeles County Fire Department Lifeguard Division said in 30 years of service he has never experienced such challenges regarding the public’s treatment of lifeguards and beach ordinances. Due to COVID-19, the junior lifeguard program was suspended, and about 120 lifeguard personnel were reassigned as DSWs. Only two of more than 820 lifeguard personnel contracted COVID-19. During civil unrest and protests, lifeguard towers in Santa Monica and Venice were vandalized, burned or otherwise damaged. Beach attendance increased significantly compared to last year, from 5 million visitors in May and June 2019 to more than 8 million visitors during the same time period in 2020. Beach rescues increased from about 700 to more than 2,000 in that same time period.

Chair Emdee expressed her support for all lifeguards and staff on behalf of the Beach Commission and apologized for others’ hostility. She asked Commissioners to contact their networks to remind people to remain respectful to everyone.

Commissioner Al Lay said he appreciated Chief Boiteux and the Lifeguard Division. He also advocated for more law enforcement on the beaches.

Commissioner Bartlett asked whether the phone system issues between the towers and Lifeguard Headquarters were repaired. Chief Boiteux said he was aware of the phone issues, but these issues did not affect public safety.

Commissioner Keren Goldberg expressed her appreciation and support of the lifeguards. She also commented on the anger, frustration and hostility in the community during the COVID-19 pandemic.

6. COMMISSIONER COMMENTS

No Commissioner comments.

7. COMMUNICATION FROM THE PUBLIC

No comments from the public.
The next Beach Commission meeting is scheduled for September 23, 2020 at 9:30 a.m. The location is to be determined.

ADJOURNMENT

Chair Emdee asked for a motion to adjourn. Commissioner Francine Oschin so moved; the motion was seconded by Commissioner Dagit. There were no objections. Chair Emdee adjourned the meeting at 11:09 a.m.

Respectfully Submitted, Donalyn Anderson
Commission Secretary
September 23, 2020

TO: Beach Commission
FROM: Gary Jones, Director

SUBJECT: Item 4A – SUMMER ACTIVITIES UPDATE

Division Chiefs Carol Baker and Kenneth Foreman will present a PowerPoint summarizing activity on beaches this summer.

GJ:CB:da
September 23, 2020

TO: Beach Commission
FROM: Gary Jones, Director

SUBJECT: Item 4B – CAN THE TRASH!

Program Manager Joan Hernandez will present a PowerPoint of Beaches and Harbors’ Can the Trash! (CtT!) 2020 campaign and the modified 2021 launch. The presentation will include the winning artwork from the previous year’s 2020 CtT! campaign. The presentation will also describe the recent 2021 launch and how we have adjusted the campaign in light of COVID-19.

To view artwork from the 2020 winners, visit: https://beaches.lacounty.gov/postercontest/
SUBJECT: Item 4C - BRUCE’S BEACH

Submitted by Chair Emdee

Thank you to Commissioner Anthea Raymond for requesting this topic.

History of Bruce’s Beach, Manhattan Beach

In 1912, Manhattan Beach had a population of 1,000 people. Manhattan Beach was connected to Los Angeles via a very popular Red Car rail line. With regard to the land, 25 lots were sold to 21 white families and to four black families. Three of the black families built structures. One black family, the Bruce Family, built a very successful business. The business was actually run by Mrs. Willa Bruce. Mr. Bruce had a job that required him to travel quite a bit. The white families did not build structures on their land. None of the other black families lived in Manhattan Beach. They rode the Red Car to their beach property.

The City eventually wanted the land for a park and began imminent domain proceedings. The City of Manhattan Beach says everyone was paid above market value. Twenty-four of the 25 landowners agreed, but the Bruce Family did not agree. The judge in the imminent domain case agreed to the imminent domain taking only if anyone affected could buy somewhere else in Manhattan Beach. Three black families did relocate in Manhattan Beach. In 1929, 28% of the settlement went to the Bruce Family.

The same year as the settlement, the Great Depression struck. In 1940, the Red Line stopped running. Soon after, World War II began. As a result, the park was not built until
the 1950's/early 60's and was dubbed Bayview Terrace. In 2006, it was renamed Bruce's Beach.

LA County's lifeguard station sits on the Bruces' two lots.

GJ:LE:CB
September 23, 2020

TO: Beach Commission

FROM: Gary Jones, Director

SUBJECT: ITEM 5A - ONGOING ACTIVITIES REPORT

BOARD ACTIONS ON ITEMS RELATING TO BEACHES

On September 1, 2020, the Los Angeles County Board of Supervisors unanimously approved Supervisor Kuehl’s recommendation regarding Gladstones rent relief.

In doing so, the Board authorized the Director of Beaches and Harbors to negotiate and execute an amendment to the existing concession agreement with Sea View Restaurants, Inc. (Concessionaire) that includes the following terms:

Effective June 1, 2020, Concessionaire shall pay to the County percentage rent only, at such rates as may be negotiated by the parties;

Any reductions in percentage rental rates shall be effective only for such time as the applicable County Public Health Order restricts restaurants from operating below 100% capacity (i.e., 707 seats at Concessionaire’s restaurant), or until October 31, 2021, whichever is later;

Guaranteed operation through at least October 31, 2021; In the event of a delay in commencement of construction by the new operator beyond the current expiration of the concession agreement (October 31, 2022), Concessionaire shall have a right of first refusal for any short-term extension that the County may wish to grant, on terms to be negotiated at that time, so that the building does not become vacant and ensure continuous restaurant operations at the site;
Personal guaranty related to the current concession agreement will remain in effect throughout the term and any extension thereof, including pursuant to the right of first refusal described above;

Authorize the Director to execute any other ancillary or related documents that may be required to effectuate the amendment.
September 23, 2020

TO: Beach Commission
FROM: Gary Jones, Director
SUBJECT: ITEM 5B – BEACH AND MARINA DEL REY SPECIAL EVENTS

BEACH EVENTS

COASTAL CLEANUP MONTH 2020
Daily through September 30, 2020
8:00 a.m.

Join Heal the Bay as we come together (at a safe distance) to help protect and clean our streets, parks, local shoreline and the areas we love. During Coastal Cleanup Month we spend the entire month of September celebration our watersheds and coastline with decentralized cleanups and programming.

For more information: Call 1 (800) Heal-Bay ext. #145 or visit healthebay.org/coastalcleanupmonth/

MARINA DEL REY EVENTS

BEACH EATS TO GO - GOURMET FOOD TRUCK EVENT
14101 Panay Way • Marina del Rey
Thursday through October 29, 2020
5:00 p.m. – 9:00 p.m.

The Los Angeles County Department of Beaches and Harbors (Department) hosts a “to go” gourmet food truck event in Marina del Rey that offers a variety of delectable savory foods. Order online only at bestfoodtrucks.com/beacheatstogo and then pick up your delicious food “to go” from Parking Lot #11 at 14101 Panay Way. A face cover and physical distancing of at least 6 feet from others are required. The weekly assortment of food trucks will vary along with menu options, such as gourmet burgers, hot dogs, tacos, lobster rolls, and more.

For more information: Call the Marina del Rey Visitors Center at (424) 526-7900 or visit beaches.lacounty.gov

MARINA DEL REY FARMERS’ MARKET
Parking Lot #11 • 14101 Panay Way • Marina del Rey
Saturdays
Senior Hour: 8:00 a.m. – 9:00 a.m.
Regular Market Hours: 9:00 a.m. – 2:00 p.m.

The Department, in collaboration with Southland Farmers’ Markets Association, is offering the Marina del Rey Farmers’ Market on Saturdays. The Marina del Rey Farmers’ Market offers fresh, locally grown organic and conventionally grown fruits and veggies. Also available are prepackaged foods and much more! Paid parking is available for 25 cents for every 10 minutes. A face cover and 6-foot physical distancing from others is required.

For more information: Call the Marina del Rey Visitors Center at (424) 526-7900 or visit beaches.lacounty.gov

W.A.T.E.R PROGRAM FALL & WINTER SAILING
Burton Chace Park • 13640 Mindanao Way • Marina del Rey
2020 Afternoon Session Sailing Class Dates - All Levels Each Week

Los Angeles County Lifeguards will instruct sailing courses teaching students basic sailing knowledge and terms, boat maintenance and rigging, knot tying, tacking, docking and instruction to ocean sailing. Students will learn to sail on 14-foot Capri sailboats (with main sail and jib) and Laser sailboats. In the final days of the session, students will get experience on Catalina 275 Sport.

Financial aid is available for qualified families. Please call for details.
September:

    September 28 – October 2

October:

    October 5 – 9
    October 12 – 16
    October 19 – 23
    October 26 – 30

November:

    November 2 – 6
    November 9 – 13
    November 16 – 20
    November 30 – December 4

December:

    December 7 – 11
    December 14 – 18

Ages: 11 - 17 years old
Class Size: 6 – 10 students with 3 Lifeguard instructors
Fee: $224 for 5-day session
1:00 p.m. – 5:00 p.m.

*NOTE: Applicants must successfully complete a 100-yard swim test in 2 minutes and 20 seconds to be eligible for Beginning Sailing.

For more information: Call (424) 526-7888 or visit marinadelrey.lacounty.gov
September 23, 2020

TO: Beach Commission
FROM: Gary Jones, Director

SUBJECT: ITEM 5C – BEACH PROJECTS REPORT

Item 5C on your agenda provides the Commission with a listing of the Department’s beach projects that exceed $50,000 and are being planned, designed, or are under construction.

SUPERVISORIAL DISTRICT 3

- Nicholas Canyon – Replace stair structure – estimated cost $700,000
- Nicholas Canyon – Beach bluff stabilization, strategic retreat, new restroom, and parking lot repair – estimated cost $7,500,000
- Zuma Beach – Renovate restrooms (#2, #4, #5, #6, #7 and #8) – estimated cost $9,689,000
- Zuma Beach – Install sewer liners – estimated cost $82,000
- Point Dume Beach – Renovate restrooms (#1, #2, and #3) – estimated cost $3,000,000
- Malibu Surfrider – Renovate restroom – estimated cost $550,000
- Malibu Surfrider – Renovate stairs – estimated cost $200,000
- Topanga Beach – Replace viewing deck stairs – estimated cost $125,000
- Venice Beach – Maintenance Yard renovation and Lifeguard Headquarters demolition – estimated cost $654,000

SUPERVISORIAL DISTRICT 4

- Dockweiler Beach – RV Water line replacement – estimated cost $645,000
- Dockweiler Beach – RV Park and Office expansion – estimated cost $4,165,000
- White Point – Sewer Main Installation and Restroom Building Refurbishment – estimated cost $3,050,000
- Royal Palms – New Septic System Project - estimated cost $1,500,000
SUPERVISORIAL DISTRICT 3

Nicholas Canyon Stair structure replacement – $700,000
The project includes development of plans for approval by Building and Safety to rebuild the stair structure and pylons that were burned during the Woolsey fire.

Status: Drawings have been approved by Building and Safety. Due to the changes with the footings and COVID 19, the projected cost and dates have been increased. Currently, the County's Internal Services Department (ISD) is waiting for approval from the Chief Executive Office. The Department is using an ISD estimate rather than a contractor's bid while approval is being sought. Project is delayed until funding is identified.

Nicholas Canyon Beach Bluff Stabilization, Strategic Retreat, New Restroom, Parking Lot Repair – $7,500,000
The project includes development of a concept plan to remove the existing facilities at the end of Nicholas Canyon Beach, including the restrooms and septic system; picnic area adjacent to restrooms; and perform slope stabilization. A new restroom would be added at to the bluff-top public parking lot with a new septic system, and the parking lot would be repaired.

Status: The Department is looking into utilizing Measure A funds to develop a concept plan that will remove the restroom and picnic tables; decommission the septic tank; stabilize and restore the bluff; and add a new modular restroom at the parking lot area. The new restroom and parking lot repair projects have been added to the bluff stabilization scope as a consolidated project.

Zuma Beach Restrooms Renovation (#2, #4, #5, #6, #7, and #8) – $9,689,000
The scope of work includes repairing the damaged block wall; removing and installing a new tile roof; replacing the existing floor and wall tiles; installing new toilet and sink fixtures; and installing new partitions with benches and grab bars to comply with ADA. A new path of travel will be installed for ADA at all locations.

Status: Due to additional scope added to the project site, the 90% plans are being revised. Plans submitted to B&S 8/26/2020. Construction is scheduled to begin in January 2021.

Zuma Beach Sewer Liners Installation – $82,000
The scope includes installing liners in the sewage lines from restrooms #1 – #9 to the septic system.

Status: Drawings are at 100%. Project is scheduled to begin in January 2021.
Point Dume Beach Restrooms Renovation (#1, #2, and #3) – $3,000,000
The scope of work includes renovating three existing restroom buildings.

Status: 100% construction documents under review at County Building and Safety. Construction is scheduled to begin fall 2020.

Malibu Surfrider Restroom Renovation – $550,000
The scope includes replacing old plumbing fixtures with more efficient fixtures; replacing the partitions and benches; adding hand dryers; replacing the doors and tile; repairing the damaged sewer laterals; refinishing the floors; and painting the interior and exterior of the building. Compliance with ADA will be addressed during the construction.

Status: Project is scheduled to begin winter 2021.

Malibu Surfrider Stair Renovation – $200,000
The scope includes replacing stair structure with new landings and ADA compliant handrails. The plans have Building and Safety approval. Compliance with ADA will be addressed during the construction.

Status: Project is scheduled to be completed by September 18, 2020.

Topanga Beach Viewing Deck Stairs Replacement – $125,000
The scope of work includes developing a set of plans for approval by Building and Safety; removing the existing stair structure; and installing a new one with a new tile deck.

Status: Working with the County’s Internal Services Department to schedule a project scoping meeting.

Venice Beach Maintenance Yard Renovation and Lifeguard Headquarters Demolition – $654,000
The project consists of the demolition of the existing lifeguard tower, roof repairs, and improvements to the maintenance yard. The removal of the tower and subsequent improvements to the maintenance yard will be done in two phases. Phase I will remove the tower and repair the roof structure. Phase II will include refurbishment of the entire building.

Status: Plans were approved by County Building and Safety in August. The project is now on hold until a funding source is determined.
SUPERVISORIAL DISTRICT 4

Dockweiler RV Water Line Replacement – $645,000
The scope of work includes disconnecting and abandoning an existing water line and adding two new water mains and two new meters to service the RV Park.

Status: The water line within the RV Park has been replaced and needs to connect to a new line and water meter that is being installed by L.A. City’s Department of Water and Power. Project is scheduled to be completed in January 2021.

Dockweiler RV Park and Office Expansion – $4,165,000
Project includes expansion of RV Park to provide 23 campervan campground spaces, including ADA accessibility. Office expansion consists of improvements to accommodate current and future staff, storage needs, and ADA accessibility.

Status: The Board of Supervisors approved the two projects on June 9, 2020. Construction for the RV Park Expansion project is scheduled to start in October, with projected completion in April (6 months duration). The RV Park Office expansion project is tentatively due to return to the Board in November 2020.

White Point Sewer Main Installation and Restroom Building Refurbishment – $3,050,000
Installation of new sewer line and pump station for existing park restrooms, and refurbishment of restroom building, including repairs to structural, roof, plumbing, and electrical systems; new interior and exterior finishes; hazardous material abatement; and ADA accessibility improvements.

Status: The Department of Public Works required an increase in the size of the sewer pumps which resulted in an electrical redesign. Revised 90% construction documents are under review at County Building and Safety.

Royal Palms New Septic System Project – $1,500,000
Installation of a new onsite wastewater treatment system for the Royal Palms Beach Restroom

Status: The Department of Public Works is currently resolving plan check comments. Revised 90% construction documents are under review at County Building and Safety.

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INACTIVE MEMBERS (Missed three or more meetings in a row)

** Resigned this year

No regularly scheduled meetings in July, August or December  *=No meeting  X=Present  □=Absent  □=Absent due to Expired Term  ***=Board Removal