



City of Industry Property and Housing Management Authority

REGULAR MEETING AGENDA
OCTOBER 9, 2024
10:30 a.m.

Chair Ken Calvo
Vice Chair Tim Seal
Board Member Jim Bickel
Board Member Phil Cook
Board Member Timothy O’Gorman

Location: City Council Chambers, 15651 Mayor Dave Way, City of Industry, California

Addressing the Authority:

- < **Agenda Items:** Members of the public may address the Authority on any matter listed on the Agenda. In order to conduct a timely meeting, there will be a one-minute time limit per person for any matter listed on the Agenda. Anyone wishing to speak to the Authority is asked to complete a Speaker’s Card which can be found at the back of the room and at each podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called and prior to the individual being heard by the Authority.
- < **Public Comments (Non-Agenda Items):** Anyone wishing to address the Authority on an item not on the Agenda may do so during the “Public Comments” period. In order to conduct a timely meeting, there will be a one-minute time limit per person for the Public Comments portion of the Agenda. State law prohibits the Authority from taking action on a specific item unless it appears on the posted Agenda. Anyone wishing to speak to the Authority is asked to complete a Speaker’s Card which can be found at the back of the room and at each podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called by the City Clerk and prior to the individual being heard by the Authority.

At the time of publication, no Board Members intend to take part in the meeting remotely under the provisions of AB 2449. Should that change between the time of publication and the start of the meeting, a live webcasting of the meeting will be accessible via the link, meeting ID, and meeting passcode listed below. Whenever possible, an announcement will be made at the start of the meeting via the live webcast to confirm whether or not a Board Member will join remotely. If they will not be joining remotely, then the live webcast will terminate after the announcement.

www.microsoft.com/microsoft-teams/join-a-meeting

Meeting ID: 274 395 321 974

Passcode: 5KZiJd

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Or call in (audio only)

+1 657-204-3264 United States

Phone Conference ID: 325 400 556#

Americans with Disabilities Act:

- < In compliance with the ADA, if you need special assistance to participate in any City meeting (including assisted listening devices), please contact the City Clerk’s Office (626) 333-2211. Notification of at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

Agendas and other writings:

< In compliance with SB 343, staff reports and other public records permissible for disclosure related to open session agenda items are available at City Hall, 15625 Mayor Dave Way, Suite 100, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Thursday 8:00 a.m. to 5:00 p.m., Friday 8:00 a.m. to 4:00 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.

1. Call to Order
2. Flag Salute
3. AB 2449 Vote on Emergency Circumstances (if necessary)
4. Roll Call
5. Presentations – IPHMA Milestone Recognition
6. **CONSENT CALENDAR**
 - 6.1 Consideration of the Register of Demands for October 9, 2024

RECOMMENDED ACTION: Approve the Register of Demands.
 - 6.2 Consideration of the minutes of July 10, 2024 regular meeting

RECOMMENDED ACTION: Approve as submitted.
7. **ACTION ITEMS-NONE**
8. **PUBLIC HEARINGS- NONE**
9. **CLOSED SESSION -NONE**
10. **EXECUTIVE DIRECTOR REPORTS**
11. **AB 1234 REPORTS**
12. **BOARD MEMBER COMMUNICATIONS**
13. **PUBLIC COMMENTS**
14. Adjournment. Next regular meeting: Wednesday, November 13, 2024, at 10:30 a.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 6.1

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY


AUTHORIZATION FOR PAYMENT OF BILLS

Board Meeting October 9, 2024

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
124	IPHMA - CAPITAL IMPROVEMENT	2,722.50
160	INDUSTRY PROPERTY & HOUSING	58,129.99
TOTAL ALL FUNDS		60,852.49

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.WF.CHK	WELLS FARGO CHECKING	60,852.49
TOTAL ALL BANKS		60,852.49

APPROVED PER EXECUTIVE DIRECTOR



DATE

10/3/24

**Industry Property and Housing Management Authority
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October 9, 2024**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200707	09/11/2024		INDUSTRY PUBLIC UTILITIES	\$2,827.31
	Invoice	Date	Description	Amount
	2025-00000401	09/01/2024	6/17-8/19/24 SVC-HANDORF LOOP RD-IRRIG BOOSTER	\$84.31
	2025-00000402	09/01/2024	6/17-8/19/24 SVC-HANDORF LOOP RD-IRRIGATION	\$59.35
	2025-00000403	09/01/2024	6/17-8/19/24 SVC-14063 PROCTOR	\$157.63
	2025-00000404	09/01/2024	6/17-8/19/24 SVC-16200 TEMPLE CONDOS A & B	\$431.35
	2025-00000405	09/01/2024	6/17-8/19/24 SVC-16200 TEMPLE CONDOS C & D	\$521.07
	2025-00000406	09/01/2024	6/17-8/19/24 SVC-16212 TEMPLE	\$295.85
	2025-00000407	09/01/2024	6/17-8/19/24 SVC-16217 TEMPLE	\$251.43
	2025-00000408	09/01/2024	6/17-8/19/24 SVC-16218 TEMPLE	\$117.31
	2025-00000409	09/01/2024	6/17-8/19/24 SVC-16220 TEMPLE	\$104.11
	2025-00000410	09/01/2024	6/17-8/19/24 SVC-16224 TEMPLE	\$138.25
	2025-00000411	09/01/2024	6/17-8/19/24 SVC-16227 TEMPLE	\$104.11
	2025-00000412	09/01/2024	6/17-8/19/24 SVC-16229 TEMPLE	\$114.01
	2025-00000413	09/01/2024	6/17-8/19/24 SVC-16238 TEMPLE	\$115.15
	2025-00000414	09/01/2024	6/17-8/19/24 SVC-16242 TEMPLE	\$128.35
	2025-00000415	09/01/2024	6/17-8/19/24 SVC-16200 TEMPLE BUNKHOUSE	\$205.03
200708	09/11/2024		LA PUENTE VALLEY COUNTY WATER	\$1,901.59
	Invoice	Date	Description	Amount
	2025-00000348	09/01/2024	6/17-8/19/24 SVC-15652 NELSON	\$303.79
	2025-00000349	09/01/2024	6/17-8/19/24 SVC-15702 NELSON	\$320.39
	2025-00000350	09/01/2024	6/17-8/19/24 SVC-15714 NELSON	\$274.74
	2025-00000351	09/01/2024	6/17-8/19/24 SVC-15722 NELSON	\$390.94
	2025-00000352	09/01/2024	6/17-8/19/24 SVC-15730 NELSON	\$307.94
	2025-00000353	09/01/2024	6/17-8/19/24 SVC-15736 NELSON	\$303.79

**Industry Property and Housing Management Authority
Board Meeting
October 9, 2024**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200709	09/11/2024		ROWLAND WATER DISTRICT	\$507.23
	Invoice	Date	Description	Amount
	2025-00000345	08/28/2024	7/7-8/6/24 SVC-17217 & 17229 CHESTNUT-IRR	\$271.63
	2025-00000346	08/28/2024	7/7-8/6/24 SVC-17217 CHESTNUT ST	\$148.40
	2025-00000347	08/28/2024	7/7-8/6/24 SVC-17229 CHESTNUT ST	\$87.20
200710	09/11/2024		SOCALGAS	\$25.75
	Invoice	Date	Description	Amount
	2025-00000400	09/04/2024	7/31-8/30/24 SVC-16200 TEMPLE APT 202	\$25.75
200711	09/18/2024		SOUTHERN CALIFORNIA EDISON	\$22.52
	Invoice	Date	Description	Amount
	2025-00000485	09/12/2024	8/13-9/11/24 SVC-20137 E WALNUT DR S	\$22.52
200712	09/18/2024		WALNUT VALLEY WATER DISTRICT	\$83.52
	Invoice	Date	Description	Amount
	5099686	09/11/2024	8/1-8/31/24 SVC-22002 VALLEY BLVD	\$43.98
	5104126	09/11/2024	8/2-9/3/24 SVC-20137 WALNUT DR	\$39.54
200713	10/09/2024		CNC ENGINEERING	\$12,297.50
	Invoice	Date	Description	Amount
	511106	09/26/2024	MISC HOUSING CAPITAL IMPROVEMENTS	\$2,722.50
	511090	09/26/2024	GENERAL ENG SVC/MAINT-16212 TEMPLE AVE	\$195.00
	511091	09/26/2024	GENERAL ENG SVC/MAINT-16229 E TEMPLE AVE	\$97.50
	511092	09/26/2024	GENERAL ENG SVC/MAINT-16200 TEMPLE AVE UNIT B	\$97.50
	511093	09/26/2024	GENERAL ENG SVC/MAINT-15702 NELSON AVE	\$292.50
	511094	09/26/2024	GENERAL ENG SVC/MAINT-16224 E TEMPLE AVE	\$363.75

**Industry Property and Housing Management Authority
Board Meeting
October 9, 2024**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	511095	09/26/2024	GENERAL ENG SVC/MAINT-16227 E TEMPLE AVE	\$120.00
	511096	09/26/2024	GENERAL ENG SVC/MAINT-16238 E TEMPLE AVE	\$120.00
	511097	09/26/2024	GENERAL ENG SVC/MAINT-16220 E TEMPLE AVE	\$607.50
	511098	09/26/2024	GENERAL ENG SVC/MAINT-17229 CHESTNUT ST	\$97.50
	511099	09/26/2024	GENERAL ENG SVC/MAINT-15730 NELSON AVE	\$97.50
	511100	09/26/2024	GENERAL ENG SVC/MAINT-16200 E TEMPLE AVE UNIT	\$315.00
	511101	09/26/2024	GENERAL ENG SVC/MAINT-17217 CHESTNUT ST	\$363.75
	511102	09/26/2024	GENERAL ENG SVC/MAINT-16217 E TEMPLE AVE	\$731.25
	511103	09/26/2024	GENERAL ENG SVC/MAINT-16242 E TEMPLE AVE	\$247.50
	511104	09/26/2024	GENERAL ENG SVC/MAINT-15714 NELSON AVE	\$180.00
	511105	09/26/2024	GENERAL ENGINEERING	\$5,648.75
200714	10/09/2024		IPHMA - PAYROLL ACCOUNT	\$5,000.00
	Invoice	Date	Description	Amount
	SEP-24	09/30/2024	REPLENISH PAYROLL ACCT FOR SEPTEMBER 2024	\$5,000.00
200715	10/09/2024		JANUS PEST MANAGEMENT	\$60.00
	Invoice	Date	Description	Amount
	275217	09/09/2024	PEST CONTROL SVC-16212 TEMPLE AVE	\$60.00
200716	10/09/2024		KLINER'S PLUMBING, INC.	\$3,009.41
	Invoice	Date	Description	Amount
	13665	09/23/2024	PLUMBING MAINT SVC-16000 TEMPLE AVE-CONDO A	\$185.00
	13661	08/26/2024	PLUMBING MAINT SVC-URGENT LEAK REPAIRS@1721	\$725.00
	13705	09/16/2024	PLUMBING MAINT SVC-IPHMA @16220 TEMPLE AVE	\$375.00
	13700	09/13/2024	PLUMBING MAINT SVC-IPHMA@16242 TEMPLE AVE	\$474.41
	13701	09/13/2024	PLUMBING MAINT SVC-IPHMA@16224 TEMPLE AVE	\$185.00

**Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	13704	09/13/2024	PLUMBING MAINT SVC-IPHMA@16000 TEMPLE UNIT C	\$285.00
	13709	09/17/2024	PLUMBING MAINT SVC-IPHMA@16217 TEMPLE AVE	\$285.00
	13726	09/24/2024	PLUMBING MAINT SVC-16200 TEMPLE AVE	\$495.00
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200717	10/09/2024		MORTISE & TENON BUILDING CORP	\$6,050.00
	Invoice	Date	Description	Amount
	53	08/20/2024	EXTEND BACKYARD DRAIN LINE, REPAIR WINDOW @	\$5,800.00
	74	09/24/2024	HANDYMAN MAINT SVC-15652 NELSON	\$250.00
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200718	10/09/2024		SATSUMA LANDSCAPE & MAINT.	\$26,257.66
	Invoice	Date	Description	Amount
	0824EHNHCS1	08/30/2024	AUG 2024 LANDSCAPE MAINT	\$26,257.66
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200719	10/09/2024		TEMP AIR SYSTEM INC.	\$2,810.00
	Invoice	Date	Description	Amount
	19928	08/23/2024	AC MAINT SVC-16217 TEMPLE AVE	\$420.00
	19575	07/18/2024	HVAC PRESSURE LEAK TEST-15702 NELSON	\$1,400.00
	20014	09/03/2024	AC MAINT SVC-15702 NELSON	\$795.00
	20016	09/05/2024	AC MAINT SVC-16212 TEMPLE AVE	\$195.00

Checks	Status	Count	Transaction Amount
	Total	13	\$60,852.49

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 6.2

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JULY 10, 2024
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The Regular Meeting of the Industry Property and Housing Management Authority of the City of Industry, California, was called to order by Chair Ken Calvo at 10:30 a.m., in the City of Industry Council Chamber, 15651 Mayor Dave Way, California.

FLAG SALUTE

The flag salute was led by Chair Ken Calvo.

AB 2449 VOTE ON EMERGENCY CIRCUMSTANCES (IF NECESSARY)

There was no need for AB 2449 vote since there were no Board Members taking part remotely. The webcast was then terminated.

ROLL CALL

PRESENT: Ken Calvo, Chair
James Bickel, Board Member
Phil Cook, Board Member
Timothy O’Gorman, Board Member

ABSENT: Tim Seal, Vice Chair

STAFF PRESENT: Bing Hyun, Assistant Executive Director; James M. Casso, General Counsel; Mat Hudson, Engineering Manager; and Julie Gutierrez Robles, Secretary.

PRESENTATION

There were none.

CONSENT CALENDAR

There were no public comments.

6.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR JUNE 12, 2024

RECOMMENDED ACTION:
Demands.

Approve the Register of

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
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Board Member McPeak asked for an explanation about check# 200667, on the Register of Demands (Invoice # 510505 for \$4296.25 to IPH MGMT AUTHORITY ISSUES). Field Operation Project Manager, Justin Aguilar, with CNC Engineering explained this was a sum of money added together for multiple homes, on multiple days for general housing repairs, including termite inspections.

There were no public comments.

MOTION BY BOARD MEMBER COOK, AND SECOND BY BOARD MEMBER O'GORMAN TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	BICKEL, COOK, O'GORMAN, C/CALVO
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	VC/SEAL
ABSTAIN	BOARD MEMBERS:	NONE

ACTION ITEMS

7.1 CONSIDERATION OF RESOLUTION NO. IPHMA 2024-08, A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY, APPROVING BLANKET PURCHASE ORDERS ("BPOS") FOR VENDORS TOTALING \$10,000.00 AND OVER FOR FY 2024-2025

RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2024-08.

Financial Analyst II, Mila Milivoievici, provided a staff report and explained how approving this resolution, regarding blanket purchase orders, would streamline the purchasing process and assist staff to efficiently obtain goods and services, to tend to its day-to-day operations. This is a formal review done annually at the new fiscal year. Mila Milivoievici was available to answer any questions.

There were no public comments.

MOTION BY BOARD MEMBER COOK, AND SECOND BY BOARD MEMBER O'GORMAN TO ADOPT RESOLUTION NO. IPHMA 2024-08. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
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AYES:	BOARD MEMBERS:	BICKEL, COOK, O'GORMAN, C/CALVO
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	VC/SEAL
ABSTAIN	BOARD MEMBERS:	NONE

PUBLIC HEARING - NONE

CLOSED SESSION - NONE

EXECUTIVE DIRECTOR REPORTS

There were none.

AB 1234 REPORTS

There were none.

BOARD MEMBER COMMUNICATIONS

There were none.

PUBLIC COMMENTS

There were none.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:39 a.m.

Ken Calvo
Chair

Julie Gutierrez-Robles
Secretary