



## **City of Industry Property and Housing Management Authority**

Regular Meeting Agenda  
September 7, 2016  
2:00 p.m.

Chairman Joseph Emmons  
Board Member Saul Jauregui  
Board Member Mike Reible

Location: City Council Chamber, 15651 East Stafford Street, City of Industry, California

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### **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 three-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 three-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.*

### **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 East Stafford Street, Suite 100, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Friday 9:00 a.m. to 5:00 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.*

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1. Call to Order
  2. Flag Salute
  3. Roll Call
  4. Public Comments

5. **BOARD MATTERS**

5.1 Consideration of the Register of Demands

*RECOMMENDED ACTION: Approve the Register of Demands and authorize the appropriate Authority Officials to pay the bills.*

5.2 Consideration of the minutes of the June 8, 2016 regular meeting; June 30, 2016 special meeting; and July 13, 2016 regular meeting

*RECOMMENDED ACTION: Approve as submitted.*

6. **CLOSED SESSION**

6.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4):  
One Potential Case

7. Adjournment. Next regular meeting: Wednesday, October 12, 2016 at 2:00 p.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.1

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**

AUTHORIZATION FOR PAYMENT OF BILLS

Board Meeting September 7, 2016

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	36,383.58

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	36,383.58

**Industry Property and Housing Management Authority  
Board Meeting  
September 7, 2016**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>20869</b>	08/09/2016		<b>ROWLAND WATER DISTRICT</b>	<b>\$130.98</b>
	Invoice	Date	Description	Amount
	2017-00000102	07/27/2016	06/15-07/25/16 SVC - 17217 CHESTNUT	\$41.73
	2017-00000103	07/27/2016	06/15-07/25/16 SVC - 17229 CHESTNUT	\$89.25
<b>20870</b>	08/16/2016		<b>SO CALIFORNIA EDISON COMPANY</b>	<b>\$60.93</b>
	Invoice	Date	Description	Amount
	2017-00000116	08/08/2016	07/05-08/03/16 SVC - 15722 NELSON AVE	\$60.93
<b>20871</b>	08/18/2016		<b>GAS COMPANY, THE</b>	<b>\$10.87</b>
	Invoice	Date	Description	Amount
	2017-00000130	08/09/2016	07/07-08/05/16 SVC - 15722 NELSON AVE	\$10.87
<b>20872</b>	08/18/2016		<b>INDUSTRY PUBLIC UTILITY</b>	<b>\$36.34</b>
	Invoice	Date	Description	Amount
	2017-00000131	08/11/2016	07/10-08/10/16 SVC - 17217 CHESTNUT ST	\$12.34
	2017-00000132	08/11/2016	07/12-08/10/16 SVC - 16217 TEMPLE AVE	\$11.16
	2017-00000133	08/11/2016	07/10-08/10/16 SVC - 16224 TEMPLE AVE	\$12.84
<b>20873</b>	08/18/2016		<b>WALNUT VALLEY WATER DISTRICT</b>	<b>\$208.14</b>
	Invoice	Date	Description	Amount
	2380859	08/10/2016	07/06-08/03/16 SVC - 22002 (22036) VALLEY BLVD	\$46.24
	2382394	08/11/2016	07/07-08/04/16 SVC - 20137 WALNUT DR.	\$161.90
<b>20874</b>	08/29/2016		<b>HOME DEPOT CREDIT SERVICE</b>	<b>\$50.00</b>
	Invoice	Date	Description	Amount
	7972502	07/20/2016	CARPET MEASURING - 16217 TEMPLE AVE	\$50.00
<b>20875</b>	08/29/2016		<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$3,000.00</b>
	Invoice	Date	Description	Amount
	AUG-16	08/29/2016	REIMBURSE PAYROLL - AUGUST 2016	\$3,000.00

**Industry Property and Housing Management Authority  
Board Meeting  
September 7, 2016**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>20876</b>	09/07/2016		<b>ABORTA-BUG PEST CONTROL</b>	<b>\$265.00</b>
	Invoice	Date	Description	Amount
	18705	08/06/2016	PEST SVC FOR ANTS - 16218 TEMPLE AVE	\$95.00
	18706	08/06/2016	PEST SVC FOR COCKROACHES - 15702 NELSON	\$170.00
<b>20877</b>	09/07/2016		<b>AIR-BREE, INC</b>	<b>\$127.50</b>
	Invoice	Date	Description	Amount
	I160620350	06/20/2016	A/C REPAIR - 16229 TEMPLE AVE	\$127.50
<b>20878</b>	09/07/2016		<b>CNC ENGINEERING</b>	<b>\$10,591.56</b>
	Invoice	Date	Description	Amount
	45033	06/30/2016	IPHMA ISSUES - MISC/GENERAL	\$1,855.00
	45132	07/28/2016	BUILDING REMODEL AT 15722 NELSON AVE	\$1,088.13
	45133	07/28/2016	IPHMA ISSUES - MISC/GENERAL	\$2,874.19
	45156	08/11/2016	IPHMA ISSUES - MISC/GENERAL	\$1,987.50
	45157	08/11/2016	IPHMA ISSUES - 20137-20249 E WALNUT DR. S	\$2,786.74
<b>20879</b>	09/07/2016		<b>HOME DEPOT CREDIT SERVICE</b>	<b>\$7,526.68</b>
	Invoice	Date	Description	Amount
	972839	07/27/2016	NEW CARPET & INSTALLATION - 16217 TEMPLE AVE	\$7,526.68
<b>20880</b>	09/07/2016		<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$3,000.00</b>
	Invoice	Date	Description	Amount
	08/30/16	08/30/2016	INITIAL DEPOSIT TO NEW ACCOUNT	\$3,000.00
<b>20881</b>	09/07/2016		<b>JANUS PEST MANAGEMENT</b>	<b>\$1,412.00</b>
	Invoice	Date	Description	Amount
	176029	03/04/2016	MARCH 2016 PEST SVC - 16242 TEMPLE AVE	\$69.00
	179098	07/01/2016	JULY 2016 PEST SVC - 15652 NELSON AVE	\$58.00
	179094	07/01/2016	JULY 2016 PEST SVC - 15714 NELSON AVE	\$58.00
	179095	07/01/2016	JULY 2016 PEST SVC - 15722 NELSON AVE	\$58.00
	179096	07/01/2016	JULY 2016 PEST SVC - 15730 NELSON AVE	\$58.00

**Industry Property and Housing Management Authority  
Board Meeting  
September 7, 2016**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	179097	07/01/2016	JULY 2016 PEST SVC - 15736 NELSON AVE	\$58.00
	179099	07/01/2016	JULY 2016 PEST SVC - 15702 NELSON AVE	\$58.00
	179263	07/22/2016	QUARTERLY PEST SVC 2016 - 22036 VALLEY BLVD	\$98.00
	179424	07/01/2016	JULY 2016 PEST SVC - 16200 TEMPLE AVE CONDOS	\$138.00
	179425	07/01/2016	JULY 2016 PEST SVC - 16217 TEMPLE AVE	\$69.00
	179426	07/01/2016	JULY 2016 PEST SVC - 16218 TEMPLE AVE	\$69.00
	179427	07/01/2016	JULY 2016 PEST SVC - 16220 TEMPLE AVE	\$69.00
	179428	07/01/2016	JULY 2016 PEST SVC - 16224 TEMPLE AVE	\$69.00
	179429	07/01/2016	JULY 2016 PEST SVC - 16227 TEMPLE AVE	\$69.00
	179430	07/01/2016	JULY 2016 PEST SVC - 16229 TEMPLE AVE	\$69.00
	179431	07/01/2016	JULY 2016 PEST SVC - 16238 TEMPLE AVE	\$69.00
	179432	07/01/2016	JULY 2016 PEST SVC - 16242 TEMPLE AVE	\$69.00
	179435	07/22/2016	JULY 2016 PEST SVC - 17229 CHESTNUT ST	\$69.00
	179436	07/22/2016	JULY 2016 PEST SVC - 17217 CHESTNUT ST	\$69.00
	179437	07/01/2016	JULY 2016 PEST SVC - 20137 E WALNUT DR S	\$69.00
<b>20882</b>	09/07/2016		<b>KLEINFELDER, INC.</b>	<b>\$4,338.75</b>
	Invoice	Date	Description	Amount
	001110753	06/17/2016	SOILS/MATERIALS OBSERVATION & TESTING - 15722	\$4,338.75
<b>20883</b>	09/07/2016		<b>LOCKS PLUS</b>	<b>\$714.83</b>
	Invoice	Date	Description	Amount
	33204	08/19/2016	RE-KEY LOCKS - 16217 TEMPLE AVE	\$714.83
<b>20884</b>	09/07/2016		<b>ZABCO PAINTING</b>	<b>\$4,910.00</b>
	Invoice	Date	Description	Amount
	445	08/18/2016	PREP TO PAINT INTERIOR - 16217 TEMPLE AVE	\$4,910.00

**Industry Property and Housing Management Authority**  
**Board Meeting**  
**September 7, 2016**

<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Check Amount</u>
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IPHMA.CHK - IPHMA BofA Checking

<u>Checks</u>	<u>Status</u>	<u>Count</u>	<u>Transaction Amount</u>
	Total	16	\$36,383.58



*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 8, 2016  
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**CALL TO ORDER**

The Regular Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chairman Joseph Emmons at 10:00 a.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

**ROLL CALL**

PRESENT: Joseph Emmons, Chairman  
Mike Reible, Board Member

ABSENT: Saul Jauregui, Board Member

STAFF PRESENT: Paul J. Philips, Executive Director; Bianca Sparks, Deputy General Counsel; and Cecelia Dunlap, Assistant Secretary.

**PUBLIC COMMENTS**

There were no public comments.

**CONSIDERATION OF THE REGISTER OF DEMANDS**

MOTION BY BOARD MEMBER REIBLE, AND SECOND BY CHAIRMAN EMMONS TO APPROVE THE REGISTER OF DEMANDS AND AUTHORIZE THE APPROPRIATE AUTHORITY OFFICIALS TO PAY THE BILLS. MOTION CARRIED 2-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	REIBLE, EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	JAUREGUI
ABSTAIN:	BOARD MEMBERS:	NONE

**CONSIDERATION OF THE MINUTES OF THE FEBRUARY 18, 2016 SPECIAL MEETING AND MARCH 9, 2016 REGULAR MEETING**

MOTION BY BOARD MEMBER REIBLE, AND SECOND BY CHAIRMAN EMMONS TO APPROVE THE MINUTES AS SUBMITTED. MOTION CARRIED 2-0, BY THE FOLLOWING VOTE:

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 8, 2016  
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AYES: BOARD MEMBERS: REIBLE, EMMONS  
NOES: BOARD MEMBERS: NONE  
ABSENT: BOARD MEMBERS: JAUREGUI  
ABSTAIN: BOARD MEMBERS: NONE

**PRESENTATION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY'S FY 2016-17 PROPOSED OPERATING BUDGET**

Deputy General Counsel Sparks announced that it's required to have three votes to adopt the resolution, and with only two Board Members present, staff would provide the budget presentation, and the Board would have to defer consideration of the item until three members are present. Deputy General Counsel Sparks announced that the item would be brought back at the next meeting.

Controller Paragas presented a staff report to the Board Members.

**CONSIDERATION OF RESOLUTION NO. IPHMA 2016-01 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY (“IPHMA”) OF THE CITY OF INDUSTRY, CALIFORNIA, APROVING AND ADOPTING THE FY 2016-17 PROPOSED IPHMA BUDGET**

Item was continued to the next meeting.

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:04 a.m.

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JOSEPH EMMONS  
CHAIRMAN

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CECELIA DUNLAP  
ASSISTANT SECRETARY

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
SPECIAL MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 30, 2016  
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**CALL TO ORDER**

The Special Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chairman Joseph Emmons at 2:00 p.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

**ROLL CALL**

PRESENT: Joseph, Emmons, Chairman  
Saul Jauregui, Board Member  
Mike Reible, Board Member

STAFF PRESENT: Paul J. Philips, Executive Director; James M. Casso, General Counsel; and Cecelia Dunlap, Assistant Secretary.

**PUBLIC COMMENTS**

There were no public comments.

**CONSIDERATION OF RESOLUTION NO. IPHMA 2016-01 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY (“IPHMA”) OF THE CITY OF INDUSTRY, CALIFORNIA, APPROVING AND ADOPTING THE FY 2016-17 PROPOSED IPHMA BUDGET (CONTINUED FROM JUNE 8, 2016)**

Administrative Analyst Avalos presented a staff report to the Board Members.

MOTION BY BOARD MEMBER REIBLE, AND SECOND BY BOARD MEMBER JAUREGUI TO ADOPT RESOLUTION NO. IPHMA 2016-01. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	JAUREGUI, REIBLE, EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

**DISCUSSION AND DIRECTION REGARDING THE PROPOSED REVISION OF SECTION 2.03 COMPENSATION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY BYLAWS**

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
SPECIAL MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 30, 2016  
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Executive Director Philips presented a staff report to the Board Members.

MOTION BY BOARD MEMBER REIBLE, AND SECOND BY BOARD MEMBER JAUREGUI TO AMEND SECTION 2.03 COMPENSATION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY BYLAWS TO READ AS FOLLOWS: DIRECTORS WILL RECEIVE THE COMPENSATION SET FORTH BY THE CITY COUNCIL BY RESOLUTION. EACH DIRECTOR MAY BE REIMBURSED HIS OR HER NECESSARY AND ACTUAL EXPENSES, INCLUDING TRAVEL INCIDENT TO SERVE AS A DIRECTOR, PURSUANT TO RESOLUTION OF THE BOARD. A DIRECTOR MAY ELECT, HOWEVER, TO DECLINE ANY REIMBURSEMENT. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	JAUREGUI, REIBLE, EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 2:07 p.m.

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JOSEPH EMMONS  
CHAIRMAN

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CECELIA DUNLAP  
ASSISTANT SECRETARY

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JULY 13, 2016  
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**CALL TO ORDER**

The Regular Meeting of the Property and Housing Management Authority of the City of Industry, California, was called to order by Chairman Joseph Emmons at 10:00 a.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

**FLAG SALUTE**

The flag salute was led by Chairman Joseph Emmons.

**ROLL CALL**

PRESENT: Joseph Emmons, Chairman  
Saul Jauregui, Board Member  
Mike Reible, Board Member

STAFF PRESENT: Paul J. Philips, Executive Director; James M. Casso, General Counsel; and Cecelia Dunlap, Assistant Secretary.

**PUBLIC COMMENTS**

There were no public comments.

**CONSIDERATION OF THE REGISTER OF DEMANDS**

MOTION BY BOARD MEMBER REIBLE, AND SECOND BY BOARD MEMBER JAUREGUI TO APPROVE THE REGISTER OF DEMANDS AND AUTHORIZE THE APPROPRIATE AUTHORITY OFFICIALS TO PAY THE BILLS. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	JAUREGUI, REIBLE, EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

**CONSIDERATION OF THE MINUTES OF THE MARCH 31, 2016 SPECIAL MEETING**

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JULY 13, 2016  
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MOTION BY BOARD MEMBER REIBLE, AND SECOND BY BOARD MEMBER JAUREGUI TO APPROVE THE MINUTES AS SUBMITTED. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	JAUREGUI, REIBLE, EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

Board Member Jauregui inquired about changing the regular scheduled meeting times.

Discussion ensued among the Board Members regarding their availability, and direction was given to staff to prepare the necessary documents, changing the time of the regular scheduled meetings to 2:00 p.m. on the Wednesday preceding the second Thursday of each month.

### **ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:02 a.m.

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JOSEPH EMMONS  
CHAIRMAN

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CECELIA DUNLAP  
ASSISTANT SECRETARY