



City of Industry Property and Housing Management Authority

Regular Meeting Agenda
December 9, 2015
10:00 a.m.

Chairman - Vacant
Board Member Carlos Cuevas
Board Member Mike Reible

Location: City Council Chamber, 15651 East Stafford Street, 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 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. Roll Call
 3. Public Comments

4. **BOARD MATTERS**

4.1 Consideration of Register of Demands.

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

4.2 Consideration of the minutes of the October 7, 2015 regular meeting

RECOMMENDED ACTION: Approve as submitted.

5. Adjournment: Next regular meeting: Wednesday, January 13, 2016 at 10:00 a.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 4.1

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY
AUTHORIZATION FOR PAYMENT OF BILLS
Board Meeting December 9, 2015

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	48,561.00

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	48,561.00

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Check	Date			Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking					
20692	11/10/2015			GAS COMPANY, THE	\$67.08
	Invoice	Date	Description	Amount	
	2016-00000537	11/04/2015	10/05-11/02/15 SVC - 16200 TEMPLE AVE	\$9.24	
	2016-00000538	11/04/2015	10/05-11/02/15 SVC - 16200 TEMPLE AVE APT 100	\$15.70	
	2016-00000539	11/04/2015	10/05-11/02/15 SVC - 16200 TEMPLE AVE APT 202	\$42.14	
20693	11/17/2015			L A COUNTY TAX COLLECTOR	\$2,160.60
	Invoice	Date	Description	Amount	
	8940 149 005 15	10/01/2015	PROP TAX FY 15-16 - 16238 TEMPLE	\$2,160.60	
20694	11/17/2015			LA PUENTE VALLEY COUNTY	\$114.36
	Invoice	Date	Description	Amount	
	2016-00000592	10/19/2015	08/19-10/19/15 SVC - 15702 NELSON AVE	\$114.36	
20695	11/17/2015			SO CALIFORNIA EDISON COMPANY	\$66.03
	Invoice	Date	Description	Amount	
	2016-00000541	11/04/2015	10/06-11/03/15 SVC - 15714 NELSON AVE	\$66.03	
20696	12/01/2015			VILLEGAS GENERAL BUILDING	\$4,900.00
	Invoice	Date	Description	Amount	
	175	08/26/2015	HOME INTERIOR PAINTING - 15702 NELSON AVE	\$4,900.00	
20697	12/09/2015			BRYAN PRESS	\$133.44
	Invoice	Date	Description	Amount	
	73786	10/30/2015	ENVELOPES - IPHMA	\$133.44	
20698	12/09/2015			CITY OF INDUSTRY-REFUSE	\$706.00
	Invoice	Date	Description	Amount	
	2330108	10/31/2015	DISP SVC - 15722 NELSON AVE	\$706.00	
20699	12/09/2015			CNC ENGINEERING	\$22,608.48
	Invoice	Date	Description	Amount	

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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	44108	11/12/2015	16220 TEMPLE AVE REMODEL	\$2,589.85
	44109	11/12/2015	IPHMA ISSUES - CONDOS	\$253.34
	44110	11/12/2015	IPHMA ISSUES - 15714 NELSON AVE	\$4,174.28
	44161	11/24/2015	BUILDING REMODEL AT 15722 NELSON AVE	\$8,782.63
	44162	11/24/2015	IPHMA ISSUES - MISC/GENERAL	\$3,304.55
	44163	11/24/2015	IPHMA ISSUES - LAKE LOOP SINGLE FAMILY HOMES	\$567.10
	44164	11/24/2015	16220 TEMPLE AVE REMODEL	\$1,452.73
	44165	11/24/2015	IPHMA ISSUES - 15714 NELSON AVE	\$1,484.00
20700	12/09/2015		HOME DEPOT CREDIT SERVICE	\$1,198.26
	Invoice	Date	Description	Amount
	8011815	10/23/2015	SUPPLIES - 15714 NELSON AVE	\$611.69
	8583878	10/23/2015	SUPPLIES - 15714 NELSON AVE	\$174.07
	3190354	10/28/2015	SUPPLIES - 15714 NELSON AVE	\$188.06
	6584905	11/04/2015	SUPPLIES - 15714 NELSON AVE	\$224.44
20701	12/09/2015		JANUS PEST MANAGEMENT	\$98.00
	Invoice	Date	Description	Amount
	171558	10/16/2015	PEST SVC - 22036 VALLEY BLVD	\$98.00
20702	12/09/2015		KLEINFELDER, INC.	\$1,666.74
	Invoice	Date	Description	Amount
	001080187	10/22/2015	SOILS/MATERIALS OBSERVATION & TESTING - 15722	\$1,666.74
20703	12/09/2015		LOCKS PLUS	\$1,096.85
	Invoice	Date	Description	Amount
	32973	10/19/2015	RE-KEY LOCKS - 15714 NELSON AVE	\$334.12
	32975	10/21/2015	REMOVE/REPLACE & RE-KEY LOCKS - 17217	\$486.74
	32978	10/29/2015	REMOVE/REPLACE LOCKS - 15702 NELSON AVE	\$275.99
20704	12/09/2015		MX GRAPHICS, INC.	\$100.06
	Invoice	Date	Description	Amount

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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	8381	10/21/2015	BLUEPRINT SVC - MP 12-06 #20	\$100.06
20705	12/09/2015		MYERS & SONS HI-WAY SAFETY,	\$12.84
	Invoice	Date	Description	Amount
	35886	09/17/2015	SIGN - CONDOS	\$12.84
20706	12/09/2015		SATSUMA LANDSCAPE & MAINT.	\$11,151.11
	Invoice	Date	Description	Amount
	1115EHNHCS	11/25/2015	LANDSCAPE MAINTENANCE - NOVEMBER 2015	\$11,151.11
20707	12/09/2015		SCS CARPET ONE	\$1,379.40
	Invoice	Date	Description	Amount
	12672	10/19/2015	INSTALL NEW CARPET - 15714 NELSON AVE	\$1,379.40
20708	12/09/2015		SPECIALIZED SURFACES	\$450.00
	Invoice	Date	Description	Amount
	12135	12/01/2015	SEAL COUNTERTOPS - 16000 TEMPLE AVE UNIT B	\$450.00
20709	12/09/2015		THEE BEST ROOTER & PLUMBING	\$511.75
	Invoice	Date	Description	Amount
	4714	11/13/2015	PLUMBING SVC - 22036 VALLEY BLVD	\$150.00
	4710	11/15/2015	PLUMBING SVC - 15730 NELSON AVE	\$157.25
	4750	11/18/2015	PLUMBING SVC - BUNK HOUSE	\$204.50
20710	12/09/2015		WHIRLPOOL CORPORATION	\$140.00
	Invoice	Date	Description	Amount
	97261	09/10/2015	REPAIR WASHING MACHINE - 16224 TEMPLE AVE	\$140.00

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Check	Date	Payee Name	Check Amount
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IPHMA.CHK - IPHMA BofA Checking

Checks	Status	Count	Transaction Amount
	Total	19	\$48,561.00

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 4.2

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
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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 Troy Helling at 10:00 a.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

ROLL CALL

PRESENT: Troy Helling, Chairman
Carlos Cuevas, 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 REGISTER OF DEMANDS

MOTION BY BOARD MEMBER CUEVAS, AND SECOND BY BOARD MEMBER REIBLE 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:	HELLING, CUEVAS, REIBLE
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

CONSIDERATION OF THE MINUTES OF THE AUGUST 12, 2015 REGULAR MEETING

MOTION BY BOARD MEMBER REIBLE, AND SECOND BY BOARD MEMBER CUEVAS TO APPROVE AS SUBMITTED. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	HELLING, CUEVAS, REIBLE
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NOES: BOARD MEMBERS: NONE
ABSENT: BOARD MEMBERS: NONE
ABSTAIN: BOARD MEMBERS: NONE

CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN CALABRESE ARCHITECT AND THE INDUSTRY PROPERTY AND HOUSING AUTHORITY FOR THE REMODEL AND ADDITION AT 16220 TEMPLE AVENUE FOR AN ESTIMATED COST OF \$75,000.00

Mr. Josh Nelson, Senior Project Manager, with CNC Engineering presented a staff report to the Authority.

MOTION BY BOARD MEMBER CUEVAS, AND SECOND BY BOARD MEMBER REIBLE TO APPROVE THE AGREEMENT. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS: HELLING, CUEVAS, REIBLE
NOES: BOARD MEMBERS: NONE
ABSENT: BOARD MEMBERS: NONE
ABSTAIN: BOARD MEMBERS: NONE

DISCUSSION AND DIRECTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO REVIEW AND STANDARIZE THE WATER BILING POLICY FOR THE IPHMA-MANAGED RESIDENTIAL UNITS

Executive Director Philips presented a staff report to the Authority.

MOTION BY BOARD MEMBER CUEVAS, AND SECOND BY BOARD MEMBER REIBLE TO AUTHORIZE THE EXECUTIVE DIRECTOR TO REVIEW AND STANADARIZE THE WATER BILLING POLICY FOR THE IPHMA-MANAGED RESIDENTIAL UNITS. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS: HELLING, CUEVAS, REIBLE
NOES: BOARD MEMBERS: NONE
ABSENT: BOARD MEMBERS: NONE
ABSTAIN: BOARD MEMBERS: NONE

CONSIDERATION OF A RESIDENTIAL RENTAL AGREEMENT BETWEEN THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY AND

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LEONARD NUNNALLY FOR THE PROPERTY LOCATED AT 15714 NELSON AVENUE

MOTION BY BOARD MEMBER REIBLE, AND SECOND BY BOARD MEMBER CUEVAS TO APPROVE THE AGREEMENT. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	HELLING, CUEVAS, REIBLE
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

CONSIDERATION OF A RESIDENTIAL RENTAL AGREEMENT BETWEEN THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY AND TRAVIS BRADY AND VIVIAN BRADY FOR THE PROPERTY LOCATED AT 15652 NELSON AVENUE

MOTION BY BOARD MEMBER CUEVAS, AND SECOND BY BOARD MEMBER REIBLE TO APPROVE THE AGREEMENT. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	HELLING, CUEVAS, REIBLE
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

REQUEST FROM DANIEL NEWMIRE TO BE CONSIDERED FOR A RESIDENTIAL RENTAL AGREEMENT FOR ANY RESIDENTIAL UNITS AS THEY BECOME AVAILABLE

MOTION BY BOARD MEMBER CUEVAS, AND SECOND BY BOARD MEMBER REIBLE TO ACCEPT DANIEL NEWMIRE AS A FUTURE LESSEE AS RESIDENTIAL UNITS BECOME AVAILABLE. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	HELLING, CUEVAS, REIBLE
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

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DISCUSSION AND DIRECTION REGARDING THE CANCELLATION OF THE REGULAR MEETING SCHEDULED FOR NOVEMBER 11, 2015

MOTION BY BOARD MEMBER CUEVAS, AND SECOND BY BOARD MEMBER REIBLE TO CANCEL THE REGULAR MEETING AND HOLD A SPECIAL MEETING ON NOVEMBER 10, 2015. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	HELLING, CUEVAS, REIBLE
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

Deputy City Clerk Dunlap announced there was a need for Closed Session as follows:

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Two potential cases)

There were no public comments on the Closed Session items.

Chairman Helling recessed the meeting into Closed Session at 10:10 a.m.

RECONVENE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY MEETING

Chairman Helling reconvened the meeting at 10:29 a.m. All Board Members were present. General Counsel Casso reported out of Closed Session.

With regard to the Closed Session item A, with a 3-0 vote, the Board Members provided direction to the Executive Director and General Counsel, and took no reportable action.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:32 a.m.

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CARLOS CUEVAS
BOARD MEMBER

CECELIA DUNLAP
ASSISTANT SECRETARY