



## City of Industry Property and Housing Management Authority

Special Meeting Agenda  
November 20, 2018  
5:00 p.m.

Chairman Joseph Emmons  
Board Member Raheleh Gorginfar  
Board Member Erin Schriever

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 (Agenda Items Only):** During public comments, if you wish to address the Authority during this Special Meeting, under Government Code Section 54954.3(a), you may only address the Authority concerning any item that has been described in the notice for the Special Meeting.

### **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 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.
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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 for November 7, 2018

*RECOMMENDED ACTION: Approve the Register of Demands and ratify the issuance of the checks.*

5.2 Consideration of the minutes of the October 10, 2018 regular meeting

*RECOMMENDED ACTION: Approve as submitted.*

6. **CLOSED SESSION**

6.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): One Potential Case

6.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4):  
Two Potential Cases

7. Adjournment. Next regular meeting: Wednesday, December 12, 2018 at 5:00 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 November 7, 2018

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	65,534.58

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	65,534.58

**APPROVED PER CITY MANAGER**

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**Industry Property and Housing Management Authority  
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November 7, 2018**

Check	Date	Payee Name		Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21262</b>	10/10/2018	<b>ROWLAND WATER DISTRICT</b>		<b>\$194.88</b>
	Invoice	Date	Description	Amount
	2019-00000439	09/26/2018	08/15-09/17/18 SVC - 17217 CHESTNUT	\$110.24
	2019-00000440	09/26/2018	08/15-09/17/18 SVC - 17229 CHESTNUT	\$84.64
<b>21263</b>	10/17/2018	<b>SO CALIFORNIA EDISON COMPANY</b>		<b>\$67.92</b>
	Invoice	Date	Description	Amount
	2019-00000467	10/03/2018	08/31-10/02/18 SVC - 15722 NELSON AVE	\$67.92
<b>21264</b>	10/17/2018	<b>SOCALGAS</b>		<b>\$10.87</b>
	Invoice	Date	Description	Amount
	2019-00000468	10/05/2018	09/03-10/03/18 SVC - 15722 NELSON AVE	\$10.87
<b>21265</b>	10/25/2018	<b>WALNUT VALLEY WATER DISTRICT</b>		<b>\$20.00</b>
	Invoice	Date	Description	Amount
	3137708	10/11/2018	09/05-10/03/18 SVC - 20137 WALNUT DR	\$20.00
<b>21266</b>	10/30/2018	<b>INDUSTRY PUBLIC UTILITY COMMISSI</b>		<b>\$92.44</b>
	Invoice	Date	Description	Amount
	2019-00000535	10/18/2018	09/10-10/10/18 SVC - 16000 E TEMPLE AVE C	\$92.44
<b>21267</b>	11/07/2018	<b>ABORTA-BUG PEST CONTROL</b>		<b>\$1,575.00</b>
	Invoice	Date	Description	Amount
	11437	10/01/2018	OCTOBER 2018 PEST SVC @ \$75 PER HOUSE	\$1,575.00
<b>21268</b>	11/07/2018	<b>CNC ENGINEERING</b>		<b>\$1,215.00</b>
	Invoice	Date	Description	Amount

**Industry Property and Housing Management Authority  
Board Meeting  
November 7, 2018**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	457555	10/11/2018	IPHMA ISSUES	\$637.50
	457623	10/25/2018	IPHMA ISSUES	\$577.50
<b>21269</b>	11/07/2018		<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$2,000.00</b>
	Invoice	Date	Description	Amount
	OCT-18	10/30/2018	REIMBURSE PAYROLL - OCTOBER 2018	\$2,000.00
<b>21270</b>	11/07/2018		<b>L A COUNTY TAX COLLECTOR</b>	<b>\$46,682.52</b>
	Invoice	Date	Description	Amount
	8940 149 033 18	10/01/2018	PROP TAX FY 18/19 - 16218 TEMPLE AVE	\$1,721.40
	8940 149 046 18	10/01/2018	PROP TAX FY 18/19 - 17229 CHESTNUT	\$3,394.43
	8940 149 047 18	10/01/2018	PROP TAX FY 18/19 - 22036 VALLEY	\$2,589.76
	8940 149 050 18	10/01/2018	PROP TAX FY 18/19 - 16229 TEMPLE AVE	\$3,135.21
	8940 149 051 18	10/01/2018	PROP TAX FY 18/19 - 15702 NELSON	\$4,140.26
	8940 149 012 18	10/01/2018	PROP TAX FY 18/19 - 16217 TEMPLE AVE	\$2,555.91
	8940 149 053 18	10/01/2018	PROP TAX FY 18/19 - 15736 NELSON	\$1,732.57
	8940 149 029 18	10/01/2018	PROP TAX FY 18/19 - 16227 TEMPLE AVE	\$3,148.16
	8940 149 031 18	10/01/2018	PROP TAX FY 18/19 - 14063 PROCTOR AVE	\$2,536.02
	8940 149 045 18	10/01/2018	PROP TAX FY 18/19 - 16000 E TEMPLE AVE UNIT B	\$2,711.22
	8940 149 044 18	10/01/2018	PROP TAX FY 18/19 - 16000 E TEMPLE AVE UNIT C	\$2,545.89
	8940 149 043 18	10/01/2018	PROP TAX FY 18/19 - 16000 E TEMPLE AVE UNIT D	\$2,483.09
	8940 149 042 18	10/01/2018	PROP TAX FY 18/19 - 16000 E TEMPLE AVE UNIT A	\$2,483.09
	8940 149 038 18	10/01/2018	PROP TAX FY 18/19 - 15714 NELSON	\$1,856.05
	8940 149 036 18	10/01/2018	PROP TAX FY 18/19 - 20137 S WALNUT	\$1,162.35
	8940 149 035 18	10/01/2018	PROP TAX FY 18/19 - 16242 TEMPLE AVE	\$3,354.35
	8940 149 034 18	10/01/2018	PROP TAX FY 18/19 - 15652 NELSON	\$1,734.26
	8940 149 049 18	10/01/2018	PROP TAX FY 18/19 - 17217 CHESTNUT	\$3,398.50

**Industry Property and Housing Management Authority  
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Check	Date	Payee Name		Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21271</b>	11/07/2018	<b>L A COUNTY TAX COLLECTOR</b>		<b>\$13,512.75</b>
	Invoice	Date	Description	Amount
	8940 149 035 18A	10/25/2018	ADJ PROP TAX FY 18/19 - 16242 TEMPLE AVE	\$1,980.71
	8940 149 058 18A	10/25/2018	ADJ PROP TAX FY 18/19 - 16000 TEMPLE AVE UNIT D	\$1,165.01
	8940 149 059 18A	10/25/2018	ADJ PROP TAX FY 18/19 - 16217 TEMPLE AVE	\$1,165.01
	8940 149 056 18A	10/25/2018	ADJ PROP TAX FY 18/19 - 16220 TEMPLE AVE	\$1,149.32
	8940 149 029 18A	10/25/2018	ADJ PROP TAX FY 18/19 - 16227 TEMPLE AVE	\$1,784.15
	8940 149 060 18A	10/25/2018	ADJ PROP TAX FY 18/19 - 16229 TEMPLE AVE	\$1,451.49
	8940 149 020 18A	10/25/2018	ADJ PROP TAX FY 18/19 - 16238 TEMPLE AVE	\$981.59
	8940 149 054 18A	10/25/2018	ADJ PROP TAX FY 18/19 - 15730 NELSON AVE	\$1,188.30
	8940 149 057 18A	10/25/2018	ADJ PROP TAX FY 18/19 - 15736 NELSON AVE	\$1,071.42
	8940 149 061 18A	10/25/2018	ADJ PROP TAX FY 18/19 - 17217 CHESTNUT ST	\$1,575.75
<b>21272</b>	11/07/2018	<b>WALNUT VALLEY WATER DISTRICT</b>		<b>\$28.00</b>
	Invoice	Date	Description	Amount
	WALNUT DR-18/19	10/01/2018	ASSESSMENT/SPECIAL TAX - FY 18/19 WALNUT DR	\$28.00
<b>21273</b>	11/07/2018	<b>WALNUT VALLEY WATER DISTRICT</b>		<b>\$135.20</b>
	Invoice	Date	Description	Amount
	VALLEY BVD-18/19	10/01/2018	ASSESSMENT/SPECIAL TAX - FY 18/19 VALLEY BLVD	\$135.20

Checks	Status	Count	Transaction Amount
	Total	12	\$65,534.58

*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  
OCTOBER 10, 2018  
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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 5:02 p.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  
Raheleh Gorginfar, Board Member  
Erin Schriever, Board Member

STAFF PRESENT: Troy Helling, Acting City Manager; Bing Hyun, Assistant City Manager; Julie Gutierrez-Robles, Assistant Secretary; James M. Casso, General Counsel; Bianca Sparks, Assistant General Counsel; and Lynn Thompson, Administrative Technician I.

**PUBLIC COMMENTS**

There were no public comments.

**CONSIDERATION OF THE REGISTER OF DEMANDS FOR OCTOBER 10, 2018**

MOTION BY BOARD MEMBER SCHRIEVER, AND SECOND BY BOARD MEMBER GORGINFAR, TO APPROVE THE REGISTER OF DEMANDS FOR OCTOBER 10, 2018. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	GORGINFAR, SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

**CONSIDERATION OF A MAINTENANCE SERVICES AGREEMENT WITH SURETECK INDUSTRIAL AND COMMERCIAL SERVICES, INC., FOR ON-CALL MAINTENANCE SERVICES IN AN AMOUNT NOT-TO-EXCEED \$100,000.00 FROM MAY 24, 2018 TO MAY 24, 2019**

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
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Assistant City Manager Hyun provided a staff report.

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

AYES:	BOARD MEMBERS:	GORGINFAR, SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

**CONSIDERATION OF THE MINUTES OF THE SEPTEMBER 12, 2018 REGULAR MEETING**

MOTION BY CHAIRMAN EMMONS, AND SECOND BY BOARD MEMBER SCHRIEVER, TO APPROVE THE MEETING MINUTES AS SUBMITTED. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	GORGINFAR, SCHRIEVER, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	NONE
ABSTAIN:	BOARD MEMBERS:	NONE

**CLOSED SESSION**

Administrative Technician I Thompson announced there was a need for Closed Session as follows:

- 6.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): One Potential Case
- 6.2 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): Six Potential Cases

There were no public comments on the Closed Session item.

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REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
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Chairman Emmons recessed the meeting into Closed Session at 5:10 p.m.

**RECONVENE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT  
AUTHORITY MEETING**

Chairman Emmons reconvened the meeting at 5:42 p.m. All Board Members were present. General Counsel Casso reported out of Closed Session.

With regard to the Closed Session Item 6.1, direction was given to the authority counsel and no further action was taken.

With regard to the Closed Session Item 6.2, authority was given to the counsel and no further action was taken.

Nothing further to report at this time.

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:43 p.m.

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Joseph Emmons, Chairman

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Julie Gutierrez-Robles  
Assistant Secretary