



City of Industry Property and Housing Management Authority

Regular Meeting Agenda
December 12, 2018

5:00 p.m.

Chairman Joseph Emmons
Board Member Ken Calvo
Board Member Phil Cook
Board Member Raheleh Gorginfar
Board Member Erin Schriever

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 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 December 12, 2018

RECOMMENDED ACTION: Approve the Register of Demands for December 12, 2018.

5.2 Consideration of the minutes of the November 20, 2018 regular meeting

RECOMMENDED ACTION: Approve as submitted.

6. Adjournment. Next regular meeting: Wednesday, January 9, 2019 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 December 12, 2018

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	49,217.21

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	49,217.21

APPROVED PER CITY MANAGER

**Industry Property and Housing Management Authority
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Check	Date	Payee Name			Check Amount
IPHMA.CHK - IPHMA BofA Checking					
21274	11/06/2018	L A COUNTY TAX COLLECTOR			\$4,579.15
	Invoice	Date	Description	Amount	
	8940 149 064 18A	11/01/2018	ADJ PROP TAX FY 18/19 - 16218 TEMPLE AVE	\$1,179.61	
	8940 149 062 18A	11/01/2018	ADJ PROP TAX FY 18/19 - 16224 TEMPLE AVE	\$1,432.39	
	8940 149 063 18A	11/01/2018	ADJ PROP TAX FY 18/19 - 16212 TEMPLE AVE	\$1,967.15	
21275	11/13/2018	INDUSTRY PUBLIC UTILITIES			\$1,257.42
	Invoice	Date	Description	Amount	
	2019-00000641	10/19/2018	08/21-10/19/18 SVC - 16217 TEMPLE	\$82.56	
	2019-00000642	10/19/2018	08/21-10/19/18 SVC - 16218 TEMPLE	\$86.76	
	2019-00000643	10/19/2018	08/21-10/19/18 SVC - 16220 TEMPLE	\$76.26	
	2019-00000644	10/19/2018	08/21-10/19/18 SVC - 16224 TEMPLE	\$80.72	
	2019-00000645	10/19/2018	08/21-10/19/18 SVC - 16242 TEMPLE	\$80.72	
	2019-00000646	10/19/2018	08/21-10/19/18 SVC - 16238 TEMPLE	\$84.92	
	2019-00000647	10/19/2018	08/21-10/19/18 SVC - 14063 PROCTOR	\$154.26	
	2019-00000648	10/19/2018	08/21-10/19/18 SVC - 16229 TEMPLE	\$93.06	
	2019-00000649	10/19/2018	08/21-10/19/18 SVC - 16227 TEMPLE	\$80.46	
	2019-00000650	10/19/2018	08/21-10/19/18 SVC - 16212 TEMPLE	\$201.48	
	2019-00000651	10/19/2018	08/21-10/19/18 SVC - 16200 TEMPLE AVE CONDOS C & I	\$84.66	
	2019-00000652	10/19/2018	08/21-10/19/18 SVC - 16200 TEMPLE AVE CONDOS A & E	\$151.56	
21276	11/13/2018	LA PUENTE VALLEY COUNTY WATER			\$940.34
	Invoice	Date	Description	Amount	
	2019-00000653	10/19/2018	08/21-10/19/18 SVC - 15652 NELSON	\$189.59	
	2019-00000654	10/19/2018	08/21-10/19/18 SVC - 15702 NELSON	\$157.11	
	2019-00000655	10/19/2018	08/21-10/19/18 SVC - 15714 NELSON	\$152.47	
	2019-00000656	10/19/2018	08/21-10/19/18 SVC - 15722 NELSON	\$224.39	

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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	2019-00000657	10/19/2018	08/21-10/19/18 SVC - 15730 NELSON	\$96.79
	2019-00000658	10/19/2018	08/21-10/19/18 SVC - 15736 NELSON	\$119.99
21277	11/13/2018		ROWLAND WATER DISTRICT	\$146.88
	Invoice	Date	Description	Amount
	2019-00000659	10/31/2018	09/17-10/18/18 SVC - 17229 CHESTNUT	\$52.64
	2019-00000660	10/31/2018	09/17-10/18/18 SVC - 17217 CHESTNUT	\$94.24
21278	11/13/2018		SO CALIFORNIA EDISON COMPANY	\$44.16
	Invoice	Date	Description	Amount
	2019-00000661	11/01/2018	10/02-10/31/18 SVC - 15722 NELSON AVE	\$44.16
21279	11/13/2018		SOCALGAS	\$11.37
	Invoice	Date	Description	Amount
	2019-00000665	11/06/2018	10/03-11/02/18 SVC - 15722 NELSON AVE	\$11.37
21280	11/28/2018		WALNUT VALLEY WATER DISTRICT	\$20.00
	Invoice	Date	Description	Amount
	3162544	11/08/2018	10/04-11/01/18 SVC - 20137 WALNUT DR	\$20.00
21281	12/04/2018		INDUSTRY PUBLIC UTILITY COMMISSI	\$81.30
	Invoice	Date	Description	Amount
	2019-00000733	11/15/2018	10/10-11/10/18 SVC - 16000 E TEMPLE AVE C	\$81.30
21282	12/12/2018		ABORTA-BUG PEST CONTROL	\$3,755.00
	Invoice	Date	Description	Amount
	11458	10/03/2018	RODENT TRAP CHECK - 15652 NELSON AVE	\$10.00

**Industry Property and Housing Management Authority
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Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
11635	11/05/2018		NOVEMBER 2018 PEST SVC @ \$75 PER HOUSE	\$1,575.00
11654	11/05/2018		RODENT SVC - 15652 NELSON AVE	\$350.00
11665	11/13/2018		RODENT TRAP CHECK - 15652 NELSON AVE	\$85.00
11666	11/19/2018		RODENT TRAP CHECK - 15652 NELSON AVE	\$85.00
11806	12/03/2018		DECEMBER 2018 PEST SVC @ \$75 PER HOUSE	\$1,575.00
11818	12/03/2018		RODENT TRAP CHECK - 15652 NELSON AVE	\$75.00
21283	12/12/2018		AIR-BREE, INC	\$3,224.76
	Invoice	Date	Description	Amount
	1180725484	09/14/2018	A/C REPAIR - 17217 CHESTNUT ST	\$1,725.00
	1180929670	09/29/2018	A/C REPAIR - 16224 TEMPLE AVE	\$550.00
	1180813554	08/13/2018	A/C REPAIR - 16227 TEMPLE AVE	\$773.76
	1181029711	10/29/2018	A/C REPAIR - 15652 NELSON AVE	\$176.00
21284	12/12/2018		CNC ENGINEERING	\$5,967.50
	Invoice	Date	Description	Amount
	457690	11/08/2018	IPHMA ISSUES	\$2,835.00
	457713	11/29/2018	IPHMA ISSUES	\$3,132.50
21285	12/12/2018		IPHMA - PAYROLL ACCOUNT	\$3,500.00
	Invoice	Date	Description	Amount
	NOV-18	11/28/2018	REIMBURSE PAYROLL - NOVEMBER 2018	\$3,500.00
21286	12/12/2018		MOM'S APPLIANCE REPAIR	\$230.00
	Invoice	Date	Description	Amount
	1132	10/18/2018	REPAIR WASHING MACHINE - 16000 TEMPLE AVE UNIT	\$230.00

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

21287	12/12/2018		SATSUMA LANDSCAPE & MAINT.	\$25,459.33
	Invoice	Date	Description	Amount
	1018EHNHCS	10/30/2018	OCTOBER 2018 LANDSCAPE MAINTENANCE	\$14,081.89
	1118EHNHCS	11/29/2018	NOVEMBER 2018 LANDSCAPE MAINTENANCE	\$11,377.44

Checks	Status	Count	Transaction Amount
	Total	14	\$49,217.21

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
NOVEMBER 20, 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 5:01 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
Ken Calvo, Board Member
Phil Cook, Board Member
Raheleh Gorginfar, Board Member
Erin Schriever, Board Member

STAFF PRESENT: Troy Helling, City Manager; Julie Gutierrez-Robles, Assistant Secretary; 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 NOVEMBER 7, 2018

MOTION BY BOARD MEMBER SCHRIEVER, AND SECOND BY BOARD MEMBER GORGINFAR, TO APPROVE THE REGISTER OF DEMANDS FOR NOVEMBER 7, 2018. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

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CONSIDERATION OF THE MINUTES OF THE OCTOBER 10, 2018 REGULAR MEETING

MOTION BY BOARD MEMBER SCHRIEVER, AND SECOND BY BOARD MEMBER GORGINFAR, TO APPROVE THE AGREEMENT. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	CALVO, COOK, 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):
Two Potential Cases

There were no public comments on the Closed Session item.

Chairman Emmons recessed the meeting into Closed Session at 5:05 p.m.

RECONVENE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY MEETING

Chairman Emmons reconvened the meeting at 5:17 p.m. All Board Members were present. Assistant General Counsel Sparks reported out of Closed Session.

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

With regard to the Closed Session Item 6.2, there was a vote motioned by Board Member Gorginfar and seconded by Board Member Calvo. Nothing further to report and no further action was taken.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:18 p.m.

Joseph Emmons, Chairman

Julie Gutierrez-Robles
Assistant Secretary