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## City of Industry Property and Housing Management Authority

Regular Meeting Agenda  
JULY 10, 2019  
5:00 p.m.

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

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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 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
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5. **BOARD MATTERS**

- 5.1 Consideration of the Register of Demands for July 10, 2019

*RECOMMENDED ACTION: Approve the Register of Demands for June 12, 2019.*

- 5.2 Consideration of the minutes of the February 7, 2018 regular meeting, March 12, 2018 special meeting, June 13, 2018 regular meeting and June 12, 2019 regular meeting

*RECOMMENDED ACTION: Approve as submitted.*

- 5.3 Consideration of Resolution No. IPHMA 2019-03 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY ("IPHMA") OF THE CITY OF INDUSTRY, CALIFORNIA APPROVING THE BLANKET PURCHASE ORDERS (BPOs") FOR VENDORS TOTALING \$10,000 AND OVER FOR FY 2019-2020

*RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2019-03.*

- 5.4 Consideration of an Easement Grant Deed to the City of Industry for storm drain purposes at 20137-20249 Walnut Drive South

*RECOMMENDED ACTION: Approve the Grant Deed.*

6. **CITY MANAGER COMMENTS:**

7. Adjournment. Next regular meeting: Wednesday, August 7, 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 July 10, 2019

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	38,988.22

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	38,988.22

**APPROVED PER CITY MANAGER**

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**Industry Property and Housing Management Authority  
Board Meeting  
July 10, 2019**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
21399	06/12/2019		06/12/2019 SPOILED CHECK	\$0.00
21400	06/12/2019		06/30/2019 ROWLAND WATER DISTRICT	\$175.60
	Invoice	Date	Description	Amount
	2019-00001718	05/29/2019	04/11-05/15/19 SVC - 17217 CHESTNUT ST	\$116.15
	2019-00001719	05/29/2019	04/11-05/15/19 SVC - 17229 CHESTNUT ST	\$59.45
21401	06/19/2019		06/30/2019 SO CALIFORNIA EDISON COMPANY	\$35.18
	Invoice	Date	Description	Amount
	2019-00001784	06/05/2019	05/03-06/04/19 SVC - 15722 NELSON AVE	\$35.18
21402	06/25/2019		06/30/2019 INDUSTRY PUBLIC UTILITIES	\$555.64
	Invoice	Date	Description	Amount
	2019-00001899	10/19/2018	08/21-10/19/18 SVC - BUNKHOUSE	\$143.11
	2019-00001900	12/17/2018	10/19-12/17/18 SVC - BUNKHOUSE	\$136.81
	2019-00001901	02/15/2019	12/17-02/15/19 SVC - BUNKHOUSE	\$134.71
	2019-00001902	04/19/2019	02/15-04/19/19 SVC - BUNKHOUSE	\$141.01
21403	06/25/2019		06/30/2019 INDUSTRY PUBLIC UTILITY COMMISSI	\$87.34
	Invoice	Date	Description	Amount
	2019-00001797	06/17/2019	05/10-06/10/19 SVC - 16000 E TEMPLE AVE C	\$83.80
	2019-00001798	06/17/2019	05/10-06/10/19 SVC - 16229 TEMPLE AVE	\$3.54
21404	06/25/2019		06/30/2019 WALNUT VALLEY WATER DISTRICT	\$20.54
	Invoice	Date	Description	Amount
	3359570	06/12/2019	05/03-06/03/19 SVC - 20137 WALNUT DR	\$20.54

**Industry Property and Housing Management Authority  
Board Meeting  
July 10, 2019**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21405</b>	07/10/2019		<b>ABORTA-BUG PEST CONTROL</b>	<b>\$1,800.00</b>
	Invoice	Date	Description	Amount
	12983	06/03/2019	JUNE 2019 PEST SVC @ \$75 PER HOUSE	\$1,575.00
	13020	06/04/2019	RODENT CHECK - 15652 NELSON AVE	\$75.00
	13027	06/07/2019	RODENT CHECK - 16238 TEMPLE AVE	\$75.00
	13028	06/07/2019	RODENT CHECK - 16224 TEMPLE AVE	\$75.00
<b>21406</b>	07/10/2019		<b>AIR-BREE, INC</b>	<b>\$2,171.37</b>
	Invoice	Date	Description	Amount
	1190502130	05/02/2019	A/C & HEATER MAINTENANCE - 16227 TEMPLE AVE	\$226.97
	1190502131	05/02/2019	A/C & HEATER MAINTENANCE - 16238 TEMPLE AVE	\$249.52
	1190517153	05/17/2019	A/C & HEATER MAINTENANCE - 16242 TEMPLE AVE	\$314.53
	1190517154	05/17/2019	A/C & HEATER MAINTENANCE - 16217 TEMPLE AVE	\$314.53
	1190517155	05/17/2019	A/C & HEATER MAINTENANCE - 15652 NELSON AVE	\$216.13
	1190517157	05/17/2019	A/C & HEATER MAINTENANCE - 15714 NELSON AVE	\$221.33
	1190517158	05/17/2019	A/C & HEATER MAINTENANCE - 15730 NELSON AVE	\$137.20
	1190517159	05/17/2019	A/C & HEATER MAINTENANCE - 15736 NELSON AVE	\$491.16
<b>21407</b>	07/10/2019		<b>CNC ENGINEERING</b>	<b>\$6,087.50</b>
	Invoice	Date	Description	Amount
	458768	06/13/2019	HVAC SVC - 16200 TEMPLE AVE UNIT A	\$140.00
	458769	06/13/2019	FLOORING & DOOR REPAIR - 16238 TEMPLE AVE	\$535.00
	458770	06/13/2019	HVAC SVC - 17217 CHESTNUT ST	\$140.00
	458771	06/13/2019	HVAC SVC - 16227 TEMPLE AVE	\$40.00
	458772	06/13/2019	HVAC SVC - 16242 TEMPLE AVE	\$40.00
	458773	06/13/2019	HVAC SVC - 16217 TEMPLE AVE	\$40.00
	458774	06/13/2019	HVAC SVC - 15730 NELSON AVE	\$40.00

**Industry Property and Housing Management Authority  
Board Meeting  
July 10, 2019**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
458775	06/13/2019		HVAC SVC - 15714 NELSON AVE	\$40.00
458776	06/13/2019		HVAC SVC - 15652 NELSON AVE	\$135.00
458777	06/13/2019		HVAC SVC - 16200 TEMPLE AVE UNIT D	\$210.00
458778	06/13/2019		HVAC SVC - 15736 NELSON AVE	\$40.00
458779	06/13/2019		HVAC SVC - 16200 TEMPLE AVE UNIT B	\$140.00
458780	06/13/2019		MAILBOX RELOCATION & HVAC SVC COORDINATION - V/	\$990.00
458927	06/27/2019		ELECTRICITY INSPECTION-16200 TEMPLE AVE, UNIT C	\$247.50
458928	06/27/2019		LPVW RESEARCH ON WATER LEAK-16218 E TEMPLE AVE	\$977.50
458930	06/27/2019		REPAIR DRIVEWAY-16224 E TEMPLE AVE	\$247.50
458931	06/27/2019		TRIM TREES & REPAIR PATIO COVER-16220 E TEMPLE A'	\$495.00
458932	06/27/2019		REPAIR REFRIGERATOR/FREEZER-16200 E TEMPLE AVE	\$330.00
458933	06/27/2019		REPAIR FLOORING & DOOR-16238 E TEMPLE AVE	\$80.00
458934	06/27/2019		TRIM TREES-16227 E TEMPLE AVE	\$70.00
458935	06/27/2019		HVAC SVC-16200 E TEMPLE AVE, UNIT B	\$82.50
458936	06/27/2019		HVAC SVC-VARIOUS RESIDENTIAL INSPECTIONS	\$1,027.50
<b>21408</b>	07/10/2019		<b>INDUSTRY PUBLIC UTILITIES</b>	<b>\$107.76</b>
	Invoice	Date	Description	Amount
	2019-00001941	06/18/2019	4/19-6/18/19 SVC-HANDORF LOOP RD	\$61.56
	2019-00001942	06/18/2019	4/19-6/18/19 SVC-HANDORF LOOP RD	\$46.20
<b>21409</b>	07/10/2019		<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$3,000.00</b>
	Invoice	Date	Description	Amount
	JUNE 2019	06/28/2019	REPLENISH PAYROLL FOR JULY 2019	\$3,000.00
<b>21410</b>	07/10/2019		<b>KLINE'S PLUMBING, INC.</b>	<b>\$1,225.00</b>
	Invoice	Date	Description	Amount

**Industry Property and Housing Management Authority  
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Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
	11128	06/07/2019	PLUMBING REPAIRS - 16238 TEMPLE AVE	\$675.00
	11156	06/24/2019	REPAIR LEAK-16218 TEMPLE AVE	\$550.00
<b>21411</b>	07/10/2019		<b>LOCKS PLUS, INC.</b>	<b>\$1,345.38</b>
	Invoice	Date	Description	Amount
	33949	01/29/2019	REMOVE/REPLACE LOCKS - 16229 TEMPLE AVE	\$542.97
	33950	02/21/2019	REMOVE/REPLACE LOCKS - 16238 TEMPLE AVE	\$802.41
<b>21412</b>	07/10/2019		<b>SATSUMA LANDSCAPE &amp; MAINT.</b>	<b>\$15,081.69</b>
	Invoice	Date	Description	Amount
	0619EHNHCS	06/27/2019	JUNE 2019 LANDSCAPE MAINT	\$15,081.69
<b>21413</b>	07/10/2019		<b>SURETECK, INC.</b>	<b>\$7,295.22</b>
	Invoice	Date	Description	Amount
	05012019-99	06/03/2019	MAY 2019 ON-CALL MAINTENANCE SVC - VARIOUS HOUS	\$7,295.22

Checks	Status	Count	Transaction Amount
	Total	15	\$38,988.22



*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  
FEBRUARY 7, 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 5:21 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  
Saul Jauregui, Board Member

ABSENT: Erin Schriever, Board Member

STAFF PRESENT: Paul Philips, City Manager; James M. Casso, General Counsel; and Diane M. Schlichting, Secretary.

**PUBLIC COMMENTS**

There were no public comments.

**BOARD MATTERS**

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

*RECOMMENDED ACTION: Ratify the Register of Demands for January 10, 2018.*

MOTION BY BOARD MEMBER JAUREGUI, AND SECOND BY CHAIRMAN EMMONS, TO RATIFY THE REGISTER OF DEMANDS FOR JANUARY 10, 2018. MOTION CARRIED 2-0, BY THE FOLLOWING VOTE:

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

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
FEBRUARY 7, 2018  
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**CONSIDERATION OF THE REGISTER OF DEMANDS FOR FEBRUARY 7, 2018**

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

MOTION BY BOARD MEMBER JAUREGUI, 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:	JAUREGUI, C/EMMONS
NOES:	BOARD MEMBERS:	NONE
ABSENT:	BOARD MEMBERS:	SCHRIEVER
ABSTAIN:	BOARD MEMBERS:	NONE

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:24 p.m.

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Joseph Emmons, Chairman

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Diane M. Schlichting  
Secretary

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
SPECIAL MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
MARCH 12, 2018  
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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 5:45 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; James M. Casso, General Counsel; and Diane M. Schlichting, Secretary.

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION**

Secretary Schlichting announced there was a need for Closed Session as follows:

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

There were no public comments on the Closed Session item.

Chairman Emmons recessed the meeting into Closed Session at 5:46 p.m. All Board Members were present. General Counsel Casso reported out of Closed Session.

With regard to the Closed Session Item 5.1, direction was given to the authority counsel and no further action was taken.

Nothing further to report at this time.

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
SPECIAL MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
MARCH 12, 2018  
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**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 6:05 p.m.

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Joseph Emmons, Chairman

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Diane M. Schlichting  
Secretary

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 13, 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 5:00 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; James M. Casso, General Counsel; and Diane M. Schlichting, Secretary.

**PUBLIC COMMENTS**

There were no public comments.

**BOARD MATTERS**

**CONSIDERATION OF THE REGISTER OF DEMANDS FOR MARCH 7, 2018, APRIL 11, 2018, AND MAY 9, 2018**

*RECOMMENDED ACTION: Ratify the Register of Demands for March 7, 2018, April 11, 2018, and May 9, 2018.*

MOTION BY BOARD MEMBER SCHRIEVER, AND SECOND BY CHAIRMAN EMMONS, TO RATIFY THE REGISTER OF DEMANDS FOR MARCH 7, 2018, APRIL 11, 2018, AND MAY 9, 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

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 13, 2018  
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**CONSIDERATION OF THE REGISTER OF DEMANDS FOR JUNE 13, 2018**

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

MOTION BY CHAIRMAN EMMONS, AND SECOND BY BOARD MEMBER SCHRIEVER 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:	GORGINFAR, SCHRIEVER, C/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 5:07 p.m.

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Joseph Emmons, Chairman

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Diane M. Schlichting  
Secretary

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 12, 2019  
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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 Chair Raheleh Gorginfar 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 Chair Raheleh Gorginfar.

**ROLL CALL**

PRESENT: Raheleh Gorginfar, Chair  
Phil Cook, Vice Chair  
Ken Calvo, Board Member  
Joseph Emmons, Board Member  
Erin Schriever, Board Member

STAFF PRESENT: Troy Helling, City Manager; Bing Hyun, Assistant City Manager; Jamie M. Casso, General Counsel; Julie Robles, Assistant Secretary; and Lynn Thompson, Administrative Technician II.

**PUBLIC COMMENTS**

There were no public comments.

**5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR MAY 8, 2019**

RECOMMENDED ACTION: Ratify the Register of Demands for May 8, 2019.

MOTION BY BOARD MEMBER CALVO, AND SECOND BY BOARD MEMBER SCHRIEVER TO RATIFY THE REGISTER OF DEMANDS FOR MAY 8, 2019. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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



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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 12, 2019  
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**5.2 CONSIDERATION OF THE REGISTER OF DEMANDS FOR JUNE 12, 2019**

*RECOMMENDED ACTION: Approve the Register of Demands for June 12, 2019.*

MOTION BY BOARD MEMBER CALVO, AND SECOND BY VICE CHAIR COOK TO APPROVE THE REGISTER OF DEMANDS FOR JUNE 12, 2019. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

**5.3 CONSIDERATION OF THE MINUTES OF THE SEPTEMBER 13, 2017 REGULAR MEETING, DECEMBER 13, 2017 REGULAR MEETING AND APRIL 10, 2019 REGULAR MEETING**

*RECOMMENDED ACTION: Approve as submitted.*

A discussion regarding the 2017 meeting minutes ensued and both Board Member Calvo and Vice Chair Cook abstained from approving the meeting minutes that took place in 2017, before they were Board Members.

MOTION BY BOARD MEMBER EMMONS, AND SECOND BY CHAIR GORGINFAR TO APPROVE AS SUBMITTED THE SEPTEMBER 13, 2017 AND DECEMBER 13, 2017 REGULAR MEETINGS. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

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

MOTION BY BOARD MEMBER EMMONS, AND SECOND BY CHAIR GORGINFAR TO APPROVE AS SUBMITTED THE APRIL 10, 2019 REGULAR MEETING MINUTES. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 12, 2019  
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AYES: BOARD MEMBERS: CALVO, EMMONS, SCHRIEVER, VC/COOK,  
C/GORGINFAR  
NOES: BOARD MEMBERS: NONE  
ABSENT: BOARD MEMBERS: NONE  
ABSTAIN: BOARD MEMBERS: NONE

**5.4 CONSIDERATION OF RESOLUTION NO. IPHMA 2019-02 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY ("IPHMA") OF THE CITY OF INDUSTRY, CALIFORNIA APPROVING AND ADOPTING THE FY 19-20 PROPOSED IPHMA BUDGET**

*RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2019-02.*

Director of Finance, Yamini Pathak provided a staff report to the Authority and was available to answer any questions.

MOTION BY BOARD MEMBER SCHRIEVER, AND SECOND BY VICE CHAIR COOK TO ADOPT RESOLUTION NO. IPHMA 2019-02. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

**5.5 CONSIDERATION OF AN EASEMENT GRANT DEED TO THE CITY OF INDUSTRY FOR STREET WIDENING PURPOSES AT 20137-20249 WALNUT DRIVE SOUTH**

*RECOMMENDED ACTION: Approve the Grant Deed.*

Contract City Engineer Josh Nelson provided a staff report and was available to answer any questions.

MOTION BY VICE CHAIR COOK, AND SECOND BY BOARD MEMBER CALVO TO APPROVE THE GRANT DEED. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
JUNE 12, 2019  
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AYES: BOARD MEMBERS: CALVO, EMMONS, SCHRIEVER, VC/COOK,  
C/GORGINFAR  
NOES: BOARD MEMBERS: NONE  
ABSENT: BOARD MEMBERS: NONE  
ABSTAIN: BOARD MEMBERS: NONE

**5.6 CONSIDERATION OF AMENDMENT NO. 1 TO THE MAINTENANCE SERVICES AGREEMENT WITH SURETECK INDUSTRIAL AND COMMERCIAL SERVICES, INC., FOR ON-CALL MAINTENANCE SERVICES TO EXTEND THE TERM TO DECEMBER 31, 2019**

*RECOMMENDED ACTION: Approve the Amendment.*

Assistant City Manager Bing Hyun provided a staff report and was available to answer any questions.

MOTION BY BOARD MEMBER CALVO, AND SECOND BY VICE CHAIR COOK TO APPROVE THE AMENDMENT. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS: CALVO, EMMONS, SCHRIEVER, VC/COOK,  
C/GORGINFAR  
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 5:17 p.m.

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Raheleh Gorginfar  
Chairman

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Julie Robles  
Assistant Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.3



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

TO: Board of Directors

FROM: Troy Helling, Executive Director *TH*

STAFF: Yamini Pathak, Director of Finance *YP*

DATE: July 10, 2019

**SUBJECT: Consideration of Resolution No. IPHMA 2019-03, a Resolution of the Industry Property and Housing Management Authority, Approving Blanket Purchase Orders (“BPOs”) for Vendors Totalling \$10,000 and Over for FY 2019-2020**

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### **BACKGROUND:**

A blanket purchase order (“BPO”) Vendor List, is a list of for all vendors with whom the IPHMA anticipates spending over \$10,000 in the fiscal year. On June 12, 2019, the IPHMA approved and adopted its budget for FY 2019-20 (“FY 20”). The FY 20 BPO Vendor List was developed in line with the FY 20 Adopted Budget.

### **DISCUSSION:**

BPOs are a customary financial practice common among public agencies in California; and in summary, are utilized to pay for goods and materials with vendors with whom the IPHMA conducts business during the fiscal year. Although most BPOs can be created under the Executive Director’s purchasing authority, as an added level of fiscal control and transparency, at the beginning of each fiscal year a list of BPOs for vendors with whom the IPHMA regularly conducts business, that total \$10,000 and over annually, is presented to IPHMA Board of Directors for formal approval for the new fiscal year. This streamlines the purchasing process where necessary and assists staff to efficiently obtain goods and materials to tend to its day-to-day operations.

BPOs are not intended to bypass or supersede the bidding provisions as outlined in the City’s Code (which applies to the IPHMA), or intended to bypass the City’s standard agreements and terms. Departments must adhere to the requirements of the City’s procurement policy, and must obtain informal bidding, quotes, or go through a formal procurement process as necessary. Finance will strictly enforce the procurement policy and ensure departments are adhering to the correct purchasing procedures.

As such, outlined below is a summary of the City's Code, as it pertains to the Purchasing (Section 3.04) and Bidding Procedures (Section 3.52), that departments must follow and adhere to when obtaining goods and services.

**Supplies & Equipment** (Section 3.04.050)- For supplies and equipment, purchases of \$100,000 and under may be made at the discretion of the City Manager on the open market with the solicitation of at least three (3) written proposals. Upon the approval of the IPHMA Board of Directors, BPOs will be created for all vendors the City regularly conducts business with for supplies and equipment for FY 20.

Purchases of supplies and equipment over \$100,000 require a formal bidding process and formal approval by the IPHMA Board of Directors. Should items over \$100,000 be taken to the IPHMA Board of Directors during the current fiscal year, BPOs will be created for these items as the Board approves them.

### **BPO Vendor List for FY 20**

The BPO Vendor List for FY 20, attached as Exhibit A, includes all vendors with whom IPHMA regularly conducts business with. The BPO amounts are estimated amounts based on historical spending levels; all BPO amounts are in line with the FY 20 Adopted Budget.

BPOs will also be utilized for all vendors that total less than \$10,000 annually, and with whom IPHMA conducts business on a recurring basis throughout the fiscal year.

### **FISCAL IMPACT:**

The BPOs for all vendors listed in Exhibit A total \$130,000. This has been accounted for and included in the FY 20 Adopted Budget.

### **RECOMMENDED ACTION:**

Staff recommends the Industry Property and Housing Management Authority adopt Resolution No. IPHMA-2019-03, approving the BPO Vendor List for vendors totaling \$10,000 and over for FY 20.

#### Attachments:

1. Resolution No. IPHMA 2019-03-Resolution Approving the FY 19-20 Blanket Purchase Orders for Vendors Totaling \$10,000 and Over.
2. Exhibit A – FY 20 Blanket Purchase Order Vendor List

**RESOLUTION NO. IPHMA 2019-03**

**RESOLUTION OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY, APPROVING BLANKET PURCHASE  
ORDERS FOR VENDORS TOTALING \$10,000 AND OVER FOR FY  
2019-2020**

**WHEREAS**, in FY 2016-17 (“FY 17”), the Financial Services Department (“Finance”) implemented several new internal controls and financial procedures citywide, in which Blanket Purchase Orders (“BPOs”) were identified as a critical fiscal control that allows the IPHMA to procure goods and supplies, professional or maintenance services, and/or equipment in a timely manner to efficiently administer the day-to-day operations of CRIA; and

**WHEREAS**, BPOs are a customary financial practice among public agencies in California; and in summary, are utilized to pay for goods and services with vendors that IPHMA regularly conducts business with during the fiscal year; and

**WHEREAS**, annually, after the IPHMA’s operating budget is adopted, the Finance Department presents to the IPHMA Board of Directors for its consideration a BPO Vendor List for all vendors with whom IPHMA anticipates spending over \$10,000 in the upcoming fiscal year; and

**WHEREAS**, on June 12, 2019, the IPHMA approved and adopted its budget for FY 2019-20 (“FY 20”); and

**WHEREAS**, the FY 20 BPO Vendor List was developed in accordance with the City of Industry’s Municipal Code (“IMC”) (which applies to the IPHMA) as it pertains to purchasing (IMC Section 3.04) and Bidding Procedures (IMC Section 3.52); and

**WHEREAS**, the FY 20 BPO Vendor List was also developed in accordance with the FY 20 Adopted Budget.

**NOW, THEREFORE, THE INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY DOES HEREBY FIND, DETERMINE, AND RESOLVE AS  
FOLLOWS:**

**Section 1.** The above recitals are true and correct and are incorporated herein by reference.

**Section 2.** The IPHMA Board of Directors hereby approves the list of Blanket Purchase Orders (“BPOs”), attached hereto as Exhibit A, and incorporated herein by reference, for all vendors that total \$10,000 and over for FY 2019-20.

**Section 3.** The IPHMA Board of Directors authorizes the Executive Director, and/or his designee, to prepare and execute all BPOs identified and listed on said Exhibit A.

**Section 4.** The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

**Section 5.** The Secretary shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED, APPROVED AND ADOPTED** by the Industry Property Housing Management Authority at a regular meeting held on July 10, 2019, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

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Raheleh Gorginfar, Chair

**ATTEST:**

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Julie Gutierrez-Robles, Secretary



**Industry Property and Housing Management Authority**  
**Blanket Purchase Order Vendor List for FY 2019-20 ("FY 20")**  
**Exhibit A**  
**Vendors Totaling \$10,000 and Over**

Item #	Vendor Name	FY 20 Proposed Amount	Primary Purpose
1	Bryan Press	10,000	Office Supplies - City Letterhead, Envelopes, & Business Cards
2	County Estate Fence Co. Inc.	10,000	Supplies-Vinyl fencing
3	Ferguson	10,000	Supplies-plumbing supply house
4	Grainger	10,000	Supplies-General building materials
5	Home Depot	20,000	Property Maintenance Supplies
6	Locks Plus	10,000	Supplies-Key, locks and materials only
7	Lowe's	20,000	Property Maintenance Supplies
8	Merritt's Ace Hardware	10,000	Property Maintenance Supplies
9	Resource Building Materials	10,000	Facility Materials and Supplies
10	Sunbelt	10,000	Rentals-Equipment rentals
11	United Rentals	10,000	Rentals-Equipment rentals
<b>Grand Totals</b>		<b>\$ 130,000.00</b>	

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.4



# INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

## MEMORANDUM

**TO:** Honorable Chair Gorginfar and Members of the Industry Property and Housing Management Authority

**FROM:** Troy Helling, Executive Director *TH*

**STAFF:** Joshua Nelson, Contract Authority Engineer, CNC Engineering *JN*  
Sean Calvillo, Project Engineer, CNC Engineering *SC*

**DATE:** July 10, 2019

**SUBJECT:** Consideration of an Easement Grant Deed to the City of Industry for storm drain purposes at 20137-20249 Walnut Drive South

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### **Background:**

The Industry Property and Housing Management Authority ("IPHMA") is the owner of the property located at 20137-20249 Walnut Drive South. As part of the City's upcoming street widening and storm drain project, there are some improvements that will be encroaching onto the property. This includes the widened roadway, curb and gutter, sidewalk and utility relocations.

### **Discussion:**

Staff has prepared an Easement Grant Deed that will grant to the City the required portion of the property for the storm drain improvements. This Easement will grant City maintenance crews access to maintain the storm drain. The City owned the property prior to granting ownership to the IPHMA, and therefore no payment or escrow is required to grant the subject easement.

### **Fiscal Impact:**

There is no fiscal impact.

### **Recommendation:**

Approve the Easement Grant Deed to the City for storm drain purposes at 20137-20249 Walnut Drive South.

### **Attachments:**

- A. Easement Grant Deed
  - B. Exhibit A - Legal Description
  - C. Exhibit B - Legal Description Map
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TH/JN/SC:jv

**ATTACHMENT A**

Easement Grant Deed

RECORDING REQUESTED BY & MAIL TO

CITY OF INDUSTRY  
P.O. Box 3366  
City of Industry, CA 91744  
Attention: Joshua Nelson

A.P.N 8762-002-901, 8762-002-902

SPACE ABOVE THIS LINE FOR RECORDER'S USE

				ALL
				PTN

Title Order No. \_\_\_\_\_  
Escrow or Loan No. \_\_\_\_\_

## EASEMENT GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S)

DOCUMENTARY TRANSFER TAX IS \$ \_\_\_\_\_ 0 \_\_\_\_\_ CITY TAX \$ \_\_\_\_\_ 0 \_\_\_\_\_

- computed on full value of property conveyed, or
- computed on full value less value of liens or encumbrances remaining at time of sale, or
- this is a bonafied gift and the grantor received nothing in return, R & T 11911

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY** (the "Grantor"), a public body corporate and politic, hereby grants to the **CITY OF INDUSTRY** (the "Grantee"), a Municipal Corporation, an easement for covered storm drain, ingress and egress purposes in, upon, over and across the following described real property in the City of Industry, County of Los Angeles, State of California:

Per legal description Exhibit "A" and as shown on map Exhibit "B" attached hereto.

APN: 8762-002-901, 8762-002-902

NOTE: This is a conveyance of an easement R&T 11911

Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.

On \_\_\_\_\_, before me, \_\_\_\_\_,

Notary Public, personally appeared \_\_\_\_\_

**INDUSTRY PROPERTY AND HOUSING MANAGEMENT**

BY: \_\_\_\_\_  
Raheleh Gorginfar - Chariman

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary

(See also attached All-Purpose Acknowledgement if needed)

**ATTACHMENT B**

Exhibit A - Legal Description

**LEGAL DESCRIPTION  
STORM DRAIN EASEMENT**

THAT PORTION OF LOT 5, OF TRACT MAP NO. 5579, IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS SHOWN IN BOOK 88, PAGES 52 AND 53 INCLUSIVE, OF TRACT MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

**PARCEL A**

**COMMENCING** AT THE MOST SOUTHERLY CORNER OF LOT 5 OF SAID TRACT NO. 5579, ALSO BEING THE NORTHERLY LINE OF WALNUT DRIVE (40 FEET WIDE) AND THE SOUTHERLY LINE OF THE CITY OF INDUSTRY; THENCE NORTHERLY ALONG THE WESTERLY LINE OF SAID LOT 5, NORTH 12°32'45" WEST, A DISTANCE OF 12.17 FEET; THENCE LEAVING THE WESTERLY LINE OF SAID LOT 5 AND THE WESTERLY LINE OF THE CITY OF INDUSTRY, NORTH 87°03'15" EAST, A DISTANCE OF 40.21 FEET TO THE **POINT OF BEGINNING**; THENCE CONTINUING NORTH 87°03'15" EAST, A DISTANCE OF 21.05 FEET; THENCE NORTH 51°15'18" WEST, A DISTANCE OF 152.55 FEET; THENCE NORTH 11°00'23" WEST, A DISTANCE OF 38.36 FEET TO THE SOUTHERLY LINE OF RIGHT-OF-WAY OF CALTRANS FREEWAY AS SHOWN ON R/W MAP NO. F1792-3, ON FILE WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION; THENCE ALONG SAID LINE, SOUTH 78°56'12" WEST, A DISTANCE OF 64.08 FEET TO THE WESTERLY LINE OF LOT 5; THENCE ALONG SAID LINE SOUTH 52°34'53" EAST, A DISTANCE OF 29.59 FEET; THENCE LEAVING SAID LINE, NORTH 26°45'46" EAST, A DISTANCE OF 3.22 FEET; THENCE SOUTH 63°14'14" EAST, A DISTANCE OF 28.84 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE SOUTHWESTERLY HAVING A RADIUS OF 15.50 FEET AND A CENTRAL ANGLE OF 11°58'56"; THENCE SOUTHEASTERLY ALONG SAID CURVE, A DISTANCE OF 3.24 FEET; THENCE SOUTH 51°15'18" EAST, A DISTANCE OF 147.12 FEET TO THE **POINT OF BEGINNING**.

THE ABOVE DESCRIBED PARCEL CONTAINING 0.08655 ACRES 3,770 SQUARE FEET OF LAND, MORE OR LESS.

**PARCEL B**

**COMMENCING** MOST SOUTHERLY CORNER OF LOT 5 OF SAID TRACT NO. 5579, ALSO BEING THE NORTHERLY LINE OF WALNUT DRIVE (40 FEET WIDE) AND THE SOUTHERLY LINE OF THE CITY OF INDUSTRY; THENCE NORTHERLY ALONG THE

WESTERLY LINE OF SAID LOT 5, NORTH 12°32'45" WEST, A DISTANCE OF 12.17 FEET; THENCE LEAVING THE WESTERLY LINE OF SAID LOT 5 AND THE WESTERLY LINE OF THE CITY OF INDUSTRY, NORTH 87°03'15" EAST, A DISTANCE OF 313.82 FEET TO THE **POINT OF BEGINNING**; THENCE NORTH 87°03'15" EAST, A DISTANCE OF 150.98 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE NORTHERLY HAVING A RADIUS OF 968.00 FEET AND A CENTRAL ANGLE OF 4°04'13"; THENCE EASTERLY ALONG SAID CURVE, A DISTANCE OF 68.77 FEET; THENCE NORTH 7°00'58" WEST, A DISTANCE OF 2.00 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE NORTHERLY HAVING A RADIUS OF 966.00 FEET A RADIAL LINE THROUGH SAID CURVE BEARS NORTH 7°00'58" WEST AND A CENTRAL ANGLE OF 4°04'13"; THENCE WESTERLY ALONG SAID CURVE, A DISTANCE OF 68.62 FEET; THENCE SOUTH 87°03'15" WEST, A DISTANCE OF 129.86 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE SOUTHERLY HAVING A RADIUS OF 97.00 FEET AND A CENTRAL ANGLE OF 7°53'24"; THENCE WESTERLY ALONG SAID CURVE, A DISTANCE OF 13.36 FEET; THENCE SOUTH 79°09'51" WEST, A DISTANCE OF 7.88 FEET TO THE **POINT OF BEGINNING**.

THE ABOVE DESCRIBED PARCEL CONTAINING 0.00973 ACRES 424 SQUARE FEET OF LAND, MORE OR LESS.

AND AS SHOWN ON EXHIBIT "B" ATTACHED HERETO AND MADE A PART OF HEREOF.

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TEDDY Y. OHANA, PLS 8583  
CNC Engineering  
Job No. C-1420R Legal No.10XX  
Checked by: \_\_\_\_ June 26, 2019



**ATTACHMENT C**

Exhibit B - Legal Description Map

# EXHIBIT B

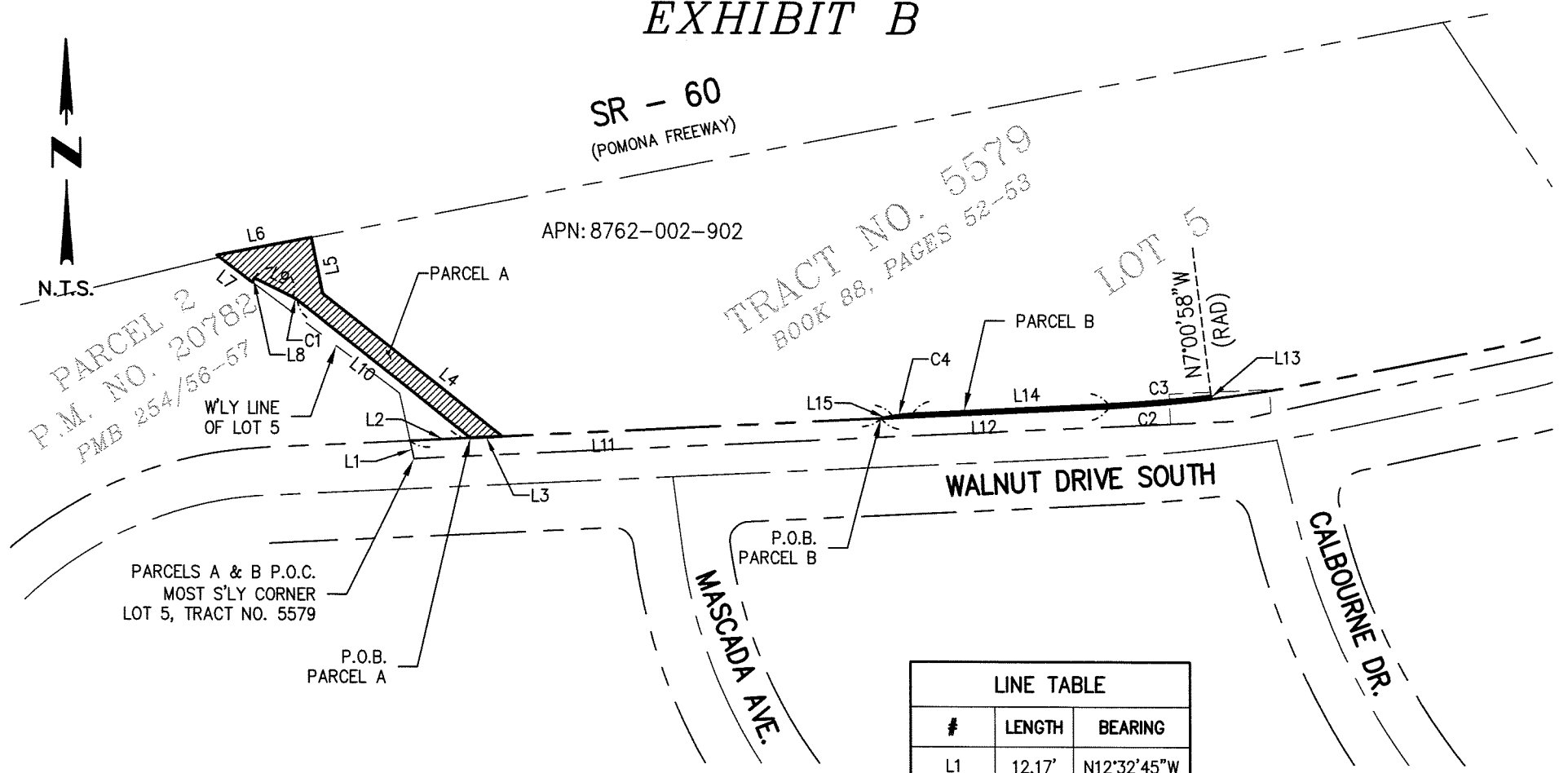
SR - 60  
(POMONA FREEWAY)

APN: 8762-002-902

TRACT NO. 5579  
BOOK 88, PAGES 52-53

LOT 5

PARCEL 2  
P.M. NO. 20782  
PMB 254/56-57



PARCELS A & B P.O.C.  
MOST S'LY CORNER  
LOT 5, TRACT NO. 5579

P.O.B.  
PARCEL A

P.O.B.  
PARCEL B

CURVE TABLE			
#	LENGTH	RADIUS	DELTA
C1	3.24'	15.50'	11°58'56"
C2	68.77'	968.00'	4°04'13"
C3	68.62'	966.00'	4°04'13"
C4	13.36'	97.00'	7°53'24"

LINE TABLE		
#	LENGTH	BEARING
L1	12.17'	N12°32'45"W
L2	40.21'	N87°03'15"E
L3	21.05'	N87°03'15"E
L4	152.55'	N51°15'18"W
L5	38.36'	N11°00'23"W
L6	64.08'	S78°56'12"W
L7	29.59'	S52°34'53"E
L8	3.22'	N26°45'46"E
L9	28.84'	S63°14'14"E
L10	147.12'	S51°15'18"E

LINE TABLE		
#	LENGTH	BEARING
L11	313.82'	N87°03'15"E
L12	150.98'	N87°03'15"E
L13	2.00'	N7°00'58"W
L14	129.86'	S87°03'15"W
L15	7.88'	S79°09'51"W

## SHEET 1 OF 1

Prepared by:  
**CNC ENGINEERING**  
255 N. Hacienda Blvd, Suite 222  
Industry, CA 91744  
Phone (626) 333-0336  
www.cnc-eng.com  
Job No. CITY-1420R, June, 27, 2019  
Legal No. 10xx