
City of Industry Property and Housing Management Authority



REGULAR MEETING AGENDA
FEBRUARY 12, 2020
5:00 p.m.

Chair Raheleh Gorginfar
Vice Chair Phil Cook
Board Member Ken Calvo
Board Member Joseph Emmons
Board Member Tim Seal

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. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and will be enacted by one vote. There will be no separate discussion of these items unless members of the Industry Property & Housing Management Authority (IPHMA), the public, or staff request specific items be removed from the Consent Calendar for separate action.

5.1 Consideration of the Register of Demands for January 8, 2020

RECOMMENDED ACTION: Ratify the Register of Demands.

5.2 Consideration of the Register of Demands for February 12, 2020

RECOMMENDED ACTION: Approve the Register of Demands for February 12, 2020.

5.3 Consideration of the minutes of the December 11, 2019 regular meeting

RECOMMENDED ACTION: Approve as submitted.

6. **BOARD MATTERS**

6.1 Consideration of Resolution No. IPHMA 2020-01 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY RESCINDING RESOLUTION NO. IPHMA 2017-02 AND AMENDING THE TIME OF ITS REGULAR MEETINGS

RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2020-01.

6.2 Consideration of Amendment No. 3 to the Maintenance Services Agreement with SureTeck Industrial & Commercial Services, Inc., for on-call maintenance services, increasing the compensation by \$80,000.00

RECOMMENDED ACTION: Approve the Amendment.

6.3 Consideration of Amendment No. 1 to the Maintenance Services Agreement with Akers Consulting Services, Inc., dba Aborta Bug Pest & Termite Control for residential pest control services, extending the term to December 31, 2020, and increasing the compensation by \$30,000

RECOMMENDED ACTION: Approve the Amendment.

7. **EXECUTIVE DIRECTOR COMMENTS:**

8. Adjournment. Next regular meeting: Wednesday, March 11, 2020 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 January 8, 2020

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	46,048.57

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	46,048.57

APPROVED PER CITY MANAGER

**Industry Property and Housing Management Authority
Board Meeting
January 8, 2020**

Check	Date	Payee Name		Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21495	12/12/2019	ROWLAND WATER DISTRICT		\$421.73
	Invoice	Date	Description	Amount
	2020-00000826	11/27/2019	10/15-11/13/19 SVC - 17217 CHESTNUT ST	\$113.00
	2020-00000827	11/27/2019	10/15-11/13/19 SVC - 17217 & 17229 CHESTNUT - IRR	\$189.43
	2020-00000828	11/27/2019	10/15-11/13/19 SVC - 17229 CHESTNUT ST	\$119.30
21496	12/12/2019	SO CALIFORNIA EDISON COMPANY		\$64.13
	Invoice	Date	Description	Amount
	2020-00000829	12/05/2019	11/01-12/04/19 SVC - 15722 NELSON AVE	\$14.67
	2020-00000830	12/05/2019	11/01-12/04/19 SVC - 15652 NELSON AVE	\$49.46
21497	12/12/2019	SOCALGAS		\$43.25
	Invoice	Date	Description	Amount
	2020-00000831	12/05/2019	10/31-12/03/19 SVC - 16200 TEMPLE AVE APT 202-BUNK	\$43.25
21498	12/18/2019	CNC ENGINEERING		\$3,495.00
	Invoice	Date	Description	Amount
	459891	12/11/2019	APPLIANCE REPLACEMENT & PEST CONTROL - 16000	\$390.00
	459892	12/11/2019	COORDINATION FOR CONTINUED REPAIRS - 17217 CH	\$280.00
	459893	12/11/2019	PLUMBING REPAIRS & GAS LINE REPLACEMENT - VAR	\$1,302.50
	459894	12/11/2019	COORDINATION FOR FIREPLACE REPAIRS - 16242 TEM	\$767.50
	459895	12/11/2019	WATER HEATER REPAIR & SAND BAG PLACEMENT - 16	\$292.50
	459896	12/11/2019	REPAIR PERIMETER FENCING & SECURITY LIGHTING -	\$462.50
21499	12/18/2019	IPHMA - PAYROLL ACCOUNT		\$3,500.00
	Invoice	Date	Description	Amount
	JAN-20	12/17/2019	REPLENISH PAYROLL ACCOUNT FOR JANUARY 2020	\$3,500.00

**Industry Property and Housing Management Authority
Board Meeting
January 8, 2020**

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21500	12/18/2019		SO CALIFORNIA EDISON COMPANY	\$12.71
	Invoice	Date	Description	Amount
	2020-00000879	12/14/2019	11/13-12/13/19 SVC - 20137 E WALNUT DR S	\$12.71
21501	12/18/2019		SOCALGAS	\$5.42
	Invoice	Date	Description	Amount
	2020-00000880	12/09/2019	11/01-12/04/19 SVC - 15722 NELSON AVE	\$5.42
21502	12/18/2019		WALNUT VALLEY WATER DISTRICT	\$20.54
	Invoice	Date	Description	Amount
	3525421	12/12/2019	10/31-11/27/19 SVC - 20137 WALNUT DR	\$20.54
21503	01/08/2020		ABORTA-BUG PEST CONTROL	\$1,725.00
	Invoice	Date	Description	Amount
	14531	12/02/2019	DECEMBER 2019 PEST SVC @ \$75 PER HOUSE	\$1,575.00
	14572	12/10/2019	RODENT CHECK - 16238 TEMPLE AVE	\$75.00
	14573	12/10/2019	RODENT CHECK - 16224 TEMPLE AVE	\$75.00
21504	01/08/2020		BRYAN PRESS	\$341.35
	Invoice	Date	Description	Amount
	0082589-IPHMA	11/21/2019	IPHMA LASER CHECKS	\$341.35
21505	01/08/2020		CNC ENGINEERING	\$4,702.50
	Invoice	Date	Description	Amount
	12302088	12/31/2019	COORDINATION TO REPLACE EXTERIOR LIGHTS - 16238 TEMPLE AVE	\$195.00
	12302089	12/31/2019	CONSULTANT COORDINATION FOLLOW-UP - 15652 NE	\$85.00

**Industry Property and Housing Management Authority
Board Meeting
January 8, 2020**

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	12302091	12/31/2019	COORDINATION FOR ELECTRICAL INVESTIGATION - 16000 TEMPLE AVE	\$292.50
	12302092	12/31/2019	COORDINATION FOR STUCCO REPAIRS - 15702 NELSON AVE	\$292.50
	12302093	12/31/2019	CONSULTANT COORDINATION FOLLOW-UP - 16000 TEMPLE AVE	\$85.00
	12302094	12/31/2019	COORDINATION FOR PLUMBING REPAIRS - 16220 TEMPLE AVE	\$487.50
	12302095	12/31/2019	COORDINATION FOR FRONT DOOR REPAIRS - 16000 TEMPLE AVE	\$195.00
	12302096	12/31/2019	RODENT CONTROL, DISHWASHER & DOOR REPAIRS - 16000 TEMPLE AVE	\$572.50
	12302097	12/31/2019	COORDINATION FOR PLUMBING REPAIRS - VARIOUS TEMPLE AVE	\$195.00
	12302098	12/31/2019	COORDINATION FOR APPLIANCE REPLACEMENT/REPAIRS - 16000 TEMPLE AVE	\$1,072.50
	12302099	12/31/2019	COORDINATION FOR PLUMBING REPAIRS - 16229 TEMPLE AVE	\$292.50
	12302100	12/31/2019	COORDINATION FOR ROOF REPAIRS - 16224 TEMPLE AVE	\$852.50
	12302090	12/31/2019	COORDINATION FOR FOLLOW-UP DOCUMENTS - 15714 NELSON AVE	\$85.00
21506	01/08/2020		FIREPLACE FREDDIE, INC.	\$125.00
	Invoice	Date	Description	Amount
	FF112519	11/25/2019	INSPECT CHIMNEY FLUE - 16242 TEMPLE AVE	\$125.00
21507	01/08/2020		HOME DEPOT CREDIT SERVICES	\$705.97
	Invoice	Date	Description	Amount
	6904310	12/03/2019	DISHWASHER - 16000 TEMPLE AVE UNIT D	\$705.97
21508	01/08/2020		KLINE'S PLUMBING, INC.	\$5,855.00
	Invoice	Date	Description	Amount
	11233	11/01/2019	LEAK & TOILET REPAIRS - 15714 NELSON AVE	\$650.00
	11235	11/06/2019	REPAIR LEAKING RISE - 15714 NELSON AVE	\$720.00
	11244	11/13/2019	WATER HEATER REPAIRS - 16229 TEMPLE AVE	\$375.00
	11254	11/22/2019	CLEAR TOILET & BATHTUB STOPPAGE - 16220 TEMPLE AVE	\$295.00
	11259	11/25/2019	PATCH GAS LINE - 16212 TEMPLE AVE	\$840.00

**Industry Property and Housing Management Authority
Board Meeting
January 8, 2020**

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	11260	11/27/2019	REPLACE GAS LINE - 16212 TEMPLE AVE	\$2,800.00
	11262	12/05/2019	CLEAR LINE STOPPAGE - 16212 TEMPLE AVE	\$175.00
21509	01/08/2020		LOCKS PLUS, INC.	\$1,179.29
	Invoice	Date	Description	Amount
	34147	10/01/2019	REMOVE/REPLACE LOCKS - 15652 NELSON AVE	\$995.63
	34148	10/02/2019	LOCK & KEY SVC - 16218 TEMPLE AVE	\$183.66
21510	01/08/2020		SATSUMA LANDSCAPE & MAINT.	\$10,748.07
	Invoice	Date	Description	Amount
	1119EHNHCS	11/27/2019	NOVEMBER 2019 LANDSCAPE MAINTENANCE	\$10,748.07
21511	01/08/2020		SURETECK, INC.	\$12,153.61
	Invoice	Date	Description	Amount
	10-2019-99	11/08/2019	OCTOBER 2019 ON-CALL MAINTENANCE SVC - VARIOL	\$2,006.10
	11-2019-99	12/05/2019	NOVEMBER 2019 ON-CALL MAINTENANCE SVC - VARIC	\$10,147.51
21512	01/08/2020		TEMP AIR SYSTEM INC.	\$950.00
	Invoice	Date	Description	Amount
	500804	11/12/2019	REPAIR HVAC SYSTEM - 16227 TEMPLE AVE	\$475.00
	500826	11/26/2019	REPAIR HVAC SYSTEM - 17217 CHESTNUT ST	\$475.00

Checks	Status	Count	Transaction Amount
	Total	18	\$46,048.57

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

AUTHORIZATION FOR PAYMENT OF BILLS

Board Meeting February 12, 2020

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	40,655.97

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	40,655.97

APPROVED PER CITY MANAGER

Industry Property and Housing Management Authority
Board Meeting
February 12, 2020

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21513	01/09/2020		INDUSTRY PUBLIC UTILITIES	\$107.76
	Invoice	Date	Description	Amount
	2020-00000980	12/18/2019	10/18-12/18/19 SVC - HANDORF LOOP RD IRRIGATION	\$46.20
	2020-00000981	12/18/2019	10/18-12/18/19 SVC - HANDORF LOOP RD IRRIGATION-E	\$61.56
21514	01/09/2020		INDUSTRY PUBLIC UTILITY COMMISSI	\$16.11
	Invoice	Date	Description	Amount
	2020-00000982	12/13/2019	11/10-12/10/19 SVC - 16229 E TEMPLE AVE	\$7.08
	2020-00000983	12/13/2019	11/10-12/10/19 SVC - 16218 E TEMPLE AVE	\$9.03
21515	01/09/2020		ROWLAND WATER DISTRICT	\$371.33
	Invoice	Date	Description	Amount
	2020-00000984	12/26/2019	11/13-12/12/19 SVC - 17217 & 17229 CHESTNUT - IRR	\$129.58
	2020-00000985	12/26/2019	11/13-12/12/19 SVC - 17217 CHESTNUT ST	\$97.25
	2020-00000986	12/26/2019	11/13-12/12/19 SVC - 17229 CHESTNUT ST	\$144.50
21516	01/15/2020		INDUSTRY PUBLIC UTILITIES	\$1,359.73
	Invoice	Date	Description	Amount
	2020-00001016	12/18/2019	10/18-12/18/19 SVC - 14063 PROCTOR	\$143.46
	2020-00001017	12/18/2019	10/18-12/18/19 SVC - 16200 TEMPLE-BUNKHOUSE	\$128.41
	2020-00001018	12/18/2019	10/18-12/18/19 SVC - 16200 TEMPLE AVE CONDOS A & E	\$159.66
	2020-00001019	12/18/2019	10/18-12/18/19 SVC - 16200 TEMPLE AVE CONDOS C & I	\$122.46
	2020-00001020	12/18/2019	10/18-12/18/19 SVC - 16212 TEMPLE	\$190.68
	2020-00001021	12/18/2019	10/18-12/18/19 SVC - 16217 TEMPLE	\$84.66
	2020-00001022	12/18/2019	10/18-12/18/19 SVC - 16218 TEMPLE	\$65.76
	2020-00001023	12/18/2019	10/18-12/18/19 SVC - 16220 TEMPLE	\$82.56

Industry Property and Housing Management Authority
Board Meeting
February 12, 2020

Check	Date		Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking				
	2020-00001024	12/18/2019	10/18-12/18/19 SVC - 16224 TEMPLE	\$82.82
	2020-00001025	12/18/2019	10/18-12/18/19 SVC - 16227 TEMPLE	\$76.26
	2020-00001026	12/18/2019	10/18-12/18/19 SVC - 16229 TEMPLE	\$61.56
	2020-00001027	12/18/2019	10/18-12/18/19 SVC - 16238 TEMPLE	\$70.22
	2020-00001028	12/18/2019	10/18-12/18/19 SVC - 16242 TEMPLE	\$91.22
21517	01/15/2020		LA PUENTE VALLEY COUNTY WATER	\$929.49
	Invoice	Date	Description	Amount
	2020-00001029	12/18/2019	10/18-12/18/19 SVC - 15652 NELSON	\$185.22
	2020-00001030	12/18/2019	10/18-12/18/19 SVC - 15702 NELSON	\$146.94
	2020-00001031	12/18/2019	10/18-12/18/19 SVC - 15714 NELSON	\$213.93
	2020-00001032	12/18/2019	10/18-12/18/19 SVC - 15722 NELSON	\$162.89
	2020-00001033	12/18/2019	10/18-12/18/19 SVC - 15730 NELSON	\$108.66
	2020-00001037	12/18/2019	10/18-12/18/19 SVC - 15736 NELSON	\$111.85
21518	01/15/2020		SO CALIFORNIA EDISON COMPANY	\$59.53
	Invoice	Date	Description	Amount
	2020-00001035	01/04/2020	12/04-01/03/20 SVC - 15722 NELSON AVE	\$16.04
	2020-00001036	01/04/2020	12/04-01/03/20 SVC - 15652 NELSON AVE	\$43.49
21519	01/22/2020		SOCALGAS	\$50.92
	Invoice	Date	Description	Amount
	2020-00001115	01/07/2020	12/03-01/04/20 SVC - 16200 TEMPLE AVE APT 202-BUNK	\$45.50
	2020-00001116	01/08/2020	12/04-01/06/20 SVC - 15722 NELSON AVE	\$5.42
21520	01/22/2020		WALNUT VALLEY WATER DISTRICT	\$20.54

**Industry Property and Housing Management Authority
Board Meeting
February 12, 2020**

Check	Date			Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking					
	Invoice	Date	Description		Amount
	3552886	01/08/2020	11/28-12/30/19 SVC - 20137 WALNUT DR		\$20.54
21521	01/28/2020			INDUSTRY PUBLIC UTILITY COMMISSI	\$14.15
	Invoice	Date	Description		Amount
	2020-00001125	01/17/2020	12/10-01/10/20 SVC - 16218 TEMPLE AVE		\$7.79
	2020-00001126	01/17/2020	12/10-01/10/20 SVC - 16229 TEMPLE AVE		\$6.36
21522	01/28/2020			SO CALIFORNIA EDISON COMPANY	\$16.13
	Invoice	Date	Description		Amount
	2020-00001127	01/15/2020	12/13-01/14/20 SVC - 20137 WALNUT DR S		\$16.13
21523	01/28/2020			STATE WATER RESOURCES CONTROL	\$568.00
	Invoice	Date	Description		Amount
	SW-0187717	01/09/2020	ANNUAL PERMIT FEE - 20137 WALNUT DR SOUTH		\$568.00
21524	02/12/2020			ABORTA-BUG PEST CONTROL	\$450.00
	Invoice	Date	Description		Amount
	14785	01/09/2020	INSTALLATION OF RODENT TRAPS -1600 TEMPLE AVE		\$300.00
	14776-	01/15/2020	RODENT CHECK-16224 TEMPLE AVE		\$75.00
	14791	01/15/2020	RODENT CHECK-16000 TEMPLE AVE CONDOS		\$75.00
21525	02/12/2020			CASSO & SPARKS, LLP	\$2,825.55
	Invoice	Date	Description		Amount
	20372	01/22/2020	JULY-OCTOBER 2019 LEGAL SVC		\$2,825.55

Industry Property and Housing Management Authority
Board Meeting
February 12, 2020

Check	Date	Payee Name		Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21526	02/12/2020	CNC ENGINEERING		\$6,027.50
	Invoice	Date	Description	Amount
	500064	01/09/2020	FOLLOW UP DOCUMENTS-16200 TEMPLE AVE UNIT A	\$42.50
	500065	01/09/2020	PLUMBING REPAIRS-16220 TEMPLE AVE	\$97.50
	500066	01/09/2020	RODENT CONTROL AND APPLIANCE REPAIRS-16200 TI	\$335.00
	500067	01/09/2020	APPLIANCE REPLACEMENT/REPAIRS -16242 E TEMPLE	\$97.50
	500063	01/09/2020	FOLLOW UP DOCUMENTS - 15652 NELSON AVE	\$142.50
	500141	01/30/2020	COMMUNICATION COORDINATION - 17217 CHESTNUT	\$195.00
	500142	01/30/2020	COORDINATION FOR OVEN REPAIRS-16200 TEMPLE A'	\$560.00
	500143	01/30/2020	COORDINATION WITH CITY STAFF-VARIOUS HOUSES	\$197.50
	500144	01/30/2020	COORDINATION FOR MISCELLANEOUS REPAIRS- 1622	\$1,375.00
	500145	01/30/2020	COORDINATION FOR MISC. MAINTENANCE-16224 TEMI	\$1,717.50
	500146	01/30/2020	COORDINATION FOR PLUMBING REPAIRS-16220 TEMP	\$487.50
	500147	01/30/2020	COORDINATION REGARDING MISC REPAIRS -16200 TE	\$780.00
21527	02/12/2020	GOODSERVICE APPLIANCE REPAIR		\$777.67
	Invoice	Date	Description	Amount
	1517	12/22/2019	REPAIR DISHWASHER -16000 TEMPLE AVE UNIT D	\$225.15
	1516	12/22/2019	REPLACE EVAPORATIVE MOTOR-16000 TEMPLE AVE L	\$351.18
	1515	12/22/2019	REPAIR DRYER -15652 NELSON AVE	\$201.34
21528	02/12/2020	HOME DEPOT CREDIT SERVICES		\$1,798.42
	Invoice	Date	Description	Amount
	6900032	12/23/2019	WASHER & DRYER-16242 TEMPLE AVE	\$1,269.20
	6900031	12/23/2019	MICROWAVE -16242 TEMPLE AVE	\$420.81
	1900953	01/17/2020	BATHROOM FACET -16224 TEMPLE	\$108.41

Industry Property and Housing Management Authority
Board Meeting
February 12, 2020

Check	Date	Payee Name			Check Amount
IPHMA.CHK - IPHMA BofA Checking					
21529	02/12/2020	IPHMA - PAYROLL ACCOUNT			\$3,500.00
	Invoice	Date	Description	Amount	
	FEB-20	01/29/2020	REPLENISH PAYROLL ACCOUNT FOR FEBRUARY 2020	\$3,500.00	
21530	02/12/2020	KLINE'S PLUMBING, INC.			\$5,150.00
	Invoice	Date	Description	Amount	
	11298	01/13/2020	WATER HEATER REPLACEMENT-16229 TEMPLE AVE	\$1,700.00	
	11286	12/27/2019	REPLACE WATER HEATER 16220 TEMPLE AVE	\$1,600.00	
	11285	12/27/2019	WATER HEATER LEAK -14063 PROCTOR AVE	\$1,850.00	
21531	02/12/2020	SATSUMA LANDSCAPE & MAINT.			\$12,843.75
	Invoice	Date	Description	Amount	
	1219EHNHCS	12/31/2019	DECEMBER 2019 LANDSCAPE MAINTENANCE	\$12,843.75	
21532	02/12/2020	SUNRISE ROOFING			\$300.00
	Invoice	Date	Description	Amount	
	1/10/2020	01/10/2020	REPAIR ROOF LEAK-16224 TEMPLE	\$300.00	
21533	02/12/2020	SURETECK, INC.			\$3,469.39
	Invoice	Date	Description	Amount	
	SUR-12-2019-99	01/02/2020	DECEMBER 2019 ON-CALL MAINTENANCE SVC VARIOL	\$3,469.39	

Industry Property and Housing Management Authority
Board Meeting
February 12, 2020

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

Checks	Status	Count	Transaction Amount
	Total	21	\$40,655.97

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.3

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 11, 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 5:00 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
Tim Seal, Board Member

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

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR DECEMBER 11, 2019

RECOMMENDED ACTION:
December 11, 2019.

Approve the Register of Demands for

5.2 CONSIDERATION OF THE MINUTES OF THE JULY 11, 2018 REGULAR MEETING, OCTOBER 9, 2019 REGULAR MEETING AND NOVEMBER 13, 2019 REGULAR MEETING

RECOMMENDED ACTION:

Approve as submitted.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 11, 2019
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MOTION BY BOARD MEMBER SEAL, AND SECOND BY BOARD MEMBER CALVO TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

BOARD MATTERS

6.1 CONSIDERATION OF AMENDMENT NO. 2 TO THE MAINTENANCE SERVICES AGREEMENT WITH SURETECK INDUSTRIAL AND COMMERCIAL SERVICES, INC., FOR ON-CALL MAINTENANCE SERVICES TO EXTEND THE TERM TO DECEMBER 31, 2020

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, SEAL, VC/COOK,
C/GORGINFAR
NOES: BOARD MEMBERS: NONE
ABSENT: BOARD MEMBERS: NONE
ABSTAIN: BOARD MEMBERS: NONE

EXECUTIVE DIRECTOR COMMENTS:

City Manager Troy Helling spoke about changing the start time for future meetings and stated he would bring it back up for discussion at the next meeting.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
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ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 5:07 p.m.

Raheleh Gorginfar
Chair

Julie Robles
Assistant Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 6.1



CITY OF INDUSTRY

P.O. Box 3366 • 15625 E. Stafford St. • City of Industry, CA 91744-0366 • (626) 333-2211 • FAX (626) 961-6795

MEMORANDUM

TO: Honorable Chair Gorginfar and Members of the Authority

FROM: Troy Helling, City Manager *TH*

DATE: February 12, 2020

SUBJECT: Consideration to amend the time of the Industry Property and Housing Authority meetings.

Background:

Staff is requesting that the time and day of the regularly scheduled Industry Property and Housing Authority meetings to 10:30 a.m. on Wednesday preceding the second Thursday of each month. This time and day will be better aligned with the schedule of agenda production of other meetings and will be a better schedule for staff.

Recommendation:

Discuss and Direct staff accordingly.

Exhibits:

A.. Resolution No. IPHMA 2020-01

TH/TH

RESOLUTION NO. IPHMA 2020-01

**A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY RESCINDING RESOLUTION NO. IPHMA
2017-02 AND AMENDING THE TIME OF ITS REGULAR MEETINGS**

WHEREAS, the Industry Property and Housing Management Authority (the "IPHMA") was created pursuant to the Joint Exercise of Powers Agreement (the "JPA") by and between the City of Industry and the Civic-Recreational-Industrial Authority on March 23, 2006; and

WHEREAS, Section 2.04(a) of the JPA permits the Board of Directors of the IPHMA (the "Board") to establish a schedule for its regular meetings; and

WHEREAS, Section 2.04 of the Bylaws of the IPHMA permits the Board to adopt rules designating the time and place for the regular meetings of the IPHMA; and

WHEREAS, on July 12, 2017, the Board adopted Resolution No. IPHMA 2017-02, setting the time of its regular meetings to be 5:00 p.m. on the Wednesday preceding the second Thursday of each month; and

WHEREAS, the Board desires to change the time of its regular meetings to 10:30 a.m. on the Wednesday preceding the second Thursday of each month.

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

SECTION 1. The Board finds that the facts, findings and conclusions set forth above are true and correct and are adopted herein by reference.

SECTION 2. The Board hereby rescinds Resolution No. IPHMA 2017-02 in its entirety.

SECTION 3. The regular meetings of the IPHMA shall be held at the place and time specified as follows:

City of Industry Council Chambers
City Hall Annex
15651 East Stafford Street
City of Industry, CA 91744
Wednesday Preceding the Second Thursday of Each Month
10:30 a.m.

SECTION 4. In the event the Executive Director determines that there is no need for any such regular meeting in a particular month, the Executive Director will provide

notice to the Board that the regular meeting for such month will not be conducted unless requested by the Chairman or a majority of the Board.

SECTION 5. 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 6. That the IPHMA Secretary shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

SECTION 7. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED by the Board at a regular meeting held on February 12, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Raheleh Gorginfar, Chairperson

ATTEST:

Julie Gutierrez-Robles, Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 6.2



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: Bing Hyun, Assistant Executive Director *[Signature]*

DATE: February 12, 2020

SUBJECT: Consideration of Amendment No. 3 to the Maintenance Services Agreement with SureTeck Industrial & Commercial Services, Inc., for on-call maintenance services, increasing the total compensation by \$80,000.00

Background:

On May 24, 2018, Industry Property Housing Management Authority (“IPHMA”) Board approved a Maintenance Agreement (“Agreement”) with SureTeck Industrial & Commercial Services, Inc. (“SureTeck”), for on-call maintenance services, from May 24, 2018 to May 24, 2019, for an amount of \$150,000.00. On June 12, 2019, Amendment No. 1 was approved extending the term of the Agreement to December 31, 2019. On December 11, 2019, Amendment No. 2 was approved extending the term of the Agreement to December 31, 2020. The company provides plumbing, electrical repairs, installation of fixtures, and general repair services for the houses owned by IPHMA.

Discussion:

Staff is working on issuing a Request for Qualifications (“RFQ”) to establish a list of companies that can work on various maintenance-related requests including plumbing, electrical, HVAC, tree, and general maintenance services. This process has taken longer than anticipated. Staff is requesting the Board approve Amendment No. 3. to the Agreement increasing the compensation by \$80,000, thereby permitting sufficient time to complete the procurement process and avoid a lapse in service.

Table 1 – Summary of Costs

Maintenance Services Agreement	\$100,000.00
Amendment No. 3 to the Maintenance Services Agreement	\$80,000.00
Total	\$180,000.00

Fiscal Impact:

Appropriate \$80,000 to Industry Property & Housing – Expenditures – Property Maintenance (Account No. 160-300-8510).

Recommendations:

- 1.) Staff recommends approving Amendment No. 3 with SureTeck Industrial & Commercial Services, Inc., dated February 12, 2020; and
- 2.) Appropriate \$80,000 to Industry Property & Housing – Expenditures – Property Maintenance (Account No. 160-300-8510).

Exhibit:

- A. Amendment No. 3 with SureTeck Industrial & Commercial Services, Inc., dated February 12, 2020
-

TH/BH:yp

EXHIBIT A

Amendment No. 3 with SureTeck Industrial & Commercial Services, Inc., dated
February 12, 2020

[Attached]

**AMENDMENT NO. 3
TO MAINTENANCE SERVICES AGREEMENT
WITH SURETECK INDUSTRIAL AND COMMERCIAL SERVICES, INC.**

This Amendment No. 3 to the Agreement for Maintenance Services (“Agreement”), is made and entered into this 12th day of February, 2020, (“Effective Date”) by and between the Industry Property and Housing Management Authority, a public body (“IPHMA”) and SureTeck Industrial & Commercial Services, Inc. (“SureTeck”), a California corporation. The IPHMA and Consultant are hereinafter collectively referred to as the “Parties”.

RECITALS

WHEREAS, on or about May 24, 2018, the Agreement was entered into and executed between the IPHMA and Consultant to provide on-call maintenance services, for a period of one year; and

WHEREAS, on or about June 12, 2019, IPHMA Board approved Amendment No. 1 extending the term to December 31, 2019; and

WHEREAS, on or about December 11, 2019, IPHMA Board approved Amendment No. 2 extending the term to December 31, 2020; and

WHEREAS, the Parties desire to amend the Agreement to increase the compensation by \$80,000 to continue on-call maintenance services; and

WHEREAS, for the reasons set forth herein, the IPHMA and Consultant desire to enter into this Amendment No. 3, as set forth below.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements set forth herein, it is agreed the aforesaid Agreement and incorporated herein by reference, shall remain in full force and effect except as otherwise hereinafter provided:

Section 4. PAYMENT

The second sentence of Section 4(a) is hereby amended to read in its entirety as follows:

This amount shall not exceed One Hundred and Eighty Thousand Dollars and Zero Cents (\$180,000.00) for the total Term of the Agreement unless additional payment is approved as provided in this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 3 to the Agreement as of the Effective Date.

“IPHMA”
Industry Property and Housing Management
Authority

“CONSULTANT”
SureTeck Industrial & Commercial
Services, Inc.

By: _____
Troy Helling, Executive Director

By: _____
Gino Garcia, CEO

Attest:

By: _____
Julie Gutierrez-Robles, Board Secretary

APPROVED AS TO FORM

By: _____
James M. Casso, General Counsel

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 6.3



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: Bing Hyun, Assistant Executive Director *BH*

DATE: February 12, 2020

SUBJECT: Consideration of Amendment No. 1 to the Maintenance Services Agreement with Akers Consulting Services, Inc., dba Aborta Bug Pest & Termite Control, for residential pest control services, extending the term to December 31, 2020, and increasing the compensation by \$30,000.00

Background:

On April 12, 2017, the Industry Property Housing Management Authority (“IPHMA”) Board approved a Maintenance Agreement (“Agreement”) with Akers Consulting Services, Inc., dba Aborta Bug Pest & Termite Control (“Aborta Bug”), to provide pest management services for the residential units from April 12, 2017 to April 12, 2020, in the amount of \$56,700.00.

Pest management services include, but are not limited to, general pest management, pigeon control, fly control, fire ants and Wood Destroying Organisms (“WDO”) inspection. A WDO inspection includes inspecting for subterranean termites, drywood termites and dryrot/fungus. General pest management includes evaluating and treating for Argentine ants, black widow spiders, brown widow spiders, American roaches, water beetles, crickets, earwigs, millipedes, sowbugs and pillbugs.

Discussion:

Staff is working on issuing a Request for Qualifications (“RFQ”) to establish a list of companies that can provide various services, including pest management services. This process has taken longer than anticipated. Staff is requesting the Board approve Amendment No. 1 to the Agreement to extend the term through December 31, 2020, for an additional amount of \$30,000. This provides sufficient time to complete the procurement process and avoid a lapse in service. The amendment will also amend the Agreement’s Exhibit A (“Scope of Services”) and Exhibit B (“Rate Schedule”) to include additional residential locations to be serviced, which are 14063 Proctor Avenue and

22036 Valley Boulevard.

Table 1 – Summary of Costs

Maintenance Services Agreement	\$56,700.00
Amendment No. 1 to the Maintenance Services Agreement	\$30,000.00
Total	\$86,700.00

Fiscal Impact:

Appropriate \$30,000 to Industry Property & Housing – Expenditures – Property Maintenance (Account No. 160-300-8510).

Recommendations:

- 1.) Staff recommends approving Amendment No. 1 to the Maintenance Services Agreement with Akers Consulting Services, Inc., dated February 12, 2020; and
- 2.) Appropriate \$30,000.00 to Industry Property & Housing – Expenditures – Property Maintenance (Account No. 160-300-8510).

Exhibit:

- A. Amendment No. 1 to the Maintenance Services Agreement with Akers Consulting Services, Inc., dated February 12, 2020

TH/BH:yp

EXHIBIT A

Amendment No. 1 to the Maintenance Services Agreement with Akers Consulting Services, Inc., dated February 12, 2020

[Attached]

**AMENDMENT NO. 1
TO MAINTENANCE SERVICES AGREEMENT**

This Amendment No. 1 to the Agreement for Maintenance Services (“Agreement”), is made and entered into this 12th day of February, 2020, (“Effective Date”) by and between the Industry Property and Housing Management Authority, a public body (“IPHMA”) and Akers Consulting Services, Inc., a California S corporation, dba Aborta-Bug Pest & Termite Control, (“Consultant”), a California corporation. The IPHMA and Consultant are hereinafter collectively referred to as the “Parties”.

RECITALS

WHEREAS, on or about April 12, 2017, the Agreement was entered into and executed between the IPHMA and Consultant to provide pest control services, for a period of three years; and

WHEREAS, the Parties desire to amend the Agreement to extend the term for pest control services through December 31, 2020, thereby necessitating an increase in compensation of \$30,000.00, amend the address for the IPHMA’s General Counsel, amend Exhibit A “Scope of Services” to include additional locations to be serviced, and amend Exhibit B “Rate Schedule” to include the cost for additional as needed services; and

WHEREAS, for the reasons set forth herein, the IPHMA and Consultant desire to enter into this Amendment No. 1, as set forth below.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements set forth herein, it is agreed the aforesaid Agreement and incorporated herein by reference, shall remain in full force and effect except as otherwise hereinafter provided:

Section 1. TERM

The first sentence of Section 1 is hereby amended to read in its entirety as follows:

This Agreement shall commence on the Effective Date, and shall remain and continue in effect until tasks described herein are completed, but in no event later than December 31, 2020 unless sooner terminated pursuant to the provisions of this Agreement

Section 4. PAYMENT

The second sentence of Section 4(a) is hereby amended to read in its entirety as follows:

This amount shall not exceed Eighty-Six Thousand Seven Hundred Dollars and Zero Cents (\$86,700.00) for the total Term of the Agreement unless additional payment is approved as provided in this Agreement.

Section 15. NOTICES

The address for James M. Casso is hereby revised to read in its entirety as follows:

James M. Casso, General Counsel
Casso & Sparks, LLP
13300 Crossroads Parkway North, Suite 410
City of Industry, CA 91746
Tel: (626) 269-2980
jcasso@cassosparks.com

Exhibit A

Exhibit A is hereby rescinded in its entirety and replaced with Attachment 1, attached hereto, and incorporated herein by reference.

Exhibit B

Exhibit B is hereby rescinded in its entirety and replaced with Attachment 2, attached hereto, and incorporated herein by reference.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 1 to the Agreement as of the Effective Date.

“IPHMA”
Industry Property and Housing Management

“CONSULTANT”
Akers Consulting Services, Inc.

By: _____
Troy Helling, Executive Director

By: _____
Brian R. Akers, President

Attest:

By: _____
Julie Gutierrez-Robles, Board Secretary

APPROVED AS TO FORM

By: _____
James M. Casso, General Counsel

EXHIBIT A

SCOPE OF SERVICES

Consultant shall provide pest management and rodent control services for the properties set forth below. General pest management services shall include, but are not limited to, the following: Argentine ants, black widow spider, brown widow spiders, American roaches, water beetles, crickets, earwigs, millipedes, sowbugs, pillbugs, fly control and fire rodents.

Executive Director has the authority to request additional services if needed.

16000 Temple Ave #A	\$75	General Pest	Monthly
16000 Temple Ave #A	\$75	Rodent Control	Monthly
16000 Temple Ave #B	\$75	General Pest	Monthly
16000 Temple Ave #B	\$75	Rodent Control	Monthly
16000 Temple Ave #C	\$75	General Pest	Monthly
16000 Temple Ave #C	\$75	Rodent Control	Monthly
16000 Temple Ave #D	\$75	General Pest	Monthly
16000 Temple Ave # D	\$75	Rodent Control	Monthly
16212 Temple Ave	\$75	General Pest	Monthly
16217 Temple Ave	\$75	General Pest	Monthly
16218 Temple Ave	\$75	General Pest	Monthly
16220 Temple Ave	\$75	General Pest	Monthly
16220 Temple Ave	\$75	Rodent Control	Monthly
16224 Temple Ave	\$75	General Pest	Monthly
16224 Temple Ave	\$75	Rodent Control	Monthly
16227 Temple Ave	\$75	General Pest	Monthly
16229 Temple Ave	\$75	General Pest	Monthly
16238 Temple Ave	\$75	General Pest	Monthly
16242 Temple Ave	\$75	General Pest	Monthly
17217 Chestnut St	\$75	General Pest	Monthly
17229 Chestnut St	\$75	General Pest	Monthly
15652 Nelson Ave	\$75	General Pest	Monthly
15702 Nelson Ave	\$75	General Pest	Monthly
15714 Nelson Ave	\$75	General Pest	Monthly
15722 Nelson Ave	\$75	General Pest	Monthly
15730 Nelson Ave	\$75	General Pest	Monthly
15736 Nelson Ave	\$75	General Pest	Monthly
14063 Proctor Ave	\$85	General Pest	Monthly
22036 Valley Blvd	\$140	General Pest	Monthly

EXHIBIT B
RATE SCHEDULE

Service	Monthly Rate
General Pest (depending on lot size)	\$75.00, \$85.00, \$140.00
Rodent Control	\$75.00