



City of Industry Property and Housing Management Authority

REGULAR MEETING AGENDA
APRIL 7, 2021
10:30 a.m.

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

Location: City Council Chamber, 15651 East Stafford Street, City of Industry, California

Addressing the Authority:

NOTICE OF TELEPHONIC MEETING:

- **Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the special meeting of the Industry Property and Housing Management Authority Meeting shall be held telephonically. Members of the public shall be able to attend the meeting telephonically and offer public comment by calling the following conference call number: 657-204-3264 and entering the following Conference ID: 999 830 683#. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public, Council Chambers will not be open for the meeting, and all public participation must occur by telephone at the number set forth above. Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the IPHMA meeting (including assisted listening devices), please contact the City Clerk's Office at (626) 333-2211 by 5:00 p.m. on Monday, April 5, 2021, to ensure that reasonable arrangements can be made to provide accessibility to the meeting.**

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- **Agenda Items:** Members of the public may address the Industry Property and Housing Management 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.
 - **Public Comments (Non-Agenda Items Only):** Anyone wishing to address the Industry Property and Housing Management 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.

Agendas and other writings:

- In compliance with Government Code Section 54957.5(b), 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 of the City Council during regular business hours, Monday through Thursday, 8:00 a.m. to 5:00 p.m., Fridays 8:00 a.m. to 4:00 p.m. City Hall doors are open to the public Monday through Friday 9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.

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 April 7, 2021

RECOMMENDED ACTION: Approve the Register of Demands for March 10, 2021.

5.2 Consideration of the minutes of the December 15, 2020 special meeting and the January 13, 2021 regular meeting

RECOMMENDED ACTION: Approve as submitted.

6. **BOARD MATTERS**

6.1 Update and discussion regarding repairs for 15730 Nelson Avenue

RECOMMENDED ACTION: Provide direction to Staff.

7. **EXECUTIVE DIRECTOR COMMENTS:**

8. Adjournment. Next regular meeting: Wednesday, May 12, 2021 at 10:30 a.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 April 7, 2021

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	30,700.93

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.CHK	BANK OF AMERICA CHECKING	2,516.51
IPHMA.WF.CHK	WELLS FARGO CHECKING	28184.42
TOTAL ALL BANKS		30,700.93

APPROVED PER CITY MANAGER

Industry Property and Housing Management Authority
Bank of America
April 7, 2021

Check	Date	Payee Name		Check Amount
IPHMA.CHK - IPHMA BofA Checking				
21743	03/10/2021	INDUSTRY PUBLIC UTILITIES		\$1,513.69
	Invoice	Date	Description	Amount
	2021-00001463	03/01/2021	12/17-02/17/21 SVC - BUNKHOUSE	\$128.41
	2021-00001464	03/01/2021	12/17-02/17/21 SVC - 14063 PROCTOR	\$116.16
	2021-00001465	03/01/2021	12/17-02/17/21 SVC - 16238 TEMPLE	\$72.32
	2021-00001466	03/01/2021	12/17-02/17/21 SVC - 16242 TEMPLE	\$108.02
	2021-00001467	03/01/2021	12/17-02/17/21 SVC - 16224 TEMPLE	\$87.02
	2021-00001468	03/01/2021	12/17-02/17/21 SVC - 16220 TEMPLE	\$86.76
	2021-00001469	03/01/2021	12/17-02/17/21 SVC - 16218 TEMPLE	\$67.86
	2021-00001470	03/01/2021	12/17-02/17/21 SVC - 16217 TEMPLE	\$103.56
	2021-00001471	03/01/2021	12/17-02/17/21 SVC - 16229 TEMPLE	\$69.96
	2021-00001472	03/01/2021	12/17-02/17/21 SVC - 16227 TEMPLE	\$72.06
	2021-00001473	03/01/2021	12/17-02/17/21 SVC - 16212 TEMPLE	\$177.18
	2021-00001474	03/01/2021	12/17-02/17/21 SVC - 16200 TEMPLE AVE CONDOS A & E	\$165.06
	2021-00001475	03/01/2021	12/17-02/17/21 SVC - 16200 TEMPLE AVE CONDOS C & I	\$151.56
	2021-00001520	03/01/2021	12/17-02/17/21 SVC - HANDORF LOOP RD-IRRIG	\$46.20
	2021-00001521	03/01/2021	12/17-02/17/21 SVC - HANDORF LOOP RD-IRRIG-BOOST	\$61.56
21744	03/10/2021	LA PUENTE VALLEY COUNTY WATER		\$578.75
	Invoice	Date	Description	Amount
	2021-00001476	03/01/2021	12/17-02/17/21 SVC - 15652 NELSON	\$71.64
	2021-00001477	03/01/2021	12/17-02/17/21 SVC - 15702 NELSON	\$175.13
	2021-00001479	03/01/2021	12/17-02/17/21 SVC - 15714 NELSON	\$67.62
	2021-00001480	03/01/2021	12/17-02/17/21 SVC - 15722 NELSON	\$61.59
	2021-00001481	03/01/2021	12/17-02/17/21 SVC - 15730 NELSON	\$120.25
	2021-00001482	03/01/2021	12/17-02/17/21 SVC - 15736 NELSON	\$82.52

Industry Property and Housing Management Authority
Bank of America
April 7, 2021

Check	Date			Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking					
21745	03/10/2021			ROWLAND WATER DISTRICT	\$263.90
	Invoice	Date	Description	Amount	
	2021-00001522	02/24/2021	01/11-02/10/21 SVC - 17229 CHESTNUT ST	\$77.28	
	2021-00001523	02/24/2021	01/11-02/10/21 SVC - 17217 CHESTNUT ST	\$122.39	
	2021-00001524	02/24/2021	01/11-02/10/21 SVC - 17217 & 17229 CHESTNUT - IRR	\$64.23	
21746	03/17/2021			SO CALIFORNIA EDISON COMPANY	\$42.93
	Invoice	Date	Description	Amount	
	2021-00001566	03/06/2021	02/03-03/05/21 SVC - 15652 NELSON AVE	\$29.30	
	2021-00001567	03/06/2021	02/03-03/05/21 SVC - 15722 NELSON AVE	\$13.63	
21747	03/17/2021			SOCALGAS	\$60.49
	Invoice	Date	Description	Amount	
	2021-00001568	03/09/2021	02/03-03/05/21 SVC - 16200 TEMPLE AVE APT 202-BUNK	\$50.17	
	2021-00001569	03/10/2021	02/04-03/08/21 SVC - 15722 NELSON AVE	\$10.32	
21748	03/24/2021			SO CALIFORNIA EDISON COMPANY	\$15.74
	Invoice	Date	Description	Amount	
	2021-00001612	03/17/2021	02/12-03/16/21 SVC - 20137 E WALNUT DR S	\$15.74	
21749	03/24/2021			WALNUT VALLEY WATER DISTRICT	\$21.30
	Invoice	Date	Description	Amount	
	3941559	03/10/2021	02/04-03/03/21 SVC - 20137 WALNUT DR	\$21.30	
21750	04/01/2021			INDUSTRY PUBLIC UTILITY COMMISSI	\$19.71
	Invoice	Date	Description	Amount	
	2021-00001625	03/16/2021	02/10-03/10/21 SVC - 16218 E TEMPLE AVE	\$6.50	

Industry Property and Housing Management Authority
Bank of America
April 7, 2021

Check	Date	Payee Name	Check Amount
IPHMA.CHK - IPHMA BofA Checking			
2021-00001626	03/16/2021	02/10-03/10/21 SVC - 16229 E TEMPLE AVE	\$13.21

Checks	Status	Count	Transaction Amount
	Total	8	\$2,516.51

**Industry Property and Housing Management Authority
Wells Fargo
April 7, 2021**

Check	Date	Payee Name		Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200000	04/07/2021	CNC ENGINEERING		\$17,185.00
Invoice	Date	Description	Amount	
502737	03/25/2021	COORDINATION TO REPLACE DRYER - 16000 TEMPLE .	\$400.00	
502738	03/25/2021	COORDINATION FOR MISC REPAIRS - 15722 NELSON A	\$1,765.00	
502739	03/25/2021	COORDINATION FOR MISC REPAIRS - 16220 TEMPLE A	\$1,162.50	
502740	03/25/2021	COORDINATION FOR PLUMJBING REPAIRS - 15702 NEI	\$500.00	
502741	03/25/2021	COORDINATION FOR PLUMBING REPAIRS - 17217 CHE	\$100.00	
502742	03/25/2021	COORDINATION FOR MISC REPAIRS - 15730 NELSON A	\$9,737.50	
502743	03/25/2021	COORDINATION FOR SMOKE DETECTOR REPLACEMEI	\$200.00	
502744	03/25/2021	COORDINATION FOR ELECTRICAL REPAIRS - 16238 TE	\$100.00	
502745	03/25/2021	COORDINATION FOR MISC REPAIRS - 16224 TEMPLE A	\$517.50	
502746	03/25/2021	COORDINATION FOR MISC REPAIRS - 16217 TEMPLE A	\$1,797.50	
502747	03/25/2021	MISC MAINT & REPAIRS - VARIOUS HOUSES	\$705.00	
502748	03/25/2021	COORDINATION FOR WINDOW REPAIRS - 16200 TEMPI	\$200.00	
200001	04/07/2021	ENVIROCHECK, INC		\$795.00
Invoice	Date	Description	Amount	
190434	02/28/2021	MOLD INVESTIGATION REPORT - 15730 NELSON AVE	\$795.00	
200002	04/07/2021	IPHMA - PAYROLL ACCOUNT		\$3,000.00
Invoice	Date	Description	Amount	
APR-21	03/22/2021	REPLENISH PAYROLL ACCOUNT FOR APRIL 2021	\$3,000.00	
200003	04/07/2021	JANUS PEST MANAGEMENT		\$192.00
Invoice	Date	Description	Amount	
233357	02/05/2021	PEST SVC - 17217 CHESTNUT ST	\$96.00	
233358	02/19/2021	PEST SVC - 17217 CHESTNUT ST	\$96.00	

Industry Property and Housing Management Authority
Wells Fargo
April 7, 2021

Check	Date			Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking					
200004	04/07/2021			KLINE'S PLUMBING, INC.	\$725.00
Invoice	Date	Description			Amount
11787	03/09/2021	PLUMBING SVC - 15702 NELSON AVE			\$375.00
11798	03/15/2021	WASHER REPAIR - 15730 NELSON AVE			\$175.00
11799	03/15/2021	DRYER REPAIR - 15722 NELSON AVE			\$175.00
200005	04/07/2021			LOWE'S/SYNCHRONY BANK	\$2,197.45
Invoice	Date	Description			Amount
49002	02/26/2021	WASHER & DRYER - 15722 NELSON AVE			\$1,394.98
49004	02/26/2021	NEW DRYER - 16000 TEMPLE AVE UNIT C			\$802.47
200006	04/07/2021			WALNUT VALLEY GLASS & MIRROR	\$4,089.97
Invoice	Date	Description			Amount
18005	02/25/2021	INSTALL 8 NEW WINDOW PANES - 16000 TEMPLE AVE			\$3,780.47
18149	02/26/2021	PATIO DOOR REPAIR - 16220 TEMPLE AVE			\$309.50

Checks	Status	Count	Transaction Amount
	Total	7	\$28,184.42

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 5.2

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 15, 2020
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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 Chair Phil Cook at 10:07 a.m., telephonically using Conference Call Number, 657-204-3264, Conference ID: 749 471 825#.

FLAG SALUTE

The flag salute was led by Chair Phil Cook.

ROLL CALL

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

STAFF PRESENT: Troy Helling, City Manager; Bing Hyun, Assistant City Manager; Josh Nelson, Director of Public Works/City Engineer/Assistant City Manager; James M. Casso, General Counsel; Julie Robles, Secretary; and Lynn Thompson, Administrative Technician III.

PUBLIC COMMENTS

There were none.

CLOSED SESSION

Administrative Technician, Lynn Thompson 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 potential case)**

Vice Chair Ken Calvo recused himself from the Closed Session item, due to a financial conflict of interest, and left the meeting at 10:09 a.m. and stated he would not be returning to the meeting.

Chair Phil Cook recessed the meeting into Closed Session at 10:09 a.m.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 15, 2020
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Chair Cook reconvened the meeting at 10:31 a.m. All members of the Industry Property and Housing Management Authority were present except for Vice Chair Calvo.

City Attorney Casso reported out of Closed Session.

With regard to Closed Session items 5.1, no reportable action at this time.

Chair Cook asked the Authority to approve the setting up of an Ad Hoc Committee between Legal Counsel, Chair Cook and Board Member Gorginfar to meet as needed for guidance on a more frequent basis rather than tying up the entire board with special meetings. Conversation ensued, City Attorney Casso discussed avoiding any Brown Act violations, and the four Board Members present, agreed to the Ad Hoc Committee with the Authority being kept informed.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:37 a.m.

Phil Cook
Chair

Julie Robles
Secretary

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JANUARY 13, 2021
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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 Phil Cook at 10:31 a.m., telephonically using Conference Call Number, 657-204-3264, Conference ID: 111 321 961#.

FLAG SALUTE

The flag salute was led by Chair Phil Cook.

ROLL CALL

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

STAFF PRESENT: Troy Helling, City Manager; Bing Hyun, Assistant City Manager; Josh Nelson, Director of Public Works/City Engineer/Assistant City Manager; James M. Casso, General Counsel; Julie Robles, Secretary; and Lynn Thompson, Administrative Technician III.

PUBLIC COMMENTS

There were none.

CONSENT CALENDAR

5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR JANUARY 13, 2021

RECOMMENDED ACTION:
Demands for January 13, 2021.

Approve the Register of

5.2 CONSIDERATION OF THE MINUTES OF THE DECEMBER 9, 2020 REGULAR MEETING

RECOMMENDED ACTION:

Approve as submitted.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JANUARY 13, 2021
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MOTION BY BOARD MEMBER SEAL, AND SECOND BY VICE CHAIR CALVO TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

BOARD MATTERS

6.1 CONSIDERATION OF RESOLUTION NO. IPHMA 2021-01 - A RESOLUTION OF THE INDUSTRY PROPERTY HOUSING AND MANAGEMENT AUTHORITY DECLARING AN EMERGENCY CONDITION AT THE PROPERTY LOCATED AT 16217 TEMPLE AVENUE, AND DECLARING THAT THE PUBLIC INTEREST AND NECESSITY REQUIRE CERTAIN WORK TO BE PERFORMED WITHOUT COMPETITIVE BIDDING PURSUANT TO CALIFORNIA PUBLIC CONTRACT CODE SECTION 22050 AND SECTION 3.52.110 OF THE CITY OF INDUSTRY'S MUNICIPAL CODE, AND ADOPTING A NOTICE OF EXEMPTION REGARDING SAME

RECOMMENDED ACTION:
2021-01.

Adopt Resolution No. IPHMA

Assistant City Manager Bing Hyun provided a staff report and explained the changes to the new Resolution, that was provided today, since the agenda was posted. This project, due to mold and moisture, and the tenants having to move out of the home, the work was needed immediately. The resolution has been changed to ratifying the work already done, rather than asking for the work to be done due to the emergency situation. In addition, the resolution authorizes the Executive Director to execute the agreement.

MOTION BY BOARD MEMBER EMMONS, AND SECOND BY BOARD MEMBER GORGINFAR TO APPROVE AND RATIFY THE WORK PURSUANT TO THE AMENDED RESOLUTION NO. IPHMA 2021-01 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JANUARY 13, 2021
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AYES: BOARD MEMBERS: EMMONS, GORGINFAR, SEAL, VC/CALVO,
C/COOK
NOES: BOARD MEMBERS: NONE
ABSENT: BOARD MEMBERS: NONE
ABSTAIN: BOARD MEMBERS: NONE

EXECUTIVE DIRECTOR COMMENTS:

Executive Director, Troy Helling, spoke regarding Item 6.1. During the process, the tenants were moved to the house next door and with a little work, this house will be the first house ready to be rented out. In addition, we will start reaching out to all tenants and make the needed repairs right away to avoid any emergency repairs.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:46 a.m.

Phil Cook
Chair

Julie Robles
Secretary