
CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
AUGUST 11, 2022
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The Special Meeting of the Industry Property and Housing Management Authority of the City of Industry, California, was called to order by Chair Ken Calvo at 1:02 p.m., in the City of Industry Council Chamber, 15651 Mayor Dave Way, California and telephonically using Conference Call Number, 657-204-3264, Conference ID: 593 355 932#.

FLAG SALUTE

The flag salute was led by Chair Ken Calvo.

ROLL CALL

PRESENT: Ken Calvo, Chair
James Bickel, Board Member
Phil Cook, Board Member
Timothy O’Gorman, Board Member

ABSENT: Tim Seal, Vice Chair

STAFF PRESENT: Josh Nelson, Executive Director; Bing Hyun, Assistant Executive Director; James M. Casso, General Counsel; and Julie Gutierrez-Robles, Secretary.

PUBLIC COMMENTS

There were no public comments.

Chair Ken Calvo welcomed our newest member James Bickel to the Industry Property and Housing Management Authority.

Executive Director, Josh Nelson, asked the Authority to allow staff to make any necessary date changes to agreements, etc. due to meetings being changed this week. “We believe they have all been changed but just in case any were missed.”

CONSENT CALENDAR

5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR JULY 13, 2022

RECOMMENDED ACTION: *Ratify the Register of Demands.*

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5.2 CONSIDERATION OF THE REGISTER OF DEMANDS FOR AUGUST 10, 2022

RECOMMENDED ACTION: *Approve the Register of Demands for August 10, 2022.*

5.3 CONSIDERATION OF THE MINUTES OF THE DECEMBER 8, 2021 REGULAR MEETING AND THE JUNE 28, 2022 SPECIAL MEETING

RECOMMENDED ACTION: *Approve as submitted.*

5.4 CONSIDERATION OF RESOLUTION NO. IPHMA 2022-10 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY CONTINUING THE AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

RECOMMENDED ACTION: *Adopt Resolution No. IPHMA 2022-10.*

Chair Ken Calvo had multiple questions regarding charges on Item 1 (Register of Demands) and each question was answered sufficiently by Executive Director Josh Nelson and/or Joseph Martinez, Field Operations Project Manager, from CNC Engineering.

MOTION BY BOARD MEMBER COOK AND SECOND BY BOARD MEMBER O’GORMAN TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	BICKEL, COOK, O’GORMAN, C/CALVO
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	SEAL
ABSTAIN	BOARD MEMBERS:	NONE

BOARD MATTERS

6.1 CONSIDERATION OF RESOLUTION NO. IPHMA 2022-09 – A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY APPROVING BLANKET PURCHASE ORDERS (“BPOS”) FOR VENDORS TOTALING \$10,000.00 AND OVER FOR FY 2022-2023

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RECOMMENDED ACTION:
2022-09.

Adopt Resolution No. IPHMA

Financial Analyst II, Mila Milivoievici, provided a staff report and was available to answer any questions.

MOTION BY BOARD MEMBER COOK AND SECOND BY BOARD MEMBER BICKEL TO ADOPT RESOLUTION NO. IPHMA 2022-09. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	BICKEL, COOK, O'GORMAN, C/CALVO
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	SEAL
ABSTAIN	BOARD MEMBERS:	NONE

6.2 CONSIDERATION OF A MAINTENANCE SERVICES AGREEMENT WITH WEST COAST ARBORISTS, INC., TO PROVIDE URBAN FORESTRY TREE MAINTENANCE SERVICES IN AN AMOUNT NOT-TO-EXCEED \$382,444.00, THROUGH JUNE 30, 2026

RECOMMENDED ACTION:

Approve the Agreement.

Director of Engineering James Cramsie, from CNC Engineering provided a staff report and was available to answer any questions.

MOTION BY BOARD MEMBER O'GORMAN AND SECOND BY BOARD MEMBER COOK TO APPROVE THE AGREEMENT. MOTION CARRIED 4-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	BICKEL, COOK, O'GORMAN, C/CALVO
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	SEAL
ABSTAIN	BOARD MEMBERS:	NONE

6.3 DISCUSSION AND DIRECTION REGARDING THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY'S RENTAL APPLICATION PROCESS

RECOMMENDED ACTION:

Provide direction to Staff.

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Executive Director, Josh Nelson walked through the six major steps of the Rental Application Guidelines with the Authority and thanked the Ad Hoc Committee for their time and effort in this process. The Ad Hoc Committee is still discussing Item 6, the rental amount, and plan to bring this item back. Variable pricing needs to be discussed and determined based on size, location, and type of each house. The Authority was fine with this delay.

Also, Board Member Cook, mentioned always keeping one home available, for emergencies should an occupant need to temporarily leave the home for repairs, which Chair Calvo was opposed to. Executive Director Josh Nelson said that this will not be added to the guidelines per say but could be reviewed by the Ad Hoc Committee as needed.

Chair Calvo suggested getting this wrapped up this month if possible, and sending out the interest cards now, of which Board Member Cook suggested waiting since we have the process so close to finalizing.

Executive Director, Josh Nelson suggested one last Ad Hoc Meeting later this month and possibly preparing and having ready for the September 7th meeting which would include a resolution with guidelines. If there are no other changes from anyone we will proceed as discussed.

Direction was given, no vote was needed.

6.4 DISCUSSION AND DIRECTION REGARDING RENT INCREASE FOR EXISTING TENANTS

RECOMMENDED ACTION:

Provide direction to Staff.

Executive Director, Josh Nelson mentioned that the Authority decided last December to increase the rent for existing tenants by 4.3%, which was roughly half the proposed amount, which was 5% plus cost of living, not to exceed 10%. It was agreed upon to return in August to discuss weather to increase again or not.

Since this goes hand in hand with the new tenants rent amount, it was suggested to bring this item back to the next meeting and add this to the Ad Hoc Committee's scope of work.

Direction was given, no vote was needed.

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EXECUTIVE DIRECTOR REPORTS

Executive Director, Josh Nelson, thanked everyone for their flexibility in changing the time for the meeting.

AB 1234 REPORTS

General Counsel, James Casso, explained to the Authority, to include new member James Bickel, the State Assembly Bill AB 1234. Should anyone go off to a function or seminar and receive reimbursements, it is required at the first meeting upon return that you report your attendance, say what you did, what you learned and give a brief description of the event.

BOARD MEMBER COMMUNICATIONS

Each member welcomed James Bickel to the Authority.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 1:35 p.m.



Ken Calvo
Chair



Julie Gutierrez-Robles
Secretary

