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## City of Industry Property and Housing Management Authority

REGULAR MEETING AGENDA  
SEPTEMBER 13, 2023  
10:30 a.m.

Chair Ken Calvo  
Vice Chair Tim Seal  
Board Member Phil Cook  
Board Member Timothy O'Gorman

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Location: City Council Chambers, 15651 Mayor Dave Way, 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.

At the time of publication, no Board Members intend to take part in the meeting remotely under the provisions of AB 2449. Should that change between the time of publication and the start of the meeting, a live webcasting of the meeting will be accessible via the link, meeting ID, and meeting passcode listed below. Whenever possible, an announcement will be made at the start of the meeting via the live webcast to confirm whether or not a Board Member will join remotely. If they will not be joining remotely, then the live webcast will terminate after the announcement.

[www.microsoft.com/microsoft-teams/join-a-meeting](http://www.microsoft.com/microsoft-teams/join-a-meeting)

Meeting ID: 257 878 045 605

Passcode: bvkB6q

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 657-204-3264](tel:+16572043264), United States

Phone Conference ID: 920 961 884#

### 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 Mayor Dave Way, 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. AB 2449 Vote on Emergency Circumstances (if necessary)
  4. Roll Call
  5. Public Comments

6. **CONSENT CALENDAR**

- 6.1 Consideration of the Register of Demands for September 13, 2023

*RECOMMENDED ACTION: Approve the Register of Demands.*

- 6.2 Consideration of the minutes of the August 9, 2023 regular meeting

*RECOMMENDED ACTION: Approve as submitted.*

7. **BOARD MATTERS**

- 7.1 Consideration of Resolution No. IPHMA 2023-06 - A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY RESCINDING ANY AND ALL PRIOR RESOLUTION(S) ESTABLISHING THE ORDER OF THE IPHMA MEETING AGENDA AND/OR TIME LIMITS FOR ORAL COMMUNICATION, AND ADOPTING RULES REGARDING SAME

*RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2023-06.*

8. **EXECUTIVE DIRECTOR REPORTS**

9. **AB 1234 REPORTS**

10. **BOARD MEMBER COMMUNICATIONS**

11. Adjournment. Next regular meeting: Wednesday, October 11, 2023, at 10:30 a.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.1

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**


**AUTHORIZATION FOR PAYMENT OF BILLS**

Board Meeting September 13, 2023

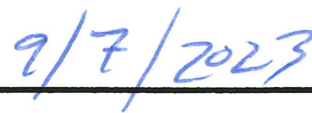
<u>FUND</u>	<u>DESCRIPTION</u>	<u>DISBURSEMENTS</u>
124	IPHMA - CAPITAL IMPROVEMENT	7,202.50
160	INDUSTRY PROPERTY & HOUSING	69,807.78
TOTAL ALL FUNDS		77,010.28

<u>BANK</u>	<u>DESCRIPTION</u>	<u>DISBURSEMENTS</u>
IPHMA.WF.CHK	WELLS FARGO CHECKING	77,010.28
TOTAL ALL BANKS		77,010.28

**APPROVED PER EXECUTIVE DIRECTOR**



**DATE**



**Industry Property and Housing Management Authority  
Board Meeting  
September 13, 2023**

Check	Date	Payee Name		Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
<b>200500</b>	08/16/2023	<b>SOCALGAS</b>		<b>\$26.57</b>
	Invoice	Date	Description	Amount
	2024-00000233	08/04/2023	07/03-08/02/23 SVC - 16200 TEMPLE AVE APT 202	\$26.57
<b>200501</b>	08/23/2023	<b>SOUTHERN CALIFORNIA EDISON</b>		<b>\$16.18</b>
	Invoice	Date	Description	Amount
	2024-00000261	08/11/2023	07/13-08/10/23 SVC - 20137 E WALNUT DR S	\$16.18
<b>200502</b>	08/23/2023	<b>WALNUT VALLEY WATER DISTRICT</b>		<b>\$296.30</b>
	Invoice	Date	Description	Amount
	4740886	08/08/2023	07/01-07/31/23 SVC - 22002 VALLEY BLVD	\$182.30
	4745311	08/09/2023	06/30-07/31/23 SVC - 20137 WALNUT DR	\$114.00
<b>200503</b>	08/30/2023	<b>SOCALGAS</b>		<b>\$5.10</b>
	Invoice	Date	Description	Amount
	2024-00000305	08/16/2023	07/14-08/14/23 SVC - 22036 VALLEY BLVD	\$5.10
<b>200504</b>	09/07/2023	<b>ROWLAND WATER DISTRICT</b>		<b>\$563.66</b>
	Invoice	Date	Description	Amount
	2024-00000345	08/23/2023	07/10-08/07/23 SVC - 17217 & 17229 CHESTNUT ST - IRR	\$402.28
	2024-00000346	08/23/2023	07/10-08/07/23 SVC - 17217 CHESTNUT ST	\$88.61
	2024-00000347	08/23/2023	07/10-08/07/23 SVC - 17229 CHESTNUT ST	\$72.77
<b>200505</b>	09/13/2023	<b>CNC ENGINEERING</b>		<b>\$12,938.75</b>
	Invoice	Date	Description	Amount
	508665	08/31/2023	HVAC INSPECTION - 17229 CHESTNUT ST	\$380.00

**Industry Property and Housing Management Authority  
Board Meeting  
September 13, 2023**

Check	Date		Payee Name	Check Amount
<b>IPHMA.WF.CHK - IPHMA Wells Fargo Checking</b>				
508666	08/31/2023		ADMINISTRATIVE SVC - 15714 NELSON AVE	\$75.00
508667	08/31/2023		HVAC INSPECTION - 16242 E TEMPLE AVE	\$95.00
508668	08/31/2023		ADMINISTRATIVE SVC - 22036 E VALLEY BLVD	\$847.50
508669	08/31/2023		SEWER MAINT - 15730 NELSON AVE	\$95.00
508670	08/31/2023		MISC IMPROVEMENTS - 22036 E VALLEY BLVD	\$1,235.00
508671	08/31/2023		ADMINISTRATIVE SVC - 15702 NELSON AVE	\$75.00
508672	08/31/2023		ADMINISTRATIVE SVC - GENERAL	\$2,933.75
508673	08/31/2023		VARIOUS ROOF REPAIRS - MISC	\$7,202.50
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200506	09/13/2023		<b>GARCIA'S FENCE CORP</b>	<b>\$3,250.00</b>
	Invoice	Date	Description	Amount
	082301	08/03/2023	INSTALL GATE - 22036 VALLEY BLVD	\$3,250.00
<hr/>				
200507	09/13/2023		<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$5,000.00</b>
	Invoice	Date	Description	Amount
	SEP-23	08/28/2023	REPLENISH PAYROLL ACCOUNT FOR SEPTEMBER 2023	\$5,000.00
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200508	09/13/2023		<b>MORTISE &amp; TENON BUILDING CORP</b>	<b>\$5,097.26</b>
	Invoice	Date	Description	Amount
	156250152	08/10/2023	REPLACE DRYER VENT - 17229 CHESTNUT ST	\$316.14
	156250153	08/11/2023	REMOVE & INSTALL MICROWAVE - 17217 CHESTNUT ST	\$250.00
	156250154	08/14/2023	ADA INSTALLATION - 15714 NELSON AVE	\$3,899.12
	156250158	08/22/2023	REPAIR FENCE BRACKET - 16218 TEMPLE AVE	\$274.90
	156250157	08/22/2023	REPAIR FENCE - 16217 TEMPLE AVE	\$357.10
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200509	09/13/2023		<b>PURCOR PEST SOLUTIONS</b>	<b>\$1,660.00</b>

**Industry Property and Housing Management Authority  
Board Meeting  
September 13, 2023**

Check	Date	Payee Name	Check Amount
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**IPHMA.WF.CHK - IPHMA Wells Fargo Checking**

Invoice	Date	Description	Amount
2105C	08/15/2023	AUGUST 2023 PEST SVC - MULTIPLE HOUSES	\$1,660.00

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<b>200510</b>	09/13/2023	SATSUMA LANDSCAPE & MAINT.	\$48,156.46
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Invoice	Date	Description	Amount
0823EHNHCS	08/04/2023	JULY 2023 LANDSCAPE MAINTENANCE	\$23,782.54
15716	08/30/2023	AUGUST 2023 LANDSCAPE MAINTENANCE	\$24,373.92

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Checks	Status	Count	Transaction Amount
<b>Total</b>		<b>11</b>	<b>\$77,010.28</b>

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 6.2



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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
AUGUST 9, 2023  
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The Regular Meeting of the Industry Property and Housing Management Authority of the City of Industry, California, was called to order by Chair Ken Calvo at 10:30 a.m., in the City of Industry Council Chamber, 15651 Mayor Dave Way, California.

**FLAG SALUTE**

The flag salute was led by Chair Ken Calvo.

**AB 2449 VOTE ON EMERGENCY CIRCUMSTANCES (IF NECESSARY)**

There was no need for AB 2449 vote, due to having a quorum and there were no Board Members taking part remotely. The webcast was then terminated.

**ROLL CALL**

PRESENT: Ken Calvo, Chair  
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.

**CONSENT CALENDAR**

**6.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR AUGUST 9, 2023**

*RECOMMENDED ACTION:* Approve the Register of Demands.

Board Member Timothy O’Gorman asked about the invoice for Celco Construction Services for the improvements at the Valley Boulevard location.

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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
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Engineering Manager, Mat Hudson explained the upgrades and improvements being made at this location to include new carpet, painting, new appliances, bathroom fixtures and adding some privacy with trees and plants around the fencing. In addition, patio space is being created. He was available to answer any questions.

**6.2 CONSIDERATION OF THE MINUTES OF THE JUNE 13, 2023, SPECIAL MEETING AND JULY 12, 2023 REGULAR MEETING**

*RECOMMENDED ACTION:* *Approve as submitted.*

**6.3 CONSIDERATION OF THE STATEMENT OF INVESTMENT POLICY**

*RECOMMENDED ACTION:* *Approve the Investment Policy.*

Chair Calvo asked if there were any public comments.  
There were none.

MOTION BY BOARD MEMBER COOK, AND SECOND BY BOARD MEMBER O'GORMAN TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

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

**EXECUTIVE DIRECTOR REPORTS**

Executive Director Josh Nelson thanked everyone for being here today.

**AB 1234 REPORTS**

There were none.

**BOARD MEMBER COMMUNICATIONS**

There were none.

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

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:41 a.m.

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Ken Calvo  
Chair

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Julie Gutierrez-Robles  
Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 7.1

**RESOLUTION NO. IPHMA 2023-06**

**A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY RESCINDING ANY AND ALL PRIOR RESOLUTION(S) ESTABLISHING THE ORDER OF THE IPHMA MEETING AGENDA AND/OR TIME LIMITS FOR ORAL COMMUNICATION, AND ADOPTING RULES REGARDING SAME**

**RECITALS**

**WHEREAS**, under the Brown Act (Government Code Section 54950 *et seq.*) the City of Industry Property and Housing Management Authority (IPHMA”) is required to have an agenda to conduct its meetings; and

**WHEREAS**, pursuant to Government Code Section 54954.3, the IPHMA is permitted to adopt reasonable regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker; and

**WHEREAS**, the IPHMA desires to establish an order for the agenda, and a time limit for public testimony for each individual speaker.

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

**SECTION 1:** IPHMA finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

**SECTION 2:** IPHMA hereby rescinds any and all prior Resolution(s) establishing the order of the IPHMA meeting agenda and/or time limits for oral communications.

**SECTION 3:** IPHMA declares that the order of the IPHMA meeting agenda shall be as follows:

1. Call to Order
2. Flag Salute
3. AB 2449 Vote on Emergency Circumstances (if necessary)
4. Roll Call
5. Presentations
6. Consent Calendar
7. Action Items
8. Public Hearings
9. Closed Session
10. Executive Director Comments
11. AB 1234 Reports
12. Board Member Communications
13. Public Comment

14. Adjournment

Notwithstanding the foregoing, the IPHMA may change the order in which items are heard during a meeting by providing direction to Authority Staff during the meeting.

**SECTION 4:** The IPHMA declares that the time limit for public testimony on any matter before the IPHMA, as well as general public comment, is one minute per person, per item.

**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 Authority Secretary shall certify the adoption of this Resolution and that the same shall be in full force and effect.

**PASSED, APPROVED AND ADOPTED** by the City of Industry Property and Housing Management Authority at a regular meeting held on September 13, 2023 by the following vote:

AYES: BOARD MEMBERS  
NOES: BOARD MEMBERS  
ABSENT: BOARD MEMBERS  
ABSTAIN: BOARD MEMBERS

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Ken Calvo, Chair

ATTEST:

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Julie Gutierrez-Robles, Authority Secretary