



City of Industry Property and Housing Management Authority

SPECIAL MEETING AGENDA
February 7, 2024
10:30 a.m.

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

Location: City Council Chambers, 15651 Mayor Dave Way, City of Industry, California

Addressing the Authority:

Agenda Items: *Members of the public may address the Board on any matter listed on the Agenda. Anyone wishing to speak to the Board is asked to complete a Speaker’s Card which can be found at the back of the room and at the podium. The completed form should be submitted to the City Clerk prior to the Agenda item being called and prior to the individual being heard by the Board.*

Public Comments (Agenda Items Only): *During public comments, if you wish to address the Board during this Special Meeting, under Government Code Section 54954.3(a), you may only address the Board concerning any item that has been described in the notice for the Special Meeting.*

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.

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Meeting ID: 277 642 771 725

Passcode: FhSVRD

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Phone Conference ID: 625 096 637#

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. Presentations

6. **CONSENT CALENDAR**

6.1 Consideration of the Register of Demands submitted by the Finance Department for February 8, 2024

RECOMMENDED ACTION:
Demands.

Approve the Register of

6.2 Consideration of the minutes of the December 13, 2023 and the January 10, 2024 regular meetings

RECOMMENDED ACTION:

Approve as submitted.

7. **ACTION ITEMS**

7.1 Discussion and direction regarding rent increases for existing tenants

RECOMMENDED ACTION:

Provide direction to Staff.

8. **PUBLIC HEARING- NONE**

9. **CLOSED SESSION -NONE**

10. **EXECUTIVE DIRECTOR REPORTS**

11. **AB 1234 REPORTS**

12. **BOARD MEMBER COMMUNICATIONS**

13. Adjournment. Next regular meeting: Wednesday, March 13, 2024, at 10:30 a.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 6.1

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY

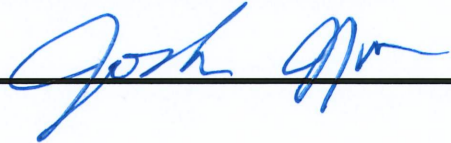
AUTHORIZATION FOR PAYMENT OF BILLS

Board Meeting February 7, 2024

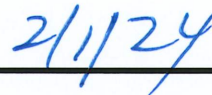
<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
124	IPHMA - CAPITAL IMPROVEMENT	6,782.50
160	INDUSTRY PROPERTY & HOUSING	29,149.22
TOTAL ALL FUNDS		35,931.72

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.WF.CHK	WELLS FARGO CHECKING	35,931.72
TOTAL ALL BANKS		35,931.72

APPROVED PER EXECUTIVE DIRECTOR



DATE



**Industry Property and Housing Management Authority
Board Meeting
February 7, 2024**

Checks	Date	Payee Name			Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking					
200578	01/17/2024	ROWLAND WATER DISTRICT			\$444.86
	Invoice	Date	Description	Amount	
	2024-00001052	12/21/2023	11/08-12/6/23 SVC-17217 & 17229 CHESTNUT-IRR	\$239.92	
	2024-00001053	12/21/2023	11/08-12/06/23 SVC-17217 CHESTNUT ST	\$100.49	
	2024-00001054	12/21/2023	11/08-12/06/23 SVC-17229 CHESTNUT ST	\$104.45	
200579	01/24/2024	INDUSTRY PUBLIC UTILITIES			\$2,537.37
	Invoice	Date	Description	Amount	
	2024-00001192	01/01/2024	10/17-12/18/23 SVC-HANDORF LOOP RD-IRRIG BOOSTE	\$84.31	
	2024-00001193	01/01/2024	10/17-12/18/23 SVC-HANDORF LOOP RD-IRRIGATION	\$59.35	
	2024-00001194	01/01/2024	10/17-12/18/23 SVC-14063 PROCTOR AVE	\$195.03	
	2024-00001195	01/01/2024	10/17-12/18/23 SVC-16200 TEMPLE CONDOS A & B	\$367.15	
	2024-00001196	01/01/2024	10/17-12/18/23 SVC-16200 TEMPLE CONDOS C & D	\$422.63	
	2024-00001197	01/01/2024	10/17-12/18/23 SVC-16212 TEMPLE AVE	\$248.77	
	2024-00001198	01/01/2024	10/17-12/18/23 SVC-16217 TEMPLE	\$120.61	
	2024-00001199	01/01/2024	10/17-12/18/23 SVC-16218 TEMPLE	\$123.91	
	2024-00001200	01/01/2024	10/17-12/18/23 SVC-16220 TEMPLE	\$117.31	
	2024-00001201	01/01/2024	10/17-12/18/23 SVC-16224 TEMPLE	\$118.45	
	2024-00001202	01/01/2024	10/17-12/18/23 SVC-16227 TEMPLE	\$100.81	
	2024-00001203	01/01/2024	10/17-12/18/23 SVC-16229 TEMPLE	\$120.61	
	2024-00001204	01/01/2024	10/17-12/18/23 SVC-16238 TEMPLE	\$134.95	
	2024-00001205	01/01/2024	10/17-12/18/23 SVC-16242 TEMPLE	\$128.35	
	2024-00001206	01/01/2024	10/17-12/18/23 SVC-16200 TEMPLE BUNKHOUSE	\$195.13	
200580	01/24/2024	LA PUENTE VALLEY COUNTY WATER			\$1,602.79
	Invoice	Date	Description	Amount	

**Industry Property and Housing Management Authority
Board Meeting
February 7, 2024**

Checks	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	2024-00001186	01/01/2024	10/17-12/18/23 SVC-15652 NELSON	\$332.84
	2024-00001187	01/01/2024	10/17-12/18/23 SVC-15702 NELSON	\$245.69
	2024-00001188	01/01/2024	10/17-12/18/23 SVC-15714 NELSON	\$233.24
	2024-00001189	01/01/2024	10/17-12/18/23 SVC-15722 NELSON AVE	\$166.84
	2024-00001190	01/01/2024	10/17-12/18/23 SVC-15730 NELSON AVE	\$233.24
	2024-00001191	01/01/2024	10/17-12/18/23 SVC-15736 NELSON AVE	\$390.94
200581	01/24/2024		SOCALGAS	\$27.84
	Invoice	Date	Description	Amount
	2024-00001185	01/08/2024	12/04-1/04/24 SVC-16200 TEMPLE APT 202	\$27.84
200582	01/24/2024		SOUTHERN CALIFORNIA EDISON	\$29.53
	Invoice	Date	Description	Amount
	2024-00001243	01/11/2024	12/12-1/10/24 SVC-20137 E WALNUT DR S	\$29.53
200583	01/24/2024		WALNUT VALLEY WATER DISTRICT	\$65.11
	Invoice	Date	Description	Amount
	4883203	01/10/2024	12/01-1/02/24 SVC-20137 WALNUT DR	\$27.36
	4878765	01/09/2024	12/01-12/31/23 SVC-22002 VALLEY BLVD	\$37.75
200584	01/31/2024		SOCALGAS	\$5.10
	Invoice	Date	Description	Amount
	2024-00001300	01/17/2024	12/13-1/13/24 SVC-22036 VALLEY BLVD	\$5.10
200585	01/31/2024		ROWLAND WATER DISTRICT	\$349.91
	Invoice	Date	Description	Amount

**Industry Property and Housing Management Authority
Board Meeting
February 7, 2024**

Checks	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	2024-00001314	01/24/2024	12/06-1/07/24 SVC-17217 & 17229 CHESTNUT-IRR	\$177.91
	2024-00001315	01/24/2024	12/06-1/07/24 SVC-17217 CHESTNUT ST	\$101.84
	2024-00001316	01/24/2024	12/06-1/07/24 SVC-17229 CHESTNUT ST	\$70.16
200586	02/07/2024		CNC ENGINEERING	\$17,258.75
	Invoice	Date	Description	Amount
	509564	01/25/2024	IPHMA-VARIOUS ROOF REPLACEMENTS	\$4,652.50
	509563	01/25/2024	IPHMA-MISC DRAINAGE ISSUES-INDUSTRY HILLS	\$1,700.00
	509562	01/25/2024	PLANNING, SURVEY & DESIGN	\$430.00
	509561	01/25/2024	ADMINISTRATIVE SVC-GENERAL	\$2,856.25
	509560	01/25/2024	IPHMA-MISC IMPROVEMENTS-22036 E VALLEY BLVD	\$1,587.50
	509559	01/25/2024	GENERAL ENG SVC/MAINT-15714 NELSON AVE	\$217.50
	509558	01/25/2024	GENERAL ENG SVC/MAINT-16217 E TEMPLE AVE	\$2,825.00
	509557	01/25/2024	GENERAL ENG SVC/MAINT-15730 NELSON AVE	\$95.00
	509556	01/25/2024	GENERAL ENG SVC/MAINT-16220 E TEMPLE AVE	\$75.00
	509555	01/25/2024	GENERAL ENG SVC/MAINT-22036 E VALLEY BLVD	\$355.00
	509554	01/25/2024	GENERAL ENG SVC/MAINT-16242 E TEMPLE AVE	\$787.50
	509553	01/25/2024	GENERAL ENG SVC/MAINT-16224 E TEMPLE AVE	\$265.00
	509552	01/25/2024	GENERAL ENG SVC/MAINT-15722 NELSON AVE	\$617.50
	509550	01/25/2024	GENERAL ENG SVC/MAINT-15652 NELSON AVE	\$550.00
	509551	01/25/2024	GENERAL ENG SVC/MAINT-16200 TEMPLE AVE UNIT-A	\$245.00
200587	02/07/2024		ESPY'S ELECTRICAL SERVICES INC.	\$2,500.00
	Invoice	Date	Description	Amount
	1264	12/19/2023	ELECTRICAL SVC-15714 NELSON AVE	\$1,430.00
	1246	11/17/2023	ELECTRICAL SVC-15652 NELSON AVE	\$510.00

**Industry Property and Housing Management Authority
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Checks	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	1263	12/19/2023	ELECTRICAL SVC-15722 NELSON AVE	\$560.00
200588	02/07/2024		HOME DEPOT CREDIT SVC - DEPT 32-	\$1,380.12
	Invoice	Date	Description	Amount
	7900752	01/21/2024	SMOKE & CARBON MONOXIDE DETECTOR-16220 TEMF	\$332.24
	6281975	01/21/2024	EXTERIOR PORCH LIGHT-22036 VALLEY BLVD	\$199.30
	6340514	01/21/2024	DINING ROOM CHANDELIER-22036 VALLEY BLVD	\$224.46
	6629390	01/21/2024	BATHROOM VANITY LIGHT-22036 VALLEY BLVD	\$624.12
200589	02/07/2024		IPHMA - PAYROLL ACCOUNT	\$500.00
	Invoice	Date	Description	Amount
	JAN-24	02/07/2024	REPLENISH PAYROLL ACCT FOR JANUARY 2024	\$500.00
200590	02/07/2024		IRRI-CARE PLUMBING & BACKFLOW T	\$165.00
	Invoice	Date	Description	Amount
	15839	12/28/2023	BACKFLOW TEST-MULTIPLE HOUSES	\$165.00
200591	02/07/2024		JANUS PEST MANAGEMENT	\$185.00
	Invoice	Date	Description	Amount
	266582	01/05/2024	PEST SVC-15730 NELSON AVE	\$185.00
200592	02/07/2024		KLINE'S PLUMBING, INC.	\$185.00
	Invoice	Date	Description	Amount
	13234	01/10/2024	LEAK REPAIR SVC-15652 NELSON AVE	\$185.00
200593	02/07/2024		LOWE'S/SYNCHRONY BANK	\$6,260.34

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

Invoice	Date	Description	Amount
997233-MGFZNW	01/02/2024	GAS DRYER-15730 NELSON AVE	\$686.06
985044-MFMXRO	01/02/2024	VARIOUS KITCHEN APPLIANCES-22036 VALLEY BLVD	\$4,103.60
999754-LZPMVT	01/02/2024	GAS DRYER-16000 TEMPLE AVE UNIT B	\$1,470.68

200594	02/07/2024		PURCOR PEST SOLUTIONS	\$1,660.00
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Invoice	Date	Description	Amount
2110 C	01/15/2024	JANUARY 2024 PEST SVC-MULTIPLE HOUSES	\$1,660.00

200595	02/07/2024		TEMP AIR SYSTEM INC.	\$775.00
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Invoice	Date	Description	Amount
18220	01/12/2024	AC MAINT SVC-16242 TEMPLE	\$195.00
18149	12/28/2023	AC MAINT SVC-16242 TEMPLE	\$255.00
18289	01/16/2024	CIRCUIT BOARD INSTALLATION-16242 TEMPLE AVE	\$325.00

Checks	Status	Count	Transaction Amount
		Total	\$35,931.72

**Industry Property and Housing Management Authority
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Checks	Date	Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking			
200577	01/17/2024	01/17/2024 VOIDED-CK PRINT ERROR	\$0.00

Checks	Status	Count	Transaction Amount
	Total	1	\$0.00

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 6.2

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 13, 2023
PAGE 1

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 10:32 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 since there were no Board Members taking part remotely. The webcast was then terminated.

ROLL CALL

PRESENT: Ken Calvo, Chair
Tim Seal, Vice Chair
Timothy O’Gorman, Board Member

ABSENT: Phil Cook, Board Member

STAFF PRESENT: Bing Hyun, Assistant Executive Director; James M. Casso, General Counsel; Mat Hudson, Engineering Manager; and Lynn Thompson, Administrative Technician III.

PRESENTATION

There were none.

CONSENT CALENDAR

6.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR DECEMBER 13, 2023

RECOMMENDED ACTION:
Demands.

Approve the Register of

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 13, 2023
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6.2 CONSIDERATION OF THE MINUTES OF THE OCTOBER 11, 2023 REGULAR MEETING AND THE NOVEMBER 8, 2023 REGULAR MEETING

RECOMMENDED ACTION: *Approve as submitted.*

Board Member O’Gorman asked which unit check # 200554 was referring to what was the water leak issue. Mat Hudson, Engineering Manager, explained the damage started from a water leak in the water heater and that it was for Unit C. He answered the question sufficiently and was available to answer any other questions.

There were no public comments.

MOTION BY BOARD MEMBER O’GORMAN, AND SECOND BY VICE CHAIR SEAL TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

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

ACTION ITEMS

7.1 DISCUSSION AND DIRECTION REGARDING RENT INCREASES FOR EXISTING TENANTS

RECOMMENDED ACTION: *Provide direction to Staff.*

Assistant Executive Director Bing Hyun provided a staff report and explained the rent increases used for the previous year and the amount allowable by law. Conversation ensued with Chair Ken Calvo asking about the target rent amount and Vice Chair Tim Seal asking what the new rent would be at 5% plus cost of living. Directions were given and Assistant Executive Director Bing Hyun stated that staff will bring back some figures at next month’s meeting with calculation. No vote was taken or needed.

There were no public comments.

PUBLIC HEARING - NONE

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 13, 2023
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CLOSED SESSION - NONE

EXECUTIVE DIRECTOR REPORTS

Assistant Executive Director, Bing Hyun, said Executive Director Josh Nelson, sends his regrets for not being here today, as a personal matter came up. He relayed "Merry Christmas and Happy New Year to all".

AB 1234 REPORTS

There were none.

BOARD MEMBER COMMUNICATIONS

Chair Ken Calvo wished everyone a Merry Christmas and Happy New Year!

PUBLIC COMMENTS

There were none.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:44 a.m.

Ken Calvo
Chair

Julie Gutierrez-Robles
Secretary

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JANUARY 10, 2024
PAGE 1

The Regular Meeting of the Industry Property and Housing Management Authority of the City of Industry, California, was called to order by Vice Chair Tim Seal at 10:31 a.m., in the City of Industry Council Chamber, 15651 Mayor Dave Way, California.

FLAG SALUTE

The flag salute was led by Vice Chair Tim Seal.

AB 2449 VOTE ON EMERGENCY CIRCUMSTANCES (IF NECESSARY)

There was no need for AB 2449 vote since there were no Board Members taking part remotely. The webcast was then terminated.

ROLL CALL

PRESENT: Tim Seal, Vice Chair
Phil Cook, Board Member
Timothy O’Gorman, Board Member

ABSENT: Ken Calvo, Chair

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

PRESENTATION

There were none.

CONSENT CALENDAR

6.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR JANUARY 10, 2024

RECOMMENDED ACTION: Approve the Register of Demands.

Executive Director Josh Nelson mentioned a handout was delivered for the Register of Demands this month, due to the holidays.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JANUARY 10, 2024
PAGE 2

Board Member Cook asked about the repairs regarding check # 200572. Justin Aguilar, Field Operation Project Manager, with CNC Engineering explained the damage, which started from a water leak under the kitchen sink. The repair is complete and there was no mold spreading throughout. He answered the question sufficiently and was available to answer any other questions.

There were no public comments.

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

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

ACTION ITEMS

7.1 DISCUSSION AND DIRECTION REGARDING RENT INCREASES FOR EXISTING TENANTS

RECOMMENDED ACTION:

Provide direction to Staff.

Assistant Executive Director Bing Hyun provided information along with a draft handout to the Board Members. Discussion ensued about the price per foot, the homes that were unoccupied and the increase per unit. It was decided to not come to a decision today but to give this some thought for the next meeting. With the absence of Chair Calvo we will bring this item back at the next meeting.

There were no public comments.

PUBLIC HEARING - NONE

CLOSED SESSION - NONE

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JANUARY 10, 2024
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EXECUTIVE DIRECTOR REPORTS

Executive Director, Josh Nelson wished everyone a happy new year!

AB 1234 REPORTS

There were none.

BOARD MEMBER COMMUNICATIONS

There were none.

PUBLIC COMMENTS

There were none.

ADJOURNMENT

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

Ken Calvo
Chair

Julie Gutierrez-Robles
Secretary

*CITY OF INDUSTRY PROPERTY AND HOUSING
MANAGEMENT AUTHORITY*

ITEM NO. 7.1
VERBAL PRESENTATION