



**INDUSTRY PROPERTY AND
HOUSING MANAGEMENT
AUTHORITY
SPECIAL MEETING
AGENDA**

CHAIR KEN CALVO
VICE CHAIR TIM SEAL
BOARD MEMBER JIM BICKEL
BOARD MEMBER PHIL COOK
BOARD MEMBER TIMOTHY O'GORMAN

JUNE 25, 2025 AT 10:30 AM

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

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 (Non-Agenda Items): 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.

www.microsoft.com/microsoft-teams/join-a-meeting

Meeting ID: 256 770 937 584 5

Passcode: ey7vH7Fx

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

Or call in (audio only)

+1 657-204-3264,

Phone Conference ID: 365 227 556#

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, 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., Fridays 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.

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 June 11, 2025

RECOMMENDED ACTION: Ratify the Register of Demands for June 11, 2025.

- 6.2. Consideration of the minutes of the December 11, 2024 regular meeting, January 15, 2025 special meeting, February 12, 2025 regular meeting, March 12, 2025 regular meeting, April 9, 2025 regular meeting, and May 7, 2025 regular meeting

RECOMMENDED ACTION: Approve as submitted.

- 6.3. Consideration of Resolution No. IPHMA 2025-01 – A Resolution of the City of Industry Property and Housing Management Authority ("IPHMA") Adopting the FY 2025-2026 IPHMA Budget

RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2025-01

- 6.4. Consideration of Resolution No. IPHMA 2025-02, a Resolution of the Industry Property and Housing Management Authority, Approving Blanket Purchase Orders ("BPOs") for Vendors Totaling \$10,000.00 and Over for FY 2025-2026

RECOMMENDED ACTION: Adopt Resolution No. IPHMA 2025-02

7. **ACTION ITEMS**

- 7.1. Discussion and Direction Regarding Rent Increases for Existing Tenants

RECOMMENDED ACTION: Discuss and provide direction to Staff. If the Board determines that rent shall be increased, direct staff to:

1. Increase rent for existing tenants by _____% effective _____, not to exceed the target rent amounts set on July 1, 2023.

2. *Provide advanced notice of changes in rent amounts to affected tenants, pursuant to the California Tenant Protection Act of 2019.*

8. **PUBLIC HEARINGS-NONE**

9. **CLOSED SESSION-NONE**

10. **EXECUTIVE DIRECTOR COMMUNICATIONS**

11. **AB 1234 REPORTS**

12. **BOARD MEMBER COMMUNICATIONS**

13. Adjournment. The next regular Industry Property and Housing Management Authority Meeting is Wednesday, July 09, 2025, at 10:30 AM.

ITEM NO. 6.1

INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY
AUTHORIZATION FOR PAYMENT OF BILLS
Board Meeting June 11, 2025

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
124	IPHMA - CAPITAL IMPROVEMENT	4,075.00
160	INDUSTRY PROPERTY & HOUSING	72,783.12
TOTAL ALL FUNDS		76,858.12

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
IPHMA.WF.CHK	WELLS FARGO CHECKING	76,858.12
TOTAL ALL BANKS		76,858.12

APPROVED PER EXECUTIVE DIRECTOR



DATE

6/5/2025

**Industry Property and Housing Management Authority
Board Meeting
June 11, 2025**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200816	05/07/2025		INDUSTRY PUBLIC UTILITIES	\$158.03
	Invoice	Date	Description	Amount
	2025-00001777	05/01/2025	2/18-4/17/25 SVC-HANDORF LOOP - IRRIGATION	\$65.29
	2025-00001778	05/01/2025	2/18-4/17/25 SVC-HANDORF LOOP - IRRIG BOOSTER S	\$92.74
200817	05/07/2025		KLINE'S PLUMBING, INC.	\$285.00
	Invoice	Date	Description	Amount
	1027	04/15/2025	PLUMBING MAINT SVC-16218 TEMPLE	\$285.00
200818	05/07/2025		ROWLAND WATER DISTRICT	\$1,030.43
	Invoice	Date	Description	Amount
	2025-00001753	04/23/2025	3/4-4/6/25 SVC-17217 & 17229 CHESTNUT - IRR	\$199.83
	2025-00001754	04/23/2025	3/4-4/6/25 SVC-17217 CHESTNUT ST	\$148.60
	2025-00001755	04/23/2025	3/4-4/6/25 SVC-17229 CHESTNUT ST	\$682.00
200819	05/07/2025		TEMP AIR SYSTEM INC.	\$3,310.00
	Invoice	Date	Description	Amount
	21390	04/14/2025	INSTALL NEW AIR SUPPLY/RETURN IN MSTR BEDRM-1	\$1,500.00
	21391	04/14/2025	AC MAINT SVC-16000 TEMPLE UNIT C	\$195.00
	21365	04/14/2025	AC MAINT SVC-16212 TEMPLE	\$250.00
	21394	04/15/2025	AC MAINT SVC-16000 TEMPLE #202	\$195.00
	21393	04/15/2025	AC MAINT SVC-16000 TEMPLE UNIT D	\$195.00
	21412	04/16/2025	AC MAINT SVC-16217 TEMPLE AVE	\$390.00
	21414	04/17/2025	AC MAINT SVC-15652 NELSON	\$195.00
	21413	04/16/2025	AC MAINT SVC-16000 TEMPLE UNIT A	\$195.00
	21415	04/17/2025	AC MAINT SVC-17217 CHESTNUT ST	\$195.00

**Industry Property and Housing Management Authority
Board Meeting
June 11, 2025**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
200820	05/14/2025	05/31/2025	INDUSTRY PUBLIC UTILITIES	\$2,443.43
	Invoice	Date	Description	Amount
	2025-00001847	05/01/2025	2/18-4/17/25 SVC-14063 PROCTOR	\$133.84
	2025-00001848	05/01/2025	2/18-4/17/25 SVC-16200 TEMPLE CONDOS A & B	\$380.36
	2025-00001849	05/01/2025	2/18-4/17/25 SVC-16200 TEMPLE CONDOS C & D	\$370.81
	2025-00001850	05/01/2025	2/18-4/17/25 SVC-16212 TEMPLE	\$268.95
	2025-00001851	05/01/2025	2/18-4/17/25 SVC-16217 TEMPLE	\$136.30
	2025-00001852	05/01/2025	2/18-4/17/25 SVC-16218 TEMPLE	\$229.51
	2025-00001853	05/01/2025	2/18-4/17/25 SVC-16220 TEMPLE	\$107.26
	2025-00001854	05/01/2025	2/18-4/17/25 SVC-16224 TEMPLE	\$137.55
	2025-00001855	05/01/2025	2/18-4/17/25 SVC-16227 TEMPLE	\$110.89
	2025-00001856	05/01/2025	2/18-4/17/25 SVC-16229 TEMPLE	\$110.89
	2025-00001857	05/01/2025	2/18-4/17/25 SVC-16238 TEMPLE	\$112.14
	2025-00001858	05/01/2025	2/18-4/17/25 SVC-16242 TEMPLE	\$130.29
	2025-00001859	05/01/2025	2/18-4/17/25 SVC-16200 TEMPLE - BUNKHOUSE	\$214.64
200821	05/14/2025	05/31/2025	LA PUENTE VALLEY COUNTY WATER	\$1,209.99
	Invoice	Date	Description	Amount
	2025-00001814	05/01/2025	2/18-4/17/25 SVC-15652 NELSON	\$396.19
	2025-00001815	05/01/2025	2/18-4/17/25 SVC-15702 NELSON	\$154.39
	2025-00001816	05/01/2025	2/18-4/17/25 SVC-15714 NELSON	\$131.14
	2025-00001817	05/01/2025	2/18-4/17/25 SVC-15722 NELSON	\$191.59
	2025-00001818	05/01/2025	2/18-4/17/25 SVC-15730 NELSON	\$168.34
	2025-00001819	05/01/2025	2/18-4/17/25 SVC-15736 NELSON	\$168.34
200822	05/14/2025	05/31/2025	SOCALGAS	\$31.41
	Invoice	Date	Description	Amount

**Industry Property and Housing Management Authority
Board Meeting
June 11, 2025**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	2025-00001813	05/06/2025	4/3-5/2/25 SVC-16200 TEMPLE APT 202 - BUNKHOUSE	\$31.41
200823	05/14/2025	05/31/2025	WALNUT VALLEY WATER DISTRICT	\$51.59
	Invoice	Date	Description	Amount
	2025-00001860	05/07/2025	4/1-4/30/25 SVC-22002 VALLEY BLVD	\$51.59
200824	05/20/2025	05/31/2025	WALNUT VALLEY WATER DISTRICT	\$47.80
	Invoice	Date	Description	Amount
	5325525	05/08/2025	4/2-5/1/25 SVC-20137 WALNUT DR	\$47.80
200825	06/04/2025		ROWLAND WATER DISTRICT	\$551.63
	Invoice	Date	Description	Amount
	2025-00001945	05/21/2025	4/6-5/6/25 SVC-17217 & 17229 CHESTNUT -IRR	\$296.43
	2025-00001946	05/21/2025	4/6-5/6/25 SVC-17217 CHESTNUT ST	\$152.80
	2025-00001947	05/21/2025	4/6-5/6/25 SVC-17229 CHESTNUT ST	\$102.40
200826	06/11/2025		ALLIANCE JANITORIAL	\$1,745.00
	Invoice	Date	Description	Amount
	458	04/22/2025	CARPET TILE & GROUT CLEANING SVC-16224 TEMPLE	\$1,745.00
200827	06/11/2025		CASSO & SPARKS, LLP	\$865.73
	Invoice	Date	Description	Amount
	21087	05/12/2025	FY 24/25 LEGAL SVC-IPHMA	\$865.73
200828	06/11/2025		CNC ENGINEERING	\$8,796.25
	Invoice	Date	Description	Amount
	512617	05/22/2025	15714 NELSON AVE-GENERAL ENGINEERING	\$200.00

**Industry Property and Housing Management Authority
Board Meeting
June 11, 2025**

Check	Date	Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking			
512618	05/22/2025	16217 E. TEMPLE AVE-GENERAL ENGINEERING	\$62.50
512619	05/22/2025	16200 TEMPLE AVE, UNIT B-GENERAL ENGINEERING	\$200.00
512620	05/22/2025	15730 NELSON AVE-GENERAL ENGINEERING	\$356.25
512621	05/22/2025	15702 NELSON AVE-GENERAL ENGINEERING	\$200.00
512622	05/22/2025	16238 E. TEMPLE AVE-GENERAL ENGINEERING	\$575.00
512623	05/22/2025	15722 NELSON AVE-GENERAL ENGINEERING	\$522.50
512624	05/22/2025	16227 E. TEMPLE AVE-GENERAL ENGINEERING	\$845.00
512625	05/22/2025	17229 CHESTNUT ST.-GENERAL ENGINEERING	\$300.00
512626	05/22/2025	16220 E. TEMPLE AVE-GENERAL ENGINEERING	\$62.50
512627	05/22/2025	16224 E. TEMPLE AVE-GENERAL ENGINEERING	\$432.50
512628	05/22/2025	GENERAL ENGINEERING-GENERAL ENGINEERING	\$3,365.00
512629	05/22/2025	MISCELLANEOUS HOUSING CAPITAL IMPROVEMENTS	\$1,675.00
200829	06/11/2025	ESPY'S ELECTRICAL SERVICES INC.	\$1,800.00
Invoice	Date	Description	Amount
1622	05/02/2025	ELECTRICAL MAINT SVC-IPHMA-15714 NELSON AVE	\$700.00
1627	05/12/2025	ELECTRICAL MAINT SVC-16000 TEMPLE B	\$1,100.00
200830	06/11/2025	INDEPENDENT ROOFING CONSULTAN	\$2,400.00
Invoice	Date	Description	Amount
0086079-IN	03/31/2025	PRE-BID CONFERENCE- ROOF INSP SVC-MULTIPLE HC	\$2,400.00
200831	06/11/2025	IPHMA - PAYROLL ACCOUNT	\$5,000.00
Invoice	Date	Description	Amount
5/27/25	05/27/2025	REPLENISH PAYROLL ACCT FOR MAY 2025	\$5,000.00
200832	06/11/2025	JANUS PEST MANAGEMENT	\$1,725.00

**Industry Property and Housing Management Authority
Board Meeting
June 11, 2025**

Check	Date		Payee Name	Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking				
	Invoice	Date	Description	Amount
	283938	05/07/2025	MONTHLY RESIDENTIAL PEST REMEDIATION	\$1,725.00
200833	06/11/2025		KLINE'S PLUMBING, INC.	\$1,865.00
	Invoice	Date	Description	Amount
	1049	04/24/2025	PLUMBING MAINT SVC-16200 TEMPLE/BUNKHOUSE	\$375.00
	1041	04/22/2025	PLUMBING MAINT SVC-17229 CHESTNUT AVE	\$225.00
	1039	04/22/2025	PLUMBING MAINT SVC-15730 NELSON AVE	\$365.00
	14142	05/19/2025	PLUMBING MAINT SVC-17229 CHESTNUT AVE	\$425.00
	1050	04/24/2025	PLUMBING MAINT SVC-16217 TEMPLE	\$475.00
200834	06/11/2025		KP CONSTRUCTION CO INC	\$7,860.00
	Invoice	Date	Description	Amount
	15722-01	05/09/2025	WIDEN DRIVEWAY @ 15722 NELSON AVE	\$7,860.00
200835	06/11/2025		L A COUNTY TAX COLLECTOR	\$397.34
	Invoice	Date	Description	Amount
	890149069S	05/22/2025	SUPP PROP TAX FY 24/25-16218 TEMPLE AVE	\$207.31
	8940149071S	05/22/2025	SUPP PROP TAX FY 24/25-15722 NELSON AVE	\$190.03
200836	06/11/2025		MORTISE & TENON BUILDING CORP	\$3,010.67
	Invoice	Date	Description	Amount
	272	04/29/2025	HANDYMAN MAINT SVC-16238 TEMPLE	\$975.00
	290	05/15/2025	HANDYMAN MAINT SVC-16238 TEMPLE	\$425.92
	278	05/07/2025	HANDYMAN MAINT SVC-15702 NELSON	\$425.50
	292	05/19/2025	HANDYMAN MAINT SVC-16000 TEMPLE B	\$468.75
	288	05/14/2025	HANDYMAN MAINT SVC-15714 NELSON	\$715.50

**Industry Property and Housing Management Authority
Board Meeting
June 11, 2025**

Check	Date	Payee Name			Check Amount
IPHMA.WF.CHK - IPHMA Wells Fargo Checking					
200837	06/11/2025	SATSUMA LANDSCAPE & MAINT.			\$23,190.82
	Invoice	Date	Description	Amount	
	0525EHNHCS	05/08/2025	4/7-5/4/25-LANDSCAPE MAINT SVC	\$23,190.82	
200838	06/11/2025	TEMP AIR SYSTEM INC.			\$6,655.00
	Invoice	Date	Description	Amount	
	21489	04/29/2025	AC MAINT SVC-14063 PROCTOR AVE	\$195.00	
	21421	04/25/2025	AC MAINT SVC-15736 NELSON	\$445.00	
	21422	04/25/2025	AC MAINT SVC-17229 CHESTNUT AVE	\$195.00	
	21420	04/23/2025	AC MAINT SVC-16229 TEMPLE AVE	\$195.00	
	21417	04/21/2025	AC MAINT SVC-15722 NELSON AVE	\$195.00	
	21416	04/21/2025	AC MAINT SVC-16218 TEMPLE	\$195.00	
	21395	04/18/2025	AC MAINT SVC-16242 TEMPLE	\$390.00	
	21487	04/28/2025	AC MAINT SVC-16200 TEMPLE -UNIT B	\$195.00	
	21465	04/25/2025	AC MAINT SVC-15714 NELSON AVE	\$195.00	
	21488	04/28/2025	AC MAINT SVC-15730 NELSON	\$195.00	
	21419	04/23/2025	AC MAINT SVC-16224 TEMPLE	\$285.00	
	21540	05/13/2025	ISTALL FILTER RACK TO SUPPORT LARGE FILTERS@	\$3,000.00	
	21608	05/14/2025	AC MAINT SVC-16217 TEMPLE	\$195.00	
	21516	05/02/2025	AC MAINT SVC-15702 NELSON	\$195.00	
	21581	05/12/2025	AC MAINT SVC-15714 NELSON	\$195.00	
	21490	04/30/2025	AC MAINT SVC-16238 TEMPLE	\$390.00	
200839	06/11/2025	WEST COAST ARBORISTS, INC.			\$2,428.00
	Invoice	Date	Description	Amount	
	229154	04/15/2025	TREE MAINTENANCE SVC-IPHMA MULTIPLE HOUSES	\$2,428.00	

**Industry Property and Housing Management Authority
Board Meeting
June 11, 2025**

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

Checks	Status	Count	Transaction Amount
	Total	24	\$76,858.12

ITEM NO. 6.2

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 11, 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 Chair Ken Calvo at 10:30 a.m., in the City of Industry 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
James Bickel, Board Member
Phil Cook, Board Member
Timothy O’Gorman, Board Member

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

PRESENTATIONS

City Manager Josh Nelson distributed a pin and thanked Tim Seal for his five years of service with the City of Industry.

CONSENT CALENDAR

6.1 Consideration of the Register of Demands for December 11, 2024

RECOMMENDED ACTION:
Demands.

Approve the Register of

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 11, 2024
PAGE 2

Chair Calvo asked if any Board Members had questions or comments regarding the Consent Calendar

Board Member O’Gorman questioned check # 200739, since the description had multiple amounts with no address listed, payable to CNC Engineering.

Discussion ensued among staff and Financial Analyst II, Mila Milivoievici, explained that this was a test using new software and that she will work with CNC to fine tune the description on the next agenda. Executive Director Josh Nelson said this was a generic number used for a combination of houses for multiple bills and miscellaneous capital improvements. Director of Finance, Yamini Pathak announced that this was a “general account” used as a catch-all, for all the expenditures.

Chair Calvo asked if there were any public comments, there were none

MOTION BY BOARD MEMBER COOK, AND SECOND BY BOARD MEMBER BICKEL TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

ACTION ITEMS

7.1 CONSIDERATION OF THE APPOINTMENT OF A CHAIRPERSON AND VICE CHAIRPERSON.

RECOMMENDED ACTION: *Consider nominations and make appointments.*

Secretary Gutierrez-Robles opened the nomination for Chair.

Chair Ken Calvo said he would be happy to serve and continue his term. There were no other nominations.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 11, 2024
PAGE 3

The nomination was Closed and the Board Members voted 5-0 to nominate Ken Calvo as Chair.

Chair Calvo opened the nomination for Vice Chair.

Board Member O'Gorman nominated Tim Seal as Vice Chair. There were no other nominations.

The nomination was Closed and the Board Members voted 5-0 to nominate Tim Seal as Vice Chair.

There were no public comments.

7.2 DISCUSSION AND DIRECTION REGARDING RENT INCREASES FOR EXISTING TENANTS

RECOMMENDED ACTION:
Staff.

Discuss and provide direction to

Executive Director Josh Nelson provided background on the past decisions made by the Authority regarding rent increases for the existing tenants and explained that there is no hurry to conclude today but rather start thinking of the best method going forward. This can be brought back in January or February, but the main thing is to get the numbers into Finance Director Yamini Pathak in time for the next fiscal year budget.

PUBLIC HEARINGS- NONE

Chair Calvo asked to bring forward Public Comments before going into Closed Session. There were no objections.

PUBLIC COMMENTS

There were none.

City Clerk Gutierrez-Robles announced there was a need for Closed Session as follows:

There were no public comments.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 11, 2024
PAGE 4

CLOSED SESSION

9.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8:

Property:	145 Vineland Ave, City of Industry
Agency Negotiators:	Joshua Nelson, Executive Director James M. Casso, General Counsel
Negotiating Parties:	SZ 125 Properties, LLC
Under Negotiation:	Price and terms of payment

Chair Calvo recessed the meeting into Closed Session at 10:32 a.m.

Chair Calvo reconvened the meeting at 11:21 a.m.

General Counsel Casso reported out of Closed Session. All members of the Authority were present.

With regard to Closed Session Item No. 9.1, direction was given to the Agency Negotiators, no final action taken.

Nothing further to report at this time.

EXECUTIVE DIRECTOR REPORTS

Executive Director Josh Nelson mentioned that the next scheduled meeting, January 8, 2025, will be bumped to January 15, 2025, due to the holiday schedule.

AB 1234 REPORTS

There were none.

BOARD MEMBER COMMUNICATIONS

Chair Calvo and Board Member Cook each wished everyone a Happy Holiday!

ADJOURNMENT

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
DECEMBER 11, 2024
PAGE 5

There being no further business, the Industry Property and Housing Management Authority adjourned at 11:24 a.m.

Ken Calvo
Chair

Julie Gutierrez-Robles
Secretary

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JANUARY 15, 2025
PAGE 1

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

ROLL CALL

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

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

PRESENTATIONS

There were none.

CONSENT CALENDAR

6.1 CONSIDERATION OF THE REGISTER OF DEMANDS SUBMITTED BY THE FINANCE DEPARTMENT FOR JANUARY 8, 2025

RECOMMENDED ACTION: Ratify the Register of Demands for January 8, 2025.

Chair Calvo asked if anyone from the Authority or the public had any public comments. There were none.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JANUARY 15, 2025
PAGE 2

MOTION BY VICE CHAIR SEAL, AND SECOND BY BOARD MEMBER COOK TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

ACTION ITEMS – NONE

PUBLIC HEARINGS- NONE

CLOSED SESSION

9.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8:

Property:	145 Vineland Ave, City of Industry
Agency Negotiators:	Joshua Nelson, Executive Director James M. Casso, General Counsel
Negotiating Parties:	SZ 125 Properties, LLC
Under Negotiation:	Price and terms of payment

Chair Calvo, recessed the meeting into Closed Session at 10:32 a.m.

Chair Calvo reconvened the meeting at 10:56 a.m.

Assistant City Attorney Bianca Sparks reported out of Closed Session. All members of the Authority were present.

With regard to Closed Session Item No. 9.1, direction was given to the Agency Negotiators, no final action taken.

Nothing further to report at this time.

EXECUTIVE DIRECTOR REPORTS

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
SPECIAL MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
JANUARY 15, 2025
PAGE 3

There were none.

AB 1234 REPORTS

There were none.

BOARD MEMBER COMMUNICATIONS

There were none.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:57 a.m.

Ken Calvo
Chair

Julie Gutierrez-Robles
Secretary

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
FEBRUARY 12, 2025
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 10:31 a.m., in the City of Industry 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
James Bickel, Board Member
Phil Cook, Board Member
Timothy O’Gorman, Board Member

STAFF PRESENT: Josh Nelson, Executive Director; Jamie M. Casso, General Counsel; and Julie Gutierrez Robles, Secretary.

PRESENTATIONS

There were none.

CONSENT CALENDAR

6.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR FEBRUARY 12, 2025

RECOMMENDED ACTION: Approve the Register of Demands.

Board Member Cook questioned the large amount on check # 200769, and Executive Director Josh Nelson responded that this involved two houses, one with a backyard flood problem going through a wall to another neighbor. A drain was built through the

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
FEBRUARY 12, 2025
PAGE 2

wall to run it out to the parkway drain. As Executive Director I have the authority to approve up to \$75,000.00 for repairs without approval.

Board Member Cook asked about # 200775 which makes note of the Bunkhouse. Executive Director Josh Nelson said this required repair of termite rot on the wood roof, so at the same time, services were brought in for the necessary stair and railing improvement. The Bunkhouse is vacant but is now being used for storage.

There were no public comments.

MOTION BY VICE CHAIR SEAL, AND SECOND BY BOARD MEMBER COOK TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

ACTION ITEMS

7.1 CONSIDERATION OF AUTHORIZATION TO ADVERTISE FOR PUBLIC BIDS FOR CONTRACT NO. IPHMA-006, VARIOUS ROOF REPLACEMENTS AND REPAIRS, FOR AN ESTIMATED COST OF \$360,000.00 (MP 12-06 #27)

RECOMMENDED ACTION: *It is hereby recommended that the Authority approve the plans and specifications and authorize the solicitation of public bids.*

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

There were no public comments.

MOTION BY BOARD MEMBER COOK, AND SECOND BY BOARD MEMBER BICKEL TO APPROVE THE PLANS AND SPECIFICATIONS AND AUTHORIZE THE SOLICITATION OF PUBLIC BIDS. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
FEBRUARY 12, 2025
PAGE 3

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

PUBLIC HEARINGS- NONE

CLOSED SESSION

9.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8:

Property:	145 Vineland Ave, City of Industry
Agency Negotiators:	Joshua Nelson, Executive Director James M. Casso, General Counsel
Negotiating Parties:	SZ 125 Properties, LLC
Under Negotiation:	Price and terms of payment

Chair Calvo, recessed the meeting into Closed Session at 10:39 a.m.

Chair Calvo reconvened the meeting at 10:54 a.m.

General Counsel Jamie M. Casso reported out of Closed Session. All members of the Authority were present.

With regard to Closed Session Item No. 9.1, direction was given to the Agency Negotiators, no final action taken.

Nothing further to report at this time.

EXECUTIVE DIRECTOR REPORTS

There were none.

AB 1234 REPORTS

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
FEBRUARY 12, 2025
PAGE 4

Chair Calvo stated that Mayor Pro Tem Michael Greubel, City Manager Josh Nelson and himself all went to Washington D.C. by the invite from new Congressman Gil Cisneros.

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 10:55 a.m.

Ken Calvo
Chair

Julie Gutierrez-Robles
Secretary

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
MARCH 12, 2025
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 10:30 a.m., in the City of Industry 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
James Bickel, Board Member
Phil Cook, Board Member
Timothy O’Gorman, Board Member

ABSENT: Ken Calvo, Chair

STAFF PRESENT: Bing Hyun, Assistant Executive Director; Mat Hudson, Engineering Manager; Jamie M. Casso, General Counsel; and Julie Gutierrez Robles, Secretary.

PRESENTATIONS

There were none.

CONSENT CALENDAR

6.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR MARCH 12, 2025

RECOMMENDED ACTION: Approve the Register of Demands and authorize the appropriate Authority Officials to pay the bills.

Board Member Cook questioned check # 200789, on Item No. 6.1, of the Register of Demands.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
MARCH 12, 2025
PAGE 2

Field Operation Project Manager, Justin Aguilar, with CNC Engineering stated it was from a leaking toilet that required a new seal. The leak went unnoticed for a week and required new flooring. There was no mold found.

6.2 ANNUAL FINANCIAL REPORTS FOR THE CITY OF INDUSTRY/INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY YEAR ENDING JUNE 30, 2024

RECOMMENDED ACTION: *Receive and file the annual financial reports for the year ending June 30, 2024.*

6.3 CONSIDERATION OF THE MINUTES OF THE SEPTEMBER 11, 2024 REGULAR MEETING, OCTOBER 9, 2024 REGULAR MEETING, AND THE NOVEMBER 13, 2024 REGULAR MEETING

RECOMMENDED ACTION: *Approve as submitted.*

There were no public comments.

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

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

ACTION ITEMS - NONE

PUBLIC HEARINGS- NONE

CLOSED SESSION

There were none.

EXECUTIVE DIRECTOR REPORTS

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
MARCH 12, 2025
PAGE 3

Assistant Executive Director Bing Hyun had no updates and said Executive Director Josh Nelson was out of town in Washington DC.

AB 1234 REPORTS

There were none.

BOARD MEMBER COMMUNICATIONS

Vice Chair Seal stated he will not be at the next meeting.

PUBLIC COMMENTS

There were none.

ADJOURNMENT

There being no further business, the Industry Property and Housing Management Authority adjourned at 10:34 a.m.

Ken Calvo
Chair

Julie Gutierrez-Robles
Secretary

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
APRIL 9, 2025
PAGE 1

The Regular Meeting of the Industry Property and Housing Management Authority of the City of Industry, California, was called to order by Board Member Cook at 10:30 a.m., in the City of Industry Chamber, 15651 Mayor Dave Way, California.

FLAG SALUTE

The flag salute was led by Board Member Cook.

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: James Bickel, Board Member
Phil Cook, Board Member
Timothy O’Gorman, Board Member

ABSENT: Ken Calvo, Chair
Tim Seal, Vice Chair

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

PRESENTATIONS

There were none.

CONSENT CALENDAR

6.1 CONSIDERATION OF THE REGISTER OF DEMANDS SUBMITTED BY THE FINANCE DEPARTMENT FOR APRIL 9, 2025

RECOMMENDED ACTION: Approve the Register of Demands and authorize the appropriate Authority Officials to pay the bills.

Board Member Cook questioned check # 200791, on Item No. 6.1, of the Register of Demands for emergency HVAC Unit replacement at 16227 Temple.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
APRIL 9, 2025
PAGE 2

Field Operation Project Manager, Justin Aguilar, with CNC Engineering stated it was a complete replacement of the AC/Heater during the heavy rain season, replacing a 20-year-old unit.

6.2 CONSIDERATION OF AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES AGREEMENT WITH I.R.C. TECHNOLOGIES, INC., DBA INDEPENDENT ROOFING CONSULTANTS, TO PROVIDE INSPECTION, DESIGN, AND CONSTRUCTION SUPPORT SERVICES FOR ROOF REPLACEMENTS OF RESIDENTIAL HOMES, EXTENDING THE TERM THROUGH MAY 10, 2028, REVISING THE RATE SCHEDULE, AND INCREASING COMPENSATION BY \$7,200.00

RECOMMENDED ACTION:

Approve the Amendment.

There were no public comments.

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

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

ACTION ITEMS

7.1 CONSIDERATION OF A LICENSE AGREEMENT WITH VALLEY VISTA SERVICES, INC., FOR ACCESS TO ASSESSOR'S PARCEL NUMBER 8563-002-901 LOCATED AT 145 VINELAND AVENUE TO BE USED AS A SURPLUS EQUIPMENT STORAGE LOT

RECOMMENDED ACTION:
Agreement.

Approve the License

Executive Director Josh Nelson asked the Agency to hold Item No. 7.1, until after Closed Session, as these are related. There were no objections.

PUBLIC HEARINGS- NONE

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
APRIL 9, 2025
PAGE 3

CLOSED SESSION

City Clerk Gutierrez-Robles announced there was a need for Closed Session as follows:

9.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8

Property:	145 Vineland Ave., City of Industry
Agency Negotiators:	Joshua Nelson, Executive Director James M. Casso, General Counsel
Negotiating Parties:	Valley Vista Services, Inc.
Under Negotiation:	Price and terms of payment

There were no public comments.

Board Member Cook recessed the meeting into Closed Session at 10:35 a.m.

Board Member Cook reconvened the meeting at 10:50 a.m.

General Counsel James M. Casso reported out of Closed Session. All members of the Authority were present except Chair Calvo and Vice Chair Seal.

With regard to Closed Session Item No. 9.1, direction was given to the Agency Negotiators, no final action taken.

Nothing further to report at this time.

ACTION ITEMS

7.1 CONSIDERATION OF A LICENSE AGREEMENT WITH VALLEY VISTA SERVICES, INC., FOR ACCESS TO ASSESSOR'S PARCEL NUMBER 8563-002-901 LOCATED AT 145 VINELAND AVENUE TO BE USED AS A SURPLUS EQUIPMENT STORAGE LOT

RECOMMENDED ACTION:
Agreement.

Approve the License

There were no public comments.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
APRIL 9, 2025
PAGE 4

MOTION BY BOARD MEMBER COOK, AND SECOND BY BOARD MEMBER BICKEL TO APPROVE THE LICENSE AGREEMENT AT .18 CENTS PER SQUARE FOOT PER MONTH. MOTION CARRIED 3-0, BY THE FOLLOWING VOTE:

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

EXECUTIVE DIRECTOR REPORTS

Executive Director Josh Nelson mentioned to the Authority that the next monthly meeting in May will be earlier than usual. The meeting is scheduled for Wednesday, May 7th.

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 10:53 a.m.

Ken Calvo
Chair

Julie Gutierrez-Robles
Secretary

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
MAY 7, 2025
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 Calvo at 10:31 a.m., in the City of Industry Chamber, 15651 Mayor Dave Way, California.

FLAG SALUTE

The flag salute was led by Chair 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
James Bickel, Board Member
Phil Cook, Board Member
Timothy O’Gorman, Board Member

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

PRESENTATIONS

There were none.

CONSENT CALENDAR

Mrs. Leeda Marroquin – founder of Hi-Top Roof Inc., a minority/women owned business, stated (regarding Item No. 6.2) that she was surprised to hear of the decision to re-bid this project and to her knowledge she did not miss any notary forms. If there is a discrepancy, she asked for verification. As one of the top three bidders, she stated wanting a fair process to enable her to compete effectively and asked for reconsideration of the re-bidding process.

6.1 CONSIDERATION OF THE REGISTER OF DEMANDS SUBMITTED BY THE FINANCE DEPARTMENT FOR MAY 7, 2025

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
MAY 7, 2025
PAGE 2

RECOMMENDED ACTION: *Approve the Register of Demands and authorize the appropriate Authority Officials to pay the bills.*

6.2 CONSIDERATION OF REJECTION OF BIDS FOR CONTRACT NO. IPHMA-006, VARIOUS ROOF REPLACEMENTS AND REPAIRS, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO RE-BID THE PROJECT (MP 12-06 #27)

RECOMMENDED ACTION: *Reject all bids and authorize the Executive Director to re-bid the project.*

Chair Ken Calvo asked for a staff report.

Senior Director of Engineering James Cramsie, from CNC Engineering provided a staff report and stated that after the review of all bids, it was discovered that several of the apparent low bidders had not submitted the necessary Notary Acknowledgment Forms and some were missing signatures as specified in the project specification. Staff recommends that the Council reject these bids and authorize the City Manager to re-bid the project.

Executive Director Josh Nelson stated that the City is always allowed to reject and re-bid if needed. Three of the lowest bidders all had signature issues and the 4th bidder was almost double the price.

Vice Chair Seal asked if there was any disadvantage to the bidder in re-doing the bid process and Executive Director Josh Nelson said no, this was all public information. If need be, we could send out a special notice via email with notes in bold making the request clearer.

MOTION BY VICE CHAIR SEAL, AND SECOND BY BOARD MEMBER O’GORMAN TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

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

ACTION ITEMS – NONE

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
REGULAR MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
MAY 7, 2025
PAGE 3

PUBLIC HEARINGS- NONE

CLOSED SESSION - NONE

EXECUTIVE DIRECTOR REPORTS

There were none.

AB 1234 REPORTS

There were none.

BOARD MEMBER COMMUNICATIONS

There were none.

PUBLIC COMMENTS

Mrs. Leeda Marroquin – founder of Hi-Top Roof Inc. stated that her bid was \$40k, not \$90k over the Engineers estimate and said she did not know how they arrived at \$315k as the lowest bidder, which was disqualified. She noted that all the notary acknowledgements were within the packet. If there was a signature missing, she would like to witness it, in which Executive Director Josh Nelson said that would not be a problem.

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

ITEM NO. 6.3



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

MEMORANDUM

TO: Honorable Chairperson and Members of the Board

FROM: Joshua Nelson, Executive Director

STAFF: Yamini Pathak, Finance Director

DATE: June 25, 2025

SUBJECT: Consideration of Resolution No. IPHMA 2025-01 – A Resolution of the City of Industry Property and Housing Management Authority ("IPHMA") Adopting the FY 2025-2026 IPHMA Budget

Background:

Below is a summary of the revenues and expenses for the IPHMA.

CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
BUDGET COMPARISON TO PRIOR YEAR
PROPOSED BUDGET 2025-2026

	PROPOSED BUDGETED REVENUES			PROPOSED BUDGETED EXPENDITURES		
	2025 - 2026	2024 - 2025	% - CHANGE	2025 - 2026	2024 - 2025	% - CHANGE
160 IPHMA	\$ 369,000	\$ 363,000	2%	\$ 1,003,000	\$ 1,083,000	-7%
124 IPHMA CAPITAL IMPROVEMENT	-	-	0%	800,000	700,000	14%
	\$ 369,000	\$ 363,000		\$ 1,803,000	\$ 1,783,000	

Discussion:

Staff has budgeted total revenues for the IPHMA in the amount of \$369,000, from rental income, and are anticipating \$1,003,000 in expenditures for FY 2025-2026, which are mainly for property and landscape maintenance, general engineering, and property maintenance. The shortfall of \$634,000 will be supported by transfers from the City of Industry’s General Fund.

Fiscal Impact:

The FY 2025-26 IPHMA Budget totals \$1,003,000 in expenditures and is supported by \$369,000 in revenues, and a \$634,000 subsidy from the City’s General Fund.

The FY 2025-26 Proposed Capital Budget for the IPHMA totals \$800,000 and is funded by the bond proceeds from the 2015 Sales Tax Bond funds, as included in the City’s FY 2025-26 Adopted CIP Budget.

Recommendation:

Staff recommends that the Board adopt Resolution No. IPHMA 2025-01, adopting the Budget for the Industry Property and Housing Management Authority for Fiscal Year 2025-2026.

Exhibits:

1. COI IPHMA Resolution FY 2026 Budget
2. IPHMA Budget FY 2025-26

RESOLUTION NO. IPHMA 2025-01

A RESOLUTION OF THE CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY (“IPHMA”) ADOPTING THE FISCAL YEAR 2025-26 IPHMA BUDGET

WHEREAS, on June 25, 2025, the Industry Property and Housing Management Authority Board (“IPHMA Board”) received a presentation on the FY 2025-26 (“FY 2026”) proposed budget for the Industry Property and Housing Management Authority (“IPHMA”); and

WHEREAS, the purpose of the budget workshop was to give the IPHMA Board an opportunity to thoroughly review the proposed budget, ask questions, and provide comments and direction to Staff; and

WHEREAS, it is necessary for the Board to adopt IPHMA’s FY 2026 Budget; and

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The Board hereby adopts the FY 2026 Budget, attached hereto as Exhibit A, and incorporated herein by reference.

Section 3. 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 4. The Secretary shall certify to the passage and adoption of this resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the City of Industry Property Housing Management Authority at a special meeting held on June 25, 2025, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

Ken Calvo, Chairman

ATTEST:

Julie Gutierrez-Robles, Secretary



Industry Property and Housing Management Authority (IPHMA)

City of Industry | FY 2025/26 Proposed Budget

**INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
PROPOSED ANNUAL BUDGET**

REVENUE SUMMARY BY FUND	ADOPTED BUDGET 2023-24	AMENDED BUDGET 2023-24	ACTUAL 2023-24	ADOPTED BUDGET 2024-25	AMENDED BUDGET 2024-25	ACTUAL 3/31/2025	PROPOSED BUDGET 2025-2026
IPHMA							
4300.02 INVESTMENT INTEREST INCOME	\$ 1,000	\$ 1,000	\$ 140	\$ 1,000	\$ 1,000	\$ 121	\$ 1,000
4331 INTEREST INCOME - LEASES	-	-	10,777	-	-	-	-
4340 RENTAL INCOME	306,000	306,000	327,166	345,000	345,000	223,447	366,000
4355 OTHER INCOME	1,000	1,000	113,896	17,000	17,000	661	2,000
IPHMA TOTAL	<u>\$ 308,000</u>	<u>\$ 308,000</u>	<u>\$ 451,979</u>	<u>\$ 363,000</u>	<u>\$ 363,000</u>	<u>\$ 224,229</u>	<u>\$ 369,000</u>

**INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY
PROPOSED ANNUAL BUDGET**

OBJECT #	ACCOUNT DESCRIPTION	ADOPTED	AMENDED	ACTUAL	ADOPTED	AMENDED	ACTUAL	PROPOSED
		BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		2023-24	2023-24	2023-24	2024-25	2024-25	3/31/2025	2025-2026
IPHMA								
5011	BOARD SALARIES	\$ 49,000	\$ 49,000	\$ 41,785	\$ 49,000	\$ 52,000	\$ 33,800	\$ 52,000
5012	GENERAL INSURANCE AND BONDING	-	-	-	-	-	-	-
5025	MISCELLANEOUS	1,000	1,000	2,478	1,000	1,000	37	1,000
5027	MEDICARE	1,000	1,000	606	1,000	1,000	490	1,000
5030	STATE UNEMPLOYMENT	3,000	3,000	938	3,000	3,000	491	2,000
5031	DISABILITY	-	-	-	-	-	-	-
5032	STATE EMPLOYMENT & TRAINING TAX	1,000	1,000	35	1,000	1,000	21	-
5036	BANK FEES	-	-	-	-	-	-	-
5040	PARS - ARS	2,000	2,000	1,567	2,000	2,000	1,268	2,000
5068	LANDSCAPE MAINTENANCE	360,000	360,000	520,336	400,000	400,000	199,134	400,000
5110	ACCOUNTING FEES	2,000	2,000	1,643	2,000	2,000	1,125	2,000
5120.01	PROFESSIONAL SERVICES	2,000	2,000	-	-	-	37	1,000
5120.02	LEGAL SERVICES	29,000	29,000	2,145	29,000	29,000	-	29,000
5565	SMALL EQUIPMENTS & SUPPLIES	-	-	11,714	10,000	10,000	200	5,000
5610	TRAVEL AND MEETINGS	-	-	-	-	-	2,841	5,000
5631	WORKERS COMPENSATION	1,000	1,000	-	1,000	1,000	-	1,000
5640	ADVERTISING AND PRINTING	2,000	2,000	994	1,000	1,000	936	2,000
5730.01	UTILITIES - GAS	1,000	1,000	437	1,000	1,000	233	1,000
5730.02	UTILITIES - WATER	25,000	25,000	30,837	33,000	33,000	19,792	33,000
5730.03	UTILITIES - ELECTRIC	1,000	1,000	138	1,000	1,000	80	1,000
5740	PROPERTY TAXES AND ASSESSMENTS	38,000	38,000	29,460	46,000	46,000	33,241	40,000
5900	GENERAL ENGINEERING	230,000	230,000	112,341	150,000	150,000	56,126	100,000
8510	PROPERTY MAINTENANCE	326,000	326,000	253,151	324,000	324,000	127,728	300,000
8517	HOUSING GRANT	15,000	15,000	-	25,000	25,000	-	25,000
TOTAL		\$ 1,089,000	\$ 1,089,000	\$ 1,010,605	\$ 1,080,000	\$ 1,083,000	\$ 477,580	\$ 1,003,000



CIP Detail – IPHMA

City of Industry | FY 2025/26 Proposed Budget

Capital Improvement Program

FY 2025 - 2026

#	Project Name	FY 25-26 Proposed Budget
18. IPHMA Capital Improvements		
A	Miscellaneous Housing Capital Improvements	800,000
	Total	\$800,000
	TOTALS - IPHMA	\$800,000

ITEM NO. 6.4



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

MEMORANDUM

TO: Honorable Chairperson and Members of the Board

FROM: Joshua Nelson, Executive Director

STAFF: Yamini Pathak, Finance Director

DATE: June 25, 2025

SUBJECT: Consideration of Resolution No. IPHMA 2025-02, a Resolution of the Industry Property and Housing Management Authority, Approving Blanket Purchase Orders (“BPOs”) for Vendors Totaling \$10,000.00 and Over for FY 2025-2026

Background:

A blanket purchase order (“BPO”) Vendor List is a list of for all vendors with whom the IPHMA anticipates spending over \$10,000.00 in the fiscal year. On June 25, 2025, the IPHMA approved and adopted its budget for FY 2025-26 (“FY 26”). The FY 26 BPO Vendor List was developed in line with the FY 26 Adopted Budget.

Discussion:

BPOs are a customary financial practice common among public agencies in California; and in summary, are utilized to pay for goods and supplies, professional or maintenance services, and/or equipment with vendors with whom the IPHMA conducts business during the fiscal year. Although most BPOs can be created under the Executive Director’s purchasing authority, as an added level of fiscal control and transparency, at the beginning of each fiscal year a list of BPOs for vendors with whom the IPHMA regularly conducts business, that total \$10,000.00 and over annually, is presented to IPHMA Board of Directors for formal approval for the new fiscal year. This streamlines the purchasing process where necessary and assists staff to efficiently obtain goods and supplies, professional or maintenance services, and/or equipment to tend to its day-to-day operations.

BPOs are not intended to bypass or supersede the bidding provisions as outlined in the City of Industry’s Municipal Code (“Code”) (which applies to the IPHMA), or intended to bypass the City’s standard agreements and terms. Departments must adhere to the requirements of the City’s procurement policy, and must obtain informal bidding, quotes, or go through a formal procurement process as necessary.

Finance will strictly enforce the procurement policy and ensure departments are adhering to the correct purchasing procedures.

As such, outlined below is a summary of Chapter 3.04 the City’s Code, as it pertains to the purchasing and bidding procedures, that departments must follow and adhere to when obtaining goods and supplies, professional or maintenance services, and/or equipment.

Any additional purchase orders beyond dollar amounts approved in the BPO will be submitted to the Executive Director or IPHMA Board of Directors, following procedures set forth in the City Code and Purchasing Policy.

Supplies & Equipment (Section 3.04.050) - For supplies and equipment, purchases of \$100,000 and under may be made at the discretion of the Executive Director.

Upon the approval of the IPHMA Board of Directors, BPOs will be created for all vendors the IPHMA regularly conducts business with for supplies and equipment for FY 26.

Pursuant to Section 3.04.040 of the Code, purchases of supplies and equipment over \$100,000.00 require a formal bidding process and formal approval by the IPHMA Board of Directors. Should items over \$100,000.00 be taken to the IPHMA Board of Directors during the current fiscal year, BPOs will be created for these items as the Board approves them.

Services (Section 3.04.055) - Procurement of professional services of an estimated value of fifty thousand dollars or less may be made by the Executive Director at his or her discretion on the open market without specific solicitation or competitive bidding requirements. Professional services greater than fifty thousand dollars require prior approval by the IPHMA Board of Directors.

IPHMA is proposing BPOs for services that include on-going periodic facilities maintenance for vendors the IPHMA regularly conducts business with. These services exclude public works projects. The IPHMA is requesting BPOs to streamline the purchase order and invoice processing flow for repetitive, required services for day-to-day operations.

BPO Vendor List for FY 26

The BPO Vendor List for FY 26, attached as Exhibit A, includes all vendors with whom IPHMA regularly conducts business. The BPO amounts are estimated amounts based on historical spending levels; all BPO amounts are in line with the FY 26 Adopted Budget.

BPOs can also be utilized for vendors that total less than \$10,000.00 annually, and with whom IPHMA conducts business on a recurring basis throughout the fiscal year.

Fiscal Impact:

The BPOs for all vendors listed in Exhibit A total \$210,000.00. This has been accounted for and included in the FY 26 Adopted Budget.

Recommendation:

Staff recommends the IPHMA Board adopt Resolution No. IPHMA 2025-02, approving the BPO Vendor List for vendors totaling \$10,000.00 and over for FY 26.

Exhibits:

1. COI IPHMA Resolution Blanket Purchase Orders FY 26
2. Exhibit A - IPHMA Blanket PO list FY25-26

RESOLUTION NO. IPHMA 2025-02

RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY, APPROVING BLANKET PURCHASE ORDERS FOR VENDORS TOTALING \$10,000.00 AND OVER FOR FY 2025-2026

WHEREAS, in FY 2016-17 (“FY 17”), the Financial Services Department (“Finance”) implemented several new internal controls and financial procedures Citywide, in which blanket purchase orders (“BPOs”) were identified as a critical fiscal control that allows the Industry Property and Housing Management Authority (“IPHMA”) to procure goods and supplies, professional or maintenance services, and/or equipment in a timely manner to efficiently administer the day-to-day operations of the IPHMA; and

WHEREAS, BPOs are a customary financial practice among public agencies in California; and in summary, are utilized to pay for goods and services with vendors that IPHMA regularly conducts business with during the fiscal year; and

WHEREAS, annually, after the IPHMA’s operating budget is adopted, Finance presents to the IPHMA Board of Directors for its consideration a BPO Vendor List for all vendors with whom IPHMA anticipates spending over \$10,000.00 in the upcoming fiscal year; and

WHEREAS, on June 25, 2025, the IPHMA approved and adopted its budget for FY 2025-26 (“FY 26”); and

WHEREAS, the FY 26 BPO Vendor List was developed in accordance with Chapter 3.04 of the City of Industry’s Municipal Code (which applies to the IPHMA) as it pertains to purchasing and bidding procedures; and

WHEREAS, the FY 26 BPO Vendor List was also developed in accordance with the FY 26 Adopted Budget.

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The the list of BPOs, attached hereto as Exhibit A, and incorporated herein by reference, for all vendors that total \$10,000.00 and over for FY 26, is hereby approved.

Section 3. The Executive Director, and/or his designee, is authorized to prepare and execute all BPOs identified and listed on said Exhibit A.

Section 4. 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 5. The Board Secretary shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Industry Property Housing Management Authority at a special meeting held on June 25, 2025, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

Ken Calvo, Chairman

ATTEST:

Julie Gutierrez-Robles, Secretary

**Industry Property and Housing Management Authority
Blanket Purchase Order Vendor List for FY 2025-26 ("FY 26")
Exhibit A
Vendors Totaling \$10,000 and Over**

SERVICES

Item #	Vendor Name	FY 26 Proposed Amount	Primary Purpose
1	Alliance Janitorial	15,000	Carpet cleaning services
2	Blake Air Conditioning Company	10,000	Air conditioning maintenance services
3	Country Estate Fence Inc	15,000	Fence maintenance services
4	Espy's Electrical Services Inc	15,000	Electric maintenance services
5	Garcia Fence Corp	15,000	Fence maintenance services
6	Good Service Appliance Repair	10,000	Appliance maintenance services
7	Irri-Care Plumbing and Backflow Testing	10,000	Backflow maintenance services
8	Kline's Plumbing Inc.	15,000	Plumbing maintenance services
9	Mortise & Tenon Building Corp	15,000	Handyman maintenance services
10	Ramos and Sons	15,000	Plumbing maintenance services
11	Temp Air System, Inc.	15,000	Air conditioning maintenance services

\$ 150,000.00

SUPPLIES

Item #	Vendor Name	FY 26 Proposed Amount	Primary Purpose
12	B2 Print	10,000	Office supplies - letterhead, envelopes, & business cards
13	BAVCO	10,000	Backflow maintenance supplies
14	Home Depot	10,000	Property maintenance supplies
15	Lowe's	10,000	Property maintenance supplies
16	Merritt's Ace Hardware	10,000	Property maintenance supplies

\$ 50,000.00

SERVICES & SUPPLIES

Item #	Vendor Name	FY 26 Proposed Amount	Primary Purpose
17	Locks Plus	10,000	Supplies-key, locks and materials and repair services

\$ 10,000.00

TOTAL IPHMA \$ 210,000.00

ITEM NO. 7.1



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

MEMORANDUM

TO: Honorable Chairperson and Members of the Board

FROM: Joshua Nelson, Executive Director

STAFF: Bing Hyun, Asst. City Manager

DATE: June 25, 2025

SUBJECT: Discussion and Direction Regarding Rent Increases for Existing Tenants

Background:

The Industry Property and Housing Management Authority (“IPHMA”) previously directed Staff to increase rent for all existing tenants by 2.8% effective July 1, 2024, provided that no rent would exceed the target rent amounts set on July 1, 2023. Also, the IPHMA directed that an additional rent increase be scheduled for consideration six months later, in September 2024.

On September 11, 2024, the IPHMA directed Staff to increase rent for all existing tenants by 5% effective January 1, 2025, provided that no rent would exceed the target rent amounts set on July 1, 2023.

At the December 11, 2024 meeting, the IPHMA discussed its annual consideration of rental increases for existing tenants and Staff was directed to bring the item back for consideration in the new year.

Pursuant to the California Tenant Protection Act of 2019 (AB 1482), rent amounts may only be increased annually by either a maximum of 5% of the current rent amount plus the local rate of inflation; or 10% of the current rent amount, whichever is lower. Civil Code Section 1947.12(g)(3)(B)(i)(I), states: “The percentage change shall be the percentage change in the amount published for April of the immediately preceding calendar year and April of the year before that.”

Discussion:

The Los Angeles-Long Beach-Anaheim area Consumer Price Index (“CPI”) percent change in price for the 12-month period of April 2024 – April 2025 is 3%. Based on State law, the maximum amount that rent can be increased within a 12-month period is 8%.

At this time, the IPHMA may consider a rent increase up to 3% effective July 1, 2025 or later.

Fiscal Impact:

Any potential increase in monthly revenues will be determined by the rent increase set by the IPHMA Board, if any at all.

Recommendation:

Discuss and provide direction to Staff. If the Board determines that rent shall be increased, direct staff to:

- A. Increase rent for existing tenants by ____% effective _____, not to exceed the target rent amounts set on July 1, 2023.
- B. Provide advanced notice of changes in rent amounts to affected tenants, pursuant to the California Tenant Protection Act of 2019.

Exhibits: