

**AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
AGOURA HILLS/CALABASAS COMMUNITY CENTER
JOINT POWERS AUTHORITY
VIDEO CONFERENCE**

Agoura Hills/Calabasas Community Center
27040 Malibu Hills Road, Activity Room, Calabasas, CA 91301
Thursday, March 25, 2021
6:30 p.m.

Direct Zoom Video Conference Link:

<https://zoom.us/j/98396851083?pwd=bktYVdTOXF4S29sckNqcW5OekZDUT09>

Meeting ID: 983 9685 1083

Meeting Passcode: 687661

Call-In Telephone Number: 1-669-900-6833

Pursuant to Governor Newsom's Executive Order N-25-20 and N-29-20, members of the Joint Powers Authority Board or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing guidelines, members of the public may observe and offer comment at this meeting telephonically or electronically. If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act ("ADA") please contact Amy Brink at info@ahccc.org prior to the meeting for assistance. Emails will be summarized at the meeting.

I. CALL TO ORDER

II. ROLL CALL

Chair James Bozajian
Vice-Chair Deborah Lopez
Authority Member Jim Bukowski
Authority Member Matt Heller
Authority Member Lucy Martin
Authority Member Jeffrey Peldon
Authority Member Brad Rosenheim
Alternate Member Linda Northrup (Agoura Hills City Council)
Alternate Member Darlynn Childress (Agoura Hills)
Alternate Member John Suwara (Calabasas)
Alternate Member Jerry Viner (Calabasas)
Student Member Ethan Pavone (Agoura Hills)
Student Member Ella Dobkousky (Calabasas)
Student Member Kearston Stepenosky (Calabasas)

III. SPECIAL PRESENTATIONS

None

IV. APPROVAL OF AGENDA

V. ORAL COMMUNICATIONS

Persons wishing to speak on items not listed on the agenda may speak. Please submit a request-to-speak slip (via the chat box).

VI. CONSENT CALENDAR

Items on the Consent Calendar may be approved by a single motion and vote. Unless otherwise requested in advance by a member of the JPA, staff or public, there will be no separate discussion of these items. If an item is removed by the JPA, or staff, the item is deferred to the end of the agenda. If a member of the audience wishes to testify, the item is not deferred.

A. Approval of Minutes from February 25, 2021 Regular Meeting

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES BRINK

B. Approval of Demand Register for February 2021

STAFF REFERENCE: AHCCC TREASURER CHIRSTY PINUELAS

C. Approval of Treasurer's Report for February 2021

STAFF REFERENCE: AHCCC TREASURER CHRISTY PINUELAS

VII. COMMUNITY ALLIANCE REPORT

A. Community Center Alliance Update

REFERENCE: CCA PRESIDENT MATT HELLER

VIII. COMMITTEE REPORTS

IX. OLD BUSINESS

X. NEW BUSINESS

A. FY 2020/21 and 2021/22 Budget Update

STAFF REFERENCES: AHCCC TREASURER CHRISTY PINUELAS
DIRECTOR OF COMMUNITY SERVICES AMY BRINK

XI. MATTERS FROM COMMUNITY SERVICES DIRECTORS

XII. MATTERS FROM DIRECTORS

XI. ADJOURNMENT

The next Regular Agoura Hills/Calabasas Community Center JPA meeting will be held on April 22, 2021, at 6:30 pm.

Copies of the Staff Reports or other written documentation relating to each item of business described above are on file in the office of the Authority Clerk, Agoura Hills/Calabasas Community Center, 27040 Malibu Hills Rd., Calabasas, California, 91301, and are currently available online for public inspection during Coronavirus-19 closure.

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**MINUTES OF THE
REGULAR MEETING
BOARD OF DIRECTORS
AGOURA HILLS/CALABASAS COMMUNITY CENTER
JOINT POWERS AUTHORITY
VIDEO CONFERENCE**

Agoura Hills/Calabasas Community Center
27040 Malibu Hills Road, Activity Room, Calabasas, CA 91301
Thursday, February 25, 2021
6:30 p.m.

Direct Zoom Video Conference Link:

<https://zoom.us/j/98855109531?pwd=UE9GdjIQ2VMemNhZTVzNzJGMVJqZz09>

Meeting ID: 988 5510 9531

Meeting Passcode: 214309

Call-In Telephone Number: 1-669-900-6833

Pursuant to Governor Newsom's Executive Order N-25-20 and N-29-20, members of the Joint Powers Authority Board or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing guidelines, members of the public may observe and offer comment at this meeting telephonically or electronically. If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act ("ADA") please contact Amy Brink at info@ahccc.org prior to the meeting for assistance. Emails will be summarized at the meeting.

I. CALL TO ORDER Call to Order at 6:32 p.m. by Chair Bozajian

II. ROLL CALL

Present:

JPA Boardmembers:

Chair James Bozajian
Vice-Chair Deborah Lopez
Authority Member Jim Bukowski
Authority Member Matt Heller
Authority Member Lucy Martin
Authority Member Brad Rosenheim
Alternate Member John Suwara (Calabasas)
Alternate Member Jerry Viner (Calabasas)
Student Member Ethan Pavone (Agoura Hills)
Student Member Ella Dobkousky (Calabasas)
City Staff:
Community Service Director Marty Hall (Calabasas)
Community Service Director Amy Brink (Agoura Hills)
Finance Director/AHCCC Treasurer Christy Pinuelas
City Manager Don Penman (Calabasas)
City Manager Nathan Hamburger (Agoura Hills)

Absent:

Authority Member Jeffrey Peldon
Alternate Member Linda Northrup (Agoura Hills City Council)
Alternate Member Darlynn Childress (Agoura Hills)
Student Member Kearston Stepenosky (Calabasas)

Two members of the public were in attendance

III. SPECIAL PRESENTATIONS

A. None

IV. APPROVAL OF AGENDA

Motion to approve made by Vice Chair Lopez, seconded by Member Heller
Approved 7-0

V. ORAL COMMUNICATIONS

*Persons wishing to speak on items not listed on the agenda may speak. Please submit a request-to-speak slip (via the chat box). **No speakers.***

VI. CONSENT CALENDAR

Items on Consent Calendar may be approved by a single motion and vote. Unless otherwise requested in advance by a member of the JPA, staff or public, there will be no separate discussion of these items. If an item is removed by the JPA, or staff, the item is deferred to the end of the agenda. If a member of the audience wishes to testify, the item is not deferred.

Notation was made by Chair Bozajian to review the section on retired employees of the AHCCC. Motion to approve Consent Calendar with notation was made by Member Martin, seconded by Member Heller
Approved 7-0

A. Approval of Minutes from January 28, 2021 Regular Meeting

STAFF REFERENCE: EXECUTIVE DIRECTOR BRIANNE ANDERSON

B. Approval of Demand Register for January 2021

STAFF REFERENCE: EXECUTIVE DIRECTOR BRIANNE ANDERSON

C. Approval of Treasurer's Report for January 2021

STAFF REFERENCE: AHCCC TREASURER CHRISTY PINUELAS

D. Receive and File the Agoura Hills/ Calabasas Community Center FY 2019/20 Financial Audit Report

STAFF REFERENCES: EXECUTIVE DIRECTOR BRIANNE ANDERSON
AHCCC TREASURER CHRISTY PINUELAS

COMMITTEE REFERENCE: FINANCE

VII. COMMUNITY ALLIANCE REPORT

A. Community Center Alliance Update

REFERENCE: CCA PRESIDENT MATT HELLER
No reportable action.

VIII. COMMITTEE REPORTS

A. Finance - See New Business

FINANCE COMMITTEE REFERENCES: MEMBERS LOPEZ, ROSENHEIM, ALTERNATE MEMBER VINER, AGOURA HILLS DIRECTOR OF FINANCE CHRISTY PINUELAS, AGOURA HILLS COMMUNITY SERVICES DIRECTOR AMY BRINK, CALABASAS COMMUNITY SERVICES DIRECTOR JEFF RUBIN

IX. OLD BUSINESS

X. NEW BUSINESS

A. Finance Committee Report

STAFF REFERENCES: AHCCC TREASURER CHRISTY PINUELAS
DIRECTOR OF COMMUNITY SERVICES AMY BRINK

Motion to ask each City for a \$15,000 contribution was made by Member Rosenheim, seconded by Chair Bozajian.

Approved 7-0

B. Agoura Hills/Calabasas Community Center Closure Update

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK

XI. MATTERS FROM COMMUNITY SERVICES DIRECTORS

XII. MATTERS FROM DIRECTORS

XI. ADJOURNMENT

The meeting was adjourned at 7:32 p.m. by Chair Bozajian.

The next Regular Agoura Hills/Calabasas Community Center JPA meeting will be held on March 25, 2021 at 6:30 pm.

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AGOURA HILLS CALABASAS COMMUNITY CENTER
CHECK REGISTER REPORT
Month of : February 2021

<u>Check</u>	<u>Date</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>
24181	02/04/2021	TCF EQUIPMENT FINANCE	Cancelled Equip Lease	19,036.32
24182	02/04/2021	CANON FINANCIAL SERVICES	Cancel Copier Contract	5,404.33
24183	02/04/2021	QUENCH USA, INC.	Cancelled Water Svc.	2,135.26
24184	02/04/2021	ANIMAL & INSECT PEST MANAGEMEN	Pest Control	227.00
24185	02/04/2021	AT&T CALNET 2	Telephone Chgs	295.44
24186	02/04/2021	AZTECA LANDSCAPE	Landscape Maint 1/21	450.00
24187	02/04/2021	CANON SOLUTIONS AMERICA	Copier Maint	61.98
24188	02/04/2021	CHARTER COMMUNICATIONS	Internet	124.98
24189	02/04/2021	COMMERCIAL BUILDINGS MAINTENAN	Porter Svc.	126.00
24190	02/04/2021	GRAHAM COMPANY	Lighting System Maint	1,020.00
24191	02/04/2021	LAS VIRGENES MUNICIPAL WATER	Water Svcs. 12/22-1/27/21	134.08
24192	02/04/2021	PYRO-COMM SYSTEMS, INC	Fire Alarm Monitoring	105.00
24193	02/04/2021	SO CAL GAS COMPANY	Utilities	610.37
24194	02/04/2021	US BANK	Credit Card Charges	230.40
24195	02/04/2021	VANTAGE TRANSFER AGENTS 304998	ICMA Contribution PPE 1/30/21	320.00
24196	02/25/2021	CITY OF AGOURA HILLS	2020 Audit & State Cont Rpt	711.00
24197	02/25/2021	RICHARDS, WATSON & GERSHON	Legal Svcs. 1/21	1,030.00
24198	02/25/2021	SOUTHERN CALIFORNIA EDISON	Electricity 1/20-2/18/21	1,195.81
24199	02/25/2021	VANTAGE TRANSFER AGENTS 304998	ICMA Contribution PPE 2/13/21	320.00
EFT-82	02/11/21	ADP	Payroll Processing 1/21	741.58
EFT-83	02/11/21	CAL PERS RETIREMENT	PPE 1/30/21	686.85
EFT-84	02/11/21	CAL PERS RETIREMENT	PPE 1/30/21	5.11
			TOTAL CHECKS/EFTs:	34,971.51
			#	22

Investment Report
For the Month of February 2021

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	0.407%	\$ 54,600.36	61%	\$ 54,600.36
Checking Account	Bank of America	On Demand	0%	\$ 35,588.08	39%	N/A
Petty Cash					.0%	N/A
TOTAL COMMUNITY CENTER CASH AND INVESTMENT				\$ 90,188.44	100%	

Notes:

1. The portfolio complies with the Agoura Hills/Calabasas Community Center Investment Policy.
2. The AHCCC does not have sufficient cash to operate for the next 6 months, due to a mandatory shut-down during the COVID 19 global pandem

Christy Pinuelas

Christy Pinuelas, Finance Director

March 16, 2021



**AGOURA HILLS/CALABASAS COMMUNITY CENTER
JOINT POWERS AUTHORITY BOARD
AGENDA REPORT**

DATE: MARCH 19, 2021

TO: HONORABLE CHAIR AND JPA BOARD MEMBERS

**FROM: AMY BRINK, DIRECTOR OF COMMUNITY SERVICES
CHRISTY PINUELAS, AHCCC TREASURER**

SUBJECT: FY 2020/21 AND 2021/22 BUDGET UPDATE

MEETING DATE: MARCH 25, 2021

At the February 25, 2021 JPA Board Meeting, the Board of Directors approved to request additional financial support from the cities of Agoura Hills and Calabasas. In addition to the \$50,000 contribution already received from both cities, a request in the amount of \$15,000 from each city was recommended and approved. The AHCCC Treasurer, along with City Staff, presented an update on the FY 2020/21 Budget, based on previous projections that required this additional funding in order to balance the year-end budget.

The JPA Board is being presented with a draft operational budget, Exhibit "A", that includes an Amended FY 2020/21 Budget, a FY 2021/22 Budget Operational Budget, and a FY 2021/22 Budget with Building Improvements. The Amended FY 2020/21 Budget projects that expenses are less than originally projected in FY 2020/21, primarily due to a reduction in salary expenses.

The draft FY 2021/22 Operational Budget, includes expenses for maintaining the building as is, with only needed repairs. Additionally, the CalPERS unfunded liability and unemployment costs are included in the budget. In this scenario, each City would need to contribute \$92,000 for the year.

The draft FY 2021/22 Budget with Building Improvements includes a \$445,000 expense for the roof repair. This is based on the previous estimate of \$405,000 plus a \$40,000 contingency. Additionally \$30,000 is included for additional building repairs. Revenue in this budget includes a request for \$300,000 from each City to pay, and the RPOSD grant

for \$166,000. The reserve level at the end of the year is \$184,404, due to the fact that the \$166,000 grant is a reimbursement grant. The \$184,404 could go towards expenses in FY 2022/23, or be used to pay start-up expenses, should be AHCCC become operational.

The JPA Board will need to review the draft budgets, and to request funding from the City of Agoura Hills and the City of Calabasas, for either the FY 2021/22 Budget with No Repairs or the FY 2021/22 Budget with Building Improvements. Then, depending on the funding received from the Cities, a budget will need to be adopted by the AHCCC prior to June 30, 2021.

REQUESTED ACTION:

Staff recommends that the JPA Board discuss the draft budgets and send to the Finance Subcommittee for discussion.

Exhibit "A"

AHCCC DRAFT BUDGET 2020/21 and 2021/22
3/1/2021

	FY 20/21 BUDGET	As of 2/21 YTD Activty FY 20/21	FY 20/21 AMENDED	FY 21/22 Operational	FY21/22 w/Bldg Impr
Fund: 100 - GENERAL FUND					
Revenues					
3101.00 Community Room Rentals		3,000	3,000		
3500.00 City Agoura/Calabasas	106,000	102,462	132,462	184,000	600,000
3503.00 Investment Income	2,500	264	270		
3505.00 Donations / Contributions	85,000	3,370	3,375		
3506.00 Miscellaneous Fees	400	17,084	17,100		166,000
Total Revenues	193,900	126,180	156,207	184,000	766,000
Expenditures					
Dept: 4700 ADMINISTRATION					
5101.00 Regular Salaries	102,000	91,604	91,605		
5102.00 Part-Time Salaries	33,600	4,057	4,057		
5103.00 Auto Allowance	3,046	2,158	2,158		
5107.00 Pers Retirement	39,576	34,335	34,340	28,950	28,950
5108.00 Group Health/Vision	24,225	15,690	17,372		
5109.00 Group Dental Insurance	2,170	1,129	1,129		
5110.00 Group Life Insurance	348	218	218		
5111.00 Disability	1,198	607	607		
5112.00 Medicare Taxes	2,210	1,419	1,419		
5420.00 Office Supplies	1,200	169	169		
5421.00 Postage/Shipping	900	133	133		
5424.00 Special supplies	600	279	279		
5429.00 Rents/Leases	8,769	10,152	10,152		
5431.00 Mileage	120				
5437.00 JPIA Insurance	39,093	42,612	42,000	20,000	20,000
5438.00 Unemployment Claims	43,205	15,301	40,000	29,500	29,500
5442.00 Payroll Processing Fees	9,600	5,078	5,078	-	
5510.00 Professional Services	45,796	17,162	24,000	15,000	15,000
Total ADMINISTRATION	357,657	242,103	274,716	93,450	93,450
Dept: 4810 FITNESS					
5109.00 Group Dental Ins		175	175		
5110.00 Group Life		50	50		
5429.00 Rents/Leases	12,204	24,494	25,000		
5510.00 Professional Services	3,422	480	480	2,500	2,500
Total FITNESS	15,626	25,200	25,705	2,500	2,500
Dept: 4820 RENTAL					
5110.00 Group Life		112	112		
Total RENTALS		112	112		
Dept: 4825 PROGRAM/EVENTS					
5110.00 Group Life		112	112		
Total PROGRAM/EVENTS		112	112		
Dept: 4850 MAINTENANCE					
5110.00 Group Life		28	30		
5425.00 Custodial Supplies	1,800	1,138	1,800	1,800	1,800
5427.00 Communications	4,920	2,912	4,920	4,920	4,920
5428.00 Utilities	42,000	30,264	40,000	25,000	25,000
5430.00 Maintenance Repairs	6,000	14,261	18,000	15,000	15,000
5510.00 Professional Services	20,262	18,677	25,000	20,262	20,262
5512.00 Landscaping	5,400	3,150	5,400	5,400	5,400
Total MAINTENANCE	80,382	70,430	95,150	72,382	72,382
Fund: 500 - BUILDING REPAIR FUND					
Expenditures					
Dept: 4880 BLDG REPAIR DEPT					
5682.00 Building Repairs	1,000		2,000	15,000	475,000
Total Expenditures	454,664	337,732	397,795	183,332	643,332
Net Income	(260,764)	(211,552)	(241,588)	668	122,668
Beginning Cash Balance			306,324	64,736	64,736
Reserves			64,736	65,404	187,404