

**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, June 24, 2021  
6:30 p.m.

Direct Zoom Video Conference Link:

<https://zoom.us/j/99876033295?pwd=dGhOOW14dzhBMUlxVGRIUUUVqMkZqUT09>

Meeting ID: 998 7603 3295

Passcode: 979756

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](mailto: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 Brad Rosenheim  
Authority Member Jerry Viner  
Alternate Member Linda Northrup (Agoura Hills City Council)  
Alternate Member Peter Kraut (Calabasas City Council)  
Alternate Member John Suwara (Calabasas)  
Student Member Ethan Pavone (Agoura Hills)  
Student Member Ella Dobkousky (Calabasas)  
Student Member Kearston Stepenosky (Calabasas)

**III. SPECIAL PRESENTATIONS**

A. 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 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 May 27, 2021 Regular Meeting**

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES BRINK

### **B. Approval of Minutes from June 7, 2021 Special Meeting**

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES BRINK

### **C. Approval of Demand Register for May 2021**

STAFF REFERENCE: AHCCC TREASURER CHIRSTY PINUELAS

### **D. Approval of Treasurer's Report for May 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 2021/22 Budget Adoption**

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

### **B. Community Center Status Update**

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK  
ACTING DIRECTOR OF COMMUNITY SERVICES MARTY HALL

**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 July 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**  
**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, May 27, 2021  
6:30 p.m.

Direct Zoom Video Conference Link:

<https://zoom.us/j/96610588543?pwd=V2ZTdTRuSi95T281R1hQUURkbnRkQT09>

Meeting ID: 966 1058 8543

Meeting Passcode: 032252

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

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**I. CALL TO ORDER**

**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 Ella Dobkousky (Calabasas)

City Staff: Marty Hall, Acting Director of Community Services (Calabasas)  
Kindon Meik, City Manager (Calabasas)  
Christy Pinuelas, AHCCC Treasurer/Director of Finance (Agoura Hills)  
Amy Brink, Director of Community Services (Agoura Hills)  
Nathan Hamburger, City Manager (Agoura Hills)

Two members of the public were present – Brandon and Jenna Ferguson

Absent: Authority Member Jeffrey Peldon  
Alternate Member Linda Northrup (Agoura Hills City Council)  
Student Member Ethan Pavone (Agoura Hills)  
Student Member Kearston Stepenosky (Calabasas)

### III. SPECIAL PRESENTATIONS

A. None

### IV. APPROVAL OF AGENDA

*Motion to approve made by Member Rosenheim, seconded by Member Martin*

**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.*

*Motion to approve made by Member Rosenheim, seconded by Member Martin*

**Approved 7-0**

A. Approval of Demand Register for March 2021

STAFF REFERENCE: AHCCC TREASURER CHIRSTY PINUELAS

B. Approval of Demand Register for April 2021

STAFF REFERENCE: AHCCC TREASURER CHIRSTY PINUELAS

C. Approval of Treasurer's Report for March 2021

STAFF REFERENCE: AHCCC TREASURER CHRISTY PINUELAS

D. Approval of Treasurer's Report for April 2021

STAFF REFERENCE: AHCCC TREASURER CHRISTY PINUELAS

### VII. COMMUNITY ALLIANCE REPORT

A. Community Center Alliance Update

REFERENCE: CCA PRESIDENT MATT HELLER

**No reportable action.**

**VIII. COMMITTEE REPORTS**

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

**XI. MATTERS FROM COMMUNITY SERVICES DIRECTORS**

A. AHCCC Status Update

**No reportable action.**

B. Grant Applications Update

**No reportable action.**

**XII. MATTERS FROM DIRECTORS**

**XI. ADJOURNMENT**

The next Regular Agoura Hills/Calabasas Community Center JPA meeting will be held on June 24, 2021 at 6:30 pm.

*Meeting adjourned by Chair Bozajian at 7:09 p.m.*

*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.*

**###**

**MINUTES OF THE SPECIAL MEETING  
BOARD OF DIRECTORS  
AGOURA HILLS/CALABASAS COMMUNITY CENTER  
JOINT POWERS AUTHORITY  
SPECIAL MEETING - VIDEO CONFERENCE  
Agoura Hills/Calabasas Community Center  
27040 Malibu Hills Road, Activity Room, Calabasas, CA 91301  
Monday, June 7, 2021  
6:30 p.m.**

Direct Zoom Video Conference Link:

<https://zoom.us/j/97064486623?pwd=UnQ2ZTZvRG1ST2Q4NTYvRWZ3ejhSUT09>

Meeting ID: 970 6448 6623

Meeting Passcode: 873963

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](mailto:info@ahccc.org) prior to the meeting for assistance. Emails will be summarized at the meeting.*

**I. CALL TO ORDER**

**II. ROLL CALL**

Present:

JPA Boardmembers: Chair James Bozajian  
Vice-Chair Deborah Lopez  
Authority Member Jim Bukowski  
Authority Member Brad Rosenheim  
Alternate Member John Suwara (Calabasas)  
Alternate Member Jerry Viner (Calabasas)  
Student Member Ethan Pavone (Agoura Hills)  
Student Member Kearston Stepenosky (Calabasas)

City Staff: Marty Hall, Acting Director of Community Services (Calabasas)  
Kindon Meik, City Manager (Calabasas)  
Peter Kraut, Councilmember (Calabasas)  
Christy Pinuelas, AHCCC Treasurer/Director of Finance (Agoura Hills)  
Amy Brink, Director of Community Services (Agoura Hills)  
Nathan Hamburger, City Manager (Agoura Hills)

Absent: Authority Member Matt Heller  
Authority Member Lucy Martin  
Alternate Member Linda Northrup (Agoura Hills City Council)  
Student Member Ella Dobkousky (Calabasas)

**III. APPROVAL OF AGENDA**

*Motion to approve made by Member Rosenheim, seconded by Member Viner*  
**Approved 5-0**

**IV. 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.***

**V. NEW BUSINESS**

*(As this is a Special Meeting, public comments are limited to items on this Agenda. Please submit your written public comments to [info@ahccc.org](mailto:info@ahccc.org) by 7:00 a.m., on Monday, June 7, 2021.)*

**A. RESOLUTION OF THE AGOURA HILLS/CALABASAS COMMUNITY CENTER JOINT POWERS AUTHORITY REGARDING COMMUNITY CENTER REPAIRS**

*Motion to approve made by Member Rosenheim, seconded by Member Bukowski*  
**Approved 5-0**

Authorize the Chair to sign the Memorandum of Understanding on behalf of the Joint Powers Authority.

*Motion to approve made by Member Rosenheim, seconded by Member Bukowski*  
**Approved 5-0**

STAFF REFERENCES:

DIRECTOR OF COMMUNITY SERVICES BRINK  
ACTING DIRECTOR OF COMMUNITY SERVICES  
MARTY HALL

**VI. ADJOURNMENT**

The next Regular Agoura Hills/Calabasas Community Center JPA meeting will be held on June 24, 2021 at 6:30 pm.

*Meeting adjourned by Chair Bozajian at 6:51 p.m.*

*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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**AGOURA HILLS CALABASAS COMMUNITY CENTER**

**CHECK REGISTER REPORT**

Month of : May 2021

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
24228	05/13/21	ACTIVE NETWORK LLC	ActiveNet Subscription	4,156.00
24229	05/13/21	ANIMAL & INSECT PEST MANAGEMEN	Pest Control	227.00
24230	05/13/21	AT&T CALNET 2	Telephone Charges 3/28-4/27	294.33
24231	05/13/21	AZTECA LANDSCAPE	Landscape Maintenance	450.00
24232	05/13/21	EMPLOYMENT DEVELOPMENT DEPT.	UI Tax Qtr End 3/21	3,099.95
24233	05/13/21	GRAHAM COMPANY	Emergency Lighting System	2,040.00
24234	05/13/21	LAS VIRGENES MUNICIPAL WATER	Water Svcs 3/9-4/13	745.23
24235	05/13/21	PYRO-COMM SYSTEMS, INC	Alarm Monitoring	105.00
24236	05/13/21	SO CAL GAS COMPANY	Utilities 4/7-5/6/21	71.45
24237	05/13/21	SOUTHERN CALIFORNIA EDISON	Electricity	1,641.08
24238	05/27/21	CHARTER COMMUNICATIONS	Internet	136.85
24239	05/27/21	LAS VIRGENES MUNICIPAL WATER	Water Services 3/24-4/28	758.46
24240	05/27/21	SOUTHERN CALIFORNIA EDISON	Electricity	1,791.41
EFT-90	05/17/21	CALPERS RET	Unfunded Accrued Liability	5.11
			<b>TOTAL CHECKS/EFTs:</b>	<b>15,521.87</b>
			<b>#</b>	<b>14</b>

Investment Report  
For the Month of May 2021

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	0.315%	\$ 54,692.76	66%	\$ 54,692.76
Checking Account	Bank of America	On Demand	0%	\$ 27,648.49	34%	N/A
Petty Cash					0%	N/A
TOTAL COMMUNITY CENTER CASH AND INVESTMENT				\$ 82,341.25	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

June 14, 2021



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

**DATE: JUNE 21, 2021**

**TO: HONORABLE CHAIR AND JPA BOARD MEMBERS**

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

**SUBJECT: ADOPTION OF RESOLUTION NO. 2021-01, APPROVING THE  
BUDGET FOR FISCAL YEAR JULY 1, 2021 – JUNE 30, 2022**

**MEETING DATE: JUNE 24, 2021**

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At the May 27, 2021 Joint Powers Authority Board Meeting, the Board of Directors were presented with a draft budget for Fiscal Year 2021/2022. The draft budget presented only expenses that were absolutely necessary to keeping the AHCCC viable. Those expenses included several obligations that the JPA Board is legally responsible to fund, such as unemployment costs, COBRA requirements, and the CalPERS unfunded liability. The draft budget also included minimal expenses for maintaining the building as is, with only needed repairs, utilities, and software responsibilities, to name a few.

The draft Fiscal Year 2021/22 Budget also includes a request for \$ 50,000 from each City to contribute to the operations. In addition to this request, the JPA Board will need to consider a contribution or donation of an additional \$75,000 to cover operational expenses in Fiscal Year 2021/22.

**REQUESTED ACTION:**

Staff recommends that the Joint Powers Authority Board adopt Resolution No. 2021-01, approving the Budget, as attached for Fiscal Year July 1, 2021 – June 30, 2022.

**ATTACHMENTS:**

Resolution No. 2021-01, Adopting the Annual Budget for Fiscal Year July 1, 2021 – June 30, 2022

Exhibit "A" - Proposed Budget for Fiscal Year 2021-2022

**RESOLUTION NO. 2021-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
AGOURA HILLS/CALABASAS COMMUNITY CENTER AUTHORITY  
ADOPTING THE ANNUAL BUDGET FOR  
FISCAL YEAR 2021-2022**

**WHEREAS**, the Board of Directors of the Agoura Hills/Calabasas Community Center has reviewed the preliminary budget for Fiscal Year 2021-2022, and

**WHEREAS**, a budget workshop concerning the Fiscal Year 2021-2022 proposed budget was held on Thursday, May 27, 2021, and

**WHEREAS**, after further discussion, the Fiscal Year 2021-2022 Budget was approved.

**NOW, THEREFORE, BE IT RESOLVED** that the Fiscal Year 2021-2022 Budget be adopted.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the Agoura Hills/Calabasas Community Center on this 24<sup>th</sup> day of June, 2021, by the following vote to wit:

AYES: ( )  
NOES: ( )  
ABSENT: ( )  
ABSTAIN: ( )

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James Bozajian, Chair Authority Board

ATTEST:

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Acting Authority Clerk

AHCCC DRAFT BUDGET 2020/21 and 2021/22

EXHIBIT "A"

June 24, 2021

	FY 20/21 BUDGET	5/21 YTD Activity FY 20/21	FY 20/21 AMENDED	FY 21/22 Operational	FY 21/22 Required	FY21/22 w/Bldg Impr
<b>Fund: 100 - GENERAL FUND</b>						
<b>Revenues</b>						
3101.00 Community Room Rentals		3,000	3,000			
3500.00 City of Calabasas				50,000	50,000	344,000
3500.00 City of Agoura Hills	106,000	132,462	132,462	50,000	50,000	50,000
3503.00 Investment Income	2,500	356	270			
3505.00 Donations / Contributions	85,000	3,370	3,375	70,000		
3506.00 Miscellaneous Fees	400	19,196	19,200			166,000
<b>Total Revenues</b>	<b>193,900</b>	<b>158,384</b>	<b>158,307</b>	<b>170,000</b>	<b>100,000</b>	<b>560,000</b>
<b>Expenditures</b>						
<b>Dept: 4700 ADMINISTRATION</b>						
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	28,950
5108.00 Group Health/Vision	24,225	17,934	17,934	30,000	30,000	30,000
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	183	169			
5421.00 Postage/Shipping	900	192	133			
5424.00 Special supplies	600	279	279			
5429.00 Rents/Leases	8,769	10,176	10,200			
5431.00 Mileage	120					
5437.00 JPIA Insurance	39,093	42,612	42,612	41,779	41,779	41,779
5438.00 Unemployment Claims	43,205	22,931	30,000	20,000	20,000	20,000
5442.00 Payroll Processing Fees	9,600	5,835	6,000	-		
5510.00 Professional Services	45,796	18,695	24,000	15,000	10,000	15,000
5511.00 Marketing		80	100			
<b>Total ADMINISTRATION</b>	<b>357,657</b>	<b>254,444</b>	<b>266,960</b>	<b>135,729</b>	<b>130,729</b>	<b>135,729</b>
<b>Dept: 4810 FITNESS</b>						
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	1,363	1,500	2,500		2,500
<b>Total FITNESS</b>	<b>15,626</b>	<b>26,083</b>	<b>26,725</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>
<b>Dept: 4820 RENTAL</b>						
5110.00 Group Life		112	112			
<b>Total RENTALS</b>		<b>112</b>	<b>112</b>			
<b>Dept: 4825 PROGRAM/EVENTS</b>						
5110.00 Group Life		112	112			
<b>Total PROGRAM/EVENTS</b>		<b>112</b>	<b>112</b>			
<b>Dept: 4850 MAINTENANCE</b>						
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	3,751	4,920	4,920		4,920
5428.00 Utilities	42,000	33,883	40,000	30,000		30,000
5430.00 Maintenance Repairs	6,000	15,631	18,000	15,000		15,000
5510.00 Professional Services	20,262	22,732	25,000	21,000		21,000
5512.00 Landscaping	5,400	4,050	5,400	5,400		5,400
<b>Total MAINTENANCE</b>	<b>80,382</b>	<b>81,213</b>	<b>95,150</b>	<b>78,120</b>	<b>-</b>	<b>78,120</b>
<b>Fund: 500 - BUILDING REPAIR FUND</b>						
<b>Expenditures</b>						
<b>Dept: 4880 BLDG REPAIR DEPT</b>						
5682.00 Building Repairs	1,000		2,000	15,000		475,000
<b>Total Expenditures</b>	<b>454,664</b>	<b>361,964</b>	<b>391,059</b>	<b>231,349</b>	<b>130,729</b>	<b>691,349</b>
<b>Net Income</b>	<b>(260,764)</b>	<b>(203,580)</b>	<b>(232,752)</b>	<b>(61,349)</b>	<b>(30,729)</b>	<b>(131,349)</b>
<b>Beginning Cash Balance</b>			306,324	73,572	73,572	73,572
<b>Reserves</b>			73,572	12,223	42,843	(57,777)