



**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, January 26, 2023  
6:30 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/85146488141?pwd=SIITSzJYV0xXUFJQanRsRmZWk04yUT09>

Meeting ID: 851 4648 8141

Passcode: 832536

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

*Pursuant to Governor Newsom's ongoing state of emergency declaration, this meeting is being conducted utilizing video conferencing and electronic means consistent with AB 361, regarding the COVID-19 pandemic. 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 Deborah Lopez  
Vice-Chair James Bozajian  
Authority Member Matt Heller  
Authority Member Lucy Martin  
Authority Member Brad Rosenheim  
Authority Member Jerry Viner  
Alternate Member Penny Sylvester (Agoura Hills City Council)  
Alternate Member Peter Kraut (Calabasas City Council)  
Alternate Member John Suwara (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 November 14, 2022 Regular Meeting**

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK

### **B. Approval of Demand Register for November 2022**

STAFF REFERENCE: AHCCC TREASURER CHRISTY PINUELAS

### **C. Approval of Demand Register for December 2022**

STAFF REFERENCE: AHCCC TREASURER CHRISTY PINUELAS

### **D. Approval of Treasurer's Report for October 2022**

STAFF REFERENCE: AHCCC TREASURER CHRISTY PINUELAS

### **E. Approval of Treasurer's Report for November 2022**

STAFF REFERENCE: AHCCC TREASURER CHRISTY PINUELAS

### **F. Approval of Treasurer's Report for December 2022**

STAFF REFERENCE: AHCCC TREASURER CHRISTY PINUELAS

## **VI. ANNUAL REORGANIZATION OF THE CHAIR RESPONSIBILITIES**

## **VIII. COMMUNITY ALLIANCE REPORT**

### **A. Community Center Alliance Update**

REFERENCE: CCA PRESIDENT MATT HELLER

## **IX. COMMITTEE REPORTS**

## **X. OLD BUSINESS**

**XI. NEW BUSINESS**

- A. Adoption of Resolution 2023-01 By the Board of Directors of the Agoura Hills/Calabasas Community Center Authority, Authorizing Contined Remote Teleconference Meetings Pursuant to Government Code Section 54953(e)

STAFF REFERENCE: Community Services Director Erica Green  
Director of Community Services Amy Brink

- B. Community Center Update

STAFF REFERENCE: COMMUNITY SERVICES DIRECTOR ERICA GREEN  
DIRECTOR OF COMMUNITY SERVICES AMY BRINK

- C. Structure of Future AHCCC JPA Board Meetings

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK  
COMMUNITY SERVICES DIRECTOR ERICA GREEN

**XII. MATTERS FROM COMMUNITY SERVICES DIRECTORS**

**XIII. MATTERS FROM DIRECTORS**

**XIV. ADJOURNMENT**

The next Regular Agoura Hills/Calabasas Community Center JPA meeting will be held on February 23, 2023 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  
SPECIAL 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  
November 14, 2022  
6:30 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/87430246729?pwd=RGhHK0xrOEc5WnhWcW9ldllkeU9HZz09>

Meeting ID: 874 3024 6729

Passcode: 635066

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

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I. **CALL TO ORDER**

II. **ROLL CALL**

**JPA BOARD MEMBERS PRESENT:**

Chair Deborah Lopez  
Vice-Chair James Bozajian  
Authority Member Matt Heller  
Authority Member Lucy Martin  
Authority Member Brad Rosenheim  
Authority Member Jerry Viner  
Alternate Member Peter Kraut (Calabasas City Council)  
Alternate Member John Suwara (Calabasas)

**JPA BOARDMEMBERS ABSENT:**

Alternate Member Denis Weber (Agoura Hills City Council)

**CITY STAFF PRESENT:**

Christy Truelsen, AHCCC Treasurer, Director of Finance  
Amy Brink, Director of Community Services  
Nathan Hamburger, City Manager (Agoura Hills)  
Kindon Meik, City Manager (Calabasas)

### III. SPECIAL PRESENTATIONS

**NONE**

### IV. APPROVAL OF AGENDA

**APPROVED 6-0**

### V. ORAL COMMUNICATIONS

**NONE**

*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.*

**APPROVED 6-0**

#### A. Approval of Minutes from September 22, 2022 Regular Meeting

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK

#### B. Approval of Minutes from October 27, 2022 Regular Meeting

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK

#### C. Approval of Demand Register for September 2022

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

#### D. Approval of Demand Register for October 2022

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

#### E. Approval of Treasurer's Report for August 2022

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

### VII. COMMUNITY ALLIANCE REPORT

#### A. Community Center Alliance Update

**NO REPORT GIVEN**

REFERENCE: CCA PRESIDENT MATT HELLER

### VIII. COMMITTEE REPORTS

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

- A. Second Amendment to the Memorandum of Understanding By and Between the Agoura Hills/Calabasas Community Center Joint Powers Authority and the City of Calabasas Regarding the Community Center Repairs  
**APPROVED 6-0**

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK  
COMMUNITY SERVICES DIRECTOR ERICA GREEN

**XI. MATTERS FROM COMMUNITY SERVICES DIRECTORS**

**XII. MATTERS FROM DIRECTORS**

**XIII. ADJOURNMENT**

The next Regular Agoura Hills/Calabasas Community Center JPA meeting will be held on November 24, 2022 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.*

**###**



Investment Report  
For the Month of October 2022

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	1.772%	\$ 14,927.97	11%	\$ 14,927.97
Checking Account	Bank of America	On Demand	0%	\$ 121,691.38	89%	N/A
Petty Cash					0%	N/A
TOTAL COMMUNITY CENTER CASH AND INVESTMENT				\$ 136,619.35	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 pandemic.

*Christy Truelsen*

Christy Truelsen, Finance Director

January 23, 2022

Investment Report  
For the Month of November 2022

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	2.007%	\$ 14,927.97	2%	\$ 14,927.97
Checking Account	Bank of America	On Demand	0%	\$ 862,357.32	98%	N/A
Petty Cash					0%	N/A
TOTAL COMMUNITY CENTER CASH AND INVESTMENT				\$ 877,285.29	100%	

Building Fund	\$ 750,000.00
Operating Cash	119,630.08
Special Needs	7,655.21
	<u>\$ 877,285.29</u>

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 pandemic.

*Christy Truelsen*

Christy Truelsen, Finance Director

January 23, 2022



Investment Report  
For the Month of December 2022

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	2.173%	\$ 539,927.97	62%	\$ 539,927.97
Checking Account	Bank of America	On Demand	0%	\$ 337,357.32	38%	N/A
Petty Cash					0%	N/A
TOTAL COMMUNITY CENTER CASH AND INVESTMENT				\$ 877,285.29	100%	

Building Fund	\$ 750,000.00
Operating Cash	119,630.08
Special Needs	7,655.21
	<u>\$ 877,285.29</u>

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 pandemic.

*Christy Truelsen*

Christy Truelsen, Finance Director

January 23, 2022



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

**DATE:** JANUARY 23, 2023

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

**FROM:** AMY BRINK, DIRECTOR OF COMMUNITY SERVICES  
ERICA GREEN, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** ANNUAL REORGANIZATION OF CHAIR AND VICE-CHAIR  
POSITIONS OF THE JOINT POWERS AUTHORITY BOARD OF  
DIRECTORS

**MEETING DATE:** JANUARY 26, 2023

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**SUMMARY:**

The position of the Chair and Vice-Chair on the Agoura Hills/Calabasas Community Center Joint Powers Authority Board is held by the City Councilmembers of the JPA Board as stated in Section 5, Part C of the Joint Powers Agreement between the City of Agoura Hills and City of Calabasas. Each calendar year the position of Chair and Vice-Chair alternates between the City Councilmember from the City of Agoura Hills and the City of Calabasas.

Authority Member James Bozajian, City of Agoura Hills Mayor, will hold the position of Chair for the 2023 calendar year. Authority Member Deborah Klein Lopez, City of Calabasas Councilmember, will hold the position of Vice-Chair for the 2023 calendar year.

The two cities also have alternates this term, which include Penny Sylvester, Councilmember, City of Agoura Hills, and Peter Kraut, Councilmember, City of Calabasas. Additional Alternate Authority Member appointees will be added at a future JPA Authority Board Meeting.

**REQUESTED ACTION:**

No action required by the Joint Powers Authority Board.





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

**DATE: JANUARY 23, 2023**

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

**FROM: AMY BRINK, DIRECTOR OF COMMUNITY SERVICES  
ERICA GREEN, COMMUNITY SERVICES DIRECTOR**

**SUBJECT: ADOPTION OF RESOLUTION 2023-01 BY THE BOARD OF DIRECTORS  
OF THE AGOURA HILLS/CALABASAS COMMUNITY CENTER  
AUTHORITY, AUTHORIZING CONTINUED REMOTE  
TELECONFERENCE MEETINGS PURSUANT TO GOVERNMENT CODE  
SECTION 54953(e)**

**MEETING DATE: JANUARY 26, 2023**

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**SUMMARY:**

Assembly Bill (AB 361) was signed by the Governor of the State of California on September 16, 2021 and was set to go into effect immediately, but was stayed from going into effect until October 1, 2021 by Executive Order N-15-21. The Brown Act sets certain restrictions on public agencies holding teleconference meetings. Most notably, public officials attending a meeting virtually must post the agenda in the location they are participating from and allow members of the public to attend the meeting from that space.

AB 361 amends the Brown Act to allow "a local agency to use teleconferencing" during a proclaimed state of emergency without meeting these usual Brown Act teleconference requirements. Under AB 361, the City may continue having meetings using teleconferencing and virtual meeting technology as long as there is a gubernatorial "proclaimed state of emergency," and either (1) state or local officials imposing or recommending measures that promote social distancing or (2) the legislative body finding that meeting in person would present an imminent safety risk to attendees.

AB 361 imposes particular requirements with respect to public comment; however, the JPA's current practices with respect to live public comment via Zoom already satisfy all of the new requirements in AB 361. Additionally, public agencies must either make findings by majority vote that the state of emergency still exists and continues to



directly affect the ability of the members to meet safely in person, or that health officials continue to impose or recommend measures to promote social distancing. Determinations by the local agency that the emergency affects the ability to meet safely in person must be renewed every 30 days. The agency may do so by passing a resolution.

**REQUESTED ACTION:**

Staff respectfully requests that the JPA Board adopt Resolution No. 2023-01, authorizing continued remote teleconference meetings of the Agoura Hills Calabasas Community Center Joint Powers Authority pursuant to Government Code Section 54953(e).

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
AGOURA HILLS/CALABASAS COMMUNITY CENTER AUTHORITY,  
AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS  
PURSUANT TO GOVERNMENT CODE SECTION 54953(e)**

**WHEREAS**, the Board of Directors of the Agoura Hills/Calabasas Community Center previously adopted Resolution No. \_\_\_ on [date], finding that the requisite conditions exist for the Board of Directors of the Agoura Hills/Calabasas Community Center to conduct teleconference meetings under California Government Code section 54953(e) without reference to otherwise applicable requirements in Government Code section 54953(b)(3); and

**WHEREAS**, Government Code section 54953(e), as amended by Assembly Bill No. 361, allows legislative bodies to continue to hold open meetings by teleconference without reference to otherwise applicable requirements in Government Code section 54953(b)(3), so long as either a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing; and

**WHEREAS**, Government Code section 54953(e)(3) requires the Board of Directors of the Agoura Hills/Calabasas Community Center to adopt certain findings by majority vote within 30 days of holding a meeting by teleconference under Government Code section 54953(e), and then adopt such findings every 30 days thereafter; and

**WHEREAS**, the Board of Directors of the Agoura Hills/Calabasas Community Center desires to continue holding its public meetings by teleconference consistent with Government Code section 54953(e).

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Conditions are Met. The Board of Directors of the Agoura Hills/Calabasas Community Center hereby finds and declares the following, as required by Government Code section 54953(e)(3):

1. The Board of Directors of the Agoura Hills/Calabasas Community Center has reconsidered the circumstances of the state of emergency declared by the Governor pursuant to their authority under Government Code section 8625; and
2. State and local officials have imposed or recommended measures to promote social distancing.

The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the Agoura Hills/Calabasas Community Center on this 26th day of January 2023 by the following vote:

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

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Deborah Lopez, Chair Authority Board

ATTEST:

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

**DATE:** JANUARY 23, 2023

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

**FROM:** AMY BRINK, DIRECTOR OF COMMUNITY SERVICES  
ERICA GREEN, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** DISCUSSION OF STRUCTURE FOR FUTURE JOINT POWERS  
AUTHORITY BOARD MEETINGS

**MEETING DATE:** JANUARY 26, 2023

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**SUMMARY:**

The Agoura Hills/Calabasas Community Center continues to be closed as it prepares to undergo maintenance and roof repairs. With the AHCCC being closed, the focus has been on managing and facilitating these projects and the grant funding that goes along with them. Therefore, the administrative work occurring is project driven with a focus on preparing the AHCCC for reopening.

The JPA Board has provided much direction for City Staff to administer projects and any day-to-day tasks that are needed while the AHCCC is closed to the public. City Staff would like to recommend that the JPA Board hold their regular meetings once every quarter during the upcoming calendar year of 2023. City Staff will update the JPA Board regularly through email communication on items that are relevant and happening in real time. The goal is to create a line of communication with the JPA Board to keep them informed more frequently, while allowing for discussions and planning during quarterly Board Meetings.

**REQUESTED ACTION:**

Staff respectfully requests that the JPA Board discuss and approve the future structure of the JPA Authority Board Meetings.