

**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](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 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  
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Thursday, February 25, 2021  
6:30 p.m.

Direct Zoom Video Conference Link:

<https://zoom.us/j/98855109531?pwd=UE9GdjlOQ2VMemNhZTVzNzJGMVJqZz09>

Meeting ID: 988 5510 9531

Meeting Passcode: 214309

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

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**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>Payee</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
			<b>TOTAL CHECKS/EFTs:</b>	<b>34,971.51</b>
			<b>#</b>	<b>22</b>

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
<b>TOTAL COMMUNITY CENTER CASH AND INVESTMENT</b>				<b>\$ 90,188.44</b>	<b>100%</b>	

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





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**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**

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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 the 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**

	<b>FY 20/21 BUDGET</b>	<b>As of 2/21 YTD Activty FY 20/21</b>	<b>FY 20/21 AMENDED</b>	<b>FY 21/22 Operational</b>	<b>FY21/22 w/Bldg Impr</b>
<b>Fund: 100 - GENERAL FUND</b>					
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>193,900</b>	<b>126,180</b>	<b>156,207</b>	<b>184,000</b>	<b>766,000</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
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
<b>Total ADMINISTRATION</b>	<b>357,657</b>	<b>242,103</b>	<b>274,716</b>	<b>93,450</b>	<b>93,450</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	480	480	2,500	2,500
<b>Total FITNESS</b>	<b>15,626</b>	<b>25,200</b>	<b>25,705</b>	<b>2,500</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	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
<b>Total MAINTENANCE</b>	<b>80,382</b>	<b>70,430</b>	<b>95,150</b>	<b>72,382</b>	<b>72,382</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>337,732</b>	<b>397,795</b>	<b>183,332</b>	<b>643,332</b>
<b>Net Income</b>	<b>(260,764)</b>	<b>(211,552)</b>	<b>(241,588)</b>	<b>668</b>	<b>122,668</b>
<b>Beginning Cash Balance</b>			<b>306,324</b>	<b>64,736</b>	<b>64,736</b>
<b>Reserves</b>			<b>64,736</b>	<b>65,404</b>	<b>187,404</b>