

**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, 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

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

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 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

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

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 next Regular Agoura Hills/Calabasas Community Center JPA meeting will be held on March 25, 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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**AGOURA HILLS CALABASAS COMMUNITY CENTER
CHECK REGISTER REPORT
Month of : January 2021**

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
24157	01/13/21	ANIMAL & INSECT PEST MANAGEMEN	Pest Control	227.00
24158	01/13/21	AT&T CALNET 2	Telephone 11/28-12/27/20	289.97
24159	01/13/21	CALIFORNIA JPIA	JPIA Contribution-2nd Install	12,903.00
24160	01/13/21	CANON FINANCIAL SERVICES	Copier Usage 12/20/20-1/19/21	245.44
24161	01/13/21	CHARTER COMMUNICATIONS	Internet Access	124.98
24162	01/13/21	CITY OF AGOURA HILLS	Life Insurance 4/20-12/20	519.73
24163	01/13/21	GLOBAL CUSTOM SECURITY INC.	Monitoring Fees	105.00
24164	01/13/21	LAS VIRGENES MUNICIPAL WATER	Water Svc. 11/25-12/22/20	146.32
24165	01/13/21	PYRO-COMM SYSTEMS, INC	Fire Panel Repairs	575.00
24166	01/13/21	QUENCH USA, INC.	Drinking Water. 1/12 - 2/11/21	76.66
24167	01/13/21	SO CALIFORNIA GAS CO.	Utilities	600.33
24168	01/13/21	US BANK	Credit Card Charges	317.60
24169	01/13/21	VANTAGE TRANSFER AGENTS 304998	ICMA Contributions PPE 1/2/21	320.00
24170	01/27/21	CITY OF AGOURA HILLS	Audit Svcs 19/20	5,475.00
24171	01/27/21	COMMERCIAL BUILDINGS MAINTENAN	Porter Services	252.00
24172	01/27/21	DELTA DENTAL	Dental Benefits 2/21	175.41
24173	01/27/21	GLOBAL CUSTOM SECURITY INC.	Security Camera Repair	595.82
24174	01/27/21	LAS VIRGENES MUNICIPAL WATER	Water Svc. 12/8-1/12/21	590.25
24175	01/27/21	POWER FIRE SERVICES	Fire Extinguisher Svc	300.00
24176	01/27/21	SOUTHERN CALIFORNIA EDISON	Electricity 12/18-1/20/21	1,345.59
24177	01/27/21	THE STANDARD INSURANCE CO	Disability Ins 2/21	96.90
24178	01/27/21	VANTAGE TRANSFER AGENTS 304998	ICMA Contrirution PPE 1/16/21	320.00
24179	01/27/21	VSP INSURANCE	Vision Benefit 2/21	61.07
EFT-78	01/13/21	ADP	Payroll Processing 1/1/21	593.38
EFT-79	01/13/21	CALPERS RET	Retirement PPE 1/2/21	691.96
EFT-80	01/27/21	CAL PERS HEALTH	Health Benefits 2/21	2,041.18
EFT-81	01/27/21	CALPERS RET	Retirement PPE 1/22/21	686.85
			TOTAL CHECKS/EFTs:	29,676.44
			#	27

Investment Report
For the Month of January 2021

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	0.458%	\$ 129,600.36	84%	\$ 129,600.36
Checking Account	Bank of America	On Demand	0%	\$ 25,075.04	16%	N/A
Petty Cash					0%	N/A
TOTAL COMMUNITY CENTER CASH AND INVESTMENT				\$ 154,675.40	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

February 10, 2021



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

DATE: FEBRUARY 22, 2021

TO: HONORABLE CHAIR AND JPA BOARD MEMBERS

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

SUBJECT: FINANCE COMMITTEE REPORT

MEETING DATE: FEBRUARY 25, 2021

SUMMARY:

The AHCCC Finance Committee met virtually to on February 8, 2021 to review and discuss the impacts of the FY 2020/21 Budget. The meeting included Committee Members Vice-Chair Lopez, Member Rosenheim, Alternate Member Viner, Treasurer Pinuelas, Community Service Directors Amy Brink and Jeff Rubin, and Executive Director Brianne Anderson.

The purpose of the Finance Committee Meeting was to better understand the current financial status of the Agoura Hills/Calabasas Community Center (AHCCC), including year-end expenses, account balances, and contributions from both cities. Much of what the Finance Committee reviewed was presented at the January 28, 2021 Board Meeting, although with major expenses being anticipated from the EDD for unemployment and closure expenses, the Finance Committee realized that the AHCCC is going to deplete funds sooner than originally expected. With the lack of funds available, the JPA Board will need to discuss the amount of funding to request from both cities.

The AHCCC is projected to be short \$21,600 at June 30, 2021. This projection includes several estimates for large expenses, such as unemployment for the last three quarters. It does not include any contingency for emergency needs, such as bee removal or water leaks.

At the beginning of the Fiscal Year, each City was asked to contribute \$65,000. This request was broken in to two parts - \$50,000 for operations and \$15,000 for OPEB costs. Because the OPEB Trust was not yet established, each City only contributed \$50,000. Now that there are no employees of the AHCCC, the OPEB Trust does not need to be funded. However, both Cities should have included the additional \$15,000 in their budgets.

Consideration should be given to needing an additional request, as costs are known. However this request would not be until late May or June.

REQUESTED ACTION:

Staff recommends that the JPA Board ask each City to consider redirecting the \$15,000 that was originally considered for OPEB and to make a contribution towards ongoing operational costs. Based on the latest projections budget, this will provide enough to cover the year-end costs and a small contingency amount to cover expenses through the end of FY 2020/21.



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

DATE: FEBRUARY 22, 2021

TO: HONORABLE CHAIR AND JPA BOARD MEMBERS

FROM: AMY BRINK, DIRECTOR OF COMMUNITY SERVICES

SUBJECT: AGOURA HILLS/CALABASAS COMMUNITY CENTER
CLOSURE UPDATE

MEETING DATE: FEBRUARY 25, 2021

SUMMARY:

At the January 28, 2021 JPA Board Meeting, the Board of Directors made the difficult decision to layoff the last employee, completely closing the AHCCC. With the departure of the Executive Director, the JPA Board requested to discuss how to navigate the COVID-19 crisis and financial devastation over the next several months. It is clear, that as a result of the COVID-19 crisis and the many restrictions put in place by the Los Angeles County Department of Public Health, the AHCCC continues to be unable to offer recreation programs, fitness activities, or private rentals. While staff from both cities continue to meet to discuss the financial status of the AHCCC, the meetings have also included discussions on short-term solutions, long-term options, and a questionable reopening plan for the AHCCC. Items that have been also considered include the Regional Park and Open Space District grant for the roof repair and the management of the facility, which includes staff oversight, weekly tasks, and continued maintenance. With the limited staff available, the AHCCC is being monitored and managed by staff from both cities. The uncertainty of

REQUESTED ACTION:

Staff recommends that the JPA Board discuss questions and concerns regarding the closure and future of the AHCCC.