

**SPECIAL MEETING
AGENDA
BOARD OF DIRECTORS
AGOURA HILLS/CALABASAS COMMUNITY CENTER
JOINT POWERS AUTHORITY
Agoura Hills/Calabasas Community Center
27040 Malibu Hills Road
Calabasas, CA 91301
Remote Meeting
December 7, 2020
6:30 p.m.**

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 otherwise electronically by visiting the following ZOOM link <https://us02web.zoom.us/j/87348784167?pwd=STE3TFhJY21wZ3VMbDBwd2xxZU1lZz09>.

Meeting ID: 873 4878 4167. The Password is 649615. The call-in telephone number is 253-215-8782. 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 Brianne Anderson, Executive Director at brianne@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 Members Jim Bukowski, Matt Heller, Lucy Martin, Jeffrey Peldon and Brad Rosenheim, Alternate Members Fred Gaines (Calabasas City Council), Denis Weber (Agoura Hills City Council), Darlynn Childress, Penny Sylvester (Agoura Hills), Cameron Hashemi and Jerry Viner (Calabasas), and Student Members Ethan Pavone (Agoura Hills), Ella Dobkousky (Calabasas) and Kearston Stepenosky (Calabasas).

III. APPROVAL OF AGENDA

IV. SPECIAL PRESENTATIONS

- A. Presentation to outgoing JPA Board members Fred Gaines and Cameron Hashemi.
- B. Presentation to Linda Schroeder, Brandon and Jenna Ferguson, Roberto Gonzalez for their years of dedication and service.

V. ORAL COMMUNICATIONS

Persons wishing to speak on items not listed on the agenda may speak. Please submit a request-to-speak slip.

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 October 22, 2020 Special Meeting
STAFF REFERENCE- Brianne Anderson, Executive Director
- B. Approval of Demand Register for October 2020
STAFF REFERENCE – Brianne Anderson, Executive Director
- C. Approval of Treasurer’s Report for October 2020
STAFF REFERENCE- Christy Pinuelas, Treasurer
- D. Approval of Financial Report for October 2020
STAFF REFERENCE- Brianne Anderson, Executive Director

VII. COMMUNITY ALLIANCE

- A. Community Center Alliance Update
REFERENCE – Matt Heller, CCA President

VIII. COMMITTEE REPORTS

- A. None

IX. OLD BUSINESS

- A. Community Center Status Update
STAFF REFERENCE – Brianne Anderson, Executive Director

X. NEW BUSINESS

- A. Discussion Regarding Proposed Online Classes
STAFF REFERENCE – Brianne Anderson, Executive Director

XI. MATTERS FROM EXECUTIVE DIRECTOR

XII. MATTERS FROM DIRECTORS

XIII. ADJOURN

The Next Board Meeting will be held on January 28, 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 SPECIAL MEETING
AGENDA
BOARD OF DIRECTORS
AGOURA HILLS/CALABASAS COMMUNITY CENTER
JOINT POWERS AUTHORITY
Agoura Hills/Calabasas Community Center
27040 Malibu Hills Road
Calabasas, CA 91301
Remote Meeting
October 22 2020
6:15 p.m.**

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 otherwise electronically by visiting the following ZOOM link <https://us02web.zoom.us/j/89983905892?pwd=aSs1TUpGdFA0NVRTUkRwV1FmS2M5UT09>. Meeting ID: 899 8390 5892. The Password is 538652. The call-in telephone number is 253-215-8782. 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 Brianne Anderson, Executive Director at brianne@ahccc.org prior to the meeting for assistance. Emails will be summarized at the meeting.

I. CALL TO ORDER by Chair Lopez at 6:17 pm.

II. ROLL CALL

Present:

Chair:	Deborah Lopez
Vice-Chair:	James Bozajian
Authority Members:	Jim Bukowski Lucy Martin Jeffrey Peldon (had to leave early) Brad Rosenheim
Alternate Members:	Darlynn Childress (had to leave early) Fred Gaines Penny Sylvester Jerry Viner (Voted for Calabasas after item VII)
Student Members:	Ella Dobkousky Ethan Pavone Kearston Stepenosky (had to leave early)
Staff:	Brianne Anderson
City Staff:	Amy Jones-Brink, Community Services Director Agoura Hills Jeff Rubin, Community Services Director Calabasas Christy Pinuelas, AHCCC Treasurer
Absent:	Member: Matt Heller

Alternate Members: Denis Weber
Cameron Hashemi

2 Members of the public also attended.

III. APPROVAL OF AGENDA

Motion to approve made by Member Martin and Seconded by Member Peldon.
Approved 6-0

IV. ORAL COMMUNICATIONS

Persons wishing to speak on items not listed on the agenda may speak. Please submit a request-to-speak slip.

V. 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 September 24, 2020 Regular Meeting
STAFF REFERENCE- Brianne Anderson, Executive Director
- B. Approval of Minutes from September 24, 2020 Closed Session
STAFF REFERENCE- Brianne Anderson, Executive Director
- C. Approval of Demand Register for September 2020
STAFF REFERENCE – Brianne Anderson, Executive Director
- D. Approval of Treasurer's Report for September 2020
STAFF REFERENCE- Christy Pinuelas, Treasurer
- E. Approval of Financial Report for September 2020
STAFF REFERENCE- Brianne Anderson, Executive Director

Motion to approve made by Member Martin and Seconded by Member Rosenheim.
Approved 6-0

VI. COMMUNITY ALLIANCE

- A. Community Center Alliance Update
STAFF REFERENCE – Brianne Anderson, Executive Director
Staff shared an update from the CCA including that the website will be up shortly for donations.

VII. COMMITTEE REPORTS

- A. Policies and Procedures Committee Report
STAFF REFERENCE – Brianne Anderson, Executive Director
COMMITTEE MEMBERS – Vice Chair Bozajian, Member Bukowski, Member Martin
Staff presented an update on the Conflict of Interest Policy and the need for very minor changes. In addition, staff updated the Board on AB-5 and how we can move forward with our classes when we reopen.
- B. Finance Committee Report under “New Business”
STAFF REFERENCE – Brianne Anderson, Executive Director
COMMITTEE MEMBERS –Chair Lopez, Member Rosenheim, Alternate Member Viner, Treasurer Christy Pinuelas

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. Finance Committee Meeting Report Regarding Center Restructure and Reopening Plan 2020 and Beyond Including Resolution No. 2020-07 Revising the Fee Schedule for Fitness Usage for the Agoura Hills/Calabasas Community Center, and Rescinding Resolution No. 2018-04
STAFF REFERENCE – Brianne Anderson, Executive Director

Motion to approve made by Member Heller and Seconded by Member Martin.

Approved 7-0

Item was discussed and the Board recommended moving the numbers forward to the Cities for review. While the future does not look bright, the Board members did comment on the importance of continuing to seek revenue during tis time and continuing to change the business model, operations, and plan to help the Community Center be able to come back. Partnerships are going to be essential to the Community center moving forward. In addition, they approved new membership rates for when we reopen in a streamlined format and some adjusted fitness rates (all to be in line with facilities in the area).

- B. Letter from AYBA seeking Potential Partnership with the Community Center upon Reopening
STAFF REFERENCE – Brianne Anderson, Executive Director

Item was discussed and board is recommending a strong interest. They want to wait until the roof and building opening is determined before they move forward with a contract. In addition, they asked staff to reach out and let them know that we are hopeful, but also that we cannot sign until we know more about the status.

X. MATTERS FROM EXECUTIVE DIRECTOR

Staff did an update on the election and the voting center. There was an interest in a business renting the parking lot.

XI. MATTERS FROM DIRECTORS

XII. ADJOURN

Motion to dismiss by Member Martin and Seconded by Member Rosenheim at 7:57 pm.

If needed, there may be an additional meeting before the next meeting which is TBD and typically in early December 2020. Notices are posted on the Community Center's Website.

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 October 2020

<u>Check #</u>	<u>Issue Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
24072	10/01/2020	SOUTHERN CALIFORNIA EDISON	Electricity	4,957.00
24073	10/01/2020	LAS VIRGENES MUNICIPAL WATER	Water Svcs. 8/1-9/9/20	915.02
24074	10/01/2020	VANTAGE TRANSFER AGENTS 304998	ICMA Contributions PPE 9/26/20	320.00
24075	10/01/2020	ANIMAL & INSECT PEST MANAGEMEN	Pest Control	2,001.00
24076	10/01/2020	AZTECA LANDSCAPE	Landscape Maint 9/20	450.00
24077	10/01/2020	DELTA DENTAL	Dental Benefits 10/20	175.41
24078	10/01/2020	US BANK	Credit Card Charges	841.20
24079	10/01/2020	GLOBAL CUSTOM SECURITY INC.	Security Monitoring	105.00
24080	10/01/2020	AT&T CALNET 2	Telephone	282.07
24081	10/01/2020	LOCAL SERVICE PRO PLUMBING	Plumbing Svcs.	6,120.00
24082	10/15/2020	CANON FINANCIAL SERVICES	Copier Usage 10/20	245.44
24083	10/15/2020	CHARTER COMMUNICATIONS	TV Reception 10/20	124.98
24084	10/15/2020	COMMERCIAL BUILDINGS MAINTENAN	Day Porter Svc. 9/20	126.00
24085	10/15/2020	QUENCH USA, INC.	Drinking Water	76.66
24086	10/15/2020	RICHARDS, WATSON & GERSHON	General Legal 9/20	267.80
24087	10/15/2020	VANTAGE TRANSFER AGENTS 304998	ICMA Contribution PPE 10/10	320.00
24088	10/22/2020	PRO QUALITY PLUMBING INC	Plumbing Repairs	3,800.00
24089	10/22/2020	VSP INSURANCE	Vision Benefits 11/20	61.07
24090	10/22/2020	THE STANDARD INSURANCE CO	ST/ LT Disability 11/20	96.90
24091	10/29/2020	AT&T CALNET 2	Telephone Charges	285.92
24092	10/29/2020	AZTECA LANDSCAPE	Landscape Maintenance	450.00
24093	10/29/2020	COMMERCIAL BUILDINGS MAINTENAN	Porter Svc. 10/10/20	126.00
24094	10/29/2020	DELTA DENTAL	Dental Benefits 11/20	175.41
24095	10/29/2020	LAS VIRGENES MUNICIPAL WATER	Water Svcs.	590.25
24096	10/29/2020	PERSONNEL CONCEPTS	Labor Posters	79.95
24097	10/29/2020	SOUTHERN CALIFORNIA EDISON	Electricity 9/17-10/19/20	3,890.60
24098	10/29/2020	TCF EQUIPMENT FINANCE	Rental Fee	11.30
24099	10/29/2020	TYLER TECHNOLOGIES	Software Maintenance Fee	3,425.88
24100	10/29/2020	VOID	VOID	0.00
24101	10/29/2020	VANTAGE TRANSFER AGENTS 304998	ICMA Contribution PPE 10/24/20	320.00
EFT-63	10/15/2020	CAL PERS HEALTH	Health Benefits 11/20	1,918.92
EFT-64	10/15/2020	CAL PERS RETIREMENT	Retirement PPE 10/10/20	1,373.70
EFT-65	10/02/2020	ADP	Payroll Processing 9/20	879.99
TOTAL CHECKS/EFTs:				34,813.47
#:				33

Investment Report
For the Month of October 2020

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	0.620%	\$ 179,316.84	76%	\$ 179,316.84
Checking Account	Bank of America	On Demand	0%	\$ 56,966.28	24%	N/A
Petty Cash					0%	N/A
TOTAL COMMUNITY CENTER CASH AND INVESTMENT				\$ 236,283.12	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

November 23, 2020

INCOME STATEMENT
 FY 20 21 YTD Actual VS Budget

Community Center

YEAR: THROUGH OCTOBER	YTD Amd. Bud.	YTD Actual
Fund: 100 - GENERAL FUND		
Revenues		
Dept: 0000		
3001.00 Health Membership	0.00	-35.42
3500.00 City Agoura/Calabasas	106,000.00	100,350.20
3503.00 Investment Income	2,500.00	263.55
3505.00 Donations	85,000.00	17.71
3506.00 Miscellaneous Fees	400.00	1,156.16
Dept: 0000	193,900.00	101,752.20
Revenues	193,900.00	101,752.20
Expenditures		
Dept: 4700 ADMINISTRATION		
5101.00 Regular Salaries	102,000.00	35,307.72
5102.00 Part-Time Salaries	33,600.00	4,056.80
5103.00 Auto Allowance	3,046.32	1,142.37
5107.00 Pers Retirement	39,576.00	29,518.72
5108.00 Group Health/Vision	24,225.00	10,993.03
5109.00 Group Dental Insurance	2,169.60	602.90
5110.00 Group Life Insurance	348.37	0.00
5111.00 Disability	1,198.44	316.34
5112.00 Medicare Taxes	2,210.00	587.92
5420.00 Office Supplies	1,200.00	36.45
5421.00 Postage/Shipping	900.00	62.10
5424.00 Special supplies	600.00	64.35
5429.00 Rents/Leases	8,768.92	1,441.04
5431.00 Mileage	120.00	0.00
5437.00 JPIA Insurance	39,093.00	29,709.00
5438.00 Unemployment Claims	43,205.00	0.00
5442.00 Payroll Processing Fees	9,600.00	2,408.88
5510.00 Professional Services	45,796.00	5,257.28
5511.00 Marketing	0.00	79.95
ADMINISTRATION	357,656.65	121,584.85
Dept: 4810 FITNESS		
5109.00 Group Dental Insurance	0.00	175.41
5429.00 Rents/Leases	12,204.00	2,723.30
5510.00 Professional Services	3,421.88	0.00
FITNESS	15,625.88	2,898.71
Dept: 4850 MAINTENANCE		
5425.00 Custodial Supplies	1,800.00	746.52
5427.00 Communications	4,919.76	1,549.02
5428.00 Utilities	42,000.00	19,834.45
5430.00 Maintenance Repairs	6,000.00	11,907.96
5510.00 Professional Services	20,262.00	6,535.00
5512.00 Landscaping	5,400.00	1,800.00
MAINTENANCE	80,381.76	42,372.95
Expenditures	453,664.29	166,856.51
Fund: 500 - BUILDING REPAIR FUND		
Revenues		
Dept: 0000		
3503.00 Investment Income	0.00	189.93
Dept: 0000	0.00	189.93
Revenues	0.00	189.93
Expenditures		
Dept: 4880 BLDG REPAIR DEPT		
5682.00 Building Repairs	1,000.00	0.00

INCOME STATEMENT
 FY 20 21 YTD Actual VS Budget

Community Center

YEAR: THROUGH OCTOBER	YTD Amd. Bud.	YTD Actual
Fund: 500 - BUILDING REPAIR FUND		
Expenditures		
BLDG REPAIR DEPT	1,000.00	0.00
Expenditures	1,000.00	0.00
Grand Total Net Effect:	-260,764.29	-64,914.38



AGOURA HILLS / CALABASAS COMMUNITY CENTER
JPA BOARD AGENDA REPORT

DATE: NOVEMBER 24, 2020

TO: HONORABLE CHAIR AND JPA BOARD MEMBERS

FROM: MATT HELLER, PRESIDENT CCA

SUBJECT: COMMUNITY CENTER ALLIANCE UPDATE

MEETING DATE: DECEMBER 7, 2020

The Community Center Alliance website and donation button launched on November 9, 2020. The Center put this info out onto our social media on November 10, 2020 and sent out an email to over 9,000 contacts on November 17 that was reviewed by our chair and vice-chair. We sent out a post for giving Tuesday on our social media and the website.

The CCA would like to request some help from our Board members in getting the word out about the donation site, the no-limit to charitable giving in 2020, and to help connect interested community, business, and other potential partners with the CCA and the CCA donation page.

This evening, the CCA would like to discuss suggestions for approaches to strategically market to community stake holders. The hope is that this discussion can help the CCA with their urgent and future fundraising strategies for both short and long-term assistance to the Center.



AGOURA HILLS / CALABASAS COMMUNITY CENTER
JPA BOARD AGENDA REPORT

DATE: DECEMBER 3, 2020

TO: HONORABLE CHAIR AND JPA BOARD MEMBERS
FROM: BRIANNE ANDERSON, EXECUTIVE DIRECTOR

SUBJECT: COMMUNITY CENTER STATUS UPDATE

MEETING DATE: DECEMBER 7, 2020

As was reported and discussed at the last JPA Board meeting, staff presented the current Community Center status, capital item status, and proposed budget for FY 2021/22 to the City of Calabasas City Council. Staff will also be presenting to Agoura Hills later on in December.

The feedback from the City of Calabasas is that they would like to see all options on the table (including closure, different business options, and privatization), look into a business consultant jointly with the two cities, form a taskforce with the two cities, have staff research the history of the savings account spending, and are recommending that the roof be repaired if Agoura is interested in splitting the costs.

The Cities have requested what could happen to the Community Center if the funding is not available.

The following are the potential options:

- 1) Closure of the Center (Reverts back to the County)
- 2) Change in business operation to a non-recreational use (needs approval by the County and a specific use before approval)
- 3) Facility areas are contracted out (a gym takes over the gym, a rock wall company takes over the rock wall). Currently, no interest from the private sector.
- 4) Partnerships to maintain public access and revenue generation.
- 5) Extended temporary closure until activities are allowed again and funding sources resume normal operations (still needs approval from LA County)
- 6) Repair the capital items and then complete work on a business model with the new health regulations in mind to begin operations again.

Since the end of November, the state and country have seen a spike in COVID-19 cases and Community Center activities and indoor gyms continue to be pushed further away from reopening. Even outdoor fitness has now been reduced to only 50% capacity in our County resulting in many cancelled classes as it is hard to pay staff and still make money with 4-6 participants (in our space). We are looking at becoming a site for COVID-19 testing which, if everything comes through, will start on Tuesday the 8. It will run through New Years on Tuesday, Saturday, and Sundays with the potential to extend days if needed.

I have attached an updated chart on all of the capital items that will be needed in the next few years as they are all on their last legs or the systems themselves have been discontinued. The small fixes throughout the years helped the center keep moving forward, however, now we will be needing some major improvements in the very near future. This is one of the numerous financial challenges the Center will be facing moving forward.

The Acorn ran an article which was shared by one of our Board members on November 25, 2020 regarding the dire financial situation we are in. The Community Center needs a major infusion of money or we will have to look at closing our doors permanently. I believe that the Community does want a place to go, play, and be. However, as we still are waiting for regulations on how to run a Community Center whenever we are able to reopen and the fact that some things may never return, it is hard for any of us to see what the future can be. These are truly tough times for so many businesses. In the field of recreation, things have truly been hit hard across all agencies in our area. Most of them are only surviving due to having some resources to support their large revenue shortfalls. Unfortunately, the Community Center does not have these funds available.

Attachment Chart A: Capital Items

Chart A Capital Items	Anticipated Costs If Known	L.A. County Grant Funding	Up Front Costs for the two cities	Final Cost for the Cities	Costs divided by half for an even split
Gymnasium Roof	405,050	\$166,000	\$405,050	\$239,050	\$119,525
Remaining Roof	4,000 now				\$2,000
Plumbing	11,000				5,500
HVAC Control System	\$36,400				\$18,200
Video Camera/ Security System	\$16,242				\$8,121
Basketball Hoops Wiring System	\$6,000				\$3,000
Scoreboards	\$2,000 to \$6,000 each				\$1,000 to \$3,000 each
Basketball Floor	\$50,000 to \$60,000				\$25,000 to \$30,000
Tree Trimming					
Parking Lot Overlay	10,000				\$5,000
Parking Lot Lighting	\$30,000 to \$45,000				\$15,000 to \$22,500
Generator to operate full site	\$217,000				\$108,500
Electrical Systems					
Pyro Comm Fire Suppression System					
Rekeying doors	\$2,300				\$1,150
A/V System/ Sound System	\$40,000				\$20,000
Phone system/ Intercom					
IT	\$10,000				\$5,000
New Website					
ADA Doors	\$30,000 to \$50,000				\$15,000 to \$25,000
	\$869,992 to \$918,992				\$427,996 to \$459,496



AGOURA HILLS / CALABASAS COMMUNITY CENTER
JPA BOARD AGENDA REPORT

DATE: DECEMBER 3, 2020

TO: HONORABLE CHAIR AND JPA BOARD MEMBERS
FROM: BRIANNE ANDERSON, EXECUTIVE DIRECTOR

SUBJECT: DISCUSSION REGARDING POTENTIAL VIRTUAL/ OUTDOOR CLASSES

MEETING DATE: DECEMBER 7, 2020

Background

At the time that this report was written, there is still no indoor fitness on the horizon in our County and outdoor fitness has now been reduced to 50% capacity. This makes outdoor fitness difficult to offer for any sort of profit at this time as our safe space for activity is limited (the patio).

I reached out to our former instructors and they are interested in offering the following classes:

- Spin (Outdoors)
- Zumba Toning (Outdoors)
- Thai Chi (Virtual)
- Bolly X and Zumba (Virtual and Outdoors)
- Boot Camp (Outdoor)
- H.I.I.T. Classes (Outdoor)
- Run/bike/sculpt (Outdoor)
- Power yoga sculpt (Outdoor)
- Gentle yoga (Both)
- Pilates (Both)
- Stretch (Both)
- Broadway jazz (Both)

The JPA Board needs to make a decision regarding if they want the Center to begin virtual classes in January with the status of the Center still in flux or if they want to postpone any activity until the cities have made a decision on the community center. I know that concerns have been raised if it would confuse the public to open and close. In addition, the JPA Board needs to make a recommendation on the reopening date and status update that should be shared with the public.