



**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 23, 2022  
6:30 p.m.**

Join Zoom Meeting

<https://us06web.zoom.us/j/83133876066?pwd=dmc4bEN4aWhQdGNhYU0xSmc2NzdLZz09>

Meeting ID: 831 3387 6066

Passcode: 359839

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 Jim Bukowski  
Authority Member Matt Heller  
Authority Member Lucy Martin  
Authority Member Brad Rosenheim  
Authority Member Jerry Viner  
Alternate Member Denis Weber (Agoura Hills City Council)  
Alternate Member Peter Kraut (Calabasas City Council)  
Alternate Member John Suwara (Calabasas)  
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 26, 2022 Regular Meeting**

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK

**B. Approval of Demand Register for May 2022**

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

**C. Approval of Treasurer's Report for May 2022**

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

**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 2022/23 Budget Adoption**

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN  
DIRECTOR OF COMMUNITY SERVICES AMY BRINK  
DIRECTOR OF COMMUNITY SERVICES ERICA GREEN

**B. First Amendment to Memorandum of Understanding By and Between the Agoura Hills/Calabasas Community Center Joint Powers Authority and the City of Calabasas Regarding Community Center Repairs**

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

**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 July 28, 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.*

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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  
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Join Zoom Meeting

<https://us06web.zoom.us/j/85381207266?pwd=NUlXV09pTXh1cFpwUDI1QXk2dzZ6UT09>

Meeting ID: 853 8120 7266

Passcode: 107995

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

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**I. CALL TO ORDER**

**Called to order at 6:32 p.m.**

**II. ROLL CALL**

Boardmembers Present: Chair Deborah Lopez  
Vice-Chair James Bozajian  
Authority Member Jim Bukowski  
Authority Member Lucy Martin  
Authority Member Brad Rosenheim  
Authority Member Jerry Viner  
Alternate Member Peter Kraut (Calabasas City Council)  
Student Member Kearston Stepenosky (Calabasas)

Boardmembers Absent: Authority Member Matt Heller  
Alternate Member Denis Weber (Agoura Hills City Council)  
Alternate Member John Suwara (Calabasas)  
Student Member Ella Dobkousky (Calabasas)

City Staff Present: Erica Green, Community Services Director (Calabasas)  
Kindon Meik, City Manager (Calabasas)

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

**III. SPECIAL PRESENTATIONS**

A. None

**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**

**Approved 6-0**

*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 March 24, 2022 Regular Meeting

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK

B. Approval of Demand Register for March 2022

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

C. Approval of Treasurer's Report for March 2022

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

D. Approval of Demand Register for April 2022

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

E. Approval of Treasurer's Report for April 2022

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

F. Receive and File the Agoura Hills/Calabasas Community Center 2021 Annual Financial Report

STAFF REFERENCE: AHCCC CHRISTY TRUELSEN

**VII. COMMUNITY ALLIANCE REPORT**

**No Report Given.**

A. Community Center Alliance Update

REFERENCE: CCA PRESIDENT MATT HELLER

**VIII. COMMITTEE REPORTS**

**None.**

**IX. OLD BUSINESS**

**None.**

**X. NEW BUSINESS**

A. Community Center Status Update

**No action taken.**

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

B. AHCCC Reopening Date and Associated City Financial Contributions

**No action taken.**

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

C. Regional Park and Open Space District Measure A Resolution

**Approved 6-0**

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

D. FY 22/23 Draft Budget

**Approved 6-0**

STAFF REFERENCE: AHCCC CHRISTY TRUELSEN  
DIRECTOR OF COMMUNITY SERVICES AMY BRINK  
DIRECTOR OF COMMUNITY SERVICES ERICA GREEN

E. Annual Appointment of Director and Alternates to the California Joint Powers Insurance Authority Board of Directors

**Authority Boardmember Bukowski and Vice-Chair Bozajian were re-instated.**

**Approved 6-0**

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

**XI. MATTERS FROM COMMUNITY SERVICES DIRECTORS**

**None.**

**XII. MATTERS FROM DIRECTORS**

**None.**

**XIII. ADJOURNMENT**

**Meeting Adjourned at 7:54 p.m.**

The next Regular Agoura Hills/Calabasas Community Center JPA meeting will be held on June 23, 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.*

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**AGOURA HILLS CALABASAS COMMUNITY CENTER  
CHECK REGISTER REPORT**

Month of : F May-22

				56.74
24331	05/19/22	ANIMAL & INSECT PEST	Pest Control	249.00
24332	05/19/22	AZTECA LANDSCAPE	Landscape Maint 4/22	450.00
24333	05/19/22	CITY OF AGOURA HILLS	Audit and State Controllers Re	4,141.00
24334	05/19/22	LAS VIRGENES MUNICIPAL WATER	Water Svc.	1,407.06
24335	05/19/22	PYRO-COMM SYSTEMS, INC	Fire Alarm Monitoring	105.00
24336	05/19/22	SO CAL GAS COMPANY	Utilities	17.10
24337	05/19/22	SOUTHERN CALIFORNIA EDISON	Electricity	1,087.09
				<hr/>
				7,456.25



Investment Report  
For the Month of May 2022

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	0.684%	\$ 24,831.08	75%	\$ 24,831.08
Checking Account	Bank of America	On Demand	0%	\$ 8,362.00	25%	N/A
Petty Cash					0%	N/A
TOTAL COMMUNITY CENTER CASH AND INVESTMENT				\$ 33,193.08	100%	

Notes:

1. The portfolio complies with the Agoura Hills/Calabasas Community Center Investment Policy.
2. The AHCC 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*  


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 Christy Truelsen, Finance Director

June 13, 2022  


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

**DATE:** JUNE 20, 2022

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

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

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2022-02, APPROVING THE  
BUDGET FOR FISCAL YEAR JULY 1, 2022 – JUNE 30, 2023

**MEETING DATE:** JUNE 23, 2022

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At the May 26, 2022 Joint Powers Authority Board Meeting, the Board of Directors were presented with a draft budget for Fiscal Year 2022/2023. 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. Again this year, 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 2022/23 Budget also includes a request for \$100,000 from each City to contribute to the operations. The draft budget for Fiscal Year 2022-2023 was discussed and reviewed by the Finance Subcommittee.

**REQUESTED ACTION:**

Staff respectfully recommends that the Joint Powers Authority Board:

1. Adopt Resolution No. 2022-02, approving the Budget, as attached for Fiscal Year July 1, 2022 – June 30, 2023.
2. Direct staff to request the financial contribution from both cities of Agoura Hills and Calabasas.

**Attachments:**

1. Resolution No. 2022-02, Adopting the Annual Budget for Fiscal Year July 1, 2022 – June 30, 2023
2. Exhibit "A" - Proposed Budget for Fiscal Year 2022-2023

**AGOURA HILLS/CALABASAS COMMUNITY CENTER  
DRAFT FY 2022-23 Budget**



	<b>FY 21-22 BUDGET</b>	<b>FY 21-22 YTD</b>	<b>FY 21-22 Estimated</b>	<b>FY 22-23 Recommended</b>
<b>Fund: 100 - GENERAL FUND</b>				
<b>Revenues</b>				
3101.00 Community Room Rentals				
3500.00 City Agoura Hills/Calabasas	\$ 100,000	\$ 100,000	\$ 100,000	\$ 200,000
3503.00 Investment Income		138	150	
3505.00 Donations	70,000			1,000,000
3506.00 Miscellaneous Fees		219	300	
<b>Total Revenues</b>	<b>170,000</b>	<b>100,357</b>	<b>100,450</b>	<b>1,200,000</b>
<b>Expenditures</b>				
<b>Dept: 4700 ADMINISTRATION</b>				
5107.00 Pers Retirement	28,950	28,958	28,958	63,070
5108.00 Group Health/Vision	30,000	6,214	6,214	
5109.00 Group Dental Insurance		462	462	
5424.00 Special supplies				
5429.00 Rents/Leases		529	529	
5437.00 JPIA Insurance	41,779	41,779	41,779	42,000
5438.00 Unemployment Claims	20,000	1,498	4,500	
5440.00 Merchant Fees		11	11	
5442.00 Payroll Processing Fees		95	95	
5510.00 Professional Services	15,000	12,011	15,000	15,000
<b>Total ADMINISTRATION</b>	<b>135,729</b>	<b>91,557</b>	<b>97,548</b>	<b>120,070</b>
<b>Dept: 4810 FITNESS</b>				
5429.00 Rents/Leases				
5510.00 Professional Services	2,500			
<b>Total FITNESS</b>	<b>2,500</b>			<b>-</b>
<b>Dept: 4850 MAINTENANCE</b>				
5425.00 Custodial Supplies	1,800			
5427.00 Communications	4,920	1,227	3,000	3,300
5428.00 Utilities	30,000	28,333	33,500	38,230
5430.00 Maintenance Repairs	15,000	1,472	10,000	18,000
5510.00 Professional Services	21,000	8,212	12,000	15,000
5512.00 Landscaping	5,400	4,050	5,400	5,400
<b>Total MAINTENANCE</b>	<b>78,120</b>	<b>43,294</b>	<b>63,900</b>	<b>79,930</b>
<b>Fund: 500 - BUILDING REPAIR FUND</b>				
<b>Expenditures</b>				
<b>Dept: 4880 BLDG REPAIR DEPT</b>				
5682.00 Building Repairs	15,000			1,000,000
<b>Total Expenditures</b>	<b>231,349</b>	<b>134,850</b>	<b>161,448</b>	<b>1,200,000</b>
<b>NET INCOME, TOTAL:</b>	<b>(61,349)</b>	<b>(34,494)</b>	<b>(60,533)</b>	<b>-</b>

Cash as of April 26, 2022	32,801.71
Less bills paid through May 6, 2022	<u>(4,141.00)</u>
Available cash	<u>28,660.71</u>
Less remaining expenses (161,448-134,850)	<u>(26,598.00)</u>
Cash at Fiscal Year End June 30, 2022	<u><u>2,062.71</u></u>

**RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
AGOURA HILLS/CALABASAS COMMUNITY CENTER AUTHORITY,  
ADOPTING THE ANNUAL BUDGET FOR  
FISCAL YEAR 2022-2023**

**WHEREAS**, the Board of Directors of the Agoura Hills/Calabasas Community Center has reviewed the preliminary budget for Fiscal Year 2022-2023, and

**WHEREAS**, a budget workshop concerning the Fiscal Year 2022-2023 proposed budget was held on Thursday, May 26, 2022, and

**WHEREAS**, after further discussion, the budget for Fiscal Year 2022-2023 budget was approved.

**NOW, THEREFORE, BE IT RESOLVED** that the Fiscal Year 2022-2023 budget be adopted.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the Agoura Hills/Calabasas Community Center on this 23<sup>rd</sup> day of June 2022 by the following vote:

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

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Deborah Lopez, Chair Authority Board

ATTEST:

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