



**AGENDA
SPECIAL MEETING
BOARD OF DIRECTORS
AGOURA HILLS/CALABASAS COMMUNITY CENTER
JOINT POWERS AUTHORITY
Calabasas City Hall
100 Civic Center Way, Calabasas, CA 91302
Thursday, June 29, 2023
6:30 p.m.**

I. CALL TO ORDER

II. ROLL CALL

Chair James Bozajian
Vice-Chair Deborah Lopez
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)
Alternate Member Marty Fadaei (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 April 27, 2023, Regular Meeting
STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK
- B. Approval of Demand Register for May 2023
STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

C. Approval of Treasurer's Report for April 2023
STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

D. Approval of Treasurer's Report for May 2023
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 2023/24 Budget Adoption

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

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

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

C. Community Center Status Update

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 July 27, 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 closure.

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MINUTES
REGULAR MEETING
BOARD OF DIRECTORS
AGOURA HILLS/CALABASAS COMMUNITY CENTER
JOINT POWERS AUTHORITY
Calabasas City Hall
100 Civic Center Way, Calabasas, CA 91302
Thursday, April 27, 2023
6:30 p.m.

Please click the link below to join the webinar:

<https://cityofcalabasas.zoom.us/j/89859429342?pwd=eHc3Zk9YK0hMeG9BRG42ZzBDNTArZz09>

Passcode: 869637

Call-In Telephone Number: 1-669-444-9171

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 prior to the meeting for assistance. Emails will be summarized at the meeting.

I. CALL TO ORDER

Meeting was called to order by Chair Bozajian at 6:31 p.m.

II. ROLL CALL

Boardmembers Present: 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)
Alternate Member John Suwara (Calabasas)

Boardmembers Absent: Vice-Chair Deborah Lopez
Alternate Member Peter Kraut (Calabasas)
Alternate Member Marty Fadaei (Calabasas)

Also Present: Amy Brink, Director of Community Services

III. SPECIAL PRESENTATIONS

A. 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 January 26, 2023, Regular Meeting

STAFF REFERENCE: DIRECTOR OF COMMUNITY SERVICES AMY BRINK

B. Approval of Demand Register for January 2023

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

C. Approval of Demand Register for April 2023

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

D. Approval of Treasurer's Report for January 2023

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

E. Approval of Treasurer's Report for February 2023

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

F. Approval of Treasurer's Report for March 2023

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

G. Receive and File the Agoura Hills/Calabasas Community Center 2022 Annual Financial Report

STAFF REFERENCE: AHCCC TREASURER CHRISTY TRUELSEN

VII. COMMUNITY ALLIANCE REPORT

No Report Given

A. Community Center Alliance Update

REFERENCE: CCA PRESIDENT MATT HELLER

VIII. COMMITTEE REPORTS

No Reports Given

IX. OLD BUSINESS

NONE

X. NEW BUSINESS

A. Community Center Status Update

No Action Taken

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

B. Future Structure of AHCCC JPA Board Meetings

No Action Taken

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

C. Update on People v. Anthony Rauda (BA476023)

No Action Taken

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

XI. MATTERS FROM COMMUNITY SERVICES DIRECTORS

None

XII. MATTERS FROM DIRECTORS

None

XIII. ADJOURNMENT

Meeting was adjourned at 7:07 p.m.

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AGOURA HILLS CALABASAS COMMUNITY CENTER
CHECK REGISTER REPORT
Month of: May-23

24552	5/24/2023	AME BUILDERS, INC.	Roof Repair – Pmt 2	<u>138,159.89</u>
				138,159.89

Investment Report
For the Month of April 2023

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	2.870%	\$ 534,489.48	63%	\$ 534,489.48
Checking Account	Bank of America	On Demand	0%	\$ 646.32	0%	N/A
Checking account	Wells Fargo	On Demand	0%	\$ 311,979.51		
Petty Cash					0%	N/A
TOTAL COMMUNITY CENTER CASH AND INVESTMENT				\$ 847,115.31	63%	

Building Fund	\$ 754,500.89
Operating Cash	84,959.21
Special Needs	7,655.21
	<u>\$ 847,115.31</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

April 27, 2023

Investment Report
For the Month of May 2023

Type	Issuer	Maturity Date	Interest Rate	Cost	Percent	Fair Value
Local Agency Investment Fund	California State Treasurer's Office	On Demand	2.993%	\$ 534,489.48	75%	\$ 534,489.48
Checking Account	Bank of America	On Demand	0%	\$ 646.32	0%	N/A
Checking account	Wells Fargo	On Demand	0%	\$ 173,858.40		
Petty Cash					0%	N/A
TOTAL COMMUNITY CENTER CASH AND INVESTMENT				\$ 708,994.20	75%	

Building Fund	\$ 616,341.00
Operating Cash	84,997.99
Special Needs	7,655.21
	<u>\$ 708,994.20</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

April 27, 2023



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

DATE: JUNE 26, 2023

TO: HONORABLE CHAIR AND JPA BOARD MEMBERS

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

SUBJECT: ADOPTION OF RESOLUTION NO. 2023-01, APPROVING THE
BUDGET FOR FISCAL YEAR JULY 1, 2023 – JUNE 30, 2024

MEETING DATE: JUNE 29, 2023

The Agoura Hills/Calabasas Community Center (AHCCC) Joint Powers Authority Board of Directors (JPA) are being presented with a budget for Fiscal Year 2023-2024. The budget presented includes only expenses that are absolutely necessary to keeping the AHCCC JPA viable. These expenses include several obligations that the JPA Board is responsible to fund, such as the CalPERS unfunded liability and professional services.

The budget also includes the grant funding that the JPA received through the Los Angeles County Regional Open Space District (RPOSD) for the roof repairs. The current repairs to the roof are being funded through the grant and City of Calabasas. This reimbursement is reflected in the budget being presented. Also included in the budget is the cost of the AHCCC insurance through the California Joint Powers Insurance Authority, which staff is reviewing.

The draft Fiscal Year 2023-2024 Budget also includes a request for \$7,500 from each City to contribute to the operations.

REQUESTED ACTION:

Staff respectfully recommends that the Joint Powers Authority Board:

1. Adopt Resolution No. 2023-01, approving the Budget, as attached for Fiscal Year July 1, 2023 – June 30, 2024.
2. Direct staff to request the financial contribution from both cities of Agoura Hills and Calabasas.

Attachments:

1. Resolution No. 2023-01, Adopting the Annual Budget for Fiscal Year July 1, 2023 – June 30, 2024
 2. Exhibit "A" - Proposed Budget for Fiscal Year 2023-2024
-

RESOLUTION NO. 2023-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AGOURA HILLS/CALABASAS COMMUNITY CENTER AUTHORITY,
ADOPTING THE ANNUAL BUDGET FOR
FISCAL YEAR 2023-2024**

WHEREAS, the Board of Directors of the Agoura Hills/Calabasas Community Center has reviewed the preliminary budget for Fiscal Year 2023-2024, and

WHEREAS, after further discussion, the budget for Fiscal Year 2023-2024 budget was approved.

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2023-2024 budget be adopted.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Agoura Hills/Calabasas Community Center on this 29th day of June 2023 by the following vote:

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

James Bozajian, Chair Authority Board

ATTEST:

Acting Authority Executive Director

Acting Authority Clerk

FY 23-24 Budget DRAFT
AGOURA HILLS/CALABASAS COMMUNITY CENTER

	FY 22-23 BUDGET	FY 22-23 YTD	FY 22-23 Estimated	FY 23-24 Suggested Budget
Fund: 100 - GENERAL FUND				
Revenues				
3500.00 City Agoura Hills	\$ 100,000	\$ 100,000	\$ 100,000	\$ 7,500
3500.00 City of Calabasas	100,000	100,000	100,000	7,500
3503.00 Investment Income	-	111	145	-
3505.00 Donations	1,000,000	-	-	-
Total Revenues	1,200,000	200,111	200,145	15,000
Expenditures				
Dept: 4700 ADMINISTRATION				
5107.00 Pers Retirement	63,070	35,253	35,253	38,010
5423.00 Printing/Brochures	-	133	133	-
5427.00 Communications	-	1,954	1,954	-
5437.00 JPIA Insurance	42,000	37,917	37,917	46,000
5440.00 Merchant Fees	-	137	137	360
5510.00 Professional Services	15,000	37,853	37,853	10,000
Total ADMINISTRATION	120,070	113,247	113,247	94,370
Dept: 4850 MAINTENANCE				
5427.00 Communications	3,300	700	700	-
5428.00 Utilities	38,230	11,791	11,791	-
5430.00 Maintenance Repairs	18,000	1,531	1,531	-
5510.00 Professional Services	15,000	1,206	1,206	-
5512.00 Landscaping	5,400	1,800	1,800	-
Total MAINTENANCE	79,930	17,028	17,028	-
Fund: 500 - BUILDING REPAIR FUND				
Revenues				
3503.00 Investment Income	-	4,501	8,056	2,000
3700.00 Miscellaneous Rev. - Bldg Rep	-	750,000	750,000	250,000
Total Revenues	-	754,501	758,056	252,000
Expenditures				
Dept: 4880 BLDG REPAIR DEPT				
5682.00 Building Repairs	1,000,000	375,789	678,088	331,900
Total BLDG REPAIR DEPT	1,000,000	375,789	678,088	331,900
Total Expenditures	1,200,000	506,064	808,363	426,270
NET INCOME, TOTAL:	-	448,548	149,838	(159,270)

Fund 100	
Cash as of May 31, 2023	84,997.99
Less bills paid through June 26, 2023	-
Available cash	84,997.99
Less remaining expenses	-
Cash at Fiscal Year End June 30, 2023	84,997.99

Fund 500	
Cash as of May 31, 2023	616,341.00
Less bills paid through June 26, 2023	(218,840.05)
Available cash	397,500.95
Less remaining expenses (67088-375789)	(302,299.00)
Cash a Fiscal Year End June 30, 2023	95,201.95



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

DATE: JUNE 26, 2023

TO: HONORABLE CHAIR AND JPA BOARD MEMBERS

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

SUBJECT: ANNUAL APPOINTMENT OF DIRECTOR AND ALTERNATES
TO THE CALIFORNIA JOINT POWERS INSURANCE
AUTHORITY BOARD OF DIRECTORS

MEETING DATE: JUNE 29, 2022

In accordance with the provisions of Article 7 of the California Joint Powers Insurance Authority Bylaws, the Agoura Hills/Calabasas Community Center Joint Powers Authority Board of Directors is required to appoint a Director and one or more Alternates to represent the organization at various times, including the Annual Meeting of the Board of Directors.

It is recommended that the JPA Board make appointments to the California Joint Powers Insurance Authority Board of Directors. JPA Chair Bozajian currently serves as the Director, while the Alternate Director is position is vacant.

REQUESTED ACTION:

Staff respectfully requests that the JPA Board discuss and appoint a Boardmember to serve as Director and Alternate Director to the California Joint Powers Insurance Authority Board of Directors.