

**PUENTE HILLS HABITAT PRESERVATION AUTHORITY
CITIZENS TECHNICAL ADVISORY COMMITTEE
*Endowment Provided by the Puente Hills Landfill***

February 13, 2024, Tuesday, 7 p.m.

The regular meeting will take place in-person. Members of the public can observe and participate in the meeting in person.

LOCATION:

Palm Park: 5703 Palm Avenue, Whittier, CA 90601.

Catherine Houwen	La Habra Heights
Adam Nazaroff	La Habra Heights
Roy Francis	La Habra Heights
Shelley Andros, Vice Chair	Whittier
Janis Cavanaugh	Whittier
Michelle Pekko-Seymoure	Whittier
Matthew Liang, Chair	County of Los Angeles
John Ford	County of Los Angeles
Bryan Coreas	County of Los Angeles

Members of the public may provide electronic comments by Monday, February 12, 2024, by 4:00 p.m. to info@habitatauthority.org. Please label the email in the subject heading as “Public Comments.” Public comments may also be verbally heard during item III of the meeting.

72 hours prior to Citizens Technical Advisory Committee meetings, the entire Citizens Technical Advisory Committee agenda package is available for review, along with any meeting-related writings or documents provided to a majority of the Committee members after distribution of the agenda package, at the Authority’s website, www.habitatauthority.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to participate in this meeting, including auxiliary aids or services, please call Andrea Gullo at 562.945.9003, at least 48 hours prior to meeting.

Pursuant to Section 54954 of the Government Code, the Puente Hills Habitat Preservation Authority (Authority) will hold a regular meeting of the Citizens Technical Advisory Committee (CTAC) at the above time and location for the purpose of:

AGENDA

- I. Call to order.
- II. Roll call.
- III. Public comments.
- IV. Discussion and possible action regarding election of Committee Chair and Vice Chair, and selection of Board Liaison.

- V. Approval of Minutes for the January 16, 2024, Regular Meeting.
- VI. Standing Reports:
 - a) Report by the Board Liaison on previous month's Authority's Board of Directors meeting.
 - b) Social Media report.
 - c) Committee Member feedback from the public as it relates to the Authority.
- VII. Receive and file November and December 2023 Mountains Recreation and Conservation Authority (MRCA) Ranger Reports.
- VIII. Update about possible Authority land acquisitions.
- IX. Discussion and possible recommendation to the Board authorizing the Executive Director to enter into a contract amendment with TeamCivX LLC in the amount of \$81,415 to facilitate informational mailers regarding the Authority, and amend the agency budget as appropriate.
- X. Discussion and possible recommendation to the Board to authorize the Executive Director to execute a contract with Fairbank, Maslin, Maullin, Metz & Associates for opinion poll services in the amount up to \$34,750.
- XI. Discussion and possible recommendation to the Board on Habitat Authority's Earth Day event.
- XII. Closing remarks (Comments/questions from Committee Members and/or Executive Director).
- XIII. Adjournment and announcement of the next meeting.

The Puente Hills Habitat Preservation Authority is a public entity established pursuant to the Joint Exercise of Powers Act by agreement between the City of Whittier, Los Angeles County, and Sanitation Districts of Los Angeles County. Regular meetings of the Citizens Technical Advisory Committee are scheduled for the Tuesday before the third Thursday of every month. Questions about any agenda item can be addressed to Andrea Gullo, Executive Director, 562.945.9003.

MEMORANDUM

Meeting Date: February 13, 2024

To: Citizens Technical Advisory Committee

Prepared by: Andrea Gullo, Executive Director

Agenda Item IV. Discussion and possible action regarding election of Committee Chair and Vice Chair, and selection of Board Liaison.

Background:

On February 28, 2013, at the Advisory Committee's recommendation, the Board of Directors approved the attached Advisory Committee election policies. The Chair and Vice Chair positions are rotational and elections to the positions occur annually during the first month of the calendar year. This year an Advisory Committee Member from the City of Whittier is scheduled to fill the Chair position, and a member representing the City of La Habra Heights is scheduled to fill the Vice Chair position. Please see the attached rotation schedule of officers.

Also, the election of officers is the most opportune time for the Advisory Committee to identify a Board Liaison for the group. This position has historically been filled either by the Advisory Committee Chair, or by the member designated by the Committee to present the actions and thoughts of the Committee to the Board of Directors at their meetings.

The Committee last held elections in September 2023 due to a mid-year vacancy of the Vice Chair position.

Recommendation:

- 1) That a member nominate a Vice Chair person, and have this motion seconded by another for a vote.
- 2) That a member nominate a Chair person, and have this motion seconded by another for a vote.
- 3) That a member nominate a Board Liaison, and have this motion seconded by another for a vote

Attachments:

Election policies
Rotational schedule of officers



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

Citizens Technical Advisory Committee Election of Officers Policy

1. The CTAC's chair and vice-chair positions (the positions) shall have a standard term limit of one year. Members may be elected to hold these positions in the future but not in consecutive calendar years, except as described in section 3 below.
2. The positions shall rotate by communities represented on the CTAC. Starting in the year 2013 a CTAC member representing La Habra Heights shall be elected to hold the chair position, following the year afterwards by a member from the unincorporated communities of Los Angeles County (either Hacienda Heights or Rowland Heights), and followed by a member from the City of Whittier. Starting in 2013, the vice-chair position shall be a member from the unincorporated communities of Los Angeles County, followed the next year by a member from the City of Whittier, and then by a member from La Habra Heights.
3. If a vacancy occurs with the positions, the CTAC shall vote at the next meeting to fill that position with a member from which community the position was held. In the event that a community member representing that of the current position is unavailable to be elected to fill the vacancy, then the succeeding community in the rotation will be eligible for election into that vacant position, as well as be eligible for re-election at the next first meeting of the calendar year. The objective is to not have any position held by the same community for two consecutive years, but not be shorter than one year in length. Should the chair position change representative communities then the vice-chair position shall rotate community representatives as well.
4. Should no member decide to make themselves available for election, the current officer shall continue to hold that position until a replacement officer is elected even if the officer's term expires.
5. The CTAC is eligible to elect any member to the positions out of rotation order if it acts by a majority in the belief that the interests of the Authority will be best served in that manner.

The above policy is compatible with Authority Board Resolution 97-01 that established the CTAC. Section 2f of the Resolution authorizes annual elections of officers, the positions, to occur in the first meeting of the calendar year. Specifically, the proposed term limits and rotation schedule of the positions are not in conflict with the Resolution as each year the election



of officers would be limited to a candidate pool of up to three members representing the community that is eligible to hold the positions according to the rotation schedule. The Resolution allows for a re-election of officers, which would be the case should a member be re-elected to a position in a non-consecutive year of holding that position, or in the special case of a member who has filled a vacant position the previous year.

For example, if La Habra Heights' representative as chair is no longer available in May to hold the position, then at the June CTAC meeting a vote shall occur to elect a different La Habra Heights representative to that position. If no other La Habra Heights member is available to fill that position, then a CTAC member from unincorporated Los Angeles County shall be elected to the position of chair. With this being the case, the vice-chair position will need to rotate to the next representative community, the City of Whittier. In January of the next year, the County CTAC chair member will be eligible for re-election to the chair position, or another member from the County will be eligible for election to the chair position. The same logic applies for the vice-chair position.

Advisory Committee Chair and Vice Chair Rotation Schedule

Notes

Year	Chair Region	Held By	Vice Chair Region	Held By
2013	LHH	Cathy Houwen	LA County	Gina Natoli
2014	LA County	Gina Natoli	Whittier	April Garbat
2015	Whittier	April Garbat	LHH	Cathy Houwen
2016	LHH	Cathy Houwen	LA County	Richard Lacy
2017	LA County		Whittier	
2017	Whittier	Shelley Andros	LHH	Cathy Houwen
2018	Whittier	Shelley Andros	LHH	Cathy Houwen
2019	LHH	Cathy Houwen	LA County	Karen Chang
2020	LA County	Karen Chang	Whittier	Ray Wong
2021	Whittier	Chuck Lawrence	LHH	Roy Francis
2022	LHH	Roy Francis	LA County	Matthew Liang
2023	LA County	Matthew Liang	Whittier	Brauckmann
2023			Whittier	Shelley Andros
2024	Whittier		LHH	
2025	LHH		LA County	
2026	LA County		Whittier	
2027	Whittier		LHH	

1
2
3
4
5

Notes:

- 1 No meeting: Feb, March or April
- 2 May meeting elections, no County representative on CTAC
- 3 Elections held in October 2022
- 4 Elections held February 2023
- 5 Vice Chair Andros elected September 2023

Draft Minutes
PUENTE HILLS HABITAT PRESERVATION AUTHORITY
CITIZENS TECHNICAL ADVISORY COMMITTEE
January 16, 2024

The regular meeting of the Citizens Technical Advisory Committee was held on Tuesday, January 16, 2024, at Palm Park, 5703 Palm Ave, Whittier, CA 90601.

I. CALL TO ORDER.

Vice Chair Andros called the meeting to order at approximately 7:02 p.m.

II. ROLL CALL.

A roll call was taken, and there was a quorum at this time.

Members Present: Bryan Coreas	County of Los Angeles
Adam Nazaroff	La Habra Heights
Roy Francis	La Habra Heights
Catherine Houwen	La Habra Heights
Michelle Pekko-Seymoure	Whittier
Dr. Janis Cavanaugh	Whittier
Shelley Andros, Vice Chair	Whittier

Members Absent: Matthew Liang, Chair	County of Los Angeles
John Ford	County of Los Angeles

Authority Representatives Present:

Andrea Gullo, Executive Director
Michelle Mariscal, Ecologist
Marlyn Barajas, Program Analyst
Kenn Hughes, Mountains Recreation and Conservation Authority,
Deputy Chief Ranger

III. PUBLIC COMMENTS.

Steve Huber, Vice President of Whittier Area Audubon, mentioned new bird sightings at Sycamore Canyon during their monthly Bird Walk and announced that the next Bird Walk will be on Saturday, February 10, 2024.

Vice Chair Andros inquired about the possibility of receiving photos from this monthly event.

IV. APPROVAL OF MINUTES FOR THE DECEMBER 19, 2023, SPECIAL MEETING.

Member Coreas motioned to approve these minutes as drafted. Member Houwen seconded the motion, and in a vote, the motion passed unanimously.

V. STANDING REPORTS:

a. REPORT BY BOARD LIAISON ON PREVIOUS MONTH'S AUTHORITY BOARD OF DIRECTORS MEETING.

Member Houwen, Board Liaison, provided this report.

b. SOCIAL MEDIA REPORT.

Program Analyst Barajas mentioned growth in followers on both Facebook and Instagram.

c. COMMITTEE MEMBER FEEDBACK FROM THE PUBLIC AS IT RELATES TO THE AUTHORITY.

Member Nazaroff arrived during this item.

Member Andros mentioned that she received the Puente Hills Habitat Preservation Authority's informational mailer that was sent to the surrounding communities. She also asked if we have a report that shows if the mailer impacted the Authority's newsletter signups.

Member Cavanaugh discussed posting the Authority's upcoming Open House flyer on a stake at her home for public viewing. She also mentioned sending a list of emails to the Authority of those present at her Neighborhood Watch meeting, where Executive Director Gullo presented information on the Authority.

Member Houwen commented that she mentioned the upcoming Open House at the La Habra Heights City Council Meeting.

VI. DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD TO A) AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A MITIGATION AGREEMENT WITH METRO HEIGHTS MONTEBELLO, LLC TO SATISFY THE HABITAT MITIGATION IN AN AMOUNT OF \$3,595,364 FOR RESTORATION OF 12 ACRES OF HABITAT, B) APPROVE THE ENDOWMENT AGREEMENT BETWEEN METRO HEIGHTS MONTEBELLO, LLC AND THE SAN DIEGO FOUNDATION, C) AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CONSERVATION EASEMENT OVER 12 ACRES

OF AUTHORITY OWNED PROPERTY IN LA HABRA HEIGHTS IN FAVOR OF THE WATERSHED CONSERVATION AUTHORITY (WCA) OR OTHER QUALIFIED PUBLIC ENTITY, AND D) AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A NON-BID CONTRACT WITH LAND IQ FOR BIOLOGICAL MONITORING IN THE AMOUNT OF \$330,925.20.

Executive Director Gullo and Ecologist Mariscal provided background on the matter and provided information on the long-term management plan of this proposed mitigation agreement. Authority staff and the Committee discussed the matter.

Member Nazaroff expressed disagreement with the closure of an illegal trail in Powder Canyon due to the proposed location of the mitigation project in this agenda item.

Member Coreas motioned to recommend to the Board to a) authorize the Executive Director to execute a Mitigation Agreement with Metro Heights Montebello, LLC to satisfy the habitat mitigation in an amount of \$3,595,364 for restoration of 12 acres of habitat, b) approve the Endowment Agreement between Metro Heights Montebello, LLC and The San Diego Foundation, c) authorize the Executive Director to execute a conservation easement over 12 acres of Authority owned property in La Habra Heights in favor of the Watershed Conservation Authority (WCA) or other qualified public entity, and d) authorize the Executive Director to execute a contract with Land IQ for biological monitoring in the amount of \$330,925.20. Member Cavanaugh seconded the motion, and in a vote, the motion passed. Committee Member Nazaroff opposed.

VII. RECEIVE AND FILE SEPTEMBER AND OCTOBER 2023 MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) RANGER REPORTS

Deputy Chief Ranger Hughes provided this report. The item was received and filed.

VIII. DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD TO AUTHORIZE A) THE EXECUTIVE DIRECTOR TO EXECUTE THE THIRTY-THIRD AMENDMENT OF THE OPEN SPACE MANAGEMENT AGREEMENT WITH THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) FOR MAINTENANCE AND OPERATION SERVICES IN THE AMOUNT OF \$48,891.96, AND B) AMEND THE AUTHORITY'S FISCAL YEAR 2022-23 BUDGET TO ACCOMMODATE THE INCREASE.

Executive Director Gullo provided this report.

Member Houwen motioned to recommend to the Board to a) the Executive Director to execute the Thirty-third Amendment of the Open Space Management Agreement with the Mountains Recreation and Conservation Authority (MRCA) for maintenance and operation services in the amount of \$48,891.96, and b) amend the Authority's Fiscal Year 2022-23 budget to accommodate the increase. Member Coreas seconded the motion, and in a vote, the motioned passed unanimously.

IX. RECEIVE AND FILE THE AUTHORITY'S FISCAL YEAR 2022-23 END OF THE YEAR BUDGET REPORT.

Executive Director Gullo provided this report. There was discussion. The report was received and filed.

X. DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD TO EXECUTE A CONTRACT WITH MDJ MANAGEMENT FOR HOME IMPROVEMENTS TO THE AUTHORITY RANGER HOME ON WORKMAN MILL RD. IN AN AMOUNT UP TO \$161,857.60 UTILIZING ALLOCATED FUNDS FROM A STATE GRANT AGREEMENT.

Executive Director Gullo provided this report and explained how the home improvements of the ranger home on Workman Mill Rd. will be funded from state funding. The discussion led to questions regarding a grant application to CalFire for the fiscal year 2024-25, which was ultimately rejected.

Member Francis motioned to recommend to the Board to execute a contract with MDJ Management for home improvements to the Authority ranger home on Workman Mill Rd. in an amount up to \$161,857.60 utilizing allocated funds from a state grant agreement. Member Pekko-Seymoure seconded the motion, and in a vote, the motion passed unanimously.

XI. ANNOUNCEMENT OF THE HABITAT AUTHORITY'S 30TH ANNIVERSARY.

Executive Director Gullo mentioned that this year is the 30th anniversary of the Puente Hills Habitat Preservation Authority and that an event to commemorate this will most likely be held in the middle of the year. There will be more details to come on this matter.

XII. Closing Remarks (Comments/questions from Committee Members and/or Executive Director).

Member Coreas congratulated the Authority on nearly finalizing the mitigation agreement with Metro Heights Montebello, LLC.

Executive Director Gullo mentioned a recent fire in Worsham Canyon. She explained that the fire was put out quickly and at this time, there are no details on what started the fire.

Executive Director Gullo mentioned that Member Ford has been absent due to an accident.

Member Nazaroff expressed that he would like to see trails in Powder Canyon similar to those of Turnbull Canyon. Member Andros and Executive Director Gullo explained how the trails managed by the Authority came into existence.

Member Nazaroff requested information regarding a possible acquisition of a property near Powder Canyon to be included in the next CTAC agenda.

XIII. ADJOURNMENT AND ANNOUNCEMENT OF THE NEXT MEETING.

There being no further comments or business to be discussed, Vice Chair Andros adjourned the meeting at 8:19 p.m. The next regularly scheduled meeting is on February 13, 2024.



December 31, 2023

**Puente Hills Habitat Preservation Authority
Ranger and Park Staff Services Activities for November and December 2023**

- The MRCA contract provides approximately 82 hours weekly of ranger and park staff services.
- Continued general patrol for: providing visitor information, identifying hazardous conditions and correcting illegal activity. Open and close trailhead gates daily.
- Continued general maintenance for: graffiti removal, vandalism repair, litter and dumping removal, fence and gate repairs, sign installations and repairs and trail maintenance.
- Attended the Puente Hills Habitat Preservation Authority (Habitat Authority) Board meeting and Sycamore Canyon house tour.
- Attended the Citizens Technical Advisory Committee meeting and Sycamore Canyon house tour.
- Participated in our ranger monthly management meeting. Attended farewell for Ranger Laura Just who has been with the MRCA for over 20 years.
- Participated in the Habitat Authority Open House Event in Rowland Heights.
- Provided a Jr Ranger hike at Sycamore Canyon for 50 5th graders from St. Marks Lutheran School. Several Habitat Authority docents assisted.
- Participated in the Whittier Christmas Parade.
- Attended the annual Habitat Authority holiday party.
- Attended the heli-hydrant dedication event.
- Monitoring the dead tree removal project in Whittier and La Habra Heights.
- Completed our Law Enforcement refresher training.

- Continue to check and re-post trail closure signs and rope-fence at unauthorized trails and restoration areas in Turnbull Canyon, Worsham Canyon, Powder Canyon and Hellman Park.
- Picked up dumping including:
 - Tires at the gate at Sycamore Canyon.
 - Trash bags in the parking lot at Sycamore Canyon.
 - Chair at Hacienda Hills Trailhead.
 - Large amount of trash at Arroyo San Miguel gate.
- Continue to notify the Habitat Authority staff of all unsuccessful animal road crossings that are observed at or near Habitat Authority property. During the months of November and December no animals were observed.
- Continue to monitor the Harbor underpass. No activity to report.
- Due to safety concerns and overcrowding at the Turnbull Canyon entrance, we previously worked with the owner of the property and Whittier Police Department to secure the vacant lot that is next to the entrance. The lot needed to be re-secured once in December.
- Continue monitoring the surveillance cameras at various trailheads in attempt to catch the vehicle break-in perpetrators. We are also coordinating with Whittier Police and L.A. County Sheriff.
- Responded to several calls for cars broken into at Sycamore Canyon.
- Continue to contact the Los Angeles County Department of Street Maintenance regarding the graffiti along Turnbull Canyon Road.
- All trailheads were open at sunrise on January 1st per direction of Executive Director at the request from Board Chair Ivan Sulic.
- Removed a rope swing in Dark Canyon.
- Checked the windows and doors to the back house at Sycamore Canyon prior to the rain.
- Cleaned all the drains throughout the Preserve prior to the rain.
- The Preserve was closed several days in November and December due to rain.
- Continue to refill the doggy bags at Arroyo Pescadero.
- Removed weeds around parking lot at Arroyo San Miguel.

- Removed extensive graffiti from the kiosk and outhouse at Hellman Park.
- Continue to monitor, repair, replace the locks on all the access gates.
- Secured area around washout on Arroyo San Miguel Trail.
- Mowed several trails including:
 - Powder Canyon Trail.
 - Grey Squirrel Trail.
 - Sycamore Canyon Trail
 - Black Walnut Trail.
 - Purple Sage Trail.
- Covered the graffiti in the tunnel under Colima in Arroyo Pescadero.
- Continue to pick up dog defecation at all the trailheads.
- Continue to patrol the SCE, Brea 57 site and Monterey mitigation sites in Powder Canyon and the Olinda site in Arroyo San Miguel.
- Dealt with various violations including:
 - In the Preserve after hours at Sycamore Canyon, Hellman Park, Hacienda Hills, Powder Cyn. and Arroyo Pescadero.
 - Parking violations at Arroyo Pescadero, Hacienda Hills Trailhead, Sycamore Canyon and Ford property.
 - Bikes in Sycamore Canyon
 - Dogs in Sycamore Canyon
 - Hikers in Turnbull Canyon and Powder Canyon after rain.
 - Loud music in the Hacienda Hills.
 - Alcohol at Hacienda Hills, Arroyo Pescadero and Turnbull Canyon.
 - Warn and advise electric bikes in Powder Canyon and Hacienda Hills.
 - Dogs off leash at Hacienda Hills and Arroyo Pescadero.
 - Bikes in Arroyo Pescadero.
- Continue to conduct perimeter patrols of all property for fence damage, illegal access points, rope swings, and encroachments.
- Received several calls during the months of November and December to our 24-hour ranger emergency services number including:
 - Several calls for hikers locked in at Hellman Park.
 - Reporting vehicle broken into at Sycamore Canyon.
 - Requesting video footage for vehicle broken into at Sycamore Canyon.
 - Call from Whittier Police to assist with subject at Murphy Ranch Park with a rifle.
 - Call from Whittier Police looking for a female that has jumped the fence into the Preserve.

- Caller complaining that 9am is too late to open the Preserve.
 - Reporting a bike in Arroyo Pescadero.
 - Hiker locked in at Sycamore Canyon Trailhead.
 - Caller looking for Andrea Gullo.
 - Several calls inquiring if the trails are open.
 - Hikers climbed over the gate at Hacienda Hills Trailhead.
 - People in the Preserve at the end of Orange Grove Ave.
 - Sheriff requesting video footage for vehicle break-in case.
 - Hikers locked in at Hacienda Hills Trailhead.
 - Reporting bones on the Sycamore Canyon Trail. Appear to be deer bones.
 - Reporting a coyote in the neighbors backyard.
 - Reporting people jumped the fence at Hacienda Hills Trailhead.
 - Caller reporting intestines on the Coyote Trail.
 - Reporting a dead raccoon in the road.
 - Reporting that someone left their keys and cell phone on top of their car in Sycamore Canyon.
 - Inquiring about parking for Hellman Park.
 - Ca Dept of Conservation requesting access to Turnbull Canyon.
 - Reporting illegally parked vehicle at Hacienda Hills Trailhead.
 - Inquiring if there was a charge to hike the trails in Hacienda Heights.
 - Caller reporting that they saw a mountain lion at Sycamore Canyon.
- Continue to work closely with Executive Director Andrea Gullo on various projects and assignments as requested.

If you have any questions, or would like any additional information, please feel free to contact me anytime. Thank you.

Sincerely,

K E Hughes

Kenn Hughes
Deputy Chief Ranger

MEMORANDUM

Meeting Date: February 13, 2024
To: Citizens Technical Advisory Committee
Prepared by: Michelle Mariscal, Ecologist
Through: Andrea Gullo, Executive Director

Agenda Item: **VIII. Update about possible Authority land acquisitions.**

Background:

The Habitat Authority is currently negotiating the possible acquisition of parcels directly adjacent to Authority-owned property in the Powder Canyon area. The first parcel (APN 8294-030-001) is approximately 114 acres and is currently owned by Nelson Chung, as Trustee of the Chung Family Trust and Palmdale Summit, a California Limited Partnership. The parcel is located in the community of Hacienda Heights and shares its southern boundary with Powder Canyon and its eastern boundary with Schabarum Regional Park (Exhibit A). The parcel, which is within a Significant Ecological Area, is relatively undisturbed apart from dirt access roads and a fuel modification zone adjacent to the residential community to the north. The topography of the site, with its steep canyons, hillsides, and drainages, supports a variety of vegetation communities including coastal sage scrub, oak woodland (with over 1,000 estimated coast live oak trees), chaparral (dominated by laurel sumac, toyon, and elderberry), non-native grassland, mulefat scrub, and sycamore riparian woodland (Exhibit B). Over the years several biological surveys have been conducted onsite documenting high species richness including several relatively rare and/or sensitive species such as amphibians, monarch butterflies, gray fox, and long-tailed weasel.

The second transaction is a land swap involving portions of two parcels along the eastern boundary of the Preserve: Assessor Parcel Numbers 8266-002-901 (Habitat-Authority owned) and 8269-003-900 (Rowland Water District-owned) (Exhibit C). The Habitat Authority would acquire land from RWD in exchange for giving RWD a maintenance easement along the property boundary and a portion of the adjacent Habitat-Authority-owned parcel, which the RWD has cleared of vegetation and encroached upon with their fence line. The portion of the RWD-owned parcel that the Habitat Authority would acquire has scattered coastal sage scrub plant species, chaparral species, and an understory of non-native vegetation. There are coast live oak and black walnut trees directly adjacent.

Rowland Water District is amenable to funding habitat enhancement of Habitat property in an effort to increase the quality of native habitat.

Attachments:

Exhibit A: Nelson Chung parcel map

Exhibit B: Nelson Chung parcel vegetation map

Exhibit C: Rowland Water District parcel map

Recommendation:

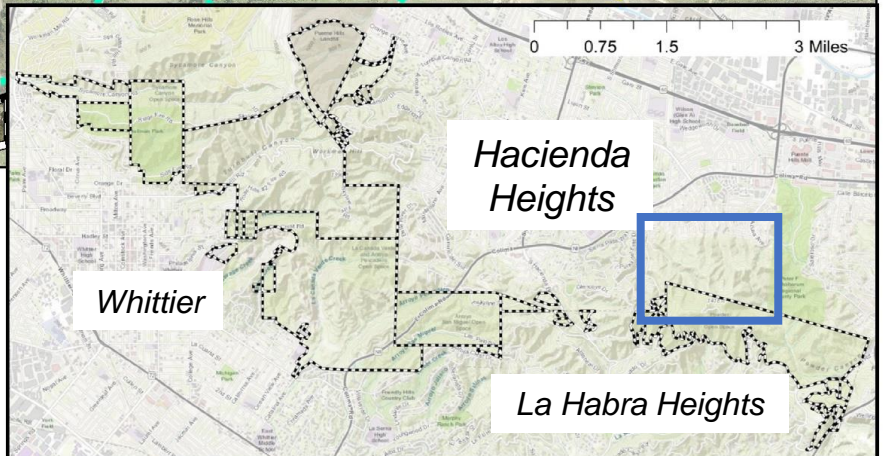
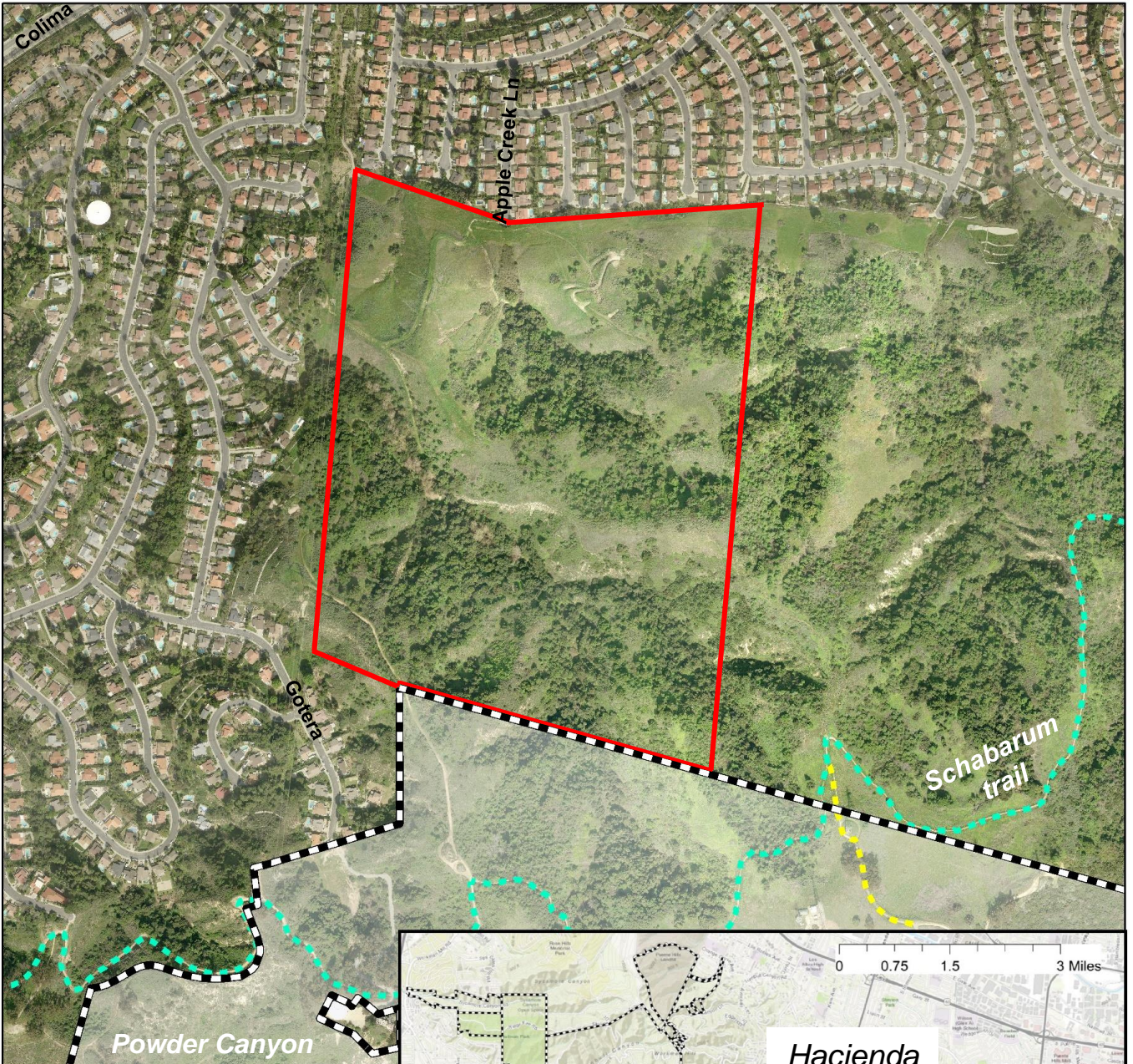
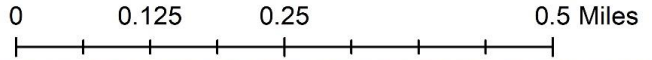
Receive and file. This is an information item for the Committee.



**Puente Hills
Habitat Preservation Authority**
Endowment Provided by the Puente Hills Landfill

Exhibit A. Proximity of the Nelson Chung Parcel to the Puente Hills Preserve












Hacienda Heights, Los Angeles County



Legend

-  Puente Hills Preserve Boundary
-  Habitat Authority-managed trail
-  LA County-managed trail
-  Project parcel (APN 8294-030-001)



	32.000.00, Coastal Scrub		63.410.00, Mexican Elderberry [<i>Sambucus mexicana</i>]
	32.000.00D, Coastal Scrub - Disturbed		63.510.00, Mulefat Scrub
	37.800.00, Sumac Scrub		71.060.19, Coast Live Oak Woodland
	42.000.00, Non-Native Grassland		00.000.00, Non-Native Trees
	42.000.00F, Non-Native Grassland - Fuel Modification Zone		00.000.00, Disturbed/Developed
	61.313.00, Foothill Sycamore Riparian Woodland		

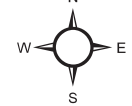
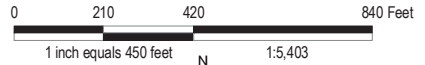
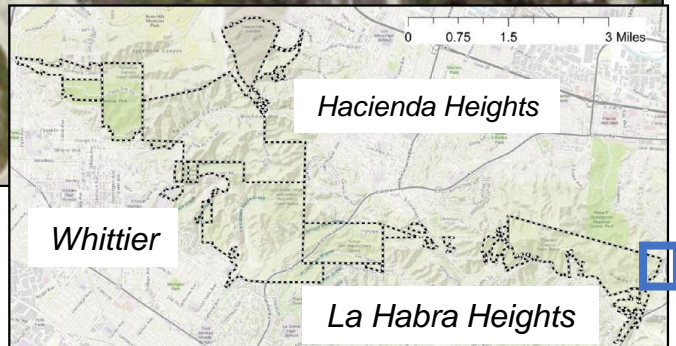
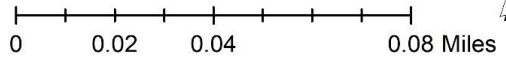


EXHIBIT 3: VEGETATION COMMUNITIES 2007
 PACIFIC HEIGHTS | LOS ANGELES COUNTY, CALIFORNIA







Exhibit C. Rowland Water District Land Swap Powder Canyon

Puente Hills Preserve, Los Angeles County



Legend

-  Puente Hills Preserve boundary
-  Trailhead
-  Rowland Water District parcel (APN 8269-003-900)
-  Boundary fence line (land swap will occur in vicinity)

MEMORANDUM

Meeting Date: February 13, 2024
To: Citizens Technical Advisory Committee
Prepared by: Andrea Gullo, Executive Director

Agenda Item IX. Discussion and possible recommendation to the Board authorizing the Executive Director to enter into a contract amendment with TeamCivX LLC in the amount of \$81,415 to facilitate informational mailers regarding the Authority, and amend the agency budget as appropriate.

Background:

In March 2023, the Board of Directors approved a contract in the amount of \$102,231.42 with TeamCivX for specialized public outreach, communication and educational consulting services.

This includes the services of designing and mailing informational materials. This proposed amendment would fund this service. In December 2023, the Board amended this contract for its first mailer, and the current contract amount is \$148,196.42. Consistent with the scope of the contract, a second amendment is proposed to fund the services of designing and mailing informational materials in the amount of \$81,415. The new contract amount would be \$229,611.42.

With this second amendment to the contract, up to two informational jumbo postcards are proposed for mailing to either 50,000 or 95,444 households within the communities of Whittier, Roland Heights, La Habra Heights and Hacienda Heights. The postcard size and recipients would be decided at a later date by the Board subcommittee or Executive Director. The purpose of the mailers is to provide information to local households about the public services provided by this agency, and about a possible financing district. As was discovered through information gathering efforts of consultant FM3 last spring, the community is largely unaware of who the agency is and what it does.

Fiscal Impact:

The funding for this would be from the agency Access Fees funds.

Recommendation:

That the Committee recommend to the Board of Directors that they authorize the Executive Director to amend the contract with TeamCivX in the amount of \$81,415 and amend the agency budget as appropriate.

Attachments:

Attached is the proposal from TeamCivX and the contract amendment for consideration.



January 30, 2024

To: Andrea Gullo, Executive Director, Puente Hills Habitat Preservation Authority

From: Joy Kummer, Partner

Re: Informational Mail Pricing

Informational mail is helpful to raise awareness of the Habitat Authority, as well as share information about the needs facing the Authority and continue the engagement process regarding a potential CFD. As a public agency, the Habitat Authority has 2 options when considering how to send informational mailing: mailing to every door direct mail (EDDM), or mailing to all registered voters in the proposed CFD.

Mailing to EDDM would include the communities of Wittier, Roland Heights, La Habra Heights, and Hacienda Heights and is best for broad communications. It is approximately 95,500 households.

Mailing to registered voters in the proposed CFD area would only include voters within the boundaries, and is better for communications specifically about the proposed tax. It is approximately 50,000 households, but we would need the final map from SCI that would be used by the Registrar of Voters.

We recommend 2 additional informational mailings, in April and in early June, at the large postcard size: either 8.5x11 or 8.5x13.

The April mailing would be to EDDM, sharing more broad information about the Habitat Authority, the trails that are part of the Habitat Authority, ask people to take part in our survey, and share information about upcoming events.

The June mailing would be to the CFD area only and include information about the proposed CFD and ask voters to take part in our survey and share their thoughts.

Estimated cost for these two mailings are as follows:

8.5x13

EDDM: \$44,965

Registered voters: \$36,450

Estimated total for both: \$81,415

8.5x11

EDDM: \$42,407

Registered voters: \$32,650

Estimated total for both: \$75,057

SECOND AMENDMENT TO
PUENTE HILLS HABITAT PRESERVATION AUTHORITY
Habitat Communications and Outreach
Agreement 23-08B

This second amendment to that certain agreement entitled Habitat Communications and Outreach and numbered 23-08B (Agreement) is entered into on February 15, 2024 between the Puente Hills Habitat Preservation Authority (PHHPA) and TeamCivX (Consultant).

RECITALS

A. PHHPA and Contractor entered into the Agreement on December 1, 2022. Consultant agreed to provide professional services for specialized public outreach, educational services, and strategy consulting services related to a possible Community Financing District as a financing mechanism, for a Term ending November 2024, and total compensation in the amount of 102,231.42.

B. PHHPA amended the Agreement on December 21, 2023 (Amendment No. 1) increasing compensation by \$45,965 for designing and mailing informational materials. The new contract amount was \$148,196.42.

C. PHHPA now wishes to fund the services of designing and mailing informational materials in the amount of \$81,415. The new contract amount would be \$229,611.42.

AGREEMENT

1. PHHPA and Consultant agree to the following amendments (added text in ***bold italics***, deleted text in ~~strikethrough~~):

Section 1.01(d) is amended to read:

Public Information and Stakeholder Outreach. CONSULTANT shall perform any of the following services as needed to raise awareness of PHHPA, its funding needs and the Revenue Measure proposal, each of the services to be subject to PHHPA's approval:

- 1) Develop communication plan for PHHPA based on needs;
- 2) Develop informational fact sheets to be distributed at community functions;
- 3) Provide content related to the Revenue Measure to be added to PHHPA's website, included in email updates and added to newsletters;
- 4) Prepare PowerPoint presentations for community meetings;
- 5) Write, design, and produce mailings to educate, inform and engage voters, including 8.5 x 13 postcard mailer in January 2024 or February 2024 to the surrounding community of approximately 95,000 households; ***and including 2 postcard mailers in the months between March and June 2024 to the surrounding community of approximately 50,000 to 95,000 households;***
- 6) Develop strategies and plans to inform and engage key internal stakeholder groups;

- 7) Develop strategies and plans to inform and engage influential external groups including elected leaders, business leaders, city leaders, ethnic community leaders, faith community leaders, taxpayer groups, labor organizations, and others

Section 3.01 of the Agreement is amended to read:

The total payment for all services on a Time and Materials basis based on the rates as provided in Exhibit A and shall not exceed \$102,231.42 (~~one hundred two thousand, two hundred thirty one Dollars and 42 cents~~) **\$229,611.42 (two hundred twenty-nine thousand six hundred eleven dollars and forty two cents)**, payable on receipt of invoices on no less than a monthly basis. Additional change orders for costs above the stated contract price need to be pre-approved by PHHPA in writing prior to work being conducted. Invoices shall include a summary of work completed, and shall be payable on a monthly basis. The Base Consulting Fee of \$7,200 per month as stated in Exhibit A shall be calculated on a pro-rata basis for the initial and/or final month of service if less than a full calendar month before and after contract pauses or when the contract ends. As of the date of the First Amendment, the cost for services to include the mailer shall be \$45,965 which shall be added on a pro rata basis to the Base Consulting Fee:

As of the date of the Second Amendment, the cost for services to include the mailers shall be \$81,415 which shall be added on a pro rata basis to the Base Consulting Fee.

2. All other terms and provisions of the Agreement shall remain in full force and effect.

PUENTE HILLS
HABITAT PRESERVATION AUTHORITY

TEAM CIVX

By _____
Andrea Gullo, Executive Director

By _____
Joy Kummer, Partner

Date

Date

MEMORANDUM

Meeting Date: February 13, 2024
To: Citizens Technical Advisory Committee
Prepared by: Andrea Gullo, Executive Director

Agenda Item X. Discussion and possible recommendation to the Board to authorize the Executive Director to execute a contract with Fairbank, Maslin, Maullin, Metz & Associates for opinion poll services in the amount up to \$34,750.

Background:

At the December 2022 Authority Board meeting, the Board awarded a contract to FM3 to conduct an opinion poll for the Authority regarding the financial needs of the agency. Proposed is a follow up survey by both telephone (offered verbally in English, Spanish and Chinese) and online (English) methods.

FM3 provided the attached proposal in the following amounts:

	Sample size 400	Sample size 500	Sample size 600
12-minute survey	\$29,250	\$31,850	\$34,750
15-minute survey	\$30,850	\$34,250	\$36,750

FM3 is recommended without additional solicitation because they bring knowledge and familiarity with the local issues and voter trends in the Authority’s region, as well as south San Gabriel Valley and the northern Gateway Cities. Also, they have experience with recent county-wide park measures and issues. This vast library of local research is a key reason for the recommendation to hire this consultant. Additionally, they would be building on data received from the previous poll they conducted for the Authority.

Our consultant, TeamCivX recommends that the Authority conduct this poll, and they would coordinate with FM3 on the design of the poll. It is estimated that the survey efforts would commence in February and conclude in March unless otherwise determined by the Board subcommittee.

Fiscal Impact:

Funding for this endeavor would be from mitigation Access Fees funds.

Recommendation:

That the Committee recommend to the Board of Directors that they authorize the Executive Director to execute a contract with Fairbank, Maslin, Maullin, Metz & Associates (FM3) in the amount of at least \$29,250 up to \$34,750.

Attachment:

FM3 proposal



FAIRBANK, MASLIN,
MAULLIN, METZ
& ASSOCIATES

TO Joy Kummer
Team CivX

FROM Richard Bernard and Adam Sonenshein
FM3 Research

RE: Conducting a Tracking Survey for the Puente Hills Habitat Preservation Authority

DATE November 22, 2023

Fairbank, Maslin, Maullin, Metz & Associates (FM3) is pleased to submit this short scope of work to conduct additional research for the Puente Hills Habitat Preservation Authority regarding the potential creation and funding of a facilities district through a local ballot initiative for the preservation of open space and habitat protection, including fire protection and mitigation.

We understand the Habitat Authority is hoping to conduct a short tracking survey that focuses on the 1-cent-per-square-foot parcel tax option that we explored in our initial baseline survey in February. This tracking survey would be designed to help the Habitat Authority better understand its ability to move forward with forming a community facilities district (CFD) and placing a funding measure on the November 2024 ballot.

As a refresher, our baseline survey found that support for the 1-cent-per-square-foot measure was nearly at two-thirds on the initial vote and rose to just above two-thirds after positive information. Now that the Habitat Authority has done some educational outreach, a tracking survey will provide additional information on the impacts of that outreach as well as an updated view on where voters stand regarding a potential parcel tax to fund open space and habitat protection. As requested by the Habitat Authority, the survey would focus primarily on positive messaging in order to see how it might continue to move voters to favor a potential measure.

Given the Habitat Authority's goals and our standard protocol for tracking surveys, this survey would be shorter in length than the baseline survey, about 12 to 15 minutes long. Additionally, to be mindful of budgetary constraints, we are offering smaller sample sizes for this survey, as compared to the sample size of 600 we utilized for the baseline. Please keep in mind that a smaller sample size does increase the margin of error—this is especially important when attempting to secure funding via a parcel tax measure, which as you know, requires two-thirds voter approval to pass.

Additional research specifications (including margins of error for various sample sizes) are on the next page. The FM3 team looks forward to this opportunity to continue our work with the Habitat Authority.

Dr. Richard Bernard, Partner
Bernard@FM3Research.com
(310) 428-1809 (cell)

Adam Sonenshein, Senior Vice President
Adam@FM3Research.com
(310) 569-3653 (cell)

Methodology	Dual-mode survey with a combination of telephone (cell and landline) and online interviews
Respondent Contact Method	Telephone calls, email invitations, text invitations
Population & Sample	400, 500, or 600 likely November 2024 voters in the Puente Hills Preservation Authority District: La Habra Heights, Hacienda Heights (Uninc.), Rowland Heights (Uninc.), Whittier
Margin of Sampling Error*	<p>±4.9% for a sample of 400 interviews ±4.4% for a sample of 500 interviews ±4.0% for a sample of 600 interviews</p> <p><i>*At the 95% confidence level (i.e., in 95 out of 100 cases)</i></p>
Questionnaire	12-15 minutes
Language	Telephone interviews will be conducted in English, Spanish, and Chinese; online interviews will be conducted in English only.
Deliverables	<p>Following the completion of the survey, we will provide:</p> <ul style="list-style-type: none"> • A questionnaire for easy reference • An analysis of survey results in PowerPoint • A presentation of the survey results <p>FM3 will also be available for ongoing consultation and any further analysis of the research.</p>

Costs	Survey Length	400 interviews	500 interviews	600 interviews
	12 minutes	\$29,250	\$31,850	\$34,750
	15 minutes	\$30,850	\$34,250	\$36,750

MEMORANDUM

Meeting Date: February 13, 2024

To: Citizens Technical Advisory Committee

Prepared by: Andrea Gullo, Executive Director

Agenda Item XI. Discussion and possible recommendation to the Board on Habitat Authority's Earth Day event.

Background:

At the last Board of Directors meeting, the Chair directed staff to return with various ideas for the Authority's Earth Day celebration either on April 20 or 21, 2024 which are listed below:

Option 1 – One location: Hacienda Hills Trailhead on Saturday, April 20

Option 2 – Two locations: Hellman Park and Hacienda Hills on Saturday, April 20

Option 3 – Board preference of an option not presented

Option 1 – One location

A Saturday celebration is expected to be more popular and therefore is recommended. Hacienda Hills Trailhead is recommended for an event because of the availability of parking and focused access at one point. Given the staffing and resources available, a manageable event size is a consideration.

Logistics:

Set up at 8:30 a.m.

Event duration 9-11:30 a.m.

Event details:

- Informal event where staff and volunteers can meet in person with visitors to share agency values, inspire stewardship, provide activities, provide agency information and celebrate Earth Day.
- Have 2-3 staff members, 1-2 MRCA staff members, 4-6 volunteers
- Hand out plastic bags to willing hikers between 9-10 a.m. to pick up trash and return bags for disposal by 11:30 a.m.

- Have at least two volunteer docents conduct a 2-hour “Earth Day ecology clean-up hike” focusing on trash and dog waste pickup. Leaving at 9 a.m.
- Staff and volunteers conduct weeding of bio-swale or trail (Ecologist to provide guidelines and training to volunteers to help direct participants).
- Have one table and canopy. Provide giveaways, water, informational materials, trail maps, and sign-up list for newsletter and 30th anniversary event. Regarding giveaways, staff has ordered stickers, and is investigating the idea of producing postcards as suggested by a Board Member.
- MRCA hauls trash bags at the end.
- Possibly asking 3-4 of our partners if they’d like to have a table to provide information.
- Staff has inquired about free product donation from three companies (chocolate, protein bars, and water). They would be recognized as sponsors if they donated.
- Staff has inquired about a bird release from a local bird rehabilitator. If they have a rehabilitated bird, we would highlight this in the promotional efforts.

Event promotion:

- Announce in the agency’s April newsletter
- Hang one Earth Day banner at trailhead 1 month in advance
- Post on social media
- Promote with flyer at Sanitation Districts’ Earth Day event earlier in the month
- Reach out to service groups (scouts, Kohl’s, etc.)

Costs

- Giveaways, trash bags and gloves, water, snacks, print announcement banner

Option 2 – Two locations

A Saturday celebration is expected to be more popular and therefore is recommended. Hacienda Hills Trailhead is recommended for reasons stated above, as well as Hellman Park as requested by the Chair.

A. Location #1: Hacienda Trailhead

The event is the same as above plus the following below.

B. Location #2: Hellman Park

Logistics:

Set up at 8:30 a.m.

Event duration 9-11:00 a.m.

Event details:

- Informal smaller tabling presence where staff and volunteers can meet in person with visitors to share agency values, inspire stewardship, provide agency information and celebrate Earth Day.
- Have 1 staff member, 1 ranger (extra staffing required of MRCA beyond contract), and 1-2 volunteers (as available)
- Have one table and canopy. Provide giveaways, water, informational materials, trail maps, and sign-up list for newsletter and 30th anniversary event.
- Hand out plastic bags to willing hikers between 9-10 a.m. to pick up trash and return bags for disposal by 11:00 a.m. or have them leave it in, or next to, the trailhead trash can.
- Ranger hauls trash bags at the end.

Promotion at Hellman

- Same as Hacienda Hills promotion except no banner at trailhead 1 month in advance.

Costs

- Costs are similar but slightly more to accommodate the second location (more giveaways and supplies such as trash bags, gloves, water, snacks, and additional MRCA staff).

Fiscal Impact:

Expected costs would be roughly \$1,000.

Recommendation:

That the Committee recommend Option 1 to the Board of Directors and provide any additional feedback.

Additional Materials

Heights Heli-Hydrant officially dedicated

Representatives from the California Senate, Los Angeles County, La Habra Heights, Whittier, Hacienda Heights, Rowland Heights and the Puente Hills Habitat Preservation Authority (Habitat Authority) took part in a dedication ceremony on December 15 for the new Heli-Hydrant that provides water to fill tanks on helicopters that fight wildfires in the Heights and neighboring areas.

Situated on a hilltop in eastern La Habra Heights, the hydrant is on property that is part of the 3,870-acre preserve managed by the Habitat Authority, including 724 acres within the boundaries of La Habra Heights. The site was chosen as the most suitable location by helicopter pilots from the Los Angeles County Fire Department.

Ivan Sulic, chairperson of the Habitat Authority board of directors, was master of ceremonies for the event. Speakers were Los Angeles County Supervisor Janice Hahn, Los Angeles County Fire Chief Anthony Marrone, State Senator Bob Archuleta, La Habra Heights Mayor Carol Engelhardt, La Habra Heights City Councilmembers Brian Bergman and Dennis Laherty, and La Habra Heights Fire Chief Mitch Brookhyser.

“The operative word for today is *collaboration*,” said La Habra Heights Councilmember Dennis Laherty, who, along with Councilmember Brian Bergman,



Left to right: LA County Supervisor Janice Hahn, Senator Bob Archuleta and Habitat Authority Board Chairperson Ivan Sulic display a Senate certificate commemorating the dedication.



LA County Supervisor Janice Hahn, assisted by LA County Fire Chief Anthony Marrone and young helpers, cuts the ribbon during the Heli-Hydrant dedication ceremony.

spearheaded efforts to get the Heli-Hydrant approved, funded and installed. Laherty noted that planning and negotiations were especially difficult and time-consuming since so many agencies and organizations were involved. He and Bergman both recognized and thanked Supervisor Janice Hahn for helping to negotiate agreements and secure grant funding for the project.

Executive Director Andrea Gullo of the Habitat Authority was also heavily involved in negotiations that led to ecologically acceptable site preparations and installation of the important new firefighting technology.

Pam McVicar, board vice president of the La Habra Heights County Water District, was the first to advocate installing a Heli-Hydrant in our community after learning how effective such equipment had been in fighting wildfires in Orange County.

Supervisor Hahn said: “During a firefight, precious minutes matter! We’re grateful that we can provide you with this new tool to help protect this beautiful La Habra Heights and surrounding communities.”

Senator Bob Archuleta reminded the audience that La Habra Heights is the first city in Los Angeles County to install a Heli-



Left to right: La Habra Heights City Councilmembers Brian Bergman and Dennis Laherty spoke about the challenges that had to be overcome to make the heli-hydrant a reality.

Hydrant and called it a reminder of ongoing commitments to protect the Heights from wildfire. He also praised fire academy students who serve as volunteer firefighters in the La Habra Heights Fire Department. “La Habra Heights, you’re the mothership for all these young firefighters who learn their trade here and then move out to serve other communities,” he said.

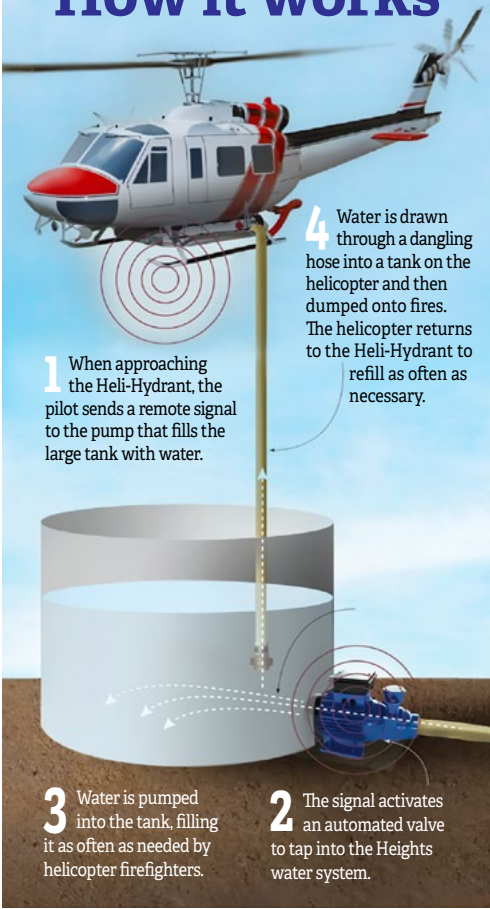
Los Angeles County Fire Chief Anthony Marrone and La Habra Heights Fire Chief Mitch Brookhyser explained the vital role that timely water drops play in bringing wildfires under control quickly.



Cover and ceremony photos by Dan Stracner.

Representing La Habra Heights at the dedication ceremony were (left to right): Pam McVicar, vice president of the board of directors of the La Habra Heights County Water District; City Treasurer Dinesh Ghiya; Interim City Manager Rafferty Wooldridge; Mayor Carol Engelhardt; City Councilmembers Brian Bergman, Dennis Laherty and Norm Zezula; and Fire Chief Mitch Brookhyser.

How it works



In the past, helicopters fighting fires in the Heights either had to land in Schabarum Park for difficult manual refilling or travel to local reservoirs such as Puddingstone Lake. The convenient location of our new Heli-Hydrant creates a force-multiplier effect, allowing a single helicopter to perform many more water drops in a shorter period of time. A small helicopter holds 350 gallons; a large Chinook CH-47 (see the photo on the cover) holds 3,000 gallons.

Made by Whaling Fire Line Equipment (Canyon Country, California), the patented Heli-Hydrant system features remote, radio-activated, helicopter pilot-controlled valves that rapidly fill and drain the 8,600-gallon tank, which is 8 feet high and 15 feet in diameter. The tank has no lid so that it remains dry when not in use to prevent stagnant water and to keep wildlife and people safe. During Red Flag Fire Alert days, the La Habra Heights Fire Department has the option to prefill the tank as an extra precaution.

Having a Heli-Hydrant the Heights enables helicopter firefighters to suppress fires sooner and keep fires smaller. This technology increases protection not only for our city, but also for surrounding communities, constituting a significant contribution to our Mutual Aid Agreements with neighboring agencies.



Orange County Fire Authority

Landon Jensen Photography



**Puente Hills
Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill



January 29, 2024

Judy Ennis
1779 Virazon Drive
La Habra Heights, CA. 90631

Dear Judy:

Thank you very much for the tax-deductible donation of \$50.00 to the Puente Hills Habitat Preservation Authority. Your donation is generous and very appreciated.

This thoughtful gift will help offset the cost of refreshments at our recent Open House event, as you requested. Donations like these contribute towards the Habitat Authority's mission of preserving and protecting the Puente Hills Preserve. Contributions like this help our agency to continue to preserve the hills for the benefit of wildlife, their habitat, and people. Your continued support means a lot to us. Again, thank you.

Sincerely,

Andrea Gullo
Executive Director

C:
Board of Directors
Advisory Committee



**Puente Hills
Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill

 habitatauthority.org

Join Us!

Join the Puente Hills Habitat Preservation Authority and the Whittier Museum for an informational presentation on the role of the Habitat Authority in preserving and maintaining local open space and protecting our local communities from the threat of wildfire.

Where:

Whittier Museum
6755 Newlin Ave, Whittier

When:

Tuesday, February 27, 2024 at 6:30pm

There will be a short presentation followed by a Q & A.

