

**BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY
Endowment Provided by the Puente Hills Landfill**

The special meeting of the Board of Directors, August 17, 2023 at 3:00 p.m. will take place in-person and also available for remote access. Members of the public can observe and participate in the meeting as follows:

In-person: **Joint Administration Office of the County Sanitation Districts of Los Angeles County
1955 Workman Mill Road, Whittier California 90601**
Location: Conference Room E/F

And remotely via Zoom by joining at this address: <https://us02web.zoom.us/j/3397206095>
Zoom ID **339 720 6095**

PUBLIC COMMENTS: Members of the public may provide electronic comments by 3:00 pm on Wednesday, August 16, 2023 before the meeting to info@HabitatAuthority.org. Please label the email in the subject heading as “Public Comments”. Public comments may also be verbally heard during item #1 of the meeting, either in person or via Zoom.

Agency	Director	Alternate
County of Los Angeles	SULIC, Chair	YOKOMIZO
City of Whittier	MARTINEZ	MARTINEZ
Hacienda Heights Improvement Association	YIP	MONARES
Sanitation Districts of Los Angeles County	FERRANTE, Vice Chair	REVILLA

The Puente Hills Habitat Preservation Authority is a public entity established pursuant to the Joint Exercise of Powers Act by agreement with the City of Whittier, County of Los Angeles, and Los Angeles County Sanitation Districts. Questions about any agenda items can be directed to Andrea Gullo, Executive Director, at 562.945.9003.

72 hours prior to Board of Directors meetings, the entire Board of Directors agenda package is available for review, along with any meeting-related writings or documents provided to a majority of the Board members after distribution of the agenda package, at 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), a Regular Meeting of the Board of Directors of the Authority will be held at the call of the Chair of the Authority at the above time and place for the purpose of:

1. Receipt of Public Comments. Members of the public may address the Board of Directors on any topic within the jurisdiction of the Habitat Authority, or any item shown on the agenda.
2. Acknowledgement of Andrew Yip as Board Member and Gabriel Monares as Alternate Director as the Hacienda Heights’ representatives appointed by Supervisor Solis.

3. Consent Calendar:
 - a. Approval of Authority Special Meeting Minutes of July 20, 2023.
 - b. Receive and file Authority's Wells Fargo account reconciliation reports.
 - c. Receive and file Receipts and Disbursements for the Authority for the quarter ending June 30, 2023, as submitted by the Los Angeles County Department of Auditor-Controller.
4. Discussion and possible action regarding approval of recommendation for appointment of Citizens Technical Advisory Committee Members from Supervisor Solis of John Ford term through 2/1/25, and the City of Whittier for Michelle Pekko-Seymoure term through 2/1/25, Shelley Romanoff-Andros term through 2/1/26, Dr. Janis Cavanaugh term through 2/1/27.
5. Discussion and possible action approving Authority Resolution 2023-05 entitled Establishing the Salary, Benefits and Management for Employees (this Resolution to be read by title only, further reading being waived), and amend the Authority budget as necessary.
6. Instruction to negotiators on property negotiations for Assessor Parcel Numbers 8267-014-904, 8267-014-906 commonly known as the Diaz/Old Coach property and APN 8266-002-901, Powder Canyon. 1) Negotiations for an easement over approximately 1/10th of an acre of the property for heli-hydrant easement, and 2) Negotiations regarding La Habra Road vacation and a portion to be dedicated to the City of La Habra Heights for a fire access easement. Negotiating parties include Board Chair or Vice Chair, Executive Director, and City of La Habra Heights. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)
7. Instruction to negotiators on property negotiations for Assessor Parcel Numbers 8266-002-901 and 8269-003-900. Negotiating parties include Board Chair, Executive Director, and Rowland Water District. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)
8. Instruction to negotiators on property negotiations for Assessor Parcel Numbers 8239-045-902 and 8239-047-902. Negotiations for an access easement over the property. Negotiating parties include Board Chair, Executive Director, and Coast Community College. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)
9. Instruction to negotiators on property negotiations for Assessor Parcel Numbers 8267-017-900, 8267-017-905, 8267-017 906, and 8267-018-909 located along Harbor Boulevard. Negotiations for RMX Resources LLC., to Quitclaim to Habitat Authority all its rights, title, and interest and reserve easement for certain rights and pipelines. Negotiating parties include Board Chair or Vice Chair, Executive Director, Los Angeles County, and RMX Resources, LLC.
10. Pending litigation – Initiation of litigation. Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation. (Gov't Code Section 54956.9(d)(4).)

Notice and Agenda Regular Meeting

Thursday, August 17, 2023, 3:00 p.m.

11. Board Members' statements, responses, questions or directions to staff, and Executive Director's comments.
12. Adjournment and announcement of next meeting.

Draft Minutes of Special Meeting – July 20, 2023
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

This meeting was held at the Joint Administration Office of the County Sanitation Districts of Los Angeles County: 1955 Workman Mill Road, Whittier, CA 90601

And remotely for members of the public via Zoom at this address:
<https://us02web.zoom.us/j/3397206095>, Zoom ID 339 720 6094

At 3:00 p.m., the meeting was called to order and a roll call was taken.

Chair Sulic administered the Oath of Office to Andrew Yip.

From Hacienda Heights Improvement Association:

Present: Andrew Yip, Director

From City of Whittier:

Present: Councilmember Jessica Martinez, Director

From Sanitation Districts of Los Angeles County:

Present: Robert Ferrante, Vice Chair

From County of Los Angeles

Present: Ivan Sulic, Chair

Authority representatives present:

Andrea Gullo, Authority Executive Director

Michelle Mariscal, Authority Ecologist

Marlyn Barajas, Authority Board Secretary

Elena Gerli, Esq., Aleshire & Wynder LLP, Authority Counsel

Cathy Houwen, CTAC's Board Liaison

Kenn Hughes, Mountains Recreation and Conservation Authority, Deputy Chief Ranger

1. RECEIPT OF PUBLIC COMMENTS. MEMBERS OF THE PUBLIC MAY ADDRESS THE BOARD OF DIRECTORS ON ANY TOPIC WITHIN THE JURISDICTION OF THE HABITAT AUTHORITY, OR ANY ITEM SHOWN ON THE AGENDA.

The electronically submitted public comments by Stephen Blagden were acknowledged and received regarding the communications tower located at 16700 Skyline Drive in La Habra Heights and comments regarding suggesting private security to supplement regular patrols.

CONSENT CALENDAR:

- a. **Approval of Authority Special Meeting Minutes of May 25, 2023.**
- b. **Receive and file the Authority's Portfolio Earnings Reports and Custom by Instrument Type for May and June 2023 prepared by the County of Los Angeles Treasurer and Tax Collector.**

<p>Director Martinez motioned to approve items a and b, and Vice Chair Ferrante seconded the motion. In a vote, the motion passed unanimously.</p>
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Draft Minutes of Special Meeting – July 20, 2023
BOARD OF DIRECTORS
PUEENTE HILLS HABITAT PRESERVATION AUTHORITY

3. UPDATE ON RANGER ACTIVITIES, AND RECEIVE AND FILE APRIL, MAY AND JUNE 2023 MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) RANGER REPORTS.

Deputy Chief Ranger Kenn Hughes, MRCA, provided a PowerPoint presentation detailing the rangers' duties and an update regarding ranger reports. There was discussion. The report was received and filed.

4. DISCUSSION AND POSSIBLE ACTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE THE THIRTY-SECOND AMENDMENT OF THE OPEN SPACE MANAGEMENT AGREEMENT WITH THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) FOR MAINTENANCE AND OPERATION SERVICES EXTENDING THE TERM AN ADDITIONAL YEAR FROM 7/1/23 TO 6/30/24 IN THE AMOUNT OF \$ \$470,497.00, AND B) AMEND THE AUTHORITY BUDGET TO ACCOMMODATE AN INCREASE OF \$27,000.

Executive Director Gullo provided a report on the matter. There was discussion.

Vice Chair Ferrante motioned to approve authorizing to execute the Thirty-Second Amendment of the Open Space Management Agreement with the MRCA for maintenance and operation services extending the term an additional year from 7/1/23 to 6/30/24 in the amount of \$ \$470,497.00, and to amend the authority budget to accommodate an increase of \$27,000. Director Martinez seconded the motion, and in a vote, the motion passed unanimously.

5. DISCUSSION AND POSSIBLE ACTION ABOUT PILOT PROGRAM FOR PROVIDING DOG POOP BAGS AT ARROYO PESCADERO TRAILHEAD.

Executive Director Gullo provided a report outlining the estimated cost of the pilot program over several months. An initial six month program would cost approximately \$1,100.00.

Vice Chair Ferrante motioned to approve the pilot program for providing dog poop bags at Arroyo Pescadero Trailhead for six months. Director Yip seconded the motion, and in a vote, the motion passed unanimously.

6. DISCUSSION AND POSSIBLE ACTION REGARDING SENDING AUTHORITY LETTER TO LOS ANGELES COUNTY PLANNING COMMISSION REGARDING PROJECT NO PRJ2020-000612 / EAST SAN GABRIEL VALLEY AREA PLAN FINAL ENVIRONMENTAL IMPACT REPORT.

Ecologist Mariscal provided a report. There was discussion.

Director Martinez motioned to approve sending Authority letter to Los Angeles County Planning Commission regarding Project No PRJ2020-000612 / East San Gabriel Valley Area Plan Final Environmental Impact Report. Director Yip seconded the motion, and in a vote, the motion passed unanimously.

Draft Minutes of Special Meeting – July 20, 2023
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

7. PRESENTATION OF AUTHORITY ACTIVITIES FROM THE PAST YEAR IN REVIEW.

Ecologist Mariscal and Executive Director Gullo provided a PowerPoint presentation highlighting the Authority's activities from the past year, including fuel clearance, trail repair, and restoration projects, among other tasks.

8. INSTRUCTION TO NEGOTIATORS ON PROPERTY NEGOTIATIONS FOR ASSESSOR PARCEL NUMBERS 8267-014-904, 8267-014-906 COMMONLY KNOWN AS THE DIAZ/OLD COACH PROPERTY AND APN 8266-002-901, POWDER CANYON. 1) NEGOTIATIONS FOR AN EASEMENT OVER APPROXIMATELY 1/10TH OF AN ACRE OF THE PROPERTY FOR HELI-HYDRANT EASEMENT, AND 2) NEGOTIATIONS REGARDING LA HABRA ROAD VACATION AND A PORTION TO BE DEDICATED TO THE CITY OF LA HABRA HEIGHTS FOR A FIRE ACCESS EASEMENT. NEGOTIATING PARTIES INCLUDE BOARD CHAIR OR VICE CHAIR, EXECUTIVE DIRECTOR, AND CITY OF LA HABRA HEIGHTS. (THIS ITEM CAN BE HEARD IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8 REGARDING REAL ESTATE NEGOTIATIONS.)

At 4:05 p.m. Chair Sulic moved to continue the discussion of items 8 through 12 in Closed Session.

9. INSTRUCTION TO NEGOTIATORS ON PROPERTY NEGOTIATIONS FOR ASSESSOR PARCEL NUMBERS 8266-002-901 AND 8269-003-900. NEGOTIATING PARTIES INCLUDE BOARD CHAIR, EXECUTIVE DIRECTOR, AND ROWLAND WATER DISTRICT. (THIS ITEM CAN BE HEARD IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8 REGARDING REAL ESTATE NEGOTIATIONS.)

10. INSTRUCTIONS TO NEGOTIATORS ON PROPERTY NEGOTIATIONS FOR ASSESSOR PARCEL NUMBERS 8239-045-902 AND 8239-047-902. NEGOTIATIONS FOR AN ACCESS EASEMENT OVER THE PROPERTY. NEGOTIATING PARTIES INCLUDE BOARD CHAIR, EXECUTIVE DIRECTOR, AND COAST COMMUNITY COLLEGE. (THIS ITEM CAN BE HEARD IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8 REGARDING REAL ESTATE NEGOTIATIONS.)

11. INSTRUCTIONS TO NEGOTIATORS ON PROPERTY NEGOTIATIONS FOR ASSESSOR PARCEL NUMBERS 8267-017-900, 8267-017-905, 8267-017-906, AND 8267-018-909 LOCATED ALONG HARBOR BOULEVARD. NEGOTIATIONS FOR RMX RESOURCES LLC., TO QUITCLAIM TO HABITAT AUTHORITY ALL ITS RIGHTS, TITLE, AND INTEREST AND RESERVE EASEMENT FOR CERTAIN RIGHTS AND PIPELINES. NEGOTIATING PARTIES INCLUDE BOARD CHAIR OR VICE CHAIR, EXECUTIVE DIRECTOR, LOS ANGELES COUNTY, AND RMX RESOURCES, LLC.

Draft Minutes of Special Meeting – July 20, 2023
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

12. PENDING LITIGATION – INITIATION OF LITIGATION. BASED ON EXISTING FACTS AND CIRCUMSTANCES, THE LEGISLATIVE BODY OF THE LOCAL AGENCY HAS DECIDED TO INITIATE OR IS DECIDING WHETHER TO INITIATE LITIGATION. (GOV'T CODE SECTION 54956.9(D)(4).)

At 4:55 p.m. Chair Sulic moved to end Closed Session and the Open Session recommenced.

Items 8 through 12 were discussed and no reportable action was taken.

13. BOARD MEMBERS' STATEMENTS, RESPONSES, QUESTIONS OR DIRECTIONS TO STAFF, AND EXECUTIVE DIRECTOR'S COMMENTS.

Executive Director Gullo made comments regarding a small fire in Hacienda Heights.

Executive Director Gullo mentioned that the CTAC Liaison to the Board, Cathy Houwen, presented an update on Habitat Authority activities at the June La Habra Heights City Council.

14. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING.

There being no further comments, or business to be discussed, Chair Sulic adjourned the meeting at 4:59 p.m. The next regularly scheduled meeting is on August 17, 2023.

Approved:

Ivan Sulic, Board Chair

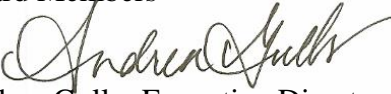
Marlyn Barajas, Board Secretary

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

MEMORANDUM

Date: August 17, 2023

To: Board Members

From: 
Andrea Gullo, Executive Director

Subject: Agenda Item No. 3b) Receive and file Authority's Wells Fargo account reconciliation reports.

Recommendation:

Receive and file the monthly reconciliation of the Wells Fargo Bank Account for May through July 2023.

Background:

At the October 2020 Board meeting the Board authorized the Executive Director to open an Authority bank account with Wells Fargo Bank for donations and electronic payments for matters such as facilitating payments by volunteers for uniforms. According to Authority policies, a minimum balance of \$500 should be maintained, and an individual with no deposit or check writing responsibilities should do the reconciliation reports.

The attached reports are for your review. To date, the Authority has collected \$2,351.80, and has earned \$0.66 in interest income.

From May through July 2023, the Authority collected \$0.10 in interest, collected \$290.84 in donations, and has had payments totaling \$1,408.67. The beginning bank balance in May was \$1,908.67, and the ending bank balance was \$790.94 as of July 31, 2023. At the time this staff report was written, a transfer in the amount of \$290.94 had been made from the Wells Fargo account into the Authority's main account held in the Los Angeles County's pool account. This results in a current minimum balance of \$500 with the Wells Fargo account.

Fiscal Impact:

There is no fiscal impact with transferring the cash to the County.

Puente Hills Habitat Preservation Authority
Wells Fargo Bank Reconciliation
FY 2022-23

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Beginning Balance	1,725.12	1,725.14	1,725.15	1,725.17	1,572.33	1,572.36
Deposits	-	-	-	-	-	-
Payments	-	-	-	(152.85)	-	-
Interest	0.02	0.01	0.02	0.01	0.03	0.07
Ending Balance	1,725.14	1,725.15	1,725.17	1,572.33	1,572.36	1,572.43

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL
Beginning Balance	1,572.43	1,572.50	1,578.52	1,778.59	1,908.67	500.04	1,725.12
Deposits	-	5.96	200.00	130.00		290.84	626.80
Payments	-	-	-	-	(1,408.67)	-	(1,561.52)
Interest	0.07	0.06	0.07	0.08	0.04	0.03	0.51
Ending Balance	1,572.50	1,578.52	1,778.59	1,908.67	500.04	790.91	790.91

Prepared By: Marlyn Barajas, Program Analyst, Habitat Authority

Reviewed By: Andrea Gullo, Executive Director, Habitat Authority

Cummulative Amounts	FY 21-22	FY 22-23	Total
Deposits	1,725.00	626.80	2,351.80
Payments	-	(1,561.52)	(1,561.52)
Interest	0.12	0.51	0.63

**Puente Hills Habitat Preservation Authority
Wells Fargo Bank Reconciliation
FY 2023-24**

	<u>Jul-23</u>	
Beginning Balance	790.91	
Deposits	-	
Payments	-	
Interest	0.03	
Ending Balance	<u>790.94</u>	

Prepared By: Marlyn Barajas, Program Analyst, Habitat Authority

Reviewed By: Andrea Gullo, Executive Director, Habitat Authority

Cummulative Amounts	FY 21-22	FY 22-23	FY 23-24	Total
Deposits	1,725.00	626.80	-	2,351.80
Payments	-	(1,561.52)	-	(1,561.52)
Interest	0.12	0.51	0.03	0.66



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

ACCOUNTING DIVISION
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 603
LOS ANGELES, CALIFORNIA 90012-3682

OSCAR VALDEZ
AUDITOR-CONTROLLER

ASSISTANT AUDITOR-CONTROLLERS

**MAJIDA ADNAN
ROBERT G. CAMPBELL
CONNIE YEE**

July 26, 2023

Andrea Gullo, Executive Director
Puente Hills Habitat Preservation Authority
7333 Greenleaf Ave, First Floor
Whittier, CA 90602

Dear Ms. Gullo:

Attached is the Statement of Receipts and Disbursements for the Puente Hills Habitat Preservation Authority for the quarter ended June 30, 2023.

If you have any questions, please contact Jung Son at (213) 974-8327 or via e-mail at jeson@auditor.lacounty.gov.

Very truly yours,

Oscar Valdez
Auditor-Controller

Rachelle Anema
Division Chief

OV:CY:RA:EW:JS:JK:cl

H:\Special Funds\Special Funds Unit\JOINT POWERS AUTHORITIES\PUENTE HILLS LANDFILL\FY22-23\FY23 Qtrly Stmt PHHPA\Quarter 4\Qtrly Letter_FY23_4th Qtr_Puente.docx

Attachment

c: Jeremy Freelove, Los Angeles County Sanitation District

**LOS ANGELES COUNTY
PUENTE HILLS HABITAT PRESERVATION AUTHORITY
STATEMENT OF RECEIPTS AND DISBURSEMENTS
4th QUARTER APRIL 1, 2023 THRU JUNE 30, 2023**

						<u>Fund V80</u>
Cash Balance, April 1, 2023						\$ 3,383,049.88
Receipts:						
Description	Req. No	Unit No	Rev / Obj Code	Record Date	Amount	
Interests:						
INTEREST ALLOCATION FOR THE MONTH ENDING March 31, 2023		53874	8605	04/01/23	9,530.95	
INTEREST ALLOCATION FOR THE MONTH ENDING April 30, 2023		53874	8605	05/01/23	8,506.66	
INTEREST ALLOCATION FOR THE MONTH ENDING May 31, 2023		53874	8605	06/01/23	<u>13,354.46</u>	
Total Interests:						\$ 31,392.07
Coupon Calls - Interests:						
PHHPA-INT PROCEEDS ON US TREASURY BILL 4/20/23 MATD, Sec ID #931461387				04/20/23	<u>85,742.22</u>	
Total Coupon Calls - Interests:						85,742.22
Coupon Calls - Principal:						
PHHPA-PRINCIPAL PROCEEDS ON US TREASURY BILL 4/20/23 MATD, Sec ID #931461387				04/20/23	<u>3,914,257.78</u>	
Total Coupon Calls - Principal:						3,914,257.78
Other Revenues:						
MATRIX OIL CORP		53874	8363	04/06/23	5,337.51	
PALMDALE SUMMIT		53874	9731	04/28/23	10,000.00	
WELLS FARGO BANK (REVENUE-FILM PERMIT)		53874	8831	05/10/23	1,408.67	
MATRIX OIL CORP		53874	8363	05/16/23	5,395.79	
WHITTIER AUDUBON SOCIETY		53874	9686	05/24/23	100.00	
IT'S GARDEN THYME		53874	9686	05/24/23	50.00	
MATRIX OIL CORP		53874	8363	06/22/23	<u>7,020.97</u>	
Total Other Revenues:						<u>29,312.94</u>
Total Receipts:						<u>4,060,705.01</u>
Total Cash Balance and Receipts						\$ 7,443,754.89

Disbursements:

Vendor Payments:						
JODYE SELCO	2023-177	53874	3580	04/02/23	97.33	
LA HABRA HEIGHTS CO WATER DISTRICT	2023-182	53874	5222	04/06/23	158.76	
LA HABRA HEIGHTS CO WATER DISTRICT	2023-181	53879	5222	04/06/23	555.57	
LA HABRA HEIGHTS CO WATER DISTRICT	2023-183	53879	5222	04/06/23	370.38	
LA HABRA HEIGHTS CO WATER DISTRICT	2023-183	53881	5222	04/06/23	185.19	
MV CHENG & ASSOCIATES	2023-184	53874	3580	04/09/23	1,320.00	
NORTH STAR LAND CARE	2023-187	53882	3580	04/09/23	10,399.88	
RITE-WAY ROOF CORP	2023-185	53874	3580	04/09/23	6,800.75	
TBWBH PROPS & MEASURES	2023-188	53874	3580	04/09/23	7,200.00	
LANCE, SOLL & LUNGARD, LLP dbd LSL CPAs	2023-186	53874	3580	04/10/23	453.38	
ALESHIRE & WYNDRER LLP	2023-207	53874	3717	04/16/23	17,841.50	
CITY OF LA HABRA HEIGHTS	2022-200	53874	3580	04/16/23	11,524.40	
CITY OF WHITTIER, PUBLIC WORKS DEPT	2023-193	53874	5222	04/16/23	426.01	
LAND IQ, LLC	2023-194	53879	3580	04/16/23	1,955.16	
LAND IQ, LLC	2023-203	53879	3580	04/16/23	4,956.63	
LAND IQ, LLC	2023-190	53880	3580	04/16/23	3,541.76	
LAND IQ, LLC	2023-189	53881	3580	04/16/23	1,480.50	
LAND IQ, LLC	2023-191	53883	3580	04/16/23	1,511.25	
LAND IQ, LLC	2023-202	53883	3580	04/16/23	1,767.33	
MV CHENG & ASSOCIATES	2022-201	53874	3580	04/16/23	300.00	
NAKAE & ASSOCIATES, INC	2023-205	53874	3580	04/16/23	1,968.38	
NAKAE & ASSOCIATES, INC	2023-206	53874	3580	04/16/23	1,327.50	
NAKAE & ASSOCIATES, INC	2023-204	53883	3580	04/16/23	10,235.07	
SUBURBAN WATER SYSTEMS	2023-192	53874	5222	04/16/23	105.73	
City of Whittier	2023-208	53874	3587	04/18/23	30,099.97	
City of Whittier	2023-208	53882	3580	04/18/23	691.29	
City of Whittier	2023-208	53883	3580	04/18/23	670.46	
FAIRBANK, MASLIN, MAULLIN, METZ, & ASSOCIATES	2023-209	53874	3580	04/18/23	33,900.00	
GEOVERA INSURANCE COMPANY	2023-210	53874	2302	04/18/23	1,549.00	
NAKAE & ASSOCIATES, INC	2023-197	53874	3580	04/18/23	2,273.98	
NAKAE & ASSOCIATES, INC	2023-196	53879	3580	04/18/23	42,411.60	
NAKAE & ASSOCIATES, INC	2023-195	53881	3580	04/18/23	4,536.00	
LAND IQ, LLC	2023-211	53874	3580	04/19/23	903.50	
AT&T MOBILITY	2023-212	53874	5222	04/24/23	178.22	
CHARTER COMMUNICATIONS	2023-213	53874	5222	04/27/23	89.99	
ESRI - ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	2023-214	53874	3182	05/03/23	440.00	
TBWBH PROPS & MEASURES	2023-215	53874	3580	05/03/23	2,322.58	
ICON TECH	2023-216	53874	5222	05/03/23	88.24	
SAN GABRIEL VALLEY WATER COMPANY	2023-217	53874	5222	05/03/23	244.82	
SAN GABRIEL VALLEY WATER COMPANY	2023-218	53880	5222	05/03/23	244.82	
CITY OF WHITTIER, PUBLIC WORKS DEPT	2023-219	53874	5222	05/09/23	178.91	
CITY OF WHITTIER, PUBLIC WORKS DEPT	2023-219	53874	5222	05/09/23	178.91	
LA HABRA HEIGHTS CO WATER DISTRICT	2023-220	53879	5222	05/09/23	370.38	
LA HABRA HEIGHTS CO WATER DISTRICT	2023-220	53881	5222	05/09/23	185.19	
LA HABRA HEIGHTS CO WATER DISTRICT	2023-221	53879	5222	05/09/23	541.67	
LA HABRA HEIGHTS CO WATER DISTRICT	2023-222	53874	5222	05/09/23	158.76	

**LOS ANGELES COUNTY
 PUENTE HILLS HABITAT PRESERVATION AUTHORITY
 STATEMENT OF RECEIPTS AND DISBURSEMENTS
 4th QUARTER APRIL 1, 2023 THRU JUNE 30, 2023**

Description	Req. №	Unit №	Rev / Obj Code	Record Date	Amount
TEAMCIVX	2023-199	53874	3580	05/09/23	3,948.00
LANCE, SOLL & LUNGHARD, LLP dbd LSL CPAs	2023-223	53874	3580	05/11/23	1,560.00
ICON TECH	2023-224	53874	3580	05/11/23	300.00
LAND IQ, LLC	2023-225	53879	3580	05/11/23	14,474.83
NAKAE & ASSOCIATES, INC	2023-226	53883	3580	05/21/23	13,732.06
LAND IQ, LLC	2023-227	53880	3580	05/11/23	1,275.24
LAND IQ, LLC	2023-228	53883	3580	05/11/23	2,617.21
NAKAE & ASSOCIATES, INC	2023-229	53880	3580	05/21/23	33,219.36
NAKAE & ASSOCIATES, INC	2023-230	53874	3580	05/21/23	1,340.00
TEAMCIVX	2023-231	53874	3580	05/16/23	7,200.00
CAL ARBORIST COMPLETE TREE CARE INC	2023-232	53882	3580	05/16/23	4,000.00
CAL ARBORIST COMPLETE TREE CARE INC	2023-233	53882	3580	05/16/23	3,000.00
SUBURBAN WATER SYSTEMS	2023-234	53874	5222	05/16/23	95.97
ICON TECH	2023-235	53874	5222	05/16/23	88.24
AUDITOR CONTROLLER	2023-236	53874	3672	05/19/23	6,036.38
ALESHIRE & WYNDER LLP	2023-237	53874	3717	05/16/23	6,283.80
STATE FARM	2023-238	53874	2302	05/16/23	754.40
AT&T MOBILITY	2023-239	53874	5222	05/17/23	178.22
CHARTER COMMUNICATIONS	2023-240	53874	5222	05/24/23	89.99
SCI Consulting Group	2023-241	53874	3580	05/25/23	5,000.00
ASSUREDPARTNERS OF CALIFORNIA INS SERVICES LLC	2023-242	53874	2302	06/08/23	48,933.32
SAN GABRIEL VALLEY WATER COMPANY	2023-243	53880	5222	06/06/23	218.90
BELLFREE CONTRACTORS, INC.	2023-244	53874	3580	06/06/23	6,245.00
MASAKO ODAKA dba CILQY LLC	2023-245	53874	3580	06/06/23	356.25
ICON TECH	2023-246	53874	3580	06/25/23	1,039.54
ICON TECH	2023-247	53874	3580	06/25/23	208.80
ICON TECH	2023-247	53874	3580	06/25/23	300.00
LA HABRA HEIGHTS CO WATER DISTRICT	2023-248	53879	5222	06/06/23	555.57
LA HABRA HEIGHTS CO WATER DISTRICT	2023-249	53874	5222	06/06/23	158.76
LA HABRA HEIGHTS CO WATER DISTRICT	2023-250	53879	5222	06/06/23	370.38
LA HABRA HEIGHTS CO WATER DISTRICT	2023-250	53881	5222	06/06/23	185.19
SAN GABRIEL VALLEY WATER COMPANY	2023-251	53874	5222	06/06/23	218.90
CITY OF WHITTIER, PUBLIC WORKS DEPT	2023-252	53874	5222	06/06/23	178.91
CITY OF WHITTIER, PUBLIC WORKS DEPT	2023-252	53874	5222	06/06/23	178.91
CITY OF WHITTIER, PUBLIC WORKS DEPT	2023-252	53874	5222	06/06/23	178.91
CITY OF WHITTIER, PUBLIC WORKS DEPT	2023-252	53874	5222	06/06/23	178.91
IRRI-CARE PLUMBING AND BACKFLOW TESTING, INC	2023-253	53874	3580	06/25/23	120.00
SUBURBAN WATER SYSTEMS	2023-254	53874	5222	06/14/23	95.97
CITY OF WHITTIER, PUBLIC WORKS DEPT	2023-255	53874	5222	06/14/23	418.78
ICON TECH	2023-256	53874	5222	06/25/23	88.24
AT&T MOBILITY	2023-257	53874	5222	06/19/23	178.22
ICON TECH	2023-258	53874	3580	06/25/23	225.00
City of Whittier	2023-198	53874	3587	06/25/23	44,349.78
City of Whittier	2023-198	53883	3580	06/25/23	495.79
City of Whittier	2023-198	53882	3580	06/25/23	789.11
City of Whittier	2023-198	53874	3202	06/25/23	108.30
City of Whittier	2023-198	53874	3240	06/25/23	44.15
City of Whittier	2023-198	53874	3556	06/25/23	90.00
City of Whittier	2023-198	53874	3580	06/25/23	50.94
ALESHIRE & WYNDER LLP	2023-259	53874	3717	06/25/23	2,242.80
TEAMCIVX	2023-260	53874	3580	06/25/23	7,200.00
CHARTER COMMUNICATIONS	2023-261	53874	5222	06/29/23	89.99
LAND IQ, LLC	2023-262	53881	3580	06/29/23	1,886.38
LAND IQ, LLC	2023-263	53880	3580	06/29/23	1,277.11
LAND IQ, LLC	2023-264	53879	3580	06/29/23	8,926.22
MOSS, LEVY,HARTZHEIM LLP	2023-265	53874	3529	06/29/23	4,736.43
SOCAGAS	2023-272	53874	5222	06/29/23	52.57
SUBURBAN PROPANE	2023-273	53874	5222	06/29/23	829.10
Total Vendor Payments:					447,735.58
Investment Purchases - Management Fees by Treasurer Tax Collector:					
MANAGEMENT FEES - MARCH 2023		53874	3856	04/20/23	1,532.56
MANAGEMENT FEES - APRIL 2023		53874	3856	05/09/23	1,424.14
MANAGEMENT FEES - MAY 2023		53874	3856	06/08/23	1,435.79
INVESTMENT PURCHASE for: Puente Hills (PHHPA). W/O 05/19/2023. TM # 1779687011			1250	05/19/23	3,900,000.00
Total Investment Purchases - Management Fees by Treasurer Tax Collector:					3,904,392.49
Total Disbursements					\$ 4,352,128.07
Ending Cash Balance, June 30, 2023					\$ 3,091,626.82


Prepared by: Christine Lee 7/19/2023
 Los Angeles County Department of Auditor-Controller
 Accounting Division

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

MEMORANDUM

Date: August 17, 2023

To: Board Members

From: 
Andrea Gullo, Executive Director

Subject: Agenda Item No. 4) Discussion and possible action regarding approval of recommendation for appointment of Citizens Technical Advisory Committee Members from Supervisor Solis of John Ford term through 2/1/25, and the City of Whittier for Michelle Pekko-Seymoure term through 2/1/25, Shelley Romanoff-Andros term through 2/1/26, Dr. Janis Cavanaugh term through 2/1/27.

Recommendation:

That the Board appoint the above recommended representatives to the CTAC with the above-mentioned terms.

Background:

In 1997 the Board of Directors established a nine-member Citizens Advisory Committee, later to be known as the Citizens Technical Advisory Committee (CTAC). It is made up of representatives from the communities of Whittier, La Habra Heights, and the unincorporated areas of Hacienda Heights and Rowland Heights in Los Angeles County per the 97-01 Board resolution. Attached is a fact sheet that describes CTAC's purpose. The resolution provides for the Board's ability to appoint CTAC members who have been approved and recommended by the respective city councils and the Supervisor representing the supervisorial district which includes the Subject Jurisdiction.

Currently, there are four vacancies on CTAC, one County and three City of Whittier positions. Attached is a nomination letter from Supervisor Solis for John Ford. The City made recommendations for filling the three vacancies at their August 8, 2023 Council meeting. The nominee applications are attached. The four-year terms of the CTAC members are set by rotating dates, not by when they are appointed. Therefore, if approved, the following is proposed for the nominees' terms as recommended by Supervisor Solis and the City:

John Ford	2/1/21 to 2/1/25
Michelle Pekko-Seymoure	2/1/21 to 2/1/25
Shelley Romanoff-Andros	2/1/22 to 2/1/26
Dr. Janis Cavanaugh	2/1/23 to 2/1/27

Attachments:

CTAC fact sheet
CTAC term schedule
Applications



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

Citizens Technical Advisory Committee

FACT SHEET

The purpose of the Puente Hills Habitat Preservation Authority (Habitat Authority) is to acquire, restore and maintain open space in the western Puente Hills as a permanent protection for the native habitat. The Habitat Authority came into existence in 1994 as a condition of approval for the Puente Hills Landfill.

The Board of Directors consists of four members: the City of Whittier, County of Los Angeles, Sanitation Districts of Los Angeles County, and the Hacienda Heights Improvement Association.

In 1997 the Board of Directors established a nine-member Citizens Technical Advisory Committee (CTAC) made up of representatives from the communities of Whittier, La Habra Heights, and the unincorporated areas of Hacienda Heights and Rowland Heights in Los Angeles County per the 97-01 Board resolution.

ADVISORY COMMITTEE MEMBERS:

- Are approved by their respective agencies and appointed by the Habitat Authority for the purpose of acting as a liaison between the Habitat Authority and the residents of the communities within their subject jurisdiction (Whittier, La Habra Heights, and Los Angeles County) as well as advising the Board of Directors, at its expressed direction, on various parkland matters.
- Work on a variety of issues including community concerns, trails and access, and work to preserve and protect in perpetuity the remaining habitat areas and secure tenuous wildlife crossing points.
- Should be interested and committed to preserving regional native habitat in line with the purpose of the Habitat Authority.
- Should have enthusiasm and a willingness to prepare and fully participate at each meeting.
- Any person with skills and/or talents in the areas of ecology, outdoor recreation, graphics, planning, environmental interpretation (education), landscape architecture, or any other applicable specific skill is welcomed and encouraged to apply.

CTAC MEETINGS:

- CTAC meetings will be held on the Tuesday before the third Thursday of every month at 7 p.m. These meetings will be held remotely or in person depending on Board direction based on County and state health guidelines. *Three consecutive unexcused absences constitute removal from the Committee.*

PUENTE HILLS HABITAT PRESERVATION AUTHORITY

Endowment Provided by the Puente Hills Landfill

CITIZENS TECHNICAL ADVISORY COMMITTEE

Members' Term Schedule

<u>City Of Whittier</u>	<u>Member Start Date</u>	<u>Start Date of Current Term</u>	<u>End Date of Term</u>
Vacant		2/1/21	2/1/25
Vacant		2/1/22	2/1/26
Vacant		2/1/23	2/1/27
 <u>City Of La Habra Heights</u>			
Adam Nazaroff	1/21/21	2/1/21	2/1/25
Catherine Houwen	3/22/12	2/1/22	2/1/26
Roy Francis	3/23/17	2/1/23	2/1/27
 <u>County Of Los Angeles</u>			
Vacant		2/1/21	2/1/25
Matthew Liang	8/18/22	2/1/22	2/1/26
Bryan Coreas	1/19/23	2/1/23	2/1/27

Length of all terms is 4 years.

Revised August 2023



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

CITIZENS TECHNICAL ADVISORY COMMITTEE APPLICATION

Name: JOHN FORD

Address: 15139 El Selinda Dr. H.H. 91745
(Zip code)

Occupation: _____

Employer: FRG LLC

Preferred Daytime Phone Number: (626) 213-8000

E-mail Address: john@fordteam.com

Educational background / degree, licenses or special certificates:

DRE

Organizations to which you belong (professional, technical, community service):

HHIA, SPIRIT Family Services

Hispanic Outreach Taskforce - Board Member

What are your reasons for wanting to serve on this Advisory Committee? (Use additional paper, if necessary.) _____

How did you find out about this position? Through The HHIA

Please include a résumé if available.

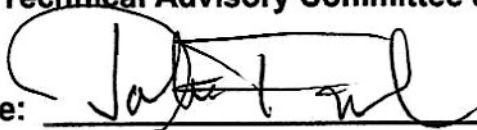
(continued on next page)

Ethics Training

Members of the Board of Directors and the Citizens Technical Advisory Committee are required to attend ethics training within one year of commencing service and every two years thereafter, as mandated by Assembly Bill No. 1234, which requires that all local agencies that provide compensation, salary, or stipend to, or reimburse the expenses of, members of a legislative body must provide ethics training to local agency officials. The term "legislative body" includes not only the governing body of a local agency, but also a commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory.

I have read and understand the Puente Hills Habitat Preservation Authority Board Resolution # 97-01 and Citizens Technical Advisory Committee Fact Sheet, including attendance standards. I am available to attend regular meetings of this Citizens Technical Advisory Committee as outlined in the Committee Fact Sheet.

Signature: _____



Date: _____

7-13-23

All data supplied on this application is a matter of public record and will be disclosed upon request. This application will be kept on file for up to three years.

Please return this completed application to the person(s) recommending you for placement on this Committee. It in turn will be submitted to the Habitat Authority for the next steps in the appointment process.

John Ford

 [LinkedIn.com/in/johnsteelford](https://www.linkedin.com/in/johnsteelford)

TRAINING & LICENSURE

CA Realtor License | Dale Carnegie
(Active)

AREAS OF EXPERTISE

Operations Management
Sales & Account Management
Advertising & Marketing Strategy
Business Development
Project Management
Property Management
Construction Management
Financial/Business Analysis
QA & Process Improvement
Relationship Management
Contract Management
ISO 9001 & AS 9100
Cross-Functional Team Leadership
Staff Training & Development
Interpersonal Communication
Complex Problem Solving
Negotiation & Mediation
MS Office, Google Suite, & QuickBooks

LEADERSHIP & BOARDS

Board of Directors
SPIRITT Family Services
Hispanic Outreach Taskforce
HHIA

HONORS & AWARDS

Top 10 Highest Producing Agent |
Whittier, CA (2021)
Top 1% Zillow Rated | SoCal
(2019-2021)
3X Highest Producing Agent
(Brokerage) | Whittier, CA (2018-21)

CAREER SUMMARY

Dynamic and multifaceted leader with a legacy of empowering organizations by fueling market penetration, revenue growth, and profitability. Ability to coordinate with geographically dispersed stakeholders while monitoring progress throughout the project lifecycle. Well adept at elevating teamwide productivity through training and coaching while supplying constructive feedback and encouragement. Track record of generating robust YoY growth by capitalizing on existing relationships while steadfastly prospecting for new business opportunities. Envisions obtaining a challenging new remote or hybrid role for a company that embraces fresh perspectives over the status quo.

PROFESSIONAL EXPERIENCE

Owner/Realtor | Ford Realty Group (Whittier, CA) | Aug 2016 – Present

- Maintained accountability for residential and commercial property sales, property management, and construction management.
- Cultivated and maintained robust working relationships with residential and commercial buyers and sellers while managing the end-to-end process.
- Empowered clients by providing commercial consulting services while remaining up to date on the local market and business opportunities.
- Generated revenue through MLS, advertising, and marketing; and coordinated open houses to showcase properties to prospective buyers.
- Managed multiple construction sites for ADU additions, renovations, and upgrades; and coordinated with subcontractors to manage projects from evaluation to monitoring to completion.

Area Sales Mgr. | All-New Stamping (El Monte, CA) | Feb 2013 – Aug 2016

- Capitalized on existing accounts while steadfastly prospecting for new business opportunities, as an Area Sales Manager for All-New Stamping.
- Established a firm foundation to substantiate our long-term mission by setting clear-cut KPIs for the team; and trained, coached, and mentored teammates while supplying constructive feedback & support.
- Facilitated the implementation of a new website; and oversaw the development of innovative marketing and advertising campaigns.
- Traveled extensively to represent the company at conventions; and crafted presentations for clients and prospects highlighting our value proposition.
- Managed key out-of-state accounts while steadfastly demonstrating the ability to translate customer needs into customized solutions.
- Enhanced engagement by reaching out to leading metal forming publications who subsequently wrote 3 articles documenting our growth and techniques.
- Achieved tremendous success, including becoming the highest grossing sales agent in the company YoY, while remaining up to date with market conditions.

Operations Manager | SCI (El Monte, CA) | Apr 2006 – Nov 2012

- Maintained accountability for leading all aspects of a multimillion-dollar manufacturing business, as the Operations Manager of SCI.
- Guided and directed the daily activities of a ~90 full-time staff, while setting KPIs and following up routinely to document progress.
- Cultivated continuous improvement by leading the implementation of a new Quality Assurance program per aerospace industry guidelines and standards.
- Established, monitored, and exceeded ambitious sales targets YoY by implementing sales, marketing, and advertising strategies; and improved annual sales from \$9M in 2006 to over \$15M in 2012.
- Coordinated with other leaders to report monthly, quarterly, and annual KPIs.



**Puente Hills
Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill

CITIZENS TECHNICAL ADVISORY COMMITTEE APPLICATION

Name: DR. JANIS CAVANAUGH

Address: [REDACTED] WHITTIER 90601
(Zip code)

Occupation: PROFESSOR EMBRITUS

Employer: EAST LOS ANGELES COLLEGE

Preferred Daytime Phone Number: [REDACTED]

E-mail Address: [REDACTED]

Educational background / degree, licenses or special certificates:
DPA, MPA (LA VERNE) B.S. - CAL ST. LA, AS RICHMOND

Organizations to which you belong (professional, technical, community service):
FRIENDS OF THE WHITTIER HILLS, SIERRA CLUB, AAFS (AMERICAN ACADEMY OF FORENSIC SCIENCE) AFT. (AMBL. FED. OF TEACHERS)

What are your reasons for wanting to serve on this Advisory Committee? (Use additional paper, if necessary.)
A WILLINGNESS TO SERVE MY COMMUNITY, THE CITY OF WHITTIER AND PUENTE HILLS HABITAT PRESERVATION AUTHORITY

How did you find out about this position? CITY COUNCIL WEBPAGE

Please include a résumé if available.

(continued on next page)

Ethics Training

Members of the Board of Directors and the Citizens Technical Advisory Committee are required to attend ethics training within one year of commencing service and every two years thereafter, as mandated by Assembly Bill No. 1234, which requires that all local agencies that provide compensation, salary, or stipend to, or reimburse the expenses of, members of a legislative body must provide ethics training to local agency officials. The term "legislative body" includes not only the governing body of a local agency, but also a commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory.

I have read and understand the Puente Hills Habitat Preservation Authority Board Resolution # 97-01 and Citizens Technical Advisory Committee Fact Sheet, including attendance standards. I am available to attend regular meetings of this Citizens Technical Advisory Committee as outlined in the Committee Fact Sheet.

Signature: *Dr. James Caranough* **Date:** 4-28-22

All data supplied on this application is a matter of public record and will be disclosed upon request. This application will be kept on file for up to three years.

Please return this completed application to the person(s) recommending you for placement on this Committee. It in turn will be submitted to the Habitat Authority for the next steps in the appointment process.

Dr. Janis Cavanaugh

[REDACTED], Whittier, Ca. 90601 [REDACTED]

Objective

I am interested in maintaining the high quality of education delivered to my students in the administration of justice/forensics program.

Experience

Professor Emeritus/Forensic Crime Scene Investigation Degree & Certificate Coordinator
2021-Present East Los Angeles Community College, Monterey Park, Ca
Responsible for the Coordination of the Forensic Crime Scene Investigation Degree and Certificate
Responsible for teaching an online class

Professor/Forensic Certificate Program Coordinator
2005-2020 East Los Angeles Community College, Monterey Park, Ca.

- Responsible for teaching administration of justice classes
- Responsible for teaching forensic science classes
- Responsible for the administration of justice club and the mentoring of students

Chief of Police
2005-2007 Rowland Unified School District, Rowland, Ca.

- Responsible for supervision of patrol officers
- Responsible for community and district support
- Responsible for communication with support agencies; Sheriff Department and West Covina Police Department

Instructional Supervisor
2004-2010 La Puente Valley Regional Occupational Program, City of Industry, Ca.

- Responsible for supervision and coordination of teachers and programs in public safety, including Criminal Justice, Security Training, Forensic Science Academy
- Responsible for budgeting, staffing, curriculum review, advisory meetings, articulation, and community outreach
- Responsible for evaluation of employees

Professor/Forensic Program Coordinator
1996-2004 Rio Hondo College, Whittier, Ca.

- Responsible for developing and teaching campus and online classes
- Responsible for staffing, marketing, and budgeting for the Forensic Identification Program
- Responsible for placing students in volunteer positions throughout the counties of Los Angeles, Orange, and San Bernardino

Public Safety Instructor, Public Safety Coordinator
1993-2004 La Puente Valley Regional Occupational Program, City of Industry, Ca.

- Responsible for teaching in public safety classes through the Bureau of Security and Investigative Services

- Responsible for staffing, budgeting and evaluation of all public safety personnel
- Responsible for articulation agreements between the Regional Occupational Program and Rio Hondo College

Professor/Instructor/Assistant Rangemaster

1977-2004 Rio Hondo Police Academy, Whittier, Ca.

- Responsible for teaching campus and online classes in administration of justice and forensic science
- Responsible for weapons safety and training for cadets at the Police Academy
- Responsible for maintenance of weapons, ammunition, and range related duties

Undercover Operative

1985-1991 Whittier Police Department, Whittier, Ca.

- Responsible for undercover narcotics operations
- Responsible for completing assignments including packaging of evidence and report writing
- Responsible for de-briefing with team members

Police Officer

1977-1984 Amtrak Railroad, Los Angeles, Ca.

- Responsible for routine patrol in railroad yards and union station
- Responsible for undercover operations while on train
- Responsible for firearms training of all officers

Police Officer

1973-1977 El Monte Police Department, El Monte, Ca.

- Responsible for routine patrol duties, including arrest and booking
- Responsible for undercover operations through a special task force
- Responsible for securing and transporting evidence from drug cases

Education

University of La Verne, La Verne, Ca.

2000-2010 (DPA)

- Doctorate of Public Administration

University of La Verne, La Verne, Ca.

1998-2001 (MPA)

- Masters of Public Administration

California State University, Los Angeles, Ca.

1977-1995 (BS)

- Bachelor of Science, Criminal Justice

Rio Hondo College, Whittier, Ca.

1970-1973 (AS)

- Associate of Science, Police Science

CITY OF WHITTIER
CITY CLERK

2023 JAN 18 AM 8:13



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

CITIZENS TECHNICAL ADVISORY COMMITTEE APPLICATION

Name: Shelley Romanoff-Andros

Address: [REDACTED] Whittier, CA 90603
(Zip code)

Occupation: Career and Technical Education (CTE) Educator

Employer: Buena Park Middle School

Preferred Daytime Phone Number: ([REDACTED]) [REDACTED]

E-mail Address: [REDACTED]

Educational background / degree, licenses or special certificates:
BS Horticulture/Emtomology, Cal Poly Pomona M.Ed Education, Hope International

Organizations to which you belong (professional, technical, community service):
CTAC Advisor Committee member, California Teachers Association Representative, California Native Plant Society member, Future Farmers of America Advisor

What are your reasons for wanting to serve on this Advisory Committee? (Use additional paper, if necessary.) Please see attached

How did you find out about this position? _____
I have served on the CTAC committee for Whittier since 2011. Prior to this I serve as a CTAC committee member from La Habra Heights.

Please include a résumé if available.

(continued on next page)

Ethics Training

Members of the Board of Directors and the Citizens Technical Advisory Committee are required to attend ethics training within one year of commencing service and every two years thereafter, as mandated by Assembly Bill No. 1234, which requires that all local agencies that provide compensation, salary, or stipend to, or reimburse the expenses of, members of a legislative body must provide ethics training to local agency officials. The term "legislative body" includes not only the governing body of a local agency, but also a commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory.

I have read and understand the Puente Hills Habitat Preservation Authority Board Resolution # 97-01 and Citizens Technical Advisory Committee Fact Sheet, including attendance standards. I am available to attend regular meetings of this Citizens Technical Advisory Committee as outlined in the Committee Fact Sheet.

Signature: Shelley Dawn J. Andrews Date: 1/17/23

All data supplied on this application is a matter of public record and will be disclosed upon request. This application will be kept on file for up to three years.

Please return this completed application to the person(s) recommending you for placement on this Committee. It in turn will be submitted to the Habitat Authority for the next steps in the appointment process.

Shelley Andros CTAC Application: Reasons to Serve



I have had the privilege to serve on the CTAC Advisory Committee for the City of Whittier since 2011. Prior to my service for the city of Whittier, I served on the advisory board for the city of La Habra Heights. I bring to the advisory committee not only my expertise and leadership skills, but also historical knowledge of the habitat authority's goals and past accomplishments. I am passionate for educating future generations on the importance of preserving open space, land management, and the stewardship of natural habitats. I have been in the field of education for the past 20 years. I hold a credential in Agriculture and Natural Resources. I am the FFA advisor on our campus and teach the Ag and Natural Resources elective course at Buena Park Middle School. It would be an honor to serve my community by being reappointed to the CTAC Advisory Committee for the following term for the city of Whittier.

Shelley Romanoff-Andros

Background Experience And Professional Development Activities

Education

Master's in Education Emphasis in Technology

Hope International University 2007

Bachelor of Science, Horticulture/Entomology

California State Polytechnic University, Pomona 1989

Associate of Science

Fullerton College 1987

Differentiated Instruction Certification

University of Southern California 2009

Certifications

Buena Park Teachers Association Member

Orange County STEM Ecosystem Member

REACH Sailing Initiative Member

Long Beach Yacht Club STEM/Sailing Academy Member and Teacher

Orange County CUE member 2020

Honorary FFA member Buena Park High School FFA 2019 - Career Pathway Development

Farm bureau member 2018 – 2020

Work Experience

2018 - Present STEM Electives Teacher BPMS; Intro to Robotics, Advanced Robotics, Femineers, Horticulture, Coding

2017 - 2018 Buena Park School Districts Early Middle School Academy

2010 - 2017 Outdoor Classroom Adviser

2003 - 2017 Technology Teacher - PC, iPad, Robotics, Google Classroom - Grades K-8

2003 - 2017 G.A.T.E. Teacher Grades 3rd-6th

Leadership Experience

OCDE Lead STEM Practitioners 2018 - present
OCDE STEM Ecosystem Committee 2019 - present
BPSD STEM Certification co-author and presenter 2019 - present
Raspberry Pi Certified Instructor 2019
Member - Citizen Technical Advisor Committee: Whittier 2011 - present
Cal Poly Pomona Femineers Cohort Adviser 2015 - present
Boy Scouts of America *STEM Sailing Camp* Guide 2018, 2019
BPMH PBIS team 2018, 2019, 2022
Orange County Marine Institute Overnight Campout Coordinator 2018, 2019
Pentathlon Coach 2017 - present
STEM Sailing ROV Instructor 2017 - present
Trout in the Classroom Certified Instructor 2010 - present
BTSA Adviser

Awards and Other Recognitions

OC STEM Initiative Outstanding K-12 STEM Educator, Middle School 2021
California State Finalist Teacher of the Year 2020
Orange County Teacher of the Year 2020
Buena Park School District Teacher of the Year 2020
Buena Park Junior High Teacher of the Year 2020
OC Parenting Magazine's 2020 Top 10 Teachers of Orange County Recipient
Whittier Christian Schools Teacher of the Year 2006
Cal Poly Pomona Outstanding S.T.E.M. Educator 2005, 2007, 2008
48th Ag District's Outstanding Educator in Agriculture 2003, 2005, 2008

Shelley Romanoff-Andros



**Puente Hills
Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill

CITIZENS TECHNICAL ADVISORY COMMITTEE APPLICATION

Name: Michelle Pelko-Seymour

Address: [Redacted] Dr. 90601

(Zip code)

Occupation: Landscape Designer

Employer: self / canterbury Landscaping, Inc.

Preferred Daytime Phone Number: ([Redacted])

E-mail Address: [Redacted]

Educational background / degree, licenses or special certificates:
BA - Behavioral Science, extensive Course work in Ornamental Horticulture

Organizations to which you belong (professional, technical, community service):
[Redacted]

What are your reasons for wanting to serve on this Advisory Committee? (Use additional paper, if necessary.) Long term resident of Whittier living adjacent to the P.H. Habitat. I have a good understanding of the plants and animals of the area, and would like to make a difference.

How did you find out about this position? Charles Lawrence, previously on CTAC and neighbor of mine

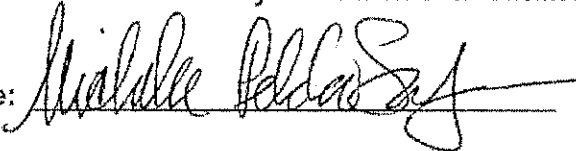
Please include a résumé if available.

(continued on next page)

Ethics Training

Members of the Board of Directors and the Citizens Technical Advisory Committee are required to attend ethics training within one year of commencing service and every two years thereafter, as mandated by Assembly Bill No. 1234, which requires that all local agencies that provide compensation, salary, or stipend to, or reimburse the expenses of, members of a legislative body must provide ethics training to local agency officials. The term "legislative body" includes not only the governing body of a local agency, but also a commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory.

I have read and understand the Puente Hills Habitat Preservation Authority Board Resolution # 97-01 and Citizens Technical Advisory Committee Fact Sheet, including attendance standards. I am available to attend regular meetings of this Citizens Technical Advisory Committee as outlined in the Committee Fact Sheet.

Signature:  Date: 8/9/23

All data supplied on this application is a matter of public record and will be disclosed upon request. This application will be kept on file for up to three years.

Please return this completed application to the person(s) recommending you for placement on this Committee. It in turn will be submitted to the Habitat Authority for the next steps in the appointment process.



BOARD OF SUPERVISORS COUNTY OF LOS ANGELES

856 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012
Telephone (213) 974-4111 / FAX (213) 613-1739

HILDA L. SOLIS
SUPERVISOR, FIRST DISTRICT

June 09, 2023

Andrea Gullo
Executive Director
Puente Hills Habitat Preservation Authority
7333 Greenleaf Avenue
Whittier, CA 90602

Re: Appointment to the Puente Hills Habitat Preservation Authority Citizens Technical Advisory Committee

Dear Andrea,

As the Los Angeles County Supervisor representing the district which geographically includes the unincorporated communities of Hacienda Heights and Rowland Heights, I would like to appoint John Ford as a member of the Puente Hills Habitat Preservation Authority Citizens Technical Advisory Committee. This appointment letter will allow for John Ford to serve on the Committee in an interim capacity until his appointment can be formalized and made permanent at an upcoming meeting of the Los Angeles County Board of Supervisors.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Hilda L. Solis".


HILDA L. SOLIS
Supervisor, First District

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

MEMORANDUM

Date: August 17, 2023

To: Board Members

From: 
Andrea Gullo, Executive Director

Subject: Agenda Item No. 5) Discussion and possible action approving Authority Resolution 2023-05 entitled Establishing the Salary, Benefits and Management for Employees (this Resolution to be read by title only, further reading being waived), and amend the Authority budget as necessary.

Recommendation:

That the Board approve the attached Resolution 2023-05 and amend the budget as appropriate.

Background:

The interagency Personnel Agreement (A00-046) between the City of Whittier and Habitat Authority provides that the Authority's employees receive benefits similar to those the City of Whittier provides to like positions. According to the agreement, "Compensation of Authority employees and/or contractors shall be in accord with City policies, procedures and systems", however the Board has previously modified and tailored benefits for select positions.

The changes to the City of Whittier's policies, procedures and systems have been adopted by the City, and are explained in the attached City staff report dated June 27, 2023 on this matter. Consistent with the City, below are some of the relevant changes for Authority employees:

1. Salary – a) Five percent (5%) salary increase effective the first pay period commencing on or after July 1, 2023; b) four percent (4%) salary increase effective the first pay period commencing on or after July 1, 2024; c) three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2025. (Increases for a, b and c are for non-management employees. The 5% increase this year applies to management; increases for management are determined on an annual basis.)
2. Vacation Accruals – Increase rate tiers by eight (8) hours.
3. Holidays – Add Federal holiday of June 19 (Juneteenth).

August 17, 2023

Agenda Item 5

Page 2

4. Bereavement – Update language per California State Assembly Bill (AB) 1949.
5. Other relevant changes as applicable.

Attached for your consideration is the proposed resolution 2023-05.

Fiscal Impact:

The proposed changes will result in an amendment of \$10,000. This can be funded from budget cost savings, offsetting costs from other funded categories, or using the Access Fees funds which has a balance of \$628,000.

Attachments:

Resolution 2023-05

City of Whittier staff report dated 6-27-23

**Puente Hills Habitat Preservation Authority
Endowment Provided by the Puente Hills Landfill
Resolution No. 2023-05**

**A Resolution of the Board of Directors to
Establish the Salary, Benefits and Management for Employees**

The Puente Hills Habitat Preservation Authority (Authority) is a joint powers authority established pursuant to Section 6500 et. seq. of the Government Code. Authority conducts its business in accordance with the provisions of the Joint Powers Authority Agreement dated February 15, 1994.

WHEREAS, the Authority has contracted with the City of Whittier for personnel services, Agreement dated February 8, 2000, and;

WHEREAS, the Authority has adopted general practices and policies of the City as it pertains to managing, compensating and employing personnel, and;

WHEREAS, the Authority has adopted Resolutions No.'s 2000-03, 2001-04, 2002-02, 2003-04, 2004-01, 2004-02, 2004-03, 2004-05, 2004-09, 2005-01, 2005-03, 2005-04, 2006-01, 2006-04, 2007-02, 2007-03, 2007-06, 2008-03, 2008-04, 2009-07, 2012-02, 2013-04, 2013-07, 2014-01, 2015-01, 2015-02, 2016-03, 2017-02, 2018-01, 2020-03, 2021-05, 2022-13 relating to Authority personnel which are consolidated in, and replaced by, this resolution. All foregoing additions and changes will be included herewith.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that the following provisions be adopted:

I. GENERAL PROVISIONS

1. Automobile Insurance Coverage. Effective October 28, 2004, the Authority shall reimburse an employee who is required to use his/her personal vehicle for Authority business and who is required to obtain and maintain automobile insurance coverage on that vehicle for the cost of preferred amounts of coverage as follows: \$100,000 per person, \$300,000 per accident and \$100,000 property damage or Combined Single Limit (CSL) of \$100,000, and provide proof of same upon request by the Authority. The mileage reimbursement rate shall be the same as designated by the Internal Revenue Service of the U.S. Treasury Department. This section shall apply to all Authority employees.
2. Hiring, Disciplining, and Terminating Employees. The Executive Director may hire an appropriate candidate for Authority positions. The Executive Director may enact appropriate employee disciplinary action.
3. CalPERS (PERS) Contributions. Employees receiving PERS will contribute an amount equal to 12% of their PERSable compensation towards the City's PERS cost. This employee contribution includes the employee portion, with the balance towards the Authority (City) portion of PERS costs, as additional member contributions pursuant to California Code 20516(a) Cost Share provision.

4. Effective for full-time employees retiring on or after July 1, 2013: retiring employees with 15 years of CalPERS service credit and are at least 50 years of age, where the Authority is their final CalPERS employer, are eligible to receive a monthly healthcare reimbursement of \$415 (or subsequently updated rate used by the City of Whittier) until the age of 65, at which time it discontinues.
5. Group Health Insurance – The Authority participates in the City of Whittier’s corresponding health insurance group program and associated employee and employer contribution rates.
6. Longevity Pay – Applies to full-time employees: \$1,500 at 10 years, \$2,500 at 15 years, \$3,500 at 20 years, \$4,500 at 25 years, \$5,500 at 30 years, \$6,500 at 35 years; \$7,500 at 40 years.
7. Accrued Leaves – Full time employees will be given the ability to use accrued leave (vacation, sick, and/or personal necessity) after completion of six (6) months of employment.
8. Bilingual Pay – Full time employees will receive \$145 per month.
9. Retirement Health Savings (RHS) Account – Enact a plan available to all employees by December 2023.
10. Vacation Accruals – Increase rate tiers by eight (8) hours consistent with the City of Whittier.
11. Bereavement – Update language per California State Assembly Bill (AB) 1949.
12. Other relevant changes as applicable and appropriate.

II. MANAGEMENT POSITIONS

A. EXECUTIVE DIRECTOR

1. Initial Rate of Compensation. The initial rate of compensation of the Executive Director shall be the first step of the salary range that corresponds to the employee’s classification provided, however, that the Board of Directors or his or her designee may approve a higher rate of compensation at any step within the salary range because of the Executive Director’s qualifications or ability.
2. Advancement in the Rate of Compensation. Advancement in the rate of compensation shall be in accordance with the following requirements:
 - a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
 - b) After the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
 - c) Each year thereafter, for a maximum of four additional years of employment, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will

advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the salary range.

3. Salary Range. The classification title and corresponding salary range of the first payroll period commencing on July 1, 2023 is as follows. The separation between each salary step shall be approximately five percent (5%). The pay range is 8730.73 -11700.
4. Benefits. Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for "Classic Members." Effective January 1, 2013, all newly hired employees who are not "Classic Members" will be classified as "New Members" and shall have the new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code.
5. Overtime. The classification of Executive Director is exempt (i.e. ineligible) to receive overtime pay.
6. Employment Status. The position of Executive Director shall be considered "at-will" which means that he/she shall serve at the pleasure of the Board of Directors and may be terminated at any time without the right of any appeal, subject to any specific terms in the Employment Agreement which may address compensation benefits at the time of termination.
7. Paid holidays of 92 hours per year as designated by the Authority, plus adding Federal holiday of June 19 (Juneteenth) consistent with the City of Whittier

III. FULL-TIME POSITION (NON-MANAGEMENT)

A. ECOLOGIST I/II

Ecologist is a full-time position to work approximately 40 hours per week.

1. Initial Rate of Compensation. The initial rate of compensation of the Ecologist I/II shall be the first step of the salary range that corresponds to the employee's classification provided, however, that the Executive Director may approve a higher rate of compensation at any step within the salary range because of his/her qualifications or ability.
2. Advancement in the Rate of Compensation: Advancement in the rate of compensation shall be in accordance with the following:
 - a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
 - b) If on step two after the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.

- c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.
4. Salary Range. The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2023 follow. Additionally, there is a four percent (4%) salary increase effective the first pay period commencing on or after July 1, 2024, and a three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2025. The separation between each salary step shall be five percent (5%). The salary ranges are as follows:
 - 2023 I: 6510.61 - 8724.83; II: 7,487.87 - 10034.46.
 - 2024 I: 6771.03 – 9073.82; II: 7787.39 – 10435.84
 - 2025 I: 6974.16 – 9346.04; II: 8021.01 – 10748.91
 - a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.
4. Benefits. The Authority shall provide benefits as follows:
 - a) Paid holidays of 92 hours per year as designated by the Authority, plus adding the Federal holiday of June 19 (Juneteenth) consistent with the City of Whittier.
 - b) Paid vacation of eighty (80) hours upon completing twelve (12) months of service to the Authority.
 - c) Sick leave to accrue at 8 hours per month (total 96 hours per year).
 - d) Group Health Insurance – Consistent with those provided through the City of Whittier.
 - e) An agency car is available for business use. However, mileage reimbursement will be provided to the Ecologist I/II for the use of her personal vehicle to conduct authorized Authority business such as travel between the Authority’s office and the Puente Hills. The Ecologist I/II shall possess a valid California Class C driver’s license.
 - f) Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for “Classic Members.” Effective January 1, 2013, all newly hired employees who are not “Classic Members” will be classified as “New Members” and shall have the new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code
5. Overtime. The position of Ecologist I/II is exempt (i.e. ineligible) to receive overtime pay, and subject to Habitat Authority personnel rules.
6. Employment Status. The position shall be considered “at-will” which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

B. PROGRAM ANALYST I/II/SENIOR PROGRAM ANALYST, HABITAT AUTHORITY.

Program Analyst is a full-time position to work approximately 40 hours per week.

1. Initial Rate of Compensation. The initial rate of compensation of the Program Analyst I/II/Senior shall be the first step of the salary range that corresponds to the employee's classification provided, however, that the Executive Director may approve a higher rate of compensation at any step within the salary range because of his/her qualifications or ability.
2. Advancement in the Rate of Compensation: Advancement in the rate of compensation shall be in accordance with the following:
 - a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
 - b) If on step two after the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
 - c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.
3. Salary Range: The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2023 follow. Additionally, there is a four percent (4%) salary increase effective the first pay period commencing on or after July 1, 2024, and a three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2025. The separation between each salary step shall be five percent (5%). The pay ranges are as follows:
2023 I: 6157-8004; II: 6775-8803; Senior: 7290-9476.
2024 I: 6403.49-8324.32; II: 7045.58-9155.33; Senior: 7581.76-9855.30
2025 I: 6595.59-8574.05; II: 7256.95-9429.99; Senior: 7809.21-10150.96
 - a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.
4. Benefits: Same as Ecologist position above.
5. Overtime. The position of Program Analyst I/II/Senior is exempt (i.e. ineligible) to receive overtime pay, and subject to Habitat Authority personnel rules.
6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

IV. PART-TIME POSITIONS

A. STAFF ASSISTANT II (INTERPRETIVE PROGRAMS COORDINATOR)

Interpretive Programs Coordinator is a part-time position to work approximately 19-hours per week and may work additional time as may be determined by the Executive Director not to exceed average 19 hours per week. Interpretive Programs Coordinator's work week will

generally consist of working three days a week, and available other days when needed for meetings as determined by the Executive Director. Interpretive Programs Coordinator will also be available for night and weekend meetings and/or events as determined by the Executive Director. This position may require wearing a uniform as determined by the Executive Director.

1. Initial Rate of Compensation. The initial rate of compensation for Interpretive Programs Coordinator shall be the first level of the salary range, however, the Executive Director may approve a higher rate of compensation within the salary range due to his/her qualifications or abilities.
2. Advancement. The employee will be provided with a performance review on an annual basis. If the overall review is satisfactory or higher, his/her rate of compensation will advance. Appropriate increases shall be approved by the Executive Director as a ministerial act. In no event shall the amount of compensation exceed the maximum salary range.
3. Hourly Pay Range. Pay range for Interpretive Programs Coordinator shall be \$22.78 per hour to \$30.52 per hour.
4. Benefits. The Authority shall provide benefits to the Interpretive Programs Coordinator as follows:
 - a) An agency car is available for business use. However, mileage reimbursement will be provided to the Interpretive Programs Coordinator for the use of her personal vehicle to conduct authorized Authority business such as travel between the Authority's office and the Authority's jurisdiction. The Interpretive Programs Coordinator shall possess a valid California Class C driver's license.
 - b) Paid sick time in accordance with City of Whittier Resolution 8706, adopted July 7, 2015. Said resolution authorizes 24 hours of annual non-accruing sick time for part-time employees beginning July 1, 2015.
5. Overtime. The position of Interpretive Programs Coordinator is non-exempt (i.e. eligible) to receive overtime pay.
6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

B. STAFF ASSISTANT I/II (NATURALIST)

The Naturalist is a part-time position to work approximately 10-hours per week and may work additional time as may be determined by the Executive Director. The Naturalist's work week will generally consist of working two days a week, and available other days when needed for meetings as determined by the Interpretive Programs Coordinator or Executive Director. The Naturalist will also be available for night and weekend meetings and/or events as determined by the Interpretive Programs Coordinator or Executive Director. This position may require wearing a uniform as determined by the Executive Director. This position reports directly to the Interpretive Programs Coordinator or to the or Executive Director in absence of the Interpretive Programs Coordinator.

1. Initial Rate of Compensation. The initial rate of compensation for Naturalist shall be the first level of the salary range, however, the Interpretive Programs Coordinator and Executive Director may approve a higher rate of compensation within the salary range due to his/her qualifications or abilities.
2. Advancement. The employee will be provided with a performance review on an annual basis. If the overall review is satisfactory or higher, his/her rate of compensation will advance. Appropriate increases shall be approved by the Executive Director as a ministerial act. In no event shall the amount of compensation exceed the maximum salary range.
3. Hourly Pay Range. Pay range for Naturalist shall start at \$16 per hour to \$25 per hour.
4. Benefits. The Authority shall provide benefits to the Naturalist as follows:
 - a) An agency car is available for business use. However, mileage reimbursement will be provided to the Naturalist for the use of his/her personal vehicle to conduct authorized Authority business such as travel between the Authority's office and the Authority's jurisdiction. The Naturalist shall possess a valid California Class C driver's license.
 - b) Paid sick time in accordance with City of Whittier Resolution 8706, adopted July 7, 2015. Said resolution authorizes 24 hours of annual non-accruing sick time for part-time employees beginning July 1, 2015.
5. Overtime. The position of Naturalist is non-exempt (i.e. eligible) to receive overtime pay.
6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

C. STAFF ASSISTANT II, HABITAT

The Staff Assistant II is a part-time position to work approximately 10 to 18 hours per week and may work additional time as may be determined by the Executive Director. The Staff Assistant's work week will generally consist of working two to three days a week, and available other days when needed for meetings as determined by the Executive Director. The Staff Assistant will also be available for night and weekend meetings and/or events as determined by the Executive Director. This position reports directly to the Executive Director, or his/her designee.

1. Initial Rate of Compensation. The initial rate of compensation for Staff Assistant shall be the first level of the salary range, however, Executive Director may approve a higher rate of compensation within the salary range due to his/her qualifications or abilities.
2. Advancement. The employee will be provided with a performance review on an annual basis. If the overall review is satisfactory or higher, his/her rate of compensation will advance. Appropriate increases shall be approved by the Executive Director as a ministerial act. In no event shall the amount of compensation exceed the maximum salary range.
3. Hourly Pay Range. Pay range for Staff Assistant II shall start at \$22.78 per hour to \$30.52 per hour.

4. Benefits. The Authority shall provide benefits to the Staff Assistant as follows:
 - a) An agency car is available for business use. However, mileage reimbursement will be provided to the Staff Assistant for the use of his/her personal vehicle to conduct authorized Authority business such as travel between the Authority's office and the Authority's jurisdiction. The Staff Assistant shall possess a valid California Class C driver's license.
 - b) Paid sick time in accordance with City of Whittier Resolution 8706, adopted July 7, 2015. Said resolution authorizes 24 hours of annual non-accruing sick time for part-time employees beginning July 1, 2015.
5. Overtime. The position of Staff Assistant is non-exempt (i.e. eligible) to receive overtime pay.
6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

V. ADOPTION

1. Term. This Resolution shall remain in full force and effect except as modified in the future by the Board of Directors.
2. This resolution supersedes previous resolutions.
3. Conflict of Terms. In the event that there are conflicts between this Resolution and other adopted resolutions or parts thereof, the terms and conditions of this Resolution shall prevail.
4. Procedure for Adoption. The Chair of the Board of Directors shall be given approval to sign this Resolution on behalf of the Board, and the Secretary to the Board of Directors shall certify to the passage and adoption thereof.

APPROVED AND ADOPTED at a regular meeting held the 17th day of August 2023.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Chair, Board of Directors, Ivan Sulic

ATTEST:

Secretary to the Board of Directors, Marlyn Barajas



Agenda Report

City Council

Date: June 27, 2023

To: Brian Saeki, City Manager

From: Shannon DeLong, Assistant City Manager
Yolanda Martinez, Director of Human Resources & Risk Management
Alice Hui, Director of Finance

Subject: WCEA/WPOA/WPMA Memorandum of Understanding 2023-2026, Fiscal Year 2023-24 Revised Salary Resolution, Management Benefits Resolution, and Personnel Rules and Regulations

RECOMMENDATION

- 1) Approve the Memorandum of Understanding (MOU) with the Whittier City Employees Association (WCEA) for the period of July 1, 2023 through June 30, 2026;
- 2) Approve the Memorandum of Understanding (MOU) with the Whittier Police Officers Association (WPOA) for the period of July 1, 2023 through June 30, 2026;
- 3) Approve the Memorandum of Understanding (MOU) with the Whittier Police Management Association (WPMA) for the period of July 1, 2023 through June 30, 2026;
- 4) Approve benefit and salary adjustment for Miscellaneous Unrepresented Management and Confidential employees;
- 5) Adopt Resolution No. 2023-51 adopting the 2023-24 Salary Resolution and rescinding Resolution No. 2023-09;
- 6) Adopt Resolution No. 2023-52 adopting the Management Benefits Resolution and rescinding Resolution No. 2022-30; and
- 7) Approve Personnel Rules and Regulations.

DISCUSSION

The City and represented labor groups WCEA, WPOA, WPMA have met and conferred to develop a new labor agreement, as current agreements expire June 30, 2023. To maintain strong retention and recruitment strategies, the City Council provided the negotiating team with appropriate negotiating authority.

The City and WCEA have mutually agreed to amend the MOU as follows:

- Three-year term of the MOU from July 1, 2023 through June 30, 2026.
- Salary – Five percent (5%) salary increase effective the first pay period commencing on or after July 1, 2023; four percent (4%) salary increase effective the first pay period commencing on or after July 1, 2024; three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2025.
- One-Time Salary Adjustment – Five and half percent (5.5%) salary range increase for Senior Park Equipment Operator and Ten and half percent (10.5%) salary

range increase for Senior Park Maintenance Worker, effective the first pay period commencing on or after July 1, 2023.

- Cross Connection Certification Pay – Applicable to water employees who possess a Cross Connection Certificate.
- Commercial Driver’s License Pay – Applicable to employees who possess a valid Class A California Driver’s license.
- Building Inspection Certification Pay – Applicable to Building Inspector I/II and Senior Building Inspector/Plans Checker who obtain and maintain a Building Inspection Certificate.
- Arborist Certification Pay – Applicable to Tree Maintenance Supervisor employees who obtain an Arborist Certificate.
- Field Training Pay (Communications Training Officer, CTO) – Police Dispatch employees assigned to train new employees shall receive \$200/month.
- Water Certification Pay – Additional \$100/month for holding a grade 4 level treatment/distribution certificate, and additional \$100/month for holding a grade 5 level treatment/distribution certificate paid at the end of the calendar year.
- Vacation Accruals – Increase rate tiers by eight (8) hours.
- Holidays – Add Federal holiday of June 19 (Juneteenth).
- Bereavement – Update language per California State Assembly Bill (AB) 1949.
- Health Insurance – No increases to employees’ existing premium contribution rates during term of MOU. Update employee monthly premium contribution rates for all eligible health insurance plans and offer three (3) new, low-cost options.
- Life Insurance – Increase basic life insurance coverage to \$50,000/employee.
- Salary Upon Promotion – Increase minimum pay raise for a promoted employee to 5%.
- Mental Health First Aid/Crisis Prevention Training – Make training available to all City employees.
- Agency Shop – Update with standard language on dues deduction and demographic reporting, per AB119.
- Retirement Health Savings (RHS) Account – Enact a plan available to all employees by December 2023.

The City and WPOA have mutually agreed to amend the MOU as follows:

- Three-year term of the MOU from July 1, 2023 through June 30, 2026.

- Salary – Seven percent (7%) salary increase effective the first pay period commencing on or after July 1, 2023; five percent (5%) salary increase effective the first pay period commencing on or after July 1, 2024; four percent (4%) salary increase effective the first pay period commencing on or after July 1, 2025.
- POST Certificate Pay – Increase Advanced POST Certificate pay to 11% and increase Supervisory POST Certificate pay to 13% (non-cumulative).
- Holidays – Eliminate Good Friday, add Federal holidays of third Monday in January (Martin Luther King Jr.'s Birthday) and June 19 (Juneteenth).
- Holiday Pay – Reflective of the employee's work schedule, up to a maximum of twelve and half (12.5) hours.
- Vacation Accruals – Increase 14th year tier by eight (8) hours.
- Accrual of Compensatory Time Off – Employees may elect to receive either pay or compensatory time off for off-duty court appearances and/or court stand-by.
- Corporal Special Assignment Pay – Increase Patrol Corporal pay to 9%.
- Detective/Traffic Investigation Special Assignment Pay – Increase to 7%.
- Stand-by Pay – Add one (1) hour of stand-by pay on working days and two (2) hours of stand-by pay on specified non-working days for Traffic Investigators, Detectives, and Supervising Sergeants.
- Health Insurance – No increases to employees' existing premium contribution rates during term of MOU. Update employee monthly premium contribution rates for all eligible health insurance plans and offer three (3) new, low-cost options.
- Retirement Health Savings (RHS) Account – Enact a plan available to all employees by December 2023.

The City and WPMA have mutually agreed to amend the MOU as follows:

- Three-year term of the MOU from July 1, 2023 through June 30, 2026.
- Salary – Seven percent (7%) salary increase effective the first pay period commencing on or after July 1, 2023; five percent (5%) salary increase effective the first pay period commencing on or after July 1, 2024; four percent (4%) salary increase effective the first pay period commencing on or after July 1, 2025.
- POST Certificate Pay – Increase Advanced POST Certificate pay to 11%, increase Supervisory POST Certificate pay to 13%, increase Management POST Certificate pay to 9% (non-cumulative).
- Holidays – Eliminate Good Friday, add Federal holidays of third Monday in January (Martin Luther King Jr.'s Birthday) and June 19 (Juneteenth).

- Holiday Pay – Reflective of the employee’s work schedule, up to a maximum of twelve and half (12.5) hours.
- Vacation Accruals – Increase 14th year tier by eight (8) hours.
- Compensatory Time – Allow for Police Lieutenants to accrue a maximum of two hundred (200) hours of compensatory time off.
- Fitness Examination – City agrees to pay up to \$2,000 for a heart and full-body health scan every two (2) years.
- Health Insurance – No increases to employees’ existing premium contribution rates during term of MOU. Update employee monthly premium contribution rates for all eligible health insurance plans and offer three (3) new, low-cost options.
- Retention Bonus – Allow for employees to select one of the following: discounted retiree medical insurance rate post-retirement or single, one-time payment of \$20,000.
- Retirement Health Savings (RHS) Account – Enact a plan available to all employees by December 2023.

City Council directed extension of salary and benefit enhancements to the Unrepresented and Confidential employees. The following changes are reflected in the Salary Resolution:

Miscellaneous Unrepresented Management (Levels I, II, III & IV) and Confidential Employees

- Salary – Five percent (5%) salary increase to Levels II, III, & IV employees effective the first pay period commencing on or after July 1, 2023. Seven percent (7%) increase to Level I employees and Police Support Services Manager effective the first pay period commencing on or after July 1, 2023.
- Water Certification Pay – Additional \$100/month for holding a grade 4 level treatment/distribution certificate, and additional \$100/month for holding a grade 5 level treatment/distribution certificate paid at the end of the calendar year (excludes Level II).
- E-mail Allowance – Increase allowance to \$150/month for Level I employees (reflected in SOP #35).
- Vacation Accruals – Increase rate tiers by eight (8) hours.
- Holidays – Add Federal holiday of June 19 (Juneteenth).
- Bereavement – Update language per California State Assembly Bill (AB) 1949.

- Health Insurance – No increases to employees’ existing premium contribution rates during term of MOU. Update employee monthly premium contribution rates for all eligible health insurance plans and offer three (3) new, low-cost options.
- Retirement Health Savings (RHS) Account – Enact a plan available to all employees by December 2023.

The benefits outlined for Level 1 Executive Management excludes the City Council.

Salary Resolution

The proposed revised Salary Resolution for Fiscal Year 2023-24 incorporates the applicable provisions in the Memorandum of Understanding (MOU) between the City and Whittier City Employees Association (WCEA), Whittier Police Officers Association (WPOA), Whittier Police Management Association (WPMA), Miscellaneous Unrepresented Management and Confidential employees, Unrepresented Executive Management employees, and Seasonal, Temporary and Part-Time employees.

City Council has also approved the following personnel changes:

New positions:

- Community Relations Worker
- Customer Service Representative
- GIS Technician
- Human Resources Technician (part-time)
- Senior Community Relations Worker
- Senior Information Systems Analyst
- Senior Water Treatment Plant Operator

New salary ranges:

- Accounting Technician – Increase to range 197 of the Salary Resolution.
- Executive Assistant to City Manager/Admin. Secretary to the City Manager – Increase salary range to \$6,047 - \$7,861 (excluding COLA increase).
- Director of Library Services – Increase salary range to \$12,218 - \$15,274 (excluding COLA increase).
- Payroll Technician – Increase to range 197 of the Salary Resolution.

Management Benefits Resolution

The proposed Management Benefits Resolution updates the following:

Basic life insurance coverage:

- Confidential/Supervisory Management/Misc. Unrepresented Management (Levels II, III): \$80,000.
- Police Lieutenants and Police Captains: \$120,000.

- Unrepresented Executive Management (Level I) Employees, including Chief of Police and City Council: \$150,000.

Police Captains:

City-issued car for use in the performance of duties and for incidental personal use.

CalPERS Public Employees Pension Reform Act (PEPRA) for Executive Management (Level I):

Update language to reflect statutory contribution limit towards retirement costs for employees classified under PEPRA.

Personnel Rules and Regulations

The proposed revised Personnel Rules and Regulations incorporates language updates based on the negotiated MOU's:

- Salary Upon Promotion – Increase minimum pay raise for a promoted employee to 5%.
- Bereavement – Update language per California State Assembly Bill (AB) 1949.
- Compensatory Time – Allow for Police Lieutenants to accrue a maximum of two hundred (200) hours of compensatory time off.
- Vacation Accruals – Increase rate tiers by eight (8) hours for Civilian (non-sworn) employees and increase 14th year tier by eight (8) hours for Sworn employees.

FISCAL IMPACT

The cost of Salary Resolution changes above is incorporated in the Fiscal Year 2023-24 City Budget. Budget action will be taken in future years to appropriate funds needed to implement the provisions of the MOU.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

- A. WCEA MOU
- B. WPOA MOU
- C. WPMA MOU
- D. Resolution No. 2023-51 (Salary Resolution)
- E. Resolution No. 2023-52 (Management Benefits Resolution)
- F. Personnel Rules and Regulations

Additional Materials



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

August 1, 2023

Letty Brooks
13733 E. Gaylin St.
Whittier, CA 90601

Dear Ms. Brooks,

Thank you very much for the tax-deductible donation of \$2,000 to the Puente Hills Habitat Preservation Authority. Your donation is generous and very appreciated.

This gift will 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 habitats and people. You have always been a supporter, and that means a lot to us. Again, thank you!

Sincerely,

Andrea Gullo
Executive Director



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

August 3, 2023

Rivers and Mountains Conservancy
Mark Stanley, Executive Officer
100 N. Old San Gabriel Canyon Road
Azusa, CA 91702

Dear Mr. Stanley:

On behalf of the Puente Hills Habitat Preservation Authority (Habitat Authority), please accept this letter of support for the Conservation Corps of Long Beach's proposed Wildfire Prevention Strike Team. As climate conditions bring more extreme heat, drought, and fire events, we value collaborations that help us address the most urgent needs. Organizations like the Habitat Authority face lack of resources to implement critical fire-reducing best management practices, which are likely to worsen in coming years.

Partnerships like that of the proposed Wildfire Prevention Strike Team are essential to tackling current and future land management gaps. Not only will this project help reduce existing wildfire risk, but it will also address the ongoing need for trained fire prevention and mitigation specialists. Through hands-on training and field experience, we hope to engage CCLB corpsmembers such that they want to continue exploring careers in land management, conservation, and wildfire prevention. We will need them now and in the near future.

CCLB's Wildfire Prevention Strike Team is an opportunity to reduce fire fuel vegetation, implement fire mitigation best management practices, and train the next generation of fire prevention personnel. As such, the Habitat Authority strongly supports CCLB's proposal and appreciates the Rivers and Mountains Conservancy consideration.

Sincerely,

Andrea Gullo
Executive Director