

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

This meeting will take place remotely in accordance with Government Code section 54953(e) *et seq.* (AB 361). Members of the public can observe and participate in the meeting as follows:

**Via video (Zoom) by joining at this address:** <https://us02web.zoom.us/j/81641988531>

Meeting ID: 816 4198 8531

**- Or- Phone by joining at these numbers: +1 (669) 900-6833, +1 (669) 444-9171**

Meeting ID: 816 4198 8531, Find your local number: <https://us02web.zoom.us/j/81641988531>

*Members of the public may provide electronic comments by 3:00 pm on Wednesday, August 17, 2022 before the meeting to [mmiller@HabitatAuthority.org](mailto:mmiller@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.*

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

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.

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 Chairperson of the Authority at the above time and place for the purpose of:

1. Receipt of Public Comments.
2. Consent Calendar:
  - a. Approval of Authority Special Meeting Minutes of June 30, 2022.
  - b. Approval allowing all written resolutions attached to staff reports to be read by title only and waiving further reading.
  - c. Board adoption of Authority Resolution No. 2022-10 A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Proclaiming a Local Emergency and Authorizing the Transition to Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the Authority, as authorized by Government Code Section 54953(e) *et seq.*, for the Initial Period of August 18, 2022, through September 17, 2022.

- d. Receive and file the Authority's Portfolio Earnings Reports and Custom by Instrument Type for June 2022 prepared by the County of Los Angeles Treasurer and Tax Collector.
- e. Receive and file Receipts and Disbursements for the Authority for the quarter ending June 30, 2022, as submitted by the Los Angeles County Department of Auditor-Controller.
3. Discussion, receive and file April, May and June 2022 and Fourth Quarterly 2021-2022 Mountains Recreation and Conservation Authority (MRCA) Ranger Reports, and associated multi-year report.
4. Consideration for a) approval of recommendations from respective entities for appointment of new Citizens Technical Advisory Committee Members: Jeff Brauckmann representing Whittier to fill a term expiring in February 2026, and Matthew Liang representing the unincorporated County of Los Angeles to fill a term expiring in February 2026, and b) discussion regarding remaining vacancies.
5. Discussion and possible action regarding authorizing Executive Director to execute contract with California Arborist in the amount of \$110,000 for tree removal services, to be funded by a grant from the California Department of Forestry and Fire Protection.
6. A point has been reached where, in the opinion of the Authority's Board, on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the Authority. The facts and circumstances at issue consist of threatened litigation by Dr. Jodye Selco relating to the Authority's removal of encroachments from Authority property near 6704 Worsham Dr., in the City of Whittier. This item can be heard in closed session pursuant to Government Code Section 54956.9(d)(2), (e)(2).
7. 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.)
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.)
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. 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. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)

11. Significant exposure to litigation in one case. The anticipated litigation is based on Claim No.: 0-11695 | Claimant: Del Schoenhoeft | Loss Date: 9/4/21. (This item can be heard in closed session pursuant to Government Code Section 54956.9(c), (d)(2), (e)(3).)
12. Board Members' statements, responses, questions or directions to staff, and Executive Director's comments.
13. Adjournment and announcement of next meeting.

**NOTE:** Members of the public may address the Board of Directors on any item shown on the agenda.  
NOTE: 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](http://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 Melissa Miller at 562.945.9003 at least 48 hours prior to meeting.

**DRAFT Minutes of Special Meeting – June 30, 2022**  
**BOARD OF DIRECTORS**  
**PUENTE HILLS HABITAT PRESERVATION AUTHORITY**

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Held via video conference and teleconference

This meeting took place remotely in accordance with Government Code section 54953(e) *et seq.* (AB 361). Members of the public could observe and participate in the meeting as follows:

Via video (Zoom) and telephonically by joining at this address:

<https://us02web.zoom.us/j/88168549967> Meeting ID: 881 6854 9967

- Or- Phone by joining at these numbers:

+1 (669) 900-6833, +1 (346) 248-7799 Meeting ID: 881 6854 9967,

Find your local number: <https://us02web.zoom.us/j/88168549967>

At approximately 3:02 p.m., the special meeting was called to order and a roll call was taken.

From Hacienda Heights Improvement Association:

Present: absent

From Sanitation Districts of Los Angeles County:

Present: Chuck Boehmke, Alternate Director

From City of Whittier:

Present: Jessica Martinez, Director

From County of Los Angeles

Present: Ivan Sulic, Chair

Authority representatives present:

Andrea Gullo, Authority Executive Director

Michelle Mariscal, Authority Ecologist

Melissa Miller, Authority Board Secretary

Kenn Hughes, Deputy Chief Ranger, Mountains Recreation and Conservation  
Authority (MRCA)

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

Cathy Houwen, Member of Authority's Citizens Technical Advisory Committee  
(CTAC) and CTAC's Liaison to Board of Directors

Kelly Telford, CPA; Senior Assurance Manager; LSL, LLP

Others present:

Brian Saeki, City Manager, City of Whittier

Claire Schlotterbeck, Executive Director, Hills For Everyone

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**1. RECEIPT OF PUBLIC COMMENTS.**

There were no public comments.

**2. CONSENT CALENDAR:**

- a) Approval of Authority Special Meeting Minutes of May 25, 2022.
- b) Approval allowing all written resolutions attached to staff reports to be read by title only and waiving further reading.
- c) Board adoption of Authority Resolution No. 2022-09 A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Proclaiming a Local Emergency and Authorizing the Transition to Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the Authority, as authorized by Government Code Section 54953(e) *et seq.*, for the Initial Period of June 30, 2022, through July 30, 2022.
- d) Receive and file the Authority’s Portfolio Earnings Reports and Custom by Instrument Type for May 2022 prepared by the County of Los Angeles Treasurer and Tax Collector.

Alternate Director Boehmke motioned to approve, adopt and receive and file these items. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.
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**3. DISCUSSION AND POSSIBLE ACTION REGARDING CALIFORNIA ASSEMBLYMEMBER LISA CALDERON’S STATE BUDGET REQUEST ON BEHALF OF THE AUTHORITY IN THE AMOUNT OF \$1.25 MILLION FOR OPERATIONAL EXPENSES.**

Executive Director Gullo updated that this request, in Assembly Bill 178, has been fully approved by the legislature and is now awaiting the governor’s approval signature. Chair Sulic asked that an appreciation letter be sent to Assemblymember Calderon if this bill is enacted. Executive Director Gullo added that clarification would also still be needed regarding how this funding would be provided and exactly what expenses it could cover.

**4. REVIEW OF AUTHORITY WORKPLAN FOR FISCAL YEAR 2021-2022, AND REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORITY WORKPLAN FOR FISCAL YEAR 2022-23, AND REVIEW OF STRATEGIC GUIDELINES.**

Executive Director Gullo noted that several items will need to be carried over to the upcoming workplan for 2022-2023, including finalizing the heli-hydrant agreement, implementing various grants, seeking reimbursement funding from Proposition A, re-evaluating the need for

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a community facility district pending review of the recently procured financial analysis, and addressing repairs at ranger residences.

Director Martinez motioned to approve this workplan for fiscal year 2022-2023 as presented. Alternate Director Boehmke seconded this motion, and in a roll call vote the motion passed unanimously.

**5. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORITY ANNUAL BUDGET FOR FISCAL YEAR 2022-23, AND REVIEW OF CORRESPONDING BUDGETS.**

Executive Director Gullo briefly reviewed the new format of this budget, and Authority Consultant Kelly Telford advised that the Board approve the proposed budget Option 1 with the deficit, and when the Board later considers how to allocate the spending of the state funding specified earlier in item 3, that is the time when the funding gap will be filled. She added that the Authority most likely will need to encumber the funds this fiscal year to secure the funds.

Alternate Director Boehmke motioned to approve Option 1 of this budget for fiscal year 2022-2023. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.

Consultant Telford explained the need for a budget amendment to address the fact that some contracts from the prior fiscal year still need to be completed and paid based on the budget numbers approved for that prior fiscal year, 2021-2022.

Alternate Director Boehmke motioned to approve this budget amendment of \$273,605.59 for ongoing contracts for fiscal year 2022-2023. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.

Executive Director Gullo also described how the funding for management of the Whittier Hills will be changing beginning with the next fiscal year, due to Los Angeles County's changes in the funding guidelines for Measure A.

**6. DISCUSSION AND POSSIBLE ACTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE THE THIRTY-FIRST 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 7/1/22 TO 6/30/23 IN THE AMOUNT OF \$452,936, OR FOR A REDUCED TERM AND/OR AMOUNT.**

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Executive Director Gullo noted that she would like to retain the full ranger hours amount of 84 per week and also add \$15,000 for some special projects. Counsel Gerli clarified that this Agreement is therefore to be approved at the higher-hour rate but at the currently listed total, with the difference between the two totals to be later filled when the Board considers how to allocate the funding anticipated to be received via AB 178.

Alternate Director Boehmke motioned to authorize the Executive Director to execute this Thirty-first Amendment of the Open Space Management Agreement with the MRCA for an additional year from 7/1/22 to 6/30/23 in the amount of \$452,936. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.

- 7. A POINT HAS BEEN REACHED WHERE, IN THE OPINION OF THE AUTHORITY’S BOARD, ON THE ADVICE OF ITS LEGAL COUNSEL, BASED ON EXISTING FACTS AND CIRCUMSTANCES, THERE IS A SIGNIFICANT EXPOSURE TO LITIGATION AGAINST THE AUTHORITY. THE FACTS AND CIRCUMSTANCES AT ISSUE CONSIST OF THREATENED LITIGATION BY DR. JOYCE SELCO RELATING TO THE AUTHORITY’S REMOVAL OF ENCROACHMENTS FROM AUTHORITY PROPERTY NEAR 6704 WORSHAM DR., IN THE CITY OF WHITTIER. THIS ITEM CAN BE HEARD IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2), (E)(2).**

At 3:52 p.m. Chair Sulic moved to continue discussion of items 7, 8, 9, 10, 11 and 12 in Closed Session.

In the closed session, item 7 was discussed by the Board, a status update was given and no reportable action was taken.

- 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.).**

In the closed session, item 8 was discussed by the Board, a status update was given and no reportable action was taken.

- 9. 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**

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**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.)**

In the closed session, item 9 was not discussed by the Board.

**10. 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.)**

In the closed session, item 10 was discussed by the Board, a status update was given and no reportable action was taken.

**11. 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. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)**

In the closed session, item 11 was discussed by the Board, a status update was given and no reportable action was taken.

**12. SIGNIFICANT EXPOSURE TO LITIGATION IN ONE CASE. THE ANTICIPATED LITIGATION IS BASED ON CLAIM NO.: 0-11695 | CLAIMANT: DEL SCHOENHOEFT | LOSS DATE: 9/4/21. (This item can be heard in closed session pursuant to Government Code Section 54956.9(c), (d)(2), (e)(3).)**

In the closed session, item 12 was discussed by the Board, a status update was given and no reportable action was taken.

At 4:36 p.m. Chair Sulic moved to end the Closed Session and the Open Session recommenced.

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

Director Martinez thanked Authority staff for all of their continuing efforts, especially regarding the budget.

Alternate Director Boehmke agreed, and emphasized that more state funding should be sought.



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Chair Sulic thanked Executive Director Gullo and Authority staff for all of their organizing work for the Bob Henderson Trail renaming event on June 4.

Director Martinez reported that, since the City of Whittier recently increased the penalty for setting off fireworks in the city to \$5,000, so far this season the incidence of fireworks is close to zero.

Executive Director Gullo thanked the Chair, City, County, staff and the MRCA for their support of the Henderson event. Also, she reported that the Authority is coordinating its volunteers with local resident groups, law enforcement and firefighting personnel for the annual community safety watches over this upcoming holiday weekend.

**14. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING.**

There being no further comments, or business to be discussed, Chair Sulic adjourned the meeting at 4:43 p.m. The next regular meeting date is July 21, 2022, but that date might be cancelled due to vacation schedules.

*Approved:*

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*Ivan Sulic, Board Chair*

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*Melissa Miller, Board Secretary*

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

MEMORANDUM

**Date:** August 18, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 2c) Board adoption of Authority Resolution No. 2022-10 A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Proclaiming a Local Emergency and Authorizing the Transition to Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the Authority, as authorized by Government Code Section 54953(e) *et seq.*, for the Initial Period of August 18, 2022, through September 17, 2022.

Recommendation:

That the Board adopt the attached resolution, 2022-10.

Background:

The attached resolution is provided for your consideration to be in compliance with Assembly Bill 361 which was signed into law on September 16, 2021 and made effective on October 1, 2021. AB 361 allows continued remote teleconference meetings without traditional Brown Act compliance, provided certain findings can be made related to the ongoing state of emergency and subject to adherence to certain new noticing and public participation requirements.

No later than 30 days after teleconferencing for the first time under AB 361 rules, and every 30 days thereafter, the Board must adopt a resolution making the required findings of necessity to continue conducting public meetings remotely in reliance on AB 361 and affirming the measures in place to allow remote public comments by the public.

It has been approximately 48 days from the adoption of the Authority's 2022-09 resolution which was approved at the last Board meeting on June 30, 2022 and valid through July 30, 2022, so the attached is a new initial resolution extending the timeframe for virtual meetings through September 17, 2022.

RESOLUTION NO. 2022-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUENTE HILLS HABITAT PRESERVATION AUTHORITY PROCLAIMING A LOCAL EMERGENCY AND AUTHORIZING THE TRANSITION TO USE OF REMOTE TELECONFERENCE MEETING PROCEDURES BY THE BOARD OF DIRECTORS AND ALL STANDING COMMITTEES OF THE AUTHORITY, AS AUTHORIZED BY GOVERNMENT CODE SECTION 54953(E) *ET SEQ.*, FOR THE INITIAL PERIOD OF AUGUST 18, 2022, THROUGH SEPTEMBER 17, 2022.

WHEREAS, the Puente Hills Habitat Preservation Authority (the “Authority”) is committed to preserving and nurturing public access, transparency, observation and participation in meetings of the Board of Directors (the “Board”) and each of its standing committees; and

WHEREAS, all meetings of the Board and standing committees are open and public, as required by the Ralph M. Brown Act, codified in Government Code sections 54950 *et seq.*, so that any member of the public may attend, participate, and observe the Board and standing committees conduct their business; and

WHEREAS, the Brown Act, as amended by Assembly Bill 361 (2021), codified in Government Code sections 54953(e) *et seq.*, allows for remote teleconferencing observation and participation in meetings by members of a legislative body and members of the public, without compliance with the requirements of Government Code section 54953(b)(3) regarding teleconferencing, subject to the existence of certain conditions; and

WHEREAS, the initial required condition is that the meeting is held during a state of emergency that has been declared by the Governor pursuant to the California Emergency Services Act at Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the Authority, caused by conditions as described in Government Code section 8558; and

WHEREAS, on March 4, 2020, pursuant to Government Code section 8625, Governor Newsom declared the existence of a state of emergency for the State of California, which includes area within the jurisdictional boundaries of the Authority, in response to the outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, also on March 4, 2020, the County of Los Angeles followed suit and declared the existence of a state of emergency for the County of Los Angeles; and

WHEREAS, Government Code section 54953(e) *et seq.* further requires that state or local officials have imposed or recommended measures to promote social distancing; or, the legislative body of the Authority finds that meeting in person would present imminent risk to the health and safety of attendees; and

WHEREAS, the Board hereby finds that such emergency conditions now exist in the Authority, such that meeting in person for the meetings of the Board and standing committees of the Authority would present imminent risk to the health and safety of attendees as a result of the increased risk of the spread of the COVID-19 virus among those in attendance; and

WHEREAS, the Board hereby finds that the state of emergency due to the COVID-19 virus and the conditions related thereto has caused, and will continue to cause, conditions of extreme peril to the safety of persons within the Authority that are likely to be beyond the control of services, personnel, equipment, and facilities of the Authority, and thereby affirms, authorizes, and proclaims the existence of a local emergency and ratifies the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, the Board hereby finds that, as a consequence of the existing local emergency, the Board and all standing committees of the Authority shall conduct their meetings without compliance with Government Code section 54953(b)(3), and shall instead comply with the remote teleconference meeting requirements as authorized by Government Code section 54953(e) *et seq.*; and

WHEREAS, the Board affirms that it will allow for observation and participation by Board Members, Advisory Committee Members and the public via video and/or telephone access, in an effort to protect the constitutional and statutory rights of all attendees.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE PUENTE HILLS HABITAT PRESERVATION AUTHORITY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:**

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board hereby recognizes and affirms the existence and conditions of a state of emergency as proclaimed by the Governor, the existence of emergency conditions in the Authority, and affirms, authorizes, and proclaims the existence of a local emergency throughout the Authority.

Section 3. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Further, the Board finds that holding the meetings of the Board and standing committees of the Authority in person would present imminent risk to the health and safety of attendees as a result of the increased risk of the spread of the COVID-19 virus among those in attendance, as required by Government Code section 54953(e) *et seq.*

Section 5. The Executive Director is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, for all Board meetings and all standing committee meetings of the Authority.

Section 6. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) September 17, 2022, or such time the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board and all standing committees of the Authority may continue to teleconference

without compliance with Government Code section 54953(b)(3), but otherwise as permitted by Government Code section 54953(e) *et seq.*.

Section 7. Should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

Section 8. The Board Secretary shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED AND ADOPTED** at the Regular Meeting of the Board of Directors of the Puente Hills Habitat Preservation Authority duly held on 18th day of August, 2022, by the following vote:

**AYES:** Board Members:  
**NOES:** Board Members:  
**ABSENT:** Board Members:  
**ABSTAIN:** Board Members:

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Chair, Board of Directors

**WITNESS** my hand of said Authority this 18th day of August, 2022.

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Melissa Miller, Secretary



**KEITH KNOX**  
TREASURER AND TAX COLLECTOR

# COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 462, Los Angeles, California 90012  
Telephone: (213) 974-3385 Fax: (213) 626-1701  
ttc.lacounty.gov and propertytax.lacounty.gov

Board of Supervisors  
**HILDA L. SOLIS**  
First District  
**HOLLY J. MITCHELL**  
Second District  
**SHEILA KUEHL**  
Third District  
**JANICE HAHN**  
Fourth District  
**KATHRYN BARGER**  
Fifth District

July 5, 2022

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

Email: [agullo@habitatauthority.org](mailto:agullo@habitatauthority.org)

## **PUENTE HILLS HABITAT PRESERVATION AUTHORITY MONTHLY INVESTMENT REPORTS**

Dear Andrea Gullo:

We have enclosed the Puente Hills Habitat Preservation Authority Portfolio Income Reconciliation Report (Earnings Report), Custom Position Report, Purchase Detail Report, and Chronological Detail Report for the month ended June 30, 2022, for your review and reference.

Should you have questions, you may contact Ms. Marivic Liwag, Assistant Operations Chief, of my staff at (213) 584-1252, or [mliwag@ttc.lacounty.gov](mailto:mliwag@ttc.lacounty.gov).

Very truly yours,

**KEITH KNOX**  
Treasurer and Tax Collector

Jennifer Koai  
Operations Chief

JK:ML:az

Enclosures

# INCOME RECONCILIATION REPORT



Run Date: 7/1/2022 8:54:26 AM

From Date: 6/1/2022 To Date: 6/30/2022

Inv No.	Security Description	CUSIP	Effect Rate	Stored Yield	Durat	Cur Par Value	Posted Int/Div	Beginning Prem/ (Disc)	Accretion Income	(Amortization) Expense	Scheduled Accruals	Gain (Loss)	Total Income
<b>Fund: 4350 PHHPA-PH HABITAT PRESERVATION AU</b>													
117243	FFCB 2.50 (C	3133EMW65	2.5000	2.5000	15.1320	22,675,000.00	0.00	0.00	0.00	0.00	47,239.58	0.00	47,239.58
<b>Inv Type: 1040 FFCB Fxd-</b>			2.5000	2.5000	15.1320	22,675,000.00	0.00	0.00	0.00	0.00	47,239.58	0.00	47,239.58
114424	FHLMC 2.00 (	3134GWSD9	2.0000	2.0000	17.2370	9,500,000.00	0.00	0.00	0.00	0.00	15,833.33	0.00	15,833.33
<b>Inv Type: 1500 FHLMC Fxd</b>			2.0000	2.0000	17.2370	9,500,000.00	0.00	0.00	0.00	0.00	15,833.33	0.00	15,833.33
<b>Subtotal</b>			<b>2.3524</b>	<b>2.3524</b>	<b>15.7535</b>	<b>32,175,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>63,072.91</b>	<b>0.00</b>	<b>63,072.91</b>
<b>Grand Total</b>		<b>Count 2</b>				32,175,000.00	0.00	0.00	0.00	0.00	63,072.91	0.00	63,072.91



# Custom Position Report

As Of Date: 06/30/2022

Run: 07/01/2022 08:57:04 AM

Reporting Currency: Local

LA County

Inv. No.	Description	CUSIP	Interest Rate	Maturity Date	Yield at Purchase	Par Value	Amortized Cost	Historical Cost	Accumulated Amort/Accr
<b>Fund Grp: 4000 SPI-SPECIFIC PURPOSE INVSTMNT</b>									
117243	FFCB 2.50 (CALLABLE)	3133EMW65	2.500000	07/29/2041	2.500000	22,675,000.00	22,675,000.00	22,675,000.00	0.00
<b>Inv Type: 1040 FFCB Fxd-(S) 30/360</b>						<b>22,675,000.00</b>	<b>22,675,000.00</b>	<b>22,675,000.00</b>	<b>0.00</b>
114424	FHLMC 2.00 (CALLABLE)	3134GWSD9	2.000000	08/27/2043	2.000000	9,500,000.00	9,500,000.00	9,500,000.00	0.00
<b>Inv Type: 1500 FHLMC Fxd-(S) 30/360</b>						<b>9,500,000.00</b>	<b>9,500,000.00</b>	<b>9,500,000.00</b>	<b>0.00</b>
<b>Fund: 4350 PHHPA-PH HABITAT PRESERVATION AU</b>						<b>32,175,000.00</b>	<b>32,175,000.00</b>	<b>32,175,000.00</b>	<b>0.00</b>
<b>Subtotal</b>						<b>32,175,000.00</b>	<b>32,175,000.00</b>	<b>32,175,000.00</b>	<b>0.00</b>
<b>Grand Total</b>	<b>Count 2</b>					<b>32,175,000.00</b>	<b>32,175,000.00</b>	<b>32,175,000.00</b>	<b>0.00</b>





**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

**ARLENE BARRERA**  
AUDITOR-CONTROLLER

**OSCAR VALDEZ**  
CHIEF DEPUTY AUDITOR-CONTROLLER

ASSISTANT AUDITOR-CONTROLLERS

**ROBERT G. CAMPBELL**  
**KAREN LOQUET**  
**CONNIE YEE**

July 28, 2022

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, 2022.

If you have any questions, please contact Jung Son at (213) 974-8327, or Connie Diep at (213) 974-8345.

Very truly yours,

Arlene Barrera  
Auditor-Controller

Rachelle  
Anema

Rachelle Anema  
Division Chief

Digitally signed by  
Rachelle Anema  
Date: 2022.07.28 16:31:49  
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AB:OV:CY:RA:JS:CD:mc

H:\Special Funds\Special Funds Unit\JOINT POWERS AUTHORITIES\PUENTE HILLS LANDFILL\FY21-22\FY22\_QtrlyStmt\_Puente\Qtrly Letter\_FY22\_4th Qtr\_Puente.docx

Attachment

c: Jeremy Freelove, Los Angeles County Sanitation District

*Help Conserve Paper – Print Double-Sided*  
*“To Enrich Lives Through Effective and Caring Service”*

**LOS ANGELES COUNTY - PUENTE HILLS HABITAT  
PRESERVATION AUTHORITY  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
APRIL 1, 2022 THROUGH JUNE 30, 2022**

Cash Balance, March 31, 2022

Fund V80  
\$ 8,055,666.08

**Receipts:**

Description	Req. №	Unit №	Rev / Obj Code	Record Date	Amount	
<b>Interests:</b>						
INTEREST ALLOCATION FOR THE MONTH ENDING March 31, 2022		53874	8605	04/01/22	3,016.47	
INTEREST ALLOCATION FOR THE MONTH ENDING April 30, 2022		53874	8605	05/01/22	3,638.42	
INTEREST ALLOCATION FOR THE MONTH ENDING May 31, 2022		53874	8605	06/01/22	6,172.28	
<b>Total Interests:</b>						\$ 12,827.17
<b>Coupon Calls - Interests:</b>						
<b>Total Coupon Calls - Interests:</b>						-
<b>Coupon Calls - Principal:</b>						
<b>Total Coupon Calls - Principal:</b>						-
<b>Other Revenues:</b>						
MATRIX OIL CORP		53874	8363	04/07/22	6,068.17	Feb. property revenue
LAUREN ENRIQUEZ		53874	9686	04/07/22	200.00	donation
MATRIX OIL CORP		53874	8363	05/16/22	8,010.90	March property revenue
WHITTIER AUDUBON SOCIETY		53874	9686	06/01/22	100.00	donation
MATRIX OIL CORP		53874	8363	06/10/22	4,937.56	April property revenue
THE MOUNTAINS RECREATION & CONSERVATION AUTHORITY (MRCA)		53874	9681	06/22/22	37,820.00	2021 citations
CITY OF LA HABRA HEIGHTS		53874	9731	06/29/22	88.69	refund for overbilling
						<u>57,225.32</u>
<b>Total Receipts:</b>						<u>70,052.49</u>
<b>Total Cash Balance and Receipts</b>						\$ 8,125,718.57

**Disbursements:**

<b>Vendor Payments:</b>						
CITY OF WHITTIER	2022-162	53874	3580	04/05/22	330.00	data services
CITY OF WHITTIER	2022-162	53874	3580	04/05/22	27.78	
CITY OF WHITTIER	2022-162	53874	2363	04/05/22	25.77	
CITY OF WHITTIER	2022-162	53874	3587	04/05/22	28,541.87	Feb. payroll
CITY OF WHITTIER	2022-162	53882	3587	04/05/22	755.52	Feb. Calfire grant work
CITY OF WHITTIER	2022-162	53874	3240	04/05/22	98.38	includes masks
CITY OF WHITTIER	2022-162	53874	3280	04/05/22	30.00	
CITY OF WHITTIER	2022-162	53874	2780	04/05/22	101.39	signs for mitigation
CITY OF WHITTIER	2022-162	53874	3556	04/05/22	233.94	Meetup & Constant Contac
CITY OF WHITTIER	2022-162	53874	3202	04/05/22	142.91	postage
CITY OF WHITTIER	2022-162	53874	5098	04/05/22	99.53	fuel
CITY OF WHITTIER	2022-162	53874	3182	04/05/22	15.20	
LANCE, SOLL & LUNGHARD, LLP dbd LSL CPAs	2022-168	53874	3580	04/05/22	2,948.00	Feb.
SAN GABRIEL VALLEY WATER COMPANY	2022-166	53880	5222	04/05/22	2,645.77	Olinda mitigation
LA HABRA HEIGHTS CO WATER DISTRICT	2022-164	53879	5222	04/05/22	1,109.74	SCE mitigation
LA HABRA HEIGHTS CO WATER DISTRICT	2022-163	53874	5222	04/05/22	192.40	trailhead
BELLFREE CONTRACTORS, INC.	2022-169	53874	3580	04/05/22	4,052.00	work at Powder Canyon
BELLFREE CONTRACTORS, INC.	2022-169	53879	3580	04/05/22	2,198.00	work at Powder Canyon
NORTH STAR LAND CARE	2022-167	53874	3580	04/05/22	3,977.86	
NORTH STAR LAND CARE	2022-167	53874	3580	04/05/22	3,528.36	
NORTH STAR LAND CARE	2022-171	53874	3580	04/05/22	3,600.00	
ALESHIRE & WYNDER LLP	2022-170	53874	3717	04/05/22	4,257.30	Feb.
ALESHIRE & WYNDER LLP	2022-170	53874	3717	04/05/22	7,463.10	Feb.
CITY OF WHITTIER - OFFICE SPACE RENTAL \$471.68 PER MONTH	2022-173	53874	4422	04/06/22	471.68	April
CITY OF WHITTIER, PUBLIC WORKS DEPT	2022-175	53874	5222	04/06/22	698.06	water at 4 street ends
LANCE, SOLL & LUNGHARD, LLP dbd LSL CPAs	2022-176	53874	3580	04/06/22	6,645.00	March
SAN GABRIEL VALLEY WATER COMPANY	2022-174	53874	5222	04/06/22	212.10	trailhead
SUBURBAN WATER SYSTEMS	2022-172	53874	5222	04/06/22	91.66	trailhead
LA HABRA HEIGHTS CO WATER DISTRICT	2022-165	53881	5222	04/06/22	777.21	Brea 57 mitigation
LA HABRA HEIGHTS CO WATER DISTRICT	2022-165	53879	5222	04/06/22	1,109.53	SCE mitigation
CITY OF WHITTIER, PUBLIC WORKS DEPT	2022-177	53874	5222	04/26/22	408.08	water at Workman Mill Rd.
AT&T MOBILITY II LLC	2022-178	53874	5222	04/26/22	162.47	
SCI Consulting Group	2022-179	53874	3580	04/26/22	7,500.00	Task 1
CHARTER COMMUNICATIONS HOLDINGS LLC	2022-187	53874	5222	04/26/22	64.99	
NAKAE & ASSOCIATES, INC	2022-184	53874	3580	04/26/22	1,152.54	Measure A work
NAKAE & ASSOCIATES, INC	2022-186	53874	3580	04/26/22	3,636.00	work at Turnbull
NAKAE & ASSOCIATES, INC	2022-185	53879	3580	04/26/22	68,607.00	SCE mitigation
NAKAE & ASSOCIATES, INC	2022-183	53881	3580	04/26/22	46,567.71	Brea 57 mitigation
WESIERSKI & ZUREK LLP	2022-188	53874	3717	04/26/22	858.00	lawsuit Schoenhoef

**LOS ANGELES COUNTY - PUENTE HILLS HABITAT  
PRESERVATION AUTHORITY  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
APRIL 1, 2022 THROUGH JUNE 30, 2022**

Description	Req. №	Unit №	Rev / Obj Code	Record Date	Amount	
CHRISTOPHER WOO dba ICON TECH	2022-189	53874	5222	04/26/22	83.48	
LAND IQ, LLC	2022-180	53880	3580	04/26/22	2,462.29	Olinda mitigation
LAND IQ, LLC	2022-182	53881	3580	04/26/22	1,781.96	Brea 57 mitigation
LAND IQ, LLC	2022-181	53879	3580	04/26/22	2,973.40	SCE mitigation
CITY OF WHITTIER, PUBLIC WORKS DEPT	2022-190	53874	5222	05/05/22	340.78	water at 2 street ends
SAN GABRIEL VALLEY WATER COMPANY	2022-192	53880	5222	05/05/22	1,233.77	Olinda mitigation
SAN GABRIEL VALLEY WATER COMPANY	2022-203	53874	5222	05/05/22	212.10	trailhead
LA HABRA HEIGHTS CO WATER DISTRICT	2022-201	53874	5222	05/05/22	270.10	trailhead
LA HABRA HEIGHTS CO WATER DISTRICT	2022-202	53879	5222	05/05/22	1,337.66	SCE mitigation
LAND IQ, LLC	2022-193	53881	3580	05/11/22	1,167.50	Brea 57 mitigation
LAND IQ, LLC	2022-194	53880	3580	05/11/22	2,833.19	Olinda mitigation
LAND IQ, LLC	2022-195	53879	3580	05/11/22	5,088.98	SCE mitigation
ALESHIRE & WYNDRER LLP	2022-200	53874	3717	05/11/22	4,583.40	March
ALESHIRE & WYNDRER LLP	2022-200	53874	3717	05/11/22	2,168.10	March
NAKAE & ASSOCIATES, INC	2022-198	53880	3580	05/11/22	29,938.95	Olinda mitigation
NAKAE & ASSOCIATES, INC	2022-196	53874	3580	05/12/22	1,349.83	Measure A work
NAKAE & ASSOCIATES, INC	2022-199	53874	3580	05/12/22	880.00	Turnbull work
NAKAE & ASSOCIATES, INC	2022-196	53874	3580	05/12/22	5,171.58	Measure A work
NAKAE & ASSOCIATES, INC	2022-197	53874	3580	05/12/22	1,008.00	Harbor mitigation
AUDITOR CONTROLLER	2022-191	53874	3672	05/12/22	5,599.30	3rd qtr accounting
SUBURBAN WATER SYSTEMS	2022-204	53874	5222	05/16/22	91.66	trailhead
LA HABRA HEIGHTS CO WATER DISTRICT	2022-205	53879	5222	05/16/22	1,150.86	SCE mitigation
LA HABRA HEIGHTS CO WATER DISTRICT	2022-205	53881	5222	05/16/22	818.76	Brea 57 mitigation
AT&T MOBILITY II LLC	2022-206	53874	5222	05/23/22	162.47	
CHARTER COMMUNICATIONS HOLDINGS LLC	2022-209	53874	5222	05/23/22	64.99	
AUDITOR CONTROLLER	2022-207	53874	3529	05/23/22	504.00	audit deposit
CITY OF LA HABRA HEIGHTS	2022-208	53874	3580	06/01/22	11,277.43	annual fire protection
NAKAE & ASSOCIATES, INC	2022-215	53874	3580	06/01/22	551.50	Harbor mitigation
NAKAE & ASSOCIATES, INC	2022-214	53881	3580	06/01/22	5,844.79	Brea 57 mitigation
NAKAE & ASSOCIATES, INC	2022-217	53879	3580	06/01/22	32,802.00	SCE mitigation
NAKAE & ASSOCIATES, INC	2022-216	53880	3580	06/01/22	16,244.02	Olinda mitigation
TWIIW INSURANCE SERVICES, LLC dba TOLMAN & WIKER INSURANCE SE	2022-220	53874	2302	06/01/22	30,034.09	annual GL insurance
TWIIW INSURANCE SERVICES, LLC dba TOLMAN & WIKER INSURANCE SE	2022-220	53874	2302	06/01/22	6,861.25	annual XS insurance
TWIIW INSURANCE SERVICES, LLC dba TOLMAN & WIKER INSURANCE SE	2022-220	53874	2302	06/01/22	1,149.00	annual crime insurance
TWIIW INSURANCE SERVICES, LLC dba TOLMAN & WIKER INSURANCE SE	2022-220	53874	2302	06/01/22	10,059.00	annual Directors insur.
LANCE, SOLL & LUNGHARD, LLP dbd LSL CPAs	2022-210	53874	3580	06/06/22	300.00	April
805 DISCING AND GRADING INC.	2022-221	53874	3580	06/06/22	24,249.60	RMC grant work
CHRISTOPHER WOO dba ICON TECH	2022-219	53874	5222	06/06/22	83.48	
LAND IQ, LLC	2022-213	53879	3580	06/06/22	8,060.73	SCE mitigation
LAND IQ, LLC	2022-212	53880	3580	06/06/22	716.65	Olinda mitigation
ALESHIRE & WYNDRER LLP	2022-211	53874	3717	06/06/22	2,556.90	April
CITY OF WHITTIER, PUBLIC WORKS DEPT	2022-227	53874	5222	06/12/22	700.81	water at 4 street ends
SAN GABRIEL VALLEY WATER COMPANY	2022-228	53874	5222	06/12/22	212.10	trailhead
SAN GABRIEL VALLEY WATER COMPANY	2022-226	53880	5222	06/12/22	7,130.40	Olinda mitigation
ESRI - ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	2022-222	53874	3182	06/14/22	400.00	annual GIS fee
SUBURBAN WATER SYSTEMS	2022-229	53874	5222	06/14/22	91.66	trailhead
LA HABRA HEIGHTS CO WATER DISTRICT	2022-224	53879	5222	06/14/22	1,143.41	SCE mitigation
LA HABRA HEIGHTS CO WATER DISTRICT	2022-225	53879	5222	06/14/22	2,494.42	SCE mitigation
LA HABRA HEIGHTS CO WATER DISTRICT	2022-223	53874	5222	06/14/22	290.82	trailhead
LA HABRA HEIGHTS CO WATER DISTRICT	2022-225	53881	5222	06/14/22	397.24	Brea 57 mitigation
IRRI-CARE PLUMBING AND BACKFLOW TESTING, INC	2022-232	53874	3580	06/14/22	95.00	
MDJ MANAGEMENT	2022-218	53874	3580	06/14/22	12,164.61	Whittier & County work
CHRISTOPHER WOO dba ICON TECH	2022-231	53874	3580	06/14/22	195.75	
CREPES & GRAPES CAFE, LLC	2022-230	53874	3240	06/15/22	1,365.16	event - reimbursed
AT&T MOBILITY II LLC	2022-234	53874	5222	06/21/22	174.98	
CHRISTOPHER WOO dba ICON TECH	2022-233	53874	5222	06/21/22	83.48	
CITY OF WHITTIER, PUBLIC WORKS DEPT	2022-236	53874	5222	06/26/22	405.78	water at Workman Mill Rd.
CITY OF WHITTIER - OFFICE SPACE RENTAL \$471.68 PER MONTH	2022-237	53874	4422	06/26/22	471.68	May
CHARTER COMMUNICATIONS HOLDINGS LLC	2022-235	53874	5222	06/26/22	64.99	
CITY OF WHITTIER	2022-239	53882	3587	06/29/22	1,300.66	April Calfire grant work
CITY OF WHITTIER	2022-238	53874	2302	06/29/22	(188.50)	March workers comp. ins.
CITY OF WHITTIER	2022-238	53882	3587	06/29/22	697.39	March Calfire grant work
CITY OF WHITTIER	2022-239	53874	3587	06/29/22	40,957.77	April payroll
CITY OF WHITTIER	2022-238	53874	3587	06/29/22	28,648.82	March payroll
CITY OF WHITTIER - OFFICE SPACE RENTAL \$471.68 PER MONTH	2022-240	53874	4422	06/29/22	471.68	June
SAN GABRIEL VALLEY WATER COMPANY	2022-243	53880	5222	06/30/22	212.10	Olinda mitigation
LA HABRA HEIGHTS CO WATER DISTRICT	2022-242	53879	5222	06/30/22	519.22	SCE mitigation
LA HABRA HEIGHTS CO WATER DISTRICT	2022-241	53874	5222	06/30/22	148.37	trailhead
<b>Total Vendor Payments:</b>						<b>530,054.20</b>

**LOS ANGELES COUNTY - PUENTE HILLS HABITAT  
 PRESERVATION AUTHORITY  
 STATEMENT OF RECEIPTS AND DISBURSEMENTS  
 APRIL 1, 2022 THROUGH JUNE 30, 2022**

Description	Req. No	Unit No	Rev / Obj Code	Record Date	Amount	
<b>Investment Purchases - Management Fees by Treasurer Tax Collector:</b>						
Management Fees - March 2022		53874	3856	04/21/22	1,366.34	
Management Fees - April 2022		53874	3856	05/13/22	1,322.26	
Management Fees - May 2022		53874	3856	06/15/22	1,366.34	
<b>Total Investment Purchases - Management Fees by Treasurer Tax Collector:</b>					4,054.94	
<b>Total Disbursements</b>						\$ 534,109.14
<b>Ending Cash Balance, June 30, 2022</b>						<b>\$ 7,591,609.43</b>


Prepared by Los Angeles County Department of Auditor-Controller, Accounting Division MC 7/25/2022

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

MEMORANDUM

**Date:** August 18, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 3) Discussion, receive and file April, May and June 2022 and Fourth Quarterly 2021-2022 Mountains Recreation and Conservation Authority (MRCA) Ranger Reports, and associated multi-year report.

Recommendation:

That the Board receive and file the attached Ranger reports prepared by the Mountains Recreation and Conservation Authority (MRCA), as well as the supplemental multi-year report prepared by Authority staff.

Background:

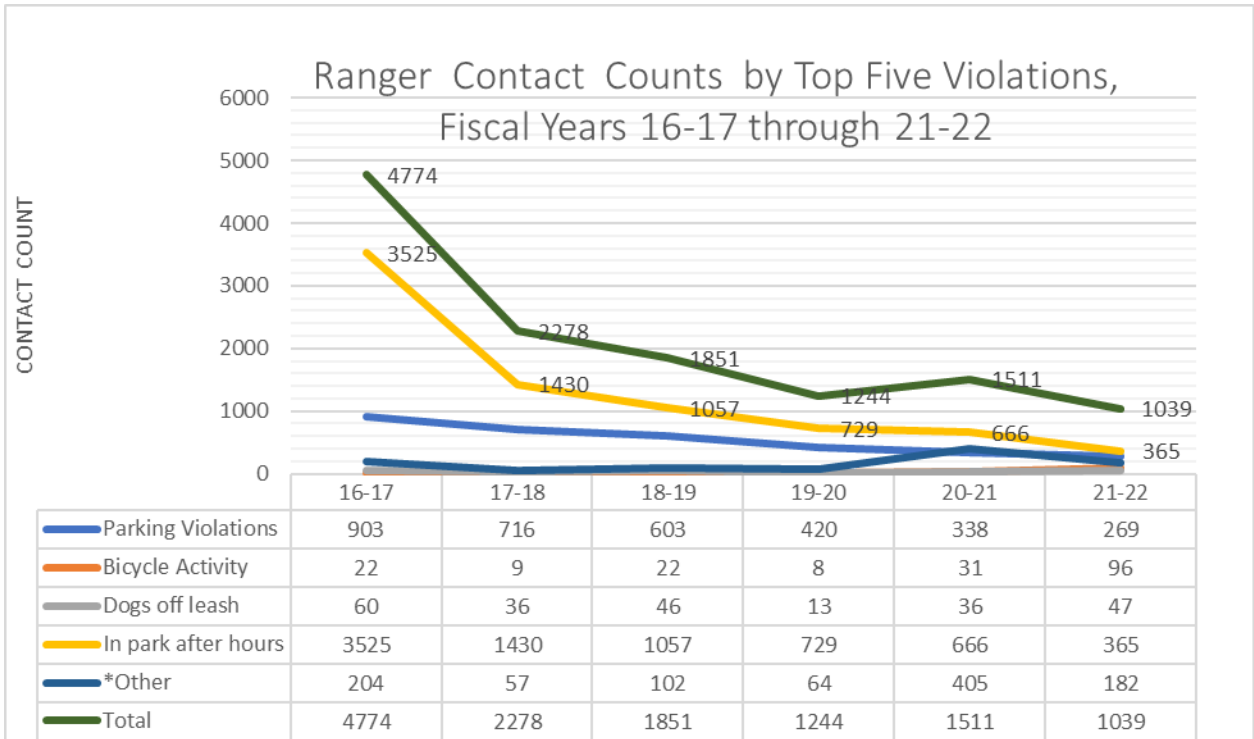
Attached for your review are the April, May, June and fourth quarter MRCA ranger reports for fiscal year 2021-22. Also attached is a multi-year report assembled by Authority staff which summarizes information about ranger contacts from the past several years. The violations summary sheet is a tool to gauge long-term activity realizing that it is not based on a static patrol schedule.

This past year (2021-22), the number of contacts the rangers made with visitors (1,039) has decreased from the previous year. The attached charts illustrate the details of those contacts. The rangers' contacts in Whittier comprised 46% of their time.

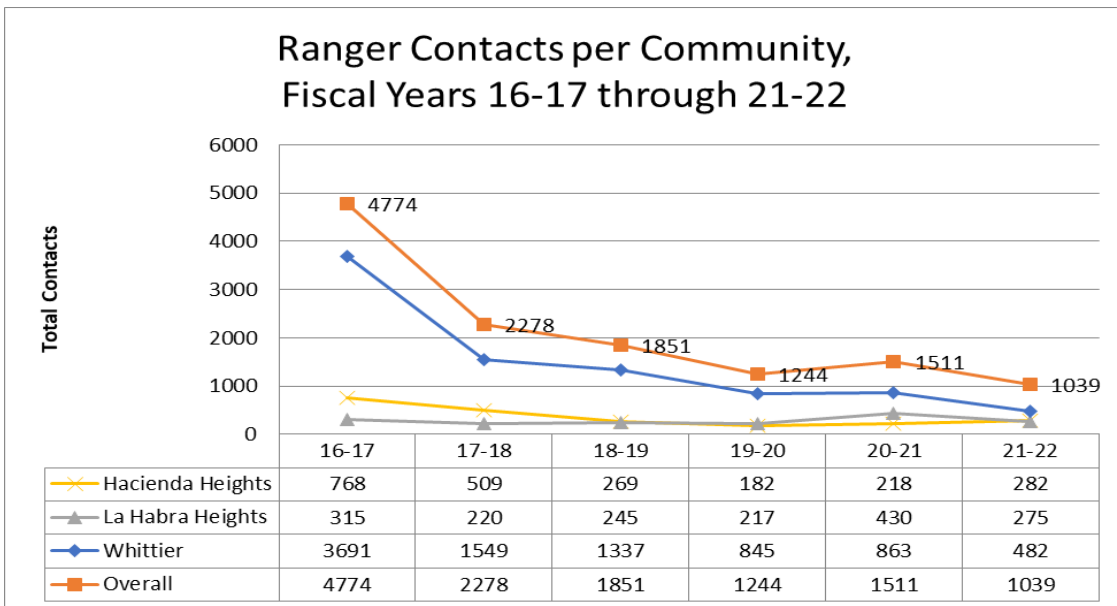
An overall decrease in ranger contacts has occurred since the change in Preserve hours went into effect in 2017. Hellman Park was closed for the first part of 2017 (fiscal year 2016-17) due to trail repairs and reopened in May with new set hours. In September 2017 (fiscal year 17-18), new hours were set at Turnbull Canyon, Sycamore Canyon and Hacienda Hills to match those at Hellman Park. Fiscal year 15-16 (not shown on the charts) would have been the last year in which hours were sunrise to sunset at all trailheads. Overall ranger contacts decreased 79% Preserve-wide when comparing fiscal years 15-16 (4,960) to 21-22 (1,039). Budgeted MRCA staff hours for the various years fluctuated and was primarily driven by financial resources. Budgeted MRCA staff hours for each fiscal year are as follows: FY 15-16, 85 hours; FY 16-17, 94 hours; FY 17-18, 94 hours; FY 18-19, 94 hours; FY 19-20, 90 hours; FY 20-21, 84 hours; and FY 21-22, 77 hours.

Ranger outreach services have been downward trending over the past decade. This coincides with the Authority's first docent training in 2009, launch of the Authority's Hills Alive program in 2009, the rangers' change in patrol efforts to address the recreation increase over the years,

and the recent years' decrease in funding for ranger hours. Last year, all outreach efforts were minimal due to the schools' response to the pandemic and budget restrictions.



The above chart illustrates the top ranger contact types over the past six years, as well as the overall ranger contacts. For this past fiscal year most contacts were made for the In park after hours (365), Parking violations (269), and Other (182) categories.



The above chart illustrates the overall contacts per community over the past six years, as well as the overall annual ranger contacts for all areas combined. Rangers had more contacts in Whittier than other locations.



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Franklin Canyon Park  
2600 Franklin Canyon Drive  
Beverly Hills, California 90210  
Phone (310) 858-7272 Fax (310) 858-7212

June 30, 2022

**Puente Hills Habitat Preservation Authority  
Ranger Services Activities for April, May and June 2022**

- Continued general patrol for: providing visitor information, identifying hazardous conditions and correcting illegal activity.
- Continued general maintenance for: graffiti removal, vandalism repair, litter and dumping removal, fence and gate repairs, sign installations and repairs and trail maintenance.
- Participated in the Puente Hills Habitat Preservation Authority (Habitat Authority) Board meetings. Gave a quarterly ranger update report at the May Habitat Preservation Authority Board meeting and the Citizens Technical Advisory Committee meeting.
- Participated in the Habitat Authority monthly management meetings.
- Participated in our ranger monthly management meetings.
- Participated in a meeting with the residents on Grande Vista Drive regarding our planning and patrol efforts for July 4<sup>th</sup>.
- Completed a Jr. Ranger program of 60 1<sup>st</sup> graders and 70 2<sup>nd</sup> graders from El Portal Elementary School in La Habra.
- Participated in a meeting with representatives from Supervisor Solis office to provide background of the Preserve and share information on projects and activity.
- Met with Executive Director Andrea Gullo and Board Chair Ivan Sulic to discuss the details for the event and trail dedication for Bob Henderson.
- Prepared Arroyo Pescadero for the Bob Henderson event such as; replaced signs, installed new display panels, painted benches and trash cans and repaired the asphalt road. Borrowed two golf carts for the day of the event.
- Participated in a job walk with Executive Director Andrea Gullo, Ecologist Michelle Mariscal and several contractors regarding the removal of dead trees throughout the Preserve.

- Monitored the contractor with the goats for the vegetation management project in Turnbull Canyon.
- Completed our annual wildland firefighting refresher course. Three ranger trucks are set up as fire patrols, each with up to 200 gallons of water. A 400 gallon water buffalo tank is stored in La Habra Heights and ready for fire suppression.
- Monitoring all fuel modification efforts in Whittier, La Habra Heights and Hacienda Heights. Working with City and County officials and contractors.
- Responded to a car fire in Turnbull Canyon. L A County Fire had the fire out quickly, minor impact to Habitat Authority property.
- Continue to notify the Habitat Authority staff of all unsuccessful animal road crossings that are observed at or near Habitat Authority property. During the months of April, May and June the following animals were observed:
  - Coyote on Hacienda Road.
  - Coyote on Colima Road.
  - Coyote on Harbor Bl.
- Continue to conduct perimeter patrols of all property for fence damage, illegal access points, rope swings, and encroachments.
- Repaired the split-rail fence at the Turnbull Canyon entrance.
- Repaired a main water line break in Powder Canyon.
- Removed a rope swing in Dark Canyon.
- Installed new map holders on trailhead kiosks.
- Continue to monitor the Harbor underpass with no illegal activity to report.
- Continue to pick up dog defecation at all the trailheads.
- Utilized a tractor mower to clear several roads/trails throughout the Preserve including; the Arroyo Pescadero Trail, Arroyo San Miguel Trail, Sycamore Canyon Trail, Dark Canyon Trail, Deer Loop Trail, Peppergrass Trail, Turnbull Canyon Trail, Elderberry Trail and the fire road leading to the Whittier landfill.
- Continue to patrol the SCE, Brea 57 site and Monterey mitigation sites in Powder Canyon and the Olinda site in Arroyo San Miguel.



- Received several calls during the months of April, May and June to our 24-hour ranger emergency services number including:
  - Resident in Whittier reporting a rattlesnake stuck in the fence.
  - Reporting a motorbike in the Hacienda Hills.
  - Inquiring if the Preserve is open.
  - Three separate calls reporting their vehicle was broken into at Sycamore Canyon.
  - Sharing a picture of a bobcat their security camera caught on video.
  - Several calls for hikers locked in at Hellman Park.
  - Hiker injured in Sycamore Canyon.
  - Hiker lost their license in Sycamore Canyon.
  - Reporting a water leak in Powder Canyon.
  - Reporting 6-8 males with skateboards jumped the fence at the end of Los Robles Street.
  - Inquiring when the Hacienda Hills Trailhead closes.
  - Inquiring if they can park in Hellman Park.
  - Hiker was bitten by a dog at the Hacienda Hills Trailhead.
  - Reporting wild ducks in her pool.
  - Several calls for hikers locked in at the Hacienda Hills Trailhead.
  - Hiker locked in at Sycamore Canyon.
  - Reporting illegal dumping.
  - Reporting a power pole in Sycamore Canyon is sparking. Responded, SCE fixed the issue.
  - Call from the goat contractors regarding access.
  - Reporting suspicious item in Turnbull Canyon, possibly a body part. Was a fish part.
  - Reporting people making a trail behind his house near Worsham Canyon.
  - Hiker lost their wallet at Arroyo Pescadero.
  - Hikers locked in at the end of Orange Grove.
  - Resident in Whittier calling about dead trees behind her house.
  - Reporting a large animal in her yard.
  - Reporting a drone flying above Powder Canyon.
  - Frontier Communications requesting access to Sycamore Canyon.
  - Resident concerned about dry wood behind his house.
  - Reporting an open gate at Oceanview.
  - Reporting a coyote just killed her dog and is walking up the street.
  - Reporting dumping at Powder Canyon.
  - Reporting the Hacienda Hills Trailhead vehicle gate is open.
  - Reporting the Hacienda Hills Trailhead gate was opened early.
  - Reporting cars parked at Hacienda Hills after hours.
  - Reporting car parked at Hacienda Hills before opening.
  - Dog broke off his leash at Hellman Park and now cannot find him. Dog was found.
  - Caller trying to get a permit to park near Hellman Park.
  - Reporting a dead coyote in the road on Harbor Bl.

- Reporting a homeless camp on Fullerton Road. Not on Habitat Authority property. Notified L.A. County Sheriff.
  - Found keys on the trail at Arroyo Pescadero.
  - Lost her dog near 7<sup>th</sup> Ave last night.
  - Reporting their vehicle was broken into at Powder Canyon.
  - Resident near Hellman Park has opossums in their backyard.
- Searched for homeless camps at Turnbull Canyon, Hellman Park, Arroyo Pescadero, Arroyo San Miguel and Powder Canyon. None were found. Removed homeless debris from the Sycamore Canyon parking lot, no subject was found.
- Cleared the Arroyo San Miguel parking lot of all weeds.
- Due to safety concerns and overcrowding at the Turnbull Canyon entrance we previously worked with the owner of the property and Whittier Police Dept. to secure the vacant lot that is next to the entrance. We had to re-secure the chain once in April.
- Monitoring the surveillance cameras at various trailheads in attempt to catch the vehicle break-in perpetrators. We are also coordinating with Whittier Police and L.A. County Sheriff.
- Continue to contact the Los Angeles County Department of Street Maintenance regarding the graffiti along Turnbull Canyon Road.
- Picked up dumping including:
  - Bricks in Powder Canyon.
  - Box of bread rolls at Arroyo San Miguel.
  - Branches at the Ford property.
- Continue to check and re-post trail closure signs and rope-fence at unauthorized trails and restoration areas in Turnbull Canyon, Worsham Canyon, Powder Canyon and Hellman Park.
- Dealt with various violations including:
  - In the Preserve after hours at Hacienda Heights, Powder Cyn, Arroyo Pescadero and Sycamore Cyn.
  - Parking violations at Powder Canyon, Arroyo Pescadero, Sycamore Canyon and Ford property.
  - Loud music in Turnbull Canyon, Powder Canyon, Arroyo Pescadero and Hacienda Hills.
  - Warned and advised four students regarding filming at Arroyo Pescadero.
  - Flying a drone at Arroyo Pescadero and Turnbull Canyon.
  - Dumping at Powder Canyon.
  - Filming without a permit at Arroyo Pescadero.

- Dirt removal at Hacienda Hills.
  - Marijuana in Turnbull Canyon and Arroyo Pescadero.
  - Alcohol in the Hacienda Hills, Turnbull Canyon and Arroyo Pescadero.
  - Warn and advise electric bikes in Powder Canyon, Turnbull Canyon and Hacienda Hills.
  - Dogs in Sycamore Canyon.
  - Dogs off leash at Turnbull Canyon, Hacienda Hills, Arroyo Pescadero and Powder Canyon.
  - Bikes in Arroyo Pescadero and Sycamore Canyon.
- Continue to work closely with Executive Director Andrea Gullo on various projects and assignments as requested.

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

Sincerely,

*K E Hughes*

Kenn Hughes  
Deputy Chief Ranger



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
 Franklin Canyon Park  
 2600 Franklin Canyon Drive  
 Beverly Hills, California 90210  
 Phone (310) 858-7272 Fax (310) 858-7212

June 30, 2022

**Puente Hills Habitat Preservation Authority  
 2021-2022 Fourth Quarter Ranger contacts report**

The following list is the number of people that the rangers have contacted for illegal activity at the various locations.

QUARTERS	* Hacienda Heights				** La Habra Heights				*** Whittier				TOTAL			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Parking Violations	19	27	26	11	20	31	36	14	21	24	17	23	60	82	79	48
Bicycle Activity	4	6	3	21	10	8	6	8	8	7	9	6	22	21	18	35
Dogs Off Leash	6	2	4	4	2	2	4	4	6	2	5	6	14	6	13	14
In park after hour	12	18	19	12	13	21	19	18	54	46	57	76	79	85	95	106
Vehicles off-road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	8	4	6	4	0	0	0	2	8	4	6	2	16	8	12	8
Marijuana	4	0	3	2	0	0	0	0	4	4	5	2	8	4	8	4
Smoking / Fire	0	0	4	0	0	0	0	0	0	0	6	2	0	0	10	2
Vehicle code violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trespass / Off Trail	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	15	14	16	8	2	25	21	9	5	31	25	11	22	70	62	28
<b>TOTAL</b>	<b>68</b>	<b>71</b>	<b>81</b>	<b>62</b>	<b>47</b>	<b>87</b>	<b>86</b>	<b>55</b>	<b>106</b>	<b>118</b>	<b>130</b>	<b>128</b>	<b>221</b>	<b>276</b>	<b>297</b>	<b>245</b>

\* **Hacienda Heights Property includes**: Ford property, Canyons 6, 7 & 8, Mallas property, and the Turnbull Canyon properties.

\*\* **La Habra Heights Property includes**: All properties from Harbor Blvd. in the East to the Davies property in the West at the Whittier property line at the end of Punta Del Este.

\*\*\* **Whittier Property includes**: Arroyo Pescadero, Arroyo San Miguel, Worsham Canyon, Sycamore Canyon, Hellman Park, McFarland, Bowen, Childs/Hall, Canlas, and the Orleans property.

**First quarter**: July, August, September; **Second quarter**: October, November, December;  
**Third quarter**: January, February, March; **Fourth quarter**: April, May, June.

All violators contacted are either issued citations, or warned and advised.

"Other" category includes: drugs, paintball guns, bow and arrows, littering, defacing property, in the park after rain, vending, loud music, no masks for Covid, and curfew.

*A local public agency exercising joint powers of the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District pursuant to Section 6500 et seq. of the Government Code.*

**Outreach has been suspended due to the pandemic and budget constraints.**  
The following list is the number of people that the rangers have contacted through outreach programs.

QUARTERS	NUMBER OF PEOPLE				TOTAL
	1	2	3	4	
Jr. Ranger program	0	0	0	130	130
Presentations	0	0	0	0	0
Events	0	0	0	0	0
Organized work programs	0	0	0	0	0
Juveniles from community service	0	0	0	0	0
Hikes	0	0	0	0	0
<b>TOTAL</b>	0	0	0	130	130

The Jr. Ranger programs are typically presented to students at: La Colima Elementary School in Whittier, Meller Elementary School in Pico Rivera, El Portal Elementary School in La Habra, Los Robles Academy Elementary School in Hacienda Heights, Hoover Elementary School in Whittier, and Macy Elementary School in La Habra, as well as several Girl Scout Troops from the surrounding areas.

Events typically include: Hacienda Heights 4th of July parade, Whittier Uptown Holiday Parade, La Habra Heights Avocado Festival, Whittier Founders Day, Earth Day, the City of Whittier SKILLS Foundation Event, and the Los Angeles County Fair.

Organized work programs include the Los Angeles County Fire Camp Crews.

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

Sincerely,



Kenn Hughes  
Deputy Chief Ranger

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

**July 2016- June 2022**

The following are lists of the number of people that the MRCA rangers have contacted (cited or warned and advised) for illegal activity.

**TOTAL VIOLATIONS BY QUARTER**

Quarters	Quarter 1						Quarter 2						Quarter 3						Quarter 4						Total					
	2016-17	17-18	18-19	19-20	20-21	21-22	16-17	17-18	18-19	19-20	20-21	20-21	16-17	17-18	18-19	19-20	20-21	20-21	16-17	17-18	18-19	19-20	20-21	20-21	16-17	17-18	18-19	19-20	20-21	20-21
Parking Violation	241	222	184	150	86	60	139	147	117	106	99	82	248	180	160	81	112	79	275	167	142	83	41	48	903	716	603	420	338	269
Bicycle Activity	4	0	4	4	6	22	4	0	4	2	6	21	4	4	8	0	9	18	10	5	6	2	10	35	22	9	22	8	31	96
Dogs off Leash	18	11	9	2	6	14	12	7	7	2	10	6	12	6	14	4	12	13	18	12	16	5	8	14	60	36	46	13	36	47
In park after hours	1682	369	310	219	161	79	971	312	254	206	165	85	451	358	250	200	198	95	421	391	243	104	142	106	3525	1430	1057	729	666	365
Vehicles off-road	0	0	0	0	0	0	0	0	1	0	3	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	4	0
Alcohol	0	0	0	0	6	16	5	0	0	0	2	8	0	0	0	0	0	12	4	0	0	0	3	8	9	0	0	0	11	44
Marijuana	0	0	0	0	0	8	0	2	2	0	0	4	0	0	0	5	0	8	0	0	0	0	2	4	0	2	2	5	2	24
Smoking / Fire	0	0	0	0	2	0	0	2	2	0	4	0	0	0	0	5	0	10	0	0	0	0	0	2	0	2	2	5	6	12
Vehicle code viol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trespassing/off-tra	22	10	5	0	4	0	18	5	3	0	4	0	6	8	4	0	4	0	5	3	4	0	0	0	51	26	16	0	12	0
*Other	0	2	2	0	135	22	98	17	10	28	114	70	57	33	59	33	123	62	49	5	31	3	33	28	204	57	102	64	405	182
<b>Total</b>	<b>1967</b>	<b>614</b>	<b>514</b>	<b>375</b>	<b>406</b>	<b>221</b>	<b>1247</b>	<b>492</b>	<b>400</b>	<b>344</b>	<b>407</b>	<b>276</b>	<b>778</b>	<b>589</b>	<b>495</b>	<b>328</b>	<b>458</b>	<b>297</b>	<b>782</b>	<b>583</b>	<b>442</b>	<b>197</b>	<b>240</b>	<b>245</b>	<b>4774</b>	<b>2278</b>	<b>1851</b>	<b>1244</b>	<b>1511</b>	<b>1039</b>

**TOTAL VIOLATIONS BY LOCATION**

Locations	Hacienda Heights						La Habra Heights						Whittier						Total										
	2016-17	17-18	18-19	19-20	20-21	21-22	2016-17	17-18	18-19	19-20	20-21	21-22	2016-17	17-18	18-19	19-20	20-21	21-22	2016-17	17-18	18-19	19-20	20-21	21-22	2016-17	17-18	18-19	19-20	20-21
Parking Violations	64	68	51	41	60	83	47	60	79	82	221	101	792	588	473	297	57	85	903	716	603	420	338	269					
Bicycle Activity	0	0	0	0	2	34	0	0	0	0	2	32	22	9	22	8	27	30	22	9	22	8	31	96					
Dogs off leash	16	12	12	1	9	16	18	10	14	8	7	12	26	14	20	4	20	19	60	36	46	13	36	47					
In park after hours	658	406	186	125	42	61	219	131	104	101	85	71	2648	893	767	503	539	233	3525	1430	1057	729	666	365					
Vehicles off-road	0	0	0	0	2	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	1	0	4	0					
Alcohol	2	0	0	0	7	22	0	0	0	0	0	2	7	0	0	0	4	20	9	0	0	0	11	44					
Marijuana	0	2	2	3	2	9	0	0	0	0	0	0	0	0	0	2	0	15	0	2	2	5	2	24					
Smoking / Fire	0	2	0	3	2	4	0	0	2	0	0	0	0	0	0	2	4	8	0	2	2	5	6	12					
Vehicle code viol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Trespassing/off-tra	10	3	0	0	4	0	12	2	2	0	0	0	29	21	14	0	8	0	51	26	16	0	12	0					
*Other	18	16	18	9	88	53	19	17	43	26	113	57	167	24	41	29	204	72	204	57	102	64	405	182					
<b>Total</b>	<b>768</b>	<b>509</b>	<b>269</b>	<b>182</b>	<b>218</b>	<b>282</b>	<b>315</b>	<b>220</b>	<b>245</b>	<b>217</b>	<b>430</b>	<b>275</b>	<b>3691</b>	<b>1549</b>	<b>1337</b>	<b>845</b>	<b>863</b>	<b>482</b>	<b>4774</b>	<b>2278</b>	<b>1851</b>	<b>1244</b>	<b>1511</b>	<b>1039</b>					

Quarter 1: July - Sept, Quarter 2: Oct - Dec, Quarter 3: Jan - Mar, Quarter 4: April - June

Hacienda Heights Property Includes: Ford property, Canyons 6, 7, and 8, Mallas Property and the Turnbull Canyon properties.

La Habra Heights Property Includes: All properties from Harbor Blvd. in the East to the Davies property in the West at the Whittier property line at the end of Punta Del Este.

Whittier Area Property Includes: Arroyo Pescadero, Arroyo San Miguel, Hellman Park, Worsham Canyon, Sycamore Canyon, McFarland, Bowen, Childs/Hall, Canlas and the Olaerts property.

\*Other\* category includes drugs, paintball guns, bows and arrows, littering, defacing property, in the park after rain, vending and curfew.

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

**Outreach**

The following list is the number of people that the MRCA rangers have contacted through outreach programs.

Quarters	Quarter 1						Quarter 2						Quarter 3						Quarter 4						Total					
	2016-17	17-18	18-19	19-20	20-21	21-22	2016-17	17-18	18-19	19-20	20-21	21-22	2016-17	17-18	18-19	19-20	20-21	21-22	2016-17	17-18	18-19	19-20	20-21	21-22	2016-17	17-18	18-19	19-20	20-21	21-22
Jr. Ranger Program	0	0	0	0	0	0	91	0	0	0	0	0	311	361	218	285	0	0	119	81	135	0	0	130	521	442	353	285	0	130
Presentations	63	80	21	0	0	0	30	0	0	0	0	0	65	60	33	0	0	0	0	0	0	0	0	0	158	140	54	0	0	0
Events/Organized work programs	260	200	216	214	0	0	210	55	10	14	0	0	56	18	31	0	0	0	60	200	656	28	0	0	586	473	913	256	0	0
Juveniles from community service	0	0	0	0	0	0	3	0	0	0	0	0	11	34	0	0	0	0	0	34	0	0	0	0	14	68	0	0	0	0
Hikes	0	0	0	0	0	0	15	0	0	0	0	0	59	41	61	0	0	0	0	15	0	0	0	0	74	56	61	0	0	0
<b>Total</b>	<b>323</b>	<b>280</b>	<b>237</b>	<b>214</b>	<b>0</b>	<b>0</b>	<b>349</b>	<b>55</b>	<b>10</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>502</b>	<b>514</b>	<b>343</b>	<b>285</b>	<b>0</b>	<b>0</b>	<b>179</b>	<b>330</b>	<b>791</b>	<b>28</b>	<b>0</b>	<b>130</b>	<b>1353</b>	<b>1179</b>	<b>1381</b>	<b>541</b>	<b>0</b>	<b>130</b>

Quarter 1: July - Sept, Quarter 2: Oct - Dec, Quarter 3: Jan - Mar, Quarter 4: April - June

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

MEMORANDUM

**Date:** August 18, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 4) Consideration for a) approval of recommendations from respective entities for appointment of new Citizens Technical Advisory Committee Members: Jeff Brauckmann representing Whittier to fill a term expiring in February 2026, and Matthew Liang representing the unincorporated County of Los Angeles to fill a term expiring in February 2026, and b) discussion regarding remaining vacancies.

Recommendation:

That the Board approve CTAC appointments of Mr. Brauckmann and Mr. Liang.

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 its 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.

There currently are four vacant CTAC positions. Three vacancies comprise County representatives and one represents the City of Whittier. According to the Authority Board resolution 97-01, if the positions are not filled within 60 days of written notice, the Authority Board can fill the vacancies. This 60-day time period has elapsed.

In July 2022, the City of Whittier took an action recommending the appointment of Jeff Brauckmann to the CTAC; please see the attached corresponding notice and application. In June 2022, Supervisor Solis recommended appointment of Matthew Liang; please see the attached corresponding letter and application.

The terms of the CTAC members are set by rotating dates, not by when they are appointed. Therefore, if approved, the CTAC terms for the current recommended individuals, Mr. Brauckmann and Mr. Liang, would have begun in February 2022. The appointments would be four years, ending by February 2026. Please see the attached term schedule for further details.



August 18, 2022

Agenda Item 4

Page 2

Attachments:

Board resolution 97-01

CTAC fact sheet

CTAC Members' term schedule

City of Whittier email regarding nomination, and application

Supervisor Solis letter regarding nomination, and application

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUENTE HILLS  
LANDFILL NATIVE HABITAT PRESERVATION AUTHORITY ESTABLISHING A  
CITIZENS ADVISORY COMMITTEE

WHEREAS, Section 8 of that certain agreement entitled "Property Acquisition And Maintenance Agreement", dated July 2, 1997, executed between the Puente Hills Landfill Native Habitat Preservation Authority ("NHPA"), the City of Whittier ("CITY") and the Whittier Puente Hills Conservation Authority (WPHCA) provides for the establishment of a Citizens Advisory Committee ("Committee") drawn from the surrounding communities in the La Puente/Whittier hills area within the jurisdiction of the County of Los Angeles, City of La Habra Heights and City of Whittier, State of California, as more particularly described in Exhibit A attached hereto and incorporated herein by this reference ("Subject Jurisdiction"); and

WHEREAS, the Committee shall act solely in an advisory capacity at the express direction of the NHPA; and

WHEREAS, the purpose of the Committee is to act as a liaison between the NHPA and the residents of the communities within the Subject Jurisdiction; and

WHEREAS, the Committee may also assist the NHPA, at the express direction of the NHPA, by providing valuable advice and recommendations on matters pertaining to the maintenance, preservation, management, restoration and protection of the natural resources contained in the Subject Jurisdiction or on any other matter of importance as determined by the NHPA; and

WHEREAS, pursuant to the provisions of California Government Code Sections 54950 et seq., a duly noticed public meeting was conducted and concluded prior to the adoption of this Resolution.

THE BOARD OF DIRECTORS OF THE PUENTE HILLS LANDFILL NATIVE  
HABITAT PRESERVATION AUTHORITY DOES RESOLVE AS FOLLOWS:

Section 1. In all respects as set forth in the Recitals of this Resolution.

Section 2. 1. Citizens Advisory Committee.

(a) Creation of Committee. NHPA shall establish a Citizens Advisory Committee ("Committee") composed of nine members drawn from the communities within the Subject Jurisdiction. The NHPA shall appoint to the Committee three members each from residents of each

of the following communities: 1) the City of Whittier; 2) the City of La Habra Heights; and 3) the unincorporated portion of the County of Los Angeles which geographically includes the Subject Jurisdiction. Those Committee members appointed by the NHPA from the City of Whittier shall first be approved by the City Council of the City of Whittier. Those Committee members appointed by the NHPA from the City of La Habra Heights shall first be approved by the City Council of the City of La Habra Heights. Those Committee members appointed by the NHPA from the unincorporated portion of the County of Los Angeles shall first be approved by the supervisor representing the supervisorial district which includes the Subject Jurisdiction. The City of Whittier, the City of La Habra Heights and the County of Los Angeles for the purposes of approving prospective members to the Committee shall be known collectively as the "Approving Agencies". Except for the reduced time periods for an Initial Term provided herein, the regular term of each member shall be for a period of four years on a staggered schedule as set forth herein ("Regular Term"). At the first regular meeting of the Committee after passage of this Resolution, the three members approved by each component agency of the Approving Agencies shall each draw lots to determine the length of their initial membership term ("Initial Term") on the Committee according to the following distribution: 1) one Initial Term shall be for a period of two years; 2) one Initial Term shall be for a period of three years; and 3) one Initial Term shall be for a period of four years. Thereafter, at the expiration of each Initial Term, said Initial Term shall be automatically converted into a Regular Term and thereby permanently extinguished. In the case of a vacancy in membership on the Committee, the same shall be promptly filled in the same manner as the initial appointment. In the case of a Committee member's absence, inability, refusal to act or to remain within the scope of the purposes referenced in 1(b) below, the NHPA may remove said member and appoint a replacement member in the same manner as the initial appointment. In the event that any component agency of the Approving Agencies fails to submit to the NHPA the name(s) of prospective members to the Committee within sixty (60) days after receiving written notice, whether for the purposes of initial appointment, vacancy or replacement, the NHPA may then appoint members to the Committee in the absence of the requisite approval by any component agency of the Approving Agencies as referenced herein.

(b) Purpose. The purpose of the Committee is to act as a liaison between the NHPA and the residents of the communities within the Subject Jurisdiction. In addition, the Committee may also advise the NHPA, at the express direction of the NHPA, on matters pertaining to the

maintenance, preservation, management, restoration and protection of the natural resources contained in the Subject Jurisdiction or on any other matter affecting the Subject Jurisdiction as determined by the NHPA. Said Committee shall act solely in an advisory capacity at the express direction of the NHPA.

(c) Remuneration. Committee members shall receive no compensation but shall be entitled to be reimbursed for all expenses approved in advance by the NHPA as reasonably incurred in performing their responsibilities.

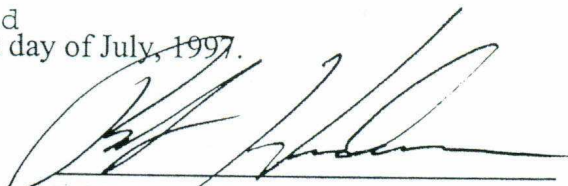
(d) Meetings. The Committee shall hold regular meetings on an as-needed basis, provided, however, it shall schedule at least one regular meeting each year. Minutes of each regular meeting shall be prepared and forwarded on a regular basis to the NHPA.

(e) Quorum. No meeting of the Committee shall be conducted unless a quorum is present. Five members shall constitute a quorum for the purposes of any meeting held by the Committee.

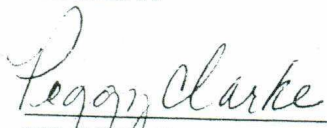
(f) Officers. The Committee shall elect a Chair and a Vice Chair from among its members at its first meeting. Thereafter, at the first meeting held in each succeeding calendar year the members shall elect or re-elect its Chair and Vice Chair. In the event that the Chair or Vice Chair ceases to be a member of the Committee, the resulting vacancy shall be filled at the next meeting of the Committee held after such vacancy occurs. In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Chair, or in his or her absence the Vice Chair, shall preside at and conduct all meetings of the Committee.

Section 3. The Secretary shall certify to the passage and adoption hereof.

APPROVED AND ADOPTED this 2<sup>nd</sup> day of July, 1997.

  
BOB HENDERSON, Chair

ATTEST:

  
PEGGY CLARKE, Secretary



# **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>	<u>Next term date</u>
Ray Wong	7/28/16	2/1/21	2/1/25	
VACANT	1/23/14	2/1/18	2/1/22	← Feb-26
Shelley Andros	2/3/11	2/1/19	2/1/23	
 <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	2/1/19	2/1/23	
 <u>County Of Los Angeles</u>				
VACANT	6/22/17	2/1/21	2/1/25	
VACANT	6/22/17	2/1/18	2/1/22	← Feb-26
VACANT	6/22/17	2/1/19	2/1/23	

Length of all terms is 4 years.

## Andrea Gullo

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**Subject:** FW: CTAC Appointment Recommendation

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**From:** Ifath Casillas <icasillas@cityofwhittier.org>  
**Sent:** Tuesday, July 12, 2022 3:50 PM  
**To:** Andrea Gullo <agullo@habitatauthority.org>  
**Cc:** Melissa Miller <mmiller@habitatauthority.org>; Rigo Garcia <rgarcia@cityofwhittier.org>  
**Subject:** CTAC Appointment Recommendation

Good afternoon Andrea,

Per the action taken at the July 11, 2022 Special City Council meeting, the City Council recommends the appointment of Jeff Brauckmann to the CTAC vacancy for the term that began on February 2022. Below is Mr. Brauckmann's contact information for your convenience.



Please let us know if you have any questions.

Best,



**Ifath Casillas | Management Analyst**

City Clerk Department | 13230 Penn St. | Whittier, CA 90602

(562) 567 - 9850 | Email: [icasillas@cityofwhittier.org](mailto:icasillas@cityofwhittier.org) | [www.cityofwhittier.org](http://www.cityofwhittier.org)

*Go Green! Please consider the environment before printing this email.*

*This email and any information and/or files transmitted /attached with it may contain confidential information that is exempt from disclosure under applicable law, and is intended solely for the use of the individual or entity to whom they are addressed. No right to confidentiality is waived by this email transmission. If you are not the intended recipient, or responsible for delivering it to the intended recipient, you are hereby notified that any disclosure, copying, dissemination, distribution, or use of any of the information contained in or attached to this transmission is strictly prohibited. If you have received this email in error, please destroy the original transmission and its attachments without reading or saving them in any manner. Thank you.*



CITY OF WHITTIER  
BOARD/COMMISSION APPLICATION

ATTACHMENT K

CITY OF WHITTIER  
CITY CLERK

2022 APR 29 PM 4:13

Name of Board or Commission you are applying for:

Puente Hills Habitat Preservation Authority - CTAC

(Print or type name of one Board or Commission. A separate application must be filed for each board or commission for which you are applying.)

Name: Jeff Brauckmann

Address: [REDACTED]

Occupation: Principal

Employer: WJB Consulting (primarily land use entitlements)

Address: [REDACTED]

Home Phone: [REDACTED]

Bus. Phone: [REDACTED]

Cell Phone: [REDACTED]

Email Address: [REDACTED]

Years living in the City of Whittier: 26 Registered voter: Yes  No   
(Only Whittier City electors may be appointed to a Whittier board or commission)

Are you related to a current Whittier Council Member, board or commission member or employee? Yes  No

If yes, please provide the following information:

Name \_\_\_\_\_ Position \_\_\_\_\_

Do you have adequate time to serve? Yes  No

Educational background degree: BA Political Science/Minor Business Admin; Graduate Studies

Licenses or special certificates: Primarily Planning or Building Official related

List any Whittier, Los Angeles County or other city committee or commission on which you presently serve or have served, and the years served.

Parks, Rec, Comm Srvs 2012-Present; Youth Sports Committee 2009-12;

Greenway Trail East Task Force (Chair);



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

Board of Directors Whittier Community Foundation; American Planning Association;

American Society of Political Consultants; Homelessness Consortium

**Please answer the following questions completely.**

What are your reasons for wanting to serve on this Board or Commission? (Use additional paper, if necessary.)

Open spaces are critical assets in our community, and the City of Whittier played a

major role in the creation of the Habitat. As an avid user of several trails I seek to help

ensure its long term viability, preservation and use for current and future generations.

Why do you think you would make a good Commissioner? (Use additional paper, if necessary.)

I have been fortunate to not only having served in a variety of Commission roles,

but also extensive experience in the public sector from the staffing side as well.

Have you ever applied for a City Board/Commission before? Yes  No   
If so, which board/commission?

Parks, Recreation and Community Services

Abilities, experiences, and interests, which you believe, would contribute to your participation in municipal government:

I am familiar with City programs and services, a regular user of City Parks and Open

Spaces, as well as a former President of Whittier Girls Softball. I have a sincere

desire to work hard to make Whittier as good a place to live as possible.

How did you find out about this position?

Current CTAC Board; City Website

**PLEASE INCLUDE A RESUMÉ IF AVAILABLE AND BE SURE YOUR NAME IS ON EACH PAGE. (The City will accept a maximum of five pages of attachments to an application).**

Name: Jeff Brauckmann

I have read and understand the Attendance Policy for Appointed Board and Commission Members and the City Charter and Whittier Municipal Code attendance standards. I am available to attend regular meetings of this advisory board as outlined in the Advisory Boards and Commissions Roles and Responsibilities. I understand I will be required to attend State-approved ethics training and complete periodic Statements of Economic Interests as outlined on Page 4.


Signature:  Date: 04/29/2022

ALL DATA SUPPLIED ON THIS APPLICATION IS A MATTER OF PUBLIC RECORD AND WILL BE DISCLOSED UPON REQUEST. THIS APPLICATION WILL BE KEPT ACTIVE FOR UP TO THREE YEARS.

Return application to: City Clerk  
City of Whittier  
13230 Penn Street  
Whittier, CA 90602

Or via email to [CCD@cityofwhittier.org](mailto:CCD@cityofwhittier.org)

Contact the City Clerk Department at (562) 567-9850 if you have any questions.

<b>(For City Use Only)</b>	
City Resident:	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Registered Voter:	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Registered Voter Status Confirmed by:	
<u></u>	
(Signature)	
Interview Dates	
_____	

## W. JEFF BRAUCKMANN

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### *Skill Summary*

- *California land use professional with over 25 years of discretionary, environmental and economic development experience. Demonstrated ability to obtain approvals and manage large scale controversial and difficult development projects. Significant background in political campaign management and consulting, working with a wide variety of office holders.*
- *Works effectively to accomplish goals with diverse individuals and interests: elected officials, community organizations, the public and employees.*
- *Talent for "seeing the whole picture".*
- *Perform well with limited direction or as team player.*
- *Excellent organizational, analytical, speaking and writing abilities.*

### **PROFESSIONAL EXPERIENCE**

8/2016 – Present     **WJB Consulting** --- Whittier, California

- Land Use Entitlement Management and Consulting.
- Political Campaign Management and Consulting.
- Chairperson or member of numerous civic boards and commissions.

01/06 – 08/2012     City of Pico Rivera --- Pico Rivera, California  
**Director** - Community and Economic Development Department

- Managed multi-million dollar department that included Planning, Building, Code Enforcement, Housing (HUD Sect. 8, CDBG), Economic/Redevelopment.
  - Coordinated and oversaw development of the Pico Rivera Towne Center (630,000 Commercial SF) and associated industrial complex (1,200,000 SF) at the former 230 acre Northrop-Grumman B2 facility; Target Center on Whittier Boulevard; Single-Family and TELACU Senior Complex on Washington Boulevard; Pico Rivera Marketplace @ Washington and Rosemead Boulevards; numerous large and small Commercial/Industrial/Single and Multi-Family Development Projects; as well as associated Environmental Assessments.
  - Oversaw General Plan updates, EIR's, Zone Code Updates, Zone Code Amendments, CUP's and a wide variety of development proposals.
  - Managed, coordinated and worked closely with various land use and environmental consultants, including writing of complex documents and staff reports.
-

07/00 – 01/2006      **Deputy Director** – City of Pico Rivera

Management position responsible for the Planning, Housing, Redevelopment and Neighborhood Services Divisions, including Redevelopment project review and implementation.

06/96 – 07/2000      **Senior Planner** – City of Pico Rivera

Managed day to day activities of the Planning Division, Neighborhood Services Division and Neighborhood Outreach Program.

03/90 – 06/1996      **Variety of Continuous Planning Positions**

10/79 - 03/1990      **Political Consulting and Fundraising**

Campaign operative and manager for a variety of candidates and firms across the country. Campaigns and candidates included local, state-wide as well as Presidential. Also handled press relations for a variety of candidates.

EDUCATION

Wright State University, Dayton Ohio  
BA Political Science, 1980  
Graduate Studies 1981-2



# 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 29, 2022

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 Matthew Liang as a member of the Puente Hills Habitat Preservation Authority Citizens Technical Advisory Committee. This appointment letter will allow for Matthew Liang 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

## CITIZENS TECHNICAL ADVISORY COMMITTEE APPLICATION

Name: MATTHEW LIANG

Address: [REDACTED] HACIENDA HEIGHTS, CA 91745  
(Zip code)

Occupation: BUDGET ANALYST

Employer: LOS ANGELES COUNTY

Preferred Daytime Phone Number: ( [REDACTED] )

E-mail Address: [REDACTED]

Educational background / degree, licenses or special certificates:  
Please refer to education section on the resume.

Organizations to which you belong (professional, technical, community service):  
Hacienda Heights Improvement Association (HHIA)  
Los Angeles County Asian American Employees Association and Chinese Employee Association of Los Angeles County

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 found out about this position during one of the HHIA monthly meetings.

**Please include a résumé if available.**

(continued on next page)

**What are your reasons for wanting serve on this Advisory Committee?**


I believe that natural areas and open spaces such as the Puente Hills are a community treasure worth protecting not only for us but for our future generations. During my time as a volunteer for the City of Diamond Bar's Park and Recreation, I experienced firsthand the importance of regional parks and open spaces where the community can come to enjoy family time, relax, walk, and seek renewal. I was fortunate enough to walk all the trails within the city.

If appointed, I will strive be the voice for Los Angeles County (Hacienda Heights & Rowland Heights) and ensure we as a community do whatever we can to preserve and restore the Puente Hills.

**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:** 06/14/2022

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.



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*Professional Experience*

**Management Analyst | LA County Office of the Assessor – Los Angeles, CA                      January 2020 - Present**

- Responsible for Salaries & Employee Benefits (S&EB), Services & Supplies (S&S), Capital Asset and the Assessor Modernization Project (AMP) budget accounts
  - develop and recommend an annual budget of approx. \$250 million
  - analyze budgets, financial reports, and projections for accurate reporting of financial standing
  - identify and investigate budgetary variances by interpreting financial results
  - conduct studies of financial performance and cost effectiveness of programs and projects
  - evaluate and advise the department on funding availability for special projects, purchases and other potential expenses
  - prepare Budget Status Reports, multi-year financial forecasts for AMP, budget reduction requests due to the COVID pandemic
  - review and monitor expenditures, and request reclassification of expenditures to the appropriate accounts if needed
- Evaluate and ensure all purchase requests follow the Countywide guidelines
- Serve as the Departmental Electronic Countywide Accounting and Purchasing System (eCAPS) Security Coordinator to perform quarterly audits and reviews that adheres to the County Fiscal Manual and Internal Control Certification Program
- Serve as the Assistant to the Treasurer of the Los Angeles County Management Council to prepare the annual and monthly financial reports for the Executive Council

**Management Assistant | LA County Office of the Assessor – Los Angeles, CA                      January 2019 – December 2019**

- Recommended procedural updates to improve overall operational efficiency for Accounts Payable and Receivable
- Developed and conducted weekly Microsoft Excel training sessions for the accounting section
- Served as the Parking Coordinator, a liaison between line staff and administration to resolve parking related matters
- Researched and analyzed various parking policies to update the existing departmental guidelines

**Account Clerk I | LA County Office of the Assessor – Los Angeles, CA                      December 2018 - December 2018**

- Processed various procurement and accounting based invoices
- Streamlined payment monitoring system by consolidating various invoice/warrant aging logs

**Account Clerk I | LA County Probation Department – Downey, CA                      February 2018 - December 2018**

- Performed monthly contract compliance reviews for the Assembly Bill 109 (AB 109) Bureau and prepared financial reports
- Redesigned and maintained a database to track safety equipment

**Administrative Support Staff | Rachel Liang-Tan CPA, Inc. – Walnut, CA                      February 2012 - May 2017**

- Conducted financial statement analysis and prepared financial summaries (Balance Sheets, Profit & Loss Statements, etc.)
- Developed training manuals for payroll, corporate book preparations, and various procedures for office automation
- Assisted with the preparation of individual & corporate tax returns

**Intern | LA County Board of Supervisors – Rowland Heights, CA                      December 2010 - February 2011**

- Fielded constituent inquiries and relayed messages to the 4<sup>th</sup> District Deputy responsible for the unincorporated areas
- Acquired knowledge and understanding in government office protocol and etiquette

*Education*

**Master of Science, Management and Leadership**  
Western Governors University – Salt Lake City, UT

**Anticipated completion July 2022**

**Bachelor of Arts, Business Administration (Concentration in Accounting)**  
California State University, Fullerton – Fullerton, CA

**Graduated January 2016**

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*Relevant & Technical Skills*

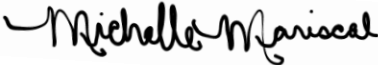
- Languages: Strong written and verbal communication in English; Proficient in Mandarin and Cantonese
- Applications: eCAPS, e-Budget Request, Budget Prep., Continuous Control Monitoring Disbursement, MS Office Suites

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

MEMORANDUM

**Date:** August 18, 2022

**To:** Andrea Gullo, Executive Director



**From:** Michelle Mariscal, Ecologist

**Subject:** Agenda Item No. 5) Discussion and possible action regarding authorizing Executive Director to execute contract with California Arborist in the amount of \$110,000 for tree removal services, to be funded by a grant from the California Department of Forestry and Fire Protection

Recommendation:

Authorize Executive Director to execute a contract with California Arborist, in the amount of \$110,000.

Background:

During fiscal year 21-22, the Authority was awarded a \$617,862 grant from the California Department of Forestry and Fire Protection (CAL FIRE) Fire Prevention Grants Program to fund activities which would reduce the wildfire fuel load in the Puente Hills Preserve. The grant award included \$110,000 for removal of dead/dying and hazardous trees.

Staff and rangers identified 136 priority locations across the Preserve where dead/dying or hazardous trees and woody vegetation piles are present within the fuel modification zones adjacent to residential structures and along emergency access routes. In total, 288 trees and 25 wood piles have been identified for removal and 8 trees have been identified for trimming due to branches potentially impeding emergency response vehicles or posing a safety risk. Contractors were asked to identify the maximum number of trees and wood piles for removal or treatment as prioritized by staff while staying within the project budget (not to exceed \$110,000: \$105,000 plus \$5,000 contingency) and specified timeline. The work will be split between two years and will meet the grant minimum required removal of 110 trees. The first year's work requires removal of at least 55 trees between September 2022 – November 2022. The second year's work will occur between September 2023 – November 2023. Additionally, the contractor will be required to take the majority of the dead tree materials to a recycling/compost facility to satisfy the carbon sequestration objective of the grant.

The request for proposals (RFP) was made available on the Authority's website and five contractors were directly notified. A mandatory job walk was held and five contractors attended. Four proposals were received by the deadline on July 25th.

The following summarizes the proposals that were received, listed in the order they were received:

Company	Year 1			Year 2			Contingency	Total
	Locations	Unit Price	\$ Amount	Locations	Unit Price	\$ Amount		
1. Mariposa Tree Management	1-70	\$ 647.06	\$ 55,000	71-87	\$ 318.47	\$ 50,000	\$ 5,000	\$ 110,000
2. West Coast Arborists	1-55	\$ 1,000.00	\$ 55,000	56-110	\$ 1,000.00	\$ 55,000	\$ 5,000	\$ 115,000
3. Great Scott Tree Care	1-87	\$ 523.07	\$ 61,200	88-113	\$ 300.60	\$ 49,300	\$ 5,000	\$ 156,100
<b>4. California Arborist</b>	<b>1-80</b>	<b>\$ 477.27</b>	<b>\$ 52,500</b>	<b>81-136</b>	<b>\$ 248.82</b>	<b>\$ 52,500</b>	<b>\$ 5,000</b>	<b>\$ 110,000</b>

California Arborist proposed to address the trees and wood piles at all 136 priority locations identified in the RFP within the timeframe and budget of this contract. They are qualified to implement the work, possess the needed license, and have demonstrated competence as the Authority has contracted with them on several previous occasions. On August 8, a notice was sent to all contractors informing them of the proposals received and identifying which contractor proposed to accomplish the most tree removals given the funds available.

In accordance with Section 4-3 of the Authority’s purchasing policy, contracts for services shall be based on demonstrated competence, the professional qualifications necessary for satisfactory performance of the required services, and a fair and reasonable price.

This project is exempt for the California Environmental Quality Act, and a categorical exemption (state clearing house number 2021080412) has been filed to address annual clearance work including tree removal.

Fiscal Impact

There is no fiscal impact. The work will be funded by the Authority Grant Agreement with CAL FIRE (5GG20144).

# **Additional Materials**



**Puente Hills  
Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill

July 6, 2022

The Honorable Lisa Calderon  
California State Assembly, 57<sup>th</sup> District  
13181 N. Crossroads Pkwy. Suite 160  
City of Industry, CA 91746-3497

Dear Assemblymember Calderon:

Thank you for your invaluable assistance in providing funding for our agency to continue its work in preserving the open space in the Puente Hills with the passage of AB 178 which includes \$1.3 million one-time funding.

The trail users and community will greatly benefit.

The Habitat Authority greatly appreciates your ongoing leadership and support.

Sincerely,

Ivan Sulic  
Chair

cc: Board of Directors  
Citizens Technical Advisory Committee  
Andrea Gullo, Executive Director