

**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/81445865037>

Meeting ID: 814 4586 5037

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

Meeting ID: 814 4586 5037. Find your local number: <https://us02web.zoom.us/j/81445865037>

***PUBLIC COMMENTS: Members of the public may provide electronic comments by 3:00 pm on Wednesday, September 21, 2022 before the meeting to [info@HabitatAuthority.org](mailto:info@HabitatAuthority.org). Please label the email in the subject heading as “Public Comments”. Public comments may also be verbally heard during item #1 of the meeting.***

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 54956 of the Government Code the Puente Hills Habitat Preservation Authority (Authority), a Special 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 Regular Meeting Minutes of August 18, 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. 2022-11 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 September 22, 2022, through October 21, 2022.

- d. Receive and file the Authority's Portfolio Earnings Reports and Custom by Instrument Type for July and August 2022 prepared by the County of Los Angeles Treasurer and Tax Collector.
  - e. Retroactive approval for Executive Director to execute amendment of the Lease Agreement between the City of Whittier and the Authority modifying Agreement No. A21-123, by reducing the office rent commencing August 23, 2022.
  - f. Receive and file update about hiring temporary consulting assistance until Authority staff vacancy is filled.
3. Receive and file July and August 2022 Mountains Recreation and Conservation Authority (MRCA) Ranger Reports.
  4. Discussion and possible approval of Authority Resolution 2022-12, A Resolution of the Board of Directors to Dedicate Sycamore Canyon Stream in Honor of Assemblymember Lisa Calderon in appreciation of her efforts to support the Authority.
  5. Discussion and possible action regarding changing the regular meeting time for the Authority Board meetings.
  6. Discussion and possible action approving Authority Resolution 2022-13 entitled Establishing the Salary, Benefits and Management for Employees (this Resolution to be read by title only, further reading being waived), and amend the Authority budget as necessary.
  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. 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).
  8. Instruction to negotiators on property negotiations for Assessor Parcel Numbers 8239-045-902 and 8239-047-902. Negotiations for an access easement over the property. Negotiating parties include Board Chair, Executive Director, and Coast Community College. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)
  9. Instruction to negotiators on property negotiations for Assessor Parcel Numbers 8267-014-904, 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.)

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.)
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.)
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 Regular Meeting – August 18, 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/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>

At approximately 3:04 p.m., the regular meeting was called to order and a roll call was taken.

From Hacienda Heights Improvement Association:

Present: Andrew Yip, Alternate Director

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

Others present:

Matthew Liang, nominee to CTAC from Los Angeles County

Brian Saeki, City Manager, City of Whittier

Adriana Quinones, Board Member for Hacienda Heights Improvement Association

Natasha Krakowiak, Trail Planner, Los Angeles County Department of Parks and Recreation

K. Olivares, Assistant Field Deputy/Caseworker, San Gabriel Valley/El Monte

**DRAFT Minutes of Regular Meeting – August 18, 2022**  
**BOARD OF DIRECTORS**  
**PUENTE HILLS HABITAT PRESERVATION AUTHORITY**

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Regional Office of Los Angeles County First District Supervisor Solis

**1. RECEIPT OF PUBLIC COMMENTS.**

Matthew Liang expressed his appreciation to the Authority Board for considering his nomination to CTAC, and also to Los Angeles County Supervisor Solis for nominating him to CTAC.

Adriana Quinones asked if the Board would consider moving its meeting times to 6:00 p.m. to allow for more public attendance, and also asked if any town-hall-type of meeting is planned to publicize the services the Authority provides and the issues the Authority faces.

**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.

Director Martinez motioned to approve, adopt and receive and file these items. Alternate Director Boehmke seconded this motion, and in a roll call vote the motion passed unanimously.
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**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.**

Deputy Chief Ranger Hughes reviewed these reports, and added that a lot of e-bikes have been found on the Preserve’s trails in violation of the posted ordinance. Chair Sulic requested that this topic be discussed in greater detail at a future Board meeting. He also reported that

**DRAFT Minutes of Regular Meeting – August 18, 2022**  
**BOARD OF DIRECTORS**  
**PUENTE HILLS HABITAT PRESERVATION AUTHORITY**

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material dumped in the Preserve along Aurora Crest Drive in Whittier was traced to a contractor who subsequently cleared away all of the dumped items.

- 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.**

Executive Director Gullo briefly reviewed this item, and there was little discussion.

Director Martinez motioned to approve both of these appointments to CTAC. Alternate Director Yip seconded this motion, and in a roll call vote the motion passed unanimously.

- 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.**

Ecologist Mariscal noted that with this proposed contract all of the prioritized trees will be cut down to their remaining stumps, with no further grinding to be done.

Alternate Director Boehmke motioned to approve execution of this contract with California Arborist in the amount of \$110,000. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.

- 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).**

At 3:35 p.m. Chair Sulic moved to continue discussion of items 6, 7, 8, 9, 10, and 11 in Closed Session.

**DRAFT Minutes of Regular Meeting – August 18, 2022**  
**BOARD OF DIRECTORS**  
**PUEENTE HILLS HABITAT PRESERVATION AUTHORITY**

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In the closed session, item 6 was discussed by the Board and no reportable action was taken.

- 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.)**

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

- 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.)**

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

- 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.)**

In the closed session, item 9 was discussed by the Board and no reportable action was taken.

- 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.)**

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

- 11. SIGNIFICANT EXPOSURE TO LITIGATION IN ONE CASE. THE ANTICIPATED LITIGATION IS BASED ON CLAIM NO.: 0-11695 | CLAIMANT: DEL SCHOENHOEFT |**

**DRAFT Minutes of Regular Meeting – August 18, 2022**  
**BOARD OF DIRECTORS**  
**PUENTE HILLS HABITAT PRESERVATION AUTHORITY**

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**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 6 was discussed by the Board and no reportable action was taken.

At 4:15 p.m. Chair Sulic moved to end the Closed Session and the Open Session recommenced.

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

Director Martinez reported that the City of Whittier has agendized for their council consideration to reduce the rent amount for the Authority's current office space to \$1.00 per month.

Alternate Director Yip introduced himself to the other Directors, as a Hacienda Heights resident who is a Program Specialist with the nonprofit ActiveSGV which advocates for park-space and livability issues. He served 8 years in the United States Army, is a board member for the National Parks Conservation Association, and is a certified California naturalist with CPR training. All board directors welcomed Alternate Director Yip.

Chair Sulic confirmed with Executive Director Gullo that the Authority does prepare for any anticipated large rainfalls with sandbags and drainage clearance.

Executive Director Gullo expressed thanks to the City of Whittier for its consideration of reducing the Authority's rent, and to the Sanitation Districts of Los Angeles County especially regarding the contracted roofing work at one of the ranger residences.

Chair Sulic asked about the possibility of the Authority holding any event for the upcoming Earth Day, and Executive Director Gullo responded that the Authority has done that in previous years but the last couple of years were affected not only by the pandemic but also the lack of staff.

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

There being no further comments, or business to be discussed, Chair Sulic adjourned the meeting at 4:26 p.m. The next regular meeting date is September 15, 2022.

*Approved:*

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*Ivan Sulic, Board Chair*

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*Andrea Gullo, Acting Board Secretary*




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

MEMORANDUM

**Date:** September 22, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 2c) Board adoption of Authority Resolution No. 2022-11 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 September 22, 2022, through October 21, 2022.

Recommendation:

That the Board adopt the attached resolution, 2022-11.

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 35 days from the adoption of the Authority's 2022-10 resolution which was approved at the last Board meeting on August 18, 2022 and valid through September 17, 2022, so the attached is a new initial resolution extending the timeframe for virtual meetings through October 21, 2022.

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

**Resolution No. 2022-11**

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 SEPTEMBER 22, 2022, THROUGH OCTOBER 21, 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) October 21, 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 Special Meeting of the Board of Directors of the Puente Hills Habitat Preservation Authority duly held on 22<sup>nd</sup> day of September, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Chair, Board of Directors

ATTEST:

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Acting 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) 974-2139 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

August 10, 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:

Enclosed are the Puente Hills Habitat Preservation Authority Portfolio Income Report (Earnings Report), Custom Position Report, Purchase Detail Report, and Chronological Report for the month ended July 31, 2022, for your review and reference. Please be advised that the Los Angeles County Treasurer and Tax Collector has new report formats, but the information reflected in the reports is the same as in the previous formats.

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 Report - PHHPA**

07/01/2022 - 07/31/2022

**All Agg LAC (291377)**

Dated: 08/08/2022

**SPI**

<i>Original Lot ID</i>	<i>Detailed Description</i>	<i>CUSIP</i>	<i>Coupon Rate</i>	<i>PAR Value</i>	<i>Interest/Dividend Received</i>	<i>Accretion Income</i>	<i>Amortization Expense</i>	<i>Interest Income</i>	<i>Net Gain/Loss</i>	<i>Net Income</i>
821801198	FEDERAL FARM 2.500 07/29/41 '22	3133EMW65	2.500	22,675,000.00	283,437.50	0.00	0.00	47,239.58	0.00	47,239.58
821801196	FREDDIE MAC 2.000 08/27/43 '22 MTN	3134GWSD9	2.000	9,500,000.00	0.00	0.00	0.00	15,833.33	0.00	15,833.33
---	---	---	<b>2.364</b>	<b>32,175,000.00</b>	<b>283,437.50</b>	<b>0.00</b>	<b>0.00</b>	<b>63,072.92</b>	<b>0.00</b>	<b>63,072.92</b>

\* Grouped by: Aggregate Accounts. \* Groups Sorted by: Aggregate Accounts. \* Filtered By: LA Fund Number = "PHHPA". \* Weighted by: Ending Market Value + Accrued. \* Holdings Displayed by: Lots without MMF Collapse.

Custom Position Report - PHHPA

All Agg LAC (291377)

As of 07/31/2022

Dated: 08/08/2022

Original Lot ID	Detailed Description	CUSIP	Coupon Rate	Final Maturity	Purchase Yield	PAR Value	Amortized Cost	Historical Cost	Net Accumulated Amortization/Accretion
821801198	FEDERAL FARM 2.500 07/29/41 '22	3133EMW65	2.500	07/29/2041	2.500	22,675,000.00	22,675,000.00	22,675,000.00	0.00
821801196	FREDDIE MAC 2.000 08/27/43 '22 MTN	3134GWSD9	2.000	08/27/2043	2.000	9,500,000.00	9,500,000.00	9,500,000.00	0.00
---	---	---	<b>2.352</b>	<b>03/10/2042</b>	<b>2.352</b>	<b>32,175,000.00</b>	<b>32,175,000.00</b>	<b>32,175,000.00</b>	<b>0.00</b>

\* Filtered By: LA Fund Number = "PHHPA". \* Weighted by: PAR Value. \* Holdings Displayed by: Lots without MMF Collapse.

## Purchase Detail Report - PHHPA

All Agg LAC (291377)

07/01/2022 - 07/31/2022

Dated: 08/08/2022

<i>Original Lot ID</i>	<i>Detailed Description</i>	<i>Settle Date</i>	<i>Final Maturity</i>	<i>Coupon Rate</i>	<i>PAR Value</i>	<i>Amortized Cost</i>	<i>Purchased Accrued Income</i>	<i>Settlement Amount</i>
------------------------	-----------------------------	--------------------	-----------------------	--------------------	------------------	-----------------------	---------------------------------	--------------------------

\* Grouped by: Aggregate Accounts. \* Groups Sorted by: Aggregate Accounts. \* Filtered By: Settle Date  $\geq$  07/01/2022 and Settle Date  $\leq$  07/31/2022 and LA Fund Number contains "PHHPA". \* Weighted by: Ending Market Value + Accrued. \* Holdings Displayed by: Lot.

\* Purchased Accrued Income = -[Purchased Accrued Income], Summary Calculation: Sum. \* Settlement Amount = [Ending Original Cost]+(-[Purchased Accrued Income]), Summary Calculation: Sum.



**Chronological Report - PHHPA**

**All Agg LAC (291377)**

07/29/2022 - 07/29/2022

Dated: 08/08/2022

\* Does not Lock Down.

**SPI-Custody**

Original Transaction ID	Transaction Type	Detailed Description	Settle Date	Final Maturity	Coupon Rate	Yield to Maturity	PAR Value	Realized Gain/Loss	Settlement Amount
894279538	Coupon	FEDERAL FARM 2.500 07/29/41 '22	07/29/2022	07/29/2041	2.500	4.229	0.00	0.00	283,437.50
<b>894279538</b>	<b>Coupon</b>	<b>FEDERAL FARM 2.500 07/29/41 '22</b>	<b>07/29/2022</b>	<b>07/29/2041</b>	<b>2.500</b>	<b>4.229</b>	<b>0.00</b>	<b>0.00</b>	<b>283,437.50</b>

\* Grouped by: Account. \* Groups Sorted by: Account. \* Filtered By: Aggregate Accounts = "SPI" and Transaction Type = Coupon. \* Weighted by: Absolute Value of Principal. \* MMF transactions are collapsed.

\* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down. While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.



**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) 974-2139 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

September 7, 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:

Enclosed are the Puente Hills Habitat Preservation Authority Portfolio Income Report (Earnings Report), Custom Position Report, Purchase Detail Report, and Chronological Detail Report for the month ended August 31, 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

## PHHPA - Income Report

08/01/2022 - 08/31/2022

Specific Purpose Invest Agg (299402)

Dated: 09/01/2022

SPI

<i>LA Fund Number</i>	<i>Identifier</i>	<i>Ending Current Units</i>	<i>Amortization Expense</i>	<i>Net Income</i>	<i>Accretion Income</i>
PHHPA	3133EMW65	22,675,000.00	0.00	47,239.58	0.00
PHHPA	3134GWSD9	9,500,000.00	0.00	15,833.33	0.00
<b>PHHPA</b>	<b>---</b>	<b>32,175,000.00</b>	<b>0.00</b>	<b>63,072.92</b>	<b>0.00</b>

\* Grouped by: Aggregate Accounts. \* Groups Sorted by: Aggregate Accounts. \* Filtered By: LA Fund Number = "phhpa". \* Weighted by: Ending Market Value + Accrued. \* Holdings Displayed by: Lot.

## PHHPA - Custom Position Report

As of 08/31/2022

Specific Purpose Invest Agg (299402)

Dated: 09/01/2022

PHHPA

Original Lot ID	Detailed Description	CUSIP	Coupon Rate	Final Maturity	Purchase Yield	Current Units	Amortized Cost	Original Cost	Net Accumulated Amortization/Accretion
821801198	FEDERAL FARM 2.500 07/29/41 '22	3133EMW65	2.500	07/29/2041	2.500	22,675,000.00	22,675,000.00	22,675,000.00	0.00
821801196	FREDDIE MAC 2.000 08/27/43 '22 MTN	3134GWSD9	2.000	08/27/2043	2.000	9,500,000.00	9,500,000.00	9,500,000.00	0.00
---	---	---	<b>2.352</b>	<b>03/10/2042</b>	<b>2.352</b>	<b>32,175,000.00</b>	<b>32,175,000.00</b>	<b>32,175,000.00</b>	<b>0.00</b>

\* Grouped by: LA Fund Number. \* Groups Sorted by: LA Fund Number. \* Filtered By: LA Fund Number = "PHHPA". \* Weighted by: Current Units. \* Holdings Displayed by: Lot.

## Purchased Detail Report

08/01/2022 - 08/31/2022

Specific Purpose Invest Agg (299402)

Dated: 09/01/2022

<i>LA Fund Number</i>	<i>Original Lot ID</i>	<i>Description</i>	<i>Settle Date</i>	<i>Final Maturity</i>	<i>Coupon Rate</i>	<i>PAR Value</i>	<i>Principal</i>	<i>Purchased Accrued Income</i>	<i>Settlement Amount</i>
-----------------------	------------------------	--------------------	--------------------	-----------------------	--------------------	------------------	------------------	---------------------------------	--------------------------

\* Grouped by: Aggregate Accounts. \* Groups Sorted by: Aggregate Accounts. \* Filtered By: LA Fund Number contains "phhpa" and Settle Date ≥ 08/01/2022 and Settle Date ≤ 08/31/2022. \* Weighted by: Ending Market Value + Accrued. \* Holdings Displayed by: Lots without MMF Collapse.

\* Purchased Accrued Income = -[Purchased Accrued Income], Summary Calculation: Sum. \* Settlement Amount = [Ending Original Cost]+(-[Purchased Accrued Income]), Summary Calculation: Sum.

## Chronological Report - SPI

08/01/2022 - 08/31/2022

Specific Purpose Invest Agg (299402)

Dated: 09/01/2022

PHHPA

Original Lot ID	Detailed Description	Settle Date	Final Maturity	Change In Current Face Value	Purchases	Maturities and Redemptions	Purchased Accrued Income	Coupon Payment
821801196	FREDDIE MAC 2.000 08/27/43 '22 MTN	08/27/2020	08/27/2043	0.00	0.00	0.00	0.00	95,000.00
821801198	FEDERAL FARM 2.500 07/29/41 '22	07/29/2021	07/29/2041	0.00	0.00	0.00	0.00	0.00
---	---	---	<b>08/27/2043</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>95,000.00</b>

\* Grouped by: LA Fund Number. \* Groups Sorted by: LA Fund Number. \* Filtered By: LA Fund Number contains "phhpa". \* Weighted by: Coupon Payment. \* Holdings Displayed by: Lot.


\* Purchased Accrued Income = -[Purchased Accrued Income], Summary Calculation: Sum.

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

MEMORANDUM

**Date:** September 22, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 2e) Retroactive approval for Executive Director to execute amendment of the Lease Agreement between the City of Whittier and the Authority modifying Agreement No. A21-123, by reducing the office rent commencing August 23, 2022.

Recommendation:

That the Board retroactively authorize the Executive Director to execute an amendment to the Authority office lease with the City of Whittier.

Background:

On May 20, 2021, the Authority approved a lease agreement with the City of Whittier for office space (Agreement No. A21-123). On August 23, 2022, the Whittier City Council approved an amendment to reduce the monthly rental from \$530.55 or \$6,366.60 annually to \$1 annually for the remainder of the agreement. The term of the lease is five years, commencing August 1, 2021 to July 31, 2026, with the option to renew for two consecutive five year terms unless terminated. Please see the attached city staff report and the amendment.

Fiscal Impact:

This action is a cost savings for the Authority.

Attachments:

Amendment to Agreement No. A21-123  
Whittier City August 23, 2022 staff report

## **AMENDMENT NO. 1 TO LEASE AGREEMENT A21- 123**

This Amendment No. 1, made and entered into this 23 day of August 2022 by and between the City of Whittier (CITY) and the Puente Hills Habitat Preservation Authority. (LESSEE) and modifies Agreement No. A21-123.

### **RECITALS**

- A. CITY and LESSEE entered into Agreement No. A21-123 on August 1, 2021, for Lease of the First Floor of the Historic Transportation Depot building located at 7333 Greenleaf Avenue, Whittier, California.
- B. LESSEE, on behalf of the CITY, manages approximately 1,600 acres of public land, and LESSEE's compensation for such management is limited to the CITY's allocation of maintenance funds provided by Los Angeles County Measure A. Due to the limit on available funds, the CITY desires to provide for and adjustment in the Base Rent to account for the limited funds.
- C. The CITY and CONSULTANT wish to modify the Base Rent for the use and occupancy of the Leased Space from the Monthly Sum of \$471.68 per month to an annual base rent of One Dollar (\$1.00) for the duration of the agreement.

### **AMENDMENTS**

This Amendment No. 1 shall amend Agreement No. A21-154 as follows:


- 1. Base Rent: LESSEE agrees to pay to CITY as base rent, for the use and occupancy of the Leased Space, the sum of One Dollar (\$1.00) annually in the month of August, commencing August 23, 2022, and continuing through the term of this lease. All rent shall be paid by LESSEE at the Finance Services office or any other place or places that CITY may from time to time designate by written notice given to LESSEE.
- 2. Except as otherwise set forth herein to the contrary, all terms and provisions of the Agreement shall remain unamended and in full force and effect.

**SIGNATURES ON THE FOLLOWING PAGE**



IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed, in the City of Whittier, County of Los Angeles, California.

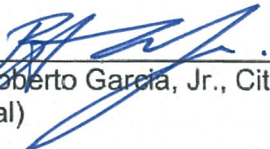
LESSEE: Puente Hills Habitat Preservation Authority


  
\_\_\_\_\_  
Andrea Gullo, Executive Director

DATE: 8/30/22

CITY OF WHITTIER:  
  
\_\_\_\_\_  
Brian Saeki, City Manager

DATE: 9-15-22

ATTEST:  
  
\_\_\_\_\_  
Rigoberto Garcia, Jr., City Clerk  
(seal)

APPROVED AS TO FORM:  
 for  
\_\_\_\_\_  
Richard D. Jones, City Attorney



# Agenda Report

City Council

**Date:** August 23, 2022

**To:** Brian Saeki, City Manager

**From:** Shannon DeLong, Assistant City Manager  
Virginia Santana, Director of Parks, Recreation and Community Services

**Subject:** Amendment No. 1 to Lease Agreement No. A21-154 with Puente Hills Habitat Preservation Authority

## **RECOMMENDATION**

Approve Amendment No. 1 to Lease Agreement No. A21-154 with Puente Hills Habitat Preservation Authority and authorize the City Manager to execute the amendment on behalf of the City.

## **BACKGROUND**

The Puente Hills Habitat Preservation Authority (Habitat Authority) is a joint powers authority consisting of the City of Whittier, the County of Los Angeles, the Sanitation Districts of Los Angeles County, and the Hacienda Heights Improvement Association, formed in 1994. Under a 1997 agreement, the City contracts with the Habitat Authority for maintenance of the City's hills properties purchased through former Los Angeles County Parks and Open Spaces Proposition A grant funding.

## **DISCUSSION**

The Habitat Authority's primary source of revenue is interest from an endowment created by fees from the former Puente Hills Landfill. Due to historically low interest rate returns on its endowment, the Habitat Authority's forecasted revenues have been reduced, and it is facing increasingly difficult budgetary choices. In consideration of these circumstances, and of the services provided to the City through the management of 1,600 acres of City owned hillside property, it is proposed that City Council authorize an amendment to the lease agreement with the Habitat Authority for the use of office space at the Historic Transit Depot, reducing the rent to \$1 per year for the remainder of the agreement. The current rental rate is \$530.55 per month, or \$6,366.60 annually.

## **FISCAL IMPACT**

There will be a reduction of revenues in the Proposition A Depot Fund's Rental Income account (270-23-241-625 442000) in the amount of \$6,365.60.

## **STRATEGIC PLANNING GOAL**

- Maintain & Enhance Quality of Life

- Transparent & Open Government

**ATTACHMENTS**

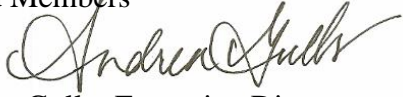
A. Amendment No. 1 to Lease Agreement A21-154

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

MEMORANDUM

**Date:** September 22, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 2f) Receive and file update about hiring temporary consulting assistance until Authority staff vacancy is filled.

Recommendation:  
Receive and file.

Background:

The Authority's Administrative Assistant recently retired, and until the staffing vacancy can be filled or replaced, contracted temporary staffing services are in the process of being acquired. It is estimated that the vacancy will not be filled for a few months. Until then, a rate-based contract for part time services is being explored with a focus on assisting with processing invoices, budget tracking and grant reimbursements. The primary billing rate for these services is expected to be approximately \$60-75 an hour, unless a lower rate can be obtained. Other services may be acquired if needed. The temporary services will cease once the vacancy is filled.

In accordance with Section 2-1 the Executive Director has authority to enter into contracts up to \$25,000, and in accordance with section 4-3 competitive procurement shall not be required for services valued at \$10,000 or less.

Fiscal Impact:

There is no fiscal impact. It is expected that some of the cost savings from the vacancy, which is approximately \$8,000 per month, will be used for these part time temporary services. The funds will be shifted between appropriate budget categories for the adjustment, from payroll to technical services.



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

August 31, 2022

**Puente Hills Habitat Preservation Authority  
Ranger Services Activities for July and August 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 August meeting.
- Participated in the Habitat Authority monthly management meetings.
- Participated in our ranger monthly management meetings.
- Provided extra patrol for July 4<sup>th</sup>. Coordinated with Whittier Police, L.A. County Sheriff and L.A., County Fire and HOA's. Met with La Habra Heights Fire and La Habra Heights Fire Watch. Posted several Habitat Authority volunteers at critical locations to prevent entry to the Preserve and watch for illegal fireworks.
- Ranger vehicles were fitted with water tanks and fire apparatus prior to July 4<sup>th</sup>. Additionally, a 400 gallon water buffalo tank is stored in La Habra Heights and ready for fire suppression.
- Responded to a fire off of Colima Road in Arroyo San Miguel. The fire was extinguished quickly by L.A. County Fire and was approximately 30 feet by 100 feet. Cause of the fire is unknown.
- Responded to a fire at Skyline Drive/Turnbull Canyon Road. Unable to locate. All units were cancelled.
- Responded to a car fire in Powder Canyon. The car was discovered when staff was opening the Preserve in the morning, the gate was open and the chain was broken. L.A. County fire extinguished the fire. L.A. County Sheriff is investigating.

- Participated in a meeting regarding the replacement of the fire gate at Skyline Drive/Turnbull Cyn Road.
- Participated in a meeting regarding repair options to the skylights at the La Habra Heights residence.
- Attended a farewell party for Administrative Assistant Melissa Miller. She will be missed.
- Monitored the contractor with the goats for the vegetation management project in Turnbull Canyon.
- Warned and advised a homeless person with a bike that was leaving Sycamore Canyon.
- Monitored all fuel modification efforts in Whittier, La Habra Heights and Hacienda Heights. Working with City and County officials and contractors. All the initial work was completed. A second clearance is needed for La Habra Heights.
- 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 July and August the following animal was observed:
  - Coyote on Colima Road.
- Continue to conduct perimeter patrols of all property for fence damage, illegal access points, rope swings, and encroachments.
- Continue to monitor the Harbor underpass. Removed trash from the tunnel.
- Continue to pick up dog defecation at all the trailheads.
- Installed additional “No Stopping” signs at Powder Canyon.
- Continue to patrol the SCE, Brea 57 site and Monterey mitigation sites in Powder Canyon and the Olinda site in Arroyo San Miguel.
- Responded to an overturned vehicle on Turnbull Canyon Road. The vehicle did not leave the road and did not affect Habitat Authority property.
- Discovered illegal dirt removal on the Hacienda Heights property. Still under investigation.
- The outhouse at Hellman Park was knocked over. We stood it back up, no damage.

- Received several calls during the months of July and August to our 24-hour ranger emergency services number including:
  - Inquiring if Arroyo Pescadero is open.
  - Reporting fireworks in La Habra Heights. Unable to locate.
  - Inquiring if Sycamore Canyon is open.
  - Reporting fireworks in the Hacienda Hills. Unable to locate.
  - Several calls for hikers locked in at Hellman Park.
  - Reporting ducks crossing the street at Rose Hills Cemetery.
  - Reporting a coyote hiding in a tree in her yard in Hacienda Heights.
  - Reporting an abandoned stroller on the Deer Loop Trail.
  - Reporting an illegally parked car at the Hacienda Hills Trailhead.
  - Reporting people jumping the fence at the Hacienda Hills Trailhead.
  - Reporting dumping off of Colima Road in Arroyo San Miguel.
  - Inquiring filming procedure for Hacienda Hills.
  - Reporting a suspicious female in Turnbull Canyon.
  - Inquiring if dogs are allowed in Sycamore Canyon.
  - Inquiring if it is safe to hike at Hellman Park.
  - Inquiring when Hellman Park closes.
  - Inquiring when the Arroyo Pescadero parking lot closes.
  - Reporting an injured deer in La Habra Heights.
  - Reporting an injured hawk at the Rose Hills Cemetery.
  - Reporting people on the Hacienda Hills trail before the gates were open.
  - Inquiring if they can park in the red zone at Arroyo Pescadero.
  - Hikers locked in at the end of Orange Grove Ave.
  - Hiker lost backpack.
  - Reporting a loose horse with no rider in the Hacienda Hills.
  - Reporting a domestic dispute at the Sycamore Canyon parking lot.
  - Reporting a hiker in Arroyo Pescadero that appears to be disorientated and dehydrated.
  - Reporting that their car has a dead battery at Powder Canyon, waiting for tow truck, did not want to get locked in.
  - Reporting that their car was broken into at Sycamore Canyon.
  - Reporting an injured bike rider on the Schabarum Trail.
  - Reporting a dog crying in the bushes at Arroyo Pescadero. Unable to locate.
  - Inquiring where the entrance to Sycamore Canyon is located.
  - Reporting a shrine with several candles in Powder Canyon.
- 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 August.
- Continue to contact the Los Angeles County Department of Street Maintenance regarding the graffiti and dumping along Turnbull Canyon Rd.

- 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.
- Picked up dumping including:
  - Pile of rocks at Arroyo Pescadero.
  - Debris at Powder Canyon entrance gate.
- 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.
  - Dirt removal at Hacienda Hills.
  - Marijuana in Turnbull Canyon and Arroyo Pescadero.
  - Alcohol in 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

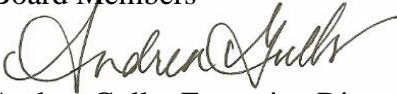


Puente Hills  
Habitat Preservation Authority  
Endowment Provided by the Puente Hills Landfill

MEMORANDUM

**Date:** September 22, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 4) Discussion and possible approval of Authority Resolution 2022-12, A Resolution of the Board of Directors to Dedicate Sycamore Canyon Stream in Honor of Assemblymember Lisa Calderon in appreciation of her efforts to support the Authority.

Recommendation:  
Approve attached Authority Resolution 2022-12.

Background:  
At the November 22, 2021 Board meeting, agency financial needs were discussed and direction was given to pursue state funding. A letter dated February 23, 2022 was sent to California Assemblymember Lisa Calderon requesting financial assistance. At her request, Assembly Bill 178 included one-time funding of \$1,300,000 for the Authority to provide funding for ranger services for firefighting, law enforcement, outdoor education, and protection of the natural resources for trail visitors. On June 30, 2022, the Governor of California approved Assembly Bill 178, the Budget Act of 2022.

At the request of the Authority Chair, proposed for the Board's consideration is dedication by resolution of the Authority's Sycamore Canyon stream in honor of the Assemblymember.

Fiscal Impact:  
There is no fiscal impact.

Attachment:  
Authority Resolution 2022-12

# **Puente Hills Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill

## **Resolution No. 2022-12**

### **A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority to Dedicate Sycamore Canyon Stream in Honor of California Assemblymember Lisa Calderon**

WHEREAS, Assemblymember Lisa Calderon’s jurisdiction, District 57, in Los Angeles County encompasses the Puente Hills Preserve owned and/or managed by the Puente Hills Habitat Preservation Authority (Habitat Authority); and

WHEREAS, the Puente Hills Preserve is a special and unique natural and recreational resource located in eastern Los Angeles County; and

WHEREAS, on June 30, 2022 the Governor of California approved Assembly Bill 178, the Budget Act of 2022; and

WHEREAS, at the request of Assemblymember Calderon, Assembly Bill 178 included one-time funding of \$1,300,000 for the Habitat Authority to provide funding for ranger services for firefighting, law enforcement, outdoor education, and protection of the natural resources for trail visitors; and

WHEREAS, this funding will greatly benefit the Puente Hills Preserve, as well as local and regional communities; and

WHEREAS, Sycamore Canyon within the Puente Hills Preserve contains a watershed with an east-to-west-draining perennial stream and is considered one of the more biodiverse and ecologically sensitive areas of the Preserve.

NOW, THEREFORE, THE BOARD OF THE PUENTE HILLS HABITAT PRESERVATION AUTHORITY HEREBY FINDS, DETERMINES, AND RESOLVES AS FOLLOWS:

**Section 1.** The above recitals are true and correct and are incorporated herein by reference.

**Section 2.** The stream of Sycamore Canyon in hereby dedicated in honor of Assemblymember Calderon for her foresight and leadership in protecting the Preserve and communities.

**Section 3.** The Habitat Authority’s Executive Director is hereby authorized to take any action necessary to implement the provisions of this Resolution.

**Section 4.** This dedication is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Government Code Sections, as it is not considered a “project” under Pub. Res. Code § 21065, as it is not activity which will cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore, does not require any environmental review.

**Section 5.** This Resolution shall remain in full force and effect except as modified in the future by the Board of Directors. In the event that there are conflicts between this resolution and other adopted resolutions or parts thereof, the terms and conditions of this resolution shall prevail. The Chair of the Board of Directors has the authority to sign this Resolution on behalf of the Board, and the Secretary to the Board of Directors shall certify to the passage and adoption thereof.

APPROVED AND ADOPTED at a special meeting held the 22nd day of September 2022.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Chair, Board of Directors

ATTEST:

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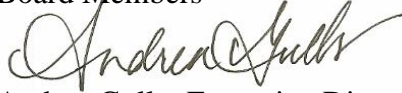
Acting Secretary to the Board of Directors

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

MEMORANDUM

**Date:** September 22, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 5) Discussion and possible action regarding changing the regular meeting time for the Authority Board meetings.

Recommendation:

Discuss and possibly take appropriate action and provide direction to staff.

Background:

At the last meeting, a member of the public requested that the Board meetings be changed to 6 p.m. In accordance with the Authority's joint powers agreement Section 5.3.1, the dates, hour and place of the regular meetings shall be fixed by resolution.

In accordance to the Authority Resolution No. 00-2 dated September 27, 2000, the regular meetings were scheduled for the fourth Thursday of the month at 3 p.m. at the Sanitation Districts office.

At the March 28, 2019 Authority Board meeting, action was taken to change the regular Authority Board meeting date from the fourth Thursday of the month at 3 p.m. to the third Thursday at 3 p.m. The place of the meetings, at the Sanitation Districts' office, remained unchanged. On April 18, 2022, Resolution No. 2019-01 ratified this change.

Should the Board decide to change the meeting schedule, a new resolution will be brought to the Board at its following meeting indicating any changes for your consideration and possible action.

Fiscal Impact:

There is no fiscal impact.

Attachment:

Authority Resolution 19-01

**Puente Hills Habitat Preservation Authority**  
**Endowment Provided by the Puente Hills Landfill**  
**Resolution No. 2019-01**

**A Resolution of the Board of Directors**  
**Change of Schedule for Regular Meetings**

The Puente Hills Habitat Preservation Authority (Authority) is a joint powers authority established pursuant to Section 6500 et. seq. of the Government Code. Authority conducts its business in accordance with the provisions of the Joint Powers Authority Agreement dated February 15, 1994, and amended on August 17, 2011.

WHEREAS, Section 5.3.1 of the Joint Powers Agreement titled "Regular Meetings" provides in part that the dates and hour and place at which any regular Board meetings will be held shall be fixed by resolution; and

WHEREAS, the Authority has adopted Resolution No. 00-02 relating to the Authority Board regular meeting schedule which is replaced by this resolution.

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

Pursuant to Section 5.3.1 Regular Meetings, it shall be specified that:

The Board of Directors shall hold its regular meetings on a monthly basis on the third Thursday of the month at 3:00 p.m. in the Joint Administration Offices of the Sanitation Districts of Los Angeles County located at 1955 Workman Mill Road, Whittier, California. In the event that there is no business for the Board of Directors to conduct in any given month, notice will be provided to the Directors and all interested parties of the cancellation of the meeting at least forty-eight (48) hours in advance.

APPROVED AND ADOPTED at a special meeting held the 18th day of April 2019.

AYES: Henderson, Licari and Hyde

NOES: none

ABSENT: Sulic

ABSTENTIONS: none

Mace R. Hyde  
Vice Chair, Board of Directors

ATTEST:


Melissa Milla  
Secretary to the Board of Directors

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

MEMORANDUM

**Date:** September 22, 2022

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 6) Discussion and possible action approving Authority Resolution 2022-13 entitled Establishing the Salary, Benefits and Management for Employees (this Resolution to be read by title only, further reading being waived), and amend the Authority budget as necessary.

Recommendation:

That the Board approve the attached Resolution 2022-13 and amend the budget as appropriate.

Background:

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

Attached for your review is the proposed draft resolution 2022-13 in strikethrough, as well as a clean version with strikethrough accepted.

Due to budget restrictions, maternity leave and a recent retirement, the Authority currently has no support staff to assist with carrying out its operations and obligations outside of the Executive Director. To move the Authority into a more sustainable operational model the below amendments are proposed along with minor updates to the Authority resolution. Proposed changes from the previously adopted Authority personnel resolution are indicated in strikethrough on the attached document.

1. Consistent with the City, replace pay steps with pay ranges for at-will employees. Pay ranges of existing positions do not change. All Authority employees are at-will. This a format change.

September 22, 2022

Agenda Item 6

Page 2

2. Add a new two-year Program Analyst position to assist with higher skilled duties. A two-year position is proposed, and to be re-evaluated for a possible extension in the future dependent on funding. Typical Analyst duties would include invoice processing, agency and project budget tracking and monitoring, grant support, and project management support. This position would also absorb the current Administrative Assistant tasks. This position is needed primarily to relieve and assist the workload of the Executive Director and Ecologist and to strengthen the agency's efficiency and work quality. This position would provide the agency with continuity and consistency throughout the duration of the agency's many long-term programs.
3. Eliminate the fulltime Administrative Assistant position.
4. Add part-time Staff Assistant II position for administrative matters.

The current approved FY 22-23 budget for payroll costs is \$485,000, before grant supplements; the approved budget includes costs for a part-time Naturalist. The part-time Interpretive Programs Coordinator position remains unfunded due to budget restrictions, and as a result the Authority's training program for new volunteers has ceased. Limited outdoor educational programs have been temporarily ceased as well, dependent on staff and ranger time.

Option 1:

With the approval of the resolution and budget amendment, this option will allow the Executive Director to hire a two-year full-time Program Analyst. This option would require a budget amendment of approximately \$27,000. For cost savings purposes this budget amendment would not provide funds for a full-time Administrative Assistant. The costs assume that the new position would be for seven-months in this current fiscal year. The draft resolution includes the pay scale. This option would add approximately \$53,000 to the budget next year, FY 23-24, as well as a lesser amount the following fiscal year for the completion of the two-year period.

Option 2:

This option includes Option 1 as well as creation of a part-time Staff Assistant II for administrative support if deemed needed after the hiring of the Program Analyst. The draft resolution includes the pay scale. This option would require a current budget amendment of approximately \$43,400. This option would add approximately \$82,200 to the budget next year, FY 23-24, as well as a lesser amount the following fiscal year.

Option 3:

An option to the above proposals is to approve the attached resolution, with the exception of not eliminating the existing fulltime Administrative Assistant position, and not creating any new positions. This option has no budget amendment.

Fiscal Impact:

Option 1 has a fiscal impact of \$27,000 this fiscal year, and Option 2 has a fiscal impact of \$43,400 this fiscal year.

September 22, 2022

Agenda Item 6

Page 3

It is expected that this expense can be partially offset by the state Assembly Bill 178 funding allocated to the Authority. It is still unclear about the applicability of this state funding for this or next fiscal year, as the state has not provided direction to date. Other possible sources of funding for this or next fiscal year could be from the remaining Access Fees fund (current balance is approximately \$547,000) or sourced from an early release of a portion of a mitigation project contingency. (An in-lieu fee mitigation project is expected to be completed in FY 24-25, in which has an approximate \$1 million contingency.)

Attachments:

~~Strikethrough Resolution 2022-13~~

Clean version Resolution 2022-13



**Puente Hills Habitat Preservation Authority**  
**Endowment Provided by the Puente Hills Landfill**  
**Resolution No. 2022-131-05**

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

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

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

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

WHEREAS, the Authority has adopted Resolutions No.'s 2000-03, 2001-04, 2002-02, 2003-04, 2004-01, 2004-02, 2004-03, 2004-05, 2004-09, 2005-01, 2005-03, 2005-04, 2006-01, 2006-04, 2007-02, 2007-03, 2007-06, 2008-03, 2008-04, 2009-07, 2012-02, 2013-04, 2013-07, 2014-01, 2015-01, 2015-02, 2016-03, 2017-02, 2018-01, ~~and 2020-03, 21-05~~ relating to Authority personnel which are consolidated in, and replaced by, this resolution. All foregoing additions and changes will be included herewith.

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

**I. GENERAL PROVISIONS**

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

4. Effective for full-time employees retiring on or after July 1, 2013: retiring employees with 15 years of CalPERS service credit and are at least 50 years of age, where the Authority is their final CalPERS employer, are eligible to receive a monthly healthcare reimbursement of \$415 (or subsequently updated rate used by the City of Whittier) until the age of 65, at which time it discontinues.
5. Group Health Insurance – Effective August 1, 2021 and through August 1, 2023 only, for employees eligible for group health insurance, the Authority shall pick up all medical and dental premium contribution rate increases. Accordingly, the employees' existing premium contribution rates shall remain the same as they were effective August 1, 2021 through August 1, 2023.
6. -Longevity Pay – Applies to full-time employees: \$1,500 at 10 years, \$2,500 at 15 years, \$3,500 at 20 years, \$4,500 at 25 years, \$5,500 at 30 years, \$6,500 at 35 years; \$7,500 at 40 years.
7. Accrued Leaves – Full time employees will be given the ability to use accrued leave (vacation, sick, and/or personal necessity) after completion of six (6) months of employment.
- ~~8. Premium Pay – Full time employees will be given one-time payment of \$3,000 upon adoption of this resolution.~~
- ~~9.~~8. Bilingual Pay – Full time employees will receive \$145 per month.

## II. MANAGEMENT POSITIONS

### A. EXECUTIVE DIRECTOR

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

the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the salary range.

3. Salary Range. The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2021 are as follows. The separation between each salary step shall be approximately five percent (5%). The pay range is \$8,072.80 -10,818.32.

<u>Executive</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
<u>Director</u>	<u>8,072.80</u>	<u>8476.44</u>	<u>8900.26</u>	<u>9345.27</u>	<u>9,812.53</u>	<u>10,303.17</u>	<u>10,818.32</u>

4. Benefits.  
Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for “Classic Members.” Effective January 1, 2013, all newly hired employees who are not “Classic Members” will be classified as “New Members” and shall have the new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code.
5. Overtime. The classification of Executive Director is exempt (i.e. ineligible) to receive overtime pay.
6. Employment Status. The position of Executive Director shall be considered “at-will” which means that he/she shall serve at the pleasure of the Board of Directors and may be terminated at any time without the right of any appeal, subject to any specific terms in the Employment Agreement which may address compensation benefits at the time of termination.

### III. FULL-TIME POSITION (NON-MANAGEMENT)

#### ~~A. ADMINISTRATIVE ASSISTANT~~

~~Administrative Assistant is a full-time position to work approximately 40 hours per week and may work additional times as may be authorized by the Executive Director.~~

~~1. Initial Rate of Compensation. The initial rate of compensation of the Administrative Assistant shall be the first step of the salary range that corresponds to the employee’s classification provided, however, that the Executive Director may approve a higher rate of compensation at any step within the salary range because of his/her qualifications or ability.~~

~~2. Advancement in the Rate of Compensation: Advancement in the rate of~~

~~\_\_\_\_\_ compensation shall be in accordance with the following:~~

- ~~a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.~~
- ~~b) If on step two after the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.~~
- ~~c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.~~

~~3. Salary Range. The classification title and corresponding salary range and salary steps follow as of the first payroll period commencing on or after July 1, 2021. Additionally, there is a three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2022. The separation between each salary step shall be approximately five percent (5%).~~

<del>Administrative</del>	<del>STEP 1</del>	<del>STEP 2</del>	<del>STEP 3</del>	<del>STEP 4</del>	<del>STEP 5</del>	<del>STEP 6</del>	<del>STEP 7</del>
<del>Assistant</del>	<del>3,447.69</del>	<del>3,620.08</del>	<del>3,801.07</del>	<del>3,991.12</del>	<del>4,190.69</del>	<del>4,400.21</del>	<del>4,620.23</del>

~~a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.~~

~~4. Benefits. The Authority shall provide benefits as follows:~~

- ~~a) Paid holidays of 92 hours per year as designated by the Authority.~~
- ~~b) Paid vacation of eighty (80) hours upon completing twelve (12) months of service to the Authority.~~
- ~~c) Sick leave to accrue at 8 hours per month (total 96 hours per year).~~
- ~~d) Group Health Insurance Effective August 1, 2021 and through August 1, 2023 only, the Authority shall pick up all medical and dental premium contribution rate increases. Accordingly, the employees' existing premium contribution rates shall remain the same as they were effective August 1, 2021 through August 1, 2023.~~
- ~~e) An agency car is available for business use. However, mileage reimbursement will be provided to the Administrative Assistant for the use of his/her personal vehicle to conduct authorized Authority business such as travel between the Authority's office and the Puente Hills. The Administrative Assistant shall possess a valid California Class C driver's license.~~
- ~~f) Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for "Classic Members." Effective January 1, 2013, all newly hired employees who are not "Classic Members" will be classified as "New Members" and shall have the~~

~~new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code.~~

~~5. Overtime. The position of Administrative Assistant is non-exempt (i.e. eligible) to receive overtime pay, and subject to Habitat Authority personnel rules. The Authority shall provide Overtime compensation solely in accordance with requirements of the Fair Labor Standards Act. An Authority employee who is subject to the Fair Labor Standards Act shall obtain prior approval of his/her supervisor as a pre-requisite to performing any work on an overtime basis. An employee that works pre-approved overtime can request that his/her compensation be in pay or accrued compensatory time subject to the approval of the Executive Director. An eligible employee may accrue up to twenty-four (24) hours of compensatory time at any one time. Any of the City of Whittier's rules and regulations or Memoranda of Understanding with regard to overtime compensation that differ from the Authority's policy described above shall not be applicable to Authority personnel.~~

~~6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.~~

#### AB. ECOLOGIST I/II

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

1. Initial Rate of Compensation. The initial rate of compensation of the Ecologist I/II shall be the first step of the salary range that corresponds to the employee's classification provided, however, that the Executive Director may approve a higher rate of compensation at any step within the salary range because of his/her qualifications or ability.
2. Advancement in the Rate of Compensation: Advancement in the rate of compensation shall be in accordance with the following:
  - a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - b) If on step two after the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.
3. Salary Range. The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2021 follow. Additionally, there is a three percent (3%) salary increase effective the first pay

period commencing on or after July 1, 2022. The separation between each salary step shall be five percent (5%). The salary ranges are as follows: I: \$6,019.98 - \$8,067.34; II: \$6,923.60 - \$9,278.28.

<u>Ecologist I</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
	6,019.98	6,320.98	6,637.02	6,968.87	7,317.31	7,683.19	8,067.34
<u>Ecologist II</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
	6,923.60	7,269.78	7,633.26	8,014.92	8,415.68	8,836.45	9,278.28

- a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.
4. Benefits. The Authority shall provide benefits as follows:
    - a) Paid holidays of 92 hours per year as designated by the Authority.
    - b) Paid vacation of eighty (80) hours upon completing twelve (12) months of service to the Authority.
    - c) Sick leave to accrue at 8 hours per month (total 96 hours per year).
    - d) Group Health Insurance – Effective August 1, 2021 and through August 1, 2023 only, the Authority shall pick up all medical and dental premium contribution rate increases. Accordingly, the employees’ existing premium contribution rates shall remain the same as they were effective August 1, 2021 through August 1, 2023.
    - e) An agency car is available for business use. However, mileage reimbursement will be provided to the Ecologist I/II for the use of her personal vehicle to conduct authorized Authority business such as travel between the Authority’s office and the Puente Hills. The Ecologist I/II shall possess a valid California Class C driver’s license.
    - f) Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for “Classic Members.” Effective January 1, 2013, all newly hired employees who are not “Classic Members” will be classified as “New Members” and shall have the new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code
  5. Overtime. The position of Ecologist I/II is exempt (i.e. ineligible) to receive overtime pay, and subject to Habitat Authority personnel rules.
  6. Employment Status. The position shall be considered “at-will” which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

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

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

1. Initial Rate of Compensation. The initial rate of compensation of the Program Analyst I/II/Senior shall be the first step of the salary range that corresponds to the employee's classification provided, however, that the Executive Director may approve a higher rate of compensation at any step within the salary range because of his/her qualifications or ability.
2. Advancement in the Rate of Compensation: Advancement in the rate of compensation shall be in accordance with the following:
  - a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - b) If on step two after the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.
3. Salary Range: The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2022 follow. The separation between each salary step shall be five percent (5%). The pay ranges are as follows I: \$5,864-7,623; II: \$6,452-8,384; Senior: \$6,943-9,025.
  - a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.
4. Benefits: Same as Ecologist position above.
5. Overtime. The position of Management Analyst I/II/Senior is exempt (i.e. ineligible) to receive overtime pay, and subject to Habitat Authority personnel rules.
6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

#### IV. PART-TIME POSITIONS

##### A. STAFF ASSISTANT II (INTERPRETIVE PROGRAMS COORDINATOR)

Interpretive Programs Coordinator is a part-time position to work approximately 19-hours per week and may work additional time as may be determined by the Executive Director not to exceed average 19 hours per week. Interpretive Programs Coordinator's work week will generally consist of working three days a week, and available other days when needed for meetings as determined by the Executive Director. Interpretive Programs Coordinator will

also be available for night and weekend meetings and/or events as determined by the Executive Director. This position may require to wearing a uniform as determined by the Executive Director.

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

B. STAFF ASSISTANT I/II~~6~~ (NATURALIST)

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



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

#### C. STAFF ASSISTANT II, HABITAT

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

1. Initial Rate of Compensation. The initial rate of compensation for Staff Assistant shall be the first level of the salary range, however, Executive Director may approve a higher rate of compensation within the salary range due to his/her qualifications or abilities.
2. Advancement. The employee will be provided with a performance review on an annual basis. If the overall review is satisfactory or higher, his/her rate of compensation will advance. Appropriate increases shall be approved by the Executive Director as a

ministerial act. In no event shall the amount of compensation exceed the maximum salary range.

3. Hourly Pay Range. Pay range for Staff Assistant II shall start at \$22.78 per hour to \$30.52 per hour.

4. Benefits. The Authority shall provide benefits to the Staff Assistant as follows:

a) An agency car is available for business use. However, mileage reimbursement will be provided to the Staff Assistant for the use of his/her personal vehicle to conduct authorized Authority business such as travel between the Authority's office and the Authority's jurisdiction. The Staff Assistant shall possess a valid California Class C driver's license.

b) Paid sick time in accordance with City of Whittier Resolution 8706, adopted July 7, 2015. Said resolution authorizes 24 hours of annual non-accruing sick time for part-time employees beginning July 1, 2015.

5. Overtime. The position of Staff Assistant is non-exempt (i.e. eligible) to receive overtime pay.

6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

## V. ADOPTION

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

APPROVED AND ADOPTED at a special meeting held the ~~22nd~~ day of September ~~2022~~November 2021.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Chair~~man~~, Board of Directors

ATTEST:

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Acting Secretary to the Board of Directors

**Puente Hills Habitat Preservation Authority**  
**Endowment Provided by the Puente Hills Landfill**  
**Resolution No. 2022-13**

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

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

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

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

WHEREAS, the Authority has adopted Resolutions No.'s 2000-03, 2001-04, 2002-02, 2003-04, 2004-01, 2004-02, 2004-03, 2004-05, 2004-09, 2005-01, 2005-03, 2005-04, 2006-01, 2006-04, 2007-02, 2007-03, 2007-06, 2008-03, 2008-04, 2009-07, 2012-02, 2013-04, 2013-07, 2014-01, 2015-01, 2015-02, 2016-03, 2017-02, 2018-01, 2020-03, 21-05 relating to Authority personnel which are consolidated in, and replaced by, this resolution. All foregoing additions and changes will be included herewith.

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

**I. GENERAL PROVISIONS**

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

4. Effective for full-time employees retiring on or after July 1, 2013: retiring employees with 15 years of CalPERS service credit and are at least 50 years of age, where the Authority is their final CalPERS employer, are eligible to receive a monthly healthcare reimbursement of \$415 (or subsequently updated rate used by the City of Whittier) until the age of 65, at which time it discontinues.
5. Group Health Insurance – Effective August 1, 2021 and through August 1, 2023 only, for employees eligible for group health insurance, the Authority shall pick up all medical and dental premium contribution rate increases. Accordingly, the employees' existing premium contribution rates shall remain the same as they were effective August 1, 2021 through August 1, 2023.
6. Longevity Pay – Applies to full-time employees: \$1,500 at 10 years, \$2,500 at 15 years, \$3,500 at 20 years, \$4,500 at 25 years, \$5,500 at 30 years, \$6,500 at 35 years; \$7,500 at 40 years.
7. Accrued Leaves – Full time employees will be given the ability to use accrued leave (vacation, sick, and/or personal necessity) after completion of six (6) months of employment.
8. Bilingual Pay – Full time employees will receive \$145 per month.

## II. MANAGEMENT POSITIONS

### A. EXECUTIVE DIRECTOR

1. Initial Rate of Compensation. The initial rate of compensation of the Executive Director shall be the first step of the salary range that corresponds to the employee's classification provided, however, that the Board of Directors or his or her designee may approve a higher rate of compensation at any step within the salary range because of the Executive Director's qualifications or ability.
2. Advancement in the Rate of Compensation. Advancement in the rate of compensation shall be in accordance with the following requirements:
  - a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - b) After the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - c) Each year thereafter, for a maximum of four additional years of employment, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the salary range.

3. Salary Range. The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2021 are as follows. The separation between each salary step shall be approximately five percent (5%). The pay range is \$8,072.80 -10,818.32.
4. Benefits. Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for “Classic Members.” Effective January 1, 2013, all newly hired employees who are not “Classic Members” will be classified as “New Members” and shall have the new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code.
5. Overtime. The classification of Executive Director is exempt (i.e. ineligible) to receive overtime pay.
6. Employment Status. The position of Executive Director shall be considered “at-will” which means that he/she shall serve at the pleasure of the Board of Directors and may be terminated at any time without the right of any appeal, subject to any specific terms in the Employment Agreement which may address compensation benefits at the time of termination.

### III. FULL-TIME POSITION (NON-MANAGEMENT)

#### A. ECOLOGIST I/II

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

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

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

3. Salary Range. The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2021 follow. Additionally, there is a three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2022. The separation between each salary step shall be five percent (5%). The salary ranges are as follows: I: \$6,019.98 - \$8,067.34; II: \$6,923.60 - \$9,278.28.
  - a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.
4. Benefits. The Authority shall provide benefits as follows:
  - a) Paid holidays of 92 hours per year as designated by the Authority.
  - b) Paid vacation of eighty (80) hours upon completing twelve (12) months of service to the Authority.
  - c) Sick leave to accrue at 8 hours per month (total 96 hours per year).
  - d) Group Health Insurance – Effective August 1, 2021 and through August 1, 2023 only, the Authority shall pick up all medical and dental premium contribution rate increases. Accordingly, the employees’ existing premium contribution rates shall remain the same as they were effective August 1, 2021 through August 1, 2023.
  - e) An agency car is available for business use. However, mileage reimbursement will be provided to the Ecologist I/II for the use of her personal vehicle to conduct authorized Authority business such as travel between the Authority’s office and the Puente Hills. The Ecologist I/II shall possess a valid California Class C driver’s license.
  - f) Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for “Classic Members.” Effective January 1, 2013, all newly hired employees who are not “Classic Members” will be classified as “New Members” and shall have the new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code
5. Overtime. The position of Ecologist I/II is exempt (i.e. ineligible) to receive overtime pay, and subject to Habitat Authority personnel rules.
6. Employment Status. The position shall be considered “at-will” which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

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

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

1. Initial Rate of Compensation. The initial rate of compensation of the Program Analyst I/II/Senior shall be the first step of the salary range that corresponds to the employee's classification provided, however, that the Executive Director may approve a higher rate of compensation at any step within the salary range because of his/her qualifications or ability.
2. Advancement in the Rate of Compensation: Advancement in the rate of compensation shall be in accordance with the following:
  - a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - b) If on step two after the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.
3. Salary Range: The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2022 follow. The separation between each salary step shall be five percent (5%). The pay ranges are as follows I: \$5,864-7,623; II: \$6,452-8,384; Senior: \$6,943-9,025.
  - a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.
4. Benefits: Same as Ecologist position above.
5. Overtime. The position of Management Analyst I/II/Senior is exempt (i.e. ineligible) to receive overtime pay, and subject to Habitat Authority personnel rules.
6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

#### IV. PART-TIME POSITIONS

##### A. STAFF ASSISTANT II (INTERPRETIVE PROGRAMS COORDINATOR)

Interpretive Programs Coordinator is a part-time position to work approximately 19-hours per week and may work additional time as may be determined by the Executive Director not to exceed average 19 hours per week. Interpretive Programs Coordinator's work week will generally consist of working three days a week, and available other days when needed for meetings as determined by the Executive Director. Interpretive Programs Coordinator will also be available for night and weekend meetings and/or events as determined by the



Executive Director. This position may require to wearing a uniform as determined by the Executive Director.

1. Initial Rate of Compensation. The initial rate of compensation for Interpretive Programs Coordinator shall be the first level of the salary range, however, the Executive Director may approve a higher rate of compensation within the salary range due to his/her qualifications or abilities.
  2. Advancement. The employee will be provided with a performance review on an annual basis. If the overall review is satisfactory or higher, his/her rate of compensation will advance. Appropriate increases shall be approved by the Executive Director as a ministerial act. In no event shall the amount of compensation exceed the maximum salary range.
  3. Hourly Pay Range. Pay range for Interpretive Programs Coordinator shall be \$22.78 per hour to \$30.52 per hour.
  4. Benefits. The Authority shall provide benefits to the Interpretive Programs Coordinator as follows:
    - a) An agency car is available for business use. However, mileage reimbursement will be provided to the Interpretive Programs Coordinator for the use of her personal vehicle to conduct authorized Authority business such as travel between the Authority's office and the Authority's jurisdiction. The Interpretive Programs Coordinator shall possess a valid California Class C driver's license.
    - b) Paid sick time in accordance with City of Whittier Resolution 8706, adopted July 7, 2015. Said resolution authorizes 24 hours of annual non-accruing sick time for part-time employees beginning July 1, 2015.
  5. Overtime. The position of Interpretive Programs Coordinator is non-exempt (i.e. eligible) to receive overtime pay.
  6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.
- B. STAFF ASSISTANT I/II (NATURALIST)**  
The Naturalist is a part-time position to work approximately 10-hours per week and may work additional time as may be determined by the Executive Director. The Naturalist's work week will generally consist of working two days a week, and available other days when needed for meetings as determined by the Interpretive Programs Coordinator or Executive Director. The Naturalist will also be available for night and weekend meetings and/or events as determined by the Interpretive Programs Coordinator or Executive Director. This position may require wearing a uniform as determined by the Executive Director. This position reports directly to the Interpretive Programs Coordinator or to the or Executive Director in absence of the Interpretive Programs Coordinator.

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

C. STAFF ASSISTANT II, HABITAT

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

1. Initial Rate of Compensation. The initial rate of compensation for Staff Assistant shall be the first level of the salary range, however, Executive Director may approve a higher rate of compensation within the salary range due to his/her qualifications or abilities.
2. Advancement. The employee will be provided with a performance review on an annual basis. If the overall review is satisfactory or higher, his/her rate of compensation will advance. Appropriate increases shall be approved by the Executive Director as a

- ministerial act. In no event shall the amount of compensation exceed the maximum salary range.
3. Hourly Pay Range. Pay range for Staff Assistant II shall start at \$22.78 per hour to \$30.52 per hour.
  4. Benefits. The Authority shall provide benefits to the Staff Assistant as follows:
    - a) An agency car is available for business use. However, mileage reimbursement will be provided to the Staff Assistant for the use of his/her personal vehicle to conduct authorized Authority business such as travel between the Authority's office and the Authority's jurisdiction. The Staff Assistant shall possess a valid California Class C driver's license.
    - b) Paid sick time in accordance with City of Whittier Resolution 8706, adopted July 7, 2015. Said resolution authorizes 24 hours of annual non-accruing sick time for part-time employees beginning July 1, 2015.
  5. Overtime. The position of Staff Assistant is non-exempt (i.e. eligible) to receive overtime pay.
  6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

## V. ADOPTION

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

APPROVED AND ADOPTED at a special meeting held the 22nd day of September 2022.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Chair, Board of Directors

ATTEST:

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Acting Secretary to the Board of Directors