

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

The special meeting of the Board of Directors, June 23, 2025, at 9:30 a.m. will take place in-person and also available for remote access.

Members of the public can observe and participate in the meeting as follows:

In-person: **Joint Administration Office of the County
Sanitation Districts of Los Angeles County
1955 Workman Mill Road, Whittier, California 90601**

Location: Room information to be provided at 1955 Workman Mill Road
on the day of the meeting.

And remotely for members of the public via Zoom by joining at this address:

<https://us02web.zoom.us/j/3397206095>
Zoom ID 339 720 6095

PUBLIC COMMENTS: Members of the public may provide electronic comments by 3 p.m. on Friday, June 20, 2025, before the meeting to info@HabitatAuthority.org. Please label the email in the subject heading as “Public Comments”. Public comments may also be verbally heard during item #1 of the meeting, either in person or via Zoom.

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

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

72 hours prior to Board of Directors meetings, the entire Board of Directors agenda package is available for review, along with any meeting-related writings or documents provided to a majority of the Board members after distribution of the agenda package, at www.HabitatAuthority.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to participate in this meeting, including auxiliary aids or services, please call Carlos Zelaya 562.945.9003 at least 48 hours prior to meeting.

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

1. Receipt of Public Comments. Members of the public may address the Board of Directors on any topic within the jurisdiction of the Habitat Authority, or any item on the agenda.
2. Report by Authority's Citizens Technical Advisory Committee.
3. Consent Calendar:
 - a. Approval of Authority Meeting Minutes of May 15, 2025.
 - b. Receive and file Authority's Portfolio Earnings Report and Custom by Instrument Type for May 2025 prepared by the County of Los Angeles Treasurer and Tax Collector.
4. Verbal update from Deputy Chief Ranger Hughes regarding ranger and maintenance services provided by the Mountains Recreation and Conservation Authority (MRCA).
5. Discussion and possible action authorizing Executive Director to execute the Thirty-fifth Amendment of the Open Space Management Agreement with the Mountains Recreation and Conservation Authority (MRCA) for maintenance and operation services extending the term an additional year from 7/1/25 to 6/30/26 in the amount of \$592,800.
6. Discussion and adoption of Authority Resolution No. 2025-03, Approving the Application for Grant Funds for the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy Wildfire Prevention Program for Puente Hills Fire Resiliency Project.
7. Report from Board subcommittee, discussion and possible action regarding establishing a fiscal oversight advisory committee associated with the Community Facilities District No. 2024-01, including approval of Authority Resolution No. 2025-__, associated fact sheet and documents.
8. Discussion and possible action regarding Authority public outreach efforts.
9. Hold Public Hearing Regarding Vacancies, Retention Efforts, and Any Necessary Actions in Compliance with Assembly Bill 2561.
10. Discussion and possible action regarding Authority workplan for fiscal year 2025-26.
11. Discussion and possible action regarding Authority budget for fiscal year 2025-26.
12. Discussion and possible action approving Authority Resolution No. 2025-__ entitled Establishing the Salary, Benefits and Management for Employees.
13. Discussion and possible action regarding approving Authority Resolution No. 2025-__ Declaring June as Pride Month.

14. Discussion and possible action regarding approving Authority Resolution No. 2025-__
Declaring July as Parks Month.
15. Discussion and direction to staff regarding encroachment on Authority property.
16. Pending litigation – Initiation of litigation in two separate cases. A closed session will be held, because the Board of Directors has decided or is deciding whether to initiate litigation. (This item can be heard in closed session pursuant to Government Code Section 54956.9(c), (d)(4).)
17. Instruction to negotiators on property negotiations for Assessor Parcel Number 8267-013-006. Negotiating parties include Board Chair, Executive Director, and property representative Joseph Lee. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)
18. Board Members' statements, responses, questions or directions to staff, and Executive Director's comments.
19. Adjournment and announcement of next meeting.

DRAFT Minutes of Special Meeting – May 15, 2025
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

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

Remotely for members of the public via Zoom at this address: <https://us02web.zoom.us/j/3397206095>, Zoom ID 339 720 6095

At 10:11 a.m., the meeting was called to order and a roll call was taken.

From Sanitation Districts of Los Angeles County:

Present: Robert Ferrante, Director

From County of Los Angeles

Present: Ivan Sulic, Chair

From City of Whittier:

Present: Councilmember Mary Ann Pacheco, Vice Chair

From Hacienda Heights:

Present: Cassandra Garcia, Director

Authority representatives present:

Andrea Gullo, Authority Executive Director

Michelle Mariscal, Authority Ecologist

Carlos Zelaya, Program Analyst

Elena Gerli, Esq., Burke, Williams, Sorensen LLP, Authority Counsel

Cathy Houwen, CTAC's Board Liaison

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

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

Steve Huber from Whittier Area Audubon shared information regarding their monthly Sycamore Canyon beginners bird hike. There were 49 species of birds observed. The next bird watching hike is scheduled for June 14th at 7 a.m.

2. REPORT BY AUTHORITY'S CITIZENS TECHNICAL ADVISORY COMMITTEE.

Liaison to the Board, Cathy Houwen, provided a report for the May 13th CTAC Meeting.

3. CONSENT CALENDAR:

A. Approval of Authority Meeting Minutes of March 20, 2025.

DRAFT Minutes of Special Meeting – May 15, 2025
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

- B. Receive and file Authority’s Portfolio Earnings Reports and Custom by Instrument Type for March and April 2025 prepared by the County of Los Angeles Treasurer and Tax Collector.**
- C. Receive and file Authority’s Wells Fargo account reconciliation quarterly report.**
- D. Receive and file Receipts and Disbursements for the Authority for the quarters ending December 31, 2024, and March 31, 2025, as submitted by the Los Angeles County Department of Auditor-Controller.**
- E. Adopt Authority Resolution 2025-02 Certifying Completion of the Puente Hills Fuels Reduction and Wildfire Prevention Round Two (RMC 21027) grant.**
- F. Adopt the annual County of Los Angeles Treasurer and Tax Collector Investment Policy Statement dated March 11, 2025. Adoption of an investment policy is a requirement of the Memorandum of Understanding (MOU) dated May 2011 between the Authority and Los Angeles County Treasurer and Tax Collector for specific purpose investments.**
- G. Ratification of payment for invoice 25-2180 from the Los Angeles County Registrar-Recorder/County Clerk in the amount of \$373,935.52 for costs associated with the November 2024 general election and ballot processing, and to amend the agency budget as necessary.**

Item E was pulled from the consent calendar.

Director Ferrante motioned to approve items A-G, except E. Director Garcia seconded the motion and, in a vote, the motioned passed unanimously.

Item E was discussed.

Director Ferrante motioned to approve item E. Vice Chair Pacheco seconded the motion and, in a vote, the motion passed unanimously.

4. DISCUSSION AND ACTION AUTHORIZING THE EXECUTIVE DIRECTOR EXECUTE MEMORANDUM OF UNDERSTANDING BETWEEN THE PUENTE HILLS HABITAT PRESERVATION AUTHORITY AND THE CITY OF WHITTIER RELATING TO FUEL MODIFICATION ACTIVITY FOR VARIOUS CITY PUBLIC WORKS FACILITIES ON CITY OWNED PARCELS NOT ALREADY INCLUDED IN A MANAGEMENT AGREEMENT WITH THE AUTHORITY.

Vice Chair Pacheco motioned to approve authorizing the Executive Director execute Memorandum of Understanding between the Puente Hills Habitat Preservation Authority and the City of Whittier relating to Fuel Modification Activity for Various City Public Works Facilities, on city owned parcels not already included in a management agreement with the Authority. Director Garcia seconded the motion, and in a vote, the motioned passed unanimously.

DRAFT Minutes of Special Meeting – May 15, 2025
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

5. REPORT FROM BOARD SUBCOMMITTEE, DISCUSSION AND POSSIBLE DIRECTION REGARDING ESTABLISHING A FISCAL OVERSIGHT ADVISORY COMMITTEE ASSOCIATED WITH THE COMMUNITY FACILITIES DISTRICT NO. 2024-01, INCLUDING APPROVAL OF RESOLUTION 2025-03, AND ASSOCIATED FACT SHEET.

There was discussion about Committee composition, staggered initial appointment schedules, applications, and the fact sheet. The Board directed staff to make edits and bring this item back for consideration at a future Board meeting.

6. DISCUSSION AND POSSIBLE ACTION APPROVING UPDATED CITIZENS TECHNICAL ADVISORY COMMITTEE FACT SHEET.

There was discussion. Director Garcia requested that the information about the Committee be made more accessible on the website and that the relevant contact information for the Recommending Parties of the various communities be added to the associated fact sheets for both the Fiscal Oversight Advisory Committee and the Citizens Technical Advisory Committee.

Director Garcia motioned to approve the Fact Sheet with her requested changes incorporated. Director Ferrante seconded the motion, and in a vote, the motioned passed unanimously.

7. DISCUSSION AND POSSIBLE DIRECTION REGARDING AUTHORITY RULES AND PROCEDURES; CODE OF CONDUCT.

Vice Chair Pacheco motioned to table this item until further notice. Director Ferrante seconded the motion, and in a vote, the motioned passed unanimously.

8. DISCUSSION REGARDING DRAFT AUTHORITY WORKPLAN FOR FISCAL YEAR 2025-26.

Executive Director Gullo reviewed this item. There was discussion. Director Garcia requested that the next Board meeting agenda add an item to discuss agency outreach goals and efforts. This item will be returned to the Board at the next meeting.

9. DISCUSSION REGARDING DRAFT AUTHORITY BUDGET FOR FISCAL YEAR 2025-26.

Executive Director Gullo reviewed this item. There was discussion. This item will be returned to the Board at the next meeting.

10. DISCUSSION AND POSSIBLE ACTION APPROVING A COMMENT LETTER REGARDING THE U.S. FISH AND WILDLIFE SERVICE'S INTENT TO RESCIND THE DEFINITION OF 'HARM' UNDER THE ENDANGERED SPECIES ACT.

DRAFT Minutes of Special Meeting – May 15, 2025
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

Director Garcia motioned to approve the comment letter regarding the U.S. Fish and Wildlife Service's intent to rescind the definition of 'harm' under the Endangered Species Act. Vice Chair Pacheco seconded the motion, and in a vote, the motioned passed unanimously.

Closed Session Items:

At 12:25 p.m. Chair Sulic moved to continue the discussion of items 11 and 12 in Closed Session.

11. PENDING LITIGATION – INITIATION OF LITIGATION IN TWO SEPARATE CASES. A CLOSED SESSION WILL BE HELD, BECAUSE THE BOARD OF DIRECTORS HAS DECIDED OR IS DECIDING WHETHER TO INITIATE LITIGATION. (THIS ITEM CAN BE HEARD IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(C), (D)(4).)

12. *INSTRUCTION TO NEGOTIATORS ON PROPERTY NEGOTIATIONS FOR ASSESSOR PARCEL NUMBER 8267-013-006. NEGOTIATING PARTIES INCLUDE BOARD CHAIR, EXECUTIVE DIRECTOR, AND PROPERTY REPRESENTATIVE JOSEPH LEE. (THIS ITEM CAN BE HEARD IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8 REGARDING REAL ESTATE NEGOTIATIONS.)

At 1:10 p.m. Chair Sulic moved to end the Closed Session, and the Open Session recommenced. Items 11 and 12 were discussed and no reportable action was taken.

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

There were no comments.

14. ADJOURNMENT AND ANNOUNCEMENT OF THE NEXT MEETING.

There being no further comments or business to be discussed, Chair Sulic adjourned the meeting at 1:12 p.m. The next meeting falls on a holiday and will need to be rescheduled.

Approved:

Ivan Sulic, Board Chair

Carlos Zelaya, Board Secretary



ELIZABETH BUENROSTRO GINSBERG
TREASURER AND TAX COLLECTOR

COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 437
Los Angeles, California 90012
Telephone: (213) 974-3385 Fax: (213) 626-1701
ttc.lacounty.gov and propertytax.lacounty.gov

Board of Supervisors

HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

LINDSEY P. HORVATH
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

June 6, 2025

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

Email: agullo@habitatauthority.org

Dear Andrea Gullo:

PUENTE HILLS HABITAT PRESERVATION AUTHORITY MONTHLY INVESTMENT REPORTS

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 May 31, 2025, 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.

Very truly yours,

ELIZABETH BUENROSTRO GINSBERG
Treasurer and Tax Collector

Jennifer Koai
Operations Chief

JK:ML:az

Enclosures

c: czelaya@habitatauthority.org



Income Report - PHHPA

05/01/2025 - 05/31/2025

Specific Purpose Invest Agg (299402)

Dated: 06/02/2025

SPI

Original Lot ID	Detailed Description	CUSIP	Coupon Rate	PAR Value	Interest/Dividend Received	Accretion Income	Amortization Expense	Interest Income	Net Gain/Loss	Net Income
821801196	FREDDIE MAC 2.000 08/27/43 '25 MTN	3134GWSD9	2.000	9,500,000.00	0.00	0.00	0.00	15,833.33	0.00	15,833.33
821801198	FED FARM CR BNKS 2.500 07/29/41 '25	3133EMW65	2.500	22,675,000.00	0.00	0.00	0.00	47,239.58	0.00	47,239.58
---	---	---	2.368	32,175,000.00	0.00	0.00	0.00	63,072.91	0.00	63,072.91

* 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

As of 05/31/2025

Specific Purpose Invest Agg (299402)

Dated: 06/02/2025

SPI

Original Lot ID	Detailed Description	CUSIP	Coupon Rate	Final Maturity	Purchase Yield	PAR Value	Amortized Cost	Historical Cost	Net Accumulated Amortization/Accretion
821801198	FED FARM CR BNKS 2.500 07/29/41 '25	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 '25 MTN	3134GWSD9	2.000	08/27/2043	2.000	9,500,000.00	9,500,000.00	9,500,000.00	0.00
---	---	---	2.352	03/10/2042	2.352	32,175,000.00	32,175,000.00	32,175,000.00	0.00

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



Purchase Detail Report - PHHPA

05/01/2025 - 05/31/2025

Specific Purpose Invest Agg (299402)

Dated: 06/02/2025

LA Fund Number	Original Lot ID	Description	Settle Date	Final Maturity	Coupon Rate	PAR Value	Principal	Purchased Accrued Income	Settlement Amount
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* Grouped by: Aggregate Accounts. * Groups Sorted by: Aggregate Accounts. * Filtered By: Settle Date \geq 05/01/2025 and Settle Date \leq 05/31/2025 and LA Fund Number = "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

05/01/2025 - 05/31/2025

Specific Purpose Invest Agg (299402)

Dated: 06/02/2025

LA Fund Number	Original Lot ID	Detailed Description	Settle Date	Final Maturity	Change In Current FV	Purchases	Maturities/Redemption	Purchased Accrued Interest	Coupon Payment
---	---	---	---	---	0.00	0.00	0.00	0.00	0.00

* Filtered By: LA Fund Number = "PHHPA" and Cash Affecting Amount = 0.00. * Weighted by: Absolute Value of Principal Amount. * MMF transactions are collapsed. * Trade transactions are expanded. * Cash Entry transactions are expanded.

* Change In Current FV = (IF([Transaction Type]='Buy'),[Original Units],0)+(IF([Transaction Type]='Maturity'),[Original Units],0), Summary Calculation: Sum. * Purchases = IF([Transaction Type]='Buy'),[Original Units],0, Summary Calculation: Sum. * Maturities/Redemption = IF([Transaction Type]='Maturity'),[Original Units],0, Summary Calculation: Sum.


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

AGENDA ITEM NO 5

MEMORANDUM

Date: June 23, 2025

To: Board Members

From: 
Andrea Gullo, Executive Director

Subject: Discussion and possible action authorizing Executive Director to execute the Thirty-fifth Amendment of the Open Space Management Agreement with the Mountains Recreation and Conservation Authority (MRCA) for maintenance and operation services extending the term an additional year from 7/1/25 to 6/30/26 in the amount of \$592,800.

Recommendation:

That the Board authorize the Executive Director to execute the attached amendment for maintenance and operation services in the amount of \$592,800.

Background:

In accordance with the Open Space Management Agreement (Agreement) between the MRCA and Authority for services since May 1996, the MRCA has adequately adhered to the Agreement standards. They have provided maintenance and staff services and have shown flexibility over the past year, and years prior, providing the Authority with basic services under changing circumstances. The proposed annual contract would maintain patrol and maintenance hours by rangers and park staff of approximately 82 hours per week July through December, then increasing to 120 hours per week January through June 2026. The attached amendment increases the contract amount by \$98,778 (16.5%).

Previously, in response to Authority budget restrictions since fiscal year (FY) 19-20 the Authority has repeatedly decreased patrol and maintenance services for the Authority's Preserve. For reference, 90 hours a week were budgeted in FY 19-20, 84 hours a week were budgeted in FY 20-21, 77 hours were budgeted in FY 21-22, 64 hours were budgeted in FY 22-23, and 82 hours were budgeted in FY 23-24 and FY 24-25. Due to the passage by voters of Measure PH in November 2024, coverage by the MRCA can increase once the revenues from this measure are collected which is expected to occur by January 2026. This 35th Amendment with the MRCA proposes to increase the weekly hours for ranger, public officer and/or maintenance services to 120 hours per week at that time.

Fiscal Impact:

The cost of this is in the proposed budget for fiscal year 2025-26 presented later at this Board meeting on June 23, 2025.

June 23, 2025

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Funding of the contract as proposed is provided through mitigation habitat restoration sources, mitigation long-term habitat management sources, Los Angeles County Measure A maintenance and servicing (M&S) funding, and Measure PH.

Attachments:

Proposed MRCA Amendment and associated budget.

**THIRTY-FIFTH AMENDMENT TO
PUENTE HILLS HABITAT PRESERVATION AUTHORITY
OPEN SPACE MANAGEMENT AGREEMENT**

Formerly Known As Puente Hills Landfill Native Habitat Preservation Authority Open Space
Management Agreement

This thirty-fifth amendment to that certain agreement entitled the Puente Hills Habitat Preservation Authority Open Space Management Agreement (AGREEMENT) is entered into on July 1, 2025 between the Puente Hills Habitat Preservation Authority, a joint powers authority established under the laws of the State of California, acting by and through its Executive Director, (hereinafter known as the PHHPA) and the Executive Officer of the Mountains Recreation and Conservation Authority, a joint powers authority (hereinafter known as the CONTRACTOR). PHHPA and CONTRACTOR agree to the following amendments:

1. That the term of the AGREEMENT is extended for one year from July 1, 2025 to June 30, 2026.
2. The amount of Ranger/Park Staff weekly hours is approximately 82 hours a week from July 1, 2025 to December 31, 2025, and 120 hours a week from January 1, 2026 to June 30, 2026. Hours shall include Rangers, Public Officers and Maintenance staff. Hours shall include approximately 70 hours of ranger time per week.
3. That the contract amount for services for the term shall not exceed \$592,800 (five hundred ninety-two thousand eight hundred dollars) in accordance with the attached budget (Exhibit A).
4. This AGREEMENT amends #4 of the thirty second (34th) amendment in ***italics, bold and strikethrough*** as follows: Invoices submitted will be in a format that meets known requirements of the Los Angeles County Regional Park and Open Space District (RPOSD) for reimbursable Measure A Maintenance and Servicing costs, provided that those requirements are known at the time services are rendered. CONTRACTOR cannot retroactively change record-keeping practices and is not responsible for ensuring that RPOSD approve any expenses. If RPOSD issues new requirements, CONTRACTOR reserves the right to reevaluate the ability to meet those requirements. CONTRACTOR will make best efforts to accommodate PHHPA in submitting documentation to satisfying RPOSD. Costs shall be separated out by Maintenance and Servicing (M&S) and non-M&S qualifying expenses on City of Whittier Proposition A properties, PHHPA Proposition A properties (Sycamore Canyon, and Turnbull Canyon), and Non-Proposition A properties. Turnbull Canyon and Sycamore Canyon costs must be separated. Invoices will indicate CONTRACTOR staff time dedicated to various grants. Additionally, CONTRACTOR shall note that ~~\$12,250~~ ***\$12,496*** of ranger time is allocated for ranger patrol of habitat restoration sites on City of Whittier's Unocal property and not for Proposition A M&S time, and should be not be invoiced as M&S. ***MRCA costs dedicated towards all habitat restoration sites and long term management of habitat restoration sites in the amount of \$65,346 (which includes the above \$12,496) will be charged towards the "Non-Proposition A properties" budget category.***
5. Contractor will make best efforts to provide a final invoice within 1 month of the end of the term, July 31, 2026. This shall include using receipts from CalCard expenses in May and June to calculate the final invoice, before the final CalCard statement is processed by Contractor.
6. That all other terms and provisions of the AGREEMENT shall remain in full force and effect.

PUENTE HILLS
HABITAT PRESERVATION AUTHORITY

MOUNTAINS RECREATION AND
CONSERVATION AUTHORITY

By _____
Andrea Gullo, Executive Director

By _____
Lillian Ikuta, Contracts Officer

Date _____

Date _____

PHHPA Open Space Management Agreement

35th Amendment, FY 25/26

Exhibit A

Description	Whittier owned - Prop A (Arroyo Pescadero/Chevron, Unocal, Hellman, etc.)				Habitat Authority - Prop A (Turnbull/Rose Hills)				Habitat Authority - Prop A (Sycamore)				Non Prop A - (Hacienda Heights, Powder, Mitigation, LTMP etc.)			
	This Period	YTD Expenses	Total Budgeted	Budget Balance	This Period	YTD Expenses	Total Budgeted	Budget Balance	This Period	YTD Expenses	Total Budgeted	Budget Balance	This Period	YTD Expenses	Total Budgeted	Budget Balance
Payroll, Benefits, Vehicle Usage, Overhead			\$ 71,000	\$ 71,000		\$ -	\$ 47,000	\$ 47,000		\$ -	\$ 45,500	\$ 45,500		\$ -	\$ 157,000	\$ 157,000
M&S Payroll, Benefits, Vehicle Usage, Overhead (*)			\$ 110,000.00	\$ 110,000			\$ 65,000	\$ 65,000			\$ 65,000	\$ 65,000				\$ -
				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Office Supplies			\$ 100.00	\$ 100.00		\$ -		\$ -		\$ -	\$ 100.00	\$ 100.00		\$ -	\$ 100.00	\$ 100.00
Telephone-Land			\$ 2,000.00	\$ 2,000.00		\$ -		\$ -		\$ -	\$ 2,000.00	\$ 2,000.00		\$ -	\$ 5,000.00	\$ 5,000.00
Answering Service			\$ 50.00	\$ 50.00		\$ -	\$ 25.00	\$ 25.00		\$ -	\$ 25.00	\$ 25.00		\$ -	\$ 50.00	\$ 50.00
Interpretive Supplies			\$ 100.00	\$ 100.00		\$ -	\$ 50.00	\$ 50.00		\$ -	\$ 50.00	\$ 50.00		\$ -	\$ 100.00	\$ 100.00
Misc Operating Expenses (Gate opening)(*)			\$ 500.00	\$ 500.00		\$ -	\$ 500.00	\$ 500.00		\$ -	\$ 500.00	\$ 500.00		\$ -	\$ 500.00	\$ 500.00
Food/Kitchen			\$ 50.00	\$ 50.00		\$ -	\$ 25.00	\$ 25.00		\$ -	\$ 25.00	\$ 25.00		\$ -	\$ 50.00	\$ 50.00
Volunteer Expenses			\$ 50.00	\$ 50.00		\$ -	\$ 25.00	\$ 25.00		\$ -	\$ 25.00	\$ 25.00		\$ -	\$ 50.00	\$ 50.00
Clothing/Personal Supplies			\$ 400.00	\$ 400.00		\$ -		\$ -		\$ -	\$ 100.00	\$ 100.00		\$ -	\$ 100.00	\$ 100.00
Warning/ Protective Suppl			\$ 200.00	\$ 200.00		\$ -		\$ -		\$ -	\$ 200.00	\$ 200.00		\$ -	\$ 500.00	\$ 500.00
First Aid/ Rescue Suppl			\$ 150.00	\$ 150.00		\$ -		\$ -		\$ -	\$ 150.00	\$ 150.00		\$ -	\$ 150.00	\$ 150.00
Hand Tools/ Instruments (*)			\$ 150.00	\$ 150.00			\$ 75.00	\$ 75.00			\$ 75.00	\$ 75.00		\$ -	\$ 150.00	\$ 150.00
Minor Equipment (*)			\$ 150.00	\$ 150.00		\$ -	\$ 75.00	\$ 75.00		\$ -	\$ 75.00	\$ 75.00		\$ -	\$ 150.00	\$ 150.00
Peace Officer Supplies			\$ 100.00	\$ 100.00		\$ -	\$ 50.00	\$ 50.00		\$ -	\$ 50.00	\$ 50.00		\$ -	\$ 100.00	\$ 100.00
Signs & Info Fixtures (*)			\$ 300.00	\$ 300.00		\$ -	\$ 150.00	\$ 150.00		\$ -	\$ 150.00	\$ 150.00		\$ -	\$ 300.00	\$ 300.00
Maintenance-Other (*)			\$ 600.00	\$ 600.00		\$ -	\$ 300.00	\$ 300.00		\$ -	\$ 300.00	\$ 300.00		\$ -	\$ 100.00	\$ 100.00
Maintenance-Other Equipment (*)			\$ 100.00	\$ 100.00		\$ -	\$ 50.00	\$ 50.00		\$ -	\$ 50.00	\$ 50.00		\$ -	\$ 100.00	\$ 100.00
Maintenance-Buildings (*)			\$ 1,000.00	\$ 1,000.00				\$ -			\$ 1,000.00	\$ 1,000.00		\$ -	\$ 2,000.00	\$ 2,000.00
Maintenance-Grounds (*)			\$ 2,000.00	\$ 2,000.00		\$ -	\$ 2,000.00	\$ 2,000.00		\$ -	\$ 2,000.00	\$ 2,000.00		\$ -	\$ 2,000.00	\$ 2,000.00
Maintenance-Roads (*)			\$ 100.00	\$ 100.00			\$ 50.00	\$ 50.00			\$ 50.00	\$ 50.00		\$ -	\$ 100.00	\$ 100.00
Weed Control (*)			\$ 100.00	\$ 100.00		\$ -	\$ 50.00	\$ 50.00		\$ -	\$ 50.00	\$ 50.00		\$ -	\$ 100.00	\$ 100.00
Vandalism Restoration (*)			\$ 300.00	\$ 300.00		\$ -	\$ 300.00	\$ 300.00		\$ -	\$ 300.00	\$ 300.00		\$ -	\$ 300.00	\$ 300.00
Major Repairs-Structures (*)			\$ 200.00	\$ 200.00		\$ -	\$ 100.00	\$ 100.00		\$ -	\$ 100.00	\$ 100.00		\$ -	\$ 100.00	\$ 100.00
Major-Repairs-Other (*)			\$ 100.00	\$ 100.00		\$ -	\$ 50.00	\$ 50.00		\$ -	\$ 50.00	\$ 50.00		\$ -	\$ 100.00	\$ 100.00
Sanitation/Waste Removal-Portable Toilets (*)				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Sanitation/Waste Removal-Garbage & Landfill (*)				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Water (*)				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Gas & Propane (*)				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Electric				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Pest Control (*)				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Totals:	\$ -		\$ 189,800.00	\$ 189,800.00	\$ -	\$ -	\$ 115,875.00	\$ 115,875.00	\$ -	\$ -	\$ 117,925.00	\$ 117,925.00	\$ -	\$ -	\$ 169,200.00	\$ 169,200.00

TOTAL CONTRACT

\$

592,800.00

Non Prop A category includes \$65,346 for ranger time at habitat restoration sites throughout the Preserve as indicated by PHHPA staff.

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

AGENDA ITEM NO. 6

MEMORANDUM

Date: June 23, 2025

To: Board Members

From: *Andrea Gullo*
Andrea Gullo, Executive Director

Subject: Discussion and adoption of Authority Resolution No. 2025-03, Approving the Application for Grant Funds for the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy Wildfire Prevention Program for Puente Hills Fire Resiliency Project.

Recommendation:

That the Board approve the attached grant-required Resolution 2025-03, read in title only, which authorizes the Executive Director to submit and execute associated grant documents as needed.

Background:

The Authority has applied for grant funds from the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) in the amount of \$4.9 million for wildfire resiliency related actions. On June 16, 2025, the application was approved by the RMC. This funding is sourced from California Proposition 4 funds, the initiative known as "The Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024." Letters of support have been received from the City of Whittier, Sierra Club San Gabriel Valley Task Force, Friends of the Whittier Hills and Hills For Everyone. If received, the grant would fund the following activities:

Task A) Wildfire Prevention and Protection:

- Facility Improvements:
 - Access restrictions: Wrought iron protective fence and gates along urban edge interface, Elmquist Ave (approx. 500 feet) and Ocean View Avenue (approx. 155 feet), in Whittier to prevent illegal access from trespassers further protecting the area from accidental fires. Projected grant funding is expected to allow for a decorative gate element at Elmquist to inspire community stewardship. This includes hiring a project inspector or manager consultant.
 - Home hardening for agency facility (ranger residence). This work could include but is not limited to closing eaves and exposed areas, replacing rain gutters, establishing zone zero defensible space, possibly replacing windows/or window coverings, possible deck replacement, and exterior stucco. This includes hiring a project inspector or manager consultant.
- Landscape Modifications
 - Vegetation and hazardous tree clearance performed within the urban wildland interface throughout the year including a second clearance

effort for regrowth in November/December/January, weather permitting (up to approximately 135 acres if needed) as well as along emergency access routes (approx. 10 miles).

- Habitat enhancement (approx. 4.5 ac) to include non-native weed removal (hazardous fuel reduction), cactus planting, hand seeding with native plant species. Cactus and seeds for the habitat enhancement work (after weed clearance) would be collected by a qualified native seed collection company from the Preserve to ensure local adaptation.
- Equipment/Vehicles
 - Purchase of a flail mower attachment for the existing agency mower. This allows for more frequent and cost-effective clearance along emergency access routes throughout the year.
 - Purchase of two 1,000 gallon mobile water trailers to be housed at the ranger residences.
 - Purchase of a 2,000 gallon water tender to be used by contracted law enforcement for firefighting efforts.

Task B) Wildfire Prevention and Protection

- Wildfire Prevention Planning
 - Preserve wide vegetation mapping for habitat restoration planning and fuels reduction planning
 - Fire fuel modeling for hazards mitigation, risk planning, and fuels reduction efforts.

Task C) Bioconsulting and contractor oversight

- A biological consultant would be needed to assist with any element of the grant project.

Task D) Acquisition and Development

- Acquisition of 5.5 acres in La Habra Heights within a very high fire hazard severity zone as determined by CalFire. Legal costs and a Phase 1 Environmental Site Assessment are included on the project.
- Trailhead development on the parcel to act as a long-term fire break and emergency staging area. The project would include engineering designs and studies, trailhead designs, CEQA review, improvements to allow for safe pedestrian and vehicle access to and from the parcel to access nearby trails, and other trailhead elements as the budget allows.

Habitat Authority Board approval of this resolution is a requirement of the grant application and agreement process. The work would commence in August 2025 after execution of the grant agreement. Should the Board approve this application, then staff will return to the Board for consideration of executing various contracts as necessary to implement the project.

Attached is the resolution, grant budget, and task list and timeline.

Fiscal Impact:

There is a positive fiscal impact with the grant project.

June 23, 2025

RESOLUTION 2025-03

RESOLUTION OF THE PUENTE HILLS HABITAT PRESERVATION
AUTHORITY APPROVING THE APPLICATION FOR GRANT
FUNDS FOR THE SAN GABRIEL AND LOWER LOS ANGELES
RIVERS AND MOUNTAINS CONSERVANCY
WILDFIRE PREVENTION PROGRAM, FOR
Puente Hills Fire Resiliency
PROJECT

WHEREAS, the State of California has authorized an expenditure of General Funds by the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) for California Proposition 4, also known as the Parks, Environment, Energy, and Water Bond Measure; and

WHEREAS, The RMC has been delegated the responsibility for the administration of the grant program in its jurisdiction, setting up necessary procedures; and

WHEREAS, said procedures established by the RMC require the Applicant's Governing Body to certify by resolution the approval of the Application before submission of said Application to the State; and

WHEREAS, the Applicant will enter into a contract with the State of California for the Project;

NOW, THEREFORE, BE IT RESOLVED that the Puente Hills Habitat Preservation Authority hereby;

Approves the filing of an Application for Grant Funds from the RMC; and

Certifies that the Puente Hills Fire Resiliency Project is consistent with local or regional land use plans or Programs (or if it is not, that the project is still approved); and

Certifies that the Project is consistent with the goals of Proposition 4 including protecting communities from wildfire risks, including creating defensible space and improving firebreaks; and

Certifies that the Application has or will have sufficient funds to operate and maintain the Project that is being submitted for funding consideration; and

Certifies that the Applicant has reviewed and understands the General Requirements and General Policies of the RMC Grant Program Guidelines; and

Finds that this action and Puente Hills Fire Resiliency project are exempt from the provisions of the California Environmental Quality Act (or if it is not, that the project is still approved); and

Appoints and authorizes the Executive Director (or her designee) as agent to conduct all negotiations, execute, and submit all documents including, but not limited to Applications,

agreements, payment requests and so on, which may be necessary for the completion of the Project.

This resolution shall take effect immediately upon its adoption by the Board of Directors, and the Board Secretary shall certify the vote adopting this resolution.

I hereby certify that the foregoing resolution was adopted by the Board of Directors of the Puente Hills Habitat Preservation Authority at this special meeting of June 23, 2025 by the following vote.

Motion _____ Second: _____

Ayes: _____

Nays: _____

Abstentions: _____

Signature

Chair of Board of Directors

----- CERTIFICATION OF RESOLUTION -----

ATTEST:

I Carlos Zelaya, Secretary of the Board of Directors of the Puente Hills Habitat Preservation Authority, witness my hand on the 23rd of June, 2025.

Signature

BUDGET**Grantee: Puente Hills Habitat Preservation Authority****Project Name: Puente Hills Fire Resiliency**

Tasks	
A	Wildfire Prevention and Protection <u>Facility Improvements</u> <u>Access restrictions</u> : Wrought iron fence and gate upgrade along Elmquist/OceanView in Whittier - received email ok from City \$ 180,000 project manager \$ 27,000 <u>Home hardening for agency facility</u> (ranger residence) (could include decks, eaves, rain gutters, zone zero, possibly replace windows) \$ 250,000 project manager \$ 37,500 <u>Landscape Modifications:</u> <u>Veg/Tree Clearance</u> : Extra or Second clearance, multiple years (including contractor flail mowing)- dead tree removal (2-3 years) \$ 400,500 Restoration /enhancement activities (2-3) years \$ 80,000 <u>Equipment/Vehicles</u> Flail mower attachment to existing tractor \$ 17,000 Tactical 2,000 gal water tender, Two 1,000 water trailers \$ 279,500 subtotal \$ 1,271,500
B	Wildfire Prevention Planning Preserve Wide Veg Mapping \$ 170,000 Fuel Modelling (wildfire planning) \$ 50,000 subtotal \$ 220,000
C	Bioconsulting and contractor oversight \$ 20,000
D	Acquisition - 5 acre Legal, Phase 1 \$ 1,650,000 \$ 40,000 Trailhead Development/FuelBreak - includes safe vehicle/pedestrian access across Fullerton Rd \$ 1,500,000 subtotal \$ 3,190,000
	10% Overhead * \$ 275,500
	TOTAL \$ 4,977,000

*excludes Equipment and Acquisition

Grantee: Puente Hills Habitat Preservation Authority

Project Name: **Puente Hills Fire Resiliency**

Contact and Address: Executive Director, 7333 Greenleaf Ave., Whittier, CA 90602

RMC Tasklist and Timeline

Performance Begin and End Date: August 2025 - August 2028

[illegible]

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

AGENDA ITEM NO 7

MEMORANDUM

Date: June 23, 2025

To: Board Members

From: *Andrea Gullo*
Andrea Gullo, Executive Director

Subject: Report from Board subcommittee, discussion and possible action regarding establishing a fiscal oversight advisory committee associated with the Community Facilities District No. 2024-01, including approval of Resolution 2025-__, associated fact sheet and documents.

Recommendation:

That the Board discuss and approve Resolution 2025-__, fact sheet, and associated documents or take appropriate action.

Background:

This item was last discussed at the Board's January and May 2025 meetings with the intent of establishing a fiscal oversight advisory committee (FOAC) based on Section H of the Rate and Method of Apportionment of the Authority's Community Facilities District (CFD) No. 2024-01:

"...a citizens advisory committee may report annually to the Board and the public regarding the expenditure of such funds to show that the Special Tax proceeds are spent for their authorized purposes."

The following documents are attached for consideration:

1. Fact Sheet: Attached are the new edits to the Fiscal Oversight Advisory Committee's fact sheet as discussed at the last Board meeting. Staff also incorporated the CFD map into the Fact Sheet for your consideration. The strikethrough and clean versions are attached.
2. Chair and Term Rotational schedules illustrating staggered start dates
3. The candidate application
4. Election policies (which mirror the CTAC election policies)
5. Authority Board Resolution 2025-0__

Fiscal Impact:

None.



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

MEMBERS OF THE BOARD OF DIRECTORS

Ivan Sulic
Chair
County of Los Angeles

Mary Ann Pacheco
Vice Chair
City of Whittier

Robert Ferrante
Director Sanitation Districts of
Los Angeles County

Cassandra Garcia
Director
Hacienda Heights

Draft

Fiscal Oversight Advisory Committee

FACT SHEET

The Puente Hills Habitat Preservation Authority (Habitat Authority) is dedicated to the acquisition, restoration, and management of open space in the Puente Hills for preservation of the land in perpetuity, with the primary purpose to protect the biological diversity. Additionally, the agency will endeavor to provide opportunities for outdoor education and low-impact recreation. The Habitat Authority came into existence in 1994 as a condition of approval for the Puente Hills Landfill.

The Board of Directors consists of four members: City of Whittier, County of Los Angeles, Sanitation Districts of Los Angeles County, and a public member from the Hacienda Heights community.

On July 18, 2024, the Board adopted Resolution No. 2024-07 entitled “Resolution to Form a Community Facilities District and to Levy Special Taxes Within” (“Resolution of Formation”), which established the CFD and authorized the placement of Measure PH on the November 5, 2024 ballot, to levy ~~of the~~ Special Tax with~~in~~ the CFD. See the attached map for reference. Exhibit C of Resolution 2024-07 is the Rate and Method of Apportionment of CFD No. 2024-01. Per the Rate and Method of Apportionment: “...a citizens advisory committee may report annually to the Board and the public regarding the expenditure of such funds to show that the Special Tax proceeds are spent for their authorized purposes.”

Measure PH was approved by the voters on November 5, 2024. On January 16, 2025, the Board adopted Resolution No. 2025-01, declaring the results of a special tax election, determining the validity of prior proceedings, and directing the recording of the notice of special tax lien.

On February 20, 2025, the Board adopted Ordinance 2025-01, which authorizes and levies special taxes within the CFD pursuant to the Mello-Roos Community Facilities Act of 1982, Gov’t Code § 53311 et seq., at the rate of 1¢ per building square footage per parcel with annual adjustments of up to 3% on all taxable developed real property, and in accordance with formulas set forth in the Rate and Method of Apportionment of Special Tax, provided in the Resolution of Formation (2024-07).

On June 23rd, 2025, the Board of Directors adopted Resolution No. 2025-04, establishing a nine-member Fiscal Oversight Advisory Committee (FOAC) made up of representatives from the communities of Whittier, Hacienda Heights, Rowland Heights, La Habra Heights, and

unincorporated areas within Supervisorial District 4 within the CFD area. . Terms are for three years.

PURPOSE

The CFD Fiscal Oversight Committee's role is to provide advice and report annually to the Board and the public regarding the expenditure of the CFD funds, to show that the Special Tax proceeds are spent for their authorized purposes.

The Committee will review the annual budget and periodic budget reports or updates presented by Habitat Authority staff for review and feedback.

ADVISORY COMMITTEE MEMBERS:

- Are approved for recommendation by their respective entities and appointed by the Habitat Authority for the purpose of advising the Board of Directors regarding fiscal oversight of Measure PH expenditures.
- Should be interested and committed to public fiscal responsibility and advisement on expenditures in accordance with the voter approved Measure PH.
- Should be interested and committed to the Habitat Authority's purpose and mission, including preserving regional habitat and open spaces.
- Should have enthusiasm and a willingness to prepare for and fully participate in each meeting.
- Any person with skills and/or talents in the areas of finances, accounting, ecology, wildfire management, outdoor recreation, planning, recreational programming (including outdoor education), or any other applicable specific skill is welcomed and encouraged to apply.

~~FOAC~~ MEETINGS:

- FOAC meetings will be held quarterly at 4 p.m. on Tuesdays (same week as the Board of Directors meeting). These meetings will be held in person in accordance with state law.

VACANCIES

- Committee members shall automatically forfeit their place on the committee upon 3 unexcused absences in a 12-month period. An unexcused absence occurs when a committee member does not inform the committee chair and the Habitat Authority's Executive Director or not attend a meeting and does not provide cause for not attending the meeting in a timely fashion. The Executive Director shall notify a committee member and the Recommending Party who has been removed from the committee due to 3 unexcused absences. The committee member who has been removed may request that the decision be appealed to the Board at their next available meeting.

If you are interested in applying to be considered for the Advisory Committee please contact us at info@HabitatAuthority.org, or for Whittier residents email ccd@cityofwhittier.org, for La Habra Heights residents email info@lhcity.org, or for County (Hacienda Heights and Rowland Heights) residents contact Supervisorial District 1 at FirstDistrict@bos.lacounty.gov.



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

MEMBERS OF THE BOARD OF DIRECTORS

Ivan Sulic
Chair
County of Los Angeles

Mary Ann Pacheco
Vice Chair
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Draft

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MEETINGS

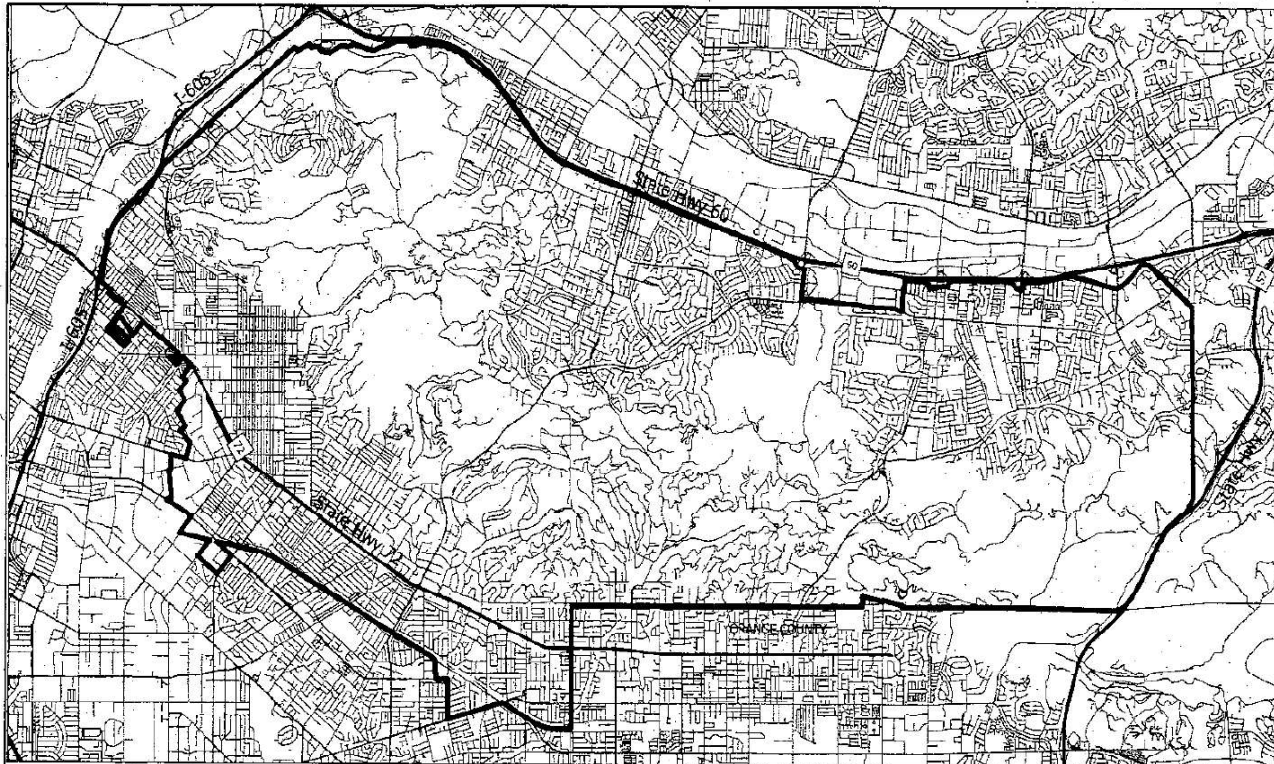
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BOOK 196 PAGE 80



FILED
AT REQUEST OF
CITY CLERK
56 JUN
MET 11 AM
IN BOOK 196
AT PAGE 80
OF ASSESSMENT MAPS
LOS ANGELES COUNTY, CA
REGISTERED COUNTY CLERK
BY JS/MS
DATE 8
D.A. FEE Code 20 \$ 5

NOTE:
REFERENCE IS HEREBY MADE TO THE
MAPS AND DEEDS OF RECORD IN THE
OFFICE OF THE ASSESSOR OF THE
COUNTY OF LOS ANGELES FOR A
DETAILED DESCRIPTION OF THE LINES
AND DIMENSIONS OF ANY PARCELS
SHOWN HEREIN. THOSE MAPS SHALL
GOVERN FOR ALL DETAILS CONCERNING
THE LINES AND DIMENSIONS OF SUCH
PARCELS. EACH PARCEL IS IDENTIFIED
IN SAID MAPS BY ITS DISTINCTIVE
ASSESSOR'S PARCEL NUMBER.

SECRETARY'S MAP FILING STATEMENT

FILED IN THE OFFICE OF THE BOARD SECRETARY
OF THE PUENTE HILLS HABITAT PRESERVATION
AUTHORITY, COUNTY OF LOS ANGELES, STATE OF
CALIFORNIA, THIS 13 DAY
OF June, 2024.

Mary Baejan
BOARD SECRETARY

CLERK'S MAP CERTIFICATE

I DO HEREBY CERTIFY THAT THE WITHIN MAP SHOWING
THE PROPOSED BOUNDARIES OF COMMUNITY FACILITIES
DISTRICT NO. 2024-1, PUENTE HILLS HABITAT
PRESERVATION AUTHORITY, COUNTY OF LOS
ANGELES, STATE OF CALIFORNIA, WAS APPROVED BY THE
BOARD OF DIRECTORS OF THE PUENTE HILLS HABITAT
PRESERVATION AUTHORITY AT A MEETING THEREOF,
HELD ON THE 13 DAY OF June, 2024,
BY ITS RESOLUTION NO. 2024-04.

Mary Baejan
BOARD SECRETARY

RECORDER'S CERTIFICATE

FILED THIS 13 DAY OF June, 2024
AT THE HOUR OF 11 O'CLOCK AM IN BOOK
OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS
AT PAGE 80 IN THE OFFICE OF THE COUNTY RECORDER,
IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.

County Recorder, County of Los Angeles

Legend

- Community Facilities District 2024-1 Proposed Boundary
- Major Roads
- Roads

SCI Consulting Group
4745 Mangle Blvd
Fairfield, CA 94534
(707) 430-4300

PROPOSED BOUNDARIES OF
COMMUNITY FACILITIES DISTRICT NO. 2024-1 OF THE
PUENTE HILLS HABITAT PRESERVATION AUTHORITY,
CITY OF LOS ANGELES, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
Sheet 1 of 1 (PUENTE HILLS PRESERVE PROTECTION)

Puente Hills Habitat Preservation Authority
Fiscal Oversight Advisory Committee (CFD)

PROPOSED

FOAC Rotation proposed

Chair			Vice Chair	
Whittier			District 4 (WkmanMill)	
District 4 (WkmanMill)			LHH	
LHH			HH	
HH			RH	
RH			Whittier	

Term - 3 years, Staggered start January 1, 2026 start

	Year 1		Year 2		Year 3		Year 4		Year 5	
	Term	Years	Term	Years	Term	Years	Term	Years	Term	Years
Whittier		3					3			
Whittier		2			3					
Whittier		1	3						3	
Hacienda Heights		3					3			
Hacienda Heights		2			3					
Rowland Heights		3					3			
Rowland Heights		2			3					
La Habra Heights		3					3			
District 4 (WkmanMill)		3					3			

	Year 1	Year 2	Year 3	Year 4	Year5
Whittier	Chair				
Whittier	2		3		
Whittier	1	3			
Hacienda Heights	3			Chair	
Hacienda Heights	2		3	Chair	
Rowland Heights	3				Chair
Rowland Heights	2		3		
La Habra Heights	3	Chair			
District 4 (WkmanMill)	3		Chair		

Ivan Sulic
Chair
County of Los Angeles

Mary Ann Pacheco
Vice Chair
City of Whittier

Robert Ferrante
Director Sanitation Districts of
Los Angeles County

Cassandra Garcia
Director
Hacienda Heights

Draft

FISCAL OVERSIGHT ADVISORY COMMITTEE APPLICATION

Name: _____

Address: _____
(Zip code)

Occupation: _____

Employer: _____

Preferred Daytime Phone Number: () _____

E-mail Address: _____

Educational background / degree, licenses or special certificates:

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

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

How did you find out about this position? _____

Please include a résumé if available.

(continued on next page)

Ethics Training

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

I have read and understand the Puente Hills Habitat Preservation Authority Board Resolution # 2025-04 and Fiscal Oversight Advisory Committee Fact Sheet, including attendance standards. I am available to attend regular meetings of this Fiscal Oversight Advisory Committee as outlined in the Committee Fact Sheet.

Signature: _____ Date: _____

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

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



Ivan Sulic
Chair
County of Los Angeles

Mary Ann Pacheco
Vice Chair
City of Whittier

Robert Ferrante
Director Sanitation Districts of
Los Angeles County

Cassandra Garcia
Director
Hacienda Heights

Draft

**Fiscal Oversight Advisory Committee (FOAC)
Election of Officers Policy**

1. The FOAC's chair and vice-chair positions (the positions) shall have a standard term limit of one year. Members may be elected to hold these positions in the future but not in consecutive calendar years, except as described in section 3 below.
2. The positions shall rotate by communities represented on the FOAC. Starting in the year 2026 a FOAC member representing Whittier shall be elected to hold the chair position, following each year afterwards by a member from Rowland Heights, and followed by a member from Hacienda Heights, La Habra Heights and District 4 (Workman Mill Rd area, etc.). Starting in 2026, the vice-chair position shall be a member from Rowland Heights, and followed each year by a member from Hacienda Heights, La Habra Heights and District 4 (Workman Mill Rd area, etc.), and Whittier.
3. If a vacancy occurs with the positions, the FOAC shall vote at the next meeting to fill that position with a member from which community the position was held. In the event that a community member representing that of the current position is unavailable to be elected to fill the vacancy, then the succeeding community in the rotation will be eligible for election into that vacant position, as well as be eligible for re-election at the next first meeting of the calendar year. The objective is to not have any position held by the same community for two consecutive years, but not be shorter than one year in length. Should the chair position change representative communities then the vice-chair position shall rotate community representatives as well.
4. Should no member decide to make themselves available for election, the current officer shall continue to hold that position until a replacement officer is elected even if the officer's term expires.
5. The FOAC is eligible to elect any member to the positions out of rotation order if it acts by a majority in the belief that the interests of the Authority will be best served in that manner. The above policy is compatible with Authority Board Resolution 2025-04 that established the FOAC. It states that the chair and vice-chair will be elected annually by the

committee.

The Resolution allows for a re-election of officers, which would be the case should a member be reelected to a position in a non-consecutive year of holding that position, or in the special case of a member who has filled a vacant position the previous year. For example, if La Habra Heights' representative as chair is no longer available in May to hold the position, then at the June FOAC meeting a vote shall occur to elect a different La Habra Heights representative to that position. If no other La Habra Heights member is available to fill that position, then a FOAC member from Hacienda Heights shall be elected to the position of chair. With this being the case, the vice-chair position will need to rotate to the next representative community, Rowland Heights. at the next annual election (January) the next year, the Hacienda Heights FOAC chair member will be eligible for re-election to the chair position, or another member from Hacienda Heights will be eligible for election to the chair position. The same logic applies for the vice-chair position.

Puente Hills Habitat Preservation Authority
Resolution No. 2025-__

A Resolution of the Board of Directors
to Establish the Puente Hills Habitat Preservation Authority's Fiscal
Oversight Advisory Committee

WHEREAS, the Puente Hills Habitat Preservation Authority (Habitat Authority) is a joint powers authority established pursuant to Section 6500 et. seq. of the Government Code. The 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 (Agreement).

WHEREAS, Section 5.4, *Powers*, of the Agreement provides in part that the “[Habitat] Authority is hereby authorized to do all acts which are necessary or desirable to carry out the purposes of the Agreement and to exercise the common powers of the [member] agencies....” Such authority includes creating ad hoc and permanent committees and subcommittees.

WHEREAS, on July 18, 2024, the Board adopted Resolution No. 2024-08, to place a measure on the November 5, 2024 ballot to create Community Facilities District No. 2024-01 (the CFD), and to levy a Special Tax on taxable developed properties within the CFD (Puente Hills Preserve Protection, Measure PH); the Board also adopted Resolution No. 2024-09, requesting the election to occur within the CFD, and that the election be consolidated with the Statewide general election to occur on November 5, 2024.

WHEREAS, Measure PH was approved by the voters on November 5, 2024. On January 16, 2025, the Board adopted Resolution No. 2025-01, declaring the results of a special tax election, determining the validity of prior proceedings, and directing the recording of the notice of special tax lien. On February 20, 2025 the Board adopted Ordinance No. 2025-01, levying special taxes within community facilities district no. 2024-01.

WHEREAS, the CFD encompasses the Cities of Whittier and La Habra Heights, portions of the Hacienda Heights and Rowland Heights communities, a portion of Workman Mill Road, and all other unincorporated areas within Los Angeles County Supervisorial District 4 located within the CFD jurisdictional boundaries.

WHEREAS, per Section H of the Rate and Method of Apportionment of the CFD, “...a citizens advisory committee may report annually to the Board and the public regarding the expenditure of such funds to show that the Special Tax proceeds are spent for their authorized purposes.”

WHEREAS, the Board now desires to create the CFD Fiscal Oversight Advisory Committee, for the purpose of reviewing CFD funds expenditures to ensure compliance with the parameters of the measure, and to advise the Board thereon.

NOW, THEREFORE, the Board of Directors of the Puente Hills Habitat Preservation Authority hereby resolves, finds, and orders:

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

Section 2. CFD Fiscal Oversight Advisory Committee.

The Board of Directors hereby creates the CFD Fiscal Oversight Advisory Committee. The committee shall act solely in an advisory capacity to the Board.

(a) Committee Composition.

The Board shall appoint 9 members to the committee, with each stakeholder community's representation roughly based on the number of taxable parcels in each community. As of March of 2025, the taxable parcels are located as follows:

Community	<u>Total Parcels</u>
Hacienda Heights	13,161
City of La Habra Heights	2,097
Rowland Heights	11,718
City of Whittier	22,265
Workman Mills and District 4 unincorporated areas	1,157

The Committee shall be comprised of: 3 members from the City of Whittier, 2 members from the Hacienda Heights community; 2 members from the Rowland Heights community; 1 member from the City of La Habra Heights; and 1 member from the Workman Mill and other Los Angeles County Supervisorial District 4 unincorporated communities within the CFD. The number of committee members is roughly based on the number of taxable parcels in each community.

Committee members must be residents of the communities they represent. The Board may approve additional criteria for qualification.

(b) Appointment, Vacancies, Removal.

The City of Whittier and the City of La Habra Heights committee members shall first be recommended by their respective city councils; County of Los Angeles committee members shall first be recommended by the supervisor(s) representing the supervisorial district which constitutes the unincorporated areas within the CFD. The Habitat Authority Board is the approving entity for all committee members.

Except for the reduced time periods for an initial term for new committee members, the regular term of each member shall be for a period of three years on a staggered schedule as determined by the Recommending Parties.

A vacancy shall occur upon the resignation or death of a committee member; following 3 unexcused absences from noticed Habitat Authority meetings, as determined by the Executive

Director or the Board, in a 12-month period, as specified in the committee's fact sheet. In the case of a vacancy on the committee, the seat shall be promptly filled in the same manner as the initial appointment; any committee member appointed to fill a vacancy will serve for the remainder of the term of the person whose seat has been vacated. If the Recommending Party does not recommend a replacement within 60 days after written notification, the Board of Directors may appoint a replacement to serve the remainder of the term.

In the case of a committee member's absence, inability, or refusal to act or to remain within the scope of the purposes referenced below, or a committee member's failure to abide by the Habitat Authority's Rules of Procedure, including but not limited to the Code of Conduct, the Habitat Authority Board may remove the committee member and appoint a replacement member in the same manner as the initial appointment. In the event that any Recommending Party fails to submit to the Habitat Authority the names of prospective members to the Board within 60 days of written notice, the Board of Directors may then appoint members to the committee in the absence of the requisite recommendation by the relevant Recommending Party.

(c) A quorum shall consist of 5 members.

(d) The chair and vice-chair will be elected annually by the committee.

(e) Meeting date and time.

The committee shall meet at the dates and times determined by the Board of Directors.

(f) Brown Act; Public Records Act.

The CFD Fiscal Oversight Advisory Committee is a public body subject to the open government provisions of the Ralph M. Brown Act (Gov't Code § 54950 et seq.) and the Public Records Act (Gov't Code § 7921.000 et seq.).

Section 3. Purpose.

The CFD Fiscal Oversight Committee's role is to provide advice and report annually to the Board and the public regarding the expenditure of the CFD funds, to show that the Special Tax proceeds are spent for their authorized purposes. The special tax shall be levied and collected in perpetuity until repealed by voters, or until such time the Habitat Authority determines that the revenue is no longer needed. The public services that the CFD will fund include the maintenance, servicing, protection, preservation of open space, natural or other lands, and improvements owned or managed by the Habitat Authority; wildfire risk mitigation and improvement of local wildfire prevention, and increase of ranger safety patrols; and recreation program services, and as more fully described in Measure PH (see Exhibit B of Resolution 2024-07, provided in Attachment 1, and incorporated herein). Additionally, the CFD will fund the collection and accumulation of reserves for these activities and cover administrative or incidental expenses related to them.

APPROVED AND ADOPTED at a meeting held the 23rd day of June 2025.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Chair, Board of Directors, Ivan Sulic

ATTEST:

Secretary to the Board of Directors, Carlos Zelaya

Attachment 1:

Exhibit B of Authority Resolution 2024-07

EXHIBIT B

DESCRIPTION OF SERVICES TO BE FUNDED BY THE CFD

PUENTE HILLS HABITAT PRESERVATION AUTHORITY Community Facilities District No. 2024-01 (Puente Hills Preserve Protection)

The types of Services to be funded by the CFD (“Services”) shall include the maintenance, servicing, protection, preservation of open space, natural or other lands and improvements owned or managed by the Authority; reduce the risk of wildfire and improve local wildfire prevention, ranger safety patrols; and recreation program services. Additionally, the CFD will fund the collection and accumulation of reserves for these activities and cover administrative or incidental expenses related to them.

“Improvements,” as used herein, means improvements such as facilities, buildings, museums, cultural facilities, housing, visitor centers, fixed equipment, fences, gates, monument signage, other signage, posts, walkways, railings, curbs, benches, kiosks, drinking fountains, drainages, trails, roads, recreational facilities, public facilities, public restrooms, parking lots and other man-made structures on or alterations to lands owned or managed by the Authority, and other real property or other tangible property as permitted by the law.

“Maintenance,” as used herein, means the furnishing of services, equipment and materials or other items for the routine, recurring, and usual work or emergency work for the preservation or protection of Improvements, open space, natural or other lands for their intended purposes. Maintenance includes, but is not limited to, the upkeep, repair, removal or replacement of all or any part of any Improvements; providing for the life, growth, health, and beauty of landscaping, open space, natural or other lands, including cultivation, seeding, planting, weeding, irrigation, trimming, spraying, fertilizing, treating for disease or injury, goat grazing, or wildlife, vegetation and habitat surveys, monitoring and mapping services; vegetation clearance, including the removal of dead, dying or hazardous trees; the removal or disposal of trimmings, rubbish, debris, illegal dumping and other waste; the cleaning and servicing of public restrooms; the cleaning, sandblasting, and painting of walls and other Improvements for sanitation or to remove graffiti; fire prevention and suppression services; safety and security services; gate opening and closing services; law enforcement services; and services to prevent homeless encampments. Maintenance includes operations and/or replacement costs, and the creation and funding of reserve funds, as permitted by law.

“Servicing,” as used herein, means the furnishing of electric current, gas, or other form of energy for any public lighting facilities or for the lighting or operation of any other Improvements; and water or other utilities for uses including, but not limited to, the irrigation of any landscaping, the operation of any fountains, or the Maintenance of any other Improvements.

(Resolution No. 2024-07)

“Services,” also includes the performance by employees of functions, operations, maintenance, and repair activities, as provided by law. It is expected that the Services will be provided by the Authority, either with its own employees or by contract with third parties, or any combination thereof.

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

AGENDA ITEM NO 9

MEMORANDUM

Date: June 23, 2025

To: Board Members

From: *Andrea Gullo*
Andrea Gullo, Executive Director

Subject: Hold Public Hearing Regarding Vacancies, Retention Efforts, and Any Necessary Actions in Compliance with Assembly Bill 2561.

Recommendation:

Conduct the statutorily required public hearing regarding the Authority's current workforce vacancy status and receive and file the below report.

Assembly Bill (AB) 2561:

Assembly Bill (AB) 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. AB 2561 became effective January 1, 2025, and requires public agencies to hold at least one public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. The public hearing should be conducted before final adoption of the agency's annual budget. To the extent there are any recognized employee organizations, such organizations are permitted to make presentations during the hearing regarding the vacancies, retention, and recruitment efforts. The Authority does not have recognized employee organizations. Additional information may be required in the hearing for workforce vacancy rates above 20% of authorized full-time positions, which does not apply to the Authority.

Status of Vacancies

The Authority currently has three authorized and budgeted full-time positions. It has three authorized part-time positions, which are vacant. All authorized full-time positions are budgeted and filled. The Authority intends to possibly create two additional full-time positions in the coming months and fill these positions after Measure PH funds are received in January 2026.

Hiring Obstacles

AB 2561 also requires that during the hearing, the agency must identify any necessary changes to policies, procedures, and recruitment activities that may lead to hiring

obstacles. Staff have identified no necessary changes to policies, procedures, or recruitment activities that may present obstacles in the hiring process.

Recruitment and Retention Efforts

The Authority's current staff has been stable in recent years despite known financial challenges of the agency. The Executive Director seeks to keep the Authority competitive as an employer by conducting regular surveys of other salary and benefits packages, as well as comparing the Authority's position to similar jobs locally. Also, with the proposed fiscal year 2025-26 agency budget, the Authority is restarting employee opportunities to engage in professional development conferences or training.

Fiscal Impact:

None.

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

AGENDA ITEM NO. _10_

MEMORANDUM

Date: June 23, 2025

To: Board Members

From: 
Andrea Gullo, Executive Director

Subject: Discussion and action regarding Authority workplan for fiscal year 2025-26.

Recommendation:

That the Board review and approve the fiscal year 2025-26 workplan.

Background:

The proposed FY 25-26 workplan is attached for your review and feedback. The format of the workplan generally does not reflect the routine, day-to-day core functions carried out by staff which are essential to supporting the agency's mission. Potential priority rankings for this fiscal year have been suggested to facilitate discussion and ultimate direction by the Board. Staff welcomes further defined parameters of what the Board would prefer to see included in its workplan.

Fiscal Impact:

The fiscal impact depends on the chosen workplan items. Proposed items are accounted for in the proposed budget to be discussed under the next agenda item.

Attachments:

Proposed FY 25-26 workplan, including possible long-term projects

Proposed
Workplan FY 25-26

	GOAL	Resp. Party	** Priority Level (1-3)	Est. Completion Date	Update Approx. % Complete	Board Approval Date	Cost / Funding
1	Heli-hydrant project	Board,staff, Attorney	1	Ongoing	92%	direction provided sprg/smmr 2021	
2	Assemble Fiscal Oversight Advisory Committee (Measure PH)	Staff, Partners, Board	1	12/31/2025			
3	Hire (2) Staff -Maintenance/Trails & Education/VolCoordinator	ED	1	1/31/2026			Measure PH
4	Administer Caltrans grant	Staff	1	6/30/2026	83%	5/25/2023	Caltrans
5	Seek M&S funding reimbursement Fys 22-23, 23-24, 24-25	ED, Prog Analyst	1	Ongoing	33%	6/30/2022, 5/25/2023,June 2024	County
6	Implement new Long Term Management Plans (LTMPs)	Ecologist	1	Ongoing	Ongoing		The San Diego Foundation endowments
7	Repair Authority residences	ED, Rgr	2	6/30/2026	60%	direction provided in spring 2021, and 2024	State funds through Caltrans, RMC
8	Create Hazard Mitigation Plan	Staff, Board, CTAC	2	6/30/2028	0%		Access Fee / Excess mitigation funds
9	Sign agreement and implement additional grant funding (fuel modelling, veg mapping, fuel clearance, gate/fence installation, acquisition, etc.)	Staff	2	Ongoing	0%		RMC
10	Community Outreach (Measure PH)	Staff, Brd subcom., Board, CTAC	2	Ongoing	Ongoing		General operating funds
11	Establish new office location	ED, Board	3	12/31/2025			General operating funds

**Board to review and provide direction on priority rankings.

Habitat Authority Workplan
Long Term

Possible Long Term Items							
1	Plan for nature center/office/new ranger residence at Sycamore.						
2	Agency strategy and vision re-assessment.						
3	Agency staffing/operations assessment. The assessment could focus on identifying performance or resource gaps, inclusive of staffing, and would present recommendations if any that could provide an opportunity to improve the performance of work processes, reduce long-term costs, and help to ensure a high-functioning organization that adapts to current and future challenges.						
4	Update all trailhead monument signs.						
5	Evaluate whether to change remaining Preserve hours to set times.						
6	Develop facility (including homes) maintenance schedule and budget.						
7	Update agency Resource Management Plan (RMP).						
8	Update agency vegetation mapping. (on proposed workplan)						
9	Conduct Preserve-wide biological surveys for various species in accordance with the RMP, including Coastal California Gnatcatcher surveys						
10	Install Turnbull Canyon fence and/or other perimeter fencing.						
11	Issue trail license to the County for parts of the Ahwingna Trail.						
12	Update/improve trailheads.						
13	Host regional conference.						
14	Process new mitigation opportunities as they arise.						
15	Repair Arroyo Pescadero gate and Hacienda Hills Trailhead railing						
16	Revise Authority trailhead rules signs						
17	Additional wildfire planning and preparedness. (on proposed workplan)						

Not listed in any priority ranking.

Presented to Board July 2021, Updated June 2022, Updated May 2023, Updated July 2024, Updated I

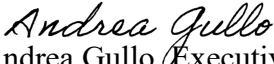
Puente Hills
Habitat Preservation Authority
Endowment Provided by the Puente Hills Landfill

AGENDA ITEM NO. 11

MEMORANDUM

Date: June 23, 2025

To: Board Members

From: 
Andrea Gullo, Executive Director

Subject: Discussion and possible action regarding Authority budget for fiscal year 2025-26.

Recommendation:

That the Board discuss and take action on the proposed budget for fiscal year (FY) 25-26.

Background:

Attached for your reference is the staff report from the May Board meeting. The budget has been updated.

An expense budget using general funds of the agency in the amount of \$1.2 million is proposed for ongoing operations, and an estimate of approximately \$1.2 million is anticipated for revenue. Expended costs included in this budget are a hazards mitigation plan and outreach funding, both which would need approval from the Board at a later date before proceeding. Measure PH funding in the amount of \$1.2 million covers additional operation costs. Also, the budget proposed still has partial cost savings included from years past. The mitigation restoration project-related costs are expected to be \$498,000 which are funded by outside sources for the betterment of the lands managed. Overall, from the attached draft expense budgets proposed \$1.2 million (operating), \$0.5 million (mitigation habitat restoration), and \$3.2 million (grants, including \$2.69 million from the RMC grant and \$0.6 million without the RMC grant), and \$1.2 million (Measure PH) totaling \$6.1 million.

The proposed FY 25-26 budget anticipates consumer price index increases. Also, ongoing contracts have been incorporated into this budget.

Measure PH

In November, voters passed Measure PH which enables the Authority to collect property taxes for management of the Authority's Puente Hills Preserve. The Authority annually expects to receive the funds in December/January and secondly in April. The proposed budget includes allocating \$296,596 towards the first half of fiscal year 2026-27 for expenses prior to receiving the first cycle Measure PH revenue in 2026. The Measure PH proposed budget includes operation costs such as annual fuel clearance, as well as

increased expenditures such as additional ranger and MRCA expenses and hiring two full-time Authority staff members beginning in January 2026.

County Measure A M&S Funds

As reported to the Board in the past, the Authority is eligible to receive approximately \$300,000 annually in maintenance and servicing (M&S) funding, however changes to the guidelines prevent the Authority from spending this funding on property it does not own or have a grant agreement. Eligible expenses include maintenance of trails and grounds, vegetation clearance, trash removal, and similar activities. The proposed budget assumes that M&S expenses will be able to be claimed for Sycamore Canyon, Turnbull Canyon, the Peppergrass Trail and the Gale property.

Revenue

Regarding the Authority's investment portfolio, the Authority expects to receive \$756,000 at current investment positions. Additional revenue this year includes staff and ranger funding from the long-term management plans (LTMPs) from the completed SCE and Monterey mitigation restoration funding.

The grants category of the annual budget illustrates funding from the Caltrans, Los Angeles County Measure A, and the City of Whittier (also Measure A), however funding from mitigation restoration and LTMP funding for Authority staff and rangers has been incorporated into the main operating budget. On June 16, 2026 the Rivers and Mountains Conservancy approved a grant to the Authority in the amount of \$4.9 million over a three year period; assuming the Authority confirms this grant at its June 23, 2025 Board meeting, approximately \$2,690,000 is scheduled for expenditure in fiscal year 2025-26, with over 60% expected to be allocated for directly towards property acquisition, and approximately \$1 million for reimbursable expenses.

Other revenues are from interest gained on agency cash holdings, historic oil revenues in La Habra Heights obtained when the properties were acquired, ranger tickets, and reimbursements.

Attachment:

FY 25-26 proposed annual budget

May Board staff report with limited attachments

Puente Hills Habitat Preservation Authority
Proposed FY 2025-26 Budget

Fiscal Year 2025-26 Proposed Budget

			Proposed FY 25-26 Budget	\$ Change compared to Final Amended FY 24/25 Budget	% Change compared to Final Amended FY 24/25 Budget
Operating Budget:					
SPI earnings (endowment)	53874		\$ 756,875	\$ (101,125)	-12%
M&S, Grants - Other	53874		-	-	0%
Interest from Treasury Pool Deposits	53874		265,000	87,517	49%
La Habra Heights historic oil	53874		55,000	(15,000)	-21%
MRCA tickets /educational programs	53874		15,000	-	0%
Reimbursement of Expense	53874		9,500	1,739	22%
Donations	53874		-	-	0%
Miscellaneous - Ongoing	53874		-	-	0%
Transfer of Mitigation Personnel	53874		27,338	(1,520)	-5%
Transfer of Mitigation Ranger Services	53874		34,945	7,526	27%
Transfer LTMP personnel time	53874		11,350	11,350	0%
Transfer LTMP ranger time	53874		30,400	30,400	0%
Total Revenue			\$ 1,205,408	\$ 20,887	2%
			Proposed FY 25-26 Budget	\$ Change compared to Final Amended FY 24/25 Budget	% Change compared to Final Amended FY 24/25 Budget
Expenses:					
Ranger Services and Property Management	53874		\$ 150,007	\$ (267,108)	-64%
Payroll (Personnel - General Services)	53874		490,000	60,938	14%
Site Mitigation/Access Fees - Use of Restricted Reserves	53874		-	(83,415)	-100%
Other Insurance Premiums	53874		93,000	-	0%
Legal Services	53874		80,000	(4,460)	-5%
Fiscal Agent Services	53874		80,000	48,000	150%
Utilities (water, phones, internet, etc)	53874		37,200	(3,357)	-8%
Treas-Tax Collector Services	53874		18,000	-	0%
Office Rent (Building Rentals)	53874		1	-	0%
Technical	53874		209,500	144,290	221%
Audit Fees	53874		11,000	5,500	100%
Street bond	53874		5,953	116	2%
Educational Services	53874		3,672	72	2%
Office Supplies-General	53874		4,000	900	29%
Printing Services	53874		1,000	-	0%
Signs & Related Supplies	53874		1,500	-	0%
Automotive Maintenance	53874		1,650	150	10%
Permit & License Fees	53874		200	-	0%
Auto Mileage	53874		250	-	0%
Miscellaneous (GIS, Resr. Misc.)	53874		1,050	-	0%
Postage	53874		500	-	0%
Education & Training (prof. dev.)	53874		5,000	5,000	100%
Traveling Expense (local meetings)	53874		200	50	33%
Publications & Legal Notices	53874		1,000	-	0%
Auto Service	53874		500	-	0%
Publications & Periodicals	53874		225	75	50%
Computers	53874		10,000	10,000	0%
Total Expenses			\$ 1,205,408	\$ (83,249)	-6%
Change In Position			\$ 0	\$ 104,136	0%

Puente Hills Habitat Preservation Authority

Proposed FY 2025-26 Budget

Fiscal Year 2025-26 Proposed Budget

Mitigation Costs	Unit #		Proposed FY 25-26 Budget	compared to Final Amended FY 24/25 Budget	% Change compared to Final Amended FY 24/25 Budget
			-	-	0%
			-	-	0%
			-	-	0%
Consultant Services (Mitigation) OLINDA	53880		73,687	(13,811)	-16%
57/Lambert	53881		23,494	(7,957)	-25%
Enhancement	53874		7,303	(4,470)	-38%
Heights	53932		217,689	(452,304)	-68%
Utilities (mitigation) SCE	53879		-	-	0%
Utilities (mitigation) OLINDA	53880		-	-	0%
Utilities (mitigation) Brea 57/Lbt	53881		-	-	0%
Utilities (mitigation) Metro Heights	53932		16,521	11,144	207%
LTMP (SCE)	53933		33,764	33,764	100%
LTMP (Monterey)	53934		22,189	22,189	100%
Transfers - Personnel (Olinda)	53880		11,503	(959)	-8%
Transfers - Personnel (Brea 57)	53881		12,255	290	2%
Heights	53932		3,580	(852)	-19%
Transfers - Personnel (LTMP) SCE	53933		5,989	5,989	100%
Transfers - Personnel (LTMP) Monterey	53934		5,360	5,360	100%
Transfers - Ranger Services (Olinda)	53880		12,496	245	2%
Transfers - Ranger Services (Brea 57)	53881		8,167	-	0%
Transfers - Ranger Services (Metro Heights)	53932		14,283	7,281	104%
Transfers - Ranger Services (SCE LTMP)	53933		15,000	15,000	100%
Transfers - Ranger Services (Monterey LTMP)	53934		15,400	15,400	100%
Total Expenses			\$ 498,678	\$ (363,690)	-42%

Grants			Proposed FY 25-26 Budget	compared to Final Amended FY 24/25 Budget	% Change compared to Final Amended FY 24/25 Budget
CalFire Grant (multi-year)					
CalFire Grant Revenue	53882		\$ -	\$ (240,000.00)	-100%
Goats and Fuel Reduction	53882		\$ -	\$ 20,000.00	-100%
Payroll Costs (Overhead)	53882		-	\$ 3,944.00	-100%
	53882				
RMC Grant Round 2					
RMC Grant Revenue	53883		\$ -	\$ (64,910.00)	-100%
Payroll Costs (Overhead)	53883		\$ -	\$ -	0%
Fuel Reduction	53883		-	\$ 43,710.00	-100%
RMC Fire Resiliency					
RMC Grant Revenue			\$ 2,690,000	\$ 2,690,000.00	0%
RMC Grant Expenditure			\$ (2,690,000)	\$ (2,690,000.00)	
Caltrans					
Caltrans Grant Revenue	53884		\$ -	\$ -	0%
Caltrans Grant Expenditure					
Ranger and associated costs	53884		\$ -	\$ 130,601.00	-100%
Property Management	53884		(218,000.00)	\$ (18,000.00)	9%
Utilities	53884		-	\$ 10,000.00	-100%
City M&S					
City M&S Revenue	53888		\$ 60,000.00	\$ -	0%
City M&S Property Management	53888		\$ (55,000.00)	\$ (693.00)	1%
City M&S Utilities			(5,000.00)	\$ 693.00	-12%
Turnbull M&S					
Turnbull M&S Revenue	53889		\$ 144,000.00	\$ 54,000.00	60%
Turnbull M&S Property Management	53889		\$ (144,000.00)	\$ (54,000.00)	60%
Sycamore M&S					
Sycamore M&S Revenue			\$ 121,263.00	\$ 101,263.00	506%
Sycamore M&S Property Management	53930		\$ (121,263.00)	\$ (101,263.00)	506%
Gale M&S					
Gale M&S Revenue	53931		\$ 1,100.00	\$ 1,100.00	100%
Gale M&S Property Management	53931		\$ (1,100.00)	\$ (1,100.00)	100%
PH Trails(Peppergrass) M&S					
Trails M&S Revenue	53931		\$ 10,000.00	\$ 10,000.00	100%
Trails M&S Property Management	53931		\$ (10,000.00)	\$ (10,000.00)	100%
Total Revenue			\$ 3,026,363	\$ 2,682,054	565%
Total Expenses			\$ (3,244,363)	\$ (2,666,108)	461%

**Puente Hills Habitat Preservation Authority
Proposed FY 2025-26 Budget**

Fiscal Year 2025-26 Proposed Budget

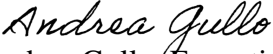
			Proposed FY 25-26 Budget	\$ Change compared to Final Amended FY 24/25 Budget	% Change compared to Final Amended FY 24/25 Budget
Measure PH					
Measure PH Revenue					
Tax Revenue			\$ 1,175,714	\$ 1,175,714	100%
Interest Revenue			23,514	23,514	100%
Total Measure PH Revenue			\$ 1,199,228	\$ 1,199,228	100%
Measure PH Expenditure					
Ranger Services and Property Management			\$ 684,000	\$ 684,000	100%
Personnel			142,132	142,132	100%
Bio Surveys			40,000	40,000	100%
SCI Cost to Administer CFD			36,500	36,500	100%
*Carryover to FY 26-27			296,596	296,596	100%
Total Measure PH Expenditure			\$ 1,199,228	\$ 1,199,228	100%

*Funds needed for the first half of FY 26-27 until tax revenue is due on November 1 and the 2nd installment payment is due on February 1. The Authority expects to receive the funds in Dec

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

AGENDA ITEM NO. 9

MEMORANDUM

Date: May 15, 2025
To: Board Members
From: 
Andrea Gullo, Executive Director
Subject: Discussion regarding draft Authority budget for fiscal year 2025-26.

Recommendation:

That the Board discuss the draft budget for fiscal year (FY) 25-26.

Background:

For your reference, included in the attached proposed draft budget for FY 25-26 is the year-to-date budget as of March 31 for FY 24-25. Revenues and invoices for several months are still outstanding. Authority staff consulted with the Authority's accounting consultants from Lance, Soll & Lunghard, LLP in developing the proposed budget.

A rough expense budget in the amount of \$1.12 million is proposed for ongoing operations, and an estimate of approximately \$1.2 million is anticipated for revenue. Total operating costs off set by Measure PH and mitigation funding are approximately \$700,000. Also, the budget proposed still has partial cost savings included from years past. The mitigation restoration project-related costs are expected to be \$498,000 which are funded by outside sources for the betterment of the lands managed. Overall, from the attached draft expense budgets proposed \$1.12 million (operating), \$498,678 (mitigation habitat restoration), and \$490,000 (grants), totaling \$2.1 million.

The proposed FY 25-26 budget anticipates consumer price index increases. Also, ongoing contracts have been incorporated into this budget.

Measure PH

In November, voters passed Measure PH which enables the Authority to collect property taxes for management of the Authority's Puente Hills Preserve. The Authority can begin to incur expenses before the taxes are collected. The Los Angeles County fiscal tax year or tax roll year begins July 1 of one year and ends June 30 of the next year (e.g., July 1, 2025 through June 30, 2026). This is the 12-month accounting period used for the calculation and collection of property taxes. The Annual Secured Property Tax Bill has two payment stubs. The 1st installment payment is due on November 1 and the 2nd installment payment is due on February 1. The Authority expects to receive the funds in December/January and secondly in April.

Proposed costs for the Measure PH funding include:

- a) 82 hours of ranger and park services from the MRCA July through December, and 120 hours January through June, excluding costs covered by mitigation, mitigation Long Term Management Program (LTMP), or Measure A M&S funding.
- b) Fuel modification costs, and special projects of the Board of Directors.
- c) Hiring 2 full-time PHHPA staff members after December.

County Measure A M&S Funds

As reported to the Board in the past, the Authority is eligible to receive approximately \$300,000 annually in maintenance and servicing (M&S) funding, however changes to the guidelines prevent the Authority from spending this funding on property it does not own beginning in FY 21-22. As a result, those funds have been collected at the County, and can be accessed in the future by the Authority; however, if they go unspent the County can reclaim them. Additionally, M&S funding cannot be accessed for the Authority-owned Sycamore Canyon property until the original grantee has closed out the grant and an Assignment and Assumption of Grant Agreement (AAGA) is signed by the Authority. The AAGA was signed by the Authority in May 2024. The grant is tied to the City of Whittier's Worsham property as well. However, until the City closes out the grant, the PHHPA cannot access M&S funds for the Authority's Sycamore property. The current proposed budget anticipates collecting \$104,000 of M&S funding for the Sycamore property.

Revenue

Regarding the Authority's investment portfolio, the Authority expects to receive \$756,000 at current investment positions. Additional revenue this year includes staff and ranger funding from the long-term management plans (LTMPs) from the completed SCE and Monterey mitigation restoration funding.

The grants category of the annual budget illustrates funding from the Caltrans, Los Angeles County Measure A, and the City of Whittier (also Measure A), however funding from mitigation restoration and LTMP funding for Authority staff and rangers has been incorporated into the main operating budget.

Other revenues are from interest gained on agency cash holdings, historic oil revenues in La Habra Heights obtained when the properties were acquired, ranger tickets, and reimbursements.

Estimated Cash Balances

A review is still ongoing of the balances, however as of June 30, 2025, the Authority will have an approximate cash balance of \$8 million. Within this balance are funds allocated for the close out of the FY 24-25 budget. Also, the cash balance includes funds for various mitigation restoration projects that the Authority is contractually obligated to

implement. Approximately \$5.5 million is restricted. So far, these projects are on schedule and within budget.

Within the unrestricted funds, it is recommended to leave a reserve for emergencies (\$1 million) and funds for the proposed fiscal year's operating budget (\$1 million).

After the close of the fiscal year a more accurate account of the cash balance can be determined.

At the meeting, there will be discussion regarding the changes to the budget from the previous year, and direction from the Board on how to spend the remaining Caltrans funding. It can be used for ranger and management services, fuel modification or to conduct improvements to the ranger residences.

The Authority is expected to receive a significant grant from the Rivers and Mountains Conservancy (RMC) for special and additional wildfire prevention projects. Authority staff is in the process of gathering details. Additionally, staff has had preliminary discussions with the RMC regarding the possibility of providing matching funds, if needed, for the maintenance and repair of a ranger residence in support of potential grant funding aimed at home hardening.

Attached for reference is a long-term budget projection, and a chart that illustrates how the funding for the annual fuel modification is accomplished. Both will be reviewed at the meeting.

Attachments:

FY 24-25 year to date budget

FY 25-26 proposed annual budget

Long term budget projection

Fuel modification division of funding sources

Fiscal Year 2024-25 Projected Actuals

		A	B	C	D = B + C	E = B/A	F = D/A
		FINAL AMENDED FY 24/25 BUDGET	YTD Actuals (as of March 31, 2025)	Additional Projected through 06/30/25	Forecasted 2025	YTD Actuals % of FY 2024 Budget Rev	Forecasted FYE % of FY 2024 Budget Rev
Operating Budget:							
SPI earnings (endowment)	53874	\$ 858,000	863,416	\$ -	\$ 863,416	101%	101%
M&S, Grants - Other	53874	-	9,000	-	9,000	0%	0%
Interest from Treasury Pool Deposits	53874	177,483	272,832	30,000	302,832	154%	171%
La Habra Heights historic oil	53874	70,000	23,725	23,725	47,450	34%	68%
MRCA tickets /educational programs	53874	15,000	-	15,000	15,000	0%	100%
Reimbursement of Expense	53874	7,761	522	-	522	7%	7%
Donations	53874	-	5,307	-	5,307	0%	0%
Miscellaneous - Ongoing	53874	-	1,000	-	1,000	100%	0%
Transfer of Mitigation Personnel	53874	28,858	-	28,858	28,858	0%	100%
Transfer of Mitigation Ranger Services	53874	27,419	-	27,419	27,419	0%	100%
Transfer LTMP personnel time	53874	-	-	-	-	0%	0%
Transfer LTMP ranger time	53874	-	-	-	-	0%	0%
Carryover from former Year		-	-	-	-	0%	0%
Total Revenue		\$ 1,184,521	\$ 1,175,802	\$ 125,002	\$ 1,300,803	99%	110%
		FINAL AMENDED FY 24/25 BUDGET	YTD Actuals (as of March 31, 2025)	Additional Projected through 06/30/25	Forecasted 2025	YTD Actuals % of FY 2024 Budget Exp	Forecasted FYE % of FY 2024 Budget Exp
Expenses:							
Ranger Services and Property Management	53874	\$ 417,115	60,852	\$ 356,263	\$ 417,115	15%	100%
Payroll (Personnel - General Services)	53874	429,062	265,272	163,791	429,062	62%	100%
Site Mitigation/Access Fees - Use of Restricted Reserves	53874	83,415	55,671	401,680	457,351		
Other Insurance Premiums	53874	93,000	10,360	82,640	93,000	11%	100%
Legal Services	53874	84,460	55,111	27,555	82,666	65%	98%
Fiscal Agent Services	53874	32,000	8,000	24,000	32,000	25%	100%
Utilities (water, phones, internet, etc)	53874	40,557	18,146	9,073	27,219	45%	67%
Treas-Tax Collector Services	53874	18,000	11,416	6,584	18,000	63%	100%
Office Rent (Building Rentals)	53874	1	1	-	1	100%	100%
Technical	53874	65,210	43,398	21,812	65,210	67%	100%
Audit Fees	53874	5,500	510	4,991	5,500	9%	100%
Street bond	53874	5,836	5,836	0	5,836	100%	100%
Educational Services	53874	3,600	1,669	1,931	3,600	46%	100%
Office Supplies-General	53874	3,100	2,225	875	3,100	72%	100%
Printing Services	53874	1,000	-	1,000	1,000	0%	100%
Signs & Related Supplies	53874	1,500	161	1,339	2,500	11%	167%
Automotive Maintenance	53874	1,500	1,785	-	1,785	119%	119%
Permit & License Fees	53874	200	-	200	200	0%	100%
Auto Mileage	53874	250	-	250	250	0%	100%
Miscellaneous (GIS, Resr. Misc.)	53874	1,050	-	1,050	1,050	0%	100%
Postage	53874	500	2	498	500	0%	100%
Education & Training (prof. dev.)	53874	-	-	-	-	0%	0%
Traveling Expense (local meetings)	53874	150	175	-	175	117%	117%
Publications & Legal Notices	53874	1,000	-	1,000	1,000	0%	100%
Auto Service	53874	500	303	197	500	61%	100%
Publications & Periodicals	53874	150	70	80	150	47%	100%
Computers		-	1,562	-	1,562	100%	100%
Total Expenses		\$ 1,288,656	\$ 542,524	\$ 1,106,808	\$ 1,650,332	42%	128%
Change In Position		\$ (104,135)	\$ 633,277	\$ (981,806)	\$ (349,528)	-608%	336%

		A	B	C	D = B + C	E = B/A	F = D/A
Mitigation Costs	Unit #	FINAL AMENDED FY 24/25 BUDGET	YTD Actuals (as of March 31, 2025)	Additional Projected through 06/30/25	Forecasted 2025	YTD Actuals % of FY 2024 Budget Rev	Forecasted FYE % of FY 2024 Budget Rev
Mitigation Revenue	53879	\$ -	4,176	\$ -	\$ 4,176	100%	100%
Total Revenue			\$ 4,176	\$ -	\$ 4,176	100%	100%
Consultant Services (Mitigation) SCE	53879	\$ -	\$ 43,843	\$ -	\$ 43,843	100%	100%
Consultant Services (Mitigation) OLINDA	53880	87,497	61,585	25,912	87,497	70%	100%
Consultant Services (Mitigation) Brea 57/Lambert	53881	31,451	14,844	16,607	31,451	47%	100%
Consultant Services (Mitigation) Turnbull Enhancement	53874	11,773	8,710	3,063	11,773	74%	100%
Consultant Services (Mitigation) Metro Heights	53932	669,992	484,378	185,614	669,992	100%	100%
Utilities (mitigation) SCE	53879	-	6,823	3,412	10,235	100	0%
Utilities (mitigation) OLINDA	53880	-	1,474	737	2,211	100%	100%
Utilities (mitigation) Brea 57/Lbt	53881	-	1,732	866	2,598	100%	100%
Utilities (mitigation) Metro Heights	53932	5,377	7,475	3,737	11,212	0%	0%
LTMP (SCE)	53933	-	-	-	-	0%	0%
LTMP (Monterey)	53934	-	-	-	-	0%	0%
Transfers - Personnel (SCE)	53879	-	-	-	-	0%	0%
Transfers - Personnel (Olinda)	53880	12,462	-	12,462	12,462	0%	100%
Transfers - Personnel (Monterey)	53886	-	-	-	-	0%	0%
Transfers - Personnel (Brea 57)	53881	11,965	-	11,965	11,965	0%	100%
Transfers - Personnel (Mitigation) Metro Heights	53932	4,432	-	4,432	4,432	0%	100%
Transfers - Personnel (LTMP) SCE	53933					0%	0%
Transfers - Personnel (LTMP) Monterey	53934					0%	0%
Transfers - Ranger Services (SCE)	53879	-	-	-	-	0%	0%
Transfers - Ranger Services (Olinda)	53880	12,251	-	12,251	12,251	0%	100%
Transfers - Ranger Services (Brea 57)	53881	8,167	-	8,167	8,167	0%	100%
Transfers - Ranger Services (Metro Heights)	53932	7,001	-	7,001	7,001	0%	100%
Transfers - Ranger Services (SCE LTMP)	53933					0%	0%
Transfers - Ranger Services (Monterey LTMP)	53934					0%	0%
Total Expenses		\$ 862,368	\$ 630,864	\$ 296,226	\$ 927,090	73%	108%

		FINAL AMENDED FY 24/25 BUDGET	YTD Actuals (as of March 31, 2025)	Additional Projected through 06/30/25	Forecasted 2025	YTD Actuals % of FY 2024 Budget Rev	Forecasted FYE % of FY 2024 Budget Rev
FY 24/25 Grants:							
CalFire Grant (multi-year)							
CalFire Grant Revenue	53882	\$ 240,000.00	\$ 103,248	\$ 136,752	\$ 240,000	43%	100%
Goats and Fuel Reduction	53882	\$ (20,000.00)	\$ (30,440)	\$ -	\$ (30,440)	152%	152%
Payroll Costs (Overhead)	53882	(3,944)	\$ (6,560)	\$ -	(6,560)	166%	166%
RMC Grant Round 2		-					
RMC Grant Revenue	53883	\$ 64,910.00	\$ -	\$ 64,910	\$ 64,910	0%	100%
Payroll Costs (Overhead)	53883	\$ -	\$ (4,588)	\$ -	\$ (4,588)	100%	100%
Fuel Reduction	53883	(43,710)	\$ (53,475)	\$ -	(53,475)	122%	122%
Caltrans		-					
Caltrans Grant Revenue	53884	\$ -	\$ -	\$ -	\$ -	0%	0%
Caltrans Grant Expenditure		-					
Ranger and associated costs	53884	\$ (130,601.00)	\$ (124,828)	\$ (5,773)	\$ (130,601)	96%	100%
Property Management	53884	(200,000)	\$ (21,098)	\$ (178,902)	(200,000)	11%	100%
Utilities	53884	(10,000)	\$ (2,087)	\$ (7,913)	(10,000)	21%	100%
City M&S		-					
City M&S Revenue	53888	\$ 60,000.00		\$ 60,000	\$ 60,000	0%	100%
City M&S Property Management	53888	\$ (54,307.00)	\$ (52,010)	\$ (2,297)	\$ (54,307)	96%	100%
City M&S Utilities		(5,693)	\$ (3,732)	\$ (1,961)	(5,693)	66%	100%
Turnbull M&S		-					
Turnbull M&S Revenue	53889	\$ 90,000	\$ 13,644	\$ 76,356	\$ 90,000	15%	100%
Turnbull M&S Property Management	53889	\$ (90,000)	\$ (105,529)	\$ -	\$ (105,529)	117%	117%
Sycamore M&S		\$ -					
Sycamore M&S Revenue		\$ 20,000	\$ -	\$ 20,000	\$ 20,000	0%	0%
Sycamore M&S Property Management	53930	\$ (20,000)	\$ (1,072)	\$ (18,928)	\$ (20,000)	0%	0%
Gale M&S							
Gale M&S Revenue		\$ -			-		
Gale M&S Property Management		\$ -			-		
Total Revenue		\$ 474,910	\$ 116,892	\$ 358,018	\$ 454,910	25%	96%
Total Expenses		\$ (578,255)	\$ (405,420)	\$ (215,773)	\$ (601,193)	70%	104%

			A	B	C	D = B + C	E = B/A	F = D/A
			FINAL AMENDED FY 24/25 BUDGET	YTD Actuals (as of March 31, 2025)	Additional Projected through 06/30/25	Forecasted 2025	YTD Actuals % of FY 2024 Budget Rev	Forecasted FYE % of FY 2024 Budget Rev
Measure PH								
Measure PH Revenue								
Tax Revenue								
Interest Revenue								
Total Measure PH Revenue								
Measure PH Expenditure								
Ranger Services and Property Management								
Personnel								
Bird Surveys								
SCI Cost to Administer CFD								
Total Measure PH Expenditure								
Total Measure PH Change In Position								

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

AGENDA ITEM NO 12

MEMORANDUM

Date: June 23, 2025

To: Board Members

From: *Andrea Gullo*
Andrea Gullo, Executive Director

Subject: Discussion and possible action approving Authority Resolution No. 2025-____ entitled Establishing the Salary, Benefits and Management for Employees.

Recommendation:

That the Board approve the attached Resolution 2025-____.

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.

Consistent with Whittier's approval at their June 10, 2025 Council meeting the Authority Management Level II position has been adjusted to receive a three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2025. Similar increases for the other full-time positions were approved by the Board last year consistent with actions of the City. Also proposed is a 2% increase to the Authority Management Level II and Ecologist positions to recapture cost of living adjustments (cola) from 2019 and 2020 that were not provided; this would make the average cola increase for the past seven years at 3%. The Program Analyst position was created in 2022 and is therefore up to date with cola adjustments. Attached for your consideration is the proposed resolution 2025-____.

Fiscal Impact:

The proposed changes were included in the proposed FY 25-26 budget.

Attachments:

Resolution 2025-____

Puente Hills Habitat Preservation Authority
Endowment Provided by the Puente Hills Landfill
Resolution No. 2025-__

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

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

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

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

WHEREAS, the Authority has adopted Resolutions No.'s 2000-03, 2001-04, 2002-02, 2003-04, 2004-01, 2004-02, 2004-03, 2004-05, 2004-09, 2005-01, 2005-03, 2005-04, 2006-01, 2006-04, 2007-02, 2007-03, 2007-06, 2008-03, 2008-04, 2009-07, 2012-02, 2013-04, 2013-07, 2014-01, 2015-01, 2015-02, 2016-03, 2017-02, 2018-01, 2020-03, 2021-05, 2022-13, 2023-05 2024-10 relating to Authority personnel which are consolidated in, and replaced by, this resolution. All foregoing additions and changes will be included herewith.

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

I. GENERAL PROVISIONS

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

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

II. MANAGEMENT POSITIONS

A. EXECUTIVE DIRECTOR

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

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

3. Salary Range. The classification title and corresponding salary range of the first payroll period commencing on July 1, 2025 is as follows. The separation between each salary step shall be approximately five percent (5%). The pay range is 9539.41-12783.72.
4. Benefits.
Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for "Classic Members." Effective January 1, 2013, all newly hired employees who are not "Classic Members" will be classified as "New Members" and shall have the new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code.
5. Overtime. The classification of Executive Director is exempt (i.e. ineligible) to receive overtime pay.
6. Employment Status. The position of Executive Director shall be considered "at-will" which means that he/she shall serve at the pleasure of the Board of Directors and may be terminated at any time without the right of any appeal, subject to any specific terms in the Employment Agreement which may address compensation benefits at the time of termination.
7. Paid holidays of 92 hours per year as designated by the Authority, plus adding Federal holiday of June 19 (Juneteenth) consistent with the City of Whittier

III. FULL-TIME POSITION (NON-MANAGEMENT)

A. ECOLOGIST I/II

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

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

- c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.
- 4. Salary Range. The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2023 follow. Additionally, there is a four percent (4%) salary increase effective the first pay period commencing on or after July 1, 2024, and a five percent (5%) salary increase effective the first pay period commencing on or after July 1, 2025. The separation between each salary step shall be five percent (5%). The salary ranges are as follows:
 - 2023 I: 6510.61 - 8724.83; II: 7,487.87 - 10034.46.
 - 2024 I: 6771.03 – 9073.82; II: 7787.39 – 10435.84
 - 2025 I: 7113.64 – 9532.96; II: 8181.43 – 10963.90
 - a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.
- 4. Benefits. The Authority shall provide benefits as follows:
 - a) Paid holidays of 92 hours per year as designated by the Authority, plus adding the Federal holiday of June 19 (Juneteenth) consistent with the City of Whittier.
 - b) Paid vacation of eighty (80) hours upon completing twelve (12) months of service to the Authority.
 - c) Sick leave to accrue at 8 hours per month (total 96 hours per year).
 - d) Group Health Insurance – Consistent with those provided through the City of Whittier.
 - e) An agency car is available for business use. However, mileage reimbursement will be provided to the Ecologist I/II for the use of her personal vehicle to conduct authorized Authority business such as travel between the Authority’s office and the Puente Hills. The Ecologist I/II shall possess a valid California Class C driver’s license.
 - f) Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for “Classic Members.” Effective January 1, 2013, all newly hired employees who are not “Classic Members” will be classified as “New Members” and shall have the new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code
- 5. Overtime. The position of Ecologist I/II is exempt (i.e. ineligible) to receive overtime pay, and subject to Habitat Authority personnel rules.
- 6. Employment Status. The position shall be considered “at-will” which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

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

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

1. Initial Rate of Compensation. The initial rate of compensation of the Program Analyst I/II/Senior shall be the first step of the salary range that corresponds to the employee's classification provided, however, that the Executive Director may approve a higher rate of compensation at any step within the salary range because of his/her qualifications or ability.
2. Advancement in the Rate of Compensation: Advancement in the rate of compensation shall be in accordance with the following:
 - a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
 - b) If on step two after the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
 - c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.
3. Salary Range: The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2023 follow. Additionally, there is a four percent (4%) salary increase effective the first pay period commencing on or after July 1, 2024, and a three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2025. The separation between each salary step shall be five percent (5%). The pay ranges are as follows:
2023 I: 6157-8251.24; II: 6775-9079.15; Senior: 7290-9769.30.
2024 I: 6403.49-8581.29; II: 7045.58-9441.75; Senior: 7581.76-10160.28
2025 I: 6595.59-8838.72; II: 7256.95-9725; Senior: 7809.21-10465.09
 - a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.
4. Benefits: Same as Ecologist position above.
5. Overtime. The position of Program Analyst I/II/Senior is exempt (i.e. ineligible) to receive overtime pay, and subject to Habitat Authority personnel rules.
6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal.

IV. PART-TIME POSITIONS

A. STAFF ASSISTANT II (INTERPRETIVE PROGRAMS COORDINATOR)

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

generally consist of working three days a week, and available other days when needed for meetings as determined by the Executive Director. Interpretive Programs Coordinator will also be available for night and weekend meetings and/or events as determined by the Executive Director. This position may require 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 meeting held the 23 rd day of July 2025.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Chair, Board of Directors, Ivan Sulic

ATTEST:

Secretary to the Board of Directors, Carlos Zelaya

MEMORANDUM

Date: June 23, 2025

To: Board Members

From: *Andrea Gullo*
Andrea Gullo, Executive Director

Subject: Discussion and possible action regarding approving Authority Resolution No. 2025-__ Declaring June as Pride Month.

Recommendation:

That the Board adopt Resolution 2025-__.

Background:

According to the United States Library of Congress, Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month is celebrated each year in the month of June to honor the 1969 Stonewall Uprising in Manhattan which included a series of riots for gay liberation. The Stonewall Uprising was stated as a tipping point for the Gay Liberation Movement in the United States. Nationally, the last Sunday in June was initially celebrated as "Gay Pride Day," but the day varied. In cities across the nation the "day" soon grew to include many days and month-long series of events. Memorials are held during this month for those members of the community who have been lost to hate crimes or HIV/AIDS. Just as Pride Month has evolved over time, so too has the acronym to include Intersex and Asexual members of the community (LGBTQAI+). The purpose of the commemorative month is to recognize the impact that LGBTQIA+ individuals have had on history locally, nationally, and internationally.

The Authority's policies support safe trails for all. The Authority's messaging has promoted building an inclusive outdoor space and the right for all people to feel welcome and to enjoy the trails.

Attached is Authority Resolution 2025-__ recognizing June as Pride Month.

Fiscal Impact:

None

RESOLUTION NO. 2025-__

A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Declaring June as Pride Month

WHEREAS, the Board of Directors (“Board”) of the Puente Hills Habitat Preservation Authority (the “Authority”) finds that the Authority’s management of the Puente Hills Preserve plays an important role in our communities to welcome and include all people regardless of race, income, ability, age, nationality, gender identity or expression, sexual orientation, or any other identity.

WHEREAS, the Board acknowledges the importance of building inclusive outdoor space, making outdoors safe and welcoming for the positive development of all persons, including members of the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+) community.

WHEREAS, the Board finds the trails of the beautiful Puente Hills Preserve are for all to safely enjoy as a respite from the urban life, in reverence of nature, recreation, creating memories and strengthening social bonds.

WHEREAS, the Board finds that the Authority is committed to diversity, equity, inclusion, and belonging, as well as a strong belief in the civil and constitutional rights of all individuals across our great nation.

WHEREAS, the Authority acknowledges and supports that no matter your age, race, creed, gender, or sexual orientation, individuals should be treated with respect and dignity and be able to live without fear no matter who they love.

WHEREAS, the long battle for inclusion has led to much positive progress toward changing the hearts and minds of people in many parts of the world, which in turn, has helped pave the way for a more inclusive society where LGBTQIA+ individuals can live freely, safely, and free from discrimination.

NOW, THEREFORE BE IT RESOLVED, the Board of Director of the Puente Hills Habitat Preservation Authority recognizes the month of June as Pride Month to celebrate and honor the LGBTQIA+ community, and invites everyone to reflect on ways we can live together with mutual respect and understanding.

APPROVED AND ADOPTED at a meeting held on the 23rd day of June 2025.

AYES:

NOES:

ABSTAINS:

ABSENT:

Chair, Board of Directors
Ivan Sulic

ATTEST:

Secretary to the Board of Directors
Carlos Zelaya

MEMORANDUM

Date: June 23, 2025

To: Board Members

From: *Andrea Gullo*
Andrea Gullo, Executive Director

Subject: Discussion and possible action regarding approving Authority Resolution No. 2025-__ Declaring July as Parks Month.

Recommendation:

That the Board adopt Resolution 2025-__.

Background:

Throughout the state and nation, cities and counties have celebrated July as Parks and Recreation Month for decades. This recognition promotes building a strong, vibrant, and resilient community through the power of open space, parks and recreation.

Professional organizations such as the National Park and Recreation Association (NRPA) and the California Park & Recreation Society (CPRS) recognize July as Parks and Recreation Month. The NRPA recognizes Parks and Recreation Month with the theme “Build Together, Play Together,”, which reminds us of the contributions of more than 160,000 full-time park and recreation professionals — along with hundreds of thousands of part-time and seasonal workers and volunteers — who maintain our country’s close-to-home parks. The CPRS has released a statewide public awareness campaign, “Parks Make Life Better!®” to inform citizens of the many benefits of utilizing parks, facilities, programs, and services.

Open space, parks and recreation is essential and holds a fundamental role in the community, including preserving native habitats and wildlife that live there, promoting health and wellness, supporting economic vitality, and uniting people and strengthening communities. The Authority is a part of the broader Parks community and supports these overall messages in its policies and practices.

Attached is Authority Resolution 2025-__ recognizing July as Parks Month.

Fiscal Impact:

None

RESOLUTION NO. 2025-__

A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Declaring the Month of July as Parks Month

WHEREAS, the Board of Directors (“Board”) of the Puente Hills Habitat Preservation Authority (the “Authority”) finds that the Authority’s management of the Puente Hills Preserve contributes to the wellness of the local community.

WHEREAS, this resolution recognizes the importance of equitable access to local park and open space, recreation, trails, open space, and facilities for the positive development of all and their communities.

WHEREAS, parks and open space sustain and steward our natural resources by protecting habitats and wildlife, connecting people to nature, and promoting the ecological function of parkland.

WHEREAS, parks and open space promote physical, emotional, and mental health and wellness through organized and self-directed fitness and activity.

WHEREAS, parks and open space increase a community’s economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction.

WHEREAS, parks and open space foster social cohesiveness in communities by celebrating diversity, providing spaces to come together peacefully, modeling compassion, promoting social equity, connecting social networks, and ensuring all people have access to its benefits.

WHEREAS, parks and open space facilitate community problem and issue resolution by providing safe spaces to come together peacefully and serving as key points of service, helping our communities heal both physically and emotionally.

WHEREAS, parks and open space support safe, vibrant, attractive, progressive communities that make life better through positive alternatives offered in their recreational opportunities.

WHEREAS, parks and open space remain versatile and innovative in providing vital services to communities through local, national, or global emergencies, all while adhering to guidelines set forth by governing agencies.

WHEREAS, the California Park & Recreation Society has released a statewide public awareness campaign, “Parks Make Life Better!” to inform citizens of the many benefits of utilizing parks, facilities, programs, and services.

WHEREAS, the National Parks and Recreation Association has celebrated Park and Recreation Month in July for nearly 40 years to promote building strong, vibrant and resilient communities through the power of parks and recreation.

NOW, THEREFORE, the Board of Directors of the Puente Hills Habitat Preservation Authority resolves to recognize the importance of access to local parks, trails, open space, and facilities for the health, wellness, development, inspiration, and safety of all Californians; and be it further resolved, that we declare the month of July 2025 as Parks Month.

APPROVED AND ADOPTED at a meeting held on the 23rd day of June 2025.

AYES:

NOES:

ABSTAINS:

ABSENT:

Chair, Board of Directors
Ivan Sulic

ATTEST:

Secretary to the Board of Directors
Carlos Zelaya

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

AGENDA ITEM NO 15

MEMORANDUM

Date: June 23, 2025

To: Board Members

From: *Andrea Gullo*
Andrea Gullo, Executive Director

Subject: Discussion and direction to staff regarding encroachment on Authority property.

Recommendation:

That the Board receive and file.

Background:

La Habra Heights: On May 6, 2025, the Habitat Authority was alerted to a possible encroachment in the fuel modification zone on Habitat Authority property. Deputy Chief Ranger Hughes visited the property that day and made contact with the resident. The resident stated that they altered the land due to gophers and/or squirrels. However, it is evident from aerial photographs of the encroachment that the Habitat Authority property has been altered to accommodate a road for vehicle access to the rear of their property, and for parking of equipment. On June 9, 2025, a letter was mailed to the resident with aerial imagery illustrating that a road has been graded and photographs that show vehicles that presumably used the graded roads on the Habitat Authority property to access the backyard. We have asked the resident to remove all encroachments and return land alterations to their original conditions no later than July 31, 2025, and to contact us with questions and concerns. The letter also detailed enforcement steps of the Habitat Authority's ordinance regarding encroachments.

An update will be provided to the Board at a later date regarding this matter.

Attached for your reference is the Authority's Encroachment Policy.

Fiscal Impact:

Excluding staff, ranger and legal services time, there are no fiscal impacts identified at this time.

PUENTE HILLS LANDFILL NATIVE HABITAT PRESERVATION AUTHORITY

POLICY AND PROCEDURES GOVERNING ADDRESSING ENCROACHMENTS ON PROPERTIES OWNED AND OR MANAGED

(ENCROACHMENT POLICY)

The purpose of this Policy and Procedure is to provide guidelines for addressing encroachments into parkland owned or managed by the Puente Hills Landfill Native Habitat Preservation Authority (Authority). The Authority was established - to acquire, restore and maintain open space in the Puente Hills as a permanent protection for the native habitat. The Authority recognizes the importance of timely and adequately addressing encroachments to assure that the habitat and natural environment is not damaged or degraded or lost to public use.

An encroachment is defined as an unauthorized intrusion into, over or under Authority managed or owned parkland, including but not limited to the erection of fences or structures, maintenance of pens or corrals for animals, construction of roads, erection of mechanical equipment such as satellite dishes, planting of vegetation, and construction of trails. For encroachments on properties not owned but managed by the Authority, contact should first be made with the property owner whose land the Authority manages as a courtesy or if required by the any applicable management agreement. The property owner may proceed to handle the encroachment in a manner of its choice if it is consistent with the Authority's Resource Management Plan, or the Authority will address the encroachment in accordance with this Encroachment Policy and Procedure.

Encroachments may be addressed, on a case-by-case basis, with a variety of resolutions such as enforcement, the granting of licenses, easements, or as a last resort selling the land to the encroaching party(ies).

Enforcement

The Authority currently contracts with the Mountains Recreation and Conservation Authority (MRCA) for ranger services which may enforce any pertinent laws including the MRCA Ordinance. A copy of the MRCA Ordinance in force as of the date of this Policy is attached hereto.

Should the Authority contract with a different agency for enforcement of park rules, then regulations and fee structures enforceable by that entity shall apply.

Grant of License

The Authority may grant a license to the party or parties responsible for the encroachment if the encroachment is of a temporary nature and if in the judgment of the Authority and in its sole discretion the Authority determines that granting a license is the best solution to deal with the temporary encroachment.

Grant of Easement or Fee Title

Grant of an easement or fee title to the encroaching party(ies) may be considered by the Governing Board of Directors for encroachments into Authority owned parkland if in the judgment of the Authority and in its sole discretion the Authority finds that:

- 1) It is feasible to reasonably reduce annual cost for compliance with fuel modification requirements of the Los Angeles County Fire Department, La Habra Heights Fire Department or any other applicable municipal body, and
- 2) The area of the encroachment does not contain existing biologically significant qualities. Such characteristics could include the following:
 - a) state or federally-listed or sensitive species; or
 - b) active nests, dens or burrows of wildlife that would need to be managed on a continual basis;
 - c) the potential for the land to be reasonably restored to a native habitat (e.g., cactus scrub) that would benefit ecosystem processes while meeting fire code compliance;
 - d) the loss of the land would negatively impact the Puente Hills ecosystem, as determined by a staff Ecologist, and
- 3) The land in question has topological conditions that would allow for a reasonable demarcation between said property and other Authority property, and
- 4) After inspection by Authority staff, the granting of an easement or fee title is determined to be a reasonable and cost/benefit effective solution to mitigate or eliminate the encroachment

A conservation easement shall be reserved by the Authority over all parkland conveyed in fee title prohibiting development, planting of invasive species and other noncompatible uses with Authority land.

The encroaching party(ies) is responsible for the payment of all fees and costs incurred by the Authority to convey the license, easement or fee title, and for the fair market value of the property interest being conveyed. The property will be convey as-is, where-is with all faults.

Additional Materials

Minutes
PUENTE HILLS HABITAT PRESERVATION AUTHORITY
CITIZENS TECHNICAL ADVISORY COMMITTEE
March 18, 2025

The meeting of the Citizens Technical Advisory Committee was held on Tuesday, March 18, 2025, at the Whittier Senior Center, 13225 Walnut Ave, Whittier, CA 90602.

I. CALL TO ORDER.

Vice Chair Liang called the meeting to order at 7:04 p.m.

II. ROLL CALL.

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

Members Present:

Matthew Liang, Vice Chair	County of Los Angeles
Roy Francis	La Habra Heights
Catherine Houwen	La Habra Heights
Dr. Janis Cavanaugh	Whittier
Shelley Andros	Whittier
Michelle Pekko-Seymoure	Whittier

Members Absent:

(Vacant)	County of Los Angeles
Adam Nazaroff, Chair	La Habra Heights
Bryan Coreas	County of Los Angeles

Authority Representatives Present:

Andrea Gullo, Executive Director
Michelle Mariscal, Ecologist

III. PUBLIC COMMENTS.

Steve Huber from Whittier Area Audubon shared information regarding their last monthly hike conducted at Sycamore Canyon including that there were 49 species of birds. Several winter species are still present, and they observed many spring arrivals.

Lee Willard, from Friends of the Whittier Hills, gave some background on that group and also congratulated Cassandra Garcia on her new position as a Director on the Habitat Authority's Board.

IV. APPROVAL OF MINUTES FOR THE JANUARY 14, 2025 ADVISORY COMMITTEE MEETING.

Member Houwen motioned to approve the January 14, 2025 minutes as drafted. Vice Chair Liang seconded the motion, and in a vote, the motioned passed unanimously.

V. STANDING REPORTS:

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

Member Houwen, Board Liaison, provided the report for the January and February Board meetings.

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

Member Cavanaugh thanked the Habitat Authority for the trail closures in January due to red flag conditions.

Vice Chair Liang and Executive Director Gullo both attended the annual HHIA event.

Member Houwen, Executive Director Gullo and Ecologist Mariscal attended a fire preparedness workshop hosted by the City of La Habra Heights and presented by CalFire. Other members agreed they desired to see something similar hosted by the City of Whittier.

VI. DISCUSSION, RECEIVE AND FILE THE AUTHORITY'S FISCAL YEAR 2024-25 MID-YEAR BUDGET REPORT.

There was discussion, and the item was then received and filed.

VII. DISCUSSION AND RECOMMENDATION TO THE BOARD OF DIRECTORS THAT THE EXECUTIVE DIRECTOR IS AUTHORIZED TO ENTER INTO A CONTRACT WITH NORTH STAR LAND CARE FOR THE ANNUAL FUEL CLEARANCE WITHIN THE AUTHORITY'S PRESERVE IN WHITTIER AND HACIENDA HEIGHTS, IN AN AMOUNT OF \$100,000 FOR A POSSIBLE FIVE-YEAR TOTAL OF \$552,563.13, AND TO AMEND THE AUTHORITY BUDGET ACCORDINGLY.

Ecologist Mariscal provided background information.

Vice Chair Liang motioned to recommend to the Board of Directors to authorize Executive Director Gullo to enter into a contract with North Star Land Care in the amount of \$100,000 for a possible five-year total of \$552,563.13, and amend the Authority budget accordingly. Member Cavanaugh seconded the motion, and in a vote, the motion passed unanimously.

VIII. DISCUSSION REGARDING POSSIBLE PLANNING FOR AUTHORITY HAZARD MITIGATION PLAN .

Executive Director Gullo provided an overview.

IX. REVIEW, RECEIVE AND FILE AN UPDATE ON THE COMPLETED 60-ACRE SOUTHERN CALIFORNIA EDISON TEHACHAPI RENEWABLE TRANSMISSION PROJECT OFF-SITE MITIGATION RESTORATION.

Ecologist Mariscal gave a presentation showing photos before, during, and after the habitat restoration efforts. The item was then received and filed

X. REVIEW, RECEIVE AND FILE AN UPDATE ON THE COMPLETED 15-ACRE MONTEREY PARK MARKET PLACE OFF-SITE COASTAL SAGE SCRUB RESTORATION PROJECT, PUENTE HILLS PRESERVE, LA HABRA HEIGHTS, LOS ANGELES COUNTY.

Ecologist Mariscal provided an overview; the item was then received and filed.

XI. REVIEW, RECEIVE AND FILE AN UPDATE ON AN ARTICLE TO BE PUBLISHED IN SEPTEMBER 2025 IN THE JOURNAL OF THE TORREY BOTANICAL SOCIETY REGARDING THE EFFECTS OF GOAT GRAZING ON INVASIVE PLANT COVER AND FUEL LOADS.

Ecologist Mariscal provided a verbal overview; the item was then received and filed.

XII. CLOSING REMARKS (COMMENTS/QUESTIONS FROM COMMITTEE MEMBERS AND/OR EXECUTIVE DIRECTOR).

Member Andros shared with the group that the City of Buena Park will be creating a new native habitat park for the community.

Executive Director Gullo mentioned that the Habitat Authority will have a booth at the Sanitation District's Earth Day event on April 12th. The Habitat Authority is also going through the process of hiring a new Program Analyst. And lastly, on the consent calendar for this month's Board meeting is approval of a quitclaim deed from RMX Resources LLC to the Habitat Authority, and a Covenant

Agreement Regarding Split Of Participation Payments between the County of Los Angeles and the Habitat Authority, to equitably split participation payments from RMX Resources, LLC's subsurface mineral rights, both of which are associated with the Habitat Authority' property near Harbor Boulevard. Executive Director Gullo provided brief background information.

XIII. ADJOURNMENT AND ANNOUNCEMENT OF THE NEXT MEETING.

There being no further comments or business to discuss, Vice Chair Liang adjourned the meeting at 8:50 p.m. The next regularly scheduled meeting is on April 15, 2025.

Minutes
PUENTE HILLS HABITAT PRESERVATION AUTHORITY
CITIZENS TECHNICAL ADVISORY COMMITTEE
May 13, 2025

The meeting of the Citizens Technical Advisory Committee was held on Tuesday, May 13, 2025, at the Whittier Senior Center, 13225 Walnut Ave, Whittier, CA 90602.

I. CALL TO ORDER.

Chair Nazaroff called the meeting to order at 7:03 p.m.

II. ROLL CALL.

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

Members Present:

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

Members Absent:

(Vacant)	County of Los Angeles
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Authority Representatives Present:

Andrea Gullo, Executive Director
Michelle Mariscal, Ecologist
Carlos Zelaya, Program Analyst

III. PUBLIC COMMENTS.

Steve Huber from Whittier Area Audubon provided information regarding their monthly Sycamore Canyon beginners bird walk. There were 49 species of birds observed. The next bird watching hike is scheduled for June 14th at 7am.

IV. APPROVAL OF MINUTES FOR THE MARCH 18, 2025 ADVISORY COMMITTEE MEETING.

Member Cavanaugh motioned to approve the March 18, 2025 minutes as drafted. Member Pekko-Seymoure seconded the motion, and in a vote, the motioned passed unanimously.

V. STANDING REPORTS:

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

Member Houwen, Board Liaison, provided the report for the March Board meeting.

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

Member Cavanaugh shared that she keeps her neighbors updated regarding the Habitat Authority's fire prevention activities and asks neighbors to work towards hardening their homes.

Member Houwen has been providing monthly updates to the La Habra Heights City Council regarding Habitat Authority's activities including fire prevention activities.

Ecologist Mariscal provided reports to the Committee regarding the Authority's outreach activities during the month of April, including involvement in the Sanitation District's annual Earth Day event and a presentation provided to the Hacienda Heights Women's Club in honor of Arbor Day.

VI. PRESENTATION, REVIEW AND DISCUSSION OF POST-ELECTION ANALYSIS OF MEASURE PH PRESENTED TO THE AUTHORITY BOARD OF DIRECTORS IN JANUARY 2025.

Executive Director Gullo provided voter results for Measure PH and reviewed the Authority's outreach efforts.

Member Coreas highlighted the need for continuous outreach to maintain support for the hills in younger generations. Executive Director Gullo confirmed that it is a goal of the Habitat Authority to continue those outreach efforts.

VII. DISCUSSION AND RECOMMENDATION TO THE BOARD OF DIRECTORS TO ADOPT AUTHORITY RESOLUTION 2025-02 CERTIFYING COMPLETION OF THE PUENTE HILLS FUELS REDUCTION AND WILDFIRE PREVENTION

ROUND TWO (RMC) 21027 GRANT.

An update was provided.

Member Andros motioned to recommend to the Board of Directors to adopt Authority Resolution 2025-02 certifying completion of the Puente Hills fuels reduction and wildfire prevention round two (RMC) 21027 Grant. Vice Chair Liang seconded the motion, and in a vote, the motion passed unanimously.

VIII. DISCUSSION AND RECOMMENDATION TO THE BOARD OF DIRECTORS REGARDING DRAFT AUTHORITY WORKPLAN FOR FISCAL YEAR 2025-26.

Executive Director Gullo provided an overview.

Member Coreas motioned to recommend to the Board of Directors to approve the Authority workplan for fiscal year 2025-26. Member Houwen seconded the motion, and in a vote, the motion passed unanimously.

IX. DISCUSSION AND RECOMMENDATION TO THE BOARD OF DIRECTORS REGARDING DRAFT AUTHORITY BUDGET FOR FISCAL YEAR 2025-26.

Executive Director Gullo provided an overview.

Member Pekko-Seymoure motioned to recommend to the Board of Directors to approve the draft Authority budget for fiscal year 2025-26. Member Coreas second the motion, and in a vote, the motion passed unanimously.

X. DISCUSSION AND RECOMMENDATION TO THE BOARD OF DIRECTORS APPROVING A COMMENT LETTER REGARDING THE U.S. FISH AND WILDLIFE SERVICE'S INTENT TO RESCIND THE DEFINITION OF 'HARM' UNDER THE ENDANGERED SPECIES ACT.

Ecologist Mariscal provided background and overview. The Committee requested an update on this item once the ruling has been finalized.

Member Andros motioned to recommend to the Board of Directors to approve the Authority's letter as drafted. Member Pekko-Seymoure seconded the motion, and in a vote, the motion passed unanimously.

XI. UPDATE REGARDING ESTABLISHING A FISCAL OVERSIGHT ADVISORY COMMITTEE ASSOCIATED WITH THE COMMUNITY FACILITIES DISTRICT NO. 2024-01, INCLUDING RECOMMENDING APPROVAL OF RESOLUTION 2025-03, AND ASSOCIATED FACT SHEET.

Executive Director Gullo provided the update.

Member Coreas noticed in the post-election analysis presentation that 'Los Nietos' was mentioned but was not included in the associated fact sheet. The concern arose that because they are within the CFD, they should have the opportunity to be represented on the Fiscal Oversight Advisory Committee.

Member Coreas motioned to recommend to the Board of Directors to adopt Resolution 2025-03 and the associated fact sheet with the caveat that 'Los Nietos' if impacted by the CFD, be represented in the resolution and fact sheet in an appropriate manner. Vice Chair Liang seconded the motion, and in a vote, the motion passed unanimously.

XII. DISCUSSION AND RECOMMENDATION TO THE BOARD OF DIRECTORS UPDATING CITIZENS TECHNICAL ADVISORY COMMITTEE FACT SHEET.

Member Cavanaugh motioned to recommend to the Board of Directors approve the updated Citizens Technical Advisory Committee Fact Sheet. Member Francis seconded the motion, and in a vote, the motion passed unanimously.

XIII. CLOSING REMARKS (COMMENTS/QUESTIONS FROM COMMITTEE MEMBERS AND/OR EXECUTIVE DIRECTOR).

None at this time.

XIV. ADJOURNMENT AND ANNOUNCEMENT OF THE NEXT MEETING.

There being no further comments or business to discuss, Chair Nazaroff adjourned the meeting at 9:05 p.m. The next regularly scheduled meeting is on June 17, 2025.

FW: Opposition to changes to the Endangered Species Act

From Andrea Gullo <agullo@habitatauthority.org>

Date Mon 6/2/2025 12:55 PM

To Michelle Mariscal <mmariscal@habitatauthority.org>; Carlos Zelaya <czelaya@habitatauthority.org>

fyi

From: Senator Alex Padilla <Senator_Padilla@padilla.senate.gov>

Sent: Monday, June 2, 2025 12:53 PM

To: Andrea Gullo <agullo@habitatauthority.org>

Subject: Re: Opposition to changes to the Endangered Species Act

ALEX PADILLA
CALIFORNIA

(202) 224-3553
PADILLA.SENATE.GOV

United States Senate

WASHINGTON, DC 20510

COMMITTEES:
BUDGET
ENERGY AND NATURAL RESOURCES
ENVIRONMENT AND PUBLIC WORKS
JUDICIARY
RULES AND ADMINISTRATION

Dear Ms. Gullo,

Thank you for writing to share your support for protecting wildlife. I appreciate hearing from you.

For decades, the *Endangered Species Act* (Public Law 95-632) has protected threatened and endangered fish, wildlife, and plants from extinction, saving hundreds of species and advancing the recovery of many more. I share your strong support for the *Endangered Species Act* and for the conservation of vulnerable wildlife habitats. You may be interested to know that I was a proud supporter of the bipartisan “Recovering America’s Wildlife Act” (S.1149), introduced by Senator Martin Heinrich (D-NM), which would have invested in conservation efforts to support the long-term health of fish and wildlife habitats across the nation. This bill would have helped at-risk wildlife before they require listing under the *Endangered Species Act* while also helping recover those species already listed as threatened or endangered.

In addition, you may be pleased to know that I introduced the “Wildlife Movement Through Partnerships Act” (S. 4953). This bipartisan legislation would have improved and supported collaboration across jurisdictions to improve habitat connectivity and migration corridors. Protecting and creating wildlife corridors is crucial to better conserving, restoring, and enhancing migration routes, preventing biodiversity loss, and reducing habitat fragmentation. Specifically, the bill would have established several programs at the Department of the Interior to conserve, restore, or enhance habitat, migration routes, and connectivity. S. 1149 and S. 4953 did not pass the Senate in the 118th Congress and they have yet to be reintroduced this Congress.

Finally, I am proud to lead efforts in Congress to secure more funding and resources to protect vulnerable species from extinction. For example, I am fighting for increased funding for the U.S. Fish and Wildlife Service’s Endangered Species Recovery Challenge Grant program, which has helped restore species like the California condor, which now number over 500 – rebounding from a recent low of just 22 birds. Increased funding for these proven public-private partnerships can lead to similar success for other species.

Please know that I appreciate hearing your perspective on this issue. As a member of the Senate Environment and Public Works, which has jurisdiction over implementation of the *Endangered Species Act* and wildlife protection, I will continue to support legislation to protect our treasured species and their habitats.

Once again, thank you for writing. Should you have any other questions or comments, please call my Washington, D.C. office at (202) 224-3553 or visit my website at padilla.senate.gov. You can also follow me on [Facebook](#), and [Twitter](#), and you can sign up for my email newsletter at padilla.senate.gov/newsletter.

Sincerely,



Alex Padilla
United States Senator



Andrea Gullo
Executive Director



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

MEMBERS OF THE BOARD OF DIRECTORS

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Robert Ferrante
Director Sanitation Districts of
Los Angeles County

Cassandra Garcia
Director
Hacienda Heights

June 6, 2025

Rafferty Wooldridge
City Manager
City of La Habra Heights, California
1245 N. Hacienda Road
La Habra Heights, CA 90631
rwooldridge@lhhcity.org

Dear Mr. Wooldridge:

As of February 2026, the term Catherine Houwen is serving on our Citizens Technical Advisory Committee (CTAC) will be complete. Please provide written notification via email of the City Council's recommendation as soon as possible or no later than January 2, 2026, to have uninterrupted representation on the Committee by reappointing Ms. Houwen or providing a replacement for the new term running to February 2030.

Per Habitat Authority Board Resolution 97-01 Section 2a, the City's written recommendation regarding its prospective CTAC member will be subject to the appointment by the Board of Directors of the Puente Hills Habitat Preservation Authority.

Thank you for your continued support of the CTAC. If you have any questions, feel free to contact me or Program Analyst Carlos Zelaya at (562) 945-9003 or czelaya@HabitatAuthority.org.

Sincerely,

Andrea Gullo
Executive Director

Encl.
CTAC Members' Term Schedule
CTAC Fact Sheet
Application with Resolution 97-01



Andrea Gullo
Executive Director



Puente Hills Habitat Preservation Authority

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Robert Ferrante
Director Sanitation Districts of
Los Angeles County

Cassandra Garcia
Director
Hacienda Heights

June 6, 2025

The Honorable Hilda Solis
Office of The Supervisors, First District
822 Kenneth Hahn Hall of Administration
500 West Temple Street, Room 856
Los Angeles, CA 90012
firstdistrict@bos.lacounty.gov

Dear Supervisor Solis:

As of February 2026, Matthew Liang's term on our Citizens Technical Advisory Committee (CTAC) will be complete. Please provide written notification via email as soon as possible or no later than January 2, 2026, to have uninterrupted representation on the Committee by reappointing Mr. Liang or providing a replacement for the new term running to February 2030. Additionally, one vacancy remains on the CTAC with a term ending in 2029. Per the attached Habitat Authority Board Resolution 97-01 Section 2a, your written recommendation regarding your prospective CTAC members will be subject to appointment by the Board of Directors of the Habitat Authority. Please indicate with your recommendations which term you would like your nominees to be assigned.

Thank you for your continued support of the CTAC. If you have any questions, feel free to contact me or Program Analyst Carlos Zelaya at (562) 945-9003 or czelaya@HabitatAuthority.org.

Sincerely,

Andrea Gullo
Executive Director

Encl.
CTAC Members' Term Schedule
CTAC Fact Sheet
Application with Board Resolution 97-01



Andrea Gullo
Executive Director



Puente Hills Habitat Preservation Authority

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Los Angeles County

Cassandra Garcia
Director
Hacienda Heights

June 6, 2025

Conal McNamara
City Manager
City of Whittier, California
13230 Penn Street
Whittier, CA 90602
cmcnamara@cityofwhittier.org

Dear Mr. McNamara:

As of February 2026, the term Shelley Andros is serving on our Citizens Technical Advisory Committee (CTAC) will be complete. Please provide written notification via email as soon as possible or no later than January 2, 2026, to have uninterrupted representation on the Committee by reappointing Ms. Andros or providing a replacement for the new term running to February 2030.

Per Habitat Authority Board Resolution 97-01 Section 2a, the City's written recommendation regarding its prospective CTAC member will be subject to the appointment by the Board of Directors of the Puente Hills Habitat Preservation Authority.

Thank you for your continued support of the CTAC. If you have any questions, feel free to contact me or Program Analyst Carlos Zelaya at (562) 945-9003 or czelaya@HabitatAuthority.org.

Sincerely,

Andrea Gullo
Executive Director

Encl.
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