

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

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

**Via video (Zoom) and telephonically by joining at this address: Via video (Zoom)**  
<https://us02web.zoom.us/j/86318705059> Meeting ID: 863 1870 5059

**- Or- Phone by joining at these numbers:**

+1 669 900 6833 US (San Jose), +1 346 248 7799 US (Houston) Meeting ID: 863 1870 5059

Find your local number: <https://us02web.zoom.us/u/kXoc9E6H5>

*Members of the public may provide electronic comments by 9:00 a.m. on Monday, November 22, 2021 before the meeting to [mmiller@HabitatAuthority.org](mailto:mmiller@HabitatAuthority.org). Please label the email in the subject heading as “Public Comments”. Public comments may also be verbally heard during item #1 of the meeting.*

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

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

Pursuant to Section 54956 of the Government Code the Puente Hills Habitat Preservation Authority (Authority), a Special Meeting of the Board of Directors of the Authority will be held at the call of the Chairperson of the Authority at the above time and place for the purpose of:

1. Receipt of Public Comments.
2. Report by Citizens Technical Advisory Committee.
3. Consent Calendar:
  - a. Approval of Authority Special Meeting Minutes of October 20, 2021.
  - b. Receive and file September 2021 and First Quarterly 2021-2022 Mountains Recreation and Conservation Authority (MRCA) Ranger Reports.
  - c. Receive and file the Authority’s Portfolio Earnings Reports and Custom by Instrument Type for October 2021 prepared by the County of Los Angeles Treasurer and Tax Collector.

- d. Receive and file Receipts and Disbursements for the Authority for the quarter ending September 30, 2021, as submitted by the Los Angeles County Department of Auditor-Controller.
  - e. Receive and file Authority letter of support for Caltrans' "SR-91 Wildlife Undercrossing Implementation Project" grant proposal.
  - f. Receive and file Authority rejection of tort claim filed with the Authority by Del Schoenhoeft, dated October 6, 2021 and received October 14, 2021.
  - g. Approval allowing all written resolutions attached to staff reports to be read by title only and waiving further reading.
  - h. Board adoption of Authority Resolution No. 2021-04 A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Proclaiming a Local Emergency and Authorizing the Transition to Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the Authority, as authorized by Government Code Section 54953(e) *et seq.*, for the Initial Period of November 22, 2021, through December 22, 2021.
4. Discussion and possible action regarding funding needs for the Authority as it relates to funding for wildfire prevention and management of agency properties.
  5. Update, discussion and possible direction regarding the Whittier City People Mover project that may potentially provide access services to Hellman Park Trailhead.
  6. Discussion and possible action authorizing Executive Director to execute a non-bid contract with Nakae and Associates for landscape maintenance services in an amount of \$20,000.
  7. Discussion and possible action authorizing Executive Director to execute a non-bid contract with Nakae and Associates for native landscaping to implement the Turnbull Canyon habitat enhancement project in the amount of \$41,179.
  8. Receive and file Authority comment letter to the County of Los Angeles regarding their General Plan Update to the Safety Element.
  9. Update and discussion regarding redistricting efforts of Los Angeles County Supervisorial Districts as it relates to the Authority.
  10. Discussion and possible action approving Authority Resolution 2021-05 entitled Establishing the Salary, Benefits and Management for Employees with updates including cost of living increases (this Resolution to be read by title only, further reading being waived), and other personnel matters. This matter may be heard in closed session pursuant to Government Code Section 54957.6.
  11. Instruction to negotiators on property negotiations for Assessor Parcel Numbers 8239-045-902 and 8239-047-902. Negotiations for an access easement over the property. Negotiating parties include Board Chairman, Executive Director, and Coast Community College. (This item can be

heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)

12. Instruction to negotiators on property negotiations for Assessor Parcel Number 8240-036-021. Negotiations for an access easement over the property. Negotiating parties include Board Chairman, Executive Director, and International Buddhist Progress Society. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)
13. Board Members' statements, responses, questions or directions to staff, and Executive Director's comments.
14. Adjournment and announcement of next meeting.

**NOTE:** Members of the public may address the Board of Directors on any item shown on the agenda.

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

**DRAFT Minutes of Special Meeting – October 20, 2021**  
**BOARD OF DIRECTORS**  
**PUENTE HILLS HABITAT PRESERVATION AUTHORITY**

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Held via video conference and teleconference

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

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

<https://us02web.zoom.us/j/82946949383> Meeting ID: 829 4694 9383

**- and- Phone by joining at these numbers: +1 (669) 900 6833 or +1 (346) 248 7799**

Meeting ID: 829 4694 9383, Find your local number: <https://us02web.zoom.us/j/82946949383>

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

From Hacienda Heights Improvement Association:

Present: Mike Hughes, Chair

From Sanitation Districts of Los Angeles County:

Present: Robert Ferrante, Director

From City of Whittier:

Present: Jessica Martinez, Director

From County of Los Angeles

Present: Ivan Sulic, Vice Chair

Authority representatives present:

Andrea Gullo, Authority Executive Director

Michelle Mariscal, Authority Ecologist

Melissa Miller, Authority Board Secretary

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

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

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

Others present:

Shannon DeLong, Assistant City Manager, City of Whittier

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**1. RECEIPT OF PUBLIC COMMENTS.**

There were no public comments.

**2. REPORT BY CITIZENS TECHNICAL ADVISORY COMMITTEE.**

CTAC Member Houwen reminded that CTAC will not be meeting until tonight due to the requirements of AB 361, addressed in item 3.f of this Board agenda.

**3. CONSENT CALENDAR:**

- a) Approval of Authority Regular Meeting Minutes of September 16, 2021.
- b) Receive and file August 2021 Mountains Recreation and Conservation Authority (MRCA) Ranger Report.
- c) Receive and file the Authority's Portfolio Earnings Reports and Custom by Instrument Type for September 2021 prepared by the County of Los Angeles Treasurer and Tax Collector.
- d) Receive and file information about Authority volunteers recognized for their contributions: Claudia Alvarez, Licha Gonzales, and Pam Hill.
- e) Approval allowing all written resolutions attached to staff reports to be read by title only and waiving further reading.
- f) Board adoption of Authority Resolution No. 2021-03 A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Proclaiming a Local Emergency and Authorizing the Transition to Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the Authority, as authorized by Government Code Section 54953(e) *et seq.*, for the Initial Period of October 20, 2021, through November 19, 2021.

Director Martinez motioned to approve and receive and file these items. Vice Chair Sulic seconded this motion, and in a roll call vote the motion passed unanimously.
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**4. DISCUSSION AND POSSIBLE ACTION REGARDING RENAMING A TRAIL AND/OR DESIGNATING AN OVERLOOK STATION IN HONOR OF SERVICE TO THE AGENCY PROVIDED BY FORMER BOARD MEMBER, BOB HENDERSON.**

Executive Director Gullo reported on this item. Vice Chair Sulic summarized the meeting between Authority and the City on this matter, and also stated that Los Angeles County Supervisor Janice Hahn is willing to contribute funding toward this project. City of Whittier's Assistant City Manager, Shannon DeLong, added that the city will also contribute some funding.

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**BOARD OF DIRECTORS**  
**PUENTE HILLS HABITAT PRESERVATION AUTHORITY**

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Vice Chair Sulic motioned to begin the process of renaming the Arroyo Pescadero Loop Trail, of obtaining precise estimates for an overlook structure, and of taking all other steps necessary for its installation. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.

- 5. DISCUSSION AND POSSIBLE ACTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE CONTRACT WITH MARIPOSA TREE MANAGEMENT INC. IN AN AMOUNT OF \$22,500 FOR MULTIPLE TREE REMOVALS ON AUTHORITY OWNED PROPERTIES IN LA HABRA HEIGHTS. THIS PROJECT IS FUNDED BY A GRANT FROM THE SAN GABRIEL AND LOWER LOS ANGELES RIVER AND MOUNTAINS CONSERVANCY.**

Director Ferrante motioned to authorize the Executive Director to execute a contract with Mariposa Tree Management Inc. in the amount of \$22,500 for these multiple tree removals on Authority-owned properties in La Habra Heights. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.

- 6. DISCUSSION AND POSSIBLE ACTION AUTHORIZING EXECUTIVE DIRECTOR TO PURCHASE A MOWER IN THE AMOUNT OF \$60,658.40 FROM EBERHARD EQUIPMENT. THIS PROJECT IS FUNDED BY A GRANT FROM THE SAN GABRIEL AND LOWER LOS ANGELES RIVER AND MOUNTAINS CONSERVANCY.**

Director Martinez motioned to authorize the Executive Director to issue a purchase order for the purchase of a mower in the amount of \$60,658.40 from Eberhard Equipment. Vice Chair Sulic seconded this motion, and in a roll call vote the motion passed unanimously.

- 7. DISCUSSION AND POSSIBLE ACTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE CONTRACT WITH GEM ROOFING IN AN AMOUNT OF \$78,120 FOR ROOF REPLACEMENT ON AUTHORITY OWNED PROPERTY, AND AMEND THE AGENCY BUDGET ACCORDINGLY.**

Executive Director Gullo noted that there could be a change order on this contract for up to 10% of the contract amount, and she thanked the Sanitation Districts' staff for their expert evaluation of the bids and project.

Director Ferrante motioned authorize the Executive Director to execute a contract with Gem Roofing in the amount of \$78,120 for roof replacement on Authority-owned property, and amend the agency budget accordingly. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.

**DRAFT Minutes of Special Meeting – October 20, 2021**  
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**8. DISCUSSION AND POSSIBLE ACTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH S & S SEEDS INC. FOR COLLECTION OF NATIVE SEEDS FROM THE AUTHORITY’S PROPERTIES AT NO COST.**

Ecologist Mariscal noted a change to the staff report: the initial term of this agreement will be two years instead of one year.

Director Martinez motioned authorize execution of an agreement with S & S Seeds Inc. for collection of native seeds from the Authority’s properties at no cost. Director Ferrante seconded this motion, and in a roll call vote the motion passed unanimously.

**9. INSTRUCTION TO NEGOTIATORS ON PROPERTY NEGOTIATIONS FOR ASSESSOR PARCEL NUMBERS 8239-045-902 AND 8239-047-902. NEGOTIATIONS FOR AN ACCESS EASEMENT OVER THE PROPERTY. NEGOTIATING PARTIES INCLUDE BOARD CHAIRMAN, EXECUTIVE DIRECTOR, AND COAST COMMUNITY COLLEGE. (This item can be heard in closed session pursuant to Government Code Section 54956.8.)**

At 3:30 p.m. Chair Hughes moved to continue discussion of items 9, 10 and 11 in Closed Session.

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

**10. INSTRUCTION TO NEGOTIATORS ON PROPERTY NEGOTIATIONS FOR ASSESSOR PARCEL NUMBER 8240-036-021. NEGOTIATIONS FOR AN ACCESS EASEMENT OVER THE PROPERTY. NEGOTIATING PARTIES INCLUDE BOARD CHAIRMAN, EXECUTIVE DIRECTOR, AND INTERNATIONAL BUDDHIST PROGRESS SOCIETY. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)**

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

**11. \* PENDING LITIGATION – EXPOSURE TO LITIGATION. A POINT HAS BEEN REACHED WHERE, IN THE OPINION OF THE AUTHORITY BOARD ON THE ADVICE OF ITS LEGAL COUNSEL, BASED ON EXISTING FACTS AND CIRCUMSTANCES, THERE IS A SIGNIFICANT EXPOSURE TO LITIGATION AGAINST THE AUTHORITY. THE FACTS AND CIRCUMSTANCES CONSIST OF A TORT CLAIM FILED WITH THE AUTHORITY BY DEL SCHOENHOEFT, DATED OCTOBER 6, 2021. A COPY OF THE CLAIM IS AVAILABLE FOR PUBLIC VIEWING UPON REQUEST. (This item can be heard in closed session pursuant to Government Code Section 54956.9(c), (d)(2), (e)(3).)**

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

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At 3:57 p.m. Chair Hughes moved to end the Closed Session and the Open Session recommenced.

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

Chair Hughes thanked staff for continuing to thank the Authority's supporters in writing.

Director Ferrante noted that there are still more steps that must be taken in arranging for the park space over the former landfill, even after the reported settlement has been reached.

Chair Hughes asked how the City of La Habra Heights' work on the heli-hydrant is proceeding, and Counsel Gerli responded that a complete legal description is still needed to draft the necessary easement.

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

There being no further comments, or business to be discussed, Chair Hughes adjourned the meeting at 4:05 p.m.

*Approved:*

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*Mike Hughes, Board Chair*

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*Melissa Miller, Board Secretary*





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

September 30, 2021

**Puente Hills Habitat Preservation Authority  
Ranger Services Activities for September 2021**

- Continued general patrol for: providing visitor information, identifying hazardous conditions and correcting illegal activity.
- Continued general maintenance for: graffiti removal, vandalism repair, litter and dumping removal, fence and gate repairs, sign installations and repairs and trail maintenance.
- Monitoring the Conservation Corp from Long Beach clearing the fire roads in Arroyo Pescadero and Arroyo San Miguel.
- Attended an all staff meeting regarding Covid 19 policy.
- Participated in the job walk for the dead tree removal project in La Habra Heights.
- Attended the Puente Hills Habitat Preservation Authority (Habitat Authority) Board meeting and the Citizens Technical Advisory Committee meeting.
- Participated in the Habitat Authority monthly management meeting.
- Participated in our ranger monthly management meeting.
- Attended Habitat Authority volunteer meeting.
- Participated in the Hacienda Heights Improvement Association monthly meeting.
- Checked on the new gate at Punta Del Este. Met with L.A. County Parks. Installed our lock and a La Habra Heights Fire lock on the gate.
- Continue to monitor the contractors installing the Heli-hydrant at the Diaz Property in La Habra Heights.
- Picked up dumping including:
  - Orange cones at Arroyo Pescadero.
  - Oil and mattress on Colima Road.

- Continue to notify the Habitat Authority staff of all unsuccessful animal road crossings that are observed at or near Habitat Authority property. During the month of September the following animal was observed.
  - Deer on Colima Road.
- Continue to monitor the Harbor underpass. No activity to report.
- Continue to pick up dog defecation at all the trailheads.
- Continue to patrol the SCE, Brea 57 site and Monterey mitigation sites in Powder Canyon and the Olinda site in Arroyo San Miguel.
- Due to safety concerns and overcrowding at the Turnbull Canyon entrance this summer we worked with the owner of the property and Whittier Police Dept. to secure the vacant lot that is next to the entrance. We had to re-secure the chain twice in September.
- Continue monitoring the surveillance cameras at various trailheads in attempt to catch the vehicle break-in perpetrators. We are also coordinating with Whittier Police and L.A. County Sheriff.
- Continue to contact the Los Angeles County Department of Street Maintenance regarding the graffiti along Turnbull Canyon Road.
- Re-installed map in the kiosk at Sycamore Canyon.
- Received a report of a fallen branch in the fuel modification zone at Arroyo Pescadero.
- Continue to check and re-post trail closure signs and rope-fence at unauthorized trails and restoration areas in Turnbull Canyon, Worsham Canyon, Powder Canyon and Hellman Park.
- Dealt with various violations including:
  - In the Preserve after hours at Sycamore Canyon, Hacienda Hills, Powder Cyn. and Arroyo Pescadero.
  - Parking violations at Arroyo Pescadero, Hacienda Hills Trailhead, Sycamore Canyon and Ford property.
  - Loud music in the Hacienda Hills.
  - Subject collecting cactus pads at Sycamore Canyon.
  - Marijuana at Arroyo Pescadero.
  - Alcohol in Arroyo Pescadero and Turnbull Canyon.
  - Warn and advise electric bikes in Powder Canyon and Hacienda Hills.
  - Dogs off leash at Hacienda Hills and Arroyo Pescadero.
  - Bikes in Arroyo Pescadero.

- Received a report of a missing person in the Hacienda Hills. The person was found shortly after.
- The rangers were notified of a meeting regarding an organized electric bike ride in Hacienda Heights. Arrived at the meeting location, unable to locate the participants.
- Continue to conduct perimeter patrols of all property for fence damage, illegal access points, rope swings, and encroachments.
- Received several calls during the months of August to our 24-hour ranger emergency services number including:
  - Several calls for hikers locked in at Hellman Park.
  - Question regarding parking at Sycamore Canyon.
  - Hiker locked in at the end of Orange Grove Ave.
  - Car was broken into at Sycamore Canyon.
  - Inquiring if he can hike in the hills after posted hours.
  - Concerned about a dead coyote in the hills.
  - Reporting cars parked in the red zone at Arroyo Pescadero.
- Continue to work closely with Executive Director Andrea Gullo on various projects and assignments as requested.

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

Sincerely,

*K E Hughes*

Kenn Hughes  
Deputy Chief Ranger

**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**

Franklin Canyon Park  
 2600 Franklin Canyon Drive  
 Beverly Hills, California 90210  
 Phone (310) 858-7272 Fax (310) 858-7212

September 30, 2021

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

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

	* Hacienda Heights				** La Habra Heights				*** Whittier				TOTAL			
QUARTERS	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Parking Violations	19				20				21				60	0	0	0
Bicycle Activity	4				10				8				22	0	0	0
Dogs Off Leash	6				2				6				14	0	0	0
In park after hour	12				13				54				79	0	0	0
Vehicles off-road	0				0				0				0	0	0	0
Alcohol	8				0				8				16	0	0	0
Marijuana	4				0				4				8	0	0	0
Smoking / Fire	0				0				0				0	0	0	0
Vehicle code violations	0				0				0				0	0	0	0
Trespass / Off Trail	0				0				0				0	0	0	0
Other	15				2				5				22	0	0	0
<b>TOTAL</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>221</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

*K E Hughes*

Kenn Hughes  
Deputy Chief Ranger



**KEITH KNOX**

TREASURER AND TAX COLLECTOR

# COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

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

Board of Supervisors

**HILDA L. SOLIS**  
First District

**HOLLY J. MITCHELL**  
Second District

**SHEILA KUEHL**  
Third District

**JANICE HAHN**  
Fourth District

**KATHRYN BARGER**  
Fifth District

November 9, 2021

Ms. Andrea Gullo, Executive Director  
Puente Hills Habitat Preservation Authority  
7702 Washington Avenue, Suite C  
Whittier, California 90602

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

Dear Ms. Gullo:

We have enclosed the Puente Hills Habitat Preservation Authority Portfolio Income Reconciliation Report (Earnings Report), Custom Position Report, Purchase Detail Report, and Chronological Detail Report for the month ended October 31, 2021, for your review and reference.

Should you have questions, you may contact Ms. Jennifer Koai, Assistant Operations Chief, of my staff at (213) 974-7371, or [jkoai@ttc.lacounty.gov](mailto:jkoai@ttc.lacounty.gov).

Very truly yours,

**KEITH KNOX**  
Treasurer and Tax Collector

Damia J. Johnson  
Operations Chief

DJJ:JK:az

Enclosures



Custom Position Report

As Of Date: 10/31/2021

Run: 11/02/2021 07:21:43 AM

Reporting Currency: Local

LA County

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

INCOME RECONCILIATION REPORT



Run Date: 11/2/2021 7:20:07 AM

From Date: 10/1/2021 To Date: 10/31/2021

Inv No.	Security Description	CUSIP	Effect Rate	Stored Yield	Durat	Cur Par Value	Posted Int/Div	Beginning Prem/ (Disc)	Accretion Income	(Amortization) Expense	Scheduled Accruals	Gain (Loss)	Total Income
Fund: 4350 PHHPA-PH HABITAT PRESERVATION AU													
117243	FFCB 2.50 (C	3133EMW65	2.5000	2.5000	15.6040	22,675,000.00	0.00	0.00	0.00	0.00	47,239.59	0.00	47,239.59
Inv Type: 1040 FFCB Fxd-			2.5000	2.5000	15.6040	22,675,000.00	0.00	0.00	0.00	0.00	47,239.59	0.00	47,239.59
114424	FHLMC 2.00 (	3134GWSD9	2.0000	2.0000	17.7270	9,500,000.00	0.00	0.00	0.00	0.00	15,833.34	0.00	15,833.34
Inv Type: 1500 FHLMC Fxd			2.0000	2.0000	17.7270	9,500,000.00	0.00	0.00	0.00	0.00	15,833.34	0.00	15,833.34
Subtotal			2.3524	2.3524	16.2308	32,175,000.00	0.00	0.00	0.00	0.00	63,072.93	0.00	63,072.93
Grand Total		Count 2				32,175,000.00	0.00	0.00	0.00	0.00	63,072.93	0.00	63,072.93





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

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

**ARLENE BARRERA  
AUDITOR-CONTROLLER**

**OSCAR VALDEZ  
CHIEF DEPUTY AUDITOR-CONTROLLER**

**ASSISTANT AUDITOR-CONTROLLERS**

**PETER HUGHES  
KAREN LOQUET  
CONNIE YEE**

October 27, 2021

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

Dear Ms. Gullo:

Attached is the Statement of Receipts and Disbursements for the Puente Hills Habitat Preservation Authority for the quarter ended September 30, 2021.

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

Very truly yours,

Arlene Barrera  
Auditor-Controller

A handwritten signature in black ink, appearing to read "Elaine Boyd".

Elaine Boyd  
Division Chief

AB:OV:CY:EB:RA:JS:CD:mc

H:\Special Funds\Special Funds Unit\JOINT POWERS AUTHORITIES\PUENTE HILLS LANDFILL\FY21-22\FY22\_QtrlyStmnt\_Puente\Qtrly Letter\_FY22\_1st Qtr\_Puente.docx

Attachment

c: Alan Nyberg, Los Angeles County Sanitation District

**LOS ANGELES COUNTY - PUENTE HILLS HABITAT  
PRESERVATION AUTHORITY  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
JULY 1, 2021 THROUGH SEPTEMBER 30, 2021**

Attachment  
Page 1 of 2

**Cash Balance, July 1, 2021**

**Fund V80**  
\$ 8,558,842.91

**Receipts:**

Description	Req. №	Unit №	Rev / Obj Code	Record Date	Amount	
<b>Interests:</b>						
INTEREST ALLOCATION FOR THE MONTH ENDING June 30, 2021				07/01/21	5,521.57	
INTEREST ALLOCATION FOR THE MONTH ENDING July 31, 2021				08/01/21	2,545.03	
INTEREST ALLOCATION FOR THE MONTH ENDING August 31, 2021				09/01/21	2,823.20	
<b>Total Interests:</b>						\$ 10,889.80
<b>Coupon Calls - Interests:</b>						
PHHPA - Interest Proceeds on FFCB 2.50 (Callable) Call, Sec. ID # 113193				07/15/21	175,000.00	
PHHPA-Coupon Proceeds on FHLMC 2.00 (callable) for Sec ID # 114424				08/27/21	95,000.00	
<b>Total Coupon Calls - Interests:</b>						270,000.00
<b>Coupon Calls - Principal:</b>						
PHHPA - Principal Proceeds on FFCB 2.50 (Callable) Call, Sec.ID #113193				07/15/21	22,500,000.00	
<b>Total Coupon Calls - Principal:</b>						22,500,000.00
<b>Other Revenues:</b>						
MATRIX OIL CORP		53874	8363	08/09/21	5,392.16	May property revenue
JUDY ENNIS		53874	9686	08/18/21	100.00	donation
CITY OF WHITTIER		53874	9731	08/24/21	5,608.96	Peppergrass 2020
MATRIX OIL CORP		53874	8363	09/29/21	4,847.71	July property revenue
MATRIX OIL CORP		53874	8363	09/29/21	5,167.34	June property revenue
						21,116.17
<b>Total Receipts:</b>						22,802,005.97
<b>Total Cash Balance and Receipts</b>						\$ 31,360,848.88

**Disbursements:**

<b>Vendor Payments:</b>						
CITY OF WHITTIER	2021-243	53874	2363	07/12/21	89.73	
CITY OF WHITTIER	2021-243	53874	5222	07/12/21	100.93	
CITY OF WHITTIER	2021-243	53874	3556	07/12/21	188.94	
CITY OF WHITTIER	2021-243	53874	5098	07/12/21	73.51	
CITY OF WHITTIER	2021-243	53874	3587	07/12/21	42,503.05	May payroll
CITY OF WHITTIER	2021-243	53874	3240	07/12/21	248.75	
CITY OF WHITTIER	2021-243	53874	3580	07/12/21	20.00	
CITY OF WHITTIER	2021-243	53874	3280	07/12/21	35.96	
CITY OF WHITTIER	2021-243	53874	3202	07/12/21	40.30	
SAN GABRIEL VALLEY WATER COMPANY	2021-246	53874	5222	07/12/21	195.56	trailhead
SAN GABRIEL VALLEY WATER COMPANY	2021-244	53880	5222	07/12/21	6,772.29	Olinda mitigation water
SUBURBAN WATER SYSTEMS	2021-245	53874	5222	07/12/21	83.17	trailhead
LA HABRA HEIGHTS CO WATER DISTRICT	2021-242	53879	5222	07/12/21	8,485.73	SCE mitigation water
LA HABRA HEIGHTS CO WATER DISTRICT	2021-242	53881	5222	07/12/21	244.75	Brea 57 mitigation water
GARDNER TRACTOR SERVICE-RETURNED WARRANT	2021-229	53874	3580	07/19/21	(22,577.04)	
GARDNER TRACTOR SERVICE-RETURNED WARRANT	2021-229	53874	3580	07/20/21	(22,577.04)	
GARDNER TRACTOR SERVICE-RETURNED WARRANT	2021-229	53874	3580	07/20/21	22,577.04	
AT&T MOBILITY II LLC	2021-247	53874	5222	07/26/21	188.75	
FRONTIER CALIFORNIA INC.	2021-248	53874	5222	07/26/21	126.61	
CHRISTOPHER WOO dba ICON TECH	2022-001	53874	5222	07/26/21	84.72	
CHARTER COMMUNICATIONS HOLDINGS LLC	2022-002	53874	5222	07/28/21	64.99	
AUDITOR CONTROLLER	2021-249	53874	3672	07/29/21	5,199.77	
MOUNTAINS RECREATION & CONSERVATION AUTHORITY (MRCA)	2021-255	53874	3580	08/08/21	26,532.34	April
MOUNTAINS RECREATION & CONSERVATION AUTHORITY (MRCA)	2021-255	53874	3580	08/08/21	43,258.49	May
MOUNTAINS RECREATION & CONSERVATION AUTHORITY (MRCA)	2021-262	53874	3580	08/08/21	31,557.28	June
LA HABRA HEIGHTS CO WATER DISTRICT	2022-006	53879	5222	08/08/21	2,653.84	SCE mitigation water
LA HABRA HEIGHTS CO WATER DISTRICT	2022-004	53874	5222	08/08/21	148.37	trailhead
LA HABRA HEIGHTS CO WATER DISTRICT	2022-006	53881	5222	08/08/21	173.07	Brea 57 mitigation water
LA HABRA HEIGHTS CO WATER DISTRICT	2022-005	53879	5222	08/08/21	3,969.10	SCE mitigation water
CAL ARBORIST COMPLETE TREE CARE INC	2021-256	53874	3580	08/08/21	3,025.00	
NAKAE & ASSOCIATES, INC	2021-259	53880	3580	08/08/21	18,142.11	Olinda mitigation
NAKAE & ASSOCIATES, INC	2021-258	53874	3580	08/08/21	1,318.50	Harbor mitigation
NAKAE & ASSOCIATES, INC	2021-257	53881	3580	08/08/21	3,528.00	Brea 57 mitigation
NORTH STAR LAND CARE	2021-260	53874	3580	08/08/21	52,104.30	
ALESHIRE & WYNDER LLP	2021-261	53874	3717	08/08/21	4,821.70	
ALESHIRE & WYNDER LLP	2021-261	53874	3717	08/08/21	(421.40)	
CHRISTOPHER WOO dba ICON TECH	2022-003	53874	3580	08/08/21	947.85	
LAND IQ, LLC	2021-254	53880	3580	08/08/21	1,638.32	Olinda mitigation
LAND IQ, LLC	2021-251	53879	3580	08/08/21	7,125.44	SCE mitigation
LAND IQ, LLC	2021-252	53881	3580	08/08/21	137.00	Brea 57 mitigation
LAND IQ, LLC	2021-253	53874	3580	08/08/21	278.00	Harbor mitigation
SALIAN GARCIA	2021-263	53874	3580	08/08/21	122.50	
CITY OF WHITTIER, PUBLIC WORKS DEPT	2022-010	53874	5222	08/12/21	667.98	4 street ends' water
SAN GABRIEL VALLEY WATER COMPANY	2022-007	53880	5222	08/12/21	5,524.45	Olinda mitigation water

**LOS ANGELES COUNTY - PUENTE HILLS HABITAT  
PRESERVATION AUTHORITY  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
JULY 1, 2021 THROUGH SEPTEMBER 30, 2021**

Attachment  
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Description	Req. №	Unit №	Rev / Obj		Record Date	Amount	
			Code				
SAN GABRIEL VALLEY WATER COMPANY	2022-009	53874	5222		08/12/21	208.54	trailhead
SUBURBAN WATER SYSTEMS	2022-008	53874	5222		08/12/21	83.17	trailhead
GARDNER TRACTOR SERVICE-REISSUED WARRANT	2021-229	53874	3580		08/16/21	22,577.04	
DS SERVICES OF AMERICA INC dba SPARKLETTS	2022-016	53874	3240		08/22/21	6.00	
AT&T MOBILITY II LLC	2022-015	53874	5222		08/22/21	188.75	
ANDREA GULLO	2022-012	53874	4550		08/22/21	75.00	
CHRISTOPHER WOO dba ICON TECH	2022-011	53874	5222		08/22/21	84.72	
CHRISTOPHER WOO dba ICON TECH	2022-011	53874	3580		08/22/21	460.74	
ISAAC BUCKROFF dba FIRST CLASS COPIERS	2022-014	53874	3580		08/22/21	200.00	
CHARTER COMMUNICATIONS HOLDINGS LLC	2022-017	53874	5222		08/26/21	64.99	
NAKAE & ASSOCIATES, INC	2022-021	53880	3580		08/26/21	18,142.11	Olinda mitigation
ALESHIRE & WYNDER LLP	2022-022	53874	3717		08/26/21	6,911.20	
LAND IQ, LLC	2022-019	53881	3580		08/26/21	903.50	Brea 57 mitigation
LAND IQ, LLC	2022-018	53879	3580		08/26/21	5,502.36	SCE mitigation
LAND IQ, LLC	2022-020	53880	3580		08/26/21	575.60	Olinda mitigation
DAVID A GARCIA-RETURNED WARRANT	2022-013	53874	3580		09/01/21	90.00	
DAVID A GARCIA-RETURNED WARRANT	2022-013	53874	3580		09/10/21	(90.00)	
CITY OF WHITTIER, PUBLIC WORKS DEPT	2022-027	53874	5222		09/07/21	354.53	
CITY OF WHITTIER, PUBLIC WORKS DEPT	2022-028	53874	5222		09/07/21	347.87	2 street ends' water
SCI CONSULTING GROUP	2021-250	53874	3580		09/07/21	7,965.61	
SAN GABRIEL VALLEY WATER COMPANY	2022-024	53874	5222		09/07/21	215.70	trailhead
SAN GABRIEL VALLEY WATER COMPANY	2022-023	53880	5222		09/07/21	4,250.58	Olinda mitigation water
SUBURBAN WATER SYSTEMS	2022-032	53874	5222		09/07/21	71.81	trailhead
LA HABRA HEIGHTS CO WATER DISTRICT	2022-030	53879	5222		09/07/21	491.19	SCE mitigation water
LA HABRA HEIGHTS CO WATER DISTRICT	2022-026	53879	5222		09/07/21	1,296.22	SCE mitigation water
LA HABRA HEIGHTS CO WATER DISTRICT	2022-025	53874	5222		09/07/21	148.37	trailhead
LA HABRA HEIGHTS CO WATER DISTRICT	2022-030	53881	5222		09/07/21	173.07	Brea 57 water
ISAAC BUCKROFF dba FIRST CLASS COPIERS	2022-031	53874	3580		09/07/21	52.80	
CITY OF WHITTIER - OFFICE SPACE RENTAL \$471.68 PER MONTH	2022-033	53874	4422		09/19/21	943.36	Aug. - Sept.
CITY OF WHITTIER - OFFICE SPACE RENTAL \$471.68 PER MONTH	2022-034	53874	4422		09/19/21	3,301.76	Jan. - July
CITY OF WHITTIER	2022-036	53874	5098		09/19/21	45.02	
CITY OF WHITTIER	2022-036	53874	3717		09/19/21	30.00	
CITY OF WHITTIER	2022-036	53874	3556		09/19/21	90.00	
CITY OF WHITTIER	2022-036	53874	3202		09/19/21	44.50	
CITY OF WHITTIER	2022-036	53874	3587		09/19/21	36,988.07	June payroll
CITY OF WHITTIER	2022-036	53874	2363		09/27/21	1,379.08	
CITY OF WHITTIER	2022-036	53874	3280		09/19/21	20.00	
CITY OF WHITTIER	2022-036	53874	3240		09/19/21	395.15	
CITY OF WHITTIER	2022-036	53874	3580		09/19/21	20.00	
CITY OF WHITTIER	2022-036	53874	5222		09/19/21	1,010.44	
AT&T MOBILITY II LLC	2022-035	53874	5222		09/19/21	188.75	
DAVID A GARCIA-REISSUED WARRANT	2022-013	53874	3580		09/21/21	90.00	
FRIENDLY HILLS ESTATES HOA C/O LORDON MANAGEMENT	2022-029	53874	3580		09/22/21	2,370.00	
CHARTER COMMUNICATIONS HOLDINGS LLC	2022-038	53874	5222		09/27/21	64.99	
STATE FARM	2022-037	53874	2302		09/27/21	816.25	
CHRISTOPHER WOO dba ICON TECH	2022-039	53874	5222		09/27/21	84.72	
IRRI-CARE PLUMBING AND BACKFLOW TESTING, INC	2022-040	53874	3580		09/27/21	85.00	Olinda mitigation
<b>Total Vendor Payments:</b>							368,741.27
<b>Investment Purchases - Management Fees by Treasurer Tax Collector:</b>							
Management Fees - June 2021					07/16/21	1,315.07	
Management Fees - July 2021					08/06/21	928.12	
Management Fees - August 2021					09/16/21	1,366.34	
Investment Purchases for: Puente Hills (PHHPA). W/O 07/29/2021					07/15/21	22,675,000.00	
<b>Total Investment Purchases - Management Fees by Treasurer Tax Collector:</b>							22,678,609.53
<b>Total Disbursements</b>							\$ 23,047,350.80
<b>Ending Cash Balance, September 30, 2021</b>							<b>\$ 8,313,498.08</b>

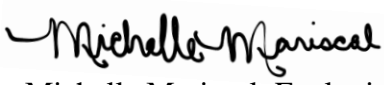
Prepared by Los Angeles County Department of Auditor-Controller, Accounting Division MC 10/20/2021

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

MEMORANDUM

**Date:** November 22, 2021

**To:** Andrea Gullo, Executive Director

  
**From:** Michelle Mariscal, Ecologist

**Subject:** Agenda Item No. 3e) Receive and file Authority letter of support for Caltrans' "SR-91 Wildlife Undercrossing Implementation Project" grant proposal.

Recommendation:

That the Board receive and file.

Background:

In late October, the California Department of Transportation (Caltrans), solicited the Habitat Authority for a letter in support of a grant proposal that would advance implementation of an upgrade to the existing B Canyon undercrossing beneath the 91 freeway near the Riverside-Orange County line. The proposal, entitled "SR-91 Wildlife Undercrossing Implementation Project", will be submitted to the Wildlife Conservation Board (WCB) for consideration for their 2021 Wildlife Corridor and Fish Passage grant program. At the time this staff report was written the attached support letter had been submitted to Caltrans for their grant request because the submission deadline (November 19) was prior to the next scheduled Board meeting and because the letter fit the following agency correspondence policy criteria adopted in July 2020:

The Executive Director with Chair approval, or the Chair, has the authority to send letters of support to public and private organizations on time-sensitive matters that prevents a letter from being approved beforehand by the full Board that support the mission of the Authority without having a draft approved by all Authority Directors. These letters should be consistent with the mission of the Authority and include, but are not limited to, comments on developments, policies or legislation that could affect the Authority. The letters will be provided to the Board at the subsequent Board meeting.

State Route 91 is a barrier for wildlife movement in the Santa Ana to Puente-Chino Hills Linkage area necessitating wildlife crossing structures beneath the barrier to facilitate safe passage and genetic connectivity. While the existing 12ft x 12ft concrete drainage culvert at B Canyon provides an opportunity for wildlife movement beneath SR-91 it is

currently not able to function as a wildlife corridor because of an existing bend that blocks line of sight for wildlife, leading to their reluctance to use it as a crossing. The proposed project will straighten the alignment of the culvert to give wildlife an unobstructed view from end to end and will incorporate a 400ft sound barrier to dampen traffic noise and light. Plantings will also be used to create a natural-appearing approach and further encourage wildlife use.

Because the Santa Ana Mountain lion population is the source population for individuals that utilize the Puente-Chino Hills Wildlife Corridor and contribute to the ecological balance of Habitat Authority-managed publicly owned open space, enhancing the Santa Ana to Puente-Chino Hills Linkage is of utmost importance. The lion population in the Santa Ana Mountain range is suffering from inbreeding and is on the verge of extinction if connectivity is not restored and enhanced throughout the region. The extinction of this apex predator would have rippling effects on the local and regional ecosystem.

Caltrans, The Nature Conservancy, and partners previously secured a Wildlife Conservation Board grant to fund planning for the restoration and protection of the existing Temecula Creek Bridge and vicinity as a functional wildlife crossing beneath I-15 in the Santa Ana to Palomar Mountains Linkage area. In July 2020, the Habitat Authority submitted a letter of support for another successful grant request to the Wildlife Conservation Board which enabled Caltrans to initiate planning and environmental compliance documents for a second wildlife crossing structure south of the Temecula Creek Bridge, called the Rainbow Canyon Wildlife Crossing, as a critical next step in fully restoring wildlife connectivity across I-15. In combination, these wildlife crossing projects could have a dramatic long-term impact on furthering habitat protection and wildlife movement between the Puente-Chino Hills and the Santa Ana Mountains.



November 4, 2021

Mr. Don Crocker  
Wildlife Conservation Board  
PO Box 944209  
Sacramento, CA 94244

Subject: **SUPPORT** for the California Department of Transportation's Wildlife Conservation Board Wildlife Corridor and Fish Passages Program Grant Proposal Entitled **"SR-91 Wildlife Undercrossing Implementation Project"**

Dear Mr. Crocker:

The Puente Hills Habitat Preservation Authority (Habitat Authority) supports the California Department of Transportation (Caltrans) District 8 proposal entitled "SR-91 B Canyon Wildlife Undercrossing Implementation Project" submitted for funding under the Wildlife Conservation Board's Wildlife Corridor and Fish Passages Grant Program for 2021.

The Habitat Authority is a public joint powers authority established pursuant to California Government Code Section 6500 *et seq.* with a Board of Directors representing the City of Whittier, County of Los Angeles, Sanitation Districts of Los Angeles County, and the Hacienda Heights Improvement Association. According to its mission, the 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 endeavors to provide opportunities for outdoor education and low-impact recreation.

The Habitat Authority owns and/or manages 3,889 acres which comprise the Puente Hills Preserve in which over \$100 million of public funds have been invested. The Preserve is part of the Puente-Chino Hills Wildlife Corridor which is biologically connected to the Santa Ana Mountains in the proposed project area. Wildlife crossing opportunities are highly constrained in this corridor linkage area due to SR-91 and we recognize that the Caltrans project proposal will advance implementation of an upgrade to the existing B Canyon undercrossing beneath the 91 freeway that will enhance connectivity for mountain lions and other wildlife. Additional crossing opportunities are crucial for improving connectivity between the Santa Ana River corridor and Chino Hills-Puente Hills north of SR-91 and conserved lands to the south in the Santa Ana Mountains included within the Western Riverside County Multi-Species Conservation Plan.

Our agency has focused much time and energy on the conservation of wildlife movement within and between the Puente-Chino Hills and Santa Ana Mountains, and we remain dedicated to working with our partners to improve and restore connectivity for large and small wildlife. We remain concerned about recent research findings indicating severe inbreeding and high

percentages of vehicular mortality among the mountain lion population in the Santa Ana Mountains. The California Fish and Game Commission recently (April 2020) accepted for consideration the petition to list an evolutionarily significant unit (ESU) of mountain lions (*Puma concolor*) in southern and central coastal California as threatened or endangered under the California Endangered Species Act (CESA). The Commission declared that the Southern California/Central Coast ESU of mountain lions is a candidate species for listing under CESA. The listing petition provides supporting documentation highlighting the critical need for the regionwide enhancement and restoration of connectivity within major landscape scale linkages, including the linkage between the Santa Ana Mountains and Puente-Chino Hills.

We applaud the Wildlife Conservation Board for prioritizing funding associated with past solicitations that are currently allowing Caltrans and partners to advance planning for the restoration and protection of the Temecula Creek Bridge and Rainbow Canyon Wildlife Crossing for I-15 in the Santa Ana to Palomar Mountains Linkage area. Initiating planning and environmental documents for this additional connection is a critical step in promoting broader connectivity for mountain lions and other wildlife in the Santa Ana Mountains.

Once again, the Habitat Authority strongly supports the Caltrans B Canyon Wildlife Crossing Implementation Project proposal. We are confident that the plans developed for upgrading the B Canyon wildlife crossing for SR-91 initiated under this grant, if awarded, will have a dramatic long-term impact on furthering habitat protection and wildlife movement between the Puente-Chino Hills and the Santa Ana Mountains, and will bolster conservation investments made to date in Los Angeles, Orange, and Riverside counties. We look forward to seeing this project implemented. If you have any questions, please reach out to our Ecologist, Michelle Mariscal at [mmariscal@habitatauthority.org](mailto:mmariscal@habitatauthority.org).

Sincerely,



Mike Hughes  
Chair


Copy: Habitat Authority Board of Directors and Community Advisory Committee

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

MEMORANDUM

**Date:** November 22, 2021

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 3f) Receive and file Authority rejection of a tort claim filed with the Authority by Del Schoenhoeft, dated October 6, 2021 and received October 14, 2021.

Recommendation:  
Receive and file.

Background:  
The attached letter rejects a tort claim filed with the Authority by Del Schoenhoeft, dated October 6, 2021, and received by our legal counsel on October 14, 2021. The letter was drafted by Authority legal counsel, and then signed by Authority Chair on November 9, 2021, in accordance with the Authority's correspondence policy which in part states that letters can be sent when they pertain to operations or functioning of the Authority. This item was previously on the Board agenda in October 2021.

Fiscal Impact:  
Unknown at this time.





# **Puente Hills Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill

November 9, 2021

Irene Karbelashvili, Esq.  
Irakli Karbelashvili, Esq.  
Allaccess Law Group  
1400 Coleman Avenue, Suite F28  
Santa Clara, CA 95050

**RE: Reject Claim against the Puente Hills Habitat Preservation Authority  
(Authority)  
DOL: September 4, 2021**

Dear Irakli Kerbelashvili:

Notice is hereby given that the claim which you submitted on behalf of your client Del Schoenhoeft to the Puente Hills Habitat Preservation Authority presented to the Authority's legal counsel on October 14, 2021, is rejected by the Authority.

An investigation into the claim by the Authority's litigation counsel, Christopher P. Wesierski, Wesierski & Zurek LLP, reveals that the park ranger did not tell Schoenhoeft he could not use the trail with his service dog. Further, contrary to Schoenhoeft's allegations that he could not use the trail on several later occasions, Director Gullo sent him an email indicating he was welcome to the use the trail with his dog.

Respectfully,


Mike Hughes  
Chair

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

MEMORANDUM

**Date:** November 22, 2021

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 3h) Board adoption of Authority Resolution No. 2021-04 A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Proclaiming a Local Emergency and Authorizing the Transition to Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the Authority, as authorized by Government Code Section 54953(e) *et seq.*, for the Initial Period of November 22, 2021, through December 22, 2021.

Recommendation:

That the Board adopt the attached resolution, 2021-04.

Background:

The attached resolution is provided for your consideration to be in compliance with Assembly Bill 361 which was signed into law on September 16, 2021 and made effective on October 1, 2021. It has been longer than 30 days from the adopted of the Authority's initial resolution which was approved at the last Board meeting, so the attached is another initial resolution as drafted by Authority attorneys.

Last month's staff report is attached for your reference.

RESOLUTION NO. 2021-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUENTE HILLS HABITAT PRESERVATION AUTHORITY PROCLAIMING A LOCAL EMERGENCY AND AUTHORIZING THE TRANSITION TO USE OF REMOTE TELECONFERENCE MEETING PROCEDURES BY THE BOARD OF DIRECTORS AND ALL STANDING COMMITTEES OF THE AUTHORITY, AS AUTHORIZED BY GOVERNMENT CODE SECTION 54953(E) *ET SEQ.*, FOR THE INITIAL PERIOD OF NOVEMBER 22, 2021 THROUGH DECEMBER 22, 2021

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

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

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

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

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

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

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

WHEREAS, the State of California and County of Los Angeles Department of Public Health officials have imposed or recommended measures to promote social distancing, County

officials are requiring masking in an effort to slow the continuously high level of transmission of COVID-19 throughout Los Angeles County, and the Centers for Disease Control and Prevention (“CDC”) continue to recommend physical distancing; and

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

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

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

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

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

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

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

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

Section 4. Further, the Board finds that holding the meetings of the Board and standing committees of the Authority in person would present imminent risk to the health and safety of attendees as a result of the increased risk of the spread of the COVID-19 virus among those in attendance, and that the State of California and County of Los Angeles Department of Public Health officials have imposed or recommended measures to promote social distancing in

connection with the COVID-19 emergency, as required by Government Code section 54953(e) *et seq.*

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

Section 6. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 22, 2021 , or such time the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board and all standing committees of the Authority may continue to teleconference without compliance with Government Code section 54953(b)(3), but otherwise as permitted by Government Code section 54953(e) *et seq.*

**PASSED AND ADOPTED** at the Special Meeting of the Board of Directors of the Puente Hills Habitat Preservation Authority duly held on 22nd day of November, 2021, by the following vote:

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

**WITNESS** my hand on this 22nd day of November, 2021.

---

Melissa Miller , Secretary


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

Attachment  
Last month's staff report  
for reference

MEMORANDUM

**Date:** October 20, 2021

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 3f) Board adoption of Authority Resolution No. 2021-03 A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority Proclaiming a Local Emergency and Authorizing the Transition to Use of Remote Teleconference Meeting Procedures by the Board of Directors and All Standing Committees of the Authority, as authorized by Government Code Section 54953(e) *et seq.*, for the Initial Period of October 20, 2021, through November 19, 2021.

Recommendation:

That the Board adopt the attached resolution.

Background:

The following information is provided from Authority attorneys:

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On September 16, 2021, Governor Newsom signed Assembly Bill 361 into law, allowing continued remote teleconference meetings without traditional Brown Act compliance, provided certain findings can be made related to the ongoing state of emergency and subject to adherence to certain new noticing and public participation requirements. AB 361 was made effective October 1, 2021.

The Authority, as all public agencies in California, must now invoke and adhere to AB 361 and its modifications on certain elements of remote public meetings, or else revert to traditional Brown Act compliance. The major change associated with continuing remote meetings under AB 361 is that the public must now be allowed to make comments in real-time during the public comment period, either telephonically or electronically (such as by Zoom). No physical location for public comment need be provided.

AB 361 allows legislative bodies to continue to utilize remote/virtual platforms for meetings during a state of emergency proclaimed by the Governor that includes the Authority, provided that one of the following three criteria is met with respect to the meeting:

- i) State or local officials have imposed or recommended measures to promote social distancing; or
- ii) The legislative body is meeting for the purpose of determining, by majority vote, whether as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees; or

- iii) The legislative has previously determined, by majority vote, that, as a result of the state of emergency, meeting in person would present imminent risks to the health or safety of attendees.

The proclaimed statewide declaration of emergency related to COVID-19 remains in effect. Accordingly, if just, then the Authority can conduct meetings remotely pursuant to Government Code § 54953(e) as amended by AB 361, subject to compliance with certain alternative noticing and public participation requirements, and in doing so are excused from compliance with the traditional requirements of the Brown Act that would otherwise apply to remote teleconferenced meetings under Government Code § 54953(b)(3).

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


These provisions of AB 361 are effective until January 1, 2024. This means these provisions may be invoked any time there is a proclaimed state of emergency by the Governor (e.g., wildfires) and the Board can make at least one of the enumerated findings.

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

MEMORANDUM

**Date:** November 22, 2021

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 4) Discussion and possible action regarding funding needs for the Authority as it relates to funding for wildfire prevention and management of agency properties.

Recommendation:

That the Board approve the funding needs of the agency; direct the Board subcommittee to pursue the exploration of funding fire prevention and safety, and natural resource management needs; and direct staff to prepare estimates for additional needs and submit for possible state funding.

Background:

A major challenge the Habitat Authority faces is that its revenues have significantly decreased (approximately 20%) while its costs to maintain and protect its land and to prevent local wildfires have increased. Staff anticipate that maintenance costs will continue to increase into the future, in part due to the greater recreational use of the properties, as well as climate factors (drought combined with warmer temperatures) which have increased the risk of wildfires. Additionally, the Authority's Measure A maintenance and servicing funds are in flux, and not as accessible for Authority needs as once anticipated. The Authority has made cuts to its already shoestring budget, including not filling a staffing vacancy and decreasing annual expenses such as community outreach, office and field supplies, and professional training. The Authority provides necessary preservation/maintenance/management services, such as annual fire fuel clearance, hazardous tree removal, and ranger (wildland fighter/law enforcement) patrol services, and is exploring ways to generate revenue to cover and improve those and other basic services. A grant from the Rivers and Mountains Conservancy helped to close the deficit gap in the current fiscal year. A grant from CalFire will assist with decreasing the deficit gap for fiscal years 2022-23, and 2023-24. However, long term needs still remain.

Agency needs have been discussed in detail with the Board's subcommittee for the exploration of a special tax in collaboration with staff and Authority consultant, SCI Consulting Group. The agency has annual financial needs in the amount of approximately \$630,000 for fire prevention and safety. This would include fuel clearance, ranger patrol,



and an additional staff member. However, more realistic needs of the agency for fire prevention and safety needs include those mentioned, plus goat clearance, hazardous tree removal, wildfire planning, and fence repair in the amount of approximately \$809,000. Additionally, natural resource management needs include wildlife surveys and monitoring, vegetation mapping and deferred maintenance in the amount of approximately \$68,000 annually. To fund these needs, the Board subcommittee would continue to work with staff and SCI in all steps necessary to implement public polling, which is Task 2 of the approved contract with SCI. Two rates under \$20 will be tested in the public opinion poll. Results of the polling would later be brought back to the Board for discussion and action for next steps, expected in March 2022.

Additional needs of the Habitat Authority that could benefit the region and contribute to better management of the Puente Hills for wildfire safety and natural resource protection are as follows:

- a) New office/visitor interpretation area/ranger command center in Sycamore Canyon. This would provide the community and volunteers an easily accessible place to visit and learn about natural resources and provide the Authority staff and rangers a place to collaborate. (ballpark estimate \$1.8 million)
- b) Repair Sycamore Canyon backhouse/ranger residence. (ballpark estimate \$350,000)
- c) Security upgrades to the trailheads, such as with cameras or gates
- d) Repairs and upgrades to the ranger residences
- e) An open-air water tank, closed water tanks or fire hydrants on Turnbull Canyon Road to service the western portion of the Preserve. (Installation of fire hydrants would be outside the scope of this agency.)
- f) New monument and/or interpretive signage at trailheads that reflects the agency's current name.
- g) Restoration of non-native vegetation
- h) Ongoing trail maintenance
- i) Full-time interpretive staff to educate about stewardship (this helps increase recreational enjoyment and community involvement, decrease illegal behaviors and promote natural resource protection)

Senator Archuleta's office is accepting budget requests and possibly other state offices are accepting budget requests for next fiscal year's state budget. With the Board's direction, estimates could be developed for some of the above items, (a) through (e), and submitted for funding consideration.

Fiscal Impact

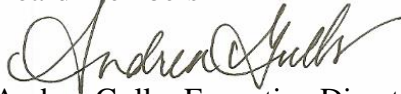
None at this time.

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

MEMORANDUM

**Date:** November 22, 2021

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 5) Update, discussion and possible direction regarding the Whittier City People Mover project that may potentially provide access services to Hellman Park Trailhead.

Recommendation:

That the Board discuss and provide direction to staff.

Background:

The City of Whittier is exploring the idea of a People Mover system in support of the Whittier Strategic Plan Goal 5, "Promote a strong economic base". A People Mover would connect key destinations in the study area, including The Groves Whittier, PIH Health Whittier Hospital, Whittier College, Uptown, Hellman Park Trailhead, The Quad and/or Whittwood. Please see the attached fact sheet and timeline.

According to agreements A97-172 and A15-128 between the City and the Authority, coordination and approval are required when efforts are underway that address improvements, parking lots, and access issues relating to trailheads and open space managed by the Authority, as these actions affect the management of the trails and natural resources.

Upon the City's invitation, on November 4, 2021, Authority staff participated in one of two planned community stakeholder meetings. Possible considerations for the Authority include: a) supporting this access method to Hellman Park, given that the trailhead is closed to vehicles; b) the ability for the Authority to have dynamic interaction with the destination delivery system if the trails are closed due to posted hours, fire, rain, emergency, or maintenance; c) the ability to take the Hellman destination out of the People Mover system in the future if there is a long-term environmental matter to address. The next stakeholder meeting will be in January 2022, and they are holding public community meetings as well.

Additional Background:

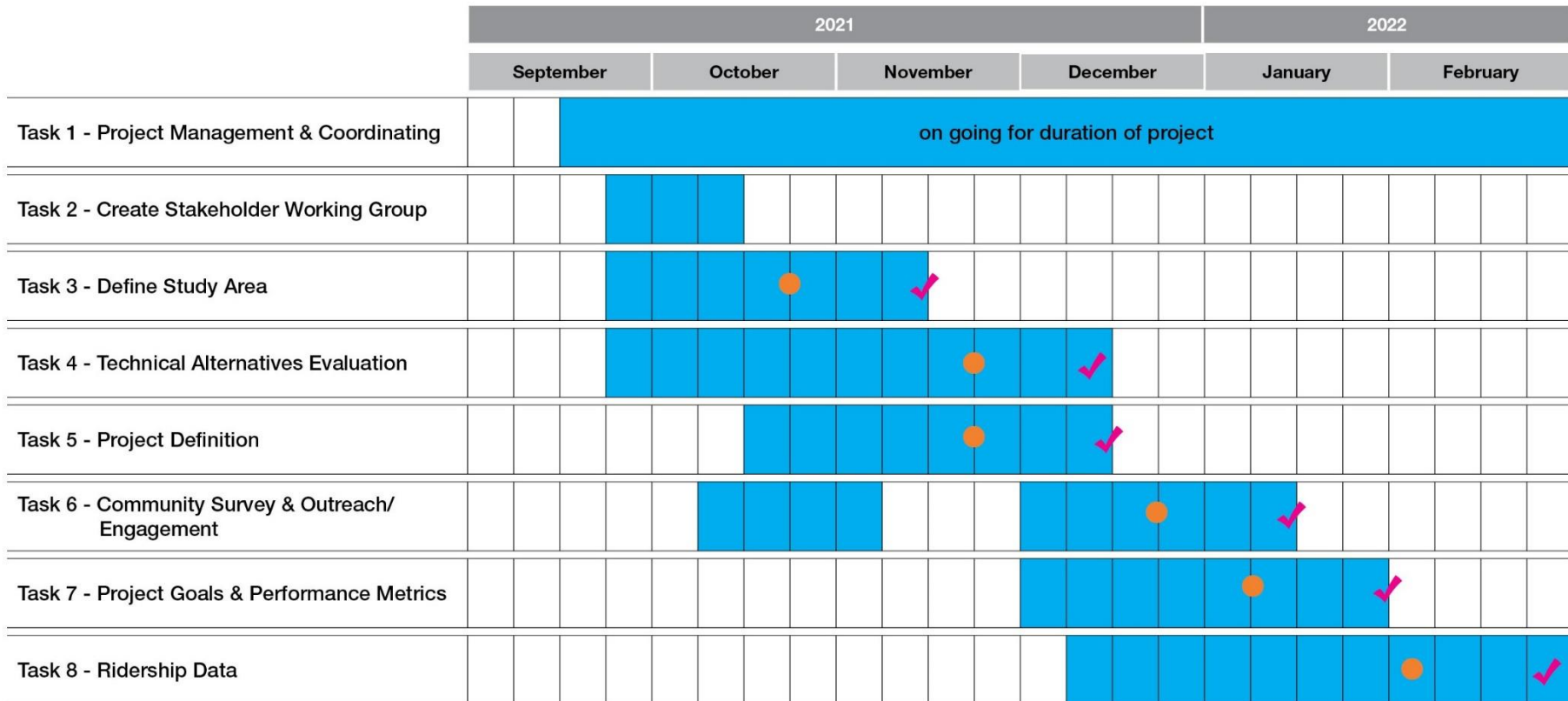
The City Council met on July 30, 2020 for an initial goal-setting meeting. They subsequently set their goals on November 10, 2020. On December 8, 2020, Council adopted the City of Whittier Strategic Plan according to the established objectives and timeline. On September 14, 2021, the Council approved the contract with the consulting firm, IBI Group, to provide the feasibility analysis of the project. Please see the project scope of work, attached.

Fiscal Impact: Unknown at this time.

Attached: City fact sheet, timeline, and project scope of work

# IBI GROUP – SHARED AUTOMATED PEOPLE MOVER PROJECT

REVISED SCHEDULE SEPTEMBER 2019



● Draft Deliverable    ✓ Final Deliverable



Revised: 08/27/21



## UPTOWN WHITTIER PEOPLE MOVER PROJECT

To best meet the transportation and mobility needs of the residents, businesses and visitors to our City: studying the feasibility of an *Uptown Whittier People Mover* service.



A study to look at potential routes for a small-scale circular transit route that would connect key destinations in the study area, including The Groves Whittier, PIH Health Whittier Hospital, Whittier College, Uptown, Hellman Park, The Quad and/or Whittwood. This microtransit project will build upon lessons learned from several similar initiatives implemented in other California cities, but will also focus on addressing key mobility needs in the Whittier community.

The City has retained the consulting firm, *IBI Group* to assist in undertaking this study. Our consultant's work plan includes:

- **Investigation** – Review and understand the unique conditions of the diverse and varied constituencies of the city's study area.
- **Innovation** – identify and analyze mobility solutions, vet these with the community.
- **Solutions** – develop an action and implementation plan, describing proposed deployment plan and its benefits.

- Extensive and Interactive Stakeholder Engagement
- Learn from Peers
- Apply Industry Knowledge
- Look Ahead
- Be Pragmatic





"Transit will help  
me get to my job"



### Key Considerations

- Best understand local attitudes & community values.
- What are the City's unmet mobility needs?
- What are the key local origins & destinations?  
Job access? Shopping/Retail? Residential? Medical services?
- What are the critical markets in the study area?  
Employees? Youth? Seniors? Students? Commuters?
- What kind of service is justified for the study area?  
Future service requirements? Role of mobility as an economic engine?
- What does the community want?  
Surveys. Stakeholder Outreach/Consultation.

"Transit will help  
us get to the  
office!"

"Transit will  
help me get to  
class"



"Transit will help  
us get to the  
Senior Center"



### VIRTUAL PUBLIC MEETING

**Wednesday, November 10<sup>th</sup> – 6:00-7:30PM**

We would like to hear your thoughts on the mobility needs of Whittier residents, businesses, and visitors, and on the key characteristics this new service should incorporate to fully address these needs.

Microsoft Teams (virtual) meeting: **Join on your computer or mobile app (the link is also available on the City's home page).** [www.tinyurl.com/WhittierUptownPeopleMover](http://www.tinyurl.com/WhittierUptownPeopleMover)

**Or call in (audio only):** [+1 619-595-6255](tel:+16195956255), [330981655#](tel:+1330981655)

**Community Survey:** Link to an on-line Community Survey will be posted on the City's home page.  
**For more information please contact Martin Browne, [mbrowne@cityofwhittier.org](mailto:mbrowne@cityofwhittier.org) or 562 567 9400**

## EXHIBIT A

### SCOPE OF SERVICES, TIMELINE, AND FEE SCHEDULE

City has determined that it requires a feasibility study of economic impacts, beneficial opportunities, and an operational assessment associated with a proposed intra-city electric automated people mover serving the Uptown Whittier area which includes:

1. Coordinate and meet with city representatives (kick-off meeting) to understand the unique goals, general plan, land-use patterns, mobility plans, ongoing efforts and other relevant policies, plans and programs that may influence future decisions related to the project.
  - i. Deliverable: Complete report for the corridor/study area. Create and maintain meeting agendas, minutes, notes, and action items.
2. In conjunction with city staff, form a Stakeholder Working Group to support, review and provide ongoing guidance throughout the development of the study. The Working Group shall meet up to four times at key points throughout the process.
  - i. Deliverable: Create stakeholder group and maintain meeting agendas, minutes, notes, and action items. Compile a final report detailing how all comments and recommendations will be integrated into the overall study.
3. Define a study area that captures a 1- to 2-mile radius from the corridor/alignment for proposed route and bus stop locations. The study area shall serve as the basis for collecting and analyzing data to evaluate economic impacts/benefits of the automated people mover.
  - i. Deliverable: Complete a study area technical report that includes a list and inventory of all data inputs.
4. Build upon current transit-oriented development criteria developed by Metro, SCAG, and the Gateway Cities Council of Governments (COG), and other leading agencies to understand best practices for operating an automated people mover in other areas of the country and craft up to six mobility alternatives. The alternatives shall account for and incorporate the need for transit-supportive development, amenities, and serve the Groves in Whittier, Hellman Park, PIH Health Hospital, Whittier College, the Uptown Whittier areas and connectivity options to the Quad and the Whittwood Mall.
  - i. Deliverable: Alternatives screening criteria; technical evaluation report of initial alternatives to ensure project is consistent with local and regional transportation plans.

5. Develop a project definition that will serve toward creating a unified vision and theme that will reinforce the use of an automated people mover. The project definition shall include an economic analysis, multi-modal connectivity study, and implementation strategies such as, but not limited to:
- a) Grant funding opportunities;
  - b) Recommended sites for safe and accessible curbside boarding;
  - c) Recommended frequency and alignment of route(s);
  - d) Recommended number of vehicles along with locating a site for maintenance and overnight storage and charging;
  - e) Developing a maintenance plan;
  - f) Travel demand forecast for each alternative;
  - g) Recommended measures to protect all road and sidewalk users, including pedestrians, bicyclists, motorcyclists, and other vulnerable road users. Likewise, the study must implement measures to minimize possible damage caused by the automated people mover to the road, road signs, sidewalks, and roadside infrastructure to the maximum possible extent;
  - h) Proposed budget for initial year capital and operations and subsequent 1-5 years for operations including insurance and maintenance;
  - i) Regulatory regulations pertaining to the use of an automated people mover in Los Angeles County, California;
  - j) Access to mobile applications and use of technology for real time arrival times, fare payments, and general information;
  - k) Identification of vehicle design;
  - l) Identification of potential operational partners to collaborate with the city to operate the service;
  - m) Description of vehicle options and design including number of passengers, dimensions, cost to purchase;
  - n) Review of best practice operations from around the world;
  - o) Operations, capital, and maintenance budget for year one and subsequent two-five years;
  - p) Potential route alignment with schedules, stop locations, headway, number of vehicles, speed, and frequency;
  - q) Description of marketing strategies and a media campaign;
  - r) Multi-modal connectivity to other transit routes, bike trails, pedestrian sidewalks and proposed new light rail transit stop; and
  - s) ROW enhancement, opportunities for acquisition and modernization of streets.
- i. *Deliverable* – Complete a draft final report of the Project Definition including the supportive studies and analysis along with a description of the service and the overall significance of the project to the city.

6. Conduct a community-wide survey and two community focus group meetings to determine need and identification of service enhancements.
  - i. *Deliverable* – Draft a community-wide survey for the use and need of an automated system which reviews operations, accessibility, safety, right of way, land use, economic, and environmental factors and complete two community focus group meetings to obtain stakeholder input and ideas for enhancements.
7. Develop a list of expected target goals and how they will be monitored, throughout the life of the project, to ensure the success of a potential project.
  - i. *Deliverable* – Complete a list of target goals with a matrix defined in terms of service provided, passengers per hour, quality of service etc. draft final report of the Project Definition including the supportive studies and analysis along with a description of the overall significance of the project. Develop a project definition that will serve toward creating a unified vision and theme.
8. Outlines ridership data for the People Mover consistent with the California Air Resources Air Board's California Climate Investments (CCI) quantification for Affordable Housing and Sustainable Communities (AHSC) Projects.
  - ii. *Deliverable* – Provide ridership data which includes annual ridership increase and annual Vehicle Miles Traveled (VMT) of proposed transit vehicle.

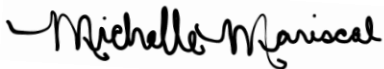


Puente Hills  
Habitat Preservation Authority  
Endowment Provided by the Puente Hills Landfill

MEMORANDUM

**Date:** November 22, 2021

**To:** Andrea Gullo, Executive Director

**From:**   
Michelle Mariscal, Ecologist

**Subject:** Agenda Item No. 6) Discussion and possible action authorizing Executive Director to execute a non-bid contract with Nakae and Associates for landscape maintenance services in an amount of \$20,000.

Recommendation:

That the Board approve a non-bid contract with Nakae and Associates, Inc. in the amount of \$20,000 and authorize Executive Director to execute.

Background:

The Authority has held a landscaping contract annually since 2003. Previously, long-term landscaping contracts were bid in 2003 and again in 2010 and awarded each time for a five-year period with amendments issued to extend the timeframes. Nakae and Associates was the lowest and most qualified bidder in each instance. From 2018 through 2020 the Board approved non-bid contracts with Nakae for one-year periods spanning the majority of the subsequent years. The current contract expires on December 16, 2021. The proposed new contract would be executed upon expiration of the current contract and continue for a twelve-month period. The new contract in the amount of \$20,000 is consistent with the agency's approved budget for FY 2021-22.

Approving this new contract with Nakae will allow for continued maintenance of the Authority's Preserve entailing invasive weed removal, trailside vegetation maintenance, trailhead native vegetation maintenance, and other needs as they arise. The various tasks would be implemented on an as-needed basis only after Nakae provides cost estimates based on approved rates to ensure that the contract budget is adhered to.

According to Section 3 of the Authority's Purchasing Policies, the Board can authorize non-bid contracts for services if, in part, prior experience and/or professional qualifications have proven that a particular service is more satisfactory or economical for Authority purposes. Nakae is recommended as a non-bid contract because (1) the proposed contractor is known to possess the needed experience and qualifications, and is the most satisfactory for Habitat Authority purposes, and (2) they are uniquely familiar with the Habitat Authority's Preserve.

November 22, 2021

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Nakae is a licensed landscape/general engineering contractor established in 1984 and incorporated in 1985. They have experience restoring and maintaining over 7,000 acres of native habitats with projects in California, Utah and Arizona. Nakae has served the Authority exceptionally well with several contracts over the years. Their communication, flexibility, coordination, and quality of work has been outstanding. Additionally, they have always stayed within their budgets. Their knowledge of the Preserve's native vegetation and invasive weeds has proven to be extremely effective and beneficial for meeting the Authority's unique needs. The rates for a contract in the amount of \$20,000 are attached for your reference. The only change in the rates from last year to this year is a \$1.00 per hour increase for the Landscape Maintenance Laborer position and a \$5 per hour increase for the Superintendent position to reflect medical and State-wide wage increases. In accordance with the Authority's Purchasing Policies, contracts over \$10,000 need Board approval.

Fiscal Impact:

This proposed action is consistent with the Authority's approved budget for the fiscal year.



09 November 2021

PUENTE HILLS HABITAT PRESERVATION AUTHORITY  
Attention: Ms. Michelle Mariscal  
7333 Greenleaf Avenue, First Floor  
Whittier, CA 90602

Re: Native Landscape Maintenance Projects

Dear Ms. Mariscal:

Thank you for the opportunity to provide the following proposal for the above referenced project. Our proposal is based on the following scope of work.

#### SCOPE OF WORK

- Provide labor, equipment and materials needed to complete various landscape maintenance tasks associated with native landscape projects throughout areas managed by the Habitat Authority. All work will be completed on a time and materials basis utilizing the attached rates.

#### BUDGET

**Not to Exceed** ..... **\$ 20,000.00**

#### SPECIFIC EXCLUSIONS

- Permits or fees.
- Performance or payment bonds (unless requested and we can charge against the contract for the bond premium).
- Large tree removals or trimming.
- Monitoring or reports.
- SWPPP.

#### NOTE

- All work will be completed utilizing California Prevailing Wage Rate Determinations for "Landscape Maintenance Laborer", Determination #SC-LML-2021-1.

Please contact me if you have any questions or need additional information.

Sincerely,

Kevin P. Kirchner  
KPK/cm

Attachment

F:\Info & Forms\Proposal\2021\110921-PHHPA-Native Landscape Maint Projects.docx

<b>LABOR &amp; EQUIPMENT RATES</b> <b>Prevailing Wage "Maintenance"</b>	
ITEM	RATE/PERIOD
<b>Labor</b>	
Project Manager	\$ 125.00 /hour
Superintendent	\$ 90.00 /hour
Landscape Maintenance Foreman	\$ 45.00 /hour
Landscape Maintenance Crew Leader	\$ 35.00 /hour
Landscape Maintenance Laborer	\$ 28.00 /hour
<b>**Operated Rates'</b>	
*Trencher 'Operated'	\$ 100.00 /hour
*Backhoe 'Operated'	\$ 100.00 /hour
*Skiploader 'Operated'	\$ 85.00 /hour
*Dump Truck 'Operated'	\$ 85.00 /hour
*Water Truck 'Operated'	\$ 75.00 /hour
*DC 80 Dozer 'Operated' (w/boom sprayer)	\$ 125.00 /hour
*750 HL Wheel Loader	\$ 100.00 /hour
*8840 Farm Tractor 'Operated'	\$ 120.00 /hour
*T770 Bobcat 'Operated'	\$ 85.00 /hour
<b>**Bare Rates'</b>	
**Super-Cab Pickup	\$ 100.00 /day
**Flat Bed Truck (w/200 gal sprayer)	\$ 150.00 /day
**Compressor	\$ 125.00 /day
**Wacker	\$ 75.00 /day
**200-Gal. Sprayer	\$ 100.00 /day
**Hand Tiller	\$ 100.00 /day
**Arrowboard	\$ 75.00 /day
**Irrigation Trailer	\$ 50.00 /day
**4x4 Kubota ATV	\$ 75.00 /day
**Auger Attachment	\$ 10.00 /hour
**8' Disk Attachment	\$ 25.00 /hour
**14' Mower Attachment	\$ 25.00 /hour
**81' Tiller Attachment	\$ 25.00 /hour
**Flail Mower Attachment	\$ 25.00 /hour

*Rates are good for twelve (12) months from date of proposal.*

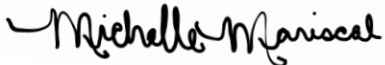
*All work will be completed utilizing California Prevailing Wage Rate Determinations for "Landscape Maintenance Laborer", Determination #SC-LML-2021-1.*

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

MEMORANDUM

**Date:** November 22, 2021

**To:** Andrea Gullo, Executive Director

**From:**   
Michelle Mariscal, Ecologist

**Subject:** Agenda Item No. 7) Discussion and possible action authorizing Executive Director to execute a non-bid contract with Nakae and Associates for native landscaping to implement the Turnbull Canyon habitat enhancement project in the amount of \$41,179.

Recommendation:

That the Board authorize Executive Director to execute a non-bid contract in the amount of \$41,179 with Nakae and Associates, Inc.

Background:

In 2012, the Habitat Authority executed a Right of Entry agreement with a project permittee for restoration of habitat in the Turnbull Canyon area as mitigation for the permittee's off-site project impacts. Also, approved in coordination with regulatory agencies was a document entitled Habitat Restoration Plan for the Approximately 1.359-Acre Turnbull Riparian Restoration Area. Following a subsequent dispute, the Habitat Authority and the permittee have recently executed a settlement agreement which has provided funds to enhance the former restoration site.

The scope of work for the project includes two years of site preparation to clear the 1.35-acre site of weeds and debris, hand seeding with a native seed mix, and two years of maintenance, all in close coordination with the Habitat Authority ecologist. The site will not be irrigated and therefore will rely on natural precipitation to germinate the weed seed bank during the site preparation phase as well as to germinate the native seed mix following installation. The project timeframe is anticipated to be from fall/winter in fiscal year 2021-22 through fiscal year 2025-26. If the proposed contract is approved, work would begin immediately. Attached is the proposal by Nakae and Associates, Inc in the amount of \$41,179. The contract amount includes a 1% contingency to cover unforeseen costs or circumstances.

According to Section 3 of the Authority's Purchasing Policies, the Board can authorize non-bid contracts for services if, in part, prior experience and/or professional qualifications have proven that a particular service is more satisfactory or economical for Authority purposes. Nakae is recommended as a non-bid contract because (1) the proposed contractor is known to possess the

November 22, 2021

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Agenda Item 7

needed experience and qualifications, and is the most satisfactory for Habitat Authority purposes, and (2) they are uniquely familiar with the Habitat Authority's Preserve and knowledgeable about history of the specific habitat enhancement area. In accordance with the Authority's Purchasing Policies, contracts over \$10,000 need Board approval.

Fiscal Impact:


There is no fiscal impact with this project. The costs associated with this work would be covered with funds received from a settlement agreement.

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

MEMORANDUM

**Date:** November 22, 2021

**To:** Andrea Gullo, Executive Director



**From:** Michelle Mariscal, Ecologist

**Subject:** Agenda Item No. 8) Receive and file Authority comment letter to the County of Los Angeles regarding their General Plan Update to the Safety Element.

Recommendation:

That the Board receive and file.

Background:

The Los Angeles County Department of Regional Planning is updating the County's General Plan Safety Element to protect communities from risks posed by wildfire, extreme heat, drought, flood and other climate hazards. This update was necessitated by three state laws relating to addressing climate adaptation and resilience strategies, evaluating emergency evacuation routes, and identifying residential developments in hazard areas that have fewer than two emergency evacuation routes. Specifically, the Habitat Authority's comment letter expressed support for two proposed Fire Hazard Policies which would be modified or added to the Safety Element during this update:

- (1) prohibit new subdivisions in Very High Fire Hazard Severity Zones (FHSZ) unless located outside of the wildland urban interface, surrounded by existing development, and the level of service capacity of adjoining major highways can accommodate evacuation. Discourage subdivisions in all other FHSZs; and
- (2) support the retrofitting of existing structures in FHSZs to meet current safety regulations, such as the building and fire code, to help reduce the risk of structural and human loss due to wildfire.

The former would replace a less restrictive policy that only discouraged development in Very High FHSZs; the latter has been modified from the original to specify that current safety regulations, such as building and fire codes, need to be met. Additionally, the Habitat Authority recommended a modification to policy (1) above, namely that new subdivisions be prohibited in, *and adjacent to*, Very High Fire Hazard Severity Zones.

The deadline for submitting public comments was November 4. The attached letter from Chair Hughes was submitted because this deadline was prior to the next scheduled Board

November 22, 2021

Agenda Item 8

Page 2

meeting and because the letter fit the following agency correspondence policy criteria adopted in July 2020:

The Executive Director with Chair approval, or the Chair, has the authority to send letters of support to public and private organizations on time-sensitive matters that prevents a letter from being approved beforehand by the full Board that support the mission of the Authority without having a draft approved by all Authority Directors. These letters should be consistent with the mission of the Authority and include, but are not limited to, comments on developments, policies or legislation that could affect the Authority. The letters will be provided to the Board at the subsequent Board meeting.





October 28, 2021

Dept. of Regional Planning  
Los Angeles County  
320 W Temple St  
Los Angeles CA 90012  
[climate@planning.lacounty.gov](mailto:climate@planning.lacounty.gov)

**Re: Safety Element Update**

To whom it may concern:

The Puente Hills Habitat Preservation Authority (Habitat Authority) appreciates the opportunity to comment on the Draft Safety Element Update. Specifically, the Habitat Authority writes to express our support of Fire Hazard Policies S 4.1 and S 4.8:

Policy S 4.1: Prohibit new subdivisions in VHFHSZs unless located outside of the wildland urban interface, surrounded by existing development, and the level of service capacity of adjoining major highways can accommodate evacuation. Discourage subdivisions in all other FHSZs.

Policy S 4.8: Support the retrofitting of existing structures in FHSZs to meet current safety regulations, such as the building and fire code, to help reduce the risk of structural and human loss due to wildfire.

The Habitat Authority is a public joint powers authority established pursuant to California Government Code Section 6500 *et seq.* with a Board of Directors consisting of the City of Whittier, County of Los Angeles, Sanitation Districts of Los Angeles County, and the Hacienda Heights Improvement Association. According to its mission, the 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 endeavors to provide opportunities for outdoor education and low-impact recreation.

In the Puente Hills, the Habitat Authority manages the open space in its ownership as well as open spaced owned by the City of Whittier and Sanitation Districts, totaling over 3,880 acres, within the Cities of Whittier, La Habra Heights and the County unincorporated area known as Hacienda Heights. These lands are collectively referred to as the Puente Hills Preserve (Preserve). The Preserve and surrounding communities are almost entirely designated as a Very High Fire Hazard Severity Zone (FHSZ) within the respective State and Local Responsibility Areas. Additionally, the boundaries of the Preserve are almost entirely surrounded by

development and therefore at the wildland urban interface which poses challenges for reducing wildfire risk due to increased ignition opportunity. A substantial portion of the Habitat Authority's annual operating budget goes towards brush clearance and fuel abatement at the wildland urban interface to create defensible space for our neighbors. For these reasons, the Habitat Authority expresses its support for prohibiting future subdivisions within Very High FHSZ, as defined in Fire Hazard Policy S 4.1, and further recommends the following modifications (in bold italics) to that policy:

Policy S 4.1: Prohibit new subdivisions in ***or adjacent to*** VHFHSZs unless located outside of the wildland urban interface, surrounded by existing development, and the level of service capacity of adjoining major highways can accommodate evacuation. Discourage subdivisions in all other FHSZs.

It is crucial to limit development within the wildland urban interface; however, as written, the Safety Element draft does not define the limits of the wildland urban interface which would make interpretation of this policy difficult. Further, nor does it clearly define how "surrounded" by existing development a proposed subdivision site would need to be in order for the prohibitions to be lifted. The Habitat Authority recommends that these definitions be clearly stated in the document.

Fire Hazard Policy S 4.8 is especially supported because upgrades to existing structures, or any home hardening retrofits as outlined by CalFire (<https://www.readyforwildfire.org/prepare-for-wildfire/get-ready/hardening-your-home/>) may slow the spread of wildfires within communities and reduce damage to structures.

These policies have the potential to prevent loss of life and property from future wildfires; would ease public agency financial burden of additional fuel abatement that new subdivisions within the wildland urban interface would necessitate; and would reduce the impact to natural resources that are already exposed to many edge effects at the wildland urban interface and therefore have the full support of the Habitat Authority.

Thank you for your consideration, and feel free to contact myself or Ecologist Michelle Mariscal ([mmariscal@habitatauthority.org](mailto:mmariscal@habitatauthority.org)) at (562) 945-9003 for further discussion. Also, please maintain our agency on the contact list for this planning process.

Sincerely,



Mike Hughes  
Chair

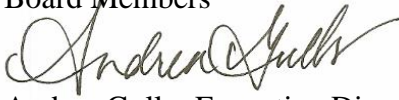
cc: Habitat Authority Board of Directors and Advisory Committee

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

MEMORANDUM

**Date:** November 22, 2021

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 9) Update and discussion regarding redistricting efforts of Los Angeles County Supervisorial Districts as it relates to the Authority.

Recommendation:

This is an update item.

Background:

According to Los Angeles County's website, every ten years supervisorial districts must be redrawn in Los Angeles County so that each district is reasonably equal in population. Redistricting in Los Angeles County in 2021 is being conducted by the 14-member Citizens Redistricting Commission (CRC) that is independent of the Board of Supervisors. They will redraw the districts based on data collected during the 2020 U.S. Census, the boundaries of which will be in effect for the next ten years.

The CRC's final supervisorial district map must be in accordance with the following criteria:

- Districts will be reasonably equal in total resident population – about 2 million each.
- Districts shall comply with the Federal Voting Rights Act.
- Districts must be geographically connected.
- Districts should be drawn so as to minimize dividing cities, neighborhoods, or communities of interest.

The Commissioners voted on October 28, 2021 to move four draft maps (Options A, B, C and D) forward for further public input and discussion. Those maps are attached for your information. There have been several public hearings to date, and there will be more in November to solicit reactions to the current options. On December 15, 2021, the CRC will vote on and adopt the final map. Once finalized, the CRC will file the Final Redistricting Plan with the County Registrar-Recorder. Unless the plan is subject to a referendum petition, it will take effect 30 days after it is filed.

More information can be found at the following website: [redistricting.lacounty.gov](https://redistricting.lacounty.gov).

There will be further discussion at the Authority meeting about possible implications for this agency.

Fiscal Impact:

Unknown at this time.



# Redistricting Fact Sheet

**A first in Los Angeles County history!** An independent Los Angeles County Citizens Redistricting Commission (LA County CRC) will redraw the supervisorial districts for the next 10 years.

## What You Need to Know

### *How This Redistricting Process Differs From Past Practices*

In the past, the Board of Supervisors had the final say before adopting the final redistricted boundaries. Today, the LA County CRC is designed to be independent from the influence of the Board and reflect the County's diversity.

### *Redistricting Overview*

Our work involves adopting supervisorial districts that are about equal in population – about 2 million people per district – based on U.S. Census data. Other considerations are fairness regarding race and ethnicity; not splitting cities, neighborhoods, and communities of interest; and having compact districts.

### *Why Redistricting Matters*

At the local level, periodic redistricting can help to:

- Ensure our County's diverse population and communities have opportunities to have their voices heard
- Enable voters to elect representatives of their choosing and not draw supervisorial districts in such a way as to dilute fair opportunities
- Have Supervisors be responsive to the preferences and needs of residents through:
  - Public policies to improve lives
  - Public services and resources (e.g., public health and medical centers, social services, parks, sheriff, municipal services to unincorporated areas and contract cities... and many more)

**We want a transparent and inclusive process. Have your voice heard by:**

- Attending our regular meetings
- Sharing your thoughts at our Public Forums and Public Hearings
- Submitting written public comments
- Preparing and submitting maps for consideration
- Letting others know about redistricting

**Sign up! Get involved:**

<https://redistricting.lacounty.gov/>



## Who We Are

Co-Chair Daniel Mayeda

Co-Chair Carolyn Williams

Commissioner Jean Franklin

Commissioner David Holtzman

Commissioner Mary Kenney

Commissioner Mark Mendoza

Commissioner Apolonio Morales

Commissioner Nelson Obregon

Commissioner Priscilla Orpinela-Segura

Commissioner Hailes Soto

Commissioner Saira Soto

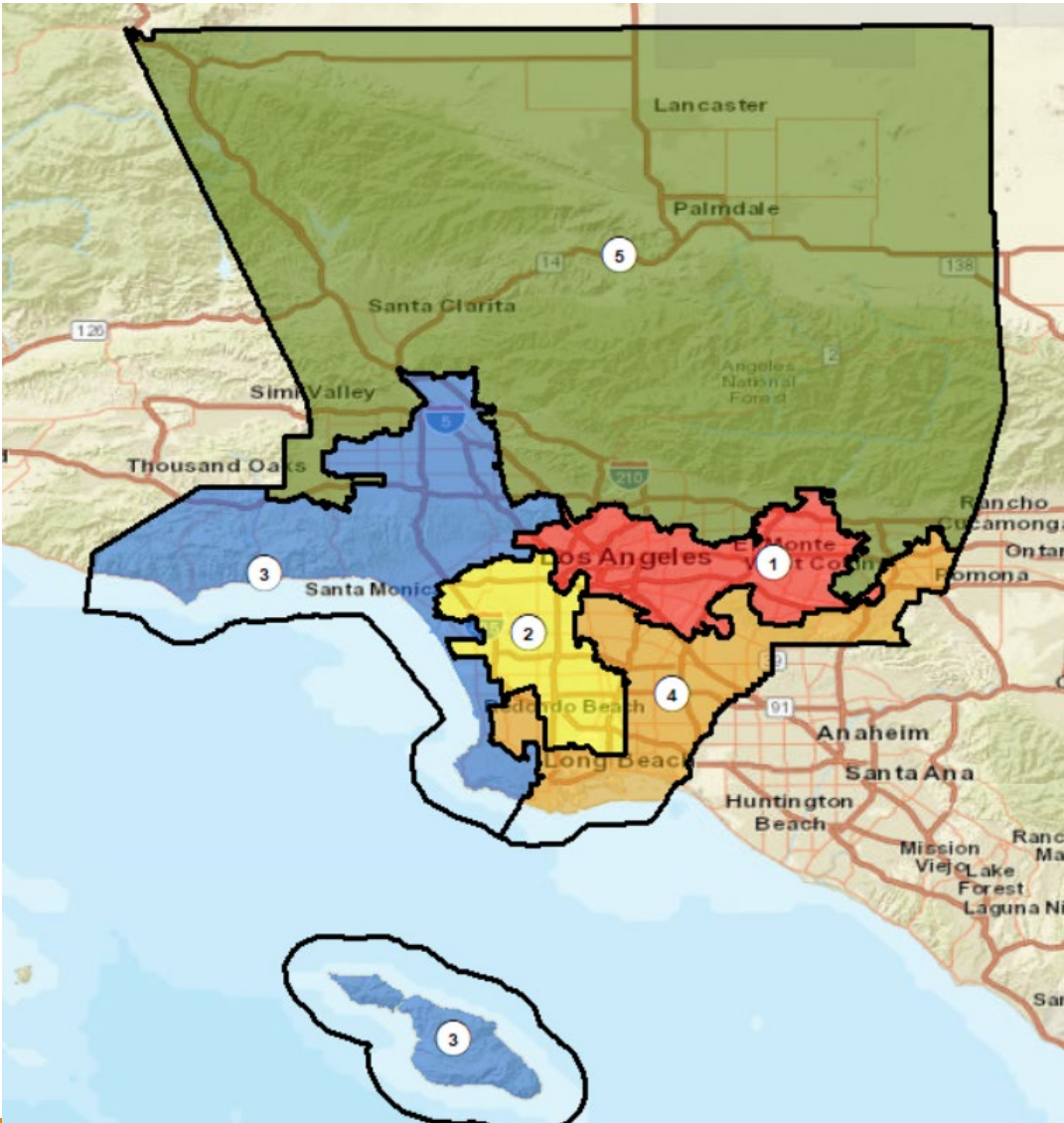
Commissioner Brian Stecher

Commissioner John Vento

Commissioner Doreena Wong

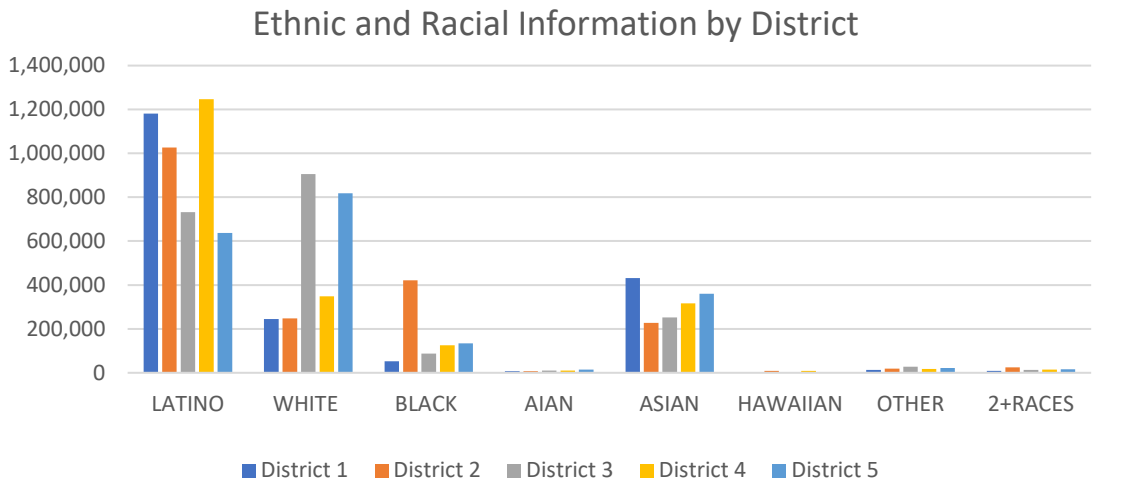


# Plan Name: Draft Map A



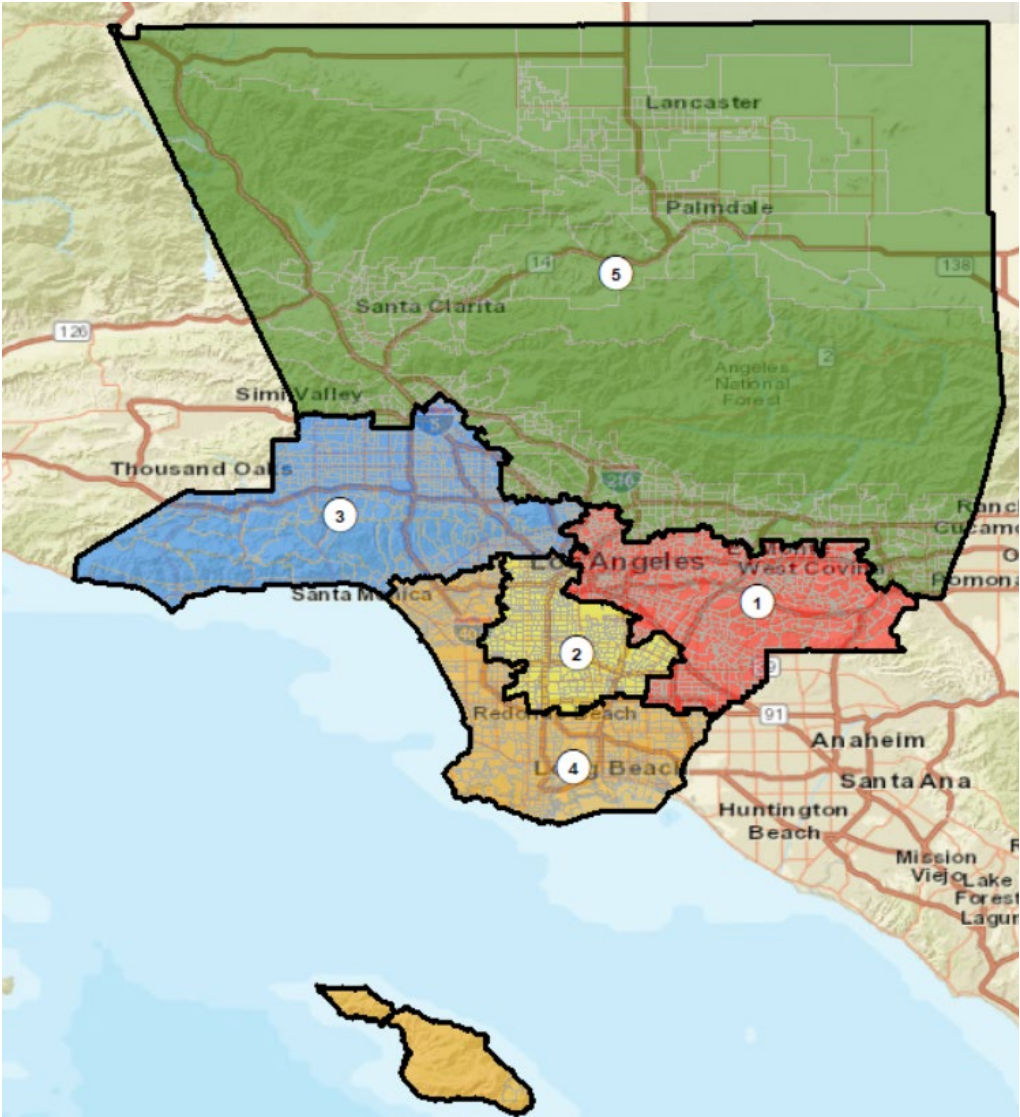
Maximum Deviation – 7.23%			
Name	Total Pop	Deviation	Deviation %
1	1,942,986	-66,599	-3.31%
2	1,980,711	-28,874	-1.44%
3	2,031,020	21,435	1.07%
4	2,088,372	78,787	3.92%
5	2,004,837	-4,748	-0.24%

District	Latino	%	White	%	Black	%	Asian	%
1	1,180,718	60.77%	245,646	12.64%	52,993	2.73%	432,100	22.24%
2	1,026,064	51.80%	247,249	12.48%	421,915	21.30%	227,137	11.47%
3	731,615	36.02%	905,494	44.58%	87,481	4.31%	252,292	12.42%
4	1,246,664	59.70%	349,027	16.71%	125,648	6.02%	316,878	15.17%
5	636,642	31.76%	818,525	40.83%	134,794	6.72%	359,685	17.94%





# Plan Name: Draft Map B

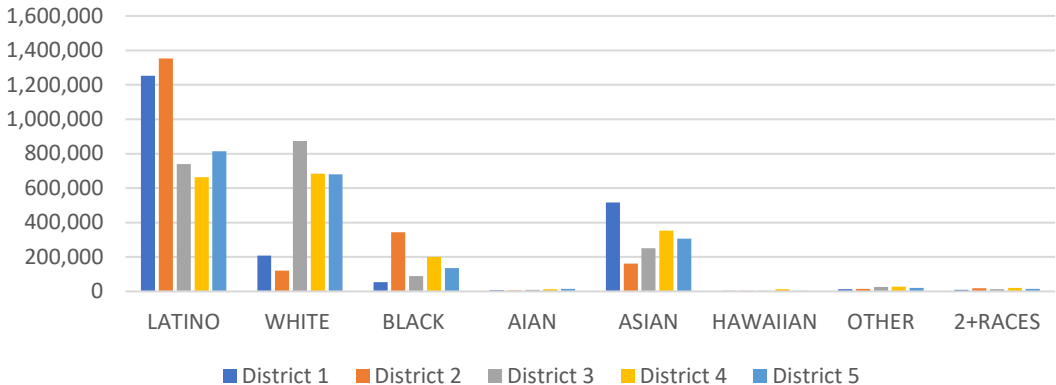


## Maximum Deviation – 4.57%

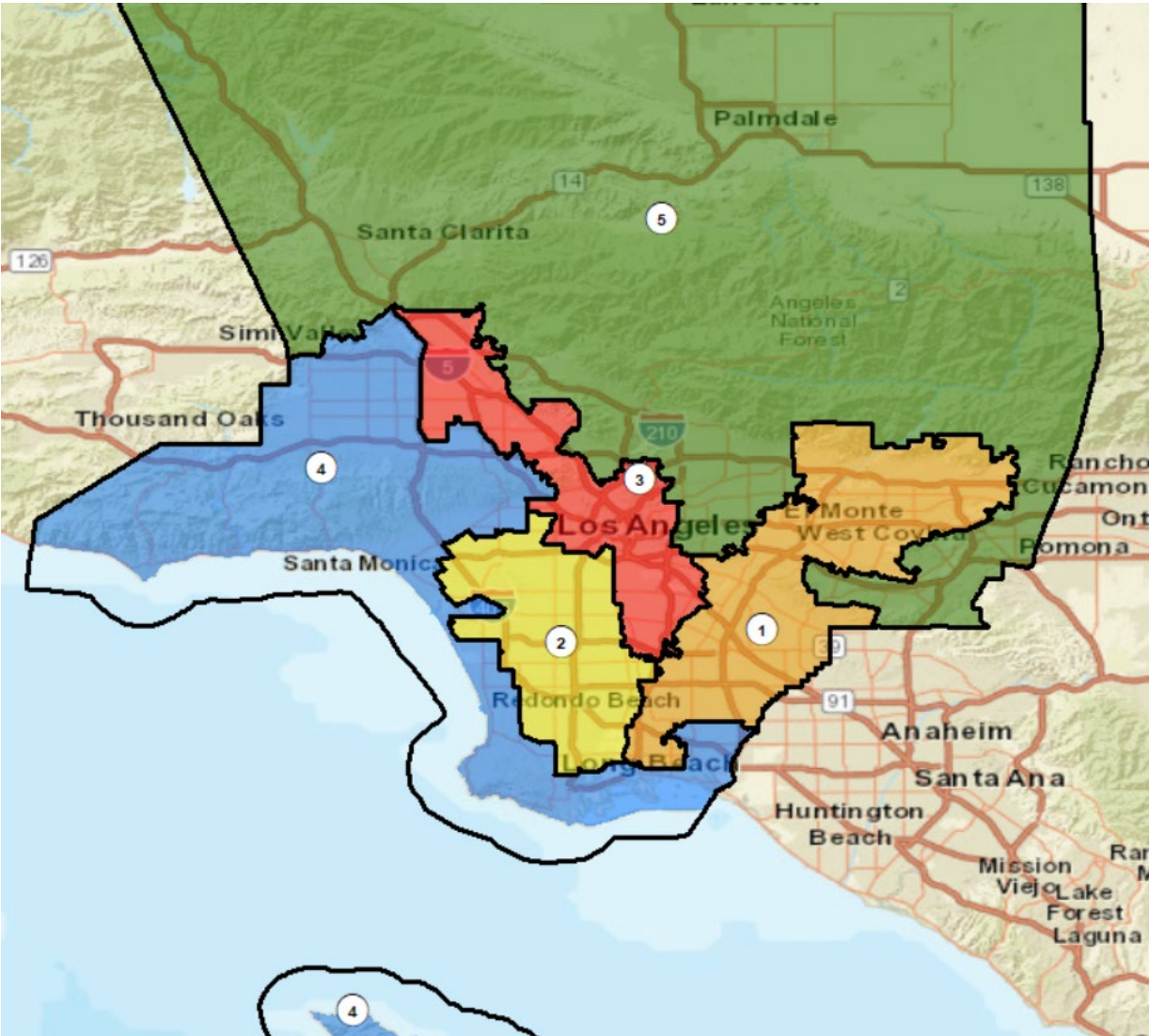
Name	Total Pop	Deviation	Deviation %
1	2,063,488	53,903	2.68%
2	2,020,611	11,026	0.55%
3	2,004,374	-5,211	-0.26%
4	1,971,558	-38,027	-1.89%
5	1,987,895	-21,690	-1.08%

District	Latino	%	White	%	Black	%	Asian	%
1	1,252,297	60.69%	208,008	10.08%	53,333	2.58%	517,245	25.07%
2	1,352,459	66.93%	120,365	5.96%	344,560	17.05%	161,160	7.98%
3	740,331	36.94%	873,500	43.58%	89,112	4.45%	251,423	12.54%
4	662,919	33.62%	684,188	34.70%	199,986	10.14%	352,169	17.86%
5	813,697	40.93%	679,880	34.20%	135,840	6.83%	306,095	15.40%

Ethnic and Racial Information by District



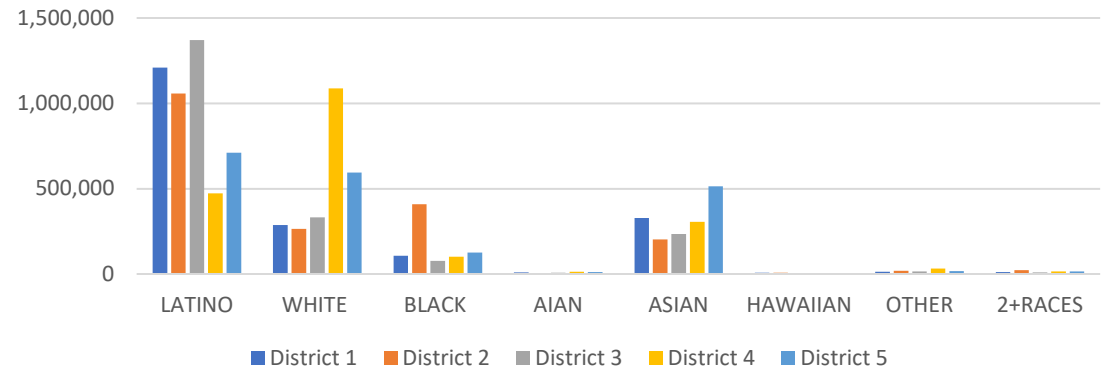
# Plan Name: Draft Map C



Maximum Deviation – 3.61%			
Name	Total Pop	Deviation	Deviation %
1	1,977,715	-31,870	-1.59%
2	1,993,817	-15,768	-0.78%
3	2,050,335	40,750	2.03%
4	2,033,004	23,419	1.17%
5	1,993,055	-16,530	-0.82%

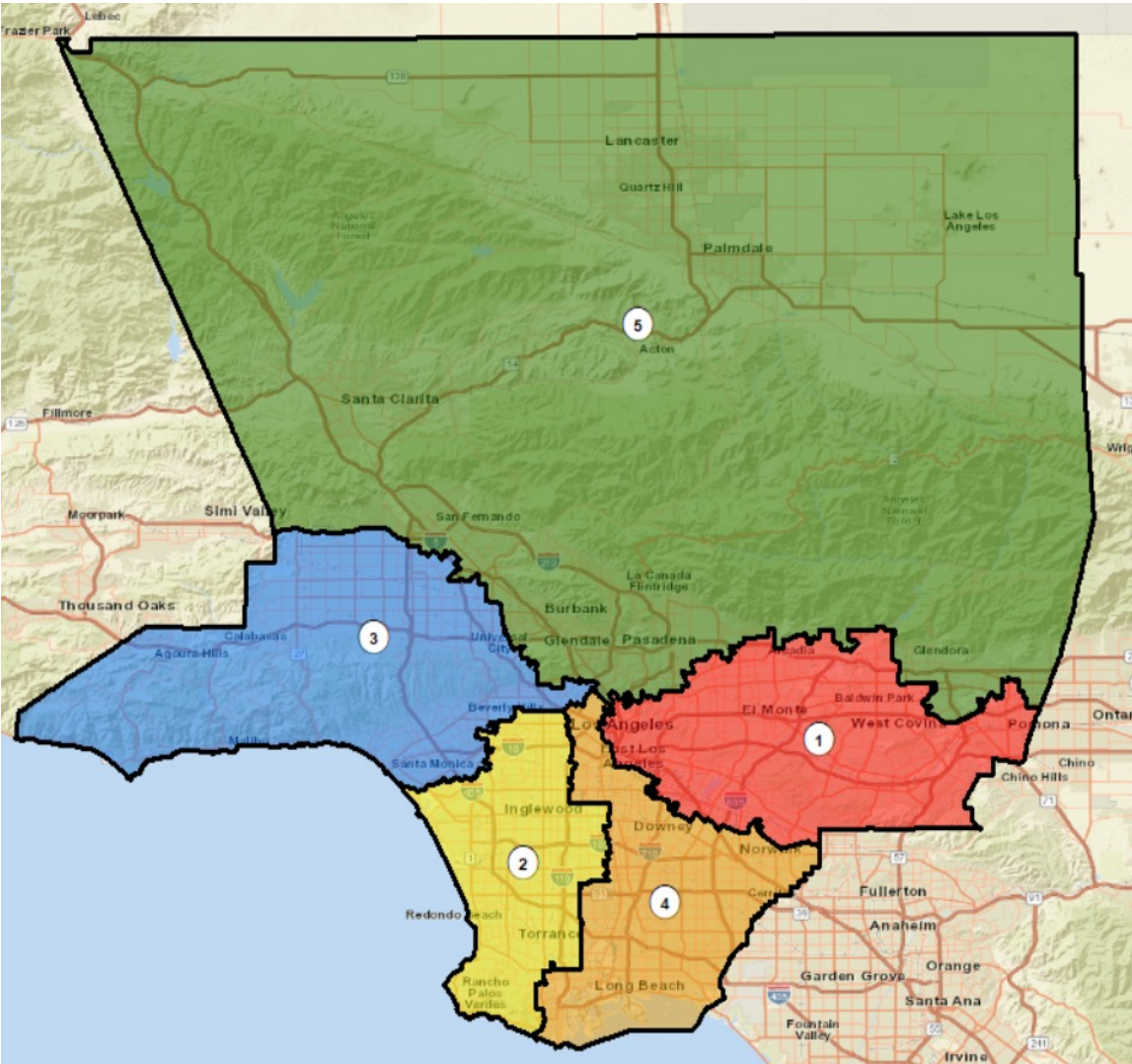
District	Latino	%	White	%	Black	%	Asian	%
1	1,210,333	61.20%	287,372	14.53%	108,079	5.46%	328,125	16.59%
2	1,057,310	53.03%	265,157	13.30%	409,959	20.56%	203,619	10.21%
3	1,370,936	66.86%	331,506	16.17%	77,333	3.77%	235,305	11.48%
4	472,596	23.25%	1,087,347	53.48%	102,131	5.02%	306,029	15.05%
5	710,528	35.65%	594,559	29.83%	125,329	6.29%	515,014	25.84%

Ethnic and Racial Information by District





# Plan Name: Draft Map D

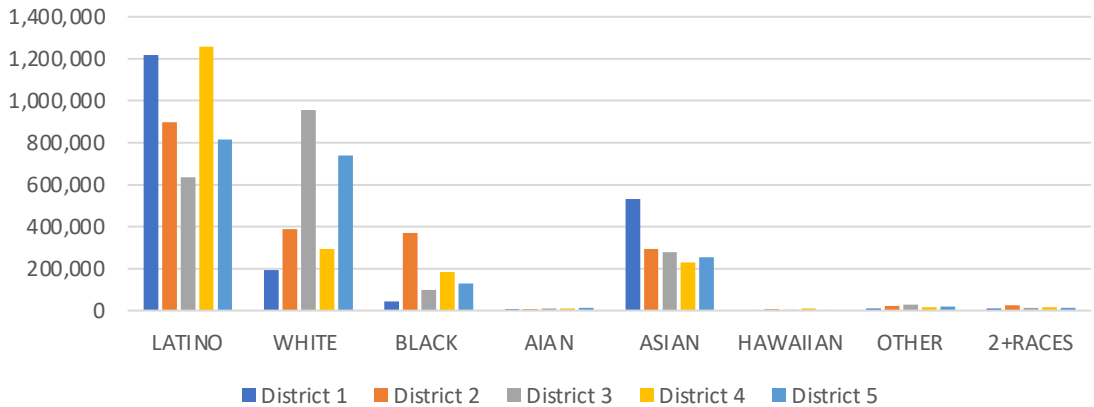


## Maximum Deviation –1.54%

Name	Total Pop	Deviation	Deviation %
1	2,012,440	2,855	0.14%
2	2,008,874	-711	-0.04%
3	2,020,897	11,312	0.56%
4	2,015,731	6,146	0.31%
5	1,989,984	-19,601	-0.98%

District	Latino	%	White	%	Black	%	Asian	%
1	1,217,087	60.48%	191,537	9.52%	44,374	2.20%	530,400	26.36%
2	896,616	44.63%	387,824	19.31%	368,509	18.34%	294,808	14.68%
3	635,248	31.43%	954,081	47.21%	98,124	4.86%	277,055	13.71%
4	1,256,986	62.36%	294,258	14.60%	182,798	9.07%	230,986	11.46%
5	815,766	40.99%	738,241	37.10%	129,026	6.48%	254,843	12.81%

Ethnic and Racial Information by District






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

MEMORANDUM

**Date:** November 22, 2021

**To:** Board Members

**From:**   
Andrea Gullo, Executive Director

**Subject:** Agenda Item No. 10) Discussion and possible action approving Authority Resolution 2021-05 entitled Establishing the Salary, Benefits and Management for Employees with updates including cost of living increases (this Resolution to be read by title only, further reading being waived), and other personnel matters. This matter may be heard in closed session pursuant to Government Code Section 54957.6.

Recommendation:

That the Board approve the attached resolution and amend the budget as appropriate, or provide direction.

Background:

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

Attached for your review is the proposed draft resolution 2021-05. Also, changes from the previously adopted Authority personnel resolution are indicated in strikethrough on one of the attached documents. The changes to the City of Whittier's policies, procedures and systems have been adopted by the City, and are explained in the attached City staff report dated September 14, 2021 on this matter. Below are some of the relevant changes for Authority full-time employees:

- Two-year term of the MOU from July 1, 2021 through June 30, 2023.
- Salary – Five percent (5%) salary increase effective the first pay period commencing on or after July 1, 2021. Three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2022 for nonmanagement employees.

November 22, 2021

Agenda Item 10

Page 2

- Premium Pay – One-time payment of \$3,000.
- Longevity Pay - \$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.
- Bilingual Pay – Increase from \$95 to \$145 per month.
- Accrued Leaves – Update language to allow employees the ability to use accrued leave at six months from date of hire.
- Vacation Cash-In – Remove sick leave clause and automatically allows for maximum rate of vacation cash-out.
- Health Insurance – No increases to employees' existing premium contribution rates.

The cost-of-living increases have already gone into effect for Authority employees.

Fiscal Impact:

Some of the expected costs for this salary resolution were incorporated in the approved Authority budget for fiscal year 2021-22, however costs not included in the current fiscal year budget include:

- cost of living adjustments at an additional cost of \$8,397
- longevity pay would be an estimated additional \$2,500
- one-time payment to staff of \$9,000

The additional fiscal impact could be \$19,897. This amount could be offset with cost savings from the open Naturalist position. Cost savings on average from that vacancy are \$950 each month beginning October 6, 2021; so for instance, if the vacancy cost savings for October and November were incorporated, the overall fiscal impact of the proposed personnel resolution would be \$17,997.

**Puente Hills Habitat Preservation Authority**  
**Endowment Provided by the Puente Hills Landfill**  
**Resolution No. 2021-05**

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

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

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

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

WHEREAS, the Authority has adopted Resolutions No.'s 2000-03, 2001-04, 2002-02, 2003-04, 2004-01, 2004-02, 2004-03, 2004-05, 2004-09, 2005-01, 2005-03, 2005-04, 2006-01, 2006-04, 2007-02, 2007-03, 2007-06, 2008-03, 2008-04, 2009-07, 2012-02, 2013-04, 2013-07, 2014-01, 2015-01, 2015-02, 2016-03, 2017-02, 2018-01, and 2020-03 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.

5. 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.
6. Group Health Insurance – Effective August 1, ~~2017-2021~~ and through August 1, 2024 only, for employees eligible for group health insurance, the Authority shall pick up all medical and dental premium contribution rate increases. Accordingly, the employees' existing premium contribution rates shall remain the same as they were effective August 1, ~~2016-2021~~ through August 1, 2024.
7. 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.
8. 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.
9. Premium Pay – Full time employees will be given one-time payment of \$3,000 upon adoption of this resolution.
10. Bilingual Pay – Full time employees will receive \$145 per month.

## II. MANAGEMENT POSITION

### A. EXECUTIVE DIRECTOR

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

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

3. Salary Range. The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, ~~2018~~ 2021 are as follows. The separation between each salary step shall be approximately five percent (5%).

Executive	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
Director	<del>7,688.38</del>	<del>8,072.80</del>	<del>8,476.44</del>	<del>8,900.26</del>	<del>9,345.27</del>	<del>9,812.54</del>	<del>10,303.16</del>
	<u>8,072.80</u>	<u>8476.44</u>	<u>8900.26</u>	<u>9345.27</u>	<u>9,812.53</u>	<u>10,303.17</u>	<u>10,818.32</u>

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

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

#### A. ADMINISTRATIVE ASSISTANT

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

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

his/her rate of compensation will advance to the next salary step in his/her salary range.

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

3. Salary Range. The classification title and corresponding salary range and salary steps follow as of the first payroll period commencing on or after July 1, 2018~~21~~21. Additionally, there is a three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2022. The separation between each salary step shall be approximately five percent (5%).

Administrative	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
Assistant	<u>3,283.51</u>	<u>3,447.69</u> <del>3</del>	<u>3,620.07</u> <del>3</del>	<u>3,801.07</u>	<u>3,991.13</u> <del>4</del>	<u>4,190.68</u> <del>4</del>	<u>4,400.22</u> <del>4</del>
	<u>3,447.69</u>	<u>.620.08</u>	<u>.801.07</u>	<u>3,991.12</u>	<u>.190.69</u>	<u>.400.21</u>	<u>.620.23</u>

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

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

- a) Paid holidays of 92 hours per year as designated by the Authority.
- b) Paid vacation of eighty (80) hours upon completing twelve (12) months of service to the Authority.
- c) Sick leave to accrue at 8 hours per month (total 96 hours per year).

- d) Group Health Insurance – Effective August 1, 2017~~21~~21 and through August 1, 2021~~3~~3 only, the Authority shall pick up all medical and dental premium contribution rate increases. Accordingly, the employees' existing premium contribution rates shall remain the same as they were effective August 1, 2016~~21~~21 through August 1, 2021~~3~~3.

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

- f) Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for "Classic Members." Effective January 1, 2013, all newly hired employees who are not "Classic Members"

will be classified as “New Members” and shall have the new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code.

5. Overtime. The position of Administrative Assistant is non-exempt (i.e. eligible) to receive overtime pay, and subject to Habitat Authority personnel rules. The Authority shall provide Overtime compensation solely in accordance with requirements of the Fair Labor Standards Act. An Authority employee who is subject to the Fair Labor Standards Act shall obtain prior approval of his/her supervisor as a pre-requisite to performing any work on an overtime basis. An employee that works pre-approved overtime can request that his/her compensation be in pay or accrued compensatory time subject to the approval of the Executive Director. An eligible employee may accrue up to twenty-four (24) hours of compensatory time at any one time. Any of the City of Whittier’s rules and regulations or Memoranda of Understanding with regard to overtime compensation that differ from the Authority’s policy described above shall not be applicable to Authority personnel.
6. Employment Status. The position shall be considered “at-will” which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal

#### B. ECOLOGIST I/II

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

1. Initial Rate of Compensation. The initial rate of compensation of the Ecologist I/II shall be the first step of the salary range that corresponds to the employee’s classification provided, however, that the Executive Director may approve a higher rate of compensation at any step within the salary range because of his/her qualifications or ability.
2. Advancement in the Rate of Compensation: Advancement in the rate of compensation shall be in accordance with the following:
  - a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - b) If on step two after the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.
3. Salary Range. The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, ~~2018~~ 2021



follow. Additionally, there is a three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2022. The separation between each salary step shall be five percent (5%).

Ecologist I	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
	<u>5733.316</u> <u>.019.98</u>	<u>6019.986</u> <u>.320.98</u>	<u>6320.976</u> <u>.637.02</u>	<u>6637.026</u> <u>.968.87</u>	<u>6968.877</u> <u>.317.31</u>	<u>7317.327</u> <u>.683.19</u>	<u>7683.188</u> <u>.067.34</u>
Ecologist II	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
	<u>6593.906</u> <u>.923.60</u>	<u>6923.607</u> <u>.269.78</u>	<u>7269.777</u> <u>.633.26</u>	<u>7633.268</u> <u>.014.92</u>	<u>8014.938</u> <u>.415.68</u>	<u>8415.678</u> <u>.836.45</u>	<u>8836.469</u> <u>.278.28</u>

- a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.
4. Benefits. The Authority shall provide benefits as follows:
  - a) Paid holidays of 92 hours per year as designated by the Authority.
  - b) Paid vacation of eighty (80) hours upon completing twelve (12) months of service to the Authority.
  - c) Sick leave to accrue at 8 hours per month (total 96 hours per year).
  - d) Group Health Insurance – Effective August 1, 2017-2021 and through August 1, 20213 only, the Authority shall pick up all medical and dental premium contribution rate increases. Accordingly, the employees’ existing premium contribution rates shall remain the same as they were effective August 1, 2016-2021 through August 1, 20213.
  - 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

#### 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/I6 (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.

## 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 Chairman of the Board of Directors shall be given approval to sign this Resolution on behalf of the Board, and the Secretary to the Board of Directors shall certify to the passage and adoption thereof.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Chairman, Board of Directors

ATTEST:

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Secretary to the Board of Directors

**Puente Hills Habitat Preservation Authority**  
**Endowment Provided by the Puente Hills Landfill**  
**Resolution No. 2021-05**

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

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

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

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

WHEREAS, the Authority has adopted Resolutions No.'s 2000-03, 2001-04, 2002-02, 2003-04, 2004-01, 2004-02, 2004-03, 2004-05, 2004-09, 2005-01, 2005-03, 2005-04, 2006-01, 2006-04, 2007-02, 2007-03, 2007-06, 2008-03, 2008-04, 2009-07, 2012-02, 2013-04, 2013-07, 2014-01, 2015-01, 2015-02, 2016-03, 2017-02, 2018-01, and 2020-03 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.

5. 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.
6. Group Health Insurance – Effective August 1, 2021 and through August 1, 2023 only, for employees eligible for group health insurance, the Authority shall pick up all medical and dental premium contribution rate increases. Accordingly, the employees' existing premium contribution rates shall remain the same as they were effective August 1, 2021 through August 1, 2023.
7. 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.
8. 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.
9. Premium Pay – Full time employees will be given one-time payment of \$3,000 upon adoption of this resolution.
10. Bilingual Pay – Full time employees will receive \$145 per month.

## II. MANAGEMENT POSITION

### A. EXECUTIVE DIRECTOR

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

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

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

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

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

#### A. ADMINISTRATIVE ASSISTANT

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

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

- b) If on step two after the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.
3. Salary Range. The classification title and corresponding salary range and salary steps follow as of the first payroll period commencing on or after July 1, 2021. Additionally, there is a three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2022. The separation between each salary step shall be approximately five percent (5%).

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

- a) Appropriate step increases shall be approved by the Executive Director as a ministerial act.
4. Benefits. The Authority shall provide benefits as follows:
- a) Paid holidays of 92 hours per year as designated by the Authority.
  - b) Paid vacation of eighty (80) hours upon completing twelve (12) months of service to the Authority.
  - c) Sick leave to accrue at 8 hours per month (total 96 hours per year).
  - d) Group Health Insurance – Effective August 1, 2021 and through August 1, 2023 only, the Authority shall pick up all medical and dental premium contribution rate increases. Accordingly, the employees’ existing premium contribution rates shall remain the same as they were effective August 1, 2021 through August 1, 2023.
  - e) An agency car is available for business use. However, mileage reimbursement will be provided to the Administrative Assistant for the use of his/her personal vehicle to conduct authorized Authority business such as travel between the Authority’s office and the Puente Hills. The Administrative Assistant shall possess a valid California Class C driver’s license.
  - f) Benefits are described in employee contract and as amended herein. Effective February 26, 2006, CalPERS Retirement formula of 2.5% @ 55 was adopted for all local miscellaneous members. This formula is now in place for “Classic Members.” Effective January 1, 2013, all newly hired employees who are not “Classic Members” will be classified as “New Members” and shall have the new 2% at 62 CalPERS Retirement formula. Employee shall pay contributions for either of these two plans under Section 414 (h)(2) of the Internal Revenue Code.

5. Overtime. The position of Administrative Assistant is non-exempt (i.e. eligible) to receive overtime pay, and subject to Habitat Authority personnel rules. The Authority shall provide Overtime compensation solely in accordance with requirements of the Fair Labor Standards Act. An Authority employee who is subject to the Fair Labor Standards Act shall obtain prior approval of his/her supervisor as a pre-requisite to performing any work on an overtime basis. An employee that works pre-approved overtime can request that his/her compensation be in pay or accrued compensatory time subject to the approval of the Executive Director. An eligible employee may accrue up to twenty-four (24) hours of compensatory time at any one time. Any of the City of Whittier's rules and regulations or Memoranda of Understanding with regard to overtime compensation that differ from the Authority's policy described above shall not be applicable to Authority personnel.
6. Employment Status. The position shall be considered "at-will" which means that he/she shall serve at the pleasure of the Executive Director and may be terminated at any time without the right of any appeal

#### B. ECOLOGIST I/II

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

1. Initial Rate of Compensation. The initial rate of compensation of the Ecologist I/II shall be the first step of the salary range that corresponds to the employee's classification provided, however, that the Executive Director may approve a higher rate of compensation at any step within the salary range because of his/her qualifications or ability.
2. Advancement in the Rate of Compensation: Advancement in the rate of compensation shall be in accordance with the following:
  - a) After the first six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - b) If on step two after the second six (6) months of employment, the employee will be provided with a performance review and, if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range.
  - c) Each year of employment thereafter, the employee will be provided with a performance review and if the overall review is satisfactory or higher, his/her rate of compensation will advance to the next salary step in his/her salary range. In no event shall the amount of compensation exceed the maximum of the assigned salary range.
3. Salary Range. The classification title and corresponding salary range and salary steps as of the first payroll period commencing on or after July 1, 2021 follow. Additionally, there is a three percent (3%) salary increase effective the first pay period commencing on or after July 1, 2022. The separation between each salary step shall be five percent (5%).



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

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

#### 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/I6 (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.

## 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 Chairman of the Board of Directors shall be given approval to sign this Resolution on behalf of the Board, and the Secretary to the Board of Directors shall certify to the passage and adoption thereof.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Chairman, Board of Directors

ATTEST:

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Secretary to the Board of Directors

## **Additional Materials**

Minutes  
PUENTE HILLS HABITAT PRESERVATION AUTHORITY  
CITIZENS TECHNICAL ADVISORY COMMITTEE  
September 14, 2021

The regular meeting of the Citizens Technical Advisory Committee was held on Tuesday, September 14, 2021, via video and telephonically.

**I. CALL TO ORDER.**

The Chair, Charles Lawrence, called the meeting to order at approximately 7:06 p.m.

**II. ROLL CALL.**

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

<b>Members Present:</b>	Shelley Andros	Whittier
	Charles Lawrence, Chair	Whittier
	John Houser	County of Los Angeles
	Catherine Houwen	La Habra Heights
	Adam Nazaroff	La Habra Heights

<b>Members Absent:</b>	Roy Francis, Vice Chair	La Habra Heights
	Gina Natoli	County of Los Angeles
	Karen Chang	County of Los Angeles
	Ray Wong	Whittier

**Authority Representatives Present:**

Andrea Gullo, Executive Director  
Michelle Mariscal, Ecologist  
Melissa Miller, Administrative Assistant  
Kenn Hughes, Deputy Chief Ranger, Mountains Recreation  
and Conservation Authority (MRCA)

**Members of the  
Public Present:** none

**III. PUBLIC COMMENTS.**

There were no public comments.

**IV. APPROVAL OF MINUTES FOR THE AUGUST 24, 2021, ADJOURNED  
REGULAR MEETING.**

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

**V. STANDING REPORTS:**

**a. REPORT FROM SOCIAL MEDIA SUBCOMMITTEE.**

Member Andros reported that the activity level on this month's Authority social media platforms has been relatively slow but all positive, especially the reaction to the posting about coyotes on Facebook.

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

Member Nazaroff reported that Los Angeles County's new gate at the end of Punta Del Este Drive in Hacienda Heights seems to be finished.

**VI. DISCUSSION, RECEIVE AND FILE JUNE AND JULY 2021 MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) RANGER REPORTS.**

Deputy Chief Ranger Hughes reviewed these reports and answered the Committee's few questions. The Committee received and filed these reports.

**VII. PRESENTATION, RECEIVE AND FILE STATUS UPDATE REGARDING ONGOING AUTHORITY CAMERA STUDY THAT INVESTIGATES WILDLIFE AND RECREATIONAL USE PATTERNS ACROSS THE HABITAT AUTHORITY'S PRESERVE.**

Ecologist Mariscal provided a PowerPoint presentation reviewing the findings so far from the camera study the Authority has been conducting since the beginning of 2020, noting that no bobcats and only a few coyotes have been seen to have range. The Committee received and filed this update.

**VIII. DISCUSSION AND POSSIBLE RECOMMENDATION TO BOARD OF DIRECTORS REGARDING APPROVING UPDATES TO THE AUTHORITY FISCAL POLICY IN REGARD TO BANK ACCOUNTS.**

Executive Director Gullo presented this item, adding that in section 9.b on page 4 the words "the Authority" should be removed from the second line, for clarity.

Member Nazaroff motioned to recommend to the Board of Directors that they approve this updated fiscal policy as drafted.  
Member Houwen seconded this motion, and in a roll call vote the motion passed unanimously.

**IX. DISCUSSION REGARDING CONDUCTING AUTHORITY MEETINGS IN-PERSON, VIRTUALLY, OR A HYBRID OF THE TWO; UPDATE ON STATUS OF EXECUTIVE ORDER NO. 29-20, UPDATED EXECUTIVE ORDERS, PENDING LEGISLATION.**

Executive Director Gullo advised that the Board of Directors will be discussing this issue at their meeting this week, and that Assembly Bill 361 regarding the extension of Executive Order No. 29-20 is currently on the governor's desk awaiting approval. She added that she will email to the Committee with an update after the Board's meeting, but meanwhile the Committee should plan on their meetings continuing in the virtual format that has been used since the pandemic's beginning.

**X. DISCUSSION, COMMITTEE MEMBERS' STATEMENTS, EXECUTIVE DIRECTOR'S COMMENTS, RESPONSES OR QUESTIONS.**

Executive Director Gullo reported that the Whittier City Council is considering at their meeting tonight the possibility of renaming the Authority's Mariposa Trail in honor of former Councilman and Board Director Bob Henderson, and that she will update the Committee about this at the next meeting.

Chair Lawrence noted today's news article regarding the grants just awarded by the State of California, including to the Authority and the City of La Habra Heights, to reduce fire hazards and increase education about wildfire dangers. Executive Director Gullo noted that this grant will be used by the Authority in 2023 and 2024, with the grant it received earlier from the Rivers and Mountains Conservancy to cover 2022's fire-related expenses. She also thanked the many agencies and people who submitted letters in support of awarding this newly-announced grant to the Authority.

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

There being no further comments, or business to be discussed, Chair Lawrence adjourned the meeting at 8:07 p.m. The next regularly scheduled meeting date is October 19, 2021.





# **Puente Hills Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill

October 21, 2021

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

## **Appreciation for Puente Hills Fuels Reduction and Wildfire Prevention Grant**

Dear Mr. Stanley:

Thank you very much for your agency's award of the Puente Hills Fuels Reduction and Wildfire Prevention Grant to the Puente Hills Habitat Preservation Authority (Habitat Authority).

This grant award comes at a crucial time for the Habitat Authority as it faces financial challenges. The award of this grant ensures that the Habitat Authority can continue to provide urban wildland fuel clearance, remove dead/dying/flammable trees and purchase a mower. All of these will help reduce the fuel load in the Puente Hills and keep the region safe.

Various tree removals and the acquisition of a mower have already been set in motion using this grant.

Your continued support of our agency's efforts is simply invaluable.

With Gratitude,

Mike Hughes  
Chair

C: Board of Directors and Advisory Committee



# **Puente Hills Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill

October 21, 2021

Robert Ferrante, Chief Engineer & General Manager  
Los Angeles County Sanitation Districts  
P. O. Box 4998  
Whittier, California 90607-4998

## **Appreciation for Evaluation of Roof Project**

Dear Robert:

Thank you so much for the reassuring speed and thoroughness of your agency's assistance to us in confirming the extent of the work needed on structures owned by the Puente Hills Habitat Preservation Authority, and reviewing bids for repairs.

Your staff's expertise, as all of your assistance, is invaluable.

With Gratitude,

Mike Hughes  
Chair

C: Board of Directors and Advisory Committee

## Supplemental Responses to General Plan Comments, October 12, 2021

Highlighted rows indicate proposed Draft General Plan revisions.

Written comments received by the City of Whittier through Monday, October 11, 2021 5:00 pm are provided written responses.

Reference Number	Date	Commenter	Comment/Comment Excerpts	Response
CC1	10.4.21	--	11716 Floral is subject to a General Plan Amendment application to change the designation to Medium Density Residential	11716 Floral's designation will be revised to Medium Density Residential, as directed by City Council
CC2	10.5.21	Larry Scher 11821 N Circle Drive Whittier, CA 90601	<p>Item 1: Your explanation of H-R zoning during the Whittier Planning Commission Zoom meeting left me puzzled. When describing Hillside Residential, your only qualifying reference was to density, yet in terms of density H-R, matches R-1. If density is your only consideration, I wonder if you might explain the relevance of "hillside," in regard to your interpretation of the City's H-R zoning definition. The definition and requirements for the designation of "Hillside" Residential, are based on geography rather than your statement only regarding density, otherwise, otherwise why bother to differentiate Hillside at all. The code specifications actually do allow condos, apartments and other higher density uses.</p> <p>By the way, the request for H-R zoning by those living in the Rideout tract, was based on neighborhood environmental protection issues not density issues.</p> <p>Item 2: Given that the most obvious issue the city will face in the future will be the effects of climate change, mainly increasing heat and worsening drought, my immediate concern with the "Plan" is that it fails to acknowledge the most serious issue of our <u>current</u> reality. Why are there no <b>additional</b> solar panel, battery and EV charging requirements beyond those in the 2019 CA Green Building Standards Code Title 24, Part 11. Those requirements, as you are well aware, were a minimal compromise when written and are far out of date, even 2 years later. I'm reminded of the quote from Ousby's Occupation: The Ordeal of France: "Time treats few things more cruelly than the futuristic fantasies of past generations, particularly when they are actually realized in concrete and steel." You've [planned for the past. I believe that the chaos of the past 20 months have shown that even the best thoughts, actions and planning of the previous 30 years have failed.</p> <p>BTW, have you actually visited the Rideout / Citrus Heights neighborhood of Circle Drive and Grande Vista in Whittier? It has some of the oldest, narrowest streets with the tightest curves as well as the steepest slopes of any residential neighborhood the city. And as far as density, it has one of the largest single lots in the city, as well as some areas that are over the density of 3 houses per acre. It also has more zoning exceptions than ever should have been allowed based upon its geography.</p>	<p>Item 1: This letter provides additional comment to a previously submitted letter requesting the parcel's designation be changed from R-1 to Hillside Residential and it is summarizing a verbal response provided during the Planning Commission hearing.</p> <p>This parcel currently has a General Plan designation of Low Density Residential and a R-1 zoning. The proposed designation is Low Density Residential as well.</p> <p>The commenter appears to be confusing General Plan designation with zoning classifications (zones).</p> <p>As the proposed project is the General Plan update, this response focuses on the General Plan issue. A Hillside Residential General Plan designation has a density range of 0-3.0 units per acre, while the Low Density Residential designation has a 3.1-7.0 units per acre. The commenter's lot size and those in the neighboring area result in a density higher than the 3.0 density limit for a Hillside Residential designation. As such, the proposed designation remains as Low Density Residential.</p> <p>The commenter should note that the Low Density Residential designation may permit Residential-Estate (R-E), Hillside Residential (H-R), and R-1 zoning classification. During the subsequent zoning code update, the commenter could request the area's zoning classification be changed from R-1 to R-E or H-R as appropriate.</p> <p>Item 2: The proposed General Plan's sustainability, energy use, and energy efficiency provide the path for policy and building code changes as new technologies emerge.</p>
CC3	10.6.21		Change Hellman Park land use designation to open space.	Hellman Park's land use designation is proposed to be open space, if directed by City Council. Other General Plan text, tables, and figures may be adjusted to reflect the proposed land use designation change, as appropriate.
CC4	10.6.21		Change 7941 Greenleaf Avenue land use destination to Medium High Density Residential Change 6018 Norwalk land use designation (APN 8174-041-028) to General Commercial Housing Overlay	The land use designation changes will be made as directed by City Council.

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CC5	Oct. 7, 2021	Michael Hughes and Ivan Sulic Puente Hills Habitat Preservation Authority	<p>Draft General Plan (version dated July 2021):</p> <ol style="list-style-type: none"> <li>Figure LUCC-5 Sphere of Influence (p. 38) – Please remove the designation for residential development on Habitat Authority-owned property, Turnbull Canyon. This property is managed as open space and was purchased with Los Angeles County voter approved Proposition A funding which prohibits its development.</li> </ol> <p>The City’s response (#16 in Attachment E, General Plan Responses to Comments Table) stated that the County has designated the land use as mentioned above. While that could have been an older land use designation, the County’s current Land Use for Turnbull Canyon is Open Space-Conservation (OS-C), not residential per the following link on the Land Use Policy – General Plan 2035 layer: <a href="https://rpgis.isd.lacounty.gov/Html5Viewer/index.html?viewer=GISNET_Public.GIS-NET_Public">https://rpgis.isd.lacounty.gov/Html5Viewer/index.html?viewer=GISNET_Public.GIS-NET_Public</a> Please update the General Plan document by eliminating residential development land use in Turnbull Canyon.</p> <ol style="list-style-type: none"> <li>Mobility and Infrastructure, Goal MI-6.2 (p. 97) – Please consider the following bolded and strikethrough modifications to this goal, <b><i>“Collaborate with the Puente Hills Habitat Preservation Authority or other applicable land management organization to develop a strategy to address parking near trailheads to address parking intrusion into adjacent residential neighborhoods. This strategy could include parking restrictions for non-residents, creation of trailhead lots, and provision of remote parking with shuttle service”</i></b>. Changes to parking facilities and access to the trailheads directly affects the management and sustainability of the Puente Hills Preserve. The Habitat Authority manages Puente Hills Preserve trailheads and associated parking lots pursuant to the agreement with the City and welcomes collaborative efforts with the City to address these important issues.</li> <li>The City’s response (#25) to comments stated that the City’s policies were designed to stay flexible to address a variety of locations and land management organizations. As such, we offer the following underlined edit to our original bolded and strikethrough modifications comment to Goal MI-6.2: <b><i>“Collaborate with the Puente Hills Habitat Preservation Authority or other applicable land management organization to develop a strategy to address parking near trailheads to address parking intrusion into adjacent residential neighborhoods. This strategy could include parking restrictions for non-residents, creation of trailhead lots, and provision of remote parking with shuttle service”</i></b>.</li> <li>Table RM-2 Parks and Recreation Facilities (p. 140) – Arroyo Pescadero is managed by the Habitat Authority as a Natural Park which allows for passive recreation; please change the designation accordingly from its current designation in the draft General Plan as a Specialty Park which allows for active recreation.</li> </ol> <p>The City’s response (#19) stated that since it is within the city park system the designation as a Specialty Park is appropriate. This response is not consistent with the manner in which the trailhead is managed which is the same as Hellman Park which is designated as a Natural Park. It also is not consistent with the Habitat</p>	<p><b>Figure LUCC-5</b> Sphere of Influence – With the direction of the City Council, the land use designation will be updated, as appropriate.</p> <p><b>Goal MI-6.2</b> – The City and the Habitat Authority have a strong relationship. City staff appreciates this relationship.</p> <p>The City and the Habitat Authority have entered into an agreement about the Puente Hills Preserve trailheads and associated parking lots; however, it is possible that the agreement may not be enacted for the life of the Envision Whittier General Plan. As such, the General Plan needs to provide some degree of flexibility. Furthermore, in General Plan parlance, words such as “collaborate” and “coordinate” imply attaining a level of agreement before the City can act or implement, which may not provide the flexibility required.</p> <p>In an attempt to provide consideration to the Habitat Authority without limiting the General Plan’s flexibility, the following rewording is proposed, <b><i>“Develop a strategy to address parking near trailheads to address parking intrusion into adjacent residential neighborhoods. This strategy could include parking restrictions for non-residents, creation of trailhead lots, and provision of remote parking with shuttle service. Development of this strategy should consider interested parties’ (such as the responsible land management organizations, the adjacent neighborhoods’ residents and resident organizations, others) perspectives.”</i></b></p> <p><b>Arroyo Pescadero</b> – With the City Council’s direction, the Arroyo Pescadero Park’s classification will change to Natural Park.</p> <p><b>Home Hardening</b> – The City agrees with the Habitat Authority that home hardening is important and will move forward with implementing home hardening practices as appropriate. In accordance with State law, CALFIRE reviewed the fire hazard and services goals, policies, and programs and provided recommendations, which were included in the Safety Element’s Errata. Once the CALFIRE Board reviewed and approved the City of Whittier’s fire hazard and services policies, they need to remain as approved. Please note the City’s Safety Element was reviewed after AB 38 was adopted. CALFIRE incorporated AB 38 into its evaluation and recommendations.</p>
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			<p>Authority's adopted Resource Management Plan, or the intent of the acquisition of the open space and development of the trailhead. The City's agreements with the County, 58L1-97-0619 and 58L1-94-0034, allowed for the acquisition of the hills and development of the Arroyo Pescadero Trailhead using Proposition A funding. In summary, the purpose of this funding was for acquisition for development of trails, and acquisition to preserve and maintain significant ecological areas and the last remaining chaparral, oak woodland and coastal sage scrub ecosystems. Active recreation, such as soccer fields would be an allowed use under the Specialty Park designation, and is not compatible with the abovementioned points, therefore we request that Arroyo Pescadero be designated as a Natural Park.</p> <p>5. The Habitat Authority made two comments about home hardening pertaining to Goals and Policies: Wildfire, Goal 5, PSNH-5.9 (p. 176) and Implementation Plan: Program 22, Fire Hazards Severity Zones (p. 218)  <a href="https://www.readyforwildfire.org/prepare-forwildfire/get-ready/hardening-your-home/">https://www.readyforwildfire.org/prepare-forwildfire/get-ready/hardening-your-home/</a></p> <p>The City's responses (#27 and #29) referred to the Fire Department's responses and compliance with state law. With the passage of AB 38 in 2019, state law has been chaptered that requires disclosures of low-cost retrofits to structures in high and very fire hazard severity areas (which includes parts of Whittier) when selling homes. The state has recognized the benefits of low-cost retrofits to "harden" homes in fire severity areas, however the phrase "home hardening" was not found in the City documents. Please ensure that proactive education and enforcement if any of home hardening is included in the General Plan or Implementation Plan documents where the City deems appropriate. Home hardening is a critical element in the overall plan to make communities safer</p>	
CC6	Oct. 12, 2021	Mitchell M. Tsai, Attorney Southwest Regional Council of Carpenters	<p>THE PROJECT FAILS TO PROVIDE THE INFORMATION AND ANALYSES REQUIRED OF ALL HOUSING ELEMENTS A. Background Concerning Housing Elements Housing Elements of General Plans are the planning tools through which local governments ensure they make "adequate provision for the existing and projected housing needs" as determined through the share of the Regional Housing Needs Allocation ("RHNA") process. See Gov. Code § 65580(d). As specified in Gov. Code § 65580 et seq., Housing Elements must include particular information and analyses related to existing and projected housing needs, constraints relative to meeting those needs, and the local government's specific plans to help fulfill those needs. Housing Elements that fail to provide required information and analyses may be deemed by the state or courts to be out of compliance with the law and the local government may be subject to substantial consequences. See Gov. Code §§ 65754, 65754.5, and 65755. B. The City's Housing Element Fails to Provide Required Information and Analyses. The City's Housing Element update is missing critically important information and analyses required by law. Those deficiencies include: ● The failure to describe diligent efforts to include all economic segments of the community in the development and update of the housing element and a summary of the public input received and a description of how it will be considered and incorporated into the housing element, Gov. Code, § 65583(c)(8); ● Failure to report on and analyze implementation of the 5th Cycle Housing Element's</p>	<p>Mitchell M. Tsai, Attorney at Law, has previously submitted letters regarding the Housing Element and the EIR as well.</p> <p>Mr. Tsai submitted a letter to HCD as part of HCD's initial 60-day review. HCD considered Mr. Tsai's comments in its August 2021 comment letter to the City of Whittier. HCD's transmittal email specifically identifies Mr. Tsai's letter as well as others that HCD reviewed and considered. The City of Whittier is addressing HCD comments with the proposed revisions included in the Revised Draft Housing Element. Upon adoption, the City of Whittier will submit the adopted housing element to HCD for a certification review. If additional changes are necessary to attain certification, HCD will provide the City of Whittier with its comments. All members of the public may provide HCD with additional written comments for its consideration.</p> <p>No revisions to the General Plan or Housing Element are proposed.</p>

# Trail now named for ex-councilman

## The Arroyo Pescadero loop now honors preservationist Bob Henderson

By Mike Sprague

PUBLISHED: October 23, 2021 (at top of page A 1 )

Whittier City Council members, Habitat Authority board members and friends all want to name a trail after former Whittier Councilman Bob Henderson, the man who many say saved the Whittier hills, and now he's going along with the idea.

The Puente Hills Habitat Authority's Board of Directors on Wednesday voted 5-0 to name the Arroyo Pescadero loop trail, 7531 S. Colima Road, Whittier, after Henderson. There also will be a Bob Henderson overlook "There would be no Habitat Authority without Bob," Michael Hughes, board chairman, said in a Thursday telephone interview.

"It was his idea," Hughes said. "He is the one who sat and worked with the county and Sanitation Districts. The rest of us kind of just rode along."

Since the 1980s, Henderson was involved in preventing two hillside housing developments — stopping about 1,500 homes— as well as passing the Hillside Preservation Ordinance in 1981 and helping to purchase 320 acres from Unocal, 960 acres from Chevron Oil Co. and 518 acres in La Habra Heights from a developer.

Talk of naming a trail after Henderson began after he stepped down from the Puente Hills Habitat Authority Board in May. He was Whittier's only representative to the board for the joint powers agency when it formed in 1994. The agency manages 3,870 acres of public land.

Henderson also served as chairman from the beginning until 2019. His seat on the board became tenuous after he lost his council seat in 2018 to Councilman Henry Bouchot.

But Henderson in September said he didn't like the idea of naming something after him.

"There are so many other people that I think it is kind of ludicrous to point out one person," Henderson said on giving credit for saving the hills.

"It's never one person who did it," he said. "It took so many people to save the hills. At different times, it was different people."

But on Thursday, Henderson said he will accept the honor during a telephone interview.

"You just can't argue with people trying to do something nice for you," he said. "It's very nice of them. Everyone on the board is a friend."

Hughes said Arroyo Pescadero was chosen, in part because it's entirely in Whittier and other reasons.

"There were some concerns that other trails become at some future point a troubled trail, and we don't want Bob's name associated with a trail that has a problem," he said. "This is a pretty simple clean, straightforward trail."