

**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) and Resolution 22-02, adopted by the Board on February 17, 2022. Members of the public can observe and participate in the meeting as follows:

Via video (Zoom) by joining at this address: <https://us02web.zoom.us/j/89030984962>

Meeting ID: 890 3098 4962

- Or- Phone by joining at these numbers: +1 (669) 900-6833 or +1 (253) 215-8782

Meeting ID: 890 3098 4962, Find your local number: <https://us02web.zoom.us/u/kbVSLzCyLL>

Members of the public may provide electronic comments by 3pm on Wednesday, March 16, 2022 before the meeting to mmiller@HabitatAuthority.org. Please label the email in the subject heading as “Public Comments”. Public comments may also be verbally heard during item #1 of the meeting.

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

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

Pursuant to Section 54954 of the Government Code the Puente Hills Habitat Preservation Authority (Authority), a Regular Meeting of the Board of Directors of the Authority will be held at the call of the Chairperson of the Authority at the above time and place for the purpose of:

1. Receipt of Public Comments.
2. Report by Citizens Technical Advisory Committee.
3. Consent Calendar:
 - a. Approval of Authority Regular Meeting Minutes of February 17, 2022.
 - b. Approval allowing all written resolutions attached to staff reports to be read by title only and waiving further reading.
 - c. Board adoption of Authority Resolution No. 2022-03 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 SUBSEQUENT Period of March 17, 2022, through April 16, 2022.

- d. Receive and file the Authority's Portfolio Earnings Reports and Custom by Instrument Type for February 2022 prepared by the County of Los Angeles Treasurer and Tax Collector.
 - e. Receive and file an update on the completed Ridgewood/Brea Power Phase II Coastal Sage Scrub Mitigation Site.
4. Introduction of Chief Ranger Fernando Gomez. Discussion, receive and file January 2022 Mountains Recreation and Conservation Authority (MRCA) Ranger Report.
 5. Introduction of accounting consultant Kelly Telford, CPA, of Lance, Soll & Lunghard, LLP. Discussion, receive and file Authority End of the year budget fiscal year 2020-21, and Authority half year budget update fiscal year 2021-22.
 6. Discussion and possible action regarding a) receive and file the survey findings related to local funding measure, b) direction on moving forward with either a community facility district or special tax special election, and c) authorization for Executive Director to execute a non-bid contract with SCI Consulting Group for services to facilitate a funding measure in the amount of \$55,500 or \$80,000 dependent on the mechanism.
 7. Discussion and possible action appointing Board Director(s) to the subcommittees a) to coordinate with staff and consultant to address feasibility of a financing mechanism in part for wildfire prevention and management of agency properties, and b) regarding finances including the Authority's specific portfolio of investments.
 8. Discussion and possible action adopting Authority Resolution No 2022-04 Repealing and Replacing the Authority's Purchasing Policy, and authorizing the Executive Director to update any and all documents necessary to reflect the updated purchasing policy.
 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 Chair, Executive Director, and Coast Community College. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)
 10. Instruction to negotiators on property negotiations for Assessor Parcel Numbers 8267-014-904, 8267-014-906 commonly known as the Diaz/Old Coach property and APN 8266-002-901, Powder Canyon. 1) Negotiations for an easement over approximately 1/10th of an acre of the property for heli-hydrant easement, and 2) Negotiations regarding La Habra Road vacation and a portion to be dedicated to the City of La Habra Heights for a fire access easement. Negotiating parties include Board Chair or Vice Chair, Executive Director, and City of La Habra Heights. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)
 11. Instruction to negotiators on property negotiations for Assessor Parcel Numbers 8266-002-901 and 8269-003-900. Negotiating parties include Board Chair, Executive Director, and Rowland

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

12. Board Members' statements, responses, questions or directions to staff, and Executive Director's comments.

13. Adjournment and announcement of next meeting.

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

NOTE: 72 hours prior to Board of Directors meetings, the entire Board of Directors agenda package is available for review, along with any meeting-related writings or documents provided to a majority of the Board members after distribution of the agenda package, at www.HabitatAuthority.org. 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 – February 17, 2022
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

Held via video conference and teleconference

This meeting took place remotely in accordance with Government Code section 54953(e) *et seq.* (AB 361) and Resolution 22-01, adopted by the Board on January 20, 2022. 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/86271717929>

- Or- Phone by joining at these numbers: +1 669 900 6833, +1 346 248-7799,

Meeting ID: 862 7171 7929, Find your local number: <https://us02web.zoom.us/u/kdX8Ibc9w4>

At approximately 3:00 p.m., Executive Director Gullo reported that former Board director Michael Hughes has just today been reappointed to the Authority’s Board of Directors by Los Angeles County Supervisor for the First District, Hilda Solis. Executive Director Gullo administered the oath of office to Mr. Hughes.

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

From Hacienda Heights Improvement Association:

Present: Michael Hughes, Director

From Sanitation Districts of Los Angeles County:

Present: Robert Ferrante, Vice Chair

From City of Whittier:

Present: Jessica Martinez, Director

From County of Los Angeles

Present: Ivan Sulic, Chair

Authority representatives present:

Andrea Gullo, Authority Executive Director

Michelle Mariscal, Authority Ecologist

Melissa Miller, Authority Board Secretary

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

Payam Mostafavi, Esq., Aleshire & Wynder LLP, for Authority Counsel Elena Gerli, Esq., Aleshire & Wynder LLP

DRAFT Minutes of Special Meeting – February 17, 2022
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

Michelle Villarreal, Esq., Aleshire & Wynder LLP
Cathy Houwen, Member of Authority’s Citizens Technical Advisory Committee
(CTAC) and CTAC’s Liaison to Board of Directors

Others present:

Lauren Yokomizo, Authority Alternate Director for County of Los Angeles
Jim Kelly, President, Friends of the Whittier Hills
Claire Schlotterbeck, Executive Director of Hills For Everyone (HFE) and Secretary of
Chino Hills State Park Interpretive Association
Martin Reyes, P. E., Transportation Deputy, Office of Los Angeles County First District
Supervisor Solis
Natasha Krakowiak, Trail Planner, Los Angeles County Department of Parks and
Recreation
Brian Saeki, City Manager, City of Whittier
Stephen Blagden, resident of La Habra Heights

1. RECEIPT OF PUBLIC COMMENTS.

The electronically submitted comment from Scott Martin, Board Member and President of the Hacienda Heights Improvement Association, was acknowledged and received, regarding the selection process of Los Angeles County’s First Supervisorial District for the positions of Authority Board Director and Alternate Director representing the Hacienda Heights community.

Stephen Blagden expressed appreciation for the return of Michael Hughes to the Authority’s Board of Directors.

2. ELECTIONS OF CHAIR AND VICE CHAIR.

Director Hughes motioned to nominate Vice Chair Sulic to continue as Chair. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.
--

Director Hughes motioned to nominate Director Ferrante to serve as Vice Chair. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.

3. REPORT BY CITIZENS TECHNICAL ADVISORY COMMITTEE.

Regarding the February 15, 2022, Authority CTAC meeting, CTAC Member Houwen reported that:

DRAFT Minutes of Special Meeting – February 17, 2022
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

- CTAC has chosen to delay the election of its Chair and Vice Chair until April, when the new representatives for Los Angeles County are expected to be installed, but Cathy Houwen is reconfirmed to continue as CTAC’s Liaison to the Board of Directors;
- CTAC received and filed the Authority workplan update; and
- CTAC recommended to the Board of Directors that they approve submission of an application to the National Park Service Rivers and Trails Conservation Assistance program for a Strategic Signage Update Program.

4. CONSENT CALENDAR:

- a) Approval of Authority Special Meeting Minutes of January 20, 2022.
- b) Approval allowing all written resolutions attached to staff reports to be read by title only and waiving further reading.
- c) Board adoption of Authority Resolution No. 2022-02 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 SUBSEQUENT Period of February 17, 2022, through March 19, 2022.
- d) Receive and file the Authority’s Portfolio Earnings Reports and Custom by Instrument Type for January 2022 prepared by the County of Los Angeles Treasurer and Tax Collector.
- e) Receive and file Receipts and Disbursements for the Authority for the quarter ending December 31, 2021, as submitted by the Los Angeles County Department of Auditor-Controller.
- f) Receive and file information about encroachments on Authority property.
- g) Receive and file Authority workplan update.

Vice Chair Ferrante motioned to approve and receive and file these items. Director Hughes seconded this motion, and in a roll call vote the motion passed unanimously.

5. *DISCUSSION REGARDING RECENT FIRE IN AUTHORITY’S SYCAMORE CANYON AND SPYGLASS ESTATES ON THURSDAY, FEBRUARY 10, 2022.

Executive Director Gullo and Ecologist Mariscal described the reports and the effects of this fire last week. The directors expressed great appreciation for the efforts and coordination of all of the Los Angeles County personnel, City of Whittier police and Authority rangers who responded to this emergency, and they also reminded that everyone must continue to be proactively vigilant against such occurrences.

DRAFT Minutes of Special Meeting – February 17, 2022
BOARD OF DIRECTORS
PUEENTE HILLS HABITAT PRESERVATION AUTHORITY

6. DISCUSSION, RECEIVE AND FILE NOVEMBER AND DECEMBER 2021 AND SECOND QUARTERLY 2021-2022 MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) RANGER REPORTS.

Deputy Chief Ranger Hughes reviewed these reports, with updates about the two encroachment situations and confirmation that the area fire in November and the one in January were not located in the Preserve. The Board received and filed these reports.

7. DISCUSSION AND POSSIBLE ACTION REGARDING APPLICATION FOR NATIONAL PARK SERVICE RIVERS AND TRAILS CONSERVATION ASSISTANCE PROGRAM FOR AN AUTHORITY STRATEGIC SIGNAGE UPDATE PROGRAM.

Executive Director Gullo reviewed this item as presented in the staff report, and there was little discussion. Jim Kelly, President of Friends of the Whittier Hills, stated that his organization has committed \$3,000 towards this project.

Director Hughes motioned to approve the submittal of an application to the NPS RTCA program. Director Martinez seconded this motion, and in a roll call vote the motion passed unanimously.

8. DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE LETTER AGREEMENT AND ANY OTHER NECESSARY DOCUMENTS BETWEEN DAVID DURKIN AND AUTHORITY REGARDING ACCESS TO PROPERTIES DESCRIBED AS ASSESSOR PARCEL NUMBERS 8239-044-903 AND 8239-006-006 IN LA HABRA HEIGHTS ON REPOSADO DRIVE.

Executive Director Gullo reviewed this item as presented in the staff report, and there was little discussion.

Director Martinez motioned to authorize the Executive Director to execute this letter agreement and any other necessary documents between David Durkin and the Authority regarding access to these two parcels on Reposado Drive in La Habra Heights. Director Ferrante seconded this motion, and in a roll call vote the motion passed unanimously.

9. *SIGNIFICANT EXPOSURE TO LITIGATION IN ONE CASE. 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 THE LOCAL AGENCY BELIEVES ARE NOT YET KNOWN TO A POTENTIAL PLAINTIFF OR PLAINTIFFS, THERE IS A SIGNIFICANT EXPOSURE TO LITIGATION AGAINST THE AUTHORITY. (THIS ITEM CAN BE HEARD IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(C), (D)(2), (E)(1).)

At 3:37 p.m. Chair Sulic moved to continue discussion of items 9, 10 and 11 in Closed

DRAFT Minutes of Special Meeting – February 17, 2022
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

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 NUMBERS 8267-014-904, 8267-014-906 COMMONLY KNOWN AS THE DIAZ/OLD COACH PROPERTY AND APN 8266-002-901, POWDER CANYON. 1) NEGOTIATIONS FOR AN EASEMENT OVER APPROXIMATELY 1/10TH OF AN ACRE OF THE PROPERTY FOR HELI-HYDRANT EASEMENT, AND 2) NEGOTIATIONS REGARDING LA HABRA ROAD VACATION AND A PORTION TO BE DEDICATED TO THE CITY OF LA HABRA HEIGHTS FOR A FIRE ACCESS EASEMENT. NEGOTIATING PARTIES INCLUDE BOARD CHAIR OR VICE CHAIR, EXECUTIVE DIRECTOR, AND CITY OF LA HABRA HEIGHTS. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)**

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

- 11. INSTRUCTION TO NEGOTIATORS ON PROPERTY NEGOTIATIONS FOR ASSESSOR PARCEL NUMBERS 8266-002-901 AND 8269-003-900. NEGOTIATING PARTIES INCLUDE BOARD CHAIR, EXECUTIVE DIRECTOR, AND ROWLAND WATER DISTRICT. (This item can be heard in closed session pursuant to Government Code Section 54956.8 regarding real estate negotiations.)**

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

At 4:10 p.m. Chair Sulic moved to end the Closed Session and the Open Session recommenced.

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

Director Hughes thanked everyone for their patience with the process of the county's redistricting, and for welcoming him back to the Authority Board.

Chair Sulic thanked the other directors for their vote of confidence in electing him to the position of Chair.

The directors all, again, thanked the efforts of everyone involved in responding to the fire emergency last week.

Chair Sulic asked about the progress of the wayside display for the trail to be renamed for former Board Director Bob Henderson, and Executive Director Gullo replied that a draft has been edited, and once the contractor receives the panel from the east coast he can mobilize construction.

Executive Director Gullo added that Ecologist Mariscal is continuing her outreach efforts with a presentation tonight to Whittier Audubon and with plans for Earth Day in April.

DRAFT Minutes of Special Meeting – February 17, 2022
BOARD OF DIRECTORS
PUENTE HILLS HABITAT PRESERVATION AUTHORITY

13. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING.

There being no further comments, or business to be discussed, Chair Sulic adjourned the meeting at 4:20 p.m. The next regular meeting date is March 17, 2022.

Approved:

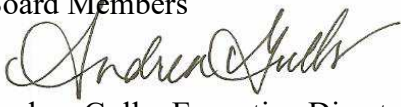
Ivan Sulic, Board Chair

Melissa Miller, Board Secretary

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

MEMORANDUM

Date: March 17, 2022

To: Board Members


From: Andrea Gullo, Executive Director

Subject: Agenda Item No. 3c) Board adoption of Authority Resolution No. 2022-03 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 SUBSEQUENT Period of March 17, 2022 through April 16, 2022.

Recommendation:

That the Board adopt the attached resolution, 2022-03.

Background:

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

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

It has been close to 30 days from the adoption of the Authority's 2022-02 resolution which was approved at the last Board meeting on February 17, 2022 and valid through March 19, 2022, so the attached is a subsequent resolution extending the timeframe for virtual meetings through April 16, 2022.

RESOLUTION NO. 2022-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUENTE HILLS HABITAT PRESERVATION AUTHORITY PROCLAIMING A LOCAL EMERGENCY PERSISTS AND RE-AUTHORIZING THE USE OF REMOTE TELECONFERENCE MEETING PROCEDURES BY THE BOARD OF DIRECTORS AND ALL STANDING COMMITTEES FOR THE PERIOD MARCH 17, 2022 THROUGH APRIL 16, 2022, AS AUTHORIZED BY GOVERNMENT CODE SECTION 54953(E) *ET SEQ.*

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

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

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

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

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

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

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

WHEREAS, the Board previously adopted Resolution No. 2022-02 on February 17, 2022, finding that the requisite conditions exist for the Board and all standing committees of the Authority to conduct remote teleconference meetings without compliance with Government Code section 54953(b)(3), as authorized by Government Code section 54953(e) *et seq.*; and

WHEREAS, as a condition of extending the use of the remote teleconference meeting procedures provided in Government Code section 54953(e), the Board must reconsider the circumstances of the state of emergency, and as of the date of this Resolution, the Board has done so; and

WHEREAS, a state of emergency persists, as initially identified and described by the Governor in the proclamation of 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) issued on March 4, 2020, pursuant to Government Code section 8625; and

WHEREAS, State of California and Los Angeles County Department of Public Health officials continue to impose or recommend measures to promote social distancing, as reflected by (without limitation) current State and County Public Health Officer Orders and related orders and guidance; and

WHEREAS, the Board hereby finds that the emergency conditions persist 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 reaffirms, reauthorizes, and continues the existence of a local emergency and ratifies state and local orders for social distancing; and

WHEREAS, the Board hereby finds that, as a consequence of the local emergency persisting and the imposed or recommended social distancing measures, the Board and 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, 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 reconsiders the conditions of the state of emergency as proclaimed by the Governor, the existence of emergency conditions in the Authority, and reaffirms, reauthorizes, and continues the existence of a local emergency throughout the Authority.

Section 3. The Board finds that holding the meetings of the Board and standing committees of the Authority in person continues to present imminent risk to the health and safety of attendees as a result of the increased risk of the spread of the COVID-19 virus among those in attendance, as required by Government Code section 54953(e) *et seq.*

Section 4. Further, the Board finds that the State of California and Los Angeles County Department of Public Health officials continue to impose or recommend measures to promote social distancing; and

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, continuing to conduct open and public meetings remotely in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, for all Board meetings and all standing committee meetings of the Authority.

Section 6. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) April 16, 2022, or such time the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board and standing committees of the Authority may continue to meet remotely, without compliance with Government Code section 54953(b)(3), but otherwise as permitted by Government Code section 54953(e) *et seq.*

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

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

PASSED AND ADOPTED at the Regular Meeting of the Board of Directors of the Puente Hills Habitat Preservation Authority duly held on 17th day of March, 2022, by the following vote:

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

Chair, Board of Directors

WITNESS my hand of said Authority this 17th day of March, 2022.

Melissa Miller, Secretary



KEITH KNOX
TREASURER AND TAX COLLECTOR

COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 462, Los Angeles, California 90012
Telephone: (213) 974-2139 Fax: (213) 626-1701
tfc.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

March 7, 2022

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

Email: agullo@habitatauthority.org

PUENTE HILLS HABITAT PRESERVATION AUTHORITY MONTHLY INVESTMENT REPORTS

Dear Andrea Gullo:

We have enclosed the Puente Hills Habitat Preservation Authority Portfolio Income Reconciliation Report (Earnings Report), Custom Position Report, Purchase Detail Report, and Chronological Detail Report for the month ended February 28, 2022, for your review and reference.

Should you have questions, you may contact Ms. Marivic Liwag, Assistant Operations Chief, of my staff at (213) 974-7371, or mliwag@tfc.lacounty.gov.

Very truly yours,

KEITH KNOX
Treasurer and Tax Collector

Jennifer Koai
Operations Chief

JK:ML:az

Enclosures

INCOME RECONCILIATION REPORT



Run Date: 3/1/2022 9:47:46 AM

From Date: 2/1/2022 To Date: 2/28/2022

Inv No.	Security Description	CUSIP	Effect Rate	Stored Yield	Durat	Cur Par Value	Posted Int/Div	Beginning Prem/ (Disc)	Accretion Income	(Amortization) Expense	Scheduled Accruals	Gain (Loss)	Total Income
117243	FFCB 2.50 (C	3133EMW65	2.5000	2.5000	15.4710	22,675,000.00	0.00	0.00	0.00	0.00	47,239.58	0.00	47,239.58
Inv Type: 1040 FFCB Fxd-			2.5000	2.5000	15.4710	22,675,000.00	0.00	0.00	0.00	0.00	47,239.58	0.00	47,239.58
114424	FHLMC 2.00 (3134GWS09	2.0000	2.0000	17.5760	9,500,000.00	95,000.00	0.00	0.00	0.00	15,833.33	0.00	15,833.33
Inv Type: 1500 FHLMC Fxd			2.0000	2.0000	17.5760	9,500,000.00	95,000.00	0.00	0.00	0.00	15,833.33	0.00	15,833.33
Subtotal			2.3524	2.3524	16.0925	32,175,000.00	95,000.00	0.00	0.00	0.00	63,072.91	0.00	63,072.91
Grand Total						32,175,000.00	95,000.00	0.00	0.00	0.00	63,072.91	0.00	63,072.91
Count 2													

Custom Position Report

As Of Date: 02/28/2022

Run: 03/01/2022 09:50:57 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)	3134GWS09	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						32,175,000.00	32,175,000.00	32,175,000.00	0.00



Chronological Detail Report

From Date: 2/1/2022 To Date: 2/28/2022

Date Basis: Settlement

Run: 03/01/2022 09:52:39 AM

Reporting Currency: Local

LA County

Inv.	TXN	Description	Settle Date	Maturity	Rate	Yield	Par Value	Book Value	Interest	Amort / (Accret)	(Gain) / Loss	Settlement
Fund Grp: 4000 SPI-SPECIFIC PURPOSE INVSTMNT												
114424	INTR	FHLMC 2.00 (CAL	02/28/22	08/27/43	2.000000	2.000000	0.00	0.00	-95,000.00	0.00	0.00	95,000.00
Fund: 4350 PHHPA-PH HABITAT PRESERVATION AU												
							Subtotal	0.00	-95,000.00	0.00	0.00	95,000.00
Grand Total							0.00	0.00	-95,000.00	0.00	0.00	95,000.00



Chronological Detail Report

From Date: 2/1/2022 To Date: 2/28/2022

Date Basis: Settlement

Run: 03/01/2022 09:52:39 AM

Reporting Currency: Local

LA County

SUMMARY

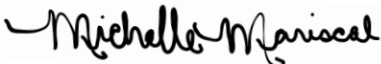
Assets	Yield	Par Value	Original Face	Book Value	Prem / (Disc)	Amort / (Accret)	(Interest)	(Gain) / Loss	Settlement
INTR	.000	0.00	0.00	0.00	0.00	0.00	-95,000.00	0.00	95,000.00
Totals :	.000	0.00	0.00	0.00	0.00	0.00	-95,000.00	0.00	95,000.00

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

MEMORANDUM

Date: March 17, 2022

To: Andrea Gullo, Executive Director



From: Michelle Mariscal, Ecologist

Subject: Agenda Item No. 3e) Receive and file an update on the completed Ridgewood/Brea Power Phase II Coastal Sage Scrub Mitigation Site.

Recommendation:

That the Board receive and file this update on the project completion.

Background:

In February 2010, the Authority entered into an agreement with Broadrock Renewables (formerly known as Ridgewood or Brea Power; currently known as EDL Energy), subsequently amended on August 10, 2010 and August 29, 2011, that involved restoring 1 acre of coastal sage scrub within the Preserve on City of Whittier-owned property to satisfy compensatory mitigation obligations as result of impacts of the Olinda Alpha Landfill Gas-to-Energy facility in Brea. The restoration was implemented in two phases to accommodate amended acreage for landfill project impacts. In 2011, the first phase of the mitigation project was installed; it received sign-off from the regulatory agencies in February 2017 certifying that the site had met established performance standards set forth in the project's Habitat Restoration Plan.

In 2015, the second phase of the project (0.5 acres) was installed and a conservation easement, granted by the City of Whittier to the Authority, was recorded in November 2016. The contracted ecological consulting firm, Land IQ, prepared the fifth annual report documenting the establishment of the mitigation site, meeting established performance standards, which the Authority submitted to the regulatory agencies in October 2021 with a request for project sign-off. In January 2022, Authority staff coordinated a site visit with the California Department of Fish and Wildlife (CDFW) and United States Fish and Wildlife Service (USFWS) staff, at which time they were pleased with the success of the site. On March 1, Authority staff received a joint sign-off letter from CDFW and USFWS confirming that all mitigation terms and conditions have been met and that both agencies deemed the mitigation successful. Therefore, there are no further monitoring obligations related to this site. The project is completed.

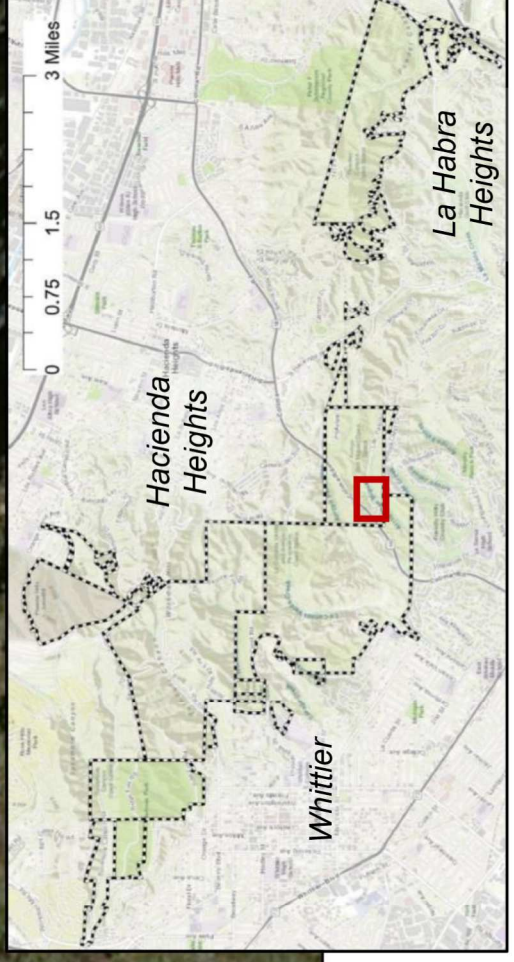
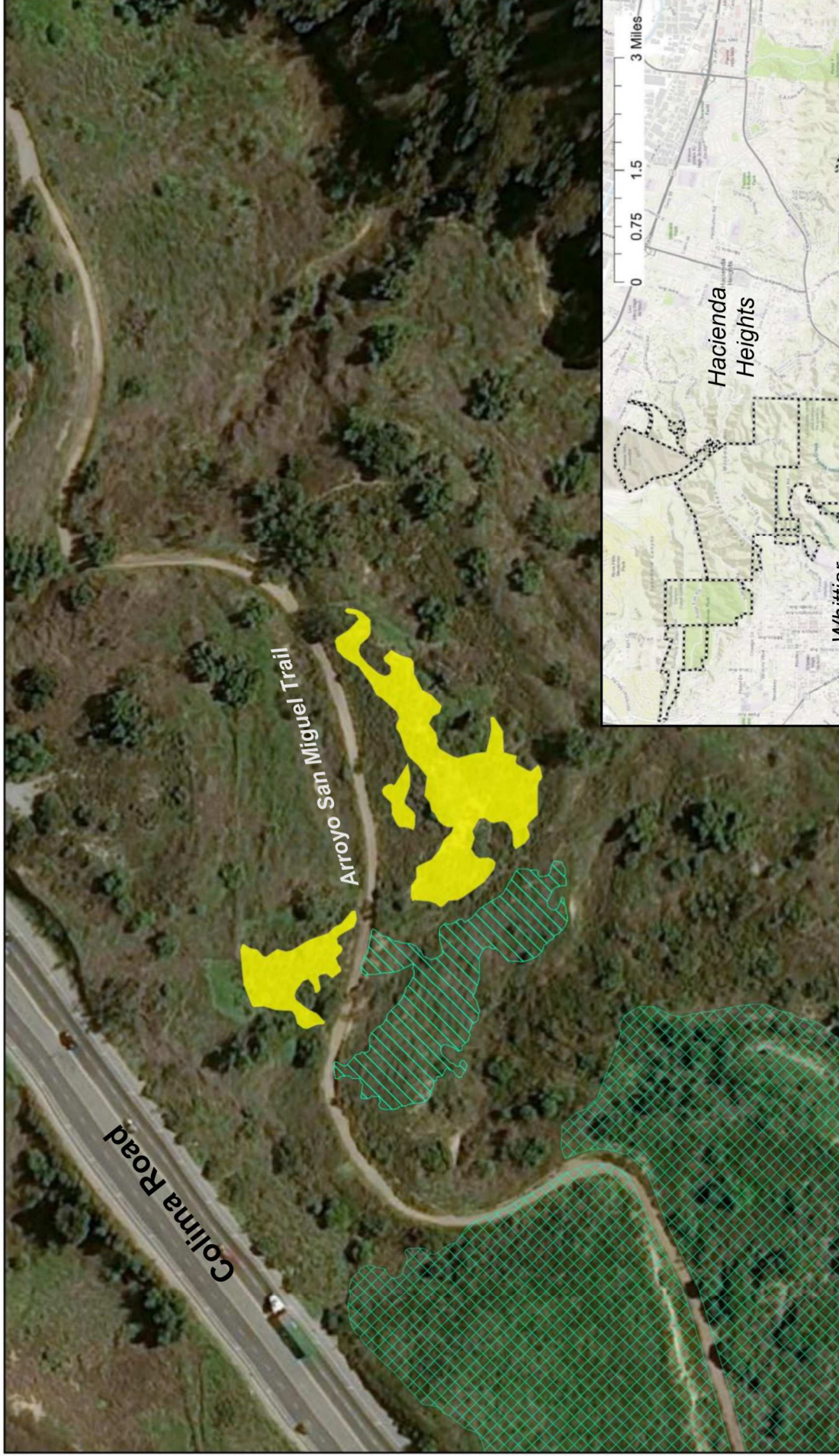
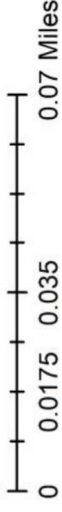
Fiscal Impact:

Costs for this mitigation project remained within the anticipated budget. The Authority received \$310,867 from Broadrock Renewables to complete both phases of the project which included a \$25,000 Authority Access and Administration fee and contingency funds for unforeseen risks and liabilities. Remaining funds were previously invested in the Habitat Authority endowment portfolio. There was no long-term endowment established for management of this mitigation project; management of the site will be the ongoing responsibility of the Habitat Authority.







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

Item 3e. Exhibit 1– Ridgewood/Brea Power Phase II mitigation site map with adjacent restoration areas



Legend

-  Puente Hills Preserve boundary
-  Ridgewood/Brea Power Mitigation Site- Phase II (0.5 ac)
-  Ridgewood/Brea Power Mitigation Site- Phase I (0.5 ac)
-  OCWR Mitigation Site (15 ac)

Item 3e. Exhibit 2

Before and after photos of the Ridgewood/Brea Power Phase II mitigation restoration site



Pre-Restoration March 2014



Post Planting/Seeding After the 4th Year of Establishment April 2019



Post Planting/Seeding After the 6th Year of Establishment April 2021



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

January 31, 2022

Puente Hills Habitat Preservation Authority Ranger Services Activities for January 2022

- Continued general patrol for: providing visitor information, identifying hazardous conditions and correcting illegal activity.
- Continued general maintenance for: graffiti removal, vandalism repair, litter and dumping removal, fence and gate repairs, sign installations and repairs and trail maintenance.
- Met with Habitat Authority staff regarding fuel modification bids for mechanical work.
- Attended the Puente Hills Habitat Preservation Authority (Habitat Authority) Board meeting and the Citizens Technical Advisory Committee meeting.
- Participated in our ranger monthly management meeting.
- Attended the monthly Habitat Authority Volunteer meeting.
- Continue monitoring the contractors installing the Heli-hydrant at the Diaz Property in La Habra Heights. The Heli-hydrant tank has been installed.
- Responded to a fire on the Rose Hills property above the Spyglass estates. The fire did not reach Habitat Authority property.
- Picked up dumping including:
 - Debris at Arroyo San Miguel.
 - Debris along 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 January the following animal was observed.
 - Coyote on Colima Rd.
- Continue to monitor the Harbor underpass. No activity to report.
- Met with Gas Company regarding gas line repairs in front of Sycamore Canyon.

- Continue to pick up dog defecation at all the trailheads.
- Cleaned up large graffiti in the tunnel under Colima Road.
- Checked on fallen eucalyptus trees at the end of San Lucas in Arroyo Pescadero.
- Discovered damage to the water lines at the Hacienda Hills Trailhead along the service road.
- Discovered a new encroachment on Skyline Drive. Continue working with the owner to resolve it.
- Discovered an encroachment on Gotera Drive. It has been resolved.
- Met with contractor to remove weeds below the Spyglass estates.
- Discovered information about an E-Bike class in Turnbull Canyon. Unable to locate. The class has been discontinued.
- Continue to patrol the SCE, Brea 57 site and Monterey mitigation sites in Powder Canyon and the Olinda site in Arroyo San Miguel.
- Dealt with various violations including:
 - In the Preserve after hours at Sycamore Canyon, Hacienda Hills, Powder Cyn., Hellman Park and Arroyo Pescadero.
 - Parking violations at Arroyo Pescadero, Hacienda Hills Trailhead, Sycamore Canyon and Ford property.
 - Dogs in Sycamore Canyon
 - Hikers in Turnbull Canyon and Powder Canyon after rain.
 - Loud music in the Hacienda Hills and Arroyo Pescadero.
 - Smoking at Arroyo Pescadero.
 - Marijuana in Turnbull Canyon.
 - Alcohol in Turnbull Canyon.
 - Warn and advise electric bikes in Turnbull Canyon, Powder Canyon and Hacienda Hills.
 - Dogs off leash in the Hacienda Hills and Powder Canyon.
 - Bikes in Arroyo Pescadero.
 - Bikes in Powder Canyon and Turnbull Canyon after hours.
- 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 once in January.
- 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.
- 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.
- Continue to conduct perimeter patrols of all property for fence damage, illegal access points, rope swings, and encroachments.
- Received several calls during the month of January to our 24-hour ranger emergency services number including:
 - Caller reporting people above Grande Vista with fireworks.
 - Reporting a water leak at the Hacienda Hills Trailhead.
 - Reporting 4 people jumping the fence at the Hacienda Hills Trailhead after hours.
 - Reporting fireworks at Fullerton/ East Road.
 - Hiker with 2 small girls in the Hacienda Hills concerned that they won't make it to the trailhead before closing.
 - Reporting seeing someone sleeping in the restroom at Sycamore Canyon.
 - Call from Whittier Police regarding motorcycle in Hellman Park.
 - Call from resident in La Habra Heights regarding new gate he wants to install.
 - Caller reporting motorcycles, homeless and hikers in Hellman Park.
 - Hiker locked in at Sycamore Canyon.
 - Reporting dogs in Sycamore Canyon.
 - Reporting a vehicle in the parking lot at Hellman Park.
 - Reporting a large eucalyptus tree fell in his backyard.
 - Caller inquiring if he can ride his motorcycle in Powder Canyon.
- Continue to work closely with Executive Director Andrea Gullo on various projects and assignments as requested.

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

Sincerely,

K E Hughes


Kenn Hughes
Deputy Chief Ranger

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

MEMORANDUM

Date: March 17, 2022

To: Board Members

From: 
Andrea Gullo, Executive Director

Subject: Agenda Item No. 5) Introduction of accounting consultant Kelly Telford, CPA, of Lance, Soll & Lunghard, LLP. Discussion, receive and file Authority End of the year budget fiscal year 2020-21 and Authority half year budget update fiscal year 2021-22.

Recommendation:

That the Board receive and file Authority budget reports.

Background:

End of the Year Budget 20-21

Attached for your review is the Fiscal Year (FY) 2020-2021 operational expense budget prepared by the Authority's accounting consultant and associated detailed reports prepared by staff.

The FY 2020-2021 Revenue was budgeted for \$1,357,614, and 85% (or \$1,160,139) of the budgeted revenue was received. The shortfall was due to not collecting FY 2020-2021 Los Angeles County Measure A Maintenance and Servicing reimbursements. This is expected to be collected in FY 2021-2022.

The FY 2020-2021 Expenses (Operations) was budgeted for \$1,398,093, and 91% (or \$1,269,133) was spent. Expenditures for mitigation projects totaled \$1,095,313. These mitigation projects are primarily funded on a reimbursement-basis by outside sources. As of June 30, 2021, the Authority's cash balance in the County pool was \$8,558,843, of which \$175,000 was a result of called bonds from the Authority's \$32 million specific portfolio investments (SPI) that had not yet been reinvested at the time.

Lastly, the Board has set aside a \$1,000,000 emergency fund that remains unaffected.

Half Year Budget 21-22

The attached is the Authority's half-year budget report. The budget was approved by the Board in July 2021 in the amount of \$1,618,570 for revenue and \$1,432,276 for expenses. Subsequent to adoption, a budget amendment totaling \$108,850 was recorded to show the budgeted revenues and expenses for the purchase of the mower and additional tree removal services which will be funded with the RMC grant.

March 17, 2022

Agenda Item 5

Page 2

As of December 31, 2021, \$390,456 for operations had been expended. The half-year expended amount may seem low because some of the expenses from the past six months were not invoiced before December 31, 2021, such as ranger services and technical services. As with every year, many expenditures will occur within the next six months including ranger services, annual fuel modification, agency insurance, etc.

The revenue received by December 31, 2021 totals \$386,614. Revenues from the County allocations for the current fiscal year for Measure A M&S funding is tenuous depending on which expenditures will qualify under their new grant guidelines adopted last year and again updated this year. It should be noted that a portion of the budget represents estimated amounts the Authority expects to receive related to prior years but no revenue has been received as of the date of this report. At this point in time, it is unknown when these amounts will be received and whether or not they will be received in their entirety.

The beginning cash (not accrual) balance at the start of this fiscal year was \$8.5 million. As of December 31, 2021, the cash balance of agency funds in the County pool was \$7.9 million.

The mitigation restoration budget of the FY 21-22 is \$756,984, and \$255,392 had been expended as of December 31, 2021. These funds are provided by third parties and held as restricted funds.

Puente Hills Habitat Preservation Authority
 Endowment Provided by the Puente Hills Landfill
 Fiscal Year 2020-21
 Summary Sheet
 End of Year

Beginning Balance in County Pool \$ 13,611,071 \$ 13,611,071

	Approved	Year End
Revenue	\$ 1,357,614	\$ 1,160,139
Expenses		
<i>Annual Operations</i>	1,398,093	1,269,133
Revenue - Operating Expenses	(40,479)	(108,994)
Mitigation projects ⁽¹⁾	1,074,900	1,095,313
Transfers out to Investment Account	(4,000,000)	(3,983,563)
Ending Balance	\$ 8,495,692	\$ 8,423,200

Amount in County Pool ⁽²⁾	8,558,843	As of 6/30/21
Preallocated Amount in County Pool ⁽³⁾	5,071,117	As of 6/30/21
Unrestricted Amount in County Pool ⁽⁴⁾	3,487,726	As of 6/30/21
SPI (Endowment)	32,000,000.00	As of 6/30/21

Notes

1	Annual revenues are not needed to cover these expenses because the funding has already been deposited into the Authority's account. The number shown does not include staff time because it is reflected in operations budget.
2	This amount as of 6/30/21 is from the County's day of balance and does not yet reflect all FY 20/21 expenses/deposits. It also includes principal (\$175,000) from called investments from the agency SPI.
3	SCE Mitigation: \$2,508,292, Brea Power Mitigation: (\$2,009), Breareley: \$263,179, Matrix Mitigation: \$69,086 (\$46,400 Psomas and \$22,686 bobcat study), auto acquisition \$35,000, Olinda Mitigation: \$1,560,003, Monterey Mitigation: \$49,763. Brea 57 Lambert Mitigation: \$569,550. Harbor Mitigation: \$13,599. Interpretation funding \$4,654. Preallocated amount also includes funds needed to cover the FY 20-21 expenses.
4	Includes Olinda access fees \$397,200. Includes Monterey access fees \$300,000. Brea 57/Lambert \$42,000 access fees. All access fees total \$739,200. Also includes \$1,000,000 emergency funds and \$175,000 from called bonds of the SPI. The remaining amount covers the fiscal years unexpended costs that have been incurred and the following fiscal year's operating budget.

FY 2020-21
Annual Operations Expenses
End of Year

FY2020-21 Revenue & Expenses			
Revenue:	APPROVED FY 20/21 Budget (adjusted as of 11/2020)	Final Fiscal Year End 2021	Actuals % of FY 2021 Budget Rev
SPI earnings (endowment)	680,000	728,838	107%
M&S, Grants - Other	290,000	5,154	2%
Interest from Treasury Pool Deposits	60,000	66,728	111%
La Habra Heights historic oil	30,000	45,792	153%
MRCA tickets /educational programs	32,500	41,923	129%
Reimbursement of Expense	6,200	12,290	198%
Site Mitigation	-	-	
Donations	-	500	
Miscellaneous - Ongoing	-	-	
Transfer of Mitigation Personnel	30,158	30,158	100%
Transfer of Mitigation Ranger Services	39,756	39,756	100%
Carryover from former Year	189,000	189,000	100%
Total Revenue	1,357,614	1,160,138.61	85%
Expenses:	FY 20/21 Budget	Final FYE 2021	Actuals % of FY 2021 Budget Spent
Ranger Services	452,936	420,187	93%
Payroll (Personnel - General Services)	442,019	410,530	93%
Property Management	242,748	211,616	87%
Other Insurance Premiums	62,000	53,842	87%
Legal Services	50,000	70,009	140%
Fiscal Agent Services	32,000	30,000	94%
etc)	22,000	20,912	95%
Treas-Tax Collector Services	16,000	15,613	98%
Office Rent (Building Rentals)	8,058	5,682	71%
Technical	43,850	13,399	31%
Audit Fees	5,517	4,919	89%
Street bond	5,410	5,218	96%
Educational Services	3,645	1,324	36%
Office Supplies-General	3,160	1,904	60%
Printing Services	2,000	781	39%
Signs & Related Supplies	1,600	-	
Automotive Maintenance	1,100	1,886	171%
Permit & License Fees	1,000	-	
Auto Mileage	650	-	
Miscellaneous (GIS, Resr. Misc.)	550	462	84%
Postage	500	156	31%
Education & Training (prof. dev.)	-	-	
Traveling Expense (local meetings)	500	-	
Publications & Legal Notices	400	-	
Auto Service	350	405	116%
Publications & Periodicals	100	290	290%
Memberships	-	-	
Computers	-	-	
Office equipment/ furniture	-	-	
Auto Acquisition	-	-	
Appraisal Services	-	-	
Total Expenses	1,398,093	1,269,133	91%
	(40,479)	(108,994.85)	

FY2020/21 Mitigation Budget
End of Year

Expenses:	Code	APPROVED Annual Budget Amount	Year to Date Actual Costs	Balance
Consultant Services (Mitigation) BREA POWER	3580-1	4,617	6,663.02	(2,045.77)
Consultant Services (Mitigation) SCE	3580-2	513,445	505,701.36	7,743.24
Consultant Services (Mitigation) OLINDA	3580-3	422,275	392,392.08	29,882.44
Consultant Services (Mitigation) MONTEREY	3580-7	16,717	16,716.83	-
Consultant Services (Mitigation-Encroachment) RMX Harbor	3580-8	7,815	8,459.25	(644.50)
Consultant Services (Mitigation) Brea 57/Lambert	3580-9	66,815	47,007.15	19,808.04
Utilities (mitigation) BREA POWER	5222-1	0.00	-	-
Utilities (mitigation) SCE	5222-2	14,988	56,513.33	(41,525.49)
Utilities (mitigation) OLINDA	5222-3	26,000	58,475.49	(32,475.49)
Utilities (mitigation) Brea 57/Lbt	5222-5	2,229	3,384.81	(1,155.58)
Total Expenses		1,074,900.21	1,095,313.32	(20,413.11)

The above costs include staff/ranger

Personnel/Ranger Cost Allocation	FY 20/21
SCE Personnel	22,781
Olinda Personnel	15,309
Monterey Personnel	16,717
Brea 57/Lambert	15,106
	69,914

(See individual project budgets.)

SCE TRTP MITIGATION

Fiscal Year starting July 1

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	* Contracted Total	Estimated
Contracted											
Restoration Contractor**	\$ 736,943.72	\$ 124,849.43	\$ 750,548.33	\$ 387,899.43	\$ 427,344.40	\$ 326,299.41	\$ 195,387.24	\$ 207,400.04	\$ 3,198,437.72	\$ 3,430,840.00	
Land IQ - Exec Plans & surveying	\$ 41,514.88								\$ 41,514.88	\$ 400,000.00	
Land IQ - Restoration Ecologist***	\$ 7,230.00	\$ 53,596.00	\$ 68,216.00	\$ 53,947.00	\$ 66,979.00	\$ 63,319.00	\$ 56,943.00	\$ 52,625.00	\$ 474,734.00		
S&S Seeds				\$ 156,855.44					\$ 156,855.44	\$ 144,377.00	
Tree of Life	\$ 1,143.00	\$ 1,143.00							\$ 2,286.00	\$ 98,898.00	
Irrigation Water/Utilities****/****	\$ 44,587.76	\$ 44,587.76	\$ 44,587.76	\$ 83,517.28	\$ 60,109.00	\$ 14,987.84			\$ 247,789.64	\$ 224,131.60	
Misc. (fencing, easement, etc.)	\$ 56,860.00								\$ 56,860.00	\$ 152,600.00	
Staff Time	\$ 12,622.07	\$ 12,622.07	\$ 12,622.07	\$ 22,781.20	\$ 22,781.20	\$ 22,781.20	\$ 22,851.26	\$ 23,308.29	\$ 154,216.88	\$ 155,000.00	
Total per fiscal year	\$ 1,067,477.88	\$ 848,892.55	\$ 250,275.26	\$ 1,057,490.12	\$ 537,768.63	\$ 528,432.44	\$ 406,093.67	\$ 270,574.53	\$ 284,653.77	\$ 4,332,694.56	\$ 4,605,846.60

*From actual contract amounts (including any subsequent change orders or contract deviations)

**Assumes two years of grow-kill cycles and has 1% contingency in contracted total

***Assumes two years of grow-kill cycles

****Contracted total estimate water use multiplied by \$1.96 (La Habra Heights Water District 7/1/2016 Upper Zone Commodity Rate; \$4200 are 2x2" meters @ \$171.28/mo for 12 months)

Fiscal Year starting July 1

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Spent Total†	REMAINING (contracted minus spent)
ACTUAL Spent†											
Restoration Contractor - Nakae	\$ 704,803.77	\$ 203,831.48	\$ 713,210.40	\$ 362,909.01	\$ 398,767.21	\$ 137,214.00				\$ 2,520,735.87	\$ 677,701.85
Land IQ - Exec Plans & surveying	\$ 41,514.88									\$ 41,514.88	\$ -
Land IQ - Restoration Ecologist	\$ 35,070.25	\$ 17,409.65	\$ 55,537.01	\$ 55,266.64	\$ 59,019.68	\$ 10,409.27				\$ 232,712.50	\$ 242,021.50
S&S Seeds			\$ 3,232.50	\$ 137,406.33		\$ 6,889.22				\$ 147,528.05	\$ 9,327.39
Tree of Life	\$ 1,143.00	\$ 1,348.74								\$ 2,491.74	\$ (205.74)
Irrigation Water/Utilities*	\$ 36,052.59	\$ 14,932.19	\$ 59,672.38	\$ 48,664.69	\$ 57,072.14	\$ 20,129.89				\$ 236,523.88	\$ 11,265.76
Misc. (fencing, easement, etc.)**	\$ 57,192.92	\$ 21,918.50	\$ (57,699.87)	\$ 130.00	\$ 2,815.03	\$ 170.00	\$ 170.00			\$ 24,696.58	\$ 32,163.42
Staff Time	\$ 12,622.07	\$ 12,622.07	\$ 12,622.07	\$ 22,781.20	\$ 22,781.20	\$ 22,781.20	\$ 167,923.16			\$ 83,428.60	\$ 70,788.28
Total per fiscal year	\$ 99,850.80	\$ 811,815.92	\$ 194,328.02	\$ 978,578.19	\$ 492,436.57	\$ 544,699.45	\$ 167,923.16			\$ 3,289,632.10	\$ 1,043,062.46

Total Remaining to Date (funds contracted minus spent to date)

\$ 1,043,062.46

Funds Anticipated to be Contracted

Anticipated Contingency

RESTORATION TOTAL

Access Fee

Funds Provided by Agreement

Total Remaining (Funds provided minus access fee and funds spent on committed contracts)

\$ 4,605,846.60
 \$ 1,024,153.40
 \$ 5,630,000.00
 \$ 1,270,000.00
 \$ 6,900,000.00
 \$ 2,340,367.90

Contracted	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	July-Dec 2026	*Proposed	
											Contract/Category	Estimated
											Total	Estimated
Site 1 (11.56 acres HCP)												
Restoration Contractor**		\$ 149,432.00	\$ 32,330.00	\$ 180,351.00	\$ 83,884.00	\$ 82,100.00	\$ 70,791.00	\$ 36,322.00	\$ 28,231.00		\$ 663,441	\$ 830,411
Land IQ - Restoration Ecologist***		\$ 13,702.49	\$ 19,669.76	\$ 21,588.99	\$ 14,205.42	\$ 17,313.74	\$ 13,848.36	\$ 13,731.57	\$ 13,524.15	\$ 4,976.40	\$ 132,561	\$ 109,665
S&S Seeds				\$ 34,468.53							\$ 34,469	\$ 30,492
Irrigation Water/Utilities		\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 10,000.00	\$ 5,060.00					\$ 50,060	\$ 50,060
Misc. (fencing, survey, etc.)											\$ 35,745	\$ 35,745
Staff/ranger Time		\$ 15,019.44	\$ 8,043.39	\$ 8,911.23	\$ 14,022.75	\$ 14,483.28	\$ 14,623.10	\$ 14,384.47	\$ 13,969.04	\$ 13,803.21	\$ 117,260	\$ 117,260
Contingency												\$ 233,563
Admin fee	\$ 5,000.00										\$ 5,000	\$ 5,000
Total per fiscal year	\$ 5,000.00	\$ 188,153.93	\$ 70,043.15	\$ 260,319.75	\$ 122,112.17	\$ 118,957.02	\$ 99,262.46	\$ 64,438.04	\$ 55,724.19	\$ 18,779.61	\$ 1,038,536	\$ 1,412,196
Site 2 (8.3 acres)												
Restoration Contractor**		\$ 114,825.00	\$ 25,215.00	\$ 130,175.00	\$ 62,922.00	\$ 61,864.00	\$ 53,520.00	\$ 27,950.00	\$ 22,138.00		\$ 498,609	\$ 596,229
Land IQ - Restoration Ecologist***		\$ 9,922.49	\$ 14,243.62	\$ 15,633.41	\$ 10,286.69	\$ 12,537.53	\$ 10,028.13	\$ 9,943.55	\$ 9,793.35	\$ 3,603.60	\$ 95,992	\$ 78,738
S&S Seeds				\$ 24,748.16							\$ 24,748	\$ 21,893
Irrigation Water/Utilities		\$ 7,500.00	\$ 7,500.00	\$ 11,000.00	\$ 7,500.00	\$ 2,443.00					\$ 35,943	\$ 35,943
Misc. (fencing, vandalism, etc.)	\$ -										\$ 24,255	\$ 24,255
Staff/ranger Time		\$ 7,193.89	\$ 5,775.10	\$ 6,398.20	\$ 10,068.24	\$ 10,398.90	\$ 10,499.28	\$ 10,327.95	\$ 10,029.67	\$ 9,910.61	\$ 80,602	\$ 80,602
Contingency												\$ 167,696
Admin fee	\$ 5,000.00										\$ 5,000	\$ 5,000
Total per fiscal year	\$ 5,000.00	\$ 139,441.38	\$ 52,733.72	\$ 187,954.77	\$ 90,776.93	\$ 87,243.43	\$ 74,047.41	\$ 48,221.50	\$ 41,961.02	\$ 13,514.21	\$ 765,149	\$ 1,010,357
*From proposed contract amounts and estimates												
**Assumes two years of grow-kill cycles and has 1% contingency in contracted total												
***Assumes two years of grow-kill cycles												

OLINDA OCWR2 Mitigation
 Fiscal Year starting July 1 YEAR TO DATE PAGE 2 OF 2

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	July-Dec. 2026	Spent Total ¹	REMAINING (contracted minus spent)
ACTUAL Spent¹												
Site 1 (11.56 acres HCP)												
Restoration Contractor**	\$ 132,472.24	\$ 32,209.56	\$ 168,951.32	\$ 27,986.76	\$ 4,077.13						\$ 361,619.88	\$ 301,821.12
Land IQ - Restoration Ecologist***	\$ 15,247.27	\$ 9,960.41	\$ 19,037.76	\$ 29,296.48	\$ 4,077.13						\$ 48,322.57	\$ 84,238.31
S&S Seeds	\$ -	\$ 1,580.93	\$ 29,296.48	\$ 33,915.78	\$ 12,355.02						\$ 30,877.41	\$ 3,591.12
Irrigation Water/Utilities	\$ 1,805.58	\$ 5,382.60	\$ 33,915.78	\$ 49.30	\$ 49.30						\$ 53,458.98	\$ (3,398.98)
Misc. (fencing, survey, etc.)	\$ 20,797.50	\$ 49.30	\$ 49.30	\$ 8,911.23							\$ 20,945.40	\$ 14,800.07
Staff/ranger Time	\$ 15,019.44	\$ 8,043.39	\$ 8,911.23								\$ 31,974.05	\$ 85,285.85
Contingency											\$ 5,000.00	\$ 233,562.52
Admin fee	\$ 5,000.00										\$ 5,000.00	\$ -
Total per fiscal year	\$ 5,000.00	\$ 185,342.03	\$ 57,226.18	\$ 260,161.87	\$ 44,468.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 552,198.29	\$ 486,337.49
Total Remaining to Date (funds contracted minus spent to date)												
Site 2 (8.3 acres)												
Restoration Contractor**	\$ 92,549.90	\$ 27,032.10	\$ 122,089.50	\$ 20,094.30	\$ 2,952.39						\$ 261,765.80	\$ 236,843.20
Land IQ - Restoration Ecologist***	\$ 11,041.12	\$ 7,212.70	\$ 13,785.95	\$ 21,214.69	\$ 8,946.74						\$ 34,992.16	\$ 61,000.21
S&S Seeds	\$ -	\$ 1,144.81	\$ 21,214.69	\$ 24,559.71	\$ 35.70						\$ 22,359.50	\$ 2,388.66
Irrigation Water/Utilities	\$ 1,307.49	\$ 3,897.74	\$ 24,559.71	\$ 35.70	\$ 35.70						\$ 38,711.68	\$ (2,768.68)
Misc. (fencing, vandalism, etc.)	\$ -	\$ 35.70	\$ 35.70	\$ 6,398.20							\$ 107.10	\$ 24,147.43
Staff/ranger Time	\$ 7,193.89	\$ 10,520.85	\$ 6,398.20								\$ 24,112.93	\$ 56,488.90
Contingency											\$ 5,000.00	\$ 167,696.28
Admin fee	\$ 5,000.00										\$ 5,000.00	\$ -
Total per fiscal year	\$ 5,000.00	\$ 112,092.39	\$ 49,843.90	\$ 188,083.75	\$ 32,029.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 387,049.17	\$ 378,100
Total Remaining to Date (funds contracted minus spent to date)												
Total spent to date (Site 1 + Site 2)											\$ 378,099.73	
Funds Anticipated to be Contracted											\$ 939,247.47	
Anticipated Contingency											\$ 2,021,294	
RESTORATION TOTAL											\$ 401,259	
Access Fee											\$ 2,422,553	
Funds Provided by Agreement											\$ 397,200	
Total Remaining (Funds provided minus access fee and funds spent on committed contracts)											\$ 2,819,753	\$ 1,483,305

¹ SPENT TOTAL DOES NOT INCLUDE RETENTION TO BE BILLED
 **From actual contract amounts (including any subsequent change orders or contract deviations)
 ***Assumes two years of grow-kill cycles and has 1% contingency in contracted total
 ****Assumes two years of grow-kill cycles

Fiscal Year starting July 1

Harbor Blvd Encroachment MITIGATION

Contracted	2018/19	2019/20	2020/21	2021/22	2022/23	* Contracted Total	Estimated
Restoration Contractor**	\$ 16,998.75	\$ 5,844.00	\$ 6,353.75	\$ 4,978.75	\$ 1,273.75	\$ 29,605.00	\$ 29,605.00
Land IQ - Restoration Ecologist	\$ 1,461.00	\$ 704.50	\$ 1,461.00	\$ 1,461.00	\$ 1,461.00	\$ 11,688.00	\$ 11,688.00
S&S Seeds***	\$ 704.50	\$ 704.50	\$ -	\$ -	\$ -	\$ 1,409.00	\$ 1,409.00
Staff Time	\$ 4,641.80	\$ -	\$ -	\$ -	\$ -	\$ 4,641.80	\$ 4,640.00
Total per fiscal year	\$ 6,807.30	\$ 23,547.25	\$ 7,814.75	\$ 6,439.75	\$ 2,734.75	\$ 47,343.80	\$ 47,342.00

*From actual contract amounts (including any subsequent change orders or contract deviations)

**FY 2019/20 includes monies for executing Options 3 & 4 per the proposal. Each FY includes Performance and Payment Bond (\$615 divided by the number of c

***FY 2018/19 deposit on seeds (50%)

Fiscal Year starting July 1

	2018/19	2019/20	2020/21	2021/22	2022/23	Spent Total ^{^^}	REMAINING (contracted minus spent)
**ACTUAL Spent							
Restoration Contractor - Nakae	\$ -	\$ 13,384.50	\$ 6,574.00	\$ 2,637.00		\$ 22,595.50	\$ 7,009.50
Land IQ - Restoration Ecologist ¹	\$ -	\$ 5,725.57	\$ 1,885.25	\$ 486.50		\$ 8,097.32	\$ 3,590.68
S&S Seeds ²	\$ 763.22	\$ 770.28				\$ 1,533.50	\$ (124.50)
Staff Time	\$ 4,641.80					\$ 4,641.80	\$ -
Total per fiscal year	\$ 5,405.02	\$ 19,880.35	\$ 8,459.25	\$ 3,123.50	\$ -	\$ 36,868.12	\$ 10,475.68

Total Remaining to Date (funds provided minus spent to date)

^^SPENT TOTAL DOES NOT INCLUDE RETENTION TO BE BILLED FOR CURRENT FY

¹ Time for FY 18/19 was billed in FY 19/20

² Budgeted amount excluded taxes and shipping costs

Funds Anticipated to be Contracted	\$ 42,702.00
Anticipated Contingency	\$ -
RESTORATION TOTAL	\$ 42,702.00
Staff/legal services fee	\$ 4,640.00
Funds Provided by Agreement	\$ 47,342.00

Habitat Authority
Brea Power In-Lieu Mitigation Restoration Phase 2 (0.5 ac CSS)
Tracking of Expenditures

PHASE 2

Fiscal Year starting July 1

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021 †	2021-2022	Contracted Total
Contracted										
Nakae*	\$ 15,635.00	\$ 16,371.00	\$ 5,340.00	\$ 2,080.00	\$ 1,440.00	\$ 1,675.00				\$ 42,541.00
New Fields (Earthworks)*	\$ 6,879.65	\$ 6,897.15	\$ 5,684.25	\$ 7,836.20	\$ 7,815.20	\$ 7,373.10	\$ 9,927.65			\$ 52,413.20
S&S Seeds*										\$ -
Tree of Life*		\$ 7,500.00	\$ 7,500.00	\$ 5,000.00						\$ -
Irrigation Water/Utilities			\$ 10,000.00							\$ 20,000.00
Easement Mapping										\$ 10,000.00
Other (weeding, fencing, etc.)										\$ -
Total per fiscal year	\$ 22,514.65	\$ 30,768.15	\$ 28,524.25	\$ 14,916.20	\$ 9,255.20	\$ 9,048.10	\$ 9,927.65	\$ -	\$ -	\$ 124,954.20

*Estimated FY from SOW from original cost estimate

Fiscal Year starting July 1

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020 ‡	2020-2021 †	2021-2022	Spent Total	REMAINING (contracted minus spent)
**ACTUAL Spent											
Nakae**	\$ 15,327.00	\$ 10,031.50	\$ 5,955.00	\$ 4,225.00	\$ 1,920.00	\$ 1,390.00	\$ 4,030.00	\$ 850.00		\$ 43,728.50	\$ (1,187.50)
Land IQ (New Fields/Earthworks)	\$ 11,687.66	\$ 3,123.93	\$ 9,710.07	\$ 3,349.94	\$ 10,459.09	\$ 6,611.15		\$ 4,512.27		\$ 49,454.11	\$ 2,959.09
S&S Seeds	\$ 1,316.85									\$ 1,316.85	\$ (1,316.85)
Tree of Life										\$ -	\$ -
Irrigation Water/Utilities***		\$ 3,946.73	\$ 2,899.32	\$ 2,793.28	\$ 1,559.36					\$ 11,198.69	\$ 8,801.31
Easement Mapping		\$ 3,476.00								\$ 3,476.00	\$ 6,524.00
Other (weeding, fencing)										\$ -	\$ -
Total per fiscal year	\$ 15,327.00	\$ 23,036.01	\$ 16,501.66	\$ 16,834.39	\$ 8,063.22	\$ 13,408.45	\$ 10,641.15	\$ 5,362.27	\$ -	\$ 109,174.15	\$ 15,780.05

Funds Provided by Agreement

Access Fee & Admin Fee - Phase 1 (10k access) & 2 (10k access \$5k admin)	\$ 310,867.00
Funds Committed to Phase 1 Contracts	\$ 25,000.00
Funds Committed to Phase 2 Contracts	\$ 85,115.33
Contingency Fund (funds provided minus Access/Admin fee & funds committed to contracts)	\$ 124,954.20
Total Remaining (Funds Provided minus Access Fee & Remaining Funds from Committed Contracts)	\$ 75,797.47

EXCESS FUNDS WERE PREVIOUSLY INVESTED INTO THE AGENCY ENDOWMENT -

ACTUAL REMAINING FUNDS TO DATE \$0
 **Does not include retention amount (to be paid later as a separate invoice), but does include performance & payment bonds

***Irrigation hooked up to Ridgewood Mitigation site in October 2010 and lumped onto same bill as OCWR site because used same meter. However, OCWR was not irrigated after November 2010 (except for small areas in January 2012). As of 3/4/2014 started tracking water use with this Project under Phase 1 thru FY2014/15 - as of FY 2015/16 started tracking water under Phase II

†Additional year of site maintenance (weeding) deemed necessary. Fifth year report and Quantitative monitoring deferred until spring 2020-2021 so budgeted amount split between FY 19-20 and 20-21 for Land IQ

‡ Includes \$1,200 change order from Nakae for work done in 2014 but not invoiced until FY19-20 (Tree of Life plant container propagation)

NOTE: Costs for each fiscal year consider the date that the payment request was submitted by the Habitat Authority, not the date of the invoice submitted by the contractor

Fiscal Year starting July 1

Brea 57 Lambert MITIGATION

Contracted	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027	* Contracted Total	Estimated
Restoration Contractor**	\$ 45,600.00	\$ 18,120.00	\$ 72,830.00	\$ 23,810.00	\$ 19,750.00	\$ 16,800.00	\$ 9,150.00	\$ 18,600.00	\$ -	\$ 224,660.00	\$ 213,150.00
Land IQ - Restoration Ecologist***	\$ 23,015.75	\$ 18,589.04	\$ 15,428.94	\$ 11,360.63	\$ 17,352.90	\$ 14,651.34	\$ 14,344.02	\$ 14,476.12	\$ 5,993.20	\$ 135,211.94	\$ 135,212.00
Irrigation Water/Utilities****	\$ 1,857.69	\$ 2,229.23	\$ 3,557.24	\$ 4,550.00	\$ 1,895.83					\$ 14,090.00	\$ 14,100.00
Misc. (fencing, easement, etc.)	\$ 4,400.00	\$ 15,000.00								\$ 19,400.00	\$ 50,000.00
Staff Time	\$ 18,718.15	\$ 15,106.15	\$ 20,554.32	\$ 19,938.16	\$ 19,955.90	\$ 20,132.06	\$ 20,421.82	\$ 19,729.49	\$ 17,447.15	\$ 172,003.19	\$ 172,003.19
Total per fiscal year	\$ 93,591.59	\$ 69,044.42	\$ 112,370.50	\$ 59,658.79	\$ 58,954.64	\$ 51,583.40	\$ 43,915.84	\$ 52,805.61	\$ 23,440.35	\$ 565,365.13	\$ 584,465.19

*From actual contract amounts (including any subsequent change orders or contract deviations)
 **Assumes two years of grow-kill cycles; includes 6% contingency, S&S Seed and Tree of Life costs; contracted amount higher than estimated based on final Habitat Restoration Plan specifications
 ***Assumes two years of grow-kill cycles and includes 6% contingency for FY 2019/20 and 2020/21 dependent upon herbicide restrictions
 ****Estimated FY from water budget estimate provided by Nakae (see 'Irrigation calcs' tab)

Fiscal Year starting July 1

** ACTUAL Spent	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027	Spent Total†	REMAINING (contracted minus spent)
Restoration Contractor - Nakae	\$ 40,482.30	\$ 11,368.00	\$ 2,507.40							\$ 54,357.70	\$ 170,302.30
Land IQ - Restoration Ecologist	\$ 16,328.92	\$ 6,070.50	\$ 2,305.20							\$ 24,704.62	\$ 110,507.32
Irrigation Water/Utilities*	\$ 776.39	\$ 4,162.43	\$ 2,314.57							\$ 7,253.40	\$ 6,836.60
Misc. (fencing, easement, etc.)**	\$ 4,400.00	\$ 14,395.00								\$ 18,795.00	\$ 605.00
Staff Time	\$ 18,718.15	\$ 15,106.15								\$ 33,824.30	\$ 138,178.89
Total per fiscal year	\$ 80,705.76	\$ 51,102.08								\$ 131,807.85	\$ 433,557.29

Total Remaining to Date (funds contracted minus spent to date)

*SPENT TOTAL DOES NOT INCLUDE RETENTION TO BE BILLED FOR CURRENT FY

Funds Anticipated to be Contracted	\$ 584,465.00
Anticipated Contingency	\$ 116,893.00
RESTORATION TOTAL	\$ 701,358.00
Access Fee	\$ 42,000.00
Funds Provided by Agreement	\$ 743,358.00
Total Remaining (Funds provided minus access fee and funds spent on committed contracts)	\$ 569,550.15

FY2021-22 Budget to Actuals as of December 31, 2021

Begin Cash Balance - 6/30/21		8,500,000.00											
Revenue:													
SPI earnings (endowment)		\$ 752,500											39%
M&S, Grants - Other		666,150	108,850	775,000									0%
Interest from Treasury Pool Deposits		40,000	-	40,000	20,304								51%
La Habra Heights historic oil		40,000	-	40,000	22,041								55%
MRCAs tickets /educational programs		30,000	-	30,000	-								0%
Reimbursement of Expense		6,200	-	6,200	370								6%
Transfer of Mitigation Personnel		40,000	-	40,000	-								0%
Transfer of Mitigation Ranger Services		43,720	-	43,720	-								0%
Total Revenue		\$ 1,618,570	\$ 108,850	\$ 1,727,420	\$ 386,614								24%
Expenses:													
Ranger Services		\$ 452,936		\$ 452,936									0%
Payroll (Personnel - General Services)		443,200	-	443,200	207,169								47%
Property Management		230,450	36,850	267,300	118,096								44%
Other Insurance Premiums		62,000	-	62,000	3,802								6%
Legal Services		70,000	-	70,000	25,650								37%
Fiscal Agent Services		32,000	-	32,000	7,426								23%
Utilities (water, phones, internet, etc)		22,000	-	22,000	8,535								39%
Treas-Tax Collector Services		16,000	-	16,000	6,305								39%
Office Rent (Building Rentals)		8,058	-	8,058	2,830								35%
Technical		69,000	-	69,000	3,421								5%
Audit Fees		5,517	-	5,517	-								0%
Street bond		5,410	-	5,410	5,324								98%
Educational Services		3,645	-	3,645	350								10%
Office Supplies-General		3,160	-	3,160	60								2%
Printing Services		2,000	-	2,000	520								26%
Signs & Related Supplies		1,600	-	1,600	-								0%
Automotive Maintenance		1,100	-	1,100	229								21%
Permit & License Fees		1,000	-	1,000	75								8%
Auto Mileage		650	-	650	-								0%
Miscellaneous (GIS, Resr. Misc.)		1,050	-	1,050	381								36%
Postage		500	-	500	67								13%
Traveling Expense (local meetings)		150	-	150	-								0%
Publications & Legal Notices		400	-	400	400								0%
Auto Service		350	-	350	177								51%
Publications & Periodicals		100	-	100	40								40%
Auto Acquisition		-	72,000	72,000	-								0%
Total Expenses		\$ 1,432,276	\$ 108,850	\$ 1,541,126	\$ 390,456								25%
Revenue - Operating Expenses													
		\$ 186,294		\$ 186,294	\$ (3,842)								
					\$ (8,291)								

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

MEMORANDUM

Date: March 17, 2022

To: Board Members

From: 
Andrea Gullo, Executive Director

Subject: Agenda Item No. 6) Discussion and possible action regarding a) receive and file the survey findings related to local funding measure, b) direction on moving forward with either a community facility district or special tax special election, and c) authorization for Executive Director to execute a non-bid contract with SCI Consulting Group for services to facilitate a funding measure in the amount of \$55,500 or \$80,000 dependent on the mechanism.

Recommendation:

Take appropriate actions to move forward with local funding measure.

Background:

Approved at the Authority's October 2020 Board meeting was a contract with consultant, SCI Consulting Group, that included tasks for a funding measure feasibility and public opinion research survey.

The first step was the initial research, data analysis, and planning for the communities within the Puente Hills area. The proposed research areas included the Cities of Whittier and La Habra Heights; the Workman Mill area; and the communities of Hacienda Heights and Rowland Heights. The analysis identified approximately 50,000 parcels and 114,000 potential registered voters.

The next step was to conduct a public opinion survey, which has been completed. The surveys were conducted by mail to mimic any future special tax election process. The respondent sample was drawn from the universe of potential registered voters through a stratified random selection process.

Based on the financial analysis of the Authority's ongoing and future needs, staff, the Board subcommittee and the consultant decided to test two rates for different levels of service. This resulted in two separate, yet simultaneous surveys. The basic survey proposed rate of \$14 would generate approximately \$714,000 for services including continuing fire prevention services, restoring ranger patrols for fire and safety patrols, and maintaining and protection natural lands. The enhanced survey proposed rate of \$19 would generate approximately \$969,000 for services in the basic initiative, as well as maintaining and restoring the native environment.

The surveys also included eight to ten questions about projects or issues that might affect how a voter would view a ballot initiative. Respondents were asked whether a project or issue would

cause them to support (or oppose) the initiative. Respondents were also invited to write in any other comments. Finally, the surveys were accompanied by an information sheet that explained why the survey was being conducted, and that the Authority needed their help in determining the best path forward on these important community issues.

The surveys were mailed on January 14, 2022 and were due back by February 26, 2022. A total of 10,000 surveys were mailed (5,000 for each proposed rate), and 619 were returned in time to be included in the results. The return rate of 6.2% is typical for mailed and online surveys in Los Angeles County. The survey results will be discussed further at the meeting.

With input from the survey results, the Authority Board may or may not choose to move forward with a special tax measure. Several important items for consideration if the Board wishes to move forward include the optimal tax mechanism (Community Facilities District (CFD) or traditional special tax); specific tax methodology and services funded; components of the tax (e.g. CPI adjustment mechanism, expiration date, etc.); election materials; and informational outreach.

The CFD is a very common type of special tax mechanism. A CFD is a flexible and stout funding mechanism that can be implemented and administered easily and efficiently. The approximate cost for the CFD formation or special tax measure, assistance with election materials, and informational outreach is approximately \$55,500 - \$80,000, which does not include costs for the balloting by the Registrar of Voters. At the time this staff report was written, technical clarity on the funding mechanism was being analyzed, and is expected to be clarified by the time of the meeting.

Should the Board decide to move forward with a funding mechanism, attached are relevant portions of proposals from SCI for the two different approaches, \$55,500 for the special tax only (option 1) and \$80,000 using the CFD formation (option 2).

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. SCI is recommended as a non-bid contract because the proposed contractor is known to possess the needed experience and qualifications as they have successfully created several CFDs for another local park agency, and is the most satisfactory for Habitat Authority purposes.

Attached is a tentative timeline for a CFD formation. The timeline for the special taxing option without a CFD is similar. Also attached is a map of the proposed taxable area. More information will be provided at the Board meeting.

Fiscal Impact:

The fiscal impact is either \$55,500 or \$80,000, plus costs unknown at this time from the Registrar of Voters which could be between \$250,000 - \$500,000. This will be further discussed at the Board meeting.

SCOPE OF WORK

The purpose of this Scope of Work is to detail the responsibilities SCI Consulting Group would provide for the Puente Hills Habitat Preservation Authority.

DEFINITIONS:

- Authority: The Puente Hills Habitat Preservation Authority and Staff.
BOARD: The Authority Governing Board.
SPECIAL TAX: The proposed special taxes for fire prevention and maintenance of local natural lands.
SCI: SCI Consulting Group, and any and all employees and sub-contractors.

SCOPE OF WORK:

Based upon our current understanding of the Authority financial needs, we propose the following scope of work:

Special Tax Analysis and Planning

1. Review the Authority's annual budget and other related financial documents.
2. Assist the Authority in preparing the budgets.
3. Determine the amount of special tax needed to ensure sufficient funding to meet the Authority's goals.
4. Provide a rational basis for the special tax.
5. Prepare a Boundary Map depicting the precise boundaries of the special tax area.

Assistance with Election Materials

1. Provide the County Elections Department with GIS maps of the areas proposed for the measure and assist the Elections Department as needed with preparing the voter rolls.
2. Assist with the preparation of the draft election resolution, ballot question, full ballot text, and elections materials.
3. Provide the elections materials to the County Elections Department, the Authority, and its legal counsel, for review and commentary.
4. Prepare draft resolutions, notices and other materials and documents required or recommended. Such documents shall be finalized in conjunction with the Authority's legal counsel.

Informational Outreach / Stakeholder Outreach Services

1. As necessary, assist with the presentation and review of the proposed special tax details to the participating registered voters, landowners and other stakeholders.

2. As necessary, prepare and present additional financial information and analysis, attend meetings and assist in discussions with registered voters, landowners and other stakeholders regarding the proposed special tax.
3. Provide strategic guidance to the Authority on identifying and engaging stakeholders and implementing the informational outreach approaches.
4. In close collaboration with the Authority, evaluate the proposed services and improvements, stakeholders and overall messaging and project objectives.
5. Make recommendations on the appropriate information outreach and strategies. Recommendations may incorporate findings and information from the survey conducted previously within the proposed special tax.
6. Assist with the development of printed materials and other informational items, message delivery options, public informational outreach strategies and media interaction.

Annual Administration

1. Determine the taxable and nontaxable parcels in the special tax area, and on a parcel-by-parcel basis, calculate and verify the proposed specific tax amount for each parcel and prepare the preliminary tax roll to be used by the Authority as a basis for the annual budget.
2. Prepare any needed resolutions and staff reports for the special tax.
3. Attend Authority Board meetings as needed, including those at which the resolution is approved.
4. Finalize the Tax Roll, other documents and supporting materials.
5. Prepare the final Tax Rolls for the special tax and submit them to the County Auditor/Tax Collector for inclusion on the upcoming fiscal year tax bills.
6. Complete and file the annual Financial Transactions Reporting with the State Controller's Office within 7 months after the close of each fiscal year.
7. After the first year of collection of the Taxes, prepare an annual Special Tax Report, and file it with the Authority by January 1 after the close of the fiscal year.
8. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
9. Throughout the fiscal year, research and, if necessary, revise any taxes which we find to be based upon incorrect information being used to apply the special tax methodology. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if at all.)

Optional: Post-Election Notification Postcards

1. Prepare and mail a notice of new parcel tax to the owner of parcels affected by the tax, if that owner does not reside within the District, in accordance with Government Code 54930.

FEE SCHEDULE

SPECIAL TAX ANALYSIS AND ELECTION MATERIALS

1. Compensation for Special Tax Analysis and Planning shall be a fixed fee amount of \$5,000. Payment shall be due and payable upon submittal of the preliminary Public Hearing Report.
2. Compensation for Assistance with Election Materials shall be a fixed fee amount of \$20,500 and shall include up to two meetings. Payment shall be due and payable upon submittal of the election documents to the County Elections Department.
3. Compensation for Educational Outreach Services shall be a fixed fee amount of \$25,000 due upon conclusion of the Election.
4. Incidental costs incurred by SCI for the purchase of property or statistical data, travel and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost, not to exceed \$5,000 without prior authorization from the Authority.
5. Optional: Post-Election Notification Postcards required for Fiscal Year 2023-24, \$1.50 per postcard.
6. The tasks included in this proposal are for the special tax election.

SPECIAL TAX ANNUAL ADMINISTRATION

If SCI administers both the proposed special tax, SCI shall be compensated for the performance of the Scope of Work as follows:

	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>
Annual Levy Administration	\$ 35,000	\$ 32,000	\$ 32,960	\$ 33,949
Maximum Direct Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Total Contract Authorization	<u>\$ 36,500</u>	<u>\$ 33,500</u>	<u>\$ 34,460</u>	<u>\$ 35,449</u>
<i>Due on August 15 of FY</i>	\$ 17,000	\$ 17,500	\$ 17,000	\$ 17,500
<i>Remainder due on January 31 of FY</i>				

1. The annual administration includes one meeting with the Authority, as needed. Any additional meetings shall be billed at the rate of \$1,500 per person per meeting.
2. In the event that the Authority elects to request optional, additive scope of work, SCI will work with the Authority to negotiate compensation for these additional tasks, and execute an Addendum to the agreement for these additional services.

3. If the Authority desires to extend the term of this agreement, the fee amount for each additional year will be the amount of the last fiscal year shown above, increased annually by 3%.
4. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the Authority with total cost not to exceed \$1,500 per year, without prior authorization from the Authority.

It is important to note that all costs associated with the special tax election and annual administration of the special tax may be paid from the special tax proceeds.

SCOPE OF WORK

The purpose of this Scope of Work is to detail the responsibilities SCI Consulting Group would provide for the Puente Hills Habitat Preservation Authority.

DEFINITIONS:

- Authority: The Puente Hills Habitat Preservation Authority and Staff.
 BOARD: The Authority Governing Board.
 CFD: The proposed Community Facilities District special taxes for fire prevention and maintenance of local natural lands.
 SCI: SCI Consulting Group, and any and all employees and sub-contractors.

SCOPE OF WORK:

Based upon our current understanding of the Authority financial needs, we propose the following scope of work:

Special Tax Analysis and Planning

1. Review the Authority's annual budget and other related financial documents.
2. Assist the Authority in preparing the budgets for the CFD.
3. Determine the amount of special tax needed to ensure sufficient funding to meet the Authority's goals.
4. Provide a rational basis for the method of apportionment of special tax for the proposed CFD.
5. Prepare a preliminary Public Hearing Report ("Report") which shall summarize the purpose of the CFD, the affected properties, costs, special tax rates, the Rate and Method of Apportionment of Special Tax ("RMA"), description of services and facilities to be financed by the CFD and other information.
6. Review the preliminary Report with the Authority and incorporate any proposed changes to finalize the Report.

CFD Formation Proceedings

1. Finalize the RMA and the Description of Services and Facilities to be financed by the CFD ("Services and Facilities") with Authority staff and legal counsel as necessary,
2. Prepare preliminary Local Goals and Policies for the CFD ("Policies").
3. Prepare a CFD Boundary Map depicting the precise boundaries of the CFD and identifying the properties included in the CFD.
4. Prepare all documents required for the CFD formation proceedings including resolutions, agenda reports, the Notice of Public Hearing, Notice of Special Tax Lien and Ordinance to Levy the Special Tax, and review them with Authority staff and legal counsel, as necessary.
5. Coordinate the publication of the Notice of the Public Hearing for the proposed CFD.

6. Assist the Authority with the presentation of the proposed CFD process during the formation proceedings before the Board of Directors.

Assistance with Election Materials

1. Provide the County Elections Department with GIS maps of the areas proposed for the measure and assist the Elections Department as needed with preparing the voter rolls.
2. Assist with the preparation of the draft election resolution, ballot question, full ballot text, and elections materials.
3. Provide the elections materials to the County Elections Department, the Authority, and its legal counsel, for review and commentary.
4. Prepare draft resolutions, notices and other materials and documents required or recommended for the proposed CFD taxes. Such documents shall be finalized in conjunction with the Authority's legal counsel.

Informational Outreach / Stakeholder Outreach Services

1. As necessary, assist with the presentation and review of the proposed CFD details to the participating registered voters, landowners and other stakeholders.
2. As necessary, prepare and present additional financial information and analysis, attend meetings and assist in discussions with registered voters, landowners and other stakeholders regarding the proposed CFD.
3. Provide strategic guidance to the Authority on identifying and engaging stakeholders and implementing the informational outreach approaches.
4. In close collaboration with the Authority, evaluate the proposed services and improvements, stakeholders and overall messaging and project objectives.
5. Make recommendations on the appropriate information outreach and strategies. Recommendations may incorporate findings and information from the survey conducted previously within the proposed CFD.
6. Assist with the development of printed materials and other informational items, message delivery options, public informational outreach strategies and media interaction.

Annual Administration

1. Determine the taxable and nontaxable parcels in the CFD, and on a parcel-by-parcel basis, calculate and verify the proposed specific tax amount for each parcel and prepare the preliminary tax roll to be used by the Authority as a basis for the annual budget.
2. Prepare any needed resolutions and staff reports for the CFD Tax.
3. Prepare and assist with the publication of any notices for the continuation of the CFD Taxes, if needed.
4. Attend Authority Board meetings as needed, including those at which the resolution is approved.
5. Finalize the Tax Roll, other documents and supporting materials.

6. Prepare the final Tax Rolls for the CFD Taxes and submit them to the County Auditor/Tax Collector for inclusion on the upcoming fiscal year tax bills.
7. Complete and file the annual Financial Transactions Reporting with the State Controller's Office within 7 months after the close of each fiscal year.
8. After the first year of collection of the Taxes, prepare an annual CFD Special Tax Report, and file it with the Authority by January 1 after the close of the fiscal year.
9. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
10. Throughout the fiscal year, research and, if necessary, revise any taxes which we find to be based upon incorrect information being used to apply the CFD Tax methodology. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if at all.)

Optional: Post-Election Notification Postcards

1. Prepare and mail a notice of new parcel tax to the owner of parcels affected by the tax, if that owner does not reside within the District, in accordance with Government Code 54930.

FEE SCHEDULE

CFD FORMATION

1. Compensation for Special Tax Analysis and Planning shall be a fixed fee amount of \$5,000. Payment shall be due and payable upon submittal of the preliminary Public Hearing Report.
2. Compensation for CFD Formation Proceedings shall be a fixed fee amount of \$24,500 and shall include up to three meetings. Payment shall be due and payable upon submittal of the CFD formation documents.
3. Compensation for Assistance with Election Materials shall be a fixed fee amount of \$20,500 and shall include up to two meetings. Payment shall be due and payable upon submittal of the CFD formation documents.
4. Compensation for Educational Outreach Services shall be a fixed fee amount of \$25,000 due upon conclusion of the Election.
5. Incidental costs incurred by SCI for the purchase of property or statistical data, travel and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost, not to exceed \$5,000 without prior authorization from the Authority.
6. Optional: Post-Election Notification Postcards required for Fiscal Year 2023-24, \$1.50 per postcard.
7. The tasks included in this proposal are for the initial formation of the CFD.

CFD ANNUAL ADMINISTRATION

If SCI administers both the proposed special tax, SCI shall be compensated for the performance of the Scope of Work as follows:

	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>
Annual Levy Administration	\$ 35,000	\$ 32,000	\$ 32,960	\$ 33,949
Maximum Direct Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Total Contract Authorization	<u>\$ 36,500</u>	<u>\$ 33,500</u>	<u>\$ 34,460</u>	<u>\$ 35,449</u>
<i>Due on August 15 of FY</i>	\$ 17,000	\$ 17,500	\$ 17,000	\$ 17,500
<i>Remainder due on January 31 of FY</i>				

1. The annual administration includes one meeting with the Authority, as needed. Any additional meetings shall be billed at the rate of \$1,500 per person per meeting.
2. In the event that the Authority elects to request optional, additive scope of work, SCI will work with the Authority to negotiate compensation for these additional tasks, and execute an Addendum to the agreement for these additional services.

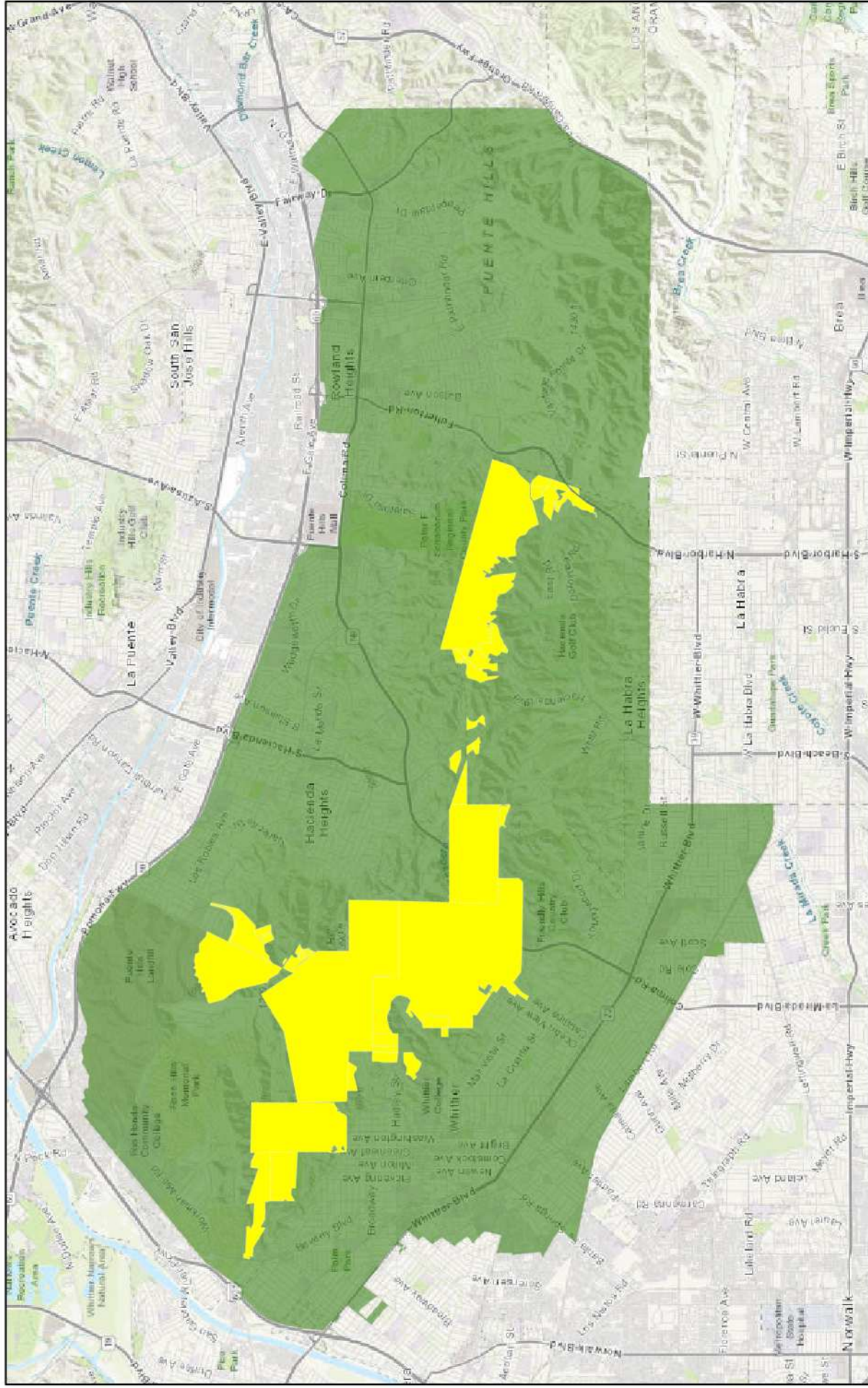
3. If the Authority desires to extend the term of this agreement, the fee amount for each additional year will be the amount of the last fiscal year shown above, increased annually by 3%.
4. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the Authority with total cost not to exceed \$1,500 per year, without prior authorization from the Authority.

It is important to note that all costs associated with the formation and annual administration of the CFD may be paid from the CFD proceeds.

Puente Hills Habitat Preservation Authority
Proposed Timeline for CFD Formation and Nov 2022 Election

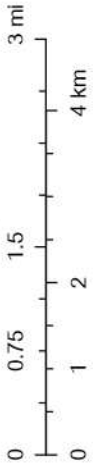
CFD Formation/Balloting Tasks	
Prepare CFD formation documents: Local Goals and Policies, RMA, boundary map, and facilities/services list	March/April
Outreach & Ballot Measure Planning	March/April
First Board Action: Initial CFD documents & Resolution of Intention <i>(Special meeting to meet the 30 day min between Res of Intention and Res of Formation board meetings) November special board meeting; May or June Board meeting for Nov election</i>	April 21, 2022
Submit Map to ROV for precincts	May 12, 2022
Second Board Action: Public Hearing; Resolution of Formation & Resolution Ordering Election and Requesting Consolidation <i>(must be 30 days after Res of Intent but not more than 60; minimum 90 days prior to election)</i>	June 16, 2022
Ballot text & Resolution calling for election to ROV <i>(a Friday at least 88 days prior to election)</i>	August 12, 2022
<i>Election Day</i>	<i>November 08, 2022</i>
*Third Board Action: Adopt Resolution Certifying Election Results; Introduce Ordinance Levying the Special Tax <i>First Reading of the Ordinance (Special Meeting)</i>	December 15, 2022
Adopt Ordinance and Resolution levying the CFD Tax	January 19, 2023
Submission of boundary map, resolutions, and special tax levies to the County Auditor's for inclusion on property tax bills	August 10, 2023
First Special Tax Disbursement	December 2023

Puente Hills Habitat Preservation Authority: Proposed Boundary



3/8/2022

1:105,808



Yellow Puente Hills HPA Land Owned/Managed


Dark Green Proposed Boundary

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

MEMORANDUM

Date: March 17, 2022

To: Board Members

From: 
Andrea Gullo, Executive Director

Subject: Agenda Item No. 7) Discussion and possible action appointing Board Director(s) to the subcommittees a) to coordinate with staff and consultant to address feasibility of a financing mechanism in part for wildfire prevention and management of agency properties, and b) regarding finances including the Authority's specific portfolio of investments.

Recommendation

That the Board appoint Board Director(s) to subcommittee(s).

Background:

Approved at the Authority's October 2020 Board meeting was a contract with SCI Consulting Group for public finance consulting services to explore the feasibility of establishing a financing measure. At the Authority's November 2020 Board meeting, the Board created a financing mechanism subcommittee and appointed Board Director Hughes; in June 2021 it appointed Board Chair Sulic to serve on the subcommittee. In January Director Hughes was no longer a Board Director due to Supervisorial redistricting but was reappointed as a Board Director at the February meeting. For consideration is the reappointment of Director Hughes to the subcommittee or appointment of a new Director.

Also, historically, the Chair and Vice Chair have been on a subcommittee that advises on financial matters including the Authority's specific portfolio investments (endowment). Should the Board choose, amending the Fiscal Policies would open up this position to any Board Member. The Fiscal Policies state coordination with the Chair and Vice Chair for final investment decisions is as follows:

The Executive Director is authorized to make decision(s) regarding investment of Authority funds in consultation with the Authority Chairman and Vice-Chairman and if the Authority Chairman and Vice-Chairman are not available for consultation, the Executive Director is authorized to make decision(s) regarding investment of funds provided the managing County and/or Sanitation District investment officials are first consulted and the Authority Chairman and Vice-Chairman are subsequently advised of the decision(s).

No more than two directors can be on any subcommittee that the Board establishes, and alternate directors are eligible to serve on a subcommittee.

Fiscal Impact:


None

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

MEMORANDUM

Date: March 17, 2022

To: Board Members

From: 
Andrea Gullo, Executive Director

Subject: Agenda Item No. 8) Discussion and possible action adopting Authority Resolution No 2022-04 Repealing and Replacing the Authority's Purchasing Policy, and authorizing the Executive Director to update any and all documents necessary to reflect the updated purchasing policy.

Recommendation

That the Board adopt Resolution 2022-04, and authorize Executive Director to update any and all relevant documents necessary to reflect the updated purchasing policy.

Background:

On November 14, 2002, the Board adopted the Authority's first purchasing policy, and amended it on January 23, 2003, and September 27, 2007.

As mentioned at previous Board meetings, the Authority purchasing policy needs to be updated to ensure that the current operational needs of the Authority are addressed, and to ensure consistency with the Authority's Amended Joint Exercise of Powers Agreement, dated April 28, 2011, which provides that the procurement provisions of the Los Angeles County Sanitation Districts apply to the Authority. In July 2020, the Sanitation Districts updated their purchasing policies. The resolution and proposed updated purchasing policy are attached for your consideration. They have been reviewed by the Authority's Controller. Also attached is the existing purchasing policy for your reference.

Fiscal Impact:

None

Resolution No. 2022-04

A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority, Repealing and Replacing the Authority's Purchasing Policy

WHEREAS, the Puente Hills Habitat Preservation Authority (Authority) is committed to openness and transparency regarding the use and expenditures of public funds.

WHEREAS, on November 14, 2002, the Board adopted the Authority's first purchasing policy, and amended it on January 23, 2003, and September 27, 2007.

WHEREAS, the Board has determined that there is a need to update the purchasing policy to ensure that the current operational needs of the Authority are addressed, and to ensure consistency with the Authority's Amended Joint Exercise of Powers Agreement, dated April 28, 2011 (JPA Agreement), which provides that the procurement provisions of the Los Angeles County Sanitation Districts (Districts) apply to the Authority.

WHEREAS, the Board finds that the updated purchasing policy attached hereto (Purchasing Policy) is consistent with the JPA Agreement, the Districts' procurement policy, and current law.

WHEREAS, the Board further finds that the Purchasing Policy will serve the best interests of the Authority.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE PUENTE HILLS HABITAT PRESERVATION AUTHORITY RESOLVES, DETERMINES, AND FINDS THE FOLLOWING:

- b) The recitals above are true and correct and incorporated herein by reference.
- c) The Board hereby establishes and adopts the purchasing policy set forth in Exhibit A, attached hereto and incorporated herein by this reference (Purchasing Policy).
- d) The purchasing authority, limits, restrictions, and procedures set forth in the Purchasing Policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Board from time to time.
- e) The Executive Director is hereby authorized and directed to implement the Policy for and on behalf of the Authority.
- f) The current purchasing policy, last amended on September 27, 2007, is hereby repealed in its entirety.
- g) If any provision in this Resolution or the Purchasing Policy, or the application thereof to any person or circumstances, is for any reason held invalid, the validity of the remainder of this

Resolution and Purchasing Policy, or the application of such provisions to other persons or circumstances, shall not be affected thereby.

- h) The Chair of the Board has the authority to sign this Resolution on behalf of the Board, and the Secretary to the Board shall certify to the passage and adoption thereof.
- i) This Resolution shall become effective upon the date of adoption.

APPROVED AND ADOPTED at a regular meeting held on the 17th day of March, 2022.

AYES:

NOES:

Chair, Board of Directors

ATTEST:

Secretary to the Board of Directors

EXHIBITS:

Exhibit A – Purchasing Policy

EXHIBIT A
PURCHASING POLICY

PURCHASING POLICY FOR THE PUENTE HILLS HABITAT PRESERVATION AUTHORITY

GOVERNING

- **THE PURCHASE OR LEASE OF MATERIALS, SUPPLIES, EQUIPMENT, AND SERVICES,**
- **THE AWARD OF PUBLIC PROJECTS, AND**
- **THE SALE AND DISPOSITION OF AUTHORITY PROPERTY**

MARCH 17, 2022

SECTION 1. GENERAL

- 1-1 The Puente Hills Habitat Preservation Authority (Authority) is a joint exercise of powers agency established pursuant to Government Code Section 6500 et seq. The County of Los Angeles, County Sanitation District No. 2 of Los Angeles County (San District), and the City of Whittier are the constituent members.
- 1-2 In accordance with Section 5.4 of the Amended Joint Exercise of Powers Agreement, Puente Hills Habitat Preservation Authority, dated April 28, 2011 (the JPA Agreement), the Authority's powers to effect the purposes of the JPA Agreement are subject to the restrictions upon the manner of exercising such powers as shall be placed on the San District.
- 1-3 The Purchasing Agent is the Authority's Executive Director or their designee. Contracts can be executed only by the Purchasing Agent and the Board Chair.
- 1-4 The Board of Directors hereby delegates to the Purchasing Agent the authority set forth in the following rules, regulations, and policies, which shall be known as the Authority's Purchasing Policy (Policy) and shall constitute the policies and procedures, including bidding regulations to advertise and receive bids in accordance with all applicable statutes and regulations, required by Government Code Sections 54201, et seq.
- 1-5 The Purchasing Agent may develop detailed procedures as needed to implement the requirements of this Policy.
- 1-6 All purchases by the Authority may be pursuant to a contract, purchase order, change order, or memorandum, as the Purchasing Agent deems appropriate.
- 1-7 This Policy is not intended to describe every requirement of the laws and regulations that govern the Authority's purchases and therefore additional requirements, processes, and limits may apply. In the event of a conflict between this Policy and any law or regulation, the more stringent provisions shall prevail.
- 1-8 All references to California statutes shall include any amendments or successor statutes thereto.

SECTION 2. PROVISIONS APPLICABLE TO ALL CONTRACTS, PURCHASE ORDERS, AND CHANGE ORDERS

- 2-1 Board approval is required before any purchase, contract, change order, or additional work is granted with a value greater than \$25,000, regardless of the method of solicitation or whether it falls under the California Uniform Public Construction Cost Accounting Act (CUPCCAA).
- 2-2 Except as provided in Section 6-2, when the contract has previously been awarded by the Board of Directors, the Purchasing Agent may, during the term of the original authorization, increase the amount of goods, services, or work, up to 25% of the amount originally authorized, for a maximum of \$25,000, without additional Board approval.
- 2-2 All dollar limits in this policy are exclusive of taxes and delivery fees.
- 2-3 Projects, purchases, and contracts shall not be split or separated for so as to evade the dollar limits given in this Policy or mandated by law.
- 2-4 The Purchasing Agent shall have the right to reject all bids/quotes, to accept one part of a bid/quote and reject another in accordance with bid/request for proposal specifications, to waive technical defects, and to consider alternate bids/quotes if to do so best serves the interests of the Authority.
- 2-5 The Purchasing Agent is authorized without Board approval to participate in research studies or programs with other public, private, or academic organizations, or become a member of an organization, if the resulting research or membership has the potential to benefit Authority facilities or services or otherwise further a statutory purpose of the Authority, and the Authority's contribution will not exceed \$10,000 per year.
- 2-6 The Purchasing Agent is authorized to arrange for utility services as required for the operation of Authority facilities.
- 2-7 The Purchasing Agent is authorized to procure and pay for required regulatory fees, permit fees, taxes, etc.
- 2-8 The Purchasing Agent shall maintain written records of all purchasing activity as required by law or the Authority's document retention practices or policy. Electronic records, including but not limited to, scanned documents, emails, and purchasing data in the Authority's accounting and asset management systems, shall be considered adequate written records for this purpose.
- 2-9 All methods of procurement, including bids, requests for quotations, requests for proposals, etc., shall be conducted in a manner that is fair and transparent.

SECTION 3. PROCEDURES FOR PURCHASE OR LEASE OF MATERIALS, SUPPLIES, AND EQUIPMENT

3-1 The following governs solicitation of quotes for the purchase or lease of materials, supplies, and equipment:

Amount	Procedure
\$10,000 or less	The Purchasing Agent may make purchases or leases in accordance with procedures that the Purchasing Agent deems appropriate.
Between \$10,001 and \$50,000	The Purchasing Agent shall informally solicit competitive quotes from a minimum of three vendors, if available. Informal solicitation shall include requests for quotes orally or in writing, including via email. All solicitations and quotes shall be maintained in the project file for a period of three years following the closing of submittals or completion of the project, whichever is later.
More than \$50,000	The Purchasing Agent shall obtain at least three competitive quotes, unless fewer than three vendors are available.

3-2 The procurement of materials, supplies, and equipment shall be selected based on price, quality, vendor's reputation, the Authority's needs, and any other factor deemed relevant by the Purchasing Agent in order to ensure the most advantageous combination of price and quality.

3-3 The Purchasing Agent need not comply with the solicitation requirements of Section 3-1 when the Purchasing Agent determines any of the following:

- a) An emergency condition has occurred requiring immediate action, as described in Section 6 of this Policy.
- b) Completion dates cannot be met and/or delays will lead to costs that exceed possible savings from following the competitive quote requirements.
- c) Patented, licensed, or proprietary materials are required.
- d) Compatibility with existing equipment is necessary.

- e) Prior experience and/or professional qualifications have proven that a particular-make or type of equipment, material, or supply, is more satisfactory or economical than any other available product for Authority purposes.
 - f) The procurement is available at pricing established by and available through an existing governmental purchasing cooperative or a City, County, State, or Federal contract.
 - g) The vendor is a sole source provider.
 - h) See Section 3.4.
- 3-4 The Purchasing Agent may purchase used equipment without following the bid procedures in this Policy and without prior authorization by the Board of Directors if savings can be realized only by making such purchase before the next regular meeting of the Authority Board of Directors. Any such purchase in excess of \$25,000 shall be reported to the Board of Directors at its next regular meeting.

SECTION 4 PROCUREMENT OF SERVICES

- 4-1 The procedures in this Section 4 are intended to provide the Purchasing Agent maximum flexibility in the procurement of services to ensure that the Authority's best interests are served.
- 4-2 The procurement of services of any architect, landscape architect, engineer, artist, environmental consultant, land surveyor, construction project manager, accountant, appraiser, financial advisor, attorney, habitat restoration or other provider of professional services involving a high degree of technical or individual skill; and the procurement of services such as landscaping, maintenance, repair services, and trail maintenance shall be based on demonstrated competence, the professional qualifications necessary for satisfactory performance of the required services, and a fair and reasonable price.
- 4-3 Competitive procurement shall not be required for services valued at \$10,000 or less.
- 4-4 When the Purchasing Agent, based on their sound judgment, determines that competitive procurement of services valued at over \$10,000 will be in the best interest of the Authority, the Purchasing Agent shall award the contract for services after notice to a number of potential offerors adequate to permit reasonable competition consistent with the nature and requirements of the procurement. Offerors shall provide evidence that the person or firm carrying out contract responsibilities possesses the expertise and experience to perform the requisite services. The contract file shall contain a written summary of the basis on which notice to potential offerors was given and on which the award was made.

SECTION 5. BIDDING ON PUBLIC PROJECTS

5-1 Consistent with the policies of the San District, the Authority is subject to the requirements of the CUPCCAA, Public Contract Code §§ 22000 – 22045, for its public project procurements, and this Policy sets forth procedures consistent with the CUPCCAA.

5-2 Public Projects, as defined by Section 22002 of the Public Contract code, are subject to the following bidding requirements:

Amount	Procedure
Level 1 projects (Pub. Cont. Code §22032(a))	May be performed by the Authority’s employees by force account, by negotiated contract, or by purchase order.
Level 2 projects (Pub. Cont. Code §22032(b))	May be let to contract by informal procedures as set forth in Section 22034 of the Public Contract Code.
Level 3 projects (Pub. Cont. Code §22032(c))	Except as otherwise provided in Pub. Cont. Code § 22034(d), shall be let to contract by formal bidding procedure in accordance with Pub. Cont. Code § 22037 et seq.

5-3 The Purchasing Agent need not comply with the bidding procedures of Section 5-2 when the Purchasing Agent determines any of the following:

- a) Construction or repair completion dates cannot be met and/or delays will lead to costs that exceed possible savings from following the bid requirements, rendering the competitive procurement procedure futile.
- b) Pursuant to an emergency, as articulated in Section 6 of this Policy.
- c) When the work can only be performed by a sole source provider.

5-3 The Purchasing Agent may establish bidding procedures consistent with this Policy and with the requirements of law.

5-4 As used in this section, the word “bid” shall include any offer to provide materials, equipment, supplies, and services to the Authority as necessary for the public project work.

5-5 The public project shall be awarded to the lowest responsive, responsible bidder.

- (a) “Responsive bidder” means a bidder whose bid meets the instructions set forth in the request for bids, request for qualifications, or instructions to bidders on its face. A non-responsive bid may be entirely rejected.

- (b) The term “responsible bidder” refers to attributes of trustworthiness, quality, fitness and capacity of the bidder to perform the proposed agreement satisfactorily. The Authority has the discretion to determine which bidders are responsible. A determination that a bidder is not responsible must be supported by substantial evidence. In considering whether a bidder is responsible, the following considerations may be made:
- (i) The ability, capacity, and skill of the bidder to perform the contract or provide the supplies or services required.
 - (ii) The ability of the bidder to provide the supplies or services promptly, or within the time specified, without delay or interference.
 - (iii) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - (iv) The quality of bidder’s performance on previous purchases or contracts.
 - (v) The ability of the bidder to provide future maintenance, repair parts and services for the use of the subject of the contract.
 - (vi) The previous and existing compliance by the bidder with the laws and provision relating to the contract.

A bidder rejected on the basis of responsibility shall receive written notice for such rejection and an opportunity to be heard at a public hearing.

- 5-6 The Purchasing Agent shall have the right to reject all bids, to accept one part of a bid and reject another in accordance with bid specifications, to waive technical defects, and to consider alternate bids if to do so best serves the interests of the Authority.
- 5-7 All bids submitted to the Authority that do not substantially comply with the instructions for bidding or that contain unauthorized conditions, limitations, or provisions, or that substitute items shall be deemed non-responsive and may be rejected by the Purchasing Agent. The Purchasing Agent may waive minor errors, omissions, or irregularities and accept bids if the error, omission or irregularity does not affect the award or provide any other advantage to the bidder.
- 5-8 In the event of a discrepancy, the bid price shown for the unit price or for a lump sum item shall take precedence over the bid price shown for the total.
- 5-9 Any bid received after a bid closing date and time will be returned unopened.
- 5-10 Contractors must supply such bidders’ security, payment bonds, or performance bonds required by law or Authority specifications. The Purchasing Agent shall establish reasonable minimum requirements for bonds and surety companies.

5-11 All bids shall remain confidential until the time for bid opening. All responses to Requests for Proposals shall remain confidential until a contract or purchase order has been awarded.

SECTION 6. EMERGENCY AUTHORITY

6-1 The Executive Director and/or Chair of the Board of Directors shall have the authority to take immediate action, including the expenditure of Authority funds, to repair, restore, replace or protect Authority facilities, or to prevent or correct damage caused by Authority operations, for the immediate and urgent protection of the public health, safety, property, or the environment, without prior authorization of the Board of Directors upon the Director's finding that:

- a) It is necessary to repair, restore, replace or protect Authority facilities or prevent or correct damage caused by Authority operations for protection of the public health, safety, property or the environment;
- b) It is infeasible to secure prior authorization of the Board of Directors or to contract for such work in accordance with competitive bidding procedures.
- c) When possible, the contract shall be issued to a vendor that has previously been awarded similar work as a result of a bid process. An analysis of the grounds justifying the issuance of the contract shall be documented. Action confirming the issuance of the contract shall be obtained from the Board of Directors at its next regular board meeting.

6-2 The amount of expenditures authorized by section 6-1 is unlimited, except that the Executive Director shall not incur an indebtedness that is anticipated to exceed \$100,000 without the concurrence of the Chair of the Board of Directors, or, in their absence, the concurrence of any other Board member. Similarly, the Chair shall not incur an indebtedness that is anticipated to exceed \$100,000 without the concurrence of the Purchasing Agent or one other Board member. If the Executive Director or Chair, after reasonable effort under the circumstances, is unable to contact the Chair or other Board member, the Executive Director or Chair is authorized to take immediate action without the prior concurrence of the Chair or other Board member.

6-3 The Executive Director and/or Chair shall report any action taken pursuant to section 6-1 to the Board of Directors at its next board meeting.

SECTION 7. DISPOSITION OF AUTHORITY PROPERTY

7-1 The Purchasing Agent shall dispose of property owned by the Authority that is no longer required for Authority purposes in such manner and for such consideration as the Purchasing Agent determines will best benefit the Authority. . Such disposal, and the reasons therefore, shall promptly be reported to the Board of Directors, unless the amount or value received is \$10,000 or less. Property having a current value of \$25,000 or greater

shall not be disposed of without prior authorization of the Authority's Board of Directors. The Purchasing Agent shall annually provide the Board of Directors with a list of all property disposed of during the year pursuant to this authorization, including the value received, irrespective of the value of the property.

7-2 The Purchasing Agent may exchange used Authority property in connection with a purchase of materials, supplies, or equipment, subject to the limitations in this section.

7-3 Disposition of all real property, regardless of value, requires Board approval.

PUENTE HILLS LANDFILL NATIVE HABITAT PRESERVATION AUTHORITY

POLICY AND PROCEDURES GOVERNING THE PURCHASE OF GOODS AND SERVICES, LEASING OF EQUIPMENT, LETTING OF CONTRACTS FOR PROFESSIONAL SERVICES UNRELATED TO PUBLIC WORKS CONTRACTS, LETTING OF PUBLIC WORKS CONTRACTS, AND DISPOSITION OF PROPERTY

(PURCHASING POLICY)

SECTION 1: GENERAL

1.0 The Puente Hills Landfill Native Habitat Preservation Authority (Authority) is a joint exercise of powers agency established pursuant to Government Code Section 6500 *et seq.* The County of Los Angeles, County Sanitation District No. 2 of Los Angeles County, and the City of Whittier are the constituent members.

1.1 The Board of Directors is the governing body of the Authority and is comprised of four directors appointed pursuant to Section 5.1 of the Joint Powers Agreement.

1.2 The following policies and procedures shall be known as the Puente Hills Landfill Native Habitat Preservation Authority Policy and Procedures Governing the Purchase of Goods and Services, Leasing of Equipment, Letting of Contracts for Professional Services Unrelated to Public Works Projects, Letting of Public Works Contracts, and Disposition of Property (Purchasing Policy) and shall constitute the policy and procedures, including bidding procedures, as required by Government Code Section 54201 *et seq.* and as governed by Public Contract Code Section 20783. The Authority's staff shall abide by the Purchasing Policy in the absence of superseding action by the Authority's Board of Directors.

1.3 The Chairperson of the Authority, or his or her designee, and the Executive Director are hereby designated as Purchasing Agents for the Authority.

SECTION 2: PROCEDURES FOR PURCHASING GOODS AND SERVICES, LEASING OF EQUIPMENT, AND LETTING OF CONTRACTS

2.0 The Purchasing Agent is authorized to make purchases or lease materials, supplies, services, and equipment, and let contracts if the total cost is \$10,000 or less, without prior authorization of the Board of Directors. Purchases, leases, and contracts for professional services and for public works projects shall be made in accordance with Section 2.1 hereof.

Puente Hills Landfill Native Habitat Preservation Authority
Purchasing Policy

2.1 Purchases, Contracts, and Leases Requiring Bids. When bids are solicited, except as provided in Sections 2.2 and 4 hereof, the Purchasing Agent shall make purchases or enter into leases and contracts in accordance with the provisions hereafter set forth (each of the monetary limits below is exclusive of applicable taxes):

Original Purchase, Contract, or Lease:

\$500 or less:	Purchases, contracts, or leases may be made in accordance with bidding procedures deemed appropriate by the Purchasing Agent, including non-bid purchases or leases.
\$500 - \$5,000:	The Purchasing Agent may make purchases, contracts, or leases only after soliciting bids verbally or by other appropriate means from a minimum of three vendors, if available. The lowest responsive and responsible bid must be confirmed in writing.
\$5,000 - \$10,000:	The Purchasing Agent may authorize a purchase, contract, or lease only after soliciting bids from a minimum of three vendors, if available, pursuant to verbal or written invitation to bid. All bids must be in writing.

In the event that fewer than three bids are received for any solicitation, sufficient documentation shall be maintained indicating the Authority attempted to obtain a minimum of three bids.

2.2 Professional Services. Contracts for private architectural, landscape architectural, engineering, environmental, land surveying, or construction management services, unless such services are more of a technical nature and involve little professional judgment, are currently governed by particular legal requirements applicable thereto. Purchasing Agent may execute non bid contracts for professional services up to \$10,000. (See Government Code Section 4525, *et seq.*).

2.3 Public Works Projects. Contracts for public works projects are currently governed by particular legal requirements applicable thereto. (See Public Contract Code).

2.4 Contracts Exceeding 25% or Less of Original Bid. The Purchasing Agent may, during the term of the original authorization, exceed the original contract amount for all contracts, purchases, all services including professional services, and leases, related to the purpose

Puente Hills Landfill Native Habitat Preservation Authority
Purchasing Policy

of the original authorization, by the sum of 25% or less of the original contract amount or lease. For original authorizations exceeding \$10,000, the Purchasing Agent shall promptly report any additional authorized costs greater than 10% of the original authorization and exceeding \$2,500, and the reasons therefore, to the Board of Directors.

SECTION 3: NON-BID PURCHASES, LEASES, AND CONTRACTS

3.0 Non-Bid Purchases, Leases, and Contracts. Non-bid purchases, leases, and contracts shall only be made in unusual circumstances and shall be authorized by the Board of Directors, except as provided in Sections 2.1, 2.2 and 4.0 hereof. The Purchasing Agent shall maintain documentation of the reasons and circumstances for a non-bid purchase, lease, or contract, and shall report to the Board of Directors that one or more of the following reasons or circumstances necessitates use of a non-bid purchase, lease, or contract.

- A) Construction, repair, or project completion dates cannot otherwise be met.
- B) Patented, licensed, or proprietary materials or services are required.
- C) Compatibility with existing equipment or facilities is necessary.
- D) Prior experience and/or professional qualifications have proven that a particular make and/or type of equipment, material, supply or service is more satisfactory or economical for Authority purposes.

SECTION 4: EMERGENCY AUTHORITY: PURCHASE OR LEASE OF GOODS OR SERVICES

4.0 In the event of an emergency that poses significant risks to public health or safety or to public property or the wildlife thereon, the Chairperson alone, or the Executive Director, after consultation with the Chairperson or Vice-Chair in the case of the absence of the Chair, may expend up to \$100,000 by following any bidding procedures, including non-bid purchases and leases, he or she deems appropriate for the purchase or lease of goods or services. Such expenditure, and the reasons therefore, shall be documented and promptly reported to the Board of Directors.

SECTION 5: DISPOSITION OF AUTHORITY PROPERTY

Puente Hills Landfill Native Habitat Preservation Authority
Purchasing Policy

5.0 Except as hereinafter provided, upon a finding by the Board of Directors that property belonging to the Authority is no longer required for Authority purposes, the Purchasing Agent shall proceed to dispose of the property as authorized by said Board.

5.1 The Purchasing Agent may exchange used Authority property for the purchase of materials, supplies, or equipment.

5.2 With respect to any item of equipment and material determined by the Purchasing Agent to have a current value of \$2,500 or less, the Purchasing Agent is authorized to determine whether or not such item of equipment is surplus to Authority needs and thereupon may dispose of it in such manner and for such consideration as will best serve the interests of the Authority without expressed consent of the Board of Directors. Such disposal, and the reasons therefore, shall promptly be reported to the Board of Directors, unless the amount or value received is \$500 or less. The Purchasing Agent shall annually provide the Board of Directors with a list of all property disposed of during the year pursuant to this authorization, including the value received, irrespective of the value of the property.

SECTION 6: OUTREACH

(Businesses owned by Minority, Women, Disabled Veterans, and/or disadvantaged and small business enterprises)

6.0 Projects which are funded in whole or in part by the federal, state or local government other than the Authority shall, if required by the funding source, be administered according to requirements of the respective federal, state, or local outreach programs.

SECTION 7: ADVERTISING

7.0 The Purchasing Agent shall provide notice inviting bids for purchases and leases of materials, supplies, services, and equipment when such notice is appropriate for the intended purchase or lease. When inviting bids exceeding ten thousand dollars (\$10,000) in cost, the notice shall be a written invitation and appropriate advertisement.

7.1 Notice inviting bids for public works projects exceeding thirty five thousand dollars (\$35,000) in cost shall be published in a general circulation newspaper within the Authority's jurisdiction at least ten days before the time specified for receiving bids. Said notice shall be published twice, not less than five days apart.

SECTION 8: BIDS AND AWARDS

8.0 Where bids are solicited, the following procedures shall apply. The Purchasing Agent is authorized to establish such additional bidding procedures as are not inconsistent with the following procedures.

8.1 Responsive, Responsible Bidder. An award will be made to the lowest responsive, responsible bidder.

- A) The term *Responsive Bidder* means a bidder who meets the instructions set forth in the request for bid, request for qualifications, or instructions to bidders. A non-responsive bid may be entirely rejected.
- B) The term *Responsible* refers to attributes of trustworthiness, quality, fitness and capacity of the bidder to perform the proposed agreement satisfactorily. The Authority has the discretion to determine which bidders are responsible. A determination that a bidder is not responsible must be supported by substantial evidence. In considering whether a bidder is the lowest *Responsible* bidder, the following considerations may be made:
 - i) The ability, capacity, and skill of the bidder to perform the contract or provide the supplies or services required.
 - ii) The ability of the bidder to provide the supplies or services promptly, or within the time specified, without delay or interference.
 - iii) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - iv) The quality of bidder's performance on previous purchases or contracts.
 - v) The ability of the bidder to provide future maintenance, repair parts and services for the use of the subject of the contract.
 - vi) The previous and existing compliance by the bidder with the laws and provision relating to the contract.

8.2 The Authority shall have the right to reject all bids, to accept one part of a bid and reject another in accordance with bid specifications, to waive technical defects and to consider alternative bids if to do so best serves the interests of the Authority.

Puente Hills Landfill Native Habitat Preservation Authority
Purchasing Policy

8.3 All bids submitted to the Authority which do not substantially comply with the instructions for bidding and any quotations containing unauthorized conditions, limitations, provisions, or substitute items shall, if not waived, be rejected.

8.4 Should a discrepancy exist in prices, the bid price shown for the unit price or lump sum item shall take precedence over the bid price shown for the total.

8.5 Late Bids. Any bid received after a bid closing date and hour at the place designated for the opening is non-responsive.

8.6 Contractor must supply such bidders' security, payment bonds and/or performance bonds as are required by law or as are determined to be appropriate.

8.7 Confidentiality. All bids received by the Authority shall remain confidential until the time for bid opening.

8.8 Bid Award. For bids advertised according to Section 7, a notice must be faxed or hand delivered to all of the bidders stating the Authority's intent to award the bid within five business days to the lowest responsive, responsible bidder (name the bidder in the notice). The notice must also state that any and all bid protests must be received on or before the fifth business day and that no bid protests received after that date will be considered.

SECTION 9: BID PROTEST

9.0 Bid Protest. Bid protestors must be informed of the reasons that their bids were not responsive or responsible. Non-responsive bidders are not entitled to refute the decision of the Authority. A non-responsible bidder should be given an opportunity to provide written evidence and argument to refute the Authority's decision. Within five business days of receipt of the Authority's notice of the reasons regarding why the bid protestor is not the lowest responsible bidder, the bid protestor must submit written evidence and argument refuting the Authority's decision. If the bid protestor does not meet these deadlines the bid should be immediately awarded to the lowest responsive, responsible bidder.

Additional Materials

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

This meeting took place remotely in accordance with Government Code section 54953(e) et seq. (AB 361) and Resolution 21-04, adopted by the Board of Directors on November 22, 2021. 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/82080869555> Meeting ID: 820 8086 9555

- Or - Phone by joining at these numbers: +1 (669) 900 6833, +1 (346) 248 7799
Meeting ID: 820 8086 9555, Find your local number:
<https://us02web.zoom.us/j/82080869555>

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

I. CALL TO ORDER.

The Chair, Charles Lawrence, called the meeting to order at approximately 7:00 p.m.

II. ROLL CALL.

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

Members Present:	Shelley Andros	Whittier
	Charles Lawrence, Chair	Whittier
	Ray Wong	Whittier
	Gina Natoli	County of Los Angeles
	Karen Chang	County of Los Angeles
	John Houser	County of Los Angeles
	Roy Francis, Vice Chair	La Habra Heights
	Catherine Houwen	La Habra Heights
	Adam Nazaroff	La Habra Heights

Members Absent: none

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: Steve Huber, Whittier Area Audubon

III. PUBLIC COMMENTS.

Steve Huber reported that during Whittier Area Audubon's walk at Sycamore Canyon this past Saturday, 36 different species of birds were seen, including a peregrine falcon which is somewhat unusual.

IV. APPROVAL OF MINUTES FOR THE NOVEMBER 16, 2021, REGULAR MEETING.

Vice Chair Francis motioned to approve these minutes as drafted. Member Houwen seconded this motion, and in a roll call vote the motion passed with Members Chang, Houser and Wong abstaining.

V. STANDING REPORTS:

a. REPORT BY BOARD LIAISON ON NOVEMBER 22, 2021, AUTHORITY BOARD MEETING.

Regarding the Board's November 22 meeting, Member Houwen reported that:

- the Board approved the funding needs of the Authority and directed the Board's subcommittee to pursue the exploration of funding fire prevention and safety, and natural resource management needs, with staff preparing estimates for additional needs and submitting for possible state funding;
- the Board expressed support for the City of Whittier's possible People Mover Project, and directed staff to continue to attend related stakeholder meetings;
- the Board authorized the Executive Director to execute the non-bid contract with Nakae and Associates for landscape maintenance services in an amount of \$20,000;
- the Board authorized the Executive Director to execute the non-bid contract with Nakae and Associates for native landscaping to implement the Turnbull Canyon habitat enhancement project in the amount of \$41,179; and
- the Board asked that staff draft a follow-up letter regarding Los Angeles County's General Plan Update to the Safety Element, alerting them to the

unexplained omission of a substantial area from the very-high-fire-safety-hazard zone contiguous to the Harbor Boulevard Wildlife Underpass.

b. REPORT FROM SOCIAL MEDIA SUBCOMMITTEE.

Member Andros reported that postings to the Authority's social media channels continues as usual.

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

Member Houwen reported that last week she provided the La Habra Heights City Council with an update regarding the Authority's activities.

Member Natoli joined the meeting during this item.

VI. DISCUSSION, RECEIVE AND FILE OCTOBER 2021 MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) RANGER REPORT.

Deputy Chief Ranger Hughes reviewed this report, and there was discussion. The Committee received and filed this report.

VII. DISCUSSION, RECEIVE AND FILE AUTHORITY COMMENT LETTER TO THE COUNTY OF LOS ANGELES REGARDING THEIR GENERAL PLAN UPDATE TO THE SAFETY ELEMENT.

Ecologist Mariscal reviewed this item. In responding to a question about the process of submitting letters, Member Natoli stated that with letters such as this it is also helpful to send a related letter to Los Angeles County Supervisor Hahn and her local staff, for assistance in getting the Authority's concerns addressed. The Committee received and filed this letter.

VIII. DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF DIRECTORS REGARDING AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE A NON-BID CONTRACT WITH SAGE ENVIRONMENTAL GROUP FOR GOAT-GRAZING SERVICES IN TURNBULL CANYON IN THE AMOUNT OF \$76,894. THIS PROJECT IS FUNDED BY A GRANT FROM CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION.

Ecologist Mariscal reviewed this item, and stated that Sage Environmental Group is recommended as a non-bid contract because the proposed contractor is known to possess the needed experience and professional qualifications that are more satisfactory and economical for Authority purposes as explained further in the staff report. There was little discussion.

Member Natoli motioned to recommend to the Board of Directors that they approve this non-bid contract with Sage Environmental Group in the amount of \$76,894 and authorize the Executive Director to execute this contract. Member Houser seconded this motion, and in a roll call vote the motion passed unanimously.

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

Chair Lawrence asked if any further information has been obtained from Mr. Hoffman about the possibility of installing weather stations in the Preserve, and Executive Director Gullo replied that so far no additional details or proposal have been provided to or obtained by staff.

He also thanked staff and Authority Volunteer Bruce Everett for the copies of the calendar Volunteer Everett donated again this year.

Executive Director Gullo advised that, due to the timing of the month of January, the Committee may not be able to meet virtually before the Board's next meeting, in compliance with California Assembly Bill 361's provisions. She will provide further scheduling details closer to the time of the next meeting, which is anticipated to again be held virtually, given the continuing community health concerns.

She also reported that the proposed redistricting map for Los Angeles County is being considered for approval tomorrow, and could affect the representation on both the Committee and the Board of Directors.

X. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING.

There being no further comments, or business to be discussed, Chair Lawrence adjourned the meeting at 7:52 p.m. The next regularly scheduled meeting date is January 18, 2022, although Assembly Bill 361 requirements could entail rescheduling.



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

February 23, 2022

Charles Lawrence
11832 N. Circle Drive
Whittier, California 90601

Dear Chuck,

Thank you for your very generous service as a member of the Citizens Technical Advisory Committee (CTAC).

For the past 8 years, we have greatly valued your volunteer time and contributions to the Habitat Authority's causes and mission! You have been a champion for these local hills and are a great example for others in our local communities. Your initial contribution towards the conversation of tipping fees was instrumental with the formation of this agency.

Thank you again! Your volunteerism, support and dedication over these many years has helped the Habitat Authority with its continued efforts in preserving the local hills for wildlife and providing quality recreational opportunities for people. You will always be a part of the Habitat Authority family, and we hope to continue our collaborations in the future.

Sincerely,

Ivan Sulic
Chair, Board of Directors

cc: Board of Directors
CTAC



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

February 23, 2022

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

Financial Assistance for Puente Hills Preserve

Dear Assemblymember Calderon:

During these challenging times, the Puente Hills Habitat Preservation Authority (Habitat Authority) appreciates your leadership and support. Local governments such as ours are facing current financial challenges. We are requesting financial assistance of \$2,000,000 to promote wildfire safety, natural resource protection and community engagement.

As you know, the Habitat Authority is a 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 a representative from 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 (Puente Hills Preserve) 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 over 3,880 acres in the Puente Hills within Los Angeles County and surrounded almost entirely by thousands of residences.

The Habitat Authority is not a taxing agency and operates on a shoestring budget. The agency's main funding source, our endowment, had accounted for approximately 65% of our revenue and has been greatly impacted with the economic downturn due to Covid-19. This one source is projected to have decreased roughly 20%. Other revenue streams are also decreasing while costs and use of the Preserve are increasing; we are still assessing the impacts from those changes. The Habitat Authority has taken several cost-saving steps with its budget including decreasing ranger services.

The Habitat Authority has been fortunate enough to receive fuel clearance grants from the Rivers and Mountains Conservancy and CalFire through 2024. However, the below are other items that need attention over the next few years:


- a) Ranger services, \$1.25 million – for firefighting, law enforcement and public outreach. Our rangers are contracted through a partnering government agency, the Mountains Recreation and Conservation Authority. They are trained first responders, wildland fire fighters and California Peace Officers. Additionally they perform maintenance, provide outdoor education, and protect the natural resources and trail visitors.
- b) Repairs and upgrades to the agency-owned ranger residences, rough estimate \$250,000. We are in the process of obtaining accurate estimates.
- c) A full-time interpretive staff to provide outdoor education and manage community volunteers, \$250,000 - This helps to increase recreational enjoyment, community involvement, and promote natural resource stewardship. Simultaneously it puts more eyes and ears for the rangers on the trails to decrease illegal behaviors.

Long -Term Funding Options:

- d) New ranger command center - estimate \$1.8 million - This would also function as office/visitor interpretation area in Sycamore Canyon and 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.
- e) Repair Sycamore Canyon backhouse/ranger residence, estimate \$350,000-400,000.
- f) Security upgrades to the trailheads to decrease illegal activities, such as with cameras or gates, rough estimate \$300,000-350,000.

I'm available at any time to discuss this with you further or answer any questions. Feel free to contact me at ISulic@bos.lacounty.gov or (562) 807-7350, as well as Executive Director, Andrea Gullo at agullo@HabitatAuthority.org or at (562) 945-9003.

Sincerely,



Ivan Sulic
Chair of Board of Directors

Copy:
Senator Archuleta
Board of Directors



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

February 23, 2022

The Honorable Bob Archuleta
California State Senate, 32nd District
12501 Imperial Highway, Suite 110
Norwalk, California 90650

Financial Assistance for Puente Hills Preserve

Dear Senator Archuleta:

During these challenging times, the Puente Hills Habitat Preservation Authority (Habitat Authority) appreciates your leadership and support. Local governments such as ours are facing current financial challenges. We are requesting financial assistance of \$2,000,000 to promote wildfire safety, natural resource protection and community engagement.

As you know, the Habitat Authority is a 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 a representative from 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 (Puente Hills Preserve) 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 over 3,880 acres in the Puente Hills within Los Angeles County and surrounded almost entirely by thousands of residences.

The Habitat Authority is not a taxing agency and operates on a shoestring budget. The agency's main funding source, our endowment, had accounted for approximately 65% of our revenue and has been greatly impacted with the economic downturn due to Covid-19. This one source is projected to have decreased roughly 20%. Other revenue streams are also decreasing while costs and use of the Preserve are increasing; we are still assessing the impacts from those changes. The Habitat Authority has taken several cost-saving steps with its budget including decreasing ranger services.

The Habitat Authority has been fortunate enough to receive fuel clearance grants from the Rivers and Mountains Conservancy and CalFire through 2024. However, the below are other items that need attention over the next few years:

- a) Ranger services, \$1.25 million – for firefighting, law enforcement and public outreach. Our rangers are contracted through a partnering government agency, the Mountains

Recreation and Conservation Authority. They are trained first responders, wildland fire fighters and California Peace Officers. Additionally they perform maintenance, provide outdoor education, and protect the natural resources and trail visitors.

- b) Repairs and upgrades to the agency-owned ranger residences, rough estimate \$250,000. We are in the process of obtaining accurate estimates.
- c) A full-time interpretive staff to provide outdoor education and manage community volunteers, \$250,000 - This helps to increase recreational enjoyment, community involvement, and promote natural resource stewardship. Simultaneously it puts more eyes and ears for the rangers on the trails to decrease illegal behaviors.

Long -Term Funding Options:

- d) New ranger command center - estimate \$1.8 million - This would also function as office/visitor interpretation area in Sycamore Canyon and 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.
- e) Repair Sycamore Canyon backhouse/ranger residence, estimate \$350,000-400,000.
- f) Security upgrades to the trailheads to decrease illegal activities, such as with cameras or gates, rough estimate \$300,000-350,000.

I'm available at any time to discuss this with you further or answer any questions. Feel free to contact me at ISulic@bos.lacounty.gov or (562) 807-7350, as well as Executive Director, Andrea Gullo at agullo@HabitatAuthority.org or at (562) 945-9003.

Sincerely,



Ivan Sulic
Chair of Board of Directors

Copy:
Assemblymember Calderon
Board of Directors

Ex-councilman to fill vacated seat

Retired firefighter Roy Francis, who served for 8 years, replaces Jane Williams, who resigned

February 17, 2022

By Mike Sprague

msprague@scng.com

After deadlocking 2-2 Monday on filling a La Habra Heights City Council vacancy, the four members came together after more than an hour of debate Wednesday to elect former Councilman Roy Francis.

The vacancy was created when Councilwoman Jane Williams resigned, effective Jan. 10.

Francis, a retired firefighter, served on the La Habra Heights council from 2011-19. He was elected on a 4-0 vote after it appeared the council was deadlocked again. "For the goodness of the city, I will reconsider and change," said Councilman Brian Bergman, who with Mayor Dennis Laherty had supported John Pespisa, a manager for Southern California Edison and a reserve deputy sheriff. Francis, who didn't apply until Wednesday before the 3 p.m. meeting in a letter, offered to fill the seat and said he wouldn't run in November.

Councilman Norm Zezula, who nominated Francis, said that with the arrest of Timothy Peel, assistant fire chief for La Habra Heights on suspicion of impersonating a police officer and felony false imprisonment, someone like Francis is needed.

"We need somebody who understands our Fire Department and has the ability to bring consensus," said Zezula, who with Councilman Carey Klingfus supported Francis. "He was a former chief and a fire captain for Pasadena Fire Department," Zezula said of Francis. "He spent eight years on the City Council. Is there anybody who doubts that Roy can work with everybody and bring people together?"

Bergman said he supported Pespisa because of his background as a manager for Southern California Edison and a reserve deputy.

"He's got 35 years in good positions. He's run things," Bergman said. "He's been a regulator and in personnel. He will make good decisions. I don't expect him to be with me. This guy's an excellent guy."

Monday, Zezula voted with Klingfus for four different candidates.

Laherty and Bergman supported two different candidates, including Pespisa.