

**PUENTE HILLS HABITAT PRESERVATION AUTHORITY  
CITIZENS TECHNICAL ADVISORY COMMITTEE  
*Endowment Provided by the Puente Hills Landfill***

**October 18, 2022, Tuesday, 7 p.m.**

**LOCATION:**

This meeting will take place remotely in accordance with Government Code section 54953(e) *et seq.* (AB 361) and Resolution 22-11, adopted by the Board on September 22, 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/84779109312>

Meeting ID: 847 7910 9312

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

Meeting ID: 847 7910 9312, Find your local number: <https://us02web.zoom.us/j/84779109312>

Roy Francis, Vice Chair	La Habra Heights
Catherine Houwen	La Habra Heights
Adam Nazaroff	La Habra Heights
Shelley Andros	Whittier
Ray Wong	Whittier
Jeff Brauckmann	Whittier
Matthew Liang	County of Los Angeles
(vacant)	County of Los Angeles
(vacant)	County of Los Angeles

**Members of the public may provide electronic comments by Monday, October 17, 2022, by 4:00 p.m. to [info@HabitatAuthority.org](mailto:info@HabitatAuthority.org). Please label the email in the subject heading as “Public Comments.” Public comments may also be verbally heard during item IV of the meeting.**

Pursuant to Section 54954 of the Government Code, the Puente Hills Habitat Preservation Authority (Authority) will hold a regular meeting of the Citizens Technical Advisory Committee (CTAC) at the above time and location for the purpose of:

Oath of Office for new Advisory Committee members Jeff Brauckman and Matthew Liang.

**AGENDA**

- I. Call to order.
- II. Roll call.
- III. Introduction of new Advisory Committee Members.
- IV. Public comments.
  
- V. Approval of Minutes for the March 15, 2022, Regular Meeting.
- VI. Standing Reports:
  - a) Report by Board Liaison on Authority Board meetings.

- b) Report from social media subcommittee.
  - c) Committee Member feedback from the public as it relates to the Habitat Authority.
- VII. Discussion and possible recommendations or feedback to Board regarding findings of financial analysis of agency from Authority consultant Fieldman, Rolapp and Associates.
- VIII. Discussion, receive and file September 2022 Mountains Recreation and Conservation Authority (MRCA) Ranger Report.
- IX. Discussion of election procedures and possible action regarding election of CTAC Chair and Vice Chair.
- X. Discussion, Committee members' statements, Executive Director's comments, responses or questions.
- XI. Adjournment and announcement of next meeting.

The Puente Hills Habitat Preservation Authority is a public entity established pursuant to the Joint Exercise of Powers Act by agreement between the City of Whittier, Los Angeles County, and Sanitation Districts of Los Angeles County. Regular meetings of the Citizens Technical Advisory Committee are scheduled for the Tuesday before the third Thursday of every month. NOTE: 72 hours prior to Citizens Technical Advisory Committee meetings, the entire Citizens Technical Advisory Committee agenda package is available for review, along with any meeting-related writings or documents provided to a majority of the Committee members after distribution of the agenda package, at the Authority's website, [www.habitatauthority.org](http://www.habitatauthority.org). Questions about any agenda item can be addressed to Andrea Gullo, Executive Director, 562.945.9003. NOTE: Members of the public may address the Committee on any item shown on the agenda. In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call Melissa Miller at the Habitat Authority office 562.945.9003, at least 48 hours prior to this meeting.

DRAFT Minutes  
PUENTE HILLS HABITAT PRESERVATION AUTHORITY  
CITIZENS TECHNICAL ADVISORY COMMITTEE  
March 15, 2022

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 of Directors on February 17, 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/86968727249>

- Or - Phone by joining at these numbers: **+1 (669) 900-6833, +1 (346) 248-7799**  
Meeting ID: 869 6872 7249, Find your local number:  
<https://us02web.zoom.us/j/86968727249>

The regular meeting of the Citizens Technical Advisory Committee was held on Tuesday, March 15, 2022, via video and telephonically.

**I. CALL TO ORDER.**

The Vice Chair, Roy Francis, 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.

<b>Members Present:</b>	Roy Francis, Vice Chair	La Habra Heights
	Catherine Houwen	La Habra Heights
	Adam Nazaroff	La Habra Heights
	Shelley Andros	Whittier
	Ray Wong	Whittier
	(vacant)	Whittier
	(vacant)	County of Los Angeles
	(vacant)	County of Los Angeles
	(vacant)	County of Los Angeles

**Members Absent:** none

**Authority Representatives Present:**

Andrea Gullo, Executive Director  
Michelle Mariscal, Ecologist

Melissa Miller, Administrative Assistant  
Blair Aas, Director of Planning Services, SCI Consulting Group  
Melanie Lee, Senior Consultant, SCI Consulting Group  
Ryan Aston, Project Analyst, SCI Consulting Group

**Members of the  
Public Present:**

Steve Huber, Whittier Area Audubon  
Gina Natoli, former CTAC member  
Adriana Quinones, Board Member for Hacienda Heights  
Improvement Association  
Two unidentified members of the public

**III. PUBLIC COMMENTS.**

Steve Huber reported that the Audubon hike in Sycamore this past Saturday found almost 40 bird species visible and much nesting behavior, although no spring migrants yet.

Adriana Quinones stated that she will be asking the Authority Board Directors and CTAC members regarding the funding the Authority receives from Los Angeles County.

**IV. APPROVAL OF MINUTES FOR THE FEBRUARY 15, 2022, SPECIAL MEETING.**

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

**V. STANDING REPORTS:**

**a. REPORT BY BOARD LIAISON ON FEBRUARY 17, 2022, AUTHORITY BOARD MEETING.**

Regarding the Board's February 17 meeting, Member Houwen reported that:

- the Board elected Director Sulic as their new Chair and Director Ferrante as their new Vice Chair;
- the Board received an update regarding the recent fire in the Sycamore Canyon area;
- the Board approved the submittal of an application to the NPS RTCA program for a signage update; and

- the Board authorized the execution of a letter agreement and any other necessary documents regarding access to two parcels on Reposado Drive in La Habra Heights.

**b. REPORT FROM SOCIAL MEDIA SUBCOMMITTEE.**

Member Andros thanked Authority Volunteer Bruce Everett for his recent photographs which have been posted to the Authority's social media pages.

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

There was nothing reported for this item.

**VI. DISCUSSION, RECEIVE AND FILE END-OF-THE-YEAR AUTHORITY FISCAL YEAR BUDGET 2020-2021 AND HALF YEAR AUTHORITY FISCAL YEAR BUDGET 2021-22.**

Executive Director Gullo reviewed the item and described how the Authority's useable funding will be decreasing in future years. The Committee received and filed these reports.

**VII. DISCUSSION AND POSSIBLE ACTION REGARDING A) RECEIVE AND FILE THE SURVEY FINDINGS RELATED TO LOCAL FUNDING MEASURE, B) RECOMMENDATION TO THE BOARD OF DIRECTORS REGARDING DIRECTION ON MOVING FORWARD WITH A FUNDING MEASURE, AND C) RECOMMENDATION TO THE BOARD REGARDING APPROVAL OF 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.**

Executive Director Gullo reported that she learned yesterday that no further funding from Los Angeles County's Measure A maintenance funds will be allowed next year to be spent on the City of Whittier's properties managed by the Authority. Authority consultant Melanie Lee of SCI Consulting provided a PowerPoint presentation reviewing the results of their recent community survey conducted for the Authority. Member Houwen asked if the 6% response rate is normal, and Consultant Lee replied in the affirmative and also that the received responses were widely distributed over the surveyed area, not clustered in particular locations. Member Nazaroff recommended that SCI's presentation to the Board Directors on March 17 should include also more description of the next steps possible as well as the potential costs and risks of proceeding with pursuing this local funding mechanism, especially in the current inflationary economy.

Member Andros motioned to recommend to the Board of Directors that after reviewing SCI's presentation and Member Nazaroff's comments, the Board Directors take appropriate action to consider moving forward with this local funding. Member Andros seconded this motion, and in a roll call vote the motion passed unanimously.

**VIII. DISCUSSION, RECEIVE AND FILE JANUARY 2022 MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) RANGER REPORT.**

After little discussion, the Committee received and filed this report.

**IX. RECEIVE AND FILE AN UPDATE ON THE COMPLETED RIDGEWOOD/BREA POWER PHASE II COASTAL SAGE SCRUB MITIGATION SITE.**

Ecologist Mariscal reviewed this item as presented in the staff report, and the Committee congratulated staff on this excellent result.

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

Member Wong expressed concern about the moisture level in the habitat, and was assured by Ecologist Mariscal that the native vegetation is very drought-tolerant.

Member Andros asked about the timing and location for resuming meetings in-person, and Executive Director Gullo replied that is dependent on the State of California's declared state of emergency.

Executive Director Gullo mentioned two Junior Ranger hikes are planned for April 1<sup>st</sup> and 8<sup>th</sup>, and volunteer-led public hikes should resume soon as well. She noted that 2.1 acres have just been hydroseeded, planted and watered, and that there will be work in Powder Canyon to alleviate rutting of trails. She reported that the Authority has recently sent letters to State Senator Archuleta and State Assemblyperson Calderon inquiring about funding possibilities. Lastly, she reported that she'd recently attended a presentation of an independently filmed documentary entitled "Turnbull Canyon: Road Unwound" and found the historical information therein from the Workman Temple Museum staff to be substantial but the overall film emphasized various myths and sensationalized topics.

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

There being no further comments, or business to be discussed, Vice Chair Francis adjourned the meeting at 8:17 p.m. The next regularly scheduled meeting date is April 19, 2022.

MEMORANDUM

Meeting Date: October 18, 2022  
To: Citizens Technical Advisory Committee  
Prepared by: Andrea Gullo, Executive Director

**Agenda Item VII. Discussion and possible recommendations or feedback to Board regarding findings of financial analysis of agency from Authority consultant Fieldman, Rolapp and Associates.**

Background:

At the Committee's March 15, 2022 meeting, a recommendation to the Board of Directors was made for them to take appropriate action to consider moving forward with local funding. At the April 8, 2022 Authority Board of Directors meeting, action was taken by the Board to delay proceeding with a financing mechanism and to proceed with hiring a financial services advisor. At the May 2022 Board meeting action was taken to enter into a contract with Fieldman, Rolapp and Associates. Their work includes financial analysis and forecasting, as well as a projection of annual funding needs for the Authority should it decide to pursue a financing mechanism.

Staff and Authority accounting consultant Lance, Soll & Lunghard, LLP provided background information such as audits, financial statements, and end of the year budgets to the Fieldman, Rolapp and Associates for them to analyze the financial solvency of the agency. Their findings which show a structural deficit will be presented at the Committee meeting. Possible next steps could involve seeking professional assistance with facilitating community outreach or education to explore the matter further.

Recommendation:

Provide feedback to the Board regarding the presentation.



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

September 30, 2022

**Puente Hills Habitat Preservation Authority  
Ranger Services Activities for September 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.
- Monitoring the Conservation Corp from Long Beach clearing the fire roads within the Preserve.
- Met with the new La Habra Heights Fire Marshal.
- Participated in the Puente Hills Habitat Preservation Authority (Habitat Authority) Board meeting. Gave a report on ranger services
- Participated in the Habitat Authority monthly management meeting.
- Participated in our ranger monthly management meeting.
- Replaced the old "Preserve hours" banners at Sycamore Canyon and the Hacienda Hills Trailhead.
- Monitoring the contractor with the goats for the vegetation management project in Turnbull Canyon.
- Picked up dumping including:
  - Construction debris at Arroyo San Miguel.
  - Wood pile at Powder Canyon.
- Continue to notify the Habitat Authority staff of all unsuccessful animal road crossings that are observed at or near Habitat Authority property. During the month of September no animals were observed.
- Continue to monitor the Harbor underpass. Picked up trash and cleaned graffiti.



- Continue to patrol the SCE, Brea 57 site and Monterey mitigation sites in Powder Canyon and the Olinda site in Arroyo San Miguel.
- Due to safety concerns and overcrowding at the Turnbull Canyon entrance, we previously worked with the owner of the property and Whittier Police Dept. to secure the vacant lot that is next to the entrance. The lot was secure for all of September.
- Continue monitoring the surveillance cameras at various trailheads in attempt to catch the vehicle break-in perpetrators. We are also coordinating with Whittier Police and L.A. County Sheriff. The City of Whittier installed several warning signs advising hikers not to keep valuables in the vehicle.
- Continue to contact the Los Angeles County Department of Street Maintenance regarding the graffiti along Turnbull Canyon Road.
- Scheduled the second roadside clearance for La Habra Heights as part of the fuel modification contract.
- Contact with a homeless person at Arroyo Pescadero. Warned and advised about the Preserve rules.
- Continue to check and re-post trail closure signs and rope-fence at unauthorized trails and restoration areas in Turnbull Canyon, Worsham Canyon, Powder Canyon and Hellman Park.
- Dealt with various violations including:
  - In the Preserve after hours at Sycamore Canyon, Hacienda Hills, Powder Cyn. and Arroyo Pescadero.
  - Parking violations at Arroyo Pescadero, Hacienda Hills Trailhead, Sycamore Canyon and Ford property.
  - Loud music in the Hacienda Hills and Arroyo Pescadero.
  - Subject collecting flowers on the Diaz property.
  - Marijuana at Arroyo Pescadero and Turnbull Canyon.
  - Smoking at Arroyo Pescadero.
  - Alcohol in Arroyo Pescadero and Turnbull Canyon.
  - Warn and advise electric bikes in Powder Canyon and Hacienda Hills.
  - Dogs off leash at Hacienda Hills and Arroyo Pescadero.
  - Bikes in Arroyo Pescadero.
- Monitored the air conditioning repairs at the Sycamore Canyon house.
- Continue to pick up dog defecation at all the trailheads.
- Continue to conduct perimeter patrols of all property for fence damage, illegal access points, rope swings, and encroachments.

- Received several calls during the months of August to our 24-hour ranger emergency services number including:
  - Several calls for hikers locked in at Hellman Park.
  - Reporting a dead deer near her house in the City of Walnut.
  - Reporting a lost hiker on the Puma Trail.
  - Reporting hiker jumping the fence at Hellman Park.
  - Reporting possible human remains on the Coyote Trail. It was determined to be animal bones.
  - Reporting homeless in the Preserve near Catalina Ave.
  - Reporting infected tree behind their house on Catalina Ave. Not Habitat Authority property.
  - Caller concerned about illegal wild animal releases in the area of Arroyo San Miguel.
  - Inquiry if Sycamore Canyon is open.
  - Inquiry if the Hacienda Hills Trailhead is open.
  - Reporting dumping at Arroyo San Miguel.
  - Calling about a rattlesnake in her driveway in La Habra Heights.
  - Inquiry if hiking is allowed in Worsham 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

MEMORANDUM

Meeting Date: October 18, 2022  
To: Citizens Technical Advisory Committee  
Prepared by: Andrea Gullo, Executive Director

**Agenda Item IX. Discussion of election procedures and possible action regarding election of CTAC Chair and Vice Chair.**

Background:

On February 28, 2013, at the Advisory Committee's recommendation, the Board of Directors approved the attached Advisory Committee election policies. The Chair and Vice Chair positions are rotational and elections to the positions occur annually during the first month of the calendar year. This year an Advisory Committee Member from La Habra Heights is scheduled to fill the Chair position, and a member representing the County is scheduled to fill the Vice Chair position. Please see the attached rotation schedule of officers.

The Advisory Committee did not have a meeting in January 2022, so elections were scheduled to occur in February. However, elections were delayed until April due to the Committee's vacancies of County positions. The Committee has not held a meeting since March. In August, the Board of Directors approved appointment of two new Committee members, one each representing Whittier and the County.

Recommendation:

For consideration by the Committee is election of a Chair and Vice Chair for the Committee.

Attachments:

Election policies  
Rotational schedule of officers



# **Puente Hills Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill

## **Citizens Technical Advisory Committee Election of Officers Policy**

1. The CTAC's chair and vice-chair positions (the positions) shall have a standard term limit of one year. Members may be elected to hold these positions in the future but not in consecutive calendar years, except as described in section 3 below.
2. The positions shall rotate by communities represented on the CTAC. Starting in the year 2013 a CTAC member representing La Habra Heights shall be elected to hold the chair position, following the year afterwards by a member from the unincorporated communities of Los Angeles County (either Hacienda Heights or Rowland Heights), and followed by a member from the City of Whittier. Starting in 2013, the vice-chair position shall be a member from the unincorporated communities of Los Angeles County, followed the next year by a member from the City of Whittier, and then by a member from La Habra Heights.
3. If a vacancy occurs with the positions, the CTAC shall vote at the next meeting to fill that position with a member from which community the position was held. In the event that a community member representing that of the current position is unavailable to be elected to fill the vacancy, then the succeeding community in the rotation will be eligible for election into that vacant position, as well as be eligible for re-election at the next first meeting of the calendar year. The objective is to not have any position held by the same community for two consecutive years, but not be shorter than one year in length. Should the chair position change representative communities then the vice-chair position shall rotate community representatives as well.
4. Should no member decide to make themselves available for election, the current officer shall continue to hold that position until a replacement officer is elected even if the officer's term expires.
5. The CTAC is eligible to elect any member to the positions out of rotation order if it acts by a majority in the belief that the interests of the Authority will be best served in that manner.

The above policy is compatible with Authority Board Resolution 97-01 that established the CTAC. Section 2f of the Resolution authorizes annual elections of officers, the positions, to occur in the first meeting of the calendar year. Specifically, the proposed term limits and rotation schedule of the positions are not in conflict with the Resolution as each year the election



of officers would be limited to a candidate pool of up to three members representing the community that is eligible to hold the positions according to the rotation schedule. The Resolution allows for a re-election of officers, which would be the case should a member be re-elected to a position in a non-consecutive year of holding that position, or in the special case of a member who has filled a vacant position the previous year.

For example, if La Habra Heights' representative as chair is no longer available in May to hold the position, then at the June CTAC meeting a vote shall occur to elect a different La Habra Heights representative to that position. If no other La Habra Heights member is available to fill that position, then a CTAC member from unincorporated Los Angeles County shall be elected to the position of chair. With this being the case, the vice-chair position will need to rotate to the next representative community, the City of Whittier. In January of the next year, the County CTAC chair member will be eligible for re-election to the chair position, or another member from the County will be eligible for election to the chair position. The same logic applies for the vice-chair position.

Advisory Committee Chair and Vice Chair Rotation Schedule

Notes

Year	Chair Region	Held By	Vice Chair Region	Held By
2013	LHH	Cathy Houwen	LA County	Gina Natoli
2014	LA County	Gina Natoli	Whittier	April Garbat
2015	Whittier	April Garbat	LHH	Cathy Houwen
2016	LHH	Cathy Houwen	LA County	Richard Lacy
2017	LA County		Whittier	
2017	Whittier	Shelley Andros	LHH	Cathy Houwen
2018	Whittier	Shelley Andros	LHH	Cathy Houwen
2019	LHH	Cathy Houwen	LA County	Karen Chang
2020	LA county	Karen Chang	Whittier	Ray Wong
2021	Whittier	Chuck Lawrence	LHH	Roy Francis
2022	LHH		LA County	
2023	LA county		Whittier	
2024	Whittier		LHH	
2025	LHH		LA County	
2026	LA county		Whittier	
2027	Whittier		LHH	

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Notes:

- 1 No meeting: Feb, March or April
- 2 May meeting elections, no County representative on CTAC
- 3 No January meeting, and no County representatives in February