

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

**November 19, 2024, Tuesday, 7 p.m.**

The regular meeting will take place in-person. Members of the public can observe and participate in the meeting in person.

**LOCATION:**

**Whittier Senior Center: 13225 Walnut St., Whittier, CA 90602.**

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

**Members of the public may provide electronic comments by Monday, November 18, 2024, 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 III of the meeting.**

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). 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 Andrea Gullo at 562.945.9003, at least 48 hours prior to 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:

**AGENDA**

- I. Call to order.
- II. Roll call.
- III. Public comments.
- IV. Approval of Minutes for the September 17, 2024, Advisory Committee Meeting.
- V. Standing Reports:

- a) Report by the Board Liaison on previous month's Authority's Board of Directors meeting.
  - b) Social Media report.
  - c) Committee Member feedback from the public as it relates to the Authority.
- VI. Verbal update from Deputy Chief Ranger Hughes regarding ranger and maintenance servicing provided by the Mountains Recreation and Conservation Authority (MRCA) Ranger Report.
- VII. Discussion of election results to date for Measure PH.
- VIII. Discussion and possible recommendation to the Board of Directors recommending adoption of Authority Resolution No. 2024-11, Amending the Authority's Purchasing Policy, and authorizing the Executive Director to update any and all documents necessary to reflect the updated Purchasing Policy.
- IX. Closing remarks (Comments/questions from Committee Members and/or Executive Director).
- X. Adjournment and announcement of the 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. Questions about any agenda item can be addressed to Andrea Gullo, Executive Director, 562.945.9003.

Draft Minutes  
PUENTE HILLS HABITAT PRESERVATION AUTHORITY  
CITIZENS TECHNICAL ADVISORY COMMITTEE  
September 17, 2024

The meeting of the Citizens Technical Advisory Committee was held on Tuesday, September 17, 2024, at the Whittier Senior Center, 13225 Walnut Ave, Whittier, CA 90602.

**I. CALL TO ORDER.**

Vice Chair Houwen called the meeting to order at 7:01 p.m.

**II. ROLL CALL.**

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

<b>Members Present:</b> Bryan Coreas	County of Los Angeles
Matthew Liang	County of Los Angeles
Roy Francis	La Habra Heights
Catherine Houwen, Vice Chair	La Habra Heights
Dr. Janis Cavanaugh	Whittier
Michelle Pekko-Seymoure	Whittier

<b>Members Absent:</b> Shelley Andros, Chair	Whittier
John Ford	County of Los Angeles
Adam Nazaroff	La Habra Heights

**Authority Representatives Present:**  
Andrea Gullo, Executive Director  
Marlyn Barajas, Program Analyst  
Michelle Mariscal, Ecologist

**III. PUBLIC COMMENTS.**

Steve Huber from Whittier Area Audubon mentioned that the monthly bird walks have resumed. New faces joined the walk; for some, it was the first time in Sycamore Canyon. Mr. Huber also mentioned that the Board of the Whittier Area Audubon has officially endorsed Measure PH.

**IV. APPROVAL OF MINUTES FOR THE JULY 16, 2024, ADVISORY COMMITTEE MEETING.**

Member Francis motioned to approve the July 16, 2024, minutes as drafted. Member Liang seconded the motion, and in a vote, the motioned passed unanimously.

**V. STANDING REPORTS:**

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

Vice Chair Houwen, Board Liaison, provided the report for the July 18 Board meeting.

**b. SOCIAL MEDIA REPORT.**

Program Analyst Barajas provided this report. Her report included receiving a good reaction to highlighting David Andrade from the MRCA on the agency's social media platforms.

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

Member Correa and Member Pekko-Seymoure participated in the Habitat Authority's Mid-Autumn Nature Walk and mentioned the good turnout.

Executive Director Gullo mentioned that the Mid-Autumn Nature Walk was coordinated with the Rowland Heights Chinese Association. She also noted that the Authority used a Chinese translator, which Habitat Authority Board member Andrew Yip recommended.

Vice Chair Houwen provided an update on the agency and presented information on Measure PH at the La Habra Heights City Council Meeting.

Member Cavanaugh is hosting a neighborhood watch meeting that will focus on wildfires.

**VI. DISCUSSION AND POSSIBLE ACTION RECOMMENDING THAT THE BOARD OF DIRECTORS AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH NAKAE AND ASSOCIATES, INC. FOR NATIVE LANDSCAPING TO IMPLEMENT THE METRO HEIGHTS IN-LIEU FEE MITIGATION RESTORATION PROJECT IN THE AMOUNT OF \$2,149,150.**

Ecologist Mariscal and Executive Director Gullo provided this report. It was explained that Nakae is uniquely experienced and qualified, and executing a contract with them is in the best interest of the Habitat. There was discussion.

Member Cavanaugh motioned to recommend to the Board of Directors to execute a contract with Nakae and Associates, Inc. for native landscaping to implement the Metro Heights in-lieu fee mitigation restoration project in the amount of \$2,149,150. Member Liang seconded the motion, and in a vote, the motion passed.

**VII. DISCUSSION, RECEIVE AND FILE MAY, JUNE, JULY AND AUGUST 2024 MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) RANGER REPORT.**

There was discussion and this item was received and filed.

**VIII. ANNOUNCEMENT OF AUTHORITY'S 30TH ANNIVERSARY CELEBRATION SCHEDULED FOR SATURDAY, SEPTEMBER 21, 2024 AT 1P.M. TO BE HELD AT THE SANITATION DISTRICTS' OFFICE, 1955 WORKMAN MILL RD., WHITTIER, CALIFORNIA 90601.**

Executive Director Gullo provided details of the event and announced that everyone is welcome to join.

**IX. ANNOUNCEMENT OF AUTHORITY'S OPEN HOUSE ON THURSDAY, OCTOBER 3, 2024 AT 6:30 P.M., WHITTIER COMMUNITY CENTER, 7630 WASHINGTON AVE, WHITTIER, CALIFORNIA 90602.**

Executive Director Gullo provided details of the event and announced that everyone is welcome to join.

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

Executive Director Gullo presented a chapter of a children's book about wildlife crossings. The book is called "Wildlife Crossings of Hope" and mentions Ecologist Mariscal and the Habitat Authority's underpass.

Executive Director Gullo mentioned presenting at the Rowland Heights Community Coordinating Council. Upcoming presentations include the Kiwanis of Hacienda Heights, Rowland Heights, Walnut and Diamond Bar, and the Whittier Area Audubon.

Executive Gullo mentioned that Measure PH is officially on the ballot for the upcoming election.

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

There being no further comments or business to discuss, Vice Chair Houwen adjourned the meeting at 7:55 p.m. The next regularly scheduled meeting is on October 15, 2024.

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

## MEMORANDUM

Meeting Date: November 19, 2024  
To: Citizens Technical Advisory Committee  
Prepared by: Andrea Gullo, Executive Director

**Agenda Item VIII. Discussion and possible recommendation to the Board of Directors recommending adoption of Authority Resolution No. 2024-11, Amending the Authority's Purchasing Policy, and authorizing the Executive Director to update any and all documents necessary to reflect the updated Purchasing Policy.**

Background:

On November 14, 2002, the Board of Directors adopted the Authority's first purchasing policy, and amended it on January 23, 2003, September 27, 2007, and March 17, 2022.

Proposed is an update to the Authority purchasing policy to ensure that the current operational needs of the Authority are addressed. The Authority's Amended Joint Exercise of Powers Agreement, dated April 28, 2011, states that procurement provisions of the Los Angeles County Sanitation Districts apply to the Authority.

Section 2-2 of the Authority's purchasing policies states that change orders for contracts are allowed up to 25% or \$25,000 without Board approval. Section 6 of the Authority's purchasing policies pertaining to emergency authority allows for the Purchasing Agent's immediate authorization of work for the protection of the public health, safety, property or the environment, with retroactive reporting to the Board.

The proposed amendment includes allowing for change orders up to \$25,000 per fiscal year but not exceeding the 25% per amount of the original contract authorized by the Board of Directors. Section 2-11 of the Sanitation Districts purchasing policies state that change orders above 25% need Board approval, but do not limit the dollar amount to \$25,000. The proposed changes to the Authority policies remain more restrictive than the Sanitation Districts' policies.

This change is proposed primarily due to the Authority having multi-year contracts for fuel clearance services. The terms of these contracts are for up to five to six years each and can be over \$300,000. The annual expenditures for each year of these contracts are approved by the Board each year with the agency budget. These contracts have change orders each year, and once the \$25,000 mark is achieved it would require monthly

reports to the Board for change orders in amounts spanning \$300 to \$8,000 and averaging \$1,600 or \$3,400 unique to each contract. These change orders have been considered emergency services. The proposed change would expedite critical services for fire safety and reduce expenditure of agency resources on reporting.

With no change to the Purchasing Policies staff will continue to report change orders considered for emergency services above \$25,000 at the following Board meetings.

Optionally, the Board could eliminate the \$25,000 change order limit altogether, which would be consistent with the Sanitation Districts’ policies.

Additional Background:

Pursuant to Section 6 of the Authority Purchasing Policies, the below change orders have been made for extra work due to excessive vegetation growth, downed trees, or special circumstances to safeguard public safety and property. They are multi-year contracts, with terms of five and six years, for fuel clearance services.

<b>Contractor*</b>	<b>Contract Amount</b>	<b>Percentage of Change Orders</b>	<b>\$ Amount of <u>Cumulative</u> Change Orders</b>	<b>\$ Amount of FY 23-24 Change Orders</b>	<b>\$ Amount of FY 24-25 Change Orders</b>	<b>Term of the Contract</b>	<b>Date of Contract Approval</b>
California Arborist	\$397,500	12.37%	\$49,175	\$12,200	\$18,675	5 years	March 2020
North Star	\$351,079	14.59%	\$51,230.59	\$9,944.50	\$12,390	6 years	March 2019 & Dec. 2023

\*Change orders were primarily for removing downed trees across emergency access roads, or additional fuel modification clearance along the urban wildland interface.

Recommendation:

That the Committee recommend to the Board to adopt Resolution 2024-11, and authorize Executive Director to update any and all relevant documents necessary to reflect the updated purchasing policy.

Attached: Resolution 2024-11, including the Purchasing Policies



## **Resolution No. 2024-11**

### **A Resolution of the Board of Directors of the Puente Hills Habitat Preservation Authority, Amending 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, September 27, 2007, and March 17, 2022 (Purchasing Policy).

WHEREAS, from time to time, it is appropriate and necessary to update the Authority's policies to reflect the changing needs of the Authority or changes in the law.

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.

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

WHEREAS, the Board further finds that the updated 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 amends the Purchasing Policy set forth in Exhibit A, attached hereto and incorporated herein by this reference.
- d) 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.
- e) 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.
- f) This Resolution shall become effective upon the date of adoption.

**APPROVED AND ADOPTED** at a regular meeting held on the 21st day of November, 2024.

AYES:

NOES:

ABSTAINS:

ABSENTS:

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Chair, Board of Directors

ATTEST:

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Secretary to the Board of Directors

**EXHIBITS:**

Exhibit A – Purchasing Policy (amended)

**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-NOVEMBER 21, 2024~~**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, per fiscal year without additional Board approval.
- 2-~~23~~ All dollar limits in this policy are exclusive of taxes and delivery fees.
- 2-~~34~~ 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-~~45~~ 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-~~56~~ 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-~~67~~ The Purchasing Agent is authorized to arrange for utility services as required for the operation of Authority facilities.
- 2-~~78~~ The Purchasing Agent is authorized to procure and pay for required regulatory fees, permit fees, taxes, etc.
- 2-~~89~~ 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-~~910~~ 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:

<b>Amount</b>	<b>Procedure</b>
\$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:

<b>Amount</b>	<b>Procedure</b>
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.

# Additional Materials



October 10, 2024

John Ford  
Via email <john@fordteam.com>

Dear Mr. Ford:

The Habitat Authority would like to thank you for volunteering as a Citizens Technical Advisory Committee (CTAC) member.

Your contribution of service, which recently ended, is valued and have helped provide quality maintenance and preservation of the hills for the good of visitors and wildlife. Your input on matters that have come before the Committee for discussion were valued and contributed in furthering the mission of this agency.

Again, thank you for your service. You will always be a part of the Habitat Authority family and we hope our paths allow us to collaborate again.

Sincerely,

  
Andrea Gullo  
Executive Director

CC: Board of Directors  
CTAC

# Whittier Daily News

## Project to convert Puente Hills landfill gets \$15 million in push for area's first regional park

By [City News Service](#) | [news@socalnews.com](mailto:news@socalnews.com)

UPDATED: September 25, 2024 at 6:50 p.m.



*The top of the closed Puente Hills Landfill in Industry, as seen on Wednesday, May 18, 2022, is going to be a panoramic overlook in the plans for Puente Hills Regional Park. (Photo by Sarah Reingewirtz, Los Angeles Daily News/SCNG)*

LOS ANGELES — A project intended to convert a 1,365-acre landfill in Puente Hills into the area's first regional park in decades received a \$15 million federal grant, Los Angeles County officials announced today.

The project known as the Puente Hills Regional Park is intended to transform the nation's largest defunct landfill into a 142-acre park.

East San Gabriel Valley residents are expected to benefit from the new green space, according to the L.A. County Department of Parks and Recreation.

The grant comes from the Land and Water Conservation Fund's Outdoor Recreation Legacy Partnership Program, which is part of a total \$254.68 million for 54 projects in 24 states for new parks.

“This funding is not just a financial boost; it is a profound step toward environmental justice for the San Gabriel Valley,” L.A. County Supervisor Hilda L. Solis, who is spearheading the project, said in a statement. “As we work to transform this site, formerly the second-largest landfill in the country, we are committed to creating a vibrant green space that will serve our residents for generations to come.”

Money is expected to support what is known as the Western Deck, an area that will feature a “community core” with a children’s nature play area, amphitheater, art plaza, dog run, and picnic area.



*Los Angeles County Supervisor Hilda L. Solis speaks about funding and the need for Puente Hills Regional Park on the closed Puente Hills Landfill in Industry on Wednesday, May 18, 2022. The passive park will include trails, a panoramic overlook and an arboretum stair climb on what was once the largest landfill in the United States. (Photo by Sarah Reingewirtz, Los Angeles Daily News/SCNG)*

It will also support the Eastern and Western Horn areas — where a ceremonial space designed to honor indigenous and early inhabitants, gardens and open grassland will be developed, as well as meadows and a terrace. Proposed trails and walkways are expected to connect different areas of the park.

“The Puente Hills Regional Park will bring much needed recreation and support critical biodiversity by protecting and restoring habitats and wildlife,” Norma García-González, director of the L.A. County Department of Parks and Recreation, said in a statement. “As climate change impacts our county residents and wildlife, this grant enables us to build a more resilient L.A. County.”

# Whittier Daily News

## Election 2024 Results: In Puente Hills, Measure PH backers hopeful. But it's tight

Bond is inching closer to majority needed to pass.

By [Anissa Rivera](#) | [arivera@scng.com](mailto:arivera@scng.com)

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Puente Hills Habitat Authority is being seeded and planted with native plant species at a 19.6-acre area in Whittier to restore it to Coastal Sage Scrub habitat. Area being worked on at center is next to Colima Road at Casino Dr. on Friday, February, 19, 2021. (Photo by Dean Musgrove, Los Angeles Daily News/SCNG)

It's a waiting game for supporters of [Measure PH](#).

If approved, the bond would enact a special building tax to boost the budget of the Puente Hills Habitat Preservation Authority and help the agency protect the hills from wildfires, fight illegal dumping, pay for rangers and create interpretive programs.

The measure had 66.59% of the [vote](#), as of 4:30 p.m. Thursday, inching its way to the needed two-thirds majority, or 66.67% to pass.

Andrea Gullo, executive director of the government agency, said they will keep monitoring the results until the L.A. County Registrar's Office certifies the election tallies on Dec. 3.



“We’re happy we garnered a strong majority from voters who understand the need,” she said. “We’re focused now on making sure every ballot is counted and every vote recorded.”

Voters served by the area include residents of Whittier, La Habra Heights, as well as parts of the communities of Hacienda Heights, Rowland Heights and Workman Mill area.

The measure’s penny-a-square-foot parcel tax would come out to \$15 for a 1,500-square-foot house, officials said.

Bob Henderson, former mayor of Whittier, helped found the Habitat Authority 30 years ago. He said if the measure passes, it will be to the credit of local communities who have worked for so many years to preserve and protect the wildlife corridor north of Whittier and touching communities such as the Heights.

“But until they’re all counted, nothing is passing,” he said of the votes. “But we’re very hopeful. Getting passage would be a wonderful boost to these cities that have worked so hard for many decades to keep and preserve this unique biological resource and keep it open to the public.”

The [PHHPA](#) manages 4,000 acres of local habitat with 23 miles of public trails and has restored 312 acres in part for the wildlife in the hills. More than 30,000 people use the area, which is considered public open space. The agency also helps with wildlife preparedness efforts and emergency response in Sycamore Canyon in Whittier to Powder Canyon in Rowland Heights.

Gullo said the Habitat Authority’s main source of funding used to be “tipping fees” from the Puente Hills Landfill, which closed in 2013.

A fee of \$1 per ton of solid waste tipped into the landfill was paid to the agency, totaling more than \$64 million. Half of that revenue was used to buy land and the rest invested, officials said.

Losing that source of income when the landfill closed, the Habitat Authority now relies on grants. Ivan Sulic, chairman of the PHHPA, said they hope to raise an estimated \$1.1 million for the long-term sustainability of the hills. They also plan to create an oversight committee made up of local residents.

The bond would also pay for maintenance of natural habitats, such as the Hacienda Hills, Turnbull Canyon, Sycamore Canyon, Hellman Park, Arroyo Pescadero and Powder Canyon.

“We’ve got our fingers crossed,” Henderson said. “This is something the public here has supported for over 30 years and now I hope they’ll continue to help protect the animals and

the trails and the people enjoying this resource and keep it maintained for future generations.”

Supporters of the measure included Supervisor Janice Hahn, Roy Francis, former mayor of La Habra Heights and Hills For Everyone, a nonprofit that advocates for the Puente-Chino Hills.