

BALDWIN HILLS CONSERVANCY NOTICE OF PUBLIC MEETING

The meeting of the Baldwin Hills Conservancy (BHC) will be held
Friday, December 2, 2016, 10:00 a.m. - 12:00 p.m.
Kenneth Hahn State Recreation Area, Community Center
4100 South La Cienega Blvd. Los Angeles, CA
(323) 298-3660 Center, (323) 290-5270 Office

Teleconference Location

Natural Resources Agency
1416 Ninth Street, 13th Floor, Room 1305
Sacramento, California 95814

Teleconference Location

California State Coastal Conservancy
1330 Broadway, 13th Floor
Executive Officer's Conference Room
Oakland, California 94612

10:00 a.m. - CALL TO ORDER – Marina Voskanian, Chair

MEETING AGENDA

PUBLIC COMMENTS ON AGENDA OR NON-AGENDA ITEMS SHOULD BE SUBMITTED BEFORE ROLL CALL

Public Comment and Time Limits: If you wish to speak on an agenda item, please complete a speaking card available near the door to the meeting room. Individuals wishing to comment will be allowed up to three minutes to speak. Speaking times may be reduced depending upon the number of speakers.

1. Roll Call – Avril LaBelle, Executive Secretary
2. Approval of Minutes (October) – Marina Voskanian, Chair
3. Public Comments - Marina Voskanian, Chair
4. Consideration of a Resolution to Delegate Authority to the Executive Officer for Amendments or Revisions to Project Budgets in an Amount Not to Exceed \$300,000 as Necessary for BHC Approved Grant Agreements – David McNeill, Executive Officer
5. Consideration of a Resolution Adopting the Revised BHC Prop 40 Application Package – Gail Krippner, Grant Program Manager
6. Review of 2015-2016 BHC Projects – David McNeill, Executive Officer
7. Election of Board Officers Pursuant to Public Resources Code Section 32558 – Marina Voskanian, Chair
8. Executive Officer Report: Project Status Update, Fiscal Update - BHC Staff Representatives
9. Board Member Announcements or Proposed Agenda Items for Future Meetings
Next meeting is tentatively scheduled for **February 3, 2017.*

ADJOURNMENT

In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodations to attend or participate in this meeting, including auxiliary aids or services, please call the Conservancy at (323) 290-5270 at least five days prior to the meeting. For more information about the Conservancy, you may visit our website at www.bhc.ca.gov

Pursuant to Government Code Sections **54956.8, 54956.9**, the Conservancy may hold a closed session to discuss and take possible action regarding instructions on real estate negotiations, on personnel matters and/or to receive advice of counsel on pending or potential litigation. Confidential memoranda related to these issues may be considered during such closed session discussions.

BALDWIN HILLS CONSERVANCY

5120 West Goldleaf Circle, Suite 290

Los Angeles, CA 90056

Phone: (323) 290-5270

**PUBLIC MEETING MINUTES
BALDWIN HILLS CONSERVANCY**

Friday, October 21, 2016

10:25 a.m. Call to Order

A public meeting of the Baldwin Hills Conservancy (BHC) was assembled at 10:00 a.m. on Friday, October 21, 2016, at the Baldwin Hills Conservancy 5120 West Goldleaf Circle, Waterfall Conference Room, Los Angeles, CA 90056.

I. Roll Call

Members Present: Julie Alvis, Lloyd Dixon, Jacqueline Dupont-Walker (*arrived after voting*), Karen Finn, Yolanda Gorman, Robert Jones, Jason Marshall, Craig Sap, Keshia Sexton, Hayden Sohm, Starlett Quarles, Patricia O'Toole, Marina Voskanian.

Staff Present: David McNeill, Executive Officer; David Edsall, Deputy Attorney General, DOJ; Gail Krippner, Grant Program Manager; Noa Rishe Khalili, Park and Recreation Specialist; Daniel Sciolini, Staff Services Analyst; Avril LaBelle, Executive Secretary.

II. Approval of Minutes (September) – Marina Voskanian, Chair

The Chair called for a motion to approve the minutes. Member Sohm so moved, Member Jones seconded the motion, and a roll call vote was taken – **8 aye, 0 nay, 1 abstain, Minutes Approved.**

III. Public Comments – Marina Voskanian, Chair

Public comment was invited. No comments were made.

IV. Consideration of a Resolution Authorizing an Amendment to the Performance Period and Budget Proposition 40 Agreement #BHC12002 with the County of Los Angeles, Department of Parks and Recreation for the Stoneview Nature Center Project – Gail Krippner, Grant Program Manager

Ms. Krippner shared - This is a resolution to extend the contract by six more months, due to minor line item adjustments in the budget, involving subcontractor delays, constraints with permitting, and soil remediation. The slope is being reinforced, and replanted. In May of 2016 petroleum hydrocarbons were discovered in the soil, excavated and removed. There was also an expectation to uncover an abandoned oil well requiring reabandonment; however, that ended up being a phantom well; and \$173,000 was placed back into the contingency portion of the budget. (Please see attachments - Memorandum dated October 21, 2016, Re: Item 4 and corresponding attachments.)

Mr. Ryan Kristan, Project Manager for the Los Angeles Department of Public Works stated – The site was graded/magnetized; a hole excavated approximately 40' in depth and 120' in diameter, and found nothing. The structure for this project is not being built in that area. A parking lot will be there. There is nothing indicating a well anywhere.

Members discussed.

The Chair called for a motion to vote. Member Dixon so moved, Member Jones seconded the motion, and a roll call vote was taken – 9 aye, 0 nay, 0 abstain, Resolution 16-03 Approved.

V. Consideration of a Resolution Authorizing an Amendment to the Budget for Proposition 84 Agreement #BHC14000 with Loyola Marymount University, Center for Urban Resilience (CURES) for the Parkland User Survey Study Project – Noa Rishe, Grant Project Manager

Ms. Rishe - This is a resolution to approve a budget change for the LMU Study. LMU is in their third round of surveys. This will be a comprehensive study, and will show how we can improve use of the park. LMU had contractor and staffing changes. We are proposing to move \$39,000 from the budget contracts to personnel \$29,000 for salaries, and \$9,700 to fringe benefits. LMU's match will move \$12,000 out of their contractual match and moving it to personnel costs. Duties that were the responsibility of the previous contractors would now be the responsibility of staff.

Mr. McNeill stated - These shifts reflect the opportunity to redefine what people are doing inside of the contract and does not raise costs.

The Chair called for a motion to vote. Vice Chair Gorman so moved, Member Jones seconded the motion, and a roll call vote was taken – 9 aye, 0 nay, 0 abstain, Resolution 16-04 Approved.

VI. Consideration of a Resolution Authorizing the Executive Officer to Execute a Revised Proposition 84 Local Assistance Grant Agreement in an Amount Not to Exceed \$891,000 with Culver City Public Works for the Hetzler Road Pedestrian Trail Project (Construction Phase,) at Baldwin Hills Scenic Overlook State Park – Noa Rishe, Grant Project Manager

Ms. Rishe – Hetzler Road Pedestrian Path is the path that travels down Jefferson and up to the Scenic Overlook. It is the trail alongside Hetzler Road to take pedestrians off of the vehicular Road and onto and reduce conflict. The revised agreement will include \$891,000 with \$56,000 slated for contingencies. So far we have spent \$14,500 on this project. There will also be a new timeline. If approved by the City Council on 10/24, construction would begin in March, and be completed in May 2017. Project closure would be December 2017. The design has not changed. California State Parks is doing the landscaping and irrigation. *There will be appropriate signage, and CA Parks staff will be educating park users on using the Hetzler Road pedestrian path.*

Members discussed.

The Chair called for a motion to vote. Member Jones so moved, Member Sohm seconded the motion, and a roll call vote was taken – 9 ayes, 0 nay, 0 abstain, Resolution 16-05 Approved.

VII. Discussion and Possible Action on BHC Officer Nominations in Preparation for Elections to be held at the December 2, 2016, Board Meeting – Marina Voskanian, Chair

The Chair read the list of board members eligible for the position of BHC Vice Chair. Alvis, Finn, Jones, Marshall, and Quarles removed themselves from the nominations list. The BHC Nominations Committee will meet within the next few weeks to discuss.

VIII. Executive Officer Report: Project Status Update, Fiscal Update - BHC Staff Representatives

Project Status Update

Proposition 40 - Gail Krippner

Upcoming projects:

Scenic Overlook Stairs Improvement Project – We are working with State Parks on the scope, to stabilize the stairs, deal with any erosion, and divert water away from the stairs.

East Side of La Brea - La Brea Corridor Trail – In discussion with City of LA, met with staff and potential applicants on this project.

Proposition 1 – Daniel Sciolini

Culver City Waste Transfer Station – The City developed the RFP for the construction contractor September 2016; a contract award is expected in fall of 2016; project completion is expected in spring 2018.

MRCA Milton Green Street – This project began on 8/1/16. Plan revisions for the City of LA are in progress; bidding is expected to be advertised winter 2016; construction proposals (2) approved by MRCA Staff. Project Completion expected summer 2018.

Grant Workshops – We held a workshop on October 18th at the Constituent Services Center, and will be hosting our next workshop January 19, 2017 from 10:30 – 11:30.

Recycled Water - A meeting is anticipated with the Metropolitan Water District regarding their feasibility study for delivering purple pipe to the Baldwin Hills.

Proposition 84 – Noa Rishe Khalili

Milton Street Park – This project has been completed and is now closed.

University Southern CA (USC) – The Biota progress report. The website is done. Please provide me with your comments before November 17, 2016.

Hetzler Road Pedestrian Path – Construction is expected to begin in March of 2017. Completion is expected by the end of 2017

Loyola Marymount (LMU) – LMU is working on the third season of surveys and will be completed this fall. We hope to have their findings this December or January. Completion is expected fall 2017.

Park to Playa Trail, Ballona Creek Connection – This project is experiencing some delays on the ADA ramp. They now have a plan to move forward to build up the hill.

Baldwin Hills Parklands Conservation (BHRCA) - The Los Angeles Audubon Society has completed their first summer camp. There were 42 children served. They made lizard houses, and various representations of wildlife. They have been meeting with staff and the Eco Club at West L.A. College, setting everything up to begin the first phase of the certificate program.

Executive Officer Report/Fiscal Update – David McNeill

Project Status Report - Please see Attachment #1 – Baldwin Hills Conservancy Local Assistance / Capital Outlay Project Status Report 10/21/2016.

Fiscal Update – Please see Attachment #2 – 2016/2017 BHC Summary Sheet by Fund; Attachment #3 – Bond Cash Funds for Prop 40 & Prop 84, (Corresponding with the end of month three for the 2016-2017 Fiscal Year.)

Draft 2017 Meeting Calendar – Please see Attachment #4 – Draft meeting calendar year 2017.

IX. Board Member Announcements or Proposed Agenda Items for Future Meetings

Member Sohm – There will be two community workshops regarding the potential development of the property on Fairfax. One workshop on 11/10/2016, from 6:00 p.m. – 8:00 p.m., and another on at 10:00 a.m. on 11/12/2016, at Kenneth Hahn Park.

We had a water main fail at Kenneth Hahn. As a result, there was significant slope failure near the entrance to the park, in the Olympic Forest area at the bottom of the hills. Things have now been stabilized, and the lawn is being repaired. We may have to temporarily close the park to complete the work. DWP will be doing some geotechnical work to completely stabilize the situation.

We hired a superintendent for Stoneview. Our new superintendent had a successful meeting with Blair Hills community members to talk about her vision and to answer questions.

Member Alvis – Proposed agenda item – The possibility of an action item that would delegate authority to the executive director to make changes such as budget augmentations, when transferring line items, not adding dollars to a contract. This might be more efficient for staff to make adjustments to grants that are not adding additional time or money. We could give authority to the executive officer to make these changes at the director level.

The next board meeting is tentatively scheduled for **December 2, 2016.*

ADJOURNMENT

There being no more business brought before the board, the meeting was adjourned at 11:40 a.m.

Approved:

Marina Voskanian, Chair

Date:

BALDWIN HILLS CONSERVANCY

5120 West Goldleaf Circle, Suite 290
Los Angeles, CA 90056
(323) 290-5270 Phone
www.bhc.ca.gov

Memorandum

To: Governing Board

From: David McNeill, Executive Officer

Date: December 2, 2016

Re: Item 4: Consideration of a Resolution to Delegate Authority to the Executive Officer for Amendments or Revisions to Project Budgets in an Amount Not to Exceed \$300,000 as Necessary for BHC Approved Grant Agreements

Staff Recommendation: Adopt Resolution #16-06 delegating authority to the Executive Officer to sign all amendments and/or revisions to project budgets in an amount not to exceed \$300,000 as necessary for BHC approved grant agreements.

Background: Pursuant to Public Resource Code Sections 32567 and 32568, the Governing Board holds the authority to conduct all Conservancy business required for the purposes of its division. Moreover, Section 32559 states the board may employ an Executive Officer and Staff to perform functions that cannot be provided by volunteers.

Over the past 15 years, the Conservancy has grown significantly, resulting in a substantial increase in Local Assistance Grants and Capital Improvement Project agreements to carry out the Conservancy's business, as directed by the Governing Board. During the first seven years of the agency's development, the Executive Officer received delegation authority from the Board for acquisitions and operational expenditures up to \$30,000 pursuant to Resolutions 01-17 and 07-05 respectively.

Today, the BHC employs a support staff of four, and has successfully managed grant agreements with budgets of up to \$11 million. Based on the agency's history, it is anticipated that project budgets will require adjustments to address necessary shifts in expenditure categories, and/or to replace contingency amounts with recognized charges. The proposed delegation authority would allow for modifying budgets to address unintended constraints and provide the ministerial flexibility necessary for the Executive Officer to take action in the best interest of the agency. Accordingly, for all Board approved grant agreements, Staff recommends delegating authority to the Executive Officer to:

- 1) Revise line items and expenditure categories in existing grant budgets in an amount not to exceed \$300,000 without increasing the original grant amount
- 2) Adjust grant agreement project performance periods by up to six months to align project scope and deliverables with budget modifications

These authorizations would help minimize delays in program delivery, as well as expedite payments and promote timeliness in current and future BHC grant project agreement execution. The Executive Officer would be responsible for communicating any action taken pursuant to the authorization as a part of the Executive Officer's regular report to the Board.

BALDWIN HILLS CONSERVANCY (BHC)

RESOLUTION #16-06

RESOLUTION DELEGATING AUTHORITY TO THE EXECUTIVE OFFICER TO SIGN ALL AMENDMENTS AND OR REVISIONS TO PROJECT BUDGETS IN AN AMOUNT NOT TO EXCEED \$300,000 FOR BHC APPROVED GRANT AGREEMENTS THAT DO NOT REQUIRE A PROJECT COST INCREASE.

WHEREAS, the Baldwin Hills Conservancy (BHC) was created to acquire open space and manage public lands within the Baldwin Hills area, and to provide recreation, restoration and protection of wildlife habitat within the Conservancy territory; and

WHEREAS, the Baldwin Hills Conservancy may award grants to state, federal and local governments, public agencies or non-profits for the purposes of its division pursuant to Chapter 428 of Division 22.7 Section 32569 of the California Public Resources Code; and

WHEREAS, the BHC Governing Board holds the authority to conduct all Conservancy business required for the purposes of its division pursuant to Public Resource Code Sections 32567 and 32568; and

WHEREAS, the BHC Governing Board may employ and executive officer and staff to perform functions that cannot be provided by volunteers as stated in Public Resource Code Section 32559; and

WHEREAS, the BHC Staff has over fifteen (15) years' experience administering grant agreements with budgets of up to \$11 million; and

WHEREAS, the Executive Officer has successfully negotiated and subsequently detained project budget revisions and amendments for existing grants pending Board approval; and

WHEREAS, the range of revisions and amendments for existing grants are mostly ministerial in nature with no project cost increase; and

WHEREAS, this action is exempt from the environmental impact requirements of the California Environmental Quality Act (CEQA).

Now, THEREFORE BE IT RESOLVED, THE GOVERNING BOARD ADOPT RESOLUTION 16-06 DELEGATING AUTHORITY TO THE EXECUTIVE OFFICER TO SIGN ALL AMENDMENTS AND REVISIONS TO PROJECT BUDGETS IN AN AMOUNT NOT TO EXCEED \$300,000 FOR BHC APPROVED GRANT AGREEMENTS THAT DO NOT REQUIRE A PROJECT COST INCREASE.

Passed and Adopted by the Board of the
BALDWIN HILLS CONSERVANCY

on _____, 2016.

Marina Voskanian, Chair

ATTEST: _____
David Edsall, Deputy Attorney General

BALDWIN HILLS CONSERVANCY

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(323) 290-5270 Phone
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Memorandum

To: Governing Board

From: Gail Krippner, Grant Program Manager

Date: December 2, 2016

Re: Item 5: Consideration of a Resolution Adopting the Revised BHC Prop 40 Application Package

Recommendation: Adopt Resolution 16-07 authorizing proposed updates to the BHC Prop 40 Application Package.

Background: Proposition 40, the Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002, was passed by in March 2002. The State Legislature appropriated funds to the BHC for capital outlay and local assistance projects within the territory. Funds are awarded for the acquisition, development, rehabilitation, restoration, interpretation, and protection of land, and creation of educational resources consistent with the statute creating the BHC.

The BHC currently has almost \$12 million dollars in unencumbered funds remaining for expenditure.

Staff has drafted a revised grant application package (See Attachment #1). This revised version represents the second iteration of the BHC Prop 40 application package.

The revisions include the addition of sample templates, and fortification of the Application Checklist. This will streamline the review process and help fortify the development of the Grant Agreement.

Proposals funded under this Grant Program would be consistent with the goals of the Baldwin Hills Park Master Plan and the priority projects for acquisition, development, restoration, and acquisition of state and local parks, recreation areas and historical resources, and for land, air, and water conservation programs.

Just as in the past, approved proposals will be delivered through the execution of a standard Grant Agreement between the project applicant and the BHC. BHC staff would be responsible for the oversight of the Proposition 40 grant and project implementation.

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State of California • Natural Resources Agency Baldwin Hills Conservancy Proposition 40 Grant Program and Objectives

The Baldwin Hills Conservancy (BHC) is accepting applications for a year-round Proposition 40 BHC grant program to support projects that protect the water quality of the Ballona Creek Watershed, and provide linkages and trails to the Baldwin Hills Parklands.

Background

The BHC's mission is to acquire open space, manage public lands within the Baldwin Hills area, and to provide recreation, restoration and protection of wildlife habitat within the territory for the public's enjoyment and educational experience.

The voters of California passed the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40) in March 2002. The State Legislature has appropriated funds to the BHC for capital outlay and local assistance projects within the territory. Funds are to be awarded for the acquisition, development, rehabilitation, restoration, interpretation and protection of land and creation of educational resources consistent with the statute creating the BHC (<http://www.bhc.ca.gov/about.html>).

Projects funded under this grant program will be implemented through the execution of a standard grant agreement between the project applicant and the BHC. BHC staff will be responsible for oversight of the Proposition 40 grant and project implementation.

Project Eligibility

The purpose of the BHC Prop 40 grant program is to provide funds for planning and capital improvement projects that benefit the Ballona Creek Watershed and Baldwin Hills Conservancy territory through either: 1) Acquisition of open space; 2) Development of park land; 3) Rehabilitation of park facilities; 4) Restoration of habitat; or 5) Protection of land and water resources.

Eligible projects must be consistent with the adopted Baldwin Hills Park Master Plan for expansion of Kenneth Hahn State Recreation Area and the priorities set forth in the Baldwin Hills Conservancy's Summarized Strategic Plan. Proposed projects should seek to implement or expand on one or more of the following goals:

- (1) Increase active recreation opportunities for underserved communities.
- (2) Create and implement a comprehensive trail system.
- (3) Provide for public access and entry ways.
- (4) Protect and restore natural habitat.
- (5) Protect critical view sheds.
- (6) Protect and improve urban water quality.
- (7) Emphasize connection between existing parks, trails, and urban streams.
- (8) Restore industrial lands to park and open-space purposes.
- (9) Protect watersheds connecting to Santa Monica Bay.

Project Objectives

Project proposals are required to demonstrate the following standard objectives:

- Promotion of the BHC's statutory programs and purposes;
- Consistency with the Baldwin Hills Park Master Plan;
- Consistency with purposes of the funding source;
- Support from the public;
- Location must benefit the Baldwin Hills and Ballona Creek region;
- Need (desired project or result will not occur without Conservancy contribution;)
- Greater-than-local interest; and
- Demonstrated expertise in the proposed program area.

Priority will be given to projects that address the following:

- Urgency (threat to a resource from development or natural or economic conditions, pressing need, or fleeting opportunity;)
- Resolution of more than one issue;
- Leverage (contribution of funds or services by other entities;)
- Conflict resolution;
- Innovation (For example, using new technique or technology to address an environmental or economic Issue;)
- Readiness (ability of the grantee and others to start and finish the project in a timely manner;)
- Realization of prior BHC goal (advances previous BHC projects;) and
- Cooperation (extent to which the public, nonprofit groups, landowners, and others will contribute to the project.)

Project Timing, Fund Limits, Cost Match, and Other Requirements

Applications must be submitted pursuant to the Baldwin Hills Conservancy Grant Procedures on the BHC website. Grants in any amount may be submitted for consideration. A minimum match of 25% percent is required. Matches may include, but are not limited to, federal or local funding, verifiable donated and volunteer services and other funding sources. The Conservancy accepts grant applications at any time, but may not award grant funds for an application unless the Conservancy has been appropriated with sufficient unencumbered grant funds for the application in question. Applicants should be familiar with Proposition 40 in order to maintain consistency with the park bond's enabling legislation (<http://www.parks.ca.gov/pages/1008/files/prop40.pdf>).

Proposals are also subject to review for consistency with General Obligation Bond Law. Grant applicants are strongly encouraged to contact BHC staff to ensure projects meet eligibility requirements and conform to BHC priorities prior to application submittal. All projects funded under this grant program must primarily benefit the Ballona Creek Watershed within the Baldwin Hills Conservancy Territory. All grants are funded through scheduled reimbursement payments. All grants are funded on a reimbursement payment basis.

Who May Apply

Any public entity or non-profit organization established pursuant to the laws of the State of California and qualified under the Internal Revenue Code section 501(c)(3), 501 (c)(4), or 501(c)(5) is eligible to apply for grant funds under this program. Joint proposals between multiple organizations involved in similar or related activities are strongly encouraged. Grant funds, however, may only be encumbered by one organization per agreement. There is no limit to the number of applications an organization may submit.

For additional information, contact: Gail Krippner at gail.krippner@bhc.ca.gov or call (323) 290-5270.

Application Attachment Checklist

Required:

1. Grant Application Page 1 (*See attached.*)
2. Project Narrative, Scope, Deliverables and Timeline
3. Designs, drawings, photos or any additional information that further describes the project
4. Map(s) of project location should include watershed boundary and project location.
5. Project Costs - Line item budget with all matching funds included. (*See attached sample template.*)
6. Rate Sheet - Outline of all staff rates of pay and benefits that will be billed to the project (*See attached sample template.*)
7. Labor Compliance Documentation
8. Signed Resolution passed by Applicant's Board of Directors (*See attached required template.*)
9. Applicant background and related experience - references and fiscal capacity for undertaking the project should be provided.
10. Letters of Support from Project Funders and Project Partners and Constituents.
11. Environmental Compliance documents if applicable.
12. Summary of water quality data if available.

Baldwin Hills
GRANT APPLICATION PAGE 1

State of California — Resources Agency
BALDWIN HILLS CONSERVANCY

APPLICATION FOR LOCAL ASSISTANCE GRANT

PROJECT NAME	\$ GRANT AMOUNT	
	\$ ESTIMATED TOTAL PROJECT COST (State Grant and other funds)	
GRANTEE (Agency and address-including zip code)	COUNTY	NEAREST CITY
	PROJECT ADDRESS	
	NEAREST CROSS STREET	
	SENATE DISTRICT NO.	ASSEMBLY DISTRICT NO.

Grantee's Representative Authorized in Resolution:

Name (type)	Title	Phone
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Person with day-day responsibility for project (if different from authorized representative):

Name (type)	Title	Phone
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Brief description of project:

For Dev. Projects Land Tenure – Project is: _____ acres: _____ _____ Acres owned in fee simple by Grant Applicant _____ _____ Acres available under a _____ year lease _____ _____ Acres other interest (explain) _____	For Acquisition Projects-Projects will be _____ acres _____ _____ Acquired in fee simple by Grant Applicant _____ _____ Acquired in other than fee simple (explain) _____ _____
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I certify that the information contained in this project application form, including required attachments, is accurate.

Signed _____
Grantee's Authorized Representative as shown in Resolution

Date

Baldwin Hills
PROJECT COSTS SAMPLE TEMPLATE

No.	OBJECTIVE	TASK(S)	BHC BUDGET	MATCH BUDGET	TOTAL BUDGET
A.	PLANNING/PERMITTING/DESIGN:				
1					
2					
3					
4					
A. Planning Total:					
B.	IMPLEMENTATION/CONSTRUCTION:				
1					
2					
3					
4					
B. Implementation/Construction Subtotal:					
10% Construction Contingency					
Implementation/Construction Total					
C.	PROJECT CLOSEOUT:				
1					
2					
3					
4					
C. Project Closeout Total:					
Direct Project Costs					
Indirect Project Costs					
PROJECT TOTAL					

Baldwin Hills

EMPLOYEE RATE SHEET SAMPLE TEMPLATE

Staff Hourly Rate Breakdown						
Contract #:		Project Name:		Grantee:		Rate Term: -
						Effective Date:
<p>Definitions:</p> <p>Wages: Salaries and wages claimed based on actual costs incurred and if a labor burden is included, the actual cost of labor.</p> <p>Fringe Benefits: Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave, employee insurance, pensions, and unemployment benefit plans. Fringe benefits are allowable to the extent that the benefits are reasonable and are required by law, governmental unit-employee agreement, or an established policy of the governmental unit.</p> <p>Indirect Costs: Indirect costs are costs that have been incurred for common or joint objectives and cannot be readily identified with a particular project or program.</p>						
Title						
Employee Name						
Total Hourly Rate						
Wages (hourly)						
Fringe Benefits	Total					
	Health Benefits					
	Leave Benefits					
	Pension Benefits					
	Other Employer Contributions (SSI, Workmen's Comp, Unemployment)					

	Payroll Taxes					
	Other _____					
Indirect Costs ____%	Total					
	Administrative Support					
	Logistical Support					
	Other _____					

RESOLUTION SAMPLE

**RESOLUTION OF THE TBD ORGANIZATION BOARD OF DIRECTORS
APPROVING THE APPLICATION FOR GRANT FUNDS FROM
THE BALDWIN HILLS CONSERVANCY
FOR PROPOSITION 40 FUNDING FOR the NAME OF PROJECT**

WHEREAS, voters of California passed the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40) in March 2002. The State Legislature has appropriated funds to the BHC for capital outlay and local assistance projects within the territory. Funds are to be awarded for the acquisition, development, rehabilitation, restoration, interpretation and protection of land and creation of educational resources consistent with the statute creating the Baldwin Hills Conservancy (BHC).

WHEREAS, the Baldwin Hills Conservancy has set forth the necessary procedures governing application for grant funds under the Proposition, and

WHEREAS, the Conservancy's procedures require ORG/AGENCY NAME to certify, by resolution, the approval of the application before submission of said application(s) to the Conservancy; and

WHEREAS, said application contains assurances that ORG/AGENCY NAME must comply with; and

WHEREAS, ORG/AGENCY NAME will enter into an Agreement with the Conservancy to provide funds for acquisition and development projects.

NOW, THEREFORE, BE IT RESOLVED THAT THE ORG/AGENCY NAME Board of Directors HEREBY:

1. Approves the filing of an application with the Baldwin Hills Conservancy for Proposition 84 Funds for the above project; and
2. Certifies that ORG/AGENCY NAME understands the assurances and certification in the application form; and
3. Certifies that ORG/AGENCY NAME will be responsible for the operation and maintenance of the project in perpetuity; including, but not limited to land acquisitions, capital improvement projects, and intellectual property-related deliverables (i.e. studies, reports, investigations, web-based content)
4. Certifies that ORG/AGENCY NAME has, or will have, sufficient funds to operate and maintain the project in perpetuity; or has the right to assign maintenance to another agency; and
5. Appoints the ORG/AGENCY EXECUTIVE DIRECTOR or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of the aforementioned project.

Passed, approved and adopted this _____ day of _____, 20xx

ATTEST:

BALDWIN HILLS CONSERVANCY (BHC)

RESOLUTION 16-07

RESOLUTION APPROVING THE ADOPTION OF REVISIONS TO THE BHC PROP 40 APPLICATION PACKAGE

WHEREAS, the BHC was created to acquire open space and manage public lands within the Baldwin Hills area and to provide recreation, restoration and protection of wildlife habitat within the Conservancy territory; and

WHEREAS, pursuant to Public Resources Code Section PRC 32565.5, The Conservancy shall give priority to related projects that create expanded opportunities that provide recreation, aesthetic improvement and wildlife habitat in the Baldwin Hills territory; and

WHEREAS, the Baldwin Hills Conservancy may award grants to state, federal and local governments, public agencies or non-profits for the purposes of its division pursuant to Chapter 428 of Division 22.7 section 32569 of the California Public Resources Code; and

WHEREAS, pursuant to Public Resources Code 75060, funds from the Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 are available for projects in the Baldwin Hills and Ballona Creek Watershed for development, restoration, and acquisition of state and local parks, recreation areas and historical resources, and for land, air, and water conservation programs; and

WHEREAS, the proposed amendments for the BHC's Prop 40 grant program provide the Board with the opportunity to approve project applications that include additional documentation to achieve the objectives of the Conservancy; and

WHEREAS, this action is exempt from the environmental impact requirements of the California Environmental Quality Act (CEQA).

NOW THEREFORE BE IT RESOLVED that the BHC adopts Resolution 16-07 updating the *Baldwin Hills Conservancy Proposition 40 Grant Program and Objectives* pursuant to Item 5, presented to the Governing Board on December 2, 2016.

Passed and Adopted by the Board of the
BALDWIN HILLS CONSERVANCY

on _____, 2016.

Marina Voskanian
Chair

ATTEST: _____
David Edsall
Deputy Attorney General

BALDWIN HILLS CONSERVANCY

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(323) 290-5270 Phone
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Memorandum

To: Governing Board

From: Executive Officer, David McNeill

Date: December 2, 2016

Re: Item 6: Review of 2015-2016 BHC Projects

Recommendation: PowerPoint attachment will be provided prior to meeting.

Background: Staff will present an update on the current projects. Pursuant to the approved guiding principles in the Baldwin Hills Park Master Plan, and the Conservancy's Strategic Plan, the presentation will reflect grant awards initiated and/or projects opened during the 2015-2016 Fiscal Year.

During the past twelve months, the BHC's local assistance program has forged multiple partnerships to help implement priorities for park improvements and expansion of habitat in the region. The ongoing focus towards developing intermodal transportation enhancements, protecting the watershed, and increasing environmental interpretation has yielded seven (7) new bond funded projects within the Parklands territory. Approximately \$2.7 million in BHC local assistance grant funding was awarded for projects and leveraged with over \$2 million in local fund matches.

The Local Assistance program includes collaboration with the following contributing stakeholders: Loyola Marymount University; University of Southern California; Culver City; Los Angeles Audubon Society; Mountains Recreation Conservation Authority; Baldwin Hills Regional Conservation Authority; Los Angeles County Parks and Recreation; City of Los Angeles; Santa Monica Bay Restoration Commission Foundation; California Coastal Conservancy; and California State Parks.

BALDWIN HILLS CONSERVANCY

5120 West Goldleaf Circle, Suite 290
Los Angeles, CA 90056
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Memorandum

To: Governing Board

From: Marina Voskanian, Chairman

Date: December 2, 2016

Re: Item 7: Election of Board Officers Pursuant to Public Resources Code Section 32558 of the Baldwin Hills Conservancy Act

Recommendation: Pursuant to the Ad Hoc Nomination Committee's recommendation, Member Jackie Dupont-Walker is hereby presented for election to the position of Vice Chair of the Conservancy for 2017. Member Dupont-Walker possesses more than 30 years of professional experience in the public and private sectors. Professionally, her career includes being the Founding President of Ward Economic Development Corporation, and dedicated leadership on a long list of boards and civic organizations ranging from the Los Angeles Metropolitan Transportation Authority and California Housing Partnership, to the Black Woman's Forum and African Methodist Episcopal Church Social Action Commission.

Member Dupont-Walker has diligently worked towards achieving the Conservancy's mission through active participation at Conservancy meetings, coordination and implementation of the 50 Year Commemoration of the Baldwin Hills Dam Failure, and policy development for delivery of the BHC Local Assistance Grant Program. As a member since 2012, she is prepared to increase her role as an officer over the 2017-2018 calendar year.

Background: The BHC statute calls for the annual election of officers by the Governing Board (See Attachment #1). Officers must receive a majority vote from a quorum of the sitting members. Under the guidelines adopted by the Conservancy in 2004, the Nomination Committee provides a recommendation to the Board in advance of the election. The committee's recommendation does not preclude other eligible candidates from being nominated from the floor at the time of the election.

Attachment #1

Recommended Election Protocol

Pursuant to Section 32558 of the Baldwin Hills Conservancy Act: "The chairperson and vice-chairperson of the board shall be selected by a majority of the voting members of the board for one-year terms."

- 1) Chairperson will announce the agenda item for election of Vice-Chairperson.
- 2) A quorum of five voting members must be present to continue with elections.
- 3) Chairperson will turn the Chair over to a non-voting member to conduct the elections.
- 4) Non-Voting Member conducts the elections as follows:

"Nominations are now in order for the office of _____"

Wait for nominations, second required for each nominee.

"If no further nominations are proposed then the nominations are now closed".

"Call for those in favor of nominee _____, please respond by saying AYE".

"Call for those opposed, please respond by saying NAY".

NOTE: If two or more nominations are made please repeat the call for each nominee.

Upon the determination of a majority vote for one nominee, state "_____ is our new Chairperson and will assume (or continue) the duties beginning January 1."

Give the Chair back to the current Chairperson.

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Memorandum

To: Governing Board
From: David McNeill, Executive Officer
Date: December 2, 2016
Re: Item 8: Executive Officer Report

Projects Status Report

Please see Attachment #1 for the updated Baldwin Hills Conservancy (BHC) Local Assistance/Capital Outlay Projects Status Report.

Fiscal Update

Please see Attachment #2 - BHC Summary Expenditure Sheet by Fund, and Attachment #3 - BHC Proposition 40, 84 & 1 Bond Cash Funds. The reports correspond with the end of month four (4) for the 2016-2017 Fiscal Year.

Meeting Calendar

Please see Attachment #4 for the proposed 2017 meeting calendar. Please note, the first meeting is tentatively scheduled for February 3, 2017.

BHC Project Status Report

Grantee /Administrator	Project Title	Contract ID	Fund Source	Funds Allocated	Agreement Expiration	PROJECT STATUS
Los Angeles County Dept. of Parks and Recreation	Stoneview Nature Center	BHC12002	Prop 40	\$5,000,000	12/31/2016	Substantial Completion' scheduled for Dec. 2016; Project completion expected Feb. 2017.
University of Southern California (USC)	Baldwin Hills Biota Update	BHC13002	Prop 84	\$140,794	9/31/16	Final Report and Website complete; Report and website to be presented at a future Board Meeting; Project completion expected Fall 2016.
Culver City	Hetzler Road Pedestrian Path at BHSO	BHC13003	Prop 84	\$791,000	12/31/2015	Preconstruction meeting took place on November 22, 2017. Construction will begin in the second week of Dec. 2016; Project completion expected May 2017.
Loyola Marymount University (LMU)	Parklands User Survey Study	BHC14000	Prop 84	\$236,042	9/31/17	Season 3 surveys complete. Semi-annual report expected Dec. 2016;Project completion expected Fall 2017.
Culver City	Park to Playa Trail - Ballona Creek Connection	BHC15002	Prop 84	\$336,043	6/31/17	Design phase complete; City Council to approve bidding December 2016; Project completion expected Spring 2017.

BHC Project Status Report

Grantee /Administrator	Project Title	Contract ID	Fund Source	Funds Allocated	Agreement Expiration	PROJECT STATUS
Los Angeles Audubon Society (LAAS)	Baldwin Hills Parklands Conservation Project	BHC15004	Prop 84	\$124,536	8/31/2019	Spring and Summer Camp have been scheduled for April and June 2017; Curriculum for WLAC Spring semester will be completed Decemeber 2016.
Culver City	Waste Transfer Station Stormwater Diversion and Rain Garden Project	BHC16001	Prop 1	\$606,000	3/31/2018	Landscape plan to begin in Jan/Feb. Currently drafting Interpretive piece and palette, which they will submit for Conservancy approval. Culver City was informed of the required signage; Diversion source to begin bid process Jan w/ construction commencement projected June 2017.
Mountains Recreation and Conservation Authority (MRCA)	Milton Green Street Project	BHC16002	Prop 1	\$745,000	8/31/2018	Construction meeting held 11/2/16 @MDRMS; MRCA currently obtaining "B" permit for street portion, coordinating water meter location wih the city. Faculty raised concerns regarding Parking, drop-off, and pick-up; MRCA to create flyers, place banners, gather feedback, and attempt to to build support from parents. ADA permitting in progress.

Baldwin Hills
2016/17 Summary Sheet by Fund

<u>As of 10/31/16</u>	<u>PCA #</u>	<u>Remaining</u> <u>Appropriation</u>	<u>EXP + ENC</u>	<u>BALANCE</u>	<u>Encumber</u> <u>by</u>	<u>Liquidate</u> <u>by</u>
<u>ELPF - #0140, Support</u>						
2016 Budget Act Item 3835-001-0140	10001	\$ 383,000.00	\$ 126,184.11	\$ 256,815.89	06/30/17	06/30/19
<u>Prop 40 - #6029, Support</u>						
2016 Budget Act Item 3835-001-6029	10005	\$ 122,000.00	\$ 36,675.07	\$ 85,324.93	06/30/17	06/30/19
<u>Prop 84 - #6051, Support</u>						
2016 Budget Act Item 3835-001-6051	10009	\$ 129,000.00	\$ 28,412.03	\$ 100,587.97	06/30/17	06/30/19
<u>Prop 1 - #6083, Support</u>						
2016 Budget Act Item 3835-001-6083	10006	\$ 102,000.00	\$ 19,506.09	\$ 82,493.91	06/30/17	06/30/19
Total Support Balance:				\$ 525,222.70		
<u>Prop 1 - #6083, Local Assistance/ Capital Outlay</u>						
2016 Budget Act Item 3835-101-6083	20006	\$ 2,000,000.00	\$ -	\$ 2,000,000.00	06/30/19	06/30/21
2015 Budget Act Item 3835-101-6083	20004	\$ 2,000,000.00	\$ -	\$ 2,000,000.00	06/30/18	06/30/20
Total Prop 1 Balance:				\$ 4,000,000.00		
<u>Prop 40 - #6029, Local Assistance/Capital Outlay</u>						
2016 Budget Act Item 3835-101-6029	20007	\$ 6,025,000.00	\$ -	\$ 6,025,000.00	06/30/19	06/30/21
<u>Prop 40 - #6029, Local Assistance/Capital Outlay</u>						
2015 Budget Act Item 3835-301-6029	20005	\$ 9,070,982.00	\$ 3,140,913.00	\$ 5,930,069.00	06/30/18	06/30/20
Total Prop 40 Balance:				\$ 11,955,069.00		
<u>Prop 84 - #6051, Local Assistance/Capital Outlay</u>						
2015 Budget Act Item 3835-301-6051	30004	\$ 2,118,000.00	\$ 192,490.02	\$ 1,925,509.98	06/30/18	06/30/20
2014 Budget Act Item 3835-301-6051	30003	\$ 2,212,963.00	\$ 1,233,279.68	\$ 979,683.32	06/30/17	06/30/19
Total Prop 84 Balance:				\$ 2,905,193.30		

BOND CASH FUNDS
As of 10/31/16

2015 COMMERCIAL PAPER TE		CASH ALLOCATED	EXPENDITURES	BALANCE
	PROP 84:	\$2,077,819.00	1,726,944.64	\$380,874.36
	PROP 40	\$2,915,784.52	2,381,143.78	\$534,640.74
	Prop 1:	\$122,962.15	18,484.89	\$104,477.26
2010 SPRING BAB SALE		CASH ALLOCATED	EXPENDITURES	BALANCE
	PROP 40:	\$579,277.00	579,277.00	\$0.00
	PROP 84:	\$829,272.44	829,272.44	\$0.00
2010 DECEMBER BAB SALE				
	PROP 40:	\$380,954.00	380,954.00	\$0.00
	PROP 84:	\$43,760.00	43,760.00	\$0.00
2010 DECEMBER TE SALE				
	PROP 40:	\$19,998.21	18,460.09	\$1,538.12
2010 SPRING TE SALE				
	PROP 40:	\$3,082,367.00	3,082,367.00	\$0.00
	PROP 84:	\$1,095,534.16	1,095,534.16	\$0.00
2009 OCTOBER TE SALE				
	PROP 40:	\$1,812,376.00	1,812,376.00	\$0.00
	PROP 84:	\$188,122.75	188,122.75	\$0.00
2009 MARCH SALE				
	PROP 40:	\$901,961.01	901,961.01	\$0.00
	PROP 40	\$10,088.33	10,088.33	\$0.00

2017

January						
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29	30	31				

February						
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26	27	28				

March						
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April						
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30						

May						
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28	29	30	31			

June						
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July						
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30	31					

August						
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October						
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29	30	31				

November						
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December						
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31						

January						
01: New Year's Day						
16: M L King Day						
February						
14: Valentine's Day						
20: Presidents' Day						
March						
31 Cesar Chavez Day						
April						
14: Good Friday						
16: Easter Sunday						
May						
14: Mother's Day						
29: Memorial Day						
June						
18: Father's Day						
July						
04: Independence Day						
August						
September						
04: Labor Day						
October						
09: Columbus Day						
31: Halloween						
November						
11: Veterans Day						
23: Thanksgiving Day						
December						
25: Christmas Day						