

**Baldwin Hills Conservancy (BHC)**  
**NOTICE OF PUBLIC MEETING**  
*The meeting of the Baldwin Hills Conservancy will be held*  
*Friday, December 2, 2011 from 10:00 a.m. - 12:00 p.m.*  
**Kenneth Hahn State Recreation Area**  
**Community Center**  
**4100 South La Cienega Blvd.**  
**Phone (323) 298-3660**

**Teleconference Location:**  
**Natural Resources Agency**  
**1416 Ninth Street, 13<sup>th</sup> Floor**  
**Conference Room 1305**  
**Sacramento, CA 95814**

**10:00 am: CALL TO ORDER Mr. Lloyd Dixon, Chairman**

**MEETING AGENDA**

PUBLIC COMMENTS ON AGENDA OR NON-AGENDA ITEMS WILL BE CALLED PRIOR TO ACTION ITEMS

***Public Comment and Time Limits: If you wish to speak on an agenda item cards are available near the door to the meeting room. Individuals wishing to comment will be allowed up to three minutes to speak. Speaker times may be reduced depending on the number of speakers.***

1. Roll Call
2. Approval of Minutes (October)
3. Presentation and update on BHC bond funded local assistance projects and program related planning in the Baldwin Hills Parklands for 2011-12
4. Discussion and possible action on the BHC Disaster Recovery Plan for Information Technology Compliance and Certification
5. Election of Board Officers pursuant to Public Resources Code Section 32558
6. Discussion and possible action on the proposed 2012 meeting schedule
7. Executive Officer Report
8. Board Member announcements or agenda items for future meetings

Next meeting is tentatively scheduled for January 13, 2012 at 10:00 am.

***Pursuant to Government Code Section 11126 subdivision (c)(7)(A), Section 11126.3(a), and Section 11126(e), 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.***

## **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 Gloria Dangerfield at 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](http://www.bhc.ca.gov)**

**MINUTES OF THE PUBLIC MEETING  
of the  
BALDWIN HILLS CONSERVANCY  
October 21, 2011**

**CALL TO ORDER**

The public meeting of the Baldwin Hills Conservancy was called to order by Chair Lloyd Dixon at 10:00 a.m. The meeting was held inside the Community Center at Kenneth Hahn State Recreation Area, 4100 South La Cienega Blvd., Los Angeles, CA 90056.

**I. Roll Call**

**Members Present:**

Julie Alvis (teleconference) Pedro Reyes (teleconference) Ronilee Clark (teleconference) Vice Chair Allan Boodnick, Chair Lloyd Dixon, Robert Jones (arrived after roll), John Wicker, Patricia O'Toole, Patrick Reynolds, and Starlett Quarles.

**Members Absent:**

Sara Amir, Bobbie Parks, Allan Kingston, Supervisor Mark Ridley-Thomas, Joan Cardellino, Greg Scott, and Barbara Romero.

**Staff Present:**

David McNeill, Gail Krippner, Gloria Dangerfield, and Rosana Miramontes.

Following roll call, the Chair welcomed Jim Park and asked Member John Wicker to re-introduce Mr. Parks and brief the board on his role with County Parks' Eastern Ridgeline Project.

**II. Approval of Meeting Minutes (August and September)**

The Chair called for the motion to approve the minutes for August and September. Member Boodnick made the motion to approve the minutes. Adjustments were made to the roll call to reflect Member Clark's teleconference attendance in September. Motion seconded. All ayes, motion carries.

**III. Consideration of a Resolution Authorizing the Executive Officer to Amend the Performance Period for Agreement #BHC07003 Between the BHC and Los Angeles Neighborhood Initiative for Enhancements at La Cienega Entrance to Kenneth Hahn State Recreation Area – Gail Krippner, Associate Governmental Program Analyst**

**IV. Consideration of a Joint Resolution with the Baldwin Hills Regional Conservation Authority Authorizing a Disbursement of Funds from the Authority Account #S8D/27951 for Seasonal Brush Clearance and Fire Management Contingencies at Stocker Corridor Trail and Parkway – David McNeill, Executive Officer**

Executive Officer, David McNeill stated both Agenda Items 3 and 4 were discussed in September's meeting; there being no quorum at that time, no action was taken. Member Reyes made a motion to approve both as consent items. Motion seconded. The Chair called for the vote, all ayes. Agenda Items 3 and 4 were approved.

**V. Discussion and Possible Action on a Performance Period Extension and a Budget Augmentation Request from the L.A. County Chief Executive Office (CEO) for the Eastern Ridge Project (Agreement #BHC07012) – Gail Krippner, Associate Governmental Program Analyst**

Ms. Krippner stated the augmented amount is for \$750,000 to extend the trail. Ms. Katona spoke on behalf of Supervisor Mark Ridley-Thomas and thanked the board for considering this action. The 2<sup>nd</sup> district is committed to funding ADA improvements at five points intersection and will work with the County Department of Public Works. Member Jones moved to adopt the resolution. Motion seconded. Member Reyes had questions of the amount of funds allocated and requested a revised spreadsheet of the budget. The Chair called for the vote to approve with direction to clarify some of the project numbers; all ayes. Motion carries.

**\*\*Update on Ohr Eliyahu School Acquisition\*\*** Karly Katona (Supervisor Mark Ridley-Thomas Office) stated the Baldwin Hills Regional Conservation Authority (BHRCA) has executed their intent to acquire the school property. BHRCA will hold a meeting on Tuesday at 6:00 p.m. to discuss the acquisition and everyone is welcome to participate. Mr. McNeill added that the Baldwin Hills Conservancy had approved a two-million dollar grant to the BHRCA for the acquisition, but will not utilize the funding due to department policy constraints disallowing purchases that vary from fair market value.

#### **VI. Discussion and Possible Action on BHC Officer Nominations for 2012 in Preparation for Elections Scheduled for December 2, 2011**

Mr. McNeill stated that the nomination process is included in Memo Item 6. The current Vice Chair will rotate to Chair leaving an opening at Vice Chair position; the only eligible board member for the position is Allan Kingston. Mr. Kingston has confirmed his interest in serving.

#### **VII. Executive Officer Report – David McNeill**

Mr. McNeill reviewed the capital outlay report that included status of the La Cienega Bridge Enhancements, Eastern Ridgeline Improvements, BH Parklands Habitat Restoration, and Jefferson Streetscape projects. He also updated the board on the Prop 84 and Prop 40 bond balances and Fiscal Month 2 reports.

#### **VIII. Ad Hoc Committee Report – Dr. Allan Boodnick**

Member Boodnick stated he met with the Chair Dixon, and Executive Officer David McNeill to discuss various ways to have a quorum at board meetings. They also discussed increasing board member terms. Mr. McNeill added that they also discussed other items, which included having a designee for the County Supervisor.

#### **IX. Public Comment**

Margot Griswold (L.A. Audubon Society) gave an update of what they doing that included their program at Kenneth Hahn State Recreation Area's native habitat garden; worked with a group of students from Culver City Middle School, so the could learn about ecological issues; working as volunteers at the Baldwin Hills Scenic Overlook, either doing restoration or events. They are working with the Scenic Overlook staff for to do more efficient work with restoration and in the future, help with fire clearance. They are also partnering with Generation Water,

#### **X. Board Announcements**

Member Jones commended the staff on their preparation of thereports they present to the Conservancy board.

Mr. McNeill announced that the upcoming Park to Playa public workshop would be held Wednesday, November 2, 2011 and encouraged everyone to attend.

The Chair stated he was excited about the acquisition of the Ohr Eliayhu school site acquisition and was pleased with the progress of the Eastern Ridgeline.

Member Clark stated that September's meeting minutes needed to be corrected as it shows her being marked as both present and absent and she was present. She also stated there is a state fire marshal at the Baldwin Hills Scenic Overlook. Their staff is on top of things and is working with the volunteers; things should move along better in the future.

Member Reyes stated that it would be helpful if any handouts, etc., passed out during the meeting, be e-mailed to Julie Alvis. Also, when voting on agenda items, roll call should be taken for those members participating by teleconference.

Member Alvis stated she would be willing to work with Mr. McNeill and his staff on web-conferencing if it was something he would be interested in considering.

#### **ADJOURNMENT**

There being no further business brought before the board, the meeting was adjourned at 11:15 a.m.

Approved:

Lloyd Dixon  
Chairman

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### Memorandum

**To: Governing Board**

**Fr: David McNeill**

**Date: December 2, 2011**

**Re: Item 3:** Presentation and update on BHC bond funded local assistance projects and program related planning in the Baldwin Hills Parklands for 2011-12

**Recommendation:** No Action Required

**Background:** At the October 2011 meeting of the Baldwin Hills Conservancy, the Chair requested an update on the current fiscal year's projects and their inter-connection with long range planning and investment inside the BHC territory. The Baldwin Hills Park Master Plan, Strategic Plan, and Linkage and Access Study are the approved guiding principles for planning and implementation of the BHC's capital outlay program for acquisition, planning and development.

To the greatest extent possible, the BHC has created planning tools and resources that set out to achieve actionable objectives for the enhancement of open space within its two-square-mile territory. Local agencies have partnered with the BHC and referenced these resources as they set their priorities for general park improvements and expansion, inter-modal transportation enhancements, environmental interpretation and low-impact design development.

The forthcoming Power Point presentation (handouts available at time of meeting) will provide an overview of the BHC's eight (8) currently active bond funded projects totaling \$5.3 million. This year's program also highlights the BHC's success in partnering with government stakeholders including: City of Culver City, Baldwin Hills Recreation Conservation Authority, Los Angeles County Chief Executive Office, Caltrans, City of Los Angeles and California Coastal Conservancy to secure approximately \$4 million in outside funds for Baldwin Hills Parkland projects. Additionally, non-profits including Los Angeles Infrastructure Academy and North East Trees have provided approximately \$500,000 in outside funding for priority projects in the territory.

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### Memorandum

**To: Governing Board**

**Fr: David McNeill**

**Date: December 2, 2011**

**Re: Item 4:** Discussion and possible action on the BHC Disaster Recovery Plan for Information Technology Compliance and Certification

**Recommendation:** Adopt the Draft BHC Disaster Recovery Plan for submittal to the Office of Information Security to meet the Information Technology Compliance and Certification requirements for 2012.

**Background:** Staff has developed a Draft Disaster Recovery Plan (see Attachment #1) for inclusion in the BHC agency designation package being prepared for submittal to the Natural Resources Agency. The attached plan outlines our existing computing infrastructure along with the on the ground management responsibilities to be implemented in the event of an emergency. This year, representatives from the California Technology Agency assisted staff by providing training, forms and technical assistance in preparation for 2012. If approved, the plan will become part of a series of updated compliance documents to help meet information security and privacy requirements set forth in State Policy (State Administrative Manual Sections 5300 through 5399).

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### BALDWIN HILLS CONSERVANCY DISASTER RECOVERY PLAN 2012

#### **Executive Summary/Background**

The Baldwin Hills Conservancy was established by the California State Legislature on January 1, 2001. The Baldwin Hills Conservancy's mission is 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 territory for the public's enjoyment and educational experience.

The Conservancy has 3 employees (3.0 positions): The Executive Officer, Executive Secretary, and Grant Program Manager (AGPA). The Disaster Recovery Plan is to be updated by Conservancy staff annually in January and distributed to all three staff. Updates to the Plan are distributed so that all three staff are aware of any changes made to the structure of the plan.

Three personal computers (PCs), a server and one laptop enable the production of reports, analyses, and records of the Conservancy's and the Governing Board's activities. All of the Conservancy's official business systems such as fiscal processes and records; contract administration; personnel records, payroll, and transactions; land transactions and title documents are supported by the State Parks through a services agreement, which administers funds appropriated for the Conservancy's capital outlay programs.

#### **For any emergency event, the Conservancy has identified these essential functions:**

- (1) Life Safety; Protection in place and/or evacuation of personnel and park visitors.
- (2) Protection of facilities to the extent possible.
- (3) Protection of natural resources to the extent possible.
- (4) Protection of data and key archives, not otherwise housed in Sacramento, to the extent possible.
- (5) Continued agency operations for planning, provision for emergency operations centers, and assistance to others (e.g., local governments, other State agencies, National Park Service, citizens.)

The Conservancy has had minimal experience dealing with emergency events during the course of its existence. Incidents related to fire, flooding and or earthquakes have been rare and



managed by the proper emergency response agencies that serve the region. Regular communication with local agencies combined with multi-agency coordination agreements between the Los Angeles County Fire Department, Culver City Fire Department and California State Parks has allowed for rapid emergency response within the Conservancy territory.

To date, all agency office functions have been maintained during emergencies with no closures required.

## **1 ADMINISTRATIVE INFORMATION**

### **A. PURPOSE**

It is essential that services provided by the Baldwin Hills Conservancy are restored as early as possible, and that those applications that are most critical to the continuity and the Conservancy's operations remain in operation during the period of failure recovery. This Disaster Recovery Plan is intended to: (1) assure continuity of the Conservancy's computing operations that support critical applications; (2) maximize benefits from the remaining limited resources, (3) achieve a systematic and orderly migration toward the resumption of all services within the Conservancy; and most importantly (4) protect personnel, facilities, resources, and the public.

### **B. UP-DATE AND DISTRIBUTION**

The Conservancy Disaster Recovery Plan (The Plan) is reviewed, and where necessary, updated by the Executive Officer, between November 1 and December 31 of each year. By the 31<sup>st</sup> day of January of each year, the Executive Officer will certify that the Conservancy is in compliance with State policy governing information technology security and risk management, and will submit the Risk Management Certification and any updates to the Conservancy's Disaster Recovery Plan.

### **C. PERIODIC TESTING**

The Baldwin Hills Conservancy works in partnership with, the California Department of Parks and Recreation, Los Angeles County Fire Department, and Culver City Fire Department to address emergency procedures, damage control and recovery policies and procedures. Conservancy staff receives minutes from the Multi-Agency Coordination Committee quarterly meetings and reviews protocols, emergency damage control, safety and work recovery procedures annually.

## **2. RECOVERY STRATEGY**

### **A. FACILITIES**

The Baldwin Hills Conservancy uses the Standardized Emergency Management System (SEMS) as a framework for managing emergency operations. SEMS is designed as a

flexible management tool, similar to the Incident Command System (ICS). Upon recognition of an emergency event, the Executive Officer, will implement the Conservancy's emergency plan. The Conservancy has a designated alternative work location at the Kenneth Hahn State Recreation Area community room.

#### **B. INFORMATION TECHNOLOGY SYSTEMS**

The Baldwin Hills Conservancy owns and operates information technology equipment, and servers. All Information Technology equipment and service are provided by a contract with an IT service contractor, Simon Computer Solutions.:

- (1) All agency data is stored on a local data server at the office location, and is backed-up nightly off-site. The backup service is provided by MozyPro.com and individual file and full-data recovery is possible via web. Every PC (personal computer) has updated Symantec Antivirus and Spyware protection. The software automatically updates the latest virus definitions and protections. Microsoft Windows updates are set to be automatically received on a daily basis.
- (2) Critical files are archived and stored in hard copy format at their origination site or off-site:
  - (a) Grant Agreement Contracts: Baldwin Hills Conservancy; California State Parks (Sacramento)  
Grant Recipient Agencies; Baldwin Hills Conservancy; California State Parks (Sacramento)
  - (b) Financial Records: Baldwin Hills Conservancy; California State Parks (Sacramento)
  - (c) Personnel Records: Baldwin Hills Conservancy; California State Parks (Sacramento)
  - (d) Other administrative documents such as copies of deeds, board books and meeting minutes are stored at local site; Board materials and agency public documents are available also on the agency website. Original property deeds are filed with Department of General Services in Sacramento.
- (3) Grant agreements and contracts are registered with California State Parks (Sacramento)

### 3. DAMAGE RECOGNITION

Immediately following a disaster, staff has been trained to assemble at pre-arranged meeting locations at the office location for instructions to evacuate or remain onsite in the designated safe area. The Conservancy operates a remote location voice message system which can be accessed 24 hours a day by staff to receive emergency information regarding the nature and anticipated duration of the event, shelter locations, and alternate work locations.

### 4. DAMAGE ASSESSMENT

Partner agency Los Angeles County Fire Department responds to the office location in an emergency event. Fire Personnel will provide an assessment to the general staff as to the nature, extent and severity of the incident. The Executive Officer will determine how best to categorize the event based upon information from the field, and from the State Office of Emergency Services (OES). The Conservancy also monitors an OES notification system to receive direct information from the OES State Warning Center. The Executive Officer will provide local information to the Natural Resources Agency for use in assessing the severity of an emergency or disaster. The Executive Officer will perform an adequate inspection of supplies, equipment, and of the office site. The outcome of the assessment will be communicated to the other two employees along with next steps that need to be taken to get attain full operations and functions.

### 5. MOBILIZATION OF PERSONNEL

The responsibilities for implementing the Information Technology Operational Recovery Plan is divided between the Conservancy and its consultant and based on specific area of expertise as follows:

A. Technical staff for Systems Software, Telecommunications, and Computer Operations:

- (1) David McNeill, Information Security Officer
- (2) Simon Maguire, Disaster Recovery Coordinator (consultant)

B. User staff and management to assist in resolution of programmatic issues:

- (1) David McNeill, Information Security Officer
- (2) Simon Maguire, Information Security Officer Backup (consultant)

C. Business Services to support such tasks as arranging for office space, supplies, equipment and processing of emergency contracts:

- (1) David McNeill, Executive Officer
- (2) Gloria Dangerfield, Facilities Coordinator

D. Personnel and communications staff to disseminate information regarding special work assignments, conditions or locations:

- (1) David McNeill, Executive Officer

## **6. RECOVERY PLAN IMPLEMENTATION**

The Baldwin Hills Conservancy receives much of its administrative support through an administrative contract with California State Parks in Sacramento. From a local operations perspective, an MOU with State Parks offers data and resource sharing allowing temporary use of office locations in the L.A. Sector including Baldwin Hills Scenic Overlook (BHSO), less than a mile away, and Los Angeles State Historic Park (LASHP) downtown. Both locations are administrative centers, and provide the network that connects our member government agencies.

The operational procedures that allow recovery to be achieved, including the recovery of critical data-processing activities, the process of suspending non-critical activities and any relocation to a back-up processing site are as follows:

A. Relocation to back-up Processing Site:

- (1) Conservancy staff will relocate its operations to the either BHSO or LASHP. If, due to disaster situations, both of the facilities are not accessible, staff will be directed to report to another accessible facility owned by one of the Conservancy other partner park agencies in Culver City or Los Angeles County

B. Suspension of Non-critical activities:

Non-critical activities include those activities that have no bearing on health, safety, and/or security of personnel, the general public, State and public real property and facilities, and informational resources.

- (1) Conservancy staff will be instructed by the Executive Officer or regarding when and how stakeholders are to be notified regarding the inaccessibility of Conservancy services, and will provide up-dated notifications during the recovery period. The Conservancy's stakeholder contacts may include

Conservancy Board members, the Natural Resources Agency, the Governor's Office, Department of Finance, elected officials, partner park agencies, park visitors, contractors, and the general public. Notification may be by internet, email, website, telephone messages, appropriate signage at park and office locations, and press releases to news media outlets.

C. Recovery of Critical Data-Processing Activities:

The architecture of the Baldwin Hills Conservancy data network has several fault-tolerant features included in the design, as follows: (1) Information Technology Administrator has deployed industry-leading tools for virus protection and data backup across the network; (2) E-mail is provided by a third party provider and can be accessed from any remote location; (3) Computer equipment is sourced from the industry-leading manufacturer contracting with the State, and support and replacement options are readily available regardless of work site location; (4) Data backups of the file server are performed daily; and (5) Hard copy files of most (95%) of the Conservancy's important records are duplicated or stored online in a remote location.

Data processing recovery procedures are as follows:

- i. The data processing capacity at the Conservancy site will be duplicated at the temporary location indicated above.
- ii. Data backups of the Conservancy file server will be accessed from the temporary worksite location.
- iii. Hard copy files that are duplicated and stored online will be made available to staff at a temporary location.

**7. PRIMARY SITE RESTORATION AND RELOCATION**

The operational procedures to be followed for restoring full processing capability at a permanent location after the interim processing situation has stabilized, are as follows:

A. Relocation to Permanent Processing Site:

- (1) The Conservancy staff will relocate its operations to the original facility, if or when a qualified official declares the site safe and habitable. If the facility cannot be safely re-occupied, the Conservancy staff will be permanently accommodated at a newly identified functional facility. Office and electronic equipment that can be salvaged from the disaster will be permanently installed (if not already available) at the permanent site. Additional office and

electronic equipment needs will be loaned to the Conservancy from surplus State Park assets.

- (2) The Executive Officer or designee is responsible for notifying Conservancy staff of where to permanently report to work.

B. Resumption of Non-critical activities:

Non-critical activities include those activities that were routinely exercised by the Conservancy, and services that were normally provided to its stakeholders prior to the disaster:

- (1) The Executive Officer will be responsible for directing personnel to resume normal operations.
- (2) Conservancy staff will be instructed by the Executive Officer regarding when and how Conservancy stakeholders are to be notified regarding the re-accessibility of Conservancy services, and will provide up-dated notifications as required. Conservancy stakeholder contacts will include the Conservancy Board members, the Natural Resources Agency, Department of Parks and Recreation, Department of Finance, appropriate legislators, the Governor's Office in Sacramento, elected officials, park visitors, partner park agencies, contractors, and the general public. Notification may be by Internet email, website, telephone messages, appropriate signage at park and office locations, and press releases to the news media.

C. Recovery of Critical Data-Processing Activities:

Data processing recovery procedures are as follows:

- (1) The data processing capacity at the Conservancy's permanent worksite will be duplicated from the temporary location indicated above.
- (2) The Conservancy will have immediate access to permanent workstations to access the internet, e-mail, desktop applications, phones and all previously-accessible network resources.

- (3) Critical data and files from the Conservancy's file server will be restored from backup system to permanent server, located either at the permanent worksite.
- (4) Replacement hardware will be identified and/or ordered if new workstations or a new file server is required at the permanent location.
- (5) Full file and data restoration will occur once a replacement server has been identified and/or procured.
- (6) Hard copy files relevant to the Conservancy's operations will be duplicated, as necessary to restore Conservancy database records that may have been destroyed as result of the disaster. Other destroyed records, such as contracts with clients or financial records, will be duplicated from relevant stakeholder files.

**8. ATTACHMENTS (on file)**

- A. Agency Designation Letter, SIMM Form 70A
- B. Agency Risk Management and Privacy Program Compliance Certification, SIMM 70C
- C. Agency Operational Recovery Plan Transmittal Letter, SIMM Form 70D.
- D. Telework and Remote Access Security Compliance Certification, SIMM Form 70E
- E. Emergency Notification Contact Information

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### Memorandum

**To: Governing Board**

**Fr: Lloyd Dixon, Chair**

**Date: December 2, 2011**

**Re: Item 5:** Election of Board Officers pursuant to Public Resources Code Section 32558

**Recommendation:** Pursuant to the Ad Hoc Nomination Committee recommendation, Member Allan Kingston is hereby presented for election to the position of Vice Chair of the Conservancy for 2012. Mr. Kingston joined the Governing Board as a Governor appointee in 2008. He has demonstrated exceptional enthusiasm towards achieving the agency's mission through regular participation at Conservancy meetings and events. Moreover, he has met the eligibility requirements through his work on the Grant Solicitation and Application Review Ad Hoc Committee over the past year.

**Background:** The BHC statute calls for the annual election of officers by the Governing Board. 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.



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### **Memorandum**

**To: Governing Board**

**Fr: David McNeill**

**Date: December 2, 2011**

**Re: Item 6:** Discussion and possible action on the proposed 2012 meeting schedule

**Recommendation:** Approve the attached proposed meeting dates for 2012



Baldwin Hills Conservancy

**2012  
BALDWIN HILLS CONSERVANCY  
MEETING DATES\***

**FRIDAY, JANUARY 13  
FRIDAY, FEBRUARY 24  
FRIDAY, APRIL 6  
FRIDAY, MAY 18  
FRIDAY, JUNE 29  
FRIDAY, AUGUST 3  
FRIDAY, SEPTEMBER 14  
FRIDAY, OCTOBER 26  
FRIDAY, DECEMBER 7**

**\*Note: dates are tentative and subject to change.  
Meetings are regularly scheduled from 10:00 a.m. until noon.**

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### **Memorandum**

**To: Governing Board**

**Fr: David McNeill, Executive Officer**

**Date: December 2, 2011**

**Re: Agenda Item 7: Executive Officer Report**

### **Fiscal Update**

Please see BHC Summary Expenditure Sheet by Fund (Attachment #1) and the BHC Prop 40 & Prop 84 Bond Cash Funds (Attachment #2). Both reports correspond with the end of month four (4) of the 2011-12 fiscal year.

### **Eastern Ridgeline Follow up**

Staff has followed up on the Board's queries regarding the following items in the Eastern Ridgeline project amendment budget (see Attachment #3):

- Task 2.3 - Construction Administration Fee was negotiated down to \$37,550 based on the final formula. The line item was originally estimated at \$50,000
- Task 3.3. Consultant Services in the amount of \$10,000 was included in the original 2008 budget and did not get transcribed in the 2011 amended budget. The amount is now reflected in the revised budget.
- Task 4.1 - Affirmative Action Compliance Fee in the amount of \$12,000 was confirmed based on the contract monitoring estimates using an hourly rate formula of up to .05% of the total project budget.

### **Conservancy Activities:**

#### **American Planning Association 2012 National Planning Conference (Los Angeles)**

The BHC has been selected to host a Mobile Workshop in the Baldwin Hills Parklands during this spring's APA conference on April 16<sup>th</sup> from 8:30 am to 11:30am. The workshop will put the Baldwin Hills on the national stage with planners interested in

examining the challenges of re-imagining urban open space from the Baldwin Hills to the lower reaches of the Ballona Creek.

### **Meeting of California State Conservancies (Sacramento)**

A roundtable meeting of the State Conservancies is being hosted by the Sacramento-San Joaquin Delta Conservancy on December 6th and 7<sup>th</sup>. Directors from nine sister agencies will convene to exchange information and strategize on a wide range of conservation and planning issues unique to California and its natural resources. The last official meeting of the Conservancies was held in 2001.

### **Office of State Audits and Evaluation - Audit of Bond Funds 2011-12**

The Department of Finance delivered an engagement letter to the Natural Resources Agency and each of its department giving notice of the 2011-12 fiscal audits of bond funds. The audit generally takes place every three years and includes a review of the department's expenditures, procedures and programs to insure compliance with the statutory requirements of the applicable funding sources.

### **Baldwin Hills Restoration Volunteer Event – Kenneth Hahn State Recreation Area**

Members of the community will be undertaking their first project at the kick off volunteer event for the Baldwin Hills Parklands Restoration Project. Work will begin at 9:00 am and continue until 1:00 pm. BHC Prop 84 recipient Los Angeles Infrastructure Academy will be leading the event. More information about volunteering is available at [baldwinhillsrestoration@yahoo.com](mailto:baldwinhillsrestoration@yahoo.com).

Baldwin Hills  
2011/12 Summary Sheet by Fund

<u>FUND</u>	<u>PCA #</u>	<u>Original Appropriation</u>	<u>EXP + ENC</u>	<u>BALANCE</u>
<b><i>Support</i></b>				
2011 Budget Act Item 3835-001-0140	<b>10001</b>	\$ 348,000.00	\$ 162,875.41	\$ 185,124.59
2011 Budget Act Item 3835-001-6029	<b>10005</b>	\$ 117,000.00	\$ 27,495.70	\$ 89,504.30
2011 Budget Act Item 3835-001-6051	<b>10009</b>	\$ 103,000.00	\$ -	\$ 103,000.00
<b>Total Support Balance:</b>				<b>\$ 377,628.89</b>
<b><i>Capital Outlay</i></b>				
2009 Budget Act Item 3835-301-6051	<b>30002</b>	\$ 3,050,000.00	\$ 400,000.00	\$ 2,650,000.00
2008 Budget Act Item 3835-301-6051	<b>30001</b>	\$ 3,050,000.00	\$ -	\$ 3,050,000.00
2007 Budget Act Item 3835-301-6051	<b>30000</b>	\$ 3,050,000.00	\$ -	\$ 3,050,000.00
2005 Budget Act Item 3835-301-6029	<b>20003</b>	\$ 8,648,000.00	\$ 2,253,388.19	\$ 6,394,611.81
2004 Budget Act Item 3835-301-6029	<b>20002</b>	\$ 7,200,000.00	\$ 3,848,335.14	\$ 3,351,664.86
2003 Budget Act Item 3835-301-6029	<b>20001</b>	\$ 7,200,000.00	\$ 2,334,996.11	\$ 4,865,003.89
2002 Budget Act Item 3835-301-6029	<b>22000</b>	\$ 15,000,000.00	\$ 11,740,137.77	\$ 3,259,862.23
<b>Total Cap Outlay Balance:</b>				<b>\$ 26,621,142.79</b>

	CASH ALLOCATED	EXPENDITURES	BALANCE
<b>2010 SPRING BAB SALE</b>			
PROP 40:	\$579,277.00	0	\$579,277.00
PROP 84:	\$2,137,455.25	0	\$2,137,455.25
<b>2010 SPRING TE SALE</b>			
PROP 40:	\$1,415,869.68	0	\$1,415,869.68
PROP 84:	\$2,473,145.41	0	\$2,473,145.41
<b>2009 OCTOBER TE SALE</b>			
PROP 40:	\$1,089,020.23	\$ 72,143.08	\$1,016,877.15
PROP 84:	\$197,000.00	\$ 39,254.99	\$157,745.01
<b>2009 MARCH SALE</b>			
PROP 40:	\$4,159,594.83	\$ 779,186.53	\$3,380,408.30
Total Bond Cash			\$ 11,160,777.80

	TASK / SUB-TASK	BHC BUDGET	OTHER BUDGET (LA County CD8)	SUBTOTAL BUDGET	AUGMENTATION	TOTAL BUDGET
1.0	Construction	\$ 1,679,000		\$ 1,679,000	\$ 550,153	\$2,229,153
1.1	Change Orders	\$ 219,000			\$ 71,759	
1.2	Civic Art	\$ 16,000				
1.3	Construction	\$ 1,444,000			\$ 478,394	
2.0	Plans & Specifications	\$ 139,000		\$ 139,000	\$ 57,590	\$ 196,590
2.1	A/E Optional Services	\$ 26,000			\$ 11,765	
2.2	A/E Fee	\$ 88,000			\$ 33,275	
2.3	Construction Administration	\$ 25,000			\$ 12,550	
3.0	Consultant Services	\$ 65,000	\$ 7,000	\$ 72,000	\$ 80,157	\$ 152,157
3.1	Deputy Inspection (Material Testing & Others)	\$ 20,000			\$ 50,000	
3.2	Environmental Documents (EIR Addendum)		\$ 7,000		\$ 23,827	
3.3	Consultant Services (others)	\$ 10,000				
3.4	Geotechnical Survey	\$ 10,000				
3.5	Topographical Site Survey	\$ 25,000			\$ 6,330	
4.0	Misc. Expenditures (Indirect Cost)	\$ 8,000		\$ 8,000	\$ 4,000	\$ 12,000
4.1	Affirmative Action	\$ 8,000			\$ 4,000	
5.0	Jurisdictional Review: Plan Check & Permits	\$ 25,000		\$ 25,000	\$ -	\$ 25,000
5.1	Building & Safety Division	\$ 24,000				
	Direct Costs	\$ 17,520			\$ -	
	Indirect Costs	\$ 6,480			\$ -	
5.2	Contract — State Water Resources Board	\$ 1,000			\$ -	
6.0	LA County Services	\$ 334,000		\$ 334,000	\$ 30,000	\$ 364,000
	Direct Costs	\$ 217,610				
	Indirect Costs	\$ 116,390				
6.1	Architectural Engineering Division					
6.2	Construction Inspection (Consultant)	\$ 60,000			\$ 30,000	
6.3	Contract Administration Services	\$ 21,000			\$ -	
	Direct Costs	\$ 10,710				
	Indirect Costs	\$ 10,290				
6.4	Project Management Division II					
6.4.1	Capital Projects Program Manager					
	Indirect Costs	\$ 53,000			\$ -	
6.4.2	Consultant Contract Recovery					
	Indirect Costs	\$ 22,200			-	
6.4.3	Document Control (Consultant)	\$ 20,000			\$ -	
6.4.4	PM/CM As-needed Contr. (Labor)	\$ 112,000			\$ -	
6.4.5	Project Technical Support					
	Indirect Costs	\$ 12,800			\$ -	
6.4.6	Secretarial/Clerical					
	Indirect Costs	\$ 13,000			\$ -	
6.4.7	Support Services (Landscape Architect)	\$ 20,000				
	Direct Costs	\$ 14,900			\$ -	
	Indirect Costs	\$ 5,100			\$ -	
	PROJECT TOTAL	\$ 2,250,000	\$ 7,000	\$ 2,257,000	\$ 721,900	\$2,978,900
	Direct Costs (90%)	\$ 2,119,130				
	Indirect Costs (10%)	\$ 130,870				
	Note 1: Due to extensive fill requirements for the trail extension, deputy inspection services budget needs augmentation					