



Chino Hills · Diamond Bar · Industry

**TRES HERMANOS CONSERVATION AUTHORITY
BOARD OF DIRECTORS MEETING**

**WEDNESDAY, JULY 10, 2024, AGENDA
6:00 P.M. PUBLIC MEETING - CLOSED SESSION**

**CITY OF CHINO HILLS - COUNCIL CHAMBERS
14000 CITY CENTER DRIVE
CHINO HILLS, CALIFORNIA**

**BOARD DIRECTORS
CHAIR, PETER ROGERS
VICE-CHAIR, CORY MOSS
DIRECTOR, ANDREW CHOU
DIRECTOR, STAN LIU
DIRECTOR, STEVE MARCUCCI
DIRECTOR, CYNTHIA MORAN
DIRECTOR, MARK RADECKI**

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda unless the Board of Directors makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the City subsequent to the posting of the agenda. The Secretary of the Board has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the Office of the Chino Hills City Clerk, in the public binder located at the entrance to the Council Chambers while the meeting is in session, and on the Authority's website at www.treshermanos.org. Materials related to an item on this Agenda submitted to the Directors after distribution of the agenda packet are available for public inspection in the Office of the Chino Hills City Clerk at 14000 City Center Drive, Chino Hills, CA during normal business hours.

Speaker Cards - Those persons wishing to address the Directors on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Authority Secretary a "Request to Speak" card available at the entrance to the City Council Chambers. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide personal information in order to speak, except to the extent necessary for the Secretary of the Board to call upon you.** Comments will be limited to five minutes per speaker.

Emails and documents submitted will be considered a public document subject to posting on the City's website and are subject to the Public Records Act.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Board meeting, please contact the Authority Secretary, (909) 364-2620, at least 48 hours prior to the meeting to enable the Authority to make reasonable arrangements. [Click here](#) to view the Reasonable Accommodations Policy for The Tres Hermanos Conservation Authority Brown Act Meetings or contact the City Clerk's office to obtain a copy.

PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE BOARD IS IN SESSION. Thank you.

CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

1. PUBLIC COMMENTS: At this time members of the public may address the Authority regarding any items within the subject matter jurisdiction of the Authority provided NO action or discussion may be taken on any item not appearing on the agenda, except the Authority may BRIEFLY respond to statements made or questions posed. **Comments are limited to five minutes per Speaker.**

CONSENT CALENDAR:

2. Approve June 19, 2024 Special Meeting Minutes
3. Receive and file Payment Registers for month ended May 31, 2024
4. Receive and file Treasurer's Reports for month ended May 31, 2024

OLD BUSINESS:

There is none.

NEW BUSINESS:

There is none.

AUTHORITY DIRECTOR COMMENTS:

CLOSED SESSION

5. PUBLIC COMMENTS: At this time members of the public may address the Authority regarding any items appearing on the Closed Session agenda. **Comments are limited to five minutes per Speaker.**

RECESS INTO CLOSED SESSION

6. Conference with Real Property Negotiators pursuant to Government Code Section 54956.8 for price and terms for residential rental agreement THCA20-001 at Tres Hermanos Conservation Authority Ranch (APN 1000-031-15); Cherie Wood and Adam Chase, Negotiators, and Executive Director Benjamin Montgomery and Deputy Executive Director Joshua Nelson, Authority Negotiators

RECONVENE REGULAR MEETING

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

ADJOURN IN MEMORIAM: Adjourn in memory of Board Director "Cathy" Marcucci, who passed away on April 26, 2024, at the age of 60.

The next regular Tres Hermanos Conservation Authority meeting will be Wednesday, September 11, 2024 at 6:00 p.m.

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CALL TO ORDER

The Special Meeting of the Tres Hermanos Conservation Authority was called to order by Chair Rogers at 6:00 p.m. in the City of Chino Hills Council Chambers, City Hall.

ROLL CALL:

Directors in attendance: Peter Rogers, Chair
Cory Moss, Vice-Chair
Andrew Chou, Director
Cynthia Moran, Director
Cory Moss, Director
Mark Radecki, Director
Newell Ruggles, Alternate Director

Directors absent: Stan Liu, Director

Staff in attendance: Benjamin Montgomery, Executive Director
Tracy Egoscue, General Counsel
Dan Fox, Administrative Director
Joshua Nelson, Deputy Executive Director
Christa Buhagiar, Treasurer
Cheryl Balz, Authority Secretary
Jessica Contreras, Deputy City Clerk II

Staff absent: None

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Chair Rogers.

1. PUBLIC COMMENTS: There were none.

CONSENT CALENDAR:

2. MINUTES OF MARCH 13 AND MAY 8, 2024, REGULAR MEETING

RECOMMENDED ACTION: That the Authority approve the March 13 and May 8, 2024, regular Tres Hermanos Authority meeting minutes.

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3. PAYMENT REGISTERS

RECOMMENDED ACTION: That the Authority receive and file the Payment Registers for the months ended February 29, March 31, and April 30, 2024.

4. TREASURER'S REPORT

RECOMMENDED ACTION: That the Authority receive and file the Treasurer's Reports for the months ended February 29, March 31, and April 30, 2024.

5. RECORDS RETENTION SCHEDULE - RESOLUTION ADOPTED

RECOMMENDED ACTION: That the Authority adopt **Resolution No. THCA 2024-03** entitled: *"A Resolution of the Board of Directors of the Tres Hermanos Conservation Authority, Amending the Records Retention Schedule, Authorizing Destruction of Certain Authority Records and Repealing Resolution No. THCA 2021-04."*

6. AGREEMENT - SECURITY SERVICES AT TRES HERMANOS RANCH

RECOMMENDED ACTION: That the Authority authorize the execution of a three-year **Agreement No. THCA24-003** with Industry Security Services, Inc. to provide security services estimated at \$55,000 per year for a total contract amount not to exceed \$165,000.

A motion was made by Vice Chair Moss and seconded by Director Chou to approve the Consent Calendar as presented.

Motion carried by electronic vote 6-0-1 as follows:

AYES:	DIRECTORS:	CHOU, MORAN, RADECKI, RUGGLES, VICE-CHAIR MOSS, CHAIR ROGERS
NOES:	DIRECTORS:	NONE
ABSENT:	DIRECTORS:	LIU
ABSTAIN:	DIRECTORS:	NONE

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

AUTHORITY DIRECTOR COMMENTS:

Executive Director Montgomery provided a brief update on the June 15th tour of the Tres Hermanos Ranch. He stated that there were 80 in attendance and added that there will be a more detailed report with photos at the next regular meeting.

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Chair Rogers asked if all individuals on the waiting list were able to attend the tour. Administrative Director Fox responded no, and added there are 125 individuals remaining on the list.

Deputy Executive Director Nelson stated that at the next City of Industry Council Meeting, they will be awarding a contract to the lowest bidder to conduct damn repairs.

Vice Chair Moss thanked staff for putting together the June 15th Tres Hermanos Ranch tour.

Executive Director Montgomery stated that they anticipate having additional tours in fall.

PUBLIC COMMENT

Marianne Napoles, Chino Valley Champion newspaper reporter, inquired why the agreement approved with Industry Security Services, Inc., was placed under the Consent Calendar versus as an Old/New Business item and asked why the Tres Hermanos Ranch tours were not advertised.

Chair Rogers responded that the agreement was with the same company that has provided the service previously, was a routine approval by the Board, and that no additional discussion was needed. Ms. Napoles inquired about the Tres Hermanos Tours and stated that she only found out about them by the agenda. She stated that it should have been announced. Chair Rogers stated that it was discussed and scheduled at the last meeting. Director Moran added that it was by design that it wasn't promoted due to the waiting list. Director Moss also stated that they did not want to upset people by promoting a tour they could not register for. The waiting list was used for the recent tour held on June 15th and will be exhausted for upcoming tours.

ADJOURN IN MEMORIAM: There being no further business, Chair Rogers adjourned the Tres Hermanos Conservation Authority Regular Meeting at 6:09 p.m.

PETER ROGERS
CHAIR

CHERYL BALZ
AUTHORITY SECRETARY



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Date: July 10, 2024
To: Chair and Board of Directors
From: Benjamin Montgomery, Executive Director
Subject: Payment Register

Recommendation:
Receive and file the payment register for May 2024.

Background/Analysis:

Pursuant to the Amended and Restated Tres Hermanos Conservation Authority Joint Powers Agreement Section 5.2 Disbursements, the warrants and wire transfers of the Authority should be periodically reviewed by the Board. Attached for your review is the payment register for May 2024. These payments may include the following types: automatic clearing house (ACH), electronic funds transfer (EFT), and paper check. ACH payments have a five-digit number starting with a "2", EFT payments have a five-digit number starting with a "1", and paper checks have a four-digit number.

Respectfully Submitted,

Recommended By:

A handwritten signature in blue ink that reads "Ben Montgomery".

Benjamin Montgomery
Executive Director

A handwritten signature in blue ink that reads "Christa Buhagiar".

Christa Buhagiar
Treasurer

Attachments Payment Register - May 2024

Tres Hermanos Conservation Authority

Payment Register

From 5/1/2024 to 5/31/2024

#	DATE	VENDOR NAME	CONTRACT/ PO#	DESCRIPTION	RETENTION	INVOICE AMT
5278	5/8/2024	DIAMOND ENVIRONMENTAL SERVICES	THCA23-003	DIAMOND/RESTROOM RENT/04/2/24-05/19/24		\$101.53
TOTAL						\$101.53
5279	5/22/2024	C & C ENGINEERING, INC.	THCA20-002	CNC/FIELDMGMT/APR24		\$2,415.00
TOTAL						\$2,415.00
5280	5/22/2024	JANUS PEST MANAGEMENT, INC.	THCA22-006	JANUS/PEST/APR24		\$75.00
TOTAL						\$75.00
5281	5/29/2024	INDUSTRY SECURITY SERVICES, INC		INDSTY SECURITY SRVCS APR24		\$3,756.48
TOTAL						\$3,756.48
TOTAL						\$6,348.01

Note: The payments above may include the following types: automatic clearing house (ACH), electronic funds transfer (EFT), and paper check. ACH payments have a five-digit number starting with a "2", EFT payments have a five-digit number starting with a "1", and paper checks have a four-digit number.



Chino Hills · Diamond Bar · Industry

Date: July 10, 2024
To: Chair and Board of Directors
From: Benjamin Montgomery, Executive Director
Subject: Treasurer's Report

Recommendation:

Receive and file the Treasurer's Report for the month ended May 31, 2024.

Background/Analysis:

Pursuant to the Amended and Restated Tres Hermanos Conservation Authority Joint Powers Agreement Section 5.3 Accounts, the Treasurer must verify and report in writing, at least quarterly, the amount of money held for the Authority and the amount of interest earnings, revenues, and expenditures since the last report. Attached for your information is the Treasurer's Report for the month ended May 31, 2024.

Respectfully Submitted,

Recommended By:

A handwritten signature in blue ink that reads 'Ben Montgomery'.

Benjamin Montgomery
Executive Director

A handwritten signature in blue ink that reads 'Christa Buhagiar'.

Christa Buhagiar
Treasurer

Attachments Treasurer's Report - May 2024

**Tres Hermanos Conservation Authority
Treasurer's Report
For the Month Ended May 31, 2024**

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 27,144	\$ 27,144	0.02%	n/a	8.64%
LAIF Account	288,788	287,111	4.33%	n/a	91.36%
Total Investment Portfolio	\$ 315,932	\$ 314,255			100.00%

Blended Yield of Cash and Investments	3.96%
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Benchmarks:	
LAIF	4.33%
6mo U.S. Treasury	5.42%
2yr U.S. Treasury	4.89%
5yr U.S. Treasury	4.52%

I hereby certify that the investments are in compliance with the investment policy adopted by the the Board of Directors. The investment portfolio provides sufficient funds to meet the budgeted expenditures over the next six months. This report meets the requirements of Government Code Section 53646.



Christina Buhagiar
Treasurer

Tres Hermanos Conservation Authority
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Month Ended May 31, 2024

	<u>Budget 2023/24</u>	<u>May 2024</u>	<u>Fiscal Year To Date 2023/24</u>	<u>% of Budget Used</u>
Revenues:				
Interest Income	\$ -	\$ 1	\$ 8,781	-
Fair Market Value Adjustment	-	-	1,731	-
State Grant Revenue	80,000	-	80,000	100%
Rental Income	15,474	1,088	15,123	98%
Reimbursements	5,293	217	2,840	54%
Contributions from Member Agencies	270,990	-	270,990	100%
Total Revenues	<u>371,757</u>	<u>1,306</u>	<u>379,465</u>	<u>102%</u>
Expenditures:				
Contractual Services	275,984	2,592	83,848	30%
Bank Charges	300	1	9	3%
Audit Services	2,082	-	2,080	100%
Legal Services	7,101	-	4,200	59%
Security Services	48,563	3,756	38,403	79%
Professional Services	15,000	-	4,423	29%
Liability Insurance	21,000	-	20,555	98%
Office Supplies	1,660	-	1,197	72%
Water	5,301	-	2,800	53%
Permits & Fees	6,938	-	6,548	94%
Total Expenditures	<u>383,929</u>	<u>6,349</u>	<u>164,063</u>	<u>43%</u>
Excess of Revenues Over/(Under) Expenditures	<u>\$ (12,172)</u>	<u>\$ (5,043)</u>	<u>\$ 215,402</u>	
Fund Balances:				
Beginning of Fiscal Year			\$ 97,399	
Excess of Revenues Over/(Under) Expenditures			215,402	
As of May 31, 2024			<u>\$ 312,801</u>	A
Fund Balances by City:				
Chino Hills			\$ 104,772	
Diamond Bar			99,877	
Industry			108,152	
Total Fund Balances by City			<u>\$ 312,801</u>	

A The ending fund balance in the amount of \$312,801 differs from the bank balance of \$315,932. The (\$3,131) difference is the net of \$625 in accounts receivable and (\$3,756) in outstanding checks.