



Chino Hills · Diamond Bar · Industry

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

**WEDNESDAY, SEPTEMBER 11, 2024, AGENDA
6:00 P.M.**

**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 July 10, 2024 Meeting Minutes
3. Receive and file Payment Registers for months ended June 30, and July 31, 2024
4. Receive and file Treasurer's Reports for months ended June 30, and July 31, 2024

OLD BUSINESS:

5. Receive update on second public access tour of Tres Hermanos Ranch

NEW BUSINESS:

There is none.

AUTHORITY DIRECTOR COMMENTS:

ADJOURNMENT: The next regular Tres Hermanos Conservation Authority meeting will be Wednesday, November 13, 2024 at 6:00 p.m.

TRES HERMANOS CONSERVATION AUTHORITY
REGULAR BOARD OF DIRECTORS MEETING MINUTES
CHINO HILLS, CALIFORNIA
JULY 10, 2024
PAGE 1

CALL TO ORDER

The Regular 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
Stan Liu, Director
Steve Marcucci, Director
Cory Moss, Director
Mark Radecki, Director

Directors absent: Cynthia Moran, 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 JUNE 19, 2024, SPECIAL MEETING

RECOMMENDED ACTION: THAT THE AUTHORITY APPROVE THE JUNE 19, 2024, SPECIAL TRES HERMANOS CONSERVATION AUTHORITY MEETING MINUTES.

TRES HERMANOS CONSERVATION AUTHORITY
REGULAR BOARD OF DIRECTORS MEETING MINUTES
CHINO HILLS, CALIFORNIA
JULY 10, 2024
PAGE 2

3. PAYMENT REGISTER

RECOMMENDED ACTION: THAT THE AUTHORITY RECEIVE AND FILE THE PAYMENT REGISTERS FOR THE MONTH ENDED MAY 31, 2024.

4. TREASURER'S REPORT

RECOMMENDED ACTION: THAT THE AUTHORITY RECEIVE AND FILE THE TREASURER'S REPORTS FOR THE MONTHS ENDED MAY 31, 2024.

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

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

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

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

AUTHORITY DIRECTOR COMMENTS:

Chair Rogers introduced new Director Steve Marcucci from the City of Industry and welcomed him to the Tres Hermanos Conservation Authority Board of Directors.

CLOSED SESSION

5. PUBLIC COMMENTS: There were none.

RECESS INTO CLOSED SESSION

Chair Rogers declared the meeting recessed at 6:03 p.m. for Closed Session. Authority Secretary Balz did not attend this portion of the meeting.

6. PUBLIC COMMENTS: There were none.

TRES HERMANOS CONSERVATION AUTHORITY
REGULAR BOARD OF DIRECTORS MEETING MINUTES
CHINO HILLS, CALIFORNIA
JULY 10, 2024
PAGE 3

PROPERTY NEGOTIATIONS

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

RECONVENED REGULAR MEETING

Chair Rogers recessed the Closed Session at 6.16 p.m. and reconvened the Regular meeting.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

There was no reportable action taken in Closed Session.

ADJOURNMENT IN MEMORIAM:

There being no further business, Chair Rogers adjourned the Tres Hermanos Conservation Authority Regular Meeting at 6:19 p.m. in memory of Board Director "Cathy" Marcucci, who passed away on April 26, 2024, at the age of 60.

PETER ROGERS
CHAIR

CHERYL BALZ
AUTHORITY SECRETARY



Chino Hills · Diamond Bar · Industry

Date: September 11, 2024
To: Chair and Board of Directors
From: Benjamin Montgomery, Executive Director
Subject: Payment Register

Recommendation:

Receive and file the payment registers for June 2024 and July 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 June 2024 and July 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:



Benjamin Montgomery
Executive Director



Christa Buhagiar
Treasurer

Attachments Payment Register - June 2024
Payment Register - July 2024

Tres Hermanos Conservation Authority

Payment Register

From 6/1/2024 to 6/30/2024

#	DATE	VENDOR NAME	CONTRACT/ PO#	DESCRIPTION	RETENTION	INVOICE AMT
5282	6/5/2024	DIAMOND ENVIRONMENTAL SERVICES	THCA23-003	DIAMOND/RESTROOM RENT/05.20.24-06.16.24		\$101.53
TOTAL						\$101.53
5283	6/18/2024	CITY OF INDUSTRY	THCA21-005	LACNTY/WEEDS/JAN24		\$23,472.51
	6/18/2024	CITY OF INDUSTRY	THCA21-005	LACNTY/WEEDS/MAR24		\$12,040.10
TOTAL						\$35,512.61
5284	6/18/2024	EGOSCUE LAW GROUP, INC.	THCA19-004	EGOSCUE/LEGAL/MAY24		\$525.00
TOTAL						\$525.00
5285	6/18/2024	GARCIA'S FENCE CORPORATION	THCA24-001	GARCIA'S FENCE/REPAIRS/24'		\$4,075.00
TOTAL						\$4,075.00
5286	6/18/2024	INDUSTRY SECURITY SERVICES, INC		INDSTY/SECURITY SRVCS/MAY24		\$3,957.72
TOTAL						\$3,957.72
10000	6/12/2024	CITY OF CHINO HILLS		CH/WATER/04.12.24-05.14.24		\$216.92
	6/12/2024	CITY OF CHINO HILLS		CH/STAFF TIME/APR24		\$215.02
TOTAL						\$431.94
20010	6/10/2024	CITIZENS BUSINESS BANK (THCA CREDIT CARD)		THCA CREDIT CARD PURCHASE		\$325.68
TOTAL						\$325.68
TOTAL						\$44,929.48

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.

Tres Hermanos Conservation Authority

Payment Register

From 7/1/2024 to 7/31/2024

#	DATE	VENDOR NAME	CONTRACT/ PO#	DESCRIPTION	RETENTION	INVOICE AMT
5287	7/3/2024	AMERICAN TRANSPORTATION SYSTEMS	THCA24-002	AMERTRANS/BUSTOUR/06/15/24		\$2,088.00
				TOTAL		\$2,088.00
5288	7/3/2024	C & C ENGINEERING, INC.	THCA20-002	CNC/FIELDMGMT/MAY24		\$5,427.50
				TOTAL		\$5,427.50
5289	7/3/2024	DIAMOND ENVIRONMENTAL SERVICES	THCA23-003	DIAMOND/RESTROOM RENT/06/17/24-07/14/24		\$101.53
				TOTAL		\$101.53
5290	7/3/2024	JANUS PEST MANAGEMENT, INC.	THCA22-006	JANUS/PEST/MAY24		\$210.00
				TOTAL		\$210.00
5291	7/3/2024	KLINE'S PLUMBING INC		KLINES PLUMB/WTR HTR & SWR LINE CLEAN UP		\$2,375.00
				TOTAL		\$2,375.00
5292	7/17/2024	EGOSCUE LAW GROUP, INC.	THCA19-004	EGOSCUE/LEGAL/JUN24		\$175.00
				TOTAL		\$175.00
5293	7/24/2024	C & C ENGINEERING, INC.	THCA20-002	CNC/FIELDMGMT/JUN24		\$3,006.25
				TOTAL		\$3,006.25
5294	7/24/2024	INDUSTRY SECURITY SERVICES, INC		INDSTY/SECURITY SRVCS/JUN24		\$3,689.40
				TOTAL		\$3,689.40
5295	7/24/2024	JANUS PEST MANAGEMENT, INC.	THCA22-006	JANUS/PEST/JUN24		\$75.00
				TOTAL		\$75.00
5296	7/31/2024	ALLIANT INSURANCE SERVICES, INC.		FY24/25 CRIME INS POLICY		\$1,915.00
				TOTAL		\$1,915.00
5297	7/31/2024	DIAMOND ENVIRONMENTAL SERVICES	THCA23-003	DIAMOND/RESTROOM RENT/07.15.24-08.11.24		\$101.53
				TOTAL		\$101.53
10002	7/3/2024	CITY OF CHINO HILLS		CH/WATER/05/14/24-06/13/24		\$212.74

Tres Hermanos Conservation Authority

Payment Register

	7/3/2024	CITY OF CHINO HILLS	CH/STAFF TIME/MAY24 & BUS TOUR2	\$556.24
			TOTAL	\$768.98
10003	7/24/2024	CITY OF CHINO HILLS	CH/WATER/06.13.24-07.15.24	\$225.28
	7/24/2024	CITY OF CHINO HILLS	PIN CNTR/BUSTOURS2/JUN24	\$22.67
	7/24/2024	CITY OF CHINO HILLS	CH/STAFF TIME/JUN24	\$706.50
			TOTAL	\$954.45
20011	7/10/2024	CITIZENS BUSINESS BANK (THCA CREDIT CARD)	JUN24 THCA CREDIT CARD PURCHASE	\$302.76
			TOTAL	\$302.76
TOTAL				\$21,190.40

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: September 11, 2024
To: Chair and Board of Directors
From: Benjamin Montgomery, Executive Director
Subject: Treasurer's Report

Recommendation:

Receive and file the Treasurer's Reports for the months ended June 30, 2024, and July 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 are the Treasurer's Reports for the months ended June 30, 2024, and July 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 - June 2024
Treasurer's Report - July 2024

**Tres Hermanos Conservation Authority
Treasurer's Report
For the Month Ended June 30, 2024**

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 71,979	\$ 71,979	0.02%	n/a	23.23%
LAIF Account	238,788	237,908	4.48%	n/a	76.77%
Total Investment Portfolio	\$ 310,767	\$ 309,887			100.00%

Blended Yield of Cash and Investments	3.44%
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Benchmarks:	
LAIF	4.48%
6mo U.S. Treasury	5.33%
2yr U.S. Treasury	4.71%
5yr U.S. Treasury	4.33%

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 June 30, 2024 (unaudited)

	Budget 2023/24	June 2024	Fiscal Year To Date 2023/24	% of Budget Used
Revenues:				
Interest Income	\$ -	\$ 1	\$ 8,782	-
Fair Market Value Adjustment	-	-	1,731	-
State Grant Revenue	80,000	-	80,000	100%
Rental Income	15,474	1,283	16,406	106%
Reimbursements	5,293	390	3,230	61%
Contributions from Member Agencies	270,990	-	270,990	100%
Total Revenues	371,757	1,674	381,139	103%
Expenditures:				
Contractual Services	275,984	39,989	123,837	45%
Bank Charges	300	20	29	10%
Audit Services	2,082	-	2,080	100%
Legal Services	7,101	525	4,725	67%
Security Services	48,563	3,958	42,361	87%
Professional Services	15,000	215	4,638	31%
Liability Insurance	21,000	-	20,555	98%
Office Supplies	1,660	26	1,223	74%
Water	5,301	217	3,017	57%
Permits & Fees	6,938	-	6,548	94%
Total Expenditures	383,929	44,950	209,013	54%
Excess of Revenues Over/(Under) Expenditures	\$ (12,172)	\$ (43,276)	\$ 172,126	
Fund Balances:				
Beginning of Fiscal Year			\$ 97,399	
Excess of Revenues Over/(Under) Expenditures			172,126	
As of June 30, 2024			\$ 269,525	A
Fund Balances by City:				
Chino Hills			\$ 90,346	
Diamond Bar			85,452	
Industry			93,727	
Total Fund Balances by City			\$ 269,525	

A The ending fund balance in the amount of \$269,525 differs from the bank balance of \$310,767. The (\$41,242) difference is the net of (\$1,655) in accounts receivable and (\$39,587) in outstanding checks.

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

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market LAIF Account	\$ 211,555	\$ 211,555	0.02%	n/a	46.74%
	241,978	241,087	4.52%	n/a	53.26%
Total Investment Portfolio	\$ 453,533	\$ 452,642			100.00%

Blended Yield of Cash and Investments	2.41%
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Benchmarks:	
LAIF	4.52%
6mo U.S. Treasury	5.14%
2yr U.S. Treasury	4.29%
5yr U.S. Treasury	3.97%

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 July 31, 2024

	<u>Budget 2024/25</u>	<u>July 2024</u>	<u>Fiscal Year To Date 2024/25</u>	<u>% of Budget Used</u>
Revenues:				
Interest Income	\$ -	\$ 1	\$ 1	-
Fair Market Value Adjustment	-	880	880	-
State Grant Revenue	-	-	-	N/A
Rental Income	15,312	4,365	4,365	29%
Reimbursements	4,164	40	40	1%
Contributions from Member Agencies	286,419	286,419	286,419	100%
Total Revenues	<u>305,895</u>	<u>291,705</u>	<u>291,705</u>	<u>95%</u>
Expenditures:				
Contractual Services	245,952	102	102	0%
Bank Charges	300	(20)	(20)	-7%
Audit Services	2,124	-	-	0%
Legal Services	5,400	-	-	0%
Security Services	53,835	-	-	0%
Professional Services	15,000	-	-	0%
Liability Insurance	21,630	1,915	1,915	9%
Office Supplies	1,347	-	-	0%
Water	3,690	225	225	6%
Permits & Fees	7,143	-	-	0%
Total Expenditures	<u>356,421</u>	<u>2,222</u>	<u>2,222</u>	<u>1%</u>
Excess of Revenues Over/(Under) Expenditures	<u>\$ (50,526)</u>	<u>\$ 289,483</u>	<u>\$ 289,483</u>	
Fund Balances:				
Estimated Beginning of Fiscal Year *			\$ 251,603	
Excess of Revenues Over/(Under) Expenditures			289,483	
Estimated as of July 31, 2024			<u>\$ 541,086</u>	A
Estimated Fund Balances by City:				
Chino Hills			\$ 180,867	
Diamond Bar			175,972	
Industry			184,247	
Estimated Total Fund Balances by City			<u>\$ 541,086</u>	

A The ending fund balance in the amount of \$541,086 differs from the bank balance of \$453,533. The \$87,553 difference is the net of \$95,858 deposit in transit, \$407 in accounts receivable and (\$8,712) in outstanding checks.

* The Estimated Beginning Fiscal Year Fund Balance will continue to fluctuate until the FY 2023-24 audit is finalized at the end of January 2025.



Chino Hills · Diamond Bar · Industry

Date: September 11, 2024

To: Chair and Board of Directors

From: Benjamin Montgomery, Executive Director

Subject: Second Public Access Tour of Tres Hermanos Ranch Recap

Recommendation:

Receive an update on the second public access tour of Tres Hermanos Ranch.

Background/Analysis:

On September 23, 2023, the cities of Chino Hills, Diamond Bar, and City of Industry hosted four chaperoned tours of the Tres Hermanos Ranch (Ranch). The tours, free for the public, were conducted to provide insight into the Ranch's history, operations, and natural environment. The event began at the Diamond Bar Center, where participants boarded shuttles that transported them to the Ranch. The tour included three stops: Arnold Reservoir, the barn/residence, and an area showcasing local plants and animals. The tour lasted approximately 1.5 hours and was attended by 98 participants, guided by key personnel, including City Managers from the three cities.

Due to the overwhelming interest in the initial event, with over 400 registrations and only 98 available spots, a waiting list was developed. This high demand prompted discussions among the Tres Hermanos Conservation Authority (Authority), resulting in the organization of an additional public tour on June 15, 2024, to accommodate those on the waitlist. At the March 13, 2024, board meeting, it was also decided to reimburse the staffing costs incurred by each city in support of the Ranch tours. The budget for these essential support functions, including participant registration, shuttle coordination, site preparation, supervised property access, and clean-up, was set at \$10,000 per tour.

On June 15, 2024, the second set of tours followed the same process as the initial event, with participants checking in at the Diamond Bar Center and shuttles departing between 9:00 a.m. and 12:00 p.m. Each participant received a commemorative bag and pin featuring the Authority logo, along with water and snacks. Of those left on the waitlist, 80 were able to participate in the second tour. Additional security was provided by volunteers from the City of Chino Hills Citizens on Patrol program.

The costs for the second tour were as follows:

Ranch Tour Services	Amount
Shuttle Service	\$2,088.00
Commemorative bags and pins	632.66
Food Items	302.76
Staff Hours	4,322.18
Total	\$7,345.60

Future Ranch Tours are scheduled to be held twice a year. Staff will schedule the next tour this fall. There are approximately 125 individuals remaining on the original waitlist. Once the tour date has been determined, staff will contact individuals from the waitlist and fill any remaining seats as needed. Staff expects to retire the original waitlist after the fall tour.

Fiscal Impact:

The Authority's Fiscal Year 2023-24 budget did not specifically allocate funds for the Ranch Tour; however, sufficient funding from other program areas covered the \$7,345.60 cost of the second tour. Two Ranch tours have been included in the approved 2024-25 Fiscal Year budget.

Respectfully Submitted,

Recommended By:



Benjamin Montgomery
Executive Director



Christa Buhagiar
Treasurer