



Chino Hills · Diamond Bar · Industry

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

**WEDNESDAY, NOVEMBER 13, 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

PUBLIC COMMENTS

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 September 11, 2024 Meeting Minutes
3. Receive and file Payment Registers for months ended August 31, and September 30, 2024
4. Receive and file Treasurer's Reports for months ended August 31, and September 30, 2024

OLD BUSINESS:

There is none.

NEW BUSINESS:

5. Receive and file report on rotation of administrative support positions and location of Tres Hermanos Conservation Authority meetings, effective January 1, 2025
6. Receive and file report on construction and/or installation of erosion control measures on wet side of Arnold Reservoir earthen dam at Tres Hermanos Ranch

AUTHORITY DIRECTOR COMMENTS:

ADJOURNMENT: The next regular Tres Hermanos Conservation Authority meeting will be Wednesday, January 8, 2025 at 6:00 p.m.

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Date: 11-13-2024
Item No.: 02

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
Steve Marcucci, Director
Cory Moss, Director
Steve Tye, Director (Alternate)

Directors absent: Cynthia Moran, Director
Mark Radecki, Director

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

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Director Steve Tye.

1. PUBLIC COMMENTS: There were none.

CONSENT CALENDAR:

2. MINUTES OF JULY 10, 2024, SPECIAL MEETING

RECOMMENDED ACTION: THAT THE AUTHORITY APPROVE THE JULY 10, 2024, SPECIAL TRES HERMANOS CONSERVATION AUTHORITY MEETING MINUTES.

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3. PAYMENT REGISTER

RECOMMENDED ACTION: THAT THE AUTHORITY RECEIVE AND FILE THE PAYMENT REGISTERS FOR THE MONTHS ENDED JUNE 30, AND JULY 31, 2024.

4. TREASURER'S REPORT

RECOMMENDED ACTION: THAT THE AUTHORITY RECEIVE AND FILE THE TREASURER'S REPORTS FOR THE MONTHS ENDED JUNE 30, AND JULY 31, 2024.

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 5-0-2 as follows:

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

OLD BUSINESS:

5. PUBLIC ACCESS TOUR OF TRES HERMANOS RANCH

RECOMMENDED ACTION: THAT THE AUTHORITY RECEIVE AN UPDATE ON THE SECOND PUBLIC ACCESS TOUR OF TRES HERMANOS RANCH.

Executive Director Montgomery briefed the Board on staff report, which is on file in the City Clerk's office.

Executive Director Montgomery stated that the September 23, 2023, Tres Hermanos Ranch (Ranch) tour had 98 participants, and the June 15, 2024, had approximately 80 participants. He said that there are still about 125 persons on the waiting list that was initially started when registration opened and that they may be able to accommodate the remainder of the waiting list on the next tour which is expected around October/November. Once the fall tour is complete, they will look for dates for a Spring tour and a new registration process will be opened.

He reminded the Directors that at the March 13, 2024, meeting, it was decided to reimburse staffing costs incurred by each city. The budget for support functions,

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including registration, shuttle coordination, site preparation, supervised property access, and clean-up was set at \$10,000 per tour, however the recent tours have come in much less. The Authority's Fiscal Year 2023-24 Budget did not specifically allocate funds for the tours; however, sufficient funding from other program areas covered the cost of the second tour. The two proposed Ranch tours have been included in 2024-25 approved Fiscal Year budget.

Chair Rogers asked if they would need to vote at a meeting on those proposed Ranch tour dates.

Director Montgomery responded no, that when dates are decided, he will make direct contact with the Board.

NEW BUSINESS: There was none.

AUTHORITY DIRECTOR COMMENTS:

Director Marcucci expressed his interested in attending the spring tour of the Tres Hermanos Ranch.

ADJOURNMENT:

There being no further business, Chair Rogers adjourned the Tres Hermanos Conservation Authority Regular Meeting at 6:07 p.m.

PETER ROGERS
CHAIR

CHERYL BALZ
AUTHORITY SECRETARY



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Date: November 13, 2024
To: Chair and Board of Directors
From: Benjamin Montgomery, Executive Director
Subject: Payment Register

Recommendation:

Receive and file the payment registers for August 2024 and September 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 August 2024 and September 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 - August 2024
Payment Register - September 2024

Tres Hermanos Conservation Authority

Payment Register

From 8/1/2024 to 8/31/2024

#	DATE	VENDOR NAME	CONTRACT/ PO#	DESCRIPTION	RETENTION	INVOICE AMT
5298	8/21/2024	EGOSCUE LAW GROUP, INC.	THCA19-004	EGOSCUE/LEGAL/JUL24		\$262.50
TOTAL						\$262.50
5299	8/28/2024	C & C ENGINEERING, INC.	THCA20-002	CNC/FIELDMGMT/JUL24		\$4,125.00
TOTAL						\$4,125.00
5300	8/28/2024	CITY OF DIAMOND BAR		DIAMOND BAR/BUS TOUR HOURS/JUN15TH		\$1,196.26
TOTAL						\$1,196.26
5301	8/28/2024	CITY OF INDUSTRY		INDUSTRY/BUS TOUR HOURS/JUN15TH		\$575.00
TOTAL						\$575.00
5302	8/28/2024	INDUSTRY SECURITY SERVICES, INC	THCA24-003	INDSTY/SECURITY SRVCS/JUL24		\$4,104.04
TOTAL						\$4,104.04
5303	8/28/2024	JANUS PEST MANAGEMENT, INC.	THCA22-006	JANUS/PEST/JUL24		\$75.00
TOTAL						\$75.00
10005	8/28/2024	CITY OF CHINO HILLS		CHINO HILLS/BUS TOUR HOURS/JUN15TH		\$1,425.92
TOTAL						\$1,425.92
TOTAL						\$11,763.72

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 9/1/2024 to 9/30/2024

#	DATE	VENDOR NAME	CONTRACT/ PO#	DESCRIPTION	RETENTION	INVOICE AMT
5304	9/4/2024	DIAMOND ENVIRONMENTAL SERVICES	THCA23-003	DIAMOND/RESTROOM RENT/08/12/24-09/08/24		\$101.53
TOTAL						\$101.53
5305	9/11/2024	INDUSTRY SECURITY SERVICES, INC	THCA24-003	INDSTY SECURITY SRVCS AUG24		\$4,034.48
TOTAL						\$4,034.48
5306	9/11/2024	TOWN WEB DESIGN LLC	THCA24-005	TOWNWEB FY24-25		\$1,352.00
TOTAL						\$1,352.00
5307	9/18/2024	GARCIA'S FENCE CORPORATION	THCA24-001	GARCIA'S FENCE REPAIRS AUG24		\$2,244.00
	9/18/2024	GARCIA'S FENCE CORPORATION	THCA24-001	GARCIA'S FENCE REPAIRS AUG24		\$1,025.00
TOTAL						\$3,269.00
5308	9/25/2024	DIAMOND ENVIRONMENTAL SERVICES	THCA23-003	DIAMOND/RESTROOM RENT/09/06/24-10/06/24		\$101.53
TOTAL						\$101.53
5309	9/25/2024	JANUS PEST MANAGEMENT, INC.	THCA22-006	JANUS/PEST/AUG24		\$210.00
TOTAL						\$210.00
10008	9/11/2024	CITY OF CHINO HILLS		CH WATER 07.15.24-08.15.24		\$225.28
TOTAL						\$225.28
TOTAL						\$9,293.82

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: November 13, 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 August 31, 2024, and September 30, 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 August 31, 2024, and September 30, 2024.

Respectfully Submitted,

Recommended By:

Benjamin Montgomery
Executive Director

Christa Buhagiar
Treasurer

Attachments Treasurer's Report - August 2024
Treasurer's Report - September 2024

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

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 48,076	\$ 48,076	0.02%	n/a	8.93%
LAIF Account	491,978	490,166	4.58%	n/a	91.07%
Total Investment Portfolio	\$ 540,054	\$ 538,242			100.00%

Blended Yield of Cash and Investments	4.17%
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Benchmarks:	
LAIF	4.58%
6mo U.S. Treasury	4.89%
2yr U.S. Treasury	3.91%
5yr U.S. Treasury	3.71%

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 August 31, 2024

	<u>Budget 2024/25</u>	<u>August 2024</u>	<u>Fiscal Year To Date 2024/25</u>	<u>% of Budget Used</u>
Revenues:				
Interest Income	\$ -	\$ 1	\$ 2	-
Fair Market Value Adjustment	-	-	880	-
State Grant Revenue	-	-	-	N/A
Rental Income	15,312	1,088	5,453	36%
Reimbursements	4,164	225	265	6%
Contributions from Member Agencies	286,419	-	286,419	100%
Total Revenues	<u>305,895</u>	<u>1,314</u>	<u>293,019</u>	<u>96%</u>
Expenditures:				
Contractual Services	245,952	4,200	4,302	2%
Bank Charges	300	1	(18)	-6%
Audit Services	2,124	-	-	0%
Legal Services	5,400	262	262	5%
Security Services	53,835	4,104	4,104	8%
Professional Services	15,000	-	-	0%
Liability Insurance	21,630	-	1,915	9%
Office Supplies	1,347	-	-	0%
Water	3,690	-	225	6%
Permits & Fees	7,143	-	-	0%
Total Expenditures	<u>356,421</u>	<u>8,567</u>	<u>10,790</u>	<u>3%</u>
Excess of Revenues Over/(Under) Expenditures	<u>\$ (50,526)</u>	<u>\$ (7,253)</u>	<u>\$ 282,229</u>	
Fund Balances:				
Estimated Beginning of Fiscal Year *			\$ 248,406	
Excess of Revenues Over/(Under) Expenditures			282,229	
Estimated as of August 31, 2024			<u>\$ 530,635</u>	A
Estimated Fund Balances by City:				
Chino Hills			\$ 177,383	
Diamond Bar			172,489	
Industry			180,763	
Estimated Total Fund Balances by City			<u>\$ 530,635</u>	

A The ending fund balance in the amount of \$530,635 differs from the bank balance of \$540,054. The (\$9,419) difference is the net of \$656 in accounts receivable and (\$10,075) 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.

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

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 31,240	\$ 31,240	0.02%	n/a	5.96%
LAIF Account	491,978	492,992	4.58%	n/a	94.04%
Total Investment Portfolio	\$ 523,218	\$ 524,232			100.00%

Blended Yield of Cash and Investments	4.31%
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Benchmarks:	
LAIF	4.58%
6mo U.S. Treasury	4.38%
2yr U.S. Treasury	3.66%
5yr U.S. Treasury	3.58%

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 September 30, 2024

	<u>Budget 2024/25</u>	<u>September 2024</u>	<u>Fiscal Year To Date 2024/25</u>	<u>% of Budget Used</u>
Revenues:				
Interest Income	\$ -	\$ 1	\$ 3	-
Fair Market Value Adjustment	-	-	880	-
State Grant Revenue	-	-	-	N/A
Rental Income	15,312	1,117	6,570	43%
Reimbursements	4,164	225	490	12%
Contributions from Member Agencies	286,419	-	286,419	100%
Total Revenues	<u>305,895</u>	<u>1,343</u>	<u>294,362</u>	<u>96%</u>
Expenditures:				
Contractual Services	256,950	3,682	7,984	3%
Bank Charges	300	1	(18)	-6%
Audit Services	2,124	-	-	0%
Legal Services	7,601	-	262	3%
Security Services	53,835	4,034	8,139	15%
Professional Services	15,000	-	-	0%
Liability Insurance	21,630	-	1,915	9%
Office Supplies	1,347	1,352	1,352	100%
Water	3,690	225	450	12%
Permits & Fees	7,143	-	-	0%
Total Expenditures	<u>369,620</u>	<u>9,294</u>	<u>20,084</u>	<u>5%</u>
Excess of Revenues Over/(Under) Expenditures	<u>\$ (63,725)</u>	<u>\$ (7,951)</u>	<u>\$ 274,278</u>	
Fund Balances:				
Estimated Beginning of Fiscal Year *			\$ 248,406	
Excess of Revenues Over/(Under) Expenditures			274,278	
Estimated as of September 30, 2024			<u>\$ 522,684</u> A	
Estimated Fund Balances by City:				
Chino Hills			\$ 174,733	
Diamond Bar			169,838	
Industry			178,113	
Estimated Total Fund Balances by City			<u>\$ 522,684</u>	

A The ending fund balance in the amount of \$522,684 differs from the bank balance of \$523,218. The (\$534) difference is the net of \$919 in accounts receivable and (\$1,453) 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: November 13, 2024

To: Chair and Board of Directors

From: Benjamin Montgomery, Executive Director

Subject: Changes to the Authority Administrative Support Positions and Meeting Location

Recommendation:

That the Authority receive and file a report on the rotation of administrative support positions and the location of Tres Hermanos Conservation Authority meetings, effective January 1, 2025.

Background/Analysis:

The Tres Hermanos Conservation Authority (Authority) Joint Powers Agreement (JPA) establishes several administrative support positions serving the Authority. Section 3.12 of the JPA establishes the Rotation of Administration whereby the City Managers of the cities of Industry, Diamond Bar, and Chino Hills serve as the Executive Director, Deputy Executive Director, and Administrative Director. The Authority Secretary is also filled by the City Clerk for one of the Authority's member cities.

Currently, Chino Hills City Manager Benjamin Montgomery serves as the Authority's Executive Director. Pursuant to the JPA, effective January 1, 2025, the administrative support director positions will rotate with City of Industry City Manager Joshua Nelson serving as Executive Director, Diamond Bar City Manager Dan Fox serving as Deputy Executive Director, and Chino Hills City Manager Benjamin Montgomery serving as Administrative Director. The Authority Secretary position will also rotate, with the position being filled by the City of Industry City Clerk. These positions are held for two years until the next scheduled rotation.

In addition to the rotation of administrative support positions, the JPA sets the Authority meetings location. Section 3.4 Meetings of the JPA establishes that the Authority meetings shall be held at the city hall of the Member agency whose City Manager is serving as Executive Director. Therefore, effective January 1, 2025, Authority meetings shall be held at the City of Industry City Hall located at 15625 Mayor Dave Way, City of Industry, CA 91744.

Fiscal Impact:
There is no fiscal impact with this item.

Respectfully Submitted,



Benjamin Montgomery
Executive Director



Chino Hills · Diamond Bar · Industry

Date: November 13, 2024
To: Chair and Board of Directors
From: Benjamin Montgomery, Executive Director
Subject: Erosion Control Measures at Arnold Reservoir Dam

Recommendation:

That the Authority receive and file a report on the construction and/or installation of erosion control measures on the wet side of the Arnold Reservoir earthen dam at the Tres Hermanos Ranch.

Background/Analysis:

Pursuant to the Tres Hermanos Conservation Authority (Authority) Joint Powers Agreement (JPA) Section 4.2 Additional Cost Obligations, the City of Industry identified that the Arnold Reservoir Dam was in need of Remediation Work prior to the establishment of the JPA. Per the terms of the JPA, the City of Industry agreed to prepare plans and specifications for the Remediation Work and pay all costs associated with the one-time repair.

The Remediation Work project involves the placement of rip rap material along the upstream face of the dam, from the existing spillway to the eastern end of the dam face, in order to provide protection to the dam from wave erosion. Minor grading will be performed along the crest of the dam to restore the crest to the minimum elevation established based on the plans use to obtain the current Certificate of Approval from State Division of Water Resources, back in the 1950's. In addition to the placement of rip rap material, the existing approach slab at the overflow spillway will be removed, due to extensive cracking and displacement, and replaced with a longer approach slab. The project also includes the installation of drainage relief downstream of the dam in an area that is subjected to extensive ponding of stormwater. The project will lower the water surface temporarily to perform the work. Staff anticipates that the water level will rise back to the maximum level before the end of this winter season.

Fiscal Impact:
There is no fiscal impact with this item.

Respectfully Submitted,



Benjamin Montgomery
Executive Director