

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

**APRIL 15, 2020 AGENDA
6:00 p.m.**

**CITY OF INDUSTRY
COUNCIL CHAMBER
15651 E. STAFFORD STREET
CITY OF INDUSTRY, CALIFORNIA**

**Chair, Steve Tye
Vice-Chair, Ray Marquez
Board Member, Nancy Lyons
Board Member, Cathy Marcucci
Board Member, Cory Moss
Board Member, Peter Rogers
Board Member, Newell Ruggles**

Addressing the Authority:

NOTICE OF TELEPHONIC MEETING:

- ***Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Tres Hermanos Conservation Authority shall be held telephonically. Members of the public shall be able to attend the meeting telephonically, and offer public comment by joining the meeting from your computer, tablet or smartphone at <https://global.gotomeeting.com/join/513792837> or calling the following conference call number: 1-786-535-3211, and entering the Access Code: 513-792-837. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public, Council Chambers will not be open for the meeting, and all public participation must occur by telephone at the number set forth above. Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the THCA meeting (including assisted listening devices), please contact the City Clerk's Office at (626) 333-2211 by 5:00 p.m. on Tuesday, April 14, 2020, to ensure that reasonable arrangements can be made to provide accessibility to the meeting.***

Copies of staff reports or other written documentation relating to agenda items are on file in the Office of the City Clerk at Industry City Hall, and are available for public inspection. If requested, the agenda will be made available in an alternative format to a person with disability as required by Section 202 of the Americans with Disabilities Act of 1990. If you have questions regarding an agenda item, please contact the Authority Secretary at (626) 333-2211 during regular business hours.

In an effort to comply with the requirements of Title II of the Americans with Disabilities Act of 1990, the Tres Hermanos Conservation Authority requires that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at a public meeting, must inform the Authority Secretary a minimum of 72 hours prior to the scheduled meeting.

1. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

- 2. 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.

3. CONSENT CALENDAR:

- 3.1 Consideration of the Minutes of the January 15, 2020 regular meeting

RECOMMENDED ACTION: Approve as submitted.

- 3.2 Consideration to approve the Treasurer's Report for the months of December 2019, January 2020 and February 2020

RECOMMENDED ACTION: Receive and file Report.

- 3.3 Consideration to approve the check register for the months of December 2019, January 2020 and February 2020

RECOMMENDED ACTION: Receive and file Report.

4. OLD BUSINESS:

There is none.

5. NEW BUSINESS:

- 5.1 Mid-Year Budget Review for Fiscal Year 2019-20

RECOMMENDED ACTION: Adopt Resolution No. THCA 2020-01 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRES HERMANOS CONSERVATION AUTHORITY ADOPTING A BUDGET AMENDMENT FOR FISCAL YEAR 2019-20 INCREASING THE BUDGET BY \$83,972 FOR ADJUSTMENTS BASED ON THE MID-YEAR BUDGET REVIEW.

5.2 Budget for Fiscal Year 2020/21

RECOMMENDED ACTION: That the Authority, following review and discussion, adopt a one-year budget for Fiscal Year 2020/21.

6. AUTHORITY DIRECTOR COMMENTS:

- 7. ADJOURNMENT:** The next regular Tres Hermanos Conservation Authority Meeting will be Wednesday, May 20, 2020 at 6:00 p.m.

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 3.1

TRES HERMANOS CONSERVATION AUTHORITY
REGULAR BOARD OF DIRECTORS MEETING MINUTES
CITY OF INDUSTRY, CALIFORNIA
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CALL TO ORDER

The Regular Meeting of the Tres Hermanos Conservation Authority, Board of Directors, was called to order by Chair Cory C. Moss at 6:00 p.m. in the City of Industry Council Chamber, 15651 East Stafford Street, California.

FLAG SALUTE

The flag salute was led by Chair Moss.

PRESENT: Cory C. Moss, Chair
Cathy Marcucci, Board Member
Ray Marquez, Board Member
Peter Rogers, Board Member
Newell Ruggles, Board Member
Steve Tye, Board Member

ABSENT: Nancy Lyons, Board Member

STAFF PRESENT: Troy Helling, Executive Director; Tracy Egoscue, General Counsel; Dan Fox, Deputy Executive Director; and Julie Robles, Authority Secretary.

PUBLIC COMMENTS

Jim Gallagher, resident of Chino Hills and member of the Save the Tres Hermanos Ranch Group, spoke about his appreciation of the three cities working together on the cost sharing and maintenance of the Tres Hermanos Ranch. Concerned with the introduction of Senate Bill 50, which pushes for more housing and could override local control, he expressed his desire for the Authority to maintain open space and public use of the ranch.

REORGANIZATION OF THE BOARD OF DIRECTORS

Chair Moss opened the floor for nominations for the appointment for the position of Chair for the Tres Hermanos Conservation Authority.

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MOTION BY BOARD MEMBER MARQUEZ, AND SECOND BY CHAIR MOSS TO NOMINATE STEVE TYE FOR THE POSITION OF CHAIR. MOTION CARRIED 6-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	MARCUCCI, MARQUEZ, ROGERS, RUGGLES, TYE, C/MOSS
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	LYONS
ABSTAIN	BOARD MEMBERS:	NONE

Chair Tye opened the floor for nominations of Vice Chair for the Tres Hermanos Conservation Authority.

MOTION BY BOARD MEMBER MARCUCCI, AND SECOND BY BOARD MEMBER MOSS TO NOMINATE RAY MARQUEZ FOR THE POSITION OF VICE CHAIR. MOTION CARRIED 6-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	MARCUCCI, MARQUEZ, MOSS, ROGERS, RUGGLES, C/TYE
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	LYONS
ABSTAIN	BOARD MEMBERS:	NONE

CONSENT CALENDAR

- 4.1 CONSIDERATION OF THE MINUTES OF THE NOVEMBER 20, 2019 REGULAR MEETING**
- 4.2 CONSIDERATION TO APPROVE THE TREASURER'S REPORT FOR THE MONTHS OF OCTOBER 2019 AND NOVEMBER 2019**
- 4.3 CONSIDERATION TO APPROVE THE CHECK REGISTER FOR THE MONTHS OF OCTOBER 2019 AND NOVEMBER 2019**

Chair Tye asked to pull item 4.3 for discussion.

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REGULAR BOARD OF DIRECTORS MEETING MINUTES
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MOTION BY BOARD MEMBER MARQUEZ, AND SECOND BY BOARD MEMBER ROGERS TO APPROVE ITEMS 4.1 AND 4.2 OF THE CONSENT CALENDAR. MOTION CARRIED 6-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	MARCUCCI, MARQUEZ, MOSS, ROGERS, RUGGLES, C/TYE
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	LYONS
ABSTAIN	BOARD MEMBERS:	NONE

Discussion ensued regarding the check register and the payment of fuel usage within Item 4.3. Executive Director, Troy Helling explained the expenditure and said he would review and bring this item back should his explanation be incorrect. Also he and General Counsel, Tracy Egoscue, discussed the need for the check register and the backup materials be included in the agenda so everyone can clearly identify the expenditures and be able to answer any questions at the meeting.

MOTION BY CHAIR TYE, AND SECOND BY BOARD MEMBER MARQUEZ TO APPROVE ITEM 4.3, OF THE CONSENT CALENDAR. MOTION CARRIED 6-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	MARCUCCI, MARQUEZ, MOSS, ROGERS, RUGGLES, C/TYE
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	LYONS
ABSTAIN	BOARD MEMBERS:	NONE

OLD BUSINESS

There is none.

NEW BUSINESS

6.1 CONSIDERATION OF RESIDENTIAL RENTAL AGREEMENT FOR DWELLING UNIT LOCATED AT ASSESSOR'S PARCEL NUMBER (APN) 1000-031-15-0000

RECOMMENDED ACTION: Authorize the execution of Residential Rental Agreement with Ms. Cherie Wood.

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Assistant City Manager, Bing Hyun provided a staff report and was available to answer any questions. Cherie Wood was also in the audience and was available for questions.

MOTION BY BOARD MEMBER ROGERS, AND SECOND BY BOARD MEMBER MOSS TO AUTHORIZE THE EXECUTION OF RESIDENTIAL RENTAL AGREEMENT WITH MS. CHERIE WOOD. MOTION CARRIED 6-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	MARCUCCI, MARQUEZ, MOSS, ROGERS, RUGGLES, C/TYE
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	LYONS
ABSTAIN	BOARD MEMBERS:	NONE

6.2 ANNUAL FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 2019

RECOMMENDED ACTION: Receive and file the Annual Financial Statements for the fiscal year ending June 30, 2019.

Executive Director, Troy Helling provided a staff report and was available to answer any questions

MOTION BY BOARD MEMBER MOSS, AND SECOND BY BOARD MEMBER MARCUCCI TO RECEIVE AND FILE THE ANNUAL FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 2019. MOTION CARRIED 6-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	MARCUCCI, MARQUEZ, MOSS, ROGERS, RUGGLES, C/TYE
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	LYONS
ABSTAIN	BOARD MEMBERS:	NONE

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7. AUTHORITY DIRECTOR COMMENTS:

Executive Director Helling mentioned some 2020 brainstorming ideas that will be brought up for discussion, such as looking at changing the Tres Hermanos Conservation Authority meetings to convene either quarterly or every other month and a Closed Session item for cattle agreements. In addition, pending any new items, there may not be a need for a February meeting, but everyone will be informed.

8. ADJOURNMENT

There being no further business, the Tres Hermanos Conservation Authority (THCA) Regular Board of Directors meeting adjourned at 6:22 p.m.

STEVE TYE
CHAIR

JULIE ROBLES
AUTHORITY SECRETARY

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 3.2

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT**

AGENDA NO. 3.2

Date: April 15, 2020

To: Chair and Board of Directors

From: Troy Helling, Executive Director

Subject: Treasurer's Reports for the Months of December 2019 through February 2020

Recommendation:

That the Authority receive and file the Treasurer's Reports for the months of December 2019 through February 2020.

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, the amount of interest earnings, revenues, and expenditures since the last report.

Attached for your information are the Treasurer's Reports for the months of December 2019 through February 2020.

Respectfully submitted,



Christina Buhagiar
Treasurer

Reviewed by,



Troy Helling
Executive Director

Attachments

**Tres Hermanos Conservation Authority
Treasurer's Report
For the Month Ended December 31, 2019**

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 99,921	\$ 99,921	0.05%	n/a	100.00%
Total Investment Portfolio	\$ 99,921	\$ 99,921			100.00%

Blended Yield of Cash and Investments	0.05%
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Benchmarks:	
LAIF	2.04%
6mo U.S. Treasury	1.60%
2yr U.S. Treasury	1.58%
5yr U.S. Treasury	1.69%

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 December 31, 2019

	December 2019	Fiscal Year To Date 2019/20
Revenues:		
Investment interest	\$ 5	\$ 33
Rental income	625	3,750
Contributions from member agencies	-	57,978
Reimbursements	-	22
Unapplied Cash Payment	25	25
	655	61,808
Expenditures:		
Professional Services	245	3,972
Legal services	6,053	38,327
Office Supplies & Software	-	887
Security services	2,862	21,992
Weed Abatement	5,714	42,120
Insurance	-	1,500
Pest control	3,925	13,675
Utilities	1,763	4,817
Taxes & Licenses	-	310
Bank Charges & Fees	-	32
	20,562	127,632
Excess of revenues over (under) expenditures	\$ (19,907)	\$ (65,824)
Fund Balances:		
Beginning of fiscal year		\$ 165,025
Excess of revenues over (under) expenditures		(65,824)
End of fiscal year		\$ 99,201
Fund Balances by City:		
Chino Hills		\$ 32,001
Diamond Bar		30,788
Industry		36,412
Total Fund Balances by City		\$ 99,201 ¹

1. The ending fund balance in the amount of \$99,201 includes \$720.01 in outstanding checks that are not included in the bank balance of \$99,920.88.

**Tres Hermanos Conservation Authority
Treasurer's Report
For the Month Ended January 31, 2020**

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 94,015	\$ 94,015	0.05%	n/a	100.00%
Total Investment Portfolio	\$ 94,015	\$ 94,015			100.00%

Blended Yield of Cash and Investments	0.05%
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Benchmarks:	
LAIF	1.97%
6mo U.S. Treasury	1.54%
2yr U.S. Treasury	1.33%
5yr U.S. Treasury	1.32%

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 January 31, 2020

	<u>January 2020</u>	<u>Fiscal Year To Date 2019/20</u>
Revenues:		
Investment interest	\$ 4	\$ 37
Rental income	1,250	5,000
Contributions from member agencies	-	57,978
Reimbursements	-	22
Unapplied Cash Payment	75	100
Total Revenues	<u>1,329</u>	<u>63,137</u>
Expenditures:		
Professional Services	980	4,951
Legal services	1,811	40,138
Office Supplies & Software	-	887
Security services	2,868	24,860
Weed Abatement	-	42,120
Insurance	-	1,500
Pest control	-	13,675
Utilities	1,058	5,876
Taxes & Licenses	-	310
Bank Charges & Fees	-	32
Total Expenditures	<u>6,717</u>	<u>134,349</u>
Excess of revenues over (under) expenditures	<u>\$ (5,388)</u>	<u>\$ (71,212)</u>
Fund Balances:		
Beginning of fiscal year		\$ 165,025
Excess of revenues over (under) expenditures		(71,212)
End of fiscal year		<u>\$ 93,813</u>
Fund Balances by City:		
Chino Hills		\$ 30,167
Diamond Bar		29,317
Industry		34,329
Total Fund Balances by City		<u>\$ 93,813</u> ¹

1. The ending fund balance in the amount of \$93,813 includes \$201.85 in outstanding checks that are not included in the bank balance of \$94,014.88.

**Tres Hermanos Conservation Authority
Treasurer's Report
For the Month Ended February 29, 2020**

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 91,554	\$ 91,554	0.05%	n/a	100.00%
Total Investment Portfolio	\$ 91,554	\$ 91,554			100.00%

Blended Yield of Cash and Investments	0.05%
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Benchmarks:	
LAIF	1.94%
6mo U.S. Treasury	1.11%
2yr U.S. Treasury	0.86%
5yr U.S. Treasury	0.89%

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 February 29, 2020

	February 2020	Fiscal Year To Date 2019/20
Revenues:		
Investment interest	\$ 4	\$ 41
Rental income	-	5,000
Contributions from member agencies	-	57,978
Reimbursements	-	22
Unapplied Cash Payment	-	100
	4	63,141
Expenditures:		
Professional Services	-	4,951
Legal services	2,888	43,026
Office Supplies & Software	11	898
Security services	2,857	27,717
Weed Abatement	-	42,120
Insurance	-	1,500
Pest control	-	13,675
Utilities	1,101	6,977
Taxes & Licenses	-	310
Bank Charges & Fees	-	32
	6,857	141,206
Excess of revenues over (under) expenditures	\$ (6,853)	\$ (78,065)
Fund Balances:		
Beginning of fiscal year		\$ 165,025
Excess of revenues over (under) expenditures		(78,065)
End of fiscal year		\$ 86,960
Fund Balances by City:		
Chino Hills		\$ 27,869
Diamond Bar		27,155
Industry		31,936
Total Fund Balances by City		\$ 86,960 ¹

1. The ending fund balance in the amount of \$86,960.01 includes \$4,594.20 in outstanding checks that are not included in the bank balance of \$91,554.21.

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 3.3

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT**

AGENDA NO. 3.3

Date: March 18, 2020
To: Chair and Board of Directors
From: Troy Helling, Executive Director
Subject: Check Register

Recommendation:

That the Authority receive and file the check registers for the months of December 2019, January 2020 and February 2020.

Background/Analysis:

Pursuant to the Amended and Restated Tres Hermanos Conservation Authority Joint Powers Agreement Section 5.2 Disbursements, the check register of the Authority should be periodically reviewed by the Board. Attached for your review are the check registers for the months of December 2019, January 2020 and February 2020.

Respectfully submitted,



Christina Buhagiar
Treasurer

Reviewed by,



Troy Helling
Executive Director

Attachments

**Tres Hermanos Conservation Authority JPA
Transaction List by Vendor
December 2019**

Date	Check #	Vendor	Memo/Description	Amount
12/5/19	1100	CNC Engineering	Water Surface Elevations - Oct. 2019	\$ (245.00)
12/5/19	1101	County of Los Angeles	Weed Abatement	(5,714.37)
12/5/19	1102	City of Chino Hills - Water	Water - 10/15/19 - 11/12/19	(333.85)
12/5/19	1103	Egoscue Law Group, Inc.	Legal - September 2019	(3,062.50)
12/5/19	1104	Woodruff, Spradlin & Smart	Legal - October 2019	(378.34)
12/5/19	ACH	Southern California Edison	Electricity-Domestic - Nov 2019	(50.70)
12/10/19	ACH	SoCalGas	Gas - Nov 2019	(71.75)
12/10/19	ACH	Southern California Edison	Electricity-Commercial - Nov 2019	(86.72)
12/11/19	1105	City of Chino Hills - Water	Water - 08/14/19 - 09/11/19	(444.40)
12/19/19	1106	Industry Security Services, Inc.	Security - Nov 2019	(2,861.76)
12/19/19	1107	City of Industry - Trash	Trash - Nov 2019	(458.76)
12/19/19	1108	Janus Pest Management, Inc	Squirrel/Pest Control - Oct/Nov 2019	(3,925.00)
12/23/19	1109	City of Chino Hills - Water	Water - 11/12/19 - 12/09/19	(261.25)
12/23/19	1110	Egoscue Law Group, Inc.	Legal - Nov 2019	(2,612.50)
12/23/19	ACH	Frontier	Phone - Dec 2019	(55.96)
Total				<u>\$ (20,562.86)</u>

**Tres Hermanos Conservation Authority JPA
Transaction List by Vendor
January 2020**

Date	Check #	Vendor	Memo/Description	Amount
1/13/20	1112	Woodruff, Spradlin & Smart	Legal - Nov 2019	\$ (1,227.50)
1/13/20	1113	CNC Engineering	Water Surface Elevations - Dec. 2019	(980.00)
1/14/20	ACH	Southern California Edison	Electricity-Commercial - Dec 2019	(93.32)
1/14/20	ACH	Southern California Edison	Electricity-Domestic - Dec 2019	(161.06)
1/14/20	ACH	SoCalGas	Gas - Dec 2019	(25.03)
1/24/20	1111	Industry Security Services, Inc.	Security - Dec 2019	(2,867.70)
1/24/20	1114	Woodruff, Spradlin & Smart	Legal - Dec 2019	(495.80)
1/24/20	1115	Frontier	Phone - Jan 2020	(55.61)
1/24/20	1116	City of Industry - Trash	Trash - Dec 2019	(468.76)
1/24/20	1117	Egoscue Law Group, Inc.	Legal - Dec 2019	(87.50)
1/29/20	1118	City of Chino Hills - Water	Water - 12/09/19 - 01/15/20	(201.85)
1/29/20	ACH	Southern California Edison	Electricity-Commercial 12/27/19 - 01/10/20	(52.87)
Total				\$ (6,717.00)

**Tres Hermanos Conservation Authority JPA
Transaction List by Vendor
February 2020**

Date	Check #	Vendor	Memo/Description	Amount
2/12/20	ACH	SoCalGas	Gas - Jan 2020	\$ (24.89)
2/12/20	1119	Egoscue Law Group, Inc.	Legal - Jan 2020	(2,237.50)
2/26/20	1120	Industry Security Services, Inc.	Security - Jan 2020	(2,857.32)
2/26/20	1121	Code 3 Creations	Name Plate	(10.95)
2/26/20	1122	Woodruff, Spradlin & Smart	Legal - Jan 2019	(650.40)
2/26/20	1123	City of Industry - Trash	Trash - Jan 2019	(1,019.92)
2/26/20	1124	Frontier	Phone - Feb 2020	(55.61)
Total				\$ (6,856.59)

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 5.1

TRES HERMANOS CONSERVATION AUTHORITY AGENDA NO. 5.1
STAFF REPORT

Date: April 15, 2020
To: Chair and Board of Directors
From: Troy Helling, Executive Director
Subject: Mid-Year Budget Review for Fiscal Year 2019-20

Recommendation:

Adopt a resolution entitled: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRES HERMANOS CONSERVATION AUTHORITY ADOPTING A BUDGET AMENDMENT FOR FISCAL YEAR 2019-20 INCREASING THE BUDGET BY \$83,972 FOR ADJUSTMENTS BASED ON THE MID-YEAR BUDGET REVIEW

Background/Analysis:

Pursuant to the Amended and Restated Tres Hermanos Conservation Authority Joint Powers Agreement Section 5.4, expenditures shall be within the limitations of the approved annual budget, and as required for emergency repairs, or as such the Board amends budget.

Upon review of expenditures through the second quarter of Fiscal Year (FY) 2019-20, staff is proposing to appropriate \$83,972 for legal services, contractual services, security services and miscellaneous expenditures.

Fiscal Impact:


The proposed budget amendment will increase the expenditure budget by \$83,972, utilize \$23,903.75 of existing fund balance and increase FY 2019-20 contributions as follows: \$21,638.97 from the City of Chino Hills, \$16,875.20 from the City of Diamond Bar, and \$21,354.08 from the City of Industry. The projected ending fund balance will be zero.

Respectfully submitted,



Christina Buhagiar
Treasurer

Reviewed by,



Troy Helling
Executive Director

Attachments

Tres Hermanos Conservation Authority
Statement of Revenues, Expenditures and Changes in Fund Balances

	Original Budget 2019/20	Actuals To Date 2019/20	Variance	% of Budget Used	
Revenues:					
Membership Contribution	\$ 57,978	\$ 57,978	\$ -	100%	
Rental Income	7,500	5,000	(2,500)	67%	
Interest Income	-	37	37	-	
Reimbursements	-	22	22	-	
Unapplied Cash Payment Income	-	100	100	-	
Total Revenues	<u>\$ 65,478</u>	<u>\$ 63,137</u>	<u>\$ (2,341)</u>	<u>96%</u>	
Expenditures:					
Professional Services	19,593	3,329	16,264	17%	A
Legal Services	20,001	10,591	9,410	53%	
Legal Services - Extraordinary	40,000	20,603	19,397	52%	
Contractual Services	64,203	57,202	7,001	89%	
Security Services	30,786	17,266	13,520	56%	
Office Supplies & Software	870	869	1	100%	
Utilities	9,840	5,446	4,394	55%	
Total Expenditures	<u>\$ 185,293</u>	<u>\$ 115,305</u>	<u>\$ 69,988</u>	<u>62%</u>	
Excess of revenues over (under) expenditures	<u>\$ (119,815)</u>	<u>\$ (52,168)</u>	<u>\$ (67,647)</u>		
Fund Balances:					
Beginning of fiscal year	\$ 143,719	\$ 143,719			
Excess of revenues over (under) expenditures	(119,815)	(52,168)			
As of February 26, 2020	<u>\$ 23,904</u>	<u>\$ 91,551</u>			
Fund Balances by City:					
Chino Hills		\$ 29,414			
Diamond Bar		28,563			
Industry		33,574			
Total Fund Balances by City		<u>\$ 91,551</u>			

A Property insurance will be invoiced in March 2020.

RESOLUTION THCA NO. 2020-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TRES HERMANOS CONSERVATION AUTHORITY ADOPTING A
BUDGET AMENDMENT FOR FISCAL YEAR 2019-20
INCREASING THE BUDGET BY \$83,972 FOR ADJUSTMENTS
BASED ON THE MID-YEAR BUDGET REVIEW

WHEREAS, Section 5.4 of the Tres Hermanos Conservation Authority Joint Powers Agreement (JPA) requires that expenditures shall be within the limitations of the approved annual budget, and as required for emergency repairs, or as such budget is amended by the Board; and

WHEREAS, at a public meeting on July 17, 2019, the Executive Director presented and the Board of Directors adopted a budget for the Fiscal Year 2019-20 commencing July 1, 2019, and ending June 30, 2020; and

WHEREAS, amendments must periodically be made to the budget to conform to changed circumstances following adoption of the budget.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Conservation Authority as follows:

Section 1. Budget Amendment No. 20B001 is hereby approved as reflected on Exhibit No. 1, attached hereto.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED, APPROVED, AND ADOPTED this 15th day of April 2020.

Steve Tye
Chair
Tres Hermanos Conservation Authority

Julie Gutierrez-Robles
Authority Secretary
Tres Hermanos Conservation Authority

Resolution THCA No. 2020-01

ATTEST:

I, Julie Gutierrez-Robles, Secretary of the Tres Hermanos Conservation Authority, do hereby certify that the foregoing Resolution was duly and regularly passed, approved and adopted by the Board of Directors of the Tres Hermanos Conservation Authority, at its regular meeting held on the 15th day of April 2020, by the following Roll Call vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Julie Gutierrez-Robles
Secretary
Tres Hermanos Conservation Authority

**Tres Hermanos Conservation Authority JPA
BUDGET AMENDMENT**

BA # 20B001

Date:	<u>3/18/2020</u>	Fiscal Year:	<u>2019-20</u>
Requested by:	<u>Brenda Ramirez</u>	Amount:	<u>\$ 83,972.00 net: \$23,903.75</u>
City:	<u>Chino Hills - Treasurer</u>	Description:	<u>Mid-Year Budget Amendments</u>

EXPENDITURES

Account Description	Current Budget	Proposed Amendment	Amended Budget
Legal Services - General	\$ 20,001.00	\$ 1,338.75	\$ 21,339.75
Legal Services - Extraordinary	40,000.00	7,337.00	47,337.00
Contractual Services - Pest Control	11,901.00	16,100.00	28,001.00
Contractual Services - Painting	-	17,000.00	17,000.00
Contractual Services - One Time Expenditures	-	15,000.00	15,000.00
Contractual Services - Weed Abatement	30,000.00	12,781.25	42,781.25
Contractual Services - Water Rights Fee	201.00	111.00	312.00
Contractual Services - Water surface elevation measurements	-	8,880.00	8,880.00
Office Supplies & Software - Office Supplies	110.00	1,118.00	1,228.00
Office Supplies & Software - Website	-	103.00	103.00
Security Services	30,786.00	3,801.00	34,587.00
Utilities - Water	2,640.00	402.00	3,042.00
			-
			-
			-

REVENUES

Account Description	Current Budget	Proposed Amendment	Amended Budget
City of Chino Hills	\$ 20,109.00	\$ 21,638.97	\$ 41,747.97
City of Diamond Bar	-	16,875.20	16,875.20
City of Industry	37,869.00	21,354.08	59,223.08
Rental Income	7,500.00	200.00	7,700.00
			-
			-

REASON/JUSTIFICATION

To appropriate available fund balance of \$23,904.75 and to adjust the Fiscal Year 2019-20 budget based on the mid-year budget review to end with a projected fund balance of zero.

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 5.2

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT**

AGENDA NO. 5.2

Date: March 18, 2020
To: Chair and Board of Directors
From: Troy Helling, Executive Director
Subject: Review and Action – Budget for Fiscal Year 2020/21


Recommendation:

That the Authority, following review and discussion, adopt a one-year budget for Fiscal Year 2020/21.

Background/Analysis:

Per the Amended and Restated Tres Hermanos Conservation Authority Joint Powers Agreement Section 5.1 Annual Budget, the Board shall adopt an annual budget. The proposed budget for Fiscal Year (FY) 2020/21 is \$256,588 with an additional contribution of \$84,259 needed from the City of Chino Hills, an additional contribution of \$70,399 needed from the City of Diamond Bar, and an additional contribution of \$93,830 needed from the City of Industry. The proposed ending fund balance for each city is zero. Attached to the staff report is a consolidated proposed budget for the fiscal year. The budget will be reviewed regularly and any adjustments will be brought back to the Board for approval.

Respectfully submitted,



Christina Buhagiar
Treasurer/Auditor

Reviewed by,



Troy Helling
Executive Director

Attachments

**TRES HERMANOS CONSERVATION AUTHORITY
PROPOSED BUDGET
FISCAL YEAR 2020/21**

Proposed Budget for FY 20/21				
Proposed Budget for FY 20/21				
	Chino Hills	Diamond Bar	Industry	
ESTIMATED BEGINNING FUND BALANCE	\$ -	-	-	-
REVENUES				
Membership Contribution	248,488	84,259	70,399	93,830
Rental Income	8,100	2,700	2,700	2,700
Interest Income	-	-	-	-
Reimbursements	-	-	-	-
TOTAL REVENUES	\$ 256,588	\$ 86,959	\$ 73,099	\$ 96,530
EXPENDITURES				
Professional Services	\$ 20,220	\$ 6,740	\$ 6,740	\$ 6,740
Legal Services	20,004	6,668	6,668	6,668
Legal Services - Extraordinary	66,000	23,430	9,570	33,000
Contractual Services	113,559	37,853	37,853	37,853
Security Services	34,800	11,600	11,600	11,600
Office Supplies & Software	2,005	668	668	669
Utilities	-	-	-	-
TOTAL EXPENDITURES	\$ 256,588	\$ 86,959	\$ 73,099	\$ 96,530
PROJECTED ENDING FUND BALANCE	\$ (0)	\$ -	\$ -	\$ -