

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

**JULY 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://attendee.gotowebinar.com/register/2716954113500732431> or calling the following conference call number: 1-914-614-3221, and entering the Access Code: 410-754-395. 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, July 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 April 15, 2020 regular meeting

RECOMMENDED ACTION: Approve as submitted.

- 3.2 Consideration to approve the Treasurer's Report for the months of March 2020, April 2020 and May 2020

RECOMMENDED ACTION: Receive and file Report.

- 3.3 Consideration to approve the check register for the months of March 2020, April 2020 and May 2020

RECOMMENDED ACTION: Receive and file Report.

4. **OLD BUSINESS:**

There is none.

5. **NEW BUSINESS:**

- 5.1 Third Quarter Budget Review for Fiscal Year 2019-20

RECOMMENDED ACTION: Receive and file Report.

6. **AUTHORITY DIRECTOR COMMENTS:**

7. **ADJOURNMENT:** The next regular Tres Hermanos Conservation Authority Meeting will be Wednesday, August 19, 2020 at 6:00 p.m.

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 3.1

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REGULAR BOARD OF DIRECTORS MEETING MINUTES
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CALL TO ORDER

The Regular Meeting of the Tres Hermanos Conservation Authority was called to order by Chair Steve Tye at 6:02 p.m., telephonically using Conference Call Number, 786-535-3211, Access Code: 513-792-837.

FLAG SALUTE

The flag salute was led by Chair Steve Tye.

ROLL CALL

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

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

PUBLIC COMMENTS

There were none.

CONSENT CALENDAR

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

RECOMMENDED ACTION: *Approve as submitted.*

MOTION BY BOARD MEMBER LYONS, AND SECOND BY BOARD MEMBER MOSS TO APPROVE ITEM 3.1, OF THE CONSENT CALENDAR. MOTION CARRIED 6-0, WITH BOARD MEMBER LYONS ABSTAINING BY THE FOLLOWING VOTE:

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

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.

MOTION BY BOARD MEMBER LYONS, AND SECOND BY BOARD MEMBER MOSS TO APPROVE ITEMS 3.2 AND 3.3 OF THE CONSENT CALENDAR. MOTION CARRIED 7-0, BY THE FOLLOWING VOTE:

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

OLD BUSINESS

There was none.

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.

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MOTION BY BOARD MEMBER MARCUCCI, AND SECOND BY BOARD MEMBER ROGERS TO ADOPT RESOLUTION NO. THCA 2020-01. MOTION CARRIED 7-0, BY THE FOLLOWING VOTE:

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

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.*

Board Member Ruggles asked why the City of Industry paid more for Legal Services – Extraordinary under Expenditures. Dan Fox indicated the City of Industry’s interaction with Special Counsel, for the existing lawsuit, created additional cost for the City of Industry.

MOTION BY BOARD MEMBER MOSS, AND SECOND BY BOARD MEMBER MARCUCCI TO ADOPT A ONE-YEAR BUDGET FOR FISCAL YEAR 2020/21. MOTION CARRIED 7-0, BY THE FOLLOWING VOTE:

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

6. AUTHORITY DIRECTOR COMMENTS

Chair Steve Tye welcomed Nancy Lyons to the Authority. Board Member Moss and Rogers asked that everyone stay safe and sane. Board Member Marquez asked about future agenda items and about having tours of each city. Executive Director Troy Helling, said that due to COVID-19, it would be best to wait on the city tours. Once we return to live meetings vs. teleconferencing meetings an agenda item can be added for a talk about the history of Tres Hermanos Ranch.

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7. ADJOURNMENT

There being no further business, the Tres Hermanos Conservation Authority adjourned at 6:20 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: July 15, 2020

To: Chair and Board of Directors

From: Troy Helling, Executive Director

Subject: Treasurer's Report for the Months of March, April and May 2020

Recommendation:

That the Authority receive and file the Treasurer's Reports for the months of March, April and May 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.

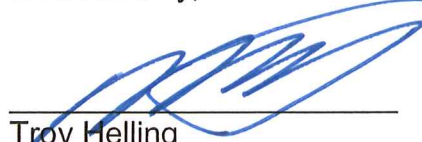
Attached for your information are the Treasurer's Reports for the months of March, April and May 2020.

Respectfully submitted,



Christina Buhagiar
Treasurer

Reviewed by,



Troy Helling
Executive Director

Attachments

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

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 79,489	\$ 79,489	0.05%	n/a	100.00%
Total Investment Portfolio	\$ 79,489	\$ 79,489			100.00%

Blended Yield of Cash and Investments	0.05%
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Benchmarks:	
LAIF	1.79%
6mo U.S. Treasury	0.15%
2yr U.S. Treasury	0.23%
5yr U.S. Treasury	0.37%

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 March 31, 2020

	March 2020	Fiscal Year To Date 2019/20
Revenues:		
Investment interest	\$ 4	\$ 45
Rental income	1,350	6,450
Contributions from member agencies	-	57,978
Reimbursements	501	522
Total Revenues	1,855	64,995
Expenditures:		
Professional Services	980	7,667
Legal services	2,396	45,422
Office Supplies & Software	64	962
Security services	2,651	30,368
Weed Abatement	-	42,119
Insurance	-	1,500
Pest control	5,825	19,500
Utilities	347	7,324
Taxes & Licenses	-	310
Bank Charges & Fees	102	134
Total Expenditures	12,365	155,306
Excess of revenues over (under) expenditures	\$ (10,510)	\$ (90,311)
Fund Balances:		
Beginning of fiscal year		\$ 165,025
Excess of revenues over (under) expenditures		(90,311)
End of fiscal year		\$ 74,714
Fund Balances by City:		
Chino Hills		\$ 23,767
Diamond Bar		23,247
Industry		27,700
Total Fund Balances by City		\$ 74,714 ¹

1. The ending fund balance in the amount of \$74,714 includes \$4,774.47 in outstanding checks that are not included in the bank balance of \$79,488.51.

**Tres Hermanos Conservation Authority
Treasurer's Report
For the Month Ended April 30, 2020**

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 49,070	\$ 49,070	0.05%	n/a	100.00%
Total Investment Portfolio	\$ 49,070	\$ 49,070			100.00%

Blended Yield of Cash and Investments	0.05%
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Benchmarks:	
LAIF	1.65%
6mo U.S. Treasury	0.11%
2yr U.S. Treasury	0.20%
5yr U.S. Treasury	0.36%

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 April 30, 2020

	April 2020	Fiscal Year To Date 2019/20
Revenues:		
Investment interest	\$ 3	\$ 48
Rental income	-	6,450
Contributions from member agencies	-	57,978
Reimbursements	-	522
Total Revenues	3	64,998
Expenditures:		
Professional Services	-	5,932
Legal services	4,300	49,722
Office Supplies & Software	15	977
Security services	-	30,368
Weed Abatement	-	42,119
Insurance	15,695	17,195
Pest control	-	19,500
Repairs & Maintenance	18,803	20,538
Utilities	364	7,688
Taxes & Licenses	5,273	5,583
Bank Charges & Fees	-	134
Total Expenditures	44,450	199,756
Excess of revenues over (under) expenditures	\$ (44,447)	\$ (134,758)
Fund Balances:		
Beginning of fiscal year		\$ 165,025
Excess of revenues over (under) expenditures		(134,758)
End of fiscal year		\$ 30,267
Fund Balances by City:		
Chino Hills		\$ 8,951
Diamond Bar		8,431
Industry		12,885
Total Fund Balances by City		\$ 30,267 ^A

A The ending fund balance in the amount of \$30,267 includes \$18,803.20 in outstanding checks that are not included in the bank balance of \$49,069.69.

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

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 84,175	\$ 84,175	0.05%	n/a	100.00%
Total Investment Portfolio	\$ 84,175	\$ 84,175			100.00%

Blended Yield of Cash and Investments	0.05%
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Benchmarks:	
LAIF	1.36%
6mo U.S. Treasury	0.18%
2yr U.S. Treasury	0.16%
5yr U.S. Treasury	0.30%

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, 2020

	<u>May 2020</u>	<u>Fiscal Year To Date 2019/20</u>
Revenues:		
Investment interest	\$ 3	\$ 51
Rental income	675	7,125
Contributions from member agencies	59,868	117,846
Reimbursements	-	522
Total Revenues	<u>60,546</u>	<u>125,544</u>
Expenditures:		
Professional Services	-	5,932
Legal services	1,350	51,073
Office Supplies & Software	-	977
Security services	3,046	33,415
Weed Abatement	-	42,119
Insurance	-	17,195
Pest control	1,900	21,400
Repairs & Maintenance	-	20,538
Utilities	341	8,028
Taxes & Licenses	-	5,583
Bank Charges & Fees	-	134
Total Expenditures	<u>6,637</u>	<u>206,394</u>
Excess of revenues over (under) expenditures	<u>\$ 53,909</u>	<u>\$ (80,850)</u>
Fund Balances:		
Beginning of fiscal year		\$ 165,025
Excess of revenues over (under) expenditures		(80,850)
End of fiscal year		<u>\$ 84,175</u>
Fund Balances by City:		
Chino Hills		\$ 28,589
Diamond Bar		23,442
Industry		32,144
Total Fund Balances by City		<u>\$ 84,175</u>

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 3.3

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT**

AGENDA NO. 3.3

Date: July 15, 2020
To: Chair and Board of Directors
From: Troy Helling, Executive Director
Subject: Check Register

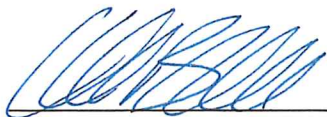
Recommendation:

That the Authority receive and file the check registers for the months of March, April and May 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 March, April and May 2020.

Respectfully submitted,



Christina Buhagiar
Treasurer

Reviewed by,



Troy Helling
Executive Director

Attachments

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

Date	Check #	Vendor	Memo/Description	Amount
3/2/20	1126	City of Chino Hills	Water - 01/15/20 - 02/11/20	\$ (188.65)
3/13/20	1127	Egoscue Law Group, Inc.	Legal - Feb 2020	(1,475.00)
3/17/20	1128	Industry Security Services, Inc.	Security - Feb 2020	(2,650.80)
3/17/20	1129	City of Industry	Trash - Feb 2020	(158.76)
3/17/20	1130	Janus Pest Management, Inc	Squirrel/Pest Control - Dec 19-Feb 20	(5,825.00)
3/18/20	ACH	Citizens Business Bank	Checks Stock	(102.27)
3/26/20	1131	Woodruff, Spradlin & Smart	Legal - Feb 2020	(921.40)
3/26/20	1132	CNC Engineering	Water Surface Elevations - Feb. 2020	(980.00)
3/26/20	1133	City of Industry	Website Domain	(63.51)
Total				\$ (12,365.39)

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

Date	Check #	Vendor	Memo/Description	Amount
4/13/20	1134	City of Chino Hills	Water - 02/11/20 - 03/12/20	\$ (205.15)
4/13/20	1135	Dep. of Water Resources	Dam Fees - FY 2020-21	(5,273.00)
4/13/20	1136	City of Chino Hills	1099 E-file & Delivery	(14.99)
4/17/20	1137	City of Industry	Trash - Mar 2020	(158.76)
4/17/20	1138	Egoscue Law Group, Inc.	Legal - Mar 2020	(4,300.00)
4/17/20	1139	Watson Painting Corp.	Painting - Tres Hermanos Home	(18,803.20)
4/22/20	1140	Keenan & Associates	Property Insurance Mar 20' - Mar 21'	(15,695.37)
Total				<u>\$ (44,450.47)</u>

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

Date	Check #	Vendor	Memo/Description	Amount
5/13/20	1141	Industry Security Services, Inc.	Security - Mar 2020	\$ (3,046.48)
5/13/20	1142	Egoscue Law Group, Inc.	Legal - Apr 2020	(700.00)
5/13/20	1143	Woodruff, Spradlin & Smart	Legal - Mar 2020	(650.40)
5/13/20	1144	Janus Pest Management, Inc	Squirrel/Pest Control - Mar 2020	(1,900.00)
5/13/20	1145	City of Chino Hills	Water - 03/12/20 - 04/13/20	(182.05)
5/13/20	1146	City of Industry	Trash - Apr 2020	(158.76)
			Total	<u>\$ (6,637.69)</u>

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 5.1

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT**

AGENDA NO. 5.1

Date: June 17, 2020

To: Chair and Board of Directors

From: Troy Helling, Executive Director

Subject: Third Quarter Budget Review for Fiscal Year 2019-20

Recommendation:

That the Authority receive and file the Third Quarter Budget Review for Fiscal Year 2019-20.

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 is the Third Quarter Budget Review for Fiscal Year 2019-20.

Fiscal Impact:

No budget amendment is being proposed at this time.

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
Third Quarter January - March 2020

	Revised Budget 2019/20	Actuals As Of 03/31/2020	Variance	% of Budget Used
Revenues:				
Membership Contribution	\$ 117,846	\$ 57,978	\$ (59,868)	49%
Rental Income	7,700	5,675	(2,025)	74%
Interest Income	-	45	45	-
Reimbursements	-	522	522	-
Unapplied Cash Payment Income	-	775	775	-
Total Revenues	\$ 125,546	\$ 64,995	\$ (60,551)	52%
Expenditures:				
Professional Services	19,593	3,329	16,264	17%
Legal Services	21,340	12,066	9,274	57%
Legal Services - Extraordinary	47,337	22,175	25,162	47%
Contractual Services	134,075	65,742	68,334	49%
Security Services	34,587	22,774	11,813	66%
Office Supplies & Software	2,091	1,045	1,046	50%
Utilities	10,242	6,869	3,374	67%
Total Expenditures	\$ 269,265	\$ 134,000	\$ 135,265	50%
Excess of revenues over (under) expenditures	\$ (143,719)		\$ (69,005)	\$ (74,714)
Fund Balances:				
Beginning of fiscal year	\$ 143,719			
Excess of revenues over (under) expenditures			(69,005)	
As of March 31, 2020	\$ 74,714			
Fund Balances by City:				
Chino Hills	\$ 23,767			
Diamond Bar	\$ 23,247			
Industry	\$ 27,700			
Total Fund Balances by City	\$ 74,714			
Note: Fund balance available for appropriation	\$ (0)			