

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

**JANUARY 20, 2021 AGENDA
6:00 p.m.**

**CITY OF DIAMOND BAR
21810 COPLEY DR.
DIAMOND BAR, 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.

How to Observe the Meeting:

Members of the public who wish to listen ONLY may join the meeting by calling the following conference call number: +1 (415) 655-0052 and entering the Access Code: 388-799-892.

How to Submit Public Comment:

Members of the public may provide public comment by sending written comments to the Authority Clerk by email at cityclerk@DiamondBarCA.gov by 5:00 p.m. on the day of the meeting. Please indicate in the Subject Line "FOR PUBLIC COMMENT." Written comments will be distributed to the Authority Members and read into the record at the meeting.

Alternatively, public comment may be submitted by logging onto the meeting through this link: <https://attendee.gotowebinar.com/register/3036146741247493904>. Members of the public will be called upon one at a time during the Public Comment portion of the agenda, and will be asked to state their name and agenda item they wish to comment on.

Copies of staff reports or other written documentation relating to agenda items are on file in the Office of the City Clerk at Diamond Bar 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 (909) 839-7010 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. REORGANIZATION OF THE BOARD OF DIRECTORS

RECOMMENDED ACTION: *Select a Chair and Vice-Chair.*

4. CONSENT CALENDAR:

- 4.1 Consideration of the Minutes of the December 16, 2020 regular meeting
Minutes of December 16, 2020

Recommended Action: Approve as submitted.

- 4.2 Consideration to Approve the Check Register for the Month of November 2020.

Recommended Action: Receive and file Report.

- 4.3 Consideration to Approve the Treasurer's Report for the Month of November 2020

Recommended Action: Receive and file Report.

5. OLD BUSINESS:

There is none.

6. NEW BUSINESS:

There is none.

7. **AUTHORITY DIRECTOR COMMENTS:**

8. **ADJOURNMENT:** The next regular Tres Hermanos Conservation Authority meeting will be Wednesday, February 17, 2021 at 6:00 p.m.

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 4.1

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT****AGENDA NO. 4.1**

Date: January 20, 2021
To: Chair and Board of Directors
From: Daniel Fox, Executive Director
Subject: Consideration of the Minutes of the December 16, 2020 regular meeting

Recommendation:

That the Authority approve as submitted.

Background/Analysis:

Attached for your review are the minutes of the December 16, 2020 Tres Hermanos Conservation Authority meeting.

Respectfully Submitted,**Reviewed By,**

Kristina Santana, City Clerk

1/14/2021



Daniel Fox, Executive Director

1/14/2021

Attachments:

1. Minutes of December 16, 2020

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CALL TO ORDER

The Regular Meeting of the Tres Hermanos Conservation Authority was called to order by Vice-Chair Ray Marquez at 6:02 p.m., telephonically using Conference Call Number, 657-204-3264, Access Code: 231 261 369#.

FLAG SALUTE

The flag salute was led by Vice-Chair Ray Marquez.

ROLL CALL

PRESENT: Ray Marquez, Vice-Chair
Nancy Lyons, Board Member
Cathy Marcucci, Board Member
Cory Moss, Board Member (arrived at 6:11 p.m.)
Peter Rogers, Board Member
Newell Ruggles, Board Member

ABSENT: Steve Tye, Chair

STAFF PRESENT: Troy Helling, Executive Director; Bing Hyun, Assistant City Manager; Dan Fox, Deputy Executive Director; Tracy Egoscue, General Counsel; Josh Nelson, Director of Public Works/City Engineer/Assistant City Manager; Kristina Santana, Diamond Bar City Clerk; and Julie Robles, Authority Secretary.

PUBLIC COMMENTS

Jim Gallagher with Save the Tres Hermanos Ranch Group on Facebook and a regular attendee of these meetings mentioned the desire for a guided tour of the ranch once it is safe to do so and wished everyone Happy Holidays.

CONSENT CALENDAR

3.1 CONSIDERATION OF THE MINUTES OF THE JULY 15, 2020 REGULAR MEETING AND THE AUGUST 19, 2020 REGULAR MEETING

RECOMMENDED ACTION:

Approve as submitted.

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3.2 CONSIDERATION TO APPROVE THE TREASURER’S REPORT FOR THE MONTHS OF JULY 2020, AUGUST 2020, SEPTEMBER 2020, AND OCTOBER 2020

RECOMMENDED ACTION: Receive and file Reports.

3.3 CONSIDERATION TO APPROVE THE CHECK REGISTER FOR THE MONTHS OF JULY 2020, AUGUST 2020, SEPTEMBER 2020, AND OCTOBER 2020

RECOMMENDED ACTION: Receive and file Report.

MOTION BY BOARD MEMBER ROGERS, AND SECOND BY BOARD MEMBER MARCUCCI TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 6-0, BY THE FOLLOWING VOTE:

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

OLD BUSINESS

There was none.

NEW BUSINESS

5.1 CONSIDERATION OF RESOLUTION NO. THCA 2020-03 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRES HERMANOS CONSERVATION AUTHORITY ADOPTING BY-LAWS OF THE TRES HERMANOS CONSERVATION AUTHORITY

RECOMMENDED ACTION: Adopt Resolution No. THCA 2020-03.

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

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MOTION BY BOARD MEMBER ROGERS, AND SECOND BY BOARD MEMBER LYONS TO ADOPT RESOLUTION NO. THCA 2020-03. MOTION CARRIED 6-0, BY THE FOLLOWING VOTE:

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

5.2 CONSIDERATION OF RESOLUTION NO. THCA 2020-04 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRES HERMANOS CONSERVATION AUTHORITY ADOPTING A BUDGET AMENDMENT FOR FISCAL YEAR 2020-21 INCREASING THE BUDGET BY \$15,000 FOR TREASURER DUTIES

RECOMMENDED ACTION: *Adopt Resolution No. THCA 2020-04.*

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

MOTION BY BOARD MEMBER MOSS, AND SECOND BY BOARD MEMBER MARCUCCI TO ADOPT RESOLUTION NO. THCA 2020-04. MOTION CARRIED 6-0, BY THE FOLLOWING VOTE:

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

5.3 CONSIDERATION OF A PROFESSIONAL CIVIL ENGINEERING SERVICES AGREEMENT BETWEEN TRES HERMANOS CONSERVATION AUTHORITY AND C & C ENGINEERING, INC.

RECOMMENDED ACTION: *Approve the Agreement.*

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Josh Nelson, Director of Public Works/City Engineer/Assistant City Manager, provided a staff report and was available to answer any questions.

MOTION BY BOARD MEMBER LYONS, AND SECOND BY BOARD MEMBER ROGERS TO APPROVE THE AGREEMENT. MOTION CARRIED 6-0, BY THE FOLLOWING VOTE:

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

5.4 RED BUCKET PRESENTATION AND DISCUSSION

RECOMMENDED ACTION: *Discussion and direction.*

Susan Pierce from Red Bucket gave a video presentation that was observed during the meeting for about 6 minutes. The entire video can be watched at <https://vimeo.com/248253210>

Conversation ensued between the Board Members. Staff will put together a proposal on what is needed and how best we can help and bring back to the Board for approval. No vote was taken or necessary.

6. AUTHORITY DIRECTOR COMMENTS

Troy Helling, Executive Director, commented that it had been a good two years working together and now this meeting will go to Diamond Bar and turned over to Deputy Executive Director Dan Fox, for the next two years. Each member made comments about the progress made, with more work still needing to be done, and wished everyone a safe and happy holiday.

7. ADJOURNMENT

There being no further business, the Tres Hermanos Conservation Authority adjourned at 6:41 p.m.

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RAY MARQUEZ
VICE-CHAIR

JULIE ROBLES
AUTHORITY SECRETARY

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 4.2

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT****AGENDA NO. 4.2**

Date: January 20, 2021
To: Chair and Board of Directors
From: Daniel Fox, Executive Director
Subject: Consideration to Approve the Check Register for the Month of November 2020.

Recommendation:

That the authority receive and file the check register for the month of November 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 is the check register for the month of November 2020.

Respectfully Submitted,**Reviewed By,**

Christina Buhagiar, Treasurer 1/14/2021



Daniel Fox, Executive Director 1/14/2021

Attachments:

1. Check Register for November 2020

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

Date	Check #	Vendor	Memo/Description	Amount
11/3/20	1183	Kline's Plumbing, Inc.	Plumbing repair - kitchen faucet	\$ (475.00)
11/3/20	1184	City of Chino Hills	Water - 09/14/20-10/13/20	(314.84)
11/3/20	1185	City of Industry	Trash - Aug 2020	(148.30)
11/12/20	ACH	Citizens Business Bank	Bank Deposit Tickets	(13.44)
11/23/20	1186	Egoscue Law Group, Inc.	Legal - Oct 2020	(175.00)
11/23/20	1187	Janus Pest Management, Inc	Squirrel/Pest Control - Oct 2020	(1,900.00)
11/23/20	1188	Industry Security Services, Inc.	Security - Oct 2020	(2,956.84)
				Total <u>\$ (5,983.42)</u>

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ITEM NO. 4.3

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT****AGENDA NO. 4.3**

Date: January 20, 2021
To: Chair and Board of Directors
From: Daniel Fox, Executive Director
Subject: Consideration to Approve the Treasurer's Report for the Month of November 2020

Recommendation:

That the Authority receive and file the Treasurer's Report for the month of November 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 is the Treasurer's Report for the month of November 2020.

Respectfully Submitted,**Reviewed By,**

Christina Buhagiar, Treasurer 1/14/2021



Daniel Fox, Executive Director 1/14/2021

Attachments:

1. Treasurer's Report - Nov 2020

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

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 156,778	\$ 156,778	0.05%	n/a	60.95%
LAIF Account	100,053	100,465	0.58%	n/a	39.05%
Total Investment Portfolio	\$ 256,831	\$ 257,243			100.00%

Blended Yield of Cash and Investments	0.26%
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Benchmarks:	
LAIF	0.58%
6mo U.S. Treasury	0.09%
2yr U.S. Treasury	0.16%
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 November 30, 2020

	<u>Budget 2020/21</u>	<u>Nov 2020</u>	<u>Fiscal Year To Date 2020/21</u>	<u>% of Budget Used</u>
Revenues:				
Investment interest	\$ -	\$ 7	\$ 99	-
Rental income	8,100	675	3,425	42%
Contributions from member agencies	248,488	-	248,488	100%
Reimbursements	-	3	262	-
Total Revenues	<u>256,588</u>	<u>685</u>	<u>252,274</u>	<u>98%</u>
Expenditures:				
Professional Services	20,220	-	-	0%
Legal services	20,004	175	1,488	7%
Legal services - Extraordinary	66,000	-	1,205	2%
Contractual Services	113,559	2,523	56,814	50%
Security services	34,800	2,957	12,031	35%
Office Supplies & Software	2,005	13	777	39%
Utilities	-	315	1,717	-
Total Expenditures	<u>256,588</u>	<u>5,983</u>	<u>74,032</u>	<u>29%</u>
Excess of revenues over (under) expenditures	<u>\$ -</u>	<u>\$ (5,298)</u>	<u>\$ 178,242</u>	
Fund Balances:				
Beginning of fiscal year, Revised*			\$ 73,557	
Excess of revenues over (under) expenditures			178,242	
As of November 30, 2020			<u>\$ 251,799</u>	A
Fund Balances by City:				
Chino Hills			\$ 85,868	
Diamond Bar			67,113	
Industry			98,818	
Total Fund Balances by City			<u>\$ 251,799</u>	

A The ending fund balance in the amount of \$251,799 includes \$5,031.84 in outstanding checks that are not included in the bank balance of \$256,830.94.

* Audit should be finalized by the end of December 2020 which will finalize the beginning fund balance for Fiscal Year 2020-21.