



Chino Hills · Diamond Bar · Industry

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

**WEDNESDAY, JULY 12, 2023, AGENDA  
6:00 P.M.**

**CITY OF CHINO HILLS - COUNCIL CHAMBERS  
14000 CITY CENTER DRIVE  
CHINO HILLS, CALIFORNIA**

**BOARD DIRECTORS  
CHAIR, STAN LIU  
VICE-CHAIR, PETER ROGERS  
DIRECTOR, ANDREW CHOU  
DIRECTOR, CATHY MARCUCCI  
DIRECTOR, RAY MARQUEZ  
DIRECTOR, CORY MOSS  
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](http://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:**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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 June 14, 2023 Regular Meeting Minutes
3. Receive and file Payment Register for month ended May 31, 2023
4. Receive and file Treasurer's Report for month ended May 31, 2023

**OLD BUSINESS:**

5. Authorize Tres Hermanos Conservation Authority staff to conduct 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, September 13, 2023 at 6:00 p.m.

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TRES HERMANOS CONSERVATION AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
CHINO HILLS, CALIFORNIA  
JUNE 14, 2023  
PAGE 1

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**CALL TO ORDER**

The Regular Meeting of the Tres Hermanos Conservation Authority was called to order by Vice-Chair Rogers at 6:04 p.m. in the City of Chino Hills Council Chambers, City Hall.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Authority Secretary Balz.

**ROLL CALL:**

Directors in attendance: Peter Rogers, Vice-Chair  
Andrew Chou, Director  
Ray Marquez, Director  
Cory Moss, Director  
Mark Radecki, Director

Directors absent: Stan Liu, Chair  
Cathy Marcucci, Director

Staff in attendance: Benjamin Montgomery, Executive Director  
Joshua Nelson, Deputy Executive Director  
Dan Fox, Administrative Director  
Christa Buhagiar, Treasurer  
Cheryl Balz, Authority Secretary  
Jessica Contreras, Deputy City Clerk II

Staff absent: Tracy Egoscue, Authority General Counsel

**1. PUBLIC COMMENTS:**

Jim Gallagher, Chino Hills resident, spoke on behalf of the Chamber of Commerce to announce the Taste of Chino Valley at The Shoppes in Chino Hills on June 22nd.

**CONSENT CALENDAR:**

**2. MINUTES OF APRIL 12, 2023, REGULAR MEETING**

RECOMMENDED ACTION: THAT THE AUTHORITY APPROVE THE APRIL 12, 2023, REGULAR TRES HERMANOS CONSERVATION AUTHORITY MEETING MINUTES.

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TRES HERMANOS CONSERVATION AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
CHINO HILLS, CALIFORNIA  
JUNE 14, 2023  
PAGE 2

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**3. PAYMENT REGISTER**

RECOMMENDED ACTION: THAT THE AUTHORITY RECEVE AND FILE THE PAYMENT REGISTERS FOR THE MONTHS ENDED MARCH 31, AND APRIL 30, 2023.

**4. TREASURER'S REPORT.**

RECOMMENDED ACTION: THAT THE AUTHORITY RECEVE AND FILE THE TREASURER'S REPORTS FOR THE MONTHS ENDED MARCH 31, AND APRIL 30, 2023.

**5. BI-MONTHLY MEETING SCHEDULE**

RECOMMENDED ACTION: THAT THE AUTHORITY ADOPT **RESOLUTION NO. THCA 2023-05** ENTITLED: *"A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRES HERMANOS CONSERVATION AUTHORITY, ADOPTING A NEW BI-MONTHLY MEETING SCHEDULE"* TO OCCUR ON THE SECOND WEDNESDAY OF JANUARY, MARCH, MAY, JULY, SEPTEMBER, AND NOVEMBER AT 6:00 P.M. AT THE LOCATION PROVIDED FOR IN SECTION 3.4 OF THE JOINT POWERS AGREEMENT (JPA), WHICH IS CURRENTLY THE CITY OF CHINO HILLS.

**6. AMERICANS WITH DISABILITIES ACT REASONABLE ACCOMMODATION POLICY**

RECOMMENDED ACTION: THAT THE AUTHORITY ADOPT **RESOLUTION NO. THCA 2023-06** ENTITLED: *"A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRES HERMANOS CONSERVATION AUTHORITY, ADOPTING AN AMERICANS WITH DISABILITIES ACT ("ADA") REASONABLE ACCOMMODATIONS POLICY FOR ALL TRES HERMANOS CONSERVATION AUTHORITY BROWN ACT MEETINGS"*.

A motion was made by Director Marquez and seconded by Director Moss to approve

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TRES HERMANOS CONSERVATION AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
CHINO HILLS, CALIFORNIA  
JUNE 14, 2023  
PAGE 3

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the Consent Calendar as presented. Motion carried by electronic vote 5-0-2 as follows:

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

**OLD BUSINESS:**           There was none.

**NEW BUSINESS:**

**7. TRES HERMANOS RANCH PUBLIC ACCESS TOUR**

RECOMMENDED ACTION: THAT THE AUTHORITY DISCUSS AND PROVIDE DIRECTION ON A PROPOSED TRES HERMANOS RANCH TOUR STRUCTURE.

Executive Director Montgomery briefed the Board on the staff report, which is on file at the City of Chino Hills City Clerk's office.

Discussion ensued about the logistics of the structured tour that will provide public access with visitors boarding a shuttle vehicle nearby Grand Avenue Park in Chino Hills with stops at three key locations: Arnold Reservoir, the barn and outbuildings, and the scenic Oak Tree at southern end of property. Registration will be required with designated tour times and the number of attendees will be limited to the capacity of shuttles. Staff are expected to serve as docents showcasing the history and key features of the property. The shuttle vehicles transporting the public will need to be capable of navigating through the traverse roadways.

Director Marquez inquired about the number of spots available for the structured tour. Executive Director Montgomery responded they anticipate three shuttles every 90 minutes and depending on the level of interest, additional tours could be scheduled. The proposed timeline will be in late August or early September.

Administrative Director Fox noted that the number of passengers per shuttle is anticipated to be 25 per vehicle totaling 75 passengers per tour and emphasized reservations will need to be made in advance. As part of the reservation process, there will be information stating that there will be no Americans with Disability Act (ADA) accommodations as the tour may include hazardous terrain and wildlife.

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TRES HERMANOS CONSERVATION AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
CHINO HILLS, CALIFORNIA  
JUNE 14, 2023  
PAGE 4

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Director Chou asked if the tour will be limited to only residents of the three cities with an allocated number per city. Executive Director Montgomery responded it will be up to the Board.

Administrative Director Fox stated that the tour will run similar to those that have been conducted for City officials where you can get off the shuttle at each stop and take photos.

Vice-Chair Rogers and Director Moss recommended having Paul Spitzzeri serve in some capacity of the tour to provide historical information.

Jim Gallagher, Chino Hills resident, spoke in favor of the structured tours, and recommended local historian Paul Spitzzeri and a representative from Hills for Everyone be a part of the process. Lastly, he stated a lottery system for registering would be the fairest.

Melanie Schollterback, representing Hills for Everyone, spoke in support of the concept but stated she is concerned that public access could be detrimental to preserving the natural resources of the property, which are still unknown. Lastly, she urged an evaluation of the property, suggested seeking grant funding, recommended limiting the tour frequency, and only allowing visitors to tour the property one-time.

Following discussion, a motion was made by Director Moss and seconded by Director Chou to bring this item back to the Board laying out a formalized process that will include costs. Motion carried by electronic vote 5-0-2 as follows:

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

**AUTHORITY STAFF AND AUTHORITY DIRECTOR COMMENTS:**

Director Marquez recommended setting up meetings with stakeholders regarding the direction and future of the property for the next 10-30 years.

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TRES HERMANOS CONSERVATION AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
CHINO HILLS, CALIFORNIA  
JUNE 14, 2023  
PAGE 5

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**ADJOURNMENT:** There being no further business, Vice-Chair Rogers adjourned the Tres Hermanos Conservation Authority Regular Meeting at 6:26 p.m.

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STAN LIU  
CHAIR

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CHERYL BALZ  
AUTHORITY SECRETARY

DRAFT



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**Date:** July 12, 2023  
**To:** Chair and Board of Directors  
**From:** Benjamin Montgomery, Executive Director  
**Subject:** Payment Register

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**Recommendation:**

Receive and file the payment register for the month ended May 31, 2023.

**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 the month ended May 31, 2023. 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  
Finance Director

**Attachments** Payment Register - May 2023



# Tres Hermanos Conservation Authority

## Payment Register

From 5/1/2023 to 5/31/2023

#	DATE	VENDOR NAME	CONTRACT/ PO#	DESCRIPTION	RETENTION	INVOICE AMT
5179	5/10/2023	CITY OF CHINO HILLS		CH/WATER/03/14/23-04/14/23		\$212.74
	5/10/2023	CITY OF CHINO HILLS		CH/STAFFTIME/MAR23		\$336.71
				<b>TOTAL</b>		<b>\$549.45</b>
5180	5/17/2023	DIAMOND ENVIRONMENTAL SERVICES	THCA22-005	DIAMOND/ RESTROOM RENT/MAY23		\$106.37
				<b>TOTAL</b>		<b>\$106.37</b>
5181	5/31/2023	C & C ENGINEERING, INC.	THCA20-002	CNC/SITE INSPECT/APR23		\$1,840.00
				<b>TOTAL</b>		<b>\$1,840.00</b>
5182	5/31/2023	CITY OF CHINO HILLS		CH/WATER/04/14/23-05/16/23		\$237.82
				<b>TOTAL</b>		<b>\$237.82</b>
5183	5/31/2023	CITY OF INDUSTRY	THCA21-005	LA CNTY/WEED ABT/FEB23		\$19,529.89
				<b>TOTAL</b>		<b>\$19,529.89</b>
5184	5/31/2023	DIAMOND ENVIRONMENTAL SERVICES	THCA22-005	DIAMOND/RESTROOM RENT/JUN23		\$106.37
				<b>TOTAL</b>		<b>\$106.37</b>
5185	5/31/2023	EGOSCUE LAW GROUP, INC.	THCA19-004	EGOSCUE/LEGAL/APR23		\$262.50
				<b>TOTAL</b>		<b>\$262.50</b>
5186	5/31/2023	INDUSTRY SECURITY SERVICES, INC.		INDSTY/SECURITY SRVCS/APR23		\$3,579.76
				<b>TOTAL</b>		<b>\$3,579.76</b>
5187	5/31/2023	JANUS PEST MANAGEMENT, INC.	THCA22-006	JANUS/PEST/APR23		\$75.00
				<b>TOTAL</b>		<b>\$75.00</b>
<b>TOTAL</b>						<b>\$26,287.16</b>

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.



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**Date:** July 12, 2023  
**To:** Chair and Board of Directors  
**From:** Benjamin Montgomery, Executive Director  
**Subject:** Treasurer's Report

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**Recommendation:**

Receive and file the Treasurer's Report for the month ended May 31, 2023.

**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 is the Treasurer's Report for the month ended May 31, 2023.

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  
Finance Director

Attachments Treasurer's Report - May 2023

**Tres Hermanos Conservation Authority  
Treasurer's Report  
For the Month Ended May 31, 2023**

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
<b>Cash and Cash Equivalents</b>					
Citizens Business Bank - Premium Money Market LAIF Account	\$ 76,161	\$ 76,161	0.02%	n/a	40.35%
	114,120	112,581	2.99%	n/a	59.65%
<b>Total Investment Portfolio</b>	<b>\$ 190,281</b>	<b>\$ 188,742</b>			<b>100.00%</b>

<b>Blended Yield of Cash and Investments</b>	<b>1.79%</b>
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<b>Benchmarks:</b>	
LAIF	2.99%
6mo U.S. Treasury	5.46%
2yr U.S. Treasury	4.40%
5yr U.S. Treasury	3.74%

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.



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Christina Buhagiar  
Treasurer

**Tres Hermanos Conservation Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For the Month Ended May 31, 2023**

	<u>Budget 2022/23</u>	<u>May 2023</u>	<u>Fiscal Year To Date 2022/23</u>	<u>% of Budget Used</u>
<b>Revenues:</b>				
Interest Income	\$ -	\$ 1	\$ 2,268	-
Fair Market Value Adjustment	-	-	1,951	-
Rental Income	13,743	1,245	13,545	99%
Reimbursements	4,920	40	2,723	55%
Contributions from Member Agencies	326,636	-	326,636	100%
Total Revenues	<u>345,299</u>	<u>1,286</u>	<u>347,123</u>	<u>101%</u>
<b>Expenditures:</b>				
Contractual Services	248,723	21,658	142,464	57%
Bank Charges	180	-	44	24%
Audit Services	2,040	-	2,040	100%
Legal Services	6,167	262	3,762	61%
Security Services	45,000	3,580	36,797	82%
Professional Services	14,613	337	6,000	41%
Liability Insurance	19,076	-	19,076	100%
Office Supplies	1,519	-	60	4%
Water	4,920	450	3,134	64%
Permits & Fees	6,493	-	6,443	99%
Total Expenditures	<u>348,731</u>	<u>26,287</u>	<u>219,820</u>	<u>63%</u>
Excess of Revenues Over/(Under) Expenditures	<u>\$ (3,432)</u>	<u>\$ (25,001)</u>	<u>\$ 127,303</u>	
<b>Fund Balances:</b>				
Beginning of Fiscal Year			\$ 38,307	
Excess of Revenues Over/(Under) Expenditures			127,303	
As of May 31, 2023			<u>\$ 165,610</u>	<b>A</b>
<b>Fund Balances by City:</b>				
Chino Hills			\$ 55,708	
Diamond Bar			50,814	
Industry			59,088	
Total Fund Balances by City			<u>\$ 165,610</u>	

**A** The ending fund balance in the amount of \$165,610 differs from the bank balance of \$190,281. The \$24,671 difference is the net of (\$25,631) in outstanding checks and \$960 in accounts receivable.



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**Date:** July 12, 2023

**To:** Chair and Board of Directors

**From:** Benjamin Montgomery, Executive Director

**Subject:** Public Access Tour of Tres Hermanos Ranch

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**Recommendation:**

Authorize Tres Hermanos Conservation Authority staff to conduct a public access tour of the Tres Hermanos Ranch.

**Background/Analysis:**

At the June 14, 2023, Tres Hermanos Conservation Authority (Authority) Board Meeting, the Board directed staff to develop a detailed proposal for a public tour of the Tres Hermanos Ranch (Ranch) property. The following proposal includes the proposed event date, tour structure, staffing needs and associated budget requirements.

Staff proposes that a free chaperoned tour of the Ranch occur on September 23, 2023, from 9:00 a.m. to 2:00 p.m. This date was selected to ensure shuttle transportation and adequate staffing were available from Authority member agencies to support the event. Four 25 participant tours will be offered to accommodate a total of 100 participants. Tours will originate at the Diamond Bar Center and last approximately 1.5 hours. Participants will board one of two 25 passenger shuttles leaving hourly at 9:00 a.m., 10:00 a.m., 11:00 a.m., and 12:00 p.m.

Tour participants will visit the portion of the Ranch south of Grand Avenue. Tour guides on the shuttles will provide information about the Authority, the property's history, and answer general questions. The tour will include stops at the Arnold Reservoir, residence/barn, and Majestic Oak. Docents and/or staff will be located at each stop to present exhibits, point out notable features, and provide additional information about the property. Tour participants will be allowed to briefly exit the shuttle at each site for approximately 15 minutes to take pictures and interact with exhibits and docents.

Participants will register via the Authority's website and must fill out a form that includes preferred tour times. Participants under 18 years of age must be accompanied by a parent or legal guardian. Registration will be on a "first-come, first-served" basis. Reasonable accommodations cannot be made for this activity under the American with Disabilities Act due to transportation limitations and due to the tour occurring on a working ranch in a natural and unimproved setting without improvements, sidewalks, paths and other amenities. A liability waiver

indemnifying the Authority and member agencies from any liability is required and included in the registration form.

Event staff are needed to assist with set-up, check-in, tours, tour stops, and general support/site security. Staffing will be provided by the Authority member agencies Chino Hills, Diamond Bar, and City of Industry. Staff also intends to consult and involve subject-matter experts such as local historian Paul Spitzzeri on developing the cultural and natural history program elements of the tour.

**Budget**

The Authority's staff estimates that the tour will cost approximately \$5,000. Transportation will be provided by two shuttles for approximately \$3,000. Staff proposes to provide participant with giveaways to commemorate the event. Giveaways could include an Authority logo pin, bag, and/or water bottle. The estimated cost for miscellaneous items such as website registration modifications, displays, brochures, trash containers, and refreshments for staff and participants is \$1,000.

**Fiscal Impact:**

The Authority Fiscal Year 2023/24 budget does not include specific funding for the proposed event. However, sufficient funding exists in other program areas for the budget to absorb the proposed expenses; therefore, a budget amendment is not requested at this time. Authority staff will evaluate if a budget amendment is needed to cover these costs during the mid-year budget review process.

Respectfully Submitted,



Benjamin Montgomery  
Executive Director