



Chino Hills · Diamond Bar · Industry

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

**WEDNESDAY, MARCH 13, 2024, AGENDA  
6:00 P.M. PUBLIC MEETING - CLOSED SESSION**

**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, CATHY 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](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 / ROLL CALL

### PLEDGE OF ALLEGIANCE

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 January 10, 2024 Regular Meeting Minutes
3. Receive and file Payment Registers for months ended December 31, 2023 and January 31, 2024
4. Receive and file Treasurer's Reports for months ended December 31, 2023 and January 31, 2024
5. Appoint Lance, Soll & Lunghard, LLP as certified public accountants to provide financial auditing services for Fiscal Year 2023-24 audit
6. Authorize execution of Amendment No. 2 to Agreement No. THCA20-002 with C & C Engineering, Inc. increasing total not-to-exceed amount from \$118,600 to \$200,000 and extending agreement term to December 31, 2025 for continued consulting services around Tres Hermanos property
7. Adopt resolution adopting Statement of Investment Policy for Fiscal Year 2024-25

### OLD BUSINESS:

There is none.

### NEW BUSINESS:

8. Adopt resolution adopting budget for Fiscal Year 2024-25
9. Authorize Tres Hermanos Conservation Authority staff to conduct additional public access tours of Tres Hermanos Ranch

### AUTHORITY DIRECTOR COMMENTS:

### CONVENE TO CLOSED SESSION

## CALL TO ORDER / ROLL CALL

10. PUBLIC COMMENTS: At this time members of the public may address the Authority regarding any items appearing on the Closed Session agenda. **Comments are limited to five minutes per Speaker.**

### RECESS INTO CLOSED SESSION

## **CLOSED SESSION**

11. Conference with Real Property Negotiators pursuant to Government Code Section 54956.8 for price and terms for residential rental agreement THCA20-001 at Tres Hermanos Conservation Authority Ranch (APN 1000-031-15); Cherie Wood and Adam Chase, Negotiators, and Executive Director Benjamin Montgomery and Deputy Executive Director Joshua Nelson, Authority Negotiators

## **RECONVENE REGULAR MEETING**

## **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

**ADJOURNMENT:** The next regular Tres Hermanos Conservation Authority meeting will be Wednesday, May 8, 2024 at 6:00 p.m.

---

TRES HERMANOS CONSERVATION AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
CHINO HILLS, CALIFORNIA  
JANUARY 10, 2024  
PAGE 1

---

**CALL TO ORDER**

The Regular Meeting of the Tres Hermanos Conservation Authority was called to order by Chair Liu at 6:05 p.m. in the City of Chino Hills Council Chambers, City Hall.

**ROLL CALL:**

Directors in attendance: Stan Liu, Chair  
Peter Rogers, Vice-Chair  
Andrew Chou, Director  
Cynthia Moran, Director  
Cory Moss, Director  
Mark Radecki, Director

Directors absent: Cathy Marcucci, Director

Staff in attendance: Benjamin Montgomery, Executive Director  
Tracy Egoscue, General Counsel (arrived at 6:07 p.m.)  
Dan Fox, Administrative Director  
Joshua Nelson, Deputy Executive Director  
Christa Buhagiar, Treasurer  
Lynnae Sisemore, Acting Authority Secretary  
Jessica Contreras, Deputy City Clerk II

Staff absent: None

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Vice Chair Rogers.

**1. PUBLIC COMMENTS:** There were none.

**REORGANIZATION OF THE BOARD OF DIRECTORS**

Selection of Chair:

A motion was made by Chair Liu to nominate Vice-Chair Rogers to serve as Chair of the Tres Hermanos Conservation Authority. Director Moran

---

---

TRES HERMANOS CONSERVATION AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
CHINO HILLS, CALIFORNIA  
JANUARY 10, 2024  
PAGE 2

---

---

seconded the motion. No other nominations were offered. Motion carried by electronic vote of 6-0-1.

AYES: DIRECTORS: CHOU, LIU, MORAN, MOSS, RADECKI  
ROGERS  
NOES: DIRECTORS: NONE  
ABSENT: DIRECTORS: MARCUCCI

Selection of Vice-Chair:

A motion was made by Chair Rogers to nominate Director Moss to serve as Vice-Chair of the Tres Hermanos Conservation Authority. Director Radecki seconded the motion. No other nominations were offered. Motion carried by electronic vote of 6-0-1.

AYES: DIRECTORS: CHOU, LIU, MORAN, MOSS, RADECKI  
CHAIR ROGERS  
NOES: DIRECTORS: NONE  
ABSENT: DIRECTORS: MARCUCCI

**CONSENT CALENDAR:**

**2. MINUTES OF NOVEMBER 8, 2023, REGULAR MEETING**

RECOMMENDED ACTION: THAT THE AUTHORITY APPROVE THE NOVEMBER 8, 2023, REGULAR TRES HERMANOS CONSERVATION AUTHORITY MEETING MINUTES.

**3. PAYMENT REGISTER**

RECOMMENDED ACTION: THAT THE AUTHORITY RECEIVE AND FILE THE PAYMENT REGISTERS FOR THE MONTHS ENDED OCTOBER 31, AND NOVEMBER 30, 2023.

**4. TREASURER'S REPORT**

RECOMMENDED ACTION: THAT THE AUTHORITY RECEIVE AND FILE THE TREASURER'S REPORTS FOR THE MONTHS ENDED OCTOBER 31, AND NOVEMBER 30, 2023.

---

---

TRES HERMANOS CONSERVATION AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
CHINO HILLS, CALIFORNIA  
JANUARY 10, 2024  
PAGE 3

---

---

**5. AUDITED FINANCIAL STATEMENTS FY 22/23**

RECOMMENDED ACTION: THAT THE AUTHORITY RECEIVE AND FILE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2023.

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 6-0-1 as follows:

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

**OLD BUSINESS:** There was none.

**NEW BUSINESS:** There was none.

**AUTHORITY DIRECTOR COMMENTS:** There was none.

**CONVENE TO CLOSED SESSION**

**CALL TO ORDER / ROLL CALL**

The Closed Session portion of the of the Tres Hermanos Conservation Authority was called to order by Chair Rogers at 6:11 p.m. in the City of Chino Hills Council Chambers, City Hall.

**6. PUBLIC COMMENTS:** There were none.

**RECESS INTO CLOSED SESSION**

Chair Rogers declared the meeting recessed at 6:12 p.m. for Closed Session. Acting Authority Secretary Sisemore did not attend this portion of the meeting.

**REAL PROPERTY NEGOTIATIONS**

Conference with Real Property Negotiators pursuant to Government Code Section 54956.8 for price and terms of property easement to construct, reconstruct, maintain, operate, enlarge, remove, and replace a water transportation line located at Tres Hermanos Conservation Authority Ranch (APN 1000 021 13); Metropolitan Water District of Southern California Representative James Vanden Akker, Negotiator, and Executive Director Benjamin Montgomery and Deputy Executive Director Joshua Nelson, Authority Negotiators.

---

TRES HERMANOS CONSERVATION AUTHORITY  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
CHINO HILLS, CALIFORNIA  
JANUARY 10, 2024  
PAGE 4

---

**RECONVENE REGULAR MEETING**

Chair Rogers reconvened the meeting at 6:27 p.m.

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

There was no reportable action taken in Closed Session.

**ADJOURNMENT:** There being no further business, Chair Rogers adjourned the Tres Hermanos Conservation Authority Regular Meeting at 6:27 p.m.

---

PETER ROGERS  
CHAIR

---

LYNNAE SISEMORE  
ACTING AUTHORITY SECRETARY

DRAFT



Chino Hills · Diamond Bar · Industry

---

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

---

**Recommendation:**

Receive and file the payment registers for December 2023 and January 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 are the payment registers for December 2023 and January 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:

Benjamin Montgomery  
Executive Director

Christa Buhagiar  
Treasurer

**Attachments** Payment Register - December 2023  
Payment Register - January 2024



# Tres Hermanos Conservation Authority

## Payment Register

From 12/1/2023 to 12/31/2023

#	DATE	VENDOR NAME	CONTRACT/ PO#	DESCRIPTION	RETENTION	INVOICE AMT
5242	12/6/2023	CITY OF CHINO HILLS		CH/STAFF TIME/OCT23		\$614.35
<b>TOTAL</b>						<b>\$614.35</b>
5243	12/13/2023	INDUSTRY SECURITY SERVICES, INC		INDSTY/SECURITY SRVCS/NOV23		\$3,890.64
<b>TOTAL</b>						<b>\$3,890.64</b>
5244	12/20/2023	CITY OF INDUSTRY	THCA21-005	LACNTY/PEST/SEP23		\$13,603.15
<b>TOTAL</b>						<b>\$13,603.15</b>
5245	12/20/2023	JANUS PEST MANAGEMENT, INC.	THCA22-006	JANUS/PEST/NOV23		\$210.00
<b>TOTAL</b>						<b>\$210.00</b>
5246	12/20/2023	LANCE, SOLL & LUNGHARD LLP	A2021-065	2023 TRES HERMANOS AUDIT		\$64.00
<b>TOTAL</b>						<b>\$64.00</b>
<b>TOTAL</b>						<b>\$18,382.14</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.

# Tres Hermanos Conservation Authority

## Payment Register

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

#	DATE	VENDOR NAME	CONTRACT/ PO#	DESCRIPTION	RETE	INVOICE AMT
5247	1/10/2024	C & C ENGINEERING, INC.	THCA20-002	CNC/FIELDMGMT/NOV23		\$2,002.50
				<b>TOTAL</b>		<b>\$2,002.50</b>
5248	1/10/2024	CITY OF CHINO HILLS		CH/WATER/11.15.23-12.12.23		\$221.10
	1/10/2024	CITY OF CHINO HILLS		CH/STAFF TIME/NOV23		\$522.20
				<b>TOTAL</b>		<b>\$743.30</b>
5249	1/10/2024	DIAMOND ENVIRONMENTAL SERVICES	THCA23-003	DIAMOND/RESTROOM RENT/12/04/23-12/31/23		\$106.78
				<b>TOTAL</b>		<b>\$106.78</b>
5250	1/17/2024	C & C ENGINEERING, INC.	THCA20-002	CNC/FIELDMGMT/DEC23		\$1,642.50
				<b>TOTAL</b>		<b>\$1,642.50</b>
5251	1/17/2024	DIAMOND ENVIRONMENTAL SERVICES	THCA23-003	DIAMOND/RESTROOM RENT/01-01-24-01-28-24		\$106.78
				<b>TOTAL</b>		<b>\$106.78</b>
5252	1/17/2024	INDUSTRY SECURITY SERVICES, INC		INDSTY SECURITY SRVCS DEC23		\$3,890.64
				<b>TOTAL</b>		<b>\$3,890.64</b>
5253	1/17/2024	JANUS PEST MANAGEMENT, INC.	THCA22-006	JANUS/PEST/DEC23		\$75.00
				<b>TOTAL</b>		<b>\$75.00</b>
5254	1/17/2024	TOWN WEB DESIGN LLC	THCA21-003	TOWNWEB/WEB EMAIL/GOOGLE		\$198.00
				<b>TOTAL</b>		<b>\$198.00</b>
5255	1/31/2024	CITY OF CHINO HILLS		CH/WATER 12/12/23-01/17/24		\$212.74
				<b>TOTAL</b>		<b>\$212.74</b>
<b>TOTAL</b>						<b>\$8,978.24</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.



Chino Hills · Diamond Bar · Industry

---

**Date:** March 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 December 31, 2023, and January 31, 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 December 31, 2023, and January 31, 2024.

Respectfully Submitted,

Recommended By:

Benjamin Montgomery  
Executive Director

Christa Buhagiar  
Treasurer

**Attachments** Treasurer's Report - December 2023  
Treasurer's Report - January 2024

**Tres Hermanos Conservation Authority  
Treasurer's Report  
For the Month Ended December 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	\$ 27,603	\$ 27,603	0.02%	n/a	7.72%
	332,298	330,152	3.93%	n/a	92.28%
<b>Total Investment Portfolio</b>	<b>\$ 359,901</b>	<b>\$ 357,755</b>			<b>100.00%</b>

<b>Blended Yield of Cash and Investments</b>	<b>3.63%</b>
--	--------------

<b>Benchmarks:</b>	
LAIF	3.93%
6mo U.S. Treasury	5.26%
2yr U.S. Treasury	4.23%
5yr U.S. Treasury	3.84%

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, 2023**

	<u>Budget 2023/24</u>	<u>December 2023</u>	<u>Fiscal Year To Date 2023/24</u>	<u>% of Budget Used</u>
<b>Revenues:</b>				
Interest Income	\$ -	\$ -	\$ 2,287	-
Fair Market Value Adjustment	-	-	1,731	-
State Grant Revenue	80,000	-	55,133	-
Rental Income	15,474	1,088	9,685	63%
Reimbursements	5,293	250	1,756	33%
Contributions from Member Agencies	270,990	-	270,990	100%
<b>Total Revenues</b>	<u>371,757</u>	<u>1,338</u>	<u>341,582</u>	<u>92%</u>
<b>Expenditures:</b>				
Contractual Services	277,149	13,813	60,232	22%
Bank Charges	300	1	5	2%
Audit Services	2,082	64	2,080	100%
Legal Services	7,101	-	2,625	37%
Security Services	48,561	3,891	19,252	40%
Professional Services	15,000	614	3,010	20%
Liability Insurance	21,000	-	1,823	9%
Office Supplies	1,660	-	860	52%
Water	5,301	-	1,716	32%
Permits & Fees	5,775	-	313	5%
<b>Total Expenditures</b>	<u>383,929</u>	<u>18,383</u>	<u>91,916</u>	<u>24%</u>
<b>Excess of Revenues Over/(Under) Expenditures</b>	<u>\$ (12,172)</u>	<u>\$ (17,045)</u>	<u>\$ 249,666</u>	
<b>Fund Balances:</b>				
Beginning of Fiscal Year			\$ 97,399	
Excess of Revenues Over/(Under) Expenditures			249,666	
As of December 31, 2023			<u>\$ 347,065</u>	<b>A</b>
<b>Fund Balances by City:</b>				
Chino Hills			\$ 116,193	
Diamond Bar			111,299	
Industry			119,573	
<b>Total Fund Balances by City</b>			<u>\$ 347,065</u>	

**A** The ending fund balance in the amount of \$347,065 differs from the bank balance of \$359,901. The (\$12,836) difference is the net of \$977 in accounts receivable and (\$13,813) in outstanding checks.

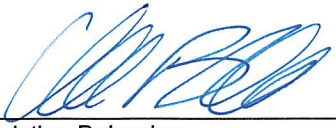
**Tres Hermanos Conservation Authority  
Treasurer's Report  
For the Month Ended January 31, 2024**

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	\$ 56,534	\$ 56,534	0.02%	n/a	16.61%
	285,637	283,793	4.01%	n/a	83.39%
<b>Total Investment Portfolio</b>	<b>\$ 342,171</b>	<b>\$ 340,327</b>			<b>100.00%</b>

<b>Blended Yield of Cash and Investments</b>	<b>3.35%</b>
--	--------------

<b>Benchmarks:</b>	
LAIF	4.01%
6mo U.S. Treasury	5.18%
2yr U.S. Treasury	4.27%
5yr U.S. Treasury	3.91%

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, 2024**

	<u>Budget 2023/24</u>	<u>January 2024</u>	<u>Fiscal Year To Date 2023/24</u>	<u>% of Budget Used</u>
<b>Revenues:</b>				
Interest Income	\$ -	\$ 3,340	\$ 5,627	-
Fair Market Value Adjustment	-	-	1,731	-
State Grant Revenue	80,000	-	55,133	-
Rental Income	15,474	1,088	10,772	70%
Reimbursements	5,293	221	1,977	37%
Contributions from Member Agencies	270,990	-	270,990	100%
<b>Total Revenues</b>	<u>371,757</u>	<u>4,649</u>	<u>346,230</u>	<u>93%</u>
<b>Expenditures:</b>				
Contractual Services	277,149	3,933	64,165	23%
Bank Charges	300	21	26	9%
Audit Services	2,082	-	2,080	100%
Legal Services	7,101	-	2,625	37%
Security Services	48,561	3,891	23,143	48%
Professional Services	15,000	522	3,532	24%
Liability Insurance	21,000	-	1,823	9%
Office Supplies	1,660	198	1,057	64%
Water	5,301	434	2,150	41%
Permits & Fees	5,775	-	313	5%
<b>Total Expenditures</b>	<u>383,929</u>	<u>8,999</u>	<u>100,914</u>	<u>26%</u>
<b>Excess of Revenues Over/(Under) Expenditures</b>	<u>\$ (12,172)</u>	<u>\$ (4,350)</u>	<u>\$ 245,316</u>	
<b>Fund Balances:</b>				
Beginning of Fiscal Year			\$ 97,399	
Excess of Revenues Over/(Under) Expenditures			245,316	
As of January 31, 2024			<u>\$ 342,715</u>	<b>A</b>
<b>Fund Balances by City:</b>				
Chino Hills			\$ 114,743	
Diamond Bar			109,849	
Industry			118,123	
<b>Total Fund Balances by City</b>			<u>\$ 342,715</u>	

**A** The ending fund balance in the amount of \$342,715 differs from the bank balance of \$342,171. The \$544 difference is the net of \$1,165 in accounts receivable and (\$621) in outstanding checks.



Chino Hills · Diamond Bar · Industry

---

**Date:** March 13, 2024  
**To:** Chair and Board of Directors  
**From:** Benjamin Montgomery, Executive Director  
**Subject:** Appoint Certified Public Accountants

---

**Recommendation:**

Appoint Lance, Soll & Lunghard, LLP, as the certified public accountants to provide financial auditing services for the Fiscal Year 2023-24 audit.

**Background/Analysis:**

Pursuant to the Amended and Restated Tres Hermanos Conservation Authority Joint Powers Agreement Section 3.8 Treasurer, the certified public accountant shall be annually appointed by the Board. In January 2021, the City of Chino Hills issued a Request for Proposal (RFP) for financial auditing services and after reviewing 10 proposals, entered into a five-year contract with Lance, Soll & Lunghard, LLP. The Authority's annual financial audit is included in these services.

**Fiscal Impact:**

There is sufficient funding in the Authority's operating budget to cover the Fiscal Year 2023-24 cost of the Lance, Soll & Lunghard, LLP, financial auditing services. Future financial auditing service costs will be budgeted for in the appropriate fiscal year.

Respectfully Submitted,

Recommended By:

  
Benjamin Montgomery  
Executive Director

  
Christa Buhagiar  
Treasurer





Chino Hills · Diamond Bar · Industry

---

**Date: March 13, 2024**

**To: Chair and Board of Directors**

**From: Benjamin Montgomery, Executive Director**

**Subject: Amendment No. 2 to Agreement No. THCA20-002 with C&C Engineering, Inc. for Engineering & Field Operation Management Services**

---

---

**Recommendation:**

Authorize the execution of Amendment No. 2 to Agreement No. THCA20-002 with C & C Engineering, Inc. increasing the total not-to-exceed amount from \$118,600 to \$200,000 and extending the agreement term to December 31, 2025.

**Background/Analysis:**

On December 16, 2020, the Board authorized a consulting agreement with C & C Engineering (C & C) for various services related to the Tres Hermanos property. The services included conducting water surface elevation measurements at the Arnold Reservoir Dam (as mandated by the state and requiring the expertise of a registered civil engineer), provide on-call civil engineering services, and overseeing various property tasks.

On January 11, 2023, the Board approved Amendment No. 1, increasing the not-to-exceed amount to \$118,600. The cumulative cost of the consulting services to date stands at \$111,447.50, with a remaining balance of \$7,152.50 on the agreement.

The Board is currently in the third year of the C & C agreement and will need continued consulting services around the property. The proposed Amendment No. 2 seeks to increase the total not-to-exceed amount from \$118,600 to \$200,000 and extend the agreement term to December 31, 2025.

**Fiscal Impact:**

The proposed not-to-exceed amendment amount is not a commitment to spend, rather a commitment to pricing. There is sufficient funding in Fiscal Year 2023-24 to cover current fiscal year costs. Future agreement costs will be budgeted for in the appropriate fiscal year.

Respectfully Submitted,

Recommended By:



Benjamin Montgomery  
Executive Director



Christa Buhagiar  
Treasurer

Attachments Amend No. 2 THCA20-002

## TRES HERMANOS CONSERVATION AUTHORITY

### AMENDMENT NO. 2 TO AGREEMENT NO. THCA20-002

THIS AMENDMENT NO. 2 (“Amendment”) to Professional Civil Engineering Services Agreement No. THCA20-002 (the “Agreement”) is entered into by and between the TRES HERMANOS CONSERVATION AUTHORITY, a joint powers authority, hereinafter called “Authority,” and C & C ENGINEERING, INC., a California corporation hereinafter called “Consultant”, collectively referred to as the “Parties.”

**WHEREAS**, the Parties entered into Professional Services Agreement No. THCA20-002 on December 17, 2020;

**WHEREAS**, on January 11, 2023, the Parties by Amendment No. 1 to Agreement No. THCA20-002 replaced section 5 words “Total compensation shall not exceed \$85,000” with “Total compensation shall not exceed \$118,600”; and

**NOW, THEREFORE**, in exchange for valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

2. Section 5 of the Agreement is amended to read as follows:

"5. COMPENSATION AND METHOD OF PAYMENT. Compensation to the Consultant shall be as set forth in Exhibit B “Compensation” attached hereto and made a part hereof. Total compensation shall not exceed \$200,000. Payments shall be made within forty-five (45) days after receipt of each invoice as to all undisputed fees. If the Authority disputes any of consultant’s fees, it shall give written notice to Consultant within 30 days of receipt of an invoice of any disputed fees set forth on the invoice."

3. Section 9 of the Agreement is amended to read as follows:

"9. TERMINATION OF AGREEMENT. This Agreement will terminate on December 31, 2025. This Agreement may be terminated with or without cause by either party upon 30 days written notice. In the event of such termination, Consultant shall be compensated for non-disputed fees under the terms of this Agreement up to the date of termination."

4. Replace Section 23 of the Agreement is amended in its entirety to read as follows:

"NOTICES. Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal delivery, (ii) delivery by a reputable document delivery service, such as, but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may

later designate by notice. In addition to one of the three methods set forth above, the parties are encouraged to provide a copy of said notice by email at the email address listed below:

Authority.

Tres Hermanos Conservation  
Authority  
Attention: Authority Secretary  
14000 City Center Drive  
Chino Hills, California 91709

Email: cityclerk@chinohills.org

Consultant.

C & C Engineering, Inc.  
Attention: Clement Calvillo, President  
255 N. Hacienda Blvd., Suite 222  
City of Industry, CA 91744

Email: ccalvillo@cnc-eng.com

The notices shall be deemed to have been given as of the date of personal service, or three (3) days after the date of deposit of the same in the custody of the United States Postal Service."

5. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, and may be executed in counterparts. Electronically signed copies of this Amendment utilizing technology which conforms to the requirements in both Government Code Section 16.5 and 2 California Code of Regulations Section 22003 shall legally bind the parties to the same extent as original documents.
6. Except as modified by this Amendment 2, all other terms and conditions of the Agreement remain the same.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed as of March 13, 2024.

**TRES HERMANOS CONSERVATION  
AUTHORITY**

**C & C ENGINEERING, INC.**

\_\_\_\_\_  
**Peter Rogers  
Chair**

DocuSigned by:  
*Clement Calvillo*  
FFFE57B5F4BD4A3...

\_\_\_\_\_  
**(Signature)**

ccalvillo@cnc-eng.com

\_\_\_\_\_  
**(Typed/Printed Name)**

President

\_\_\_\_\_  
**(Title)**

3/7/2024

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Date)**

**ATTEST:**

\_\_\_\_\_  
**Cheryl Balz  
Authority Secretary**

\_\_\_\_\_  
**(Date)**

**APPROVED AS TO FORM**

DocuSigned by:  
*[Signature]*  
4B5CC88CEA2A455...

\_\_\_\_\_  
**Tracy J. Egoscue  
Authority General Counsel**



Chino Hills · Diamond Bar · Industry

---

**Date:** March 13, 2024  
**To:** Chair and Board of Directors  
**From:** Benjamin Montgomery, Executive Director  
**Subject:** Statement of Investment Policy for Fiscal Year 2024-25

---

**Recommendation:**

Adopt a resolution entitled: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRES HERMANOS CONSERVATION AUTHORITY, ADOPTING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2024-25

**Background/Analysis:**

Pursuant to the Amended and Restated Tres Hermanos Conservation Authority (Authority) Joint Powers Agreement Section 3.8 Treasurer, an investment policy will need to be annually adopted by the Board of Directors, as required by the State of California Government Code Section 53646, and consistent with Government Code Sections 16429.1, 53601, 53635, and 53684, as they may be amended.

No revisions were made to the Authority's Statement of Investment Policy (Investment Policy) for Fiscal Year 2024-25 (see Exhibit A).

Respectfully Submitted,

Recommended By:

Benjamin Montgomery  
Executive Director

Christa Buhagiar  
Treasurer

**Attachments** Resolution  
Exhibit A - Tres Hermanos Investment Policy

RESOLUTION NO. THCA 2024-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRES HERMANOS CONSERVATION AUTHORITY, ADOPTING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2024-25

**WHEREAS**, the Statement of Investment Policy provides the Board of Directors (Board) shall annually review the Statement of Investment Policy; and

**WHEREAS**, the Tres Hermanos Conservation Authority (Authority) requests to adopt the Statement of Investment Policy for the Fiscal Year 2024-25.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TRES HERMANOS CONSERVATION AUTHORITY DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** Investments of the Authority's funds for the Fiscal Year 2024-25 shall be made in accordance with the Authority's Statement of Investment Policy attached to this Resolution as Exhibit A.

**SECTION 2.** The policy adopted by this Resolution is in addition to and supplements any other legal requirements.

**SECTION 3.** The Statement of Investment Policy adopted by this Resolution supersedes all investment policies previously adopted by the Board.

**SECTION 4.** The Treasurer must make a monthly report of any investment transactions to the Board as required by Government Code Section 53607.

**SECTION 5.** This Resolution will take effect on July 1, 2024.

**PASSED, APPROVED, AND ADOPTED** this 13th day of March 2024.

---

Peter Rogers, Chair  
Tres Hermanos Conservation Authority

ATTEST:

I, Cheryl Balz, 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 13th day of March 2024, by the following Roll Call vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

ABSTAIN: DIRECTORS:

---

Cheryl Balz, Secretary  
Tres Hermanos Conservation Authority



## Exhibit A

### TRES HERMANOS CONSERVATION AUTHORITY Statement of Investment Policy Fiscal Year 2024-25

#### I. POLICY

It is the policy of the Tres Hermanos Conservation Authority ("Authority") to meet the short and long-term cash flow demands of the Authority in a manner which will provide for the safety of principal and sufficient liquidity while providing an investment return. The purpose of this Statement of Investment Policy ("Investment Policy") is to outline a process of the investment of Authority funds in a prudent manner in order to meet Authority objectives.

#### II. SCOPE

This Investment Policy applies to all investment activities and financial assets of the Authority held by the Authority and its agents and trustees.

#### III. DELEGATION OF AUTHORITY

Pursuant to the Authority's By-Laws the Treasurer shall perform the duties as authorized in Section 6506 et seq. of the Government Code.

Where the Board of Directors delegates the responsibility for investing the Authority's funds to the Treasurer, if the Treasurer is absent or otherwise unavailable to make investments, the Treasurer delegates those responsibilities to the Finance Manager at the City of Chino Hills. Investments made by the Finance Manager will be restricted to the State of California Local Agency Investment Fund ("LAIF"). The Treasurer may delegate to subordinates the execution of daily investment transactions. These investment transactions shall be approved by the Treasurer.

#### IV. PRUDENCE

All investments purchased shall have daily liquidity or a final stated maturity date upon which the full principal value of the security will be received. Although the investment will mature at full principal value, it is recognized that the market will vary throughout the life of the security.

#### V. OBJECTIVE

The objective of the investment portfolio is to meet the short and long-term cash flow demands of the Authority. To achieve this objective, the portfolio will be structured to provide safety of principal and liquidity while then providing a return on investments.

The following criteria, in priority order, shall govern all investment decisions.

A. Safety of Principal

Investments of the Authority shall be undertaken in a manner that seeks to ensure that capital losses are minimized, whether from institution default or erosion of the market value of securities. The Authority shall seek to preserve principal by mitigating the two types of risk in order of importance: 1) credit risk, and 2) market or interest rate risk.

1. Credit Risk. Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by purchasing Treasuries or high-grade securities. All investments beyond Treasury securities will be diversified so that the failure of any one issuer would not unduly harm the Authority's cash flow. Credit risk shall also be mitigated by pre-qualifying financial institutions, broker/dealers, intermediaries and advisors with which the Authority does business.
2. Market or Interest Rate Risk. Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by structuring the funds so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and by investing operating funds primarily in shorter-term securities. The cash flow is updated on a daily basis and will be considered prior to the investment of securities, which will reduce the necessity to sell investments for liquidity purposes. Long-term securities shall not be purchased for the sole purpose of short-term speculation. Securities shall not be sold prior to maturity with the following exceptions: 1) a declining credit security would be sold early to minimize loss of principal, 2) a security swap would improve the quality, yield, or target duration in the portfolio, or 3) liquidity needs of the portfolio require that the security be sold. Purchases of investments will be restricted to securities with a final stated maturity not to exceed five (5) years.

B. Liquidity

The funds shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

C. Return on Investments

The funds shall be designed to attain a return on investments through budgetary and economic cycles, taking into account the investment risk

constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

## **VI. ETHICS AND CONFLICTS OF INTEREST**

The Treasurer and other employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. The Treasurer and investment employees shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity. The Treasurer and investment employees are required to file annual disclosure statements as required by the Fair Political Practices Commission (FPPC). During the course of the year, if there is an event subject to disclosure that could impair the ability of the Treasurer or investment employees to make impartial decisions, the Board of Directors will be notified in writing within 10 days of the event.

## **VII. SAFEKEEPING OF SECURITIES**

Investments in LAIF are undeliverable and are not subject to delivery or third-party safekeeping. The Treasurer shall not be responsible for securities delivered to and received for by a financial institution until they are withdrawn from the financial institution by the Treasurer.

On a monthly basis, the custodial asset statement shall be reconciled with the month end portfolio holdings. On an annual basis, the external auditor confirms investment holdings.

## **VIII. REPORTING**

Pursuant to Section 53607 and Section 53646 of the Government Code, the Treasurer shall render a report to the Board of Directors containing detailed information on all investments and moneys of the Authority. The report will be submitted on a monthly basis and be provided to the Board of Directors within 45 days following the end of the month.

The report will contain the following information on the funds that are subject to this Investment Policy: 1) the type of investment, name of the insurer, date of maturity, cost in each investment, 2) the market value and source of the valuation, 3) a description of the compliance with the statement of Investment Policy, and 4) a statement denoting the Authority's ability to meet its pool's expenditure requirements for the next six months, and 5) transactions for the period.

## **IX. INTERNAL CONTROLS**

The Treasurer shall develop a system of internal investment controls and a segregation of responsibilities of investment functions in order to assure an adequate system of internal control over the investment function. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected.

## **X. AUTHORIZED INVESTMENTS**

The Authority's investments are governed by California Government Code, Sections 53600 *et seq.* Within the investments permitted by the Code, the Authority seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits and credit limits listed in this section apply at the time the security is purchased.

**STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)**, provided that:

- The Authority may invest up to the maximum amount permitted by LAIF.
- LAIF's investments in instruments prohibited by or not specified in the Authority's policy do not exclude the investment in LAIF itself from the Authority's list of allowable investments, provided LAIF's reports allow the Treasurer to adequately judge the risk inherent in LAIF's portfolio.

## **XI. PROHIBITED INVESTMENTS AND TRANSACTIONS**

- A. The Authority shall not invest any funds in inverse floaters, range notes, or mortgage derived, interest-only strips.
- B. The Authority shall not invest any funds in any security that could result in zero interest accrual if held to maturity. However, the Authority may hold prohibited instruments until their maturity dates. The limitation in this subdivision shall not apply to Authority investments in shares of beneficial interest issued by diversified management companies registered under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, and following) that are authorized for investment pursuant to Section XIV, above.
- C. No credit union may act as a selected depository institution under Section 53601.8 or Section 53635.8 for certificates of deposit.
- D. The Authority shall not purchase or sell securities on margin.

- E. Reverse Repurchase Agreements shall not be directly used by the Authority.
- F. The purchase of foreign currency denominated securities is prohibited.

## **XII. POLICY REVIEW**

In accordance with amended Section 53646 of the Government Code, the Treasurer will annually render a Statement of Investment Policy for review and adoption by the Board of Directors to ensure its consistency with the overall objectives of preservation of principal, liquidity, and return, and its relevance to current law, financial and economic trends, and to meet the needs of the Authority.

## Glossary of Investment Terms

- BROKER.** A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.
- CREDIT RISK.** The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.
- DEALER.** A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.
- DURATION.** The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).
- LIQUIDITY.** The speed and ease with which an asset can be converted to cash.
- LOCAL AGENCY INVESTMENT FUND (LAIF).** A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.
- MARGIN.** The difference between the market value of a security and the loan a broker makes using that security as collateral.
- MODIFIED DURATION.** The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.
- REPURCHASE AGREEMENT.** Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.
- SAFEKEEPING.** A service to bank customers whereby securities are held by the bank in the customer's name.



Chino Hills · Diamond Bar · Industry

**Date:** March 13, 2024

**To:** Chair and Board of Directors

**From:** Benjamin Montgomery, Executive Director

**Subject:** Budget for Fiscal Year 2024-25

---

**Recommendation:**

Adopt a resolution entitled: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRES HERMANOS CONSERVATION AUTHORITY, ADOPTING A BUDGET FOR FISCAL YEAR 2024-25.

**Background/Analysis:**

Per the Amended and Restated Tres Hermanos Conservation Authority (Authority) Joint Powers Agreement Section 5.1 Annual Budget, the Board of Directors (Board) shall adopt an annual budget. The proposed budget for Fiscal Year (FY) 2024-25 is \$356,421. The proposed budget requires an additional contribution from each city of \$95,473 each. The proposed budget is funded utilizing \$86,171 of unspent funds from the FY 2023-24 budget and anticipates \$19,476 in revenue.

In accordance with the 10% reserve policy established by the Board on February 17, 2021, the proposed budget includes an ending fund balance of \$35,645. This aligns with the Authority's fund balance reserve policy. Attached to the staff report is a consolidated proposed budget for Fiscal Year 2024-25.

Respectfully Submitted,

Recommended By:

Benjamin Montgomery  
Executive Director

Christa Buhagiar  
Treasurer

**Attachments** Proposed Budget for Fiscal Year 2024-25  
Resolution

**TRES HERMANOS CONSERVATION AUTHORITY  
PROPOSED BUDGET  
FISCAL YEAR 2024-25**

<b>Proposed Budget for Fiscal Year (FY) 2024-25</b>				
	<b>Total</b>	<b>Chino Hills</b>	<b>Diamond Bar</b>	<b>Industry</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>\$ 86,171</b>	<b>\$ 29,228</b>	<b>\$ 24,334</b>	<b>\$ 32,609</b>
<b>REVENUES</b>				
Rental Income	\$ 15,312	\$ 5,104	\$ 5,104	\$ 5,104
Other Revenues	4,164	1,388	1,388	1,388
Membership Contribution	286,419	95,473	95,473	95,473
<b>TOTAL REVENUES</b>	<b>\$ 305,895</b>	<b>\$ 101,965</b>	<b>\$ 101,965</b>	<b>\$ 101,965</b>
<b>EXPENDITURES</b>				
Contractual Services	\$ 245,952	\$ 81,984	\$ 81,984	\$ 81,984
Banking	300	100	100	100
Audit Services	2,124	708	708	708
Legal Services	5,400	1,800	1,800	1,800
Security Services	53,835	17,945	17,945	17,945
Professional Services	15,000	5,000	5,000	5,000
Liability and Insurance	21,630	7,210	7,210	7,210
Office Supplies	1,347	449	449	449
Utilities	3,690	1,230	1,230	1,230
Permits & Fees	7,143	2,381	2,381	2,381
<b>TOTAL EXPENDITURES</b>	<b>\$ 356,421</b>	<b>\$ 118,807</b>	<b>\$ 118,807</b>	<b>\$ 118,807</b>
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 35,645</b>	<b>\$ 12,386</b>	<b>\$ 7,492</b>	<b>\$ 15,767</b>



RESOLUTION THCA NO. 2024-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TRES HERMANOS CONSERVATION AUTHORITY, ADOPTING  
A BUDGET FOR FISCAL YEAR 2024-25

**WHEREAS**, the Executive Director has presented to the Board of Directors (Board) a proposed budget for Fiscal Year 2024-25; and

**WHEREAS**, the Board has conducted a public meeting on March 13, 2024, to consider the Fiscal Year 2024-25 budget; and

**WHEREAS**, the Board has concluded its review and intends to approve and adopt the Fiscal Year 2024-25 budget.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF TRES HERMANOS CONSERVATION AUTHORITY DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The Tres Hermanos Conservation Authority Fiscal Year 2024-25 Operating Budget of \$356,421, as prepared and submitted by the Executive Director and as modified by the Board, is hereby approved, adopted and appropriated.

**SECTION 2.** At the end of Fiscal Year 2023-24, certain purchase orders exist as outstanding encumbrances representing contractual obligations of previously budgeted funds. In addition, certain amounts have been included in the Fiscal Year 2023-24 budget that related to one-time allocations for specific projects and services but remain unspent. Outstanding encumbrances and unspent one-time allocations may be carried forward to Fiscal Year 2024-25 upon review by the Treasurer and approval of the Executive Director.

**SECTION 3.** The Executive Director is authorized to appropriate from reserves for each expenditure line item not exceeding \$15,000 per transaction. The total of appropriations by the Executive Director from reserves may not exceed \$15,000 in a fiscal year until ratified by the Board. Any appropriations from reserves for each expenditure line item exceeding \$15,000 per transaction must be approved by the Board.

**SECTION 4.** The Budget may be subsequently adjusted by majority vote of the Board of Directors. The Executive Director is authorized to transfer appropriations between accounts without limitation.

**SECTION 5.** The Secretary is instructed to forward a copy of the Resolution and the Fiscal Year 2024-25 Budget to the Auditor/Controller of the County of San Bernardino, in accordance with Section 53901 of the Government Code.

**SECTION 6.** The Secretary shall certify as to the adoption of this Resolution.

Resolution THCA No. 2024-

**PASSED, APPROVED, AND ADOPTED** this 13th day of March 2024.

---

Peter Rogers, Chair  
Tres Hermanos Conservation Authority

ATTEST:

I, Cheryl Balz, 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 13th day of March 2024, by the following Roll Call vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

ABSTAIN: DIRECTORS:

---

Cheryl Balz, Secretary  
Tres Hermanos Conservation Authority



Chino Hills · Diamond Bar · Industry

**Date: March 13, 2024**

**To: Chair and Board of Directors**

**From: Benjamin Montgomery, Executive Director**

**Subject: Additional Public Access Tours of the Tres Hermanos Ranch**

---

**Recommendation:**

Authorize Tres Hermanos Conservation Authority staff to conduct additional public access tours of the Tres Hermanos Ranch.

**Background/Analysis:**

On September 23, 2023, 98 members of the general public were able to participate in four free chaperoned tours of the Tres Hermanos Ranch (Ranch). Over 400 individuals expressed an interest in the tour by registering via the Tres Hermanos Conservation Authority (Authority) website or through direct interaction with staff from the Authority's member cities. Parties not able to attend the inaugural tour were placed on a waitlist. In recognition of the public's extreme interest in touring the Ranch, members of the Authority Board (Board) have expressed an interest in offering additional tours to the public.

Direct costs for the Ranch Tour included: shuttle services - \$2,199.75; commemorative bags and pins - \$747.67; and food items for participants, staff, and volunteers - \$577.99. Total direct costs were \$3,525.41.

Staff from the cities of Chino Hills, Diamond Bar, and City of Industry performed all the essential support functions for the event as in-kind support with no cost recovery from the Authority. Support functions included: participant registration; securing shuttle contracts; preparation of the tour sites and route; supervised access to the property; participant check-in functions; assisting Docents; preparation of handouts and displays; controlling tour site area access; and performing clean-up duties after the event. Staff estimates the essential support functions represent approximately \$10,000 in staff time for each Ranch tour.

Staff is recommending that one additional Ranch tour be conducted during the 2023-24 Fiscal Year and two tours be scheduled in the 2024-25 Fiscal Year. Staff proposes that the cities of Chino Hills, Diamond Bar, and the City of Industry receive reimbursement for staffing costs incurred supporting the Ranch tours. Staff proposes a \$15,000 budget for each Ranch tour to cover direct costs and staffing. If the Board authorizes additional tours, staff will issue invitations to members of the public currently on the waiting list.

**Fiscal Impact:**

Staff estimates that there is sufficient available funding in the Fiscal Year 2023-24 budget to absorb the \$15,000 cost of offering another tour this year. Two Ranch tours have been included in the proposed 2024-25 Fiscal Year budget.

Respectfully Submitted,



---

Benjamin Montgomery  
Executive Director