

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

**NOVEMBER 20, 2019 AGENDA
6:00 p.m.**

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

**Cory Moss, Chair
Carol Herrera, Vice-Chair
Catherine Marcucci, Board Member
Ray Marquez, Board Member
Peter Rogers, Board Member
Newell Ruggles, Board Member
Steve Tye, Board Member**

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 September 18, 2019 regular meeting

RECOMMENDED ACTION: Approve as submitted.

- 3.2 Consideration to approve the Treasurer's Report for the month of August 2019 and September 2019

RECOMMENDED ACTION: Receive and file Report.

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.

- 3.3 Consideration to approve the check register for the month of August 2019 and September 2019

RECOMMENDED ACTION: Receive and file Report.

4. OLD BUSINESS:

There is none.

5. NEW BUSINESS:

- 5.1 Discussion and direction regarding property tax bills for Los Angeles and San Bernardino Counties

RECOMMENDED ACTION: Authorize staff on reducing the property tax bills by working with Los Angeles County and San Bernardino County staff and if needed authorize staff to pay the property tax bills.

6. AUTHORITY DIRECTOR COMMENTS:

- 7. ADJOURNMENT:** The next regular Tres Hermanos Conservation Authority Meeting will be Wednesday, December 18, 2019 at 6:00 p.m.

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

FLAG SALUTE

The flag salute was led by Chair Moss.

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

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

PUBLIC COMMENTS

There were none.

CONSENT CALENDAR

- 3.1 CONSIDERATION OF THE MINUTES OF THE JULY 17, 2019 REGULAR MEETING
- 3.2 CONSIDERATION TO APPROVE THE TREASURER'S REPORT FOR THE MONTH OF JULY 2019
- 3.3 CONSIDERATION TO APPROVE THE CHECK REGISTER FOR THE MONTH OF JULY 2019

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MOTION BY VICE CHAIR HERRERA, AND SECOND BY BOARD MEMBER ROGERS TO APPROVE ITEMS 3.1 AND 3.2 OF THE CONSENT CALENDAR. MOTION CARRIED 7-0, BY THE FOLLOWING VOTE:

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

Discussion ensued regarding the check register and the payment for Security.

MOTION BY BOARD VICE CHAIR HERRERA, AND SECOND BY BOARD MEMBER RUGGLES TO APPROVE ITEM 3.3 OF THE CONSENT CALENDAR. MOTION CARRIED 7-0, BY THE FOLLOWING VOTE:

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

OLD BUSINESS

There is none.

CLOSED SESSION

Authority Secretary Robles announced there was a need for Closed Session as follows:

- 5.1 Conference with Legal Counsel pursuant to Government Code Section 54956.9— Existing Litigation.
San Gabriel Valley Water and Power, LLC v. City of Chino Hills, et al.
San Bernardino Superior Court Case No: CIVDS 1904434

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5.2 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4)
(Two Potential Cases)

There were no public comments on the Closed Session item.

Chair Moss recessed the meeting into Closed Session at 6:08 p.m.

RECONVENE CITY COUNCIL MEETING

Chair Moss reconvened the meeting at 6:29 p.m. All members of the Tres Hermanos Conservation Authority were present.

Chair Moss reported out of Closed Session.

With regard to Closed Session items 5.1 and 5.2, there is nothing to report.

6. AUTHORITY DIRECTOR COMMENTS:

Executive Director Troy Helling brought up the suggestion of changing the seat arrangements each month in order for each Board Member to interact with different Board Members each month. It was agreed upon to change the seating each month.

Mr. Helling then suggested cancelling the October 16th meeting due to the League of Cities event in Long Beach happening at the same time. It was agreed upon to cancel the October meeting. The next regular Tres Hermanos Conservation Authority Meeting will be Wednesday, November 20, 2019 at 6:00 p.m.

7. ADJOURNMENT

There being no further business, the Tres Hermanos Conservation Authority (THCA) Regular Board of Directors meeting adjourned at 6:31 p.m.

CORY C. MOSS
CHAIR

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JULIE ROBLES
AUTHORITY SECRETARY

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 3.2

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT**

AGENDA NO. 3.2

Date: November 20, 2019
To: Chair and Board of Directors
From: Troy Helling, Executive Director
Subject: Treasurer's Report for the Months of August and September 2019

Recommendation:

That the Authority receive and file the Treasurer's Reports for the months of August and September 2019.

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 August and September 2019.

Respectfully submitted,



Christina Buhagiar
Treasurer

Reviewed by,



Troy Helling
Executive Director

Attachments

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

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 98,654	\$ 98,654	0.05%	n/a	100.00%
Total Investment Portfolio	\$ 98,654	\$ 98,654			100.00%

Blended Yield of Cash and Investments	0.05%
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Benchmarks:	
LAIF	2.34%
6mo U.S. Treasury	1.89%
2yr U.S. Treasury	1.50%
5yr U.S. Treasury	1.39%

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 August 31, 2019

	August 2019	Fiscal Year To Date 2019/20
Revenues:		
Investment interest	\$ 6	\$ 13
Rental income	625	1,250
Contributions from member agencies	-	-
Reimbursements	-	22
Total Revenues	631	1,285
Expenditures:		
Professional Services	3,135	4,377
Legal services	25,851	25,851
Office Supplies & Software	755	805
Security services	2,129	10,943
Weed Abatement	14,985	14,985
Insurance	-	1,500
Pest control	3,800	5,825
Utilities	2,701	3,370
Miscellaneous	-	-
Total Expenditures	53,356	67,656
Excess of revenues over (under) expenditures	\$ (52,725)	\$ (66,371)
Fund Balances:		
Beginning of fiscal year		\$ 165,025
Excess of revenues over (under) expenditures		(66,371)
End of fiscal year		\$ 98,654
Fund Balances by City:		
Chino Hills		\$ 31,145
Diamond Bar		48,981
Industry		18,528
Total Fund Balances by City		\$ 98,654

**Tres Hermanos Conservation Authority
Treasurer's Report
For the Month Ended September 30, 2019**

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 134,354	\$ 134,354	0.05%	n/a	100.00%
Total Investment Portfolio	\$ 134,354	\$ 134,354			100.00%

Blended Yield of Cash and Investments	0.05%
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Benchmarks:	
LAIF	2.28%
6mo U.S. Treasury	1.83%
2yr U.S. Treasury	1.63%
5yr U.S. Treasury	1.55%

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 September 30, 2019

	<u>September 2019</u>	<u>Fiscal Year To Date 2019/20</u>
Revenues:		
Investment interest	\$ 5	\$ 18
Rental income	625	1,875
Contributions from member agencies	57,978	57,978
Reimbursements	-	22
Total Revenues	<u>58,608</u>	<u>59,893</u>
Expenditures:		
Professional Services	515	4,892
Legal services	1,979	27,830
Office Supplies & Software	24	829
Security services	2,608	13,551
Weed Abatement	14,207	29,192
Insurance	-	1,500
Pest control	2,025	7,850
Utilities	1,518	4,888
Bank Charges & Fees	32	32
Total Expenditures	<u>22,908</u>	<u>90,564</u>
Excess of revenues over (under) expenditures	<u>\$ 35,700</u>	<u>\$ (30,671)</u>
Fund Balances:		
Beginning of fiscal year		\$ 165,025
Excess of revenues over (under) expenditures		(30,671)
End of fiscal year		<u>\$ 134,354</u>
Fund Balances by City:		
Chino Hills		\$ 43,827
Diamond Bar		41,565
Industry		48,962
Total Fund Balances by City		<u>\$ 134,354</u>

TRES HERMANOS. CONSERVATION AUTHORITY

ITEM NO. 3.3

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT**

AGENDA NO. 3.3

Date: November 20, 2019
To: Chair and Board of Directors
From: Troy Helling, Executive Director
Subject: Check Registers

Recommendation:

That the Authority receive and file the check registers for the months of August and September 2019.

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 August and September 2019.

Respectfully submitted,



Christina Buhagiar
Treasurer

Reviewed by,



Troy Helling
Executive Director

Attachments

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

Date	Check #	Vendor	Memo/Description	Amount
08/01/2019	1059	Janus Pest Management, Inc	Squirrel Treatment - June 2019	\$ (1,900.00)
08/08/2019	1064	City of Chino Hills - Water	Water usage - 06/13/19-07/12/19	(305.96)
08/08/2019	1065	Industry Security Services, Inc.	Security - week ending 07/25/19	
			Vehicle Fuel usage - 06/21/19 - 07/19/19	(1,391.68)
08/08/2019	1060	Woodruff, Spradlin & Smart	Legal Services - June 2019	(11,180.91)
08/16/2019	1066	City of Chino Hills - Water	QuickBooks July 2019-June 2020	(754.81)
08/16/2019	1067	Industry Security Services, Inc.	Security - week ending 07/31/19	(504.72)
08/16/2019	1068	Woodruff, Spradlin & Smart	Legal Services - July 2019	(14,494.94)
08/16/2019	1069	San Gabriel Valley Cons Corps	Weed Abatement - July 2019	(14,984.64)
08/16/2019	1070	Frontier	Voided - Phone - August 2019	-
08/16/2019	ACH	Southern California Edison	Electricity usage - July 2019 - Commercial	(140.32)
08/16/2019	ACH	SoCalGas	Gas usage - July 2019	(43.34)
08/27/2019	1071	Frontier	Phone - August 2019	(54.51)
08/27/2019	1072	City of Industry - Trash	Trash Services - July 2019	(1,639.21)
08/27/2019	1073	Egoscue Law Group, Inc.	Legal Services - July 2019	(175.00)
08/27/2019	1074	Janus Pest Management, Inc	Squirrel Treatment - 07/03/19 & 07/17/19	(1,900.00)
08/30/2019	1075	Industry Security Services, Inc.	Security fuel - week ending 08/19/19	(232.25)
08/30/2019	1076	City of Chino Hills - Water	Water usage - 07/12/19 - 08/14/19	(406.45)
08/30/2019	1077	CNC Engineering	July 2019	(3,135.00)
08/30/2019	ACH	Southern California Edison	Electricity usage - July 2019 - Domestic	
			Electricity usage - Aug 2019 - Domestic	(140.32)
Total				\$ (53,384.06)

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

Date	Check #	Vendor	Memo/Description	Amount
09/11/2019	ACH	Citizen's Business Bank	Service charge - Check Order	\$ (31.75)
09/12/2019	1078	CNC Engineering	August 2019 - Engineering Services	(515.00)
09/12/2019	1079	County of Los Angeles	Weed Abatement.- 2019	(14,207.26)
09/12/2019	ACH	Southern California Edison	Electricity usage - August 2019 - Commercial	(108.07)
09/16/2019	1080	Industry Security Services, Inc.	Security - August 2019	(2,607.72)
09/16/2019	1081	City of Industry - Trash	Trash Services - August 2019	
			Weed Abatement - Roll offs	(1,310.73)
09/16/2019	1082	Frontier	Phone - September 2019	(54.51)
09/16/2019	1083	Janus Pest Management, Inc	Squirrel Treatment - 08/07/19 & 08/21/19	
			Pest - Quarterly Services	(2,025.00)
09/16/2019	1084	Egoscue Law Group, Inc.	Legal Services - August 2019	(1,925.00)
09/16/2019	ACH	SoCalGas	Gas usage - August 2019	(44.18)
09/26/2019	1085	Amazon	Approval Stamps	(24.29)
09/26/2019	1086	Woodruff, Spradlin & Smart	Legal Services - August 2019	(54.20)
Total				\$ (22,907.71)

TRES HERMANOS CONSERVATION AUTHORITY

ITEM NO. 5.1

**TRES HERMANOS CONSERVATION AUTHORITY
STAFF REPORT**

AGENDA NO. 5.1

Date: November 20, 2019
To: Board of Directors
From: Troy Helling, Executive Director *TH*
Subject: PROPERTY TAX BILLS FOR LOS ANGELES AND SAN BERNARDINO COUNTIES

Recommendation:

That the Board of Directors authorize staff to work on reducing the property tax bills by working with Los Angeles County and San Bernardino County staff and if needed authorize staff to pay the property tax bills so that we will not incur any late fees with the goal of getting a refund at a later date.

Background:

The City of Industry Successor Agency has been paying the property taxes on the property prior to the formation of the Tres Hermanos Conservation Authority. The Taxes were at a higher rate because the property is outside the City of Industry boundaries. With the formation of the Authority the taxes should be reduced because now the City of Chino Hills and the City of Diamond Bar are part owners and the property is within their boundaries. Staff is now ready to start the process to get the property taxes lowered with the direction of the Authority.

Respectfully submitted,



Troy Helling
Executive Director