

Western Riverside County Regional Conservation Authority

A Joint Powers Authority

WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY

ADMINISTRATIVE COMMITTEE Reportable Items

Meeting of October 4, 2004

**Riverside County Administrative Center
4080 Lemon Street
Twelfth Floor – Conference Room “A”
Riverside, CA 92501**

PRESENT: Robin Lowe, Chairman – City of Hemet
Kelly Seyarto, Vice Chairman, City of Murrieta
Barbara Hanna, City of Banning
Eugene Montanez, City of Corona
Frank Hall, City of Norco
Bob Buster, County of Riverside, Supervisor, First District
John Field, County of Riverside, Alternate, Second Supervisorial District
Darcy Kuenzi, County of Riverside, Alternate, Fifth Supervisorial District

RCA Staff

Tony Carstens, TLMA Director
Carolyn Syms Luna, RCA General Manager
Rick Bishop, WRCOG Executive Director / RCA Executive Director
Michelle Ouellette, Counsel
Steve DeBaun, Counsel
Greg Neal, Transportation and Land Management Agency
Ken Graff, RCA Administrative Services Officer
Honey Bernas, RCA Administrative Services Officer
Rhonda King, County Executive Office

ABSENT: William Batey, City of Moreno Valley

1. CALLED TO ORDER

Chairman Robin Lowe called the meeting to order at 11:40 a.m.

2. ROLL CALL

Roll call of the RCA Administrative Committee showed six member agencies present, with the City of Moreno Valley absent.

3. PUBLIC COMMENT

No public comments.

4. REPORTABLE ITEMS

- **Policy for Local Development Mitigation Fee Remittance by Member Agencies** – The Administrative Committee directed Counsel to request direction from the RCA Board to prepare a draft policy that would establish procedures for Local Development Mitigation Fee collection and remittance to the RCA.
- **Policy for Review of Member Agency-Proposed Local Development Mitigation Fee Credits by the RCA** – The Administrative Committee directed Counsel to request direction from the RCA Board to prepare a draft policy concerning local Development Mitigation Fee Credits.
- **Consideration and Possible Approval of Contract with DUDEK & Associates** – The Administrative Committee directed Counsel to prepare a contract with DUDEK & Associates to assist the RCA with the Joint Project Review Process. The contract is not to exceed \$250,000.00, ending June 30, 2005.
- **Real Property Acquisition Policy** – The Committee requested that Ordinance 04-02 be revised to request a monthly report.

5. ADJOURNMENT

The meeting was adjourned by Chairman Lowe at 12:40 p.m.