



Western Riverside County Regional Conservation Authority

ADMINISTRATIVE COMMITTEE

Minutes of Action Items

Meeting of December 6, 2004

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

1. CALLED TO ORDER

Vice Chairman Kelly Seyarto called the meeting to order at 11:35 a.m.

2. ROLL CALL

Committee Members Present

Kelly Seyarto, Vice Chairman, City of Murrieta
Barbara Hanna, City of Banning
Eugene Montanez, City of Corona
Bob Buster, County of Riverside, Supervisor, First District
John Field, County of Riverside, Alternate, Second Supervisorial District
Marion Ashley, County of Riverside, Fifth Supervisorial District

Committee Members Absent

Robin Lowe, Chairman, City of Hemet
William Batey, City of Moreno Valley
Frank Hall, City of Norco

Staff Members Present

Ron Rempel, RCA General Manager
Rick Bishop, WRCOG Executive Director / RCA Executive Director
Tony Carstens, TLMA Director
Carolyn Syms Luna, TLMA, Director of Environmental Programs Dept.
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
Bill Hodge, WRCOG

Roll call of the RCA Administrative Committee showed four member agencies present, with the Cities of Hemet, Norco, and Moreno Valley absent.

3. PUBLIC COMMENT

No public comments.

4. MINUTES OF ACTION ITEMS

The Administrative Committee unanimously approved the minutes of reportable items of November 1, 2004.

5. BOARD MEETING AGENDA REVIEW

6. RESOLUTION ESTABLISHING A FEE CREDIT AND WAIVER POLICY

The Administrative Committee unanimously agreed that the RCA Board Agenda Item 7.2 should be discussed, but continued to the February 7, 2005 Board meeting.

7. MONTHLY FINANCIAL REPORT

No reportable items.

8. GENERAL MANAGER'S REPORT

8.1 Funding Coordination Committee – Land Acquisition Prioritization

No reportable items.

8.2 Update on Land Acquisitions

No reportable items.

8.3 Update on Formation of Committee Meetings

No reportable items.

8.4 Plan Obligations and Other Matters

Management and monitoring obligations were discussed. The Administrative Committee directed the Executive Director and General

Manager to meet with DUDEK regarding a minimalist monitoring program that would meet our obligations under the plan and report back with a cost estimate and scope of work.

9. ACQUISITION PRIORITIES

No reportable items.

10. 2005 MEETING SCHEDULE

The Administrative Committee unanimously decided that the RCA Board would be dark in January 2005, and directed that the proposed schedule be presented to the RCA Board.

11. CONSIDERATION AND RATIFICATION OF IMPLEMENTATION AND ADMINISTRATION GUIDELINES COMMITTEE MEMBERSHIP

It was proposed that the WRCOG TAC member representatives appointed to the IAGC shall be the Chair the respective committees. The County of Riverside and the Center for Biological Diversity were proposed for membership to the committee. The Administrative Committee unanimously approved the proposed IAGC membership and recommended that it be forwarded to the Board for ratification.

12. FUTURE AGENDA ITEMS

The Administrative Committee expressed a desire to have a RCA Workshop or Retreat in early March. RCA staff was directed to explore meeting locations and cost and report back in February.

13. ADJOURNMENT

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