



Western Riverside County Regional Conservation Authority

Administrative Committee

Revised Minutes of Action Items

Wednesday, April 13, 2005

12:30 p.m.

(or immediately following the WRCOG Administrative Committee Meeting)

**Riverside County Administrative Center
12th Floor Conference Room A
4080 Lemon Street
Riverside, CA 92501**

1. CALL TO ORDER

The meeting of the Western Riverside County Regional Conservation Authority Administrative Committee was called to order by Vice Chairman Kelly Seyarto at 12:50 p.m.

2. ROLL CALL

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

Committee Members/Alternates Present

Kelly Seyarto
John Machisic
Eugene Montanez
Charles White
Frank Hall
John Tavaglione
Marion Ashley
Bob Buster

Committee Members Absent

Robin Lowe

Staff Members Present

Ron Rempel
Michelle Ouellette
Steven DeBaun
Randy Towers
Ken Graff
Honey Bernas
Michelle Minogue

- 3. PUBLIC COMMENT** – *Members of the public can comment on any matters not on the agenda.*

- 3A. ADDITIONS/REVISIONS** – *The Authority may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Authority subsequent to the posting of the agenda. An action adding an item to the agenda requires a two-thirds vote of the Authority. If there are less than two-thirds of the Authority members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*

Steven DeBaun, Legal Counsel, requested that the Committee add an urgency item to the agenda. The item is to seek authorization to purchase liability insurance for the RCA.

Pursuant to Government Code Section 54954.2(b), the Committee unanimously made a finding that there was a need to take immediate action on the item and that the need for the action came to the attention of the Authority following the posting of the agenda, and the Committee approved the addition of the following agenda item:

“Purchase of Liability Insurance.”

- 4. BOARD MEETING AGENDA REVIEW**

The Committee reviewed the May 2, 2005 Board Agenda. No action taken.

- 5. CONSIDERATION AND POSSIBLE APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE REGIONAL CONSERVATION AUTHORITY AND THE COUNTY OF RIVERSIDE CONCERNING TIPPING FEES**

Michelle Ouellette, Legal Counsel, requested authorization to negotiate and prepare a Memorandum of Understanding between the Regional Conservation Authority and the County of Riverside in order to facilitate the transfer of tipping fees to the Regional Conservation Authority. The Committee unanimously authorized Counsel to negotiate and prepare a Memorandum of Understanding between the Regional Conservation Authority and the County of Riverside concerning tipping fees.

- 6. CONSIDERATION AND POSSIBLE APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE REGIONAL CONSERVATION AUTHORITY AND THE COUNTY OF RIVERSIDE REGIONAL PARKS AND OPEN SPACE DISTRICT**

Michelle Ouellette, Legal Counsel, advised the Administrative Committee that County Counsel is drafting a Memorandum of Understanding between the Regional

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Conservation Authority and the County of Riverside Regional Parks and Open Space District for RCA regarding management of reserve lands.

The Committee unanimously authorized Legal Counsel to negotiate a Memorandum of Understanding and agendaize the matter for the May 2, 2005 meeting of the Regional Conservation Authority Board of Directors.

7. RECAP OF WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY BOARD OF DIRECTORS AND PERMITTEE WORKSHOP

Ron Rempel, General Manager, gave an overview of the RCA Board of Directors and Permittee Workshop held on March 31 – April 1, 2005. Board Member Marion Ashley stated that he felt the workshop was informative and well done. Ron Rempel welcomed Committee Member recommendations for areas where staff could improve and suggested that recommendations be brought up at the May 2, 2005 Board meeting.

No action taken.

8. DISCUSSION REGARDING THE RCA'S ROLE IN THE APRIL 18, 2005 BOARD OF SUPERVISORS WORKSHOP

General Manager Ron Rempel advised the Committee that the topics staff plan to present at the April 18, 2005 Board of Supervisors workshop are:

1. The RCA's role.
2. Joint Project Review and Time Frames
3. Brief Overview of a Couple of Projects

The Committee unanimously approved the subject matter to be presented at the April 18, 2005, Board of Supervisors Workshop.

9. DISCUSSION OF DRAFT BUDGET FOR FISCAL YEAR 2005/06

Ron Rempel, General Manager, presented the Draft Budget for Fiscal Year 2005/06. Board Member Bob Buster suggested and the Committee unanimously agreed that the Board Members should be advised what numbers are stable projections and what numbers may fluctuate. Staff was also directed to note that Section 6 monies are not included in the budget.

The Committee unanimously approved the Draft Fiscal Year 2005/06 budget and directed staff to agendaize the item for the May 2, 2005 meeting of the Board of Directors.

10. MONTHLY FINANCIAL REPORT

General Manager Ron Rempel gave an overview of the revenues and expenditures. He advised the Committee that staff are scheduled to meet with the City of Lake Elsinore to discuss fee collection and remittance.

The Committee unanimously directed the General Manager to remove the Board Member names from section of monthly financial report showing stipends and mileage.

11. GENERAL MANAGER'S REPORT

11.1 Update on Land Acquisitions

Ron Rempel, General Manager, gave an update on land acquisitions.

No action taken.

11.2 Update on Committee and Other Meetings

Ron Rempel, General Manager, advised that the Reserve Management Oversight Committee was well attended. The RMOC provided input on the Monitoring and Management Programs and the FY 05/06 budgets for these activities. The RMOC approved the format and timing for the first MSHCP Annual Report to the Wildlife Agencies. The first annual report will cover the period June 22 – December 31, 2004.

No action taken.

12. FUTURE AGENDA ITEMS

Michelle Ouellette, Legal Counsel, advised that an Infrastructure Policy would be placed on the June 8, Administrative Committee agenda.

13. CONSIDERATION AND POSSIBLE AUTHORIZATION TO PURCHASE LIABILITY INSURANCE

Steven DeBaun, Legal Counsel, advised the Committee that the Agency needs liability insurance.

The Committee unanimously authorized Legal Counsel to obtain a binder for Liability Insurance from J. P. Insurance Authority and agendaize said item for the May 2, 2005, meeting of the Board of Directors.

14. ADJOURNMENT

The meeting was adjourned by Vice Chairman Kelly Seyarto at 2:35 p.m. The next meeting of the RCA Administrative Committee meeting is scheduled for Wednesday, May 13, at 12:45 p.m. at the County Administrative Center, 4080 Lemon Street, 12th Floor Conference Room A, Riverside, California, 92501.