



Western Riverside County Regional Conservation Authority

Administrative Committee

Minutes of Action Items

Wednesday, June 8, 2005

12:45 p.m.

**(or immediately following the WRCOG Administration and Finance
Committee Meeting)**

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

1. CALL TO ORDER

The meeting 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 four member agencies present with the Cities of Corona, Hemet and Moreno Valley absent.

Committee Members Present

Kelly Seyarto
John Machisic
Frank Hall
Bob Buster
John Field
Marion Ashley

Committee Members Absent

Robin Lowe
Eugene Montanez
William Batey

Staff Members Present

Ron Rempel
Rick Bishop
Honey Bernas
Ken Graff
Randy Towers
Pat Egetter
Michelle Minogue
Michelle Ouellette, Legal Counsel
Steven DeBaun, Legal Counsel

3. PUBLIC COMMENT –

Ed Sauls, The Sauls Company, advised the Committee that the public comment period for the proposed Winchester 700 Criteria Refinement was closed and that they would be requesting that the RCA initiate the meet and confer process.

4. COMMITTEE MEMBER ANNOUNCEMENTS

There were no Committee Member announcements.

5. ADDITIONS/REVISIONS

There were no additions or revisions.

6. APPROVAL OF MINUTES

The Committee unanimously approved the minutes of May 11, 2005 as submitted.

M/S/C (Machisic/Hall) 6/0

7. BOARD MEETING AGENDA REVIEW

Rhonda King of the County Executive Office requested that agenda item 7.6 be pulled from the June 13, Board Agenda. Discussion on her request was continued to Agenda Item 12.

Supervisor Buster requested that for clarification future public presentations should be listed differently on the agenda.

8. DISCUSSION CONCERNING STATUS OF TRANSFER OF RESERVE ASSEMBLY LANDS FROM COUNTY TO RCA

Randy Towers, Operations Manager, briefed the Committee on the status of the transfer of reserve assembly lands from the County to the RCA.

Received and filed.

9. DISCUSSION REGARDING A LICENSE AGREEMENT BETWEEN THE RCA AND FACILITIES MANAGEMENT CONCERNING OFFICE SPACE

Michelle Ouellette advised the Committee that the agreement before them is the standard County agreement for leasing office space. She advised the Committee that to the square footage needed to be corrected.

M/S/C (Ashley/Field) 6/0 to agendize the License Agreement between the RCA and Facilities Management for the June 13, 2005 meeting of the RCA Board of Directors.

10. DISCUSSION REGARDING AN AGREEMENT BETWEEN THE RCA AND THE REGIONAL PARKS AND OPEN SPACE DISTRICT CONCERNING MANAGEMENT OF RCA LANDS

Michelle Ouellette advised the Committee that RCA and County Parks have been working on an agreement for County Parks' Management of RCA property. Staff would bring the matter before the RCA Board for approval at their July meeting.

M/S/C (Hall/Machisic) 6/0 to finalize the agreement and agendize the item for the July 11, 2005, meeting of the RCA Board of Directors.

11. DISCUSSION AND POSSIBLE ACTION CONCERNING POTENTIAL AGREEMENT WITH THE CONSERVATION FUND

Michelle Ouellette advised the Committee that staff had been working with the Conservation Fund to assist RCA with large acquisitions. Counsel advised that they are negotiating an agreement with the Conservation Fund and will report back to the Administrative Committee at their July 13, 2005 meeting.

Received and filed.

12. DISCUSSION CONCERNING AMENDMENT TO FEE REMITTANCE POLICY

Steve DeBaun advised the Committee that an issue had been raised regarding the Fee Remittance Policy and potential refunds. Counsel believes a policy is necessary to address refunds.

Rhonda King of the County Executive Office stated that she felt the City Finance Directors need to be advised of this matter and requested that this item be pulled from the agenda until this item had been discussed with the Cities.

The item was referred to the WRCOG City Managers TAC.

M/S/C (Machisic/Buster) 6/0 to agendize this matter for the next WRCOG City Managers TAC and return to the Administrative Committee with a recommendation in August.

13. DISCUSSION CONCERNING PERSONNEL POLICIES

Michelle Ouellette advised the Committee that because the RCA is developing and hiring staff, we are developing a policy manual. The policy manual will include all appropriate policies and that staff would bring a draft to the Administrative Committee for review.

Received and filed.

14. DISCUSSION CONCERNING OFFICER ELECTIONS

Steven DeBaun advised the Committee that the JPA and Bylaws contain a discrepancy concerning officer elections. The JPA calls for annual calendar year elections and the By-laws call for fiscal year elections. Counsel requested authorization to amend the By-laws to provide for annual calendar year officer elections. The resolution will be introduced in July and adopted at the August Board meeting.

M/S/C (Ashley/Buster) 6/0 directing Counsel to prepare a resolution amending the Bylaws to provide for annual calendar year officer elections and agendize the matter for introduction at the July Board meeting and for adoption at the August Board meeting. Further, the Committee approves the first officers serving for 18 months.

15. GENERAL MANAGER'S REPORT

15.1 Update on Land Acquisitions

Ron Rempel, General Manager, advised the Committee that Riverside-Clark closed and we signed our first Certificate of Acceptance this morning.

No action taken.

15.2 Update on Committee Meetings

IAGC - General Manager Ron Rempel distributed a report from IAGC Chairman Gail Wanczuk Barton as Gail was unable to attend.

RMOC – General Manager Ron Rempel advised that meeting of the RMOC was scheduled for June 14, 2005 at 3:00 p.m.

RCIP Implementation Group – Ron Rempel advised the Committee that the RCIP Implementation Group was supposed to meet to go over responses to comments for the upcoming Board of Supervisors' meeting. He further advised that there was a question that needed to be responded to regarding who the General Manager reports to and who does his performance evaluation.

No action taken.

15.3 Report on Meeting with the City of Lake Elsinore and Possible Administrative Committee Action Thereon

General Manager Ron Rempel advised that Committee staff met with the City of Lake Elsinore regarding fee remittance. City staff advised they have collected approximately \$600,000 in MSHCP fees, but they may have to refund some of said fees. He further advised that the RCA received a check from the City of Lake Elsinore for approximately \$302,000 for the period October 2004 through April 2005.

Committee Member Bob Buster asked if we are sure about the amount of monies the City should be remitting and asked what more should be done. Michelle

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Ouellette advised that she believed the City of Lake Elsinore adopted their fee ordinance in September, and therefore, should have begun remitting fees in October.

John Machisic, City of Banning, suggested writing a letter asking the City to establish a time line for them to provide us with reports and remit their fees.

General Manager Ron Rempel suggested waiting one month to give the City an opportunity to compare fee collections with development. He believes the City realizes they need to address this issue.

Vice Chairman Kelly Seyarto advised that he would meet with Bob Brady to discuss the issue.

The Committee unanimously directed Counsel to prepare a letter to the City offering the RCA's support in their efforts to implement the Plan.

16. FUTURE AGENDA ITEMS

Marion Ashley requested that future agendas contain an item regarding lands we have acquired and that such report include the percentage of fund by organization utilized for land acquisitions.

17. CLOSED SESSION: *With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8:*

A. Conference with Real Property Negotiator

Property: Assessor's Parcel Numbers 471-270-004, 473-060-005

Negotiating Parties

Agency Negotiator: General Manager or Designee

Property Agent: Vogel

Under Negotiation: Price/Terms

There were no reportable items from closed session.

18. ADJOURNMENT – The meeting was adjourned at 1:50 p.m. by Vice Chairman Kelly Seyarto. The next meeting of Administrative Committee is scheduled to be held at 12:45 p.m., or immediately following the WRCOG Administration and Finance Committee meeting, on Wednesday, July 13, 2005, at the County Administrative Center, 4080 Lemon Street, 12th Floor Conference Room A, Riverside, California.