



Western Riverside County Regional Conservation Authority

Administrative Committee

Minutes of Action Items

**Wednesday, December 14, 2005
12:30 p.m.**

1. CALL TO ORDER

The meeting of the Western Riverside County Regional Conservation Authority Administrative Committee was called to order by Chairman Robin Lowe at 12:40 p.m. in the Twelfth Floor Conference Room A at the County Administrative Center, 4080 Lemon Street, Riverside, California, 92501.

2. ROLL CALL

Committee Members/Alternates Present

Robin Lowe
Kelly Seyarto
John Machisic
Frank Hall
Bob Buster
Darcy Kuenzi

Committee Members Absent

William Batey
Eugene Montanez
John Tavaglione

Staff Members Present

Tom Mullen
Honey Bernas
Ken Graff
Sharon Baker-Stewart
Pat Egetter
Rochelle Jensen
Kristin Shuman
Michelle Ouellette, Legal Counsel
Steven DeBaun, Legal Counsel

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3. PUBLIC COMMENT

Gail Wanczuk Barton, IAGC Chairman updated the Board regarding the IAGC Committee meeting in November. She advised that the IAGC requested the ability to appoint alternates. Five of the seven members present requested that ability and two members did not support the request.

She advised that the IAGC suggested that the RCA:

1. Host a workshop regarding the pros and cons of a Wildlife Refuge.
2. As part of a discussion regarding funding, consider narrow roads and increased density.

Chairman Barton requested that the RCA Board appoint a new chairman for the IAGC.

4. COMMITTEE MEMBER ANNOUNCEMENTS

There were no committee member announcements.

5. ADDITIONS/REVISIONS

There were no additions or revisions.

6. APPROVAL OF MINUTES – October 12, 2005

M/S/C (Hall/Machisic) to approve the minutes of October 12, 2005.

Abstentions: Seyarto

7. REPORT AND RECOMMENDATION FROM LEGAL COUNSEL CONCERNING IAGC QUORUM

Steve DeBaun, Legal Counsel, stated that the IAGC consists of 16 members and that nine members must be present for the Committee to take action. He advised that if we amended the Bylaws, the quorum could be set at six or seven. Another alternative would be to reduce the number of members on the Committee; however, he recommends reducing the quorum requirements.

Committee Member Frank Hall asked if we could get more active members on the Committee.

Executive Director Tom Mullen suggested that we keep the Committee structured as is, that the Committee continue to meet, and that staff report back to the Administrative Committee in September with regard to how the membership of the Committee is responding.

Action: Staff directed to report back to the Administrative Committee regarding this matter in September 2006.

8. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING AN AGREEMENT BETWEEN THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND THE COUNTY OF RIVERSIDE REGIONAL PARK AND OPEN SPACE DISTRICT FOR MANAGEMENT OF RCA LANDS

M/S/C (Seyarto/Machisic) authorizing staff to agendize the Agreement between the Western Riverside County Regional Conservation Authority and the County of Riverside Regional Park and Open Space District for Management of RCA Lands for the January 9, 2006 meeting of the RCA Board of Directors. Staff directed to include a not to exceed budget amount in the staff report.

9. DISCUSSION AND POSSIBLE ADMINISTRATIVE COMMITTEE DIRECTION CONCERNING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND LOBBYIST DAVID KENNETT TO PROVIDE GOVERNMENT RELATION SERVICES

The Administrative Committee unanimously approved the Professional Services Agreement between the Western Riverside County Regional Conservation Authority and Lobbyist David Kennett to provide Government Relation Services and directed staff to place the matter on the January 9, 2006 meeting of the RCA Board of Directors as an informational item.

10. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING THE EXPENDITURE OF FUNDS TO PURCHASE A CISCO GIGABIT NETWORK SWITCH

The Administrative Committee authorized staff to agendize the expenditure of funds to purchase a CISCO Gigabit Network Switch for the January 9, 2006 meeting of the RCA Board of Directors.

11. CONSIDERATION AND POSSIBLE APPROVAL OF 2006 MEETING SCHEDULE

The Administrative Committee unanimously approved the 2006 Administrative Committee Meeting Schedule.

12. FUTURE AGENDA ITEMS

Staff was directed to agendize an Investment Policy for the March 2006 Administrative Committee meeting.

13. ADJOURNMENT – The Administrative Committee was adjourned by Chairman Robin Lowe at 1:00 p.m. The next meeting is scheduled to be held at 12:45 p.m., or immediately following the WRCOG Administration and Finance Committee meeting, on February 8, 2006 at the County Administrative Center, 4080 Lemon Street, 12th Floor Conference Room A, Riverside, California.