



Western Riverside County Regional Conservation Authority

Administrative Committee

Minutes of Action Items

Wednesday, February 8, 2006

12:45 p.m.

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

1. CALL TO ORDER

The meeting of the Western Riverside County Regional Conservation Authority Administrative Committee was called to order by Chairman Kelly Seyarto 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

Bob Buster
Darcy Kuenzi
Robin Lowe
John Machisic
Eugene Montanez
Kelly Seyarto
Jeff Stone

Committee Members Absent

Staff Members Present

Sharon Baker-Stewart
Honey Bernas
Ken Graff
Sharon Baker-Stewart
Pat Egetter
Rochelle Jensen
Naty Kopenhaver
Joe Richards
Kristin Shuman
Michelle Ouellette, Legal Counsel
Steven DeBaun, Legal Counsel

3. PUBLIC COMMENTS

There were no public comments.

4. COMMITTEE MEMBER ANNOUNCEMENTS

A) In response to Board Member Robin Lowe's request for a report on the Pombo legislation regarding the Threatened and Endangered Species Recovery Act (TESRA). ESRA legislation, Tom Mullen, Executive Director, stated that the bill has passed the House and there is currently no activity. A report will be presented to the Committee when activities resume.

B) Board Member Bob Buster spoke about the need for volunteers to maintain various preserve areas. He noted the possibility of applying for federal funds and/or talking with the Parks Director.

Joe Richards, Deputy Executive Director, added that the agreement that was approved by the Board at the last meeting with the Riverside County Regional Parks and Open Space District included patrol and maintenance schedules of acquired sites.

Tom Mullen, Executive Director, stated that the volunteers to maintain the preserve areas must be fully trained. Staff will provide a response and a report to the Committee at their meeting in April.

5. ADDITIONS/REVISIONS

Ken Graff, Director of Land Acquisition and Property Management, requested adding an item to the Closed Session to proceed with the negotiation and acquisition process of AP Nos. 422-220-018, 422-240-003, 421-180-001, 421-190,001, and 421-190-007. The option for the property has been held with a deposit and will expire in May.

Steven DeBaun, Legal Counsel, indicated that the proposed addition was pursuant to Government Code Section 54956.8.

M/S/C (Stone/Lowe) to add the following item to the Closed Session:

Property:	APNs: 422-220-018, 422-240-003, 421-180-001, 421-190-007
Negotiating Parties:	
Agency Negotiator:	Director of Land Acquisition and Property Mgmt.
Property Agent:	Won Yoo/Benton 36
Under Negotiation:	Price and Terms

6. APPROVAL OF MINUTES

M/S/C (Stone/Machisic) to approve the minutes of the January 11, 2006 meeting.

7. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING DRAFT RESOLUTION NO. 06-02 AMENDING THE BYLAWS BY ADDING REIMBURSEMENT PROVISIONS CONSISTENT WITH AB 1234

Steve DeBaun, Legal Counsel, informed the Committee that the provisions of the AB 1234 included required mandatory ethics training, compensation and reimbursement regulations for local agencies and for special districts. He highlighted the proposed amendment relating to meeting and lodging expenses provisions. The proposed amendment provides lodging costs not to exceed the maximum group rate published by the conference or activity sponsor. If the group or governmental rate is not available, the Authority will reimburse up to \$300 per night without Board approval. For lodging in high cost cities such as San Francisco, New York and Washington D.C., the Authority will reimburse at a rate not exceeding \$490 per night without Board approval. The actual cost of meals incurred while attending a conference or meeting will be reimbursed upon presentation of receipt(s). If no receipt is available, meal costs shall be reimbursed at an amount not exceeding \$75 per day or at the applicable Internal Revenue Service (IRS) rate. Mileage reimbursement will also be based on the IRS rate.

M/S/C (Lowe/Stone) to authorize placing the Draft Resolution No. 06-02, "A Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Amending the Bylaws by Adding Reimbursement Provisions Consistent with AB 1234", on the March 6, 2006 Board meeting agenda.

8. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING THE EXPENDITURE OF FUNDS FOR SPECIES IDENTIFICATION TRAINING FOR MONITORING STAFF

Tom Mullen informed the Committee of a requirement for monitoring staff to take species identification, handling and protocol training in order to conduct surveys for Covered Species. The training is a three-month period from February to May, and the proposed contract will likely cover two years of training.

M/S/C (Lowe/Montanez) to authorize placing an item for staff to negotiate a contract with the USGS to provide species identification, handling and protocol training for approximately 10-15 staff members in an amount not to exceed \$70,000 on the March 6, 2006 Board meeting agenda.

9. DISCUSSION AND POSSIBLE ADMINISTRATIVE COMMITTEE DIRECTION CONCERNING CORE 2 CRITERIA REFINEMENT WORK PLAN AND BUDGET.

Joe Richards, Deputy Executive Director, stated that this item is a result of requests received from the County of Riverside and the City of Murrieta for the Authority to take the lead, on their behalf, concerning the Criteria Refinement Process in Core 2. He then presented a work plan and map on the area covered under Core 2 and briefed the Committee on the procedure to perform the Criteria Refinement. The Core was established as a self service habitat and the key elements are: 1) cannot result in net reduction of the Criteria Area; 2) refinement must be biological equivalent or superior; 3) refinement can include a core but must clearly benefit covered species and must be consistent with species conservation goals; and, 4) must be consistent with the Reserve Assembly Accounting process. The estimated cost is \$150,000 with the biological

equivalency analysis at \$100,000, mapping support at \$25,000 and RCA Staff and Legal Counsel Support at \$25,000.

In response to Board Member Lowe's question regarding funding responsibility for the criteria refinement, Joe Richards noted that the cost of Criteria Refinements would normally be borne by the Permittee. However, in that the proposed refinement may benefit the entire Plan due the high land value of the properties in Core 2, it is reasonable for the Authority to undertake and/or providing funding to this process.

Board Member Buster reminded the Committee of past actions of local agencies that resulted in the conditions that we're currently being faced with.

Board Member Stone concurred but noted the need to take on the responsibility and move forward on the criteria refinement work plan.

Considerable discussion followed between the Committee members and staff on the proposal.

M/S/C (Lowe/Stone) to:

- A) Authorize staff to place this item on the March 6, 2006 Authority Board meeting agenda;***
- B) Approve the proposed \$150,000 budget and work plan; and***
- C) Determine funding responsibilities at a later date.***

Nay: Buster

10. FUTURE AGENDA ITEMS

Executive Director Tom Mullen presented the following future agenda items:

- 1. Land Acquisition Policy**
- 2. Several other policies in May 2006**
- 3. Budget for Adoption in May 2006**
- 4. Two RFP's**
 - a. Economatrix**
 - b. Programmatic**

At 1:25 p.m., the Committee adjourned to Closed Session.

11. CLOSED SESSION

Conference with Real Property Negotiator, Pursuant to Government Code Section 54956.8

A. Property: APNs. 963-060-010, 963-010-011, 963-060-012
Negotiating Parties:
Agency Negotiator: Director of Land Acquisition and Property Mgmt.
Property Agent: Won Yoo/Benton 36
Under Negotiation: Price/Terms of Payment

At this time, Committee members Lowe, Stone and Buster left the meeting due possible conflict of interest on Agenda Item No. 11B.

B. Property: APNs. 422-220-018, 422-240-003, 421-190-001
421-190-007
Negotiating Parties:
Agency Negotiator: Director of Land Acquisition and Property Mgmt.
Property Agent: Lockheed/Laborde
Under Negotiation: Price/Terms of Payment

The meeting resumed at 2:39 p.m. There were no announcements from Closed Session.

12. ADJOURNMENT

With no other items before the Administrative Committee, Chairman Seyarto adjourned the meeting at 2:40 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 March 8, 2006 at the County Administrative Center, 4080 Lemon Street, 12th Floor Conference Room A, Riverside, California.

Respectfully submitted,

Honey Bernas
Clerk of the Board