



*Western Riverside County
Regional Conservation Authority*

Administrative Committee

Minutes of Action Items

Wednesday, March 8, 2006

12:45 p.m.

(or immediately following the WRCOG Administration and Finance Committee)

1. CALL TO ORDER

The meeting of the Western Riverside County Regional Conservation Authority Administrative Committee was called to order by Chairman Kelly Seyarto at 12:45 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

Marion Ashley
Robin Lowe
John Machisic
Eugene Montanez
Kelly Seyarto
Jeff Stone

Committee Members Absent

Bob Buster

Staff Members/Others Present

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

3. PUBLIC COMMENTS

There were no public comments.

2. COMMITTEE MEMBER ANNOUNCEMENTS

Chairman Seyarto stated that staff has distributed a proposal to revise the Committee's meeting dates.

Jeff Stone and Marion Ashley noted that the March 29, 2006 date conflicts with the CSAC meeting, and they will be out of town.

Tom Mullen, Executive Director, informed the Committee members that additional meeting dates are being proposed for RCA's budget process. Staff will determine another date, in lieu of the proposed March 29, 2006 meeting date.

Steven DeBaun, Legal Counsel, stated that the additional meeting dates approved by the Board will be deemed as Special Meetings.

3. ADDITIONS/REVISIONS

Ken Graff, Director of Land Acquisition and Property Management, requested the addition of three items to the Closed Session as urgency items that came up for negotiation and acquisition processing after the posting of the agenda.

The following items were added to the Closed Session Agenda pursuant to Government Code Section 54954.2(b)(2) upon a finding that there was a need to take immediate action on the item and that the need for action came to the attention of the local agency subsequent to the posting of the agenda.

M/S/C (STONE/MONTANEZ) to add the following to the Closed Session agenda as urgency items, pursuant to Government Code Section 54956.8:

Property: Assessor Parcel Nos. 407-070-003, 407-070-004, 407-070-007, 407-070-008

Negotiating Parties:

Agency Negotiator: Director of Land Acquisition and Property Mgmt.

Property Agent: Steve McCarty/GSKM

Under Negotiation: Price and Terms

Property: Assessor Parcel No. 579-020-010

Negotiating Parties:

Agency Negotiator: Director of Land Acquisition and Property Mgmt.

Property Agent: Reden

Under Negotiation: Price and Terms

Property:	Assessor Parcel Nos. 473-200-008, 413-140-003
Negotiating Parties:	
Agency Negotiator:	Director of Land Acquisition and Property Mgmt.
Property Agent:	Morring
Under Negotiation:	Price and Terms

4. APPROVAL OF MINUTES

M/S/C (STONE/MONTANEZ) to approve the minutes of the February 8, 2006 meeting.

Abstain: Ashley

5. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING DRAFT RESOLUTION NO. 06-03 AMENDING THE AUTHORITY'S BYLAWS CONCERNING AGENDA SETTING

Steve DeBaun said this item proposes minor revisions to the RCA bylaws to clarify that the agenda setting provisions would also apply to the Committee meetings. The Executive Director, in concurrence with the Chairman, has the responsibility for setting the Board and Committee agenda and to call Special Meetings.

Tom Mullen proposed that the agenda setting responsibilities also include the Vice Chairman, in the absence of the Chairman.

M/S/C (ASHLEY/STONE) to:

- 1) Approve the draft Resolution No. 06-03 Amending the Authority's bylaws concerning agenda setting, as amended to include the Vice Chairman in the absence of the Chairman; and,***
- 2) Agendize this matter for introduction at the April 3, 2006 meeting of the RCA Board of Directors.***

8. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING A SURPLUS REAL PROPERTY POLICY

Steve DeBaun noted the importance of RCA having a policy for the disposal of surplus property(s), in order to have clear and uniform guidelines and to meet the requirements of State law. He proposed the following steps, prior to disposing surplus properties: 1) Annual inventory of surplus real properties; 2) Determine biological need for the land; 3) Determine whether there are any conveyance restrictions; 4) Determine whether the property was purchased with federal or state grant funds; and, 5) Determine whether a property is subject to any leases, licenses or other encumbrances. He then reviewed the process for surplus property(s) classified as exempt surplus land and the list of agencies to be notified. If RCA determines to dispose a property within three years from the date of purchase, it must first be offered to the prior owner at the appraised value of the property at the time of purchase, plus expenses incurred for the purchase and maintenance of the property. To sell the property to a third party, RCA shall notify

and receive concurrence from the city or county within which the property is located when originally purchased, and the city or county and within the sphere of influence that property is currently located.

M/S/C (STONE/ASHLEY) to:

- 1) Approve the Surplus Real Property Policy; and***
- 2) Agendize this matter for the April 3, 2006 meeting of the RCA Board of Directors.***

9. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING DRAFT RESOLUTION NO. 06-04 ADOPTING AN AMENDED CONFLICT OF INTEREST CODE

Honey Bernas, Director of Administrative Services, informed the Committee that the proposed amendment reflects the addition and deletion of designated positions in the Appendix of the Code.

M/S/C (LOWE/STONE) to authorize staff to place the proposed adoption of Resolution No. 06-04 on the April 3, 2006 meeting of the RCA Board of Directors.

10. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING DRAFT RESOLUTION NO. 06-05 ESTABLISHING A POLICY FOR REIMBURSEMENT OF COSTS RELATED TO JOINT PROJECT REVIEW, CRITERIA REFINEMENTS, AND AMENDMENTS TO THE MSHCP

Steve DeBaun stated that the RCA performs Joint Project Reviews, and from time to time, is requested to consider Criteria Refinements and amendments to the MSHCP. The RCA could incur substantial costs for providing these services as it utilizes staff and consultant time. The proposed policy establishes a process for RCA to recover cost of services.

M/S/C (STONE/LOWE) to approve the draft Resolution No. 06-05 of the Western Riverside County Regional Conservation Authority establishing a policy for the Reimbursement of Costs for Joint Project Review, Criteria Refinements and MSHCP Amendments.

11. CALL BACK ITEMS

Tom Mullen reported on the following call back items:

- A, Investment Policy – A proposed policy will be presented to the Administrative Committee at their May 10, 2006 meeting.
- B. Threatened and Endangered Species Recovery Act – There has not been any movement on the proposed legislation.

- C. POMBO Bill – Suggested that the RCA not take a position on this bill as it is an implementing agency.

12. FUTURE AGENDA ITEMS

Tom Mullen stated that future items to be presented include a \$1.06M Endowment; and, a contract with Dr. Husing for next budget year through June 30, 2007 to assist RCA oversee the Econometrics study.

At this time, the Administrative Committee adjourned to Closed Session.

13. CLOSED SESSION

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

- 13.1 **Property:** Assessor Parcel Nos. 363-190-008, 363-190-015
Negotiating Parties:
Agency: Director of Land Acquisition and Property Mgt. or Designee
Property Agent: Zukerman
Under Negotiation: Price/Terms
- 13.2 **Property:** Assessor Parcel Nos. 407-070-003, 407-070-004, 407-070-007, 407-070-008
Negotiating Parties:
Agency: Director of Land Acquisition and Property Mgt. or Designee
Property Agent: Steve McCarty/GSKM
Under Negotiation: Price/Terms
- 13.3 **Property:** Assessor Parcel No. 473-200-008, 413-140-003
Negotiating Parties:
Agency: Director of Land Acquisition and Property Mgt. or Designee
Property Agent: Moring
Under Negotiation: Price/Terms

Robin Lowe recused due to possible conflict of interest.

- 13.4 **Property:** Assessor Parcel No. 579-020-010
Negotiating Parties:
Agency: Director of Land Acquisition and Property Mgt. or Designee
Property Agent: Reden
Under Negotiation: Price/Terms

There were no announcements on the Closed Session items.

At this time, Marion Ashley made comments reflecting RCA's progress and complimented Chairman Seyarto, Past Chairman Lowe and RCA staff for their efforts.

14. ADJOURNMENT

With no other items before the Administrative Committee, Chairman Seyarto adjourned the meeting at 2:15 p.m. The next meeting is scheduled to be held at 12:15 p.m. on April 5, 2006 at the County Administrative Center, 4080 Lemon Street, 12th Floor Conference Room A, Riverside, California.

Respectfully submitted,

Honey Bernas
Clerk of the Board