



Western Riverside County Regional Conservation Authority

Administrative Committee

Minutes of Action Items

**Wednesday, May 10, 2006
1:00 p.m.**

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 1:00 p.m. in the 12th Floor Conference Room A at the County Administrative Center, 4080 Lemon Street, Riverside, California, 92501.

2. ROLL CALL

Committee Members/Alternates Present

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

Staff Members

Sharon Baker-Stewart
Honey Bernas
Steven De Baun
Ken Graff
Pat Egetter
Rochelle Jensen
Naty Kopenhaver
Tom Mullen
Joe Richards
Michelle Ouellette

Others Present

Darcy Kuenzi
Jason Plotkin

*Arrived after start of the meeting.

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3. PUBLIC COMMENTS

There were no public comments.

4. COMMITTEE MEMBER ANNOUNCEMENTS

There were no Committee member announcements.

5. ADDITIONS/REVISIONS

Tom Mullen, Executive Director, requested to pull Agenda Item No. 11, *Amendment to the Cooperative Agreement between the Western Riverside County Regional Conservation Authority and the Santa Ana Watershed Association for Monitoring*, from the agenda.

6. APPROVAL OF MINUTES

M/S/C (MONTANEZ/MACHISIC) to approve the minutes of the April 12, 2006 meeting.

7. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND PATRICIA LOCK-DAWSON FOR CONSULTING SERVICES

Tom Mullen informed the Committee that this item is to amend the hourly rate from \$65.00 to \$75.00 per hour due to increased expenses and there is no change in the total contract amount.

In response to Committee Member John Machisic's question if RCA has a mechanism in place to evaluate consultant agreements, Tom Mullen responded that the consultant must abide by the federal regulations in order for RCA to receive federal subsidies. He added that coordination of grants is one of the tasks that may be done in-house in the future.

M/S/C (MONTANEZ/MACHISIC) to:

- 1) Recommend that the RCA Board approve the Amendment to the Professional Services Agreement between the Western Riverside County Regional Conservation Authority and Patricia Lock-Dawson for consulting services increasing the hourly rate from \$65.00 to \$75.00 beginning July 1, 2006; and***

- 2) *Authorize staff to agendize this matter for consideration at the June 12, 2006 meeting of the RCA Board of Directors.*

8. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND DUDEK & ASSOCIATES, INC.

Joe Richards, Deputy Executive Director, stated that the proposed amendment to the Dudek & Associates, Inc., contract extends the term from 2006 to 2011 and provides a 5% annual escalation factor.

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

- 1) *Recommend that the Board approve the Second Amendment to the Agreement with Dudek & Associates for the amounts and terms listed from July 1, 2006 to June 30, 2011, as noted in the staff report; and*
- 2) *Authorize staff to agendize this matter for consideration at the*
- 3) *June 12, 2006 meeting of the RCA Board of Directors.*

9. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING AN AMENDMENT TO THE SUB-LEASE AGREEMENT BETWEEN THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND THE RIVERSIDE-CORONA RESOURCE CONSERVATION DISTRICT

Tom Mullen said that the sublease is for office space for the California Department of Fish and Game, who acts as RCA's Monitoring Program Administrator. The amendment provides an increase in office space to accommodate additional staff and expanded activities.

M/S/C (MONTANEZ/MACHISIC) to:

- 1) *Recommend that the Board approve the Amendment to the Sub-Lease Agreement between the RCA and the RCRCD concerning facilities; and*
- 2) *Authorize staff to agendize this matter for consideration at the June 12, 2006 meeting of the RCA Board of Directors.*

10. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND JACOBS ENGINEERING TO DEVELOP THE SAMP AND MSAA

Tom Mullen informed the Committee that the proposed agreement with Jacobs Civil, Inc., will provide technical support to the RCA during the development and implementation of the Special Area Management Plan (SAMP) and Master Streambed Alternation Agreement (MSAA). The total cost of the agreement is \$64,800 and RCA, TLMA, RCTC and Flood Control will equally share the total cost of the contract.

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

- 1) Recommend the Board to consider the agreement and authorize the Executive Director to enter into an agreement with Jacobs Civil, Inc., to provide technical support on an "as needed" basis through November 30, 2007 with a "not to exceed" amount of \$64,840; and***
- 2) Authorize staff to agendize this matter for the June 12, 2006 meeting of the RCA Board of Directors.***

11. CONSIDERATION AND POSSIBLE ADMINISTRATIVE COMMITTEE ACTION CONCERNING AN AMENDMENT TO THE COOPERATIVE AGREEMENT BETWEEN THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND SANTA ANA WATERSHED ASSOCIATION FOR MONITORING

This item was pulled from the agenda.

12. EXECUTIVE DIRECTOR'S REPORT

There was no report from the Executive Director.

13. CALL BACK ITEMS

There were no call back items.

14. FUTURE AGENDA ITEMS: *(Committee members are invited to suggest additional items to be brought forward for discussion.)*

There were no requests for future agenda items.

At this time, the Committee adjourned to Closed Session.

15. CLOSED SESSION:

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

15.1 Property: Assessor's Parcel Numbers 579-420-011, 579-420-012, 579-420-013, 579-420-014, 579-420-015, 579-420-016, 579-420-017, 579-420-018, 579-420-020, 579-420-021, 579-420-022, 579-420-023, 579-430-008, 579-430,009, 579-430-010, 579-430-011, 579-430-012

Negotiating Parties

Agency Negotiator: Director of Land Acquisition and Property Mgt. or Designee
Property Agent: Frank H. Walker and Cathy A. Walker
Under Negotiation: Price/Terms

Board Members Buster, Lowe and Stone recused themselves from discussion and action on Closed Session Agenda Item No. 15.2, due to possible conflict of interest.

15.2 Property: Assessor's Parcel Numbers 413-030-026, 413-040-019, 413-040-021, 413-040-022, 413-160-010, 413-160-013, 413-160-014, 413-160-016, 413-170-038, 413-170-040, 413-170-041, 413-170-042, 413-170-044, 413-170-046, 413-170-047, 413-170-048, 413-170-049, 413-170-051, 413-180-027, 413-180-030, 413-180-031, 413-200-041, 413-200-045, 413-200-049, 413-200-050,

Negotiating Parties

Agency Negotiator: Director of Land Acquisition and Property Mgt. or Designee
Property Agent: Oak Valley Partners
Under Negotiation: Price/Terms

There were no announcements on the Closed Session items.

16. ADJOURNMENT

With no other items before the Administrative Committee, Chairman Seyarto adjourned the meeting at 1:39 p.m. The next meeting is scheduled to be held at 1:00 p.m. on June 14, 2006, or immediately following the WRCOG Administrative and Finance Committee meeting, at the County Administrative Center, 4080 Lemon Street, 12th Floor Conference Room A, Riverside, California.

Respectfully submitted,



Honey Bernas
Clerk of the Board