



Western Riverside County Regional Conservation Authority

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Administrative Committee

Minutes of Action Items

**Wednesday, July 12, 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

Darci Kuenzi
Robin Lowe
John Machisic
Eugene Montanez
Kelly Seyarto
Jeff Stone

Committee Members Absent

Bob Buster

Staff Members/Others Present

Sharon Baker-Stewart
Brian Beck
Honey Bernas
Steven DeBaun
Tina Grande
Ken Graff
Pat Egetter

Rochelle Jensen
Tom Mullen
Gary Poor
Joe Richards
Kristin Shuman
Michelle Ouellette

3. PUBLIC COMMENTS

There were no public comments.

4. COMMITTEE MEMBER ANNOUNCEMENTS

Eugene Montanez informed the Committee that he will be unable to attend RCA's Board Meeting on July 24, 2006. There were no other Committee member announcements.

5. ADDITIONS/REVISIONS

There were no additions or revisions.

6. APPROVAL OF MINUTES

M/S/C (MONTANEZ/MACHISIC) to approve the minutes of the May 10, 2006 meeting.

7. STRUCTURE AND FUNCTION OF RCA'S STANDING COMMITTEES

Joe Richards, Deputy Executive Director, reviewed staff's proposal to restructure RCA's Standing Committees. The proposal included renaming the Administrative Committee as Executive Committee and folding in the role and responsibilities of the Funding Coordination Committee into the Executive Committee. Two or three land acquisition and funding strategy meetings are proposed to be held each year wherein the wildlife agencies participate to discuss target areas and types of habitat needed to remain in rough step, not specific acquisition sites. Staff proposed no action on the Reserve Management and Oversight Committee until they have met with the wildlife agencies. The membership of the Stakeholder Committee (Implementation Oversight Committee) would include representatives of the environmental community, building industry, and property owners. He requested that the Administrative Committee approve the proposed modifications to the Standing Committees, in concept.

In response to Eugene Montanez' question whether the bylaws need to be amended since the Funding Coordination Committee is named in the MSCHP Plan, Joe Richards said that an amendment is not needed since the Funding Coordination Committee still exists as part of the Executive Committee.

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

- 1) Approve, in concept, the proposed modifications to the subject committees; and***
- 2) Forward this item to the RCA Board of Directors on July 24, 2006 for final approval.***

8. PROFESSIONAL SERVICES AGREEMENT BETWEEN THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND PATRICIA LOCK-DAWSON FOR CONSULTING

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

- 1) Approve the agreement between the Western Riverside County Regional Conservation Authority and Patricia Lock-Dawson;***
- 2) Authorize the Chairman, pursuant to Legal Counsel review, to execute the agreement on behalf of the RCA Board; and***
- 3) Forward this item to the RCA Board of Directors on July 24, 2006 for final approval.***

9. PROFESSIONAL SERVICES AGREEMENT BETWEEN THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND SANTA ANA WATERSHED ASSOCIATION (SAWA)

Tom Mullen, Executive Director, informed the Committee that the agreement with SAWA was discussed at a previous meeting and funds for the service are included in the FY 06-07 budget.

In response to John Machisic's question as to the amount of SAWA's contract last year, Yvonne Moore stated that the contract amount was \$524,000 for six months.

Tom Mullen noted that the cost for the service will decrease because of the change in contractors.

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

- 1) Approve the Amended Cooperative Agreement between RCA and SAWA, increasing the contract amount to \$1,270,000 for Fiscal Year 2006-07 as approved in the Biological Monitoring Program Work Plan and Cost Estimate; and***

- 2) ***Authorize the Chairman, pursuant to Legal Counsel review, to execute said agreement on behalf of the Authority.***

10. WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY STAFF RECLASSIFICATIONS

Tom Mullen informed the Committee that the proposed staff reclassifications are in line with the management audit report finding and recommendation. The County Human Resources conducted the classification studies and recommended reclassifications of three key RCA positions. The proposed job reclassification descriptions and salaries are included in the agenda packet.

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

- 1) ***Approve the reclassifications, effective August 3, 2006; and***
- 2) ***Forward this item to the RCA Board of Directors on July 24, 2006 for final approval***

11. WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY CRITERIA REFINEMENT CLARIFICATION POLICY

Joe Richards reported the policy clarifies the guidelines and procedures, as it relates to the RCA's Board's responsibilities, for conducting and undertaking a criteria refinement. He pointed out the Board would not approve or deny a Criteria Refinement but would certify the findings prior to the report being submitted to the Permittee(s).

Eugene Montanez asked if the Board may certify or deny the findings of the report and Joe Richards said that that the Board could certify or make a determination that the report is inadequate.

Michelle Ouellette suggested adding language under Article I(e), that prior to transmitting the report to the Permittee(s), the Criteria Refinement meets all plan requirements.

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

- 1) ***Approve the Criteria Refinement Clarification Policy with the changes noted at the meeting; and***
- 2) ***Forward this item to the RCA Board of Directors on July 24, 2006 for final approval.***

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Michelle Ouellette informed the Committee that at a previous meeting, it was noted that an internal process be developed for the Permittee(s). This is in the process of being developed and it will be presented to the Committee once it is completed.

Joe Richards added that this will be a model policy and the costs associated with developing the policy will be passed on.

12. EXECUTIVE DIRECTOR'S REPORT

- A. Tom Mullen distributed copies of the RCA organization chart. He said that this is in conformance with the management audit that the Executive Director presents an RCA organization chart to the Board on an annual basis.
- B. Tom Mullen introduced new additions to RCA staff – Gary Poor, Administrative Manager; and Brian Beck, Principal Development Specialist.

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.)*

No future agenda items were presented.

15. ADJOURNMENT

With no other items before the Administrative Committee, Chairman Seyarto adjourned the meeting at 1:20 p.m. The next meeting is scheduled to be held at 1:00 p.m. on September 13, 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