



Western Riverside County Regional Conservation Authority

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Executive Committee

Special Meeting Minutes

**Wednesday, November 15, 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 1:04 p.m. in the Fifth Floor, Conference Room C, 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

Committee Member Absent

Jeff Stone

3. PUBLIC COMMENTS

There were no public comments.

4. COMMITTEE MEMBER ANNOUNCEMENTS

There were no Committee Member announcements.

5. ADDITIONS/REVISIONS

There were no additions or revisions.

6. APPROVAL OF MINUTES

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

7. FISCAL YEAR 2006-07 FIRST QUARTER FINANCIAL REPORT

Honey Bernas, Director of Administrative Services, reviewed the Fiscal Year 2006-07 first quarter financial statements for: 1) Operations; 2) Land Acquisition; and, 3) Management and Monitoring.

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

- 1) Receive the Fiscal Year 2006-07 First Quarter Financial Report; and***
- 2) Forward this item to the RCA Board of Directors on December 4, 2006 for final approval.***

8. RESOLUTION NO. 06-14, "A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE REGIONAL CONSERVATION AUTHORITY DELEGATING TO THE EXECUTIVE DIRECTOR THE POWERS AND AUTHORITY TO MAKE TRANSFERS AND REVISIONS OF APPROPRIATIONS WITHIN A BUDGET UNIT"

Steven DeBaun, Legal Counsel, stated that the proposed resolution provides the Executive Director the authority to make changes within a budget unit. Approval of this would provide RCA staff authority to make transfers and changes within the budget unit.

Robin Lowe supported the proposal; however, she requested that a report of the transfers and revisions be presented to the Board.

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

- 1) Approve Resolution No. 06-14, "A Resolution of the Board of Directors of the Western Riverside Regional Conservation Authority Delegating to the Executive Director the Powers and Authority to Make Transfers and Revisions of Appropriations Within a Budget Unit",***
- 2) Present report of transfers and revisions of appropriations within a budget unit to the Board;***
- 3) Direct staff to agendize this matter for the December 4, 2004 meeting of the RCA Board of Directors.***

9. UPDATE FISCAL YEAR 2005-06 INDEPENDENT FINANCIAL REPORT

Honey Bernas informed the Committee that the independent financial report will be completed at the end of the week and will be included in the RCA Board of Directors' December 4, 2006 agenda packet.

Tom Mullen added that based upon initial information from the auditors, the Board will be very pleased with the result of the independent audit report.

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

- 1) Receive the update concerning the Fiscal Year 2005-06 Independent Financial Report; and***
- 2) Direct staff to agendize this matter for the December 4, 2006 meeting of the RCA Board of Directors.***

10. CREATION OF A LAND MANAGEMENT DIVISION

Tom Mullen informed the Committee that the RCA now holds title to approximately 9,000 acres and is working with the County to transfer several thousand additional acres to the RCA. For this reason, staff will be working on developing a staffing and funding plan for a separate division to manage the properties as well as to participate and support in the oversight of the MSHCP monitoring program.

11. 2007 ELECTION OF OFFICERS

Tom Mullen stated that the election of officers will be placed on the December 4, 2006 RCA Board agenda.

Steve DeBaun added that as noted in the staff memorandum, the next Chairman shall be a member of the County Board of Supervisors and the Vice Chairman shall be a representative from the Western Riverside County Cities.

12. PROPOSED 2007 MEETING SCHEDULE FOR THE RCA BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Chairman Seyarto noted that the proposed meeting schedule is similar to this year's schedule and it will be presented to the RCA Board at their December 4, 2006 meeting.

13. CANCELLATION OF THE DECEMBER 13, 2006 EXECUTIVE COMMITTEE MEETING

It was determined that Executive Committee's December 13, 2006 meeting is canceled.

14. EXECUTIVE DIRECTOR'S REPORT

A. Office Move

Tom Mullen reported that the RCA is in the process of locating available office space within the Downtown area.

B. Outreach

Tom Mullen informed the Committee that staff is working on marketing tools to educate and update the public on the benefits of the MSHCP as well as the accomplishments made by the RCA.

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

No future agenda items were suggested.

16. ADJOURNMENT

With no other items before the Executive Committee, Chairman Seyarto adjourned the meeting at 1:41 p.m. The next meeting is scheduled to be held at 1:00 p.m. or immediately following the WRCOG Administrative and Finance Committee meeting, on January 10, 2007, at the County Administrative Center, 4080 Lemon Street, 12th Floor Conference Room A, Riverside.

Respectfully submitted,



Honey Bernas
Clerk of the Board