



# EXECUTIVE COMMITTEE MINUTES NOVEMBER 19, 2008

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## 1. CALL TO ORDER

The meeting of the Western Riverside County Regional Conservation Authority Executive Committee was called to order by Chairman Eugene Montanez at 12:07 p.m. in the RCA Conference Room, 3403 Tenth Street, Suite 320, Riverside, California.

## 2. ROLL CALL

### Committee Members Present

Bob Buster  
Jim Hyatt  
Andy Melendrez  
Eugene Montanez  
Gary Thomasian

### Committee Members Absent

Larry Dressel  
Jeff Stone

## 3. PUBLIC COMMENT

There were no public comments.

## 4. COMMITTEE MEMBER ANNOUNCEMENTS

There were no Committee Member announcements.

## 5. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

## 6. APPROVAL OF MINUTES

***M/S/C (HYATT/MELENDREZ) to approve the minutes of the Executive Committee's September 17, 2008 meeting as submitted.***

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### 7. RECOMMENDED CHANGES TO SECTION 1.07 OF THE RCA LAND ACQUISITION POLICIES PERTAINING TO BARGAIN SALES

Brian Beck, Land Acquisition Analyst, said that as directed by the RCA Board of Directors at their meeting in October, staff reviewed the land acquisition policies as it related to bargain sales and recommended possible changes. Proposed changes include: 1) Allowing the bargain sale to be based on either an appraisal contracted by the RCA or by the property owner; 2) Making the property owner aware of the bargain policy, in writing, at the time of presenting the offer, and, 3) That there be a written acknowledgement from the property owner that they have been notified of the policy. Staff has also reviewed the Internal Revenue Service requirements for a bargain sale and found that the RCA is in conformance with their definition of a bargain sale.

Gary Thomasian asked how the proposed policies apply to the request by the property owner that appeared before the RCA Board at the last meeting requesting the benefit of a bargain sale status.

Brian Beck noted that appraisals will continue to be acquired by RCA and by the property owner. Staff will continue to review the appraisal to make sure that it is a sound appraisal and it meets industry standards. To qualify for a bargain sale status, the sale or exchange of a property must be less than the appraised value of the property. In addition, the bargain sale status must be approved by the RCA Board at the time of purchase.

***M/S/C (HYATT/THOMASIAN) to:***

- 1) Approve the modification to the RCA's Bargain Sale Policy, Section 1.07 of the Land Acquisition Policies; and***
- 2) Authorize staff to agendize this matter for the December 10, 2008 Special Meeting of the RCA Board of Directors.***

### 8. FISCAL YEAR-08 (JULY 1, 2007 – JUNE 30, 2008) INDEPENDENT AUDITORS' REPORT OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY

Honey Bernas, Director of Administrative Services, informed the Executive Committee that the fiscal audit of RCA's accounts and records was performed and completed by Ahern, Adcock, Devlin, LLP. A single audit was also performed because RCA received federal funds. There was one reportable finding concerning the financial statements as it related to the preparation of monthly reconciliations. The capital projects reporting module is not fully integrated into the County's OASIS accounting module and, therefore, staff was not able to post all audit adjustments. Also, reconciliations were not performed adequately on a timely basis due to limited staff resources. Staff concurs with the Auditors finding and she advised the Committee of staff's planned actions to correct the deficiency.

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Honey Bernas continued and recognized the efforts of Gary Poor, Rochelle Jensen, Theresa Ramos and Brian Beck which resulted in the positive result of the fiscal audit.

***M/S/C (BUSTER/MELENDREZ) to:***

- 1) Approve the Fiscal Year 2008 Financial Statements and Independent Auditors' report;***
- 2) Endorse the actions presented by staff at the meeting; and***
- 3) Direct staff to agendize this matter for the December 10, 2008 Special Meeting of the RCA Board of Directors.***

### **9. RESOLUTION NO. 08-018, RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY ADOPTING A STATEMENT OF INVESTMENT POLICY**

Steve DeBaun, Legal Counsel, said that the proposed Resolution will update RCA's Investment Policy to conform to the California statutes governing the cities. The County of Riverside Treasurer acts as the Authority's Treasurer. They have requested that the RCA use their format showing the listing of committed investments in RCA's investment policy. The County Treasurer will provide an overview of the Investment Policy to the RCA Board of Directors at the December 10, 2008 meeting.

***M/S/C (THOMASIAN/BUSTER) to:***

- 1) Recommend that the Board of Directors adopt Resolution No. 08-018, Adopting a Statement of Investment Policy; and***
- 2) Authorize staff to agendize this matter for the December 10, 2008 Special Meeting of the RCA Board of Directors.***

### **10. EXECUTIVE DIRECTOR'S REPORT**

#### **10.1 Election of Officers**

Charlie Landry stated that the election of officers will be on the RCA Board of Directors' meeting agenda for December 10, 2008. In accordance with the bylaws, the Chairman and Vice Chairman Seat rotate between a City and the County. This year, the Chairman is a City representative and the Vice Chairman is the County representative. Therefore, for 2009, the Chairman shall be a County representative and the Vice Chairman shall be a City representative.

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### **10.2 Report on Consultant Services – Dudek & Associates, Inc.**

Charlie Landry advised that Dudek & Associates provides technical expertise on biology and takes the lead for Joint Project Review. They participate in the weekly coordination meetings with the County of Riverside and monthly meetings with the Wildlife Agencies. They also conduct training sessions to local permittees on MSHCP implementation and the project review process, including detailed instructions regarding specific geographic considerations. He said that a study on the effectiveness, strengths and weaknesses of the Monitoring Program was performed by Dudek. RCA assumes responsibility for the Monitoring Program in three years, and the study will ensure that it will be ready to do so. Dudek is currently performing under budget.

In response to Chairman Montanez's question if RCA staff keeps in contact with city staff to be aware of turnovers that occur, Charlie Landry said that meetings with member cities continue to be scheduled.

### **10.3 RAND Report**

A review of the RAND Report will start at the next Executive Committee meeting beginning with the projections, the background for the projections, and how the projections are derived.

Bob Buster requested that staff provide the Executive Committee with the sections of the publication that will be covered at the meeting.

## **11. FUTURE AGENDA ITEMS**

At this time, Jim Hyatt asked about the status of the RCA budget with the reduction of incoming revenues. Charlie Landry said that for this year, the projection of revenues was significantly reduced. He intends to reduce it further and will be back to the Executive Committee with a mid year adjustment of the budget.

## **12. ADJOURNMENT**

The next meeting of the Western Riverside County Regional Conservation Authority Executive Committee will be held on Wednesday, December 17, 2008, at 12:00 p.m., at the Riverside Centre, 3403 Tenth Street, Suite 320, Third Floor Conference Room, Riverside, California, 92501.

Respectfully submitted,



Honey Bernas  
Clerk of the Board