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## MINUTES EXECUTIVE COMMITTEE APRIL 25, 2011

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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 Jeff Stone at 11:07 a.m. in the RCA Conference Room, 3403 Tenth Street, Suite 320, Riverside, California.

### 2. ROLL CALL

#### Committee Members Present

Bob Buster\*  
Jim Hyatt  
Eugene Montanez  
Jeff Stone  
Mark Yarbrough

#### Committee Member Absent

Maryann Edwards  
John Machisic

\*Arrived after start of the meeting.

### 3. PUBLIC COMMENTS

There were no public comments.

### 4. COMMITTEE MEMBER ANNOUNCEMENTS

There were no Committee Member announcements.

### 5. APPROVAL OF MINUTES

***M/S/C (MONTANEZ/HYATT) to approve the minutes of the February 16, 2011 and the April 18, 2011 meetings of the Executive Committee, as submitted.***

### 6. SECOND QUARTER FINANCIAL REPORT AND BUDGET ADJUSTMENTS

Honey Bernas, Director of Administrative Services, presented the Second Quarter Financial Report and stated that as of December 31, 2010, RCA has a cash balance of \$11,754,000. She then reviewed the proposed budget adjustments: 1) Under Operations, a net increase of \$276,000 in revenue is necessary for additional funds of \$480,000 received from Infrastructure and Civic projects, net a reduction of \$199,500 in Flood Control Projects and \$4,500 in TUMF. A net decrease in appropriations of \$147,010 to transfer budgeted salaries and benefits to departments 935201 and

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935300 based on actual personnel cost allocation. A reduction in salary payoffs was achieved as certain retirement payoffs were paid in Fiscal Year 2010 rather than Fiscal Year 2011. A reduction in contract expenditures represents a reduction of disbursements to Dudek for Joint Project Review; 2) Under Land Acquisitions, it is necessary to decrease revenue and expenditures by \$5.2 million as a result of County Parcel 14 not being acquired in the current year. A net reduction in salaries and benefits was achieved as certain costs have been reallocated to Management and Monitoring; and 3) Under Management and Monitoring, a net decrease of \$398,705 is necessary. The State Wildlife Grant is a pass through from the Federal Government through the State. The grant funds were budgeted as State Grants rather than Federal Grants, therefore, a budget reclassification is necessary. In addition, approval of the State Wildlife Grant was delayed causing the net grant revenues to be decreased in conjunction with a decrease in contract expenditures. Savings from the vacant position of Director of Land Acquisition are being transferred from 935100 and 935201 to 935300 to cover the cost of the new Director of Reserve Management and Monitoring.

In response to Jim Hyatt's question regarding the maximum accrual of hours for vacation buyout, Honey Bernas responded that County employees are able to accumulate up to 1,800 hours.

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

- 1) Recommend that the RCA Board of Directors receive and file the Fiscal Year 2011 Second Quarter Financial Report;***
- 2) Recommend that the RCA Board of Directors approve the budget adjustments contained in Exhibit A; and***
- 3) Authorize staff to agendize this matter for the May 2, 2011 meeting of the RCA Board of Directors.***

### **7. RESOLUTION NO. 11-004, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY ADOPTING THE FISCAL YEAR 2011-12 OPERATING AND CAPITAL BUDGET**

Honey Bernas stated that the proposed RCA Operating and Capital Budget for Fiscal Year 2011-12 reflects conservative revenue estimates and greatest possible expense reductions while maintaining the minimum operating levels to the MSHCP obligations. The proposed budget includes total revenues of \$12.2 Million, total expenditures of \$13.4 Million, and a draw on cash of \$1.2 Million for Land Acquisition (approved acquisitions).

Mark Knorringa, CEO of BIA Riverside Chapter, stated that construction for the region was down about 50% the first three months (400 compared to 912 last year).

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Jim Hyatt asked if O'Reilly would be the consultant used for Public Outreach services and Honey Bernas said that this was included in the proposed budget but, at this time, staff has not determined the type of public outreach service that is needed.

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

- 1) ***Recommend that the RCA Board of Directors adopt Resolution No. 11-004, A Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Adopting the Fiscal Year 2011-12 Operating and Capital Budget; and***
- 2) ***Authorize staff to agendize this matter for the May 2, 2011 meeting of the RCA Board of Directors.***

### **8. RECURRING CONTRACTS FOR FISCAL YEAR 2011-12**

Honey Bernas said that over the last three years, RCA has reduced the number of recurring contracts and contract amounts where possible. She noted that the proposed recurring contract budget shows a modest reduction of 7.5% which can be absorbed while continuing to provide the current level of service.

In response to Eugene Montanez on the status of the proposed loan program, Charlie Landry, Executive Director, said that the bill has been introduced to the Senate and Congressman Ken Calvert will present it to Congress at an appropriate time. Staff continues to work with Senator Dianne Feinstein. Public hearings will be held sometime this year. Both Dave Kennett and Doug Wheeler are working on the loan program as well as the habitat issue. Tom Mullen will also be assisting RCA with the loan program with reimbursable travel expenses only.

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

- 1) ***Recommend that the RCA Board of Directors approve the recurring contracts for Fiscal Year 2011-12;***
- 2) ***Recommend that the RCA Board of Directors authorize the Chairman to execute said agreements on behalf of the Authority; and***
- 3) ***Authorize staff to agendize this matter for the May 2, 2011 meeting of the RCA Board of Directors.***

### **9. BIOLOGICAL MONITORING PROGRAM WORK PLAN AND COST ESTIMATE FOR FISCAL YEAR 2011-12**

Laurie Correa, Director of Reserve Management and Monitoring, reviewed the proposed Work Plan and Cost Estimate for the Biological Monitoring Program for Fiscal

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Year 2011-12. The proposed budget to support the Monitoring Program Work Plan is \$1,677,835, which includes California Department of Fish and Game (CDFG) funded labor and supplies in the amount of \$339,954 and Federal State Wildlife Grant funding in the amount of \$550,556. The net cost to RCA is \$787,345. She stated that there is a need to replace the vehicles that are currently being provided by CDFG because of high mileage and the uncertainty as to whether or not CDFG will continue to provide vehicles after their eight year obligation ends. Savings in RCA costs from FY 2010-11 due to State Wildlife Grant funding have been programmed for the purchase of two vehicles.

Eugene Montanez suggested that staff check the possibility of considering hybrid vehicles for replacement and/or checking with the County of Riverside to see if they are reducing their fleet and have available vehicles.

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

- 1) Recommend that the RCA Board of Directors approve the Biological Monitoring Program Work Plan and Cost Estimate for Fiscal Year 2011-12; and***
- 2) Authorize staff to agendize this matter for the May 2, 2011 meeting of the RCA Board of Directors.***

### **10. RAMONA DUCK CLUB CONSERVATION EASEMENT – SAN JACINTO WILDLIFE AREA**

Brian Beck, Land Acquisition Analyst, said that at the March 7, 2011 RCA Board meeting, George Hague presented public comments and asked about allowable uses (kennel, cattery, horse riding stable and academy) for the Ramona Duck Club which was deleted from the Wildlife Conservation Board (WCB) approved easement. RCA Board Member Bob Buster has asked staff if the draft easement would have allowed the above-mentioned uses and directed staff to place the item on the agenda of the next meeting.

He reported that staff has reviewed this matter and while it would appear that the draft conservation easement would allow a kennel, cattery or commercial stable and riding academy, a conservation easement does not have the power to negate the County's land use authority. So any use other than the permitted hunt club would have to be approved by the County through its land use process. At that time, RCA would have the opportunity to review the project through the Joint Project Review process. The final version of the conservation easement deletes references to these land uses. He noted that the operation of the hunting club is limited to the southerly two (2) acres of the property. The WCB has agreed to delete the hunting club site from the final conservation easement, which only covers the northerly 90 acres owned by the Ramona Duck Club. Although a kennel, cattery, or commercial stable and riding academy may still be proposed for the two (2) acres that WCB removed from the final conservation easement.

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Mr. Hague requested that staff encourage other public agencies to consider alternative language that better protects the conservation values of the property when staff is requested to comment on a conservation project. Staff concurs with Mr. Hague's suggestion.

The Executive Committee directed staff to place this item on the RCA Board of Directors' meeting on May 2, 2011.

### **11. DISCUSSION AND POSSIBLE ACTION REGARDING POSSIBLE CHANGES TO WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY LAND ACQUISITION POLICIES**

Charlie Landry informed the Executive Committee about an issue that recently arose related to the use of the seller's appraisal. In this case, the property was procured by the State, and RCA is being requested to consider use of the seller's appraisal for such unique circumstances. He noted that under the current RCA land acquisition policy, RCA procures an appraisal of the property that is under consideration for acquisition in developing an offer.

A lengthy discussion followed about the request for RCA to consider use of seller's appraisal. After discussion, the Executive Committee directed RCA staff and Legal Counsel to develop an amendment to RCA's land acquisition policy to recommend to the RCA Board to allow, in unique circumstances wherein funds used to purchase the property are from other public agencies such as the federal or state governments, and to authorize the Executive Committee to make a comprehensive review of such cases and make a determination.

At this time, Eugene Montanez left the meeting.

### **12. LAND ACQUISITION UPDATE**

Brian Beck reported that RCA has added approximately 304 acres, which brings the total reserve land to approximately 43,412 acres. Also, the Wilhelm property (approximately 70.56 acres) which is funded by federal, County of Riverside and RCA MSHCP funds has closed escrow.

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

#### **13.1 LOAN PROGRAM UPDATE**

(The Executive Director presented update on the proposed loan program during discussion of Agenda Item No. 8.)

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**14. FUTURE AGENDA ITEMS**

There were no future agenda items requested by the Executive Committee.

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

**15. CLOSED SESSION ITEM:**

**15.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

**Pursuant to Government Code Section 54956.8**

**Negotiating Parties: RCA – Executive Director or Designee**

**Under Negotiation: Terms**

<b>Item</b>	<b>Assessor Parcel Nos.</b>	<b>Property Owner</b>
1	390-270-008, 390-210-018, 390-130-029, 390-210-022, 390-020-011, 389-080-054	County of Riverside

After the Closed Session, Chairman Stone reconvened the meeting. There were no announcements from Closed Session.

**16. ADJOURNMENT**

There being no other items to consider, Chairman Stone adjourned the meeting. The next meeting of the Western Riverside County Regional Conservation Authority Executive Committee will be held on Wednesday, May 18, 2011, at 12:00 p.m., 3403 Tenth Street, Suite 320, Third Floor, RCA Conference Room, Riverside, California, 92501.

Respectfully submitted,



Honey Bernas  
Clerk of the Board