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EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, February 19, 2020

1. CALL TO ORDER

The meeting of the Western Riverside County Regional Conservation Authority Executive Committee was called to order by Chairman Ingram at 12:06 p.m., Wednesday, February 19, 2020, at the RCA Conference Room, 3403 Tenth Street, Suite 320, Riverside, California, 92501.

2. ROLL CALL – was taken by April Boydd.

COMMITTEE MEMBERS PRESENT	COMMITTEE MEMBERS ABSENT
Jonathan Ingram, Chair – City of Murrieta	Natasha Johnson, Vice Chair – City of Lake Elsinore
Larry Greene – City of Canyon Lake	Kevin Jeffries – County of Riverside, District 1
Lesa Sobek – City of Menifee	
Crystal Ruiz – City of San Jacinto	
Jeff Hewitt – County of Riverside, District 5	

**Arrived after start of meeting ** Departed before meeting adjourned*

3. PUBLIC COMMENTS

There were no public comments.

4. COMMITTEE MEMBER ANNOUNCEMENTS

Chair Ingram thanked staff and BB&K for a productive meeting in Canyon Lake.

Michelle Ouellette, General Counsel, stated that it was a good meeting to discuss potential use of BLM land in the City of Canyon Lake.

5. ADDITIONS/REVISIONS

There were no additions or revisions.

6. APPROVAL OF MINUTES – January 15, 2020

M/S/C (City of Canyon Lake/City of Menifee) to approve the minutes of the January 15, 2020, meeting of the Executive Committee as submitted.

(5 Ayes, 0 Nays, 0 Abstain)

7. WESTERN RIVERSIDE COUNTY MSHCP FEE COLLECTION REPORT FOR JANUARY 2020

Jennifer Fuller, Director of Administrative Services, reported that for the month of January 2020, the total MSHCP fee collection receipts were \$1,984,912.

M/S/C (County of Riverside District 5/City of San Jacinto) to approve this item as recommended:

- 1) Recommend that the RCA Board of Directors receive and file the Western Riverside County MSHCP Fee Collection Report for January 2020; and
- 2) Authorize staff to agendize this matter for the March 2, 2020, meeting of the RCA Board of Directors.

(5 Ayes, 0 Nays, 0 Abstain)

8. FISCAL YEAR 2020 SECOND QUARTER FINANCIAL REPORT

Jennifer Fuller, Director of Administrative Services, presented the Fiscal Year 2020 Second Quarter Financial Report, which included an Executive Summary (cash balance summary and financial statement overview), detailed financial statements, and MSHCP Fee Collections Report. She stated that as of December 31, 2019, the cash balance was \$48.9 million, which represents a \$6.8 million increase from the prior fiscal year ending cash balance. Cash receipts were \$14.6 million and cash disbursements were \$7.8 million. The cash balance as of February 14, 2020, was \$46.9 million, and an additional \$6.5 million has been set aside as restricted for the endowments, for a total of \$53.4 million. She further stated that in the Operations Program, revenues of \$462 thousand exceeded expenditures of \$377 thousand by \$85 thousand. In the Land Management and Monitoring Program, revenues of \$1.8 million exceeded expenditures of \$1.4 million by \$415 thousand. In the Land Acquisition Program, total revenues of \$13.3 million exceeded expenditures of \$7.8 million by \$5.6 million. Development Mitigation Fees of \$8.1 million represent 56% of the budgeted Mitigation Fees of \$14.6 million. During FY2019, RCA received \$17.8 million in Mitigation Fees. During the first six months of the fiscal year, the RCA

acquired 13 properties, totaling approximately 245 acres, valued at approximately \$3.1 million. Additionally, RCA received 4 land donations, totaling 64 acres, valued at \$1.7 million.

M/S/C (City of San Jacinto/City of Canyon Lake) to approve this item as recommended:

- 1) Recommend that the RCA Board of Directors receive and file the Fiscal Year 2020 Second Quarter Financial Report; and
- 2) Authorize staff to agendize this matter for the March 2, 2020, meeting of the RCA Board of Directors.

(5 Ayes, 0 Nays, 0 Abstain)

9. MIDYEAR REVIEW RECURRING PROFESSIONAL SERVICES CONTRACTS

Jennifer Fuller, Director of Administrative Services, presented the midyear review of RCA's recurring professional services contracts. She referred to the five contracts listed on page two of the staff report and gave a brief overview of each consultant contract.

Chair Ingram asked if RCA is obligated to do a yearly contract with Brown Armstrong or if they can do a month to month contract in regards to the agreed-upon procedures for Member Agencies' fee collections.

Ms. Fuller stated that RCA will need to discuss the contract with Brown Armstrong. She explained that there are two parts to the contract, the first being the regular financial statement audits and the second being agreed-upon procedures with the cities.

Chair Ingram requested that RCA staff and Steve DeBaun look into the contract with Brown Armstrong, and bring the contract back to the Executive Committee for discussion. He further stated that RCA is trying to become more automated, and RCA's current audit system is reviewing less than 10% of the permits.

Dolores Reyna, Administrative Manager, stated that RCA is required by law to do the financial audit portion. She suggested that RCA keep Brown Armstrong for the financial portion of the audit. She stated that the agreed-upon procedures is a separate process that RCA can choose not to include in the contract. She stated that the audits are always in the arrears so if RCA chooses to do an automated process it will not kick in until at least FY2021 so an audit of FY2020 will still be needed.

Chair Ingram stated that they will approve the contract for a year. He also requested that staff and Steve DeBaun, General Counsel, review the contract with Brown Armstrong to lay out what is included and bring an update back to the Executive Committee for discussion.

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Ms. Reyna stated that when Brown Armstrong bids, they bid for five years and the rate stays the same over those five years.

Chair Ingram asked staff and Mr. DeBaun to look into that as well.

Chair Ingram requested that RCA take a similar direction with the EPS contract. He asked Tricia Campbell if she feels that it is beneficial to have EPS on another year or month to month if they complete the Nexus Study early.

Tricia Campbell, Director of Reserve Management and Monitoring, stated that if RCA needs EPS another year or month to month it would be best for the contract to be set up for time and materials, rather than a fixed price.

Ms. Fuller stated that EPS would have a scope of services and if they complete it in November the contract would be finished.

Mr. DeBaun stated that he will review the contract to make sure that it is set up for time and materials and is terminable at the RCA's request.

Chair Ingram requested that RCA incorporate this kind of information ahead of time so that the Executive Committee has all the information they need to make an educated decision.

Ms. Campbell stated that these numbers are worst case scenario, which is the maximum of the contracts. Typically RCA includes time and materials with a maximum on the contracts. She stated that staff will review the contracts to make sure.

Mr. DeBaun, stated that RCA will hopefully get through the Nexus Study process this year and that RCA will only need them for a portion of next year for development of the fee handbook.

Chair Ingram stated that he would like clarification that the contracts are not to exceed figures and that the contracts state that.

Chair Ingram, stated that Kadesh & Associates are engaged with the Wildlife Refuge and other lobbying efforts, such as wildfires and other things. He stated that they have been very productive. RCA looked into what they have paid them and what they have brought back and the Return on Investment (ROI) was substantial.

Chair Ingram, stated that Tom Mullen is helping with funding issues and a multitude of other issues that RCA needs so it is crucial to keep him.

Ms. Campbell, stated that Tom Mullen's contract is just for reimbursements.

Chair Ingram, stated that Doug Wheeler has built relationships with Ken Calvert, Diane Feinstein, and others who have helped RCA with Section 6 funding. He is crucial to

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keep, especially since RCA has \$6 million outstanding Section 6 funds that have not been collected.

Chair Ingram asked if any Executive Committee members had questions. There were no questions.

Chair Ingram, asked if the recommendation should be that the Executive Committee approves the contracts with the not to exceed figures.

Mr. DeBaun stated that the recommendation should be that the Executive Committee approves the contracts pending review by legal counsel, and that staff will make sure that all of the contracts are based on time and materials.

Chair Ingram, stated that the recommendation should be that the Executive Committee approves the contracts pending review by legal counsel, and that staff will make sure that the not to exceed language is in each contract.

Ms. Fuller stated that the review of recurring contracts will go to the Board next month and that the contracts will go to the Board as part of the budget around April/May for review.

Chair Ingram asked for clarification on what RCA staff needs the Executive Committee to do today.

Ms. Fuller stated that the Executive Committee needs to approve the item to go to the Board next month and that staff will make sure to add the points from today on the EPS and Brown Armstrong contracts to include the not to exceed language.

Steve DeBaun stated that for the EPS contract staff will need to confirm that they are charging RCA on a per hour basis.

Chair Ingram stated that he would rather see the not to exceed figure.

Ms. Fuller stated that the EPS contract has a not to exceed contract maximum.

M/S/C (City of San Jacinto/City of Canyon Lake) to approve this item as recommended:

- 1) Review and provide staff direction concerning RCA's recurring professional services contracts; and
- 2) Authorize staff to agendize this matter for the March 2, 2020, meeting of the RCA Board of Directors.

(5 Ayes, 0 Nays, 0 Abstain)

10. RESOLUTION NO. 2020-002, RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY ADOPTING A SURPLUS REAL PROPERTY POLICY

John Field, Director of Land Acquisition, stated that in October 2019, Governor Newsom signed AB1486, which mandated changes to the Surplus Real Property Process. He stated that to his knowledge RCA has never had to surplus a single piece of property. Since the new bill was approved, RCA needs to update the internal policy to reflect the changes made by the bill. He explained that the revision to the policy orders agencies that surplus real property to take low cost housing into consideration. The bill also requires that agencies that build low income housing notify the State Department of Housing and Community Development (HCD), when building low income housing.

M/S/C (City of San Jacinto/City of Menifee) to approve this item as recommended:

- 1) Recommend that the Board adopt Resolution No. 2020-002, Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority, Adopting a Surplus Real Property Policy; and
- 2) Authorize staff to agendize this matter for the March 2, 2020, meeting of the RCA Board of Directors.

(5 Ayes, 0 Nays, 0 Abstain)

11. UPDATE REGARDING FIRE MANAGEMENT PLAN

Tricia Campbell, Director of Reserve Management and Monitoring, stated that in regards to fire management, RCA went through a GIS process to look at where the RCA properties are adjacent to structures and roads. She stated that RCA got really close to a proposal from Dave Driscoll, but he had to decline the offer to contract with RCA due to a family medical emergency. He will be providing RCA with some referrals. She also stated that she reached out to someone with the Orange County Transportation Agency MSHCP Reserve Management to see who they are using. Edith Martinez with CDFW works with the Forest Health Fire Resilience Program. RCA will be meeting with her to discuss fire management and sensitive resources. Ms. Campbell stated that she met with Assistant Fire Marshal Carlos Rodriguez with CAL Fire's, Hazard Reduction Division regarding how to approach doing weed abatement in 100-foot zones. She stated they have a weed abatement program and they will be providing RCA a proposal. Mr. Rodriguez also gave RCA information on who to contact at all of the cities for weed abatement policies.

Chair Ingram stated that if RCA does a criteria refinement there is a liability that comes with that for the person assuming the land. He stated that he and Ms. Campbell will meet with the other agencies collectively to go over the liability.

Ms. Campbell stated that CAL Fire has a listing of contractors who are vetted, have spark arrestors and insurance, and know what they are doing. RCA needs to balance

public safety and biological resource management in order to decrease fire risk over time. Ms. Campbell is hoping to bring in someone knowledgeable to setup the necessary parameters and work with County Parks to set up a program using temporary staff during the fire season.

Ms. Campbell stated that RCA has a meeting with Southern Regional Environmental Coordinator of Cal Fire, Division Chief Gregg Bratcher regarding the Elsinore Front County Fuel Break Project to create a 300-foot wide by 22-mile long fuel break from Wildomar to Glen Ivy at the toe of the Santa Ana Mountains.

Chair Ingram requested a button on the website for people to report if they see burning or illegal fires in conservation areas. He asked Mr. O'Reilly to look into the public being able to snap a picture with a position tag to show the location of the issue.

Ms. Campbell stated that Honey Bernas, Interim Executive Director, will be going to Sacramento to address insurance needs along with the Chair.

12. UPDATE REGARDING WEBSITE

Patrick O'Reilly, OPR Communications, presented the new RCA website. He introduced his associates Micheal Fisher and Philip Southard. He stated the goals for the website are being more public friendly, improved efficiency, and improved transparency. He reminded the Executive Committee that the website is dynamic, not stagnate, so the website will change. Mr. O'Reilly went over the new features.

Chair Ingram requested that the Board Members work with staff to choose the species of the month and present it on the website.

Mr. O'Reilly stated that RCA needs the Board Members to get more involved and engage their districts to bring awareness to RCA.

Board Member Sobek asked if the tiles on the front page of the website are negotiable. She suggested adding someone hiking or biking in the picture under recreational opportunities. She also suggested changing the species of the month picture.

Board Member Ruiz suggested that the school districts get access to the website

Chair Ingram stated that RCA will be giving the school districts access to the website.

Mr. O'Reilly pointed out that the pictures on the tiles rotate on the website.

Board Member Ruiz suggested that the recreational button rotate to each city so that the public can learn about the areas in the city that they can hike to.

Chair Ingram explained a carrousel feature. He stated that when you scroll over the city on the map it pops up and gives an explanation as to why this is a destination.

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Chair Ingram stated that the website is not a static process and that RCA will be reviewing constantly and making changes as needed.

Board Member Ruiz pointed out the donate button. She asked if the donate button was just for land or is it possible to make financial donations as well.

Chair Ingram stated that RCA is working on adding a way for people to donate money through the site.

Mr. O'Reilly pointed out the Report button on the website to assist the public in reporting things such as illegal trespassing or dumping.

Chair Ingram suggested that on the report button the words "See Something, Say Something, Report it" be added.

Mr. O'Reilly stated that in regards to the donate button, once staff works out the issues and brings a policy to the Executive Committee and Board to receive cash donations.

Chair Ingram agreed that RCA needs to make sure that it's logistically possible and legal. He stated that he would be willing to donate some of his own money for a scholarship program at the schools to get children engaged. He also suggested taking funds from the donation portion to help with a scholarship program to give back to the communities.

Mr. O'Reilly also suggested reaching out to the Girl Scouts and Boy Scouts to encourage them to enjoy the reserves and in return get a badge.

Chair Ingram mentioned that the Fire Department is willing to help sponsor a badge.

Board Member Ruiz suggested creating games to encourage teachers to visit the website with their students.

Mr. O'Reilly stated that one of the goals is education outreach to get children involved.

Mr. O'Reilly went over the fee calculator.

Chair Ingram stated that staff will be coming back with discussion on going to a per acre fee.

Michelle Ouellette, General Counsel, asked who will be responsible for keeping the website and social media current.

Micheal Fisher, OPR, stated that OPR will be responsible for working with staff and the Board to keep the website and social media current.

Chair Ingram suggested creating games and adding them to the website to get all ages engaged to stay on the website.

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John Field, Director of Land Acquisition, presented a flow chart that the public will be able to access to help them through the process of donating or selling land to RCA.

Tricia Campbell, Director of Reserve Management and Monitoring, stated that she has completed flow charts for the Criteria Refinement, HANS, and JPR processes to help the public through each process.

Chair Ingram stated that this is also for Board Members, Council Members, and city staff to help them through the process. He stated that at some point RCA will add an additional login option for the cities.

Mr. O'Reilly stated that they will be adding photos of each staff member and email addresses for the Board Members so that the public has access to reach out to everyone.

Chair Ingram requested that staff present the website at the next RCA Board meeting and go live at the end of the Board meeting.

Chair Ingram stated that moving forward, RCA will put together information on the Member Agencies to help direct the public.

Board Member Sobek requested that the Education shortcut be on the front page of the website.

Chair Ingram and the Executive Committee thanked everyone for their hard work on the website.

Chair Ingram requested that RCA make sure that the monitors in the Boardroom show the website clearly.

13. UPDATE CONCERNING THE CALIFORNIA POPPIES ON RCA RESERVE LAND IN THE WALKER CANYON AREA

Tricia Campbell, Director of Reserve Management and Monitoring, stated that it does not appear there will be a super bloom this year.

Chair Ingram stated that RCA needs to put some policies in place regarding what is RCA land, what RCA is obligated to protect, and how RCA can defend those lands. RCA needs to look at their obligation, and the city and the private property owners need to look at their obligations. He stated that it is important to know what everyone's role is because RCA cannot take on the burden exclusively.

Board Member Sobek suggested that RCA staff should work on a policy and bring it back to the Board.

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Chair Ingram stated that it is important that the Board Members who represent the cities get the information to present to staff.

Board Member Sobek stated that RCA needs a place to start. Staff should start with a policy, then as the Board has discussions, the cities can make their own policies.

Chair Ingram stated that staff can only take on the role of policy regarding RCA space. He stated RCA already has close to what they need on that to write the RCA policy.

Board Member Hewitt suggested hearing from Board Member Johnson since her city is involved.

Board Member Greene suggested a unified management team approach.

Chair Ingram suggested the staff bring back RCA's policy first, then the cities can build on it from there.

Board Member Hewitt suggested real time overlays to show where the poppies are located.

Board Member Sobek suggested that staff bring the poppy discussion back to the next Executive Committee meeting or when staff is ready for more discussion.

Chair Ingram suggested that staff pull the existing RCA policy for review and bring the policy to the Executive Committee for discussion.

14. DISCUSSION AND POSSIBLE EXECUTIVE COMMITTEE ACTION CONCERNING MOUNTAIN BIKING IN THE MURRIETA HILLS AREA

Chair Ingram stated that RCA will be engaging with the BLM and other management agencies regarding the issue.

Tricia Campbell, Director of Reserve Management and Monitoring, stated that RCA will be meeting on Monday with the key players of the mountain biking community. She stated that they are hoping to engage the key members to understand what the reserve lands are for. Passive recreation is available, and RCA wants to keep the lands open to the public, but everyone needs to understand the importance of the lands. She stated that self-policing to protect the lands will help keep the trails moving forward. Western Riverside County has the perfect landscape and weather for mountain biking.

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

Board Member Hewitt requested that staff bring back the total amount of the unfunded liability for RCA staff since RCA staff members are County employees.

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Chair Ingram requested that staff add an Old Business and New Business section to the agenda. He suggested that poppies be placed under old business for discussion.

16. CLOSED SESSION

16.1 PUBLIC EMPLOYEE APPOINTMENT

Pursuant to Government Code Section 54957

Title: Executive Director

After closed session, the meeting was reconvened. There were no announcements from General Counsel on closed session.

17. ADJOURNMENT

There being no more items before the Executive Committee, Chairman Ingram adjourned the meeting at 1:37 p.m. The next meeting of the Western Riverside County Regional Conservation Authority Executive Committee will be held on Wednesday, March 18, 2020, at 12:00 p.m., at the Riverside Centre, 3403 Tenth Street, Suite 320, Third Floor, RCA Conference Room, Riverside, California, 92501.

Prepared by:



April Boydd

Administrative Manager

Respectfully submitted:



Jennifer Fuller

Director of Administrative Services