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EXECUTIVE COMMITTEE

The Executive Committee, consisting of the RCA Board Chairman, Vice-Chairman, Past Chairman, and four members of the RCA Board, makes recommendations regarding personnel, administrative and financial matters, as well as provide guidance on a broad range of issues including target areas or types of habitats needed to remain in rough step. In addition, the Executive Committee may schedule Funding Coordination Committee workshops to discuss funding and acquisition strategy.

EXECUTIVE COMMITTEE

May 17, 2017 – Wednesday, at 12:00 p.m.
Western Riverside County Regional Conservation Authority
Riverside Centre, RCA Conference Room
3403 Tenth Street, Suite 320
Riverside, California 92501

EXECUTIVE COMMITTEE MEMBERS

Marion Ashley, Chairman
County of Riverside, District 5

Jonathan Ingram, Vice Chairman
City of Murrieta

Jeffrey Hewitt
City of Calimesa

Eugene Montanez
City of Corona

Natasha Johnson
City of Lake Elsinore

Maryann Edwards
City of Temecula

John Tavaglione
County of Riverside, District 2

Charles Landry, Executive Director



EXECUTIVE COMMITTEE AGENDA*

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*Action(s) may be taken on any item listed on the agenda. Non-exempt materials related to an item on this agenda submitted to the RCA Executive Committee after distribution of the agenda packet are available for public inspection at the RCA Offices, 3403 10th Street, Suite 320, Third Floor, Riverside, California, 92501, during normal business hours. Such documents are also available on the Western Riverside County Regional Conservation Authority website at www.wrc-rca.org subject to staff's ability to post the documents before the meeting. Alternative formats are available upon request by contacting the Clerk of the Board at (951) 955-9700. Notification of at least 72 hours prior to meeting time will assist staff in accommodating such requests.

Wednesday, May 17, 2017

12:00 P.M.

**Riverside Centre, RCA Conference Room
3403 Tenth Street, Suite 320
Riverside, CA 92501**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in an Executive Committee meeting, please contact the Clerk of the Board at (951) 955-9700. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT *At this time, members of the public can address the Executive Committee regarding any items within the subject matter jurisdiction of the RCA that are not separately listed on this agenda. Members of the public will have the opportunity to speak on agenda items at the time the item is called for discussion. No action may be taken on items not listed on the agenda unless authorized by law. Each individual speaker is limited to speak three (3) continuous minutes or less. Any person wishing to address the Executive Committee on any matter, whether or not it appears on this agenda, is requested to complete a Request to Speak Form available from the Clerk of the Board. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Executive Committee in writing and only pertinent points presented orally. Any written documents to be distributed or presented to the Executive Committee shall be submitted to the Clerk of the Board.*

4. COMMITTEE MEMBER ANNOUNCEMENTS

5. ADDITIONS/REVISIONS *(The Committee may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Committee subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Committee. If there are less than 2/3 of the Committee Members present, adding an item requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.)*

6. APPROVAL OF MINUTES - [April 19, 2017](#)

7. WESTERN RIVERSIDE COUNTY MSHCP FEE COLLECTIONS REPORT FOR APRIL 2017

[Overview](#) - [Staff Report](#)

This item is for the RCA Executive Committee to:

- 1) Recommend that the RCA Board of Directors receive and file the Western Riverside County MSHCP Fee Collections Report for April 2017; and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

8. FISCAL YEAR 2017 THIRD QUARTER FINANCIAL REPORT

This item is for the RCA Executive Committee to:

[Overview](#) - [Staff Report](#)

- 1) Recommend that the RCA Board of Directors receive and file the Fiscal Year 2017 Third Quarter Financial Report; and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

9. FISCAL YEAR 2017 THIRD QUARTER CONSULTANT REPORTS

[Overview](#) - [Staff Report](#)

This item is for the RCA Executive Committee to:

- 1) Recommend that the RCA Board of Directors receive and file the Fiscal Year 2017 Third Quarter Consultant Reports; and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

10. DIRECTOR OF LAND ACQUISITION, RCA – CLASSIFICATION SPECIFICATION

[Overview](#) - [Staff Report](#)

- 1) This item is for the RCA Executive Committee to review and provide staff direction concerning the Classification Specification; and

RCA EXECUTIVE COMMITTEE AGENDA

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May 17, 2017

- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

11. **RESOLUTION NO. 2017-___, RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY DECLARING SUPPORT FOR THE ESTABLISHMENT OF A NATIONAL WILDLIFE REFUGE WITHIN THE BOUNDARIES OF THE WESTERN RIVERSIDE COUNTY MULTIPLE SPECIES HABITAT CONSERVATION PLAN**

Overview - [Staff Report](#)

This item is for the RCA Executive Committee to:

- 1) Recommend that the RCA Board of Directors adopt Resolution No. 2017-___, *Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Declaring Support for the Establishment of a National Wildlife Refuge within the Boundaries of the Western Riverside County Multiple Species Habitat Conservation Plan*; and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

12. **EXECUTIVE DIRECTOR'S REPORT**

12.1 Discussion and Possible Executive Committee Action Concerning Riverside County Transportation Commission (RCTC) request to hold a joint RCTC/RCA Workshop Concerning Benefits of the MSHCP

12.2 Discussion Concerning File Types of Agendas on RCA Website

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

14. **CLOSED SESSION ITEMS:**

14.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (d) of Section 54956.9

Number of potential cases: Two

15. **ADJOURNMENT**

The next meeting of the Western Riverside County Regional Conservation Authority Executive Committee will be held on Wednesday, June 21, 2017, at 12:00 p.m., at the Riverside Centre, 3403 Tenth Street, Suite 320, Third Floor, RCA Conference Room, Riverside, California, 92501.

AGENDA ITEM NO. 6

MINUTES

April 19, 2017



EXECUTIVE COMMITTEE MINUTES

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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 Ashley at 12:05 p.m., Wednesday, April 19, 2017, at the RCA Conference Room, 3403 Tenth Street, Suite 320, Riverside, California, 92501.

2. ROLL CALL – was taken by Rose Haro, Administrative Manager.

COMMITTEE MEMBERS PRESENT	COMMITTEE MEMBERS ABSENT
Marion Ashley, Chairman – County of Riverside District V Jonathan Ingram, Vice Chairman – City of Murrieta Jeffrey Hewitt – City of Calimesa Eugene Montanez – City of Corona Natasha Johnson, City of Lake Elsinore Maryann Edwards - City of Temecula	John Tavaglione, County of Riverside District II

3. PUBLIC COMMENTS

Chairman Ashley called for public comments regarding items not listed on the agenda. There were no public comments.

4. COMMITTEE MEMBER ANNOUNCEMENTS

Chairman Ashley called for Committee Member announcements. Vice Chairman Ingram indicated that the draft for the Criteria Refinement is on the agenda. He asked for a future agenda item regarding how Metropolitan Water District and the local water agencies administer assessments to remainder parcels after RCA has acquired a portion of a parcel. He gave an example of the issue, stating that if one owned 20 acres of land and the city conditions him to give 10 acres of land to RCA and allows

development on the net 10 acres, the water agencies are charging the development as if it was for the entire 20 acres. He has asked Charles Landry to look into if when RCA acquires acreage, a new assessor's parcel number can be given to the property owner and the old parcel number stay with RCA. He further stated that one can't charge \$5 thousand an acre for areas that are in conservation and that will never have development. Charles Landry asked Steve DeBaun, General Counsel, to note Vice Chairman Ingram's comments to bring that item back in the future.

(City of Lake Elsinore and City of Temecula arrived during committee member announcements at 12:07p.m.)

5. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

6. APPROVAL OF MINUTES – March 15, 2017

M/S/C (CITY OF MURRIETA/CITY OF CALIMESA) to approve the minutes of the March 15, 2017 Meeting of the Executive Committee as submitted.

(6 Ayes, 0 Nays, 0 Abstain, 1 Absent)

7. WESTERN RIVERSIDE COUNTY MSHCP FEE COLLECTIONS REPORT FOR MARCH 2017

Honey Bernas, Director of Administrative Services, presented the MSHCP Fee Collections Report for March 2017. The RCA received fees in the amount of \$896,074 for 327 residential permits and 40.3 commercial acres. There were 25 reported exemptions totaling \$49,800 (16 in the City of Lake Elsinore and nine in the City of Temecula). There were no reported civic/infrastructure projects. For the month of March 2017, the total receipts were \$896,074.

M/S/C (CITY OF MURRIETA/CITY OF LAKE TEMECULA) to approve this item as recommended and authorize staff to agendize this matter to the May 1, 2017 meeting of RCA Board of Directors:

- 1) Recommend that that RCA Board of Directors receive and file the Western Riverside County MSHCP Fee Collections Report for March 2017; and
- 2) Authorize staff to agendize this matter for the May 1, 2017 meeting of the RCA Board of Directors.

(6 Ayes, 0 Nays, 0 Abstain, 1 Absent)

8. RESOLUTION NO. 2017-XXX, RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY ADOPTING THE FISCAL YEAR 2018 OPERATING AND CAPITAL BUDGET

Honey Bernas, Director of Administrative Services, presented an overview of RCA's Proposed Fiscal Year 2018 Operating and Capital Budget. She advised that as was customary, the proposed budget reflected conservative revenue estimates and limited appropriations in order to meet RCA's current commitments and obligations under the MSHCP. Staff was pleased to propose a balanced budget for Fiscal Year 2018.

She reviewed Exhibit A-1, which provided an overall summary of the budget and comparison to the FY2016 Actual Revenues and Appropriations; the FY2017 Adjusted Budget and Year-end Projections; and dollar and percentage change over the FY2017 Adjusted Budget. She advised that the FY2017 Adjusted Budget reflected an overall draw on the fund balance of \$8.7 million, as a result of the Board approving an earlier payment of Phases 7 and 8 for an existing phased acquisition, which resulted in RCA saving \$1.8 million, but staff was projecting a deficit of \$5.6 million only. The difference resulted from the receipt of \$2.1 million from Southern California Edison for a Certificate of Inclusion for the West of Devers Upgrade Project; land acquisitions in the budget which would carry forward into FY2018, and \$500 thousand legal contingency which would not be spent.

Total proposed revenue sources of \$25.1 million included the following major projected revenue sources: 1) Federal and State funds of \$2 million and \$1.2 million, respectively; 2) Development Mitigation Fees of \$10.5 million; 3) Measure A funds of \$3 million; 12 land donations and two conservation easements totaling approximately 384 acres with an estimated value of \$2.4 million; 4) Tipping Fees of \$2.5 million; and 6) \$1.9 in Participating Special Entity revenue for Installment No. 2 for Southern California Edison's Certificate of Inclusion for the West of Devers project (\$2.1 million, net of a 10% endowment set-aside). Other Proposed Revenue Sources included: 1) Flood Control fees of \$400 thousand; 2) TUMF Contributions of \$700 thousand; 3) Interest of \$284 thousand; 4) Infrastructure Contributions of \$80 thousand; 5) Civic Contributions of \$80 thousand; and 6) Other Miscellaneous Revenue of \$30 thousand. This is the fifth consecutive year that RCA has been awarded Section 6 funds and staff is in negotiations with a property owner to close escrow in FY 2018 which will expend all available the Section 6 funds. Although there has been a slight increase in development mitigation fees and FY2018 fees will increase by 1.97% due to the CPI adjustment, staff proposed a 5% decrease from the FY2017 budgeted Development Mitigation Fees due to an existing fee credit agreement and the potential establishment of a mitigation bank within the MSHCP boundaries.

Total proposed appropriations reflected a 32% decrease, from \$34.9 million in FY2017 to \$25.1 million in FY2018. The decrease is mainly due to the proposed budget not including the three phases of the Anheuser Busch acquisition. The proposed FY2018 budget was prepared using the cost allocation assumptions endorsed by the Board in 2007 as the guiding principal. Appropriations are allocated directly to the project applicable to each program, and only 2.8% of total appropriations are allocated among

RCA EXECUTIVE COMMITTEE MINUTES

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all three programs. Appropriation percentages for FY2018 were Operations 2%, Land Management and Monitoring at 3%, and Land Acquisitions 85%.

Salaries and Benefits reflected a 7% increase from the FY2017 Adjusted Budget as a result of a \$99 thousand increase in salaries which includes a position swap from Sr. Real Property Agent to Director of Land Acquisition, plus annual step increases for employees who have not reached the top of the current salary ranges, a \$48 thousand increase in benefits, and a \$7 thousand increase in annual leave buy-down. Management is of the opinion that RCA would be better served by filling the Director of Land Acquisitions position rather than a Sr. Real Property Agent for succession purposes and due increased work load in acquisitions and other divisions. In addition to overseeing the Land Acquisition Division, the incumbent would also be expected to learn all aspects of the RCA and serve as back-up to the Executive Director, Director of Administrative Services and Director of Management and Monitoring. Capital outlay is the largest appropriation in RCA's budget at \$16.5 million. Land purchase and improvements of \$16.4 million included the purchase of 32 properties, totaling approximately 1,356 acres. The proposed budget also included the purchase of two new trucks for the Land Management and Monitoring Program to replace older trucks.

Honey Bernas summarized the overall budget which included \$25.1 million in revenue sources and appropriations. Staff proposed a balanced budget with no draws on fund balances. The proposed budget also included a \$2.5 million contingency; \$500 thousand for legal expenditures and \$2.0 million for property acquisitions.

Staff projected a fund balance of approximately \$27.5 million as of June 30, 2017, available to carry forward in FY 2018. Of this amount, \$19.9 million is unrestricted general fund and \$7.6 million is restricted fund balance for capital acquisitions.

She then gave an overview of the Operating and Capital Budget by Program, and the proposed Contract Detail by Appropriations. She advised that proposed contracts reflected a \$301 thousand dollar increase and reviewed the significant contract changes for real property services, loan program reimbursement, Nexus Study Update, reserve management and biological monitoring services.

Chairman Ashley suggested that for the FY2019 budget presentation staff include a three to five year cash flow. He thanked staff for a job well done and great presentation.

M/S/C (CITY OF MURRIETA/CITY OF TEMECULA) to approve this item as recommended and authorize staff to agendize this matter to the May 1, 2017 meeting of RCA Board of Directors and recommended that staff present a five year budget for FY2019:

- 1) Recommend that the Board of Directors adopt Resolution No. 2017-XXX, *Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Adopting the Fiscal Year 2018 Operating and Capital Budget*; and

- 2) Authorize staff to agendize this matter for the May 1, 2017 meeting of the RCA Board of Directors.

(6 Ayes, 0 Nays, 0 Abstain, Absent 1)

9. RECURRING CONTRACTS FOR FISCAL YEAR 2018

Honey Bernas, Director of Administrative Services, advised that staff is recommending five recurring contracts for consultants that are providing unique or specialized services and working closely with RCA staff and the Board on long-term projects. She reviewed the scope of services and contract amounts for Fiscal Year 2018 for the following recurring contracts: 1) Geographics; 2) Kadesh & Associates; 3) Thomas B. Mullen; 4) Santa Ana Watershed Association; and 5) Douglas P. Wheeler.

Board Member Hewitt asked if the upcoming AB1250, which will affect cities and counties and will add more paperwork and if it will affect RCA. Vice Chairman Ingram answered in the affirmative. Steve DeBaun, General Counsel stated that in its current form, it would apply to the agency because RCA is a joint powers agency.

M/S/C (CITY OF MURRIETA/CITY OF CALIMESA) to approve this item as recommended and authorize staff to agendize this matter to the May 1, 2017 meeting of RCA Board of Directors:

- 1) Recommend that the RCA Board of Directors approve the Recurring Contracts for Fiscal Year 2018;
- 2) Recommend that the RCA Board of Directors authorize the RCA Executive Director, upon legal counsel review and approval, to execute said agreements on behalf of the RCA; and
- 3) Authorize staff to agendize this matter for the May 1, 2017 meeting of the RCA Board of Directors

(6 Ayes, 0 Nays, 0 Abstain, Absent 1)

10. BIOLOGICAL MONITORING PROGRAM WORK PLAN AND COST ESTIMATE FOR FISCAL YEAR 2017-18

Laurie Dobson Correa, Director of Reserve Management and Monitoring, presented this item. She explained that the MSHCP requires that a work plan and budget for the Monitoring Program be adopted annually and that along with administrative activities such as training, scheduling surveys, ordering supplies, contract management and data management, the primary function of the program is to conduct focused surveys for covered species based on the frequency required by the MSHCP and produce reports for most surveys annually. She went on to summarize the species surveys proposed for FY2018 including Quino checkerspot butterfly, Delhi sands flower-loving

fly, California gnatcatcher breeding documentation and tri-colored blackbird surveys. She noted tri-color blackbird surveys are done every year because they breed at only one location, the San Jacinto Wildlife Area, where there was a grant funded habitat enhancement project. She further stated that raptor nest surveys for bald and golden eagles, and white-tailed kites are also in the work plan. Raptors tend to use the same nesting for many years and nest monitoring helps document continued use and avoid disturbance by land management activities. Burrowing owl monitoring is done annually as part of breeding season surveys which includes the monitoring of artificial burrows in population sites that are managed by RCA. A survey for loggerhead shrike is included for FY2018, a species that is surveyed separately from other birds. She noted reptile species surveys still include the two mountain kingsnakes and the two others that are hard to find, the southern rubber boa and banded gecko. Small mammal trapping are conducted each year and this year's focus species is Aguanga kangaroo rat. Board Member Montanez asked if biologist can tell which mammals are which without dissecting them. Laurie Correa answered in the affirmative because of the distinctive features of the species. She continued with the presentation to indicate that camera traps are the primary tool used to document carnivores. The RCA is considering using scent dogs to find specific species that have been difficult to locate using other survey methods. Board Member Hewitt asked if it was similar to the bloodhound. Laurie Correa said they are trained for individual species so it is the same concept to follow the scent. They can find things a human can't find.

M/S/C (CITY OF CORONA/CITY OF CALIMESA) to approve this item as recommended and authorize staff to agendize this matter to the May 1, 2017 meeting of RCA Board of Directors:

- 1) Recommend that RCA Board of Directors approve the Biological Monitoring Program Work Plan and Cost Estimate for Fiscal Year 2017-18;
- 2) Authorize staff to agendize this matter for the May 1, 2017 meeting of the RCA Board of Directors.

(6 Ayes, 0 Nays, 0 Abstain, Absent 1)

11. PROFESSIONAL SERVICES AGREEMENT BETWEEN THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR AUDITING SERVICES

Honey Bernas, Director of Administrative Services, presented this item. The current five year contract with Vavrinek, Trine, Day and Company for external auditing of RCA's annual Financial Statements ended with auditing of Fiscal Year 2016. The RCA released a Request for Proposals (RFP) for Auditing Services, which was published on the RCA and the California Society of Municipal Finance Officers websites. A technical review panel was assembled consisting of two RCA staff members and one member from the County of Riverside Auditor's office. The top three firms were selected and interviewed. Following the interviews, staff recommended the selection of Brown Armstrong Accountancy Corporation.

M/S/C (CITY OF MURRIETA/CITY OF TEMECULA) to approve this item as recommended and authorize staff to agendize this matter to the May 1, 2017 meeting of RCA Board of Directors:

- 1) Recommend that RCA Board of Directors approve the Professional Services Agreement between the RCA and Brown Armstrong Accountancy Corporation, for audit services for the year ended June 30, 2017 with an option to extend the term of the agreement for additional one year term not to exceed four years; and
- 2) Authorize staff to agendize this matter for the May 1, 2017 meeting of the RCA Board of Directors.

(6 Ayes, 0 Nays, 0 Abstain, Absent 1)

12. RECOMMENDATION TO REVISE THE RCA CRITERIA REFINEMENT POLICY

Chairman Ashley acknowledged receipt of letters regarding this agenda item from Susan Nash, Tom Paulek, Friends of the Northern San Jacinto Valley; George Hague, Sierra Club, Moreno Valley Group Conservation Chair; Jonathan Evans, Center for Biological Diversity and Drew Feldmann San Bernardino Valley Audubon Society.

These letters were distributed to Executive Committee members at the meeting.

Vice Chairman Ingram stated the purpose of the Criteria Refinement agenda item is to clarify policy only. Not to create, add to or enhance the policy in any way.

Michelle Ouellette, General Counsel, commented as to the content of the letters received and the rulings from the courts. She stated that the reason for this item is to provide clarity to the Criteria Refinement process contained in Section 6.5 of the MSHCP and so that Section 2.(i)., Scope and Definitions, of the policy are easier to understand.

She recommended that RCA respond to the letters received, and the Executive Committee concurred. Michelle Ouellette added that she will explain in the reply letters how RCA is in compliance with CEQA.

The Executive Committee discussed the Criteria Refinement Policy with regard to the benefits of the policy and the attached flowchart to assist in understanding the process.

Vice Chairman Ingram thanked staff for the time invested in bringing clarification to the policy and commented on the equitable benefits to the Member Agencies.

Honey Bernas suggested changing the title of the agenda item to add the word Criteria Refinement "Clarification" Policy. She also thanked Vice Chairman Ingram for his help in assisting with clarifying the policy.

A redlined Criteria Refinement Policy was distributed to Executive Committee members at the meeting.

M/S/C (CITY OF MURRIETA/CITY OF LAKE ELSINORE) to authorize staff to agendize this matter as amended to the May 1, 2017 meeting of RCA Board of Directors:

Review and provide staff direction concerning proposed Resolution No. 2017-XXX, Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Adopting Revised Criteria Refinement Policy.

(6 Ayes, 0 Nays, 0 Abstain, Absent 1)

13. EXECUTIVE DIRECTOR'S REPORT

Vice Chairman Ingram asked Charles Landry, Executive Director, to give an update to the Executive Committee on a meeting with City of Lake Elsinore in regards to fee issues. Charles Landry stated that the meeting with Lake Elsinore went well, and that there is a tentative agreement. The RCA will receive land from that is owned or controlled by the City of Lake Elsinore in return for fee credit on the fees that are owed. He also stated that the city advised that they will be collecting fees on some projects. This should provide equivalence on the fee issues. Once the final agreement is reached, the agreement will be brought to the Board of Directors and the City Council. There was no further discussion.

13.1 Memorandum of Understanding (MOU) between RCA and Rivers & Lands Conservancy regarding Habitat Management pursuant to the Western Riverside County Multiple Species Habitat Conservation Plan

Charles Landry, Executive Director, reported that RCA has signed an MOU with Rivers & Lands Conservancy (RLC) that RLC will manage their property pursuant to the MSHCP. The property that RLC owns, within criteria cells, counts toward the MSHCP goal. He stated that officials from Rivers & Lands Conservancy will be at the Board of Directors meeting May 1 to be recognized for the continued partnership.

13.2 Congressional Tour

Charles Landry, Executive Director, announced that the tour scheduled for April 20, 2017 has been canceled due to lack of availability from the Congressional delegates which included Congressmen Calvert, Issa, Ruiz, Takano and staff members.

13.3 Wildlife Refuge

Charles Landry, Executive Director, distributed to Executive Committee members a draft resolution supporting the establishment of a National Wildlife Refuge within the boundaries of the MSHCP. This will allow RCA to access additional federal funding through the Land and Water Conservation Fund. This fund has approximately \$900 million allocated annually versus Section 6 acquisition which has approximately \$18 million appropriated. The proposal is to establish a refuge in the eastern part of MSHCP where there is minimal population and development. The refuge will include land that RCA has already been acquired and add additional land which is already described for conservation under the plan. The MSHCP will not expand past the requirements of the plan. Besides the additional acquisition funding, the U.S. Fish and Wildlife will maintain the refuge for perpetuity, which is a cost that RCA does not have to incur. The acreage for the refuge is approximately 20-40 thousand acres. The public will still have access to these areas as they will under the trail coverage of the MSHCP. Vice Chairman Ingram added that he has met with developers and land owners and discussed in great detail this refuge. The greatest concern was not expanding the footprint of the MSHCP which will not occur under the proposal. He further commented that these acres are substantial, and this refuge will help get the MSHCP to its completion. Charles Landry commented that the Federal Government will still have to acquire an additional 38 thousand acres, which is their contribution to the MSHCP. Chairman Ashley asked if there was any downside to this refuge. Charles Landry answered that the only downside is that the land in question is much more affordable than other areas, and the Federal Government will have a lower cost per acre acquisition cost than RCA. Vice Chairman Ingram commented that if the Federal Government is going to manage the land for perpetuity, RCA can transfer more funds into the endowment for those acres that RCA still has to manage within the plan. Board Member Edwards asked that once the Federal Government gets involved, can they place any restrictions on the property other than what exists for RCA land. Charles Landry answered to say that when RCA negotiates the details of the refuge, RCA will ensure that there is public access through the MSHCP trails. Board Member Edwards gave an example of the Johnson Ranch Preserve in which the City of Temecula can't even get a trail through the property. Charles Landry answered to say that the purpose would be to allow the MSHCP and its uses to continue, including access to the reserve through the planned MSHCP trails.

Chairman Ashley directed that this item be moved to the Board of Directors. Charles Landry asked if it should be brought back to Executive Committee. Chairman Ashley and all Executive Committee members agreed that the item should move go directly to the Board of Directors on June 5, 2017. Vice Chairman Ingram added that a flowchart should be included.

M/S/C (CITY OF TEMECULA/CITY OF LAKE ELSINORE) to authorize staff to agendize this matter to the June 5, 2017 meeting of RCA Board of Directors:

Discuss and provide staff direction concerning a possible resolution for the establishment of a wildlife refuge.

(6 Ayes, 0 Nays, 0 Abstain, Absent 1)

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

Chairman Ashley called for future agenda items.

Vice Chairman Ingram suggested issue that he is concerned with regarding annexation of Metropolitan (MET) and the local water districts regarding \$5 thousand fee per acre.

- 15. CLOSED SESSION ITEMS:**

15.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to paragraph 1 of Subdivision (d) of Government Code Section 54956.9

- **Case No. MCC1300351 JPR, Inc., dba Silverado Ranch Estates vs. California Department of Fish and Game; County of Riverside; Western Riverside County Regional Conservation Authority**

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

16. ADJOURNMENT

There being no other items before the Executive Committee, Chairman Ashley adjourned the meeting at 1:25 p.m. The next meeting of the Western Riverside County Regional Conservation Authority Executive Committee will be held on Wednesday, May 17, 2017, at 12:00 p.m., at the Riverside Centre, 3403 Tenth Street, Suite 320, Third Floor, RCA Conference Room, Riverside, California, 92501.

Prepared by:



Rose Haro
Administrative Manager

Respectfully submitted:



Honey Bernas
Clerk of the Board

AGENDA ITEM NO. 7

WESTERN RIVERSIDE COUNTY MSHCP FEE COLLECTIONS REPORT FOR APRIL 2017

Regional Conservation Authority

**WESTERN RIVERSIDE COUNTY
MSHCP FEE COLLECTIONS REPORT FOR
APRIL 2017**

Staff Contact:

**Honey Bernas
Director of Administrative Services
(951) 955-9700**

Background:

The RCA Executive Committee directed staff to report on Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP) Local Development Mitigation Fee (LDMF) Collection and Civic/Infrastructure Contribution on a monthly basis.

Attached is the report for April 2017. The report was prepared on a cash basis and, therefore, reflects the cash received by RCA during that month.

Staff Recommendations:

That the RCA Executive Committee –

- 1) Recommend that the RCA Board of Directors receive and file the Western Riverside County MSHCP Fee Collections Report for April 2017; and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

Attachment

Western Riverside County MSHCP LDMF Collection and Civic/Infrastructure Contribution Report for April 2017

AGENDA ITEM NO. 7
Attachment

**WESTERN RIVERSIDE COUNTY
MSHCP LDMF COLLECTION AND
CIVIC/INFRASTRUCTURE
CONTRIBUTION REPORT FOR
APRIL 2017**

**WESTERN RIVERSIDE COUNTY MSHCP LDMF COLLECTION AND CIVIC/INFRASTRUCTURE
CONTRIBUTION REPORT FOR APRIL 2017
CASH BASIS**

LOCAL DEVELOPMENT MITIGATION FEE COLLECTIONS							
City/County		Month	REMITTED			EXEMPTIONS & FEE CREDITS	
			Residential Permits	Commercial/Industrial Acres	Amount Remitted	Residential Permits	Amount
City of Banning		March-No Activity					
City of Beaumont		March	63		\$125,496		
City of Calimesa		March	24		\$47,808		
City of Canyon Lake		March	1		\$1,992		
City of Corona		February	108		\$111,888		
City of Eastvale		March-No Activity					
City of Hemet		March-No Activity					
City of Jurupa Valley		March	60		\$119,520		
City of Lake Elsinore		March	12		\$23,904		
		Summerly Project ¹				21	\$41,832
		Castle & Cooke Alberhill Ranch LLC ²				2	\$3,984
City of Menifee		March	33	0.8	\$71,431		
City of Moreno Valley		February	9	27.6	\$204,785		
		March	16		\$31,872		
City of Murrieta		March-No Activity					
City of Norco		March-No Activity					
City of Perris		March received in May					
City of Riverside		February	15		\$29,880		
		March	291	1.0	\$312,580		
City of San Jacinto		March	17		\$33,904		
City of Temecula		March-No Activity					
City of Wildomar		March	13		\$25,896		
County of Riverside		April	81	8.2	\$217,016		
Total LDMF Collections			743	37.6	\$ 1,357,972	23	\$45,816

CIVIC AND INFRASTRUCTURE CONTRIBUTIONS		
None		
Total Civic/Infrastructure Contributions		\$0

TOTAL APRIL 2017 \$ 1,357,972

1) Summerly Project - Development agreement dated 8/24/04. Expiration date 9/23/14. Under review.

2) Castle & Cooke Alberhill Ranch LLC (formerly known as Murdock Alberhill Ranch Limited Partnership) project exempt from MSHCP by Settlement Agreement between the County and Castle & Cook dated 2/24/2004.

AGENDA ITEM NO. 8

FISCAL YEAR 2017 THIRD QUARTER FINANCIAL REPORT

*Regional Conservation Authority***FISCAL YEAR 2017 THIRD QUARTER
FINANCIAL REPORT****Staff Contact:****Honey Bernas, Director of
Administrative Services
(951) 955-2842****Background:**

Attached is the Fiscal Year 2017 Third Quarter Financial Report, which includes an Executive Summary (cash balance summary and financial statement overview), detailed financial statements, and MSHCP Fee Collection Report.

As of March 31, 2017, the RCA acquired 14 properties totaling approximately 1,150 acres. Of the 14 properties, four were funded with federal and state funds of \$2.6 and \$2.0 million, respectively. The remaining properties were acquired with development fees and Measure A funds. In addition, the RCA received four land donations and one conservation easement with a combined acreage of 374 and an estimated value of \$966 thousand. Staff is confident escrow will close on an additional 792 acres of reserve land by June 30, 2017.

Development mitigation fee revenues collected by Member Agencies totaled \$8.9 million as of March 31, 2017, which represents 81% of the budgeted development mitigation fee revenues for FY2017. The current fees collected represent a 12% increase in comparison to the prior year's nine month period ending March 31, 2016 of \$7.9 million. Staff projects development mitigation fee revenues of about \$11.3 million by the end of Fiscal Year 2017.

During the current year, the RCA issued a Certificate of Inclusion to Southern California Edison for the West of Devers Upgrade Project. The agreement requires the payment of a habitat mitigation fee of \$6.4 million, payable in three annual installments of \$2.1 million each. The RCA received the first installment in December 2016 and has set aside 10% (\$214.8 thousand) into the endowment fund. Net Participating Special Entities (PSE) proceeds for FY2017 are \$1.9 million but were budgeted conservatively at \$275 thousand because the outcome and timing of the issuance of the Certificate of Inclusion was unknown during the budget process.

In the Management and Monitoring Program, Tipping fees of \$2.5 million for the first three quarters of the FY2017 represent 99% of the budgeted revenues. The County reported that 1.4 million tons of out-of-county waste were collected as of February 28, 2017, which is a 20.7% increase over the same period during FY2016.

On June 9, 2008, by Resolution No. 08-008, the RCA Board of Directors delegated the power and authority to make transfers and revisions of appropriations within a budget unit to the RCA Executive Director. Said transfers and revisions are to be reported to the RCA Board on a quarterly basis. The FY2017 budget included \$38,000 in special assessment dues. Due to the purchase of Additional Reserve Land subject to these fees in FY2017, an additional \$2,200 in appropriations was required. Accordingly, the Executive Director authorized the following appropriation transfer:

Decrease Appropriations:

51630-935300-520960	Insurance	\$ 2,200
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Increase Appropriations:

51630-935300-535220	Taxes and Assessments	\$ 2,200
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Staff projects that the RCA's General Fund balance could increase by approximately \$1.8 million (\$805 thousand and \$1.0 million from savings in Operations and Land Management and Monitoring, respectively) from \$18.5 to \$20.3 million by the end of the fiscal year ending June 30, 2017. The projected increase in the General Fund balance is directly attributable to the PSE received this year and the projected increase in tipping fee revenue without increasing appropriations.

The Capital Project Fund is expected to decrease by about \$5.8 million as a result the RCA Board approved early acquisition of phases 7 and 8 of an existing phased land acquisition agreement. Staff anticipates a restricted Capital Projects Fund balance of approximately \$8.9 million by June 30, 2017.

Staff Recommendation:

That the RCA Executive Committee –

- 1) Recommend that the RCA Board of Directors receive and file the Fiscal Year 2017 Third Quarter Financial Report; and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

Attachments:

- 1) Executive Summary (Cash Balance Summary and Financial Statement Overview)
- 2) Detailed Financial Statements
- 3) MSHCP Fee Collection Report

**AGENDA ITEM NO. 8
ATTACHMENT 1**

**Executive Summary
(Cash Balance Summary
and
Financial Statement Overview)**

Fiscal Year 2017 Third Quarter Financial Report

July 1, 2016 – March 31, 2017

Preserving our open space heritage • Protecting our economy • Building our future



Cash Balance Summary

July 1, 2016 – March 31, 2017

Balance as of 07-01-16	\$ 34,742,713
Cash Receipts 07-01-16 through 03-31-17	<u>22,069,967</u>
Cash Available	56,812,680
Cash Disbursements 07-01-16 through 03-31-17	<u>(24,726,817)</u>
Cash Balance as of 03-31-17	<u>\$ 32,085,863</u>

Budget to Actual and FYE Projections

July 1, 2016 – March 31, 2017

Operations (935100)	Budget	Actual	Year-End Projections
<u>Revenue</u>	\$ 485,660	\$ 1,140,690	\$ 1,180,563
<u>Appropriations:</u>			
Salaries & Benefits	129,490	71,802	106,736
Supplies & Services	356,170	182,889	269,274
Total Appropriations	\$ 485,660	\$ 254,691	\$ 376,010
Net Operating Position	\$ 0	\$ 885,999	\$ 804,553

Budget to Actual and FYE Projections

July 1, 2016 – March 31, 2017

Land Management & Monitoring (935300)	Budget	Actual	Year-End Projections
<u>Revenue</u>	\$ 2,979,840	\$ 3,054,220	\$ 3,743,271
<u>Appropriations:</u>			
Salaries & Benefits	520,050	318,675	471,400
Supplies and Services	2,339,590	1,462,888	2,141,387
Other Charges	40,200	40,134	40,134
Vehicles	80,000	0	80,000
Total Appropriations	\$ 2,979,840	\$ 1,821,697	\$ 2,732,921
Net Operating Position	\$ 0	\$ 1,232,523	\$ 1,010,350

Budget to Actual and FYE Projections

July 1, 2016 – March 31, 2017

Land Acquisition (935201)	Adjusted Budget	Actual	Year-End Projections
Revenue	\$ 24,652,640	\$ 19,128,707	\$ 24,860,865
Appropriations:			
Salaries & Benefits	1,613,260	1,069,935	1,491,580
Supplies & Services	2,134,940	937,486	1,458,270
Interest	140,000	125,045	133,752
Capital Assets	<u>29,514,440</u>	<u>20,962,599</u>	<u>27,570,431</u>
Total Appropriations	<u>\$ 33,402,640</u>	<u>\$ 23,095,065</u>	<u>\$ 30,654,033</u>
Net Operating Position	<u>\$ (8,750,000)</u>	<u>\$ (3,966,358)</u>	<u>\$ (5,793,168)</u>

Staff Recommendation

That the RCA Executive Committee –

- 1) Recommend that the RCA Board of Directors receive and file the Fiscal Year 2017 Third Quarter Financial Report, and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

**AGENDA ITEM NO. 8
ATTACHMENT 2**

**Detailed
Financial Statements**

**Regional Conservation Authority
Budget vs. Actual Comparison as of March 31, 2017
General Fund - 935100 Operations**

REVENUE

Account	Account Description	Budget	Actual	% of Actual to Budget	Note No.	Projection through 6/30/17	Positive (Negative) Variance with Budget
722000	Participating Special Entities	\$ 68,750	\$ 503,436	732%	1	\$ 503,436	\$ 434,686
740020	Interest-Invested Funds	34,125	47,067	138%	2	62,756	28,631
740040	Interest-Other	-	2,621	N/A		2,621	2,621
769240	Other Gov MSHCP Infrastructure	100,000	232,670	233%	6	232,670	132,670
769260	Other Gov MSHCP Civic Projects	50,000	96,995	194%	7	96,995	46,995
771410	Flood Control District	132,785	185,348	140%	8	185,348	52,563
777860	Joint Project Review	100,000	72,552	73%		96,736	(3,264)
781360	Other Misc Revenue	-	1	N/A		1	1
Total Revenue		\$ 485,660	\$ 1,140,690	235%		\$ 1,180,563	\$ 694,903

EXPENDITURES

510040	Regular Salaries	\$ 90,345	\$ 50,298	56%		\$ 73,064	\$ 17,281
510440	Annual Leave Buydown	3,310	1,088	33%		2,451	859
515200	Retiree Health Insurance	230	173	75%		230	-
518100	Budgeted Benefits	35,605	20,243	57%		30,991	4,614
Total Appropriation 1		129,490	71,802	55%		106,736	22,754
520200	Communications	75	70	93%		93	(18)
520270	County Delivery Services	30	-	0%		30	-
520320	Telephone Service	45	3	7%		12	33
520940	Insurance-Other	1,380	774	56%	12	1,032	348
521360	Maint-Computer Equipment	1,260	-	0%		1,000	260
521540	Maint-Office Equipment	225	112	50%		149	76
521640	Maint-Software	445	259	58%		345	100
523100	Memberships	355	275	77%		275	80
523230	Miscellaneous Expense	2,450	1,717	70%		2,289	161
523620	Books/Publications	15	-	0%		10	5
523640	Computer Equip-Non Fixed Asset	290	62	21%		83	207
523660	Computer Supplies	90	-	0%		45	45
523680	Office Equip Non Fixed Assets	30	4	13%		10	20
523700	Office Supplies	295	88	30%		117	178
523760	Postage-Mailing	170	83	49%		111	59
523800	Printing/Binding	120	-	0%		100	20
523840	Computer Equipment-Software	300	25	8%		300	-
524560	Auditing and Accounting	16,415	10,856	66%	13	15,475	940
524900	GIS Services	325	225	69%	14	300	25
525020	Legal Services	115,000	21,463	19%	15	33,617	81,383
525140	Personnel Services	405	372	92%	16	372	33
525840	RCIT Device Access	1,130	490	43%	17	653	477
526700	Rent-Lease Bldgs	5,960	4,468	75%	18	5,957	3
527780	Special Program Expense	600	-	0%		200	400
527840	Training-Education/ Tuition	90	8	9%		11	79
527980	Contracts	206,025	140,228	68%	19	204,971	1,054
528120	Board/Commission Expense	1,245	691	56%		921	324
528140	Conference/Registration Fees	60	63	105%		63	(3)
528900	Air Transportation	55	8	15%		11	44
528960	Lodging	120	16	13%		21	99
528980	Meals	635	277	44%		369	266
529000	Miscellaneous Travel Expense	15	13	87%		13	2
529040	Private Mileage Reimbursement	515	239	46%		319	196
Total Appropriation 2		356,170	182,889	51%		269,274	86,896
Total Expenditures		\$ 485,660	\$ 254,691	52%		\$ 376,010	\$ 109,650
Net Operating Position		\$ -	\$ 885,999			\$ 804,553	\$ 804,553

Regional Conservation Authority
Budget vs. Actual Comparison as of March 31, 2017
General Fund - 935300 Land Management and Monitoring

REVENUE

Account	Account Description	Adjusted Budget	Actual	% of Actual to Budget	Note No.	Projection through 06/30/17	Positive (Negative) Variance with Budget
722000	Participating Special Entities	\$ 68,750	\$ 483,436	703%	1	\$ 483,436	\$ 414,686
740020	Interest-Invested Funds	34,425	47,319	137%	2	63,092	28,667
741000	Rents	76,180	56,812	75%	3	77,872	1,692
771410	Flood Contrl District	290,485	-	0%		110,000	(180,485)
781360	Other Misc. Revenue	30,000	-	0%		20,000	(10,000)
781520	Tipping Fees	2,480,000	2,466,653	99%	11	2,988,871	508,871
Total Revenue		\$ 2,979,840	\$ 3,054,220	102%		\$ 3,743,271	\$ 763,431

EXPENDITURES

510040	Regular Salaries	\$ 363,200	\$ 229,302	63%		\$ 330,736	\$ 32,464
510440	Annual Leave Buydown	18,650	6,840	37%		15,620	3,030
515200	Retiree Health Insurance	925	694	75%		925	-
518100	Budgeted Benefits	137,275	81,839	60%		124,119	13,156
Total Appropriation 1		520,050	318,675	61%		471,400	48,650
520200	Communications	7,375	5,475	74%		7,300	75
520270	County Delivery Services	60	-	0%		60	-
520320	Telephone Service	225	16	7%		200	25
520940	Insurance-Other	12,870	8,328	65%	12	11,104	1,766
521360	Maint-Computer Equipment	16,300	5,500	34%		15,833	467
521500	Maint-Motor Vehicles	7,000	2,611	37%		6,481	519
521540	Maint-Office Equipment	1,125	561	50%		748	377
521640	Maint-Software	3,020	1,669	55%		2,225	795
523100	Memberships	1,765	1,373	78%		1,750	15
523230	Miscellaneous Expense	1,750	853	49%		1,137	613
523620	Books/Publications	75	-	0%		50	25
523640	Computer Equip-Non Fixed Asset	4,120	571	14%		3,761	359
523660	Computer Supplies	450	-	0%		400	50
523680	Office Equip Non Fixed Assets	150	20	13%		27	123
523700	Office Supplies	5,475	1,762	32%		5,349	126
523760	Postage-Mailing	955	316	33%		904	51
523800	Printing/Binding	600	-	0%		400	200
523840	Computer Equipment-Software	2,690	127	5%		2,169	521
524560	Auditing and Accounting	3,700	2,305	62%	13	3,105	595
524900	GIS Services	1,620	1,125	69%	14	1,405	215
525020	Legal Services	102,000	22,819	22%	15	100,425	1,575
525140	Personnel Services	2,025	1,858	92%	16	1,858	167
525840	RCIT Device Access	5,650	2,448	43%	17	5,564	86
526700	Rent-Lease Bldgs	113,570	85,177	75%	18	113,569	1
526910	Field Equipment-Non Assets	17,500	3,082	18%		5,159	12,341
527100	Fuel	18,000	6,935	39%		14,247	3,753
527780	Special Program Expense	2,500	-	0%		1,500	1,000
527840	Training-Education/ Tuition	450	38	8%		138	312
527880	Training-Other	4,000	3,003	75%		3,803	197
527980	Contracts	1,991,785	1,298,988	65%	19	1,821,984	169,801
528120	Board/Commission Expense	6,225	3,454	55%		4,605	1,620
528140	Conference/Registration Fees	400	314	79%		314	86
528900	Air Transportation	270	38	14%		194	76
528960	Lodging	600	79	13%		600	-
528980	Meals	535	144	27%		500	35
529000	Miscellaneous Travel Expense	75	66	88%		75	-
529040	Private Mileage Reimbursement	1,080	718	66%		957	123
529500	Electricity	1,600	1,115	70%		1,487	113
Total Appropriation 2		2,339,590	1,462,888	63%		2,141,387	198,203
535220	Assessments & HOA	40,200	40,134	100%		40,134	66
Total Appropriation 3		40,200	40,134	100%		40,134	66
546320	Vehicles-Cars/Light Trucks	80,000	-	0%		80,000	-
Total Appropriation 4		80,000	-	0%		80,000	-
Total Expenditures		\$ 2,979,840	\$ 1,821,697	61%		\$ 2,732,921	\$ 246,919
Net Operating Position		\$ -	\$ 1,232,523			\$ 1,010,350	\$ 1,010,350

Regional Conservation Authority
Budget vs. Actual Comparison as of March 31, 2017
Capital Projects Fund - 935201 Land Acquisition

REVENUE

Account	Account Description	Adjusted Budget	Actual	% of Actual to Budget	Note No.	Projection through 6/30/17	Positive (Negative) Variance with Budget
711040	Measure A-Local St & Rds	\$ 3,000,000	\$ 3,000,000	100%		\$ 3,000,000	\$ -
722000	Participating Special Entities	137,500	966,872	703%	1	966,872	829,372
740020	Interest-Invested Funds	61,450	73,753	120%	2	93,753	32,303
751680	CA-Grant Revenue	2,559,330	2,016,000	79%	4	2,598,750	39,420
766600	Fed-Capital Grants and Contrib	3,480,630	2,610,500	75%	5	3,408,450	(72,180)
771410	Flood Control District	326,730	-	0%		-	(326,730)
777170	Development Mitigation Fees	11,000,000	8,855,875	81%	7	11,307,833	307,833
777600	TUMF Revenue-Developer Fees	850,000	500,000	59%		850,000	-
781220	Capital Contributions & Donations	3,207,000	965,720	30%	21	2,495,220	(711,780)
781360	Other Miscellaneous Revenue	30,000	139,987	467%	10	139,987	109,987
Total Revenue		\$ 24,652,640	19,128,707	78%		\$ 24,860,865	\$ 208,225

EXPENDITURES

510040	Regular Salaries	\$ 1,120,455	\$ 757,121	68%		\$ 1,049,495	\$ 70,960
510440	Annual Leave Buydown	49,040	28,033	57%		47,377	1,663
515200	Retiree Health Insurance	2,845	2,134	75%		2,845	-
518100	Budgeted Benefits	440,920	282,647	64%		391,863	49,057
Total Appropriation 1		1,613,260	1,069,935	66%		1,491,580	121,680
520200	Communications	2,050	1,017	50%		1,356	694
520270	County Delivery Services	30	-	0%		30	-
520320	Telephone Service	1,230	85	7%		113	1,117
520940	Insurance-Other	31,350	22,129	71%	12	29,506	1,844
521360	Maint-Computer Equip	34,440	-	0%		30,000	4,440
521540	Maint-Office Equipment	6,150	3,064	50%		6,085	65
521640	Maint-Software	12,135	7,074	58%		11,432	703
523100	Memberships	9,630	7,504	78%		7,504	2,126
523230	Miscellaneous Expense	9,580	3,679	38%		8,905	675
523620	Books/Publications	410	374	91%		410	-
523640	Computer Equip-Non Fixed Asset	7,745	1,700	22%		5,766.67	1,978
523660	Computer Supplies	2,460	-	0%		1,250	1,210
523680	Office Equip Non Fixed Assets	820	107	13%		643	177
523700	Office Supplies	8,070	2,411	30%		7,215	855
523760	Postage-Mailing	4,675	1,890	40%		4,500	175
523800	Printing/Binding	3,280	-	0%		1,500	1,780
523840	Computer Equipment-Software	8,200	694	8%		7,200	1,000
524560	Auditing and Accounting	155,390	108,876	70%	13	153,168	2,222
524900	GIS Services	8,855	6,150	69%	14	8,200	655
525020	Legal Services	1,053,000	305,184	29%	15	466,912	586,088
525140	Personnel Services	11,070	10,155	92%	16	10,155	915
525840	RCIT Device Access	30,895	13,380	43%	17	17,840	13,055
526700	Rent-Lease Bldgs	162,850	122,137	75%	18	162,849	1
527780	Special Program Expense	16,400	-	0%		5,000	11,400
527840	Training-Education/Tuition	2,460	209	8%		2,279	181
527980	Contracts	475,295	282,751	59%	19	437,001	38,294
528120	Board/Commission Expense	34,030	18,880	55%		33,173	857
528140	Conference/Registration Fees	2,040	1,714	84%		1,814	226
528280	Imaging Supplies	2,500	630	25%		1,840	660
528900	Air Transportation	11,675	4,592	39%		11,123	552
528920	Car Pool Expense	500	208	42%		277	223
528960	Lodging	12,780	4,331	34%		11,775	1,005
528980	Meals	5,230	1,695	32%		4,760	470
529000	Miscellaneous Travel Expense	1,110	820	74%		1,093	17
529040	Private Mileage Reimbursement	6,205	4,046	65%		5,395	810
529080	Rental Vehicles	400	-	0%		200	200
Total Appropriation 2		2,134,940	937,486	44%		1,458,270	676,670
534000	Interest Notes-Warrants	140,000	125,045	89%	20	133,752	6,248
Total Appropriation 3		140,000	125,045	89%		133,752	6,248
540040	Land	29,484,440	20,941,536	71%	21	27,542,347	1,942,093
540060	Improvements-Land	30,000	21,063	70%		28,084	1,916
Total Appropriation 4		29,514,440	20,962,599	71%		27,570,431	1,944,009
Total Expenditures		\$ 33,402,640	\$ 23,095,065	69%		\$ 30,654,033	\$ 2,748,607
Net Operating Position		\$ (8,750,000)	\$ (3,966,358)			\$ (5,793,168)	\$ 2,956,832

Regional Conservation Authority
Notes to Financial Reports
As of March 31, 2017

	Operations	Land Management and Monitoring	Land Acquisition	Total RCA
REVENUES:				
1) Participating Special Entities:				
Southern California Edison-West of Devers	\$503,436	\$483,436	966,872	\$1,953,745
2) Interest from Riverside County Treasurer Pool Investment Fund:				
1st quarter interest at 0.71%	\$14,459	\$14,585	\$28,900	\$57,943
2nd quarter interest at 0.74%	14,689	14,815	28,033	57,536
3rd quarter interest at 0.79%	17,919	17,919	16,820	52,657
Total Interest	<u>\$47,067</u>	<u>\$47,319</u>	<u>\$73,753</u>	<u>\$168,136</u>
3) Rent revenues from the following sources:				
Goodhart		\$3,870		
KCAA Radio		4,500		
Archery Club		2,250		
Cell tower lease		41,032		
Lockheed lease		750		
Beekeepers		4,410		
Total Rent		<u>\$56,812</u>		
4) State revenues were received for the following purposes:				
Live Oak Canyon - RLC			\$486,500	
Live Oak Canyon - Hudson			485,000	
Riverpark			811,500	
Terra Investment			233,000	
Total State			<u>\$2,016,000</u>	
5) Federal funds were received for the following property acquisitions:				
Riverpark			\$1,893,500	
Terra Investment			717,000	
Total Federal			<u>\$2,610,500</u>	
6) Infrastructure contributions from member agencies:				
City of Beaumont - Potrero Blvd Bridge	<u>\$232,670</u>			
7) Civic contributions from member agencies:				
City of Eastvale - Fire Station	\$11,228			
Crestmore Heights Photovoltaic	65,291			
City of San Jacinto-Solar Project Permits	7,797			
City of Moreno Valley - Kitching Substation	12,679			
Total Civic	<u>\$96,995</u>			
8) Contributions from Riverside County Flood Control:				
University Wash Channel	\$91,335			
Banning MDP	94,013			
Total Flood Control	<u>\$185,348</u>			
9) Mitigation fees through 3/31/17 are as follows:				
City of Banning			\$0	
City of Beaumont			1,043,835	
City of Calimesa			144,323	
City of Canyon Lake			13,944	
City of Corona			195,572	
City of Eastvale			796,797	
City of Hemet			9,763	
City of Jurupa Valley			850,173	
City of Lake Elsinore			275,263	
City of Menifee			653,861	
City of Moreno Valley			813,340	
City of Murrieta			81,150	
City of Norco			50,596	
City of Perris			580,167	
City of Riverside			909,788	
City of San Jacinto			294,816	
City of Temecula			217,468	
City of Wildomar			327,061	
County of Riverside			1,597,957	
Total Mitigation			<u>\$8,855,875</u>	

Regional Conservation Authority
Notes to Financial Reports
As of March 31, 2017

	Land Management and Monitoring	Land Acquisition	Total RCA
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REVENUES (Continued):

10) Miscellaneous Revenues were received as follows:

La Laguna	\$12,020
Geller Property #2 Solar Project	118,495
Legal cost reimbursements	9,472
Total Miscellaneous Revenues	\$139,987

11) RCA receives \$1.50 per ton for the out-of-county tonnage. In addition, RCA receives a maximum of \$400,000 annually for the in-county tonnage.

	Out-of-County Tonnage	Revenue at \$1.50 per ton	
July 2016	157,604	\$236,405	
August 2016	165,795	248,692	
September 2016	171,479	257,219	
October 2016	161,521	242,282	
November 2016	164,368	246,552	
December 2016	186,393	279,590	
January 2017	196,859	295,289	
February 2017	203,542	305,313	
March 2017 (Estimated)	203,542	305,313	
In-County Contribution		50,000	
	1,611,102	\$2,466,653	

EXPENDITURES:

12) Insurance provided by SDRMA:

General & Property	\$774	\$3,729	\$22,129	\$26,633
Vehicle Insurance		4,599		4,599
Total Insurance Nine Months	\$774	\$8,328	\$22,129	\$31,231

13) Auditing and Accounting consists of the following:

Vavrinek, Trine, Day & Co.	\$10,757	\$1,833	\$106,310	\$118,899
County Auditor-Controller's Office	99	472	2,567	3,138
Total Auditing and Accounting	\$10,856	\$2,305	\$108,876	\$122,037

14) GIS Services

Digital Globe	\$225	\$1,125	\$6,150	\$7,500
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15) Legal Services as follows:

Best, Best and Krieger	\$21,463	\$22,819	\$305,184	\$349,466
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16) Personnel services by County Human Resources:

Approx. \$1,125 per employee annually	\$372	\$1,858	\$10,155	\$12,384
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17) RCIT Device Charges

RCIT Monthly \$1,813	\$490	\$2,448	\$13,380	\$16,317
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18) Rent & lease building cost:

RCA office monthly rent \$16,549.	\$4,468	\$22,342	\$122,137	\$148,947
Monitoring office monthly rent \$6,982		62,835		62,835
Total Rent	\$4,468	\$85,177	\$122,137	\$211,782

19) Contract services are as follows:

Capitol Alliance Consulting			\$23,333	\$23,333
Kadesh & Associates*			29,167	29,167
Dudek	139,384	31,739	45,225	216,348
Economic & Planning Systems	563	2,814	15,382	18,759
Real Estate Management			36,442	36,442
Geographics	281	1,405	7,678	9,363
Hogan Lovells			112,500	112,500
Parks & Open-Space Dist.-Land Mgmt.		587,516	3,885	591,400
Thomas Mullen (Reimbursable Expenditures)*			9,139	9,139
SAWA		675,515		675,515
Total Contracts	\$140,228	\$1,298,988	\$282,751	\$1,721,966

* Contracts approved under Executive Director Authority.

**Regional Conservation Authority
Notes to Financial Reports
As of March 31, 2017**

Operations	Land Management and Monitoring	Land Acquisition	Total RCA
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EXPENDITURES (Continued):

20) Interest to Riverside County on Loan			
Interest Anheuser Busch Phases 6-8 (Not capitalized)		\$98,918	
Interest rate at average 2016 Treasurer Pool Investment rate of 0.70%		26,126	
		\$125,045	
21) Land acquisition costs are as follows:			
Land Donated to the Authority:			
Jurupa Donation		\$77,220	
Toscana Donation		480,000	
Conatser Conservation Easement		38,500	
Spring Mountain Ranch PA4		150,000	
Spring Mountain Ranch PA3		220,000	
Subtotal Donated Properties		965,720	
Properties Acquired:			
Live Oak Canyon - RLC		489,269	
Live Oak Canyon - Hudson		838,167	
Ordonez Property		477,837	
Higgins		89,248	
Davis, James & John		266,781	
Riverpark		2,713,004	
Rancho Road Escarpment		629,525	
Jenkins		151,587	
Tax Sale 2015		35,745	
Terra Investment		954,903	
Anheuser Busch - Phs 6-8 (Capitalized)		11,976,205	
O'Connor - Ph 5		350,830	
Hong#2		186,791	
Hong#3		482,801	
Consultants Costs:			
Real Estate Management		289,210	
Parks & Open-Space Dist.		20,148	
Environmental Equalizers, Inc.*		15,500	
Hess Development*		1,400	
Dudek - Environmental*		5,450	
Others		1,416	
Total Land Acquisition Costs		\$20,941,536	

* Contracts approved under Executive Director Authority.

**AGENDA ITEM NO. 8
ATTACHMENT 3**

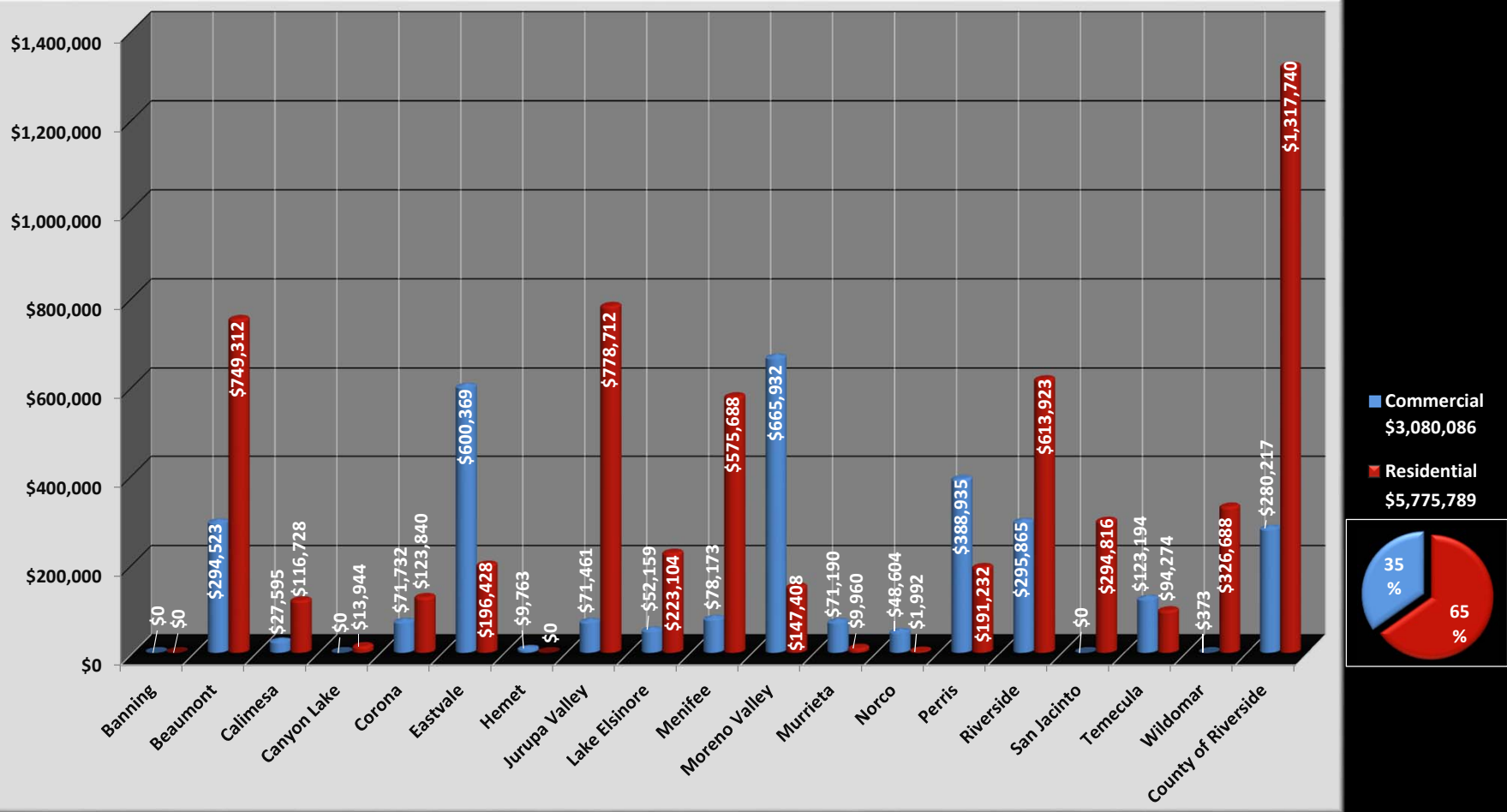
**MSHCP Fee
Collection Report**

REGIONAL CONSERVATION AUTHORITY
MSHCP MITIGATION FEE COLLECTIONS BY MEMBER AGENCY
FISCAL YEAR 2017

BASED ON ACCRUAL BASIS (Month reported by City)

<u>COUNTY AND CITIES:</u>	<u>JUL</u> <u>2016</u>	<u>AUG</u> <u>2016</u>	<u>SEP</u> <u>2016</u>	<u>OCT</u> <u>2016</u>	<u>NOV</u> <u>2016</u>	<u>DEC</u> <u>2016</u>	<u>JAN</u> <u>2017</u>	<u>FEB</u> <u>2017</u>	<u>MAR</u> <u>2017</u>	<u>TOTALS</u> <u>FY 2017</u>	<u>PERCENT</u> <u>OF TOTAL</u>
CITY OF BANNING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
CITY OF BEAUMONT	387,402	69,720	55,776	101,592	94,689	81,672	65,736	61,752	125,496	1,043,835	11.8%
CITY OF CALIMESA	41,032	27,595	-	-	1,992	25,896	-	-	47,808	144,323	1.6%
CITY OF CANYON LAKE	1,992	-	1,992	-	-	1,992	-	5,976	1,992	13,944	0.2%
CITY OF CORONA	6,780	26,875	19,901	-	28,137	1,992	-	111,888	-	195,572	2.2%
CITY OF EASTVALE	-	56,576	120,793	5,976	5,976	355,124	62,240	190,111	-	796,797	9.0%
CITY OF HEMET	-	-	9,763	-	-	-	-	-	-	9,763	0.1%
CITY OF JURUPA VALLEY	37,688	97,608	69,720	87,648	152,419	51,792	118,213	115,565	119,520	850,173	9.6%
CITY OF LAKE ELSINORE	81,539	-	17,928	24,760	2,034	97,505	-	27,595	23,904	275,263	3.1%
CITY OF MENIFEE	47,808	68,174	148,080	95,264	45,816	9,920	113,544	53,824	71,431	653,861	7.4%
CITY OF MORENO VALLEY	-	181,561	9,731	25,031	15,936	-	344,424	204,785	31,872	813,340	9.2%
CITY OF MURRIETA	-	43,444	3,984	1,992	-	-	-	31,730	-	81,150	0.9%
CITY OF NORCO	-	27,824	-	-	-	15,536	7,236	-	-	50,596	0.6%
CITY OF PERRIS	322,411	80,084	70,104	-	55,776	-	1,992	49,800	-	580,167	6.6%
CITY OF RIVERSIDE	34,344	242,636	63,314	31,635	149,735	1,992	43,671	29,880	312,580	909,788	10.3%
CITY OF SAN JACINTO	7,968	9,960	23,904	31,872	35,856	65,736	21,912	63,704	33,904	294,816	3.3%
CITY OF TEMECULA	31,349	18,219	-	7,650	1,992	1,992	125,186	31,080	-	217,468	2.5%
CITY OF WILDOMAR	11,952	17,928	77,688	49,800	45,816	49,800	20,293	27,888	25,896	327,061	3.7%
COUNTY OF RIVERSIDE (LMS)	115,292	221,067	139,077	220,785	59,760	111,552	420,363	138,749	171,312	1,597,957	18.0%
TOTAL COUNTY AND CITIES	\$ 1,127,557	\$ 1,189,270	\$ 831,755	\$ 684,005	\$ 695,934	\$ 872,501	\$ 1,344,810	\$ 1,144,328	\$ 965,715	\$ 8,855,875	100.0%
OTHER											
FLOOD CONTROL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,335	\$ -	\$ 94,013	\$ -	\$ 185,348	36.0%
OTHER GOV MSHCP INFRASTRUCTURE	-	-	-	-	-	232,670	-	-	-	232,670	45.2%
OTH GOV MSHCP CIVIC PROJECTS	-	-	11,228	-	-	73,088	12,679	-	-	96,995	18.8%
TOTAL OTHER	\$ -	\$ -	\$ 11,228	\$ -	\$ -	\$ 397,093	\$ 12,679	\$ 94,013	\$ -	\$ 515,013	100.0%
GRAND TOTAL	\$ 1,127,557	\$ 1,189,270	\$ 842,982	\$ 684,005	\$ 695,934	\$ 1,269,594	\$ 1,357,489	\$ 1,238,341	\$ 965,715	\$ 9,370,888	

**Fiscal Year 2017
MSHCP Development Mitigation Fee Revenues
July 1, 2016 through March 31, 2017**



AGENDA ITEM NO. 9

FISCAL YEAR 2017 THIRD QUARTER CONSULTANT REPORTS

Regional Conservation Authority

**FISCAL YEAR 2017 THIRD QUARTER
CONSULTANT REPORTS**

Staff Contact:

**Charles Landry
Executive Director
(951) 955-9700**

Background:

Attached are the Fiscal Year 2017 Third Quarter Consultant Reports for Dudek, Geographics, Kadash & Associates, LLP, Riverside County Regional Park and Open-Space District, Santa Ana Watershed Association.

Staff Recommendations:

That the RCA Executive Committee –

- 1) Recommend that the RCA Board of Directors receive and file the Fiscal Year 2017 Third Quarter Consultant Reports; and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

Attachments:

Fiscal Year 2017 Third Quarter Consultant Reports

- Attachment 1 – Dudek
- Attachment 2 – Geographics
- Attachment 3 – Kadash & Associates, LLP
- Attachment 4 – Riverside County Regional Park and Open-Space District
- Attachment 5 – Santa Ana Watershed Association

AGENDA ITEM NO. 9
Attachment 1

DUDEK

**CONSULTANT REPORT
DUDEK
FISCAL YEAR 2017 THIRD QUARTER REPORT**

Report Covers Period: 01/01/17 to 03/31/17

Services Provided During Current Work Period:

Joint Project Reviews

As part of our ongoing duties related to MSHCP implementation for the RCA, Dudek continued to provide review of biological reports, analysis and submittals related to Joint Project Reviews (JPRs) submitted by Permittees. Dudek reviewed and completed several JPRs for Permittees in this reporting period.

Permittee Trainings and Support

Dudek assists the RCA in providing training and support to Permittees on MSHCP implementation. These training sessions are provided once or year or upon request and include an overview of the MSHCP, RCA responsibilities, Permittee Responsibilities, rough step, JPR process, required surveys and mitigation, CEQA documents, changes to the MSHCP, reserve lands, and the Wildlife Agencies' role. Discussion of unique circumstances for each Permittee is also provided in the training. Trainings sessions were held for Permittees and consultants during the third quarter of 2016 and will be held again, during the fourth quarter of 2017 on April 10 and April 17.

Dudek staff continued to provide ongoing support and attended meetings with Permittees on MSHCP implementation and compliance questions. Dudek fields questions on an ongoing basis related to either new projects or ongoing projects, both inside and out of the criteria area.

Monthly meetings with the Riverside County Environmental Programs Department (EPD) have resumed as of January 2016. These meetings are a forum to discuss upcoming or ongoing County HANS/JPRs, conservation criteria, and other Permittee requirements to facilitate MSHCP consistency. Meetings with EPD this quarter were held on January 4, February 1, and March 1, 2017.

RCA and Dudek also met with City of Riverside Public Utilities, Southern California Edison (SCE), and Power Engineers regarding the Riverside Transmission Reliability Project on February 8, 2017. JPR Findings were issued on October 31, 2012, revised November 5, 2012, but will need to be amended to address changes made by the California Public Utility Commission (CPUC) during the California Environmental Quality Act (CEQA) process.

Wildlife Agency Coordination and Meetings

Dudek attended two monthly meetings with U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Wildlife (CDFW) staff hosted by the RCA. Duties included coordinating with attendees and review of materials ahead of the meeting. Meetings with the Wildlife Agencies

this quarter were held on January 19, February 16, and March 16, 2017. Miscellaneous discussions included Walker Hills, I-15 Corridor Project, Salt Creek, Trail, Olsen Canyon JPR, 91 Capital Improvement Project, I-15/Railroad Canyon Interchange, and the Murrieta Roads Minor Amendment.

Dudek also participated in three Pre-Application Meetings with the U.S. Army Corps of Engineers, Regional Water Quality Control Board, CDFW, and USFWS staff. Projects represented by Permittees and/or the project representatives are presented for consideration. The various regulatory agencies and RCA discuss, review, and seek solutions to issues related to permitting and MSHCP compliance. The review and analysis presented in these meetings is often subject to MSHCP Consistency review which is part of Dudek's role with the RCA. Meetings with the regulated waters Permitting Agencies this quarter were held on January 11, February 7, and March 18, 2017. At the pre-application meetings, Dudek also participated in discussions regarding Camelia Townhomes, the Santa Margarita in-lieu fee program, Eastvale Line D & E, Lake Elsinore mitigation site, Potrero Basin clean-out, The Terraces, Red Hawk Citrus, Nicolas Road/Calle Girasol, and Temecula Parkway.

Also in this reporting period, Dudek provided documentation and support to CDFW and USFWS related to ongoing projects and questions on MSHCP implementation.

RCA Support

Dudek staff provided various forms of analysis and provided staff support by attending meetings, conference calls and conducting research via email related to ongoing and past projects. During this reporting period, Dudek was involved in discussions on various projects, as described above, and below specific to SCE and Lockheed Participating Special Entities (PSEs).

The last year of monitoring for the Munz's Onion relocation effort was completed in the First Quarter of this fiscal year. The results of the monitoring effort were incorporated into a final report that was submitted to the RCA on December 5, 2016. RCA determined that because of the favorable rainfall conditions this year, it would be helpful for Dudek to conduct another year of Munz's onion surveys this spring and provide a brief write-up of the results.

Participating Special Entities

Dudek staff provided support and coordination related to pending and existing PSEs. Issues related to several ongoing SCE projects and the MSHCP are ongoing and require support related to MSHCP implementation. The biggest effort was on the West of Devers Upgrade Project PSE application and numerous supporting documents that were reviewed with Consistency Findings issued on December 26, 2016. Coordination with SCE is ongoing regarding revisions to PSE supporting documents, replacement of Additional Reserve Lands (ARL) and Public/Quasi-Public (PQP) lands, and implementation of mitigation.

Lockheed Martin Corporation submitted two PSE applications on December 13, 2016, one for remediation at Site 1 Potrero Canyon and the other for remediation at Site 2 Laborde Canyon. Comments were provided and coordination is ongoing with TetraTech to assist them in addressing the comments.

Management Support

Dudek is assisting RCA management in the training of new staff relative to JPR processing.

AGENDA ITEM NO. 9
Attachment 2

GEOGRAPHICS

**CONSULTANT REPORT
GEOGRAPHICS
FISCAL YEAR 2016-17 THIRD QUARTER REPORT**

Report Covers Period: 1/1/17 – 3/31/17

Services Provided During Current Work Period:

Public Information and Branding Services
Website Updating and Hosting

Branding Services:

Geographics updated and provided business cards for an employee.

During the third quarter, Geographics began work on RCA's annual newsletter.

Work on the project began in February. This included meetings with RCA to develop an outline for the content, refinement of the outline, and final determination of the outline.

Copywriting began with a story conference to develop a detailed approach and discuss the research required. After this meeting, Geographics developed a task list and requested materials from staff. The initial outline included:

- Anheuser Busch
- Live Oak/Terra
- Edison Transmission Line Project
- Sand Fly Habitat
- Ingleman Oaks
- Bautista Basin Crestmore Solar Facility

Work on the newsletter and its accompanying e-newsletter will continue into the next quarter.

Website Hosting:

Geographics provided secure hosting with automatic backups for all three months of the quarter.

Website Updates:

- Continued testing and resolving link issues on the new server and archives.
- Modified existing form plugin to block spam emails
- Upgraded website to Wordpress 4.7
- Began weekly reporting to check server and website for any issues

AGENDA ITEM NO. 9
Attachment 3

KADESH & ASSOCIATES, LLP

CONSULTANT REPORT -- KADESH & ASSOCIATES
FISCAL YEAR 2017 THIRD QUARTER REPORT
WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY

Report Covers Period: 1/1/17 to 3/31/17

Summary:

Activities in WRCRCA Q3 (first three calendar months of 2017) revolved around:

- 1- Inaugural of the 45th President;
- 2- Organizing and staffing of new Trump Administration;
- 3- Swearing and organizing of the 115 Congress;
- 4- New (FY18) budgets;
- 5- Old (FY17) Appropriations; and
- 6- the National and California HCP Coalitions March 22 & 23, 2017 Washington, DC Meetings.

Legislation:

The focus of RCA and Coalition activities has been on robust funding of relevant habitat programs and the successful rollout of the WIFIA program by the EPA which includes a drought resiliency provision designed by the RCA.

Q3:

January –

January largely consumed with House and Senate Swearing in process which featured six new California Members (five House and one Senate) and the inauguration of the 45th President, Donald Trump.

Senate held a record number of confirmation hearings.

Senate and House began procedures for a vote on repeal of Obamacare. (A bill was promised and withdrawn in March.)

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February -

February largely consumed with Senate confirmation hearings, the rollout (test ballooning) of first major House tax reform plan (which includes the Border Adjustment tax), further action repeal and replace of Obamacare, repercussions of 1-23-17 Trump Administration withdrawal of American consideration of the 12-nation Trans-Pacific Partnership and the Trump Administration Executive Order regarding immigration, refugees and travel from seven nations.

Tax reform began to take shape with the Introduction to mixed reviews of the Border Adjustment Tax by House Ways & Means Chairman Brady (R-TX). Significant to our purposes as it will likely produce some or all of the actual outlays for any large infrastructure package which may be passed into law.

In an address to the National Governors Association, the Infrastructure bill was pushed back by the President to follow only after Healthcare and then tax reform are completed, pushing it into the second hundred days or even autumn (however, any bonding or other tax-related aspect would likely move earlier in a tax package).

The White House continued to stand up its team and started developing its legislative agenda. President Trump addressed Congress on February 28 in a fairly well received speech. The President advocated increases in defense spending financed by cuts to discretionary non-defense spending. Also, the President announced his intention to address health care reform before turning to tax reform. Congress was in a virtual holding pattern; the House has passed several proposals under the Congressional Review Act procedure and Senate began working through the Cabinet nominations. Very little headway was made on resolving the outstanding FY17 appropriations bills. The then current continuing resolution was to expire on April 28. While the Appropriations subcommittees were instructed to resolve the issues and produce conference reports, it remained very unclear how and when the FY17 bills would be passed.

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March –

March largely consumed with Senate confirmation hearings for Supreme Court nominee Judge Gorsuch, the rollout and House failure of the first attempt at Obamacare Repeal/Replace and the release of the so-called ‘skinny’ budget on March 16 by the Trump Administration.

FY17 Appropriations and the CR –

With the then current continuing resolution set to expire on April 28, House Appropriations Committee staff were directed to complete action on the remaining FY17 bills by March 27th and to have any open items to the front office by March 29th to be resolved by the House and Senate Committee leadership. The most contentious of subcommittee bills was the Interior and Related Agencies -- including the EPA budget – Chaired in the House by Rep. Ken Calvert (CA-42) and there was planned to be a one week extended CR enacted when Congress returned after the Easter recess to give negotiators a little more time to finalize the bill.

Along with the Skinny Budget OMB submitted an FY17 supplemental request for \$30 billion to fund additional defense priorities and to begin plans for the border wall. OMB asked that the FY17 supplemental be fully offset. Appropriations staff are working to identify offsets within the FY17 bills, but it is unclear how much – if any – of the new spending will actually be offset. OMB also worked to identify FY16, or earlier, unobligated funds that might be available as offsets for the FY17 spending. Significantly, House and Senate Appropriations leaders subsequently indicated that the Trump Administration request for FY17 cuts were too much,

too late and they proceeded with their efforts to finish the FY 17 bills operating under the budget allocations decided upon in 2016. In March the plan to pass an omnibus appropriation remained unclear and a year-long CR was a distinct possibility.

Skinny Budget –

On March 16 President Trump submitted a budget blueprint covering FY18. The plan also included a \$30 billion supplemental request for FY17. Unlike prior skinny budgets from first-year presidents, President Trump's budget did not include any proposed changes to mandatory spending or taxes, nor did it extend beyond FY 2018. To be clear, the skinny budget focuses solely on discretionary spending in FY17-18.

The budget called for a \$54 billion increase in defense spending – \$30 billion in FY17 and \$24 billion in FY18 – and fully offset these with cuts in non-defense discretionary spending. Current defense spending was \$549 billion and this proposal would have increased that to \$603 billion in FY18; Non-defense discretionary spending was currently \$516 billion and would have been reduced to \$462 billion in FY18 under this plan.

The reaction to the skinny budget was largely negative. While defense hawks and the defense industry were pleased with the increases in spending, the cuts to domestic programs were criticized in the press and on Capitol Hill. More than half of the proposed cuts came from three agencies: the Departments of State, HHS, and Education. EPA was also cut substantially.

The following chart, prepared with information from OMB, highlights the cuts – and increases – contained in the skinny budget non-defense discretionary accounts.

Fig 2: The President's FY 2018 Non-Defense Budget at a Glance (Billions)

Agency/Program	Dollar Cut	% Cut
Agriculture	-\$4.7	-20.7%
Commerce	-\$1.5	-15.7%
Education	-\$9.2	-13.5%
<i>Eliminate Teaching and Community Learning Center Grants</i>	<i>-\$3.7</i>	
<i>School Choice Initiatives</i>	<i>+\$1.4</i>	
Energy	-\$1.7	-5.6%
Health & Human Services	-\$12.6	-16.2%
<i>Cut National Institutes of Health</i>	<i>-\$5.8</i>	<i>-18.3%</i>
Homeland Security	\$2.8	6.8%
<i>Border Wall and Security</i>	<i>+\$2.6</i>	
Housing and Urban Development*	-\$4.3	-11.9%
<i>End Community Development Block Grants</i>	<i>-\$3.0</i>	
Interior	-\$1.5	-11.7%
Justice (DOJ)	-\$1.1	-3.8%
Labor	-\$2.5	-20.7%
State and Foreign Aid	-\$10.9	-28.7%
Transportation	-\$2.4	-12.7%
Treasury	-\$0.5	-4.4%
Veterans Affairs	\$4.4	5.9%
<i>Increase Veterans' Health Care</i>	<i>+\$4.6</i>	<i>+9.2%</i>
Environmental Protection Agency	-\$2.6	-31.4%
NEA, NEH, IMLS, CPB**	-\$1.0	-100.0%
Other Agencies	-\$2.9	-4.5%
DOJ Changes In Mandatory Programs (CHIMPS)	-\$2.9	35.3%
TOTAL	-\$56.9	-10.2%

Source: Office of Management and Budget. Cuts compared to current FY 2017 levels.

*Excludes Housing and Urban Development receipts.

** : The National Endowment for the Arts, National Endowment for the Humanities, Institute of Museum and Library Services, Corporation for Public Broadcasting.

Activities summary for Q3 -

Planned and participated in the March DC fly in.
 Contacted numerous Hill and Agency offices to encourage participation.
 Kept staff updated as to legislative changes, committee assignments and confirmations.
 Monitored and shared updates on Administration Transition regarding transportation, infrastructure, water and environmental policies and personnel.
 Tracked EPA's implementation of WIFIA – identified possible fatal flaw in EPA interpretation of the Act regarding water agency participation and began working to correct it either administratively or through subsequent legislation.
 Kept the RCA informed of post-inaugural developments both in the Congress and in the incoming administration that may affect RCA's interests and programs.

Questions and Comments -

It is the pleasure of Kadesh & Associates to serve the RCA. If this report generates any questions, please direct them to Dave Ramey at 202-549-1519 or dave@kadeshdc.com. Thank you.

AGENDA ITEM NO. 9
Attachment 4

Riverside County
Regional Park and
Open-Space District

**CONSULTANT REPORT
RIVERSIDE COUNTY PARKS AND OPEN-SPACE DISTRICT
FISCAL YEAR 2017 THIRD QUARTER REPORT**

Report Covers Period: 01/01/17 – 03/31/17

Services Provided During Current Work Period:

168 Work Release Program hours were utilized during the Third Quarter of FY2017

Patrol/Access Control/Maintenance

General

Parks Maintenance Worker Burke fixed leaky fuel pump on the 2007 RCA tractor. Replacement of pump was far cheaper than repair of old pump.

Badlands HMU

Invoice was submitted to insurance company due to fence damage caused by drunk driver on the Wolfskill-Driscoll Reserve. CHP asked for the invoice to be submitted with case being finished by DA.

RSO R.O.V.E patrol has actively been working with Rangers to interdict illegal OHV riders in the Badlands area. This continued through the month of March.

Cactus Valley HMU

Bautista Canyon Reserve: OHV and night time activity was on going during the 3rd quarter. Multiple OHV entry points were blocked and night time patrols were established to curtail nighttime activity. One open well head was also officially capped. The capped well was signed off by County Environmental Health.

Gavalin HMU

Refuse clean up: Trash piles at Ordonez and shooting range debris at North Peak #2 were removed.

Shooting areas: All active shooting areas were patrolled with BLM Rangers and RSO during the 3rd quarter.

Nelson: Supervising Ranger Rodriguez followed up on an access issue at the Nelson property. Mapping and easement records were sought and distributed to staff. Correspondence was left at the neighbor parcel for clearing access across the property. New neighbor is an avid OHV enthusiast and is accessing RCA lands from his property and does not like government telling

him what he can do. He attempted to block off access through our legal easement but that was resolved once he understood the easement legal documents provided by RCA.

North Peak: Stolen car was left on the property. RSO was contacted and CHP recovered stolen vehicle.

Meniffee HMU

WINMUIR 700: Efforts to establish a usable trail system without major impacts to the resources were on-going. A final map of approved trails was created and will go up in information Kiosks in May/June. One horse step-over was designed and constructed on the northern entrance of the Reserve.

Evendal Wilson/Bergstein: Properties were patrolled weekly during the 3rd Quarter. Reports of target shooters came in and Ranger staff and RSO responded and made contact with the multiple shooters. All shooters were escorted off the property and asked not to return. Information from all individuals was obtained for our records.

San Jacinto HMU

KHOV: Multiple OHV issues and fence cutting incidents occurred. Rangers were threatened twice during the third quarter. One threat was serious enough that the individual was arrested by Hemet PD. Local residents also made contact with Ranger staff and voiced their concerns over increased homeless in the River. Rangers have removed multiple homeless encampments during the 3rd quarter.

San Tim HMU:

Hudson-Live Oak Canyon: OHV issues have been addressed with neighbor that's causing damage on the property. The owner was given maps with property boundaries and it was explained that the property is under new ownership and OHV activity is not acceptable. We are hoping for willing compliance but are ready to move forward with fencing and proper signage needed for citation from RSO. Failure to comply after fencing may need to be addressed by BBK.

Oak Valley: One stolen car was found and recovered by RSO. One large metal storage container was also found on the Oak Valley Reserve. It looks like the container was being moved and the associated vehicle became stuck so they left the container. We will remove the container in April.

Habitat/Species Management

Burrowing Owl (BUOW) Translocation: Staff worked with San Diego Zoo and USFWS to construct six new hacking enclosures on McElhinney Stimmel Reserve. Before artificial burrows were installed dig-alert was notified given the large gas service line on the property. Four BUOW were relocated and affixed with satellite transmitters to track location by San Diego Zoo staff. Reserve Management staff will assist as needed by managing the habitat and any potential predators.

Seasonal Pools: 10+ seasonal pools were surveyed and observed through the rainy season. Most pools successfully reproduced viable amphibian offspring with very little management intervention. A lot of the success had to do with the installation of evaporative preventative measures and erosion control measures.

Fire Management/Weed Abatement

Herbicide and mechanical treatment were completed at Bolton, Emerald Meadows, McElhinney Stimmel, Casa Modelo, Riverside Clark, Pecuniary/Cuccia Vogel, Wilhelm, Kaelin, Hemet Donation, and Goodhart.

Acquisitions

Initial Site Inspections:

Cornerstone Donation: Cornerstone: 2nd pre acquisition review. The "old farmhouse" area was cleaned up to a very satisfactory level. All debris and the dilapidated house has been removed. All that remains is the olive grove, and chimney and stone foundation wall of the old house. The chimney was pressure washed to remove graffiti, then sprayed with a sealant to allow easy removal of future graffiti. The pile of "tar barrels" in the north central portion of the property has been removed and all witness markers could be located. Good to close escrow.

Bush: Pre-acquisition review and well/septic abandonment. Cleanup still in progress. Well and septic removal signed off by Environmental Health Department.

Beresford: Pre-acquisition review. Very nice property and relatively untouched.

Hong #2: Pre-acquisition review. All markers present. Very light irrigation material on property as well as half dozen large, dead avocado trees.

La Laguna: All markers found. Property in good order.

AGENDA ITEM NO. 9
Attachment 5

Santa Ana Watershed
Association

**CONSULTANT REPORT
SAWA – BIOLOGICAL MONITORING PROGRAM
FISCAL YEAR 2016/2017 THIRD QUARTER REPORT**

Report Covers Period: 01/01/17 – 3/31/17

Services provided during current work period:

Biological monitoring surveys conducted:

- Carnivores (mountain lion, coyote, bobcat, long-tailed weasel) via motion-triggered cameras in habitat linkages.
- Aguanga kangaroo rat habitat surveys via point-intercept transects at trapping location in Anza.
- Golden Eagle via United States Geological Survey (USGS) territory surveys.
- White-tailed Kite surveys via transect surveys and nest monitoring.
- Burrowing Owl pair count surveys via binoculars and spotting scopes at locations with owls to determine numbers of breeding pairs and nest outcomes.
- Quino checkerspot butterfly via area-constrained visual encounter surveys at any conserved locations where the species has been observed historically.
- Vernal pool surveys for fairy shrimp and western spadefoot in pools with standing water.
- Terrestrial herpetofauna via grid-based visual searches for lizards and snakes.
- Rare plants via area-constrained visual encounter surveys at conserved locations known or suspected to support covered rare plant species.

Collaboration:

- Coordination continuing with CA Department of Fish and Wildlife staff at the San Jacinto Wildlife Area (SJWA) regarding management of the Tricolored Blackbird breeding and foraging habitat, along with some discussion on Burrowing Owl.
- Collaboration continuing with the state-wide Tricolored Blackbird Working Group.
- Coordination continuing with agencies and volunteers regarding a management study of Brand's phacelia (*Phacelia stellaris*), a covered and narrowly endemic species, at an area along the Santa Ana River near Rancho Jurupa. A class of Moreno Valley College students assisted with weeding on March 27.
- Collaboration continuing with USGS and their Golden Eagle territory surveys.
- Collaboration continuing with CNLM on the Burrowing Owl pair count surveys.
- Collaborated with other wildlife organizations and agencies on current issues in a quarterly Southern California Native Freshwater Fauna Working Group meeting on February 24, including but not limited to spread of the polyphagus shot hole borer, the continued lifeless state of Sunnyslope (only bullfrogs overserved at the time), and genetics of Santa Ana speckled dace (southern CA found to be separate species).
- Collaborated with other wildlife organizations and wildlife professionals in a Delhi Sands flower-loving fly Working Group meeting on March 14.
- Collaborated with other wildlife organizations and wildlife professionals regarding Quino checkerspot butterfly in an Arthropod Society meeting on March 14.

- Collaborated with other wildlife organizations and wildlife professionals in an arroyo toad emergency management meeting on March 22.
- Collaborating with UCR's Center for Conservation Biology regarding potential use of their drone for rare plant surveys.

Accomplishments:

- Gathered useful data for carnivores, Aguanga kangaroo rat, Golden Eagle, White-tailed Kite, Burrowing Owl, Quino checkerspot butterfly, vernal pool species, terrestrial herpetofauna, and rare plants.
- Met species 8-year objective for western spadefoot and Santa Rosa Plateau fairy shrimp.
- Discovered two new locations for Riverside fairy shrimp in Murrieta and Winchester.
- Discovered non-Covered federally endangered San Diego fairy shrimp in Murrieta.
- Hosted three monthly monitoring/management coordination meetings with local land managers and wildlife agency representatives, one of which was performed by Biological Monitoring Program staff.
- Monitoring Program Administrator and Lead Biologist represented the MSHCP Monitoring Program at the California State Polytechnic University, Pomona, Science Career and Graduate Fair on January 17.
- Submitted FY 2016/2017 Work Plan.
- Working on 2016 reports.

Training

- Six staff attended the California/Nevada Amphibian Populations Task Force (APTF) Meeting in Santa Barbara, CA, January 11-13.
- Monitoring Program Administrator attended a Coaching for Performance webinar on January 18.
- Two staff attended The Wildlife Society (TWS) Western Section Conference in Reno, NV, February 8.
- Quino checkerspot butterfly survey training was conducted by the survey lead on February 13.
- All Hands Meeting occurred on March 15: cleaned and checked vehicles, continued equipment inventory, discussed survey and report status.
- Riparian Bird and Burrowing Owl Pair Count survey training was conducted by the Avian Lead on March 21.
- One staff attended a Monitoring for Reptiles and Amphibians webinar on March 22.
- Tricolored Blackbird survey training was conducted by the survey lead on Wednesday, March 29.
- Three staff received identification training on Stephen's and Delzura kangaroo rat via trapping on Motte Rimrock Reserve March 30-31.

AGENDA ITEM NO. 10

DIRECTOR OF LAND ACQUISITION, RCA CLASSIFICATION SPECIFICATION

Regional Conservation Authority**DIRECTOR OF LAND ACQUISITION, RCA
CLASSIFICATION SPECIFICATION****Staff Contact:****Honey Bernas
Director of Administrative Services
(951) 955-9700****Background:**

At the May 1, 2017 RCA Board meeting, the Board adopted the Fiscal Year 2018 budget, which included filling the RCA's Director of Land Acquisition position. The minimum qualifications were discussed and the position Classification Specification was referred to the Executive Committee for review and recommendation to the RCA Board of Directors.

In 2007 RCA Management decided that the organizational structure of RCA should include a Land Acquisition Division and retained County Human Resources to do a Classification Specification Study for a director position. On September 7, 2007 the RCA Board of Directors approved an organizational structure creating a land acquisition division and a Director of Land Acquisition position and Classification Specification. The organizational chart and Classification Specification approved at that time are attached (Attachment 1), as well as the current organizational chart and Classification Specification (Attachment 2).

When the RCA undertakes a recruitment, staff completes a Candidate Requisition Form (CRF) and submits it to County Human Resources (Attachment 3). The CRF contains information about the specific position such as position duties, preferred knowledge, skills abilities, professional licenses, etc. The CRF can be used to require additional requirements above the minimum qualifications, but additional requirements must be directly job related. In no case can a candidate that does not meet the minimum qualifications contained in the Classification Specification qualify for the position.

Upon receiving the CRF, County Human Resources conducts a job analysis in order to gain a full understanding of the job duties, position requirements, and the qualifications the department is seeking. After their analysis is complete, Human Resources opens the recruitment, vets all applicants and creates a list of the most qualified applicants, which is forwarded to the requesting department to schedule interviews.

Staff has reviewed several land acquisition classification specifications for similar types of positions in other organizations, which are attached review and discussion.

Agenda Item No. 10 Staff Report

Page 2

May 17, 2017


Staff Recommendation:

That the RCA Executive Committee review and provide staff direction concerning the Classification Specification for the Director of Land Acquisition, RCA.

Attachments:

1. Board approved 2007 Organizational Chart and Director of Land Acquisition, RCA, Classification Specification
2. Current Organizational Chart and Director of Land Acquisition, RCA Classification Specification
3. Candidate Requisition Form
4. Various Land Acquisition Classification Specifications

FINANCIAL INFORMATION

In Fiscal Year 2018 Budget: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Cost: Min. Salary \$105,904 + Benefits \$42,448 = \$148,351 Max. Salary \$170,910 + Benefits \$58,735 = \$229,645 Annual Cost: Min. \$148,351 – Maximum \$229,645
Source of Funds: MSHCP Development Mitigation Fees	Budget Adjustment: No
Approved by: 	Date: May 10, 2017

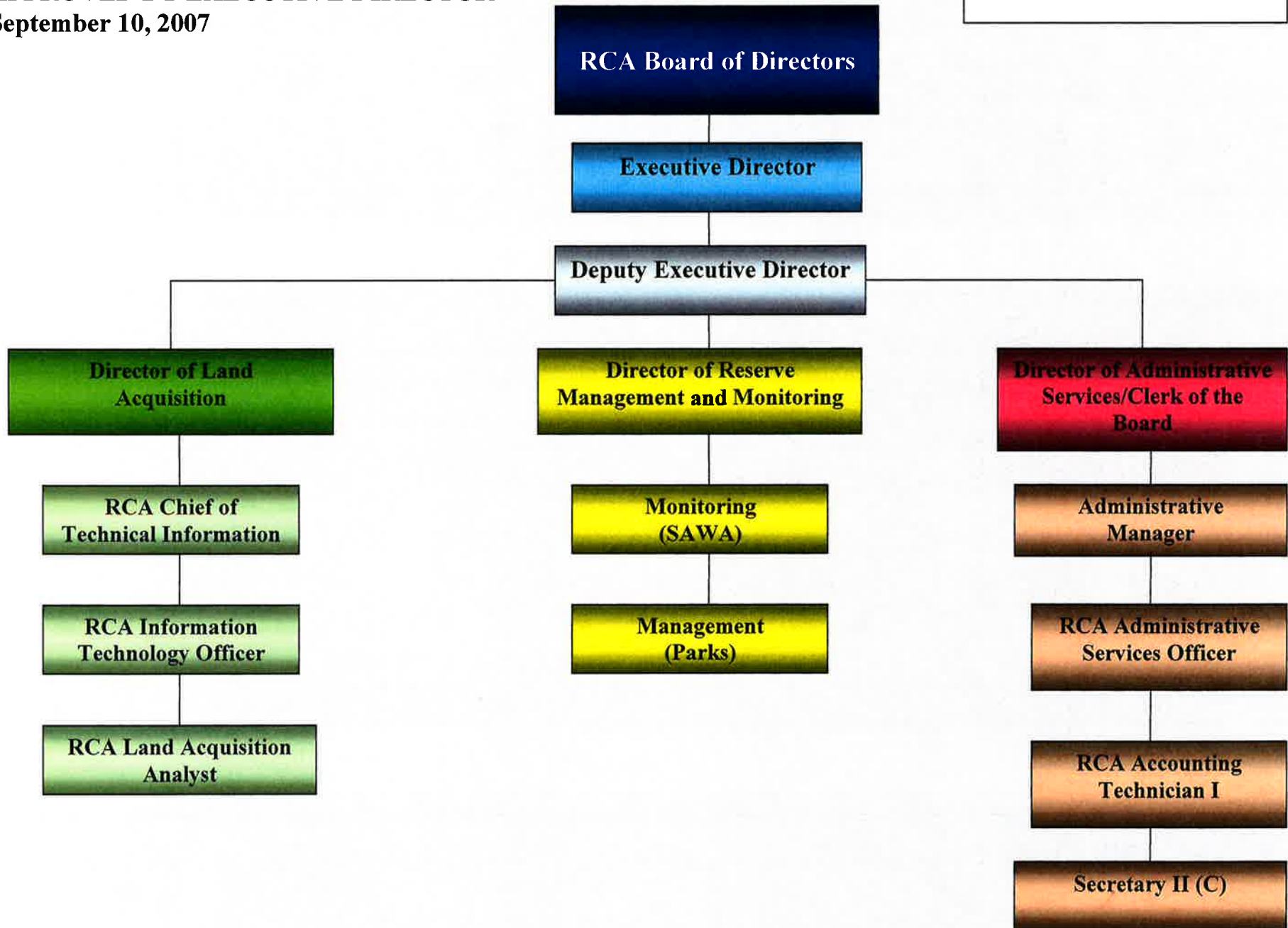
AGENDA ITEM NO. 10

Attachment 1

**Board approved 2007
Organizational Chart and
Director of Land Acquisition,
RCA, Classification Specification**

ORGANIZATIONAL CHART
APPROVED BY EXECUTIVE DIRECTOR
September 10, 2007

ATTACHMENT 1
AGENDA ITEM 7.2





DIRECTOR OF LAND ACQUISITION REGIONAL CONSERVATION AUTHORITY

Class Code:
74277

COUNTY OF RIVERSIDE
Established Date: October 28, 2005
Revision Date: September 10, 2007

SALARY RANGE

\$43.19 - \$63.75 Hourly \$7,486.46 - \$11,050 Monthly \$89,837.49 - \$132,602 Annually

CLASS CONCEPT:

Under the general direction of the Regional Conservation Authority (RCA) Executive Director, to plan, organize, direct and implement the RCA Land Acquisition program with RCA members and contract staff, and other public and private agencies, including affected members of the general public. The incumbent of this single-position professional level class provides operational expertise and in-depth factual knowledge for the acquisition of RCA real property; negotiation for acquisition of RCA habitat core area, linkages, and rights-of-way; monitor funding sources available for land acquisitions; prepare budgets; coordination of RCA space utilization; and other duties as required.

The RCA is a Joint Powers Agreement agency comprised of the County of Riverside and the cities of Banning, Beaumont, Calimesa, Canyon Lake, Corona, Hemet, Lake Elsinore, Moreno Valley, Murrieta, Norco, Perris, Riverside, San Jacinto and Temecula. The purpose of the RCA is to acquire, administer, operate and maintain land and facilities for ecosystem conservation and habitat reserves for species covered by the Western Riverside County Multi Species Habitat Conservation Plan (MSHCP).

REPRESENTATION UNIT:

Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Under general direction, drafts policies and procedures relating to the implementation and administration of the MSHCP in keeping with Federal, State and local laws and regulations; gathers comments relating to these drafts from RCA member jurisdictions, State and Federal agencies, and other interested parties, incorporating them into final drafts for the approval of the RCA Executive Director; maintains current final RCA operating policies and procedures.
- Assists the RCA Executive Director in developing strategies for property acquisition programs; gathers data, analytical evaluations and draft recommendations for the development of long-range planning such as expansion and growth forecasting.
- Directs and guides the preparation of property appraisals, deeds, ownership transfers, leases and other agreements; directs the establishment of systems for maintaining all RCA property and facility space utilization inventories; coordinates and administers right-of-way activities including the appraisal, negotiation and acquisition of real property, and related relocation assistance programs.
- Trains, directs, assigns and evaluates the administrative work of subordinate and contract staff; creates training materials and workshops relating to RCA operating policies and procedures and presents them to RCA member jurisdictions; coordinates and participates on-site in resolving MSHCP implementation issues.
- Resolves politically sensitive issues relating to RCA activities, and acts as liaison with public and

private agencies; makes presentations to the RCA, the general public, government officials and affected individuals; provides technical advice, information and materials relating to real property for use by legal counsel in court actions.

- Prepares, analyzes and evaluates a variety of legal, regulatory and RCA reports, contracts and other agreements as required for the Board, RCA members and other affected parties; directs, coordinates, analyzes and evaluates RCA mapping activities with Global Information Systems (GIS) and related technical staff and makes appropriate distribution of RCA maps upon approval of the RCA Executive Director.

RECRUITING GUIDELINES:

Education: Possession of a Bachelor's degree from a recognized college preferably with a major in business administration, public administration, or a closely related field; substantial qualifying experience may be substituted for the required college education.

Experience: Substantial experience in: 1) gathering and compiling facts and statistics in order to evaluate program effectiveness and forecasting; 2) preparing and reviewing contractual and regulatory documents; 3) composing and maintaining complex program records and systems applications; 4) coordinating and conducting program activities, including personal negotiation with real property owners and developers regarding acquisition and rights-of-way/easements; 5) effective and efficient land acquisition and utilization in Riverside County.

Knowledge of: The principles and methods of public and business administration; organizational, fiscal and staff management; contractual and related document preparation and negotiation; Riverside County territory and its private and public property utilization in detail; GIS mapping techniques and procedures.

Ability to: Analyze operational problems, reach practical and logical conclusions and implement effective solutions; maintain professional objectivity and neutrality under stressful circumstances, developing and maintaining cooperative working relationships in difficult situations; coordinate, plan, organize and direct the work of others; prepare clear and concise, yet complex, documents.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

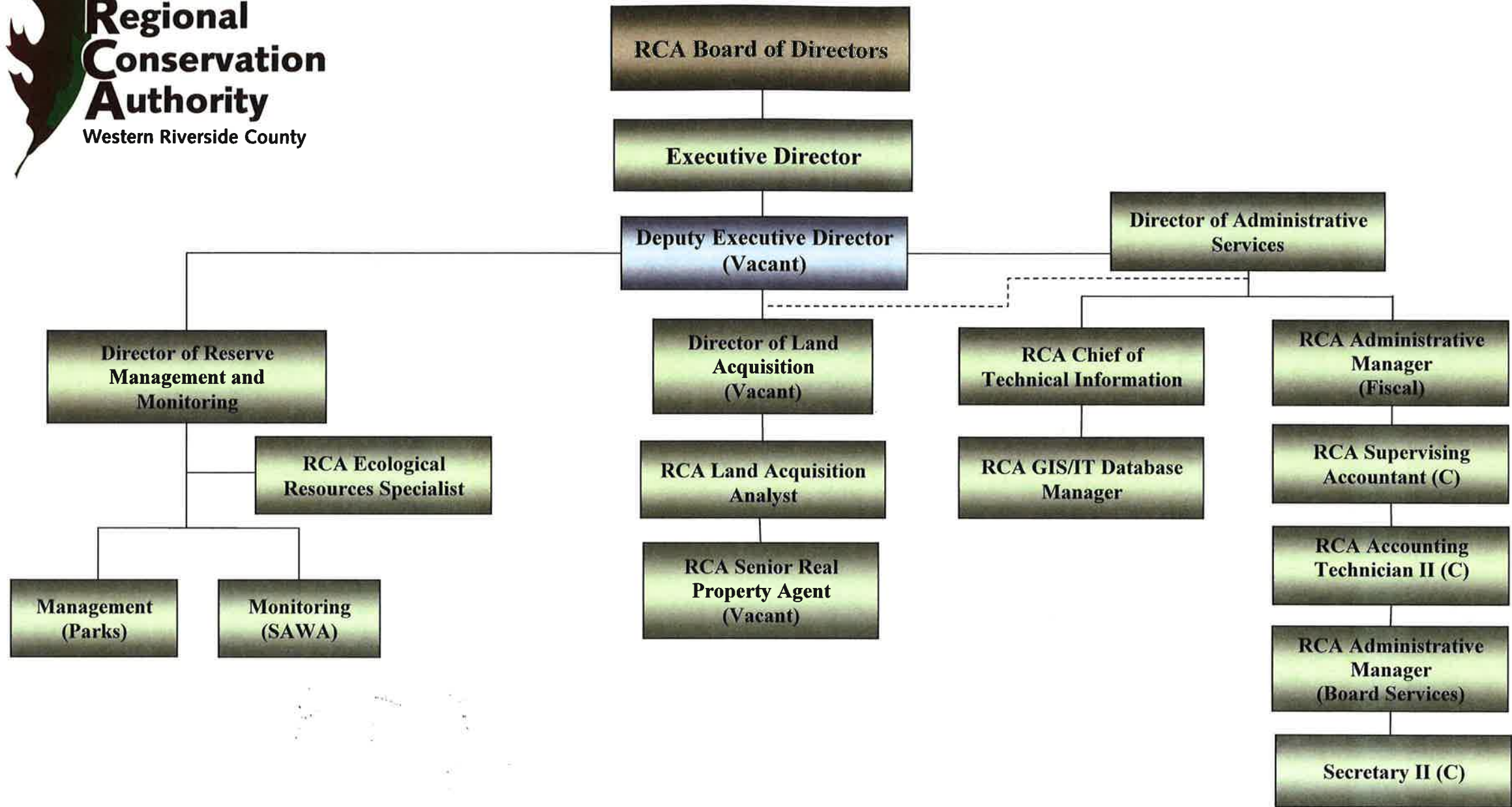
PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

AGENDA ITEM NO. 10

Attachment 2

**Current Organizational Chart and
Director of Land Acquisition, RCA
Classification Specification**





DIRECTOR OF LAND ACQUISITION, RCA

Class Code:
74277

Bargaining Unit: Management Resolution - Management

COUNTY OF RIVERSIDE
Established Date: Nov 10, 2005
Revision Date: Sep 10, 2007

SALARY RANGE

\$50.92 - \$82.17 Hourly
\$8,825.32 - \$14,242.49 Monthly
\$105,903.82 - \$170,909.86 Annually

CLASS CONCEPT:

Under the general direction of the Regional Conservation Authority (RCA) Executive Director, to plan, organize, direct and implement the RCA Land Acquisition program with RCA members and contract staff, and other public and private agencies, including affected members of the general public. The incumbent of this single-position professional level class provides operational expertise and in-depth factual knowledge for the acquisition of RCA real property; negotiation for acquisition of RCA habitat core area, linkages, and rights-of-way; monitor funding sources available for land acquisitions; prepare budgets; coordination of RCA space utilization; and other duties as required.

The RCA is a Joint Powers Agreement agency comprised of the County of Riverside and the cities of Banning, Beaumont, Calimesa, Canyon Lake, Corona, Hemet, Lake Elsinore, Moreno Valley, Murrieta, Norco, Perris, Riverside, San Jacinto and Temecula. The purpose of the RCA is to acquire, administer, operate and maintain land and facilities for ecosystem conservation and habitat reserves for species covered by the Western Riverside County Multi Species Habitat Conservation Plan (MSHCP).

REPRESENTATION UNIT:

Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Under general direction, drafts policies and procedures relating to the implementation and administration of the MSHCP in keeping with Federal, State and local laws and regulations; gathers comments relating to these drafts from RCA member jurisdictions, State and Federal agencies, and other interested parties, incorporating them into final drafts for the approval of the RCA Executive Director; maintains current final RCA operating policies and procedures.
- Assists the RCA Executive Director in developing strategies for property acquisition programs; gathers data, analytical evaluations and draft recommendations for the development of long-range planning such as expansion and growth forecasting.
- Directs and guides the preparation of property appraisals, deeds, ownership transfers, leases and other agreements; directs the establishment of systems for maintaining all RCA property and facility space utilization inventories; coordinates and administers right-of-way activities including the appraisal, negotiation and acquisition of real property, and related relocation assistance programs.
- Trains, directs, assigns and evaluates the administrative work of subordinate and contract staff; creates training materials and workshops relating to RCA operating policies and procedures and presents them to RCA member jurisdictions; coordinates and participates on-site in resolving MSHCP implementation issues.
- Resolves politically sensitive issues relating to RCA activities, and acts as liaison with public and private agencies; makes presentations to the RCA, the general public, government officials and affected individuals; provides technical advice, information and materials relating to real property for use by legal counsel in court actions.
- Prepares, analyzes and evaluates a variety of legal, regulatory and RCA reports, contracts and other agreements as required for the Board, RCA members and other affected parties; directs, coordinates, analyzes and evaluates RCA mapping activities with Global Information Systems (GIS) and related technical staff and makes appropriate distribution of RCA maps upon approval of the RCA Executive Director.

RECRUITING GUIDELINES:

Education: Possession of a Bachelor's degree from an accredited college preferably with a major in business administration, public administration, or a closely related field; substantial qualifying experience may be substituted for the required college education.

Experience: Substantial experience in: 1) gathering and compiling facts and statistics in order to evaluate program effectiveness and forecasting; 2) preparing and reviewing contractual and regulatory documents; 3)

composing and maintaining complex program records and systems applications; 4) coordinating and conducting program activities, including personal negotiation with real property owners and developers regarding acquisition and rights-of-way/easements; 5) effective and efficient land acquisition and utilization in Riverside County.

Knowledge of: The principles and methods of public and business administration; organizational, fiscal and staff management; contractual and related document preparation and negotiation; Riverside County territory and its private and public property utilization in detail; GIS mapping techniques and procedures.

Ability to: Analyze operational problems, reach practical and logical conclusions and implement effective solutions; maintain professional objectivity and neutrality under stressful circumstances, developing and maintaining cooperative working relationships in difficult situations; coordinate, plan, organize and direct the work of others; prepare clear and concise, yet complex, documents.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

AGENDA ITEM NO. 10
Attachment 3

Candidate Requisition Form



Candidate Requisition Form (CRF)

CRF must be complete prior to submitting to County Human Resources.
Failure to complete all areas may result in a processing delay.

The HR Recruiter will contact the Requestor, Hiring Manager or Position Contact listed to discuss the details of this request.

Department and Requestor

Department/Division _____ Department ID _____

Requestor _____ Phone _____ Email _____

Date Prepared _____ Has the dept. considered eligible candidates from dept. reinstatement list? _____

Reason for Request _____ Type of Request _____

Name(s). Only if no recruitment is needed. _____

EmplID (if applicable) _____

Position Information

Position Control Number(s) _____ Position Status _____

Class Code Position Title/Classification: _____

Position Type _____ Shift _____ Location _____

If multiple locations, please list: _____

Work Schedule details (4/10, 9/80, weekend, rotating, etc.) n/a

Can the classification be filled at a lower level (underfill)? No

Hiring Manager (pos. reports to) _____ Phone _____ Email _____

Position Contact (if other than hiring mgr.) _____ Phone _____ Email _____

Interview

Interviewer(s) (if other than hiring mgr.) _____

Preferred Number to Interview, or **All Qualified**. (The actual number of applicants routed will be determined based on the applicant pool.) _____

Preferred List Type _____

Offer

Earliest Authorized Start Date (if known) _____

Budgeted Salary Range, Plan/Grade* (necessary for Offer) _____

Relative Position Budget Information _____

Position Details

POSITION DUTIES. Describe the duties, responsibilities, or type of work for the position/assignment. (Not the generic job classification.)

PREFERRED Knowledge, Skills & Abilities (KSA's), not required to qualify for the classification, yet believed to shorten training and instruction time on the job (e.g., specific experience, professional license, hardware/software, technical skills, lead/supervisory skills, etc.) If multiple, rank high to low.

IMPORTANT Knowledge Skills & Abilities (KSA's), not required to qualify for the classification, yet thought to ensure candidate success, (e.g., education, professional license, related experience, hardware/software, technical skills, lead/supervisory skills.)

Date Received in County H.R.

Job Opening#:



Candidate Requisition Form (CRF)

CRF must be complete prior to submitting to County Human Resources.
Failure to complete all areas may result in a processing delay.

Page 2 of 2

The HR Recruiter will contact the Requestor, Hiring Manager or Position Contact listed to discuss the details of this request.

Driver License Class

(only if required to perform the job)

Language (Other than English)

If Spanish required, level:

ESSENTIAL Physical Abilities
necessary to perform of the job.
Examples: lifting and carrying
equipment; standing, walking
bending, movement/manipulation
of objects/equip., etc. Include the
frequency performed, (daily,
monthly, etc.)

n/a

Physical Exposures such
as heat, smells, animals,
etc., the employee will
encounter while
performing the duties of
the job.

n/a

Expenses

Advertise? Budgeted Amount, enter 0 for free ads. _____

Account # _____

Fund to charge _____

Type of Advertisement; Job Board(s)/Media: _____

Does the requesting department require additional signatures for position approval? No

Authorized Signature (if required)

A Candidate Requisition Form (CRF) must be submitted for all positions to be filled, except: inter-department transfers and natural growth progression promotions. Individuals on the layoff and accommodation lists must be considered first, and written justification received by County Human Resources regarding non-selection, prior to the recruiter certifying another Hiring List. An employment offer may be made from a previous list without re-interviewing, provided the following conditions are met: (1) The offer is made within 3 months of the list date, (2) The position offered is for the same classification, interviewer and location, (3) The Human Resources Department recruiter or service team representative provides approval, (4) The candidate previously interviewed is still available. Failure to follow these guidelines may result in a delay in processing or the inability to hire the candidate. To be considered for interview, candidates must have an application on file with H.R., be certified among the highest qualified by a Human Resources recruiter and meet the qualifications of the Approved Local Merit System.

*Human Resources will extend employment offers within the budgeted salary range.

AGENDA ITEM NO. 10
Attachment 4

**Various Land Acquisition
Classification Specifications**



DEPUTY DIRECTOR FOR REAL PROPERTY

Class Code:
74915

Bargaining Unit: Management Resolution - Management

COUNTY OF RIVERSIDE
Established Date: Aug 1, 2000
Revision Date: Aug 4, 2011

SALARY RANGE

\$42.32 - \$68.22 Hourly
\$7,335.33 - \$11,825.20 Monthly
\$88,023.94 - \$141,902.38 Annually

CLASS CONCEPT:

Under direction, to plan, organize and direct the Real Property Management Division of the Economic Development Agency (EDA); to coordinate and direct staff in the day-to-day operation and activities of the Division with County departments and other agencies; and to perform other related work as required.

This single position class reports to the Assistant Director of EDA and is responsible for developing policy, administering, and directing the day-to-day operations of staff providing professional services and centralized management for the sale and purchase of real property. The incumbent is also responsible for the negotiation and acquisition of public rights-of-way through eminent domain, leasing of property for use by the County and others, and space utilization within County owned and leased facilities. This class is distinguished from the Assistant Director of EDA in that the latter assists the department head in the planning, administration, and operation of the department.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Assistant County Executive Officer/EDA.

REPRESENTATION UNIT:

Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plans, organizes, and directs through subordinate supervisors, the activities of the Real Property Management Division.
- Develops and implements County-wide policy, procedures, and plans related to real property acquisitions, sales and property management.
- Guides and directs staff in providing real property services to all County departments, Special Districts, and other public agencies; directs and provides guidance in the preparation of property appraisals, deeds, transfers of ownership, leases and other agreements.
- Directs the establishment of systems for maintaining all County owned property, leased real property, and facility space utilization inventories.
- Coordinates and administers right-of-way activities including the appraisal, negotiation, acquisition of real property and related relocation assistance programs.
- Identifies surplus property and develops recommendations for the most advantageous use or disposal of such property.
- Ensures divisional activities and programs conform to federal, State and local laws and regulations.
- Consults with County officials, agency representatives, and attorneys to coordinate real property and right-of-way activities pertaining to eminent domain and condemnation proceedings.
- Interprets, assists, and directs staff in interpreting right-of-way policy in the acquisition of real property, terms of agreements, permits and easements, and facility installation belonging to other parties.
- Provides technical advice, information, and materials relating to real property for use by legal counsel in court actions and may testify in court as an expert witness on real property matters.
- Develops the annual budget, monitors revenues, and controls expenditures as related to County property and division activities.
- Conducts fiscal analysis, prepares cost projections, identifies operational problems, and formulates appropriate

solutions.

- Selects, assigns, and directs subordinate supervisors and staff in hiring, training, evaluating performance, promotions, disciplines, and terminations.
- Resolves political or sensitive issues relating to Division activities and acts as liaison with other public and private agencies.
- Makes presentations to County departments, the general public, government officials and others.

RECRUITING GUIDELINES:

Education: Possession of a Bachelor's degree from an accredited college or university, preferably with major coursework in real estate, economics, business administration, or closely related field. (Additional qualifying experience may be substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education up to a maximum of two years.)

Experience: Four years of increasingly responsible experience in a public or private agency, which included two years in managing or supervising the day-to-day operations of subordinate staff in one or more of the following: the negotiation, preparation, and management of complex real property transactions; the appraisal and negotiation for the acquisition of real property and rights-of-way; and/or facility space utilization and allocation management. (General experience in residential real estate sales, leasing, and transfers will NOT be considered as the equivalent of the required leasing, appraisal, and negotiation experience.)

Knowledge of: Laws, regulations and policies pertaining to the acquisition of real property through eminent domain for highways, flood control projects, and other public purposes; applicable federal, State and County laws, regulations and policies as they relate to real property acquisitions, dispositions, leasing and property management; underlying principles, and methods and techniques used in leasing and real estate appraisal; real property values and the effects of economic trends such as value, price, construction costs as they affect sale, leasing, and acquisition of real property; the principles of supervision including training methods and techniques, employee motivation, and development; principles and theory of general administration, human resources management, fiscal management and accounting.

Ability to: Plan, direct, organize, and supervise the work of others in the day-to-day operations of a major functional unit; coordinate departmental services with County departments and public/private agencies; supervise and conduct difficult real property leasing and acquisition negotiations; supervise the preparation of complex land conveyance and leasing instruments; understand, interpret, apply, and explain laws, rules, and regulations pertaining to real property transactions; perform difficult technical research and prepare comprehensive reports; analyze administrative and fiscal problems, generate and evaluate alternatives, reach practical conclusions, formulate recommendations, and institute effective solutions; provide effective leadership and motivation to staff; develop and prepare concise and logical oral and written reports; analyze and resolve personnel-related problems in hiring, training, promoting, disciplining, and terminating staff; establish and maintain cooperative working relationships with public and private officials, the general public, and co-workers.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

Realty Specialist

U.S. ARMY CORPS OF ENGINEERS

Many vacancies in the following location:	Salary Range \$99,785.00 to \$129,723.00 / Per Year	Who May Apply ICTAP
<input type="checkbox"/> Kennewick, WA	Series & Grade GS-1170-14/14	Control Number 451044400
Work Schedule is Intermittent - Multiple Appointment Types	Supervisory Status No	Job Announcement Number NCFL162483421806155S
Opened Tuesday 9/27/2016 (226 day(s) ago)		
<input type="checkbox"/> Closes Tuesday 9/26/2017 (138 day(s) away)		

Job Description

Job Summary

Looking for a great place to work? The U.S. Army Corps of Engineers (USACE or "The Corps") is one of the best in America! In 2015, USACE ranked #128 out of 500 employers on Forbes' "America's Best Employers" list. From this list, the Corps ranked #10 in the government services industry, #6 in the federal government, and #8 in the engineering field. [Follow this link for more information about the U.S. Army Corps of Engineers.](#)

Civilian employees serve a vital role in supporting the Army mission. They provide the skills not readily available in the military, but crucial to support military operations. The U.S. Army Corps of Engineers is an innovative, transformative organization providing engineering solutions to customers worldwide. Working at the Corps as a civilian employee means making a direct contribution to war fighters and their families; supporting overseas contingency operations; developing technology and systems that save the lives of soldiers and civilians; providing disaster relief; and protecting and enhancing the environment and the national economy.

About the Position:

Temporary or TERM Position; may be extended up to a maximum of four years. Intermittent/Interagency Career Transition Assistance Plan (ICTAP) eligibles within the commuting area of Kennewick, WA.

Employees occupying these positions will provide emergency support to disaster stricken areas throughout the US. Employees must pass a stringent medical screening and be prepared to live and work in extremely austere conditions. Work schedule will initially be arduous, with much overtime. Sleeping arrangements may be limited to using a sleeping bag or in the vehicle used to move from location to location. The duty station for pay purposes for these positions is Kennewick, WA with possible 75% or Greater Business Travel in various locations throughout the US.

Provides emergency support to disaster stricken areas throughout the US. The duty station for pay purposes for these positions is Kennewick, WA.

Who May Apply:

Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected. See [Proof of Eligibility](#) for an extensive list of document requirements for all employment authorities.

- Eligible due to [Interagency Career Transition Program \(ICTAP\)](#) within the commuting area of Kennewick, WA.

Duties

Serves as a Realty Specialist; provide guidance and assistance on program effectiveness and often involve large monetary considerations or impact on a regional or national level. Interprets current policy, develops procedures and regulations, drafts, reviews and comments on proposed regulation changes and new regulations. Initiates recommendations regarding policy/regulation changes. Processes, analyzes and comments on assigned program actions, transactions, and instruments for compliance with applicable laws and real estate procedures. Ensures the appropriate Congressional reporting requirements are met. Reviews activities and project operations to ensure compliance with prescribed delegations, policies and standards. Makes special studies and submits recommendations for development of new policies or revision to existing policies to achieve improvements in real estate activities.

Travel Required

- 75% or Greater
- Business Travel in various locations throughout the US.

Relocation Authorized

- No

Job Requirements

Key Requirements

Qualifications

In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Experience required:

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

To qualify based on your experience, your resume must describe at least one year of experience which prepared you to do the work in this job. Specialized experience is defined as: Applies knowledge of directives, laws, and regulations relating to Army and Federal real estate procedures to provide assistance for the assigned programs.

This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-13).

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Knowledge of Real Estate and Acquisition
- Skill in Oral Communications
- Ability to prepare comments on legislation proposed to determine impact on policy and programs.

Time in Grade Requirement: Applicants who have held a General Schedule (GS) position within the last 52 weeks must have 52 weeks of Federal service at the next lower grade (or equivalent).

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you must meet the qualification requirement using experience alone--no substitution of education for experience is permitted.

Other Requirements: Click [here](#) for expanded definitions.

- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Direct Deposit of Pay is Required.
- Must satisfactorily complete a medical examination.
- 75% or Greater Business Travel in various locations throughout the U.S.

Security Clearance

Not Applicable

Additional Information

What To Expect Next

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

The documents you submit must support your responses to the online questionnaire. If your application contradicts or does not support your questionnaire responses, you will receive a rating of "not qualified" or "incomplete application" and you will not receive further consideration for this job.

BENEFITS

The Department of Defense offers an excellent benefits program. In addition to your take-home pay, your comprehensive compensation/benefits package will include most of the benefits described in [the USAJOBS Resource Center](#).

Other Information

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.
- Multiple positions may be filled from this announcement.
- This is a Career Program Position (CP)#18.

How to Apply

To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section below.

The complete application package must be submitted by 11:59 PM (EST) on Tuesday, September 26, 2017 to receive consideration.

- To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
- Click the Submit My Answers button to submit your application package.
- It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
- To verify your application is complete, log into [your USAJOBS account](#), select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
- To return to an incomplete application, log into [your USAJOBS account](#) and click Update Application in the vacancy announcement. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**
- It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Your requests for reasonable accommodation will be addressed on a case-by-case basis.

How You Will Be Evaluated

[Your application package](#) (resume, supporting documents, and responses to the questionnaire) will be used to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills, and abilities. Although an individual's personal conduct may be relevant in any employment decision, including conduct during periods of unemployment or evidence of dishonesty in handling financial matters, financial difficulty that has arisen through no fault of the individual will generally not itself be the basis of an unfavorable suitability or fitness determination.

Interagency Career Transition Assistance Program (ICTAP). If you are a Federal employee in the competitive service and your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority. See [Interagency Career Transition Assistance Program \(ICTAP\)](#) for more information. Additional information about the program is on [OPM's Career Transition Resources website](#).

Required Documents

The documents you are required to submit vary based on the authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc). Please review the following links to see which documents you need to provide to prove your eligibility to apply: [Applicant Merit Checklist](#) and [Proof of Eligibility](#).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

Your resume:

- Your resume may be submitted in any format.
- If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent." It is your responsibility to check the status and timestamp of all documents you submit as part of your application.
- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this position.

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." See: [Transcripts and Licenses](#)

Proof of Eligibility to Apply: Your application must include the documents which **prove you are eligible to apply** for the vacancy. The "[Proof of Eligibility](#)" document describes authorities commonly used in merit promotion recruitment and what document(s) are required to prove you meet the requirements of the authority. You must meet the requirements of at least one of the authorities listed in the **Who May Apply** section above to receive further consideration.

If you are unable to apply online or unable to upload your supporting documents follow the directions located at: [Faxing Applications and Documents](#) The Vacancy ID is 1806155. You will need the questionnaire, [View Occupational Questionnaire](#), to complete your faxed application.

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another

person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.



Agency Job Opportunity Announcement

Department of the Army

U.S. Army Corps of Engineers

Contact

Central Resume Processing Center
Phone: (000)000-0000
Email: USARMY.APG.CHRA-
NE.MBX.APPLICANTHELP@MAIL.MIL

Address

U.S. Army Corps of Engineers
DIR OF CONTINGENCY OPS
KENNEWICK
WA



Assistant Chief, Office of Real Estate and Design Services (4770)

California State Personnel Board Specification

- **Schematic Code:** KK01
- **Class Code:** 4770
- **Established:** 04/21/1992
- **Revised:** --
- **Title Changed:** --

Definition

Under administrative direction from the Chief, Office of Real Estate and Design Services, to manage and provide general direction to major functions within the Office of Real Estate and Design Services; assist the Chief in developing, coordinating and carrying out departmental policy; and act for the Chief as assigned.

Typical Tasks

Coordinates, plans, organizes and directs the staff in a major branch of the Office of Real Estate and Design Services, administering and managing the assets of the State of California that are under the control and direction of the Department of General Services, including, but not limited to, the development and administration of a statewide inventory of all the State's real estate assets, real property acquisition and management, and sale of surplus properties; the programs of office and warehouse leasing and interior space planning practices; formulates, develops, recommends, implements and monitors statewide policies in these program areas; establishes and maintains liaison with members of the Governor's Office, the Legislature, the courts, State agencies, and representatives of the business community, environmental and citizen groups with respect to program matters and issues; approves and executes, on behalf of the Director, within delegated limits, various legal documents such as contracts and deeds when required by the Government Code; meets with high level agency officials to discuss their needs and resolve problems related to the program operation; serves as Chief in his/her absence; reviews and prepares reports and studies.

Minimum Qualifications

Either I

Two years of experience in the California state service performing the duties of a class with a level of responsibility equivalent to State Facilities Manager II or Supervising Real Estate Officer.

Or II

Five years of supervision and management experience, at least two years of which shall have been in real estate management, including responsibility for a combination of management functions such as program analysis, policy formulation and management of a major real estate program, including second level supervision of staff engaged in real estate-related activities such as leasing, planning, property appraisal, acquisition and management. (Experience in the California state service applied towards this requirement must include at least two years at a level of responsibility equivalent to State Facilities Manager II or Supervising Real Estate Officer.) and Education: Equivalent to graduation from college with major work in architecture, business administration, economics, engineering, environmental design, interior design, marketing, real estate, urban development or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Knowledge and Abilities

Knowledge of: Principles and practices of real estate management, including building costs, cost/benefit analyses, and economics; environmental laws and practices of the State of California and the Federal Government; laws of contract, leases and agreements; fire, life, safety and access compliance laws of the State of California; appraisal principles and practices; the Department of General Services and the Office of Real Estate and Design Services' organization and functions, and the California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; program development and evaluation; principles and practices of policy formulation and development; personnel management techniques; Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Plan, organize and direct the work of a multidisciplinary professional and administrative staff; exert leadership and creativity in the development of policy and administration of real estate management practices; establish and maintain cooperative relations with State and other governmental agencies and private and civic organizations; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to obtain common goals; gain the confidence and support of top

level administrators and advise them on a wide range of administrative matters; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's affirmative action objectives.

Special Personal Characteristic

Demonstrated effective administrative ability.

[CONDITIONS OF USE](#) [PRIVACY POLICY](#)

[ACCESSIBILITY](#) [CONTACT US](#)

[DOWNLOAD DOCUMENT READERS](#) [CALHR JOBS](#)

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RIVERSIDE COUNTY TRANSPORTATION COMMISSION

RIGHT OF WAY MANAGER

DEFINITION

Under general supervision, plans, organizes, oversees, coordinates, and reviews the work of staff performing complex and professional right of way (ROW) and property management duties; provides technical and policy direction to staff, management, consultants, contractors, legal counsel, and the Commission pertaining to ROW activities; provides highly complex and responsible support to the Project Delivery Director in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Project Delivery Director. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a program management classification that manages all activities related to ROW and property management programs. The incumbent organizes and oversees day-to-day development and management of ROW and property management programs and activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Project Delivery Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work. This class is distinguished from the Project Delivery Director in that the latter has overall responsibility for all functions of the Project Delivery Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and manages the ROW component of a number of major transportation programs and projects funded with Measure A, local, state, and federal sources.
- Leads and oversees work of consultant teams as part of the major transportation programs and projects.
- Reviews for recommendation and/or approval various ROW documents, including notices to property owners, appraisals, offers of just compensation, administrative settlements, purchase agreements, relocation notices and claims, and invoices.

- Plans, organizes, and manages projects to promote timely use of funds and adherence to program guidelines, including federal regulations.
- Coordinates the preparation and compliance of right of way component of project delivery schedules; ensures the timely delivery of ROW for all construction projects.
- Reviews and monitors the attainment of capital improvement plans; works with programming and engineering/construction staff in planning, funding, and design of ROW and related construction activities.
- Incorporates principles of risk management as part of the overall management of the ROW component of projects and programs and provides timely communication of project status and issues to the Project Delivery Director.
- Reviews and provides leadership on property management issues including excess property issues.
- Attends and makes presentations at Commission, committee, joint powers, governmental, and staff meetings; provides assistance and input at various regional, state, and local public meetings in order to address ROW issues.
- Researches and responds to inquiries and requests in support of public inquiries and of senior management staff relating to right of way issues.
 - Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and projects; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director.
- Develops, maintains, and reviews staff, financial, and other reports related to ROW programs and activities.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; negotiates consultant contract scope, schedule and cost, and recommends approval of contracts develops and reviews contract terms and amendments; ensures contractor compliance with RCTC standards and specifications and time and budget estimates; reviews and updates deliverables; coordinates and reviews contract billings; analyzes and resolves complex problems that may arise.
- Interprets and applies federal and state guidelines to ensure RCTC compliance with program standards and intergovernmental funding requirements, including updates to the ROW Policies and Procedures Manual.
- Manages, coordinates, and completes other special projects as assigned.
- Performs other duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Organization and management practices as applied to the development, analysis, and evaluation of ROW and property management, programs and operational needs of the assigned programs.
- Principles and practices of real estate appraisal, law, engineering, and negotiations.

- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures governing ROW and property management programs, including Uniform Relocation and Real Properties Acquisition Policies Act and California State Acquisition and Relocation Guidelines.
- Recent and on-going developments, current literature, and sources of information related to the operations of assigned programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex programs and projects, on-time and within budget.
- Manage ROW, real estate, and property management activities and special projects involving participation by diverse and varied interests.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to Bachelor's degree in business administration, public administration, real estate, planning, finance, or a closely related field and seven (7) years of professional experience in ROW and real property program management, including real estate appraisals, acquisitions, and asset/property management, as well as experience related to public improvement projects and expertise in California Department of Transportation (Caltrans), Federal Highway Administration (FHWA), and Federal Transit Agency (FTA) processes, procedures, and regulations are also required.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RCTC meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

EFFECTIVE: May 2013

REVISED: 7/9/15

FLSA: Exempt

PAY RANGE: (53) \$9,310 - \$12,569 per month

AGENDA ITEM NO. 11

**RESOLUTION NO. 2017-____,
RESOLUTION OF THE BOARD OF
DIRECTORS OF THE WESTERN
RIVERSIDE COUNTY REGIONAL
CONSERVATION AUTHORITY
DECLARING SUPPORT FOR
THE ESTABLISHMENT OF A
NATIONAL WILDLIFE REFUGE
WITHIN THE BOUNDARIES OF
THE WESTERN RIVERSIDE COUNTY
MULTIPLE SPECIES HABITAT
CONSERVATION PLAN**

Regional Conservation Authority

RESOLUTION NO. 2017-____,
RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY
DECLARING SUPPORT FOR THE ESTABLISHMENT OF A
NATIONAL WILDLIFE REFUGE WITHIN THE BOUNDARIES OF THE
WESTERN RIVERSIDE COUNTY MULTIPLE SPECIES HABITAT
CONSERVATION PLAN

Staff Contact:

Charles V. Landry, Executive Director
Executive Director
(951) 955-9700

Background:

The MSHCP funding plan for acquisitions obligates the federal and state governments to provide funding to acquire one-third and local government to acquire two-thirds of the total acres required to assemble the MSHCP reserve. Currently, the only federal funding available to the MSHCP is through the Cooperative Endangered Species Conservation Fund Section 6 grant program. The level of funding for Section 6 has been less than \$20 million per year nationwide for the past few years. This small amount of funding also has a cap of \$2 million per year, per grantee. RCA has been successful in gaining \$2 million worth of grants for the past six years. In addition, RCA staff has been exploring looking other federal programs which may provide additional grant funding. The one program which staff and RCA loan program and government affairs consultants have identified that provides acquisition funding is the National Wildlife Refuge System. The National Wildlife Refuge System administers a national network of lands and waters for conservation, management, and when appropriate, restoration of the fish, wildlife, and plant resources and their habitats within the United States. Many of the other Habitat Conservation Plans in California and throughout the U.S. have National Wildlife Refuges within their plan boundaries.

Establishing a federal Wildlife Refuge could provide significant additional federal funding. The Refuge would be established within the MSHCP boundaries and incorporate existing Additional Reserve Lands (ARL). The MSHCP would be used to add areas which are already described for conservation. The Refuge would not increase the size or the footprint of the MSHCP. The Refuge would be located within the eastern portion of the Plan Area. There would still be access for hiking and other trails consistent with the MSHCP. There is an added benefit of establishing the Refuge in that the USFWS would maintain the property within the Refuge boundaries, moving the management burden from the RCA to the federal government, which would result in significant long-term savings.

Agenda Item No. 11 Staff Report

Page 2

May 17, 2017

The acquisition of the MSHCP Additional Reserve Land which will be incorporated into the Refuge will continued to be performed by the RCA. The process to establish a Refuge by the USFWS will include a study to determine which area or areas would best fulfill the Refuge criteria. The study and final approval and funding of the Refuge will take a few years and will include public outreach and comment.

Staff Recommendation:

That the RCA Executive Committee:

- 1) Recommend that the RCA Board of Directors adopt Resolution No. 2017-___, *Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Declaring Support for the Establishment of a National Wildlife Refuge within the Boundaries of the Western Riverside County MSHCP*; and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

Attachment:

Resolution No. 2017-___, *Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Declaring Support for the Establishment of a National Wildlife Refuge within the Boundaries of the Western Riverside County MSHCP*

AGENDA ITEM NO. 11
Attachment

RESOLUTION NO. 2017-_____

RESOLUTION NO. 2017 - _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY DECLARING SUPPORT FOR THE ESTABLISHMENT OF A NATIONAL WILDLIFE REFUGE WITHIN THE BOUNDARIES OF THE MSHCP

WHEREAS, the Western Riverside County Regional Conservation Authority (“RCA”) is a public agency of the State of California formed by a Joint Exercise of Powers Agreement (“JPA”); and

WHEREAS, the RCA is composed of the County of Riverside and the 18 cities in western Riverside County (“Member Agencies”); and

WHEREAS, the Member Agencies are all Permittees under the Western Riverside County Multiple Species Habitat Conservation Plan (“MSHCP”) and parties to the MSHCP Implementing Agreement; and

WHEREAS, the purpose of the MSHCP is to establish habitat reserves for the conservation and protection of species while expediting the construction of infrastructure and other projects; and

WHEREAS, the United States Fish and Wildlife Service (“USFWS”) is an agency of the United States Department of the Interior and has jurisdiction over the conservation, protection, restoration, enhancement and management of fish, wildlife, native plants and habitat necessary for biologically sustainable populations of those species to the extent set forth in the Federal Endangered Species Act (16 U.S.C. §§ 1531 et seq.) (“FESA”) and other relevant federal laws; and

WHEREAS, the mission of the USFWS is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people; and

WHEREAS, the National Wildlife Refuge System is a program operated and implemented under the auspices of the USFWS; and

WHEREAS, the mission of the National Wildlife Refuge System is to administer a national network of lands and waters for the conservation, management, and where appropriate, restoration of the fish, wildlife, and plant resources and their habitats within the United States for the benefit of present and future generations of Americans; and

WHEREAS, the USFWS is considering establishing a National Wildlife Refuge (the “Proposed Refuge”) that would be located entirely within the existing boundaries of the MSHCP Conservation Area; and

WHEREAS, designating a portion of the MSHCP Conservation Area as the Proposed Refuge would allow for an additional source of federal funding from the federal Land and Water Conservation Fund; and

WHEREAS, no additional conservation land beyond what is currently required by the MSHCP would be required for the Proposed Refuge; and

WHEREAS, the Proposed Refuge would continue to provide public access on trails consistent with the MSHCP; and

WHEREAS, the RCA has the power to adopt such policies as the Board may deem necessary for the conduct of the RCA’s affairs.

NOW, THEREFORE, BE IT RESOLVED the Western Riverside County Regional Conservation Authority declares that the mission and purpose of the MSHCP is consistent with the mission and goals of the National Wildlife Refuge System, and also hereby resolves to support the establishment of a National Wildlife Refuge within the existing boundaries of the MSHCP.

PASSED AND ADOPTED at the regular meeting of the Board of Directors of the Western Riverside County Regional Conservation Authority held this 5th day of June, 2017.

By: _____
Marion Ashley, Chairman
Western Riverside County
Regional Conservation Authority

ATTEST:

By: _____
Honey Bernas, Clerk of the Board
Western Riverside County
Regional Conservation Authority

2017 RCA - Commonly Used Acronyms

ARL	Additional Reserve Lands
BUOW	Burrowing Owl
CALFIRE	California Department of Forestry and Fire Protection
CALTRANS	California Department of Transportation
CD	Consistency Determination
CDFG	California Department of Fish and Game
CDFW	California Department of Fish and Wildlife (<i>formerly CDFG</i>)
CEQA	California Environmental Quality Act
CETAP	Community and Environmental Transportation Acceptability Process
CHD	Critical Habitat Designation
CIP	Capital Improvement Program
CNLM	Center for Natural Lands Management
EMWD	Eastern Municipal Water District
EPD	Environmental Programs Department (<i>Riverside County</i>)
ERP	Expedited Review Process
FY	Fiscal Year
HANS	Habitat Evaluation and Acquisition Negotiation Strategy
HMU	Habitat Management Unit
IC	Interchange
JPR	Joint Project Review
LDMF	Local Development Mitigation Fee
MOU	Memorandum of Understanding
MSHCP	Multiple Species Habitat Conservation Plan
OHV	Off-Highway Vehicle
PCL	Proposed Constrained Linkage
PQP	Public/Quasi-Public
PSE	Participating Special Entities
RCA	Regional Conservation Authority
RCD	Resource Conservation Districts
RCRCD	Riverside-Corona Resource Conservation District
RCOE	Riverside County Office of Education
RCTC	Riverside County Transportation Commission
RCTD	Riverside County Transportation Department
RMOC	Reserve Management Oversight Committee
ROVE	Recreation Off-Highway Vehicle Enforcement
SAWA	Santa Ana Watershed Association
SB	San Bernardino
SR	State Route
SWG	State Wildlife Grant
TAC	Technical Advisory Committee
TIFIA	Transportation Infrastructure Finance and Innovation Act
TUMF	Transportation Uniform Mitigation Fee
USFWS	United States Fish and Wildlife Service
UTM Nad 83 Zone 11	Meter Coordinate System for Maps
WIFIA	Water Infrastructure Finance and Innovation Act
WIIN	Water Infrastructure Improvements for the Nation
WA	Wildlife Agencies (<i>USFWS & CDFW</i>)
WCB	Wildlife Conservation Board
WPT	Western Pond Turtle
WRDA	Water Resources Development Act