

WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES

Monday, February 1, 2021

1. CALL TO ORDER

The Western Riverside County Regional Conservation Authority Board of Directors Meeting was called to order by Chair Natasha Johnson at 12:32 p.m., via Zoom Meeting ID 890 4183 0574, pursuant to Governor Newsom’s Executive Order N-29-20.

2. ROLL CALL

Board of Directors/Alternates Present

Kevin Jeffries
Karen Spiegel
Jeff Hewitt
Colleen Wallace
Julio Martinez
Jeff Cervantez
Larry Greene
Tony Daddario
Jocelyn Yow*
Linda Krupa
Lorena Barajas

Natasha Johnson
Lesa Sobek
David Marquez
Jonathan Ingram
Kevin Bash
David Starr Rabb
Andy Melendrez
Crystal Ruiz
Maryann Edwards
Ben J. Benoit

Board of Directors Absent

Chuck Washington
V. Manuel Perez

**arrived after the meeting was called to order*

3. PLEDGE OF ALLEGIANCE

Board Member Lesa Sobek led the Pledge of Allegiance.

4. PUBLIC COMMENTS

Patrick Ellis, president of the Murrieta/Wildomar Chamber of Commerce, expressed his concerns with the increased fees as a result of the recent Nexus Study and the affect it may have on industrial development in the area.

5. ADDITIONS / REVISIONS

There were no additions or revisions to the agenda.

6. CONSENT CALENDAR

Board Members Sobek and Edwards asked for clarification on Item 6B regarding the presentation of reports on a quarterly rather than monthly basis.

M/S/C (Wallace/Ingram) to approve the Consent Calendar with the exception of Item 6B, which was pulled for further discussion.

6A. APPROVAL OF MINUTES – DECEMBER 7, 2020

6B. WESTERN RIVERSIDE COUNTY MULTIPLE SPECIES HABITAT CONSERVATION PLAN FEE COLLECTION REPORTS

Jennifer Fuller, Financial Administration Manager, explained the rationale regarding offering the reports on a quarterly versus a monthly basis. Board Members Sobek and Edwards asked that the reports remain presented monthly on the Consent Calendar.

M/S/C (Edwards/Sobek) to:

- 1) **Receive and file the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP) Fee Collection Reports for November and December 2020; and**
- 2) **Direct staff to provide fee collection updates to the Board on a monthly basis.**

6C. ADOPT RESOLUTION 2021-001 RELATED TO REVISED INVESTMENT POLICY

- 1) Approve the revised investment policy for the Western Riverside County Regional Conservation Authority (RCA); and
- 2) Adopt Resolution No. 2021-001, *“Resolution of the Board of the Western Riverside County Regional Conservation Authority Adopting a Statement of Investment Policy”*.

6D. ADOPT RESOLUTION 2021-002 RELATED TO DELEGATION OF AUTHORITY TO SIGN INSTRUMENTS ON BEHALF OF THE EXECUTIVE DIRECTOR IN THE EXECUTIVE DIRECTOR’S ABSENCE

- 1) Approve the delegation of authority to sign instruments on behalf of the Executive Director in the Executive Director’s absence; and
- 2) Adopt Resolution No. 2021-002, *“Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Delegating Authority to Sign Instruments on Behalf of the Executive Director in the Executive Director’s Absence”*.

6E. ADOPT RESOLUTION 2021-003 AUTHORIZING THE ACCEPTANCE OF CREDIT CARDS, DEBIT CARDS, AND ELECTRONIC FUNDS TRANSFER AS ADDITIONAL METHODS OF PAYMENT AND COLLECTION OF PAYMENT PROCESSING FEES

- 1) Approve the acceptance of credit cards, debit cards, and electronic funds transfer as additional methods of payment and collection of payment processing fees; and
- 2) Adopt Resolution No. 2021-003, *“Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Authorizing the Acceptance of Credit Cards, Debit Cards, and Electronic Funds Transfer as Additional Methods of Payment and Collection of Payment Processing Fees”*.

7. CLOSED SESSION

At this time, Steve Debaun, legal counsel, announced the Board will be going in to Closed Session to discuss the five property items on the agenda.

7A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Agency Negotiator: Executive Director or Designee

Item	Property Description	Property Owner	Buyer(s)
1	470-080-015	Rodrigows, et al	RCA
2	583-190-050, 583-200-014, 583-200-018, 583-200-065	Mustang Lane LLC	RCA
3	427-170-040 and 427-170-042	Peter J Cohen	RCA
4	470-080-015	Cheryl McCurry	RCA
5	932-170-016	The Nature Conservancy	RCA

7B. REPORT OUT FROM CLOSED SESSION

Mr. DeBaun announced the Board considered and approved the following closed session items:

- Item 1: acquisition of the property was approved for \$120,000
- Item 2: acquisition of the property was approved for \$790,000
- Item 3: acquisition of the property was approved for \$345,000
- Item 4: acquisition of the property was approved for \$95,000
- Item 5: acquisition of the property was approved for \$240,000

At this time, Chair Johnson announced Items 8 and 9 would be presented concurrently.

At this time, Board Member Yow left the meeting.

8. ADOPT ORDINANCE NO. 21-01 RELATED TO PROCUREMENT POLICY MANUAL AND RESOLUTION NO. 2021-005 RELATED TO ELECTRONIC SIGNATURE USE POLICY

Matt Wallace, Deputy Director of Financial Administration, provided a report on the proposed revisions to the Procurement Policy Manual, a proposed electronic signature use policy, and proposed changes to the RCA bylaws.

Board Member Sobek discussed her current notebook of RCA information and asked if she would be receiving updates to RCA information. Executive Director Anne Mayer stated Board Members would be receiving updates.

M/S/C (Sobek/Ruiz) to:

- 1) **Approve the revised Riverside County Transportation Commission (RCTC) and Western Riverside County Regional Conservation Agency (RCA) Procurement Policy Manual (PPM) for the procurement and contracting activities undertaken by the agencies, pursuant to legal counsel review as to conformance to state and federal law;**
- 2) **Rescind Ordinance No. 08-02, *“An Ordinance of the Western Riverside County Regional Conservation Agency Adopting a Purchasing Policy for Supplies, Materials, or Equipment”*;**
- 3) **Introduce Ordinance No. 21-01, *“Ordinance of the Western Riverside County Regional Conservation Agency Regarding the Revised Procurement Policy Manual”*;**
- 4) **Approve the Electronic Signature Use Policy for the use of electronic signatures in lieu of manual signatures, pursuant to legal counsel review; and**
- 5) **Adopt Resolution No. 2021-005, *“Resolution of the Western Riverside County Regional Conservation Agency Regarding the Electronic Signature Use Policy”*.**

9. INTRODUCTION OF RESOLUTION NO. 2021-006 TO AMEND BYLAWS WITH REGARD TO THE EXECUTIVE DIRECTOR’S PURCHASING AUTHORITY AND OTHER ADMINISTRATIVE CHANGES

M/S/C (Wallace/Greene) to:

- 1) **Approve the proposed amendments to the Western Riverside County Regional Conservation Authority (RCA), subject to the four-week noticing period required in Article XIII(B) of the RCA Bylaws; and**
- 2) **Introduce Resolution No. 2021-006, *“Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Amending Its Bylaws with Regard to the Executive Director’s Purchasing Authority and Other Administrative Changes”*.**

10. ADOPT RESOLUTION NO. 2021-004 RELATED TO A SUPER BLOOM POLICY

Tricia Campbell, Reserve Management and Monitoring Manager, provided a presentation on the proposed Super Bloom Policy.

Chair Johnson expressed appreciation to all partners for their collaboration and support and to staff for their work on the policy.

M/S/C (Jeffries/Ruiz) to:

- 1) Approve a super bloom policy; and**
- 2) Adopt Resolution No. 2021-004, *“Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Adopting a Super Bloom Policy”*.**

11. APPOINTMENT OF EXECUTIVE COMMITTEE MEMBERS

Chair Johnson announced her appointment of Board Member Kevin Bash from Norco, the Board’s longest standing concurrent member, to the Executive Committee. With Board Member Bash’s appointment, Board Member Greene from Canyon Lake will be stepping down after three years of service to the Executive Committee. Chair Johnson expressed her appreciation to Board Member Greene for his service to the Executive Committee.

Board Member Sobek expressed her appreciation to Board Member Greene for his service to the Executive Committee and welcomed Board Member Bash to the Executive Committee.

M/S/C (Sobek/Spiegel) to appoint Board Member Kevin Bash to the Executive Committee, who will be replacing Board Member Larry Greene.

Abstain: Bash

Board Member Greene stated it has been an honor to serve on the Executive Committee.

12. PRESENTATION - GETTING TO KNOW THE MSHCP

Tricia Campbell, Reserve Management and Monitoring Manager, presented an overview of the HANS process, which stands for the Habitat Acquisition Negotiation Strategy.

13. PRESENTATION - SPECIES OF THE MONTH

Betsy Dionne, Senior Management Analyst Management and Monitoring, provided a presentation on the Species of the Month, the Arroyo Chub.

Board Member Ingram thanked Ms. Dionne for the presentation, noting it was a very intriguing species.

Chair Johnson stated moving forward, the Board will alternate between receiving a Species of the Month presentation and a Getting to Know the MSHCP presentation.

14. ITEM(S) PULLED FROM CONSENT CALENDAR AGENDA

The item pulled from the Consent Calendar was discussed earlier in the agenda.

15. BOARD OF DIRECTORS / EXECUTIVE DIRECTOR REPORT

Overview

Anne Mayer, Executive Director, provided an update on the RCA Management Transition, which included an overview of the Board's key objectives, immediate actions that have been taken, progress that has been made towards this fiscal year's goals, observations, and goals moving forward. Ms. Mayer introduced Aaron Hake, Interim Deputy Executive Director – Regional Conservation; John Standiford, Deputy Executive Director - RCTC; Theresia Trevino, Chief Financial Officer; Matt Wallace, Deputy Director of Financial Administration; Hector Casillas, Right of Way Manager; and Lisa Mobley, Administrative Services Manager/Clerk of the Board.

Chair Johnson thanked past Chair Jonathan Ingram for his tireless work for the RCA and dedication to the MSHCP.

Board Member Ingram thanked Chair Johnson for her kind words and expressed his appreciation to his colleagues for their support. He noted his belief in the ability of the Board and the new Executive Director to bring the plan to completion.

Chair Ingram requested a discussion at a future meeting regarding the possibility of processing payments directly through the RCA to take the burden off the cities.

Anne Mayer, Executive Director, provided a Nexus Study Implementation Update, noting since the approval of the study in December of 2020 implementation packages have gone out to each of the cities. Since then, staff has begun scheduling meetings with individual member agencies as requested, noting most questions from member agencies have been administrative in nature. She noted questions and comments from developers and stakeholders have been primarily focused on prepayment of fee options and impacts of fees on commercial and industrial properties. Ms. Mayer noted staff is gathering all the feedback and will continue to have dialogue with member agencies and stakeholders to listen to their concerns and look for any opportunities for administrative streamlining. Staff will continue conversations and return to the Executive Committee and the Board to report and present any opportunities for improvement to receive direction. She stated extensive outreach is the focus, noting WRCOG staff has invited RCA staff to attend several of their meetings to expand the outreach to member agencies. Ms. Mayer provided an update on staff's progress on the discussion regarding possible exemptions for single-family residences, noting staff will be back to the Executive Committee and the full Board in the next month with potential options.

Board Member Sobek stated Patrick Ellis as well as another developer reached out to her regarding the Nexus Study and the resulting fee increase. She noted the Executive Committee heard from the BIA and wants to ensure the Board hears from staff regarding the commercial and industry partners on how this affects economic development.

Board Member Ingram discussed prior staff had provided documentation of a breakdown of the fees and the phased-in plan and this documentation may be useful to send out to the member agencies. He reiterated the Nexus Study and resulting fees was the culmination of 10 years of not doing increases and the permit needs be maintained while simultaneously accommodating businesses.

16. ADJOURNMENT

There being no further business for consideration by the Western Riverside County Regional Conservation Authority Board of Directors, Chair Johnson adjourned the meeting at 2: 03 p.m. The next meeting of the Board of Directors is scheduled to be held on **Monday, March 1, 2021**, via Zoom.

Respectfully submitted,



Lisa Mobley
Administrative Services Manager/
Clerk of the Board