

# **AGENDA ITEM NO. 6**

## **MINUTES**

**April 20, 2016**



## 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 Montanez at 12:00 p.m., Wednesday, April 20, 2016, at the RCA Conference Room, 3403 Tenth Street, Suite 320, Riverside, California, 92501.

### 2. ROLL CALL – was taken by Kristin Staudenmaier.

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

### 3. PUBLIC COMMENTS

There were no public comments.

### 4. COMMITTEE MEMBER ANNOUNCEMENTS

There were no member announcements.

### 5. ADDITIONS/REVISIONS

Kristin Staudenmaier stated there was one revision to the agenda. Agenda Item 7 Attachment 1 was missing two footnotes due to a printing error. A revised copy was provided to the Executive Committee members.

**6. APPROVAL OF MINUTES – March 16, 2016**

***M/S/C (INGRAM/JOHNSON) to approve the minutes of the March 16, 2016 meeting of the Executive Committee as submitted.***

***(5 Ayes, 0 Nays, 0 Abstain)***

**7. WESTERN RIVERSIDE COUNTY MULTIPLE SPECIES HABITAT CONSERVATION PLAN (MSHCP) LOCAL DEVELOPMENT MITIGATION FEE (LDMF) COLLECTION AND CIVIC/INFRASTRUCTURE CONTRIBUTION REPORT FOR MARCH 2016.**

Honey Bernas, Director of Administrative Services, presented the LDMF Collection and Civic/Infrastructure Contribution Report for March 2016. The RCA received fees in the amount of \$607,659 for 162 residential permits and 45.1 commercial acres. There were 49 reported exemptions totaling \$104,735 in the City of Lake Elsinore, City of Temecula and the County of Riverside. Contributions were received from the City of Temecula for a Civic/Infrastructure project in the amount of \$20,799 for a Park and Ride Facility.

**M/S/C (INGRAM/JOHNSON) that the RCA Executive Committee:**

- 1) Recommend that that RCA Board of Directors receive and file the Western Riverside County MSHCP LDMF Collection and Civic/Infrastructure Contribution Report for March 2016; and**
- 2) Authorized staff to agendize this matter for the May 2, 2016 meeting of the RCA Board of Directors.**

***(5 Ayes, 0 Nays, 0 Abstain)***

**8. RESOLUTION NO. 2016-008, [RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY ADOPTING THE FISCAL YEAR 2017 OPERATING AND CAPITAL BUDGET]**

Honey Bernas, Director of Administrative Services, gave an overview of RCA's Fiscal Year 2017 Operating and Capital Budget. She gave an overview of Exhibit A-1 which provided an overall summary of the budget and comparison to FY2015 Actual Revenues and Appropriations, FY2016 Adjusted Budget and Year-End Projections and the dollar and percentage change from the FY2016 Adjusted Budget. She reviewed the major sources of revenues, appropriations, cost allocation assumptions and the percentage of overall appropriations for each of RCA's programs, Operations, Land Management and Monitoring, and Land Acquisitions.

She advised that salaries and benefits reflect a 14% increase from the FY2016 budget as a result of a \$202 thousand increase in salaries which includes two new proposed positions: a Senior Real Property Agent and an Ecological Resources Specialist, and scheduled step increases for current employees who are not at the top of their set pay ranges. There is an \$86 increase to benefits as a result of the salary increases. There is a decrease of \$6 thousand in annual leave buy down payouts.

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She advised that management was recommending the addition of two new positions for the purposes of cost savings and succession and due to increased workloads.

The Senior Real Property Agent would assist with the acquisitions. The hourly range for this position would be between \$27.90 and \$44.00 per hour, or a maximum of \$62.00 per hour including benefits. Honey Bernas stated that the Riverside County Economic Development Agency has always and continues to provide the RCA with excellent service and RCA would continue to need their services; however, staff recommends hiring one in-house real estate agent. The County's current hourly rate for Real Estate Services is \$142.30. Effective July 1, 2016, the rate will increase to \$157.60 per hour, or 10.8%. Staff has reduced EDA's budget in anticipation of the new position, which is expected to result in a reduction in EDA's billable hours.

The Ecological Resources Specialist II would assist Laurie Correa, Director of Reserve Monitoring and Management, in coordinating the Reserve Management and Biological Monitoring, as well as leading the Joint Project Review services currently handled by a consultant at a cost between \$100 and \$240 per hour. The number of Joint Project Reviews (JPRs) has doubled in the last year, and RCA has a 14 day review period for JPRs. Management believes it is important that RCA have its own biological staff member in house, and important to fill this position for succession purposes. The hourly range for the Ecological Resources Specialist is between \$28.30 and \$44.70, a maximum of \$63 per hours including benefits.

Board Member Ingram asked when the last time RCA hired an additional staff member was. He asked if the RCA has ever completed a Classification Compensation Index to determine if the Authority was offering comparable benefits to new staff members, as well as show the offset of sub-contracting verses having an in house employee. Honey Bernas replied that the RCA eliminated a contract last year, so that the RCA could fill one new position. Other than that, RCA has not added any positions for several years. As far as the comparable benefits, all of RCA's staff members are County employees and fall under the County's positions and salary ranges which are reviewed periodically.

Charles Landry, Executive Director, stated that since its inception, RCA has had a small staff and relied on contracts as much as possible so that RCA could weather economic downturns without having to layoff. Staff is of the opinion that the two new positions are absolutely necessary and inherent to RCA.

Board Member Edwards suggested that staff create two slides for the Board meeting presentation. One, outlining the duties of the new positions, and another slide showing the position cost vs. contract cost and how the cost of the position will be offset by the reduced contract.

Board Member Johnson suggested that staff show the average number of hours each contractor billed the RCA for the last several years. She said her City's preference is to contract for services rather than hire staff, which enables them to cut contracts rather than cut staff during difficult times.

Honey Bernas summarized the overall budget which includes \$27.8 million in revenue and appropriations. The proposed budget is a balanced budget with no draws on fund balances. The budget also includes a contingency of approximately \$2 million, \$500 in legal services and \$1.5 million for potential property acquisitions. The contingency represents approximately 7% of total appropriations. The RCA is projecting a fund balance of approximately \$30.6 million as of June 30, 2016, available to carry forward in FY 2017. Of this amount, \$17.7 million is unrestricted general funds and \$12.9 million is restricted fund balance for capital acquisitions purposes.

She then reviewed the proposed appropriations for each contract amount, the services provided, and changes compared to FY2016 contract amounts.

**M/S/C (INGRAM/JOHNSON) that the RCA Executive Committee:**

- 1) Recommend that the Board adopt Resolution No. 2016-008, [Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Adopting the Fiscal Year 2017 Operating and Capital Budget]; and**
- 2) Authorize staff to agendize this matter for the May 2, 2016 meeting of the RCA Board of Directors.**

***(5 Ayes, 0 Nays, 0 Abstain)***

**9. RECURRING CONTRACTS FOR FISCAL YEAR 2017**

Honey Bernas, Director of Administrative Services, advised that staff is recommending seven 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 2017 for the following recurring contracts: 1) David Kennett - Capitol Alliance Consulting; 2) Dudek & Associates; 3) Geographics; 4) Riverside – Corona Resource Conservation District; 5) Santa Ana Watershed Association; 6) Vavrinek, Trine, Day & Co. LLP; and 7) Doug Wheeler. The proposed recurring contracts total \$1.75 million, which represents an approximate 1.8% decrease from last fiscal year.

**M/S/C (INGRAM/JOHNSON) that the RCA Executive Committee:**

- 1) Recommend that the RCA Board of Directors approve the Recurring Contracts for Fiscal Year 2017;**
- 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 2, 2016 meeting of the RCA Board of Directors**

***(5 Ayes, 0 Nays, 0 Abstain)***

**10. EXECUTIVE DIRECTOR'S REPORT**

**Charles Landry reported on the following items:**

- 10.1 Loan Program – Monday Morning Group is currently in Washington. D.C. assisting with obtaining Section 6 funding, as well as continuing discussions with U.S. Senator Dianne Feinstein, U.S. Senator Barbara Boxer and Congressman Ken Calvert.
- 10.2 Acquisitions – To-date, RCA has conserved over 53,000 acres of Additional Reserve Land, which leaves a balance of approximately 100,000 acres to conserve in the future.
- 10.3 Lake Elsinore Alberhill Villages Initiative – Board Member Johnson reported that the City of Lake Elsinore's legal counsel filed a Judgement Settlement Summary and that the city remains optimistic.
- 10.4 Discussion Concerning Fee Credit and Waiver Policy – Staff is currently in the process of rewriting the policy and plans to bring the policy back to the Executive Committee at the May 18, 2016 meeting.

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

There were no requests for future agenda items by the Executive Committee.


**12. ADJOURNMENT**

There being no other items before the Executive Committee, Chairman Montanez adjourned the meeting at 1:15 p.m. The next meeting of the Western Riverside County Regional Conservation Authority Executive Committee will be held on Wednesday, May 18, 2016, at 12:00 p.m., at the Riverside Centre, 3403 Tenth Street, Suite 320, Third Floor, RCA Conference Room, Riverside, California, 92501.

Prepared by:

  
Kristin Staudenmaier  
Secretary II

Respectfully submitted:

  
Honey Bernas  
Clerk of the Board