



## 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 Vice Chairman Ingram at 12:07 p.m., Wednesday, May 17, 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
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	
Lesia Sobek – County of Riverside District V, Alternate	

### 3. PUBLIC COMMENTS

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

**4. COMMITTEE MEMBER ANNOUNCEMENTS**

Vice Chairman Ingram called for Committee Member announcements and welcomed Board Member Alternate Lesa Sobek, City of Menifee Council Member representing County of Riverside District V. There were no other announcements from Committee Members.

**5. ADDITIONS/REVISIONS**

There were no additions or revisions to the agenda.

**6. APPROVAL OF MINUTES – April 19, 2017**

***M/S/C (CITY OF CALIMESA/CITY OF LAKE ELSINORE) to approve the minutes of the April 19, 2017 Meeting of the Executive Committee as submitted.***

***(6 Ayes, 0 Nays, 0 Abstain, 1 Absent-District V)***

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

Honey Bernas, Director of Administrative Services, presented the MSHCP Fee Collections Report for April 2017. The RCA received fees in the amount of \$1,357,972 for 743 residential permits and 37.6 commercial acres. There were 23 reported exemptions totaling \$45,816 in the City of Lake Elsinore. There were no reported civic/infrastructure projects. For the month of April 2017, the total receipts were \$1,357,972.

**M/S/C (CITY OF TEMECULA/CITY OF LAKE ELSINORE) to approve this item as recommended and authorize staff to agendize this matter to the June 5, 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 April 2017; and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

***(7 Ayes, 0 Nays, 0 Abstain, 0 Absent)***

**8. FISCAL YEAR 2017 THIRD QUARTER FINANCIAL REPORT**

Honey Bernas, Director of Administrative Services, presented an overview of the Fiscal Year 2017 Third Quarter Financial Report. As of March 31, 2017, the RCA's cash balance was \$32.1 million, which represented a \$2.6 million decrease from prior year's ending cash balance. Cash receipts totaled approximately \$22.1 million, and cash disbursements totaled approximately \$24.7 million. The cash balance as of May 17, 2017 was \$32.9 million, with an additional \$4.5 million set aside for the endowment for a total of \$37.4 million. In the Operations Program, revenues of \$1.1 million exceeded expenditures of \$250 thousand by \$886 thousand. Staff is projecting a net operating position of \$804,553 at fiscal year-end. In the Land Management and Monitoring Program, total revenues of \$3 million exceeded expenditures of \$1.8 by \$1.2 million. Staff is projecting a net operating position of approximately \$1 million at fiscal year-end. In the Land Acquisition Program, total expenditures of \$23.1 million exceeded revenues of \$19.1 million by \$4 million. The original budget anticipated an \$8.8 million draw on cash; however, staff is projecting a draw of \$5.8 million. RCA acquired 14 properties during the first three quarters and anticipates closing on an additional 792 acres by June 30, 2017.

**M/S/C (CITY OF CALIMESA/CITY OF MURRIETA) to approve this item as recommended and authorize staff to agendize this matter to the June 5, 2017:**

- 1) Recommend that the 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.

***(7 Ayes, 0 Nays, 0 Abstain, 0 Absent)***

**9. FISCAL YEAR 2017 THIRD QUARTER CONSULTANT REPORTS**

Charles Landry, Executive Director, reported on the activities and services provided by Dudek, Geographics, Kadesh & Associates, LLP, Riverside County Regional Park and Open-Space District and Santa Ana Watershed Association during the third quarter of Fiscal Year 2017.

**M/S/C (CITY OF LAKE ELSINORE/CITY OF MURRIETA) to approve this item as recommended and authorize staff to agendize this matter to the June 5, 2017 meeting of RCA Board of Directors:**

- 1) Recommend that the RCA Board of Directors receive and file the Fiscal Year 2017 Third quarter consultant Reports; and

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

***(7 Ayes, 0 Nays, 0 Abstain, 0 Absent)***

**10. DIRECTOR OF LAND ACQUISITION, RCA – CLASSIFICATION SPECIFICATION**

Before staff gave their presentation, Charles Landry, Executive Director, stated that this item was directed to the Executive Committee from the Board of Directors on May 1, 2017, at that time the classification specification for this position was not included in the Board of Directors' agenda for consideration.

Honey Bernas, Director of Administrative Services, presented this item. She explained that the Board of Directors approved the budget at the May 1, 2017 meeting, which included filling the Director of Land Acquisition position. She gave a brief history of the position and how County Human Resources (HR) came up with the classification specification. She also explained the recruitment process and how the candidate requisition form is used when requesting HR to require qualifications that are over and above the minimum qualifications contained in the Classification Specification. She stated that the issue at the Board of Directors meeting was if the candidate should be required to be a Licensed Broker or Real Estate Agent. She gave examples of similar positions from several agencies showing that none of the agencies require the position to be a Licensed Broker or Real Estate Agent.

The Executive Committee discussed in great length the pros and cons of requiring candidates be Licensed Brokers or Real Estate Agents. They also discussed the importance of the succession plan for the RCA. After much discussion, it was agreed upon by the Executive Committee that the Executive Director be allowed to conduct a recruitment for this position based on the classification specifications outlined by County HR and that the Executive Director choose the best candidate for this position without Board Member interference.

**M/S/C (CITY OF LAKE ELSINORE/CITY OF TEMECULA) approve Director of Acquisition, RCA Classification Specification with no changes to the job description and authorize staff to agendize this matter to the June 5, 2017 meeting of RCA Board of Directors:**

- 1) This item is for the RCA Executive Committee to review and provide staff direction concerning the Classification Specification; and
- 2) Authorize staff to agendize this matter for the June 5, 2017 meeting of the RCA Board of Directors.

***(7 Ayes, 0 Nays, 0 Abstain, 0 Absent)***

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**

Charles Landry, Executive Director, reminded the Executive Committee that at the April 19, 2017 Executive Committee meeting, he received direction to proceed with a staff report and resolution to start the process of declaring support for the a National Wildlife Refuge within the boundaries of the Western Riverside County MSHCP and to forward this to the Board of Directors for approval. He wanted to give the Executive Committee an opportunity to review the staff report before this item proceeded to the Board of Directors. He updated the Executive Committee stating that he met with the Regional Director of the U.S. Fish and Wildlife about the refuge and they discussed steps necessary to proceed. The resolution is the first step in initiating this process. He went on to explain the cost factor involved if RCA had to purchase the land that would be included in this refuge and the additional funding mechanism available to RCA to assemble the refuge and the cost savings for land management. He further stated that the footprint or makeup of the MSHCP will not be changed. Vice Chairman Ingram outlined the pros of establishing a refuge. Charles Landry continued his presentation about the refuge size being 20-35 thousand acres. The location will most likely be on the south/east side of the MSHCP Plan Area, where it's sparsely populated and little development influences, i.e., Anza/Wilson Valley. The details and construction of the refuge can be negotiated if there are any concerns.

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

- 1) Recommend that 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.

**(7 Ayes, 0 Nays, 0 Abstain, 0 Absent)**

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).

Charles Landry, Executive Director, reported that with the new elected officials appointed to both agencies, this would be a great time to familiarize members with the processes of both agencies. He stated it has been over 13 years since a joint meeting was held. The joint workshop will cover topics such as funding/building roads in or out of the MSHCP Plan Area and the processes involved. The workshop will be open to both agencies' membership.

12.2 Discussion Concerning File Types of Agendas on RCA Website

Roy Henderson, Chief of Technical Information, reported that the distribution of links to Board Members for the agenda and back-up material will now be in Portable Document Format developed by Adobe (PDF) versus having Hyper Text Markup Language (HTML) version option. This will increase efficiency by reducing staff time required to create the links and archive documents for records retention. He asked for the approval of the Executive Committee to implement this change starting with the June 5, 2017 Board of Directors meeting, and the Executive Committee agreed.

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

Vice Chairman Ingram called for future agenda items. Board Member Sobek requested that RCA staff present/highlight a species monthly at the Board of Directors' meetings to familiarize the Board of Directors with the species being protected, the types of habitat needed and what land RCA has required to protect that species.

Before Closed Session began, Steve DeBaun, General Counsel, announced that there are two anticipated exposure to litigation cases. One case will not be announced, and the second case was to discuss correspondence that was received from an attorney regarding the Emerald Crossing Development.

**14. CLOSED SESSION ITEMS:**

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

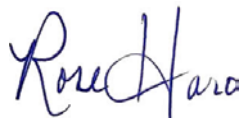
**Number of potential cases: Two**

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

**15. ADJOURNMENT**

There being no other items before the Executive Committee, Vice Chairman Ingram 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, 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.

Prepared by:



Rose Haro  
Administrative Manager

Respectfully submitted:



Honey Bernas  
Clerk of the Board