



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 Montanez at 12:07 p.m., Wednesday, October 21, 2015, at the RCA Conference Room, 3403 Tenth Street, Suite 320, Riverside, California, 92501.

2. ROLL CALL

COMMITTEE MEMBERS PRESENT	COMMITTEE MEMBERS ABSENT
John Tavaglione, Chairman – County of Riverside District II* Eugene Montanez, Vice Chairman – City of Corona Scott Miller – City of San Jacinto Natasha Johnson – City of Lake Elsinore Maryann Edwards – City of Temecula Ben Benoit – City of Wildomar Ella Zanowic – County of Riverside District IV <i>*Arrived after start of the meeting</i>	

3. PUBLIC COMMENTS

There were no public comments.

4. COMMITTEE MEMBER ANNOUNCEMENTS

There were no committee member announcements.

5. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

6. APPROVAL OF MINUTES – August 19, 2015

M/S/C (ZANOWIC/BENOIT) to approve the minutes of the August 19, 2015 meeting of the Executive Committee as submitted.

(6 Ayes, 0 Nays, Abstain 0)

7. RESOLUTION NO. 2015-008, RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY ADOPTING A STATEMENT OF INVESTMENT POLICY

Steve DeBaun, General Counsel made the presentation. He stated at the last RCA Board of Directors meeting questions were raised about the investment policy. The County Treasurer was present to answer questions that were raised at the last Board meeting and other questions the members might have.

Vice Chairman Montanez said he did not recall the questions.

Board Member Johnson said the difference between the certificate of deposit and time deposit and requested clarification on the verbiage.

Steve DeBaun referenced page 10 and the time certificate of deposit and the time deposit.

Board Member Johnson asked what the difference is between numbers 2 and 10 on page 10.

Don Kent, County Treasurer-Tax Collector stated that he wanted to start with the title, "Policy Criteria for Collateralized Time Deposits." There are time deposits, and then there is number 2, the interest rate on the time certificate of deposit. Then number 10 at the bottom states where time deposits will be made. Those are all one in the same. He stated that number 2 can be stricken for clarity at the County's next rendering of the policy.

Board Member Johnson stated that as a banker she had never heard of a time deposit so she was perplexed.

Don Kent stated it's a carry-over term from many many years ago. The fact of the matter is that the County has very little activity in these types of instruments. It is more common to have a negotiable CD. Without having the current portfolio, he asked his assistant if the County has any negotiable CD's. These are money market instruments that County would buy from a broker/dealer. A great deal of the activity is in triable securities, money market securities that are being bought in the market every day.

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Board Member Johnson asked about the time limits on the investments. The policy states they could not exceed a certain timeframe as far as the investments, but did not recall which page that was on. Don Kent stated that the governing page for all of the investments is on page 7, Schedule 1. Board Member Johnson said that the policy stated five years, but the verbiage states they could not go over a year. Don Kent said the maximum maturity for a time deposit is one year, so nothing more than one year. Board Member Johnson appreciated the clarification and thanked Don Kent.

Steve DeBaun made reference to number 8 on page 10 "All time certificates must have a maturity date not exceeding one year."

Don Kent stated that safety liquidity yield is the objective. He advised that members can go to the Treasurer-Tax Collector's website and view the monthly investment updates. He asked Rose Esparza, RCA Administrative Manager, if she still receives these updates as she did in the past from her former position at the Board of Supervisors. Rose answered that she is able to go online and print them. Don stated for a pool the size of Riverside County's which includes the school, special districts, discretionary depositor's money, RCTC, IEHP, and WRCOG are all entities in the pool. It's important that when people come for the money, it's there. In terms of time deposits they are very small percentage. Don asked if there were any other questions. He introduced Giovanni Pizano, Chief Investment Manager, who is responsible for capital markets. Every year the Treasurer's office brings forth the investment policy with minor ministerial changes. It's a work in progress, involving clean-up language and any changes in the law, which isn't very often.

Steve advised the Committee that Don Kent will be present at the Board of Directors meeting should there be any questions raised.

Honey Bernas stated that Board Member Tim Brown requested an overview of investments as well.

The Executive Committee thanked Don Kent and Giovanni Pizano for attending and answering questions.

Chairman Tavaglione arrived during staff presentation (12:15p.m.)

M/S/C (MONTANEZ/EDWARDS) that the RCA Executive Committee:

- 1) **Recommend that that RCA Board of Directors adopt Resolution No. 2015-008, *Resolution of the Board of Directors of The Western Riverside County Regional Conservation Authority Adopting a Statement of Investment Policy*; and**
- 2) **Authorized staff to agendize this matter for the November 2, 2015 meeting of the RCA Board of Directors.**

(7 Ayes, 0 Nays, Abstain 0)

8. WESTERN RIVERSIDE COUNTY MULTIPLE SPECIES HABITAT CONSERVATION PLAN (MSHCP) LOCAL DEVELOPMENT MITIGATION FEE (LDMF) COLLECTION AND CIVIC/INFRASTRUCTURE CONTRIBUTION REPORT FOR SEPTEMBER 2015

Honey Bernas, Director of Administrative Services reported that for the month of September, RCA received \$683,749 for 264 residential units and 34.42 commercial units, and there were 178 exemptions totaling \$346,686. She further reported one infrastructure project from the City of Moreno Valley for a road widening project from I-215 to Veteran's Way totaling \$5,680.

M/S/C (EDWARDS/BENOIT) that the RCA Executive Committee:

- 2) Recommend that that RCA Board of Directors receive and file the Western Riverside County MSHCP LDMF Collection and Civic/Infrastructure Contribution Reports for September 2015; and**
- 2) Authorized staff to agendize this matter for the November 2, 2015 meeting of the RCA Board of Directors.**

(7 Ayes, 0 Nays, Abstain 0)

9. FISCAL YEAR 2015 DEVELOPMENT IMPACT FEE ANNUAL ACCOUNTING REPORT

Honey Bernas, Director of Administrative Services, gave an overview of the Fiscal Year 2015 Development Impact Fee Annual Accounting Report required by Government Section 66006(b). She referred to page 1, section B discloses the fee schedule for fiscal year 2015. Section C/D indicates RCA's beginning fund balance of \$12.8 million. During the year, the cities and county remitted \$9.4 million in fees to the RCA. KB Home also applied \$108,528 in fee credits. The total fees for the year were \$9.5 million. The fund earned \$42,218 in interest and incurred \$9,889,303 in expenditures, which are detailed on page 2 of said report. The Regional Conservation Authority acquired 21 properties which were acquired using a combination of funds including development fees. In addition to the properties acquired the fees were also used for costs associated with acquisitions in progress, legal fees, appraisals, environmental reviews, real estate services, etc. The fees also funded salaries, consultants, rent, audit fees, and other administrative costs. The amounts reported do not include other funds used to acquire land such as Measure A, Section 6, etc.. As of June 30, 2015 the fund balance was \$12,478,860. She referred to page 3 listing the properties for which RCA is legally committed to acquire in the future using mitigation fees. She further stated that it does not include properties which will be acquired with federal, state and/or Measure A funds.

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Board Member Edwards asked if the acquisition dates still relevant on page 3. Honey answered yes.

Vice Chairman Montanez asked for clarification on page 2 as to "Consultants: Capital Acquisitions Strategies" and "Capital Acquisition Administrative Cost" these are over \$2 million who is Capital Acquisitions Strategies. Honey answered those are consultants Douglas Wheeler, David Kennett, Tom Mullen, legal counsel, facilities management, etc. Vice Chairman Montanez further stated that he thought that was actual acquisitions, really more for grants and other funding.

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

- 1) Recommend that RCA Board of Directors receive and file the Fiscal Year 2015 Development Impact Fee Annual Accounting Report; and**
- 2) Authorize staff to agendize this matter for the November 2, 2015 meeting of the RCA Board of Directors.**

(7 Ayes, 0 Nays, Abstain 0)

10. DISCUSSION AND POSSIBLE EXECUTIVE COMMITTEE ACTION CONCERNING MEMBER AGENCY COMMENTS REGARDING DRAFT RESOLUTION NO. 2015-007, RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY REVISING ITS FEE CREDIT AND WAIVER POLICY SUPERSEDING AND REPLACING RESOLUTION NO. 05-05

Honey Bernas, Director of Administrative Services reported that the draft fee credit policy was sent to all the member agencies. Comments were received back from four members, the Cities of Lake Elsinore, Murrieta and Temecula, and the County of Riverside. She handed out a draft resolution highlighting each member agency's proposed changes. She further advised that RCA and the County would be meeting to discuss the County's comments on November 9.

The Executive Committee and staff reviewed and discussed all proposed changes. The Committee agreed to proposed changes to Sections 1.A, 2.E (with the exception of deleting the section in its entirety), changing the timelines in Section III from 30 to 45 days, and Section V, with added verbiage proposed by RCA staff. Section II.B was deleted in its entirety.

The Executive Committee directed staff send a second revised draft to those member agencies who commented, meet with the County of Riverside, and report back at the November 18, 2015 RCA Executive Committee meeting.

11. PRESENTATION OF RCA'S UPDATED WEBSITE

Roy Henderson, Chief of Technical Information, made a presentation to Executive Committee on the projection screen. He demonstrated to the Committee RCA's new website and the added tools available. He explained all the updates of data and documentation. The design was enhanced, processing is faster, and easy to update data by staff.

Vice Chairman Montanez asked RCA has any analytical data as how many people actually access RCA's website. Roy answered yes, and he is working on the analytics that are built into it. Staff now has more information as to how users got to the site, where they are browsing, and the highest themed pages the users are going to. He demonstrated the search tool.

Roy further explained that part of the development is a mobile application as well. He demonstrated how the website adjusts to mobile cell phone. The page will adjust to and iPad or any tablet. Vice Chairman Montanez asked if the URL was live. Roy stated that it is, but it's nested under the existing site. He further stated that staff anticipates the website will be going live on October 23.

Philip Kang, GIS Data Base Manager, demonstrated the internal application that contains more information that what the public will have access to. This component is for internal staff accessibility to RCA's GIS data, without the installation of software. Philip demonstrated the use of mapping component on website. He gave various examples on how to access information on properties and how to interpret its contents. He stated that the property owner names will not be accessible by the public, yet public will be able to obtain all other information on a property. He asked if there are any types of searches to be added he welcomed any comments.

Philip Kang, GIS Database Manager, gave a preview of a new public mapping application that allows staff and the public to access RCA's GIS data through any web browser. Philip demonstrated the use of APN and address searches to access MSHCP and parcel information in the application. He asked if there were any questions or comments.

Board Member Johnson asked if RCA could show active monitoring on the application and if this is necessary or desired. Laurie Correa, Director of Reserve Management and Monitoring, responded that it can be done, but limited to RCA conserved lands.

Board Member Benoit noted that RCHCA demonstrated the devices they use in the field to plot and track some of the species.

Laurie Correa stated that RCA has cumulative species occurrence data for each year, including burrowing owls and artificial burrows.

Vice Chairman Montanez asked if RCA plans to make that data available on the website and/or in the field. Roy Henderson answered that Philip was already working on that task. Laurie mentioned that this is being done for the field crews. It is a goal that they have been working on and are currently analyzing tools they would like to use.

Board Member Edwards asked if it was RCA or RCHCA that suggested people could tweet or e-mail an owl sighting. Laurie answered that it is an RCHCA application. Board Member Benoit confirmed that it is an application which enables the public to take a photo, identify location, and send it in.

Board Member Edwards also asked if RCA mapping application requires specific web browsers. Philip Kang responded that the application was built on ESRI's web application platform, and ESRI ensures that it is viable on all browsers.

Board Member Benoit thanked staff for their efforts on the website and application. He views staff's ability to update the website quickly as important.

The Executive Committee expressed their thankfulness to Roy and Philip for a good job done on website and map application.

12. EXECUTIVE DIRECTOR'S REPORT

12.1 Acquisition Update

Charles Landry reported that RCA acquired tax sale parcels totaling 192 acres.

Vice Chairman Montanez asked if RCA was successful in acquiring all of the properties they applied for. Charles Landry stated that RCA did not acquire every property, but acquired 192 acres. Vice Chairman Montanez asked what percentage of land, number of parcels or acres that RCA has acquired toward its total goal. Charles Landry answered that currently RCA has acquired 49,634 acres, which is 32.4% of RCA's obligation. RCA will acquire an additional 162 acres in the next week and a half. At this time RCA is at 45% in terms of time and 32.4% in terms of acreage. Within the next three months RCA will close on a large acquisition, as well as a couple of others that will bring RCA to 34.6%. This does not include approximately 10,000 acres that has been conditioned to come to RCA as part of the entitlement process. If those 10,000 acres are included in the totals, reserve assembly would be at 41%.

Vice Chairman Montanez added that RCA should have acquired a lot of property during the recession. During the economic downturn, mitigation fee revenue was down, so RCA relied heavily on spending federal and state monies. As a result, the state and federal contributions gained acreage. Local and state/federal acquisitions by percentage are now about equal. In the long-term, Section 6 and state contributions will have to increase in order to meet their obligations.

12.2 Update concerning RCA-owned San Jacinto River property

Agenda Item 12.2 was taken before Agenda Item 12.1. He discussed the mosquito issue area in the City of Perris which was brought to the attention of RCA Board on October 5, 2015. He provided background on the property that was donated to the RCA by the City of Perris. He also reported on the public meeting conducted at the City of Perris. He said the fundamental problem that the San Jacinto River does not have enough grade to properly flow. Charles further stated that the land acquired from City of Perris was to be maintained by city, but KB homes had not turned over the water quality structures to the City of Perris. The Regional Conservation Authority has coordinated with Riverside County Flood Control, KB Homes, and the City of Perris on this issue. Regional Conservation Authority staff was present at the community meeting, attended by residents, where the discussion with other agencies about what was being done to abate the mosquitos, prevent future breeding, and address future drainage problems. The City gave assurances that they will pump water out of the ponded areas and into the San Jacinto River channel if necessary. The channel has ponding areas which are natural.

Vice Chairman Montanez asked if RCA has taken legal possession of the property, and Charles Landry responded that RCA acquired the property three years ago.

Chairman Tavaglione asked if Flood Control is holding up KB homes. Laurie Correa said that Flood Control is designing a plan to create an opening in the berm to get the large ponded area to drain. Environmental Health is still treating the standing water. and has flogged the neighborhood twice. The center channel of the river has breeding mosquitos, but Environmental Health has treated both the adults and larvae. They will continue to treat until the weather is cold enough for breeding to stop. Most of the standing water will be dealt with by KB reconstructing the bioswales and trenches and by the proposed opening in Flood Control's berm.

Board Member Edwards commented that the center of river is more conducive to frogs and fish, so they tend to take care of the mosquitos. Laurie Correa agreed, and added the breeding is intermittent in those ponds.

Charles Landry advised that the City and Vector Control have interim plans to remedy the immediate problem.

Board Member Johnson asked if residents are aware of these plans. Charles answered to say that the City of Perris has communicated to residents via e-mails. The residents are very much in engaged. Laurie added that County of Riverside Environmental Health has done a good job communicating with residents via news releases. Environmental Health has traps on-site. The mosquitos caught are day-biting mosquitos, but they are not a breed that carries disease. Charles added that Vector Control and the city took the lead informing the residents of such findings.

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13. 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.

Charles Landry, Executive Director, advised the Committee that there were limited items for the November 2, RCA Board of Directors meeting and asked the Committee if the meeting should be canceled.

Chairman Tavaglione commented there is no need to have a meeting with few, if any items, and suggested that the meeting be canceled. The Executive Committee concurred.

Board Member Johnson asked that RCA staff contact the residents who commented on the mosquitos issue at the October Board meeting and provide them an update.

Executive Committee all agreed to cancel November 2, 2015 RCA Board meeting.

14. ADJOURNMENT

There being no more items before the Executive Committee, Chairman Tavaglione adjourned the meeting at 1:20 p.m. The next meeting of the Western Riverside County Regional Conservation Authority Executive Committee will be held on Wednesday, November 18, 2015, 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 Esparza
Administrative Manager

Respectfully submitted:



Honey Bernas
Clerk of the Board