

AGENDA ITEM NO. 6

MINUTES

November 16, 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 12:06 p.m., Wednesday, November 16, 2016, 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
Eugene Montanez, Chairman – City of Corona	Natasha Johnson - City of Lake Elsinore
Marion Ashley, Vice Chairman – County of Riverside District V	Jonathan Ingram, City of Murrieta
Maryann Edwards - City of Temecula	
Ben Benoit – City of Wildomar	
John Tavaglione County of Riverside District II	

3.

PUBLIC COMMENTS

Jessica May and Jessica Hernandez, both students at University of California, Riverside, Master of Public Policy Program were present at the meeting. They are working on a Western Riverside County Multiple Species Habitat Conservation Plan project and were encouraged to attend RCA's Executive Committee meeting. Board Members and staff introduced themselves to and welcomed the students.

4.

COMMITTEE MEMBER ANNOUNCEMENTS

There were no member announcements.

5. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

6. APPROVAL OF MINUTES – August 17, 2016 and October 19, 2016

M/S/C (ASHLEY/TAVAGLIONE) to approve the minutes of the August 17, 2016 and October 19, 2016 meetings 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 OCTOBER 2016

Honey Bernas, Director of Administrative Services, presented the LDMF Collection and Civic/Infrastructure Contribution Report for October 2016. The RCA received fees in the amount of \$760,244 for 307 residential permits and 21.8 commercial acres. There were 23 reported exemptions totaling \$44,952. There were seven reported exemptions in the City of Temecula and 16 in the County of Riverside. There were no reported Civic/Infrastructure projects.

M/S/C (EDWARDS/BENOIT) to:

- 1) Recommend that that RCA Board of Directors receive and file the Western Riverside County MSHCP LDMF Collection and Civic/Infrastructure Contribution Report for October 2016; and
- 2) Authorize staff to agendize this matter for the December 5, 2016 meeting of the RCA Board of Directors.

(5 Ayes, 0 Nays, 0 Abstain)

8. FISCAL YEAR 2017 FIRST QUARTER FINANCIAL REPORT

Honey Bernas, Director of Administrative Services, presented an overview of the Fiscal Year 2017 First Quarter Financial Report. As of September 30, 2016, the RCA's cash balance was \$36.9 million, which represented a \$6.4 million increase from prior year's ending cash balance. Cash receipts totaled approximately \$5.3 million, cash disbursements totaled \$3.1 million. She noted that the cash balance as of November 14, 2016 was \$39.5 million, with an additional \$3.8 million set aside for the endowment.

M/S/C (BENOIT/ASHLEY) to:

- 1) Recommend that the RCA Board of Directors receive and file the Fiscal Year 2017 First Quarter Financial Report; and
- 2) Authorize staff to agendize this matter for the December 5, 2016 meeting of the RCA Board of Directors.

(5 Ayes, 0 Nays, 0 Abstain)

9. FISCAL YEAR 2016 AUDITED FINANCIAL STATEMENTS

Honey Bernas, Director of Administrative Services, reported that Vavrinek, Trine, Day & Company has audited the RCA for the past five years. It was reported that the 2016 audit has been completed. The auditors spent approximately two weeks at the RCA and several weeks auditing the RCA's records. The audit went smoothly, and no problems were encountered. She commended staff for their efforts and great work throughout the year. The auditor's opinion was clean and unmodified with no findings.

She gave an overview of the audit reporting that revenue exceeded expenditures in all programs. The RCA's ending fund balance was \$37.1 million for all funds, which is an increase of \$3.1 million from last year. The General Fund balance increased by \$1.2 million from the prior year. RCA's General Fund Balance was \$18.5 million as of June 30, 2016. Of that amount, \$77,000 is restricted for burrowing owl related expenditures, and the remaining \$18.4 is unassigned. The Capital Project Fund is \$14.7 million and is restricted for land acquisition related activities. The RCA's capital assets increased by \$20.9 million. The RCA acquired 23 properties and two conservation easements during the year, adding 4,210 acres to the reserve.

The RCA was required to undergo a single audit, which is a requirement for entities that expend over \$750 thousand in federal funds. The RCA expended approximately \$4.8 million in federal funds during the year for the acquisition of six properties, and an additional \$2 million in matching State funds. Honey Bernas stated that she was pleased to report that the auditors did not identify any internal control deficiencies or findings related to federal expenditures.

There were no questions on the audit from the Executive Committee.

M/S/C (BENOIT/EDWARDS) to:

- 1) Recommend that the RCA Board of Directors receive and file the following reports:
 - A) Basic Financial Statements and Independent Auditors' Report for the Year ended June 30, 2016;
 - B) Single Audit Report for the year ended June 30, 2016;

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C) SAS 114 Report – *The Auditors Communication with Those Charged with Governance*; and

- 2) Authorize staff to agendize this matter for the December 5, 2016 meeting of the RCA Board of Directors.

(5 Ayes, 0 Nays, 0 Abstain)

10. PROPOSED 2017 RCA BOARD OF DIRETORS AND EXECUTIVE COMMITTEE MEETING SCHEDULE

Rose Haro, Administrative Manager, presented the 2017 meeting schedule with no changes to the traditional schedule. She asked the Executive Committee members if they preferred to hold the Board of Directors meeting on July 3, the day before the holiday, or move that meeting to July 10. The Executive Committee recommended moving the meeting to the second Monday, July 10.

M/S/C (BENOIT/EDWARDS) to:

- 1) Recommend that the RCA Board of Directors adopt the proposed 2017 meeting schedule of the RCA Board of Directors and Executive Committee; and
- 2) Authorize staff to agendize this matter for the December 5, 2016 meeting of the RCA Board of Directors.

(5 Ayes, 0 Nays, 0 Abstain)

11. MIDYEAR REVIEW – RECURRING PROFESSIONAL SERVICES CONTRACTS

Honey Bernas, Director of Administrative Services, reported that the Board of Directors requested staff to agendize a mid-year review of RCA's recurring contracts. She made reference to page two of the staff report listing each contract, the type of service provided, contract amount, year retained, and contract expiration date. She advised that David Kennett's contract was terminated effective October 31, 2016, as Mr. Kennett took another job. The RCA retained Mark Kadesh with Kadesh and Associates was retained to provide the services through the end of the fiscal year at the same rate as Kennett.

Honey Bernas advised that staff recommended a competitive procurement process for auditing services for FY2018 and for biological monitoring services in either FY2018 or FY2019.

Discussion was held about the new Presidential Administration and how that would affect HCP's, wetland water issues, and EPA.

M/S/C (ASHLEY/BENOIT) to:

- 1) Review and provide staff direction concerning RCA's recurring professional services contracts; and
- 2) Authorize staff to agendaize this matter for the December 5, 2016 meeting of the RCA Board of Directors.

(5 Ayes, 0 Nays, 0 Abstain)

12. EXECUTIVE DIRECTOR'S REPORT

Charles Landry reported on the following items:

- 12.1 Loan Program Update – Charles Landry gave an update on the Loan Program with regard the recent trip to Washington, D.C. Charlie Landry, Board Member Tavaglione, and RCA's lobbyists attended several meetings, which were predominantly focused on reinforcing that the loan language that is in the senate version of Water Infrastructure Finance and Innovation Act (WIFIA), which is part of the Water Resources Development Act (WRDA), is included in the house version of the bill. Meetings were held with Yvette T. Wissman of Representative Mimi Walters' Office, Representatives Benham, Calvert and Hunter, as well as Acting Assistant Secretary of the Interior for Fish and Wildlife and Parks Michael Bean and Senior Policy Advisor of the Senate Committee on Environment and Public Works Jason Albritton.
- 12.2 Election of Officers – Charles Landry reminded the Executive Committee of the Bylaw amendment with regard to the election of officers and appointment of the Executive Committee. Chairman Montanez suggested that staff remind the Board Members of the upcoming elections and to include a list of the current Board Members and their length of service on the RCA Board, along with a list of the current Executive Committee members.

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.

Before adjourning to Closed Session, UCR Students were given the opportunity to ask questions on the proceedings of the meeting. Students were then dismissed after their questions were answered.

14. CLOSED SESSION ITEMS:

14.1 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

14.2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8

Negotiating Parties: RCA – Executive Director of Designee

Under Negotiation: Price/Terms

Item	Assessor Parcel No.	Property Owner(s)/Agent
1	363-090-008	R.S. Bhathal and M.S. Bhathal/ Ed Sauls

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, Chairman Montanez adjourned the meeting at 12:45 p.m. The next meeting of the Western Riverside County Regional Conservation Authority Executive Committee will be held on Wednesday, December 21, 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:



Rose Haro
Administrative Manager

Respectfully submitted:



Honey Bernas
Clerk of the Board