



**EXECUTIVE COMMITTEE  
MEETING AGENDA**

**TIME: 11:30 a.m.**

**DATE: Monday, May 1, 2023**

**LOCATION: March Field Conference Room  
County of Riverside Administrative Center  
4080 Lemon Street, Third Floor, Riverside, CA**

**🌀 COMMITTEE MEMBERS 🌀**

Natasha Johnson, City of Lake Elsinore – Chair  
Kevin Bash, City of Norco – Vice Chair  
Patricia Lock Dawson, City of Riverside  
Crystal Ruiz, City of San Jacinto  
James Stewart, City of Temecula  
Kevin Jeffries, County of Riverside, District 1  
Karen Spiegel, County of Riverside, District 2





# **WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY**

www.wrc-rca.org

## **EXECUTIVE COMMITTEE MEETING AGENDA**

**11:30 a.m.  
Monday, May 1, 2023**

**March Field Conference Room  
County of Riverside Administrative Center  
4080 Lemon Street, Third Floor, Riverside, CA**

*In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting on the RCA's website, [www.wrc-rca.org](http://www.wrc-rca.org).*

*In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, Executive Order N-29-20, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (951) 787-7141 if special assistance is needed to participate in a Committee meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.*

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS** – *Each individual speaker is limited to speak three (3) continuous minutes or less. The Board may, either at the direction of the Chair or by majority vote of the Board, waive this three-minute time limitation. Depending on the number of items on the agenda and the number of speakers, the Chair may, at his/her discretion, reduce the time of each speaker to two (2) continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes. Also, the Board may terminate public comments if such comments become repetitious. Speakers may not yield their time to others without the consent of the Chair. Any written documents to be distributed or presented to the Board shall be submitted to the Clerk of the Board. This policy applies to Public Comments and comments on Agenda Items.*

*Under the Brown Act, the Board should not take action on or discuss matters raised during public comment portion of the agenda that are not listed on the agenda. The Board Members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.*

- 5. ADDITIONS / REVISIONS** – *The Board may add an item to the agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Board subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Board. If there are less than 2/3 of the Board Members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*

6. **CONSENT CALENDAR** – *All matters on the Consent Calendar will be approved in a single motion unless a Board Member(s) requests separate action on specific item(s).*

6A. **APPROVAL OF MINUTES – FEBRUARY 6, 2023**

*Page 1*

6B. **RECURRING CONTRACTS FOR FISCAL YEAR 2023/24**

*Page 4*

**Overview**

This item is for the Committee to recommend the Board of Directors take the following action(s):

- 1) Approve the single-year recurring contracts in an amount not to exceed \$3,791,708, for FY 2023/24; and
- 2) Authorize the Chair or Executive Director, pursuant to legal counsel review, to execute the agreements on behalf of RCA.

6C. **QUARTERLY FINANCIAL STATEMENTS**

*Page 7*

**Overview**

This item is for the Committee to recommend the Board of Directors take the following action(s):

- 1) Receive and file the Quarterly Financial Statements for the nine months ended March 31, 2023, and
- 2) Approve the Fiscal Year 2022/23 budget adjustment in Attachment 2.

7. **ADOPTION OF FISCAL YEAR 2023/24 BUDGET AND APPROVAL OF THE BIOLOGICAL MONITORING PROGRAM WORKPLANS**

*Page 15*

**Overview**

This item is for the Committee to recommend the Board of Directors take the following action(s):

- 1) Adopt the FY 2023/24 Budget and related Resolution No. 2023-002 *“Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Adopting the Fiscal Year 2023/24 Operating and Capital Budget Including Budget Policies”*;
- 2) Approve the Biological Monitoring Program Work Plan and Cost Estimate included as Appendix B in the FY 2023/24 Budget; and
- 3) Approve the Clinton Keith Road Overcrossing Mitigation Monitoring Reimbursable Program Work Plan and Cost Estimate included as Appendix C in the FY 2023/24 Budget.

**8. BOARD OF DIRECTORS / EXECUTIVE DIRECTOR REPORT**

*Overview*

This item provides the opportunity for the Board of Directors and the Executive Director to report on attended meetings/conferences and any other items related to Board activities.

**9. ADJOURNMENT**

The next Executive Committee is scheduled to be held on **Monday, June 5, 2023.**



# **AGENDA ITEM 6A**

## **MINUTES**





# **WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY**

## **SPECIAL EXECUTIVE COMMITTEE MINUTES**

**Wednesday, February 6, 2023**

### **1. CALL TO ORDER**

The meeting of the Special Executive Committee was called to order by Chair Natasha Johnson at 11:30 a.m., in the March Field Conference Room at the County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside, California, 92501.

### **2. ROLL CALL**

#### **Members/Alternates Present**

Kevin Jeffries  
Karen Spiegel  
Natasha Johnson  
Kevin Bash  
Patricia Lock Dawson  
James Stewart

#### **Members Absent**

Crystal Ruiz

### **3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chair Johnson.

### **4. PUBLIC COMMENTS**

There were no requests to speak from the public.

### **5. ADDITIONS / REVISIONS**

Jennifer Fuller, Financial Administration Manager, announced a correction to Attachment 1 to Item 7, noting a copy was placed in front of the Board Members and copies were also available for the public.

### **6. CONSENT CALENDAR – *All matters on the Consent Calendar will be approved in a single motion unless a Board Member(s) requests separate action on specific item(s).***

**M/S/C (Bash/Dawson) to approve the following Consent Calendar items.**

#### **6A. APPROVAL OF MINUTES – JANUARY 18, 2023**

## **7. QUARTERLY FINANCIAL STATEMENTS**

Jennifer Fuller, Financial Administration Manager, presented the quarterly financial statements and provided an overview of the proposed Fiscal Year 2022/2023 budget adjustments.

Ms. Fuller provided a clarification of the term “professional and other services” in response to a request from Vice Chair Bash.

Director Stewart asked questions regarding donated property. Ms. Fuller clarified donations happen a couple of times per year and the property owner may be eligible for tax benefits for donated property.

**M/S/C (Stewart/Bash) to:**

- 1) Receive and file the Quarterly Financial Statements for the six months ended December 31, 2022, and**
- 2) Approve the Fiscal Year 2022/23 budget adjustments in Attachment 1.**

## **8. MEETING FORMAT OPTIONS**

Lisa Mobley, Administrative Services Director/Clerk of the Board, provided a presentation on meeting format options moving forward. With the Governor’s State of Emergency scheduled to end in February, zoom options will no longer be available under AB 361. Staff received a request to have a permanent satellite location located in French Valley at the Supervisor’s office and is looking for direction from the Executive Committee if they would like to approve this request.

Steve DeBaun, Legal Counsel, discussed new legislation AB 2449 regarding emergency exceptions to the Brown Act as well as pre-pandemic Brown Act rules in response to inquiries from the Board.

**M/S/C (Jeffries/Dawson) to remain in person for all meetings with no standing satellite location options.**

## **9. BOARD OF DIRECTORS / EXECUTIVE DIRECTOR REPORTS**

Anne Mayer, Executive Director provided updates on mountain lions traveling from Chino Hills across the 57 and across the 91 to demonstrate how important linkages and undercrossings are to habitat preservation. Ms. Mayer provided additional updates regarding the blooms happening in Walker Canyon.

Chair Johnson provided an update on a live poppy cam available to view the blooms.

**10. ADJOURNMENT**

There being no further business for consideration by the Executive Committee, Chair Johnson adjourned the meeting at 12:05p.m. The next meeting of the Executive Committee is scheduled to be held on **Wednesday, March 6, 2023.**

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Lisa", with a long horizontal flourish extending to the right.

Lisa Mobley  
Administrative Services Manager/  
Clerk of the Board



# **AGENDA ITEM 6B**



**WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY**

<b>DATE:</b>	May 1, 2023
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Alicia Johnson, Senior Procurement Analyst Jose Mendoza, Procurement Manager
<b>THROUGH:</b>	Matthew Wallace, Deputy Director of Financial Administration
<b>SUBJECT:</b>	Recurring Contracts for Fiscal Year 2023/24

**STAFF RECOMMENDATION:**

This item is for the Committee to recommend the Board of Directors take the following action(s):

- 1) Approve the single-year recurring contracts in an amount not to exceed \$3,791,708, for FY 2023/24; and
- 2) Authorize the Chair or Executive Director, pursuant to legal counsel review, to execute the agreements on behalf of RCA.

**BACKGROUND INFORMATION:**

As in previous years, RCA annually evaluates existing contracts for professional services due to expire within the next fiscal year. These contracts may be placed on the calendar for a new procurement solicitation, allowed to expire since these contracts are no longer required, or included in the annual recurring contracts list that is subject to Board approval. Most contracts for professional services are subject to a competitive process.

This year’s list of recurring contracts includes consultants that are providing unique or specialized services and working closely with staff on long-term projects. Staff desires to retain certain consultants on the recurring contracts list due to the consultant’s historical knowledge, unique experience, and understanding of RCA specific projects. Under limited circumstances in accordance with the Procurement Policies Manual adopted in March 2021, staff believes it is more efficient and cost effective to retain the consultants on the recurring contracts list rather than rebidding the services at this time. Approval of the recurring contracts list will allow the RCA to continue work on existing projects without interruptions and to maintain consistency.

Below are the lists of proposed recurring contracts for FY 2023/24, followed by a summary for each consultant supporting inclusion as a recurring contract. Following Board approval, staff will develop appropriate agreements or amendments for these services. Accordingly, staff recommends Board authorization for the Chair or Executive Director to execute the agreements on behalf of the RCA.

**RECURRING CONTRACTS FOR FY 2023/24**

These are single-year contracts with agencies. Staff recommends Board approval of these agreements with these agencies for the aggregate amount of \$3,791,708.

<b>Consultant Name</b>	<b>Type of Service</b>	<b>FY 2022/23 Amount</b>	<b>FY 2023/24 Amount</b>	<b>Dollar Change</b>
Riverside County Parks and Open Space District (Parks)	Reserve management services for the Multiple Species Habitat Conservation Plan (MSHCP)	\$ 1,613,350	\$ 1,693,046	\$ 79,696
Santa Ana Watershed Association (SAWA)	Monitoring program services for the MSHCP	\$ 1,779,116	\$ 2,098,662	\$ 319,546
Total		\$ 3,392,466	\$ 3,791,708	\$ 399,242

**Riverside County Parks and Open Space District**

Section 5.2 of the MSHCP (Volume 1) indicates that management’s goal is to “establish and maintain a self-sustaining MSHCP Conservation Area that focuses on conserving habitats and species and is consistent with the conservation objectives for the Covered Species.” RCA has contracted with Riverside County Parks and Open Space District to be the Reserve Manager for the MSHCP since its inception. Management activities for the MSHCP occur at two levels: habitat/landscape and species-specific. The MSHCP management team focuses on the balance between managing the overall landscape of the future reserve and managing lands to support specific species requirements. As the MSHCP Reserve builds, and with feedback from the Biological Monitoring Program (Monitoring Program) species occurrence data, MSHCP Reserve Managers develop and incorporate land management techniques to meet the needs of the lands now and into the future. Reserve Managers also review lands during the acquisition period to assist the right of way team. In addition to reserve management, the contract includes management of endowment properties and fire abatement services. The FY 2023/24 budget amount reflects a 5 percent increase related to purchase of a replacement truck. The budget amount also includes funding for staff members overtime and supplies in case of a poppy super bloom.


**Santa Ana Watershed Association**

Monitoring Program activities are implemented within the MSHCP Conservation Area on lands that are owned and managed by the various MSHCP participants. To ensure consistency in monitoring efforts throughout the Conservation Area, the Monitoring Program is overseen and implemented by a Monitoring Program Administrator. RCA contracts with SAWA as the Monitoring Program Administrator. The duties and responsibilities of the Monitoring Program



Administrators are described in Volume 1, (Part 2) Section 6.6.6 of the MSHCP. The Monitoring Program is responsible for monitoring the status and trend of the 146 Covered Species and associated vegetation communities and wildlife habitats over a 500,000-acre Conservation Area. Included in the duties are biological surveys, training, data management, and reporting; additional work is related to Year 5 monitoring under the Clinton Keith overcrossing contract. The FY 2023/24 budget amount reflects an 18 percent increase primarily related to one time tech upgrades for field data collection and office analysis, a vehicle purchase, increase in rent fees (including additional rent to protect equipment from vandalism), and increased utility and gas costs.

**FISCAL IMPACT:**

Financial Information					
In Fiscal Year Budget:	Yes	Year:	FY 2023/24	Amount:	\$3,791,708
Source of Funds:	Tipping Fees, Reimbursement for Services, Local Development Mitigation Fees, Interest		Budget Adjustment:	No	
GL/Project Accounting No.:	520XX-935400-527980		\$44,400		
	5163X-9352X0-5400X0		\$10,000		
	51630-9353X0-527980		\$1,638,646		
	51630-9353X0-527980		\$2,098,662		
Fiscal Procedures Approved:				Date:	4/25/2023



# **AGENDA ITEM 6C**



**WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY**

<b>DATE:</b>	May 1, 2023
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Jennifer Fuller, Financial Administration Manager
<b>THROUGH:</b>	Sergio Vidal, Chief Financial Officer
<b>SUBJECT:</b>	Quarterly Financial Statements

**STAFF RECOMMENDATION:**

This item is for the Committee to recommend the Board of Directors take the following action(s):

- 1) Receive and file the Quarterly Financial Statements for the nine months ended March 31, 2023, and
- 2) Approve the Fiscal Year 2022/23 budget adjustment in Attachment 2.

**BACKGROUND INFORMATION:**

Staff has monitored the revenues and expenditure for RCA for the period ended March 31, 2023, and the attached financial statements present the revenues and expenditures for the third quarter. As a result of the analysis, staff is recommending a budget adjustment to increase appropriations for land acquisitions due to a donation.

The operating statement shows the Local Development Mitigation Fee (LDMF) revenues for the third quarter at 84 percent of the amended budget and nearly \$4 million more than what was collected at this point last fiscal year. LDMF revenues are collected by member agencies then remitted to the RCA. Payments to the RCA shall be made no later than 90 days after the LDMFs were collected. This creates a lag in the receipt of revenues by RCA. Staff expect LDMF revenue will exceed budget projections at year-end.

Federal and state revenues are only recognized when a grant property is purchased or for the Local Assistance Grant (LAG Grant) when costs are reimbursed. No grant properties were purchased through the third quarter and no costs were reimbursed for the LAG Grant. However, costs related to purchases in last fiscal year were reimbursed by the state during the third quarter. Staff expect that some grant properties will be purchased and spending and reimbursement on the LAG Grant will occur before year-end.

Tipping fees are remitted to the RCA by the County of Riverside (County). RCA has received reimbursement for the first quarter. Staff expect tipping fees to meet budget expectations at year-end.

During the FY 2022/23 budget process, RCA conservatively estimated Transportation Uniform Mitigation Fee (TUMF) revenues of \$750,000 passed through from Western Riverside Council of Governments (WRCOG). The payment for the first and second quarters were received through the third quarter and is 77 percent of the budget. Staff expects TUMF revenue to exceed budget expectations at year-end.

Other fee revenue consists of infrastructure, civic, and flood contributions from Member Agencies and the Riverside County Flood Control and Water Conservation District (District). Other fee revenue is 106 percent of budget and relate to many projects by Member Agencies and the District.

Reimbursement for services consists of Joint Project Review fees and reimbursements from other parties for services provided by the RCA or RCA contractors. RCA received \$25,000 in the third quarter for the first of four years for invasive species removal. RCA will review the other reimbursements in the fourth quarter and collect accordingly.

Revenue is recognized on donated properties at the time of donation and at appraised value. Staff is working diligently on many land donations. Three properties and a conservation easement were donated through the first three quarters. Two more donations are expected before year-end. The value of the donations will exceed the current estimated revenues and appropriations for contributions and donations.

During the FY 2022/23 budget process, the RCA conservatively estimated interest income at \$89,100. RCA funds are held as part of the Riverside County Treasurer's Pooled Investment Fund. The yield of the fund has increased dramatically this year leading to better-than-expected returns. Staff expect that interest income will exceed budget at year-end.


The expenditures/expenses and other financing sources/uses categories are in line overall with the expectations of the budget with the following exceptions:

- Contract costs are under budget due to unused budget authority for nearly all contracts as the amounts only relate to up to charges through December for the majority of the contracts. Staff expect that contracts expenditures will be within budget at year-end.
- Legal costs are under budget due to unused budget authority as the amounts only relate to charges through December;
- The County Facilities Management Department collects two months of rent in the first month of each fiscal year and does not collect rent in June. Therefore, ten months of rent were collected through the third quarter resulting in 83 percent of the budget being utilized;
- Most of the assessments and HOA fees are paid on an annual basis and were paid in March and will be reimbursed to RCTC in the fourth quarter; and

- Capital outlay expenditures is at 59 percent of budget as many properties and donations were closed on through the third quarter. Staff expects capital expenditures to exceed budget at year-end due to two more donations of land which are expected to close before year-end. The expected value exceeds the current budget authority for donations and as such a budget adjustment is needed.

**FISCAL IMPACT:**

Through monitoring of revenues and expenditures staff has determined that a budget adjustment is needed. Staff expect to close on two additional property donations before year-end. The expenditure will be offset by contributions and donations revenue.

Financial Information					
In Fiscal Year Budget:	No	Year:	FY 2022/23	Amount:	\$900,000 – Appropriations \$900,000 - Revenues
Source of Funds:	Contributions and Donations Revenue		Budget Adjustment:	Yes	
GL/Project Accounting No.:	51630-935201-781220 Capital Contributions & Donations \$900,000 51630-935201-540040 Land \$900,000				
Fiscal Procedures Approved:				Date:	4/25/2023

Attachments:

- 1) Quarterly Financial Statements – period ended March 31, 2023
- 2) Fiscal Year 2023 Budget Adjustment
- 3) MSHCP Fee Collection Reports





**WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY  
QUARTERLY BUDGET TO ACTUAL  
3RD QUARTER**

**FOR THE YEAR ENDED MARCH 31, 2023**

Amounts are subject to rounding

	FY 2022/23 BUDGET	THIRD QUARTER ACTUAL	REMAINING BALANCE	PERCENT UTILIZATION
<b>Revenues</b>				
Local Development Mitigation Fee	\$ 18,000,000	\$ 15,147,439	\$ 2,852,561	84%
State and federal grants	60,100	53,620	6,480	89%
Tipping fees	3,700,000	842,044	2,857,956	23%
Transportation Uniform Mitigation Fee	750,000	575,216	174,784	77%
Other fee revenue	636,100	672,314	(36,214)	106%
Reimbursement for services	250,500	99,272	151,228	40%
Contributions & donations	8,635,000	7,808,518	826,482	90%
Other revenue	151,600	164,266	(12,666)	108%
Interest	89,100	921,726	(832,626)	1034%
<b>Total Revenues</b>	<b>32,272,400</b>	<b>26,284,415</b>	<b>5,987,985</b>	<b>81%</b>
<b>Expenditures</b>				
<b>Professional and support</b>				
General administration	339,300	222,478	116,822	66%
Contracts	10,179,800	4,105,089	6,074,711	40%
Legal services	775,000	224,168	550,832	29%
Rental/lease building	207,300	172,663	34,637	83%
Assessments and fees	80,000	4,444	75,556	6%
<b>Total Professional and support</b>	<b>11,581,400</b>	<b>4,728,842</b>	<b>6,852,558</b>	<b>41%</b>
<b>Capital acquisition</b>				
Habitat acquisition and maintenance	26,095,800	15,288,258	10,807,542	59%
Other capital charges	10,000	-	10,000	0%
<b>Total capital acquisition</b>	<b>26,105,800</b>	<b>15,288,258</b>	<b>10,817,542</b>	<b>59%</b>
<b>Total Expenditures</b>	<b>37,687,200</b>	<b>20,017,100</b>	<b>17,670,100</b>	<b>53%</b>
Excess revenues over (under) expenditures	(5,414,800)	6,267,315	(11,682,115)	28%
<b>Other financing sources (uses)</b>				
Transfer in	3,588,900	-	3,588,900	0%
Transfer out	(3,588,900)	-	(3,588,900)	0%
<b>Total other financing sources(uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Net change in fund balance	(5,414,800)	6,267,315	11,682,115	-116%
Fund balance July 1, 2022	78,074,235	89,045,371	10,971,136	114%
<b>Fund balance March 31, 2023</b>	<b>\$ 72,659,435</b>	<b>\$ 95,312,686</b>	<b>\$ 22,653,251</b>	<b>131%</b>

**WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY**  
**QUARTERLY ACTUALS BY FUND**  
**3RD QUARTER**  
**FOR THE YEAR ENDED MARCH 31, 2023**  
Amounts are subject to rounding

	Permanent Funds					Combined Total
	General Fund	Capital Projects Fund	RCA Endowment	RCA LDMF Endowment	Donor Endowments	
<b>Revenues</b>						
Local Development Mitigation Fee	\$ -	\$ 13,182,403	\$ -	\$ 1,965,036	\$ -	\$ 15,147,439
State and federal grants	-	53,620	-	-	-	53,620
Tipping fees	842,044	-	-	-	-	842,044
Transportation Uniform Mitigation Fee	-	575,216	-	-	-	575,216
Other fee revenue	661,347	-	10,967	-	-	672,314
Reimbursement for services	99,272	-	-	-	-	99,272
Contributions & donations	-	7,705,000	-	-	103,518	7,808,518
Other revenue	82,666	81,600	-	-	-	164,266
Interest	218,964	595,552	20,117	38,697	48,396	921,726
<b>Total Revenues</b>	<b>1,904,293</b>	<b>22,193,391</b>	<b>31,084</b>	<b>2,003,733</b>	<b>151,914</b>	<b>26,284,415</b>
<b>Expenditures</b>						
<b>Professional and support</b>						
General administration	28,663	193,815	-	-	-	222,478
Contracts	3,194,322	910,767	-	-	-	4,105,089
Legal services	115,007	109,161	-	-	-	224,168
Rental/lease building	172,663	-	-	-	-	172,663
Assessments and fees	4,444	-	-	-	-	4,444
<b>Total Professional and support</b>	<b>3,515,099</b>	<b>1,213,743</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,728,842</b>
<b>Capital acquisition</b>						
Habitat acquisition and maintenance	-	15,288,258	-	-	-	15,288,258
Other capital charges	-	-	-	-	-	-
<b>Total capital acquisition</b>	<b>-</b>	<b>15,288,258</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,288,258</b>
<b>Total Expenditures</b>	<b>3,515,099</b>	<b>16,502,001</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,017,100</b>
<b>Excess revenues over (under) expenditures</b>	<b>(1,610,806)</b>	<b>5,691,390</b>	<b>31,084</b>	<b>2,003,733</b>	<b>151,914</b>	<b>6,267,315</b>
<b>Other financing sources (uses)</b>						
Transfer in	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-
<b>Total other financing sources(uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net change in fund balance</b>	<b>(1,610,806)</b>	<b>5,691,390</b>	<b>31,084</b>	<b>2,003,733</b>	<b>151,914</b>	<b>6,267,315</b>
Fund balance July 1, 2022	24,621,491	53,527,827	2,135,366	3,692,200	5,068,487	89,045,371
<b>Fund balance March 31, 2023</b>	<b>\$ 23,010,685</b>	<b>\$ 59,219,217</b>	<b>\$ 2,166,450</b>	<b>\$ 5,695,933</b>	<b>\$ 5,220,401</b>	<b>\$ 95,312,686</b>



<b>DATE</b>	<b>June 5, 2023</b>
<b>TO</b>	<b>Auditor-Controller</b>
<b>FROM</b>	<b>Jennifer Fuller, Financial Administration Manager</b>
<b>SUBJECT</b>	<b>FISCAL YEAR 2023 BUDGET ADJUSTMENT (FUND 51630)</b>

**Background:**

On June 5, 2023, the RCA Board of Directors approved the Fiscal Year 2023 budget adjustment contained herein.

**Requested Action:**

That the Auditor-Controller make the following budget adjustment:

<b>RCA Land Acquisitions (935201)</b>		
<b><u>Increase Appropriations</u></b>		
51630-935201-540040	Land	<u>\$900,000</u>
<b>Total Increase in Appropriations</b>		<u>\$900,000</u>
<b><u>Increase Estimated Revenues</u></b>		
51630-935201-781220	Capital Contributions & Donations	<u>\$900,000</u>
<b>Total Increase in Estimated Revenues</b>		<u>\$900,000</u>

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 Natasha Johnson, Chair  
 RCA Board of Directors



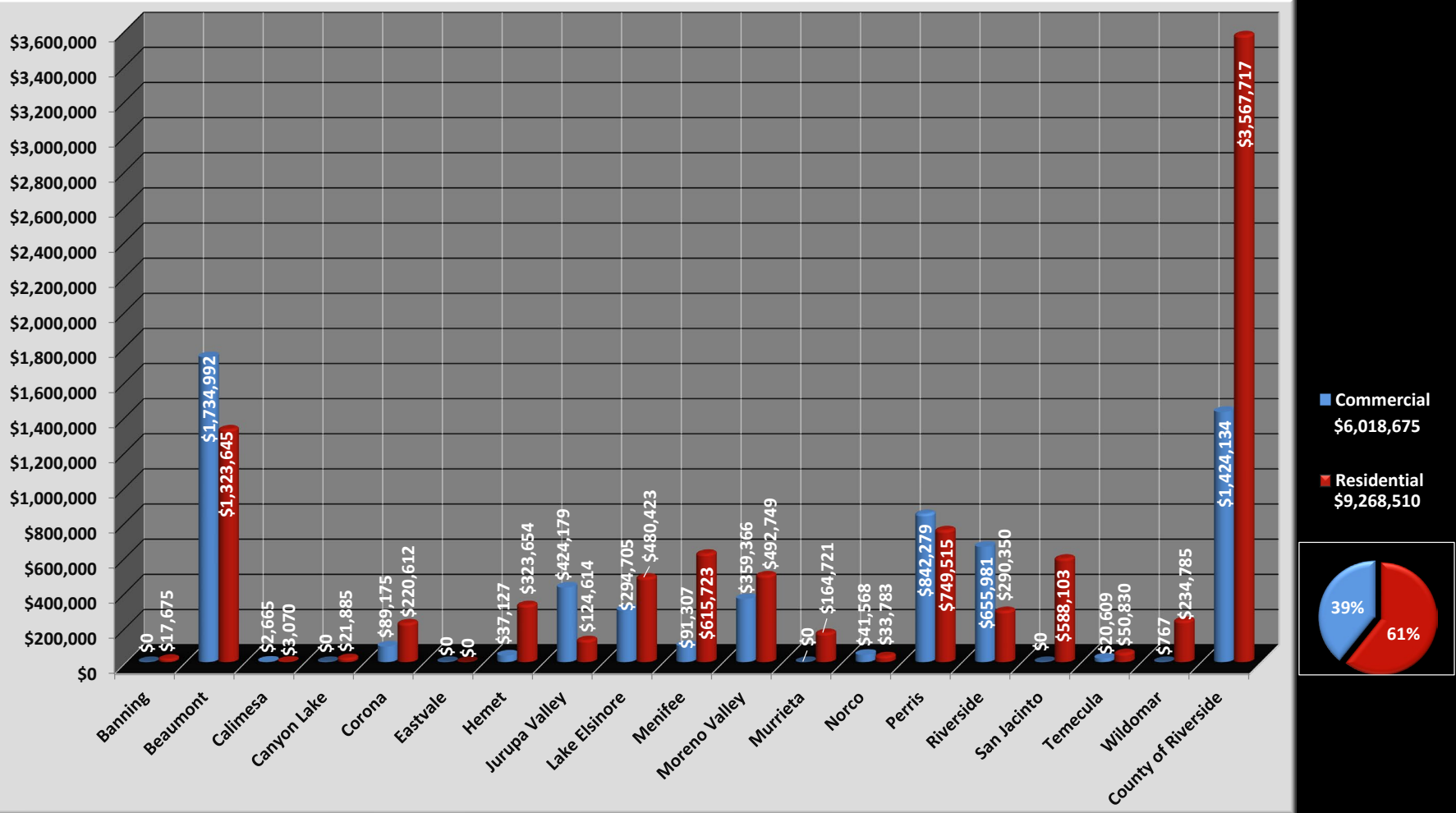
**REGIONAL CONSERVATION AUTHORITY**  
**MSHCP MITIGATION FEE COLLECTIONS BY MEMBER AGENCY**  
**FISCAL YEAR 2023**

Note: Amounts subject to rounding

BASED ON CASH BASIS (Month reported by City)

COUNTY AND CITIES:	JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022	JANUARY 2023	FEBRUARY 2023	MARCH 2023	FY 2023 YTD TOTALS	%
CITY OF BANNING		\$ -	\$ 3,947	\$ 15,788		\$ 7,894	\$ (15,693)	\$ 5,739		\$ 17,675	0.1%
CITY OF BEAUMONT		126,304	177,615	1,806,038	94,728	337,882		461,799	54,271	\$ 3,058,637	20.0%
CITY OF CALIMESA				2,665				3,070		\$ 5,734	0.0%
CITY OF CANYON LAKE				10,905			7,033		3,947	\$ 21,885	0.1%
CITY OF CORONA				26,667	121,300			60,599	101,222	\$ 309,787	2.0%
CITY OF EASTVALE										\$ -	0.0%
CITY OF HEMET		70,110	936	19,363	29,994	56,534	8,403	106,569	68,872	\$ 360,781	2.4%
CITY OF JURUPA VALLEY			20,784	6,079	86,834	14,801		379,711	40,584	\$ 548,793	3.6%
CITY OF LAKE ELSINORE		1,401	37,671	55,521	173,675	173,386	319,707	3,947	9,820	\$ 775,128	5.1%
CITY OF MENIFEE		74,414	119,878	96,179	13,754	277,020	42,793	82,992		\$ 707,030	4.6%
CITY OF MORENO VALLEY		152,958				35,126		352,499	311,532	\$ 852,115	5.6%
CITY OF MURRIETA			7,894		152,880	3,947				\$ 164,721	1.1%
CITY OF NORCO				1,664	7,854	(1,659)	2,237	34,619	30,636	\$ 75,351	0.5%
CITY OF PERRIS		12,401		676,128	627,088	38,458		89,179	148,539	\$ 1,591,794	10.4%
CITY OF RIVERSIDE			185,223		531,594		229,826	(312)		\$ 946,331	6.2%
CITY OF SAN JACINTO		82,887	130,251		299,972			35,523	39,470	\$ 588,103	3.8%
CITY OF TEMECULA					71,439					\$ 71,439	0.5%
CITY OF WILDOMAR				71,615	25,792	71,046	67,099			\$ 235,552	1.5%
COUNTY OF RIVERSIDE	1,456,338	758,331	287,094	317,313	460,142	133,805	713,924	378,824	486,079	\$ 4,991,851	32.6%
<b>TOTAL COUNTY AND CITIES</b>	<b>\$ 1,456,338</b>	<b>\$ 1,278,806</b>	<b>\$ 971,293</b>	<b>\$ 3,105,925</b>	<b>\$ 2,697,045</b>	<b>\$ 1,148,241</b>	<b>\$ 1,375,329</b>	<b>\$ 1,994,757</b>	<b>\$ 1,294,973</b>	<b>\$ 15,322,707</b>	<b>100.0%</b>
<b>OTHER</b>											
FLOOD CONTROL						\$ 73,461	\$ 96,939			\$ 170,400	28.5%
OTHER GOV MSHCP INFRASTRUCTURE					166,387			78,937		\$ 245,324	41.0%
OTHER GOV MSHCP CIVIC PROJECTS			39,081	143,443						\$ 182,524	30.5%
<b>TOTAL OTHER</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,081</b>	<b>\$ 143,443</b>	<b>\$ 166,387</b>	<b>\$ 73,461</b>	<b>\$ 96,939</b>	<b>\$ 78,937</b>	<b>\$ -</b>	<b>\$ 598,248</b>	<b>100.0%</b>
<b>GRAND TOTAL</b>	<b>\$ 1,456,338</b>	<b>\$ 1,278,806</b>	<b>\$ 1,010,374</b>	<b>\$ 3,249,368</b>	<b>\$ 2,863,432</b>	<b>\$ 1,221,702</b>	<b>\$ 1,472,268</b>	<b>\$ 2,073,694</b>	<b>\$ 1,294,973</b>	<b>\$ 15,920,955</b>	

**Fiscal Year 2023  
MSHCP Development Mitigation Fee Revenues  
July 1, 2022 through March 31, 2022**



Note: Amounts subject to rounding

# **AGENDA ITEM 7**





<b>WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY</b>	
<b>DATE:</b>	May 1, 2023
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Jennifer Fuller, Financial Administration Manager Matthew Wallace, Deputy Director of Financial Administration Tricia Campbell, Regional Conservation Deputy Director
<b>THROUGH:</b>	Sergio Vidal, Chief Financial Officer
<b>SUBJECT:</b>	Adoption of Fiscal Year 2023/24 Budget and Approval of the Biological Monitoring Program Workplans

**STAFF RECOMMENDATION:**

This item is for the Committee to recommend the Board of Directors take the following action(s):

- 1) Adopt the FY 2023/24 Budget and related Resolution No. 2023-002 *“Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Adopting the Fiscal Year 2023/24 Operating and Capital Budget Including Budget Policies”*;
- 2) Approve the Biological Monitoring Program Work Plan and Cost Estimate included as Appendix B in the FY 2023/24 Budget; and
- 3) Approve the Clinton Keith Road Overcrossing Mitigation Monitoring Reimbursable Program Work Plan and Cost Estimate included as Appendix C in the FY 2023/24 Budget.

**BACKGROUND INFORMATION:**

Staff completed the budget preparation process for the proposed FY 2023/24 Budget, and the budget document is included as Attachment 1. The budget document consists of an Executive Summary and appendices comprised of a glossary of terms and acronyms, the Biological Monitoring Program Work Plan and Cost Estimate for FY 2023/24, and the Clinton Keith Road Overcrossing Mitigation Monitoring Reimbursable Program Work Plan and Cost Estimate for FY 2023/24. The Executive Summary consists of the following sections:

- Mission
- Introduction
- Budget Policies
- Budget Goals and Objectives
- Budget Overview
- FY 2023/24 Program Initiatives
- Fund Balances
- Budget Summary

A requirement and key component of the Multiple Species Habitat Conservation Plan (MSHCP) is the Biological Monitoring Program (Monitoring Program), which collects data on the MSHCP's 146 Covered Species and their associated habitats. Monitoring results are used to assess the MSHCP's effectiveness at meeting conservation objectives and to provide information to the management team described in Section 5.0 of the MSHCP. The California Department of Fish and Wildlife provided staff and other support until June 30, 2012. Since that time, RCA has provided all Monitoring Program funding with the exception of one full-time staff position and a vehicle which are funded by the State of California.

The MSHCP requires the Monitoring Program Administrator to submit an annual Work Plan and Cost Estimate for implementation of the Monitoring Program. The Work Plan and Cost Estimate are part of the annual RCA budget and must be approved by the RCA Board of Directors.

**DISCUSSION:**

***FY 2023/24 Budget***

RCA's budget consists of four primary programs – habitat acquisition, reserve management and monitoring, program administration, and endowments – that are accounted for in the general fund, capital projects funds, and endowment funds. The general fund and endowment funds comprise the operating budget, while the capital projects funds are the capital budget. The Budget Overview section in the Executive Summary provides an analysis of the budgeted sources and uses in the FY 2023/24 Budget.

The proposed FY 2023/24 Budget is a balanced budget that anticipates total sources will exceed total uses by approximately \$3.2 million. In the Executive Summary, Tables 9 and 10 provide a summary of budgeted sources and uses from two different perspectives (comparative and by fund and program). A summary of the proposed FY 2023/24 Budget is as follows:

	FY 2023/24 Budget
<b>Revenues and Other Sources:</b>	
Developer Mitigation	\$ 20,800,000
Federal and State Grants and Contributions	15,785,800
Capital Contributions and Donations	2,190,000
Tipping Fees	3,525,000
Transportation Uniform Mitigation Fees	750,000
Other Fee Revenues	610,000
Reimbursement for Services	219,500
Other Miscellaneous Revenues	138,900
Interest	1,156,100
Transfers In	3,545,000
<b>Total Revenues and Other Sources</b>	<b>48,720,300</b>
<b>Expenditures and Other Uses</b>	
Services and Supplies	11,288,700
Other Charges	80,000
Capital Outlay	30,588,000
Transfers Out	3,545,000
<b>Total Expenditures and Other Financing Uses</b>	<b>45,501,700</b>
<b>Excess of Revenues and Other Sources Over Expenditures and Other Uses</b>	<b>3,218,600</b>
<b>Beginning Fund Balance (Projected)</b>	<b>88,122,609</b>
<b>Ending Fund Balance (Projected)</b>	<b>\$ 91,341,209</b>

At the meeting, staff will present highlights of significant items included in the FY 2023/24 Budget.

Staff recommends adoption of the FY 2023/24 Budget and the related resolution (Attachment 2) to adopt the annual operating and capital budget. The resolution includes adoption of the budget policies listed in the Executive Summary. The inclusion of a summary of policies impacting the budget promotes fiduciary responsibility and organizational excellence.


***Work Plans and Cost Estimates***

The FY 2023/24 Work Plans, included as Appendices B and C to the Executive Summary, describe the monitoring activities planned and schedule for field work, and the Cost Estimate is for personnel and operations costs. The FY 2023/24 budget and related Work Plans include the routine annual monitoring tasks as well as the tasks to perform Year 5 of the 5-Year Clinton Keith Road Overcrossing Mitigation Monitoring Reimbursable Program. The Riverside County Transportation Department (RCTD) reimburses RCA for the Clinton Keith Road Overcrossing Mitigation Monitoring Reimbursable Program through use of banked RCTD fee credits. The cost

estimates related to the work plans are as follows and are classified in Services and Supplies-Contracts in the FY 2023/24 Budget:

<b>Biological Monitoring Program:</b>	
Annual routine monitoring	\$ 2,036,700
Clinton Keith Road Overcrossing Mitigation Monitoring Reimbursable Program	62,000
<b>Total Biological Monitoring Costs</b>	<b>\$ 2,098,700</b>

**FISCAL IMPACT:**

Financial Information					
In Fiscal Year Budget:	Yes	Year:	FY 2023/24	Amount:	\$48,720,300 Sources \$45,501,700 Uses
Source of Funds:	Fees; grants; contributions and donations; interest; and other revenues			Budget Adjustment:	No
GL/Project Accounting No.:	Various funds and accounts				
Fiscal Procedures Approved:				Date:	4/25/23

Attachments:

- 1) FY 2023/24 Budget
- 2) Resolution No. 2023-002

## **FY 2023/24 Budget Executive Summary**

### **Mission**

The Western Riverside County Regional Conservation Authority (RCA) formed in 2004 as a joint powers authority to achieve one of America's most ambitious environmental efforts, the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP or Plan). The MSHCP is a comprehensive, multi-jurisdictional habitat conservation plan focusing on the permanent conservation of 500,000 acres and the protection of 146 covered species, including 33 that are currently listed as threatened or endangered. The 500,000-acre reserve is comprised of 347,000 acres of Public/Quasi-Public (PQP) lands and 153,000 acres of Additional Reserve Lands (ARL). RCA completed the PQP lands at the inception of the Plan and will assemble the ARL acres over the land acquisition period of the permits.

The MSHCP was developed in response to the need for future growth opportunities in western Riverside County while addressing the requirements of the state of California (State) and federal Endangered Species Acts. Working in partnership, local, state, and federal leaders developed the MSHCP under the authority of the California Natural Communities Conservation Planning Act of 2001 and Section 10 of the federal Endangered Species Act of 1973. The MSHCP streamlines environmental permitting processes by allowing the participating jurisdictions to authorize "take" of plant and wildlife species identified within the Plan area. Accordingly, under permits for critical wildlife areas, the MSHCP has expedited construction of numerous major freeway and road improvements in Riverside County, reducing project costs. At the same time, MSHCP implementation provides a coordinated MSHCP conservation area and implementation program to preserve biological diversity and maintain the region's quality of life.

Under the authority of the RCA Joint Powers Agreement (JPA) and the MSHCP Implementing Agreement (IA), RCA oversees and administers the MSHCP in support of its Member Agencies, which include the 18 cities in western Riverside County and Riverside County (County). Other local, regional, state, and federal partner agencies work together with RCA to ensure the protection of the 146 species covered by the MSHCP. In accordance with the MSHCP, RCA's core responsibilities consist of:

- Habitat acquisition;
- Reserve management and monitoring; and
- Program administration.

As the nation's largest habitat conservation plan, the MSHCP strengthens the sustainability and quality of life in western Riverside County by nurturing economic development opportunities, alleviating traffic congestion, protecting natural resources, and improving air quality.

### **Introduction**

In November 2020, RCA and the Riverside County Transportation Commission (RCTC) entered into an Implementation and Management Services Agreement (Management Agreement) effective January 1, 2021. Under the Management Agreement, RCTC administers, coordinates, and supervises the activities of RCA as set forth in the JPA and acts for RCA in accomplishing its mission. Prior to January 1, 2021, the County served as RCA's managing agency.

The RCA budget for FY 2023/24 is presented to the Board of Directors (Board) and the citizens of western Riverside County. The budget outlines the program administration, reserve management and monitoring, habitat acquisition, and endowment activities RCA plans to undertake during the year. Source and use appropriations along with fund balance projections are included to fund these tasks and provide an indicator of the estimated financial condition. This document serves as RCA's monetary guideline for the fiscal year. To provide the reader a better understanding of RCA's operations and activities, staff included descriptive information regarding each function in this Executive Summary.

The local, regional, state, and federal economies continue to recover from the impacts of the COVID-19 pandemic. Lingering challenges and uncertainties include supply chain disruptions and inflation. This budget is presented based on the best available economic information. The Board and staff will continuously monitor, assess, and adjust the budgeted revenue and expenditures as necessary during the fiscal year.

## Budget Policies

RCA maintains budget policies that promote fiduciary responsibility and organizational excellence.

ENDOWMENT	
<b>Endowment Funding</b>	Fifteen percent of Local Development Mitigation Fees (LDMF) collected will be allocated to the endowment for future preservation in alignment with the Recommended Fee Level – 15 Year Extension (Table 28) in the 2020 Nexus Study adopted by the Board in December 2020. Ten percent of Participating Special Entities (PSE) revenue will be allocated to the endowment for future preservation.
HABITAT ACQUISITION	
<b>Non-Development HANS Funding Level</b>	The MSHCP allows property owners who do not intend to file a development application to submit their properties for evaluation and possible acquisition under the Habitat Evaluation and Acquisition Negotiation Strategy (HANS) process. Section 6.1.1 of the MSHCP requires separate accounting and a priority list be established for properties that fall within this category. Land Acquisition Policy 1.13 requires that the level of funding to be set aside for the purchase of Non-Development HANS properties be reviewed annually and set by the Board. The set aside percentage has varied between 1 percent to 5 percent over the years. Since inception, RCA has set aside approximately \$6.3 million in LDMF revenues and interest into the Non-Development HANS fund. RCA has acquired 10 properties totaling 1,690 acres eligible for this program for about \$4.7 million in costs. RCA has a balance of approximately \$1.6 million in the fund for eligible properties. There are currently five properties on the list, and staff is in the process of negotiating various other Non-Development HANS properties. Five percent of LDMF collected will be allocated in FY 2023/24 for acquisition of Non-Development HANS lands.
PROGRAM ADMINISTRATION	
<b>Economic Stability Policy</b>	A minimum cash level of \$9 million will be maintained to continue operations for at least 18 months in accordance with Resolution No. 10-005 adopted by the Board in June 2010. If the balance declines below the minimum level, RCA will curtail new RCA-funded land acquisitions for that fiscal year until the minimum cash balance is restored. Multi-year purchase and sale agreements for which RCA is obligated to fund are exempt from the policy. RCA will continue to accept land donations, pursue opportunities for grant funding, and continue to negotiate purchases and sale agreements with closing dates extended to a future fiscal year in which the cash flow can adequately fund the purchase while preserving the minimum cash balance.
<b>Funding Allocations</b>	LDMF revenues will be allocated to program needs related to habitat acquisition, reserve monitoring and management, program administration, and endowment funding in accordance with the 2020 Nexus Study. Costs will be charged to the appropriate program, and LDMF revenues will be used to the extent that other funding sources are not sufficient to fund these programs.
<b>Fund Balance Policy</b>	The General Fund should have a minimum unrestricted fund balance of 100 percent of the next fiscal year's General Fund annual budgeted operating expenditures in accordance with Resolution No. 2016-010. This target amount has been established in order to provide a reasonable level of assurance that the RCA's day-to-day operations will be able to continue even if circumstances occur where revenues are insufficient to cover expenditures.

<b>RCTC Deposit</b>	RCTC provides staffing and facilitates payments for RCA services not provided by the County. Therefore, RCA must maintain an adequate deposit with RCTC to allow for these payments by RCTC before being reimbursed by RCA. The amount of the deposit will be reviewed and increased as needed to maintain an amount equal to two anticipated monthly invoices in the upcoming year.
<b>LEGACY HOME REBATE PROGRAM</b>	
<b>Legacy Home Rebates</b>	Beginning in FY 2022/23, RCA will set aside \$70,050 annually for refunds under the legacy home rebate program adopted by the Board in March 2021. Under the program, eligible homeowners may apply to RCA for a rebate in the amount of the difference between the LDMF at the time of payment and the LDMF as of June 30, 2021, adjusted according to changes in the Consumer Price Index (CPI) for the Riverside-San Bernardino metropolitan area.

## Budget Goals and Objectives

To meet the RCA Board's expectations related to its approval of the RCTC Management Agreement, the FY 2023/24 budget remains focused on three key priorities:

<b>SUSTAINABILITY OF THE MSHCP</b>	
<b>Funding</b>	RCA will work with Member Agencies to ensure the collection of fees to support RCA core functions, as well as seeking other opportunities for funding.
<b>Grants</b>	RCA will focus on seeking and retaining state and federal grant funding to support habitat acquisition while complying with grant requirements.
<b>Reserve Management</b>	RCA will focus on managing and monitoring its reserve lands to meet the objectives stated in the MSHCP.
<b>Fiscal Prudence</b>	Maintain necessary cash and fund balance ensuring ongoing operations will continue in the event of an economic downturn.

<b>ORGANIZATIONAL EXCELLENCE</b>	
<b>Management</b>	RCA will operate in an efficient, professional, consistent, and productive manner under the management of RCTC.

<b>PARTNERSHIPS</b>	
<b>Communication</b>	RCA will strengthen communications to stakeholders, members of the public, and elected officials to be transparent about RCA's conservation efforts, funding, and collaboration opportunities.

## Budget Overview

Riverside County, along with state and federal economy, continue to recover from the impacts of the COVID-19 pandemic. Lingering challenges and uncertainties include supply chain disruptions, inflation, and the availability of state and federal grant opportunities. Due to the current economic conditions, fiscal prudence was the guiding light behind budget development for FY 2023/24.

While RCA's principal revenue source, mitigation fees, increased significantly during the peak of the pandemic, FY 2022/23 projected collections along with the challenges and uncertainties outlined above suggest a modest increase in LDMF will be collected in FY 2023/24, despite an automatic annual LDMF adjustment in accordance with the Member Agency ordinances, resolutions, and the MSHCP Mitigation Fee Implementation Manual effective the start of the fiscal year.

If revenues or expenditures appear to be trending higher in FY 2023/24, staff will propose adjustments to the budget projections for Board approval.

The tables in this Executive Summary include actual amounts for FY 2021/22, the amended FY 2022/23 budget, projected year-end amounts for FY 2022/23, and the proposed budget for FY 2023/24. The

amended FY 2022/23 budget represents the sum of the Board adopted budget and Board approved budgetary adjustments. A summary of the approved and proposed adjustments are as follows.

- RCA amended the FY 2022/23 budget in the first quarter to increase appropriations for land to purchase four properties that were budgeted in FY 2021/22 but did not close before year-end.
- In the second quarter, RCA amended the FY 2022/23 budget to use increasing estimated revenues in both land management and monitoring and program administration to increase appropriations for contract expenditures. RCA determined that LDMF fee revenue would exceed current budget targets. Increased estimated revenues in the land acquisitions fund were offset by increased appropriations for contracts, insurance, and land. Fifteen percent of the increased estimated revenues will be directed to the RCA Endowment in accordance with the 2020 Nexus Study and therefore will not be offset with a corresponding increase in appropriations. Finally, staff determined that three properties which had not previously been budgeted for will close escrow before year-end. The cost of the properties will be reimbursed by the state in FY 2023/24. Therefore, staff increased appropriations for land.
- In the third quarter, RCA staff is proposing a budget adjustment to increase appropriations for land offset by contributions and donations revenue. Staff expect to close on two donated properties before year-end.

Projections for FY 2022/23 sources and uses are provided as both a look forward for the current fiscal year and as a comparison point in developing the FY 2023/24 proposed sources and uses.

**Sources**

Sources are comprised of revenues and operating transfers in. Total sources (Table 1) are budgeted at \$48,720,300 an increase of 36% from FY 2022/23 projected sources.

**Table 1 – Sources FY 2023-2024**

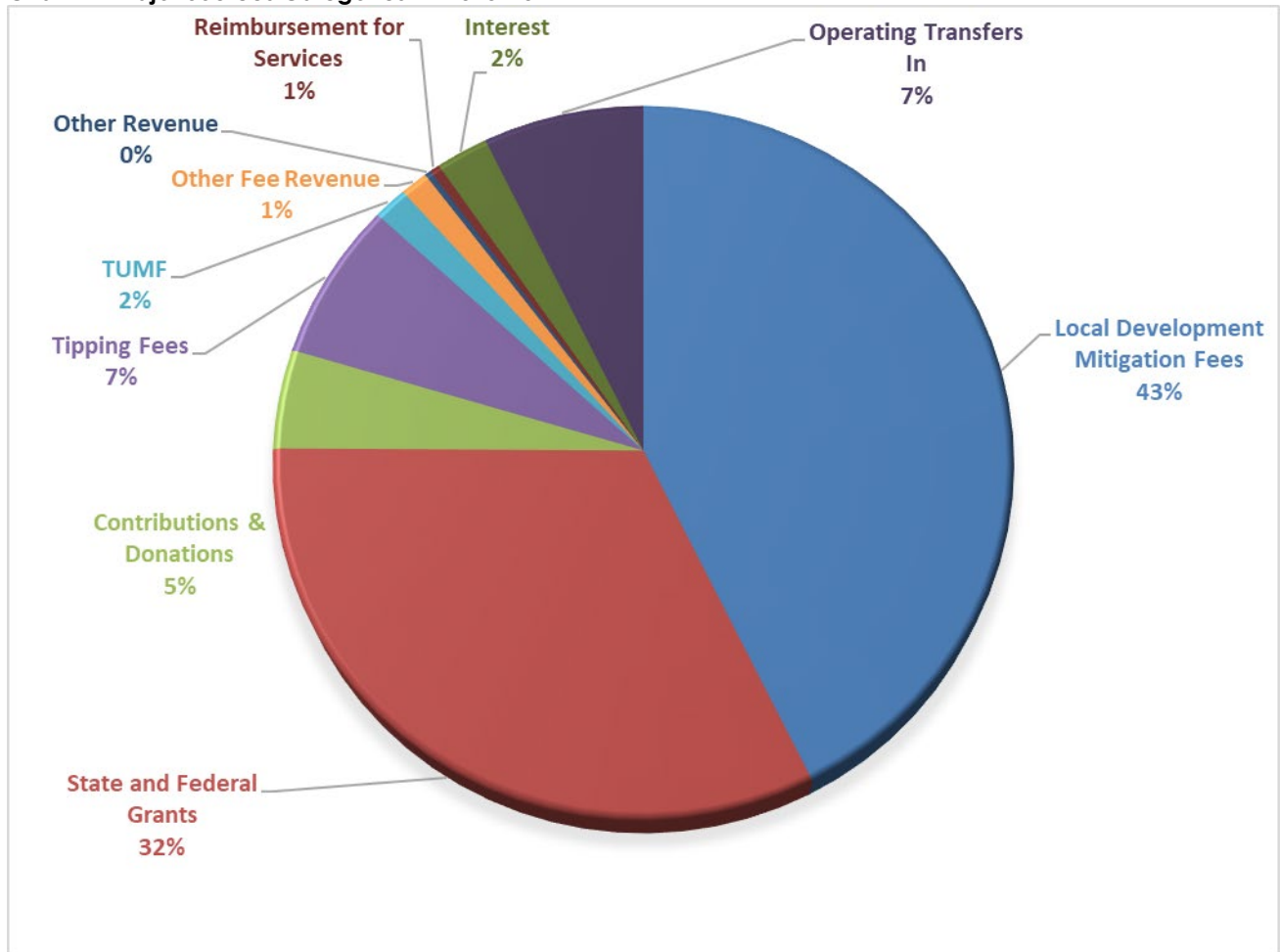
	FY 2022/23		FY 2022/23 Projected	FY 2023/24		Percentage Change*
	FY 2021/22 Actuals	Amended Budget		Proposed Budget	Dollar Change*	
Local Development Mitigation Fees	\$ 25,987,284	\$ 18,000,000	\$ 18,000,000	\$ 20,800,000	\$ 2,800,000	16%
State and Federal Grants	2,068,000	60,100	103,620	15,785,800	15,682,180	15134%
Contributions & Donations	3,055,000	8,635,000	9,535,000	2,190,000	(7,345,000)	-77%
Tipping Fees	3,830,741	3,700,000	3,518,832	3,525,000	6,168	0%
TUMF	1,140,435	750,000	900,000	750,000	(150,000)	-17%
Other Fee Revenue	1,408,249	636,100	562,642	610,000	47,358	8%
Other Revenue	185,881	151,600	156,167	138,900	(17,267)	-11%
Reimbursement for Services	152,018	250,500	197,000	219,500	22,500	11%
Interest	(1,453,382)	89,100	1,528,000	1,156,100	(371,900)	-24%
Operating Transfers In	634,467	3,588,900	1,301,191	3,545,000	2,243,809	172%
<b>Total</b>	<b>\$ 37,008,693</b>	<b>\$ 35,861,300</b>	<b>\$ 35,802,452</b>	<b>\$ 48,720,300</b>	<b>\$ 12,917,848</b>	<b>36%</b>

\*Dollar and percentage change are between the FY 2023/24 proposed budget and the FY 2022/23 projected sources.

RCA's proposed sources for FY 2023/24 are illustrated in Chart 1.



**Chart 1 – Major Sources Categories FY 2023-2024**



**Local development mitigation fees** are RCA's primary revenue source. The LDMF is required to be imposed and calculated, collected, and remitted by the Member Agencies to RCA in accordance with their obligations under the MSHCP. Since FY 2012/13, steady annual growth in residential and commercial development and related building permits has resulted in increased LDMF—even during COVID-19. FY 2020/21 experienced fee collections not seen since prior to the Great Recession. Due to continued uncertainties related to the current economic climate, LDMF revenues for FY 2023/24 are projected at \$20.8 million, a 16% increase compared to the FY 2022/23 projected revenues. In July 2023, Member Agencies will again implement an automatic annual LDMF adjustment in accordance with the Member Agency ordinances, resolutions, and the MSHCP Mitigation Fee Implementation Manual. In FY 2023/24, 15% of the LDMF revenues will be placed in an endowment fund for use for reserve management and monitoring and program administration after the land acquisition period. This is in accordance with the 2020 Nexus Study.

Staff projects that FY 2022/23 LDMF revenues will reach \$18 million, a 31% decrease from the FY 2021/22 LDMF revenues of \$26 million. The decrease is largely a result of lower numbers of low-density residential units.

**State and federal grants and contributions revenues** represent 32% of total revenues for FY 2023/24; such grants and contributions for habitat acquisition vary annually based on availability, amount, term, and eligible costs. Some grants require matching funds. Projected grants and contributions for FY 2023/24 are \$15,785,800, a significant increase from the FY 2022/23 amended budget and projected grants and contributions revenue. Funding is anticipated from three grants:

- \$9,020,000 for the purchase of multiple properties with the State of California Natural Resources

- Agency grant obtained through Assembly Member Sabrina Cervantes.
- \$6,755,700 for the purchase of five properties using 2022 non-traditional Section 6 grant obtained from the U.S. Department of the Interior and passed through the California Wildlife Conservation Board. Nearly \$4.4 million relates to the federal portion of the grant. The remainder relates to the state matching funds. The grant requires a 35% match from non-federal funds, which is usually matched by state grant funds.
  - \$10,100 relates to a Local Assistance Grant for evaluating Quino Checkerspot Butterfly (QCB) hostplant morphological characters associated with different soil types predominant in the vicinity of a QCB metapopulation in southwestern Riverside County.

Staff is actively pursuing other grant opportunities including federal non-traditional Section 6 grants, funding from the California Natural Resources Agency related to the Governor's 30x30 initiative, and other funding opportunities through the Wildlife Conservation Board. If successful, staff will return to the Board with budget adjustments as needed when other grant opportunities are secured.

**Contributions and donations** arise from the donation of lands to the RCA. RCA works with multiple private developers and individuals to accept various reserve land donations. For FY 2023/24, RCA anticipates receiving approximately 330 acres of ARL with an estimated value of nearly \$2.2 million as capital contributions and donations.

**Tipping fees** are contributed to the RCA by the County on out-of-county waste tonnage collected at County landfills. For FY 2023/24, projected tipping fees for an estimated 2.08 million out-of-county waste tonnage are \$3.1 million. A set amount of \$0.4 million is also contributed from in-county tonnage for a total budget amount of \$3.5 million. Together tipping fees are anticipated to be nearly the same as FY 2022/23 projected revenues.

**Transportation Uniform Mitigation Fee (TUMF) revenues** are based on an amended Memorandum of Understanding (MOU) with the Western Riverside Council of Governments (WRCOG). RCA receives 1.47% of TUMF assessments on new residential and commercial development in western Riverside County. RCA projects FY 2023/24 TUMF fees at \$750,000 consistent with the TUMF revenues from the FY 2022/23 amended budget but 17% less than the projected TUMF revenues for FY 2022/23.

**Other fee revenue** relates to governmental infrastructure mitigation contributions and PSE contributions that need take coverage for their projects. Revenues from these sources are traditionally hard to predict. Most of the proposed budget of \$610,000 is related to Riverside County Flood Control and Water Conservation District projects. The proposed budget is slightly less than the FY 2022/23 amended budget and 8% higher than the FY 2022/23 projected revenues.

**Other revenue** of \$138,900 includes rental income and deposit agreements completed on reserve lands.

**Reimbursement for services** of \$219,500 represents about 1% of the budgeted revenues and relates to reimbursements for work on joint project reviews as well as reimbursements from the County of Riverside and developers for specific projects.

**Interest revenues** from the County pool have begun to increase again with the rate exceeding 3% in January 2023. RCA anticipates a significant increase in FY 2023/24 interest income compared to the FY 2022/23 amended budget due to the increase in the County pool rate. The FY 2023/24 budget conservatively projects investment income at a 1.1% investment yield.

**Operating transfers in** consist of LDMF revenues received in the Capital Project Funds and transferred into the General Fund to fund administrative operations for the agency and land management and monitoring. The 2020 Nexus Study permits the use of LDMF revenues to fund all RCA functions including monitoring. The operating transfers in are directly offset by the operating transfers out in the capital projects fund.

## Uses

Uses consist of expenditures and operating transfers out. Total uses (Table 2) for RCA's programs are budgeted at \$45,501,700, an increase of 24% from FY 2022/23 projected uses and a 10% increase from the FY 2022/23 amended budget.

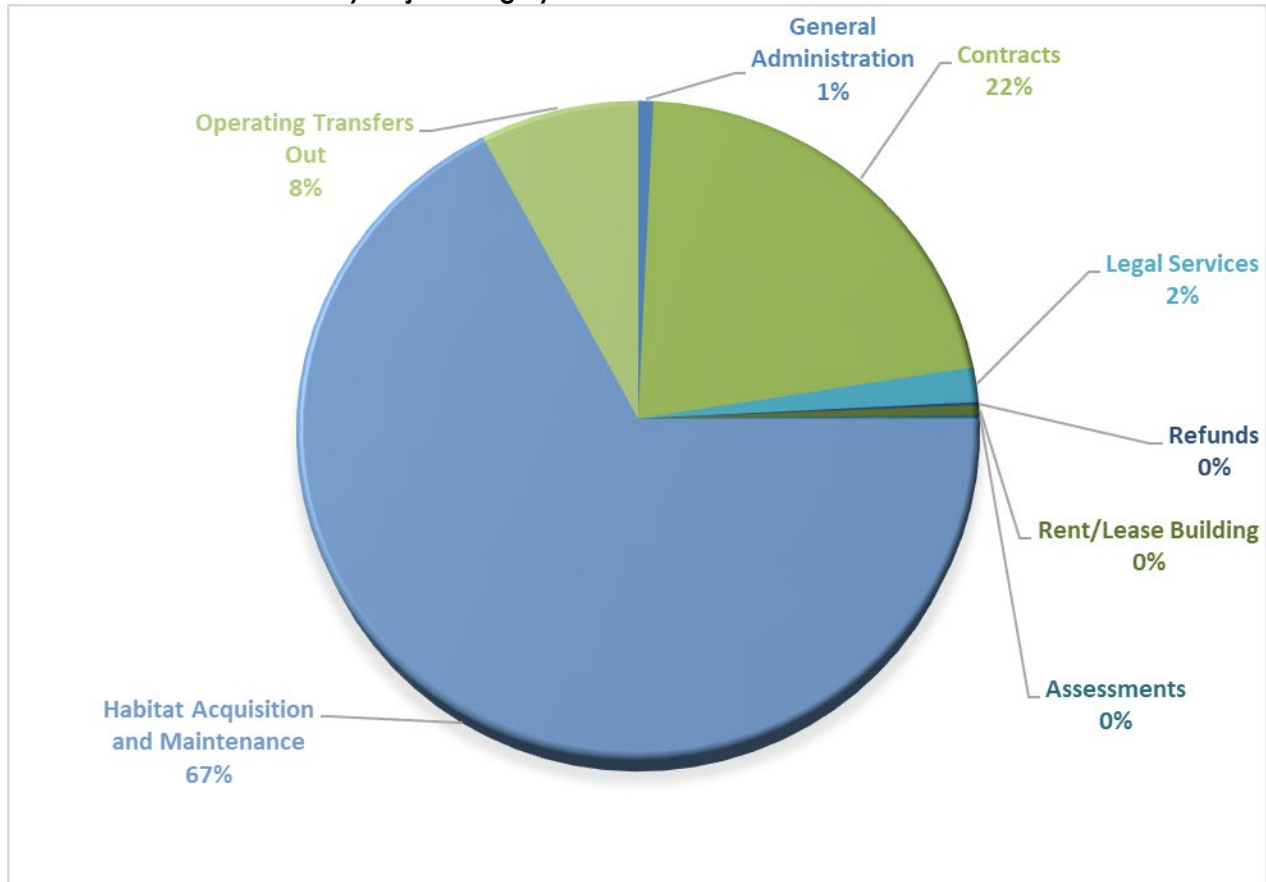
**Table 2 – Uses FY 2023-2024**

	FY 2021/22	FY 2022/23		FY 2023/24		Percentage Change*
	Actuals	Amended Budget	Projected	Proposed Budget	Dollar Change*	
General Administration	\$ 190,090	\$ 269,200	\$ 243,050	\$ 335,700	\$ 92,650	38%
Contracts	6,909,852	10,179,800	7,375,803	9,896,400	2,520,597	34%
Legal Services	397,770	775,000	522,070	775,000	252,930	48%
Refunds	-	70,100	-	70,100	70,100	100%
Rent/Lease Building	204,421	207,300	207,300	211,500	4,200	2%
Principal Payment	1,000,000	-	-	-	-	0%
Interest Payment	3,025	-	-	-	-	0%
Assessments and Fees	64,797	80,000	80,000	80,000	-	0%
Habitat Acquisition and Maintenance	10,356,433	26,095,800	26,995,800	30,578,000	3,582,200	13%
Other Capital Charges	-	10,000	-	10,000	10,000	100%
Operating Transfers Out	634,467	3,588,900	1,301,191	3,545,000	2,243,809	172%
<b>Total</b>	<b>\$ 19,760,855</b>	<b>\$ 41,276,100</b>	<b>\$ 36,725,214</b>	<b>\$ 45,501,700</b>	<b>\$ 8,776,486</b>	<b>24%</b>

\*Dollar and percentage change are between the FY 2023/24 proposed budget and the FY 2022/23 projected uses.

RCA's proposed uses for FY 2023/24 are illustrated in Chart 2.

**Chart 2 – FY 2023-2024 Uses by Major Category**



**General administration expenditures** of \$335,700 in the FY 2023/24 budget reflect a 38% increase over FY 2022/23 projected expenditures and 25% increase over the FY 2022/23 amended budget. The increase is largely attributed to rising insurance costs. General administration expenditures include insurance, communications, supplies, equipment, repairs and maintenance, travel, and other office costs. The RCA continues to receive some services from the County including use of the County's financial system and other information technology solutions. The County Auditor-Controller and Treasurer-Tax Collector continue to serve those roles for RCA. Costs related to continued County services are included in general administration expenditures.

**Contract expenditures** of \$9.9 million in the FY 2023/24 budget reflects a 34% increase over FY 2022/23 projected expenditures and 3% decrease from the FY 2022/23 amended budget. Projected contract expenditures are decreasing compared to the FY 2022/23 amended budget due to decreasing management services costs from RCTC, specifically the administrative allocation, offset by increases in current contracts related to land management and the contract with Riverside County Regional Park and Open-Space District (Parks). Contract expenditures are covered by approximately 74% of the RCTC management services contract and the contract with Parks. The remaining 26% of the RCTC contract is split among other use categories (e.g., general administration, legal services, refunds, rent/lease building, assessment and fees, and habitat acquisition and maintenance) based on the costs. Contract details by use category are presented in Table 11; significant contracts are highlighted below.

- **Management services.** RCTC management services costs are slightly lower in the FY 2023/24 budget and are estimated at \$11,034,600 (Table 3), a 18% increase over FY 2022/23 projected expenditures and a 3% decrease from the FY 2022/23 amended budget. This decrease is mainly due to a decrease in the budgeted administrative allocation to RCTC which is offset by increases to various other costs. The management services amount is split across multiple use categories, including

general administration, contracts, legal services, refunds, rent/lease building, assessment and fees, and habitat acquisition and maintenance. These management services include RCTC staff salaries and benefits of \$3,749,100; general administration costs of \$2,489,500 related to an estimated administrative cost allocation and Board stipends, facilities maintenance, legal services, insurance and miscellaneous costs; real property services of \$1,751,300 related to habitat acquisition; public outreach costs of \$45,900; audit costs of \$99,000 for Member Agency attestation services as well as the financial and single audits; reserve management and monitoring contracts of \$2,428,800, other contract and Legacy Home Rebate Program costs of \$195,100, and legislative advocacy costs of \$275,900. While most of the expenses are allocated as contract costs (74%), legal services, insurance costs, Board stipends, habitat acquisition costs, auditor costs, taxes and assessments, and the Legacy Home Rebate Program costs are classified in other use categories.

**Table 3 – Management Services\*\***

	FY 2022/23		FY 2023/24		Percentage Change*
	Amended Budget	FY 2022/23 Projected	Proposed Budget	Dollar Change*	
Salaries and Benefits	\$ 3,660,800	\$ 3,610,900	\$ 3,749,100	\$ 138,200	4%
Administrative Cost Allocation	1,869,400	1,200,000	949,700	(250,300)	-21%
Habitat Acquisition	1,651,000	1,200,000	1,751,300	551,300	46%
Public Outreach	41,200	41,200	45,900	4,700	11%
Auditor Costs	99,000	94,632	99,000	4,368	100%
Board Stipends	34,800	21,000	38,000	17,000	81%
Facilities Maintenance	22,500	-	22,500	22,500	100%
Legal Services	965,000	522,070	965,000	442,930	85%
Legislative Contracts	275,900	275,900	275,900	-	0%
Management & Monitoring Contracts	2,195,900	2,076,800	2,508,800	432,000	21%
Insurance Costs	193,800	193,815	268,200	74,385	38%
Other Contracts	100,000	-	125,000	125,000	100%
Legacy Home Rebate Program	70,100	-	70,100	70,100	100%
Miscellaneous Costs	152,200	102,500	166,100	63,600	62%
<b>Total</b>	<b>\$ 11,331,600</b>	<b>\$ 9,338,817</b>	<b>\$ 11,034,600</b>	<b>\$ 1,695,783</b>	<b>18%</b>

\*Dollar and percentage change are between the FY 2023/24 proposed budget and the FY 2022/23 projected uses.

\*\* Expenditures anticipated to be paid by RCTC and reimbursed by RCA under the Management Services Agreement. Contract details by use category are presented on Table 11.

Within the management services contract are contract costs for biological monitoring.

- Biological monitoring. For FY 2023/24, biological monitoring costs are estimated at \$2,428,800, an 14% increase over the FY 2022/23 amended budget and 21% increase over the FY 2022/23 projected expenditures. The biological monitoring contract amounts are included in the management and monitoring contracts amount in table 3 above. The increase in FY 2023/24 compared to the FY 2022/23 amended budget is related to annual staff pay increases and the purchase of a new vehicle.

In connection with the 5-Year Clinton Keith Road Overcrossing Mitigation Monitoring Reimbursable Program with RCTD, SAWA's Year 5 services estimated at \$62,000 for a full-time biologist will be reimbursed.

The biological monitoring costs above also include the LAG grants costs and costs for other possible projects.

Land management services are disbursed outside the Management Services Agreement.

- Land management. For FY 2023/24, land management costs are estimated at \$1,693,100, a 3% increase over the FY 2022/23 projected expenditures that relates to an increase for two new vehicles offset by a decrease in projected salaries and benefits. Parks provides land management services including, but not limited to, administering, coordinating, and supervising reserve management activities of the RCA reserve land. The FY 2023/24 contract anticipates \$1,501,200 for 11 Park's staff and other costs entirely dedicated to managing the RCA MSHCP reserve land and \$191,900 to complete tasks not part of the day-to-day operations of managing the reserve land. These other tasks can be reimbursed from deposit agreements or interest from endowments or are related to additional work resulting from a super bloom. Work related to deposit agreements and endowment properties continue to be worked on as time permits. A portion of the land management budget (\$10,000) is included in habitat acquisition and maintenance expenditures for the portion directly attributable to habitat acquired in the current year.

Certain habitat donations from property owners require significant land management during the first few years after a mitigation site has been successfully restored or uplifted. Accordingly, the property owners are required to pay an initial land management fee to maintain the habitat at a high-level until the habitat naturalizes. These non-traditional MSHCP maintenance activities include aggressive weeding, native seeding, and mowing. Additional resources will also provide management services at the Clinton Keith Overcrossing on behalf of the Riverside County Transportation Department (RCTD) and perform oversight duties at the Riverpark Mitigation Bank.

Since inception of the MSHCP, RCA received project-related mitigation reserve land from property owners required to contribute an endowment fee for long-term land management above the level of effort mandated by the MSHCP. The endowments are used to maintain the habitat in perpetuity above baseline conditions.

- Super bloom. The FY 2023/24 land management budget includes \$70,000 to support critical and timely actions to be taken for an unanticipated super bloom phenomenon, such as the experience in springs of 2019 and 2022. Critical land management resources were redirected to a super bloom area to support the intense effort needed there. It is anticipated that a portion of these funds will be used in FY 2022/23.

**Legal services** of \$775,000 in the FY 2023/24 reflect no increase from the FY 2022/23 amended budget amount. Legal expenditures consist of general legal counsel services related to program administration, reserve management and monitoring, and other matters not directly attributable to habitat acquisition. Legal expenditures of \$190,000 are included in habitat acquisition and maintenance expenditures as they are directly attributable to habitat acquired in the current year.

**Refunds** of \$70,100 in the FY 2023/24 budget reflect the Board approved set aside for the Legacy Home Rebate Program adopted in March 2021. The budget allows for refunds on up to 50 homes.

**Rent/lease building expenditures** of \$211,500 in the FY 2023/24 budget are comparable to FY 2022/23 and relate to RCA's office space in Riverside that is leased from the County.

**Habitat acquisition and maintenance expenditures** of \$30,588,000 (includes other capital charges of \$10,000) in the FY 2023/24 budget reflect a 13% increase from the FY 2022/23 projected expenditures and an approximately 17% increase over the FY 2022/23 amended budget. The FY 2023/24 budget includes more state and federal grant funds than FY 2022/23. As of April 2023, RCA acquired a total of 66,671 of the 153,000, or 43.6%, of the ARL acres to be acquired under the MSHCP. Of the total reserve of 500,000 acres, RCA has conserved 413,671 acres, or 82.7% of the total acres to be conserved. The FY 2023/24 capital outlay budget anticipates costs related to the acquisition and improvements of habitat acquired, including:

- \$12,622,300 for nearly 2,000 acres of possible ARL;
- \$2,190,000 related to donated lands; and
- \$15,775,700 in other potential acquisitions related to federal and state grant funds.

Such costs include the purchase price of property acquired, appraisals, title reports, real estate services, legal services, environmental reviews, surveying, and other costs associated with the acquisition of habitat. Of the approximately 2,000 ARL acres to be acquired, the RCA Board previously approved the purchase of properties totaling 1,341 acres expected to close escrow in FY 2023/24. The FY 2023/24 budget anticipates federal and state grant funds of approximately \$15,775,700 to fund the habitat acquisitions. RCA anticipates using \$400,400 of local funds to cover the difference between the original grant amount and the updated appraisals.

The FY 2023/24 budget does not include a \$842,000 principal payment due to a developer in connection with a \$6.4 million promissory note secured by a deed of trust to acquire land from the developer. In a related lot line adjustment agreement, RCA granted the developer the right to retain a portion, not to exceed 49 acres or \$842,000, of the original land sold to RCA with a corresponding reduction in the promissory note upon written notification from the developer. If the developer provides formal notice to RCA during FY 2023/24, a budget adjustment will be required.

**Operating transfers out** totaling nearly \$3.6 million relate to the transfer of LDMF revenues from the capital projects fund to the general fund to meet the budget needs for reserve management and monitoring and program administration. The 2020 Nexus Study permits the use of LDMF revenues for all functions of the RCA.

## **FY 2023/24 Program Initiatives**

Staff prepared each program's budget based on key assumptions, accomplishments in FY 2022/23, major initiatives for FY 2023/24, and program goals and related objectives. The key initiatives are listed and a summary of expenditures for each program are presented in Tables 4-7.

### ***Habitat Acquisition***

The protection and enhancement of habitats and the conservation of the 146 covered species is the primary mission of the MSHCP. As a partner in the development process, RCA provides support in the betterment of the quality of life for western Riverside County residents. Below are key efforts to continue RCA's investment in the conservation of habitat and species in western Riverside County:

- Draw down and close out the existing state grant by closing escrows for eligible properties.
- Actively pursue and focus efforts on federal and state land acquisition grant opportunities.
- Prioritize acquisition of properties located in pertinent rough steps.
- Assess the existing habitat acquisition process framework for different types of acquisitions to determine process improvements that contribute to timely accomplishment of the MSHCP goal.
- Strengthen partnerships with Member Agencies and key federal and state partners to successfully continue implementation and investment in the MSHCP.
- Secure the acquisition of properties sooner with tentative acquisition dates depending on projected fund balance or available grant funding opportunities.
- Complete closeout activities related to property transfers from the County of Riverside to RCA.

**Table 4 – Habitat Acquisition**

	FY 2022/23		FY 2022/23 Projected	FY 2023/24		Percentage Change*
	FY 2021/22 Actuals	Amended Budget		Proposed Budget	Dollar Change*	
General Supplies and Services	\$ 404,001	\$ 963,900	\$ 616,447	\$ 983,300	\$ 366,853	60%
Contracts	1,468,597	2,232,900	1,591,544	2,079,400	487,856	31%
Debt Service	1,003,025	-	-	-	-	0%
Habitat Acquisition and Maintenance	10,356,433	26,105,800	26,995,800	30,588,000	3,592,200	13%
Operating Transfers Out	634,467	3,588,900	1,301,191	3,545,000	2,243,809	172%
<b>Total</b>	<b>\$ 13,866,523</b>	<b>\$ 32,891,500</b>	<b>\$ 30,504,982</b>	<b>\$ 37,195,700</b>	<b>\$ 6,690,718</b>	<b>22%</b>

\*Dollar and percentage change are between the FY 2023/24 proposed budget and the FY 2022/23 projected uses.

### **Reserve Management and Monitoring**

A requirement and key component of the MSHCP are the biological monitoring and management programs, which collect data on the MSHCP's 146 covered species and their associated habitats throughout the MSHCP reserve as well as protect and manage lands within the RCA portion of the reserve. Monitoring results are used to assess the MSHCP's effectiveness at meeting conservation objectives and to provide information to the management team described in Section 5.0 of the MSHCP. Below are the key reserve monitoring and management budget initiatives in FY 2023/24.

- Conduct invertebrate surveys for the Quino checkerspot butterfly, Delhi sands flower-loving fly, and fairy shrimp.
- Conduct avian surveys for birds including the burrowing owl, cactus wren, least Bell's vireo, coastal California gnatcatcher, white-tailed kite, and grasshopper sparrow.
- Conduct herpetofauna surveys, including artificial cover board surveys for species such as northern red-diamond rattlesnake and San Diego banded gecko.
- Conduct surveys for mammals including San Bernardino kangaroo rat, Los Angeles pocket-mouse, and brush rabbit.
- Conduct rare plant surveys, including monitoring the last remaining population of Brand's phacelia within the Plan Area.
- Conduct critical monitoring of artificial burrowing owl burrows.
- Continue carnivore surveys to detect bobcats, coyotes, mountain lions, and long-tailed weasels in linkages and corridors.
- Continue critical mammal and invertebrate monitoring of the Clinton Keith Overcrossing and undercrossing.
- Continue to support collaboration with the Santa Ana Mountain to Palomar Mountain Linkage Coalition and California Department of Transportation District 8.
- Protect RCA lands from illegal dumping, encroachment, marijuana grows, and trail creation by mountain bikers and off-highway vehicles.
- Conduct fire abatement.
- Conduct non-native species management and native species restoration on the Fairview Fire burn scar.



**Table 5 – Reserve Management and Monitoring**

	FY 2022/23		FY 2022/23 Projected	FY 2023/24		Percentage Change*
	FY 2021/22 Actuals	Amended Budget		Proposed Budget	Dollar Change*	
General Supplies and Services	\$ 42,009	\$ 70,000	\$ 122,216	\$ 130,000	\$ 7,784	6%
Contracts	2,760,077	4,159,100	3,253,213	4,333,800	1,080,587	33%
Assessments and Fees	64,797	80,000	80,000	80,000	-	0%
<b>Total</b>	<b>\$ 2,866,883</b>	<b>\$ 4,309,100</b>	<b>\$ 3,455,429</b>	<b>\$ 4,543,800</b>	<b>\$ 1,088,371</b>	<b>31%</b>

\*Dollar and percentage change are between the FY 2023/24 proposed budget and the FY 2022/23 projected uses.

### **Program Administration**

Program administration provides the administrative, Clerk of the Board, geographic information system (GIS), external affairs, and financial services support to RCA. Staff administer the LDMF collection program and assist Member Agencies with questions regarding the fee. RCA maintains robust GIS capabilities and, under the Management Agreement, is improving its public outreach and external affairs capabilities. Clerk of the Board services have been streamlined and follow current RCTC practices. RCA continues to seek efficiencies and contract savings related to the Management Agreement. Tenets of RCA's program administration are as follows:

- Build awareness and support for RCA and the implementation of the MSHCP.
- Provide high quality support services to the RCA Board, including timely communications.
- Create and roll out Local Development Mitigation Fee training to Member Agencies.
- Continue to maintain the GIS viewer and dashboard capabilities.
- Expand outreach efforts to Member Agencies, resource partners, news media, schools, outdoor recreation enthusiasts, and the public at large.
- Regularly engage state and federal lawmakers and agency administrators to advocate for more funding and for program efficiencies to more fully implement the MSHCP.
- Monitor and report quarterly progress toward public outreach plan goals.

**Table 6 – Program Administration**

	FY 2022/23		FY 2022/23 Projected	FY 2023/24		Percentage Change*
	FY 2021/22 Actuals	Amended Budget		Proposed Budget	Dollar Change*	
General Supplies and Services	\$ 394,961	\$ 386,700	\$ 328,389	\$ 378,000	\$ 49,611	15%
Contracts	2,632,488	3,640,500	2,436,414	3,339,800	903,386	37%
<b>Total</b>	<b>\$ 3,027,449</b>	<b>\$ 4,027,200</b>	<b>\$ 2,764,803</b>	<b>\$ 3,717,800</b>	<b>\$ 952,997</b>	<b>34%</b>

\*Dollar and percentage change are between the FY 2023/24 proposed budget and the FY 2022/23 projected uses.

## Endowment

RCA maintains two types of endowments – donor endowments and the RCA endowments. The donor endowments relate to funds set aside related to the monitoring and management of certain properties. The principal is permanently restricted, and work on the properties is funded by interest earnings. The RCA endowments consists of funds set aside by the RCA Board from PSE contributions, a one-time set aside of tipping fees, and 15% of LDMF revenues.

- Set aside 15% of LDMF revenues into the RCA LDMF Endowment.
- Set aside 10% of PSE revenues into the RCA Endowment.

**Table 7 – Endowment**

	FY 2021/22		FY 2022/23		FY 2023/24		Dollar Change*	Percentage Change*
	Actuals		Amended Budget	Projected	Proposed Budget			
Contracts	\$ -	\$ -	\$ 48,300	\$ -	\$ 44,400	\$ 44,400	100%	
<b>Total</b>	\$ -	\$ -	\$ 48,300	\$ -	\$ 44,400	\$ 44,400	100%	

\*Dollar and percentage change are between the FY 2023/24 proposed budget and the FY 2022/23 projected sources.

## Fund Balances

RCA maintains three types of funds: a general fund for program administration and reserve management and monitoring, capital projects funds for habitat acquisition, and endowment funds for both donor endowments and the RCA endowments. The general fund and the endowment funds comprise the operating budget; the capital projects funds represent the capital budget.

The projected total fund balance as of June 30, 2023, is \$88,122,609. RCA expects the FY 2023/24 budgeted activities to result in a \$3,218,600 increase of total fund balance at June 30, 2024 to \$91,341,209. The primary cause of the increase is program activities in FY 2023/24 related to LDMF endowment revenues exceeding projected endowment costs. Table 8 presents the projected changes in fund balance by fund and classification as of June 30, 2024.

**Table 8 – Projected Fund Balances by Fund and Classification at June 30, 2024**

Fund Balance	General Fund	Capital Project Funds	Endowment Funds	Grand Total Agency Wide
Estimated Fund Balance June 30, 2023	\$ 24,621,491	\$ 49,680,065	\$ 13,821,053	\$ 88,122,609
Estimated Sources	8,261,600	37,195,700	3,263,000	48,720,300
Estimated Uses	(8,261,600)	(37,195,700)	(44,400)	(45,501,700)
Excess (Deficiency)	-	-	3,218,600	3,218,600
Estimated Ending Fund Balance:				
Nonspendable	-	-	4,807,815	4,807,815
Restricted	99,523	49,680,065	10,162,566	59,942,154
Committed	-	-	500,000	500,000
Assigned	-	-	1,569,272	1,569,272
Unassigned	24,521,968	-	-	24,521,968
Estimated Fund Balance June 30, 2024	<b>\$ 24,621,491</b>	<b>\$ 49,680,065</b>	<b>\$ 17,039,653</b>	<b>\$ 91,341,209</b>

RCA's Fund Balance Policy requires a minimum of 12 months of the next year's general fund annual budgeted expenditures in unrestricted fund balance. The projected unrestricted general fund balance of \$24,621,491 as of June 30, 2023, exceeds the proposed FY 2023/24 budgeted general fund expenditures of \$8,266,600. The capital project funds' projected fund balance of \$49,680,065 as of June 30, 2023, is restricted for habitat acquisition expenditures. The endowment funds' projected fund balance of \$13,821,053 as of June 30, 2023, is predominantly restricted for donor and RCA endowments.

## Budget Summary

The overall budget for FY 2023/24 is presented in Table 9 by summarized line items and Table 10 by fund. RCA management services and other expenditures by use category are summarized in Table 11.

**Table 9 – Budget Comparative Summary FY 2023 – FY 2024**

SOURCES	FY 2021/22	FY 2022/23	FY 2022/23	FY 2023/24	DOLLAR CHANGE	PERCENTAGE CHANGE
	ACTUAL	AMENDED BUDGET	PROJECTED	PROPOSED BUDGET		
Developer Mitigation	\$ 25,987,284	\$ 18,000,000	\$ 18,000,000	\$ 20,800,000	\$ 2,800,000	16%
Other Fee Revenue	1,408,249	636,100	562,642	610,000	47,358	8%
Interest	(1,453,382)	89,100	1,528,000	1,156,100	(371,900)	-24%
Federal & State Grants and Contributions	2,068,000	60,100	103,620	15,785,800	15,682,180	15134%
TUMF Revenue	1,140,435	750,000	900,000	750,000	(150,000)	-17%
Capital Contributions and Donations	3,055,000	8,635,000	9,535,000	2,190,000	(7,345,000)	-77%
Tipping Fees	3,830,741	3,700,000	3,518,832	3,525,000	6,168	0%
Reimbursement for Services	152,018	250,500	197,000	219,500	22,500	11%
Other Miscellaneous Revenue	185,881	151,600	156,167	138,900	(17,267)	-11%
Operating Transfers In	634,467	3,588,900	1,301,191	3,545,000	2,243,809	172%
<b>TOTAL SOURCES</b>	<b>\$ 37,008,693</b>	<b>\$ 35,861,300</b>	<b>\$ 35,802,452</b>	<b>\$ 48,720,300</b>	<b>\$ 12,917,848</b>	<b>36%</b>
<b>USES</b>						
Services and Supplies						
General Administration	57,196	75,400	49,235	67,500	18,265	37%
Insurance	132,894	193,800	193,815	268,200	74,385	38%
Refunds	-	70,100	-	70,100	70,100	100%
Legal Services	397,770	775,000	522,070	775,000	252,930	48%
Rent-Lease Building	204,421	207,300	207,300	211,500	4,200	2%
Contracts	6,909,852	10,179,800	7,375,803	9,896,400	2,520,597	34%
Total Services and Supplies	7,702,133	11,501,400	8,348,223	11,288,700	2,940,477	35%
Other Charges						
Debt Service	1,003,025	-	-	-	-	0%
Property Assessment and Fees	64,797	80,000	80,000	80,000	-	0%
Total Other Charges	1,067,822	80,000	80,000	80,000	-	0%
Capital Outlay						
Habitat Acquisition and Maintenance	10,356,433	26,095,800	26,995,800	30,578,000	3,582,200	13%
Other Capital Charges	-	10,000	-	10,000	10,000	100%
Total Capital Outlay	10,356,433	26,105,800	26,995,800	30,588,000	3,592,200	17%
Other Financing Uses						
Operating Transfers Out	634,467	3,588,900	1,301,191	3,545,000	2,243,809	172%
Total Other Financing Uses	634,467	3,588,900	1,301,191	3,545,000	2,243,809	172%
<b>TOTAL USES</b>	<b>\$ 19,760,855</b>	<b>\$ 41,276,100</b>	<b>\$ 36,725,214</b>	<b>\$ 45,501,700</b>	<b>\$ 8,776,486</b>	<b>24%</b>
<b>EXCESS (DEFICIENCY)</b>	<b>17,247,838</b>	<b>(5,414,800)</b>	<b>(922,762)</b>	<b>3,218,600</b>		
BEGINNING FUND BALANCE	71,797,533	89,045,371	89,045,371	88,122,609		
<b>ENDING FUND BALANCE</b>	<b>\$ 89,045,371</b>	<b>\$ 83,630,571</b>	<b>\$ 88,122,609</b>	<b>\$ 91,341,209</b>		

**Table 10 – FY 2023/24 Budget by Fund and Program**

SOURCES	General Fund			Capital Project Funds	Endowment Funds	FY 2023/24 PROPOSED BUDGET
	Operations	Management & Monitoring	Total General Fund	Land Acquisition	Endowments	
			Fund			
Developer Mitigation	\$ -	\$ -	\$ -	\$ 17,680,000	\$ 3,120,000	\$ 20,800,000
Other Fee Revenue	305,000	305,000	610,000	-	-	610,000
Interest	121,000	122,100	243,100	770,000	143,000	1,156,100
Federal & State Grants and Contributions	-	10,100	10,100	15,775,700	-	15,785,800
TUMF Revenue	-	-	-	750,000	-	750,000
Capital Contributions and Donations	-	-	-	2,190,000	-	2,190,000
Tipping Fees	400,000	3,125,000	3,525,000	-	-	3,525,000
Reimbursement for Services	90,000	129,500	219,500	-	-	219,500
Other Miscellaneous Revenue	-	108,900	108,900	30,000	-	138,900
Operating Transfers In	2,801,800	743,200	3,545,000	-	-	3,545,000
<b>TOTAL SOURCES</b>	<b>\$ 3,717,800</b>	<b>\$ 4,543,800</b>	<b>\$ 8,261,600</b>	<b>\$ 37,195,700</b>	<b>\$ 3,263,000</b>	<b>\$ 48,720,300</b>
<b>USES</b>						
Services and Supplies						
General Administration	\$ 67,500	\$ -	\$ 67,500	\$ -	\$ -	\$ 67,500
Insurance	-	-	-	268,200	-	268,200
Refunds	-	-	-	70,100	-	70,100
Legal Services	85,000	130,000	215,000	560,000	-	775,000
Rent-Lease Building	211,500	-	211,500	-	-	211,500
Contracts	3,353,800	4,333,800	7,687,600	2,164,400	44,400	9,896,400
Total Services and Supplies	3,717,800	4,463,800	8,181,600	3,062,700	44,400	11,288,700
Other Charges						
Property Assessment and Fees	-	80,000	80,000	-	-	80,000
Total Other Charges		80,000	80,000	-	-	80,000
Capital Outlay						
Habitat Acquisition and Maintenance	-	-	-	30,578,000	-	30,578,000
Other Capital Charges	-	-	-	10,000	-	10,000
Total Capital Outlay	-	-	-	30,588,000	-	30,588,000
Other Financing Uses						
Operating Transfers Out			-	3,545,000	-	3,545,000
Total Other Financing Uses	-	-	-	3,545,000	-	3,545,000
<b>TOTAL USES</b>	<b>\$ 3,717,800</b>	<b>\$ 4,543,800</b>	<b>\$ 8,261,600</b>	<b>\$ 37,195,700</b>	<b>\$ 44,400</b>	<b>\$ 45,501,700</b>
<b>EXCESS (DEFICIENCY)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,218,600</b>	<b>3,218,600</b>
BEGINNING FUND BALANCE			24,621,491	49,680,065	13,821,053	88,122,609
<b>ENDING FUND BALANCE</b>			<b>\$ 24,621,491</b>	<b>\$ 49,680,065</b>	<b>\$ 17,039,653</b>	<b>\$ 91,341,209</b>

**Table 11 – FY 2023/24 Management Services and Other Expenditures by Use Category**

Description	FY 2022/23	FY 2023/24	DOLLAR CHANGE	PERCENTAGE CHANGE	Legal Services	Rent-Lease Building	Contract Services	Capital Outlay	Others
	AMENDED BUDGET	PROPOSED BUDGET							
<b>Management Services</b>									
Salaries and Benefits	\$ 3,660,800	\$ 3,749,100	\$ 88,300	2%	\$ -	\$ -	\$ 3,749,100	\$ -	\$ -
Administrative Cost Allocation	1,869,400	949,700	(919,700)	-49%	-	-	949,700	-	-
Habitat Acquisition	1,576,000	1,751,300	175,300	11%	-	-	351,300	1,400,000	-
Public Outreach	41,200	45,900	4,700	11%	-	-	45,900	-	-
General Administration	46,800	47,500	700	1%	-	-	9,500	-	38,000
Legal Services	965,000	965,000	-	0%	775,000	-	-	190,000	-
Legislative Contracts	275,900	275,900	-	0%	-	-	275,900	-	-
Auditor Costs	101,900	101,900	-	0%	-	-	2,900	-	99,000
Plan Implementation-Dudek	250,000	250,000	-	0%	-	-	250,000	-	-
Various Consultants	185,100	205,100	20,000	11%	-	-	205,100	-	-
Taxes and Assessments	80,000	80,000	-	0%	-	-	-	-	80,000
<b>Other Costs</b>									
Legacy Home Rebate Program	70,100	70,100	-	0%	-	-	-	-	70,100
Facilities Maintenance	22,500	22,500	-	0%	-	-	22,500	-	-
Insurance Costs	193,800	268,200	74,400	38%	-	-	-	-	268,200
Office Costs	30,400	29,900	(500)	-2%	-	-	29,900	-	-
Miscellaneous Costs	106,900	123,800	16,900	16%	-	-	123,800	-	-
<b>SAWA</b>									
Biological Monitoring Program	1,718,800	2,036,700	317,900	18%	-	-	2,036,700	-	-
Biological Monitoring (Reimbursable)	62,000	62,000	-	0%	-	-	62,000	-	-
<b>Parks</b>									
Land Management	1,501,600	1,511,200	9,600	1%	-	-	1,501,200	10,000	-
Land Management (Reimbursable)	63,500	67,500	4,000	6%	-	-	67,500	-	-
Land Management (Endowments)	48,300	44,400	(3,900)	-8%	-	-	44,400	-	-
Superbloom	70,000	70,000	-	0%	-	-	70,000	-	-
RCA Office Space-Lease	207,300	211,500	4,200	2%	-	211,500	-	-	-
Escrow Costs	75,000	100,000	25,000	33%	-	-	-	100,000	-
<b>Total</b>	<b>\$13,222,300</b>	<b>\$ 13,039,200</b>	<b>\$ (183,100)</b>	<b>-1%</b>	<b>\$775,000</b>	<b>\$ 211,500</b>	<b>\$ 9,797,400</b>	<b>\$ 1,700,000</b>	<b>\$555,300</b>

\* \$11,034,600 represents the proposed expenditures paid by RCTC and reimbursed by RCA through the Management Agreement. The remaining \$2,004,600 reflect proposed expenditures to be paid through the County for a total of \$13,039,200 in contract and other expenditures category items.

## APPENDIX A

### GLOSSARY OF ACRONYMS AND DEFINITIONS

ARL	– Additional Reserve Lands
Board	– Board of Directors for the Western Riverside County Regional Conservation Authority
CDFW	– California Department of Fish and Wildlife
County	– County of Riverside
CPI	– Consumer Price Index
FY	– Fiscal Year
GIS	– Geographic Information System
HANS	– Habitat Evaluation and Acquisition Negotiation Strategy
IA	– Implementing Agreement for the Western Riverside County Multiple Species Habitat Conservation Plan/Natural Community Conservation Plan, included as Volume 3 to the MSHCP
JPA	– Joint Powers Agreement
LDMF	– Local Development Mitigation Fee
Management Agreement	– Implementation and Management Services Agreement approved in November 2020 between the RCA and RCTC that became effective January 1, 2021
Member Agency	– 18 cities in western Riverside County and Riverside County that are part of the JPA
MOU	– Memorandum of Understanding
MSHCP	– Multiple Species Habitat Conservation Plan
Non-Development HANS	– Process under the MSHCP that allows property owners who do not intend to file a development application to submit their properties for evaluation and possible acquisition under the HANS process; requires separate accounting and a priority list be established for properties that fall within this category
Parks	– Riverside County Regional Park and Open-Space District
Plan	– Multiple Species Habitat Conservation Plan
PQP	– Public/Quasi-Public
PSE	– Participating Special Entities
RCA	– Western Riverside County Regional Conservation Authority, a joint powers authority formed in 2004
RCTC	– Riverside County Transportation Commission, the managing agency for RCA
RCTD	– Riverside County Transportation Department
SAWA	– Santa Ana Watershed Association
State	– State of California
TUMF	– Transportation Uniform Mitigation Fee
WRCOG	– Western Riverside Council of Governments
Wildlife Agencies	– U.S. Fish and Wildlife Service and California Department of Fish and Wildlife
2020 Nexus Study	– The latest study adopted by the Board in December 2020 that updates the LDMF to reflect current costs and processes to implement and finance the MSHCP; the study is consistent with the requirements of California Government Code Section 66000 et seq. (Mitigation Fee Act) that requires specific findings as well as administration and implementation procedures for “any action establishing, increasing, or imposing a fee as a condition of approval of a development project by a local agency”

## **APPENDIX B**

### **WESTERN RIVERSIDE COUNTY MSHCP BIOLOGICAL MONITORING PROGRAM FY 2023-24 WORK PLAN AND COST ESTIMATE**

#### **1 INTRODUCTION**

The overall goal of the Biological Monitoring Program (Monitoring Program) is to collect data on the 146 Covered Species and associated habitats for the purpose of assessing the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP)'s effectiveness at meeting conservation objectives and to provide information for adaptive management. The activities described in this work plan for Fiscal Year 2023-24 continue the activities commenced in the previous fiscal year and follow the framework outlined in Section 5.3 of the MSHCP.

#### **2 RESPONSIBILITIES**

Monitoring Program activities are implemented within the MSHCP Conservation Area on lands that are owned and managed by the various MSHCP Member Agencies, Permittees, and Partner Agencies. The Western Riverside County Regional Conservation Authority (RCA) has primary responsibility for funding the Biological Monitoring Program. To ensure consistency in monitoring efforts throughout the Conservation Area, the Monitoring Program is overseen and implemented by a Monitoring Program Administrator. The duties and responsibilities of the Monitoring Program Administrator are described in Volume 1, (Part 2) Section 6.6.6 of the MSHCP.

As per the MSHCP, the California Department of Fish and Wildlife (CDFW, formerly Department of Fish and Game) was to be the Monitoring Program Administrator for the first eight years of the permit (June 2004 – June 2012). In 2007, the CDFW received a federal State Wildlife Grant to support its role as the Monitoring Program Administrator and develop a long-term monitoring strategy. The grant expired in June 2012 with the primary deliverable being the long-term monitoring strategy document briefly described below. CDFW continues to provide resources to support the Monitoring Program in the form of one dedicated Monitoring staff member and vehicle. These resources are expected to continue moving forward.

The Monitoring Program Administrator works closely with the RCA to develop and implement the annual work plan and budget. The annual work plan is carried out by the Santa Ana Watershed Association (SAWA), under contract to the RCA, and CDFW staff.

#### **3 IMPLEMENTATION STRATEGY**

The Monitoring Program is responsible for monitoring the status and trend of the 146 Covered Species and associated vegetation communities and wildlife habitats over a 500,000-acre Conservation Area. Because there was little existing scientifically-based data for the majority of Covered Species, the first eight years of the Monitoring Program were devoted to an Initial Inventory and Assessment Phase. The purpose of the Inventory Phase was to determine where Covered Species occur within the Conservation Area, to gather more information on their activity patterns, and to develop efficient protocols for detecting them. The development of protocols was necessary to standardize data collection, to test the reliability of survey methods, to determine feasible and useful monitoring metrics, and to provide a confidence level that unobserved species are truly absent at the survey location, rather than overlooked.

The gradual transition from Inventory Phase to Long-term Monitoring Phase has been underway since 2012. For species with short reporting requirements such as Quino Checkerspot Butterfly (annual) or Coastal California Gnatcatcher (every three years) long-term monitoring is already in



place. Multiple surveys for species with short reporting requirements have been conducted, providing the initial data points for population trend assessment. For species with longer reporting requirements such as Los Angeles Pocket Mouse (every eight years) and with species-specific monitoring objectives requiring significant development and testing, the transition from Inventory Phase to Long-term Monitoring Phase is ongoing.

The transition into long-term monitoring involves developing monitoring metrics that are efficient to collect and robust measures of species status and population trend. The baseline monitoring objective for all Covered Species requires at least 75% of listed Core Areas or known locations to be documented as occupied at least once every eight years. As described in the Long-term Monitoring Strategy document developed by the Monitoring Program, monitoring protocols that provide additional information such as relative abundance of populations at occupied locations, reproductive success, or health of observed individuals will be employed whenever possible, to provide the most useful representations of species status.

One of the explicit goals of the Monitoring Program is to develop efficient long-term monitoring protocols that reduce redundancies by collecting information on multiple species where possible. For example, bird species co-occurring in similar habitat (e.g., riparian vegetation) during the breeding season can be detected using the same survey protocols. There will always be some Covered Species that occur in isolated pockets within the Conservation Area or that are difficult to detect using standard survey protocols; for these species, a focused survey effort will be required.

The Long-term Monitoring Strategy describes a two-level design that gives priority to assessing the status of Covered Species as stated in the species-specific conservation objectives of the Plan, which emphasize the continued occupancy of MSHCP-defined Core Areas or other areas of known occurrence. For some species, the objectives require that reproduction and/or minimum densities of individuals within species Core Areas be verified. The second level extends sampling for terrestrial vertebrates to the entire Conservation Area in a cost-efficient manner. The Long-term Monitoring Strategy document also includes chapters describing monitoring goals and objectives, sample design considerations, proper protocol development, data and information management strategies, collaboration and communication with other organizations, and describes the organizational framework of the Monitoring Program.

## **4 STAFF COMPOSITION**

Monitoring Program staff work as a team to coordinate, develop, and implement required monitoring activities for the MSHCP. The Monitoring Program is composed of the following staff positions, which are filled based on availability of funding:

- Monitoring Program Manager (Administrator)
- Biologist Supervisor
- Data Manager
- GIS Analyst (part-time)
- Administrative Assistant (part-time)
- Taxa Leads
- Field Biologists

Currently, the majority of staff are funded by the RCA through a contract with the Santa Ana Watershed Association (SAWA), a local non-profit agency. One Taxa Lead is currently provided by the CDFW, with endowment funding from Caltrans.

## **5 SPECIFIC TASKS OF THE MONITORING PROGRAM**

## **5.1 Administration & Coordination**

Administering and coordinating the Monitoring Program requires a significant amount of effort. Sufficient staff and resources must be acquired, field work must be scheduled, land access must be coordinated with other agencies, and survey activities must take place. The Monitoring Program Manager, Biologist Supervisor, and Office Assistant carry out the following tasks:

- Develop annual work plans and budgets
- Identify contract needs, write scopes of work, manage contracts
- Advertise, interview, and hire Monitoring Program staff; conduct performance reviews
- Develop and maintain training manuals and training programs for staff
- Direct and schedule staff activities
- Identify field supply and equipment needs
- Identify land access needs and coordinate with the RCA or land management agencies on access agreements
- Facilitate monthly reserve management/monitoring coordination meeting
- Attend monthly RCA team meetings and other agency meetings
- Give requested presentations to the RCA Board
- Coordinate with Wildlife Agencies (CDFW and U.S. Fish and Wildlife Service [USFWS]) on survey methodology and monitoring activities
- Develop and maintain Monitoring Program operations manual
- Oversee writing of annual survey reports
- Distribute Monitoring Program data as appropriate

## **5.2 Biological Surveys**

Conducting biological surveys is the most visible part of the Monitoring Program. It is also the component that requires the most staff. Prior to collecting data, all aspects of a survey must be developed. This includes identifying the purpose of the survey, choosing the data collection methods and sampling locations, selecting data analysis methods, and determining what answers the data are expected to provide. The following tasks are carried out by the Monitoring Program Administrator, Biologist Supervisor, GIS Analyst, Data Manager, Taxa Leads, and Field Biologists:

- Develop field survey protocols and sampling designs
- Conduct field surveys using multi-species protocols when possible, and specific species protocols when necessary
- Conduct vegetation condition analyses

## **5.3 Training**

The Monitoring Program is required to have a training program approved by the Wildlife Agencies to ensure consistent data collection, uniform implementation of protocols, animal handling procedures, plant specimen collection, and appropriate experience with Covered Species (MSHCP, Vol. 1, Sec. 7.0). The type of species training needed in any given year is dependent on the types of survey activities planned. Training is provided both by experienced Monitoring Program staff and by qualified outside entities (e.g., U.S. Geological Survey [USGS], U.S. USFWS). Safety training (e.g., wilderness first aid, cardiopulmonary resuscitation [CPR]) is provided to all incoming staff, and as often as needed to existing staff to keep American Red Cross certifications up to date. The following training is required of Monitoring Program field staff:

- Endangered species identification and handling if necessary
- Species or habitat-specific protocol training
- Local flora and fauna identification
- Wilderness first aid and CPR training

- Defensive driver training
- Sexual harassment training

#### **5.4 Data Management & Reports**

All of the data collected by the Monitoring Program must be carefully managed. Prior to field work, data forms are developed, and survey locations are mapped. Field data are collected both on paper datasheets and on digital data collection devices. As data return from the field, they are entered into a database, checked for accuracy, and certified by the Data Manager. After data are certified, they are proofed by the taxa leads, analyzed and interpreted, and a report is written describing survey results. The results of each year's monitoring efforts are provided in the Annual Report submitted to the RCA. The Monitoring Program Administrator, Biologist Supervisor, Data Manager, and GIS Analyst support and oversee the Taxa Leads and Monitoring Program staff in the completion of the following tasks:

- Field form and protocol development
- GIS mapping to support surveys, analysis, and reports
- Database development and maintenance
- Data entry and quality control
- Data analysis using statistics, where appropriate
- Annual survey report writing
- Maintaining computer equipment and digital data collection devices

The Monitoring Program has an internal database, developed and managed by the Data Manager. Monitoring Program datasets that have been thoroughly proofed and certified complete by the Data Manager are submitted to CDFW's Biogeographic Information and Observation System (BIOS), as well as to local Partner Agencies and Reserve Managers at least once per year.

### **6 MONITORING EFFORTS IN FY 2023-24**

Monitoring Program activities planned for FY 2023-24 are largely based on the requirements of the MSHCP species objectives found in Volume 2 of the MSHCP. Most species objectives specify time intervals for detecting and reporting on each of the Covered Species in the Conservation Area. When the species objectives do not specify a time interval, the status of the Covered Species must be reported at least once every eight years as per General Management Measure 7 (Vol. 1 Sec. 5.0). In addition to the species objectives, survey priorities are influenced by the quantity and quality of information available for each species (little or poor information means more survey effort sooner), whether another agency is already conducting surveys (less effort required by the Monitoring Program), relative ease of gathering information for species with similar habitat requirements and compatible surveys methods (e.g., Yellow Warbler surveys during Least Bell's Vireo surveys), and priority of the species to the RCA and Wildlife Agencies (e.g., Burrowing Owl is a high priority species). Funding availability and extent of effort required is also considered when determining monitoring activity priorities. Monitoring Program biologists help with ongoing MSHCP Management Program activities that benefit Covered Species (e.g., aquatic invasive species removal/control) to the fullest extent possible.

An overview of the monitoring efforts planned for FY 2023-24, along with a brief rationale for surveys, is provided below. Detailed survey methods can be found in the survey protocols available at the Biological Monitoring Program office in Riverside, CA and a portion are available on RCA web site. The Monitoring Program's ability to complete these tasks will be dependent upon continued funding from the RCA and the continued support provided by the CDFW.

## **6.1 Birds**

### Burrowing Owl Burrow Artificial Burrow Monitoring and Pair Counts

The species objectives for Burrowing Owl require the conservation of five Core Areas plus interconnecting linkages, containing a total breeding population of approximately 120 owls with no fewer than five pairs in any one Core Area. Several land managers within the Conservation Area have installed artificial burrows and are managing vegetation for Burrowing Owl. Monitoring Program biologists will coordinate with Reserve Managers to ensure that breeding pair counts are conducted at locations known to recently support Burrowing Owls, or where they have been recently actively translocated and on Additional Reserve Lands recently acquired into the Conservation Area.

In FY 2023-24, continued monitoring of artificial burrows installed across the Conservation Area will be conducted three times per year as according to the Western Riverside County MSHCP Burrowing Owl Management Plan. Additional surveys to obtain an accurate count of breeding pairs of Burrowing Owls within Core Areas will be conducted as needed by Monitoring Program biologists and with the use of trail cameras in FY 2023-24 to document distribution and reproduction of Burrowing Owl at artificial or natural burrow locations. Monitoring Program biologists will coordinate with Reserve Managers to avoid duplication of effort. Monitoring Program biologists may also continue a Burrowing Owl habitat assessment project to collect habitat data at burrows used by breeding Burrowing Owls.

### California Gnatcatcher Survey

The species objectives for California Gnatcatcher require continued use and successful reproduction within at least 75 percent of Core Areas at least once every three years. The USGS organized a regional monitoring survey effort for California gnatcatcher in FY 2015-16 and FY 2020-21 with the goals of conducting status and trend monitoring with habitat and species threat covariates, understanding post-fire population effects, and population responses to climate change. Participation in this larger-scope monitoring effort allowed the Monitoring Program to collect data needed to meet stated MSHCP objectives. The next regional survey is tentatively planned for FY 2023-24.

### California Gnatcatcher Nest Monitoring

Objective 3 for California Gnatcatchers requires the documentation of successful reproduction by the species within at least 75 percent of the designated Core Areas at least once every three years. This survey effort was last conducted in 2021 and documented successful nesting in 88.9% of the species' Core Areas. Monitoring Program biologists will conduct area searches for nests in spring 2024 and will monitor any detected nests to confirm successful nesting.

### Grasshopper Sparrow Surveys and Nest Monitoring

The species objectives for Grasshopper Sparrow require surveys every five years to demonstrate that at least three large Core Areas and three small Core Areas are supporting at least 20 Grasshopper Sparrow pairs, with evidence of successful reproduction. Grasshopper Sparrows were last surveyed in 2019 and surveyors detected Grasshopper Sparrows in three large Core Areas but did not detect any in small Core Areas. Further, Program biologists did not detect 20 Grasshopper Sparrow pairs in any Core Area in 2019, nor did they document successful nesting in any of the small Core Areas.

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Monitoring Program biologists will conduct repeat-visit point-count surveys in suitable Core Area habitat in FY 2023-24 and monitor any detected nests to confirm successful fledging.

### Nashville Warbler Surveys and Nest Monitoring

The species objectives for Nashville Warbler require focal surveys in the San Jacinto Mountains by Pine Cove and Lake Fulmor, their two designated Core Areas. Although unconfirmed, these are the two locations the species is presumed to have bred in the past. Monitoring Program biologists have previously detected Nashville Warbler twice during the breeding season outside of the San Bernardino National Forest and several times within the San Bernardino National Forest, but not during the breeding season. Focused surveys in FY 2023-24 will be conducted during the breeding season near Pine Cove and Lake Fulmor to confirm whether the species is currently breeding at those locations.

### White-tailed Kite

The species objectives for White-tailed Kite require surveys every three years to demonstrate continued use and successful reproduction within 75% of designated Core Areas. White-tailed Kites were last surveyed in 2020 and surveyors detected kites in six (60%) and successful reproduction was detected in two (20%) of their Core Areas. Monitoring Program biologists will continue repeat-visit line-transect surveys in suitable Core Area habitat that began in FY 2022-23 through FY 2023-24 and monitor any detected nests to confirm successful fledging.

### Cactus Wren

The species objectives for Cactus Wren require the conservation of at least 11 Core Areas and interconnecting linkages. Species presence and continued use must be maintained at 75% of these areas at least once every eight years. However, Cactus Wren habitat is very patchily distributed, and the species appears to be limited to just the southeastern portion of the Plan Area since Monitoring Program surveys began in 2005. Management to enhance suitable habitat, primarily consisting of cactus patches at least one-meter-high, is needed in the rest of the Conservation Area. Focused surveys within appropriate Cactus Wren habitat began in FY 2022-23 and will be continued in FY 2023-24. Surveys for Cactus Wren will likely result in incidental observations of Horned Lark, Loggerhead Shrike, and Northern Harrier.

### Riparian Bird Surveys and Nest Monitoring

The species objectives for Least Bell's Vireo and Yellow Warbler require continued use and successful reproduction within Core Areas once every three years and five years, respectively. Surveys to target the above species in accessible riparian habitat within designated Core Areas began in FY 2022-23 and will continue in FY 2023-24. Targeted surveys for Least Bell's Vireo were last conducted in the spring of 2020. Surveys for Yellow Warbler took place in Core Areas that were inaccessible due to major road closures during the spring 2019 survey season; however, the objective was only partially met. Nest searching to demonstrate successful reproduction will occur in conjunction with the detection survey.

Distribution and reproduction data for all other covered riparian bird species with longer reporting requirement intervals will also be recorded.

## **6.2 Mammals**

### Los Angeles Pocket Mouse Survey

The species objectives for Los Angeles Pocket Mouse (LAPM) require demonstrating that populations are stable or increasing in seven Core Areas and at least 4,200 acres are occupied every eight years. Because this species objective requires both distribution and population trend information it will take more than one year's survey effort to determine whether the objective is being met. The FY 2020-21 through FY 2022-23 efforts were focused on documenting distribution and habitat association. This work will continue by surveying previously unoccupied Core Areas in FY 2023-24. Monitoring Program biologists will conduct surveys using baited Sherman live-capture traps, which could result in significant detections of other co-occurring small mammal species. Habitat surveys will be conducted concurrently.

### Clinton Keith Overcrossing Camera Survey

In FY 2023-24, surveys using motion-triggered cameras will be conducted in Proposed Core 2 at the wildlife overcrossing that spans Clinton Keith Road, and the adjacent undercrossing. These surveys will document use of the over- and undercrossing by large- and medium bodied mammals, human activity, and will potentially identify use by birds, herpetofauna, and small mammals. Additionally, surveys for Quino Checkerspot Butterfly (Quino) will occur for a total of three times in the flight season. Motion-triggered cameras will be temporarily deployed on the overcrossing, while nectaring flowers are in bloom, to passively document use by Quino. Wildlife use motion-triggered camera surveys will take place for the entire FY 2023-24, while Quino related surveys will take place in early 2024.

### Moreno Valley Wildlife Undercrossing Survey

In FY 2023-24, surveys using motion-triggered cameras will be conducted in Proposed Core 3 at two new wildlife undercrossings constructed below State Route 60. Proposed Core 3 is a Core Area for the MSHCP covered carnivores (Bobcat, Coyote, Long-tailed Weasel, and Mountain Lion). Surveys to detect the above-listed mammals in contiguous habitat blocks, linkages, and movement corridors identified by the MSHCP have been ongoing since 2007. Documenting wildlife use via motion-triggered camera surveys will take place for the entire FY 2023-24 and will contribute to our species detection database.

### Brush Rabbit Survey

Brush Rabbit occurs throughout the Plan Area in suitable habitat. The species objectives for Brush Rabbit require the conservation of at least 18 Core Areas and interconnecting linkages. Species presence and continued use must be maintained at 75% of these areas at least once every eight years. The Monitoring Program conducted a live trapping survey effort for this species in FY 2014-15. However, this survey method was extremely labor intensive and yielded little data. Therefore, in FY 2023-24, area searches will be conducted for Brush Rabbit in Core Areas where occurrence data is needed. Identification of Brush Rabbit, at a distance, is difficult as they can be easily confused with Desert Cottontail, a co-occurring lagomorph. Thus, prior to the FY 2023-24 survey effort, detailed in-house training will be given on the differences in physical identification, behavior, and habitat of these two lagomorphs. Surveys will take place pending staff availability.

#### San Bernardino Kangaroo Rat Trapping and Habitat Surveys

San Bernardino kangaroo rat is narrowly distributed within the Plan Area. The species-specific objectives require that at least 75% of the assumed 4,440 acres of suitable habitat in the Conservation Area be occupied and that at least 20% of the occupied area have a density of at least five animals per hectare. Monitoring Program targeted surveys, to determine the current distribution and density of San Bernardino kangaroo rat within the historic flood plains of the San Jacinto River and Bautista Creek and their tributaries, began in late FY 2014-15 and continued to FY 2015-16. The FY 2023-24 effort will focus on documenting SBKR habitat (Spring 2024) while distribution of this species, via live-trapping surveys, will be addressed in FY 2024-2025.

### **6.3 Amphibians and Reptiles**

#### Amphibian Stream Surveys (Arroyo Toad)

Species objectives for Arroyo Toad, Mountain Yellow-legged Frog, California Red-legged Frog, and Coast Range Newt require documentation of successful breeding populations within their respective Core Areas at least every five or eight years. California Red-legged Frog were extirpated from the Plan Area with no individuals observed by Monitoring Program biologists or reliably reported to the Monitoring Program since 2004. USGS is currently conducting a translocation study of this species to re-introduce them to the Plan Area at Santa Rosa Plateau. Ongoing efforts carried out by the U.S. Forest Service and USGS largely account for Mountain Yellow-legged Frog survey needs. Therefore, the recent survey priority has been given to streams within Core Areas with appropriate habitat for Arroyo Toad (species objective was not met during Inventory Phase) and Coast Range Newt (objective met in 2020). Monitoring Program surveys for Arroyo Toads are expected to begin in FY 2022-23 and continue in FY 2023-24. Surveys for stream-dependent amphibians are ongoing when the conditions are appropriate (i.e., adequate rainfall), and may be in conjunction with efforts carried out by the U.S. Forest Service and U.S. Geological Survey.

#### Artificial Cover Surveys

Many reptile species use microhabitats under natural objects such as rocks and heavy vegetation to regulate body temperature and prevent desiccation. Placing artificial cover objects in the vicinity of areas with high quality reptile habitat allows surveyors an increased opportunity for species detection without disturbing the natural habitat.

San Diego Mountain Kingsnake, San Bernardino Mountain Kingsnake, Northern Red Diamond Rattlesnake, and San Diego Banded Gecko have proven difficult to detect. Furthermore, Belding's Orange-throated Whiptail has not been found in two Core Areas at the eastern edge of its known range. Artificial cover surveys will be used to help bolster the number of species occurrences in Core Areas. The species objectives for these species require documentation of the continued use of 75% of their respective Core Areas at least once every eight years. Survey efforts will continue using artificial cover for these covered species in FY 2023-24.

Incidental observations from Monitoring Program biologists and partnering agencies will continue to be essential. Incidental observations can be particularly helpful at potentially documenting Covered Species in Core Areas where they have not been historically documented to occur. Monitoring Program biologists will opportunistically search suitable habitat within Core Areas for these species during artificial cover surveys and when

personnel are available. These visual encounter surveys may result in detections of other Covered Species, such as, Coastal Western Whiptail, Granite Spiny Lizard, Granite Night Lizard, and San Diego Horned Lizard.

#### Western Spadefoot Toad Surveys (Vernal Pool)

The species objectives for Western Spadefoot Toad require maintaining successful reproduction at 75 percent of conserved breeding locations as measured once every eight years. Monitoring Program surveys for Western Spadefoot are conducted as part of the Vernal Pool monitoring program in conjunction with covered Fairy Shrimp surveys. Surveys targeting Western Spadefoot in FY 2023-24 will be augmented to better address the species objectives, which are not currently met. To help meet species objectives in FY 2023-24, additional surveys for Western Spadefoot will occur outside of vernal pool areas in Core Areas and conserved breeding locations to determine presence and breeding activity for this species. With adequate rainfall, isolated pools, road ruts, and creeks that do not strictly follow the definition of vernal pools will be surveyed in order to capture additional potential habitat.

## **6.4 Plants**

#### Rare Plant Surveys

There are 63 covered plant species with species objectives that require conserving and monitoring known populations within the Conservation Area. Surveys for rare plants in FY 2023-24 will continue efforts to update the current status of Covered Species on conserved lands. The focal species in any given year are dependent on weather conditions and accessibility of survey sites. Nearly all historic locations of covered plant species within the Conservation Area have been visited in previous years. Thus, rare plant monitoring efforts in FY 2023-24 will focus on conducting surveys for covered plant species at recently acquired properties, documenting required localities for species not adequately conserved, and revisiting locations previously determined to be occupied by Covered plant species in a long-term monitoring context.

#### Brand's Phacelia Monitoring

Annual monitoring of Brand's Phacelia, a narrow endemic Covered Species, will continue in FY 2023-24 in an area along the Santa Ana River near Rancho Jurupa. Population and phenology checks will occur multiple times throughout the growing season to ensure population stability and monitor for threats from invasive species (namely stinknet). Monitoring Program biologists will coordinate with Riverside County Parks and Open Space District staff to create a management plan based off recommendations from the habitat enhancement study that concluded in 2022.

#### Vegetation Community Monitoring

In addition to monitoring-focused conservation objectives for each Covered Species, the MSCHP requires the Monitoring Program to assess the condition of vegetation communities within the Conservation Area (Vol. 1, Sec. 5.3.2). A CDFW grant-funded update to the existing GIS-based vegetation community map was delivered in March 2015. This product will be extremely useful in comparing acreage, distribution, and broad-scale vegetation condition changes in communities throughout the Plan Area.



On-the-ground vegetation community monitoring efforts targeted coastal sage scrub (CSS) and CSS-grassland and CSS-chaparral transition areas from 2008 – 2012. Baseline data for the Playas and Vernal Pools vegetation community (MSHCP Volume I, Section 3.0, Table 3-1) in the Hemet, Nuevo and San Jacinto Valley areas were collected beginning in FY 2019-2020 and will continue in FY 2023-24. Monitoring Program biologists will coordinate with Riverside County Parks and Open Space District staff to develop a management plan for these properties based on information obtained from this multi-year effort.

#### Habitat Surveys

Additional habitat surveys for targeted species are conducted by trained botanists in conjunction with species-specific surveys (e.g., LAPM) as practicable and appropriate. The purpose of these surveys is to describe the wildlife habitat within survey areas to gain a better understanding of potential drivers for observed species distributions.

## **6.5 Invertebrates**

#### Quino Checkerspot Butterfly Surveys

The species objectives for Quino require annual documentation of its distribution. The Monitoring Program has surveyed for Quino in the Conservation Area during the last 19 biological years. In FY 2023-24, survey efforts will focus on monitoring locations in designated Core Areas and satellite Core Areas throughout the Conservation Area, in addition to other areas of potential occupancy that have not been surveyed in the past. Additionally, three Quino surveys will be conducted at the Clinton Keith Overcrossing, as described in detail in Appendix C. Monitoring Program biologists will coordinate with Reserve Managers conducting surveys for Quino to avoid duplication of effort.

#### Delhi Sands Flower-Loving Fly Surveys

The species objectives for Delhi Sands Flower-Loving Fly (Delhi Fly) require documenting successful reproduction at all three Core Areas identified in the MSHCP annually for the first five years of the permit and then as determined to be appropriate. There is currently just one Core Area of conserved land within the Plan Area containing suitable habitat for the species. Because Delhi Fly is a federally Endangered species with an extremely limited distribution within the Plan Area, Monitoring Program biologists have surveyed for Delhi Fly within the lone accessible Core Area during the last 18 biological years.

Surveys designed to collect data that could be used to calculate density estimates of Delhi Fly were conducted from 2005-2010. In 2011 these efforts were reduced to simply documenting successful reproduction, greatly reducing necessary resources. However, the MSHCP Management Program has been conducting ongoing management actions to control the spread of non-native vegetation within occupied habitat and to create suitable habitat at the edges of the recently occupied area. In order to properly assess the effectiveness of these actions, the more intensive study design allowing a density estimate of Delhi Fly to be calculated was reestablished in FY 2014-15 and will continue in FY 2023-24.

Biological Monitoring Program FY 2023-2024 Work Plan and Cost Estimate

**7 SCHEDULE OF MONITORING EFFORTS FOR FY 2023-24**

Below is a tentative calendar of when surveys are planned for FY 2023-24. The "biological year" or "survey season" does not match the fiscal year, thus the calendar represents two different survey seasons. The first half of the calendar continues many of the activities commenced in FY 2022-23.

Monitoring Calendar FY 2023/2024													
Program	Survey	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Birds	Burrowing Owl Pair Count Surveys												
	Burrowing Owl Artificial Burrow Monitoring												
	California Gnatcatcher Surveys												
	Grasshopper Sparrow Surveys and Nest Monitoring												
	Nashville Warbler Surveys and Nest Monitoring												
	White-tailed Kite Surveys and Nest Monitoring												
	Cactus Wren Surveys												
Riparian Bird Surveys and Nest Monitoring													
Mammals	Los Angeles Poocket Mouse Trapping and Habitat Surveys												
	Clinton Keith Overcrossing												
	Moreno Valley Wildlife Undercrossing (MVWUC)												
	Brush Rabbit Surveys												
Herps	San Bernardino Kangaroo Rat Trapping and Habitat Surveys												
	Arroyo Toad Surveys (Amphibian Stream Surveys)												
	Artificial Cover Surveys												
Plants	Western Spadefoot Toad Surveys (Vernal Pools)												
	Rare Plant Surveys												
	Brand's Phacelia Monitoring												
Quino	Vegetation Communities Monitoring												
	Quino Checkerspot Butterfly Surveys												
Fly	Delhi Sands Flower-loving Fly Surveys												

## **8 BIOLOGICAL MONITORING PROGRAM COST ESTIMATE FOR FY 2023-24**

The RCA has primary responsibility for funding the MSHCP Monitoring Program. However, CDFW funds a small portion of the MSHCP Monitoring Program based on the availability of the State's budget. The proposed FY 2023-24 Biological Monitoring Program budget is similar to the previous budget submitted to and approved by the RCA Board of Directors, with the inclusion of the purchase of one additional truck. The majority of funding is allocated to a contract with the Santa Ana Watershed Association for monitoring services and staff.

<b>ALLOCATION</b>	<b>COST</b>
<b>CDFW Funded Labor &amp; Supplies</b>	
Biologist	\$179,922
Vehicle Usage (Fuel & Maintenance)	\$3,500
Subtotal CDFW Funded Labor & Vehicles	\$183,422
<b>SAWA Labor &amp; Supplies</b>	
Routine Biological Monitoring Tasks	\$ 2,036,735
Total Program Cost	\$2,220,157
Minus Total CDFW Cost	\$183,422
<b>Total RCA Cost</b>	<b>\$2,036,735</b>

## **9 CONTACT INFO**

The FY 2023-24 Work Plan and Cost Estimate was prepared by the Monitoring Program Administrator and was submitted to the RCA for approval. For more information, contact:

Western Riverside County MSHCP  
 Monitoring Program Manager (Administrator)  
 Melody Aimar  
 1835 Chicago Avenue, Suite C  
 Riverside, CA 92507  
 maimar@sawatershed.org

## APPENDIX C

### CLINTON KEITH ROAD OVERCROSSING MITIGATION MONITORING REIMBURSABLE PROGRAM FY 2023/24 WORK PLAN AND COST ESTIMATE

#### 1 INTRODUCTION

As part of the approvals for the Clinton Keith Road project, Riverside County Transportation Department (RCTD) agreed to perform mitigation monitoring at the newly constructed wildlife overcrossing facility. The mitigation monitoring is to occur for a five-year period and this monitoring work is facilitated through the Western Riverside Multiple Species Habitat Conservation Plan Biological Monitoring Program, with all work reimbursed to the Western Riverside County Regional Conservation Authority (RCA) through the use of banked RCTD fee credits. Fiscal (FY) 2023/24 is the fifth year of monitoring for this location.

#### 2 SCOPE

Monitoring will entail surveying for Quino Checkerspot Butterfly (Quino) following an established species-specific protocol that includes data collection on habitat attributes and wildlife use of the overcrossing structure via motion-triggered camera traps. Other Covered Species observed during site visits will also be documented. This work is expected to be completed over a five-year period.

Trained biologists will conduct this work under the federal and state MSHCP permits to survey for Covered Species. Detection surveys for Quino will be conducted over three repeat visits to the site during the Quino flight season, approximately early February through mid-May beginning in 2023. Timing of survey commencement is determined by emergence of Quino larvae or adults at a nearby sentinel site located within the Southwestern Riverside County Multi-Species Reserve. ArcGIS was used to overlay a grid with adjacent 250 m × 250 m grid squares across the survey area to delineate the sampling stations where focused area searches will be conducted. Five sampling stations will be targeted, one centered on the overcrossing and two on either side of the overcrossing to the north and south. Concurrent with Quino surveys, the surveyor will record predominant habitat type and the species of dominant shrubs, condition of Quino host plants, presence of flowering nectar sources, presence of specific habitat attributes that indicate suitability for Quino and note any habitat disturbance. GPS coordinates will be recorded for any adult Quino or larvae observed, as well as approximate counts of individuals. Also, motion-triggered cameras will be temporarily deployed on the overcrossing, while nectaring flowers are in bloom, to passively document use by Quino. Habitat surveys, designed to document changes in Quino habitat over time, will proceed in springs before the flight season.

Continued use of passive infra-red motion-triggered cameras will occur to document the use of the overcrossing structure by wildlife, as well as monitoring visits throughout FY 2023-24. One camera will be positioned at each overcrossing approach, oriented in a roughly north-south direction to minimize solar glare. Cameras are ideal for confirming the occurrence of large- and medium-bodied mammals and human activity, however birds, herpetofauna and small mammals may also trigger the camera. When triggered, the cameras will be programmed to take a burst of three photos followed by a one-minute delay. For each positive image, species identification (taxonomic group and species name), date, and time will be recorded. A second biologist will check a random subset of the photos and compare the images to the data that has been entered in the database for quality assurance. The rate of species occurrence will be determined

## APPENDIX C

by dividing the number of detections of a species by the number of days the camera was active. In the event of multiple occurrences of the same species, only one occurrence will be recorded per half hour. If a distinction cannot be made between individuals of the same species based on pelage or other characteristics, then each individual will be recorded once. Because individuals cannot be identified in most photographs, these data will document occurrence rather than abundance of the species present.

Data entry will follow the standard protocol established by the Monitoring Program. The Program Administrator will coordinate with the GIS Analyst to prepare a report map and will incorporate the resulting information into Section 8.0 of the annual report, which will be delivered to the RCA on or before April 1 unless an alternate date is agreed upon. The 2023 annual report will summarize the results of Quino monitoring efforts and the 12 months of camera trap monitoring conducted during the calendar year.

### 3 MITIGATION MONITORING REIMBURSABLE PROGRAM COST ESTIMATE FOR FY 2023/24

The mitigation monitoring of the Clinton Keith Overcrossing Fiscal Year 2023/24 cost estimate is provided below and is a separate reimbursable budget item from the MSHCP annual Biological Monitoring Program with reimbursement provided through the use of banked RCTD fee credits.

ALLOCATION	COST
SAWA Labor & Supplies	\$61,927
<b>Grand Total Reimbursable RCA Cost</b>	<b>\$61,927</b>

### 4 CONTACT INFO

The FY 2023/24 Mitigation Monitoring Reimbursable Work Plan and Cost Estimate was prepared by the Monitoring Program Administrator and was submitted to the RCA for approval. For more information, contact:

Western Riverside County MSHCP  
Monitoring Program Manager (Administrator)  
Melody Aimar  
1835 Chicago Avenue, Suite C  
Riverside, CA 92507  
maimar@sawatershed.org

**RESOLUTION NO. 2023-002**  
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE**  
**WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY**  
**ADOPTING THE FISCAL YEAR 2023/24 OPERATING AND CAPITAL BUDGET**  
**INCLUDING BUDGET POLICIES**

**WHEREAS**, an annual budget shall be adopted by the Western Riverside County Regional Conservation Authority Board of Directors, heretofore called as “RCA Board of Directors”; and

**WHEREAS**, the proposed budget for Fiscal Year (FY) 2023/24 was prepared for submission and adoption by the RCA Board of Directors; and

**WHEREAS**, the proposed budget for FY 2023/24 includes a summary of budget policies that promote fiduciary responsibility and organizational excellence; and

**WHEREAS**, the proposed budget for FY 2023/24 was presented to the RCA Board of Directors for review and adoption in a regular session assembled on June 5, 2023.

**NOW, THEREFORE**, the RCA Board of Directors does hereby resolve as follows:

Section 1. That the budget document, on file with the Clerk of the Board and attached hereto as Exhibit A is approved and adopted as the operating and capital budget for the Western Riverside County Regional Conservation Authority for FY 2023/24. The budget consists of Appropriations by objects of expenditures within each Budget Program (Habitat Acquisition, Reserve Management and Monitoring, Program Administration, and Endowments). The details within the objects of Services and Supplies, Other Charges, and Capital Outlay are listed for information only and shall not restrict expenditures within the limits of the total appropriations for the specified Budget Program.

Section 2. That the amounts designated in the final FY 2023/24 operating and capital budget are hereby appropriated and may be expended as designated in the budget document in Exhibit A, and the total appropriations for each Budget Program shall neither be increased nor decreased without further action of the RCA Board of Directors.

Section 3. That the budget policies related to Endowment (Endowment Funding), Habitat Acquisition (Non-Development HANS Funding Level), Program Administration (Economic Stability Policy, Funding Allocations, Fund Balance Policy, and RCTC Deposit), and Legacy Home Rebate Program are hereby adopted.

**SIGNATURE PAGE  
TO  
RESOLUTION NO. 2023-002**

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the Western Riverside County Regional Conservation Authority this 5th day of June, 2023.

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Natasha Johnson, Chair  
Western Riverside County Regional Conservation Authority

ATTEST:

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Lisa Mobley, Clerk of the Board  
Western Riverside County Regional Conservation Authority