



# EXECUTIVE COMMITTEE MINUTES

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**1. CALL TO ORDER**

The meeting of the Western Riverside County Regional Conservation Authority Executive Committee Meeting was called to order by Chairman Ingram at 12:20 p.m. on Wednesday, November 21, 2018, in the RCA Conference Room, 3403 Tenth Street, Suite 320, Riverside, California, 92501.

**2. ROLL CALL – was taken by Rose Haro, Administrative Manager.**

COMMITTEE MEMBERS PRESENT	COMMITTEE MEMBERS ABSENT
Jonathan Ingram, Chairman – City of Murrieta	Natasha Johnson – City of Lake Elsinore
Maryann Edwards, Vice Chairperson – City of Temecula	John Tavaglione – County of Riverside District 2
Jeffrey Hewitt – City of Calimesa	
Crystal Ruiz – City of San Jacinto	
Marion Ashley – County of Riverside District 5	

**3. PUBLIC COMMENTS**

There were no public comments.

**4. COMMITTEE MEMBER ANNOUNCEMENTS**

There were no Committee Member announcements.

**5. ADDITIONS/REVISIONS**

There were no additions/revisions to the agenda.

6. APPROVAL OF MINUTES – August 15, 2018

***M/S/C (CITY OF SAN JACINTO/COUNTY DISTRICT 5) to approve the minutes of the August 15, 2018, Meeting of the Executive Committee as submitted.***

***(5 Ayes, 0 Nays, 0 Abstain, 2 Absent)***

7. WESTERN RIVERSIDE COUNTY MSHCP FEE COLLECTION REPORT FOR OCTOBER 2018

Honey Bernas, Director of Administrative Services, reported that for the month of October 2018, the total of fee collection receipts was \$1,225,183.

***M/S/C (CITY OF SAN TEMECULA/CITY OF SAN JACINTO) to approve this item as recommended:***

1) ***Recommend that that RCA Board of Directors receive and file the Western Riverside County MSHCP Fee Collection Report for October 2018; and***

2) ***Authorize staff to agendize this matter for the December 3, 2018, meeting of the RCA Board of Directors.***

***(5 Ayes, 0 Nays, 0 Abstain, 2 Absent)***

8. FISCAL YEAR 2019 FIRST QUARTER FINANCIAL REPORT

Honey Bernas, Director of Administrative Services, presented the Fiscal Year 2019 First Quarter Financial Report, which included an Executive Summary (cash balance summary and financial statement overview), detailed financial statements, and MSHCP Fee Collections Report. She stated that as of June 30, 2018, the cash balance was \$45.7 million, which represents a \$4.3 million increase from the Fiscal Year 2018 ending cash balance. Cash receipts were \$11 million and cash disbursements were \$6.6 million. The cash balance as of November 19, 2018 was \$46.1 million. An additional \$5.3 million is set aside as restricted for endowment for a total of \$51.4 million. She further reported that in Operations, revenues of \$196 thousand exceeded expenditures of \$87 thousand by \$109 thousand. In Management and Monitoring, revenues of \$1.3 million exceeded expenditures of \$599 thousand by \$677 thousand. In Land Acquisition, revenues of \$9.6 million exceeded expenditures of \$7.3 million by \$2.3 million. During the first quarter of the fiscal year, RCA acquired three properties totaling 52 acres valued at approximately \$5.2 million. Additionally, RCA received one land donation of 33.4 acres from RCTC valued at \$1.16 million. She further advised that a budget adjustment is necessary in the Management and Monitoring Program due to a staff member retirement that was not anticipated in the original budget. Staff recommends increasing estimated revenue and appropriations by \$180 thousand in order to cover the payout of accumulated leave balances. She advised that that in the first quarter, Tipping Fee revenue has already reached 35% of

the budgeted revenues of \$2.8 million, and staff anticipates the increase will be sufficient to absorb this increase in appropriations.

***M/S/C (CITY OF SAN JACINTO/CITY OF TEMECULA) to approve this item as recommended:***

- 1) ***Recommend that the RCA Board of Directors:***
    - A) ***Receive and file the Fiscal Year 2019 First Quarter Financial Report;***
    - B) ***Approve the budget adjustments contained in Exhibit A; and***
    - C) ***Authorize the Chairman to direct the Auditor-Controller to make the budget adjustments contained in Exhibit A;***
- and***
- 2) ***Authorize staff to agendaize this matter for the December 3, 2018, meeting of the RCA Board of Directors.***

***(5 Ayes, 0 Nays, 0 Abstain, 2 Absent)***

## **9. FISCAL YEAR 2018 AUDITED FINANCIAL STATEMENTS**

Honey Bernas, Director of Administrative Services, presented the Fiscal Year 2018 Audited Financial Statements. She reported that this was the second year the RCA was audited by Brown Armstrong Accountancy Corporation. She advised that RCA was not subject to a Single Audit in that RCA did not expend any federal funds during Fiscal Year. She stated that she was pleased to report that the Independent Auditors' Report indicates that the financial statements present fairly in all material respects, the financial position of the RCA as of June 30, 2018. The opinion was "clean" or "unmodified." In addition, the auditors did not identify any internal control deficiencies or findings related to internal controls of RCA. She gave brief highlights of FY2018 and responded to questions asked by Executive Committee members. The Executive Committee commended staff for a job well done.

***M/S/C (COUNTY DISTRICT 5/CITY OF SAN JACINTO) to approve this item as recommended:***

- 1) ***Recommend that the RCA Board of Directors receive and file the following reports:***
  - A) ***Basic Financial Statements and Independent Auditors' Report for the Year ended June 30, 2018;***
  - B) ***Single Audit Report for the year ended June 30, 2018; and***

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

- 2) *Authorize staff to agendize this matter for the December 3, 2018, meeting of the RCA Board of Directors.***

***(5 Ayes, 0 Nays, 0 Abstain, 2 Absent)***

**10. PROPOSED 2019 RCA BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE MEETING SCHEDULE**

Rose Haro, Administrative Manager, presented the proposed 2019 schedule with no changes to the traditional schedule for both the Board of Directors and Executive Committee meetings. She highlighted the dark meeting months and the adjustments made in the schedule due to holidays.

***M/S/C (CITY OF SAN JACINTO/CITY OF CALIMESA) to approve this item as recommended:***

- 1) *Recommend that the RCA Board of Directors adopt the Proposed 2019 Meeting Schedule of the RCA Board of Directors and Executive Committee; and***
- 2) *Authorize staff to agendize this matter for the December 3, 2018, meeting of the RCA Board of Directors.***

***(5 Ayes, 0 Nays, 0 Abstain, 2 Absent)***

**11. ELECTION OF 2019 RCA OFFICERS AND TWO MEMBERS OF THE RCA EXECUTIVE COMMITTEE**

Steve DeBaun, General Counsel, presented this item. He stated that at the December 2018 RCA Board of Directors’ meeting, the Board would be asked to elect the 2019 RCA Officers, as well as two Members of the RCA Executive Committee. He further stated that under the Bylaws, the Board of Directors will hold an election for Chairperson and Vice Chairperson for 2019 and the Board of Directors will recommend two Executive Committee Members. At the January 2019 meeting of the Board, the Board of Directors will be asked to ratify the appointments by the Chairperson of the two remaining members to the Executive Committee.

Board Member Ashley reminded the Executive Committee members that both his term and that of Board Member Tavaglione’s have expired, and they will not be returning to the RCA Board of Directors in 2019.

Vice Chairperson Edwards stated that she would like to stay on the Executive Committee, should she be elected, but due to time constraints with her new job, would opt not to be RCA’s Chairperson. She made a recommendation that Chairperson

Ingram continue in 2019 as Chairperson should the Board of Directors elect him at the December Board of Directors' meeting.

Steve DeBaun reminded the Executive Committee that this discussion should take place before the RCA Board of Directors meeting in December.

***M/S/C (CITY OF TEMECULA/COUNTY DISTRICT 5) to approve this item as recommended:***

- 1) Recommend that the RCA Board of Directors hold an election for Chairperson and Vice-Chairperson for 2019;***
- 2) Recommend that the RCA Board of Directors hold an election for two members of the RCA Executive Committee for 2019; and***
- 3) Authorize staff to agendize this matter for the December 3, 2018, meeting of the RCA Board of Directors.***

***(5 Ayes, 0 Nays, 0 Abstain, 2 Absent)***

## **12. DISCUSSION CONCERNING WILDFIRE MANAGEMENT PROGRAM**

Chairman Ingram discussed with the Executive Committee the wildfire management on RCA land. The discussion centered around recent fires and management for fire suppression on conservation lands that are close to infrastructure and habitable areas. Chairman Ingram requested that RCA coordinate a meeting with the Wildlife Agencies and all the fire and water departments represented within the MSHCP plan area and have a discussion regarding fire management suppression on conservation lands.

## **13. DISCUSSION CONCERNING PARTICIPATION IN HOMELESS TASK FORCE IN SOUTHWEST AREA**

Honey Bernas, Director of Administrative Services, stated that the Executive Committee asked RCA staff to participate in and attend the Regional Homeless Alliance (RHA) meeting scheduled in the southwest area of the MSHCP plan area. She reported that RCA sent two representatives to the November meeting; however, the meeting was canceled. RCA staff was added to the notification list for future RHA meetings.

*Board Member Ashley departed the meeting towards the end of the discussion of this item.*

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

No future agenda items were suggested.

**15. ADJOURNMENT**

There being no other items before the Executive Committee, Chairman Ingram adjourned the meeting at 1:48 p.m. The next meeting of the Western Riverside County Regional Conservation Authority Executive Committee is scheduled for Wednesday, December 19, 2018, at 12:00 p.m. at the Riverside Centre, 3403 Tenth Street, Suite 320, Third Floor, RCA Conference Room, Riverside, California, 92501.

Prepared by:



Rose Haro  
Administrative Manager

Respectfully submitted:



Honey Bernas  
Clerk of the Board