



EXECUTIVE COMMITTEE MINUTES

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1. CALL TO ORDER

The meeting of the Western Riverside County Regional Conservation Authority Executive Committee was called to order by Chairman Ingram at 12:10 p.m., Wednesday, April 18, 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	
Maryann Edwards – Vice Chairperson City of Temecula	
Jeffrey Hewitt – City of Calimesa	
Crystal Ruiz – City of San Jacinto	
Natasha Johnson, City of Lake Elsinore	
John Tavaglione, County of Riverside District 2	
Marion Ashley, County of Riverside District 5	

3. PUBLIC COMMENTS

There were no public comments.

4. COMMITTEE MEMBER ANNOUNCEMENTS

Chairman Ingram announced that Sunday, April 22, 2018, is Earth Day.

5. ADDITIONS/REVISIONS

There were no additions/revisions to the agenda.

6. APPROVAL OF MINUTES – January 17, 2018

M/S/C (CITY OF TEMECULA/CITY OF SAN JACINTO) to approve the minutes of the December 20, 2017 Meeting of the Executive Committee as submitted.

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

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

Honey Bernas, Director of Administrative Services, reported that for the month of March 2018, the total of fee collection receipts was \$1,322,565.

M/S/C (COUNTY DISTRICT 5/CITY OF CALIMESA) to approve this item as recommended and authorize staff to agendize this matter for the May 7, 2018 meeting of RCA Board of Directors:

- 1) Recommend that that RCA Board of Directors receive and file the Western Riverside County MSHCP Fee Collection Report for March 2018; and
- 2) Authorize staff to agendize this matter for the May 7, 2018, meeting of the RCA Board of Directors.

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

8. RESOLUTION NO. 2018-004, RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY ADOPTING THE FISCAL YEAR 2019 OPERATING AND CAPITAL BUDGET

Honey Bernas, Director of Administrative, presented the proposed Fiscal Year 2019 Operating and Capital Budget. She stated that staff was pleased to present a balanced budget with no anticipated draws on fund balance during Fiscal Year 2019. She gave an overview of the major sources of revenues, appropriations, and fund balances. She continued her presentation with a review of Exhibit A-1 Proposed Budget FY 2019 Overall Summary, Exhibit A-2 Proposed Budget FY 2019 by Fund Operating and Capital Budget by Program, and Exhibit A-3 Contracts Detailed by Appropriations Category.

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Board Member Ashley commended RCA staff for a job well done with limited revenues and presenting a balanced budget. He attributed the extra revenues from the Federal Government to the efforts of Charles Landry, RCA Executive Director, RCA Chairman Ingram, and RCA's lobbyists in Washington, D.C. He encouraged RCA staff to stay active in their partnership with the lobbyist.

Chairman Ingram asked RCA staff to generate a presentation of RCA's accomplishments so that Member Agencies can share at their board/council meetings. He directed staff to come up with a PowerPoint or a small video clip of information presenting RCA's achievements.

Board Member Ashley suggested a pamphlet of RCA's accomplishments.

Board Member Ruiz suggested that such presentation should include RCA's partnership and accomplishments with Member Agencies.

Chairman Ingram thanked RCA staff for a job well done.

M/S/C (CITY OF SAN JACINTO/CITY OF TEMECULA) to approve this item as recommended and authorize staff to agendize this matter for the May 7, 2018 meeting of the RCA Board of Directors:

- 1) Recommend that the RCA Board of Directors adopt Resolution No. 2018-004, *Resolution of the Board of Directors of the Western Riverside County Regional Conservation Authority Adopting the Fiscal Year 2019 Operating and Capital Budget; and*
- 2) Authorize staff to agendize this matter for the May 7, 2018, meeting of the RCA Board of Directors.

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

9. RECURRING CONTRACTS FOR FISCAL YEAR 2019

Honey Bernas, Director of Administrative Services, presented the proposed recurring contracts. She stated that that staff is recommending five recurring contracts, one of which is new for Information Technology Services with Blink IT Solutions. She reviewed each contract and provided overview of the services provided, contract amounts, and changes to the contracts, if any. She reported that RCA staff solicited proposals for monitoring services for Fiscal Year 2019 and received a proposal from one responsive bidder. Staff is in the process of negotiating the cost and terms of the agreement and anticipates bringing the matter before the Executive Committee for consideration at its May 2018 meeting. She further reported that RCA staff is in the process of seeking proposals for public relations and on-call media services for Fiscal Year 2019.

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Chairman Ingram asked Charles Landry, Executive Director, to give an update on what Kadesh & Associates is working on in Washington, D.C., for RCA. He gave a very brief update.

Board Member Tavaglione encouraged RCA staff to educate the new members of the Board of Supervisors and City Councils that will be coming onboard in 2019. He further stated that it took him a number of years to learn the MSHCP and that early and continued education is vital.

Chairman Ingram suggested that, in addition to the educational workshop, a 3-year report be prepared so that Member Agencies can see what has been accomplished through RCA.

M/S/C (CITY OF LAKE ELSINORE/COUNTY DISTRICT 5) to approve this item as recommended and authorize staff to agendize this matter for the May 7, 2018 meeting of the RCA Board of Directors:

- 1) Recommend that the RCA Board of Directors approve the Recurring Contracts for Fiscal Year 2019;
- 2) Recommend that the RCA Board of Directors authorize the RCA Executive Director, upon legal counsel review and approval, to execute said agreements on behalf of the RCA; *and*
- 3) Authorize staff to agendize this matter for the May 7, 2018, meeting of the RCA Board of Directors.

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

10. EXECUTIVE DIRECTOR'S REPORT

10.1 Report on April 9-11, 2018 Washington, D.C., Trip

Charles Landry, Executive Director, reported that he and Tom Mullen traveled to Washington, D.C., for the National Habitat Conservation Plan Coalition's (NHCP) annual trip. Doug Wheeler, Dave Ramey and approximately 20 coalition members were in attendance. He reported on the various meetings attended and issues addressed. One of the biggest issues is that the 2017 Section 6 grant funds have not yet been released. The problem appears to be that all Department of Interior contracts are being reviewed by one person, a political appointee, who is reviewing thousands of grants and contracts. Congressman Calvert is assisting in trying to get these funds released. These funds are very important to RCA.

10.2 Update regarding Leased Office Space at Riverside Centre

Honey Bernas, Director of Administrative Services, reported that RCA's office space leased with County of Riverside/Economic Development Agency is expiring on August 2018. The lease requires that RCA notify the County 90 days prior to the expiration of the term if it wishes to exercise its option to extend. She also stated that she is in the process of negotiating a new lease and anticipates bringing the agreement for the Board of Directors consideration at their May meeting. She reviewed the terms negotiated thus far, which include a decrease in the rent to offset needed tenant improvements. She advised that the tenant improvements were not included in the FY2018 budget, but that there were sufficient savings in the Operations Program to cover the costs of the improvements. She advised that she would like to ask the Board for approval to incur those costs in FY2018. Chairman Ingram suggested obtaining an estimate for the tile flooring, rather than carpet, and to explore changing the option periods from five to 10 years.

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

Vice Chairman Edwards suggested that RCA Staff organize a Board of Directors' Training/Workshop. Chairman Ingram suggested that staff return to the Executive Committee with the cost for such training/workshop.

12. ADJOURNMENT

There being no other items before the Executive Committee, Chairman Ingram adjourned the meeting at 12:50 p.m. in memory of the Former First Lady of the United States of America, Barbara Pierce Bush.

The next meeting of the Western Riverside County Regional Conservation Authority Executive Committee is scheduled for Wednesday, May 16, 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