



SAWA MEETING MINUTES

April 26th, 2018
 Meeting Location:
 1835 Chicago Avenue, Suite C
 Riverside, CA 92507
 9:00 A.M.

BOARD ADMINISTRATIVE ITEMS

I. CALL TO ORDER

Chairperson Neugebauer called the meeting to order at 9:04 A.M.

II. INTRODUCTIONS

Melody Aimar – SAWA; Dick Zembal – OCWD; Hugh Wood – SAWA; Karen Riesz – SAWA/MSHCP; Brett Mills – SJBRCD; Rick Neugebauer – TEAMRCD; Mandy Parkes – IERCD; Kerwin Russell – RCRC; Greg Powers – Jackson Tidus (via conference call);

III. CONSENT CALENDAR

a. Approve Minutes for February 22, 2018

Director Parkes moved to approve the February 22, 2018 Minutes. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

b. Approve Minutes for March 15, 2018

Director Zembal moved to approve the March 15, 2018 Minutes. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

c. Approve Financial Statement for February 2018

Director Russell moved to approve the financial statement for February 2018. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

d. Approve Financial Statement for March 2018

Director Parkes moved to approve the financial statement for March 2018. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

IV. DISCUSSION ITEMS

a. Continuous discussion of Partnering and Leadership Opportunities

Mr. Wood updated working with TEAMRCD and opportunities with Riverside Flood out in TEAMRCD's district.

b. ILF & Conservation Easement Report – Hugh Wood

Mr. Wood reported that SAWA has completed the HMMP on the Alessandro Arroyo mitigation and will be sending it off to Regional Water Quality Board.

c. Treasurer's Report – Mandy Parkes

Ms. Parkes reported that there is nothing to be concerned about in regards to the AR Detail report. Ms. Parkes added that there are a couple of past 90 day invoices from December from the City of Chino Hills.

V. ACTION ITEMS

a. Discussion and Possible Approval of Biological Service Agreement with U.S. Fish and Wildlife

Mr. Wood reported that in response to the mitigation requirements found in a 2001 Biological Opinion and its amendment in 2013, the Corps and USFWS are looking for a contractor to provide biological services to meet the requirements specified in their conservation plan. Among the requirements is to monitor vireo in Santa Ana Canyon, Prado Basin and the Upper Watershed and its tributaries. SAWA has extensive experience in performing vireo surveying and cowbird trapping in these areas. The Board originally approved this Agreement in February 2015 and requested it again to provide those services to the USFWS for 2018. This Agreement is for a maximum sum of \$340,000.00. These costs include salaries, benefits, overhead recovery, administrative report preparation and all mileage expenses. Mr. Wood requested Board approval to authorize him to enter into an Agreement with the U.S. Fish and Wildlife Service.

Director Mills moved to approve with corrections provided by Ms. Parkes. Director Russell seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

b. Discussion and Possible Approval of a Policy To Reimburse SAWA Employees for Work Footwear or Backpacks

Mr. Wood reported that SAWA currently reimburses its full-time non-management field employees up to the amount of \$100 in a year for the purchase of work footwear. This practice was instituted many years ago with the purpose of encouraging employees to wear safe footwear and reduce the likelihood of on the job injuries. Employees seeking reimbursement must first obtain their Supervisor's approval. Approval by the Supervisor requires their examination of the employee's current footwear and determination that it does in fact need replacement. The employee then submits to the supervisor information on the type and manufacturer of footwear they wish to purchase. Once approved by the supervisor, the employee, after purchasing the work footwear, submits their reimbursement claim to the supervisor along with a receipt identifying the footwear purchased and price. Once approved, the employee can be reimbursed up to but not exceeding \$100. An employee may only do this once in a fiscal year. Most often, employees are purchasing work footwear which costs more than \$100. SAWA typically receives less than ten requests for reimbursement in a fiscal year. Management is requesting that the Board expand this policy by allowing this class of employee to, in-lieu of purchasing new work footwear, to be reimbursed up to \$100 in a year for the purchase a new backpack. Backpacks are essential in field work in that field employees are often required to carry first aid kits, food, water, clothing and tools/equipment to their field assignments. Management believes that because of the enhanced safety benefits of proper

backpacks to carry these essential items, that this addition to our practice would be beneficial to the organization. This is an RCA reimbursable item for MSHCP field personnel. Mr. Wood requests the Board approval of this work footwear and backpack reimbursement policy and amend the employee handbook to reflect the change.

Director Zembal moved to approve the policy to reimburse SAWA employees annually for work Footwear or Backpack not to exceed \$150 per field employee per year. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

c. Discussion and Possible Approval to Authorize the Board Chair to Negotiate a Contract Extension and a Consultant Service Agreement with the Current Executive Director

Mr. Wood reported that his contract expires on June 1st, 2018. In order to fulfill the duties of the Chief Executive office while a new Executive Director is recruited, Mr. Wood is willing to extend his current contract through to the end of July or until the new Executive Director is hired, whichever comes first. Additionally, the Board expressed an interest in having Mr. Wood serve in the capacity as an advisor to the new Executive Director after they assume the office. Mr. Wood is interested in serving in that capacity. Mr. Powers reported that the contract extension could be drawn up on one page to include that the contract terms will remain the same, but would be extended out for a “X” number weeks. Mr. Powers continued with respects to the second contract in terms of training the new Executive Director, it can be done where Mr. Wood would get paid as an hourly employee based on the needs of the new Executive Director or it can be capped or done with a flat rate. Mr. Powers reported that the Board could negotiate that with Mr. Wood whether with an ADHOC committee or one or two Board members and then bring back the recommendation to the Board in May. Mr. Powers added that if it were going to be the whole Board negotiating with Mr. Wood, then it would have to be during a closed session noticed meeting. Mr. Neugebauer requested to move forward with negotiating a Contract Extension and a Consultant Service Agreement with Mr. Wood.

Director Zembal moved to approve a Contract Extension with Mr. Wood until the new Executive Director is hired or for a maximum of two months and to continue discussion in regards to parameters of a Consultant Service Agreement. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

Ms. Parkes left the meeting at this time

GENERAL ITEMS

VI. CORRESPONDENCE / MEETING REPORTS

There were no correspondence/meeting reports at this time.

VII. PUBLIC INPUT – Oral communication from the public audience on any subject matter within SAWA’s subject matter jurisdiction. There was no public input at this time.

VIII. SAWA PROJECT REPORTS

a. Hugh Wood – SAWA

Mr. Wood reported on undertaking the RCA contract and MSHCP performance evaluations. Mr. Wood also reported on working with the Executive Director Recruitment firm for marketing materials and working with managers on service proposals. Mr. Wood is working on a new

contract with USFWS for vireo monitoring and cowbird trapping. Mr. Wood also attended the meeting on the CA Water Bond Act of 2018.

b. Kerwin Russell – RCRC

Mr. Russell reported that RCRC are starting up on shot hole borer traps.

c. Dick Zembal – OCWD

Mr. Zembal reported on work done in Sunnyslope.

d. Rick Neugebauer – Temecula-Elsinore-Anza-Murrieta RCD

Mr. Neugebauer reported that there is ongoing work with Flood Control.

e. Mandy Parkes – Inland Empire RCD

Absent

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported that SJBRCD is working on land acquisition and conservation easements.

g. Bonnie Johnson – OCWD

Absent

h. Jennette El Morsy, Administrative Services Manager – SAWA

Ms. El Morsy reported on finance and administration including A/R February invoices totaling \$197,298.84, A/R March invoices totaling \$130,000.17. Finalizing MSHCP needs for new RCA contract. USFWS financial budget. Insurance Renewal including general liability, workers' comp and certificates for projects. Hired two biologists, Anthony Locatelli & Patience Falatek. Hired seven field assistants. Worked on MSHCP staff evaluations. Preparing for the financial audit with the accountant. Finalizing T-Sheets for payroll system and job costing. Updating policies and procedures. Working on a project filing system, both electronic and hard copy. Ms. El Morsy is also working on record retention of old files.

i. James Law, Habitat Restoration Services Manager – SAWA

Absent

IX. SAWA / MSHCP BIOLOGIST REPORT

a. Karen Riesz – SAWA MSHCP Administrator

Ms. Riesz reported on administrative items including submitting the third quarter and three survey reports to RCA. Ms. Riesz also updated on other work including:

- Camera stations: Two cameras in Wilson Valley (Thomas Rd).
- Tricolored Blackbird: Annual survey conducted April 9-11. SJWA colony monitoring continuing.
- Loggerhead Shrike: Surveys continuing.
- CA Gnatcatcher: Surveys begun February 23.
- Quino checkerspot butterfly: Surveys continuing.
- Rare plants: Some perennial surveys occurred for Engelmann Oaks. Annual rare plant surveys begun.
- Coordination continuing with CA Department of Fish and Wildlife staff at the San Jacinto Wildlife Area (SJWA) regarding management of the Tricolored Blackbird breeding and foraging habitat, sometimes extending to Burrowing Owl.
- Collaboration continuing with the state-wide Tricolored Blackbird Working Group.

- Collaborating with UCR Herbarium to catalog rare plant specimens to be submitted to the Consortium of California Herbaria.
- Collaborated with other wildlife organizations and wildlife professionals at the Upper Santa Ana River HCP Stakeholder meeting on March 7, which focused on Santa Ana sucker habitat management in the Santa Ana watershed.
- Collaborated with other wildlife organizations and wildlife professionals in a Delhi Sands flower-loving fly Working Group meeting on March 12.
- Coordination continuing with agencies and volunteers regarding a management study of Brand's phacelia (*Phacelia stellaris*), a covered and narrowly endemic species, at an area along the Santa Ana River near Rancho Jurupa. A class of Moreno Valley College students assisted with surveys on March 26.
- Collaborated with other wildlife organizations and wildlife professionals at an Inter-agency Working Group Meeting on March 27, which included discussion on wildlife crossing (including the LAG for connectivity planning), and regional vegetation monitoring.
- Collaboration begun with Dr. Wendy Schackwitz (Napa Solano Audubon Society) regarding our new Autonomous Recording Unit.
- Collaborated with other wildlife organizations and wildlife professionals at a western pond turtle working group meeting on April 17.
- All Hands Meeting occurred on March 28: cleaned and checked vehicles, discussed survey and report status.
- Dr. Wendy Schackwitz presented her work with Autonomous Recording Units to our office on April 3.
- The Tricolored Blackbird survey training was conducted by the project lead on April 3.

b. Melody Aimar – SAWA Wildlife Habitat Management Services Manager

Ms. Aimar reported that the SOW with USACE/USFWS for 2018 Vireo/BHCO season is signed by Corps and submitted to USFWS. Biologists are monitoring all ISR activities (SAWA/IERCD) for nesting birds. Biologists have deployed and opened all BHCO traps. Biologists have trained all seasonal assistants for BHCO program. Biologists have begun monitoring Vireo. Three biologists were added to the permit for CA Gnatcatcher. Ms. Aimar and Ms. Beckman are training new biologist. Biologists are organizing our electronic filing system. Ms. Housel is preparing the CDFW 4-year report. The Biologist Safety Manual has been finalized. Ms. Aimar attended the USGS biologist training to compare SAWA programs. Biologists are working with OCWD on custom Collector App to collect Vireo/Veg data. New Proposals including IEUA avian/LBVI BBS surveys – in progress, SB Nat Forest – CRAM surveys – pending, and BUOW surveys for private developer – pending. Ms. Aimar also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: DeJong's Dairy BHCO trap is open. Easements final report submitted.
- Riverside-Corona RCD: PSHB traps are maintained throughout the mainstem. LBVI monitoring throughout SAR and tributaries.
- Inland Empire RCD: Devil's Canyon project continues with checking wildlife cameras, night drives, coverboards and avian point counts. Monthly monitoring of the burrowing owl boxes installed at the Bella Strada mitigation site in Chino continue. PSHB traps are maintained throughout the mainstem. RCTC-SR91 CAGN monitoring to begin in April. Site assessments for nesting bird potential-complete. Monitoring ISR crews for nesting. Biologists helping with SLEWS program.
- San Jacinto Basin RCD: BHCO traps open in San Jac River and SJWA. LBVI monitoring In San Jac River and SJWA.

- Orange County Water District: Sunnyslope surveys continue; 2018 report submitted. OCWD is funding SAWA's shot hole borer trapping in SAC, Norco, and SAR – annual report in progress. Lower River Survey Report – final. CAGN surveys at Hwy71-west and near the dam in progress through 2018. Bat/Swallow diet study- DNA analysis partner and collection protocol confirmed-will begin sampling in May.

X. BOARD MEMBER COMMENTS

Mr. Zembal asked, "What do you do when you miss your mother-in-law? ...reload".

XI. NEXT MEETING – May 24, 2018 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

XII. ADJOURN – The meeting was adjourned at 10:17 A.M.

Notice: All open session agenda materials will be available for inspection by members of the public at the SAWA office located at 1835 Chicago Avenue, Suite C, Riverside, CA 92507. Please contact Maria Arellano at (951) 780-1012 x106 for this information (Government Code Section 54957.5). In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the Administrative Services Manager at (951) 780-1012 x101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

Please post 72 hours before meeting