SAWA MEETING MINUTES

April 23rd, 2020
Meeting Location:
1835 Chicago Avenue, Suite C
Riverside, CA 92507
9:00 A.M.

BOARD ADMNISTRATIVE ITEMS

I. CALL TO ORDER

Chairperson Neugebauer called the Zoom/conference call meeting to order at 9:15 A.M.

II. INTRODUCTIONS

(Via zoom/conference call)
Jennette El Morsy – SAWA; Melody Aimar – SAWA; Mandy Parkes – IERCD; Brian Brady – SAWA; James Law – SAWA; Brett Mills – SJBRCD; Dick Zembal – OCWD; Kerwin Russell – RCRCD; Rick Neugebauer – TEAMRCD; Chris Jones – SBVMWD; Kai Palenscar – SBVMWD; Greg Powers – Jackson Tidus;

III. 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.

IV. CONSENT CALENDAR

a. Approve Minutes for February 27, 2020
b. Approve Financial Statement for February 2020
c. Approve Financial Statement for March 2020

Director Parkes moved to approve the consent calendar as presented. Director Zembal seconded and the motion passed unanimously, 5-0 by roll call

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

V. DISCUSSION ITEMS

a. ILF Project – Brian Brady

Mr. Brady and Mr. Law met with ACOE in March. ACOE suggested that any SAWA mitigation and/or restoration work be in conjunctions with its two member agencies that have ILF programs.

b. Treasurer's Report – Brett Mills

Mr. Mills reported that SAWA received $232,000 in checks and that there is only $231,000 outstanding. Most invoices are still within 30 days, the furthest out being 61-90 days.

VI. ACTION ITEMS

a. Discussion and Possible Approval to Authorize the Executive Director to execute a Paycheck Protection Program (PPP) Loan through Bank of America, N.A. in the amount of $446,291.00

Mr. Brady reported that SAWA, along with small businesses across the U.S., has an opportunity to receive federal financial assistance in the form of low interest loans with significant forgiveness provisions. As described in excerpts from The Small Business Owner's Guide to the CARES Act (U.S. Senate Committee on Small Business & Entrepreneurship) below: "The programs and initiatives in the Coronavirus Aid, Relief, and Economic Security (CARES) Act that was just passed by Congress are intended to assist business owners with whatever needs they have right now. When implemented, there will be many new resources available for small businesses, as well as certain nonprofits and other employers"
"The [PPP] program would provide cash-flow assistance through 100 percent federally guaranteed loans to employers who maintain their payroll during this emergency. If employers maintain their payroll, the loans would be forgiven, which would help workers remain employed, as well as help affected small businesses and our economy snap-back quicker after the crisis. PPP has a host of attractive features, such as forgiveness of up to 8 weeks of payroll based on employee retention and salary levels, no SBA fees, and at least six months of deferral with maximum deferrals of up to a year. Small businesses and other eligible entities will be able to apply if they were harmed by COVID-19 between February 15, 2020 and June 30, 2020. This program would be retroactive to February 15, 2020, in order to help bring workers who may have already been laid off back onto payrolls. Loans are available through June 30, 2020". If the loan, if approved, has the following requirements: Interest rate of 1%, Maturity of 2 years, First payment deferred for six months, 100% guarantee by SBA, No collateral, No personal guarantees. Mr. Brady request that the Board authorize the Executive Director to execute a Paycheck Protection Program (PPP) Loan through Bank of America, N.A. in the amount of $446,291. Director Neugebauer moved to approve and authorize the Executive Director, Brian Brady, to execute a Paycheck Protection Program Loan through Bank of America for $446,291.00. Director Parkes seconded and the motion passed unanimously, 5-0 by roll call

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

GENERAL ITEMS

VII. SAWA PROJECT REPORTS

a. Brian Brady, Executive Director – SAWA
Mr. Brady reported that SAWA continues to work with Hana Resources and SBVMWD, an upper Santa Ana River habitat restoration project. A grant from the California Wildlife Conservation Board would fund the potential project. Continued discussions with the ACOE regarding procedures, methodology and funding to conclude SAWA's ILF program obligations. Mr. Brady also reported that SAWA is finalizing negotiations with RCA's management concerning the 2020-2021 MSHCP budget.

b. Kerwin Russell – RCRCD
Mr. Russell reported on the Griffin project with SAWA.

c. Dick Zembal – OCWD
Mr. Zembal reported on water conservation in Prado.

d. Rick Neugebauer – Temecula-Elsinore-Anza-Murrieta RCD
Mr. Neugebauer did not have any updates at this time.

e. Mandy Parkes – Inland Empire RCD
Ms. Parkes reported that IERCD staff are working in the field and/or from home.

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported that SJBRCD are also working remotely. Mr. Mills will meet with Mr. Law to work on a few new projects.

g. Bonnie Johnson – OCWD
Absent

h. Jennette El Morsy, Administrative Services Manager – SAWA
Ms. El Morsy reported on AR for February Invoices totaling $221,706.71 & March Invoices for $247,508.33. Ms. El Morsy reported on SAWA's response to COVID-19 and assisted with the Payroll Protection Program Application. Ms. El Morsy completed the IERS Form 5500 data for Retirement Plan Annual Year-End questionnaire & census. Ms. El Morsy submitted Retirement Plan employee 0% vesting/5 year break in service - forfeiture funds to SAWA. Converted Accounting/Payroll Software to Premier QuickBooks. Worked on MSHCP FY 2020-2021 Budget. Completed Washburn Grove Labor Compliance file to close out sub-contractor with OCWD Prop 84. Hired MSHCP Biologist. Hired 7 BHCO Field Assistants. Reviewing Sunburst Software Solutions - certified payroll software that works with QB. Working on Liability/Workers' Comp Insurance PolicyRenewal for June 1.

i. James Law, Habitat Restoration Services Manager – SAWA
Mr. Law reported on new projects with Carbon Canyon Fire Safe Council, RLC, and WCB Grant that in on going. Mr. Law also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: The HRS department conducted treatments at: TEAM RCD – Riv Flood Projects.
- Riverside-Corona RCD: The HRS department conducted treatments at the follow: RLC Alessandro Arroyo 1.52, Quail Run Phase II, SAR – Dump to Van Buren and HH.
- Inland Empire RCD: The HRS department conducted treatments at: City of Chino Hills – Hickory Creek, CDFW unassigned, Sunnyslope and Prop 84.
- San Jacinto Basin RCD: The HRS department conducted treatments at Wolfskill 1.2, Raceway Ford and SCE – 1.2.
- Orange County Water District: The HRS department conducted treatments at: Prop 84, Irvine Park and CDFW unassigned.

j. Melody Aimar, Biological Programs Manager – SAWA
Ms. Aimar reported on MSHCP Dept. Manager/supervisor developed COVID-19 safety protocol. Staff working from home, using personal vehicles. No data entry option yet/photographing datasheets. 3rd quarterly report done. Manager/supervisor completed 2019 annual report – submitted draft to RCA. Leads completed 2019 survey reports. Biologists tested for Quino – 2 passed. New Biologist started 3/2/20. Ms. Aimar also updated on other MSHCP Dept. work including:

- Rare plants: Phacelia stellaris study ongoing, Rainbow manzanita – done.
- California Gnatcatcher: Trained by USGS for regional census.
- Least Bell's Vireo: Point counts.
- American Bittern: On-going – none detected.
- Norther Harrier/White-tailed Kites: Transects/nest search.
- Coast Range Newt: Surveys ongoing in SA Mtns. – high numbers and reproduction.
- Vernal pool: Scouting.
- Quino Checkerspot: In progress.
- Herps: Potrero ACEC Herp array's– to open next week.
- Mammals: Long-tailed weasel track plate surveys – SJWA.

- Clinton Keith Overcrossing: Camera traps at overcrossing for Quino and nearby underpass for carnivores.

Ms. Aimar reported on WHMS Dept. Manager/Supervisor developed COVID-19 safety protocol. Biologists in field and working from home. Biologist gave Vireo presentation to SBVMWD. Manager gave ISR nest avoidance training presentation (IERCD, SAWA, Redlands Conservancy). BHCO Traps open/assistants hired. Vireo here-beginning to nest. Biologists monitoring Prop 84 Arundo spraying when needed. California Least Tern arriving – biologists work day to prep colony. Ms. Aimar also updated on work within individual member agencies jurisdictions:

- Inland Empire RCD: Devil's Canyon Project – check wildlife cameras - coverboards – night drives (owls/herps). Restoration Crew Nest Avoidance Training - 2/26/2020.
- Orange County Water District: Prop 84 Arundo maintenance biomonitoring. CAGN surveys at Hwy71-west and near the dam. Bat/Swallow diet study- DNA sampling complete – awaiting analysis. Sunnyslope SAS restoration.
- Temecula-Elsinore-Anza-Murrieta RCD: No work this month.
- Riverside-Corona RCD: No work this month.
- San Jacinto Basin RCD: No work this month.

Mr. Russell left the meeting at this time.

VIII. BOARD MEMBER COMMENTS

There were no Board Member comments at this time.

IX. NEXT MEETING – May 28, 2020 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

X. ADJOURN – The meeting was adjourned at 10:19 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