SAWA MEETING MINUTES

June 27th, 2019
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 meeting to order at 9:01 A.M.

II. CLOSED SESSION

a. **Government Code Section 54957.6 – Labor Negotiations.** Agency Representative Brian Brady, Executive Director

There was no reportable action at this time.

III. INTRODUCTIONS

Melody Aimar – SAWA; Bonnie Johnson – OCWD; Brian Brady – SAWA; James Law – SAWA; Wes Speak – Wood Environmental Infrastructure Solutions/City of Corona; Brett Mills – SJBRCD; Rick Neugebauer – TEAMRCD; Kerwin Russell – RCRCD; Jennette El Morsy – SAWA; Greg Powers – Jackson Tidus (via conference call);

IV. 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.

V. CONSENT CALENDAR

a. Approve Minutes for May 23, 2019
b. Approve Financial Statement for May 2019

Director Mills moved to approve the consent calendar for May 2019 as is. Director Russell seconded and the motion passed unanimously, 4-0

Neugebauer	Aye	Russell	Aye	Parkes	*Absent*
Alternate Johnson	Aye	Mills	Aye		

VI. DISCUSSION ITEMS

a. Discussion Regarding Letter to SAWA Board of Directors From SJBRCD Board President, Dated June 3, 2019

Mr. Brady reported that at the request of the Chairman, presented the referenced June 3, 2019 letter from Dr. Roy Mason to the Board, together with the agenda and minutes from the October 25, 2018 SJBRCD Board meeting. Director Mills addressed questions from SAWA Board and staff in regards the letter and SJBRCD Board's decision. Director Neugebauer suggested that over the next three to six months, SAWA could work on a one, three, five, and ten-year strategic plan.

b. Treasurer's Report – Mandy Parkes

Director Parkes arrived after Board discussion of previous month financials. Director Parkes did not have any updates at this time.

VII. ACTION ITEMS

a. Discussion and Possible Approval of Recommendations to Revise SAWA Accounting Policies and Procedures Manual

Mr. Brady reported that SAWA's Accounting Policies and Procedures Manual has been revised to reflect the changing needs of the organization, best management practices or to comply with changing regulatory requirements. A draft of the manual provided to the Board, includes the recommendations to increasing the threshold for Board approval of contracts from $30,000 to $50,000. Similarly, increasing the Executive Director's signature level to $50,000. Language was revised to more accurately reflect the working relationship between Merrill Lynch and SAWA's Executive Director. Eliminating reference to a Petty Cash Fund. Adding a new policy, Funded Board-Designated Operating Reserve, pursuant to Board direction. In addition to those recommendations, minor edits were made to provide additional clarity.

Director Parkes moved to approve the recommendations to revise the SAWA Accounting Policies and Procedures Manual. Director Russell seconded with the caveat that if there is anything more, that it go to the Admin Committee or brought to the Board for discussion and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

GENERAL ITEMS

VIII. SAWA PROJECT REPORTS

a. Brian Brady, Executive Director – SAWA

Mr. Brady reported that he is developing data for the mid-year budget review for the next Board Meeting. Mr. Brady is conducting mid-range space planning for both office and warehouse requirements. Mr. Brady is analyzing overheard billing rates for adjustments in mid-year budget recommendations. Mr. Brady provided Dudek with remaining ILF background documents.

b. Kerwin Russell – RCRCD

Mr. Russell reported that RCRCD has a couple projects coming up that that may need some clean up.

c. Dick Zembal – OCWD

Absent

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

Mr. Neugebauer reported that TEAMRCD were approached by Riverside Flood to put together a grant proposal under prop 1 funds to do homeless monitoring, homeless cleanups, invasive removals and trash removal in the Upper Santa Margarita Watershed in Riverside County.

e. Mandy Parkes – Inland Empire RCD

Ms. Parkes reported that IERCD is renovating their office.

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported that SJBRCD have a few projects they are working on for 2019/2020 with Mr. Law. Mr. Mills also reported potential work with Ms. Aimar on traps.

g. Bonnie Johnson – OCWD

Ms. Johnson reported that OCWD is working with SAWA and Mr. Law on a scope of work and agreement on a big arundo removal project that would be starting in the fall.

h. Jennette El Morsy, Administrative Services Manager – SAWA
Ms. El Morsy reported that SAWA Admin Dept. is preparing for Financial Audit (In house July 22nd). Ms. El Morsy renewed DIR Public Works Contractor Registration: Valid thru June 30, 2020. Ms. El Morsy set up ACH enrollment for the County of Riverside. Ms. El Morsy is finalizing the IRS Form 5500 Retirement Annual Report. Ms. El Morsy reported about the warehouse fire inspection in which SAWA had to create a Hazardous Materials Business Plan Inspection Report for City/Fire Dept. Ms. El Morsy reported on the 2019 Chaffey College STEM Summer Research and Experience Program, SAWA got one Intern for the MSHCP Dept.

i. James Law, Habitat Restoration Services Manager – SAWA
Mr. Law reported on new job proposals and administrative task including Prop 84, SJBRCD Canyon Heights and multiple locations with Riverside Flood. Mr. Law also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: The HRS department conducted homeless monitoring in this reporting period.
- Riverside-Corona RCD: The HRS department conducted treatments at the follow: HH, SAR – Dump to Van Buren, Temescal 3M, and Quail Run Phase II.
- Inland Empire RCD: SAWA's HRS department conducted treatments at: City of Chino Hills – Hickory Creek, Goose Creek, SBVMWD – multiple locations, San Timoteo, HH and Sunnyslope.
- San Jacinto Basin RCD: The HRS department conducted treatments at Wolfskill 1.47, SCE – 1.2 and Raceway Ford.
- Orange County Water District: The HRS department conducted treatments at: Irvine Park, Santiago Phase I and Santiago Phase II.

IX. SAWA / MSHCP BIOLOGIST REPORT

a. Melody Aimar – SAWA Interim MSHCP Administrator
Ms. Aimar reported on administrative work including final Annual work plan and budget for FY 2019-20 and Covered Species Recommendations spreadsheet submitted for review by the wildlife agencies. Ms. Aimar also updated on other work including:

- Rare plants: Surveys for 9-3 species (not met) almost complete.
- Burrowing owl: Artificial burrow checks ongoing. Four pairs of incubating owls observed at Skunk Hollow/Johnson Ranch; 1 pair of owls with 8 eggs lost the (adult/nest?) Nuevo property (San Jacinto Wildlife Area).
- Grasshopper Sparrow: Active nests discovered at the Santa Rosa Plateau and Estelle. One fledging observed at the French Valley Wildlife Area. Nest searches and nest monitoring are ongoing.
- Yellow Warbler and Yellow-breasted Chat: Both species detected along the Santa Ana River. Five yellow warbler nests, one chat nest discovered. Surveys and nest monitoring are ongoing.
- Quino checkerspot butterfly: Surveys done. Occurrences confirmed in 4/8 Core Areas (Johnson Ranch/Lake Skinner, Oak Mountain, Silverado/Tule Peak) and the San Bernardino National Forest Satellite Occurrence Complex.
- Other Activities: Taxa Leads collaborating with MSHCP Natural Resources Manager to share information regarding RCA-owned lands with sensitive habitats and species. Coordination continuing with CA Department of Fish and Wildlife staff at the San Jacinto Wildlife Area regarding management of the Tricolored Blackbird breeding and foraging habitat.

- Job Announcements: Biologist Supervisor – 3 interviews conducted. Field Biologist - 6 interviews. Data Manager – re-announcement.

b. Melody Aimar – SAWA Wildlife Habitat Management Services Manager
Ms. Aimar reported all biologists monitoring Vireo throughout watershed. All BHCO traps open throughout watershed. Survey 123/Collector Apps in use. California Least Tern colony monitoring – close to 500 nests. Biologists monitoring HRS crews (SAWA/IERCD) for nesting bird avoidance. Biologists conducting bio-assessments of SAWA mitigation areas. 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). Monthly monitoring of the burrowing owl boxes installed at the Bella Strada mitigation site. RCTC-SR91 CAGN surveys/monitoring. SLEWS. Biologist clearing trees infected with GSOB.
- Orange County Water District: Sunnyslope surveys continue. CAGN surveys at Hwy71-west and near the dam. Bat/Swallow diet study- DNA sampling complete – report and analysis pending. Biologists coordinating upper SAR SWFL surveys. Biologist conducting Grasshopper Sparrow surveys.
- Temecula-Elsinore-Anza-Murrieta RCD: Greer Ranch/Adeline Farms Biomonitoring.
- Riverside-Corona RCD: No work this month.
- San Jacinto Basin RCD: No work this month.

X. BOARD MEMBER COMMENTS
There were no Board Member Comments at this time.

XI. CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation – Significant Exposure to Litigation Pursuant to Government Code sec. 54956.9(b): One case.
There was no reportable action at this time.

XII. NEXT MEETING – July 25, 2019 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

XIII. ADJOURN – The meeting was adjourned at 10:30 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