



SAWA MEETING MINUTES

May 24th, 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 9:03 A.M.

II. INTRODUCTIONS

Kerwin Russell – RCRC; Mandy Parkes – IERCD; Rick Neugebauer – TEAMRCD; Brett Mills – SJBRCD; Karen Riesz – SAWA/MSHCP; Melody Aimar – SAWA; Hugh Wood – SAWA; Bonnie Johnson – OCWD; Jennette El Morsy – SAWA; Greg Powers – Jackson Tidus (via conference call); Gary Phillips – Bob Murray & Associates;

III. CONSENT CALENDAR

a. Approve Minutes for April 26, 2018

Director Russell moved to approve the April 26, 2018 Minutes. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

b. Approve Financial Statement for April 2018

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

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

IV. DISCUSSION ITEMS

a. Continuous discussion of Partnering and Leadership Opportunities

Mr. Wood reported that he is working with Rose Corona of TEAMRCD on a potential project. Mr. Wood will present agreement to the SAWA Board at the June Meeting.

b. ILF & Conservation Easement Report – Hugh Wood

Mr. Wood reported on the closing of the Mockingbird Canyon Mitigation.

c. Treasurer’s Report – Mandy Parkes

Ms. Parkes reported on the AR and there are only a few Invoices still out over sixty days.

V. ACTION ITEMS

a. Discussion and Possible Approval of Agreement to Provide Biological Monitoring Services to the Regional Conservation Authority

Mr. Wood reported that in July 2010, SAWA and RCA entered into a professional services agreement with the purpose of sub-contracting SAWA employees to the RCA to assist with implementing the Biological Monitoring Program for the Western Riverside County Multiple

Species Habitat Conservation Plan (MSHCP). This agreement has been amended each year for the past seven years to reflect the increased cost in the program as approved in RCA's fiscal year budget. RCA is proposing to enter into a new five-year professional services agreement for \$1,217,006.00 for the fiscal year July 1st 2018 through June 30, 2019. Each year the amount to be paid under the agreement will be adjusted to reflect any increases or decreases in costs. The estimated maximum amount of the Agreement for the five years is \$6,532,708. The contract includes increases in employee classification salary ranges so that they are in line with other SAWA employees. SAWA, under this agreement, will be assuming responsibility for housing SAWA MSHCP employees, which up to this time had been a responsibility of RCA. A separate agenda item seeks Board approval to enter into a lease with RCRCDD for this purpose. Additionally, SAWA will be purchasing five pick-up trucks and all electronic office equipment used in the MSHCP program from RCA for \$117,000. SAWA will make payment on these trucks and equipment over a 60-month period. SAWA requests Board approval of this Professional Services Agreement and to authorize Mr. Wood to sign the Agreement on behalf of SAWA. Additionally, Mr. Wood seeks Board approval to adjust salaries and benefits of SAWA employees in the amounts reflected in the attached 2018 Salary Range Proposal.

Director Mills moved to approve the five-year agreement between SAWA and the RCA and authorize Mr. Wood to sign the contract on behalf of SAWA as well as increase the SAWA budget for 2018 to reflect the increases in employee salary and benefits, purchase of new equipment and vehicles, rent and field supplies and equipment and increased compensation from RCA. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

b. Discussion and Possible Approval to Authorize SAWA Board Chair to sign Lease Agreement with RCRCDD

Mr. Wood reported that the Regional Conservation Authority (RCA) currently leases offices for the MSHCP (Program) at 4500 Glenwood Dr. Building C, in Riverside and that lease expires on June 30th, 2018. Under the terms of a new five-year professional services agreement with RCA, SAWA will be responsible for housing of the staff assigned to the Program beginning July 1st, 2018. RCRCDD has offered to lease these offices to SAWA for a two-year period with the possibility to renew for additional one-year periods beyond the first two years. The lease would cost \$7,121.33 per month for the first year with increases possibly each year thereafter indexed to increases in the BLS Consumer Price Index for Los Angeles – Riverside – Orange County. The cost associated with this lease and facility related expenses are fully recovered in the Agreement with RCA.

Director Parkes moved to authorize the SAWA Board Chair to sign the 2-year Lease Agreement with RCRCDD and increase the 2018 budget line items to reflect the cost of leasing the facility. Director Alternate Johnson seconded and the motion passed 3-0-2.

Neugebauer	Aye	Russell	<i>Abstained</i>	Parkes	Aye
Alternate Johnson	Aye	Mills	<i>Abstained</i>		

c. Discussion and Possible Approval to Amend Employee Agreement with Executive Director

Mr. Wood reported that his employment agreement with SAWA expires June 2nd, 2018. In order to help with an orderly transition while recruitment of his replacement takes place, the SAWA Board, at its meeting on April 26th, directed the General Counsel to prepare a two month extension of the Executive Director's current agreement. General Counsel prepared an Amendment of the Executive Director's Employment Agreement which extends the current terms of the Agreement through to August 2nd, 2018 or until a new Executive Director is appointed, whichever occurs first.

Director Mills moved to approve the Amendment to Mr. Wood’s Employment Agreement and authorize the SAWA Board Chair to execute the Agreement on behalf of SAWA. Director Alternate seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

d. Discussion and Possible Approval of a Donation to the Santa Rosa Plateau Nature Education Foundation (SRPNEF)

Mr. Wood reported that earlier this month SAWA received a letter from the Executive Director of the SRPNEF, requesting SAWA’s support for their HSRP. These funds would be designated to purchase equipment which the students would use their water quality measurement studies in support of the California Steel Head Trout. This education program targets elementary, middle school and high school age students. This is the second year in which SAWA has received this request. In April, 2017, the SAWA board approved a \$2,500.00 donation to the SRPNEF for the Program.

Director Parkes moved to approve a donation of \$2,500.00 to the Santa Rosa Plateau Nature Education Foundation (SRPNEF). Director Alternate Johnson seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

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, Executive Director – SAWA

Mr. Wood reported on working with RCA in regards to the contract. Mr. Wood reported that the new safety manual has been completed.

b. Kerwin Russell – RCRC

Mr. Russell reported on vireo monitoring at various location where vegetation has died.

c. Dick Zembal – OCWD

Absent

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

Mr. Neugebauer suggested that once or twice a year SAWA could meet with various conservation Boards and have SAWA’s Board Meeting at their offices.

e. Mandy Parkes – Inland Empire RCD

Ms. Parkes reported on attending the CARCD Board Meeting on Tuesday and they discussed support for small RCD’s.

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills did not have any updates at this time.

g. Bonnie Johnson – OCWD

Ms. Johnson reported on vireo work.

h. Jennette El Morsy, Administrative Services Manager – SAWA
Ms. El Morsy reported on finance and administration including A/R April invoices totaling \$161,906.15. MSHCP new contract with RCA. USFWS financial budget. General Liability & Workers' Comp Insurance renewal for June 1. New HVAC Service Agreement for warehouse. Preparing for financial audit with accountant. Updating Policies & Procedures. Working on project filing system (electronic & hard copy). Working on record retention of old files. MSHCP staff evaluations. Hired new field assistant for OCWD projects. Hired new seasonal BHCO Field Assistant. In the process of hiring new HRS Restoration Technician. Interview process for Temporary Field Biologist for MSHCP. Recruiting for new Field Biologist replacement for MSHCP.

i. James Law – SAWA
Absent

IX. SAWA / MSHCP BIOLOGIST REPORT

a. Karen Riesz – SAWA MSHCP Administrator

Ms. Riesz reported on administrative items including Submitting another survey report to RCA, promoting a Field Biologist to the Field Biologist (Quino Checkerspot Survey Lead) position, pursuing the hiring of a temporary and a permanent Field Biologist, and the annual staff evaluations that are underway. Ms. Riesz also updated on other work including:

- Camera stations: Two cameras in Wilson Valley (Thomas Rd), getting pulled on 5/15/18.
- Burrowing Owl: Pair counts begun.
- Tricolored Blackbird: SJWA colony failed and departed the area. Colony monitoring continuing at Potrero, Lake Hemet, and Lake Riverside.
- Loggerhead Shrike: Surveys continuing.
- CA Gnatcatcher: Surveys continuing.
- Santa Ana Sucker: Many suckers potentially detected on April 25 survey for native fish.
- Arroyo Chub: Many chub potentially detected on April 25 survey for native fish.
- Quino checkerspot butterfly: Surveys continuing.
- Rare plants: Surveys continuing.
- 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.
- Collaboration continuing with Dr. Wendy Schackwitz (Napa Solano Audubon Society) regarding our new Autonomous Recording Unit.
- Collaborated with FWS on a native fishes larval survey on April 25, which resulted in potentially thousands of native fish consisting of Santa Ana sucker and arroyo chub. As a side note, many zebra-tailed lizards were found near the survey site (5-10), which is unusual for that area.
- Staff attended the Potrero Munitions and Explosives of Concern (MEC) training at the San Jacinto Wildlife Area on May 9.
- Arthropod survey training was conducted by the Delhi sands flower-loving fly Survey Lead on May 9.

b. Melody Aimar – SAWA Wildlife Habitat Management Services Manager

Ms. Aimar reported that biologists are monitoring all ISR activities (SAWA/IERCD) for nesting birds and are monitoring Vireo at 13 sites and doing assessments in all peripheral areas. Ms. Aimar and Ms. Beckman are training new biologist. Ms. Housel is preparing the CDFW 4-year report. Biologist are conducting BBS at Chino Creek Park for IUEA. Biologist are assisting James with RCFC bid walk. Biologists are monitoring RCFC creek surveys and trash boom

installation in Sunnyslope. Ms. Aimar also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: DeJong's Dairy BHCO trap is open. Biologists monitoring Vireo at Lake Elsinore. Ms. Housel is showing Bea Adeline/Greer Ranch doing quarterly assessment.
- Riverside-Corona RCD: PSHB traps 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 maintained throughout the mainstem. RCTC-SR91 CAGN monitoring when needed. Monitoring ISR crews for nesting. Biologists helping with SLEWS program. Biologists conducting NRCS surveys.
- 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: Biologists are monitoring Least Tern colony-nesting has begun. Sunnyslope surveys continue. OCWD is funding SAWA's shot hole borer trapping in SAC, Norco, and SAR. 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

No Board Member comments at this time.

XI. NEXT MEETING – June 28, 2018 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

XII. CLOSED SESSION

- a. CONFERENCE WITH LABOR NEGOTIATORS (Government Code section 54957.6) – Agency designated representative: Hugh Wood, Executive Director
There was no reportable action at this time.

XIII. ADJOURN – The meeting was adjourned at 11:13 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.

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