SAWA MEETING MINUTES

May 23rd, 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 9:05 A.M.

II. INTRODUCTIONS

Dick Zembal – OCWD; Melody Aimar – SAWA; Kerwin Russell – RCRCD; Mandy Parkes – IERCD; Rick Neugebauer – TEAMRCD; Brett Mills – SJBRCD; Jennette El Morsy – SAWA; James Law – SAWA; Brian Brady – SAWA; Greg Powers – Jackson Tidus (via conference call);

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 March 28, 2019
b. Approve Minutes for Special Meeting May 06, 2019
c. Approve Financial Statement for March 2019
d. Approve Financial Statement for April 2019

Director Parkes moved to approve the consent calendar for March 2019 with requested corrections to minutes, April 2019 and special meeting minutes for May 6, 2019. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

V. DISCUSSION ITEMS

a. ILF & Conservation Easement Report – Brian Brady

Mr. Brady updated on staff work and reported that the paperwork will be sent to Dudek the following week.

b. Treasurer's Report – Mandy Parkes

Ms. Parkes reported that there was only one invoice outstanding past 30 days.

VI. ACTION ITEMS

a. Discussion and Possible Approval of Recommendation's for SAWA Cash Management Reserve Policy and Overhead Rates

Mr. Brady made a presentation on SAWA revenues, staffing, billing rates, year-end net positions and developing an operating reserve. Mr. Brady recommended that the Board approve an adjusted overhead factor to build an operating reserve with a goal of about $1.5 million over five years. Mr. Brady also recommended the Board consider revamping billing

format, develop other reserves as necessary, address CA minimum wage dynamic and update approval levels and procedures.
Director Zembal moved to approve the concept of developing an operating reserve or a working cash reserve along with a reserve policy. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

Director Parkes left the meeting at this time.

GENERAL ITEMS

VII. SAWA PROJECT REPORTS

a. Brian Brady, Executive Director – SAWA
Mr. Brady reported that Interim MSHCP Administrator, Michelle Mariscal, has resigned her SAWA position to accept another with the City of Whittier. In addition to her other duties, WHMS Manager, Melody Aimar is currently managing the MSHCP program on an interim basis. Mr. Brady is developing data for the mid-year budget review, conducting mid-range space planning for both office and warehouse requirements, developing a Working Cash reserve policy/procedure and analyzing overhead billing rates for possible adjustment.

b. Kerwin Russell – RCRCD
Mr. Russell reported on getting information entered into the database to get new projects online.

c. Dick Zembal – OCWD
Mr. Zembal reported that two or three years down the road, the feasibility study down in Prado is going to be implemented.

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

e. Mandy Parkes – Inland Empire RCD
Absent

f. Brett Mills – San Jacinto Basin RCD
Mr. Mills did not have any updates at this time, but did requested information from Mr. Law and Ms. Aimar.

g. Bonnie Johnson – OCWD
Absent

h. Jennette El Morsy, Administrative Services Manager – SAWA
Ms. El Morsy reported on scheduling the audit and approving the contractor Public Works registration for next year. Ms. El Morsy reported that Insurance Certificates are renewed and SAWA is currently waiting on endorsements. Ms. El Morsy also reported that new HRS Dept. staff have completed the driver safety training.

i. James Law, Habitat Restoration Services Manager – SAWA
Mr. Law reported on new job proposals and administrative tasking including SBVMWD, Devore Interchange and LEDSC – Lake Elsinore. Mr. Law also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: The HRS department conducted treatments at the following: Riverside Flood Control Lake Elsinore, Ingui, and 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 , Riverside Flood – SAR and Quail Run Phase II.
- Inland Empire RCD: SAWA's HRS department conducted treatments at: City of Chino Hills – Hickory Creek, Goose Creek, ProLogis Beaumont, Bella Strada, Riverside Flood – SAR, SBVMWD – multiple locations, HH, El Dorado 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 and Santiago Phase II.

VIII. SAWA / MSHCP BIOLOGIST REPORT

a. Melody Aimar – SAWA Interim MSHCP Administrator

Ms. Aimar reported on administrative work including 2018 annual report submitted to RCA, all 2018 stand-alone survey reports submitted to RCA, annual work plan and budget for FY 2019-20 submitted for review, and Covered Species Recommendations spreadsheet submitted for review by the wildlife agencies. Ms. Aimar also updated on other work including:

- Rare plants: Surveys for rainbow manzanita, Parry's spine flower, small-flowered microseris and Peninsular spineflower are ongoing.
- Burrowing owl: Artificial burrow checks ongoing. Four pairs of incubating owls observed at Skunk Hollow/Johnson Ranch; 1 pair of owls with 8 eggs observed at the 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 discovered. Surveys and nest monitoring are ongoing.
- Quino checkerspot butterfly: Surveys ongoing. Occurrences confirmed in three Core Areas (Johnson Ranch/Lake Skinner, Oak Mountain, Silverado/Tule Peak) and the San Bernardino National Forest Satellite Occurrence Complex.
- Several staff and Interim Monitoring Program Administrator remotely attended an Inter-agency Working Group meeting, focusing on mountain lion, on April 19.
- Taxa Leads collaborating with MSHCP Natural Resources Manager to share information regarding RCA-owned lands with sensitive habitats and species.
- Mammal Taxa Lead attended a San Bernardino Kangaroo Rat Working Group Meeting on 5 April.
- 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.
- Interim Monitoring Program Administrator collaborated with the MSHCP Natural Reserve Manager and USFWS to prepare a native seed collecting agreement.
- Training: Newly hired Field Biologist studied specimens of Covered Species at the UC Riverside Herbarium, under the direction of the Botany Taxa Lead. Mammal Taxa Lead and Field Biologist attending a "Botany for Wildlifers" workshop May 1-4, hosted by the Wildlife Society.

b. Melody Aimar – SAWA Wildlife Habitat Management Services Manager

Ms. Aimar reported that all biologists monitoring Vireo throughout watershed, all BHCO traps open throughout watershed and survey 123/Collector Apps in use. Ms. Aimar reported that

California Least Tern colony training/monitoring began May 7, Biologists monitoring HRS crews (SAWA/IERCD) for nesting bird avoidance, and Biologist attended SERCAL Conference. Ms. Aimar also updated on work within individual member 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 and SLEWS. Manager and Supervisor conducted Nest Avoidance Training for IERCD/SAWA HRS crews.
- 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.

IX. BOARD MEMBER COMMENTS

There were no Board Member comments at this time.

X. NEXT MEETING – June 27, 2019 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

XI. 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