



SAWA MEETING MINUTES

December 21st, 2017
 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. CLOSED SESSION ITEMS

a. **Government Code Section 54957.6 – Labor Negotiations.** Agency Representative Hugh Wood, Executive Director

III. INTRODUCTIONS

Greg Powers – Jackson Tidus; Hugh Wood – SAWA; Melody Aimar – SAWA; James Law – SAWA; Mandy Parkes – IERCD; Bonnie Johnson – OCWD; Rick Neugebauer – TEAMRCD; Kerwin Russell – RCRC; Brett Mills – SJBRCD;

IV. CONSENT CALENDAR

a. Approve Minutes for October 26, 2017

Director Parkes moved to approve the October 26, 2017 minutes. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

b. Approve Financial Statement for October 2017

Director Alternate Johnson moved to approve the financial statement for October 2017. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

c. Approve Financial Statement for November 2017

Director Parkes moved to approve the financial statement for November 2017. Director Alternate Johnson seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

V. DISCUSSION ITEMS

a. SAWA General Counsel Report on Items Requiring Action Reported Out by the Board of Directors Closed Session Meeting

Mr. Powers reported that the Board met in closed session under government code 54957.6 – Labor Negotiations, the Board voted unanimously (5-0), to form an Ad Hoc Committee to explore options with respect to recruitment of a new Executive Director and/or a Business Manager for SAWA.

b. Continuous discussion of Partnering and Leadership Opportunities
 Mr. Wood reported that he is working with Shelly and Kerwin of RCRCD on a possible five-year rental agreement for the MSHCP staff over at their facility.

c. ILF & Conservation Easement Report – Hugh Wood
 Mr. Wood reported that there are no updates at this time.

d. Treasurer’s Report – Mandy Parkes
 Ms. Parkes requested the AR and treasurer’s reports from accounting.

VI. ACTION ITEMS

a. Discussion and Possible Approval of Board of Directors Authorizing the Formation of an Ad Hoc Committee to Oversee Recruitment for Executive Director

Mr. Neugebauer reported that the Ad Hoc Committee consist of Mr. Mills, Mr. Russell, Mr. Neugebauer, Ms. Johnson and/or Mr. Zembal, and Ms. Parkes.

The Board would like to recognize January 17th 2018 at 1:30 pm, as first meeting for Ad Hoc Committee for recruitment of Executive Director and/or Business Manager.

Director Mills moved to approve scheduling the Ad Hoc meeting on January 17th, 2018 at 1:30 pm. Director Neugebauer seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

b. Discussion and Possible Approval for SAWA to Provide Vegetation Management and Biological Services to the Riverside County Flood Control and Conservation District (District)

Mr. Wood reported as part of its efforts to improve water flows in the Santa Ana River Flood Control Channel (SAR) and water retention and conservation in Lake Elsinore Outlet Channel (Outlet), the County of Riverside Flood Control District (District) has asked SAWA to assist their staff in the removal of non-native invasive plants. SAWA, pursuant to its proposal and the Districts requisition, will provide project management; permit oversight and reporting, plant removal, nest monitoring and herbicide application services. This project would be a continuation of work SAWA performed last winter. The services will be performed from January 2018 up to migratory bird nesting season or until March 15th, 2018. If nesting birds are found to occur prior to March 15th, 2018 the biologists will determine whether work can continue with bio-monitors or needs to be postponed until after migratory bird season is concluded. All SAWA salaries, overhead and mileage for work performed will be covered in the agreements per Board approved policies. The agreements will be for a “not to exceed” amount of \$64,769.63 for the SAR Agreement, and \$48,832.77 for the Outlet Agreement.

Director Mills moved to approve entering into two services agreement with the District for non-native invasive plant removal services to be performed on the Santa Ana River Flood Control Channel and Lake Elsinore Outlet Channel. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

c. Discussion and Possible Approval of Proposed Budget for 2018

Mr. Wood presented and reported on the proposed budget for 2017 that has been prepared for Board review and recommended changes to revenues and expense items. The budget does not contain an estimate of expenditures associated with the project to undertake unassigned mitigation. When SAWA has approval from the IRT on that project, staff will return to the Board for the project approval and update to the budget. The proposed budget does include a 2.5% merit increase in (non-executive) employee salaries based on performance reviews.

Additionally, staff is recommending a 3.1% COLA increase to salary range steps based on

Department of Labor Bureau of Statistics CPI for the Riverside Area (provided by Support Accountant).

Director Parkes moved to approve the proposed budget for 2018. Director Mills 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 Policy Amendment to the SAWA Employee Handbook Covering Payment of Unused Accrued Vacation Time

Mr. Wood reported that the SAWA employee handbook provides for the monetization of accrued earned vacation upon the employees termination of employment. Under California law, accrued vacation time is an earned employee benefit which the employee has a right to use or be recompensed upon termination. Unused earned vacation time, which is not used in a budget year, carries forward and can be used by the employee in subsequent years. This carry forward of the accrued vacation liability increases in value with increases in employees hourly wage rates. Mr. Wood would like to change the current policy to allow up to 40 hours of accrued vacation time to be sold back to SAWA in the month of December, each calendar year. By allowing this change in policy, SAWA would benefit by satisfying this accrued liability at the wage rate in which the vacation time was earned. Additionally, SAWA would incur the opportunity in the future of recapturing overhead in the hours worked, in lieu of the vacation time used.

Director Russell moved to amend the SAWA Employee Handbook to include a provision which allows the employee to sell back to SAWA up to 40 hours of accrued vacation time, once a year, in the month of December, effective December 2018. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

e. Discussion and Possible Approval of SAWA Holiday and Board Meeting Calendar for 2018

Mr. Wood reported that the SAWA Employee Handbook requires that the holiday schedule be review and approved by the Board of Directors annually. A calendar provided to the Board identifies the dates on which the holidays prescribed in the SAWA Employee Handbook will be observed in 2018. Additionally, the SAWA Bi-laws specify monthly general meetings and the meeting at which the Officer elections will take place. The calendar also identifies the dates for the SAWA Board general meetings and election of Officers.

Director Mills moved to approve the calendar specifying holiday dates which SAWA will observe and be closed for business and the dates on which the Board will conduct its general meetings and hold officer elections for 2018. Director Alternate Johnson seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

f. Discussion and Possible Addition of an Emergency Action Item Brought to the Board Attention After the Posting of the Agenda

Mr. Wood reported that the agreement for Bright View on behalf of ACOE and the Cities of Ontario and Chino would include services to be performed in January 2018. The final agreement did not become available to SAWA until after the posting of the Agenda and past the 72 hour window of the Brown Act.

Director Mills moved to add an emergency action item onto the agenda as it came to SAWA's attention after the posting of the Agenda and its sense of urgency as to the timing and scope of the agreement. Director Alternate Johnson seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

g. Discussion and Possible Approval for SAWA to Provide Vegetation Management to Bright View on behalf of the Army Corps of Engineers and the Cities of Ontario and Chino. Mr. Wood reported that Bright View is a contractor for the City of Ontario. Bright View, as part of its contractual efforts to improve access for vector control needs to trim the bulrush to ground level. All SAWA salaries, overhead and mileage for work performed will be covered in the agreement, per Board approved policies. The agreement will be for the amount of \$23,217.50 with the possibility of additional On-Call work to perform removal of bio matter from the Mill Creek Wetlands Park ponds.

Director Parkes moved to approve entering into the sub-contracting agreement with Bright View with the strikeouts of paragraphs 12. (a), (b), & (c). Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

GENERAL ITEMS

VII. CORRESPONDENCE / MEETING REPORTS

There were no correspondence/meeting reports at this time.

VIII. 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.

IX. SAWA PROJECT REPORTS

a. Hugh Wood, Executive Director – SAWA

Mr. Wood reported that he worked with Managers and Laurie Marscher to complete the Proposed 2018 Budget. Mr. Wood worked with staff on developing a plan to begin work on CDFW and RWQCB unassigned mitigation and double checking all permits to be assured type of mitigation and acreage is accurate. Mr. Wood reported on developing proposals to submit for consideration on new projects. One of the projects is with Riverside County Flood for “On-Call” vegetation management, and bird monitoring and wildlife surveys and will be for a not to exceed \$4 million. Mr. Wood also reported on developing a new Performance Evaluation forms and grading system, working with Ms. Marscher to update the AUP through 2016, completing the Riverside Flood Control Vegetation Management Services Agreement for 2018, and developing a Vacation Payout policy proposal for 2018.

b. Kerwin Russell – RCRC

Mr. Russell reported that RCRC is looking at Cowbird trapping in Temescal.

c. Dick Zembal – OCWD

Absent

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

Mr. Neugebauer reported that TEAMRCD is waiting on some reports for Greer Ranch and updated on the Meadowview project.

e. Mandy Parkes – Inland Empire RCD

Ms. Parkes reported that IERCD hired another field ecologist at the end of October 2017.

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported that SJBRCD is working with the Wildlife Refuge and the SJBRCD website.

g. Bonnie Johnson – OCWD

Ms. Johnson reported that OCWD is currently working on reports.

h. Jennette El Morsy – SAWA
Absent

i. James Law, Habitat Restoration Services Manager – SAWA

Mr. Law reported that the HRS crew has conducted work at the following project locations: City of Chino Hills – Hickory Creek, IERCD – El Casco, SAR – Dump to Van Buren, Santiago Phase I, OCWD – Prado Restoration, Wolfskill, Wolfskill 1.47, Quail Run Phase II, Raceway Ford, RLC Cienega, IERCD – El Dorado, Meadowview HOA – Tree Planting, Hwy 330 Spanish broom, IERCD – Goose Creek, HH, Riverside Parks Land Agreement, Temescal Canyon and IERCD – Reach 3B. Mr. Law went to the CAL-IPC Symposium out in Palm Springs. Mr. Law has been working on another new proposal for the Mill Creek Wetlands. Mr. Law finalized two proposals for Riverside County Flood Control and is waiting to hear back on the agreement process that they are pursuing. Mr. Law updated SAWA's cost estimates for the Diamond Sports Park and is waiting to hear back. Mr. Law met with Meadowview HOA to discussed their project. Mr. Law visited OCWD Prado Restoration project and highlighted the areas they would like SAWA to work for them under this year's agreement. Mr. Law finished scheduling the Ingui project in Temecula. Mr. Law met with the City of Chino Hills to look at their English Channel mitigation. Mr. Law has been gearing up for our first treatment at SAWA's new revised HH area in Eastvale. Mr. Law completed the HRS budget for calendar year 2018. Mr. Law also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: The HRS department met with Meadowview HOA to discuss their project and have since completed the planting of 170 trees in the months of November/December.
- Riverside-Corona RCD: The HRS department conducted treatments at the following: Riverside Parks – Land Agreement, SAR – Dump to Van Buren and Temescal Canyon for the months of November/December.
- Inland Empire RCD: SAWA's HRS department conducted treatments at: IERCD – El Dorado, IERCD – Goose Creek, Hwy 330 Spanish broom, City of Chino Hills – Hickory Creek, IERCD – El Casco, IERCD – Reach 3B and City of Chino Hills – English Channel Mitigation for the months of November/December.
- San Jacinto Basin RCD: The HRS department conducted treatments at Wolfskill, Wolfskill 1.47, Raceway Ford and Quail Run Phase II in this District for the months of November/December.
- Orange County Water District: The HRS department conducted treatments at Santiago Phase I and OCWD Prado Restoration in the months of November/December.

X. SAWA / MSHCP BIOLOGIST REPORT

a. Karen Riesz – SAWA MSHCP Administrator
Absent

b. Melody Aimar – SAWA Wildlife Habitat Management Services Manger

Ms. Aimar reported that she has been preparing 2018 workplan and budget. SAWA is recruiting for a Biologist I/II to fill the vacant position Ms. Aimar reported that Cowbird traps are open at 4 dairies (3 in Prado/1 at Lake Elsinore), the 2017 Annual Vireo draft report is complete and submitted to USFWS/Corps, and the Regulatory reporting is done. Ms. Aimar attended SAWPA homeless health and safety meeting and biologist attended the ACOE restoration workshop. Ms. Aimar reported that the SOW with USACE/FWS for 2018 Vireo/BHCO season is in progress, Biologists have been monitoring RC Flood activity in Sunnyslope, Staff completed sexual harassment training. Ms. Aimar reported on new proposals that are pending including: IEUA invasive fish/turtle trapping, IEUA avian/LBVI surveys-2018, SB Nat Forest – CRAM

surveys, and that Corps Reach 9 CAGN surveys funding is approved. Ms. Aimar also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: DeJong's Dairy BHCO trap will remain open through the winter and Biologists monitoring easements this month.
- Riverside-Corona RCD: PSHB traps are maintained throughout the mainstem.
- Inland Empire RCD: Devil's Canyon project continues with checking wildlife cameras and coverboards, Monthly checks 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, and Biologists – working SLEWS events.
- San Jacinto Basin RCD: No work being done in this district.
- Orange County Water District: California Least Tern report – done, Sunnyslope surveys continue, report in progress; Sunnyslope clean up conducted – 16-person crew (SAWA/OCWD) collected 64 30-gal. bags, Biologist gave Sunnyslope (SAS) education outreach presentation to IERCD, others; OCWD is funding SAWA's shot hole borer trapping in SAC, Norco, and SAR. Lower River Survey Report in progress, Prado Fire Survey report – done, CAGN surveys at Hwy71-west and near the dam in progress through 2018, and Bat/Swallow diet study- looking for DNA analysis partner and developing collection protocol.

XI. BOARD MEMBER COMMENTS

There were no Board member comments at this time.

XII. NEXT MEETING – January 25, 2017 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

XIII. ADJOURN – The meeting was adjourned at 10:59 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