



SAWA MEETING DRAFT MINUTES

February 23rd, 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 9:01 A.M.

II. INTRODUCTIONS

Natalia Doshi – OCWD; Bonnie Johnson – OCWD; Dick Zembal – OCWD; Hugh Wood – SAWA; Sue Hoffman – SAWA; Brett Mills – SJBRCD; Rick Neugebauer – TEAMRCD; Mandy Parkes – IERCD; Kerwin Russell – RCRC; Greg Powers – Jackson Tidus (via conference call); Jennette El Morsy – SAWA; Karen Riesz – MSHCP; James Law – SAWA;

III. CONSENT CALENDAR

a. Approve Minutes for January 26, 2017

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

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

b. Approve Financial Statement for January 2017

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

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

IV. DISCUSSION ITEMS

a. Continuous discussion of Partnering and Leadership Opportunities

There was no discussion of partnering and leadership opportunities at this time.

b. ILF & Conservation Easement Report – Hugh Wood

Mr. Wood did not have any ILF & conservation easement report at this time.

c. Treasurer’s Report – Kerwin Russell

Mr. Russell requested to have a simple monthly accounting report of all accounts receivable to send out to the Board along with the monthly financials.

V. ACTION ITEMS

a. Discussion and Possible Authorization to Approve Additional Payment to Ahern, Adcock and Devlin

Mr. Wood reported that in July 2015, SAWA contracted with AAD to perform auditing services for three years. The first year they completed an audit of the 2014 Financial Statement in the course of a one month review of SAWA documents. This past year, AAD began working on an

audit of SAWA's 2015 Financial Statement in May 2016. Additionally, management contracted with AAD to perform an audit of the 2015 Project Cost Accounting. Due to a number of accounting irregularities and corrections to the 2015 Financial Statement, additional time was required by AAD to review and pursue information not provided by the SAWA contract accountant. In January 2017, the 2015 Financial Statement was completed and the SAWA Board approved the audited Financial Statement on January 26th. On February 13, 2017, AAD submitted a request for payment, in the amount of \$10,015.00 for the additional time spent completing the audit of the 2015 Financial Statement. Mr. Wood requests authorization to pay AAD the requested \$ 10,015.00 for the extra time required to complete the 2015 audit. Director Zembal moved to approve payment to AAD in the amount of \$10,015.00. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

Director Zembal moved to amend the motion, following the process as laid out in the agreement, to include sending Van Lant & Fankhanel, LLP a letter saying that this is a result of their errors and omissions and SAWA has incurred cost as a result of thereof so payment will be withheld as per General Counsel Greg Powers. Director Mills seconded the amendment motion and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	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. No public input at this time.

VIII. SAWA PROJECT REPORTS

a. Hugh Wood, Executive Director – SAWA

Mr. Wood reported that SAWA hired Laurie Marscher to fill in as Accounting Support for February and March while SAWA process RFP for new Accountant. Ms. Marscher will be performing January and February Financial statements and implementing recommendations from Auditor. SAWA completed the recruitment for WHMS manager. SAWA will be conducting interviews with three qualified applicants this next week. SAWA plans to have the person hired before next Board meeting. SAWA has completed the calculations for the AUP. SAWA is preparing a presentation for the Finance Committee. SAWA has developed the 2017/18 Proposed MSHCP Budget and presented it to RCA management. SAWA has begun the process to invoice on monthly basis. Projects will be coded and tracked for closer cost scrutiny and invoicing due dates. Mr. Wood also added that 30 RFP's have been sent out.

b. Kerwin Russell – RCRC

Mr. Russell reported that RCRC have been out doing water quality testing. Mr. Russell added that Hole Creek has gotten bad due to the rains.

c. Dick Zembal – OCWD

Mr. Zembal reported that half of the bush sunflower Newport Bay Conservancy planted is dead due to drowning from the rains.

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

Mr. Neugebauer thanked staff for getting the two reports to TEAMRCD for Adeline Farms and Greer Ranch. Mr. Neugebauer added that the TEAMRCD meeting went dark last month.

e. Mandy Parkes – Inland Empire RCD

Ms. Parkes reported that she attended the CARCD's Board Meeting yesterday and gave a brief update of what was discussed at that meeting.

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported that the natural arroyos in the area have been hit hard with the rain. Mr. Mills added that SJBRCD will be going out to bid in the next month or two for Juniper Flats.

g. Bonnie Johnson – OCWD

Ms. Johnson reported that OCWD are just wrapping up on reports and getting ready for the vireo season.

h. Jennette El Morsy, Administrative Services Manager – SAWA

Ms. El Morsy reported on administrative items that include: Submitting TPA to 401K America for the new Retirement Administrative Services; A/R January invoices Total \$148,578.55; RFP for Accounting Services mailed out on February 7th; Scheduled upcoming Training for Supervisors in March; Completed MSHCP New Fiscal Year budget and meeting with RCA on February 21st; New Accounting Agreement with temporary accountant; Safety Committee meeting with staff; Established new individual alarm codes for staff and third party access to Office & Warehouse; Creating new Project Filing System (electronic & hard copy); Working on new employee asset forms/inventory control; Issuing company credit cards to supervisors; Issuing new cell phones to employees; IT: Updating all staff computers with new software, revamping old computers for warehouse use & ordered new keyboards; Hiring new HRS Technician and 2 new contract biologists starting; Completed interviews for 8 seasonal Field Assistants/New Hire Orientation was done March 6th; Scheduled interviews for MSHCP Manager Position on February 27th; Background checks for MSHCP volunteers; Wrapping up Employee Performance Evaluations for MSHCP; Masanori Abe Immigration interview scheduled for February 27th – likely returning at the end of March.

i. James Law, Habitat Restoration Services Manager – SAWA

Mr. Law reported that the SAWA's HRS crews have conducted work at the following project locations: Quail Run Phase II, SAWA pepperweed, Raceway Ford, Riverside Flood Control along the Santa Ana River, Riverside Flood Control – Lake Elsinore Outlet Channel, RLC Cienega, IERCD – Devil's Canyon, IERCD – El Dorado, IERCD – Goose Creek, IERCD – Bella Strada. Mr. Law added that the City of Chino Hills is currently drafting a PO for SAWA to conduct treatments along the drainage in Morningside Park. They have also requested that SAWA participate in bidding on their Hickory Creek project. Once the bid process is completed Mr. Law will let the board know the outcome. Mr. Law is currently working on another proposal for SB Valley Municipal Water District and will keep the board apprised as details emerge. SAWA has completed the Riverside Flood Control work along the Santa Ana River and Mr. Law is currently working on the report to close out the project. The project went smoothly and one of the crews has now switched over to the other Riverside Flood Control Project located along the Lake Elsinore outlet channel and around Gunderson Pond. Mr. Law also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: The HRS department did not do any work in this District in January/February 2017.
- Riverside-Corona RCD: The HRS department conducted treatments at: Quail Run Phase II, SAWA Pepperweed, Raceway Ford and Riverside County Flood Control project along the Santa Ana River in January/February.
- Inland Empire RCD: SAWA's HRS department conducted treatments at: Riverside Flood Control project along the Santa Ana River, IERCD – El Dorado, IERCD – Goose Creek, IERCD – Bella Strada, IERCD – Devils Canyon and RLC's La Cienega pole cuttings project.

- San Jacinto Basin RCD: The HRS department did not do any work in this District in January/February 2017.
- Orange County Water District: The HRS department did not do any work in this District in January/February 2017.

IX. SAWA / MSHCP BIOLOGIST REPORT

a. Karen Riesz – SAWA MSHCP Administrator

Ms. Riesz reported on MSHCP administrative items including: Equipment inventory is ongoing; Two staff attended part of The Wildlife Society Western Section Conference in Reno, NV this month. Ms. Riesz also updated on other work including:

- Camera stations: Two cameras set up at Kirchner/Searl in the Bautista Canyon area. Bobcat and coyote continue to be detected. Mountain lion was detected on 12/13/16.
- Aguanga kangaroo rat: Habitat surveys in Anza to be completed on 2/16/17.
- Golden Eagle: Continued collaboration with USGS on survey round 1 of 4. Species detected in Poppet Flats in San Jacinto Mountains.
- White-tailed Kite: Surveys continuing. Species detected in Hidden Valley Wildlife Area, San Jacinto Wildlife Area, San Timoteo Canyon, and Lake Perris.
- Vernal pool surveys: Surveys continuing. Western spadefoot toad, Santa Rosa and vernal pool fairy shrimp observed.
- Quino checkerspot butterfly: Surveys begun on 1/17/17. Larvae observed on 2/10/17 at the Multi-Species Reserve.
- Collaboration continuing with USGS and their Golden Eagle territory surveys.
- 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.
- Coordination continuing with other agencies regarding management of an area along the Santa Ana River near Rancho Jurupa of Brand's phacelia (*Phacelia stellaris*), a covered and narrowly endemic species.

b. Sue Hoffman – SAWA Wildlife Habitat Management Services Manger

Ms. Hoffman reported that SAWA has hired a biologist to cover for Ms. Archer's maternity leave. Patience (PJ) Falatek was hired as a consultant. Ms. Falatek has worked with Barbara Kus at USGS in San Diego and has extensive experience with LBV nest management. SAWA also hired Aaron Gallagher, a biologist who also has USGS vireo experience. Mr. Gallagher was hired as a consultant and will be surveying Temescal Canyon. SAWA interviewed seasonal BHCO assistant applicants. Biologists are reviewing all open projects with respect to permit documentation and status of project in preparation for project bioassessments this spring. Biologists are investigating the possibility of using Collector, an app that can be used on a smart phone, to document field data. Biologists continue to work up data and write reports for projects. The required USFWS service winter trapping continues with 3 dairy traps open in the Prado Basin and one in Lake Elsinore. Biologists are scheduled to start surveys for nesting birds at Lake Elsinore and Goose Creek project areas with week of 2/21/17. Ms. Housel is helping HRS with the annual regulatory report writing. Ms. Beckman attended The Wildlife Society-Western Section meeting in Reno the week of Feb 5. Ms. Hoffman attended the annual California Least Tern meeting in Newport Beach. Ms. Hoffman also updated on individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: DeJong's Dairy BHCO trap remains open and is catching well.
- Riverside-Corona RCD: No activity.
- Inland Empire RCD: Devil's Canyon project continues with habitat assessments, bird surveys, mapping invasive species, and checking wildlife cameras. Monthly checks of the burrowing owl boxes installed at the Horten Bella Strada mitigation site in Chino continue. The checks will continue through 2017. The 2016 report should be finalized soon. A native

fish survey was completed at Sunnyslope 2/16 but no suckers were found. These surveys will continue until suckers are documented. Biologists are participating in the educational SLEW program and NRCS surveys for nesting birds.

- San Jacinto Basin RCD: No activity.
- Orange County Water District: Reports for the Prado Fire Surveys, Levee Surveys, and Lower River Surveys are being done. The Huntington Beach California Least Terns Report and the Sunnyslope report have been finalized. OCWD is funding SAWA's shot hole borer trapping in SAC, Norco, and SAR. The winter Lower River surveys have been completed.

X. BOARD MEMBER COMMENTS

The Board gave a brief presentation for Ms. Hoffman and presented her with a plaque for her many years of service with the Sana Ana Watershed Association.

XI. NEXT MEETING – March 23, 2017 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

XII. ADJOURN – The meeting was adjourned at 10:34 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