



**SAWA MEETING MINUTES**

February 22<sup>nd</sup>, 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. CLOSED SESSION**

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9 of the Government Code) – One Case – Case Name: Medina v. Drake, et al., Case No. CIVDS17181777 (San Bernardino Superior Court)
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 of the Government Code – One Case
- c. EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957) – Title: (Biologist II)
- d. CONFERENCE WITH LABOR NEGOTIATORS (Government Code section 54957.6) – Agency designated representative: Hugh Wood, Executive Director

**III. INTRODUCTIONS**

Bonnie Johnson – OCWD; Kerwin Russell – RCRC; Mandy Parkes – IERC; Rick Neugebauer – TEAMRC; Brett Mills – SJBR; Paul Meinhold – Merrill Lynch; Melody Aimar – SAWA; James Law – SAWA; Hugh Wood – SAWA; Jennette El Morsy – SAWA; Dick Zembal – OCWD; Greg Powers – Jackson Tidus (via conference call); Karen Riesz – MSHCP;

**IV. CONSENT CALENDAR**

- a. Approve Minutes for January 25, 2018

Director Parkes moved to approve the January 25, 2018 Minutes. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

- b. Approve Financial Statement for January 2018

Director Russell moved to approve the financial statement for January 2018. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

**V. DISCUSSION ITEMS**

- a. Merrill Lynch 2017 Investment Portfolio Report Presentation – Paul Meinhold & Hugh Wood  
 Mr. Meinhold presented the Merrill Lynch 2017 Investment Portfolio Report for SAWA and Mr. Wood presented on the projection flow for 2018.  
 There are no recommendations at this time.

b. Continuous discussion of Partnering and Leadership Opportunities

Mr. Wood reported that he met with Rose Corona and discussed the possibility of working with Riverside County Flood on a maintenance contract down in the Temecula & Murrieta area.

c. ILF & Conservation Easement Report – Hugh Wood

Mr. Wood reported that there are no ILF & conservation easement updates at this time.

d. Treasurer’s Report – Mandy Parkes

Ms. Parkes reported that she received the Deposit/AR Aging Detail report from Ms. El Morsy. Ms. Parkes added that there are a few outstanding between 30 and 60 days, but nothing too significant.

**VI. ACTION ITEMS**

a. Discussion and Possible Approval of Investment Policy

Mr. Wood reported that at the October Board meeting, the Board requested that the Finance Committee meet with the SAWA Investment Consultant to determine whether there should be a change recommended in SAWA’s investment policy. On February 6<sup>th</sup>, the Finance Committee met with Paul Meinhold, and discussed the performance of SAWA’s investment portfolio and whether any changes should be considered in SAWA’s investment policy at this time. After reviewing the 2009 to current investment returns, the returns look consistent with expectations given SAWA’s assets, organizational requirements for investments, and depleting asset model. It was the Committee’s decision to recommend that no immediate changes be made at this time and for Investment Consultant, Paul Meinhold, to continue with his quarterly performance overview and provide the Board with projections of the next quarter’s performance.

Director Mills moved to keep the investment policy as is with no changes at this time. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

b. Discussion and Possible Approval to Increase On-call Compensation for SAWA Biologist

Mr. Wood reported that SAWA currently reimburses its biologist \$25 per weekend to take calls from the cowbird trapping assistants over the weekends. SAWA’s cowbird trapping permit requires that the traps be attended to each day of the week. Birds which are not cowbirds which are trapped must be removed from the traps. For safety purposes, cowbird trapping assistants must call into the On-call biologist at the start of the day and call in at the conclusion of the day. SAWA typically has up to 8 cowbird trapping assistants tending traps each weekend. On-call biologists also identify birds for the trapping assistants when they are not familiar with the bird. If a cowbird trapping assistant calls in sick or cannot perform their duties that day, the On-call biologist must arrange a replacement or cover the trapping route themselves. The \$25 per weekend compensation has been in effect for over 10 years. Mr. Wood reported that the amount is inadequate for the time and inconvenience this presents to the biologist and recommends that the On-call compensation be raised to \$25 per day.

Director Zembal moved to approve raising the On-call compensation to \$25 per day and for the biologist to get paid over-time if they have to go out and cover the trap route. Director Russell seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

c. Discussion and Selection of an Executive Recruitment Firm

Mr. Wood reported that at the January 25<sup>th</sup> Board Meeting, the Board authorized SAWA to issue a Request for Proposal covering Executive Recruitment Services. SAWA received 3

proposals from recruitment firms (Bob Murray & Associates, CPS and Koff & Associates) which were reviewed by the SAWA Board in Closed Session. Mr. Wood requests that the Board select an Executive Recruitment firm and Board authorization to enter into a contract with the firm selected. Mr. Wood also requests that the Board increase the professional services account budget by the amount specified in the selected firm's proposal.

Director Zembal moved to select and enter into a contract with CPS unless Bob Murray & Associates immediately say two years at the same cost is fine by the close of business tomorrow. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

d. Discussion and Possible Authorization to Increase a Biologist II Employee Merit Increase by an Addition One Percent

Mr. Wood reported that the SAWA Board of Directors approved the current salary range and merit increase system. Mr. Wood added that it was envisioned that occasionally an employee's performance for that year would be worthy of additional merit increase in salary. Mr. Wood has identified a Biologist II for an additional one percent merit increase in salary.

Director Mills moved to approve the additional one percent merit increase in salary for Biologist II employee. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	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 – SAWA

Mr. Wood reported the annual Performance Evaluations have been completed and merit increase implemented. The Revised AUP was sent to the OCWD CFO for review and comment. The Executive Director's job description has been updated and sent out with RFP soliciting bids to 5 recruitment firms. Mr. Wood is working with Admin staff and accountant on closing out financial books for 2017. Mr. Wood is working with staff on several new service proposals. Mr. Wood is also working with TEAMRCD on possible agreement with Riverside Flood Control for maintenance in the Temecula and Murrieta areas.

b. Kerwin Russell – RCRC

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

c. Dick Zembal – OCWD

Mr. Zembal reported that SAWA is still slated to receive one million in funds for maintaining arundo above and below the 15. Mr. Zembal also reported that OCWD is doing a feasibility study with the Corps of Engineers for ecosystem restoration in the Prado Basin.

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

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

e. Mandy Parkes – Inland Empire RCD

Ms. Parkes reported that IERCD did training with SAWA's HRS and WHMS Dept. Ms. Parkes added that Aaron is currently working on finalizing a restoration training manual.

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported that the Wolfskill and 91 projects are set to end June 30<sup>th</sup>.

g. Bonnie Johnson – OCWD

Ms. Johnson did not have any updates at this time.

h. Jennette El Morsy, Administrative Services Manager – SAWA

Ms. El Morsy reported on finance and administration including A/R January Invoices totaling \$152,450.10. W-2's & 1099s have been sent out to employees/contractors. 2017 participant census information (retirement IRS regulation) has been completed. Ms. El Morsy incorporated changes into T-Sheets Time Keeping Program to accommodate job-costing needs. Ms. El Morsy is working on MSHCP needs in preparation of upcoming RFP to RCA. Ms. El Morsy has also updated certificates of insurance for new projects and established a corporate account with Apple for company phones, etc. Ms. El Morsy completed Non-MSHCP staff evaluations/ merit increases and updated 2018 billable rates. Ms. El Morsy worked on Executive Director Recruitment: RFT to recruitment firms as well as posting job Ad in the LA Times, Press Enterprise, OC Register, CAN, CSDA & Indeed. Ms. El Morsy is also updating policies & procedures, working on project filing system (electronic & hard copy), and working on record retention of old files. Ms. El Morsy is also working on ongoing recruitment for executive director, 2 biologists, 2 contract biologists, biologist assistant & 8 field assistants.

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, Wolfskill 1.47, IERCD – El Dorado, IERCD – Goose Creek, Quail Run Phase II, Raceway Ford, IERCD – ProLogis Beaumont, IERCD – High Point Mitigation, Meadowview HOA, IERCD – Bella Strada, Riverside Flood Control at both SAR & Lake Elsinore Outlet Channel, Mill Creek Wetlands Park and Ingui restoration project in Temecula. Mr. Law attended the Tamarisk Coalition Conference where they had presentations about the tamarisk beetle and on new drone technology. Mr. Law is working on getting the presenter to come down, give a demonstration, and help SAWA get a drone program established. Mr. Law attended a bid walk on mitigation down in Lake Forest and has been working on the new SCE 1.2 acre mitigation site for the Wolfskill property. Mr. Law has been working with Riverside County Parks to draft an agreement to conduct treatments for their mitigations placed at Hidden Valley Wildlife Area. Mr. Law updated the PAR for the RLC Summerly project in Lake Elsinore and also working on drafting up another proposal for 3-acre site in Temecula. HRS Dept. completed another smaller contract for vegetation thinning for the Meadowview HOA. The HRS Dept. completed the initial installation of pole cuttings at the Ingui site in Temecula. The biology department and IERCD have drafted up a bird training that the crews attended. SAWA signed another contract with bright view landscaping to do sifting of the Mill Creek Wetlands now that the grinding of the biomass has been completed. Ian Achimore from SAWPA contacted SAWA to setup a contract to do some *Arundo donax* mapping. SAWPA would like to set up a contract for SAWA to also maintain the small amounts of *Arundo donax* in the headwaters of the watershed. Mr. Law is setting up a meeting with Fairway Estates HOA to conduct some more vegetation work. Carbon Canyon Fire Safe Council contacted Mr. Law and requested a proposal to continue treating Carbon Canyon. Mr. Law has also been doing administrative work such as invoicing, timesheets and processing new contracts. Mr. Law also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: The HRS department planted pole cuttings for the Ingui restoration project. SAWA also conducted some vegetation thinning for the Meadowview HOA.

- Riverside-Corona RCD: The HRS department conducted treatments at the following: Riverside Flood – SAR and Quail Run for the months of January/February.
- Inland Empire RCD: SAWA's HRS department conducted treatments at: IERCD – El Dorado, IERCD – Goose Creek, City of Chino Hills – Hickory Creek, Bella Strada, IERCD – High Point Mitigation, IERCD – ProLogis Beaumont and the Mill Creek Wetlands Park for the months of January/February.
- San Jacinto Basin RCD: The HRS department planted pole cuttings at the Wolfskill 1.47 site and conducted a treatment at Raceway Ford in this District for the months of January/February.
- Orange County Water District: The HRS department did not conduct any work in OCWD service area for the months of January/February.

## **X. SAWA / MSHCP BIOLOGIST REPORT**

### **a. Karen Riesz – SAWA MSHCP Administrator**

Ms. Riesz reported on administrative items including staff meeting with their supervisors for their 6-month evaluation check-in and Office Assistant, Ms. Ordonez, passing her probationary period. Ms. Riesz also updated on other work including:

- Camera stations: Two cameras in Wilson Valley (Thomas Rd).
- Tricolored Blackbird: SJWA colony monitoring continuing.
- Loggerhead Shrike: Surveys continuing.
- CA Gnatcatcher: Surveys scheduled to begin on February 23.
- Rare plants: Some perennial surveys begun for Engelmann Oaks and rainbow manzanita. Weeds beginning to grow on Brand's phacelia study plots. Site repairs and weeding treatments have begun there.
- 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.
- Collaborating with UCR Herbarium to catalog rare plant specimens to be submitted to the Consortium of California Herbaria.
- Collaboration with USGS planned for February 21 regarding California red-legged frog population at Whitewater.
- Data Manager attended a Survey123 workshop at ESRI on January 19.
- Seven staff attended a vernal pool fairy shrimp training course in San Diego on January 29.
- Two of those staff stayed for the 2-day workshop afterwards.
- Botany Taxa Lead and one Field Biologist attended the California Native Plant Society Conference in Los Angeles from January 30 through February 3.

### **b. Melody Aimar – SAWA Wildlife Habitat Management Services Manager**

Ms. Aimar reported that WHMS Dept. employee evaluations are done. Ms. Archer attended The Wildlife Society Conference. Ms. Aimar and Ms. Beckman attended EQ workshop. Biologists are organizing WHMS electronic filing system. Ms. Housel is preparing the CDFW 4-year report. Ms. Archer submitted a draft of Biologist Safety Manual. SAWA has selected 2 new Biologists II and 2 Contract Biologists (1 for OCWD) to start in March. SAWA is currently recruiting seasonal assistants for BHCO program. Biologists are preparing for 2018 season and deploying BHCO traps and gaining access permissions. SOW with USACE/USFWS for 2018 Vireo/BHCO season is in progress. Ms. Aimar attended a meeting with USGS/USFWS/OCWD to discuss additional monitoring requirements in Prado. Ms. Chan attended the Least Tern annual meeting. Biologists presented Nesting Bird Training for IERCD/SAWA ISR crews. Ms. Aimar reported on new proposals including: OCWD – Contract Biologist for 2018, RLC-BUOW survey – done, IEUA avian/LBVI BBS surveys, SB Nat Forest – CRAM surveys, and BUOW surveys for private developer. 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. Final report submitted for Easements.
- Riverside-Corona RCD: PSHB traps are maintained throughout the mainstem.
- Inland Empire RCD: Devil’s Canyon project continues with checking wildlife cameras, coverboards and avian point counts; Annual report done. Monthly monitoring 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.
- San Jacinto Basin RCD: No other work being done in this district.
- Orange County Water District: Sunnyslope surveys continue; 2018 report submitted. OCWD is funding SAWA’s shot hole borer trapping in SAC, Norco, and SAR – annual report in progress. Lower River Survey Report - in progress. CAGN surveys at Hwy71-west and near the dam in progress through 2018. Bat/Swallow diet study- looking for DNA analysis partner and developing collection protocol.

**XI. BOARD MEMBER COMMENTS**

Mr. Neugebauer requested moving the regularly scheduled Board Meeting from March 22<sup>nd</sup> to March 29<sup>th</sup>. Director moved to cancel the regularly scheduled meeting for March 22<sup>nd</sup> and agendize a special meeting for March 29<sup>th</sup>. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zemba	Aye	Mills	Aye		

**XII. NEXT MEETING** – March 29, 2018 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

**XIII. ADJOURN** – The meeting was adjourned at 11:29 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