



SAWA MEETING DRAFT MINUTES

January 26th, 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 9:02 A.M.

II. INTRODUCTIONS

Kerwin Russell – RCRC; James Law – SAWA; Rick Neugebauer – TEAMRCD; Richelle Arsenault – AAD/Singer Lewak; Brett Mills – SJBRCD; Karen Riesz – MSHCP; Paul Meinhold – Merrill Lynch; Jennette El Morsy – SAWA; Dick Zembal – OCWD; Sue Hoffman – SAWA; Hugh Wood – SAWA; Mandy Parkes – IERCD; Greg Powers – Jackson Tidus (via conference call);

III. CONSENT CALENDAR

a. Approve Minutes for December 8, 2016

Director Parkes moved to approve the December 8, 2016 minutes. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

b. Approve Financial Statement for November 2016

Director Parkes moved to approve the financial statement for November 2016. Director Russell seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

c. Approve Financial Statement for December 2016

Director Russell moved to approve the financial statement for December 2016. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

d. Receive and File Auditor’s Report for the 2015 Financial Statement

Mr. Wood reported that State and Federal law require that SAWA, in order to maintain its 501 c 3 tax exemption status, have its annual financial statement audited. At the June 25th, 2015 meeting, the Board of Directors selected Ahern, Adcock and Devlin LLP (AAD) as its auditor for the 2015 Financial Statement. On January 25st, 2016 the Finance and Audit Committee met with the AAD, who reviewed their report with the Committee. The audit report found the financial statement to accurately reflect the financial position of the Santa Ana Watershed Association as of December 31st, 2015. Mr. Wood recommends that the Audit Report be accepted and filed with SAWA Corporate Records and that the Board meeting minutes reflect acceptance of 2015 Financial Statement Audit Report.

Director Russell moved to accept and file the Auditor's report for the 2015 Financial Statement. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

Ms. Richelle Arsenault left the meeting at this time.

IV. DISCUSSION ITEMS

a. 2016 Investment Performance and 2017 Economic Forecasts Presentation by Paul Meinhold
Mr. Meinhold presented the 2016 Investment Performance as well as the Portfolio Analytics and Economic Forecast for 2017.

b. Continuous discussion of Partnering and Leadership Opportunities

Director Neugebauer requested that Mr. Wood give a projection report at each meeting of new projects, who they are with, the dollar amount and following up with those projects.

Mr. Wood reported that SAWA received \$12,000 in new business and is currently working on \$150,000 worth of projects.

c. ILF & Conservation Easement Report – Hugh Wood

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

d. Treasurer's Report – Kerwin Russell

Mr. Russell did not have any other updates at this time, but refer to the auditor's comments/letter.

V. ACTION ITEMS

a. Discussion and Possibly Put an Emergency Action Item on the Agenda

During Mr. Wood's report, the Board discussed issues and quality of work of current accounting services.

Director Zembal moved to put an emergency action item on the agenda that came to the attention of the Board after the posting of the Agenda. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

a.1. Discussion and Possible Termination of Current Accounting Services Contract

The Board discussed the option of terminating the current accounting services and to have a CPA for an interim. The Board also discussed potential accounting firms that can be include in the RFP list for accounting services.

Director Parkes moved to release the current Accounting Firm per the terms of the contract as well as having SAWA go out to for RFP for a new Accounting Firm while having Laurie Marscher, CPA as interim for accounting services. Director Zembal seconded 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.

Director Zembal reported that the ACOE is mandated to reach out to the constituents and take public input on their projects.

VIII. SAWA PROJECT REPORTS

a. Hugh Wood, Executive Director – SAWA

Mr. Wood reported that he has been working with HRS Manager James Law who has been going to talking to some customers that are looking at new projects this year and expanding on some of the ones SAWA was working on last year. Mr. Wood is working on proposals with Mr. Law. Mr. Wood added that SAWA has been working on getting the 2015 financial report concluded.

b. Kerwin Russell – RCRC

Mr. Russell reported that RCRC are dealing with the flooding issues after the rain.

c. Dick Zembal – OCWD

Mr. Zembal reported that they had 19,000 CFS at the USGS gauging stations at one point.

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

Mr. Neugebauer reported that TEAMRCD is still working on the Benton Channel Agreement and added that it has gone back to Fish and Wildlife for review. Mr. Neugebauer also reported that Greer Ranch staff went out about a month ago and there was quite a bit of beaver activity and added that Murrieta Creek is running.

e. Mandy Parkes – Inland Empire RCD

Ms. Parkes reported that IERCD has been doing master planning with HRS Manger James Law and Executive Director Hugh Wood. Ms. Parkes added that IERCD is also trying to get NRCS work going, but there is currently a federal hiring freeze.

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported that HRS Manager Mr. Law came out to assess one of SJBRCD's sites for potential maintenance. Mr. Mills added that he is currently gearing up for a few conservation easements in which SAWA's HRS Department could do some restoration and the WHMS could do some biological monitoring.

g. Bonnie Johnson – OCWD

Absent

h. Jennette El Morsy, Administrative Services Manager – SAWA

Ms. El Morsy reported on administrative items that include: submitting Annual USFWS Financial Report in December; State Fund Workers' Comp Audit in December – No issues; Documentation submitted to complete 2015 Financial Audit; A/R 4th Quarter invoices Total \$444,825.29; Transitioning Group Retirement Plan from Lincoln to Nationwide; Vendor I-9 Forms & Employee W-2 Forms; IT: Updating all staff computers with 2016 Microsoft Professional & revamping old computers for warehouse use; Meeting with Lee Reeder to discuss updating the SAWA website; Training Webinar for Managers & Supervisors: Coaching for Performance; New business cards for staff; Close out 2016 books; 2017 Billable Rates for staff. Ms. El Morsy also updated on personnel items that include: Hiring 2 new HRS Technicians; In the process of hiring the Temporary Field Biologist; Recruitment for 8 Seasonal Field Assistants & WHMS Manager; Administrative investigation regarding employee claim; Employee Performance Evaluations completed for Admin, HRS & WHMS - Need to finish MSHCP evaluations.

i. James Law, HRS Manager – SAWA

Mr. Law reported that the HRS crew has conducted work at the following project locations: Riverside Flood Control along the Santa Ana River, OCWD Prado Restoration, RLC Cienega, IERCD - High Point mitigation, IERCD – El Dorado, IERCD – Goose Creek, IERCD – Prologis

Beaumont, IERCD – Bella Strada, IERCD – Creekside Drive project and Joseph Nicholas. Mr. Law has been speaking with the City of Chino Hills and they requested another proposal for their Morningstar park project. In addition, two more proposals are being drafted. The year has started off well with a lot of new project proposals. SAWA was also contacted by SB Valley Municipal Water District about partnering up on some more removal projects for them as well. Mr. Law has been working on new proposals and administrative work. The work for Riverside Flood Control along the Santa Ana River is almost complete and SAWA has been working on the logistics of starting at the Lake Elsinore Outlet channel and Gunderson Pond project. Mr. Law attended the ACOE Prado Basin Long Range Plan meeting held at Inland Empire Utilities Agency office which was a good chance to touch base with multiple partners. Mr. Law also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: The HRS department didn't do any work in this District in December/January.
- Riverside-Corona RCD: The HRS department conducted treatments at the Riverside County Flood Control project along the Santa Ana River in December/January.
- Inland Empire RCD: SAWA's HRS department conducted treatments at: Riverside Flood Control project along the Santa Ana River, IERCD - High Point mitigation, IERCD – El Dorado, IERCD – Goose Creek, IERCD – Prologis Beaumont, IERCD – Bella Strada, IERCD – Creekside Drive project and Joseph Nicholas, and RLC pole cuttings project.
- San Jacinto Basin RCD: The HRS department conducted an herbicide application at Wolfskill and Wolfskill 1.47. I also conducted a site visit and drafted a proposal for their Canyon Heights Basin project in December/January.
- Orange County Water District: SAWA's HRS department worked on the OCWD Prado Restoration project in December/January.

j. CDFG (CalWild)

Absent

IX. SAWA / MSHCP BIOLOGIST REPORT

k. Karen Riesz – SAWA MSHCP Administrator

Ms. Riesz reported on MSHCP administrative items including: that the 2015 Species Occurrence Dataset was released to the managers and BIOS in December; The RCA Quarterly Report was submitted for the second quarter; Equipment inventory is ongoing; Six staff are attending the Amphibian Populations Task Force (APTF) Meeting in Santa Barbara, CA from 1/11/17-1/13/17; and the Monitoring Program Administrator and Lead Biologist will be representing the RCA and SAWA at the job fair at California State Polytechnic University in Pomona on 1/17/17. 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 continuing..
- Golden Eagle: Collaborating with USGS on survey round 1 of 4. Surveys begun on 12/19/16, and species detected in Poppet Flats in San Jacinto Mountains.
- White-tailed Kite: Surveys begun 1/10/17, and a pair of Kites detected in Hidden Valley.
- Vernal pool surveys: Surveys scheduled to begin the week of 1/16/17.
- Scouting for Quino Checkerspot butterfly to begin the week of 1/16/17.
- Collaboration begun again with USGS and their Golden Eagle territory surveys.
- Karyn Drennen scheduled to present on Englemann oak recruitment at the next Management/Monitoring meeting on February 9.
- 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.

I. Sue Hoffman – SAWA Wildlife Habitat Management Services Manger

Ms. Hoffman reported that recruitment for a new WHMS manager is taking place as Ms. Hoffman is retiring. SAWA is recruiting for a temporary replacement for Ms. Archer who will be on maternity leave in early spring. Interviews were held the week of Jan 9. SAWA has begun to advertise for the seasonal BHCO assistants. SAWA is especially looking for an assistant in the San Jacinto area. Many biologists took vacation between Christmas and New Year's. 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. Ms. Housel is helping ISR and Admin with the annual report writing. Performance evaluations have been completed. 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. Ms. Beckman and Ms. Housel completed the quarterly assessment of the conservation easements at Greer Ranch and Adeline Farms and reported their findings to TEAMRCD. SAWA is providing monitoring, reporting and oversight for mitigation compliance.
- 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. Work at Sunnyslope continued with a survey to measure the current conditions of the creek substrate.
- San Jacinto Basin RCD: San Jacinto dairy traps have been closed for the winter. Biologists are hoping to open a BHCO trap in the San Jacinto River/Refuge area in 2017 due to the heavy parasitism noted in the last few years. If you know of anyone interested in BHCO work, please let Ms. Hoffman know.
- Orange County Water District: Reports for the Prado Fire Surveys, Sunnyslope, Levee Surveys, and Lower River Surveys are being done. The Huntington Beach California Least Terns Report has been finalized. OCWD is funding SAWA's shot hole borer trapping in SAC, Norco, and SAR. Lower River Surveys continue from Imperial Hwy to the mouth of the Santa Ana River.

X. BOARD MEMBER COMMENTS

There were no Board member comments at this time.

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

XII. ADJOURN – The meeting was adjourned at 11:09 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