



SAWA MEETING MINUTES

January 25th, 2018
 Meeting Location:
 1835 Chicago Avenue, Suite C
 Riverside, CA 92507
 9:00 A.M.

BOARD ADMINISTRATIVE ITEMS

I. CALL TO ORDER

Vice Chairperson Zembal called the meeting to order at 9:03 A.M.

II. INTRODUCTIONS

Hugh Wood – SAWA; Laurie Marscher – RAMS; Jennette El Morsy – SAWA; Melody Aimar – SAWA; Dick Zembal – OCWD; Kerwin Russell – RCRCD; Mandy Parkes – IERCD; Bonnie Johnson – OCWD; Brett Mills – SJBRCD; Richelle Arsenault – Singer Lewak; Karen Reisz – MSHCP; Greg Powers – Jackson Tidus (via conference call); James Law – SAWA;

III. CONSENT CALENDAR

a. Approve Minutes for December 21, 2017

Director Parkes moved to approve the December 21, 2017 Minutes. Director Mills seconded and the motion passed unanimously, 4-0

Neugebauer	<i>Absent</i>	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

b. Approve Financial Statement for December 2017

Director Parkes moved to approve the financial statement for December 2017. Director Russell seconded and the motion passed unanimously, 4-0

Neugebauer	<i>Absent</i>	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

IV. DISCUSSION ITEMS

a. Continuous discussion of Partnering and Leadership Opportunities

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

b. ILF & Conservation Easement Report – Hugh Wood

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

c. Treasurer’s Report – Mandy Parkes

Ms. Parkes reported that she received the AR deposit detail reports from Ms. El Morsy. Ms. Parkes reported that SAWA only has one large outstanding accounts receivable from RCA of \$105,000 and added that there should also be a few checks from IERCD in the mail.

V. ACTION ITEMS

a. Discussion and Possible Approval of Revised Agreed Upon Procedures (AUP)

Mr. Wood reported that on June 27, 2013 the Board approved entering into an agreement between OCWD and SAWA requiring an audit of the Santa Ana Trust Fund be conducted within 12 months of the date of the Agreement. At the Board meeting on January 16, 2014, the

Board authorized the Executive Director to enter into a letter of engagement with Ahem, Adcock, Devlin LLP (AAD) to implement the requirements set forth in the RFP. One of the key requirements specified in the Agreed-Upon Procedures was item number 5, which states "...establish the total funds disbursed for OCWD projects from the Trust Fund, inception to present. SAWA will provide detail on cash disbursements for OCWD projects subsequent to July 2006 for this purpose." A meeting was held with OCWD on February 28th, to describe a proposed methodology and some of the assumptions SAWA was making going forward with calculating the amount of OCWD funds available. On April 9th, Mr. Wood met with OCWD staff to provide them with an update to the progress on the AUP. At that time SAWA had tentative calculations made through 2006. It was SAWA's staffs' estimate, using the proposed assumptions and methodology in allocating costs, that the amount available in the OCWD Fund as of December 31, 2012, was approximately \$1,175,277.32. In January, 2017 the Board authorized terminating the contract of the accounting firm and hire the previous contract accountant to restore and implement the Project Cost Accounting system. Due to the delays in obtaining updated information, it was decided that SAWA would include the revised Project Cost Accounting information into the AUP, so that the OCWD Fund balance would reflect our best estimate through December 31, 2016. This past month, the contract accountant completed updating the AUP through 2016 and the estimated balance remaining in the OCWD Fund is \$805,743.15. Mr. Wood requested Board approval of the revised Agreed Upon Procedure. Mr. Wood also requested Board authorization to submit the revised Agreed Upon Procedure to OCWD for their review and approval. Director Mills moved to approve the revised Agreed Upon Procedures and to submit them OCWD for review and approval. Director Russell seconded and the motion passed unanimously, 4-0

Neugebauer	<i>Absent</i>	Russell	Aye	Parkes	Aye
Zemba	Aye	Mills	Aye		

Director Parkes, Ms. Arsenault and Ms. Marscher left the meeting at this time.

GENERAL ITEMS

VI. CORRESPONDENCE / MEETING REPORTS

There was 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. There was no public input at this time.

VIII. SAWA PROJECT REPORTS

a. Hugh Wood – SAWA

Mr. Wood reported that SAWA was approved to serve as an on-call provider of biological monitoring services and habitat restoration services for the Riverside County Flood. SAWA is updating insurance requirements to meet some new provisions in their General Services Agreement. Mr. Wood is conducting annual Performance Evaluations. Mr. Wood worked with Laurie to update the Revised AUP through 2016 and with Ad Hoc Committee on Exec Director Recruitment. Mr. Wood is also working with Admin staff and accountant on closing out financial books for 2017 and with staff on new service proposals.

b. Kerwin Russell – RCRC

Mr. Russell reported that RCRC is looking to put two cowbird traps in Temescal.

c. Dick Zemba – OCWD

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

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

e. Mandy Parkes – Inland Empire RCD
Absent

f. Brett Mills – San Jacinto Basin RCD
Mr. Mills did not have any updates at this time.

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 closing out the end of the year, W-2's, 1099's, and sending out Nationwide notices to all participants. Ms. El Morsy also reported that staff did a T-Sheets training, which is the new time keeping system. Ms. El Morsy added that the Field and Safety Manual has been finalized, the Employee Handbook is going to be updated to reflect updates in the law that took effect January 1st, and other recently Board approved changes. Ms. El Morsy also worked on new employee asset forms, inventory control, and working on the filing system. Ms. El Morsy also updated on personnel including the promotion of a crewmember to lead, one staff member retiring in February, and working on employee evaluations.

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, Irvine Park, OCWD – Prado Restoration, IERCD – El Dorado, IERCD – Goose Creek, HH, 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 has begun drafting a proposal for the SCE 1.2 acre mitigation slated for the Wolfskill property. SAWA has purchased a 2015 white Toyota Tacoma 4X4. Mr. Law reported that SAWA has almost completed the Riverside County Flood Control work along the Santa Ana River. Mr. Law has scheduled to begin work at the Riverside Flood Control – Lake Elsinore Outlet Channel on January 22nd. SAWA is to begin Mill Creek Wetlands Park work in Chino the week of January 22nd, 2018. The HRS Dept. is gearing up for the proposed restoration work at the City of Chino Hills – Hickory Creek site that will begin in February 2018. Mr. Law completed another proposal for planting of 15-gallon trees and 1-meter pole cuttings for the Mill Creek Wetlands Park as well. Mr. Law reported that the recent fire affected the mission bridge project and I am awaiting a response from the parties to determine when regulatory approvals might be granted to begin work. Mr. Law also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: The HRS department collected pole cuttings for the Ingui restoration project and will be planting them in the month of January 2018.
- Riverside-Corona RCD: The HRS department conducted treatments at the following: HH and Riverside Flood - SAR for the months of December/January.
- Inland Empire RCD: SAWA's HRS department conducted treatments at: IERCD – El Dorado, IERCD – Goose Creek, City of Chino Hills – Hickory Creek, Bella Strada and the Mill Creek Wetlands Park for the months of December/January.
- San Jacinto Basin RCD: The HRS department conducted an assessment for the new SCE mitigation proposal at the Wolfskill property in this District for the months of December/January.
- Orange County Water District: The HRS department conducted treatments at Irvine Park and OCWD Prado Restoration in the months of December/January.

IX. SAWA / MSHCP BIOLOGIST REPORT

a. Karen Riesz – SAWA MSHCP Administrator

Ms. Riesz reported on administrative items including submitting the Second Quarter Report to RCA. Ms. Riesz also update on other work including:

- Camera stations: Two cameras in Wilson Valley (Thomas Rd).
- Burrowing Owl: Burrow checks completed by December 31.
- Tricolored Blackbird: SJWA colony monitoring continuing.
- Loggerhead Shrike: Surveys begun January 8.
- Rare plants: Surveys completed on December 31.
- Engelmann Oak: Surveys completed on December 21.
- 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 statewide Tricolored Blackbird Working Group.
- Collaborating with UCR Herbarium to catalog rare plant specimens to be submitted to the Consortium of California Herbarium.
- Collaborated with other wildlife organizations and agencies in the annual RIX Wastewater Treatment Facility maintenance shutdown fish rescue on December 20.
- Collaborating this month with SAWA Wildlife Habitat Management Services on an invasive removal project at Chino Creek for the Inland Empire Utilities Agency.

b. Melody Aimar – SAWA Wildlife Habitat Management Services Manger

Ms. Aimar reported that the WHMS Dept. evaluations are being prepared; the Biologist Safety Manual has submitted a draft for approval and SAWA is recruiting for seasonal assistants for BHCO program, Biologist I/II and Contract Biologist. Ms. Aimar added that Mr. Armijo is retiring in February, Biologists and HRS staff training for BHCO trap install and the 2017 Annual Vireo Final report and shapefiles are complete and submitted to USACE/USFWS. Ms. Aimar also reported that SOW with USACE/USFWS for 2018 Vireo/BHCO season and California Gnatcatcher is in progress. Biologists conducted invasive fish removal at IEUA – CCP. Ms. Aimar gave staff from USGS and USACE a tour of Reach - proposed vegetation study. Biologists developing nesting bird training for IERCD/SAWA ISR crews. Ms. Aimar reported that there are pending proposals for IEUA avian/LBVI BBS surveys-2018 and SB Nat Forest – CRAM surveys. 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. Biologists' monitored easements this month – report in progress.
- 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 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 work done in this district.
- Orange County Water District: Sunnyslope surveys continue, report in progress. OCWD is funding SAWA's shot hole borer trapping in SAC, Norco, and SAR – annual report in progress. Lower River Survey Report - in progress. Prado Fire Survey report – submitted. 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.

X. BOARD MEMBER COMMENTS

There were no Board member comments at this time.

XI. NEXT MEETING – February 22, 2017 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

XII. ADJOURN – The meeting was adjourned at 10:26 A.M.

SAWA AD HOC COMMITTEE RECRUITMENT MEETING AGENDA

I. CALL TO ORDER

Vice Chairperson Zembal called the meeting to order at 10:29 A.M.

II. ATTENDEES

Kerwin Russell – RCRCO; Bonnie Johnson – OCWD; Brett Mills – SJBRCD; Dick Zembal – OCWD; Jennette El Morsy – SAWA; Hugh Wood – SAWA;

III. ACTION ITEMS

a. Discussion and Possible Approval of Executive Director Job Description and Salary Range
Mr. Wood reported that in order to carry out Board direction to undertake a recruitment for an Executive Director, the Ad Hoc Committee identified a need to update the current job description. The Ad Hoc Committee charged with undertaking the recruitment for an Executive Director decided to review the current job description and update it as necessary. Additionally, the Board wanted to discuss possible salary range to use in the recruitment for the position of Executive Director and whether to seek assistance of an executive recruitment firm. The Board approved the revisions of the Executive Director Job description and updated salary range. The Board additionally discussed the advertising of the position on newspapers and online. Director Mills moved to approve the updated Executive Director Job Description with a salary range of \$84,000 - \$120,000 and advertising the position on Riverside Press Enterprise, Orange County Register, LA Times, CAN, and Indeed.com with an edited down version of Job description that includes a link to the SAWA website for the full Job Description as well as sending out an RFP to recruiting firms in the next week. Director Russell seconded and the motion passed unanimously, 3-0

Neugebauer	<i>Absent</i>	Russell	Aye	Parkes	<i>Absent</i>
Zembal	Aye	Mills	Aye		

III. ADJOURN – The meeting was adjourned at 11:14 A.M.

**SPECIAL SAWA BOARD MEETING AGENDA
10:30 AM**

I. CALL TO ORDER

Vice Chairperson Zembal called the meeting to order at 11:14 A.M.

II. ACTION ITEMS

a. Board Discussion and Possible Action to Implement Recommendations of Executive Director Ad Hoc Committee

Director Russell moved to implement the Ad Hoc Committees recommendation and proceed with the Executive Director job description, salary range, advertisement posting and sending out the RFP. Director Mills seconded and the motion passed unanimously, 3-0

Neugebauer	<i>Absent</i>	Russell	Aye	Parkes	<i>Absent</i>
Zemal	Aye	Mills	Aye		

III. ADJOURN – The meeting was adjourned at 11:15 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