



SAWA MEETING MINUTES

July 27th, 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

Kerwin Russell – RCRC; Bonnie Johnson – OCWD; Rick Neugebauer – TEAMRCD; Eric Chan – IERCD; Brett Mills – SJBRCD; Karen Riesz – MSHCP; Hugh Wood – SAWA; Melody Aimar – SAWA; James Law – SAWA; Greg Powers – Jackson Tidus (via conference call); Jennette El Morsy – SAWA;

III. CONSENT CALENDAR

a. Approve Minutes for June 22, 2017

Director Russell moved to approve the June 22, 2017 minutes. Director Alternate Johnson seconded and the motion passed, 4-0-1

Neugebauer	Aye	Russell	Aye	Alternate Chan	Aye
Alternate Johnson	Aye	Mills	<i>Abstained</i>		

b. Approve Financial Statement for June 2017

Director Russell moved to approve the financial statement for June 2017. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Alternate Chan	Aye
Alternate Johnson	Aye	Mills	Aye		

IV. DISCUSSION ITEMS

a. Continuous discussion of Partnering and Leadership Opportunities

Mr. Wood reported that there is an action item on the agenda for a potential partnership with Chino Hills.

Mr. Law reported that there might also be another potential partnership opportunity with SAWPA.

b. ILF & Conservation Easement Report – Hugh Wood

Mr. Wood reported that there were no updates at this time.

c. Treasurer’s Report – Kerwin Russell

Mr. Russell reported that there are no new updates at this time.

V. ACTION ITEMS

a. Discussion and Possible Approval of a Policy to Reimburse Employees Who Sustain Automobile Damage While Conducting SAWA Business

Mr. Wood reported that at the December 2016 Board meeting, the SAWA Board authorized reimbursement to an employee whose vehicle had been vandalized during performance of their work duties with SAWA. The Board further directed that a policy be developed covering reimbursement of costs for damages sustained to an employee's personal vehicle while carrying out SAWA directed work activities. In response to that direction a draft policy has been developed for Board consideration. It places a limit of up to \$500 for vehicle repairs and a maximum of up to \$1,000 for vandalized or stolen vehicles. This policy does not allow reimbursement to the employee for damages sustained while commuting to their work site. Mr. Wood requests the Board approval of the proposed employee personal Vehicle Damage Reimbursement Policy. General Counsel reported that he would like to add a fourth bold line that reads "THIS POLICY DOES NOT COVER ANY COST OR EXPENSES OTHERWISE COVERED BY INSURANCE".

Director Mills moved to approve with counsel changes. Director Alternate Johnson seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Alternate Chan	Aye
Alternate Johnson	Aye	Mills	Aye		

b. Discussion and Possible Approval to Dispose of Fully Depreciated Assets

Mr. Wood reported that SAWA currently has on its books, assets which have long ceased being of value or are no longer useful to the organization. For purposes of streamlining and reducing accounting reporting and auditing staff hours, SAWA is recommending that the Board authorize the disposal of these fully depreciated assets, thus removing them from SAWA's financial records.

Director Neugebauer moved to approve the disposal of assets identified by the accountant as fully depreciated and no longer in use by the organization as of 12/31/2016. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Alternate Chan	Aye
Alternate Johnson	Aye	Mills	Aye		

c. Discussion and Possible Approval for SAWA to preform Vegetation Maintenance and Possible Silt Removal Services for the City of Chino Hills at Seventeen Flood Control Facility Sites

Mr. Wood reported that on July 13th, SAWA submitted its proposal to provide vegetation and silt management services in response to the City's RFP. The City is seeking a firm to provide three years of vegetation management and silt removal services at seventeen flood control sites within the city as a part of their HMMP. All SAWA salaries, overhead and mileage for work performed will be covered in the agreement per Board approved policies. The agreement will be for a "not to exceed" amount of \$943,966. Agreement will be reviewed with General Counsel prior to signing agreement. Additionally, SAWA would like to contract with J. Harris Construction to perform the silt and sediment removal. Harris Construction is an excavating construction company, licensed in California and a registered public works contractor. SAWA will also be seeking to reduce by one-half its mark-up on the subcontractor's portion of the contract. Currently, SAWA is authorized to mark-up supplies and contracted services an additional 15%. Reducing SAWA's mark-up to 7.5% for the services of this subcontractor would reduce the amount received by \$35,000. Mr. Wood requested that the Board authorize the Executive Director to enter into a services agreement with the City of Chino Hills to provide vegetation and possible silt removal services to be performed at seventeen City flood control facilities for three years for an amount not to exceed \$956,019.00. This includes a reduction in SAWA's mark-up to 7.5%. Mr. Wood also requested authorization to enter into a contract with Jeremy Harris Construction to perform silt and sediment removal services for an amount not to exceed \$442,219.00.

Director Neugebauer moved to approve to enter in to a services agreement with the City of Chino Hills not to exceed \$956,019.00 with the mark-up of 7.5% and to enter into a contract

with Jeremy Harris Construction for an amount not to exceed \$442,219.00. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Alternate Chan	Aye
Alternate Johnson	Aye	Mills	Aye		

d. Discussion and Possible Approval of Proposed Mid-Year Budget Revisions for 2017
 Mr. Wood reported that the proposed mid-year budget adjustment for 2017 has been prepared for Board review and to make proposed changes to income and expense items in the budget as adopted in December 2016. Mr. Wood requested to increase total Revenues by \$223,500 and to increase total Expenses by \$190,385. Revenues increased by \$31,000 for new projects. Expenses are projected to decrease due salary/benefits savings in the amount of \$50,000 but increased \$35,000 to cover a proposal to hire three additional Restoration Technician beginning September 1st. A new support expense of \$39,000 will be incurred for the purchase of a truck and equipment for the new crew. Additionally, the revised budget reflects increases in income and expenses associated with the MSHCP department, approved by the Board in May, 2017. Mr. Wood requested the Board's approval of the revised 2017 Mid-Year budget, that the Board authorize hiring one Restoration Technician effective September 1st at a cost of \$12,000.00 and the purchasing a truck at a cost of \$39,000.00 including tax and license which will be recorded as a capital asset. The requests would increase net revenues by \$223,500 and increase net expenses by \$190,385. Net income/loss for 2017 is projected to be (\$135,596).

Director Russell moved to approve the revised 2017 Mid-Year budget as presented by Executive Director Hugh Wood. Director Alternate Johnson seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Alternate Chan	Aye
Alternate Johnson	Aye	Mills	Aye		

e. Discussion and Possible Proposed Cancellation of August 24th, SAWA Board Meeting
 Mr. Wood reported that the SAWA Bylaws state that regular meetings of the Board of Directors are to be held on the fourth Thursday each month, with the exception when such days are designated by the State of California as a holiday. SAWA does not have plans to submit actionable items to the Board for its consideration at the currently scheduled August 24th, Board meeting. Mr. Wood requested that the Board cancel its regularly scheduled meeting of August 24th, 2017.

Director Russell moved to approve the cancellation of the regularly scheduled meeting of August 24th, 2017. Director Neugebauer seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Alternate Chan	Aye
Alternate Johnson	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. There was not public input at this time.

VIII. SAWA PROJECT REPORTS

a. Hugh Wood, Executive Director – SAWA

Mr. Wood met with Laurie Marscher and Administration personnel to review 2016 Financial documents. SAWA is preparing for the July 24th, visit of the auditing team. Mr. Wood is working with staff to develop a new Vireo Study and Cowbird Trapping contract with USFWS and ACOE. Staff completed the mid-year budget revisions to include Board approved actions and

new projects. SAWA is also including hiring of additional crew personnel for HRS and a new truck. Mr. Wood is working with staff on developing a plan to begin work this Fall on unassigned mitigation. Mr. Wood is double checking all permits to be assured type of mitigation and acreage is accurate. SAWA is exploring hiring a consultant to help with completing the plan and submitting it to CDFW and RWQCB. Mr. Wood reported that Mid-year Project Cost Reports have been completed. Mr. Wood developed proposals to submit for consideration on new projects. Mr. Wood reported that one of them is with Chino Hills and will be for approximately \$1 million. Mr. Wood reported that SAWA completed mid-year evaluation updates on managers' goals for the year.

b. Kerwin Russell – RCRC

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

c. Dick Zembal – OCWD

Absent

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

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

e. Mandy Parkes – Inland Empire RCD

Absent; Alternate Mr. Chan reported that IERCD started monthly meetings with Jeff at CA Fish and Wildlife, for coordinating. IERCD has three Directors and one staff member going to RCRC's Director Training. Mr. Chan also reported that IERCD is currently hiring a Field Ecologist.

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported that he is working on conservation easements.

g. Bonnie Johnson – OCWD

Ms. Johnson reported that OCWD are up 20 – 25 more territories for vireo than last year and that OCWD did interviews for an intern position.

h. Jennette El Morsy, Administrative Services Manager – SAWA

Ms. El Morsy reported on Administrative and Finance including A/R June invoices, 2017 Mid-Year Budget revision, 2016 Audit, Staff Meeting for Nationwide Retirement Plan, Meeting with staff in June to evaluate ARC GIS plan, the Safety Committee Meeting, and training the managers on the SAWA database. Ms. El Morsy also updated on personnel including the six-month goal reviews, hiring a new Office Assistant for MSHCP Dept., Training schedule for MSHCP Biologist Supervisor, Biologist I & Supervisor recruit for next year, the end of BHCO Seasonal Field staff employment, Lead Technician recruit in the fall and two new Technician Assistants in the fall.

i. James Law, Habitat Restoration Services Manager – SAWA

Mr. Law reported that SAWA's HRS crew has conducted work at the following project locations: Wolfskill Gilman, Wolfskill 1.47, City of Chino Hills – Hickory Creek, IERCD – Goose Creek, City of Chino Hills – English Channel, IERCD – Devils Canyon, Temescal Canyon 3M 2.86 acre mitigation, Mockingbird MCB, Quail Run Phase II, Raceway Ford, Riverside Flood – Lake Elsinore/Gunnerson Pond, OCWD Prado, IERCD – Highpoint Mitigation, IERCD – El Dorado, IERCD – Bella Strada, IERCD – ProLogis Beaumont, IERCD – El Casco and Reach 3B. Mr. Law reported that work being conducted at City of Chino Hills – Hickory Creek includes irrigation repairs and herbicide applications. Mr. Law attended a free training at ESRI on a new application they have called "Survey 123". Mr. Law finalized HRS's Dept.'s mid-year budget revisions. After speaking with San Bernardino County Flood they have agreed to waive SAWA's permit fee of \$1,977.00! I have worked on numerous proposals this month. One

proposal for the City of Chino Hills is in the negotiation. Mr. Law created a proposal for TEAM RCD for a property in Temecula. SAWA has a request to draft another proposal for the new Mission Bridge project that is scheduled to be built in 2020. Mr. Law is working on this year's Riverside Flood Control – SAR project. Mr. Law attended a training session put on by IERCD and Dudek. Mr. Law was contacted by SAWPA about potential Arundo removal projects along the Santa Ana River upstream from Riverside. Mr. Law is beginning the process of permitting two removal projects slated for the fall. One is the CDFW and Regional Water Quality Control Board unassigned mitigations. The other project is SAWA's RLC – Alessandro Arroyo 1.52 acre project. Mr. Law also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: The HRS department did an assessment for a small restoration project in Temecula. In addition, a final treatment was conducted at SAWA's Riverside Flood Control – Lake Elsinore/Gunnerson Pond project.
- Riverside-Corona RCD: The HRS department conducted treatments at the following: Temescal Canyon 3M 2.86 and Mockingbird MCB.
- Inland Empire RCD: SAWA's HRS department conducted treatments at: IERCD – Goose Creek, City of Chino Hills – Hickory Creek, IERCD – El Dorado, IERCD – Bella Strada, IERCD – ProLogis Beaumont, Reach 3B, IERCD – El Casco, IERCD – Devils Canyon, IERCD – Highpoint Mitigation and City of Chino Hills – English Channel.
- San Jacinto Basin RCD: The HRS department conducted treatments at: Wolfskill Gilman, Raceway Ford, and Wolfskill 1.47 May/June 2017.
- Orange County Water District: The HRS department conducted treatments at OCWD – Prado.

IX. SAWA / MSHCP BIOLOGIST REPORT

a. Karen Riesz – SAWA MSHCP Administrator

Ms. Riesz reported on MSHCP administrative items including: Finalizing 2016 data, Working on 2016 reports, and Pursuing replacement of Office Assistant Position. Ms. Riesz also updated on other work including:

- Camera stations: Two cameras installed in Wilson Valley (Thomas Rd) and two may be installed at San Timoteo Canyon.
- Small mammal trapping: Trapping occurred at Riverside County Flood Control's Potrero Basin during the week of June 19.
- Golden Eagle: USGS conducting round 4 of 4.
- Burrowing Owl: Surveys continuing, monitoring via trail cameras. New pair found at SJWA.
- Riparian Birds: Surveys continuing. Nests fledged at Dos Lagos and Temecula Creek. Active nest just outside conservation area being monitored at Murrieta. Vireo fledglings detected at Lake Skinner.
- Tricolored Blackbird: Surveys continuing at SJWA. Nesting completed.
- Terrestrial herps: Surveys continuing.
- Arroyo toad: Surveys completed as of June 29.
- Western pond turtle: Assisting Santa Rosa Plateau staff occasionally. Program surveys planned for week of July 17 at Temecula Creek.
- Santa Ana sucker: Survey planned for Sunnyslope on July 18.
- Rare plants: Surveys continuing.
- Delhi Sands flower-loving fly: Survey begun on June 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 state-wide Tricolored Blackbird Working Group.
- Collaboration continuing with USGS and their Golden Eagle territory surveys.
- Collaboration continuing with USGS and their arroyo toad surveys.
- Collaboration continuing with CNLM on the Burrowing Owl pair count surveys.

- Collaboration occurred with Riverside County Flood Control regarding small mammal trapping prior to cleanout of the Potrero Basin.
- Collaboration begun with Dr. Doug Yanega (UCR) regarding Delhi Sands flower-loving fly.

b. Melody Aimar – SAWA Wildlife Habitat Management Services Manger

Ms. Aimar reported that Vireo nesting is slowing down. Some pairs still have nests going. Biologists are in the field daily, and are beginning to work up data. Bio-assessments of mitigation sites are completed. Results will be analyzed this month. Cowbird traps will be closed at the end of July. Ms. Juran is monitoring HRS crews daily through nesting season. Manager and Supervisor are attending management training this week. Manager attended permit training by Dudek at IERCD. Manager has been working on mid-year budget adjustments. Ms. Aimar also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Ana-Murrieta RCD: Biologists are monitoring Vireo in Temescal and Lake Elsinore. DeJong’s Dairy BHCO trap will be in operation throughout the season and will remain open through the winter. Other traps are located throughout Temescal.
- Riverside-Corona RCD: Cowbird traps are open and Vireo monitoring is continuing throughout SAR, Temescal and Mockingbird Canyon. Biologists will accompany USGS crews doing sediment sampling in Vireo territories.
- Inland Empire RCD: Devil’s Canyon project continues with checking wildlife cameras. Biologists assessing cover board locations and scheduling night drives to inventory herps at Devil’s Canyon. Monthly checks of the burrowing owl boxes installed at the Bella Strada mitigation site in Chino continue. Biologists are conducting nesting bird surveys for NRCS.
- San Jacinto Basin RCD: Cowbird traps are open at SJ dairies and SJWR. Vireo monitoring is being conducted in San Jacinto and other riparian locations.
- Orange County Water District: California Least Tern monitoring is on-going, but slowing down. A record of over 650 nests were detected. OCWD is funding SAWA’s shot hole borer trapping in SAC, Norco, and SAR. Biologists are field-testing the Collector App designed specifically for Vireo data by OCWD’s GIS department. New Projects include: CAGN surveys at Hwy71-west and near the dam and Bat/Swallow diet study.

X. BOARD MEMBER COMMENTS

There were no Board member comments at this time.

XI. NEXT MEETING – September 28, 2017 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

XII. ADJOURN – The meeting was adjourned at 10:27 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