



SAWA MEETING MINUTES

July 26th, 2018
 Meeting Location:
 1835 Chicago Avenue, Suite C
 Riverside, CA 92507
 9:00 A.M.

BOARD ADMINISTRATIVE ITEMS

I. CALL TO ORDER

Rick Neugebauer called the meeting to order at 9:01 A.M.

II. INTRODUCTIONS

Brian Brady – SAWA; Hugh Wood – SAWA; Michelle Mariscal – SAWA; Dick Zembal – OCWD; Melody Aimar – SAWA; Bonnie Johnson – OCWD; Kerwin Russell – RCRCD; Rick Neugebauer – TEAMRCD; Brett Mills – SJBRCD; Jennette El Morsy – SAWA; Paul Mienhold – Merrill Lynch; Greg Powers – Jackson Tidus (via conference call); Mandy Parkes – IERCD;

III. CONSENT CALENDAR

a. Approve Minutes for June 28, 2018

Director Russell moved to approve the June 28, 2018 Minutes. Director Mills seconded and the motion passed unanimously, 4-0

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

b. Approve Financial Statement for June 2018

Director Zembal moved to approve the financial statement for June 2018. Director Russell seconded and the motion passed unanimously, 4-0

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

c. Receive and File Letter from OCWD Designating the Board Member Representative and Alternate for its District

Director Russell moved to receive and file letter from OCWD Designating the Board Member Representative and Alternate for its District. Director Mills seconded and the motion passed unanimously, 4-0

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

d. Receive and File Letter from SJBRCD Designating the Board Member Representative and Alternate for its District

Director Zembal moved to receive and file letter from SJBRCD Designating the Board Member Representative and Alternate for its District. Director Neugebauer seconded and the motion passed unanimously, 4-0

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

e. Receive and File Executive Director’s Employment Agreement
 Director Mills moved to receive and file the Executive Director’s Employment Agreement.
 Director Russell seconded and the motion passed unanimously, 4-0

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

Director Parkes joined the meeting at this time.

IV. DISCUSSION ITEMS

a. Presentation of SAWA Investment Portfolio and Cash Flow through June 2018 – Paul Meinhold

Mr. Meinhold presented the SAWA Investment Portfolio and Cash Flow through June 2018. Mr. Wood also presented on the Cash Flow for 2018 through July 1, 2018.

b. Continuous discussion of Partnering and Leadership Opportunities
 There was no discussion of partnering and leadership opportunities at this time.

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 there is nothing significant over 30 days.

V. ACTION ITEMS

a. Discussion and Possible Approval for SAWA to Perform Biomass Reduction Services for the City of Chino Hills in Carbon Canyon

Mr. Wood reported that this past spring SAWA has been working with the City of Chino Hills on a proposed project to remove dead vegetation from Carbon Canyon. These services will be performed during this Fall. 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 \$55,589.70.

Director Zembal moved to approve SAWA to enter into a services agreement with the City of Chino Hills to provide biomass reduction services to be performed in Carbon Canyon for an amount not to exceed \$55,589.70. Director Russell seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

b. Discussion and Possible Approval of Proposed Mid-Year Budget Revisions for 2018
 Mr. Wood reported on the proposed mid-year budget adjustment for 2018 that has been prepared for Board review and to make proposed changes to income and expense items in the budget as adopted in December 2017. It is recommended to increase total Revenues by \$701,025 and to increase total Expenses by \$534,676. Revenues increased by \$350,321 for new projects. Expenses are projected to increase due salary/benefits and new support responsibilities under the new MSHCP contract in the amount of \$184,783 approved by the Board in May, 2018.

Director Mills moved to approve the proposed Mid-Year Budget revisions for 2018. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

c. Discussion and Possible Approval to Extend to the New Executive Director Authority to Transfer Funds From the Investment Portfolio to the Cash Account
 Mr. Wood reported that SAWA requires the transfer of funds from its investment portfolio to the cash account to meet cash flow needs due to the protracted payment schedules of some of customers and to meet the expenses associated with fulfilling mitigation obligations. It has been Board policy to require the Executive Director to request this authority each year and identify the estimated amount to be transferred from the investment portfolio to the cash account. It is estimated at this time that the Executive Director will require an additional \$300,000 between August 1st, 2018 and December 31, 2018.
 Director Parkes moved to approve to extend to the new Executive Director, Brian Brady, Authority to transfer fund from the Investment portfolio to the cash account. Director Neugebauer seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Zemba	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 no public input at this time.

VIII. SAWA PROJECT REPORTS

a. Hugh Wood – SAWA

Mr. Wood reported that he has been assisting Mr. Brian Brady, the new SAWA Executive Director during this transition.

b. Kerwin Russell – RCRC

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

c. Dick Zemba – OCWD

Mr. Zemba reported on the Prop 84 round 3 funds.

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

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

e. Mandy Parkes – Inland Empire RCD

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

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported on a couple of potential conservation easements and projects to collaborate on with SAWA that will be needing maintenance.

g. Bonnie Johnson – OCWD

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

h. Jennette El Morsy – SAWA

Ms. El Morsy reported on finance and administration including A/R April invoices totaling \$234,754.15. Mid-year budget revisions, updated billable rates and financial authorization changes for new Executive Director. Final MSHCP contract invoice to RCA with vacation

balances, transferring of RCA covered services for MSHCP to SAWA. Financial audit, updating Policies & Procedures as well as project filing system and record retention of old files. Ms. El Morsy also updated on personnel including hiring a new Field Biologist for the MSHCP Dept., the new Executive Director, Interim MSHCP Administrator; HRS Dept. Supervisor, Lead Technician, Restoration Technician, and the end of the season for the field assistants.

i. James Law – SAWA
Absent

IX. SAWA / MSHCP BIOLOGIST REPORT

a. Michelle Mariscal – SAWA Interim MSHCP Administrator

Ms. Mariscal reported on administrative items including submitting two additional survey reports to RCA, hiring of Field Biologists position and continuing of annual staff evaluations. Ms. Mariscal also updated on other work including:

- Burrowing Owl: Pair counts continuing. 6 family units confirmed; 2 additional pairs to be confirmed via trail camera.
- Tricolored Blackbird: Monitoring continuing at San Jacinto Wildlife Area.
- Loggerhead Shrike: Surveys wrapping up.
- CA Gnatcatcher: Surveys concluded.
- Yellow-billed Cuckoo: Autonomous Recording Unit (ARU) deployed in Prado on June 20.
- Arroyo Chub: Scouting potential survey locations.
- Rare plants: Surveys continuing.
- Delhi sands flower-loving fly: Surveys began 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.
- Collaborating with CNLM on the Burrowing Owl burrow check surveys.
- Collaborated with FWS and RCRCD on native fish rescue in the Santa Ana River during a scheduled shut down of the Rialto Waste Water Treatment Plant.
- Collaborated with SJWA to remove invasive turtles from a pond on property adjacent to the Wildlife Area.
- Collaborated with Rivers and Lands Conservancy land stewards to conduct arthropod surveys at Teledyne.
- Collaborated with other wildlife organizations and wildlife professionals in a Delhi Sands flower-loving fly Working Group meeting on July 10.
- All Hands Meeting occurred on June 6: cleaned and checked vehicles, discussed survey and report status.
- Delhi Sands fly survey training was provided by the Survey Lead on June 20.
- Data Manager attended a Survey123 workshop at ESRI on June 27-28.
- Staff attended a timesheet database training provided by SAWA on July 2.
- Arroyo chub survey training will be conducted by the Survey Lead on July 20.

b. Melody Aimar – SAWA Wildlife Habitat Management Services Manager

Ms. Aimar reported that biologists are monitoring all HRS Dept. activities for nesting birds. Biologists are monitoring vireo at 13 sites and doing assessments in all peripheral areas. Ms. Housel is preparing the CDFW 4-year report. Biologists are conducting BBS at Chino Creek Park for IEUA. Ms. Aimar prepared and presented new Executive Director with transition documents. Biologists attended the USGS vegetation modeling training and vegetation cover estimation training. Biologists conducted bio-assessments of all active mitigation areas. Ms. Aimar also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: DeJong's Diary BHCO trap closing end of month. Biologist monitoring vireo at Lake Elsinore.
- Riverside-Corona RCD: PSHB traps are maintained throughout the mainstem. LBVI monitoring throughout SAR and tributaries.
- Inland Empire RCD: Devil's Canyon project continues with checking wildlife cameras, night drives, coverboards and avian point counts. 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-monthly. Monitoring ISR crews for nesting birds. Biologists helping with SLEWS program. Biologists conducting NRCS surveys. LBVI monitoring and BHCO trapping (ends July) at all sites (San Timoteo, SAR).
- San Jacinto Basin RCD: BHCO traps open in San Jac River and SJWA through July. LBVI monitoring In San Jac River and SJWA.
- Orange County Water District: Biologists are monitoring Least Tern colony-650+ nests (WSPL – 2 nests). Sunnyslope surveys continue. OCWD is funding SAWA's shot hole borer trapping in SAC, Norco, and SAR. CAGN surveys at Hwy71-west and near the dam in progress through 2018. Bat/Swallow diet study- Bat survey, DNA analysis sampling in progress.

X. BOARD MEMBER COMMENTS

No Board Member comments at this time.

XI. NEXT MEETING – August 23, 2018 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

XII. ADJOURN – The meeting was adjourned at 10:54 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