



SAWA MEETING MINUTES

October 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 9:05 A.M.

II. INTRODUCTIONS

Dick Zembal – OCWD; Melody Aimar – SAWA; Paul Meinhold – Merrill Lynch; Mandy Parkes – IERCD; Rick Neugebauer – TEAMRCD; Brett Mills – SJBRCD; Diane Ruiz – RCRCD; Jennette El Morsy – SAWA; Greg Powers – Jackson Tidus (via conference call)

III. CONSENT CALENDAR

a. Approve Minutes for September 28, 2017

Director Parkes moved to approve the September 28, 2017 minutes. Director Zembal seconded and the motion passed, 3-0-2

Neugebauer	Aye	Alternate Ruiz	<i>Abstained</i>	Parkes	Aye
Zembal	Aye	Mills	<i>Abstained</i>		

b. Approve Financial Statement for September 2017

Director Zembal moved to approve the financial statement for September 2017. Director Parkes seconded and the motion passed, 4-0-1

Neugebauer	Aye	Alternate Ruiz	<i>Abstained</i>	Parkes	Aye
Zembal	Aye	Mills	Aye		

IV. DISCUSSION ITEMS

Action Items were reported and voted on before continuing on to the Discussion Items.

a. Paul Meinhold, SAWA Financial Advisor Presentation on SAWA Investment Portfolio and 2017 Financial Outlook

Mr. Meinhold presented the Semi-Annual Investment Portfolio and 2017 Financial Outlook. There were no recommendations at this time. Director Parkes left the meeting at this time.

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
 Absent

d. Treasurer’s Report – Mandy Parkes
 Absent

V. ACTION ITEMS

a. Designation of SAWA Board Committees and Assignment of Committee Members

Mr. Neugebauer reported that Section 600 of SAWA By-laws call for the designation of Board advisory committees by the Board of Directors. The following are the committees approved by the Board: Administration (policies and procedures, human resources, and legal); Audit and Finance (accounting, budget, purchasing, and investment). Section 601 of the By-laws stipulates that the committees shall continue as such until the annual meeting of the Board and until his or her successor is appointed. The Executive Director recommends continued designation of the Administration, Audit and Finance Committees as Board advisory committees. The Executive Director also requests that the Board accept nominations and select two members to serve on each of the two committees. Director Mills nominated Director Zembal for the Audit & Finance Committee, Director Zembal graciously declined. Director Zembal nominated Director Alternate Johnson for the Audit & Finance Committee. Director Parkes volunteered to be part of the Audit & Finance Committee. Director Alternate Ruiz nominated Director Russell for the Audit & Finance Committee. Director Mills nominated Director Zembal for the Administration Committee, Director Zembal respectfully declined. Director Mills volunteered to be part of the Admin Committee. Director Alternate Ruiz nominated Director Russell for the Admin Committee. Director Neugebauer volunteered to be part of the Admin Committee.

Director Neugebauer moved to approve Ms. Johnson, Ms. Parkes, and Mr. Russell for the Audit & Finance Committee and Mr. Mills, Mr. Russell and Mr. Neugebauer for the Administration Committee. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Alternate Ruiz	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

b. Discussion and Possible Approval of SAWA 2016 Tax Return

Ms. El Morsy reported that the 2016 Tax Return has been completed by SAWA's accounting firm, Singer Lewak, LLP and there were no issues.

Director Zembal moved to approve the 2016 SAWA Tax Return. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Alternate Ruiz	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

c. Discussion and Possible Approval for SAWA to Perform "On Call" Environmental and Regulatory Compliance Services for the Riverside County Flood Control and Water Conservation District (RCFD)

On October 24, 2017, SAWA submitted its qualifications to provide On Call environmental and regulatory compliance services in response to RCFD's RFQ. The RCFD is seeking firms to provide On Call environmental and regulatory services covering invasive plant removal, habitat restoration, bird nest monitoring, and wildlife survey services, etc. All SAWA salaries, overhead and mileage for work performed will be covered in the agreement per Board approved policies. A multiyear Master Agreement will be for a "not to exceed" amount of \$4,000,000. The Master Agreement will be reviewed with General Counsel prior to signing the agreement should SAWA be selected. Any task order issued pursuant to this Master Agreement will be reported to the Board at the following meeting. The Executive Director seeks Board authorize to enter into an On Call services Master Agreement with RCFD to provide environmental and regulatory compliance services for an amount not to exceed \$4,000,000. The revenue and costs will be adjusted in the 2018 Budget to reflect this agreement.

Director Parkes moved to approve the On Call Environmental and Regulatory Compliance Services for the Riverside County Flood Control and Water Conservation District. Director Zembal seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Alternate Ruiz	Aye	Parkes	Aye
Zembal	Aye	Mills	Aye		

GENERAL ITEMS

VI. CORRESPONDENCE / MEETING REPORTS

Ms. El Morsy reported that SAWA is currently working on next year's budget and the SAWA website is coming along. SAWA is also working on a Quarterly Newsletter.

Mr. Powers reported that both the Audit & Finance Committee and Administrative Committee having three Board members each, therefore making it a quorum, would have to post the committee meeting agendas on the SAWA website as per the Brown Act.

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, Executive Director – SAWA
Absent

b. Kerwin Russell – RCRCDD
Absent

c. Dick Zembal – OCWD

Mr. Zembal reported that OCWD looking to get involved in monitoring birds and what they eat by studying their feces.

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

Mr. Neugebauer reported that he has been working with two other committees including the WQIP with Rancho CA Water District and on a MS4 study group.

e. Mandy Parkes – Inland Empire RCD
Absent

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported that SJBRCD have Wolfskill and a couple of other projects that are winding down this year. SJBRCD has some conservation easements that may need some biological monitoring.

g. Bonnie Johnson – OCWD
Absent

h. Jennette El Morsy, Administrative Services Manager – SAWA

Ms. El Morsy reported on Finance including A/R September Invoices for a total of \$117,646.06.

Ms. El Morsy updated on Administrative items including the Nationwide Retirement Plan, Health Benefits Renewal and the outcome of the Safety Committee Meeting. Ms. El Morsy is working on preparing the 2018 Admin Budget & Job Costing. Admin attending the CSDA Board Secretary Conference October 23rd – 24th. Ms. El Morsy is also working with the accountant to create numerical assigned jobs with customers, on transitioning to T-Sheets for timekeeping, on items needed for the upcoming RFP to RCA for MSHCP Department, as well as new employee evaluations. Ms. El Morsy also updated on personnel including MSHCP Dept. working on record retention of old personnel files, and evaluations for WHMS and HRS departments.

i. James Law, Habitat Restoration Services Manager – SAWA
Absent

IX. SAWA / MSHCP BIOLOGIST REPORT

a. Karen Riesz – SAWA MSHCP Administrator
Absent

b. Melody Aimar – SAWA Wildlife Habitat Management Services Manger

Ms. Aimar reported that cowbird traps are open at 4 diaries, the 2017 Annual Vireo report is in progress, the regulatory reporting is in progress, the 2016 – 2017 Annual Mitigation report is done, the 2017 Tern data to CDFW is done, the 2017 Tern Annual report is done. Ms. Aimar attended the OCPW homeless issues meeting. Ms. Aimar also reported that the SOW with USACE/FWS for 2018 Vireo/BHCO season is in progress, biologists attended the Freshwater Fauna meeting. Ms. Aimar attended the RLC benefit and updated on new pending proposals including IEUA invasive fish/turtle trapping, IEUA avian/LBVI surveys for 2018, SB Nat Forest – CRAM surveys, and Corps Reach9 CAGN surveys. Ms. Aimar also updated on work within individual member agencies jurisdictions:

- Temecula-Elsinore-Anza-Murrieta RCD: DeJong’s Diary BHCO trap will remain open through the winter.
- Riverside-Corona RCD: PSHB traps are maintained throughout the mainstem.
- Inland Empire RCD: Devil’s Canyon project continues with checking wildlife cameras, night drives and area search for herps, Owls, and bat and well as bird surveys completed. Cover boards for herp inventory deployment in Devil’s Canyon deployed. Monthly checks of the burrowing owl boxes installed at the Bella Strada mitigation site in Chino continue. PSHB traps are maintained throughout the mainstem. TCTC-SR91 CAGN survey/monitoring preparation and biologists working SLEW events.
- San Jacinto Basin RCD: No work in this district.
- Orange County Water District: CA Least Tern report has been completed. Sunnyslope surveys continue. OCWD is funding SAWA’s shot hole borer trapping in SAC, Norco, and SAR. The Lower River Survey Report is in progress. Prado Fire Survey Report is being finalized. CAGN surveys at Hwy71 West and near the dam are in progress. Looking for DNA analysis partner for Bat/Swallow diet study.

X. BOARD MEMBER COMMENTS

There were no Board member comments at this time.

XI. NEXT MEETING – December 21, 2017 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

XII. ADJOURN – The meeting was adjourned at 10:50 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