



**SAWA MEETING MINUTES**

December 20<sup>th</sup>, 2018  
 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 9:00 A.M.

**II. INTRODUCTIONS**

Kerwin Russell – RCRC; Mandy Parkes – IERCD; Rick Neugebauer – TEAMRCD; Brett Mills – SJBRCD; Jennette El Morsy – SAWA; Bonnie Johnson – OCWD; James Law – SAWA; Brian Brady – SAWA; Michelle Mariscal – SAWA; Melody Aimar – SAWA; Greg Powers – Jackson Tidus (via conference call);

**III. 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.

**IV. CONSENT CALENDAR**

- a. Approve Minutes for October 25, 2018
- b. Approve Financial Statement for October 2018
- c. Approve Financial Statement for November 2018

Director Russell moved to approve the consent calendar as presented. Director Mills seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

**V. DISCUSSION ITEMS**

a. Presentation: Update on the Upper Santa Ana River Habitat Conservation Plan and Development of its Long-Term Monitoring Program – Heather Dyer, Water Resources Project Manager, San Bernardino Valley Municipal Water District  
 Presentation by Ms. Heather Dyer has been tabled to the January 24 Board Meeting.

b. Treasurer’s Report – Mandy Parkes  
 Ms. Parkes reported that there is nothing significant pending past 30 days.

**VI. ACTION ITEMS**

a. Discussion and Possible Approval for Bank of America Credit Card Application  
 Mr. Brady reported that after reviewing the current use of debit cards to conduct SAWA business, it has been determined that making the transition to credit cards will provide two additional benefits: 1) credit cards allow for an average “float” of 15 days, and, 2) credit cards provide additional protection against unauthorized use. If the transition is approved, all existing internal procedures and precautions will remain in-place.

Director Mills moved to authorize the Chair and Vice Chair to sign the Bank of America letter. Director Alternate Johnson seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

b. Discussion and Possible Approval of SAWA Holiday and Board Meeting Calendar for 2019  
Mr. Brandy reported that the SAWA Employee Handbook requires that the holiday schedule be review and approved by the Board of Directors annually. The Bi-laws specify monthly general meetings and the meeting at which the Officer elections will take place.

Director Mills moved to approve the 2019 calendar of Holidays and Board Meeting dates as presented. Director Alternate Johnson seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

c. Discussion and Possible Approval of Proposed Budget for 2019

Mr. Brady reported that the proposed budget for 2019 has been prepared for Board review and to make any recommended changes to revenues and expense items. For the first time, this budget contains a full revenue and expense accounting for the MSHCP program. The proposed budget does include a 2.5% merit increase in employee salaries based on performance reviews. Additionally, staff is recommending a 3.2% COLA increase to salary range steps based on Department of Labor Bureau of Statistics CPI for the Riverside Area (provided by District Accountant). Mr. Brady recommends that the Board approve the proposed 2019 budget. This item was discussed with the Audit and Finance Committee on December 14<sup>th</sup>. The committee recommends the 2019 proposed budget to the full board with no revisions. Director Parkes moved to approve the proposed budget for 2019. Director Alternate Johnson seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

d. Discussion and Possible Action Regarding Procedure to Vet New Designating Agencies for SAWA's Board of Directors

Mr. Brady reported that several directors have expressed an interest in exploring the merits of expanding the current five-member Board. Mr. Neugebauer requested that Mr. Brady and the General Counsel develop an informational presentation to the board at the September 27<sup>th</sup> meeting. Based upon that presentation and the ensuing Board discussion at the October 25<sup>th</sup> meeting, Director Russell suggested that the Board develop a procedure for vetting candidate Designating Agencies. Mr. Brady presented a PowerPoint on the Designating Agency Procedure.

Director Mills moved to send the Agency Vetting Procedure to the Admin Committee for further review to bring back to the Board at the January 24, 2019 Board meeting. Director Parkes seconded and the motion passed unanimously, 5-0

Neugebauer	Aye	Russell	Aye	Parkes	Aye
Alternate Johnson	Aye	Mills	Aye		

## **GENERAL ITEMS**

### **VII. SAWA PROJECT REPORTS**

a. Brian Brady, Executive Director – SAWA

Mr. Brady reported on the launch of the newly revised SAWA website and meeting with a sub-committee of the Riverside Civil Grand Jury to brief them about SAWA's corporate structure, mission and working partner relationships (in particular, RCA). Mr. Brady worked with

Managers and the Accountant to complete the Proposed 2019 Budget. Mr. Brady attended the CARCD awards at the Kona Kai Resort in San Diego and the Association of California Water Agencies (ACWA) fall conference, meeting with a number of potential SAWA clients. Mr. Brady also initiated a data management review of the MSHCP program.

b. Kerwin Russell – RCRC

Mr. Russell reported on the aftermath of the fires that effected RCRC properties in Temescal Canyon.

c. Dick Zembal – OCWD

Absent

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

Mr. Neugebauer reported on the Benton Channel project, as well as the Greer Ranch and Adeline Farms projects.

e. Mandy Parkes – Inland Empire RCD

Ms. Parkes reported on staff changes.

f. Brett Mills – San Jacinto Basin RCD

Mr. Mills reported on the DOC grant and working with SAWA's HRS Dept. for maintenance around the easement.

g. Bonnie Johnson – OCWD

Ms. Johnson reported working with SAWA HRS Dept. on tamarisk removal on an annual contract, now extended to three years for \$60,000 per year.

h. Jennette El Morsy, Administrative Services Manager – SAWA

Ms. El Morsy reported on administrative items including renewal of health insurance, job posting for the MSHCP Administrator position. Ms. El Morsy updated on the safety committee working on earthquake procedures, emergencies kit and finalizing the company recovery plan. Ms. El Morsy reported that staff scheduled for wilderness and first aid training in January. Ms. El Morsy also updated on invoicing and only one outstanding payment.

i. James Law, Habitat Restoration Services Manager – SAWA

Mr. Law reported on three new jobs with RLC in Lake Elsinore, SCE wanting to fund the 1.1-acre Wolfskill mitigation, Chino Hills upstream work, and Fire Safe Council.

## VIII. SAWA / MSHCP BIOLOGIST REPORT

a. Michelle Mariscal – SAWA Interim MSHCP Administrator

Ms. Mariscal reported on administrative work including all survey reports and the Monitoring Program's section of the RCA annual report have been submitted to RCA. The 2017 Species Occurrence dataset was distributed to land managers and wildlife agencies. Ms. Mariscal also updated on other work including:

- Arroyo chub: Surveys began on 30 July and are ongoing. Chub observed in Temecula creek, Santa Ana River, and San Jacinto river near Cranston station. Final survey effort planned for Prado Basin in January.
- Rare plants: Brand's phacelia monitoring and habitat enhancement study initiated.
- Engelmann oak: Baseline recruitment surveys concluded in the Bautista area (Santa Rosa Hills); monitoring surveys concluded at Wilson Valley, Estelle and SMER.
- Burrowing owl: Next artificial burrow check planned for this month.

- Tricolored Blackbird: Winter surveys conducted November 19-20. Monitoring at San Jacinto Wildlife Area ongoing with visits every other week.
- Stephens' kangaroo rat: Surveys conducted the week of 22 October in Wilson Valley. Stephens' kangaroo rat confirmed onsite, as well as Northwestern San Diego pocket mouse.
- Long-tailed weasel: Surveys began 29 October in the Banning Bench area ( $n = 3$  arrays). Surveys ( $n = 4$  arrays) began in the San Jacinto River the week of December 10.
- Collaborated with CNLM to conduct Stephens' kangaroo rat trapping efforts on 22-26 October in Wilson Valley to inform management actions.
- Botany Taxa Lead attended Brand's Phacelia Candidate Conservation Agreement meeting on 30 October.
- Participated in the annual Sunnyslope clean-up effort in the Santa Ana River on 6 December, coordinated by SAWA.
- Avian Taxa Lead attended a Cactus Wren Working Group meeting in Carlsbad on 10 December.
- All staff participated in SAWA Holiday luncheon on 11 December.
- Taxa leads, survey leads, and project leads will present monitoring results for projects conducted in 2018 at the MSHCP Management and Monitoring Coordination Meeting on 13 December.
- Collaborating with CNLM on the Burrowing Owl burrow check surveys.
- 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.
- Collaboration continuing with the statewide Tricolored Blackbird Working Group.
- Several staff attended a wildlife camera-trapping workshop, coordinated by USGS on 30 October.
- Program botanists attended Southern California Botanist Symposium on November 3.
- Tricolored Blackbird winter survey training conducted on November 12.

b. Melody Aimar – SAWA Wildlife Habitat Management Services Manager

Ms. Aimar reported on Winter dairy trapping -4 traps open in Prado - 4 traps open in San Jacinto (January 2019). Biologists/assistant are repairing BHCO traps. Annual Vireo Report – done. Annual Mitigation Report/4-year Mitigation Report – Done. SAWA, OCWD, MSHCP, and SBVMWD staff working Sunnyslope clean-up; Removed forty nine 30-gallon trash bags of litter, couch cushions, bed frames, street cones, and other large debris from creek. There was so much trash that another date will be scheduled. 2019 Work Plan and Budget – Done. Melody attended Cactus Wren working group meeting to prepare species recovery plan. Biologists documenting site safety maps. Discussions with USGS on data automation technology upgrades. Ms. Aimar also updated on work within individual member agencies jurisdictions:

- Inland Empire RCD: Mari, Allyson, Melody, Brian attended the CARCD Conference. Devils Canyon Project - check wildlife cameras and coverboards. Monthly monitoring of the burrowing owl boxes installed at the Bella Strada mitigation site. Melody/Allyson – IERCD site visits with Jacob/Aaron to assess nest monitoring needs. SLEWS - Biologists participation.
- Orange County Water District: CDFW Least Tern colony data/Annual Report – Done. Sunnyslope surveys continue. SAWA's shot hole borer traps removed. CAGN surveys at Hwy71-west and near the dam. Bat/Swallow diet study- DNA sampling complete – analysis pending. Biologist assisting with SAWPA project. Biologist's mapping upper SAR habitat for 2019 SWFL surveys.
- Temecula-Elsinore-Anza-Murrieta RCD: Greer Ranch/Adeline Farms annual reports – Proofing.
- Riverside-Corona RCD: No work this month.

- San Jacinto Basin RCD: No work this month.

**IX. BOARD MEMBER COMMENTS**

There were no Board Member comments at this time.

**X. CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation – Significant Exposure to Litigation Pursuant to Government Code sec. 54956.9(b): One case.

There was no reportable action at this time.

**XI. NEXT MEETING** – January 24, 2019 will be held at the SAWA Headquarters, 1835 Chicago Avenue, Suite C, Riverside, CA 92507.

**XII. ADJOURN** – The meeting was adjourned at 11:03 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