



# **Riverside County Habitat Conservation Agency Board of Directors**

## **AGENDA**

**Thursday, February 15, 2018  
11:00 a.m.**

**County of Riverside  
Administrative Center  
4080 Lemon Street  
1st Floor, Board Chambers  
Riverside, CA 92501**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the RCHCA Board of Directors meeting, please contact RCHCA at (951) 405-6702. 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. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 3390 University Avenue, Suite 450, Riverside, CA, 92501.

In accordance with Government Code Section 84308(c), any person present at this meeting who wishes to speak on a matter involving a license, permit or other entitlement for use pending before the Board and who has made a contribution of more than \$250 in the past twelve (12) months to any member of the Board will be asked to state for the record the Board member to whom the contribution was made and the matter of consideration with which they are involved.

The Board of Directors may take any action on any item listed on the agenda, regardless of the Requested Action.

- 1. CALL TO ORDER (Jonathan Ingram, Chair)**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC COMMENTS**

At this time members of the public can address the Board regarding any items within the subject matter jurisdiction of the Board that are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. No action may be taken on items not listed on the agenda unless authorized by law. Whenever possible, lengthy testimony should be presented to the Board in writing and only pertinent points presented orally.

## 5. MINUTES

- A. **Summary Minutes from the November 16, 2017 Board of Directors Meeting are Available for Consideration.** **P. 1**

**Requested Action:** 1. *Approve the Summary Minutes from the November 16, 2017, Board of Directors meeting.*

## 6. CONSENT AND POLICY CALENDAR

All items listed under the Consent and Policy Calendar may be enacted by one motion. Prior to the motion to consider any action by the Board, any public comments on any of the Consent and Policy Items will be heard. There will be no separate action unless members of the Board request specific items be removed from the Consent and Policy Calendar.

- A. **Status of Mitigation Fee Transfers from Member Agencies Through December 31, 2017** **Princess Hester** **P. 7**

**Requested Action:** 1. *Receive and file.*

- B. **Financial Report Through December 31, 2017** **Princess Hester** **P. 13**

**Requested Action:** 1. *Receive and file.*

- C. **Status Report on the Attendance Roster** **Princess Hester** **P. 25**

**Requested Action:** 1. *Receive and file.*

- D. **Status Report Concerning Reserve Management Committees for the Southwestern Riverside County Multi-Species Reserve and the Lake Mathews Reserve** **Brian Shomo** **P. 31**

**Requested Action:** 1. *Receive and file.*

- E. **Status Report Concerning Reserve Managers' Coordinating Committee** **Brian Shomo** **P. 33**

**Requested Action:** 1. *Receive and file.*

## 7. REPORTS / DISCUSSION

- A. **Appointment of Budget Subcommittee Member for 2018** **Princess Hester, RCHCA** **P. 35**

**Requested Action:** 1. *Appoint an additional Board member to sit on the RCHCA Budget Subcommittee along with the RCHCA Chair and Vice-Chair for 2018.*

**B. Status Update on Stephens' Kangaroo Rat Recovery Efforts** *Princess Hester, RCHCA* **P. 37**

**Requested Action:** 1. *Authorize staff to plan the annual trip to Washington, D.C., to meet with local legislative members and officials from the wildlife agencies to discuss SKR recovery efforts made in Western Riverside County.*

**C. Status Update on Public Access** *Brian Shomo, RCHCA* **P. 39**

**Requested Action:** 1. *Receive and file.*

**D. Report on the Stephens' Kangaroo Rat Reserve Management and Monitoring Efforts** *Brian Shomo, RCHCA* **P. 43**

**Requested Action:** 1. *Receive and file.*

**8. REPORT FROM THE GENERAL MANAGER** *Rick Bishop*

**9. ITEMS FOR FUTURE AGENDAS** *Members*

Members are invited to suggest additional items to be brought forward for discussion at future Board of Directors meetings.

**10. GENERAL ANNOUNCEMENTS** *Members*

Members are invited to announce items / activities which may be of general interest to the Board of Directors.

**11. CLOSED SESSION**

**With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957(b):**

**A. Public Employee Performance Evaluation Title: RCHCA Executive Director / General Manager**

**12. NEXT MEETING:** **The next Board of Directors meeting is scheduled for Thursday, May 17, 2018, at 11:00 a.m., in the County of Riverside Administrative Center, 1st Floor Board Chambers.**

**13. ADJOURNMENT**

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# Riverside County Habitat Conservation Authority

5.A

## Regular Meeting ~ Minutes ~

Thursday, November 16, 2017

11:00 AM

County Administrative Center

### 1. CALL TO ORDER

The meeting was called to order by Vice-Chairman Liesemeyer at 11:08 a.m., at the County Administrative Center, 4080 Lemon Street, Riverside, CA.

Jurisdiction	Attendee	Status	Arrived
City of Corona	Randy Fox	Present	10:49 AM
City of Hemet	Karlee Meyer	Present	10:49 AM
City of Lake Elsinore	Steve Manos	Present	10:49 AM
City of Menifee	Matt Liesemeyer	Present	11:20 AM
City of Moreno Valley		Absent	
City of Murrieta	Jonathan Ingram	Present	10:48 AM
City of Perris		Absent	
City of Riverside	Mike Gardner	Present	10:49 AM
City of Temecula	Maryann Edwards	Present	10:48 AM
City of Wildomar		Absent	
District 5	Marion Ashley	Present	10:48 AM
RCHCA Director	Rick Bishop	Present	10:56 AM

Note: Times above reflect when the member was logged in; they may have arrived at the meeting earlier.

### 2. PLEDGE OF ALLEGIANCE

Board member Jonathan Ingram led members and guests in the Pledge of Allegiance.

### 3. ROLL CALL

### 4. PUBLIC COMMENTS

There were no public comments.

### 5. CONSENT AND POLICY CALENDAR

<b>RESULT:</b>	<b>APPROVED AS RECOMMENDED [8 TO 0]</b>
<b>MOVER:</b>	City of Murrieta
<b>SECONDER:</b>	City of Lake Elsinore
<b>AYES:</b>	Corona, Hemet, Lake Elsinore, Menifee, Murrieta, Riverside, Temecula, District 5
<b>ABSENT:</b>	Moreno Valley, Perris, Wildomar

#### A. Summary Minutes from the September 21, 2017, RCHCA Board Meeting are Available for Consideration.

**Action:** 1. *Approved the Summary Minutes from the September 21, 2017, RCHCA Board meeting.*

**B. Status of Mitigation Fee Transfers from Member Agencies through September 30, 2017**

**Action:** 1. *Received and filed.*

**C. Financial Report through September 30, 2017**

**Action:** 1. *Received and filed.*

**D. Status Report on the Attendance Roster**

**Action:** 1. *Received and filed.*

**E. Status Report Concerning Reserve Management Committees for the Southwestern Riverside County Multi-Species Reserve and the Lake Mathews Reserve**

**Action:** 1. *Received and filed.*

**F. Status Report Concerning Reserve Managers' Coordinating Committee**

**Action:** 1. *Received and filed.*

**G. Approval of the Agreement between the RCHCA and Southern California Edison Regarding Incidental Take Authorization for the Stephens' Kangaroo Rat for the Valley South 115 kV Subtransmission Project (CEQA Exempt)**

**Actions:**

1. *Approved the Agreements between the RCHCA and Southern California Edison regarding Incidental Take Authorization for the Stephens' Kangaroo Rat and authorized the General Manager to sign the Agreements after USFWS and CDFW have approved the Incidental Take Authorization called for under the Agreement.*
2. *Authorized the General Manager to execute and sign the Certificate of Inclusion and collect the mitigation fee as described in the Agreement and the Certificate of Inclusion.*
3. *Found the approval of the Agreement exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15301, 15061(b)(3), and 15308.*

**H. Approval of Professional Services Agreement Between the RCHCA and the Regents of the University of California, on Behalf of its Riverside Campus (UCR), for Conservation Research Related to Stinknet**

This item was pulled by staff to address amendments to the Requested Actions.

**Actions:**

1. *Approved in concept a Professional Services Agreement between the RCHCA and The Regents of the University of California, on behalf of its Riverside Campus, for conservation research related to Stinknet.*
2. *Pending Legal Counsel's approval as to legal form, authorized the RCHCA General Manager to execute, sign, and administer the Agreement.*
3. *Authorized the General Manager to execute any future amendments as necessary, so long as such amendments do not result in overall monetary increase of the multi-year Professional Services Agreement's total*

*amount of \$53,705, as long as such amendments are approved as to form by Legal Counsel.*

#### I. Schedule of Board Meetings for 2018

**Action:** 1. *Approved the Schedule of RCHCA Board meetings for 2018.*

### 6. REPORTS / DISCUSSION

#### A. Election of Board of Directors Leadership for 2018

Chairman Liesemeyer indicated that the positions of Chair and Vice-Chair for 2018 are open.

**Action:** 1. *Selected Jonathan Ingram, City of Murrieta, as Chair.*

<b>RESULT:</b>	<b>APPROVED AS RECOMMENDED [8 TO 0]</b>
<b>MOVER:</b>	City of Temecula
<b>SECONDER:</b>	District 5
<b>AYES:</b>	Corona, Hemet, Lake Elsinore, Menifee, Murrieta, Riverside, Temecula, District 5
<b>ABSENT:</b>	Moreno Valley, Perris, Wildomar

**Action:** 1. *Selected Steve Manos, City of Lake Elsinore, as Vice-Chair.*

<b>RESULT:</b>	<b>APPROVED AS RECOMMENDED [8 TO 0]</b>
<b>MOVER:</b>	City of Murrieta
<b>SECONDER:</b>	District 5
<b>AYES:</b>	Corona, Hemet, Lake Elsinore, Menifee, Murrieta, Riverside, Temecula, District 5
<b>ABSENT:</b>	Moreno Valley, Perris, Wildomar

#### B. Status Update on the Stephens' Kangaroo Rat Recovery Efforts

Princess Hester, RCHCA Administrative Services Officer, reported that staff continues working with the local U.S. Fish & Wildlife Services' (USFWS) Carlsbad office on Stephens' Kangaroo Rat (SKR) recovery. A Request for Proposals was issued in October for the Habitat Suitability Model. This model will be beneficial to both RCHCA and partners, such as the Western Riverside County Regional Conservation Agency, in implementing a range-wide protocol and acquisition strategies. This was one of the requirements of the SKR Draft Recovery Plan.

Two proposals were received and are in the process of being evaluated with assistance by USFWS to ensure the proposals meet the requirements.

The USFWS is preparing a briefing paper, which is a summary of facts associated with SKR recovery. Ms. Hester will be working closely with USFWS to ensure no new requirements are added. Finalization and adoption of the Plan will take between six and eight months.

In May 2017, RCHCA leaders and staff met with various agencies, as well as Legislators and their staff, in Washington, D.C., to introduce RCHCA and discuss challenges and efforts in demonstrating the recovery of SKR in Western Riverside County. Staff would now like to meet with local Legislators in Sacramento, who have a direct connection on a local level with SKR.

USFWS will require support and assistance by RCHCA in SKR recovery in the northern San Diego area.

Board member Jonathan Ingram suggested travelers to Sacramento include the Chair, Vice-Chair, and Board member Maryann Edwards.

**Action:** 1. *Authorized staff to plan a trip to Sacramento to meet with local legislative members and officials from the wildlife agencies to discuss the SKR recovery efforts made in Western Riverside County.*

<b>RESULT:</b>	<b>APPROVED AS RECOMMENDED [8 TO 0]</b>
<b>MOVER:</b>	City of Temecula
<b>SECONDER:</b>	City of Murrieta
<b>AYES:</b>	Corona, Hemet, Lake Elsinore, Menifee, Murrieta, Riverside, Temecula, District 5
<b>ABSENT:</b>	Moreno Valley, Perris, Wildomar

### C. Educational Outreach Program Activities Update

Princess Hester, RCHCA Administrative Services Officer, reported that over 600 5th and 6th grade students participated in this year's events. Experts from local waste resources agencies and biologists were at each event, enlightening students on wild animals and composting.

Students will participate in a judged art contest, and prizes will be awarded in the spring. The goal for next year is to host at least one school from each member jurisdiction.

Board member Jonathan Ingram asked that staff reach out to private schools to participate in these events.

Ms. Hester indicated that these events are centered around the New Generation Science Standards, which are being implemented at schools across the board.

Chair Liesemeyer provided Ms. Hester with contact information of the Menifee Valley PTA.

**Action:** 1. *Received and filed.*

### D. Report on the Stephens' Kangaroo Rat Reserve Management and Monitoring Efforts

Brian Shomo, RCHCA Natural Resources Manager, reported that the Metropolitan Water District contracts with RCHCA for species management; currently a turtle survey, a bat survey, weed management and mapping, Burrowing Owl Habitat Enhancement, and Stinknet Research.

There are a lot of non-native turtles in waterways and reservoirs, which prey on species covered under the Western Riverside Multi Species Habitat Conservation Program (MSHCP). Staff trap and remove all captured non-native turtles from Lake Mathews Reserve.

There are four species of bats covered under the Lake Mathews MSHCP. Staff record and identify all species of bats within Lake Mathews Reserve.

Stinknet is a huge problem on the Reserves. Staff provide year round mapping and managing of non-native weeds.



Under the Western Riverside MSHCP, Western Riverside County is required to have 60 pairs of Borrowing Owl. Nest boxes will be installed. Captured owls will be banded in order to identify the total number of owls, and the location in which they were found. Every bander has different color bands.

Board member Jonathan Ingram suggested having the Executive Directors of both RCHCA and the Western Riverside County Regional Conservation Agency meet to set a protocol on banding.

RCHCA and WRCOG staff, as well as community volunteers, recently participated in riparian restoration at Lake Mathews Reserve to pot 200 native tree cuttings.

Staff recently received Fairy Shrimp training; there are 26 species within the state, of which six are listed as endangered. Three of those endangered are within Western Riverside County, one of which is located at Lake Mathews Reserve.

Staff recently discovered illegal encroachment of a property owner attempting to sell RCHCA lands. Legal Counsel was involved, surveying occurred, and the matter has been resolved. Staff actively patrols RCHCA lands to ensure matters like this do not happen.

RCHCA frequently partners with several agencies such as the U.S. Fish & Wildlife Services, Riverside County Code Enforcement, Marine Science Institute, and the Audubon Society, to name only a few. Most notably are the property owners, who are the eyes and ears of the area and inform staff when problems arise. Partnerships are for the purposes of research, funding, expertise, and use of equipment, as well as other purposes.

**Action:** 1. *Received and filed.*

## **7. REPORT FROM THE EXECUTIVE DIRECTOR**

Rick Bishop reported that not all public lands are legally accessible to the public. Staff have been working on ways to introduce accessible paths for the public; this may also reduce costs of having to continuously replace and repair fencing and post signage. An update on these activities will be provided at the next meeting.

## **8. ITEMS FOR FUTURE AGENDAS**

There were no requested items for future agendas. Princess Hester indicated that staff will report back on meetings with staff of the Western Riverside County Habitat Conservation Agency regarding the Burrowing Owl, provide an update on Stinknet, and a revised policy on Incidental Take Agreements.

## **9. GENERAL ANNOUNCEMENTS**

There were no general announcements.

## **10. NEXT MEETING**

The next RCHCA Board of Directors meeting is scheduled for Thursday, February 15, 2018, at 11:00 a.m., at the County of Riverside Administrative Center, 1st Floor Board Chambers.

**11. ADJOURNMENT**

The meeting adjourned at 11:53 p.m.



# Riverside County Habitat Conservation Agency Board Meeting

## Staff Report

**Subject:** Status of Mitigation Fee Transfers from Member Agencies through December 31, 2017  
**Contact:** Princess Hester, Administrative Services Officer, [phester@wrcog.us](mailto:phester@wrcog.us), (951) 405-6704  
**Date:** February 15, 2018

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*The purpose of this item is to provide an update on the status of SKR fee collections for Fiscal Year 2017/2018 as of December 31, 2017.*

**Requested Action:**

1. Receive and file.
- 

Member agencies impose a mitigation fee on certain types of development within their jurisdictions for the Stephens' Kangaroo Rat. All mitigation fees collected for the Stephens' Kangaroo Rat are forwarded to RCHCA for the period of April 1 through June 30, before July 31; for the period of July 1 through September 30, before October 31; for the period of October 1 through December 31, before January 31; and for the period January 1 through March 31, before April 30 of each fiscal year.

The attachment shows the status of fee collections for Fiscal Year 2017/2018 as of December 31, 2017.

**Prior Action:**

November 16, 2017: The Board of Directors received report through September 30, 2017.

**Fiscal Impact:**

Revenues, such as mitigation fees, are allocated in RCHCA's Fiscal Year 2017/2018 Agency Budget and are programmed annually. Staff will monitor mitigation fees on a quarterly basis and make budget amendments, as necessary.

**Attachment:**

1. Fiscal Year 2017/2018 RCHCA net Stephens' Kangaroo Rat Mitigation Fee collections by Member Agencies based on reports as of December 31, 2017.

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# Item 6.A

Status of Mitigation Fee Transfers  
from Member Agencies Through  
December 31, 2017

## Attachment 1

Fiscal Year 2017/2018 RCHCA net  
Stephens' Kangaroo Rat Mitigation  
Fee collections by Member Agencies  
as of December 31, 2017

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FY 2017/2018  
 RIVERSIDE COUNTY HABITAT CONSERVATION AGENCY  
 NET STEPHENS' KANGAROO RAT MITIGATION FEE COLLECTIONS BY MEMBER AGENCY  
 AS OF DECEMBER 31, 2017

	JULY 2017	AUGUST 2017	SEPTEMBER 2017	OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017	JANUARY 2018	FEBRUARY 2018	MARCH 2018	APRIL 2018	MAY 2018	JUNE 2018	TOTAL FISCAL YTD	PERCENT OF TOTAL
CITY OF CORONA	0	0	0	0	0	0	0						0	0.0%
CITY OF HEMET	0	0	0	0	0	0	0						0	0.0%
CITY OF LAKE ELSINORE	0	0	0	0	250	0	0						250	0.0%
CITY OF MORENO VALLEY	43,125	0	0	45,888	0	0	0						89,013	12.8%
CITY OF MURRIETA	0	0	610	0	3,605	26,395							30,610	4.4%
CITY OF PERRIS	0	0	0	0	2,115	0							2,115	0.3%
CITY OF RIVERSIDE	2,100	10,290	4,800	16,095	132,580	1,108							166,973	24.1%
CITY OF TEMECULA	0	0	0	1,835	6,115	0							7,950	1.1%
COUNTY OF RIVERSIDE	15,530	88,675	12,230	120,015	69,940	6,510							312,900	45.1%
CITY OF WILDOMAR	0	18,300	2,270	0	2,925	0							23,495	3.4%
CITY OF MENIFEE	1,140	14,970	0	19,738	19,750	5,115							60,713	8.7%
<b>TOTALS</b>	<b>\$ 61,895</b>	<b>\$ 132,235</b>	<b>\$ 19,910</b>	<b>\$ 203,820</b>	<b>\$ 237,030</b>	<b>\$ 39,128</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 694,017</b>	<b>100%</b>

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# Riverside County Habitat Conservation Agency Board Meeting

## Staff Report

**Subject:** Financial Report through December 31, 2017

**Contact:** Princess Hester, Administrative Services Officer, [phester@wrcog.us](mailto:phester@wrcog.us), (951) 405-6704

**Date:** February 15, 2018

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*The purpose of this item is to present information concerning the status of the wasting and non-wasting endowments and provide updated information on revenues collected, as well as expenditures and fund balances for the Agency.*

**Requested Action:**

1. Receive and file.

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Attached for Board review is the Financial Report summary through December 31, 2017.

**Prior Action:**

November 16, 2017: The Board of Directors received report through September 30, 2017.

**Fiscal Impact:**

This item is informational only; therefore, there is no fiscal impact.

**Attachment:**

1. Monthly Budget-to-Actuals for the month ending December 31, 2017.

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# Item 6.B

Financial Report Through December  
31, 2017

## Attachment 1

Monthly Budget-to-Actuals for the month  
ending December 31, 2017

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**RIVERSIDE COUNTY HABITAT CONSERVATION AGENCY**  
**Monthly Budget-to-Actuals**  
**For the Month Ending December 2017**

	<b>Approved FY 17/18 Budget</b>	<b>12/31/2017 Actual</b>	<b>Remaining Budget</b>
<b>Revenues</b>			
722000	636,000	641,607	5,607
740020	47,500	73,801	26,301
771930	10,000	504	(9,496)
777520	100,000	38,238	(61,762)
781360	30,000	9,295	(20,705)
781540	324,415	-	203,446
<b>Total Revenues</b>	<b>1,147,915</b>	<b>763,445</b>	<b>143,391</b>
<b>Expenditures</b>			
<b>Wages and Benefits</b>			
510040	293,585	76,327	217,258
510200	25,000	-	25,000
510320	13,765	12,644	1,121
510340	20,697	-	20,697
510440	9,000	-	9,000
518100	108,228	26,924	81,304
<b>Total Wages and Benefits</b>	<b>470,274</b>	<b>115,895</b>	<b>354,379</b>
<b>General Operations</b>			
520115	2,000	(270)	2,270
520230	7,300	3,026	4,274
520260	100	-	100
520270	-	-	-
520350	-	-	-
520320	1,000	-	1,000
520820	-	-	-
520940	37,000	36,044	956
521340	-	-	-
521360	-	-	-
521540	-	-	-
521600	-	-	-
521640	-	-	-
522310	-	-	-
522320	-	-	-
523100	1,800	102	1,698
523220	500	846	(346)
523230	10,000	201	9,799
523640	1,000	493	507
523660	1,500	-	1,500
523680	1,000	-	1,000
523700	3,000	364	2,636
523760	500	322	178
523800	3,500	333	3,167
523820	100	-	100

**RIVERSIDE COUNTY HABITAT CONSERVATION AGENCY**  
**Monthly Budget-to-Actuals**  
**For the Month Ending December 2017**

		<b>Approved FY 17/18 Budget</b>	<b>12/31/2017 Actual</b>	<b>Remaining Budget</b>
523840	Computer Equipment - Software	50	-	50
524900	GIS Services	5,000	-	5,000
525020	General Legal Services & Litigation	50,000	2,246	47,754
525080	Temporary Assistance Pool Service Charge	1,500	-	1,500
525140	Personnel Services (HR Rate)	4,200	612	3,588
525220	Pre-Employment Services	100	-	100
525260	Research / Statistics	21,322	5,331	15,992
525300	OASIS Financials Processing	2,500	-	2,500
525310	OASIS HRMS Processing	2,500	-	2,500
525440	Other Professional Contracts & Annual Audit	23,600	14,900	8,700
525500	Salary/Benefit Reimbursement	30,000	5,387	24,613
525840	RCIT Device Access	7,000	8,843	(1,843)
525890	RCIT Laserfiche Access	-	319	(319)
526910	Field Equipment & Materials	15,000	3,411	11,589
526960	Small Tools & Instruments	3,500	1,073	2,427
527280	Awards / Recognition	200	-	200
527780	Special Program Expense	15,000	21,319	(6,319)
527840	Training - Education /Tuition	7,500	1,700	5,800
527940	Weed Abatement	22,000	-	22,000
527980	Contract Services	200,735	1,600	199,135
528120	Board Commission Expense	8,500	4,185	4,315
528140	Conference Registration Fees	4,500	193	4,307
528920	Carpool Expense (fuel, maintenance, vehicle lease)	20,000	13,919	6,081
528960	Lodging	10,000	9,140	860
528980	Meals	5,000	1,541	3,459
529000	Misc. Travel Expense	5,000	3,178	1,822
529040	Private Mileage Reimbursement	100	-	100
536760	Interfund Exp. - Audit & Accounting Fee	-	-	-
536790	Interfund Carpool Exp	-	-	-
537180	Interfund Personnel Services	-	-	-
540060	Land Improvement Fencing	-	-	-
540160	Equipment - Vehicle Purchase	40,000	37,878	2,122
	<b>Total General Operations</b>	<b>575,107</b>	<b>178,233</b>	<b>396,873</b>
	<b>Total Expenditures</b>	<b>1,045,381</b>	<b>294,128</b>	<b>751,253</b>

**RIVERSIDE COUNTY HABITAT CONSERVATION AGENCY**  
**Monthly Budget-to-Actuals**  
**For the Month Ending December 2017**

	Approved FY 17/18 Budget	12/31/2017 Actual	Remaining Budget
<b>Revenues</b>			
722000	636,000	641,607	5,607
740020	47,500	73,801	26,301
771930	10,000	504	(9,496)
777520	100,000	38,238	(61,762)
781360	30,000	9,295	(20,705)
	<b>823,500</b>	<b>763,445</b>	<b>(60,055)</b>
<b>Expenditures</b>			
<b>Wages and Benefits</b>			
510040	162,382	44,479	117,903
510200	25,000	-	25,000
510320	13,765	-	13,765
510340	-	-	-
510440	9,000	-	9,000
518100	58,834	14,657	44,177
	<b>268,981</b>	<b>59,136</b>	<b>209,845</b>
<b>General Operations</b>			
520115	1,000	-	1,000
520230	3,000	1,104	1,896
520260	100	-	100
520270	-	-	-
520350	-	-	-
520320	1,000	-	1,000
520820	-	-	-
520940	37,000	36,044	956
521340	-	-	-
521360	-	-	-
521540	-	-	-
521600	-	-	-
521640	-	-	-
522310	-	-	-
522320	-	-	-
523100	1,800	-	1,800
523220	-	-	-
523230	10,000	201	9,799
523640	1,000	493	507
523660	1,500	-	1,500
523680	1,000	-	1,000
523700	3,000	364	2,636
523760	500	322	178
523800	3,500	333	3,167
523820	100	-	100
523840	50	-	50
524900	-	-	-
525020	50,000	2,246	47,754

**RIVERSIDE COUNTY HABITAT CONSERVATION AGENCY**  
**Monthly Budget-to-Actuals**  
**For the Month Ending December 2017**

	Approved FY 17/18 Budget	12/31/2017 Actual	Remaining Budget
525080 Temporary Assistance Pool Service Charge	1,500	-	1,500
525140 Personnel Services (HR Rate)	4,200	612	3,588
525220 Pre-Employment Services	100	-	100
525260 Research / Statistics	-	-	-
525300 OASIS Financials Processing	2,500	-	2,500
525310 OASIS HRMS Processing	2,500	-	2,500
525440 Other Professional Contracts & Audit	13,600	14,900	(1,300)
525500 Salary/Benefit Reimbursement	30,000	5,387	24,613
525840 RCIT Device Access	7,000	8,843	(1,843)
525890 RCIT Laserfiche Access	-	319	(319)
526910 Field Equipment & Materials	-	-	-
526960 Small Tools & Instruments	-	-	-
527280 Awards / Recognition	200	-	200
527780 Special Program Expense	15,000	21,319	(6,319)
527840 Training - Education /Tuition	5,000	1,700	3,300
527940 Weed Abatement	22,000	-	22,000
527980 Contract Services	200,735	1,600	199,135
528120 Board Commission Expense	8,500	4,185	4,315
528140 Conference Registration Fees	4,500	193	4,307
528920 Carpool Expense (fuel, maintenance, vehicle lease)	-	-	-
528960 Lodging	10,000	9,140	860
528980 Meals	5,000	1,541	3,459
529000 Misc. Travel Expense	5,000	3,178	1,822
529040 Private Mileage Reimbursement	100	-	100
536760 Interfund Exp. - Audit & Accounting Fee	-	-	-
536790 Interfund Carpool Exp	-	-	-
537180 Interfund Personnel Services	-	-	-
<b>Total General Operations</b>	<b>451,985</b>	<b>114,023</b>	<b>337,962</b>
<b>Total Expenditures</b>	<b>720,965</b>	<b>173,158</b>	<b>(547,807)</b>



**RIVERSIDE COUNTY HABITAT CONSERVATION AGENCY**  
**Monthly Budget-to-Actuals**  
**For the Month Ending December 2017**

		<b>Approved FY 17/18</b>	<b>12/31/2017</b>	<b>Remaining</b>
		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
<b>Endowment Fund Draw</b>				
781540	Lake Mathews Endowment Fund Drawdown	324,415	-	203,446
781360	Other Misc. Revenue (Grants, Etc.)	-	-	-
	<b>Total Revenues</b>	<b>324,415</b>	<b>-</b>	<b>203,446</b>
<b>Expenditures</b>				
<b>Wages and Benefits</b>				
510040	Regular Salaries	131,203	31,848	99,355
510320	Temporary Employee Salaries	-	12,644	(12,644)
510340	Seasonal Salaries	20,697	-	20,697
518100	Budgeted Benefits	49,394	12,267	37,127
	<b>Total Wages and Benefits</b>	<b>201,293</b>	<b>-</b>	<b>144,535</b>
<b>General Operations</b>				
520115	Uniforms and Replacement Clothing	1,000	(270)	1,270
520230	Cellular Phones & Wireless Access	4,300	1,922	2,378
523100	Memberships	-	102	(102)
523220	License & Permits	500	846	(346)
523230	Misc. Other Expense	-	-	-
523640	Computer Equipment - Non Fixed Assets	-	-	-
523660	Printer Supplies	-	-	-
523680	Office Equipment - Non Fixed Assets	-	-	-
523700	Office Supplies	-	-	-
523800	Printing /Binding	-	-	-
523820	Subscriptions	-	-	-
524900	GIS Services	5,000	-	5,000
525080	Temporary Assistance Pool Service Charge	-	-	-
525260	Research / Statistics	21,322	5,331	15,992
525440	Other Professional Contracts & Audit (Survey)	10,000	-	10,000
526910	Field Equipment & Materials	15,000	3,411	11,589
526960	Small Tools & Instruments	3,500	1,073	2,427
527280	Awards / Recognition	-	-	-
527780	Special Program Expense	-	-	-
527840	Training - Education /Tuition	2,500	-	2,500
527940	Weed Abatement	-	-	-
527980	Contract Services	-	-	-
528140	Conference Registration Fees	-	-	-
528920	Carpool Expense (fuel, maintenance, vehicle lease)	20,000	13,919	6,081
528960	Lodging	-	-	-
528980	Meals	-	-	-
529000	Misc. Travel Expense	-	-	-
529040	Private Mileage Reimbursement	-	-	-
540060	Land Improvement Fencing	-	-	-
540160	Equipment - Vehicle Purchase	40,000	37,878	2,122
	<b>Total General Operations</b>	<b>123,122</b>	<b>64,211</b>	<b>58,911</b>
	<b>Total Expenditures</b>	<b>324,415</b>	<b>64,211</b>	<b>203,446</b>

**ENDOWMENT FUNDS**  
**For the Period Ending December 31, 2017**

Funds	Principal Amount	Account Balance As of 12/31/17	Amount Available for Land Management
51335 RCHCA General Fund Cash Balance	\$ -	\$ 7,851,749	\$ 7,851,749
51336 Reserved for Purchase of Mitigation Habitat	\$ 53,710	54,805	54,805
51337 Lake Skinner Reserve	500,000	692,467	192,467
51338 Sycamore Canyon Reserve	1,000,000	1,029,813	29,813
51339 Motte Rimrock Reserve	601,200	706,999	105,799
51341 Lake Mathews Reserve Wasting Endowment	6,500,000	5,029,732	5,029,732
51342 RCHCA Reserve Endowment (Lake Skinner)	500,000	514,192	14,192
	<b><u>\$ 9,154,910</u></b>		<b><u>\$ 5,426,807</u></b>

**Riverside County Habitat Conservation Agency  
Net Stephens' Kangaroo Mitigation Fee Collections  
For the Month Ending December 31, 2017  
Since Inception**

	<b>Mitigation Fees Collected</b>	<b>Percentage of Total</b>
CITY OF CORONA	\$ 140,150.00	0.26%
CITY OF HEMET	\$ 2,900,807.17	5.45%
CITY OF LAKE ELSINORE	\$ 2,950,629.17	5.55%
CITY OF MORENO VALLEY	\$ 3,205,386.90	6.03%
CITY OF MURRIETA	\$ 2,669,201.45	5.02%
CITY OF PERRIS	\$ 2,333,286.46	4.39%
CITY OF RIVERSIDE	\$ 7,384,416.84	13.88%
CITY OF TEMECULA	\$ 299,103.02	0.56%
COUNTY OF RIVERSIDE	\$ 30,495,809.06	57.35%
MARCH JOINT POWERS (COR) (FY 13)	\$ 9,750.00	
CITY OF WILDOMAR	\$ 97,142.95	0.18%
CITY OF MENIFEE	\$ 701,662.00	1.32%
<b>TOTAL COLLECTED YTD</b>	<b>\$ 53,187,345.02</b>	<b>100.00%</b>
INTERNAL AUDIT ADJUSTMENT (FY 08 & (	\$ 62,941.50	
<b>TOTAL w/ADJUSTMENT</b>	<b>\$ 53,250,286.52</b>	

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# Riverside County Habitat Conservation Agency Board Meeting

## Staff Report

**Subject:** Status Report on the Attendance Roster

**Contact:** Princess Hester, Administrative Services Officer, [phester@wrcog.us](mailto:phester@wrcog.us), (951) 405-6704

**Date:** February 15, 2018

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*The purpose of this item is to provide members with a record of attendance at Board of Directors meetings. The Joint Powers Agreement requires the RCHCA Board of Directors to hold at least four meetings per year.*

**Requested Action:**

1. Receive and file.
- 

Attached for Board review is the Board Meeting Attendance Roster.

**Prior Action:**

November 16, 2017: The Board of Directors received and filed.

**Fiscal Impact:**

This item is informational only; therefore, there is no fiscal impact.

**Attachment:**

1. Board meeting attendance roster.

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# Item 6.C

Status Report on the Attendance  
Roster

## Attachment 1

Board meeting attendance roster

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## RCHCA BOARD MEETING Attendance Roster

MEMBER JURISDICTIONS	2016					2017						
	Feb	*Apr	May	June (Canceled)	Sept	Nov (Continued)	Feb	*Apr	May	June (Canceled)	Sept	Nov.
Corona	X		X		X		X		X		X	X
Hemet	X		X				X		X		X	X
Lake Elsinore	X	X	X		X		X					X
Menifee	X		X				X		X		X	X
Moreno Valley	X		X		X		X		X		X	
Murrieta	X	X	X		X		X	X	X		X	X
Perris	X		X		X		X	X	X		X	
Riverside	X		X		X		X		X		X	X
Temecula	X		X				X	X	X		X	X
Wildomar			X					X			X	
County of Riverside									X		X	X

“X” Denotes member/alternate member present at meeting.

\* Denotes a Subcommittee meeting.

\*\* Denotes that member attended as a guest.

\*\*\* Denotes a special meeting.

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# **Riverside County Habitat Conservation Agency Board Meeting**

## **Staff Report**

**Subject:** Status Report Concerning Reserve Management Committees for the Southwestern Riverside County Multi-Species Reserve and the Lake Mathews Reserve

**Contact:** Brian Shomo, Natural Resources Manager, [bshomo@wrcog.us](mailto:bshomo@wrcog.us), (951) 840-8070

**Date:** February 15, 2018

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*The purpose of this item is to report on staff attendance and topics discussed related to the Reserve Management Committees (RMC) for the Southwestern Riverside County Multi-Species Reserve (SWMSR) and the Lake Mathews Reserve (LMR).*

**Requested Action:**

1. Receive and file.
- 

**Southwestern Riverside County Multi-Species Reserve (RMC) (February 7, 2018)**

Committee discussions included the following topics:

1. The Natural Resources Manager, Robert Williams, provided a report on resource management activities addressing natural resources management, patrol, maintenance and the interpretative program at the reserve.
2. Metropolitan Water District provided updated schematics for improvements to Angler Avenue to facilitate wildlife movement through the Wildlife Corridor, and updated the RMC on Plantago management activities for the Skinner Trail.
3. The Reserve Management continues discussion on the evaluation criteria for Reserve management services and discussed outstanding cost and use issues for the Multi-Species Reserve office.

**Lake Mathews Reserve Management Committee (RMC) January 10, 2018**

1. RCHCA staff provided an update of Reserve management activities, including research updates and progress on approved management tasks.
2. The Riverside County Transportation Department provided updates on technical studies, CEQA/NEPA progress, and evaluations of reserve-related impacts and mitigation needs. They will seek further guidance from the RMC members on mitigation options for the Cajalco Road Widening Project.

**Prior Action:**

November 16, 2017: The Board of Directors received and filed.

**Fiscal Impact:**

This item is informational only; therefore, there is no fiscal impact.

**Attachment:**

None.



# Riverside County Habitat Conservation Agency Board Meeting

## Staff Report

**Subject:** Status Report Concerning Reserve Managers' Coordinating Committee  
**Contact:** Brian Shomo, Natural Resources Manager, [bshomo@wrcog.us](mailto:bshomo@wrcog.us), (951) 840-8070  
**Date:** February 15, 2018

*The purpose of this item is to provide an update on staff activities representing the RCHCA on the Reserve Managers' Coordinating Committee (RMCC).*

**Requested Action:**

1. Receive and file.

*The RMCC is a collaborative forum for SKR reserve and land managers in which members share biological and management issues, discuss monitoring methodology, and consider potential habitat restoration and enhancement opportunities. The RMCC provides a valuable opportunity for the sharing of successes and stimulating brainstorming, and generally meets quarterly.*

**Reserve Managers Coordinating Committee Meeting (RMC), January 25, 2018**

1. Managers are still facing the Stinknet invasion and the plant is being found throughout the county. RCHCA is working on an agreement with the University of California, Riverside, to conduct research to eradicate the species on reserve lands. The goal is to identify, using drone technology, and treat before flowering and seed dispersal. The Southern California Regional Project is working to identify funding for restoration after invasive species removal.
2. SKR monitoring was conducted at the Lake Mathews Reserve. Results showed a slight increase and a variety of population evidence. The Motte Reserve saw similar traits in monitoring results. Plans are being developed to monitor at the Lake Perris Reserve.
3. Each Reserve Manager provide updates on the status of the reserves and upcoming management efforts.

**Prior Action:**

November 16, 2017: The Board of Directors received and filed.

**Fiscal Impact:**

This item is informational only; therefore, there is no fiscal impact.

**Attachment:**

None.



# Riverside County Habitat Conservation Agency Board Meeting

## Staff Report

**Subject:** Appointment of Budget Subcommittee Member for 2018

**Contact:** Princess Hester, Administrative Services Officer, [phester@wrcog.us](mailto:phester@wrcog.us), (951) 405-6704

**Date:** February 15, 2018

*The purpose of this item is to request that the RCHCA Board of Directors appoint an additional Board Member to sit on the RCHCA Budget Subcommittee.*

**Requested Action:**

1. Appoint an additional Board member to sit on the RCHCA Budget Subcommittee along with the RCHCA Chairman and Vice-Chairman for 2018.

RCHCA Resolution No. 2007-007 and Policy No. RCHCA-006 established a Budget Subcommittee and the guidelines by which the Subcommittee operates. Per the policy, the Subcommittee will consist of at least three, but no more than, five members appointed by the RCHCA Board. Historically the RCHCA Budget Subcommittee members are the RCHCA Chair, Vice-Chair, and one to three other nominated members.

This year staff is requesting that the Board nominate one additional Board member to sit on the Subcommittee with the Chair and Vice-Chair. The Subcommittee will assist in long-range financial plans, budget and financial oversight, and make recommendations to the Executive Director concerning the RCHCA Budget.

**Prior Action:**

February 16, 2017: The Board of Directors appointed Chair Matt Liesemeyer, City of Menifee; Councilmember Dustin Nigg, City of Wildomar; Mayor Michael Vargas, City of Perris; and Councilmember Karlee Meyer, City of Hemet, as the Budget Subcommittee representatives for 2017.

**Fiscal Impact:**

Stipends are allocated annually and also included in the Agency's Budget for Fiscal Year 2017/2018.

**Attachment:**

None.

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# Riverside County Habitat Conservation Agency Board Meeting

## Staff Report

**Subject:** State Update on Stephens' Kangaroo Rat Recovery Efforts

**Contact:** Princess Hester, Administrative Services Officer, [phester@wrcog.us](mailto:phester@wrcog.us), (951) 405-6704

**Date:** February 15, 2018

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*The purpose of this item is to provide an update on staff's efforts and meetings to discuss species recovery efforts for the Stephens' Kangaroo Rat.*

**Requested Action:**

1. Authorize staff to plan the annual trip to Washington, D.C., to meet with local legislative members and officials from the wildlife agencies to discuss SKR recovery efforts made in Western Riverside County.

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*The RCHCA was formed in 1990 under a Joint Powers Agreement pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 of the Government Code. The Endangered Species Act was established in 1973 when Congress declared that various species of fish, wildlife, and plants in the United States have been rendered extinct as a consequence of economic growth and development untampered by adequate concern and conservation. RCHCA was formed for the purpose of acquisition, administration, operation, and maintenance of land and facilities for ecosystem conservation and habitat reserves for the Stephens' Kangaroo Rat (SKR), currently listed under the Act as endangered.*

RCHCA staff continues to work with the U.S. Fish & Wildlife Services (USFWS) to demonstrate recovery efforts in Western Riverside County and pursue potential delisting of the SKR under the Endangered Species Act.

RCHCA published a Request for Proposals (RFP) to pursue a Habitat Suitability Model. This model will be beneficial to RCHCA in assisting with the range-wide monitoring protocol, and to other conservation agencies to identify specific habitat suitable for SKR, and is one of the tools that the SKR Draft Recovery Plan requires. The RFP review team consisted of RCHCA staff and representatives from the USFWS. Two bids were received; the University of California, Riverside (UCR) and Conservative Biology Institute (CBI).

UCR is one of 10 universities within the University of California system. RCHCA has worked collaboratively with UCR to complete various research projects over the years. UCR is a public research university and the resources, location, and knowledge on the species and habitats in Western Riverside County makes UCR a distinct partner to work with. The University's focus on agricultural science is incomparable.

CBI provides scientific expertise to support the conservation of biological diversity in its natural state through applied research, education, planning, and community service. CBI is a non-profit, founded in 1997 in Corvallis, Oregon.

Each proposal was reviewed using the same scale and rating system based on the response to the requested tasks in the scope of work. The review team concluded that CBI was the most responsive bidder. CBI was not the lowest cost bidder; however, the team concluded that CBI would be more successful in developing an innovative and scientific-based habitat suitability model for the RCHCA. CBI's accomplishments include

spearheading climate change adaptation through practical application of forecasting models, a process that utilizes GIS and remote sensing data to conduct assessments and planning in support of conservation projects globally. The review team believed that UCR's proposal of using a graduate student for this project did not provide the confidence necessary to support the model in the scientific community. There were no assurances from UCR that the author of the model would be available for reviews and meetings during the analysis period.

Staff is working to finalize the process and will bring the agreement to the Board for review and approval.

The staff at USFWS' Carlsbad office is working on formalizing the SKR Draft Recovery Plan. Finalization and approval is expected to take approximately 6 - 8 months. Adoption of the Plan does not change anything for the RCHCA; however, it does solidify the elements that will need completion to demonstrate recovery and to move forward in the process leading to potential delisting of SKR. RCHCA staff is working to ensure that new requirements are not added to the recovery plan.

RCHCA staff, along with designated RCHCA Board members will visit Sacramento in March 2018 to request financial assistance for the USFWS Carlsbad office in order to support the dedication of staff to work and finalize the Plan. At this time, RCHCA staff is requesting that the Board approve the annual trip to Washington, D.C., to continue the mission of sharing information regarding the RCHCA and SKR recovery efforts made in Western Riverside County.

**Prior Action:**

November 16, 2017: The Board of Directors received and filed.

**Fiscal Impact:**

The cost for the trip to Washington, D.C., will be approximately \$5,000. This cost is budgeted in the Fiscal Year 2017/2018 Agency Budget and a budget amendment is not necessary at this time.

**Attachment:**

None.



# Riverside County Habitat Conservation Agency Board Meeting

## Staff Report

**Subject:** Status Update on Public Access

**Contact:** Brian Shomo, Natural Resources Manager, [bshomo@wrcog.us](mailto:bshomo@wrcog.us), (951) 840-8070

**Date:** February 15, 2018

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*The purpose of this item is to provide an update on staff's efforts towards public access efforts.*

**Requested Action:**

1. Receive and file.

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This item is reserved for a presentation by Brian Shomo, RCHCA Natural Resources Manager, who will provide a progress report concerning coordination efforts to improve public access.

**Prior Action:**

None.

**Fiscal Impact:**

This item is informational only; therefore, there is no fiscal impact.

**Attachment:**

None.

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# Riverside County Habitat Conservation Agency Board Meeting

## Staff Report

**Subject:** Report on the Stephens' Kangaroo Rat Reserve Management and Monitoring Efforts  
**Contact:** Brian Shomo, Natural Resource Manager, [bshomo@wrcog.us](mailto:bshomo@wrcog.us), (951) 840-8070  
**Date:** February 15, 2018

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*The purpose of this item is to provide a presentation on RCHCA management and coordination efforts occurring for RCHCA-owned lands at the Lake Mathews and Steele Peak Reserves. It will also provide information on the lands at the Lake Mathews / Estelle Mountain Reserve owned by Metropolitan Water District and managed by RCHCA.*

**Requested Action:**

1. Receive and file.
- 

This item is reserved for a presentation by Brian Shomo, RCHCA Natural Resources Manager, who will provide a progress report concerning current management practices and coordination efforts.

RCHCA has effectively worked with the Metropolitan Water District of Southern California to manage lands at the Lake Mathews-Estelle Mountain Reserve.

**Prior Action:**

November 16, 2017: The Board of Directors approved an Agreement with Metropolitan Water District with an effective term of September 13, 2014, through September 29, 2019, in an amount not to exceed \$200,000, per agreement year.

**Fiscal Impact:**

This item is informational only; therefore, there is no fiscal impact.

**Attachment:**

None.