

**MINUTES
BOARD MEETING
WATERSHED CONSERVATION AUTHORITY (WCA)
April 16, 2020**

1. CALL TO ORDER

The meeting was called to order by Vice Chair Maravilla at approximately 1:35 p.m. The meeting was held via Zoom.US meeting.

2. FLAG SALUTE

3. ROLL CALL

MEMBERS PRESENT

Mr. Dan Arrighi (Rivers & Mountains Conservancy)
Ms. Sandra Maravilla (for Supervisor Barger)
Ms. Herlinda Chico (for Supervisor Hahn)
Mr. Vincent Chang (for Supervisor Solis)
Mr. Roberto Uranga (Rivers & Mountains Conservancy)
Mr. Julian Juarez (for Mr. Pestrella)

MEMBERS ABSENT

Ms. Karly Katona (for Supervisor Ridley-Thomas)

STAFF PRESENT

Mark Stanley, Executive Officer
Jennifer Fierro, Board Secretary
Dena Williams, Board Secretary
Debbie Enos, Deputy Executive Officer
Nicole Law, Fiscal Manager
Jane Tsong, Project Manager
Joseph Gonzalez, Project Manager
Jeremy Munns, Project Manager
David Edsall, Jr., Deputy Attorney General

4. PUBLIC COMMENT

There was one public comment made. Christy stated that she is sending a letter to the Board regarding the cell phone towers that are planned to be put up at Mt. Baldy. She is requesting that the towers be put in an alternate place that is further away from the place of residents and the school.

Christy submitted her public comment and requested that it be read out loud so it could go on record. Madam Chair Chico read the question and it stated "If the WCA Board chooses to consider the cell phone tower

proposal at the Mt. Baldy Wilderness Preserve location, are you required to reach out to the Mt. Baldy community? For example, a visit to where the town hall meets? Madam Chair Chico answered Christy with the public is more than welcome to ask a question, however, the board is not required to answer it, but that staff will be directed to connect with you so that your question can be addressed.

5. APPROVAL OF THE MINUTES

Minutes were from January 16, 2020 meeting.

There were no comments or corrections, Ayes, 0 Nays and 0 Abstentions. Minutes were approved.

6. CHAIR'S REPORT

No report was given.

EXECUTIVE OFFICER'S REPORTS

7. WATERSHED CONSERVATION AUTHORITY RESPONSE TO COVID-19

Mark Stanley stated that WCA is following the stay at home orders that are in place and will continue to do so at least until May 15th or as long as the orders are in place. Mr. Stanley also stated that he is receiving updates from the State on a regular basis and will supply any special updates to staff and board members immediately after they are released.

8. LIAISON & ACTIVITIES REPORT

Mr. Stanley stated that Assembly members and Senators are on recess right now and that none of the bills are being reviewed. Mr. Stanley called on Deborah (Debbie) Enos to provide an update on the status of construction activity. Ms. Enos stated that in February there was a tour given to the Board Members at the Duck Farm so that they could see the construction progress. Debbie also stated that the trees have started to be planted along with the potted plants and the secondary trails were being carved into the landscape with the landscaping crews in high gear installing trees and irrigation. Debbie stated that other work left to be completed includes metalwork and signage and due to the current situation, it is a matter of who is still open for business and delivering from out of state [are impacted] and [WCA staff] will continue to get updates from the vendors.

Jane Tsong stated that the Cooper team is at the Vasquez II(Overlook) conducting a biological survey to develop interim management guidelines for both Vasquez I and Vasquez II. Jane also stated that the Cooper team will be adding data to the Tidal Influence survey that was done last year and both surveys will become the foundation for an interim land management plan for the 80 acres of Vasquez land that WCA now owns.

Jane Tsong stated that a major motion picture studio filmed at Mt. Baldy and took over the site for a day and they were very respectful to the preserve and to the two African Fish Eagles who played the role of an American Bald Eagle due to bald eagles being too protected.

Mr. Stanley concluded with if the board members had any questions on any of the other projects he was available to answer them.

9. EXPENDITURE REPORT

Nicole Law explained that Exhibit A reflects the balances of the Fiscal Year 2019-2020 as of March 31, 2020. The lease revenue for December 2019 and March 2020 has not been received from the Rivers and Mountains Conservancy as they are waiting approval of an increase in the monthly rate. The Authority's filming revenue is higher than the YTD budget projections due to a special use fee received from Paramount Pictures. Ms. Law also stated that the authority is waiting for reimbursements from several other grant and professional service contracts and will be reflected when submitted costs expended under the grant has been approved for reimbursement and the reimbursement is received.

Ms. Law stated that the Authority anticipates expenses incurred through the end of the fiscal year to be within budgeted projections.

CONSENT CALENDAR

- 10. FUND BALANCE REPORT**
- 11. CONSIDERATION OF A RESOLUTION TO RATIFY A GRANT APPLICATION TO THE REGIONAL PARKS AND OPEN SPACE DISTRICT'S RECREATION ACCESS PROGRAM FOR THE LOWER LA RIVER RANGER REACH ZONE PROGRAM.**
- 12. CONSIDERATION OF A RESOLUTION TO 1) RATIFY; AND, 2) APPROVE CONTRACT AMENDMENTS TO THE SOLIS GROUP TO MONITOR AND REPORT ON THE ADOPTED LABOR COMPLIANCE PROGRAM.**

Board Member Uranga motioned to approve items 11 through 12. Vice Chair Maravilla seconded the motion. Board Voted. 5 Ayes, 0 Nays & 0 Abstentions.

REGULAR CALENDAR

- 13. CONSIDERATION OF A RESOLUTION TO UPDATE FISCAL YEAR 2019/2020 ANNUAL BUDGET.**

Ms. Law stated that WCA needs to update the Fiscal Year 2019/2020 budget due to significant changes over the course of this fiscal year warrant an update to reflect increased revenue, additional costs and recommended reallocations of expenses.

Ms. Law also stated that the original budget anticipated collection of revenue from Unit 96 located on the El Encanto property but staff anticipates no lease revenue will be collected through the end of the fiscal year which means the decrease in revenue shall be utilized from unexpended operational expenses or funded from an emergency financial relief program.

Ms. Law mentioned that staff recommends the Board approve a new revenue line item as staff is looking for emergency financial assistance due to the Covid-19 crisis to cover any potential losses on lease revenue and expenditures through the end of this fiscal year.

Ms. Law stated that for personnel services, ADP, a human capital management company, was upgraded from Basic to Enhanced increasing costs by approximately 20% or \$800 over budget projections. Ms. Law also stated that due to coronavirus outbreak and following stay-at-home orders, staff recommends inclusion of this new expenditure line item to cover unplanned expenditures which include a laptop purchase, office disinfection services and administrative labor expenditures; therefore, increasing the

budget by \$4,750 through the end of this fiscal year.

Ms. Law stated that in the personnel expenses there are four categories. The first one is the Authority replaced an outgoing Project Manager II with a new staff member who began this month, April 2020. Second, the Authority has no plan to fill the open Associated Project Manager or Project Manager I position currently. Third, staff recommends bringing on a part-time accounting clerk before the end of the fiscal year and lastly, staff recommends keeping the total budgeted personnel costs the same and moving the differences to the Merit/Salaries Adjustment Pool.

Ms. Law concluded that the proposed amended FY 19/20 budget for the WCA Grants and Special Projects Capital Revenue will increase by \$912,728 and Capital Outlay Expenses will increase by \$896,949.00. General Administrative Expenses will increase by \$2,753.00; General Administrative & Operating Revenue will decrease by \$2,564.00 and General Operational Expense will decrease by \$5,217.00.

There were no questions from the Board.

Board Member Chang motioned to approve this item. Board Member Uranga seconded the motion. Board Voted. 5 Ayes, 0 Nays & 0 Abstentions.

14. CONSIDERATION OF A RESOLUTION UPDATE BILLABLE RATES FOR FISCAL YEAR 2019/2020.

This item was tabled.

15. CONSIDERATION OF A RESOLUTION TO AUTHORIZE THE EXECUTIVE OFFICER AND/OR DESIGNEE TO AWARD 1) DEMOLITION CONTRACT; AND, 2) CONSTRUCTION CONTRACT FOR CRYSTAL LAKE RECREATION AREA U.S. FOREST SERVICE PROJECTS.

Debbie Enos explained that in February 2020, at the direction of USFS under the MPA, the contract for the design consultant needed to be amended to focus on the remaining planning and design services toward the development of construction design packages to realize both the demolition and maintenance improvement projects with the Crystal Lake Recreation Area and utilize USFS available SPA funding set to sunset June 30, 2020.

Ms. Enos further stated that the WCA staff will release two separate Request for Bid packages following approval at this board meeting for the Demolition and Construction projects. Ms. Enos stated that the proposed contracts are to be funded through Supplemental Project Agreements (SPAs) with U.S. Forest Service which were accepted by the WCA Board on June 25, 2015 for a combined amount up to \$600,000.00

Board member Uranga asked if the restrooms that are being demolished will they be replaced, or will the area be used as open space. Ms. Enos answered and said they will be returned to open space. The tanks that are underneath them will be filled and covered over.

There were no further questions from the Board.

Board Member Uranga motioned to approve this item. Board Member Chang seconded the motion. Board Voted. 5 Ayes, 0 Nays & 0 Abstentions.

16. CONSIDERATION OF A RESOLUTION TO ACCEPT A RIVERS AND MOUNTAINS CONSERVANCY PROPOSITION 68 GRANT FOR THE DUCK FARM RIVER CENTER DEVELOPMENT PROJECT (RMC19013).

Jeremy Munns stated that WCA is seeking approval from the board for a grant award in the amount of \$2,024,020 for the Duck Farm River Center Development Project. Mr. Munns explained that this project is an expansion of the Duck Farm River Park to include the old farmhouse location as a community water conservation resource center utilizing two acres of water-wise residential landscaping demonstrations for visitors to emulate in their own homes. Mr. Munns also explained that the project will have a timeline of 2 years 11 months from April 2020 to an anticipated completion by March 31, 2023.

There were no questions from the Board.

Board Member Uranga motioned to approve this item. Board Member Chang seconded the motion. Board Voted. 5 Ayes, 0 Nays & 0 Abstentions.

17. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54956.9, THE WATERSHED CONSERVATION AUTHORITY MAY HOLD A CLOSED SESSION ON THE FOLLOWING ITEM: SAVE OUR ACCESS – SAN GABRIEL MOUNTAINS V. WCA, ET AL., LOS ANGELES COUNTY SUPERIOR COURT CASE NO. 18STCP02904.

Closed Session began at 2:30pm and ended at approximately 2:46 pm.

Staff provided updates and the Board provided direction.

19. ANNOUNCEMENT OF NEXT MEETING DATE

The next meeting will be held on Thursday, May 21, 2020 at 1:30 pm via Zoom.US meeting.

21. ADJOURNMENT

The meeting was adjourned by Madam Chair Chico at approximately 2:50 pm.

X

Herlinda Chico
Chair

X

Dena Williams
Board Secretary