



406  
SUBMITTAL TO THE BOARD OF DIRECTORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



FROM: Regional Park and Open-Space District

SUBMITTAL DATE:  
1/9/06

SUBJECT: Approval of Reserve Management Services Contract with the Western Riverside County Regional Conservation Authority - Districts I, II, III, and V

RECOMMENDED MOTION: That your Board:

1. Approve the attached contract with the Western Riverside County Regional Conservation Authority for management of wildlife habitat properties acquired in support of the Western Riverside County Multiple Species Habitat Conservation Plan;
2. Authorize the Chairman to sign and execute four (4) copies of the contract on behalf of your Board and instruct the Clerk of the Board to return three (3) executed copies to the Regional Park & Open-Space District for distribution;
3. Authorize the General Manager of the Regional Park and Open-Space District (Park District) to take all actions necessary to administer the contract in compliance with its terms and conditions;
4. Approve and direct the Auditor-Controller to post the FY 2005-06 budget for the new Fund 25590 as shown on the enclosed Attachment A; and
5. Direct the Auditor-Controller to have the interest posted to Fund 25590, Parks MSHCP Reserve Management.

BACKGROUND: On July 1, 2003, by M.O. 3.15 and M.O. 13.2, your Board approved a Memorandum of Understanding with the Economic Development Agency under which the Park

*Honey Bees (only)*  
*Val Buns (only)*  
*Break copy, Romberg, RCA file*  
BL/511-RCA Management Contract

*Paul Frandsen*  
Paul Frandsen, General Manager

FINANCIAL DATA	Current F.Y. Total Cost:	\$563,146	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ -0-	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ -0-	For Fiscal Year:	2005-2006

SOURCE OF FUNDS: Western Riverside County Regional Conservation Authority	Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

*H. Sgond*

County Executive Office Signature

MINUTES OF THE REGIONAL PARK AND OPEN SPACE DISTRICT BOARD

On motion of Supervisor Buster, seconded by Supervisor Stone and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone and Ashley  
 Nays: None  
 Absent: Tavaglione and Wilson  
 Date: January 31, 2006  
 xc: Parks, Auditor-Controller, E.O., Co.Co.

Nancy Romero  
Clerk of the Board  
*Nancy Romero*  
Deputy

Departmental Concurrence  
Deputy  
ROBERT E. BYRD, Auditor-Controller  
BY *Ally May* 1/25/06  
Policy   
Consent   
Per Exec. Ofc.:

Subject: Approval of Reserve Management Services Contract with the Western Riverside County Regional Conservation Authority - Districts I, II, III, and V

District provided interim management services for wildlife habitat properties acquired by the County in support of the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP). The Park District continued to provide interim management services, but the Riverside County Regional Conservation Authority (RCA) is now prepared to establish a long-term management arrangement.

The attached contract was jointly developed through negotiations among the RCA Executive Director, Park District General Manager, and counsel for both agencies. Salient provisions of the contract are listed below:

1. The Park District shall function as the Reserve Management Contractor as defined in the RCA Joint Powers Agreement;
2. The term of the contract shall run from the date of its execution by both parties to January 31, 2031;
3. Compensation to be paid to the Park District by the RCA will be based upon the amount of acreage to be managed, and specifically set by annual budgets and work plans to be approved by your Board and the RCA Board of Directors. Exhibits B and C of the contract define a general overhead rate of 20% to be applied to the items specified therein;
4. Vehicles and equipment needed to perform the management services will be purchased and maintained by the Park District and paid for by the RCA based upon approved annual budgets. If the contract is terminated, the Park District will transfer vehicles and equipment to the RCA within 30 days;
5. The Park District will hire and utilize only highly qualified and professional personnel to provide services under this contract. The management program will be directly supervised by the Park District's Natural Resources Manager and overseen by the Assistant General Manager, Natural and Cultural Resources;
6. The scope of services to be provided by the Park District will include, but not be limited to, the following: preparation of written Initial Management Evaluation and Recommendations for all MSHCP properties; regular scheduled patrols; regular trash pickup and removal; installation and maintenance of gates, fencing, signs, and other access controls as appropriate; liaison with property owners adjacent to MSHCP lands; coordination with law enforcement personnel as needed; scheduled weed abatement and fuels management; control of exotic vegetation as provided in annual budgets; submission of semi-annual reports to the RCA; and submission of proposed annual work plans and budgets to your Board and the RCA Board of Directors.

Fund 25590 and Department ID 931150 have been established through the Auditor-Controller's Office to process expenditures, receive incoming revenues, and to post earned interest.

The Office of County Counsel has reviewed and approved the contract documents as to legal form.

## ATTACHMENT A

Increase Appropriations:

25590 - 931150	520010	HERBICIDE	\$ 14,500
25590 - 931150	520025	WATER BACTERIAL TESTING	333
25590 - 931150	520115	UNIFORMS/REPLACEMENT CLOTH	750
25590 - 931150	520230	CELLULAR PHONE	1,240
25590 - 931150	520320	TELEPHONE SERVICE	960
25590 - 931150	520330	COMMUNICATION SERVICES	2,320
25590 - 931150	520800	HOUSEHOLD	133
25590 - 931150	520820	JANITORIAL SERVICES	400
25590 - 931150	520845	TRASH/WASTE SERVICES	2,667
25590 - 931150	520920	INSURANCE -FIRE	400
25590 - 931150	520930	INSURANCE - LIABILITY	2,403
25590 - 931150	520945	INSURANCE - PROPERTY	1,935
25590 - 931150	520955	INSURANCE- VEHICLE	1,600
25590 - 931150	521360	MAINT - COMPUTER EQUIP	400
25590 - 931150	521380	MAINT - COPIER MACHINES	333
25590 - 931150	521420	MAINT - FIELD EQUIPMENT	667
25590 - 931150	521500	MAINT - MOTOR VEHICLES	5,880
25590 - 931150	521560	MAINT - OTHERS	233
25590 - 931150	521580	MAINT - RADIO ELEC EQUIP	5,100
25590 - 931150	521720	MAINT. FIRE EQUIPMENT	40
25590 - 931150	521760	MAINT - TIRES	3,000
25590 - 931150	521780	MAINT - BATTERIES	167
25590 - 931150	522310	MAINT-BUILDING AND IMPROVEMENTS	8,000
25590 - 931150	522320	MAINT - GROUNDS	28,088
25590 - 931150	522350	MAINT - VANDALISM	2,833
25590 - 931150	522610	ROAD MAINT - SUPPLIES	3,000
25590 - 931150	522870	OTHER MEDICAL CARE MATR'LS	167
25590 - 931150	523220	LICENSES & PERMITS	333
25590 - 931150	523230	MISCELLANEOUS EXPENSE	600
25590 - 931150	523620	BOOKS/PUBLICATIONS	167
25590 - 931150	523640	COMPUTER EQUIP (NON FIXED)	2,500
25590 - 931150	523660	COMPUTER SUPPLIES	400
25590 - 931150	523680	OFFICE EQUIP NON FIXED ASSESTS	2,252
25590 - 931150	523700	OFFICE SUPPLIES	300
25590 - 931150	523720	PHOTOCOPYING	133
25590 - 931150	523760	POSTAGE/MAILING	83
25590 - 931150	523800	PRINTING/BINDING	665
25590 - 931150	523840	COMPUTER EQUIP - SOFTWARE	4,100
25590 - 931150	524560	AUDITING & ACCOUNTING	1,064
25590 - 931150	524660	CONSULTANTS	1,167
25590 - 931150	524740	COUNTY SUPPORT SERVICE	1,145
25590 - 931150	524840	FINGERPRINTING SERVICES	47
25590 - 931150	524900	GIS SERVICES	1,200
25590 - 931150	525020	LEGAL SERVICES	767
25590 - 931150	525060	MEDICAL EXAM-PHYSICAL	233
25590 - 931150	525080	TAP SERVICES	3,000

25590 - 931150	525120	MICROGRAPHIC SERVICES	100
25590 - 931150	525140	PERSONNEL SERVICES	1,193
25590 - 931150	525220	PRE-EMPLOYMENT SERVICES	167
25590 - 931150	525300	OASIS PROCESSING	2,572
25590 - 931150	525440	PROFESSIONAL SERVICES-OTHER	10,000
25590 - 931150	526400	CODES & LEGAL PUBLICATIONS	67
25590 - 931150	526530	RENT/LEASE EQUIPMENT	1,667
25590 - 931150	526700	RENT-LEASE BLDGS	5,000
25590 - 931150	526910	FIELD EQUIPMENT NON-FIXED ASSETS	2,367
25590 - 931150	526940	LOCKS/KEYS	67
25590 - 931150	526960	SMALL TOOLS & INSTRUMENTS	483
25590 - 931150	527100	FUEL - OIL	12,960
25590 - 931150	527140	WELDING SUPPLIES	167
25590 - 931150	527400	ELECTRONIC AND RADIO SUPPLIES	6,800
25590 - 931150	527680	PUBLIC SIGNS	1,500
25590 - 931150	527720	SAFETY/SECURITY SUPPLIES	60
25590 - 931150	527820	TOWING-NON COUNTY VEHICLE	833
25590 - 931150	527840	TRAINING-EDUCATION/TUITION	600
25590 - 931150	527940	WEED ABATEMENT	1,333
25590 - 931150	528180	FREIGHT	100
25590 - 931150	529000	MISCELLANEOUS TRAVEL EXP	240
25590 - 931150	529040	PRIVATE MILEAGE REIMBURSE	200
25590 - 931150	529080	RENTAL VEHICLES	200
25590 - 931150	529500	ELECTRICITY	360
25590 - 931150	529510	HEATING FUEL	167
25590 - 931150	529520	SEWER SYSTEM	1,333
25590 - 931150	529550	WATER	220
25590 - 931150	536900	INTERND EXP-FIRE SERVICES	667
25590 - 931150	537020	INTERFUND EXP-LEGAL SVCS	667
25590 - 931150	537080	INTERFUND EXP-MISCELLANEOUS	9,333
25590 - 931150	537120	INTERFUND EXP-PROF & SPEC SVC	1,333
25590 - 931150	537160	INTERFUND EXP-ROAD MAINT GRADING	8,000
25590 - 931150	537260	INTERFUND EXP-GIS	2,000
25590 - 931150	537140	INTERFUND EXP-RIGHT OF WAY	1,200
25590 - 931150	537180	INTERFUND EXP-SALARY REIMB	122,537
25590 - 931150	537200	INTERFUND EXP-SUPPORTIVE SVCS	50,577
25590 - 931150	546100	EQUIPMENT - CONSTRUCTION	60,000
25590 - 931150	546160	EQUIPMENT - OTHER	8,000
25590 - 931150	546240	EQUIP-SURVEY & MAPPING	6,600
25590 - 931150	546300	VEHICLES-BUSES/HEAVY TRUCK	57,000
25590 - 931150	546320	VEHICLES-CARS/LIGHT TRUCKS	76,771

Total	\$ 563,145
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Increase Estimated Revenues:

25590 - 931150	778280	Interfund-Reimb For Service	\$ 563,145
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1                   **RESERVE MANAGEMENT SERVICES CONTRACT BETWEEN THE WESTERN**  
2                   **RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AND THE RIVERSIDE**  
3                   **COUNTY REGIONAL PARKS AND OPEN SPACE DISTRICT**

4                   THIS RESERVE MANAGEMENT SERVICES CONTRACT, "Contract", is made and entered  
5 into by and between the Western Riverside County Regional Conservation Authority, "Authority" and  
6 the Riverside County Regional Parks and Open Space District, "District".

7                   RECITALS

8                   A.       The Authority is a public agency of the State of California formed by that certain Joint  
9 Exercise of Powers Agreement creating the Western Riverside County Regional Conservation Authority  
10 effective as of January 20, 2004, "JPA Agreement", entered into between the County and the cities of  
11 Banning, Beaumont, Calimesa, Canyon Lake, Corona, Hemet, Lake Elsinore, Moreno Valley, Murrieta,  
12 Norco, Perris, Riverside, San Jacinto and Temecula.

13                  B.       Section 3 of the Agreement sets forth the powers of the Authority in carrying out its  
14 purpose, including the power to contract and to employ agents, consultants and employees as well as to  
15 employ reserve managers and other personnel to operate, maintain, and administer the reserves  
16 established through implementation of the MSHCP.

17                  C.       Authority desires to contract with the District to provide reserve management services as  
18 set forth herein thereby assisting the Authority in its obligation to implement the reserve management  
19 requirements and obligations set forth in the MSHCP and Implementing Agreement.

20                  NOW, THEREFORE, the Authority and the District agree as follows:

21                  1.       Reserve Management Contractor. The Authority hereby retains the District to serve as a  
22 Reserve Management Contractor and to provide such staff as may from time to time be necessary or  
23 convenient to fulfill the reserve management needs and requirements of the Authority and the District  
24 agrees to provide such services as outlined and specified in the Scope of Work attached hereto and  
25 incorporated herein by this reference as Exhibit "A", all upon the terms set forth below. The District's  
26 actions pursuant to this Contract shall be consistent with the MSHCP as determined by the District or as  
27 may be specified in writing by the Authority.  
28

1           2.     Duties of the Reserve Management Contractor. The District's General Manager, acting  
2 either individually or through such personnel as he/she shall from time to time appoint, shall act as and  
3 be a Reserve Management Contractor for the Authority and shall administer, coordinate and supervise  
4 reserve management activities of the Authority as set forth in this Agreement, and shall act for and assist  
5 the Authority in accomplishing its purpose as set forth in Section 1 of the JPA Agreement. The Reserve  
6 Management Contractor, acting either individually or through such personnel as he/she shall from time  
7 to time appoint, shall exercise all of those powers and responsibilities of the Authority as set forth in  
8 Section 13 of the JPA Agreement. The Reserve Management Contractor shall, at least semi-annually,  
9 provide a written report to the Board of the Authority of all actions taken by him/her as Reserve  
10 Management Contractor during the previous quarter(s). The first such report shall be due May 31, 2006.

11           3.     Term: Termination. This Management Services Contract, "Contract", shall commence  
12 effective as of February 1, 2006 and shall continue until January 31, 2031. Thereafter, the Parties may  
13 extend the term of the Contract upon written agreement. During the initial term and any subsequent  
14 term, this contract may be terminated by either party upon giving the other party six (6) months prior  
15 written notice.

16           4.     Compensation. In consideration of the District's performance of the services of Reserve  
17 Management Contractor as set forth in Sections 1 and 2 above, the Authority shall pay to the District the  
18 costs and sums specified in Exhibit "B" and including but not limited to the actual cost of the items  
19 described in Exhibit "C", which are attached hereto and incorporated herein by this reference. The  
20 District shall submit to the RCA an annual management budget for the services of the Reserve  
21 Management Contractor. The District shall not exceed this amount without prior written approval by the  
22 RCA Executive Director. The costs and sums specified in Exhibit "B" shall be modified annually based  
23 upon the acres of lands managed, inflation and the Authority approved budget. Any modifications of the  
24 sums shall be approved in writing by the designated Authority representative and the Reserve  
25 Management Contractor. Such costs and sums shall be paid at the times and in the manner specified in  
26 Exhibit "B". In the event of the early termination of this Contract during a payment month pursuant to  
27 Section 3 above, the Authority shall, with respect to fixed compensation amounts such as personnel  
28 salaries and general overhead charges, pay the District a pro rata proportion of the monthly payment

1 represented by the proportion of days of the payment month which this Contract remains in effect. Such  
2 payment shall reflect any approved annual modifications.

3 5. Annual Work Plans. As indicated in the Scope of Work identified in Exhibit "A," it is  
4 understood by both parties that annual work plans and accompanying budgets will be prepared by the  
5 District and submitted to the Authority for review and approval prior to the beginning of each fiscal  
6 year.

7 6. Vehicle/Equipment Purchase, Use, Maintenance and Ownership. It is understood by the  
8 parties that vehicles and other equipment necessary to perform the services of Reserve Management  
9 Contractor pursuant to the terms of this Contract and as provided for in any approved annual budget and  
10 annual work plan shall be purchased by the District and paid for by the Authority. It is further  
11 understood that any vehicles or other equipment purchased shall be used by the District solely in  
12 connection with the performance of the services to be provided pursuant to this Contract unless  
13 otherwise authorized in writing by the Authority. Any vehicles or other equipment purchased and paid  
14 for by the District shall be owned by the District. Maintenance of the vehicles and other equipment  
15 purchased and used by the District to perform the services of Reserve Management Contractor shall be  
16 performed by the District. District shall by invoice charge the Authority for the cost of the maintenance  
17 work provided. Authority agrees to reimburse the District for the cost of this maintenance work at the  
18 times and in the manner specified for other work performed pursuant to this Contract and as set forth in  
19 Exhibit "B." Upon termination of this Contract, the District shall transfer to the Authority any vehicles  
20 and/or other equipment purchased for use under this Contract within thirty (30) days.

21 7. Independent Contractor. Authority retains District on an independent contractor basis.  
22 District is not, and shall not be considered to be in any manner, an employee of the Authority. Any  
23 personnel performing the services under this Contract on behalf of District shall at all times be under  
24 District's exclusive direction and control. District shall pay all wages, salaries and other amounts due  
25 such personnel in connection with their performance of services and as required by law. District shall be  
26 responsible for all reports and obligations respecting such personnel, including but not limited to, social  
27 security taxes, income tax withholdings, unemployment insurance, and worker's compensation  
28 insurance.

1           8.     Qualified Personnel. The District will only hire and utilize highly qualified, and  
2 professional personnel. District personnel will not only be expected to meet the basic required skills as  
3 shown on the Riverside County Department of Human Resources job descriptions (e.g., all permanent  
4 science staff to have a degree(s)), but will also be selected on other experience and skills to insure the  
5 highest quality personnel and management.

6           9.     Indemnification. Except for any negligent act, error or omission arising out of District's  
7 performance of services during the term of this Contract, Authority shall indemnify and hold harmless  
8 the District, its board, officers, elected and appointed officials, employees, agents and representatives  
9 from any liability whatsoever, based or asserted upon the services of the District, its board, officers,  
10 elected and appointed officials, employees, agents and representatives arising out of or in any way  
11 relating to this Contract. Authority shall defend, at its sole expense, all costs and fees including but not  
12 limited to attorney fees, cost of investigation, defense and settlements or awards, the District, its board,  
13 officers, elected and appointed officials, employees, agents and representatives in any such claim or  
14 action.  
15

16  
17           B. District shall indemnify and hold harmless Authority, its board, officers, elected and  
18 appointed officials, employees, agents and representatives from any liability for any negligent act, error  
19 or omission arising out of District's performance of services during the term of this Contract. District  
20 shall defend, at its sole expense, all costs and fees including but not limited to attorney fees, cost of  
21 investigation, defense and settlements or awards, Authority, its board, officers, elected and appointed  
22 officials, employees, agents and representatives in any such claim or action.  
23

24           10.    Conflict of Interest. District shall have no interest, and shall not acquire any interest,  
25 direct or indirect, which will conflict in any manner or degree with the performance of services provided  
26 under this Contract.  
27  
28



1           11.    Administration. The Executive Director of the Authority (or designee) shall administer  
2 this Contract on behalf of the Authority.

3           12.    Assignment. This Contract shall not be assigned by Authority or District, either in whole  
4 or in part.. Any assignment or purported assignment of this Contract without the prior written consent  
5 of the other party will be deemed void and of no force or effect.

6           13.    License and Certification. District verifies upon execution of this Contract, possession of  
7 all required current and valid licenses in compliance with any local, State, and Federal laws and  
8 regulations relative to the scope of services to be performed under Exhibit "A", and that said services  
9 will be performed by properly trained and licensed staff.

10          14.    Jurisdiction, Venue, Attorneys' Fees. This Contract is to be construed under the laws of  
11 the State of California. The parties agree to the jurisdiction and venue of the appropriated courts in the  
12 County of Riverside, State of California. Should action be brought to enforce or interpret the provisions  
13 of the Contract, the prevailing party shall be entitled to attorney's fees in addition to whatever other  
14 relief is granted.

1 15. Notice. A party giving notice as required in the Contract shall provide for personal delivery of  
2 such notice or shall send such notice by United States mail, postage prepaid, to the agent and address of  
3 the other party as set forth below:

4 If to the Authority:

5 Western Riverside County Regional Conservation Authority  
6 4080 Lemon Street, 12<sup>th</sup> Floor  
7 Riverside, California 92501  
8 Attn: Executive Director

9 If to the District:

10 Riverside County Regional Parks and Open Space District  
11 Headquarters Office  
12 4600 Crestmore Road  
13 Riverside, California 92509  
14 Attn: General Manager

15 Riverside County Counsel  
16 3535 Tenth Street, Suite 300  
17 Riverside, California 92501

18 16. Amendment; Effective Date; Entire Agreement. This Contract represents the entire  
19 agreement between the parties with respect to personnel provided by the District to the Authority and  
20 shall be effective as of February 1, 2006. As indicated in the Scope of Work identified in Exhibit "A," it  
21 is understood that the Scope of Work will need to be amended as the amount of land to be managed  
22 increases and as other services may be required by the Authority. Therefore, any amendment or  
23 modification of the provisions of this Contract including any amendment to the Scope of Work  
24 identified in Exhibit "A," must be in writing and signed by each of the parties hereto.

25 17. Severability. If any term, provision, covenant or condition of this Contract is held by a  
26 court of competent jurisdiction to be invalid, void or unenforceable, the rest of this Contract shall remain  
27 in full force and effect and shall in no way be affected, impaired or invalidated.  
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1 IN WITNESS WHEREOF, the parties have executed this Contract on the dates indicated below.

2 DATE: 1.31.06

BOARD OF THE RIVERSIDE COUNTY REGIONAL  
PARKS AND OPEN SPACE DISTRICT

By: Jeff Stone  
Chairman, Board  
Jeff Stone

5 ATTEST

6 By: Nancy Komet  
Nancy Komet, Clerk

8 APPROVED AS TO FORM:

9 Nov. 23, 2005

10 By: Karin Watts-Bazan  
Karin Watts-Bazan  
Deputy County Counsel

13 DATE: \_\_\_\_\_

WESTERN RIVERSIDE COUNTY  
REGIONAL CONSERVATION  
AUTHORITY

16 By: Kelly Seyarto  
Kelly Seyarto  
Chairman of the Board

18 ATTEST:

19 By: Honey Bernas  
Honey Bernas, Clerk

22 APPROVED AS TO FORM:

23 1/9, 2006

25 By: Michelle Dullek  
Best Best & Krieger, LLP  
General Counsel

Exhibit "B"

Compensation shall be paid to the District by Authority for the items listed below:

1. The actual costs of salary and benefits for District staff members, under the direction of the General Manager, to provide services as Reserve Management Contractor of the Authority and such other staff services as may be required, in such amounts as shall be set forth in the annual budget of the Authority, and as said budget may from time to time be amended by its Board;

2. A sum for general overhead expenses equal to twenty percent (20%) of the total cost of salary and benefits paid pursuant to Section 1 of this Exhibit and including but not limited to the line items listed in Exhibit "C". The general overhead rate shall not apply to the cost for vehicles, equipment, and items classified as fixed assets (i.e. single purchase items with a value greater than \$5,000 and life expectancy of greater than one year);

3. Actual cost of items described in Exhibit "C",

The District shall periodically, but no more frequently than monthly nor less frequently than semi-annually provide an invoice to the Authority itemizing charges for the billing period. The Authority shall provide prompt payment within thirty (30) days of receipt of said invoice to the District by means of Journal Vouchers, electronic fund transfer or check from Authority accounts to the District.

## Reserve Management Services Contract

## Expenditure Account Chartfield

The Authority will pay the District including but not limited to the items listed below:

APPROPRIATION 2

Account Code	Account Description
520010	HERBICIDE
520025	WATER BACTERIAL TESTING
520115	UNIFORMS/REPLACEMENT CLOTH
520230	CELLULAR PHONE
520320	TELEPHONE SERVICE
520330	COMMUNICATION SERVICES
520800	HOUSEHOLD
520820	JANITORIAL SERVICES
520845	TRASH/WASTE SERVICES
520920	INSURANCE -FIRE
520930	INSURANCE - LIABILITY
520945	INSURANCE - PROPERTY
520955	INSURANCE- VEHICLE
521360	MAINT - COMPUTER EQUIP
521380	MAINT - COPIER MACHINES
521420	MAINT - FIELD EQUIPMENT
521500	MAINT - MOTOR VEHICLES
521501	MAINT - VEHICLE SUPPLIES
521560	MAINT - OTHERS
521580	MAINT - RADIO ELEC EQUIP
521720	MAINT. FIRE EQUIPMENT
521760	MAINT - TIRES
521780	MAINT - BATTERIES
522310	MAINT - BUILDING /IMPROVEMENT
522320	MAINT - GROUNDS
522350	MAINT - VANDALISM
522610	ROAD MAINT - SUPPLIES
522870	OTHER MEDICAL CARE MATR'LS
523220	LICENSES & PERMITS
523230	MISCELLANEOUS EXPENSE
523620	BOOKS/PUBLICATIONS
523640	COMPUTER EQUIP (NON FIXED)
523660	COMPUTER SUPPLIES
523680	OFFICE EQUIP NON FIXED ASSESTS
523700	OFFICE SUPPLIES
523720	PHOTOCOPYING
523760	POSTAGE/MAILING
523800	PRINTING/BINDING
523840	COMPUTER EQUIP - SOFTWARE
524560	AUDITING & ACCOUNTING
524660	CONSULTANTS
524740	COUNTY SUPPORT SERVICE
524840	FINGERPRINTING SERVICES

524900	GIS SERVICES
525020	LEGAL SERVICES
525060	MEDICAL EXAM-PHYSICAL
525080	TAP SERVICES
525120	MICROGRAPHIC SERVICES
525140	PERSONNEL SERVICES
525220	PRE-EMPLOYMENT SERVICES
525300	OASIS PROCESSING
525440	PROFESSIONAL SERVICES-OTHER
526400	CODES & LEGAL PUBLICATIONS
526530	RENT/LEASE EQUIPMENT
526700	RENT-LEASE BLDGS
526910	FIELD EQUIPMENT NON-FIXED ASSETS
526940	LOCKS/KEYS
526960	SMALL TOOLS & INSTRUMENTS
527100	FUEL - OIL
527140	WELDING SUPPLIES
527400	ELECTRONIC AND RADIO SUPPLIES
527680	PUBLIC SIGNS
527720	SAFETY/SECURITY SUPPLIES
527780	SPECIAL PROGRAM EXPENSE
527820	TOWING-NON COUNTY VEHICLE
527840	TRAINING-EDUCATION/TUITION
527940	WEED ABATEMENT
528180	FREIGHT
529000	MISCELLANEOUS TRAVEL EXP
529040	PRIVATE MILEAGE REIMBURSE
529080	RENTAL VEHICLES
529500	ELECTRICITY
529510	HEATING FUEL
529520	SEWER SYSTEM
529550	WATER

**APPROPRIATION 3**

<b>Account Code</b>	<b>Account Description</b>
536900	INTERND EXP-FIRE SERVICES
537020	INTERFUND EXP-LEGAL SVCS
537080	INTERFUND EXP-MISCELLANEOUS
537120	INTERFUND EXP-PROF & SPEC SVC
537140	INTERFUND EXP-RIGHT OF WAY
537180	INTERFUND EXP-SALARY REIMB
537200	INTERFUND EXP-SUPPORTIVE SVCS

**APPROPRIATION 4**

<b>Account Code</b>	<b>Account Description</b>
546100	EQUIPMENT - CONSTRUCTION
546160	EQUIPMENT - OTHER
546300	VEHICLES-BUSES/HEAVY TRUCK
546320	VEHICLES-CARS/LIGHT TRUCKS

## MSHCP Reserve Management Scope of Work

### Introduction:

This Scope of Work describes the tasks to be performed by the Riverside County Regional Park and Open Space District (the "District") on lands owned by the Western Riverside County Regional Conservation Authority (RCA) under the auspices of the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP). The District will serve as a contractor to the RCA for the day-to-day management of identified MSHCP lands. Initially the primary foci of this management will be the protection, maintenance, and enhancement of these lands consistent with the MSHCP goals for species and habitats. The amount of lands covered by this Scope of Work will change significantly as more MSHCP lands are acquired. As a result, this Scope of Work is primarily applicable through Fiscal Year 2007-08. The District's responsibilities and funding for management from the RCA will change over time and some changes may take actions by the RCA or other governing bodies.

### Task I. Initial Site Evaluations

Prior to the close of escrow, the District's Natural Resources Manager (NRM), and/or his Biological Staff, will perform a walkover inspection of each proposed acquisition to insure; 1) the property corners have been accurately located and marked, and 2) the site is essentially free from major impacts which could significantly affect management responsibilities and budgets once the property is acquired. Such impacts include, but are not limited to, major trash dumping sites, abandoned buildings, and any health and safety concerns. Results from this inspection will be transmitted verbally to the RCA Executive Director or his/her designee and if any such items in the prior sentence are identified will also be transmitted in writing to the RCA Executive Director and accompanied by maps if appropriate.

The District's NRM will perform an Initial Management Evaluation and Recommendation (IMER) for each newly acquired MSHCP property identified for District management. These evaluations will include a brief description of the site's physical resources (including maps and photographs), the biological resources, a checklist of MSHCP target animal and plant species anticipated to be present and those presently noted, a brief description of the current conditions and any improvements on the site, a description of habitat enhancement opportunities, a proposed initial management scenario, and proposed improvements for controlling access. Each completed IMER will be supplied to the RCA and the Monitoring Program Administrator for their information and evaluation. The District will maintain documentation on each property including a database showing appropriate milestone dates, and will incorporate the newly acquired sites into existing patrol and maintenance schedules. The District will provide the RCA with an updated copy of the data in the data base annually.

1 **Task II. Habitat Protection**

2 **A. Patrolling:**

3  
4 The District Rangers will establish a regular schedule of patrols of MSHCP properties  
5 identified for District management to enforce their access and/or recreation restrictions as  
6 determined by the MSHCP and as directed by the RCA. These patrols will vary in time  
7 to prevent offenders from anticipating when the Rangers will be onsite. During these  
8 patrols, Rangers will inspect and make recommendations to the Maintenance Staff for  
9 repairs to any damaged access controls encountered or other maintenance issues needing  
10 attention. All significant impacts and encounters will be mapped to begin to define  
11 problem areas which will eventually become the foci of enforcement activities. If during  
12 these patrols, the District Rangers identify an activity in progress which is unauthorized  
13 and which violates, local, state or federal laws and/or regulations, the Ranger will  
14 immediately notify the appropriate enforcement agency(ies).

15 **B. Access Controls:**

16 The NRM and Ranger will evaluate where and what type of fencing is needed to help  
17 control access onto MSHCP lands. Following this evaluation, the Maintenance Staff will  
18 oversee the installation of such fencing as may be necessary. Boundary and other signs  
19 will be fabricated and installed at all MSHCP properties.

20 **C. Law Enforcement Coordination:**

21 The Assistant General Manager, NRM and Rangers will coordinate with local and  
22 regional law enforcement agencies (e.g., Riverside Co. Sheriff, Fish and Game Wardens)  
23 to seek their assistance as applicable.

24 **Task III. Habitat Maintenance**

25 **A. Access Control Maintenance and Repairs:**

26 The Maintenance Staff will receive direction from the Rangers and NRM for routine  
27 maintenance of access controls, and repair or replace these controls accordingly. Such  
28 maintenance will include, but is not limited to, fence mending, sign replacement, barrier  
construction and repair, and trash removal.

**B. Fuels Management:**

The NRM will coordinate fuels management activities on the MSHCP lands designated  
for District management following guidelines in the MSHCP (Section 6.4). Such efforts  
will include the coordination with Riverside County Fire Department, the hiring of local  
contractors to perform such abatement, and the determination of abatement that can be  
done "in house" by the Maintenance Staff. MSHCP lands will be included in the  
District's Weed Abatement Program (currently under formulation). The NRM will assist



1 the Reserve Management Contractor's Coordinating Committee (RMOC) with the task of  
2 establishing and implementing a fuels management program.

3 **Task IV. Habitat Enhancement**

4 **A. Control of Exotics:**

5 As the budget permits, the Maintenance Staff will remove and properly dispose of  
6 invasive exotic vegetation (e.g., *Arundo donax*, *Eucalyptus*, Peruvian pepper, non-native  
annual grasses) to prevent their additional spread to other areas of the reserve.

7 **B. Adaptive Management:**

8 In coordination with the RCA's Monitoring Program Administrator, the NRM will  
9 review appropriate research dealing with habitat restoration and enhancement as it  
10 pertains to communities on MSHCP properties managed by the District. The NRM, the  
11 Monitoring Program Administrator, and other applicable parties will then devise  
12 'Management Experiments' to define cost effective ways to restore or enhance degraded  
13 communities to meet MSHCP goals. It is anticipated that the Maintenance Staff,  
14 potentially assisted by court workers, will provide the field labor for these adaptive  
management experiments. Results from these 'experiments' will be incorporated into  
yearly work plans, and will be documented as appropriate in a scientific journal-type  
formatted report.

15 **Task V. Planning and Reporting**

16 The District shall prepare bi-weekly reports of patrolling activity to assist with identifying priorities for  
17 future patrol efforts and the bi-weekly reports will be available to the RCA upon written request.  
Significant events and/or patterns will be verbally relayed regularly to the RCA at scheduled meetings.

18 Annual Work Plans and accompanying budgets will be prepared by the District and submitted to the  
19 RCA for review and approval prior to the beginning of each fiscal year. These Plans will propose a  
20 course of action for the following year, and will incorporate any results from habitat enhancement  
21 experiments whose results have been finalized. Verbal reports or presentations will be presented by the  
NRM, as requested, by the RCA. An annual report will be prepared by the District and submitted to  
the RCA for inclusion into the RCA's Annual Report to the Wildlife Agencies.