

Item 5

EXECUTIVE OFFICER'S REPORT

February 11, 2005

NEW EXECUTIVE ASSISTANT

The San Diego River Conservancy is now a state agency of two! Please join me in welcoming Susan Huntington. Susan is an Associate Governmental Program Analyst and will be taking over the administrative functions of the Conservancy. Susan has a Bachelors and Masters in Political Science, was senior staff to an Assemblymember, and most recently opened and managed a Regional office in San Diego for the Secretary of State.

There was a great deal of interest in the Conservancy's vacant assistant position. I received approximately sixty applications including many highly qualified professional candidates (one from as far away as Washington DC). I interviewed eight candidates and conducted second interviews with the top three. During Susan's brief tenure, she has already proven to be an exceptional asset to the Conservancy.

Susan and I are here to support you. Please do not hesitate to contact either of us any time if you have questions or we can assist you in any way. Susan's direct phone line is (858) 467-2733.

GIS MAPS/DATABASE OF SDRC JURISDICTION: PARCEL INVENTORY

Last summer Board Member Jim Bartell and I met with Mr. Gregory Smith, San Diego County Assessor, Recorder and Clerk to request his assistance in obtaining parcel inventory information. Mr. Bartell arranged the meeting.

In response to our request, Mr. Smith generously provided a GIS-based Parcel Inventory to the Conservancy at no cost. The Inventory consists of the following components, each of which covers the entire 52-mile jurisdiction of the Conservancy:

- Aerial photography with all parcel boundaries;
- Maps with all parcel boundaries and water features;
- Parcel Profile Database containing detailed information on each parcel;
- Map Books for linking parcels with Parcel Identification Numbers (needed for some areas below El Capitan Reservoir).

The Conservancy is enormously grateful to Mr. Smith and staff for this invaluable contribution. The Parcel Inventory was created specifically for the Conservancy by Mr. Larry Berggren, Mapping Division Chief, and GIS Analysts, Anthony Pocina and Eric Worthington.

A letter to Mr. Smith has been sent from Chairman Murphy and Vice-Chair Frye expressing the Conservancy's sincere gratitude for providing the GIS Parcel Inventory. The letter is attached as **Supplemental Document 1**.

SAN DIEGO COUNTY SUPERVISOR COX 1/26/05 RECEPTION

On January 26, 2005, Supervisor Cox hosted a reception at the Chula Vista Nature Center for Board Members and staff of the State Coastal Conservancy. Sam Schuchat (SDRC Board Member [alternate] and Executive Officer of the State Coastal Conservancy) requested that an invitation to the reception be extended to San Diego River Conservancy Board Members and Executive Officer. Supervisor Cox's staff subsequently contacted me and I conveyed the invitation to each of you. During the reception I had the opportunity to meet Supervisor Cox and express the Conservancy's appreciation for the invitation as well as our interest in working with the County in the future. I also had the opportunity to meet several members of the Coastal Conservancy Board and staff.

Attached as **Supplemental Document 2** is the letter I sent to Supervisor Cox thanking him for the invitation.

BOARD MEMBER STIPENDS FOR NON-PUBLIC EMPLOYEES

Per the enabling statute, members of the Conservancy Board who are not full-time public employees may be compensated for attendance at Conservancy Board meetings at the rate of one hundred (\$100) per regular meeting. Board Members James Bartell, Dr. Susan Hector, Jack Minan, and Jim Peugh are the current members who are eligible.

I have initiated an effort with Coastal Conservancy to ensure that Board Members who are entitled to payment will receive their regular stipends, as well as any back payments due. Additionally, a few payments were sent out in error to members who are public employees and therefore ineligible to receive the stipend. A letter will be sent from Coastal Conservancy directly to Board Members who have received checks erroneously with directions on how to refund the stipend. Please let me know if there is any way I can help alleviate any inconvenience this may have caused.

I have asked Susan Huntington to oversee future Board member compensation-related issues. Commencing today, Susan has provided each eligible Board member with a "Board Member Compensation Request" form (inside your file folder). Please sign and leave the signed document in your folder for collection after the meeting. The request for payment forms will be submitted after every meeting.

TRAVEL REIMBURSEMENT FOR BOARD MEMBERS

According to the enabling statute, "all members of the conservancy may be reimbursed the actual amount of the reasonable and necessary expenditures incurred in attending meetings of the conservancy and carrying out the duties of their office."

Commencing today, each of you will be provided with a simplified Travel Expense Information Sheet (inside your file folder) at every meeting. Please complete, sign and date the form and leave the signed document in your folder for collection after each meeting. Your travel reimbursement forms will be submitted for payment on a quarterly basis.

BOARD MEMBER TERMS

This item has been postponed until the next meeting to allow Board Member Minan to participate.

SDRC SIGNAGE FOR THE BUILDING

Based on the recommendation from Board Member Minan to add signage for the SDRC to the front of the building, I spoke with Art Coe, Assistant Executive Officer for the Regional Water Quality Control Board. He anticipates replacing the current signage with a sign that includes the names of each of the four state agencies currently in the building: Regional Water Quality Control Board, Department of Motor Vehicles, Department of Toxic Substance Control, and the San Diego River Conservancy. The four agencies will split the costs of the creation and installation of the sign. The Regional Water Quality Control Board will take the lead on this project, so the timeline for completion is unclear.