

MINUTES

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Regular Board Meeting

Thursday, April 10, 2025 at 4:00 PM

Truax Building, 41923 Second Street, Fourth Floor, Temecula, CA 92590

I. PRELIMINARY FUNCTIONS

Call to Order – President Biancardi called the meeting to order at 4:04 p.m.

Roll Call/Establish a Quorum

Directors Present: Teri Biancardi, President; Pablo Bryant, Vice President; Rose Corona, Director; Newt Parkes, Secretary/Treasurer.

Director Arriving Late: Stuart Kuhn.

Also Present: Rae Shirer, Office Manager; Kit Swift, Conservation Technician.

Approval of Agenda

Director Corona requested that Discussion Item F (CARCD election) be moved to A, the top of the discussion list. Director Parkes moved, and Director Bryant seconded, that the Agenda be approved as so amended. The motion passed unanimously:

Biancardi	Yes
Bryant	Yes
Corona	Yes
Kuhn	Absent
Parkes	Yes

Public Comment — None.

II. CONSENT CALENDAR

Director Corona requested that the Minutes of March 13, 2025, be pulled for discussion.

Director Parkes moved, and Director Bryant seconded, that the board:

- Approve current bills and reimbursements: Bills paid; Bills to be paid or reimbursement; Accounts Receivable.
- Approve monthly financial reports for periods ending March 31, 2025.
- Acknowledge that, as per Director Rose Corona's Cure and Correct demand, both the Service Agreement and the Concurrence form for the approved Soil and Water Hub concurrence agreement are in the packet.
- Acknowledge that, as per Director Rose Corona's Cure and Correct demand, that both of her most recent Cure and Correct letters are in the board packet.

The motion passed:

Biancardi	Yes
Bryant	Yes
Corona	No
Kuhn	Absent
Parkes	Yes

The board then discussed the March 13, 2025, draft minutes. Director Corona stated her objection to the minutes on the grounds that they did not fully reflect the board discussion regarding Director Corona's prior Cure and Correct demands and Director Corona's assertion that copies of those Cure and Correct demands should have been included in materials made available to the public prior to any meeting where a Cure and Correct action was taken. Director Corona requested that transcripts she had prepared from her personal recording of the March 13, 2025, meeting be accepted as part of the minutes, along with the transcripts of the February 13 and February 21, 2025, meetings of the board. Director Corona requested that these transcripts be posted to the TEAM RCD website.

President Biancardi stated that the transcripts would not be accepted and would not be included in the minutes of the board or posted to the organization website. President Biancardi further stated that County Counsel had advised that there was no legal obligation to include copies of Cure and Correct in materials made available to the public prior to any meeting where a Cure and Correct action was taken.

Director Bryant moved, and Director Parkes seconded, that the minutes of the March 13, 2025, regular meeting be approved as presented. The motion passed:

Biancardi	Yes
Bryant	Yes
Corona	No
Kuhn	Absent
Parkes	Yes

III. ITEMS

A. Subject: California Association of Resource Conservation Districts Inland Empire Regional President and Vice President Election

Background: Director Rose Corona submitted a second Cure and Correct demand letter claiming that not publishing her first demand letter in the board packet invalidated the Board's re-do of the CARCD vote. While the original Cure and Correct process was conducted with legal oversight, the advice of counsel was that in the interest of transparency the board would reconsider this item.

Director Kuhn arrived to join the discussion.

In light of the discussion during review of the March 13, 2025, minutes and their approval, there was no motion to retake the CARCD vote.

B. Subject: Quarterly Budget Review

Background: Treasurer Newt Parkes requested a quarterly review and assessment of the District's financial position. Treasurer Parkes led the review and discussion of the organization's financial position, which is healthy, with reserved cash sufficient to cover administrative expenses and project costs, regardless of the currently projected grant funding.

C. Subject: District Report Topics

Background: Conservation Technician Kit Swift compiled a report on various District data points. At the March meeting, directors asked for a month to review those topics and propose additions and/or revisions. The board reviewed the topics presented by Kit Swift and had no additions or revisions. Director Bryant moved, and Director Parkes seconded, that the board approve the topics as presented. The motion passed unanimously.

D. Subject: TEAMRCD Credit Card

Background: Office Manager Rae Shirer requested that the Board consider authorizing the President to establish a Chase Credit card to facilitate District operations. Office Manager Shirer reported that the existing policy manual already authorizes the 'executive' to hold a credit card on behalf of TEAM RCD. She further reported that the amount of recurring items to be charged to the card would be approximately \$1,000 to \$1,200 per month. Following discussion by the board, Director Corona moved, and Director Parkes seconded, that Teri Biancardi, as the executive officer of TEAM RCD, be authorized to apply for a credit card from Chase Bank, with a credit line not to exceed \$2,000 per month. The motion passed unanimously.

E. Subject: Document Retention Schedule and Handbook Update

Background: Office Manager Rae Shirer has been reviewing and sorting all District documents and designing a data retention system that will comply with Riverside County's standards. She is also updating the policy manual in coordination with the retention schedule. Manager Shirer noted that the red-lined version of the updated manual is available on the TEAM RCD website and that a clean copy would soon be provided. At the next meeting of the board, she will request review of a proposed reorganization of the manual to group like topics and move forms and other materials out of the body of the manual to the appendices.

F. Subject: Strategic Planning Special Meeting

Background: The board has been working on developing a strategic plan which sets out processes for evaluating programs and projects. Director Bryant moved, and Director Parkes seconded, that the board hold a special meeting for a Strategic Planning session for Wednesday, April 30, 2025, from 2 to 4 p.m. The motion passed unanimously.

G. Subject: Soil and Water Hub Agreement

Background: At last month's board meeting directors approved joining the Regional Soil and Water Hub. Since then, the District received a Cure and Correct demand from Director Rose Corona. The advice of counsel was that in the interest of transparency the board should reconsider this item. Director Corona moved, and Director Parkes seconded, that the board ratify the vote taken at the March 13, 2025, meeting to approve the Soil and Water Hub Agreement. The motion passed unanimously.

IV. DIRECTORS' REPORTS

- Teri Biancardi: SAWA, WETA, Community Wildfire Resilience meeting, potential mitigation projects.
- Kit Swift: Conservation Easement reporting update.
- Newt Parkes: Homeless report — no report received.
- Pablo Bryant: Watershed clean-up — no report.

- Rose Corona: CARCD policy committee updates.

V. MANAGEMENT REPORT

Rae Shirer reported that she is billing both the WETA and NRCS grants for the quarter ended March 31, 2025. She is also investigating a new telephone number for TEAM RCD as Skype is being phased out.

VI. FUTURE AGENDA ITEMS

None noted.

VII. ADJOURNMENT

There being no further business to come before the board, Director Corona moved, and Director Parkes seconded, that the meeting be adjourned. The motion passed unanimously, and the meeting adjourned at 5:17 p.m.

Dated: _____

Newt Parkes, Secretary