

# **Elsinore-Murrieta-Anza Resource Conservation District Regular Meeting**

**Thursday, July 2<sup>nd</sup>, 2015 1:30PM  
Santa Rosa Plateau Ecological Reserve – Conference Room  
39400 Clinton Keith Road, Murrieta, CA 92562**

## **AGENDA**

### **ADDING URGANCY ITEMS TO THE AGENDA**

*Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Elsinore-Anza-Murrieta Resource Conservation District after the Agenda was posted.*

### **Call to Order – Pledge of Allegiance**

### **Roll Call**

### **Introduction of Guests**

### **Approval of Agenda**

### **Public Comment**

*Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the Elsinore-Anza-Murrieta Resource Conservation District. Please note that for items not listed on the agenda, the Brown Act imposes limitations on what the Board may do at this time. The Board may not take action on the item at this meeting. As to matters on the Agenda, persons will be given an opportunity to address the Board when the matter is considered. If you wish to speak during public comment, please fill out a "Speaker Request Form" and give it to the Board Secretary. When the Board President calls your name, please immediately step to the podium and begin by giving your name and address for the record. Each speaker will be given three (3) minutes to address the Board.*

### **1. Consider Approval of Minutes of the Board of Directors Regular Meeting on June 5, 2015.**

### **2. Consider Approval of Treasurer's Report for May 2015.**

### **3. Consent Calendar**

*Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.*

- a. Accept the resignation of Vicki Long as District Office Manager.
- b. Accept the following District items from Vicki Long to be provided to the President that include and are not limited to: office keys, post box keys, office alarm codes, telephone & website passwords, etc.
- c. Instruct the District President to approve new financial depository signature cards, draft, execute a resolution for presentation to said institutions, and execute/deliver signatory cards within 7 days.
- d. Instruct the District Treasurer to purchase "Quick Books" to fulfill the District's bookkeeping/accounting obligations with full reimbursement. (Not to exceed \$225)
- e. Instruct the Secretary to obtain bids for transcribing meeting tapes for minutes and retain services if under \$100 per meeting.
- f. Instruct the District President to draft and send a letter to the Rancho California Water District's Board and their General Manager in opposition to the current plan to re-classify Domestic-Ag rate payers to Residential status, if they farm less than 3.5 acres.
- g. Approval to ratify the extension of the existing RCWD/EMARCD agricultural audit contract through December 2015 and the contract increase to \$45,000.

#### **4. Action Items**

- a. Discussion, vote, and adoption of resolution to change the Regular Meeting location and time from the Santa Rosa Plateau Ecological Preserve to the Traux Building, located at 41923 Second Street, Fourth Floor, Temecula, CA 92590 (Old Town Temecula). Regular Meetings will be held on the second Thursday of each month at 4:00pm.
- b. Discussion, vote, and adoption of resolution to change the District name from Elsinore-Murrieta-Anza Resource Conservation District (EMARCD) to the Temecula-Elsinore-Anza-Murrieta Resource Conservation District (TEAM RCD). Instruct District Counsel to prepare resolution to be published as required by law.
- c. Discussion, nomination, and vote for appointment District Office Manager.
- d. Discussion and vote to create an Ad Hoc Committee and to instruct the President to appoint committee members to explore a potential merger with the RCRC and report their findings and recommendations to the District Board at the September Meeting.
- e. Discussion and vote for support for CSDA Board of Directors Elections – Riverside County
- f. Discussion and vote to instruct the District President or Treasurer to solicit bids to prepare the District's Annual Audit.
- g. Discussion and vote to approve Live Oak Associates to work on Army Corp of Engineers easement report for July.
- h. Discussion and vote for RFP for survey of mitigation on EMARCD land.
- i. Discussion and vote to provide a Leadership Award to Palumbo Family Winery.

## 5. Old Business

- a. Approval of February, March, April Minutes.
- b. Approval of February, March, April, May Financials.

## 6. New Business

- a. Discussion of existing & future mitigation contracts, easements, and land bank options and opportunities. – Vicki Long
- b. Discussion of "Supplemental Operating Procedures" for the District. – Danny Martin
- c. Discussion of Committee Chairs for new Standing Committees and request for Volunteers. – Danny Martin
- j. Discussion of website content. – Randy Feeney
- k. Discussion regarding Associate Directors terms. It is proposed that Associate Directors serve one-year terms based on a calendar year. An Associate Director can be appointed or removed by a majority vote of the Board.

## 7. Reports

- |                               |  |
|-------------------------------|--|
| a. District Counsel           | Gregory P. Priamos                     |
| b. Agency Reports             | Bob Hewitt, District Conversationalist |
| c. EMARCD Director Reports    | Open                                   |
| d. Associate Director Reports | Open                                   |
| e. SAWA/Fire Safe Reports     | Vicki Long                             |

## Adjournment

**ADA compliance Statement** Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the District at least 48 hours before the meeting, if possible.

EMARCD March Report-bills  
February 2015 Bills

1069	2-12-15	Edison	36.21
1070	2-12-15	ADT alarm	110.97
1071	2-26-15	SDRMA insurance	125.00
1072	2-26-15	Verizon	120.57
1073	2-26-15	Charles E Smith	723.00

Union Bank	Easement or eligible activity	
3-6-15	Balance	11,088.39

Wells Fargo	General Fund	
3-6-15	Balance	25,164.05

803

STATEMENT-TO-DATE RESEARCH  
SDSC

ACCT 2420072042 (0242) TYPE SIG TRANS FROM 03/31/15 CYCLE M-30  
NAME ELSINORE MURRIETA ANZA CO CURRENT BAL 11,706.69  
FROM TO

AMOUNT NUMBER OF TRANS 1  
CHECK NO PR CTR/BK OFF/BF COD/STMT TYP M/S/04/  
DATE STMT DATE 04/30/15 STMT DATE 05/29/15  
TRAN CODE TRAN CODE  
CREDITS DEBITS (ENTER NO. OF CR/DR OR 'A' FOR ALL)

AMOUNT	CHECK NO	DATE	REF NO	T/C	DESCRIPTION
618.30CR	MONYMARKET	061115	56522490	477	UNIONBANC INVSMT BROKERAGE
					*****4881 PPD

NO MORE TRANS  
FUNCTION KEY: 1=PG1 2=LST PG 3=MENU 4=WIRE DET 7=BKWD 8=FRWD CLEAR=EXIT

WFC Union Bank, N.A.  
TEMEDULA

BALANCE INQUIRY

As of the last processing date of  
06/29/15 our records indicate the  
balance for your account number  
ending in 2042 to be: \$11,706.69

The balance for this account on 06/30/15  
at 04:25PM PT is:

Current available: \$11,706.69

The above figures may not reflect any  
holds that may have been placed on your  
account, or other debits and/or checks,  
which have not been paid and deducted.

We sincerely appreciate your  
business and thank you for banking at  
Union Bank.

Member FDIC

**Account Positions** (Open/Unrealized) for OBP-708488 : **3 Position(s)**

Searched by Symbol ; Sorted by Security Type ; Then Sorted by Security ID

Pricing is intraday  
As of Jun-26-2015 7:55 PM ET

Security Description	Security ID	Closing Quantity	Recent Quantity	Recent Price	Recent Market Value	Account Type	Cost	\$ Gain/Loss	Change since last close (%)	Currency	Security Type	Symbol
BMW BK NORTH AMER UTAH 2.00000% 12/11/2018 CD	05568P6G7	62,000.000	62,000.000	\$1.01386	\$62,859.32	Cash	\$62,002.46 <sup>a</sup>	\$856.86	0.00%	USD	Certificate of Deposit	n/a
SYNCHRONY BANK RETAIL CD 1.20000% 07/20/2015 RENAMED FROM GE CAP RETAIL BK DRAPER UTAH	36157PJL4	63,000.000	63,000.000	\$1.00057	\$63,035.91	Cash	\$63,000.08 <sup>a</sup>	\$35.83	0.00%	USD	Certificate of Deposit	n/a
GE CAP BK INC CD 1.20000% 07/20/2015	36160XK97	75,000.000	75,000.000	\$1.00057	\$75,042.75	Cash	\$75,000.08 <sup>a</sup>	\$42.67	0.00%	USD	Certificate of Deposit	n/a
Total					\$200,937.98 USD		\$200,002.62 USD	\$935.36 USD				

Brokerage CDs  
 2 yr 1.15  
 2.5 yr 1.40  
 3 yr 1.60  
 5 yr 2.35



Wells Fargo Advisors

## Account Activity

EMA/RCD Accounts

BUS CHECKING - PUBLIC FUNDS XXXXXX2226

## Activity Summary

Ending Collected Balance as of 06/30/15	\$29,137.36
Current Posted Balance	\$29,137.36
Pending Withdrawals/ Debits	-\$120.66
Pending Deposits/ Credits	\$0.00
Available Balance	\$29,016.48

## Transactions

Show: for Date Range 05/31/15 to 07/01/15

Date	Description	Deposits / Credits	Withdrawals / Debits
Pending Transactions Note: Debt card transaction amounts may change			
07/01/15	CHECK # 1092 Pending ACH/Check		\$120.66
Posted Transactions			
06/30/15	CHECK # 1093		\$7,840.00
06/30/15	CHECK # 1095		\$1,290.36
06/29/15	DEPOSIT MADE IN A BRANCH/STORE #911237043	\$9,550.00	
06/22/15	DEPOSIT MADE IN A BRANCH/STORE #662073064	\$1,875.00	
06/18/15	CHECK # 1090		\$38.36
06/11/15	CHECK # 1088		\$765.00
06/04/15	CHECK # 1089		\$120.71
06/01/15	DEPOSIT MADE IN A BRANCH/STORE #911237041	\$1,875.00	
Totals		\$13,300.00	\$9,975.31

Deposit products offered by Wells Fargo Bank, N.A. Member FDIC. Wells Fargo Bank, N.A. is a banking affiliate of Wells Fargo &amp; Company.

Equal Housing Lender

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Wells Fargo Advisors

**Account Activity**

EMARCD Accounts

BUS CHECKING - PUBLIC FUNDS XXXXXX2242

**Activity Summary**

Ending Collected Balance as of 06/30/15	\$35,475.97
Current Posted Balance	\$35,475.97
Pending Withdrawals/ Debits	\$0.00
Pending Deposits/ Credits	\$0.00
Available Balance	\$35,475.97

**Transactions**

Note: There is no account activity for this account.

Deposit products offered by Wells Fargo Bank, N.A. Member FDIC. Wells Fargo Bank, N.A. is a banking affiliate of Wells Fargo & Company

Equal Housing Lender

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Wells Fargo Advisors

## Account Activity

EMA/RCD Accounts

BUS MARKET RT - PUBLIC FUNDS XXXXXX0102

## Activity Summary

Ending Collected Balance as of 06/30/15	\$98,082.00
Current Posted Balance	\$98,082.00
Pending Withdrawals/ Debits	\$0.00
Pending Deposits/ Credits	\$0.00
Available Balance	\$98,082.00

## Transactions

Show: for Last 90 Days

Date	Description	Deposits / Credits	Withdrawals / Debits
Pending Transactions			
No pending transactions meet your criteria above.			
Posted Transactions			
06/30/15	INTEREST PAYMENT	\$2.42	
05/29/15	INTEREST PAYMENT	\$2.50	
04/30/15	INTEREST PAYMENT	\$2.41	
Totals		\$7.33	\$0.00

Deposit products offered by Wells Fargo Bank, N.A. Member FDIC. Wells Fargo Bank, N.A. is a banking affiliate of Wells Fargo &amp; Company.



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**BETTY T. YEE**  
**California State Controller**  
Division of Accounting and Reporting

June 1, 2015

District Fiscal Officer  
Elsinore - Murrieta - Anza Resource Conservation District  
21535 Palomar Street, #A  
Wildomar, CA 92595-7763

Re: 2014 Government Compensation in California Report

Dear District Fiscal Officer:

This letter is to provide information to prepare the 2014 Government Compensation in California (GCC) report, which is a supplement to your annual Special Districts Financial Transactions Report. **If you are not responsible for completing the GCC report, please route this letter to the appropriate department (e.g., Payroll or Human Resources).**

The 2014 GCC reporting templates and instructions are available on the State Controller's Office (SCO) website at: [www.sco.ca.gov/ard\\_locinstr\\_lgcomp\\_forms.html](http://www.sco.ca.gov/ard_locinstr_lgcomp_forms.html). To submit your report using file transfer protocol, use the file folder address: <ftp://sd28wstc:PM637dpzq5@ftp.sco.ca.gov>.

Government Code section 53891 requires completed financial reports to be submitted to the SCO within 90 days after the close of the fiscal year. However, reports filed in the electronic format prescribed by the SCO may be submitted within 110 days after the close of the fiscal year. Please submit **paper reports on or before September 28, 2015**, or reports in electronic format on or before **October 19, 2015**.

**Information regarding the Special Districts Financial Transactions Report will be sent in a separate mailing.**

For questions concerning the 2014 GCC reporting requirements, please contact the Government Compensation Section at [GCCsupport@sco.ca.gov](mailto:GCCsupport@sco.ca.gov) or (916) 445-5153. You can visit the SCO's Public Pay website at [www.publicpay.ca.gov](http://www.publicpay.ca.gov).

Sincerely,

KAREN GARCIA, Manager  
Government Compensation Section

----- Original message -----

From: Kevin Wells <kwells@goadvanced.com>

Date: 06/22/2015 1:14 PM (GMT-08:00)

To: vickiglong@aol.com

Subject: Copier Service Ricoh AF3245

Our service rate for copy machines is \$135 per hour + parts if needed. We generally are able to respond to service calls within one business day.

We can do a courtesy free estimate to repair the current problem with the machine.

We also stock toner for the machine.

Thanks!

Kevin Wells

Service Dept | Advanced Office

Phone: 714-547-9535 | [www.goadvanced.com](http://www.goadvanced.com)



6/30/2015

## Amendment to Contract

### Ranch California Water District Purchasing Department

1. This Amendment No. 2 to the Agricultural Irrigation System Auditor Contract and is made and entered into as of June 30, 2015, by and between Rancho California Water District ("District")

And, Elsinore-Murrieta-Anza Resource Conservation District ("Consultant").

2. The Agreement is amended as follows:

The term of the contract shall be extended to December 31, 2015. Also, the Contract price shall be increased from \$14,000 to \$45,000.

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

4. If any of this Amendment No. 2 is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

Rancho California Water District

By: [Signature]

Printed Name: JEFF ARMSTRONG

Title: INTERIM GENERAL MANAGER

Dated: 6/15/15

Company Name: EMARCD

By: [Signature]

Printed Name: Danny Martin

Title: President

Dated: 6/18/15

**From:** Deborah Conway <conwayd@ranchowater.com>  
**To:** Justin Haessly <haesslyj@ranchowater.com>; Danny Martin <djmainc@aol.com>  
**Subject:** RE: Emarcd/rcrcd  
**Date:** Thu, Jun 25, 2015 3:57 pm

---

Hello

I issued the check yesterday and Vicki Long picked it up from our office just a little bit ago.

Debbie

-----Original

Message-----

**From:** Justin Haessly  
**Sent:** Thursday, June 25, 2015 3:48 PM  
**To:**  
Danny Martin  
**Cc:** Deborah Conway  
**Subject:** RE: Emarcd/rcrcd

Debbie,

See  
below.

ve we paid EMARCD?

-----Original Message-----

**From:** Danny Martin  
[mailto:djmainc@aol.com]  
**Sent:** Thursday, June 25, 2015 3:47 PM  
**To:** Justin  
Haessly  
**Subject:** Emarcd/rcrcd

Hi Justin,

I'm preparing paperwork for our annual audit at the Emarcd. I can't locate any payment records for the Ag irrigation contract. Are you paying the Emarcd or RCRCd? And, if you could please forward those payment records and I'll forward them to our auditor.

Thank you!

Danny Martin, president  
Emarcd

Sent from my iPhone

**Elsinore - Murrieta - Anza  
Resource Conservation District**

21535 Palomar Street, #A  
Wildomar, CA 92595  
951-698-9366

RECEIVED  
JUN 12 2015  
RCWD



RECEIVED

MAY 01 2015

JUN 15 2015

P.O. NUMBER: 150429

4.29.2015

**BILL TO**

Rancho Water Board  
42135 Winchester Road  
Temecula, CA 92589

**SHIP TO**

Same as recipient

**INSTRUCTIONS**

Attn: Justin Haessly

**PAID JUN 24 2015**

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	An Irrigation Audit for Frank Yang on 1/20/15 - 5 Acres	850.00	850.00
1	An Irrigation Audit for David Loft on 2/5/2015 - 18 Acres	1500.00	1500.00
1	An Irrigation Audit for Deepak Krishan on 3/9/2015 - 20 Acres	1500.00	1500.00
1	An Irrigation Audit for Laura Schwalm on 3/13/2015 - 5 Acres	850.00	850.00
1	A Post Irrigation Audit for Falkner Winery on 3/16/2015 - 10 Acres	950.00	950.00
1	An Irrigation Evaluation for Wilson Creek on 4/6/2015 - 75 Acres	2100.00	2100.00
1	An Irrigation Evaluation for Winn Brothers on 4/24/2015 - 20 Acres	1800.00	1800.00
SUBTOTAL			9550.00
OTHER			
TOTAL DUE BY 5.29.2015			\$9,550.00

PO # 65300

Thank you!

Please pay!

X

PO# 150429

IRRIGATION AUDIT & EVALUATION

\$9,550.00

Page 1 of 1

06/24/2015

133417

\$9,550.00

06/24/2015

133417

\$ \*\*\*\*\*9,550.00

PAY EXACTLY VOID VOID VOID VOID VOID VOID VOID VOID

ELSINORE MURRIETA ANZA RCD  
21535 PALOMAR STREET #A  
WILDOMAR CA 92595  
(3191)

NON-NEGOTIABLE

# Riverside-Corona Resource Conservation District

4500 Glenwood Dr  
Riverside, California 92501  
(951) 683-7691

**Invoice**

To: Elsinore-Murrieta-Anza RCD  
21535 Palomar Street, #A  
Wildomar, CA 92595

Date: April 28, 2015

P.O. Number: 15-04-48

ATTN: Vicki Long

Terms: 30 Days

**Invoice:**

Quantity	Description	Price
	Water Management Plan For	
1	Frank Yang Evaluation Date 1/20/2015 - 5 Acres	\$695.00
	Water Management Plan For	
1	David Loft Evaluation Date 2/5/2015 - 18 Acres	\$1,175.00
	Water Management Plan For	
1	Deepak Krishan Evaluation Date 3/9/2015 - 20Acres	\$1,175.00
	Water Management Plan For	
1	Laura Schwalm Evaluation Date 3/13/2015 - 5 Acres	\$695.00
	Post Audit / Water Management Plan For	
1	Falkner Winery Evaluation Date 3/16/2015 - 10 Acres	\$750.00
	Water Management Plan For	
1	Wilson Creek Evaluation Date 4/6/2015 - 75 Acres	\$1,700.00
	Water Management Plan For	
1	Winn Brothers Evaluation Date 4/24/2015 - 20 Acres	\$1,450.00
	Water Management Plan For	
1		
Total Bill Due and Payable		<b>\$7,640.00</b>

**PLEASE PAY BY THIS INVOICE--NO STATEMENT WILL BE SENT**



## EMA- Rancho California Water District FY '14-'15 Evaluations

				<b>Budget</b>
				<b>\$14,000.00</b>
<b>RCRCD</b>				
<b>Co-Op</b>	<b>Cooperator</b>	<b>Audit Date</b>	<b>Acreage</b>	<b>Cost of</b>
<b>Number</b>				<b>Audit</b>
EMA-28-1	Frank Yang	1/20/2015	5.0	\$850.00
EMA-28-2	David Lott	2/5/2015	18.0	\$1,500.00
EMA-28-3	Deepak Krishan	3/9/2015	20.0	\$1,500.00
EMA-28-4	Laura Schwalm	3/13/2015	5.0	\$850.00
EMA-28-5	Falkner Winery Post-Audit	3/16/2015	10.0	\$950.00
EMA-28-6	Wilson Creek-Post audit	4/6/2015	75.0	\$2,100.00
EMA-28-7	Winn Brothers	4/24/2015	20.0	\$1,800.00
EMA-28-8	Alan Broudrot-post audit	6/22/2015	13.0	\$1,200.00
EMA-28-9	Laura Schwalm-post audit	6/22/2015	5.0	\$850.00
EMA-28-10	Janet	6/29/2015	5.0	\$850.00
	<b>Sub totals</b>		<b>176</b>	<b>\$12,450.00</b>

1. Amount is calculated by dividing the water beneficially used (plants) by the water applied (system), x100
2. Total cost is an estimate of water used for outdoor irrigation only.
3. Annual savings estimate based upon use of all lab recommendations at time of evaluation.
4. Acre-feet saved is an estimate of the total water conservation potential during an average year based on water cost/acre foot.

June 19, 2015

Elsinore Murrieta Anza Resource Conservation District  
21535 Palomar Street, Suite A  
Wildomar, CA 92595

We are pleased to confirm our understanding of the services we are to provide Elsinore Murrieta Anza Resource Conservation District for the fiscal year ended June 30, 2015. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Elsinore Murrieta Anza Resource Conservation District as of and for the fiscal year ended June 30, 2015. Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis
- Budgetary Comparison Schedule(s)
- Schedule of Funding Progress, if necessary
- Ten-Year Schedule of Proportionate Share of Net Pension Liability, if necessary
- Ten-Year Schedule of Pension Plan Contributions, if necessary

### Audit Objectives

The objective of our audit is the expression of opinions about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. Our reports will be addressed to the governing board of Elsinore Murrieta Anza Resource Conservation District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

#### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts

and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Elsinore Murrieta Anza Resource Conservation District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements and related notes of Elsinore Murrieta Anza Resource Conservation District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

#### **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We will provide copies of our reports to the governing board of the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

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The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

The maximum annual fee for auditing services under the terms of this agreement shall be \$3,500 for the fiscal year ended June 30, 2015. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account

becomes 90 days or more overdue and may not be resumed until your account is paid in full. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

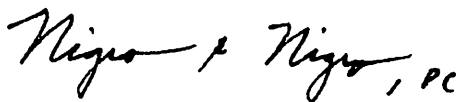
Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the District or its officers subsequent to this engagement, which results in the subpoena of documents from Nigro & Nigro and/or requires additional assistance from us to provide information, depositions or testimony, Elsinore Murrieta Anza Resource Conservation District hereby agrees to compensate Nigro & Nigro (at our standard hourly rates) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Nigro & Nigro.

If a dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to Elsinore Murrieta Anza Resource Conservation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the below and return it to us.

Very truly yours,



Nigro & Nigro, PC

RESPONSE:

This letter correctly sets forth the understanding of Elsinore Murrieta Anza Resource Conservation District.

APPROVED:

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Elsinore Murrieta Anza Resource Conservation District

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Date

1 RESOLUTION NO. 2015-01

2  
3 RESOLUTION OF THE ELSINORE-MURRIETA-ANZA RESOURCE  
4 CONSERVATION DISTRICT AUTHORIZING AND CHANGING  
5 THE TIME AND LOCATION OF REGULAR MEETINGS  
6 PURSUANT TO PUBLIC RESOURCES CODE SECTION 9309  
7

8 WHEREAS, the Board of Directors of the District has previously established the time and  
9 location of the regular meetings; and

10 WHEREAS, the Board of Directors desires to change the time and location pursuant to  
11 Public Resources Code Section 9309; and

12 WHEREAS, the Board of Directors desires to rescind any and all prior resolutions adopted  
13 establishing the location of the regular meetings; now, therefore,

14 BE IT RESOLVED AND ORDERED by the Board of Directors of the Elsinore-Murrieta-  
15 Anza Resource Conservation District on this 2nd day of July, 2015, as follows:

- 16 1. That the recitals are true and correct, and incorporated in this Resolution.  
17 2. That all prior resolutions establishing the location of its regular meetings are hereby  
18 rescinded.  
19 3. That the date of its regular meetings, beginning with the meeting of August 13,  
20 2015, shall be the second Thursday of each month.  
21 4. That the time of its regular meetings, beginning with the meeting of August 13,  
22 2015, shall be 4:00 p.m.  
23 5. That the location of its regular meetings, beginning with the meeting of August 13,  
24 2015, shall be The Truax Building, 41923 Second Street, 4th Floor, Temecula, CA 92590.  
25 6. That this change shall be effective after notice of the change is published in  
26 Riverside County pursuant to Government Code Section 6061.

27 ///

28 ///

1                   7.     That the District Secretary is hereby directed to publish this Resolution once in a  
2 newspaper of general circulation in Riverside County at least 10 days prior to August 13, 2015.

3                   ADOPTED by the Board of the Elsinore-Murrieta-Anza Resource Conservation District  
4 this 2nd day of July, 2015.

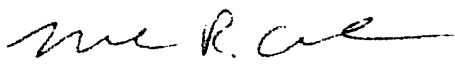
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6                   \_\_\_\_\_  
7 DANNY MARTIN, Board President  
8 Elsinore-Murrieta-Anza Resource  
9 Conservation District

10 ATTEST:

11 DISTRICT SECRETARY

12 By: \_\_\_\_\_  
13 DAVE KUHLMAN  
14 Elsinore-Murrieta-Anza Resource  
15 Conservation District

16  
17 APPROVED AS TO FORM:

18 By:   
19 \_\_\_\_\_  
20 MELISSA R. CUSHMAN  
21 Deputy County Counsel/District Counsel

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3 RESOLUTION OF THE ELSINORE-MURRIETA-ANZA  
4 RESOURCE CONSERVATION DISTRICT DETERMINING  
5 THAT IT IS IN THE BEST INTEREST OF THE DISTRICT  
6 TO CHANGE ITS NAME TO THE TEMECULA-ELSINORE-AN  
7 -MURRIETA RESOURCE CONSERVATION DISTRICT TO  
8 BETTER REFLECT ITS GEOGRAPHIC SERVICE AREA

0 WHEREAS, the Elsinore-Murrieta-Anza Resource Conservation District ("the District") is  
1 a resource conservation district created and authorized pursuant to California Public Resources Code  
2 section 9001 et seq.; and

WHEREAS, the District's territory covers approximately 789 square miles, extending south from Scott Road in Murrieta to the San Diego County line, from east of Anza west to the Orange County line, and including a loop around the north of Lake Elsinore; and

6 WHEREAS, the Board of Directors believes that the District's current name insufficiently  
7 describes its geographic service area; and

8 WHEREAS, the Board of Directors desires that the name of the District be changed to the  
9 Temecula-Elsinore-Anza-Murrieta Resource Conservation District; and

0 WHEREAS, pursuant to Public Resources Code section 9621 et seq., a resource  
1 conservation district may change its name by action of the County Board of Supervisors.

2 NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Elsinore-  
3 Murrieta-Anza Resource Conservation District at its regular meeting on this 2nd day of July, 2015, that:

1. The above recitals are true and correct.
2. It is in the best interest of the District that its name be changed to better reflect its geographic service area.
3. The Board of Directors requests that its name be changed to the Temecula-Elsinore-Anza-Murrieta Resource Conservation District.

1                   4.     A copy of this Resolution be forwarded to the Riverside County Board of  
2 Supervisors for consideration of and action upon the District's request at the Board of Supervisor's next  
3 regular meeting.

4                   ADOPTED by the Board of Directors of the Elsinore-Murrieta-Anza Resource  
5 Conservation District this 2nd day of July, 2015.

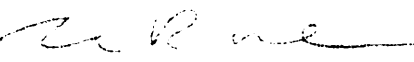
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8                   \_\_\_\_\_  
9 DANNY MARTIN, Board President  
10 Elsinore-Murrieta-Anza Resource  
11 Conservation District

12 ATTEST:

13 DISTRICT SECRETARY

14 By: \_\_\_\_\_  
15 DAVE KUHLMAN  
16 Elsinore-Murrieta-Anza Resource  
17 Conservation District

18  
19 APPROVED AS TO FORM:

20 By:   
21 MELISSA R. CUSHMAN  
22 Deputy County Counsel/District Counsel

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RESOLUTION NO. 2015-02

RESOLUTION OF THE ELSINORE-MURRIETA-ANZA  
RESOURCE CONSERVATION DISTRICT DETERMINING  
THAT IT IS IN THE BEST INTEREST OF THE DISTRICT  
TO CHANGE ITS NAME TO THE TEMECULA-ELSinORE-ANZA  
-MURRIETA RESOURCE CONSERVATION DISTRICT TO  
BETTER REFLECT ITS GEOGRAPHIC SERVICE AREA

WHEREAS, the Elsinore-Murrieta-Anza Resource Conservation District ("the District") is a resource conservation district created and authorized pursuant to California Public Resources Code section 9001 et seq.; and

WHEREAS, the District's territory covers approximately 789 square miles, extending south from Scott Road in Murrieta to the San Diego County line, from east of Anza west to the Orange County line, and including a loop around the north of Lake Elsinore; and

WHEREAS, the Board of Directors believes that the District's current name insufficiently describes its geographic service area; and

WHEREAS, the Board of Directors desires that the name of the District be changed to the Temecula-Elsinore-Anza-Murrieta Resource Conservation District; and

WHEREAS, pursuant to Public Resources Code section 9621 et seq., a resource conservation district may change its name by action of the County Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Elsinore-Murrieta-Anza Resource Conservation District at its regular meeting on this 2nd day of July, 2015, that:

1. The above recitals are true and correct.
2. It is in the best interest of the District that its name be changed to better reflect its geographic service area.
3. The Board of Directors requests that its name be changed to the Temecula-Elsinore-Anza-Murrieta Resource Conservation District.

1                   4.     A copy of this Resolution be forwarded to the Riverside County Board of  
2 Supervisors for consideration of and action upon the District's request at the Board of Supervisor's next  
3 regular meeting.

4                   ADOPTED by the Board of Directors of the Elsinore-Murrieta-Anza Resource  
5 Conservation District this 2nd day of July, 2015.

6  
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9 DANNY MARTIN, Board President  
10 Elsinore-Murrieta-Anza Resource  
11 Conservation District

12 ATTEST:

13 DISTRICT SECRETARY

14 By: \_\_\_\_\_

15 DAVE KUHLMAN  
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17 Conservation District

18  
19 APPROVED AS TO FORM:

20 By: \_\_\_\_\_

21 MELISSA R. CUSHMAN  
22 Deputy County Counsel/District Counsel

23  
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26 GPP:ay

27 6/15/2015

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7. That the District Secretary is hereby directed to publish this Resolution once in a newspaper of general circulation in Riverside County at least 10 days prior to August 13, 2015.

ADOPTED by the Board of the Elsinore-Murrieta-Anza Resource Conservation District  
this 2nd day of July, 2015.

**DANNY MARTIN**, Board President  
Elsinore-Murrieta-Anza Resource  
Conservation District

**ATTEST:**

DISTRICT SECRETARY

By: DAVE KUHLMAN  
Elsinore-Murrieta-Anza Resource  
Conservation District

APPROVED AS TO FORM:

By: MELISSA R. CUSHMAN  
Deputy County Counsel/District Counsel

June 19, 2015

Elsinore Murrieta Anza Resource Conservation District  
21535 Palomar Street, Suite A  
Wildomar, CA 92595

We are pleased to confirm our understanding of the services we are to provide Elsinore Murrieta Anza Resource Conservation District for the fiscal year ended June 30, 2015. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Elsinore Murrieta Anza Resource Conservation District as of and for the fiscal year ended June 30, 2015. Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis
- Budgetary Comparison Schedule(s)
- Schedule of Funding Progress, if necessary
- Ten-Year Schedule of Proportionate Share of Net Pension Liability, if necessary
- Ten-Year Schedule of Pension Plan Contributions, if necessary

#### Audit Objectives

The objective of our audit is the expression of opinions about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. Our reports will be addressed to the governing board of Elsinore Murrieta Anza Resource Conservation District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

#### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts

and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

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becomes 90 days or more overdue and may not be resumed until your account is paid in full. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

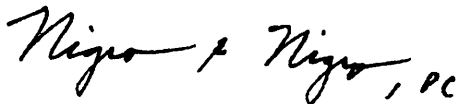
Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the District or its officers subsequent to this engagement, which results in the subpoena of documents from Nigro & Nigro and/or requires additional assistance from us to provide information, depositions or testimony, Elsinore Murrieta Anza Resource Conservation District hereby agrees to compensate Nigro & Nigro (at our standard hourly rates) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Nigro & Nigro.

If a dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to Elsinore Murrieta Anza Resource Conservation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the below and return it to us.

Very truly yours,



Nigro & Nigro, PC

RESPONSE:

This letter correctly sets forth the understanding of Elsinore Murrieta Anza Resource Conservation District.

APPROVED:

\_\_\_\_\_  
Elsinore Murrieta Anza Resource Conservation District

\_\_\_\_\_  
Date

# COX, VALDEZ & SILBERMANN

CERTIFIED PUBLIC ACCOUNTANTS  
A PROFESSIONAL CORPORATION  
808 E FLORIDA AVENUE  
MAILING ADDRESS: P.O. BOX 3870  
HEMET, CALIFORNIA 92546

(851) 929-2377 • FAX (851) 858-3128  
[WWW.CVS-CPA.COM](http://WWW.CVS-CPA.COM)

DARLENE A. VALDEZ-WATERS, CPA  
DIANA L. SMABY-SILBERMANN, CPA

MEMBERS OF  
THE AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
CALIFORNIA SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS

May 13, 2015

Board of Directors  
Elsinore Murrieta Anza Resource Conservation District  
21535 Palomar Street, Suite A  
Wildomar, CA 92595

We are pleased to confirm our understanding of the services we are to provide for Elsinore Murrieta Anza Resource Conservation District for the year ended June 30, 2015. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Elsinore Murrieta Anza Resource Conservation District as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Elsinore Murrieta Anza Resource Conservation District's basic financial statements. Such information, although not a part of the basic financial statements is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Elsinore Murrieta Anza Resource Conservation District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis
2. Budgetary Comparison Information – General Fund

## Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the first paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Elsinore Murrieta Anza Resource Conservation District's financial statements. Our report will be addressed to the Board of Directors of the Elsinore Murrieta Anza Resource Conservation District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to

complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

#### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, any may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Elsinore Murrieta Anza Resource Conservation District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### Other Services

We will also prepare the financial statements of Elsinore Murrieta Anza Resource Conservation District in conformity of U.S. generally accepted accounting principles based on information provided by you.

### Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and control to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Cox, Valdez & Silberman, CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller or his designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Cox, Valdez and Silberman, CPAs' personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State Controller or his designee. The State Controller or his designee may intend to disseminate the copies of information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately September 15, 2016, and to issue our reports no later than October 31, 2016. Diana Silberman is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$5,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoice for these fees will be payable upon presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpended circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Estimote Munita Arza Resource Conservation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

*Cox, Valdez & Silberman*

COX, VALDEZ & SILBERMAN, CPAs  
A Professional Corporation

RESPONSE: This letter correctly sets forth the understanding of Estimote Munita Arza Resource Conservation District

District

Signature

Title

Date

5-26-15

## OFFICE OF THE STATE CONTROLLER

### Division of Accounting and Reporting Minimum Audit Requirements and Reporting Guidelines for California Special Districts

The following audit requirements are not intended to be a comprehensive audit program or check list of procedures to be performed during a special district audit. This is intended to include only the minimum requirements which the State Controller must prescribe pursuant to Section 26909 of the Government Code.<sup>1</sup> This section also requires that the audit report be filed with the State Controller and the county auditor.

The county auditor or professional independent certified public accountant or public accountant undertaking an audit of a California special district should:

1. Have sufficient knowledge and training to enable compliance with both generally accepted auditing standards and generally accepted government auditing standards.<sup>2</sup>
2. Have a thorough knowledge of the fundamental principles of governmental accounting,<sup>3</sup> including both fund accounting and enterprise accounting, and governmental auditing.<sup>4</sup>
3. Comply with Government Auditing Standards as promulgated by the United States General Accounting Office when applicable (e.g., Single Audit Act, required by agreement or contract, etc.).

#### MINIMUM AUDIT REQUIREMENTS

The audit shall be made in accordance with generally accepted auditing standards. Various auditing procedures are suggested and described in the American Institute of Certified Public Accountants' publication Audits of State and Local Governmental Units.<sup>4</sup>

Professional judgment must be exercised. Following are general statements that the county auditor or independent accounting firm should consider in preparing an audit program in connection with the audit of a California Special district.

1. A proper study and evaluation of the existing internal control and the financial-organizational structure should be made. The extent to which an auditor should go in testing the evidential matter supporting his opinion on the financial statements depends on the effectiveness of the district's system of internal

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Refer to footnotes beginning on page 9.

control. Sufficient competent evidential matter is to be obtained through inspections, observations, inquiries, and confirmations to afford a reasonable basis for an opinion regarding the financial statements under examination. If the internal control is so deficient that an auditor must disclaim his opinion in this regard, the reason for this disclaimer must be set forth in the audit report.

2. The auditor should review the laws applicable to the financial transactions of the district. For instance, all special districts are subject to a uniform accounting system prescribed by the State Controller and, if applicable, the provisions of Article XIII B of the State Constitution. Should there be indications that the district may have failed to comply with legal requirements, the transactions may be referred to proper legal counsel for interpretation of the applicable law. Noncompliance should be commented upon in the report and, if necessary, the auditor's opinion should be qualified, disclaimed or adverse.

Another law applicable to special districts the auditor must consider is Federal Public Law 98-502, commonly known as the "Single Audit Act" (Act). The Act requires state and local governments which receive in excess of \$100,000 in federal financial assistance have a single audit conducted. Receipt of less than \$100,000 but more than \$25,000 in federal funds permits the option of selecting a single audit or complying with the existing audit requirements of the applicable federal assistance programs. The dollar requirements include both direct federal funds and those passed through the state; the total of all federal financial assistance received. Additional information related to compliance with Public Law 98-502 is presented in Note 5 and further discussed in Appendix 2.

3. The district's report of financial transactions to the State Controller should be reviewed to see that it agrees with the official records of the district for the period. The State Controller should be informed of any material difference.
4. A review should be made of the previous audit report workpapers and program if available.

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Refer to footnotes beginning on page 9.



5. The auditor should ascertain what funds are maintained and by what authority or under what circumstances each fund maintained was created.
6. The auditor should ascertain the basis of accounting, that is, cash, accrual or modified accrual. Accrual is the basis for enterprise funds, internal service, nonexpendable trust, and pension trust funds and modified accrual is the basis for all other fund types. The cash basis is no longer approved for special districts.
7. The auditor should review a trial balance of the accounts of each fund and should list both opening and closing balances. The opening balances should be compared with the amounts shown in the audit report for the previous period, if any, and any differences should be investigated and reconciled.
8. Minutes or other official records of the proceedings of the legislative body should be reviewed for corroborative evidential matter concerning events and transactions that have taken place. The records also may disclose important matters under consideration or actions that are being contemplated that may require adjustment or disclosing to the financial statements.
9. If cash on hand balances are significant, as of the balance sheet date, verification procedures should be considered by the auditor.
10. The auditor should test the bank reconciliations including cash on deposit with the county treasurer as of the balance sheet date and such other times as is necessary. He or she should obtain confirmation from depositories for (1) all bank accounts, time certificates or savings and loan accounts, and (2) collateral securing such accounts, if applicable. Collateral should also be examined or confirmed with the depository holding the collateral as trustee. The auditor should determine the adequacy and propriety of the collateral pledged.
11. The auditor should test the tax allocation, tax collection and delinquencies whether processed by the district or the county.
12. The collection and recording of revenues should be tested during the period under audit. The test should be sufficient to determine that receipts have been recorded in the proper funds and period.

13. The auditor should determine:
  - (a) That the expenditures were properly authorized and incurred and are proper charges to the fund and appropriation against which they have been charged.
  - (b) That the expenditures are supported by the proper documents and that the documents are so marked as to prevent their reuse. In this connection, it should be ascertained whether noncash expenditures, that is, interdepartmental transactions are supported by adequate documentation and were properly recorded.
14. A review should be made of nonrevenue receipts and nonexpense disbursements to determine if they are legal and properly recorded.
15. All other assets such as investments, accounts receivable, inventories, prepaid expenses, fixed assets and similar items should be audited in accordance with generally accepted auditing standards.
16. All liabilities such as accounts payable, notes payable, contracts payable, bonds payable, judgments and similar items should be verified in accordance with generally accepted auditing standards. The district's proper authorities (i.e. legal counsel) should be contacted to ascertain existence of any possible contingent liabilities.
17. The auditor should test the fund balance accounts (equity accounts for enterprise funds) for propriety.

#### REPORTING GUIDELINES

The following reporting guidelines should be used when performing an audit of a special district. The reporting guidelines consist of audit report requirements, audit report format, management letter and report on the internal control structure.



# LIVE OAK ASSOCIATES, INC.

an Ecological Consulting Firm

June 26, 2015

Vicki Long, Member of the Board  
Elsinore-Murrieta-Anza  
Resource Conservation District  
51535 Palomar Road #A  
Wildomar, CA 92595

**Subject: Proposal to conduct annual monitoring and prepare report for the Greer Ranch and Adeline Farms Conservation Easement Area managed by the EMA RCD.**

Dear Ms. Long:

As you are aware, Live Oak Associates, Inc. (LOA) has been providing strategic consulting services to the EMA RCD (District) since 2006. As such, we have worked with you to monitor the Greer Ranch Conservation Easement Lands (Greer Ranch) and the Adeline Farms Conservation Easement Lands (Adeline Farms) as per the requirements as established in the separate conservation easement documents for the two subject properties managed by the District.

The Greer Ranch site is located in the City of Marietta and consists of approximately 268 acres of natural scrub habitat (Conservation Easement # 2009-0151527). The EMA RCD is the easement holder and is responsible for ensuring that conservation easement lands remain unaltered and retain the conservation value that was intended.

The Adeline Farms site is located in Auld Valley at the base of Lake Skinner Dam. The conservation easement lands comprise 4.2 acres (5,192 linear ft.) and was planted with native riparian grasses within the streambed and dry-tolerant native riparian vegetation on the stream banks. The Conservation Easement is being similarly monitored as the Greer Ranch site but this effort supports annual monitoring for the California Department of Fish and Wildlife Lake and Streambed Alteration Agreement #1600-2003-5039-R6.

LOA proposes to monitor both sites on the same day. This monitoring effort would entail visiting various strategic locations at each site, noting conditions (e.g., vegetation health, unauthorized human access, trash, other unauthorized activity, etc.) and photo document each site for inclusion in the annual monitoring reports. We will prepare a suitable, but concise report documenting the findings of the single monitoring site visit and submit to the EMA RCD for review.

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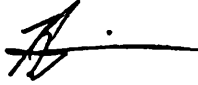
San Jose: 6840 Via Del Oro, Suite 220 • San Jose, CA 95119 • Phone: (408) 224-8300 • Fax: (408) 224-1411  
Oakhurst: P.O. Box 2697 • 33930 Sierra Way, Suite B • Oakhurst, CA 93644 • Phone: (559) 642-4880 • (559) 642-4883  
Truckee: 11050 Pioneer Trail, Suite 203 • Truckee, CA 96161 • Phone: (530) 214-8947

[www.loainc.com](http://www.loainc.com)

We propose to conduct a site survey and prepare the respective reports for a not-to-exceed cost of \$1,600 for the Greer Ranch site and \$1,200 for the Adeline Farms site. Once authorized to proceed, we would anticipate conducting the site visit in July 2015 and produce a report within 2 weeks of the site survey.

If you have any additional questions please contact at your earliest convenience.

Sincerely,



Rick A. Hopkins, Ph.D.,  
Principal and Senior Conservation Biologist

### Proposal Acceptance

*If you approve this proposal's scope of work, cost, and Standard Terms and Conditions, please sign and return one copy of this proposal to our office at your earliest convenience.*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed name: \_\_\_\_\_ Title: \_\_\_\_\_



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## STANDARD TERMS AND CONDITIONS

The following are LOA's standard contract terms and conditions, to be incorporated into the agreement. by and between

**LIVE OAK ASSOCIATES, INC.** (hereinafter referred to as "LOA") and **EMA RCD** (hereinafter referred to as "Client").

**APPLICABLE LAWS.** Contractor is obligated by professional codes of ethics and applicable laws to report observed violations of federal, state, and local codes for protection of natural resources and the environment.

**ADDITIONAL SERVICES.** Should Client, or any public body or inspector direct any modification or addition to the Services covered by this Contract, the payment for Services as set forth in Section 4 shall be adjusted accordingly. Client agrees to reimburse LOA for any additional hours for requested additional work not described in the Contract at an applicable hourly fee schedule rate.

**INDEPENDENT CONTRACTOR STATUS.** It is understood by the parties that in performing the above-described Services, LOA shall act as an independent contractor with respect to Client.

**PAYMENT FOR SERVICES.** In consideration for the Services to be performed by LOA under this Contract, Client agrees to pay to LOA for work performed upon receipt of monthly invoices. Monthly invoices will reflect work performed at the respective hourly rates of individuals providing Services on behalf of LOA. Payments are due upon receipt of monthly invoice.

Accounts more than 30 days past due shall accrue interest at the rate of ten percent (10%) per annum. Additionally, accounts more than 30 days past due shall be subject to a service charge of eight percent (8%) per annum. In the event that collection is required on past due accounts or litigation is required to resolve a dispute arising under this Contract, it is further agreed that the prevailing party in any such action shall be entitled to receive reasonable attorney's fees in addition to costs.

**TERM.** This Contract shall become effective on the date of its execution and shall continue in force and effect until the Services provided for herein have been fully and completely performed, unless otherwise terminated as set forth in Section 6 below.

**RIGHT TO STOP WORK.** LOA shall have the right to stop performance of the Services until all payments due are received if any payment shall not be made, when due, to LOA under this Contract. Failure to make payment, within thirty (30) days of the date due, is a material breach of this Contract and shall entitle LOA to cease any further Services under the Contract.

**TERMINATION.** If a party defaults by failing to substantially perform any provision, term or condition of this Contract, the other party may terminate this Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 30 days from the effective date of such notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

**USE OF INFORMATION.** Upon completion of the Project, LOA shall have the right to use relevant information gathered during the Project investigation on future projects. LOA shall have the right to use illustrations, charts, graphs, maps and other visual materials developed by LOA in connection with the Project, but will omit references to Client's name. LOA shall have the right to reference the Project and client's name when preparing literature, proposals and conducting interviews for obtaining future consulting jobs. LOA's reports shall be used by Client only in connection with the Project.

**OBLIGATIONS OF CLIENT.** Client agrees to comply with all reasonable requests of LOA necessary for the performance of LOA's obligations under this Contract. Client agrees to furnish space on Client's property for use by LOA while performing the Services.

**WARRANTY.** LOA shall provide its Services and meet its obligations under this Contract in a timely and workmanlike manner, and shall provide a standard of care equal to, or superior to, care used by service providers similar to LOA on similar projects.

**INDEMNIFICATION.** Client shall indemnify and hold LOA harmless from any liability, claims, demands, loss, damages or expense, including any reasonable attorney fees and costs, asserted against or suffered by LOA resulting from: (i) any breach by Client of this Agreement; (ii) any liability of the Client with respect to the Client's Property and/or Client's Project or otherwise; or (iii) the accuracy or breach of any of the representations, warranties or covenants made by Client.

LOA shall indemnify and hold Client or its directors, officers, and employees harmless from any liability, claims, demands, loss, damages or expense, including any reasonable attorney fees and costs, asserted against or suffered by Client resulting from the acts, errors or omissions of LOA or its directors, officers, employees, and sub-consultants in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Client.

**SUBCONTRACTORS.** LOA may subcontract to other qualified personnel such portions of the work required by Client as LOA deems necessary.

**ASSIGNMENT.** Neither party may assign or transfer its rights or obligations under this Contract without the prior written consent of the non-assigning party.

**MEDIATION.** LOA and Client agree to mediate any dispute or claim arising between them out of this Contract, or any resulting transaction, before resorting to court action. Mediation fees, if any, shall be divided equally among the parties involved. If, for any dispute or claim to which this paragraph applies, any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action.

**ATTORNEY'S FEES.** If either party institutes a court action arising from this Contract or the performance of it, the prevailing party in such action or litigation shall, in addition to such other relief as the court may grant, be entitled to an award of reasonable costs and expenses of litigation, including expert witness fees and attorney fees.

**ENTIRE AGREEMENT.** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

**SEVERABILITY.** If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

**AMENDMENT.** This Contract may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

**GOVERNING LAW.** This Contract shall be construed in accordance with the laws of the State of California.

**BINDING EFFECT.** The terms and provisions of this Contract shall be binding and inure to the benefit of the successors and assigns of the parties hereto.

**DESCRIPTIVE HEADINGS.** The descriptive headings used and inserted into this Contract are for convenience only and shall not be deemed to affect the meaning or construction of any provision herein.

**COUNTERPARTS.** This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Contract shall become effective upon the execution of a counterpart hereof by each of the parties hereto.

**NOTICES.** All notices and communications hereunder shall be in writing and shall be deemed given and delivered personally when mailed by registered or certified mail, postage prepaid, addressed as follows if to LOA:

Live Oak Associates, Inc.  
6840 Via Del Oro, Suite 220  
San Jose CA 95119



## **Minutes**

### **Elsinore-Murrieta-Anza Resource Conservation District**

Regular Meeting, Friday, Feb.6th, 2015

Santa Rosa Plateau visitor center

**Call to Order: 1:37pm**

**Installment of Newly Appointed Board members: Rose Corona and Danny Martin sworn in by President, Vicki Long**

**Roll Call:** Directors Vicki Long, Pam Nelson, Danny Martin, Rose Corona, and Kelcey Stricker (absent).

Associate Director Kathi Head (absent)

Legal counsel: Ray Johnson (1:58pm)

National Resource Conservation Service (NRCS): Bob Hewitt (absent)

Public: Dave McElroy and Teri Biancardi

**Motion to Approve the Agenda:** Martin, Nelson, 4-0, Long(yes), Nelson (yes), Corona(yes), Martin (yes)

**Approve Minutes, Jan.9, 2015 :** next month's agenda

**Public Comments:** Teri Biancardi, see below

### ***Business portion of the Elsinore Murrieta Anza Resource Conservation District Board Meeting***

**1.1 Financial reports:** Long explained the accounting process for the District to the board. Corona wondered about the details of the accounts. Long will ask our accountant if there can be more specifics, such as, instead of reconciliation, put the names of the recipient (check register added). 2nd quarter financial report approved with new changes for next time.

Motion, Martin/ Corona, 4-0; Long(yes), Nelson (yes), Corona(yes), Martin (yes).

### **1.2 Correspondence:**

-UCR Notice of new pest, Polyphagous Shot Hole Borer+Fusarium Dieback. This attacks avocados, grapes and more. It's transported with un-composted green waste.

- Request for public records act. County counsel is willing to help us if we need them.

### **2.1 Action items:**

-Discussion about the District with new Board members: Long and Nelson described partnerships with various agencies and the other RCDs, Riverside Corona RCD and San Jacinto Basin RCD. Because of this, there is potential for research, restoration and monitoring. There is now a better possibility for the District to acquire projects and grants.

-Teri Biancardi (Meadowview resident) mentioned that the RCD is a great asset for this area since the District has an umbrella 1600 (CDFW). How can the District help their HOA? Long explained that an HMMP for the Meadowview open space project will be drawn up and then submitted to CDFW. Our District



gets a quick review and then gives the OK. Long explained that the RCD is prepared to help with the creek in the Meadowview HOA open space if the funds come in.

Another issue that Biancardi described is that the Arbor Vista development has been approved that is on the east side of Meadowview. They have increased housing density and mitigated with 39 acres of open space. They were to get a 3<sup>rd</sup> party overseer for the management of this acreage. The developer said that they tried and failed so the City said that the HOA would be the sole manager.

Ray Johnson spoke about his perception of the EMARCD currently and historically. Long said that with our new directors, Corona and Martin, we may be able to have a better connection with the NRCS.

New board member, Martin: real estate and appraisal background and now a vineyard owner. He'd like to help developers have an easier path by having the RCD take a pro-active outreach approach towards developers so our Board can obtain more mitigation.

New board member, Corona: her background is from family farming of more than 95 years. She's interested in educating the general public about the importance of agriculture in this country.

### **3.1 Agency Report: none**

### **4.1 Old Business:**

#### **4.2 Discussion of on-going projects and grant applications**

--Leadership Awards program: Ponte Winery is are likely next recipient

--Education update: Long explained that there is a program we will do with the RCRCRD for classroom education in Lake Elsinore. Nelson reported about the symposium on Feb. 26<sup>th</sup> put on by the new Environmental Education Collaborative.

--Safe Crossings for Wildlife project: UC Davis held their workshop (see Jan. 2015 minutes) where they identified potential crossing sites in the south Temecula area of Freeway 15.

### **5.1 New Business: none**

### **6.1 Calendar:**

-April 18<sup>th</sup>: Recycling Fashion Show at Monte de Oro Winery

-Murrieta Creek Trail Project ribbon-cutting event on Nat'l Trails Day, June 6<sup>th</sup>, 2015

**7.1 Directors' Requests for Future Agenda Items:** Dave McElroy approval as Associate Director.

### **8.1 Monthly Reports:**

**-District counsel:** We are the only member of the RC&D and the charter has been suspended from the Secretary of State.

**-Director's Reports: none**

**-Associate Director: none**

**-SAWA/Fire Safe Council: none**

**Adjournment: 3:28pm.** Motion, Corona/Nelson; 4-0, Nelson(yes), Long (yes), Corona (yes), Martin (yes).

---

**Secretary's signature and date**

## **Minutes**

### **Elsinore-Murrieta-Anza Resource Conservation District**

#### **Regular Meeting**

**Friday March 6, 2015 1:30 pm**

**Santa Rosa Plateau Ecological Reserve**

**Visitor Center**

**39400 Clinton Keith Rd.**

**Murrieta, CA 92562**

**Call to Order:** 1:42pm, meeting recorded by Rose Corona

#### **Roll Call:**

**Directors:** Vicki Long, Kelcey Stricker (1:40-4:30pm), Rose Corona, Pam Nelson, Danny Martin (2:28pm-4:15pm)

**Asst. Director:** Kathi Head (absent)

**Counsel:** Ray Johnson

**National Resource Conservation Service (NRCS):** Bob Hewitt (absent)

**Public:** Andy Domenigoni (1:30- 4pm), Dave McElroy (3:07pm-5:06pm))

#### **Motion to Approve the Agenda**

**Ethics Training AB 1234 State Requirement: 1:42pm-3:50pm**

**Greg Priamos, Riverside County Counsel**

**Minutes of January 9 & February 6, 2015:** Corona found an error on the January minutes and there was extensive discussion about both Minutes. Since we had limited time for our business meeting, Martin suggested we table them and review the drafts for next meeting.

#### **Public Comments:**

#### ***Business portion of the Elsinore Murrieta Anza Resource Conservation District Board Meeting***

**1.1 Financial reports:** Motion to approve bills for February; Martin/Long, 3-1, Nelson (yes), Martin (yes), Long (yes), Corona (no). Corona found the financial reports lacking enough detail so Martin suggested that Long make copies of all bills and invoices and add them to our meeting packets.

**1.2 Correspondence:** The Cities of Lake Elsinore and Murrieta sent announcements of two projects. Johnson will review these and see if our Board should respond.

#### **2.0 Action Items**

**2.1** Appoint David Mc Elroy to Associate Director ; Motion to approve; Nelson/Martin; 4-0, Nelson (yes), Corona (yes), Long (yes), Martin (yes).

Background: McElroy worked with an RCD in Ohio and wanted to learn about the RCDs in this area. Our Board appointed Dave as an Associate Director and then as a Director. He applied for this year, but was not selected .

#### **Agency Reports**

NRCS; Bob Hewitt, none

### **3.0 Old Business**

Discussion of on-going projects and grant applications.

- Leadership Awards programs: Johnson will contact Ponte
- Safe Crossings for wildlife project: Long has requested Winston Vickers to speak to our Board about this project.
- Education: Pam Nelson-- Kelcey Stricker ; Nelson mentioned a Sierra Club project that our board might want to participate in. There is a grant available through U.S. Fish and Wildlife that might fund Summer Teacher Workshops.

#### **Calendar of events :**

- April 18 Recycling Fashion Show, Monte de Oro Winery, 6pm
- June 6, Murrieta Creek Regional Trail Ribbon-cutting event, 8am-noon

### **4.0 New Business -- Discussion**

- 4.1 Projects for Integrated Regional Water Management Plan( IRWMP)- water conservation ideas (Danny Martin)  
Martin will take his concepts to NRCS and Denise Landstedt , Rancho Water District staff-person for the IRWMP. Nelson provided printed information and contacts.
- 4.2 Agriculture in the classroom ( Rose Corona)  
State approved materials are available through the "Ag in the Classroom" program. All age-level material is included. This program is found through the State Farm Bureau (ag in the classroom.org). Accredited teachers are available to come to schools or the teachers can use the materials themselves.  
Long suggested that Nelson and Corona work on this as a teacher education project.

### **Directors' Requests for Future Agenda Items**

April 3, 2015 Board meeting – Scheduled Presenters

- Kristen Roybal—EMA Financial Advisor Union Bank
- Shelli Lamb District Manager Riverside Corona RCD
- Kerwin Russell Riverside Corona RCD, Prop 84/NRCS funding discussing the contract the district has with Rancho Water District.

May 1 2015 Board Meeting-- Scheduled Presenter

- Winston Vickers – UC Davis Wildlife Health Center I—15 corridor

### **Monthly Reports**

District Counsel: Johnson & Sedlack Ray Johnson : none

EMARCD Director Reports: Corona visited Meadowview with Teri Biancardi and has a report to distribute to the Board. Johnson suggested she send the synopsis before the next meeting.

Associate Director Reports : none

SAWA /Fire Safe Council Vicki Long: none

**Adjournment (5:06pm)** Motion; Rose/ Nelson, 3-0, Nelson (yes), Long (yes), Corona ( yes)

## **Minutes**

### **Elsinore-Murrieta-Anza Resource Conservation District**

#### **Regular Meeting**

**Friday April 10, 2015 1:30 pm**

**Santa Rosa Plateau Ecological Reserve**

**Visitor Center**

**39400 Clinton Keith Rd.**

**Murrieta, CA 92562**

**Call to Order:** 1:38 pm, meeting recorded by Rose Corona

#### **Roll Call:**

**Directors:** Vicki Long, Rose Corona, Pam Nelson, Danny Martin and Kelcey Stricker (2:33pm)

**Asst. Director:** Kathi Head (absent)

**Counsel:** Ray Johnson

**National Resource Conservation Service (NRCS):** Bob Hewitt (absent)

**Public:** Greg Priamos, Riverside County attorney and Margaret Meyncke (1:55pm)

**Motion to Approve the Agenda:** Martin/Corona, 4-0, Nelson (yes), Long (yes), Martin (yes), Corona (yes).

**Presentation: Partnering with Riverside Corona RCD; update and new opportunities**  
(Kerwin Russel and Shelli Lamb)

They described the contracted project with the EMARCD for Rancho California Water District for water-use auditing on properties in our District. They are very experienced since they have been involved in large corporations doing over 3000 properties since the 1980s. The current drought has caused a great need for their service. Agriculture, large schools, large business and residential properties are typical sites. They will provide with reports on soils, irrigation, water management, maintenance and/or improvements. Rancho has provided \$14,000 for our District's program.

They are also helping the District with our 1600 permit with CA Fish and Wildlife Dept. They described the report for our property on Clinton Keith. There is a possibility for mitigation credits.

Long said that there is a great opportunity that Supervisor Jeffries suggested. He thought a merge between the Districts might be the best idea for both Districts. Long is suggesting that we consider this. The CARCD is promoting consolidation be considered. Local Association Formation Commission (LAFCO) and Supervisor Washington have found the idea a good one. Long said that our budget is very tight. This would solve the problems of staffing and expenses for offices, etc. It's difficult to receive grants since we need matching funds. Their In-lieu fee program is in place for RCRCD with the Army Corps and it could be expanded. Also, the irrigation management program could be expanded. Their staff are certified for endangered species so consulting can be done. The 1600 program could provide more funding on sites in our District. They have a water education program in place. They work with agriculture and have board members that come from that background. They have a \$5 million dollar budget currently.

Two Resolutions would need to be drafted and sent to LAFCO. It would be about a four-month process. County attorney, Greg Priamos, would be able facilitate the process.

They sit on a nine-acre property in Riverside that has agriculture and other scientific research projects in progress. There is also a Land-use Learning Center demonstration area. There is a field office at Temescal Canyon that can be used for education. Long reiterated that there are no down-sides to this proposal. Nelson asked how the process can start. Long can put it on the agenda for the next meeting.

#### **Minutes:**

**January 9:** Stricker/Nelson: approved, 3-0; Long (yes), Vicki (yes), and Nelson (yes) with correction of Stricker's attendance

**February 6, 2015:** Corona mentioned that the copy of the bills and checks are still lacking. The minutes were tabled

**March, 2015:** tabled for the same as above. Martin and Corona said that a description of the work should also be included.

**Public Comments:** Margaret has attended meetings before and is a member of the local Sierra Club, the Santa Margarita group doing Facebook and tabling events.

#### ***Business portion of the Elsinore Murrieta Anza Resource Conservation District Board Meeting***

**1.1 Financial reports:** Tabled until the financials include copies of all bills and checks and monthly bank statements.

Long distributed our recent audit dated June, 30, 2014. Margaret asked if we have to do one annually. Long explained it is best since we need the audit for several reasons including the new rule that an audit is included with the State Controller's report. It was performed by Cox, Valdez and Silbermann, CPA.

**1.2 Correspondence:** none

#### **2.0 Action Items**

**2.1** Yearly 700 forms: Martin and Corona has submitted theirs to the county and will give Long a copy for the office. Corona brought hers to the meeting today and Long and Nelson will fill the hard copy out today.

**2.2** Long sent the members conflict of interest information

**2.3** Priamos' appointment as District counsel; tabled

**2.4** Open House and workshop for the EMA board; agreed on April 16<sup>th</sup>

**2.5** Change of designated office manager and key policy. Long is presently the office manager and will not be giving keys out. We don't have a Key policy. Tabled

**2.6** Change of date and place for board meetings. Corona thinks that rotating the location might make it "fairer" for all the board members (driving distances). Scheduling different sites would make it more complicated, We need to find free and accessible sites. Board members will bring proposals to the next meeting.

**2.7** Flag salute; Corona/Martin; 4-0; Nelson (yes), Long (yes), Martin (yes), Corona (yes), Stricker (yes)

**2.8** Resignation of Kelcey Sticker accepted: Corona/Nelson: 4-0 Nelson (yes), Long (yes), Martin (yes), Corona (yes) Stricker (abstain)

**2.9** EMA Board approval of Kelcey Stricker as Associate Director: Nelson/Long: Nelson (yes), Long (yes), Martin (no), Corona (no). Tabled; Kelcey will send her resume so that the board can review her background.

## **Agency Reports**

NRCS; Bob Hewitt, absent

### **3.0 Old Business**

Discussion of on-going projects and grant applications.

- Projects for IRWMP (Danny Martin): Citrus is a high water supply crop. It would be a test project of 100-acre pilot project. It would cost \$2000/acre to take the trees out. Rancho Water District's program will pay \$.60 /1000gallons saved. Project would save 700,000 gallons/year making \$40,000 /year. Citrus and avocado trees would be the likely targets due to water costs and pests associated.

- Leadership Awards programs: Ponte Winery Award presentation, April 22<sup>nd</sup>, 11am

- Safe Crossings for wildlife project: the group is meeting with Caltrans

- Education: Agriculture in the classroom

#### **Calendar of events :**

- April 18 Recycling Fashion Show, Monte de Oro Winery, 6pm

- April 22<sup>nd</sup>, Ponte 11am

- June 6, Murrieta Creek Regional Trail Ribbon-cutting event, 8am-noon

### **4.0 New Business -- Discussion**

**May 1, 2015 Board meeting: Winston Vickers, UC Davis Wildlife Health center/ I-5 corridor**

**Monthly Reports: none**

District Counsel: Johnson & Sedlack Ray Johnson :

EMARCD Director Reports:

Associate Director Reports :

SAWA /Fire Safe Council Vicki Long:

**Adjournment (3:18 pm) Motion; Rose/ Long, 3-0, Nelson (yes), Long (yes), Corona (yes)**

# TEMECULA-ELSINORE-ANZA-MURRIETA RESOURCE CONSERVATION DISTRICT

Restated July 2015

## Supplemental Operating Procedures

These supplemental operating procedures serve to better define and refine the District's governance and operating procedures as described in California Division 9 of the Public Resources Code.

### 1. Purpose

Resource Conservation Districts (RCDs) are "special districts" of the state of California, set up under California law to be locally governed agencies with their own locally appointed or elected, independent boards of directors. California RCDs implement projects on public and private lands and educate landowners and the public about resource conservation. RCDs, authorized under Division 9 of the Public Resources Code, work together to conduct:

- Watershed planning and management
- Water conservation
- Water quality protection and enhancement
- Agricultural land conservation
- Soil and water management on non-agricultural lands
- Wildlife habitat enhancement
- Wetland conservation
- Recreational land restoration
- Irrigation management
- Conservation education
- Forest stewardship
- Urban resource conservation

### 2. District Name

The name of this Resource Conservation District is the Temecula-Elsinore-Murrieta-Anza Resource Conservation District (TEAM RCD). The District was formerly known as the Elsinore-Murrieta-Anza Resource Conservation District (EMARCD) and was founded in 1949.

### 3. Mission Statement

*Provide resource conservation vision and leadership. Provide solutions for soil & water conservation, sustainable agriculture, and habitats. Protect public and private property ownership rights. Provide public awareness through education.*



#### 4. Officers

- a. The District will have a minimum of three officers that will be nominated from the Board of Directors. Officers will be nominated by the Directors and elected by a majority of the Directors.
- b. The **President**, will be responsible for compiling the agenda and conducting meetings.
- c. The **Vice President**, will assume duties of the President in absence of the President.
- d. The **Secretary/Treasurer** is responsible for meeting minutes and their certification and responsible for presenting monthly Treasurers Report to the Board that includes a profit & loss statement and balance sheet. The Treasurer will prepare an Annual Budget for the upcoming fiscal year and present it at the annual June Meeting.

#### 5. Terms and Procedures for Election of Officers

- a. Terms of office will be for one year.
- b. Elections will be held at the annual June meeting.
- c. If an officer resigns from the District, a special election will be called by the District Board when a new Director has been appointed by the County Board of Supervisors. The elected officer who fills the position will fill the remaining term.
- d. If an officer resigns from office, but remains on the Board, the Board will call for a special election to fill the remaining term of that office.
- e. The Directors, by a majority vote may divide the Secretary/Treasurer into two separate officer positions and call for a special election. The officers elected will fill the remaining term.

#### 6. Associate Directors

- a. Board Members may from time to time submit nominations to the Board for approval of Associate Directors.
- b. A simple majority vote by the Board is required for appointment or removal. Associate Directors can be Committee Chairpersons and vote at the committee level for recommendations to the Board. However, they have no vote at the Board Level.
- c. Associate Directors will be appointed for a term of one year on a calendar year basis.

#### 7. District Property

- a. District records, contracts, files, contact names, passwords, financial account signatures, office keys, alarm codes, furnishings, office equipment, etc. shall be exclusive property of the District.

- b. District Records, contracts, files, contact names, passwords, office keys, and alarm codes, and any other items deemed District Property shall remain intact and preserved at all times at a secure location for public access.
- c. The President, Secretary/Treasurer shall be the District's guardians.
- d. Upon change of either officer, the access/guardianship to all district property shall be immediately transitioned to the new officer(s).

## **8. Signatory Authority and Procedures**

- a. Financial Accounts requiring a signature at a depository institution must have the signature authorization of the President, Vice President, and Treasurer on file.
- b. The President or Treasurer may sign checks under \$1,000. All checks over \$1,001 require their two signatures.
- c. Upon change of any officer, the signature cards shall be changed within 7 business days to enable the new officer(s) to conduct District business without interruption.

## **9. Contracts**

- a. All new District contracts or any document requiring notary services must be approved by a majority of the Board of Directors and must be signed by the President and Secretary.

## **10. Committees**

- a. The District will from time to time, create committees to forward the goals of the District.
- b. Committees will report to the Board on a monthly basis.
- c. In accordance with the Brown Act, no more than two Board Members can be on any one committee. However, there will be no limit to the number of Associate Directors that can serve on any committee.
- d. Any Director or Associate Director can serve on multiple committees.
- e. Associate Directors can be the Chairperson of any standing committee with the exception of the Finance/Audit & Land Development Services committees.
- f. The suggested original standing committees will be as follows:

### **1. Finance/Audit Committee**

Responsible for oversight and review of the District's finances.

### **2. Land Development Services Committee (mitigation)**

Responsible for Mitigation acting as liaison between interested parties and management of various District real estate assets.

### **3. Water/Soil Conservation Committee**

Responsible for researching issues and available grant funding for the implementation thereof.

### **4. Habitat Conservation/Restoration Committee**

Responsible for researching available grant funding for the implementation thereof.

### **5. Community Outreach & Education Committee**

Responsible for providing the public with District information, notices of public events, and education. (See New Website)

### **6. By Laws Committee**

Will provide the Board of Directors with supplemental operating procedures that will be the standards for conducting district governance and operations.

### **7. Technical Support Committee**

Will provide the District with technical advice and implementation.

## **Website Content for TEAMRCD.ORG**

### **District News Button**

Provides TEAM RCD events, public meeting notices, and the current agenda for public notice.

### **District Documents Button**

The Website will include past and current Agendas, Minutes, annual financial audits, and annual district reports in an organized manner for easy public access.

### **Resources Button**

To better serve all interests in the District we will reach out to various stakeholders including, public agencies, elected officials, non-profits, agricultural, equestrian, habitat groups, etc.

We will ask all board members for their recommended content that will include websites, names, contacts, etc. We will incorporate this information into the resources section on our new website and request reciprocal agreements with all. The goal is to create an online portal for the public.

### **Land Development Services Button**

Our current Mitigation will be repositioned as Land Development Services to provide a more positive marketing tool to planning departments, CDFG, ACOE, developers, etc. Our goal is to be "the place" to obtain Mitigation Services.

This section will showcase the services we can offer and showcase past projects for public review.

### **Water Conservation Button**

This section will provide information links to various related water districts, rebates, water conservation agencies, etc

### **Sustainable Agriculture Button**

This section will provide links to Agricultural sites.

### **Visitors Button**

This section will provide links to our visitor opportunities located within the EMARCD area (ie. campgrounds, equestrian trails, lakes, hiking, Santa Rosa Plateau, wine country etc.)

### **Conservation Awards Button**

This section will showcase and recognize conservation awards received and given to others.

### **Contact Us Button**

District Contacts

### **Other?**

Draft

## **Minutes**

### **Elsinore-Murrieta-Anza Resource Conservation District**

Regular Meeting, Friday, Feb.6th, 2015

Santa Rosa Plateau visitor center

**Call to Order: 1:37pm**

**Installment of Newly Appointed Board members: Rose Corona and Danny Martin sworn in by President, Vicki Long**

**Roll Call:** Directors Vicki Long, Pam Nelson, Danny Martin, Rose Corona, and Kelcey Stricker (absent).

Associate Director Kathi Head (absent)

Legal counsel: Ray Johnson (1:58pm)

National Resource Conservation Service (NRCS): Bob Hewitt (absent)

Public: Dave McElroy and Teri Biancardi

**Motion to Approve the Agenda:** Martin, Nelson, 4-0, Long(yes), Nelson (yes), Corona(yes), Martin (yes)

**Approve Minutes, Jan.9, 2015 : next month's agenda**

---

**Public Comments:** Teri Biancardi, see below

### ***Business portion of the Elsinore Murrieta Anza Resource Conservation District Board Meeting***

**1.1 Financial reports:** Long explained the accounting process for the District to the board. Corona wondered about the details of the accounts. Long will ask our accountant if there can be more specifics, such as, instead of reconciliation, put the names of the recipient (check register added). 2nd quarter financial report approved with new changes for next time.

Motion, Martin/ Corona, 4-0; Long(yes), Nelson (yes), Corona(yes), Martin (yes).

### **1.2 Correspondence:**

-UCR Notice of new pest, Polyphagous Shot Hole Borer+Fusarium Dieback. This attacks avocados, grapes and more. It's transported with un-composted green waste.

- Request for public records act. County counsel is willing to help us if we need them.

### **2.1 Action items:**

-Discussion about the District with new Board members: Long and Nelson described partnerships with various agencies and the other RCDs, Riverside Corona RCD and San Jacinto Basin RCD. Because of this, there is potential for research, restoration and monitoring. There is now a better possibility for the District to acquire projects and grants.

-Teri Biancardi (Meadowview resident) mentioned that the RCD is a great asset for this area since the District has an umbrella 1600 (CDFW). How can the District help their HOA? Long explained that an HMMP for the Meadowview open space project will be drawn up and then submitted to CDFW. Our District

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Legal counsel: Ray Johnson (1:58pm)

National Resource Conservation Service (NRCS): Bob Hewitt (absent)

Public: Dave McElroy and Teri Biancardi

**Motion to Approve the Agenda:** Martin, Nelson, 4-0, Long(yes), Nelson (yes), Corona(yes), Martin (yes)

**Approve Minutes, Jan.9, 2015 : next month's agenda**

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**Public Comments:** Teri Biancardi, see below

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gets a quick review and then gives the OK. Long explained that the RCD is prepared to help with the creek in the Meadowview HOA open space if the funds come in.

Another issue that Biancardi described is that the Arbor Vista development has been approved that is on the east side of Meadowview. They have increased housing density and mitigated with 39 acres of open space. They were to get a 3<sup>rd</sup> party overseer for the management of this acreage. The developer said that they tried and failed so the City said that the HOA would be the sole manager.

Ray Johnson spoke about his perception of the EMARCD currently and historically. Long said that with our new directors, Corona and Martin, we may be able to have a better connection with the NRCS.

New board member, Martin: real estate and appraisal background and now a vineyard owner. He'd like to help developers have an easier path by having the RCD take a pro-active outreach approach towards developers so our Board can obtain more mitigation.

New board member, Corona: her background is from family farming of more than 95 years. She's interested in educating the general public about the importance of agriculture in this country.

### **3.1 Agency Report: none**

### **4.1 Old Business:**

#### **4.2 Discussion of on-going projects and grant applications**

--Leadership Awards program: Ponte Winery is are likely next recipient

--Education update: Long explained that there is a program we will do with the RCRCDD for classroom education in Lake Elsinore. Nelson reported about the symposium on Feb. 26<sup>th</sup> put on by the new Environmental Education Collaborative.

--Safe Crossings for Wildlife project: UC Davis held their workshop (see Jan. 2015 minutes) where they identified potential crossing sites in the south Temecula area of Freeway 15.

### **5.1 New Business: none**

### **6.1 Calendar:**

-April 18<sup>th</sup>: Recycling Fashion Show at Monte de Oro Winery

-Murrieta Creek Trail Project ribbon-cutting event on Nat'l Trails Day, June 6<sup>th</sup>, 2015

**7.1 Directors' Requests for Future Agenda Items:** Dave McElroy approval as Associate Director.

### **8.1 Monthly Reports:**

-**District counsel:** We are the only member of the RC&D and the charter has been suspended from the Secretary of State.



**-Director's Reports:** none

**-Associate Director:** none

**-SAWA/Fire Safe Council:** none

**Adjournment:** 3:28pm. Motion, Corona/Nelson; 4-0, Nelson(yes), Long (yes), Corona (yes), Martin (yes).

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**Secretary's signature and date**

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# **Minutes**

## **Elsinore-Murrieta-Anza Resource Conservation District**

### **Regular Meeting**

**Friday March 6, 2015 1:30 pm**

**Santa Rosa Plateau Ecological Reserve**

**Visitor Center**

**39400 Clinton Keith Rd.**

**Murrieta, CA 92562**

**Call to Order:** 1:42pm, meeting recorded by Rose Corona

#### **Roll Call:**

**Directors:** Vicki Long, Kelcey Stricker (1:40-4:30pm), Rose Corona, Pam Nelson, Danny Martin (2:28pm-4:15pm)

**Asst. Director:** Kathi Head (absent)

**Counsel:** Ray Johnson

**National Resource Conservation Service (NRCS):** Bob Hewitt (absent)

**Public:** Andy Domenigoni (1:30- 4pm), Dave McElroy (3:07pm-5:06pm))

#### **Motion to Approve the Agenda**

**Ethics Training AB 1234 State Requirement: 1:42pm-3:50pm**

~~**Greg Priamos, Riverside County Counsel**~~

**Minutes of January 9 & February 6, 2015:** Corona found an error on the January minutes and there was extensive discussion about both Minutes. Since we had limited time for our business meeting, Martin suggested we table them and review the drafts for next meeting.

#### **Public Comments:**

#### ***Business portion of the Elsinore Murrieta Anza Resource Conservation District Board Meeting***

**1.1 Financial reports:** Motion to approve bills for February; Martin/Long, 3-1, Nelson (yes), Martin (yes), Long (yes), Corona (no). Corona found the financial reports lacking enough detail so Martin suggested that Long make copies of all bills and invoices and add them to our meeting packets.

**1.2 Correspondence:** The Cities of Lake Elsinore and Murrieta sent announcements of two projects. Johnson will review these and see if our Board should respond.

#### **2.0 Action Items**

**2.1** Appoint David Mc Elroy to Associate Director ; Motion to approve; Nelson/Martin; 4-0, Nelson (yes), Corona (yes), Long (yes), Martin (yes).

**Background:** McElroy worked with an RCD in Ohio and wanted to learn about the RCDs in this area. Our Board appointed Dave as an Associate Director and then as a Director. He applied for this year, but was not selected .

#### **Agency Reports**

NRCS; Bob Hewitt, none

### **3.0 Old Business**

Discussion of on-going projects and grant applications.

- Leadership Awards programs: Johnson will contact Ponte
- Safe Crossings for wildlife project: Long has requested Winston Vickers to speak to our Board about this project.
- Education: Pam Nelson-- Kelcey Stricker ; Nelson mentioned a Sierra Club project that our board might want to participate in. There is a grant available through U.S. Fish and Wildlife that might fund Summer Teacher Workshops.

#### **Calendar of events :**

- April 18 Recycling Fashion Show, Monte de Oro Winery, 6pm
- June 6, Murrieta Creek Regional Trail Ribbon-cutting event, 8am-noon

### **4.0 New Business -- Discussion**

- 4.1 Projects for Integrated Regional Water Management Plan( IRWMP)- water conservation ideas (Danny Martin)  
Martin will take his concepts to NRCS and Denise Landstedt , Rancho Water District staff-person for the IRWMP. Nelson provided printed information and contacts.
- 4.2 Agriculture in the classroom ( Rose Corona)  
State approved materials are available through the "Ag in the Classroom" program. All age-level material is included. This program is found through the State Farm Bureau (ag in the classroom.org). Accredited teachers are available to come to schools or the teachers can use the materials themselves.

Long suggested that Nelson and Corona work on this as a teacher education project.

#### **Directors' Requests for Future Agenda Items**

April 3, 2015 Board meeting -- Scheduled Presenters

- Kristen Roybal—EMA Financial Advisor Union Bank
- Shelli Lamb District Manager Riverside Corona RCD
- Kerwin Russell Riverside Corona RCD, Prop 84/NRCS funding discussing the contract the district has with Rancho Water District.

May 1 2015 Board Meeting-- Scheduled Presenter

- Winston Vickers – UC Davis Wildlife Health Center I—15 corridor

#### **Monthly Reports**

District Counsel: Johnson & Sedlack Ray Johnson : none

EMARCD Director Reports: Corona visited Meadowview with Teri Biancardi and has a report to distribute to the Board. Johnson suggested she send the synopsis before the next meeting.

Associate Director Reports : none

SAWA /Fire Safe Council Vicki Long: none

**Adjournment (5:06pm)** Motion; Rose/ Nelson, 3-0, Nelson (yes), Long (yes), Corona ( yes)

## **Minutes**

### **Elsinore-Murrieta-Anza Resource Conservation District**

#### **Regular Meeting**

**Friday April 10, 2015 1:30 pm**

**Santa Rosa Plateau Ecological Reserve**

**Visitor Center**

**39400 Clinton Keith Rd.**

**Murrieta, CA 92562**

**Call to Order:** 1:38 pm, meeting recorded by Rose Corona

#### **Roll Call:**

**Directors:** Vicki Long, Rose Corona, Pam Nelson, Danny Martin and Kelcey Stricker (2:33pm)

**Asst. Director:** Kathi Head (absent)

**Counsel:** Ray Johnson

**National Resource Conservation Service (NRCS):** Bob Hewitt (absent)

**Public:** Greg Priamos, Riverside County attorney and Margaret Meyncke (1:55pm)

**Motion to Approve the Agenda:** Martin/Corona, 4-0, Nelson (yes), Long (yes), Martin (yes), Corona (yes).

**Presentation: Partnering with Riverside Corona RCD; update and new opportunities**  
(Kerwin Russel and Shelli Lamb)

They described the contracted project with the EMARCD for Rancho California Water District for water-use auditing on properties in our District. They are very experienced since they have been involved in large corporations doing over 3000 properties since the 1980s. The current drought has caused a great need for their service. Agriculture, large schools, large business and residential properties are typical sites. They will provide with reports on soils, irrigation, water management, maintenance and/or improvements. Rancho has provided \$14,000 for our District's program.

They are also helping the District with our 1600 permit with CA Fish and Wildlife Dept. They described the report for our property on Clinton Keith. There is a possibility for mitigation credits.

Long said that there is a great opportunity that Supervisor Jeffries suggested. He thought a merge between the Districts might be the best idea for both Districts. Long is suggesting that we consider this. The CARCD is promoting consolidation be considered. Local Association Formation Commission (LAFCO) and Supervisor Washington have found the idea a good one. Long said that our budget is very tight. This would solve the problems of staffing and expenses for offices, etc. It's difficult to receive grants since we need matching funds. Their In-lieu fee program is in place for RCRCD with the Army Corps and it could be expanded. Also, the irrigation management program could be expanded. Their staff are certified for endangered species so consulting can be done. The 1600 program could provide more funding on sites in our District. They have a water education program in place. They work with agriculture and have board members that come from that background. They have a \$5 million dollar budget currently.

Two Resolutions would need to be drafted and sent to LAFCO. It would be about a four-month process. County attorney, Greg Priamos, would be able facilitate the process.

They sit on a nine-acre property in Riverside that has agriculture and other scientific research projects in progress. There is also a Land-use Learning Center demonstration area. There is a field office at Temescal Canyon that can be used for education.

Long reiterated that there are no down-sides to this proposal. Nelson asked how the process can start. Long can put it on the agenda for the next meeting.

#### **Minutes:**

**January 9:** Stricker/Nelson: approved, 3-0; Long (yes), Vicki (yes), and Nelson (yes) with correction of Stricker's attendance

**February 6, 2015:** Corona mentioned that the copy of the bills and checks are still lacking. The minutes were tabled

**March, 2015:** tabled for the same as above. Martin and Corona said that a description of the work should also be included.

**Public Comments:** Margaret has attended meetings before and is a member of the local Sierra Club, the Santa Margarita group doing Facebook and tabling events.

#### ***Business portion of the Elsinore Murrieta Anza Resource Conservation District Board Meeting***

**1.1 Financial reports:** Tabled until the financials include copies of all bills and checks and monthly bank statements.

Long distributed our recent audit dated June, 30, 2014. Margaret asked if we have to do one annually. Long explained it is best since we need the audit for several reasons including the new rule that an audit is included with the State Controller's report. It was performed by Cox, Valdez and Silbermann, CPA.

**1.2 Correspondence:** none

#### **2.0 Action Items**

**2.1** Yearly 700 forms: Martin and Corona has submitted theirs to the county and will give Long a copy for the office. Corona brought hers to the meeting today and Long and Nelson will fill the hard copy out today.

**2.2** Long sent the members conflict of interest information

**2.3** Priamos' appointment as District counsel; tabled

**2.4** Open House and workshop for the EMA board; agreed on April 16<sup>th</sup>

**2.5** Change of designated office manager and key policy. Long is presently the office manager and will not be giving keys out. We don't have a Key policy. Tabled

**2.6** Change of date and place for board meetings. Corona thinks that rotating the location might make it "fairer" for all the board members (driving distances). Scheduling different sites would make it more complicated, We need to find free and accessible sites. Board members will bring proposals to the next meeting.

**2.7** Flag salute; Corona/Martin; 4-0; Nelson (yes), Long (yes), Martin (yes), Corona (yes), Stricker (yes)

**2.8** Resignation of Kelcey Sticker accepted: Corona/Nelson: 4-0 Nelson (yes), Long (yes), Martin (yes), Corona (yes) Stricker (abstain)

**2.9** EMA Board approval of Kelcey Stricker as Associate Director: Nelson/Long: Nelson (yes), Long (yes), Martin (no), Corona (no). Tabled; Kelcey will send her resume so that the board can review her background.

**Agency Reports**

NRCS; Bob Hewitt, absent

**3.0 Old Business**

Discussion of on-going projects and grant applications.

- Projects for IRWMP (Danny Martin): Citrus is a high water supply crop. It would be a test project of 100-acre pilot project. It would cost \$2000/acre to take the trees out. Rancho Water District's program will pay \$.60 /1000gallons saved. Project would save 700,000 gallons/year making \$40,000 /year. Citrus and avocado trees would be the likely targets due to water costs and pests associated.

- Leadership Awards programs: Ponte Winery Award presentation, April 22<sup>nd</sup>, 11am

- Safe Crossings for wildlife project: the group is meeting with Caltrans

-Education: Agriculture in the classroom

**Calendar of events :**

- April 18 Recycling Fashion Show, Monte de Oro Winery, 6pm

- April 22<sup>nd</sup>, Ponte 11am

- June 6, Murrieta Creek Regional Trail Ribbon-cutting event, 8am-noon

**4.0 New Business -- Discussion**

**May 1, 2015 Board meeting: Winston Vickers, UC Davis Wildlife Health center/ I-5 corridor**

**Monthly Reports: none**

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District Counsel: Johnson & Sedlack Ray Johnson :

EMARCD Director Reports:

Associate Director Reports :

SAWA /Fire Safe Council Vicki Long:

**Adjournment (3:18 pm) Motion; Rose/ Long, 3-0, Nelson (yes), Long (yes), Corona (yes)**