

## AGENDA

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

**Regular Board Meeting**

**Thursday, February 11, 2016 – 4:00 p.m.**

**Truax Building**

**41923 Second Street, Fourth Floor**

**Temecula, CA 91590**

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### **ADDING URGENCY 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.*

### **I. PRELIMINARY FUNCTIONS**

**Call to Order – Pledge of Allegiance**

**Roll Call/Establish a Quorum**

**Welcome to New Board Member-Michael Newcomb**

**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 begin by giving your name and address for the record. Each speaker will be given three (3) minutes to address the Board.*

## **II. 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. All items appearing on the Consent Calendar may be disposed of by a single motion. Items shall be removed from the Consent Calendar if any member of the Board of Directors, staff member, or interested person requests removal prior to a vote on a motion to approve the items. Such items shall be considered separately for action by the Board. by the Board.*

1. Consider approval of Minutes of the Board of Directors Regular Meeting of December 10, 2015.
2. Consider approval for current and past Months Financials: One of the November 2015 Financials for account xxxx2042 (accidentally left out of last meeting consent Calendar) in addition to December 2015 Financials and January 2016 Financials. Also to include new management reports from October 2015 to present.
  - a.) Completion of California Department of Food and Agriculture SWEEP contract with receipt of \$2,000.00 for meeting obligations.
3. Consider Approval for current bills and reimbursements
  - a) Bills to be paid or reimbursements
    1. Riverside Corona Resource Conservation District (RCRCD)- Payment for water Audits-\$21,465.00.00 for 2015-final quarter Water Audits-Two bills: November 4, 2015-\$10,360.00 and December 10, 2015-\$11,005.00. Credit- \$50.00 Total Due: \$21,365.00.
    2. SAWA-Payment for vegetation removal and Management at Bear Creek and Fairway Estates Association locations-\$10,753.20
    3. Re-issuance of check to Falcon Properties for August rent-\$818.00 for final payment. Check has not cleared bank and after contact with former Landlord, she cannot find that she deposited it. Agrees to pay stop-payment fee if necessary.
    4. Glennie's Office Products- Office Supplies-\$206.54
    5. Big Horse Feed-Reimbursement-Transcriptions-\$410.38
    6. Reimbursement -Carol Brady - Copies-\$37.45



7. Reimbursement- Randy Feeney-\$49.00 for Jumbla template for website
8. California Association of Resource Conservation Districts-South Coast Area Dues-\$200.00.
9. Nigro and Nigro-Billing from July for scanning services sent to Danny Martin-\$431.25-Sent 9/25/15
10. Nigro and Nigro-Billing for Annual Audit-\$3500.00

### **III. CORRESPONDENCE-Receive and File**

Approve all Correspondence listed below as received

1. RCRCDD Irrigation Water Management Summary submitted by Kerwin Russell at December 10, 2015 meeting
2. E-mail from Nigro and Nigro requesting documentation for audit (available for review upon request)
3. Reminder letter to Linda Alexander of the Bear Creek Master Association for past due invoice.
4. Copies of RFP request for proposal and correspondence sent to the following individuals/entities requesting participation or interest in bidding on the Irrigation Water Audit Contracts dated December 17, 2015.
  - a. William Baker/William Baker & Associates
  - b. Shelli Lamb/RCRCDD
  - c. Alec Mayall/Profitable Crop Productions LLC
  - d. Eric Anderson/ Valley Soil Inc.
  - e. Scott Murray/Mission Resource Conservation District
5. Thank you letter to Ms. Vicki Urrunaga of Landmark Business Enterprises for providing pro bono bookkeeping services to the EMARCD in doing the basic bookkeeping for the District in "Quickbooks in the Cloud" and for obtaining a discounted monthly fee from Quickbooks.
6. Letter to Randy Feeney providing permission to allow ISC International to have complete access rights to the website and internet in case of an emergency.
7. Thank you letter to Peggy Bartels of the Army Corps of Engineers thanking her for her participation and presentation at our last meeting.
8. Letter to Greg Fankhanel of Van Lant and Fankhanel notifying him of the Quickbooks in the Cloud and the engagement of Landmark Business Enterprises for basic bookkeeping for the EMARCD.
9. Letter to former President Martin from Alfred Bonnett of the RCRCDD completing their arrangements with the EMARCD in regards to the Water Audit program.
10. Notice of Preparation of a focused Environmental Impact Report-City of Murrieta-Dated November 2, 2015.
11. Letter requesting past digital records from Teaman, Ramirez and Smith CPA's.
12. Response from Teaman, Ramirez and Smith CPA's providing digital records.
13. Engagement letter from Nigro and Nigro for Annual Audit-dated Nov. 18, 2015

14. Notice of Intent to apply Public Health Pesticides for Vector Control Purposes to Surface Waters and Waters of the U.S. Within Western Riverside County
15. USPS-Change of address notification
16. Administrative Salary and Benefits Survey for Special Districts –CSDA-To be completed by December 21, 2015-(Arrived late in mailbox-past due date)
17. Notice of Public Hearing on December 1, 2015-City of Lake Elsinore for Proposed 154,487 SF Walmart Super Center.
18. Union Bank – Change of address notification
19. Verizon final bill-Refund due to district –Total refund \$68.14-Has been requested and is being sent
20. Wells Fargo Online Account access information and acknowledgement.
21. Betty Yee-California State Controller- Notification that the Government Compensation-Missing the report regarding number of employees. Since we have none, the proper paperwork indicating such was sent and received.
22. City of Lake Elsinore-Notice of Availability/Notice of completion of a draft Environmental Impact Report-Dated 1/8/2016 – Project Title- The Nichols Canyon Mine located on 199 acres east of Interstate 15 and Nichols Road subject is in regards to mining activities.
23. Riverside County Flood Control-Notification to potentially affected governmental agencies regarding application of Aquatic Pesticides by Riverside County Flood Control.
24. SDRMA letter-Letter and Complimentary 2016 poster covering all state, federal laws for districts who have employees. Not applicable at present time to EMARCD.
25. California Special District Grants-Available grants for Special Districts forwarded by California Consulting
26. The 2015 Legislative Guide to California Elections Law is available at:  
<https://www.lavote.net/Documents/legislative-guide-to-election-laws.pdf>

(Further information on correspondence available by request)

#### **IV. GUEST SPEAKERS**

1. Jeff Brandt-Department of Fish and Wildlife-Habitat Conservation-Introduction of Mr. Brandt and discussion of our Streambed Alteration Agreement

#### **V. ACTION ITEMS/ DISCUSSION CALENDAR**

1. Discussion and possible approval of EMARCD hosting the Spring Area meeting for the area RCD's and authorization to coordinate and move forward with arrangements if applicable.
2. Discussion and possible approval of vote for Area Chair for the Southern California area RCD's.



3. Discussion and possible approval of extension of the Rancho California Water District Contract for the Agricultural Irrigation System Auditor Contract
4. Discussion, update and possible approval of company/organization to continue Water Audit program– Carol Lee Brady
  - a. Three submittals-William Baker and Associates; Profitable Crop Productions LLC, and Mission Resource Conservation District. Two Declines-Valley Soils and RCRC.
5. Discussion and possible approval of Memorandum of Understanding with contracted entity for Water Audits and authority for designated Board Member to negotiate and sign finalized document (if applicable.)-Melissa Cushman
6. Discussion to designate a Board member or Counsel to draft a letter and give authority to sign said letter advising LAFCO of Memorandum of Understanding with organization selected for Water Audits (if applicable)-Melissa Cushman/Rose Corona
7. Discussion and possible approval of appointing a point person for Water Audits to streamline coordination of water audits-Rose Corona
  - a) Discussion and possible approval of putting contact and initial Water Audit application on website to include discussion and approval to designate President and Water Coordinator authority to work with Rancho Water District to make guidelines for Water Audits and to approve information to be posted on both websites for Water Audit information with approval from Counsel.-Rose Corona
  - b) Discussion of working with Rancho Water to co-ordinate advertisement of water audits and potential appointment of person to spearhead coordination and content of advertisement.-Carol Lee Brady
1. Discussion and possible approval for extension of existing contract with Bear Creek Association for further vegetation removal. Also discussion and possible approval to give authority to Counsel to draft and extension of existing agreement and to appoint a Board Member to sign extension of contract in order to get work done prior to nesting season. (March 15). Also to include discussion of progress with HOAs for prior Fuel Maintenance work on the Bear Creek and Fairway Estates projects under the direction of the EMARCD-Progress and payments and site walk report-Rick Neugebauer/Hugh Wood
8. Discussion and possible approval of mitigation contact for EMARCD on website-Rose Corona
9. Discussion and possible approval to add additional board member to signing authority for checks and authority to remove Danny Martin from checking accounts.-Rose Corona
10. Discussion and update on TEAM RCD change and possible approval to allocate funds to obtain domain names while District waits for approval of TEAM RCD from State Board of Equalization. -Melissa Cushman
11. Discussion of Audit draft, findings and responses possible tentative approval and approval of authority for designated Board member to sign and finalize all final Annual Audit from Nigro and Nigro.

12. Discussion and possible vote to approve yearly payment of Quickbooks in the Cloud accounting to Landmark Business Services.
13. Discussion of contact from Gonzalez Environmental wanting mitigation monitoring for a client in Murrieta-Rick Neugebauer
14. Discussion of potential collaboration with High Schools and other volunteer opportunities for community service hours. Potential approval to appoint Board Member to create a program that involves the community youth, provides them with community volunteer hours and helps the District in meeting their projects and goals. Also potential approval of funds to be overseen by Temporary Acting President and allocated in order to get additional website changes to create template-Michael Newcomb

### **OLD BUSINESS**

1. Update and Discussion of the Proposed Benton Channel Agreement and City of Murrieta Mitigations-Rick Neugebauer
2. Discussion and possible approval of creating policy for e-mail use-Carol Lee Brady
3. Discussion and possible approval of ad hoc committee to help with content for website. Also update on website and possible approval to allocate funds to obtain domain names while District waits for approval of TEAM RCD – Randy Feeney

### **VI. NEW BUSINESS**

1. Reminder that all Form 700's must be submitted no later than April 1, 2016 to the Clerk of the Board. We are asking that all Board of Directors and Associate Directors bring originals to the February 11 meeting or get them to the Acting President as soon as possible if you did not bring them to the meeting. The clerk of the board needs original signatures so they will not accept copies. Please make copies for your own records. Information for Form 700's has been sent to all EMARCD e-mails however can also be accessed at:

[www.Form700.gov.ca](http://www.Form700.gov.ca). or

[http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2015/Form 700 2015.2016.pdf](http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2015/Form%20700%202015.2016.pdf)

2. Reminder to all Board members and Associate Directors that starting with the next meeting (March 10, 2016), all packets and e-mails regarding EMARCD business will be forwarded to your EMARCD e-mail addresses. Packets will not be sent to multiple addresses which would include private e-mails. Please make sure that you have signed up and created a new password for your EMARCD e-





*Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by §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.*

**Next Meeting: March 10, 2016**