

Minutes

MINUTES

TEAMRCD

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Regular Board Meeting

Thursday, January 18, 2018 at 4:00 PM

Truax Building

41923 Second Street, Fourth Floor

Temecula, CA 92590

I. PRELIMINARY FUNCTIONS

Call to Order, 4:10 p.m., meeting recorded by Rose Corona

Flag Salute

Roll Call/Establish a Quorum

Directors Present: Rose Corona (President); Michael Newcomb, Stacy Kuhns

Directors Absent: Judy Guglielmana. Dave Kuhlman-Absent

Associate Directors: Rick Neugebauer, Randy Feeney - Absent

District Counsel Absent: Tawny Lieu, Greg Priamos

Natural Resources Conservation District (NRCS) Absent: Bob Hewitt

Guest Speakers: None

Public Guests: None

Approval of Agenda

President Corona called for a motion to approve the agenda including adding to the action items a vote on the disbursement of the funds in the area meeting bank account.; Director Corona moved and director Michael Newcomb seconded. Call for vote. **Motion passed 3-0.**

PUBLIC COMMENT

None

II. CONSENT CALENDAR, III. CORRESPONDENCE & IV. GENERAL INFORMATION

President Corona moved to approve the Consent Calendar, all Correspondence and General Information.

Director Newcomb seconded. Call for vote. **Motion passed 3-0.**

V. ACTION ITEMS/ DISCUSSION CALENDAR

Item 1: Oath of Office-Stacy Kuhns Director

Ms Kuhns was given the oath office by President Corona, however Director Newcomb noted that the consent calendar was approved prior to her being sworn in. Director Newcomb amended the approval of the agenda and the Consent Calendar to a new motion to approve both the agenda and Consent Calendar. President Corona seconded the motion. No discussion. Call for vote- **Motion passed 3-0.**

Item 2: Discussion and potential approval to submit draft letter to FVS Partners regarding deadlines for signature for the implementation of Funding Agreement between FVS Partners, LLC and TEAM RCD for Conservation Easement Management at the Benton Channel regarding the French Valley south Tentative Tract 3-837 Project and to allow the President to sign with minor changes

President Corona stated that she had spoken to District Counsel and they had created a draft letter indicating that TEAM RCD was still waiting for a signed agreement in order to implement the agreement for the \$90,000.00 Endowment for Benton Channel. The letter outlined the original agreement of October 31, 2017 which indicated a start point of April 1, 2018.

After reviewing the letter, Director Newcomb indicated that as long as the Board had sunset clauses in the agreement, that it appeared to prudent to send the letter along as a reminder to FVS Partners and the various agencies that would be affected. As stated in the letter acceptance of the Funding Agreement is conditioned on the approval of TEAM RCD's Board of Directors and that it is based on a start date for work in the Benton Channel of April 1, 2018. This could trigger another review by the various agencies and TEAM RCD wanted to make sure that FVS Partners were aware of the deadlines since the Board had not received a response back.

A motion was made by President Corona to approve a draft letter including the language that Director Newcomb provided and allow the President to sign and

send off to FVS Partners with only minor changes. Seconded by Director Kuhns. No further discussion. **Motion passed 3-0**

Item 3-Discussion and potential approval to provide Mike Newcomb with credentials to perform updates and create more advanced creative presentation on the website.

President Corona made the motion to approve the above. Seconded by Stacy Kuhns. No further discussion. Call to vote. **Motion passed 3-0**

Item 4-Discussion and potential approval to disseminate responsibilities between Board members for active projects until new office manager/temporary consistent help is obtained.

President Corona noted that since the Board no longer has an office manager the need to disseminate responsibilities amongst the Board members may be temporarily necessary until a permanent office manager and/or consistent temporary help can be found.

President Corona indicated that she could continue to handle CropSwap and Water Audit programs without much difficulty. She also indicated that the Boot Strap program actually could be completed fairly quickly with the items left on the list for the Board to meet its accreditation. The biggest challenges would be to get the Policies and Procedures completed and to get individual Board members to complete their Ethics and Sexual Harassment training.

Director Newcomb indicated that he thought that the policies had already been sent to District Counsel to create to align with already existing policies that are at the County level. President Corona indicated that the former Office Manager had been tasked with this duty but had not started on this portion of accreditation. President Corona also asked new director Kuhns to assist on rounding up Form 700's and other information from Directors to help complete the accreditation. Website updates and information would be handled by Director Newcomb while the scanning, cataloguing and destruction of records could be assigned at a later date. Director Newcomb then made a motion to instruct Counsel to create the policies needed and use the County of Riverside polices as the form and make whatever modifications are appropriate for our district in order to be in compliance not only with the State but with the County policies. President Corona seconded the motion. No further discussion. Call to Vote. **Motion Passed 3-0.**

Item 5-Discussion and review of preliminary draft for the Long Term Strategic Plan for TEAM RCD.

Director Newcomb noted that President Corona, himself and Rick Neugebauer met with Bill Long a consultant that works with resource conservation districts and helps put together long-term strategic plans. He noted that this consultant was being paid for through the CARCD grant programs and it does not come out of the

TEAM RCD budget. Based on input from directors and different agencies, Mr. Long has created a draft for a long range plan for TEAM RCD. Since this was the first version of the draft and the Board was missing two directors at this meeting, Director Newcomb suggested the Board table this item until a full board was available for discussion. He also suggested that he put out to all the Directors this same item for review before the next meeting so they may be prepared for discussion. It was agreed to table the item until the next meeting.

During this part of the meeting a brief discussion ensued for the new director regarding particulars in the Brown Act. President Corona and Director Newcomb filled Ms. Kuhns in on the basics of the law and offered brief examples in directing correspondence and the correct processes. They also offered the assistance of Counsel or themselves along with training access that would help her to better understand the Brown Act.

Item 6-Discussion and potential approval of collaboration with IERCD, SAWA and TEAM RCD to obtain grant monies for watershed projects

President Corona informed the Board that during the month of December there had been several grants forwarded for potential participation by area RCD's that might be something TEAM RCD would like to be involved in. She indicated that she had spoken to Mandy Parkes of IERCD and that Ms. Parkes liked the idea of collaboration if we could find something we could partner on. There was one grant in particular that dealt with Soil Health that was not due until the end of February that Ms. Parkes felt would be viable for not only our two districts but could also include Mission RCD. She indicated that she would look through it and provided a synopsis for the Board to review. Even though some of these grants required a collective match, Ms. Parkes indicated that this could come primarily from the IERCD and depending on the grant parameters, TEAM RCD might not be required to come up with the one-to-one match. IERCD would write the grant and include both TEAM RCD and Mission RCD. President Corona made a motion to accept a draft grant proposal created by IERCD prior to the next meeting in order to make the deadline date for the actual grant. Director Newcomb seconded the motion. No further discussion. **Motion passed 3-0.**

Item 7-Discussion and potential approval for President to sign checks for accounts payable in the event of a lack of quorum or due to a cancellation of a meeting which prevents a vote to approve the normal course of business billings being paid by due dates. This is to include the following stipulations:

- a) That any bills that will be considered delinquent will be reviewed first by the Vice-President and/or the Secretary Treasurer.
- b) That a single signature is sufficient to pay any and all bills that are not over \$1,000 as per present district policy.
- c) As per policy, any invoice over \$1,000.00 shall have two signatures.

President Corona asked for a motion. Director Kuhns so moved, Director Newcomb seconded. No further discussion. **Motion passed 3-0.**

VI. OLD BUSINESS

Item 1- Discussion and potential approval of amendment of MOU with Regional Conservation Authority and TEAM RCD to eliminate Adeline Farms from the original agreement

President Corona indicated that the original conversation with Lori Correa was that they were going to send an amendment to be approved since the original signed agreement with RCA included the Adeline Farms project. However, the amendment had not arrived by the time of this meeting. However, the board was presented with the option to approve an amendment with only Greer Ranch in the agreement and to remove Adeline Farms from the agreement. Director Newcomb moved to agree to an amendment to the original signed agreement removing Adeline Farms and leaving only Greer Ranch as part of the original agreement. Seconded by Director Kuhns. No further discussion. **Motion passed 3-0.**

Item 2-Discussion and update on Crop Swap and Water Audits

President Corona indicated that the crop swap and water audit programs were going pretty well although during the winter they tend to slow down in anticipation of rain. There was one individual named Sang Nam who had wanted an audit and continually asked where he was on his irrigation audit scheduling. This was a customer who had asked for an audit during the time Dave McElroy was handling the audits. Eventually after research it was found that Mr. Nam did not have an active Rancho Water account and therefore was not eligible for a free water audit. It was reported by President Corona that Bob Hewitt from NRCS indicated in an e-mail that he would handle this customer since Mr. Nam was not an existing customer of Rancho Water.

Item 3-Discussion and update on Boot Strap Grant-Previously discussed in Item #4 in Action Items.

Item #4-Update on Compilation for 2016-2017

President Corona passed out the Compilation for accounts for the 2016-2017 year for TEAM RCD. Her report indicated that TEAM RCD has steadily kept a positive reporting record for both the County and the State and the general account looks very positive going forward with a current balance of \$90,000.00. Director Newcomb had some questions regarding the figures on the Pond Turtle Monitoring but indicated that the figures did not include the final figures for the monitoring contract which ran past the June 30, 2017 year end for TEAM RCD. It is presumed that the remainder of the profits from this project will show up in next year's income compilations. Motion to accept the compilations made by Director Newcomb. Seconded by President Corona. No further discussion. **Motion passed 3-0.**

Item 5-Discussion and update on Biological Reporting and monitoring-SAWA.

President Corona indicated that Rick Neugebauer was supposed to be reporting on this item however was absent from the meeting so the item will be tabled until next meeting.

VII-NEW BUSINESS

Item 1-Reminders for Form 700's , Ethics Training and Sexual Harassment Training

President Corona reminded all Board Members of their obligations to fulfill all three of the requirements of Form 700, Ethics and Sexual Harassment training. The last two that can be done online.

ITEM 2- Discussion and Potential approval on disbursement of funds from the SoCal Region Bank Account

President Corona added this to the agenda as a discussion and approval item. At the Spring Meeting of the Area RCD's, the representatives voted to close the Area Bank Account however there was not final discussion on how to disseminate the funds. At the Area Meeting in November, it was decided that an e-mail would be sent out with a vote for one of two options. One would be to donate the funds to CARCD to use for educational programming or Option two would be funding split evenly among the member districts to be used as each district sees fit. Director Newcomb made a motion to have the funds returned to the RCD's to distribute as they see fit. Seconded by Director Kuhns. No further discussion. **Motion passed 3-0**

VIII-ORAL REPORTS

Directors Newcomb, Corona and Kuhns had nothing to report and the remaining directors, associate directors and guests were absent.

IX. FUTURE AGENDA ITEMS

None.

X. ADJOURNMENT With no further business, Director Newcomb made the motion to adjourn the meeting. Director Kuhns seconded. Motion passed 3-0. Meeting adjourned at 5:09 pm

Stacy M. Kurl 2/8/2018

Secretary/Treasurer Date