

MINUTES

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Regular Board Meeting

Thursday, September 11, 2025 at 4:00 PM

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

Meeting held in-person and via teleconference.

I. PRELIMINARY FUNCTIONS

Call to Order & Roll Call — Meeting called to order at 4:00 PM. Present: Director Teri Biancardi (President), Director Stuart Kuhn, Director Rose Corona, Director Newt Parkes, Conservation Technician Kit Swift. (Director Pablo Bryant absent.) Quorum established.

Director Parkes moved, and Director Kuhn seconded, to approve the Agenda as presented. Motion carried unanimously.

Public Comment — None.

II. CLOSED SESSION REPORT

Item: Personnel matter: public employee discipline/dismissal/release of Office Manager, Government Code Section 54957(b)(1). The Board voted 4-1 to terminate the Office Manager's contract.

III. CONSENT CALENDAR

1. Approval of Minutes

Discussion regarding the June 12 and August 14, 2025, minutes. Director Corona raised concerns about missing information, specifically the requirement to log dissenting votes. The District Manager acknowledged difficulties due to the former office manager's departure and limitations of AI-generated transcripts.

Director Corona moved, and Director Parkes seconded, to table approval of the June 12 and August 14, 2025, minutes until a more accurate transcript can be provided. Motion carried unanimously. Action Item: Provide detailed transcript or record of dissenting votes for both meetings to ensure compliance before minutes approval.

2. Bills and Reimbursements

Consent calendar items for bills paid, bills to be paid, and accounts receivable were reviewed.

IV. ACTION ITEMS

A. Financial Reports — Periods Ending June 30, July 31, and August 31

Grace Dougan provided an overview of QuickBooks Online bookkeeping. The board requested more granular financial reports including P&L by grant. Grace offered a cash flow spreadsheet tool and introduced Ramp for bill pay.

Director Kuhn moved, and Director Parkes seconded, to approve the June, July, and August financials. Motion carried:

Biancardi	Yes
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Kuhn	Yes
Parkes	Yes
Corona	No
Bryant	Absent

B. I-15 Rainbow Canyon Wildlife Crossing Project

Angus McLean reported the WCB application was submitted September 3; decision expected in early October. Discussion covered justification for indirect costs, drafting of Caltrans cooperative agreement, and RFP preparation. No motion made.

V. DIRECTORS' REPORTS

Conservation Technician Update — Kit Swift

- CRGP Cannabis Grant: Pre-application completed; pending RCA final approval.
- Home Hardening Program: Certification training to be completed; proposal to follow.
- Website: Pages added for home hardening, water efficiency, and backyard conservation.
- NRCS Grant: All activities completed; reports submitted.
- Upcoming Events: Event with Rancho Water Board on September 30.

Management Report

Board discussed recovery of district property from former office manager: Dropbox passwords, check card stock, PO Box keys.

VIII. ADJOURNMENT

Director Corona moved, and Director Parkes seconded, to adjourn. Motion carried unanimously. Meeting adjourned at approximately 5:05 PM. Next Regular Meeting: October 9, 2025.

Dated: _____

Newt Parkes, Secretary